



**Center for Scholarship in Teaching and Learning
Southeast Missouri State University**



Utest Basic



**Dave Reinheimer
Marcio Vieira**

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Overview

UTest is designed to allow instructors to post tests and quizzes to the web. Security features allow it to be used as an assessment tool or with other teaching-oriented approaches. It can be used in a computer lab setting, or used with web-based and web-supported classes to support many teaching and assessment activities. UTest allows the instructor to create a variety of question types, will automatically score most question types, and provides easily accessed statistical feedback regarding test results.

This manual will cover creating and saving tests, adding most types of questions, and viewing test statistics. It will also cover the student side of online test-taking.

Getting Started

I. Understanding Online Testing

An online test can appear exactly like a test in a face-to-face classroom: it can contain multiple choice, true/false, matching, or subjective (fill in the blank, short answer or essay) questions. A time limit can be set on the test. Other security features built into OIS UTest allow for online testing to be effective summative assessment.

However, testing conditions in an online environment are much less controllable than in a face-to-face environment. A student, for instance, could be using a textbook or notes while taking the test; or a group of students could be in a lab, taking the test as a team. Because of these inevitable security concerns, many instructors prefer to use online testing as formative assessment—as part of a tutorial, a review of prior knowledge, or a check that the student has at least looked at a reading assignment.

In either case, OIS UTest makes creating and delivering tests online easy and effective.

II. Launching UTest

Minimize all windows by clicking on the “Minimize” button as shown in the following picture:



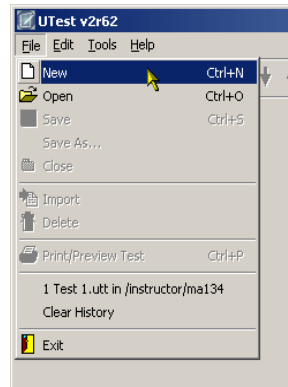
Double-click on the “GradeA” icon to start the program (see below).



Creating Tests

I. Creating a New Test File

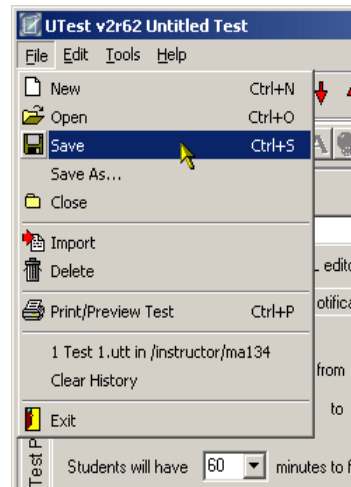
To create a new test, choose **File | New**.



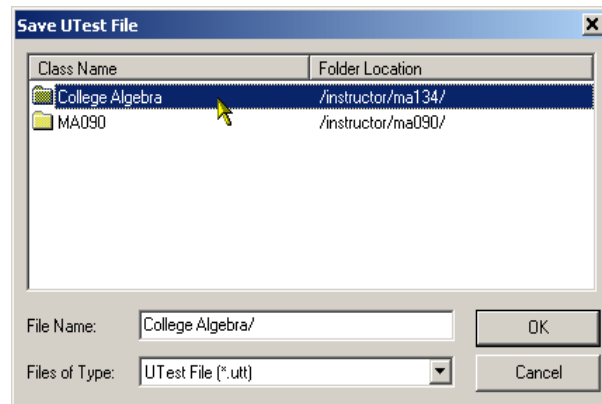
II. Saving the Test

NOTE: Your test must have at least one question in it before you can save it.

To save your test, choose **File | Save**.

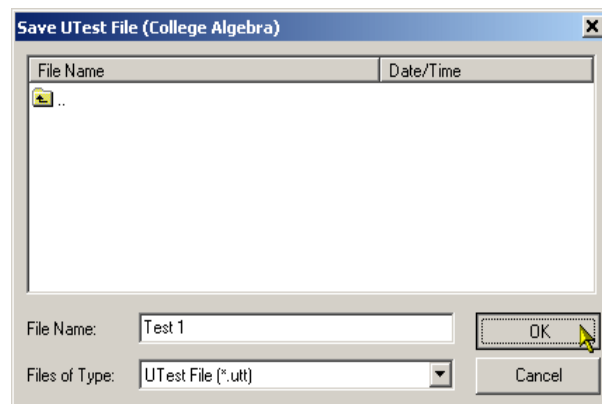


In the “Save UTest File” window, open the appropriate class folder by double-clicking the folder name.



