



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



UTest Intermediate



**Dave Reinheimer
Marcio Vieira**

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Overview

In the *UTest Basic* manual, you learned how to create tests using most of the question types available. This manual will cover creating and grading the subjective question type, as well as setting several properties for your tests, adding feedback to the student's test results, generating statistical reports for your tests, and publishing test grades for use in a GradeA gradebook file.

Subjective Questions

I. Adding Subjective Questions

The Subjective Question type in OIS UTest can be used for fill in the blank, short answer, or other questions that require a student to show his or her work. Subjective questions, unlike the other question types, must be graded manually.

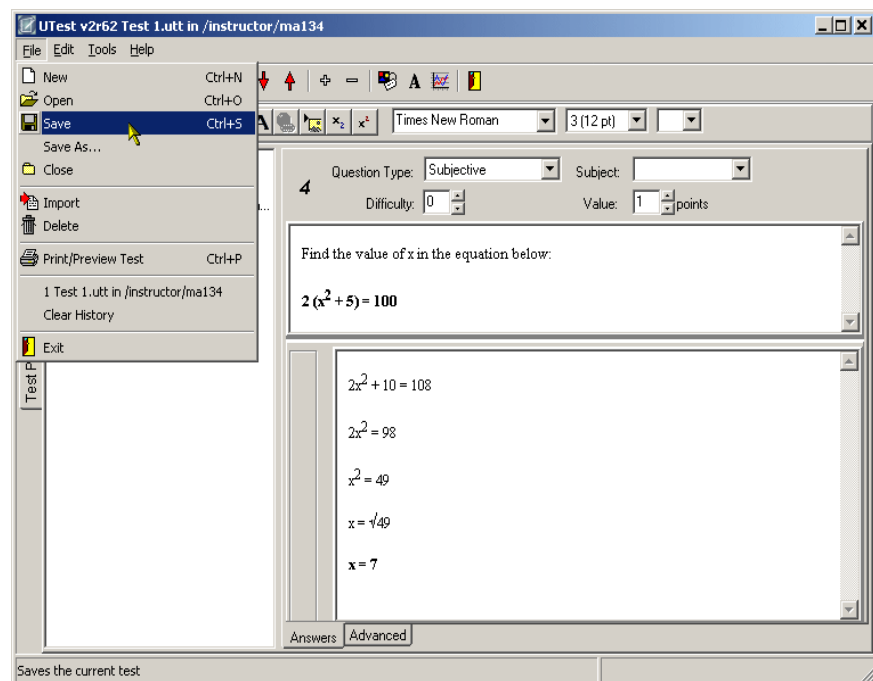
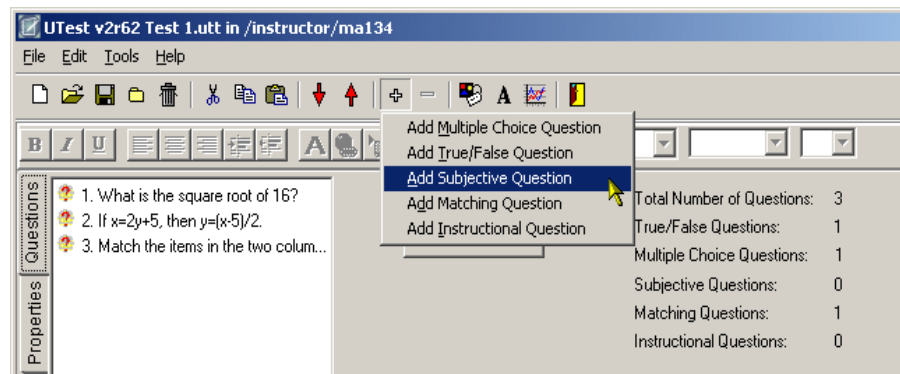
To add a subjective question, first create a new test or open the test you wish to add the question to.

Then, click on the “+” icon and select “Add Subjective Question” from the menu.

In the question properties pane, fill in the point value of the question.

Enter the question in the question pane and the answer in the answer pane.

Choose **File | Save** to upload the test with the new question.

