

Test Canvas

Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

Find this page

Follow these steps to open the Test Canvas page for an existing test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the **Add Test** page and select **Submit**.

Functions

The functions available on the Test Canvas page are described in the table below.

To . . .	click . . .
add a question	the drop-down menu in the Add Question: field, select a type of question to add and click Go.
add a question in between existing questions	the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear.
change the settings for this Test	Creation Settings. The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	Modify to the right of the Name, Description, and Instructions.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.
modify a question	Modify to the right of the question header.
remove a question	Remove to the right of the question header. A confirmation box will appear. Removing a question is irreversible.