

Managing Student Access to Tests

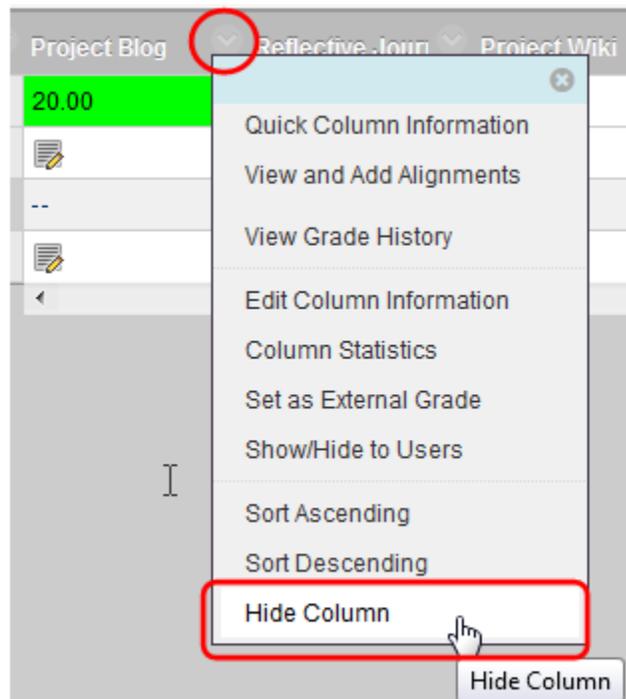
Objectives:

At the end of the training, the participants will be able to:

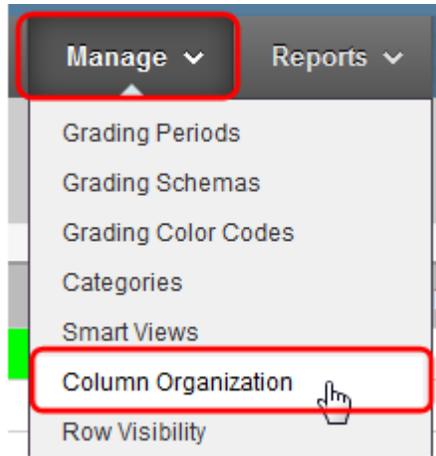
- Control whether or not instructors see a **Grade Center** column
- Control whether or not students see a column in **My Grades**
- Control which kinds of **feedback** students see on a test
- Use Test Options to control the **availability** of a test
- Use **Adaptive Release** to control the availability of a test

Grade Center

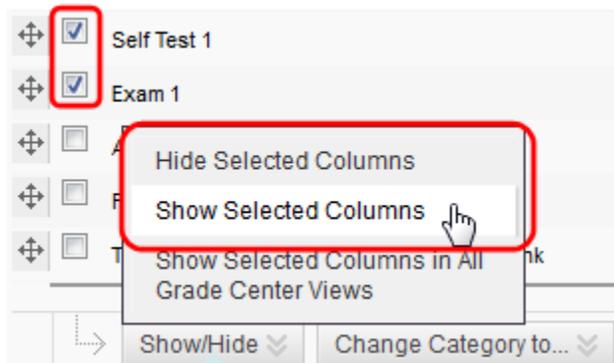
- In the **Grade Center**, instructors can control which columns are **visible** to:
 - Instructors (Student Assistants, etc.) in the **Grade Center**
 - Students in **My Grades**
- To hide a **single** column from instructors in the Grade Center:
 - Click the **ActionLink** button for a column.
 - Click **Hide Column**.



- To hide or show **one or more** columns from/to instructors in the Grade Center:
 - Point to **Manage**.
 - Click **Column Organization**.

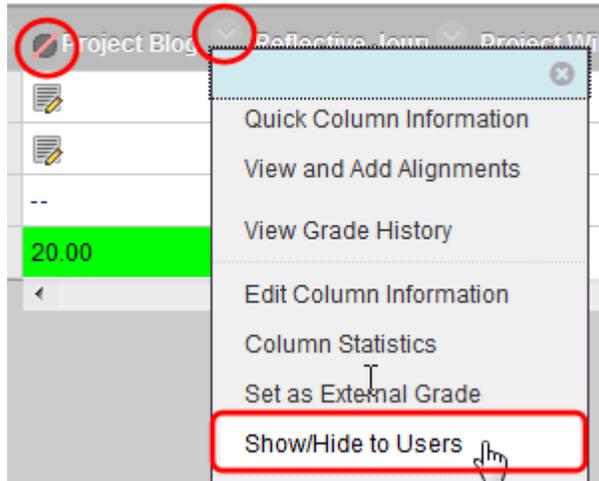


- Select the **check boxes** for the **column(s)** you want to hide or show in the Grade Center.
- Point to **Show/Hide**.
- Click the option to either **Show** or **Hide Selected Columns**.
- If a column is hidden, it will be **grayed** out. If it is shown, it will be in black text.

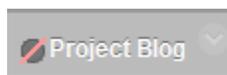


- Click **Submit** to save the changes.

- To show or hide a column to students in **My Grades**:
 - From the Grade Center, click the **ActionLink button** for the column.
 - Click **Show/Hide to Users**.