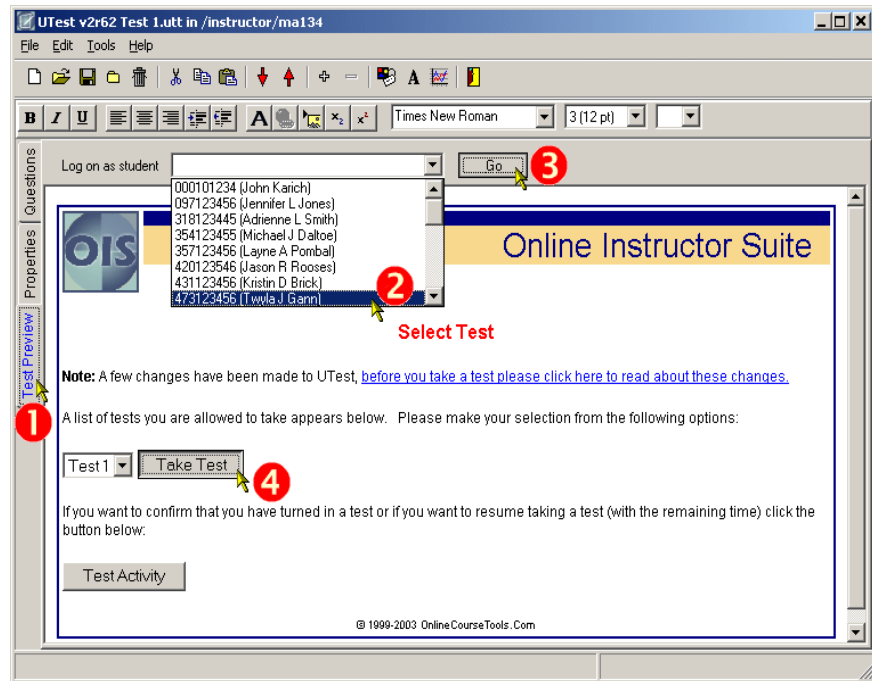


II. Using the Internal Browser to Take a Test

UTest provides an internal browser that allows you to preview your test as students would see it.

To preview your test,

1. Click on the “Test Preview” tab on the left side of the UTest window
2. Choose a student name from the “Log on as student” drop-down menu
3. Click “Go”
4. Select the test from the drop down menu and click “Take Test”

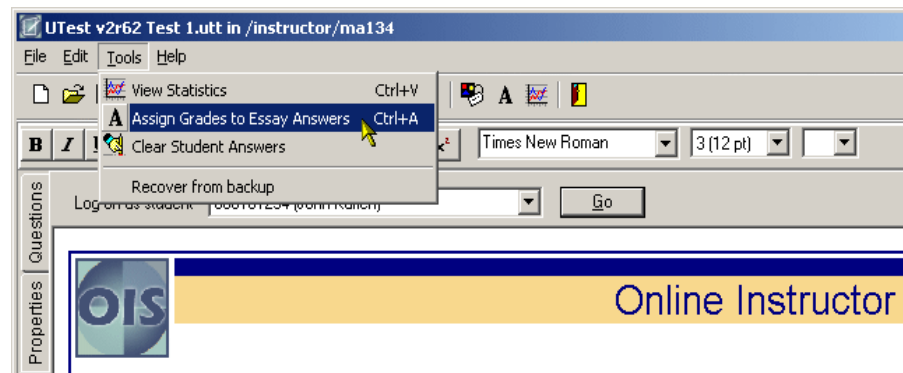


NOTE: If you preview a test by taking it as a student, the test will actually be submitted under the student’s name, which means you will need to erase the results from the student’s record (see *UTest Advanced*). A better idea would be to preview the test using a “dummy” student name or your instructor name.

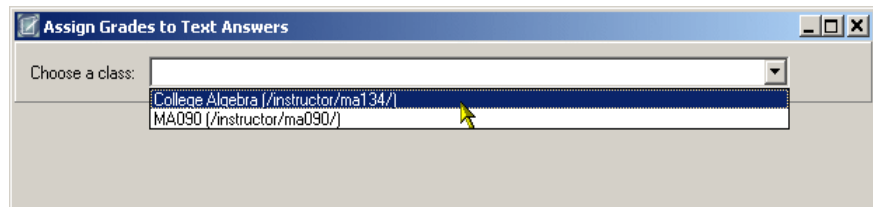
III. Assigning Grades to Subjective Questions

Subjective questions, as mentioned above, must be graded manually by the instructor.