Enter a name for the UTest file in the “File Name” field.

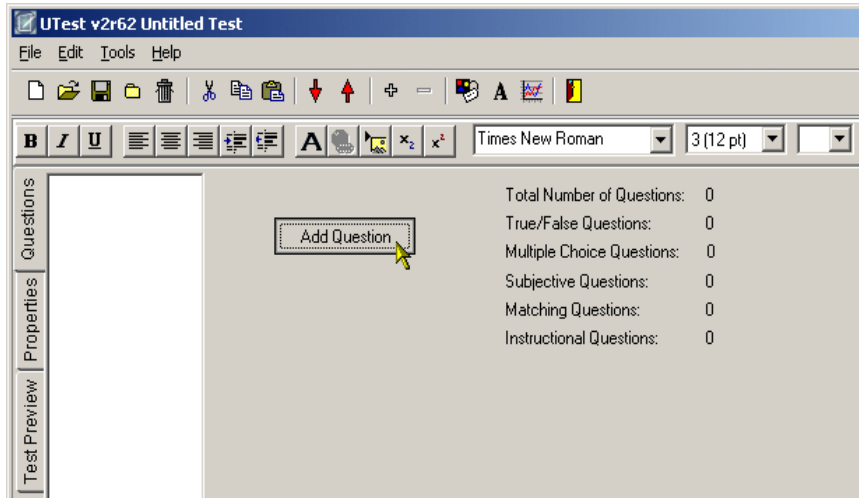
Click “OK”.



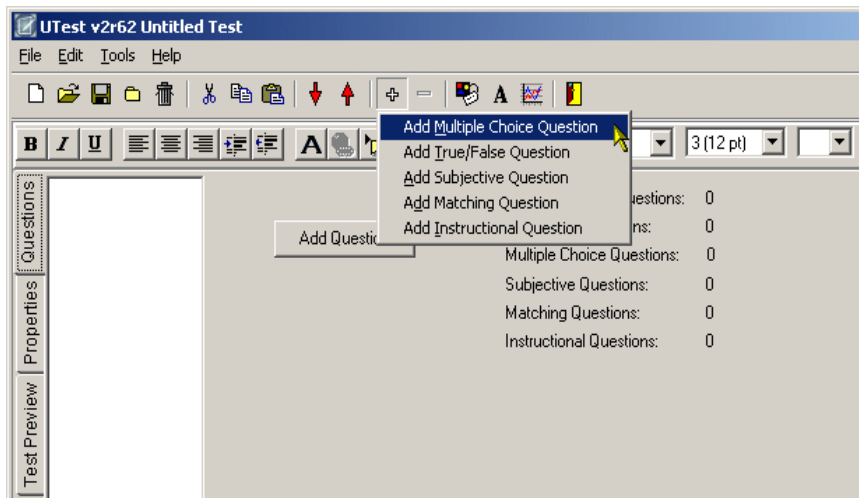
III. Adding Questions to a Test

Multiple-choice Questions

To add a multiple choice question by default, click the “Add Question” button in the right-hand pane of the text window.



Alternately, click the “+” icon on the toolbar and select “Add Multiple Choice Question” from the menu.



