



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



Online Instructor Suite

UTest Advanced



**Dave Reinheimer
Marcio Vieira**

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Overview

This manual, as its title suggests, will cover some advanced uses of OIS UTest. It will discuss properties for editing questions with the visual HTML editor, advanced availability properties, and the security and notification properties. In addition, the manual will cover adding pictures to questions, creating question banks and randomly generating tests using selection rules, allowing students access to test feedback, clearing student answers to a test, and recovering test files from a backup archive.

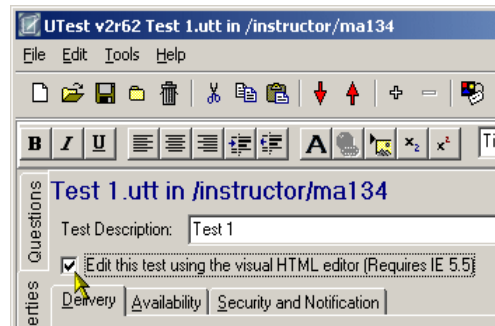
Questions

I. Editing Questions using HTML

OIS UTest allows you to enter questions into the test file using a visual (WYSIWYG) HTML editor, much like the “normal” view in Microsoft FrontPage. This option is available only if your computer has Internet Explorer 5.5 or later installed.

By default, this option is enabled.

To disable this option, click the “Properties” tab in the test window, then click the check box next to “Edit this test using the visual HTML editor (Requires IE 5.5)” to clear the box.



If this option is disabled, you can only use plain text when entering your questions. You can still use HTML in your questions, but you must enter the HTML code directly (as in the “HTML” view of FrontPage).

If you disable this option, questions in the student view will have no formatting unless you manually enter HTML code when you create your test file..

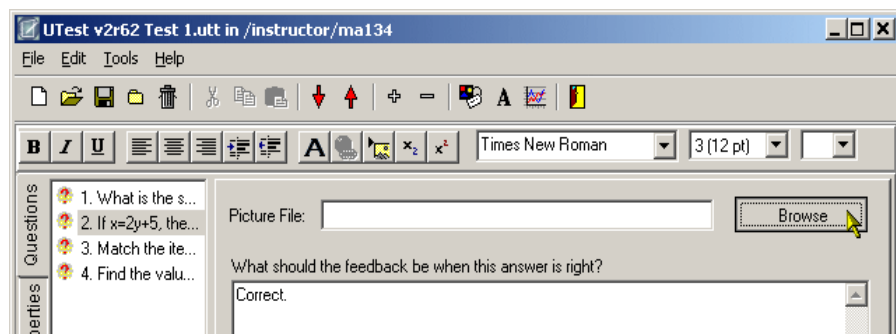
II. Adding Pictures to Questions

If your test contains questions that are based on a picture file (a photograph, a chart, a graph, etc.), you can easily add an image file to your question.

First, click on the question you wish to add the picture to in the left hand pane of the test window to select it.

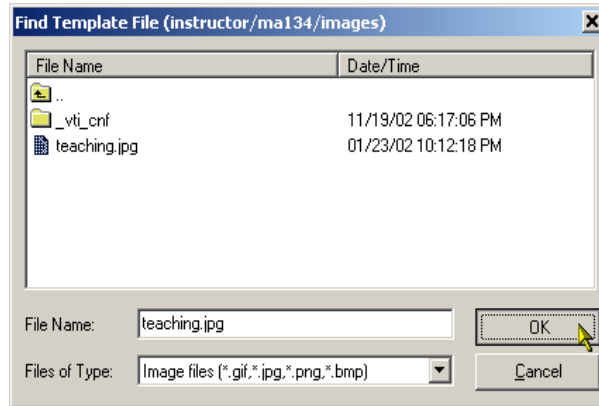
Then, click on the “Advanced” tab at the bottom of the window.

In the Advanced window, click the “Browse” button.



In the window that opens, browse to the location of the image file.