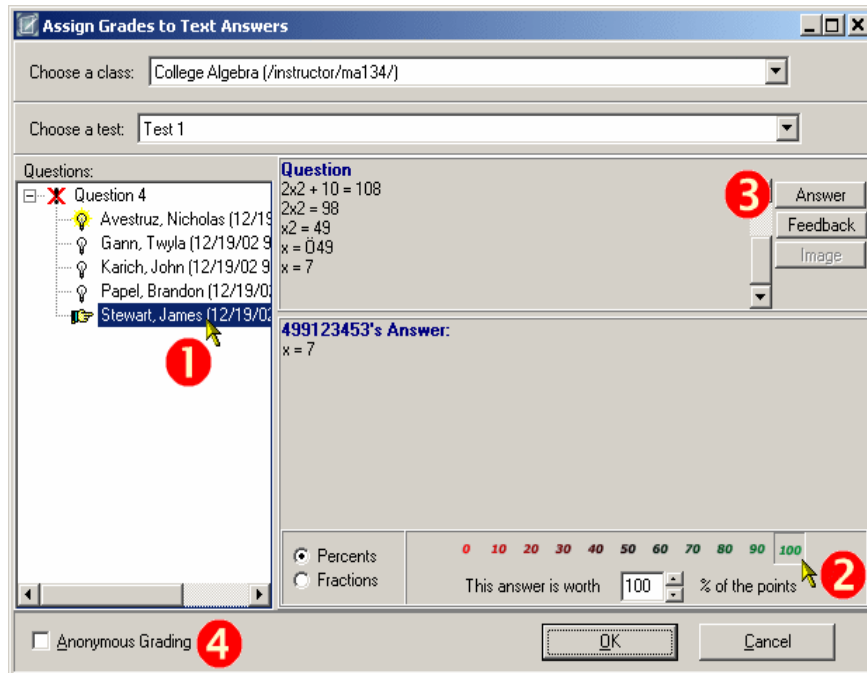
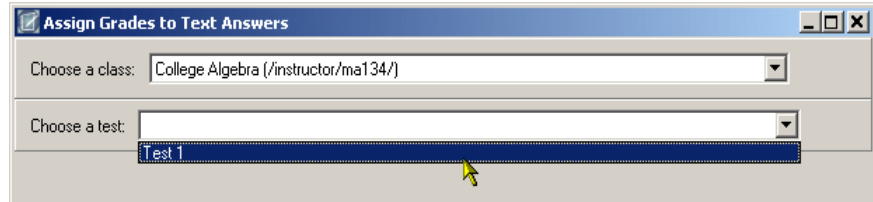
To grade a subjective question, choose **Tools | Assign Grades to Essay Answers**.



Choose the appropriate class from the “Choose a class” drop-down menu.



Then, choose the appropriate test from the “Choose a test” drop-down menu.



Questions that have not been graded will be marked with a red “X”.

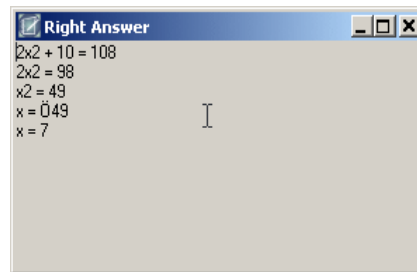
To grade the question,

1. Click on a student name in the left-hand pane to select that student’s answer
2. Assign a grade by either clicking on a number in the top row of grades or by entering a number in the text box.

The grading scale can be a percentage of the question’s point value or a fraction of the value. Choose the scale using the radio buttons in the lower left corner of the gray pane.

Select another student name or question to continue grading.

- You can view the correct answer you entered when you created the question by clicking on “Answer”.



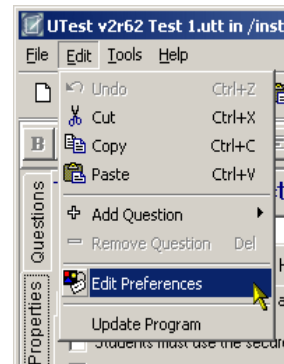
- You can hide the student names in the left-hand pane by clicking the check box by “Anonymous Grading”.

When you have completed grading the test, click “OK”.

Default UTest Preferences

You can set the preferences for UTest to set default values for how tests appear when you create them.