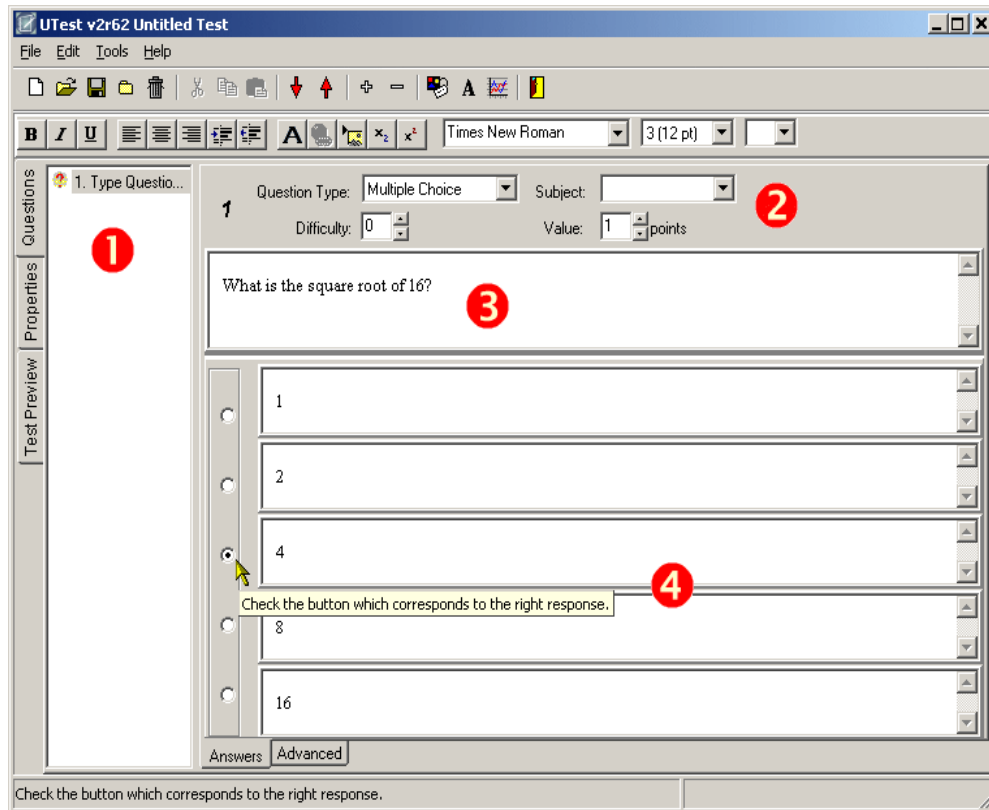
“Question 1” will appear in the left-hand (navigation) pane of the test window.

Click on “Question 1” to select and view the question.

When you select a multiple choice question in the navigation pane, the multiple choice window will appear.

There are four panes to this window:

1. **Question List:** All questions in the current test are listed in this navigation pane.



2. **Question Properties:** This manual will cover only “Question Type” and “Point Value.”

Question Type: You can change the type of question you are currently viewing by clicking on the drop-down menu and selecting a question type.

Point Value: Assign a point value to the question by entering a number or clicking the up/down arrows.

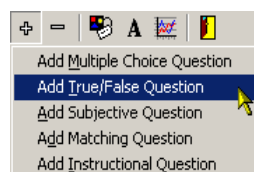
3. **Question Text**

4. **Multiple-Choice Options:** Indicate the correct choice by clicking the radio button next to the answer.

Be sure to save your test.

True/False Questions

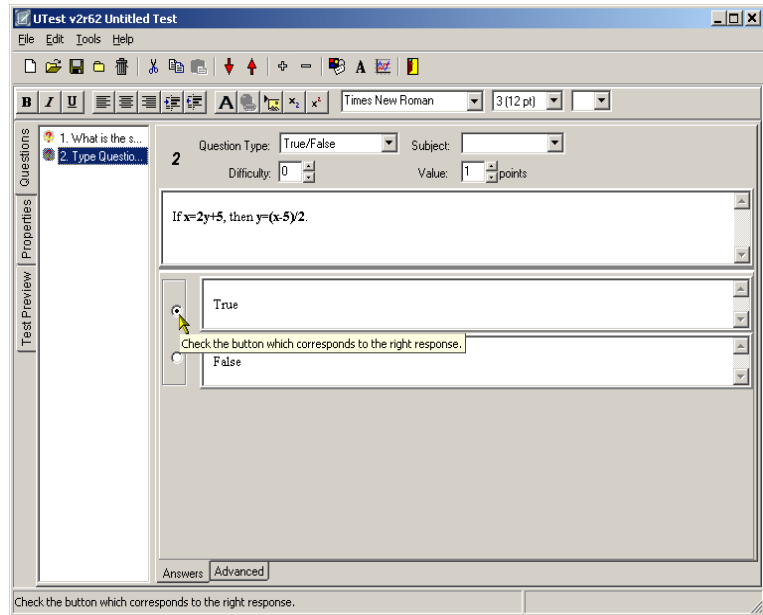
To add a new True/False Question, click the “+” icon in the toolbar, and select “Add True/False Question” from the menu.