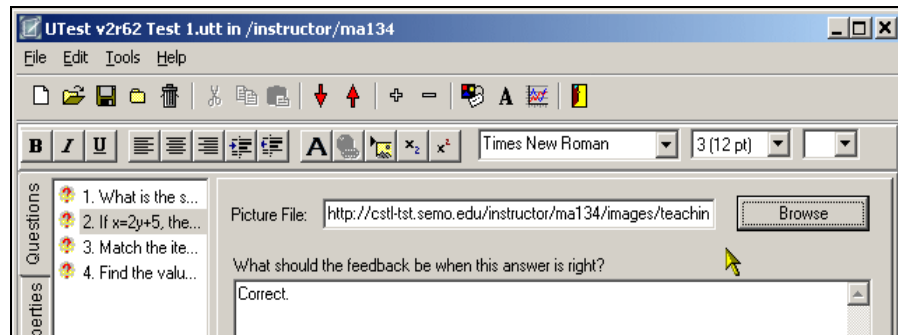
NOTE: The image file must be located within the same class Web as the test.



Click "OK".

The path for the image will appear in the "Picture File" textbox.

Be sure to save your test.



More Test Properties

I. Availability

In *UTest Basic*, you learned how to limit the availability of a test by date and time. Here are a couple of advanced options related to limited availability tests.

Resolving Test Problems

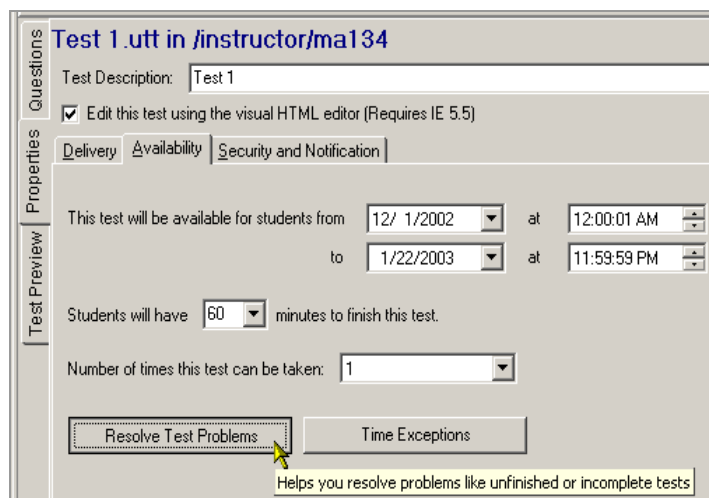
Students may run into problems when taking a test, resulting in an "Incomplete" submission. UTest allows you to easily resolve these problems for your students.

To resolve an "Incomplete" submission, open the test file in UTest.

Then, click the "properties" tab on the left side of the test window.

Click the "Availability" tab at the top of the Properties window.

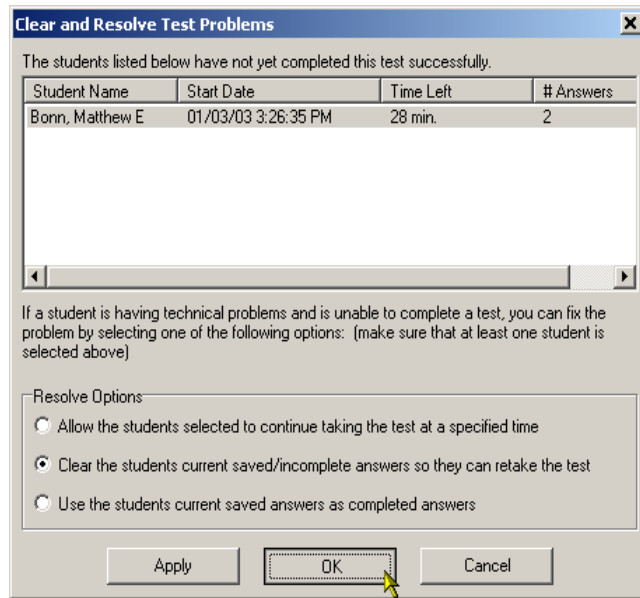
Click "Resolve Test Problems".