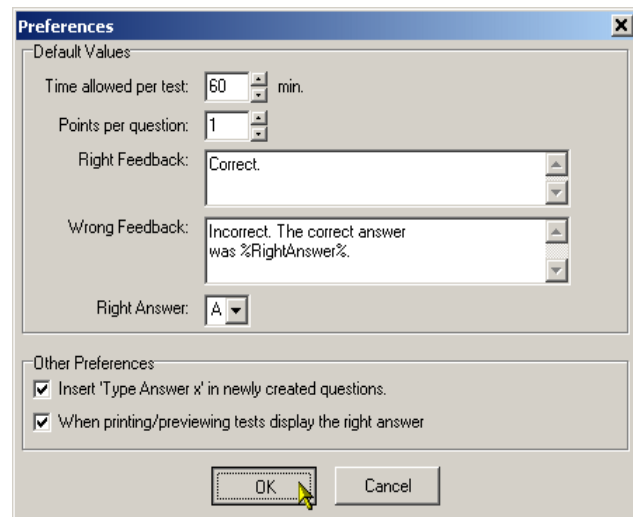
To set the default preferences, choose **Edit | Edit Preferences**.



In the “Preferences” window, change the default values. Remember that you are setting the values for how tests appear when you initially create them; you are not setting preferences for a specific test file.

Changes made to your test preferences will not change questions already added to tests; only new questions will be affected.

When you are satisfied with your changes, click “OK”.

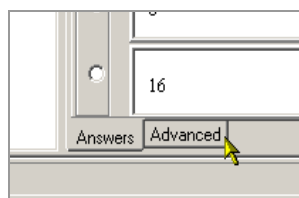


Adding Feedback to Questions

When students submit their test, they receive feedback on their performance: a score for the test as well as specific feedback for each question.

To write specific feedback for a question, open the test you wish to work with.

Select a question by clicking on the question in the left-hand pane of the UTest window.

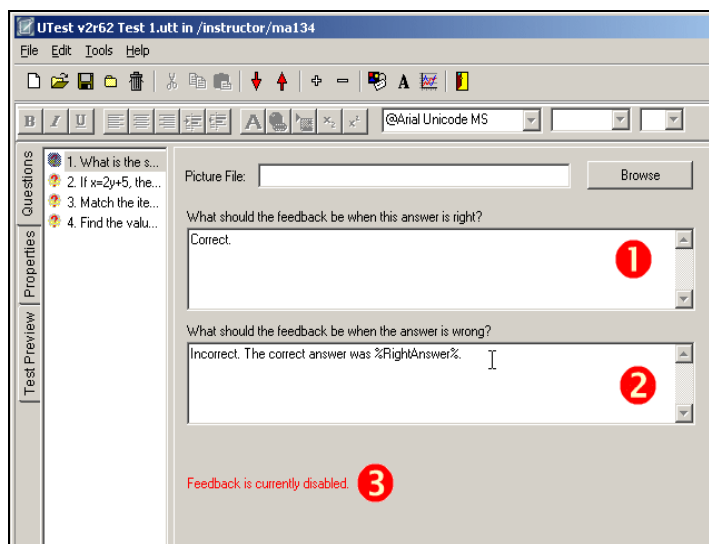


At the bottom of the UTest window, click the “Advanced” tab.

1. Enter the feedback the student will receive for a correct answer.
2. Enter the feedback the student will receive for an incorrect answer.

The **%RightAnswer%** variable will fill in whatever correct answer you set when you created the question.

3. This notice at the bottom of the window indicates that the feedback option for this test has been disabled. Feedback will not appear to the student unless the feedback option is enabled in the Test Properties window.



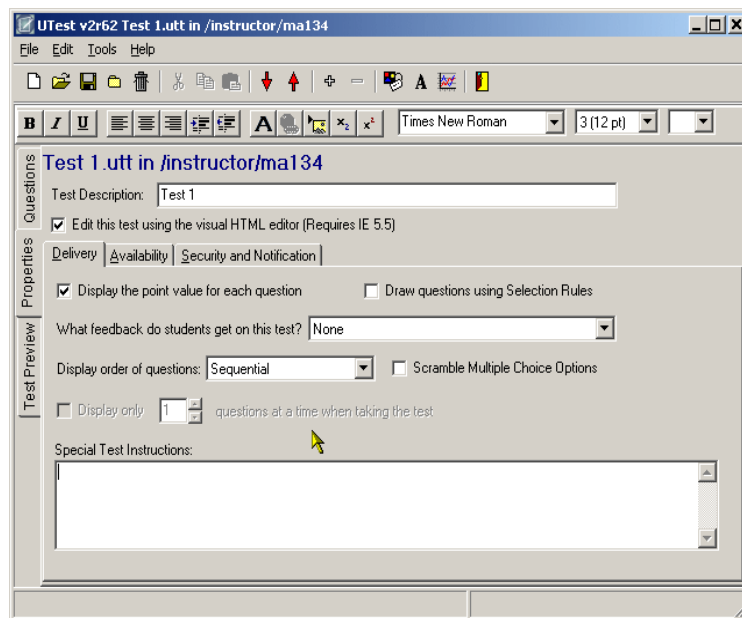
Instructions for enabling the feedback option are covered in the next section of this manual.