In the True/False Question window, set the point value for the question in the Properties pane.

Indicate the correct choice by clicking the radio button next to the answer.

Save your test.

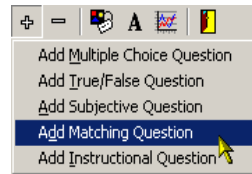


Subjective Questions

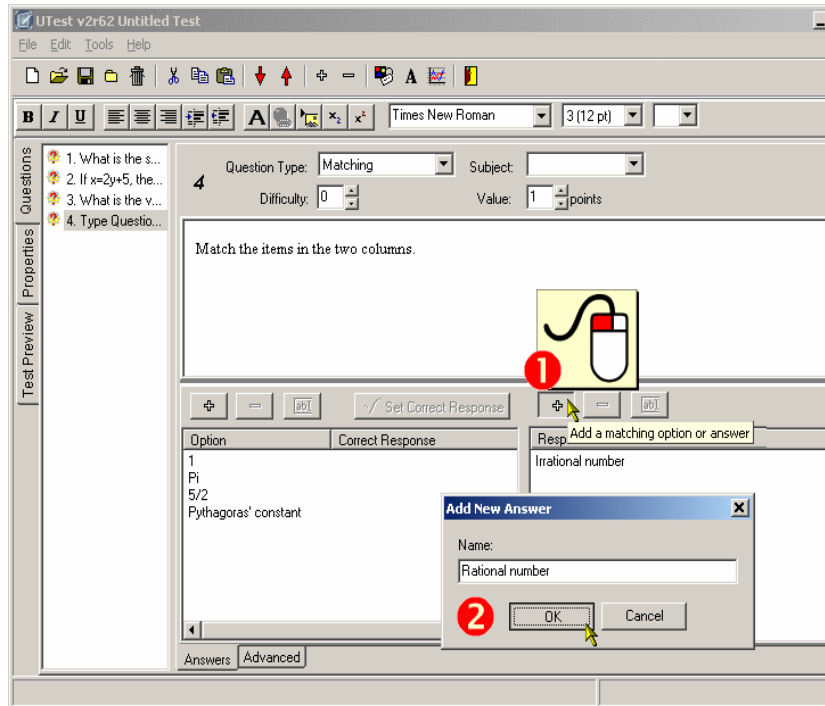
Subjective questions are a special case, because they require scoring by the instructor. Therefore, they will be covered in the *UTest Intermediate* manual.

Matching Questions

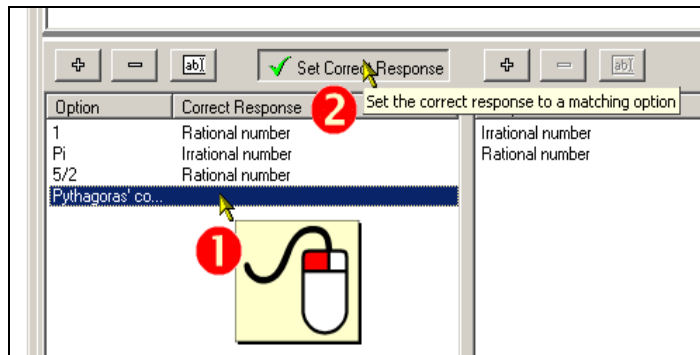
To add a matching question, click on the “+” icon in the toolbar, and select “Add Matching Question” from the menu.



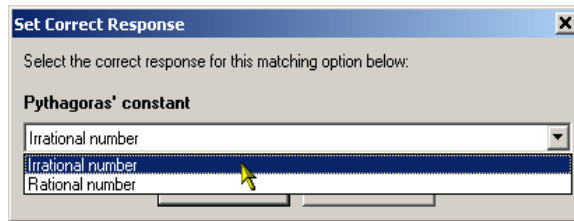
- In the Matching Question window,
1. Add Options by clicking on the “+” icon above the bottom middle pane.
 2. Add Responses by clicking on the “+” icon over the bottom right pane.



- Then, assign the correct response to an option by
1. Clicking on the option to select it
 2. Clicking “Set Correct Response”



Select the correct response by clicking on it, and click “OK.”



After you have assigned responses to all options, set the point value for the question in the Question Properties pane.

Save your test.