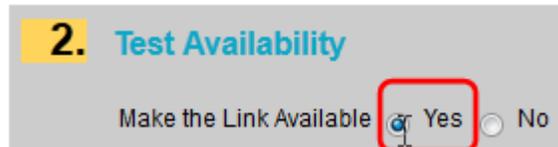
- This works like a **toggle** switch. If the column is shown, clicking this will hide the column in My Grades. If the column is hidden, clicking this will show the column in My Grades
- If the column is **hidden** in My Grades it will have an **icon** (a circle with a red line through it) at the top of the column in the Grade Center.



- Common problems
 - If a column is **hidden** in the Grade Center you cannot see whether it is **released** in My Grades. To verify whether students can see it or not, you would need to make the column visible in the Grade Center
 - Sometimes unnecessary **duplicates** of columns are accidentally created. If these are hidden in the Grade Center but not hidden from users, they will appear in My Grades. Students cannot be sure which of the two is the actual column being used in the course. Be sure to check the **Column Organization** page to make sure there are no hidden columns or duplicates.
 - Sometimes the **Grade Center Name** for a column is different than the item name. This usually happens when an instructor adds a Great Center name and then changes the item name later. The manual Grade Center name is **not** automatically updated when the item name is changed. Be sure to only use Grade Center names when you need them and to update them when necessary.

Test Options

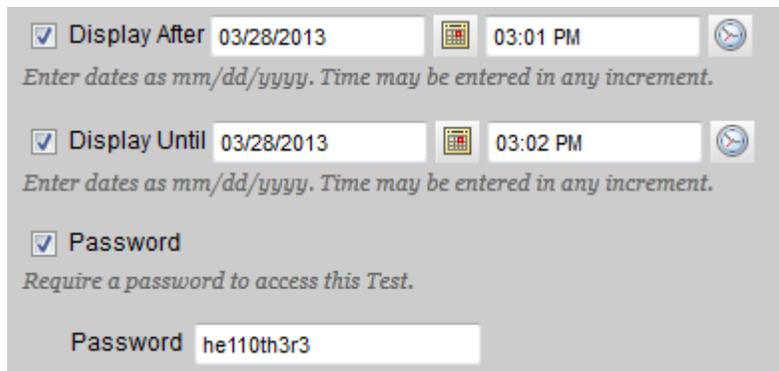
- The **Test Options** offer other ways to control student access to tests and test results.
- The **Test Availability** section controls the availability of the test link in a learning module or content folder.
 - **Make the Link Available** - This setting **hides** or **shows** the test, regardless of the dates available or adaptive release. This must be set to **Yes** for students to access the test link.



2. Test Availability

Make the Link Available Yes No

- **Dates Available** - This releases the test on certain **dates**, hiding it afterwards
- **Password** - This limits access to the test by requiring a password to enter, but this setting does **not** hide the link.



Display After 03/28/2013 03:01 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 03/28/2013 03:02 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this Test.

Password he110th3r3

- The **Feedback** section of the Test Options allows instructors to control some of the specific information students see about their test results:

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

<input checked="" type="checkbox"/>	Score
<input checked="" type="checkbox"/>	Submitted Answers
<input checked="" type="checkbox"/>	Correct Answers
<input checked="" type="checkbox"/>	Feedback

- **Score** – This shows the score for the test. However, the **total** score appears in My Grades if the column is **released**, regardless of whether this check box is selected or not.
- **Submitted Answers** – This displays the answers a student has submitted for each question
- **Correct Answers** – This displays the correct answers for each question
- **Feedback** – This displays any feedback included in each question.
 - **Correct/Incorrect** answer feedback is feedback that will appear based on whether the student chose the correct answer or not.
 - Feedback by **answer** is feedback that will appear based on the answer the student chose.

Adaptive Release

- Adaptive Release allows instructors to release items, including tests, selectively, based on specific criteria
- **Dates Available** – This is similar to the Dates Available setting in the Test Options. However, the following should be considered when considering using this option:
 - There is some crossover between Test Options and Adaptive Release. Dates added in Test Options will appear in Adaptive Release. However, if the date is changed in Adaptive Release, the change is not made in the Test Options. This creates a conflict between the dates, resulting in the test being available only on the common dates in both the Test Options and Adaptive Release.
 - To avoid date conflicts, use Dates Available in the either Test Options **or** Adaptive Release, **not both**. (We recommend using Test Options.)

- **Membership** – This allows instructors to release items to individual students or groups
 - **Students** must be selected **individually**, with a comma between student IDs. You can browse for individual students as well.

2. Membership

This content item is visible to all users until a Membership criterion is created. Users

Username

- **Groups** can be chosen from a **menu**. Instructors can choose more than one group at a time.

Course Groups

Items to Select		Selected Items
Research Paper Group 1	<input type="button" value="Move to list of selected items"/>	Discussion Group 1
Research Paper Group 2		Discussion Group 2
Self-Enroll Group 1		
Self-Enroll Group 2		
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>		<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

- **Grade** – This option allows instructors to identify a **prerequisite** that students must complete **before** being granted access to the **item** being released.
 - **Never** select the **item** that you are selectively releasing as the **prerequisite**. This will lock students out of the item.

3. Grade

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets entered must be numeric.

Select a Grade Center column

Select Condition

- User has at least one attempt for this item
An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.
- Score Percent
- Score Percent Between and