Click on a student name to select it.

Then, select one of the three “Resolve Options” by clicking on the radio button next to it.

Click “OK”.

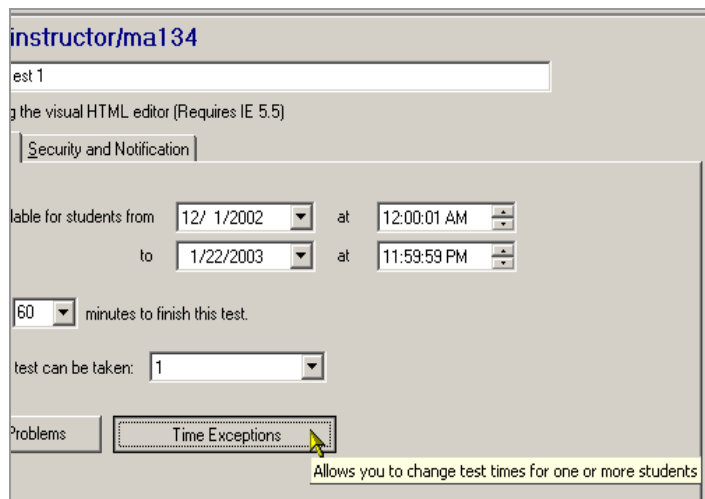


Allowing Students to Take the Test at Different Times

If you have to, for instance, schedule a make-up test, you can easily set exceptions for students to take a limited availability test at a different time.

Open the test file in UTest, click the “Properties” tab, and then the “Availability” tab.

Click the “Time Exceptions” button.



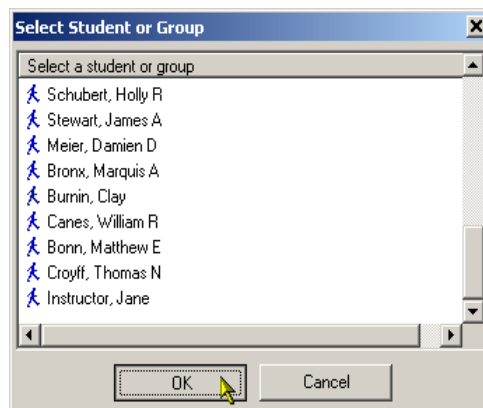
To add students to an exception list, click “Add”.



The “Select Student or Group” window will list all students and groups defined in the Class Manager.

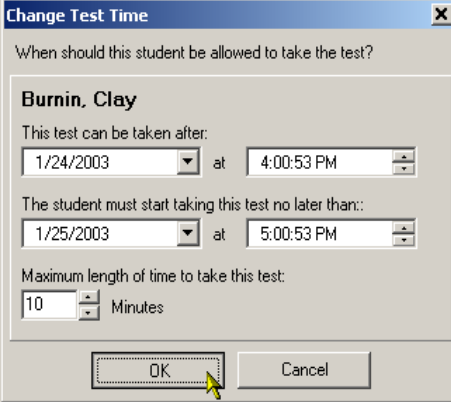
Click on a student or group name to select it.

Click “OK”.



Set the test availability properties for the student or group.

Click "OK".



Change Test Time

When should this student be allowed to take the test?

Burnin, Clay

This test can be taken after:
1/24/2003 at 4:00:53 PM

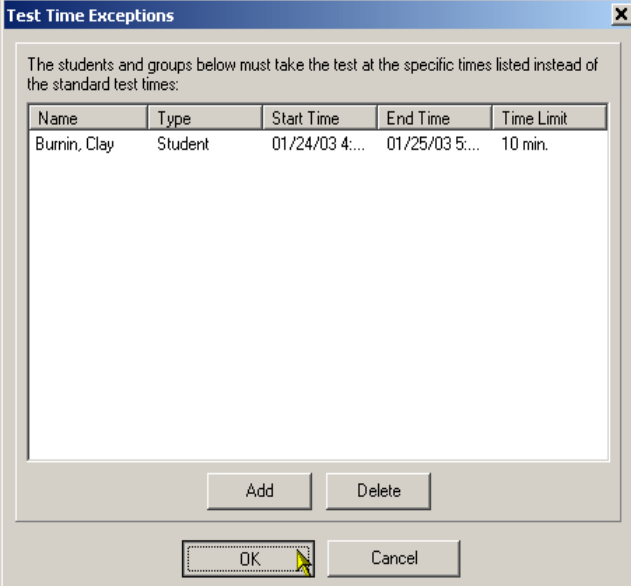
The student must start taking this test no later than:
1/25/2003 at 5:00:53 PM