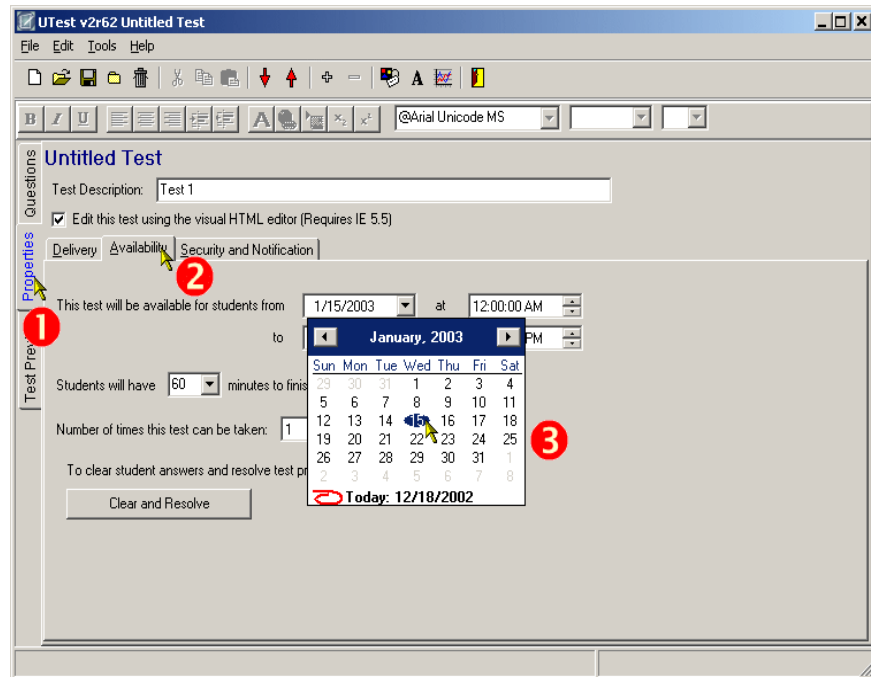
IV. Defining When the Test Will be Available

You can use the Test Properties window to limit the availability of your test.

To open the Test Properties window, click on the “Properties” tab on the left side of the UTest window.

To set the test availability, click on the “Availability” tab at the top of the Properties window.

Use the drop-down menus to set beginning and ending dates and times, how long a student has to take the test, and how many times the student may take the test.



Save your test.

The Student View

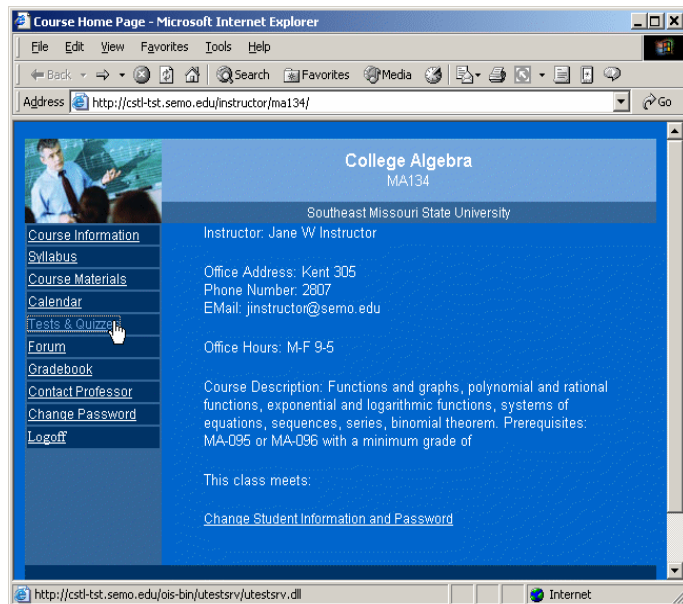
I. Adding a Link to Your Course Web Page

If you used a template to create your OIS class, you probably have a link to UTest in your pages already and you can skip this section. If you do not already have a link, follow these steps:

- 1) Open your main course Web page in your favorite HTML editor.
- 2) Make a link to `/ois-bin/utestsrv/utestsrv.dll`. Make sure you type the first slash, too.
- 3) Save the page.