Note: Additional options for feedback will be covered in the *UTest Advanced* manual.

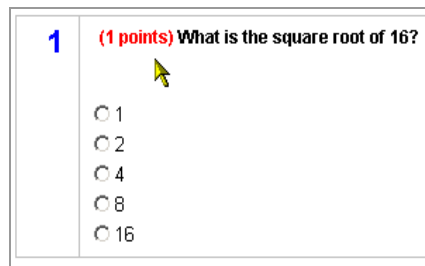
Test Delivery Properties

You can set several properties for each UTest file, including delivery and availability (covered in the *UTest Basic* manual), as well as security and notification. To access the properties for a test, open the test file and click the “Properties” tab on the left side of the window.

To set the properties for the delivery of the test (the appearance of the test when students take the test), click the “Delivery” tab.



If the checkbox next to “Display the point value for each question” is selected, the browser will show the student the point value you assigned to the question.



The “Draw questions using Selection Rules” property will be covered in the *UTest Advanced* manual.

Choose a feedback type from the “What feedback do the students get on this test?” drop-down menu. Your options are

- “None”: Students do not receive any feedback after submitting the test.
- “Full Feedback”: Students receive a numeric score and whatever specific feedback you set for each question (see previous section).
- “Score Only”: Students receive only a score, with no specific feedback.

Choose a display option from the “Display order of questions” drop-down menu.

- “Sequential”: Displays questions in the order of the test file.
- “Random”: Randomizes order of questions

You can also randomize the order of multiple-choice options within a multiple-choice question by selecting the check box next to “Scramble Multiple Choice Options”.

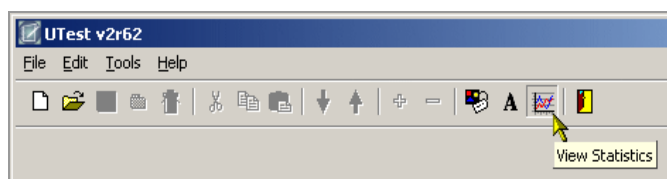
You can set how many questions are displayed in the browser at any one time by selecting the checkbox next to “Display only” and entering a number in the field next to “questions at a time when taking the test”.

If you have any special instructions to give students before they take the test, enter the instructions in the “Special Test Instructions” box.

When you have set the Delivery Properties to your satisfaction, save the test by choosing **File | Save**.

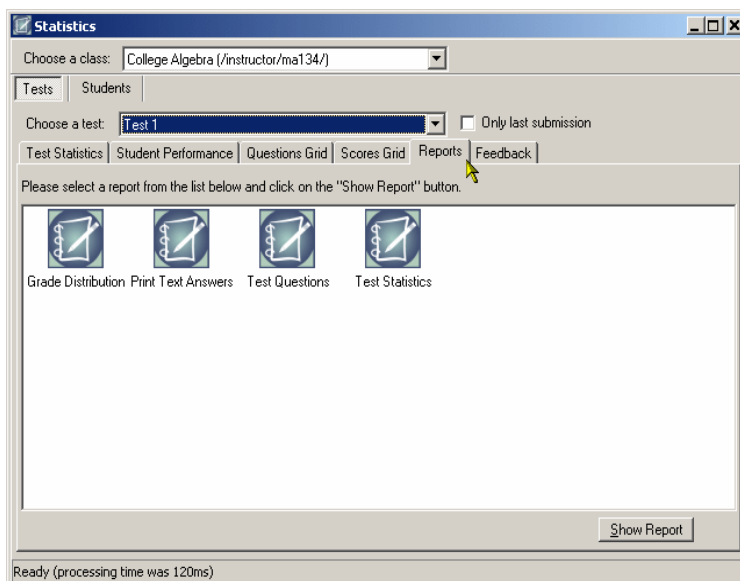
Statistics

Utest provides the instructor with a number of reports and analyses of student performance. To access the statistics for a test, click on the “View Statistics” icon. You will be asked to select the appropriate class and test.