Maximum length of time to take this test:
10 Minutes

OK Cancel

You can add additional students to the exception list by clicking "Add" again.

When you are satisfied with the exception list, click "OK".



Test Time Exceptions

The students and groups below must take the test at the specific times listed instead of the standard test times:

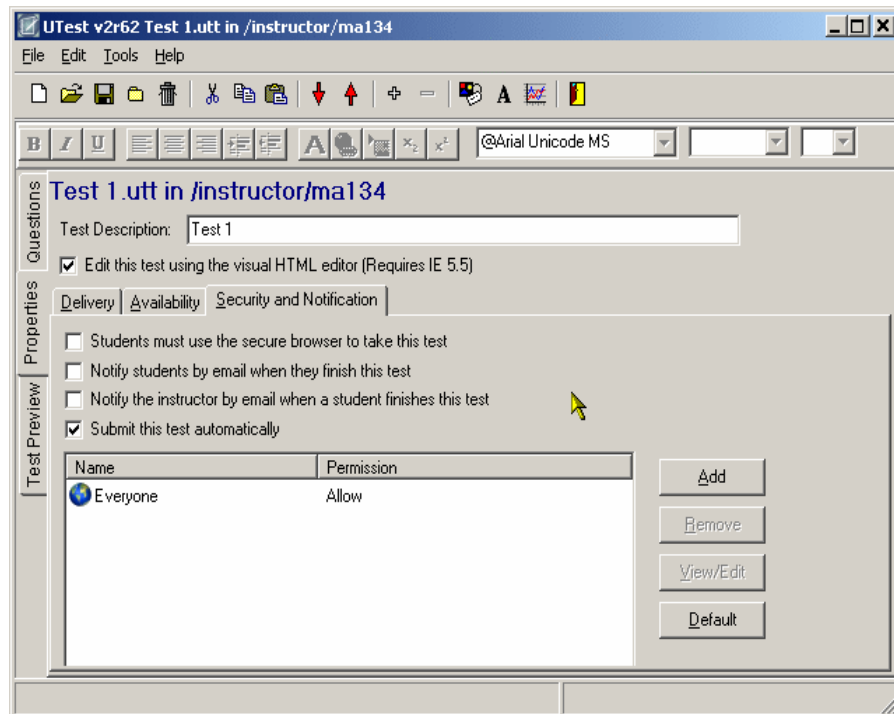
Name	Type	Start Time	End Time	Time Limit
Burnin, Clay	Student	01/24/03 4:...	01/25/03 5:...	10 min.

Add Delete

OK Cancel

II. Security and Notification

The Security and Notification properties allow you to change settings regarding access and automatic e-mail notification. To access the Security and Notification window, click the “Security and Notification” tab in the Properties window.



Students Must Use the Secure Browser

The UTest Secure Browser is a separate OIS application that greatly enhances the security of your test file. Tests displayed in the secure browser, for instance, cannot be copied to a clipboard or printed.

To require students to use the Secure Browser, click the check box next to this option.

For instructions on using the UTest Secure Browser, go to <http://cstl.semo.edu/support/faculty/howto> and then scroll to **Online Instructor Suite | UTest | Secure Browser FAQ**.

Notify Students

To automatically notify students when they have successfully submitted the test, click the check box next to this option. UTest will send an email notification to the email address listed in the Class Manager when the test is submitted.

Notify Instructor

To receive automatic notification of student test submissions, click the check box next to this option. UTest will send an email to the instructor address listed in the Class Manager indicating the student, the name of the test, and the time the test was submitted.