II. Taking a Test Online

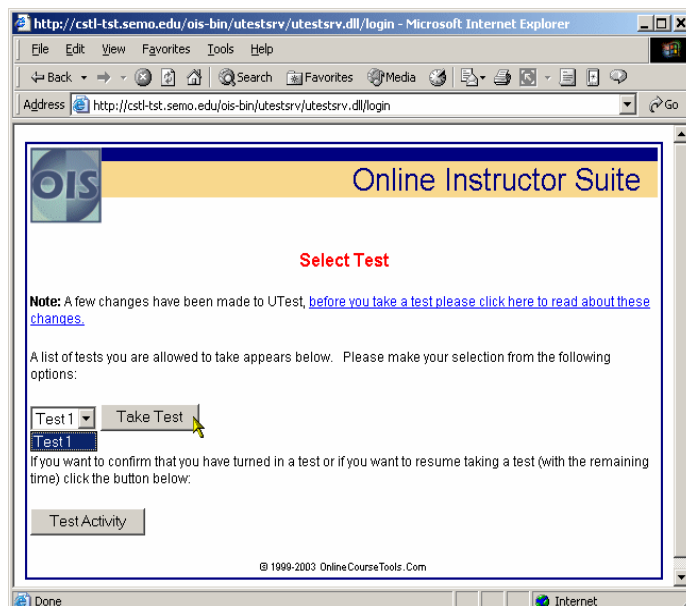
To take an online test, click on the UTest link on your course page.



Next you will need to select the test you wish to take.

Use the drop-down menu to select a test, and click "Take Test."

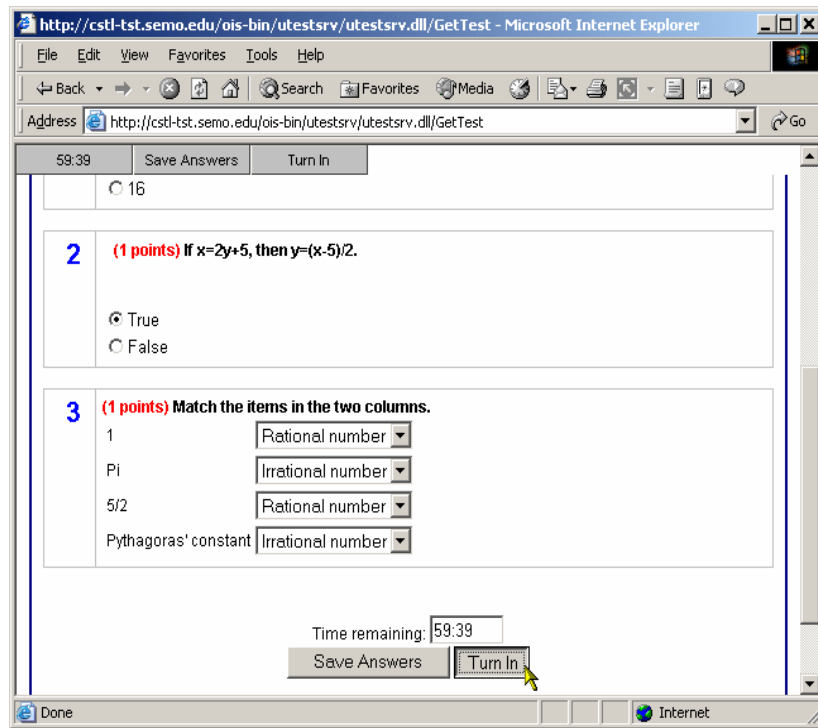
NOTE: If you have set limited availability for a test or tests, the available tests will be listed below the test selection drop-down menu.