I. Reports

To choose one of the reports UTest automatically generates, click on the “Reports” tab in the Statistics window:



Select a report by clicking on the icon. Then, click “Show Report”.

The Grade Distribution Report will summarize the distribution of letter grades in the test's results.

The screenshot shows a window titled "Online Instructor Suite" with a menu bar containing "Page Setup", "Print", "Copy All", and "Close". The main content area displays the "Online Instructor Suite Grade Distribution" report. It features a table with the following data:

Letter Grade	Count (Percentage)
A	1 (11.11%)
B	1 (11.11%)
C	2 (22.22%)
D	0 (0.00%)
F	5 (55.56%)

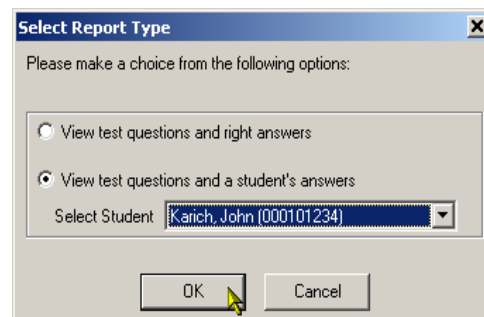
You can print the responses for only the subjective questions in a test by choosing the "Print Text Answers" report.

You can choose how the report sorts the subjective answers. To view and print a single student's responses,

choose "View test questions and a student's answers";

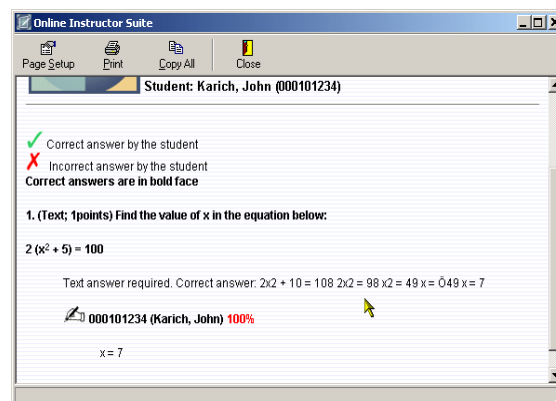
then, select a student's name from the drop down menu;

click "OK".



NOTE: Choosing "View test questions and right answers" will generate a report including all of the subjective questions for a given test.

This is what the student answer report looks like:

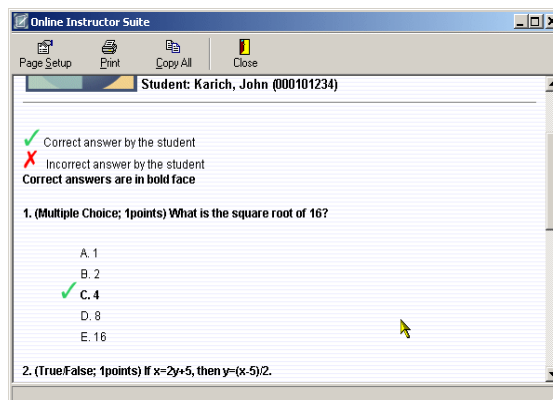
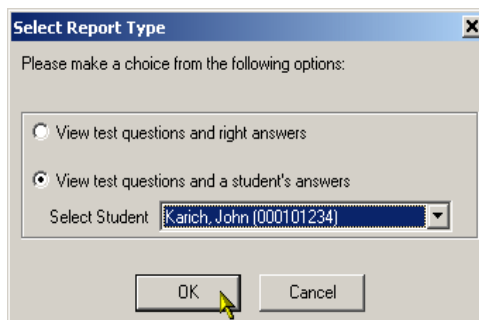


To view and print all of the questions for a given test, choose the “Test Questions” report.