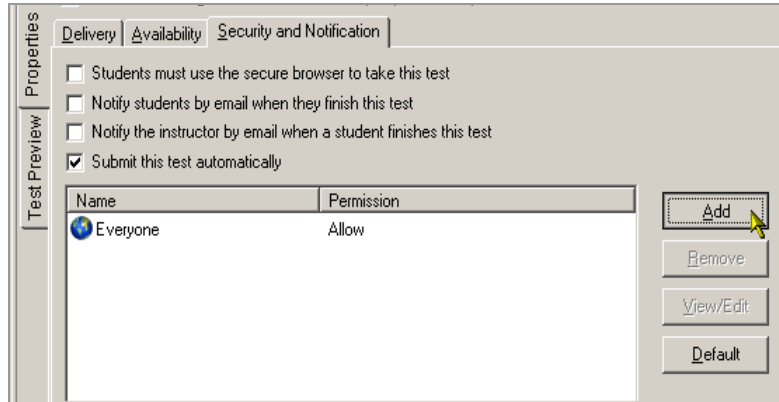
Submit Test Automatically

By default, this option is enabled. When enabled, this option tells UTest to submit a test when the allowed time runs out, whether or not the student has completed the test.

Permissions

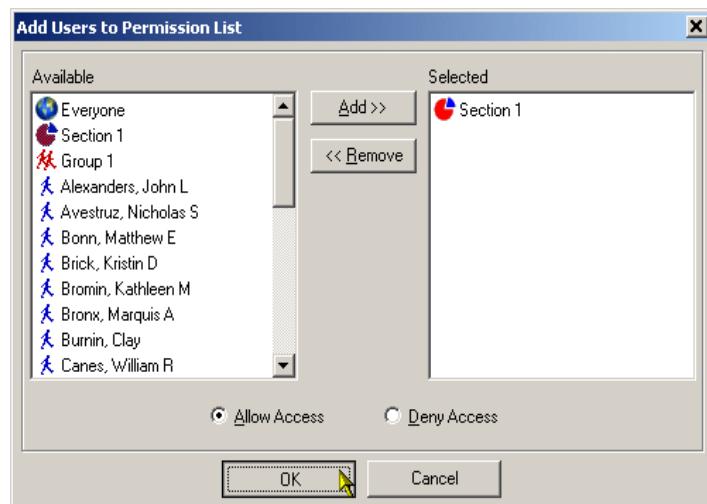
In addition to limiting the availability of a test by date and time, you can also limit access to the test to certain students by setting specific permissions. By default, “Everyone” in your class has permission to take a test.

To add limited permissions to a test, click the “Add” button next to the permissions pane at the bottom of the Security and Notification window.



The left hand pane of the “Add Users to Permission List” will show all of the students and groups defined in the Class Manager.

To add a student or group to the permission list, click the student or group name in the left hand pane to select it, and then click “Add”. The name will then appear in the right hand pane.



When you have finished adding names to the permission list, click “OK”.

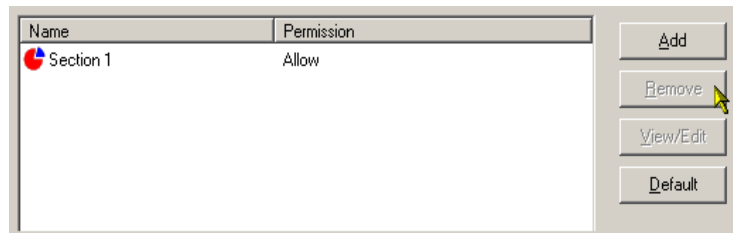
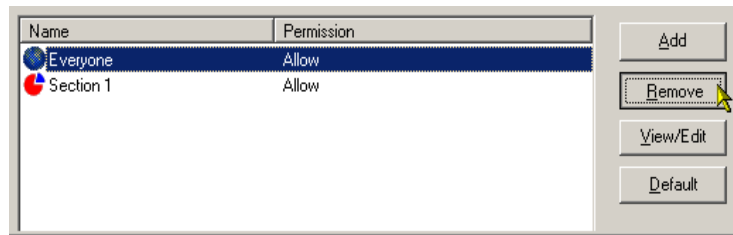
You will return to the Security and Notification window.