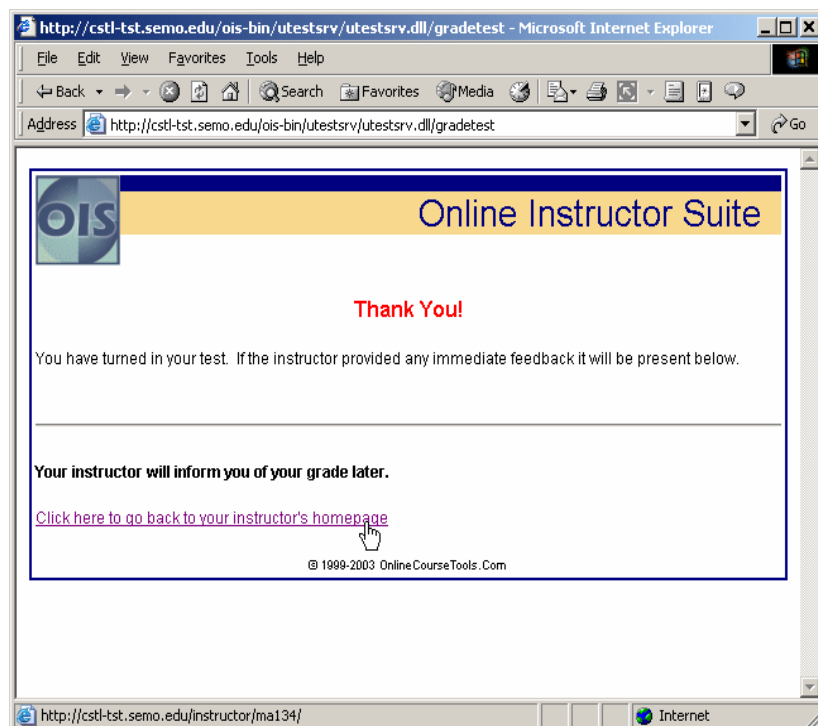
Complete the test by clicking appropriate radio buttons, selecting options from drop-down menus, etc.

When you have completed the test, click "Turn In."

To save your answers and return to complete the test at a later time, click "Save Answers".



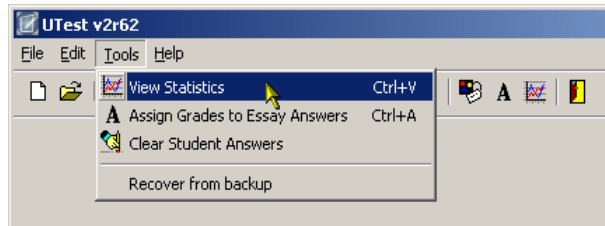
When the test is successfully submitted, you will see this confirmation page. Use the link to return to the class home page.



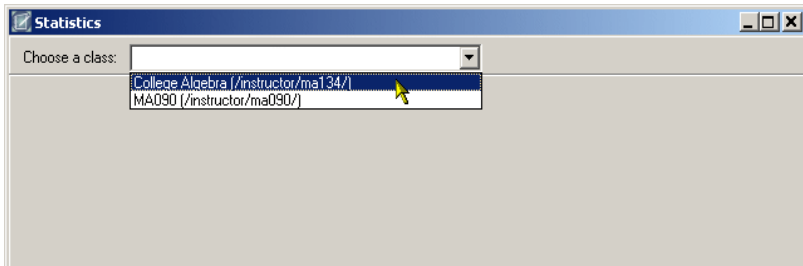
Viewing Test Results

Utest allows you to view test results in a number of ways, depending on what kind of data you need.

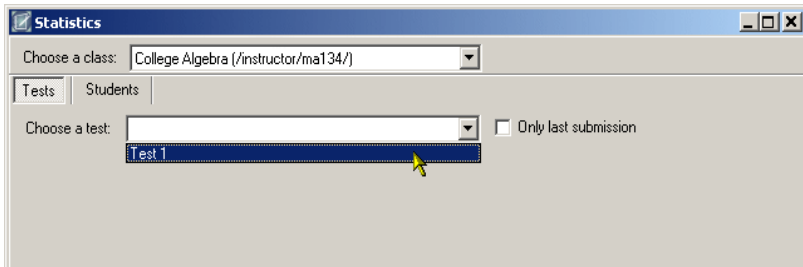
To view test results, choose **Tools | View Statistics**.



Next, use the drop-down menu to select a class.



Then, use the drop-down menu to select the test.