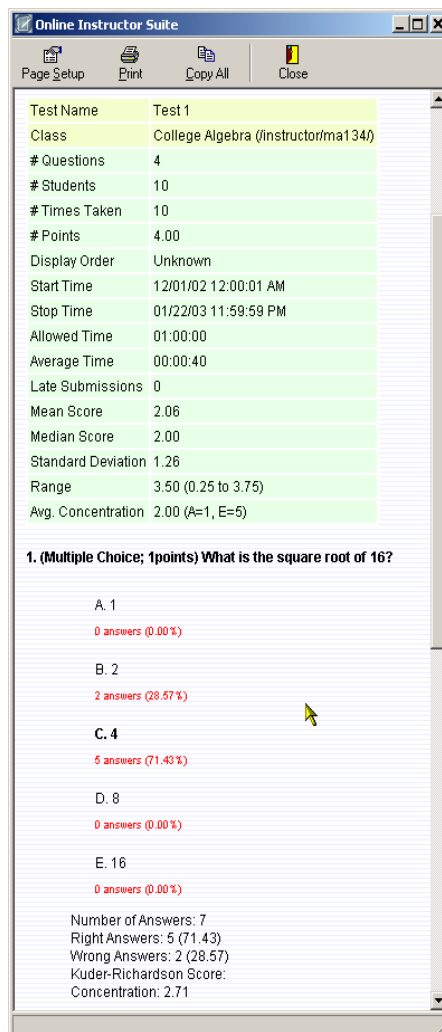
Choose to display either all of the test questions, or the results of an individual student (for which you will have to choose a student’s name from the drop-down menu).

Click “OK”

This is what the Test Questions report for an individual student looks like:



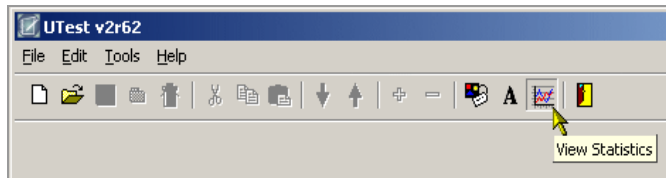
To generate a report with summary statistics for all of a given test’s submissions, choose the “Test Statistics” report. The report will summarize results for the entire test and for each question.



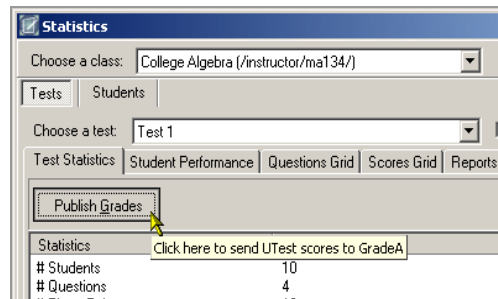
II. Publishing Grades to GradeA

Utest allows you to automatically publish test scores to a GradeA gradebook file.

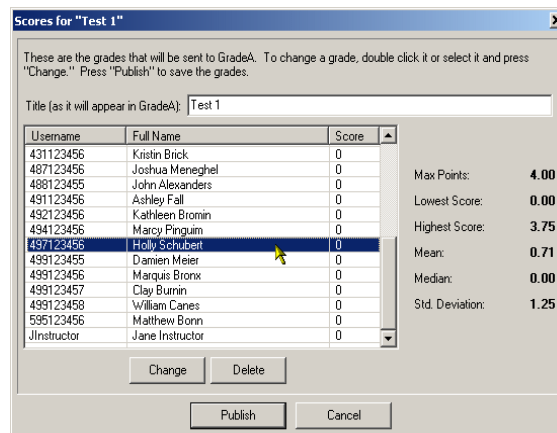
To publish grades to GradeA, click on the “Test Statistics” icon in the toolbar.



Click on the “Test Statistics” tab of the Statistics window.

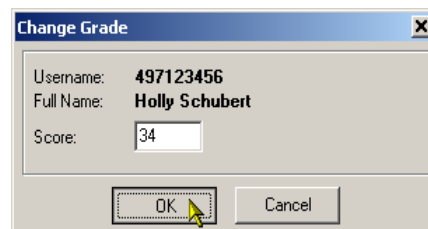


Review test results in the “Scores for...” window.



To change a student’s score, double-click on a student’s name.

Enter the changed score in the box, and click “OK”.

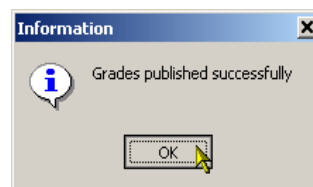


NOTE: These changes are not saved in UTest. You will need to change a student’s score each time you publish grades.

When the scores are correct, click the “Publish” button.



After the grades are published, you will receive a confirmation message.



Refer to the *GradeA Intermediate* manual for instructions for retrieving the published grades.