In the Permissions list at the bottom of the window, click “Everyone” to select it, and then click “Remove”.

NOTE: If you do not remove the “Everyone” permission, it will override any other permissions you have set.

You can add additional permissions by clicking the “Add” button.

You can also return to the “Everyone” permission by clicking the “Default” button.

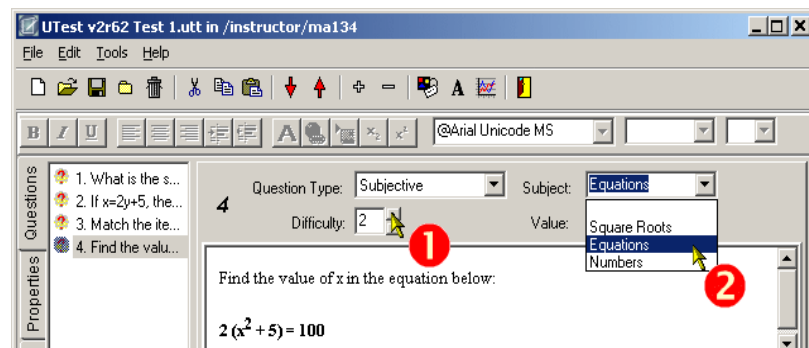


Question Banks and Selection Rules

Utest allows you to set up a question bank of, for instance, 50 questions, from which Utest will randomly select, for instance, 10 questions for each test based on selection rules you define.

To set up a question for a question bank, select the question by clicking on it in the left hand pane.

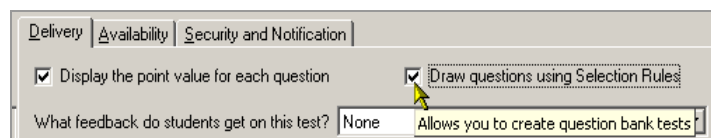
1. Set a difficulty level for the question by clicking the up and down arrows by the “Difficulty” field. For example, “easy” questions could be level 1, “medium” questions level 2, and so on.
2. Set a subject for the question by selecting a subject from the “Subject” drop-down menu. For example, a subject could be a book chapter, a topic, a course unit, etc.



Note that you must type in the subject the first time it is selected.

After you have defined a difficulty level and/or a subject for each question in the test, click on the “Properties” tab and then the “Delivery” tab.

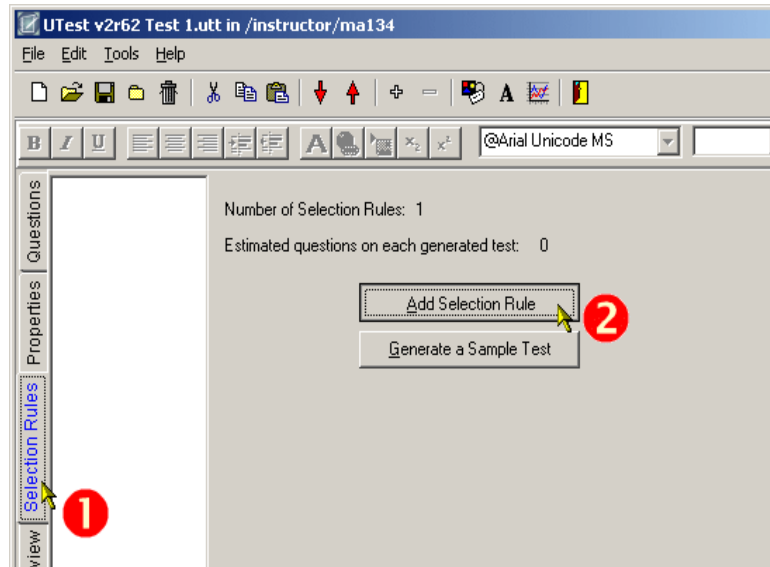
Click the check box next to “Draw questions using Selection Rules” to enable question selection.