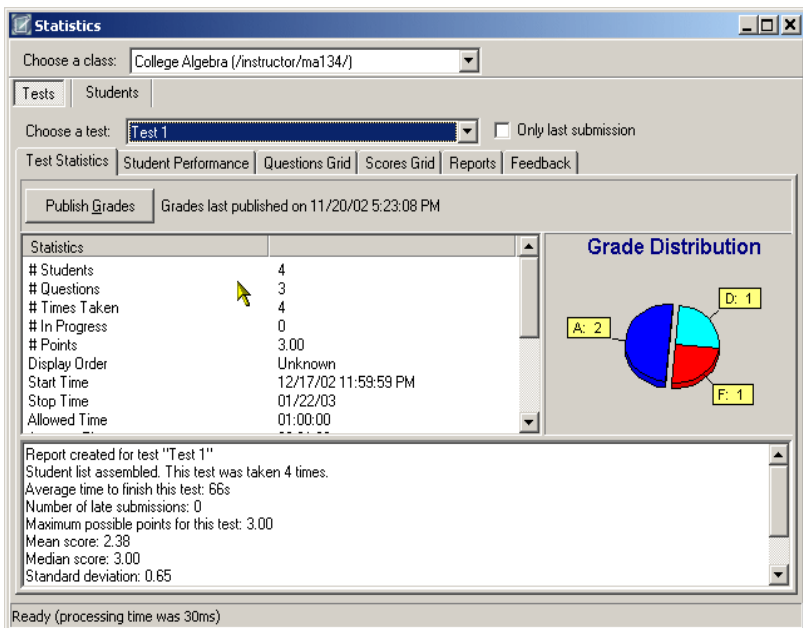


The Test Statistics window will load.

The top pane gives a general description of the test and its properties.

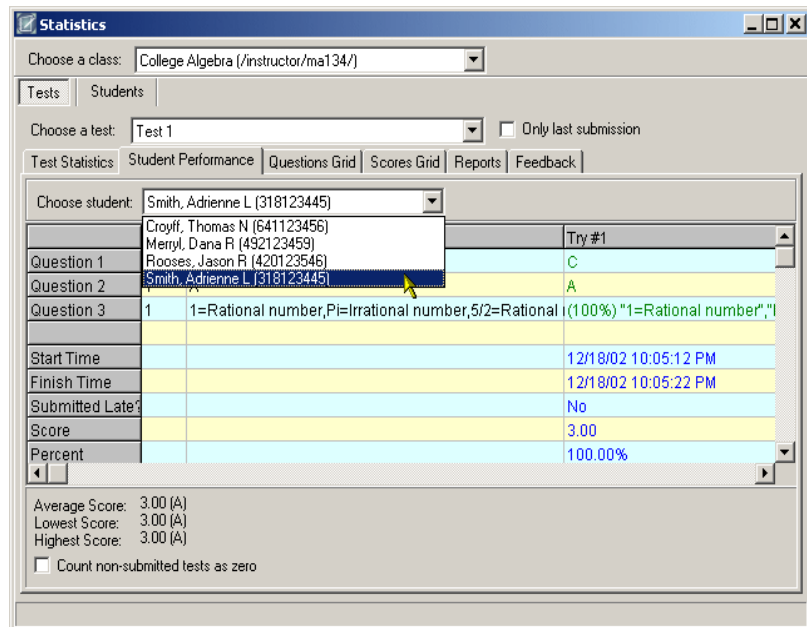
The pie chart shows the distribution of student grades for the test.

The bottom pane provides overall statistics for the test.

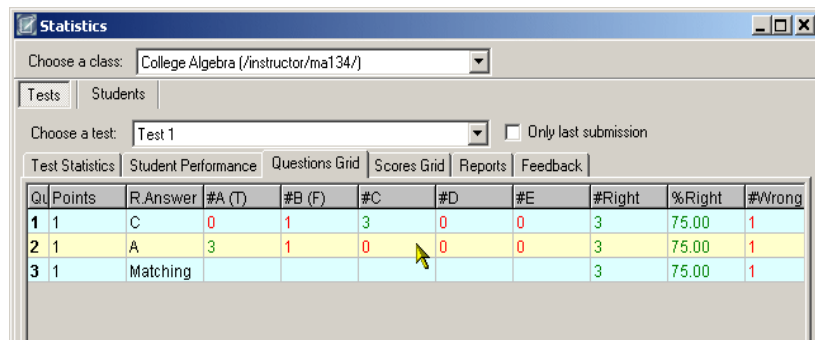


To view individual student results, click on the “Student Performance” tab at the top of the Statistics pane.

Then, use the drop-down menu to select a student.



To view test results by question, click on the “Questions Grid” tab at the top of the statistics pane.



To view the scores of all submissions for this test, click on the “Scores Grid” tab.