When you enable the question selection option, the “Selection Rules” tab will appear on the left side of the window.

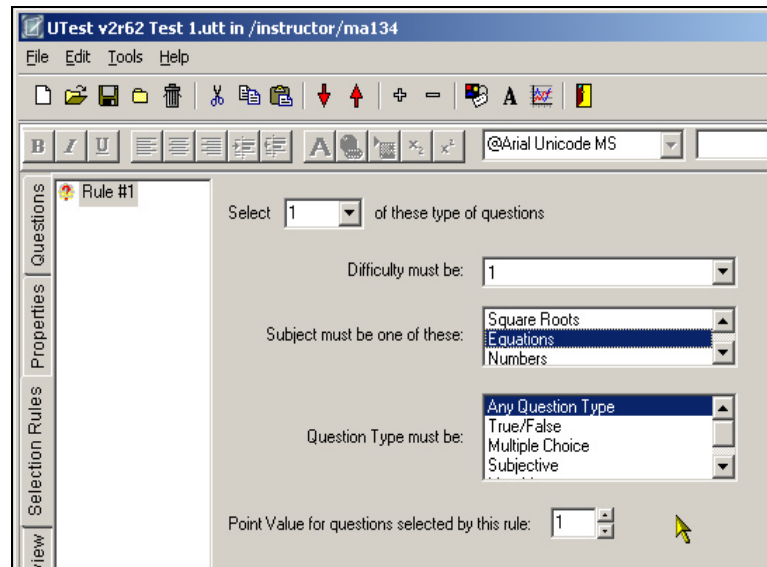
1. To define selection rules, click the “Selection Rules” tab.
2. Click the “Add Selection Rule” button to add a rule.

Note: If you will have three selection rules, for instance, it is easier to add the three rules before defining any rules.



In the Selection Rules window, set the parameters for the rule:

- Select a number of questions to be chosen from the first drop-down menu
- Select the difficulty level from the second drop-down menu
- Select a subject from the “Subject must be one of these” list
- Select a question type from the “Question type must be” list.
NOTE: You can select multiple Subjects and Question Types by holding down the Shift button and clicking on more than one member of the list.
- Set a point value for the questions by clicking the up and down arrows next to this field.



Be sure that your selection rules are valid. If you define a rule to select 10 questions with a difficulty level of 1, but only have 8 questions with a difficulty level of 1 in your test bank, your selection rule will be invalid.

Test Feedback: Allowing Students to Review their Tests

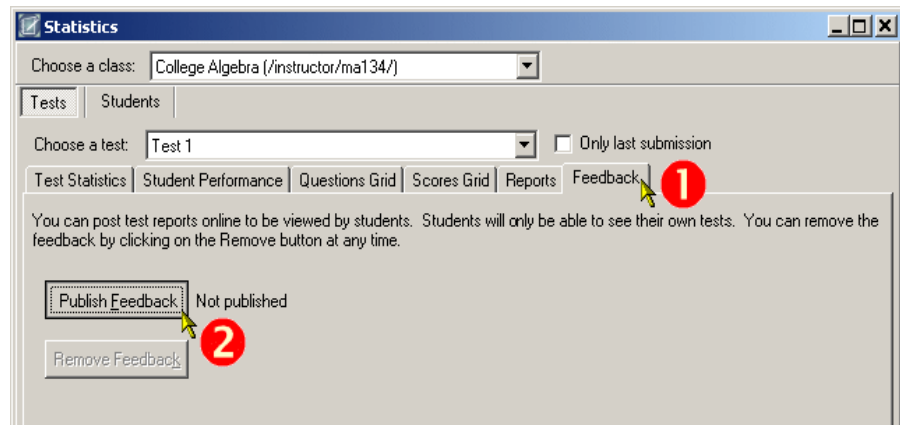
After a student has submitted a test, you can set UTest to allow them to review their results.

First, you must publish the test feedback.

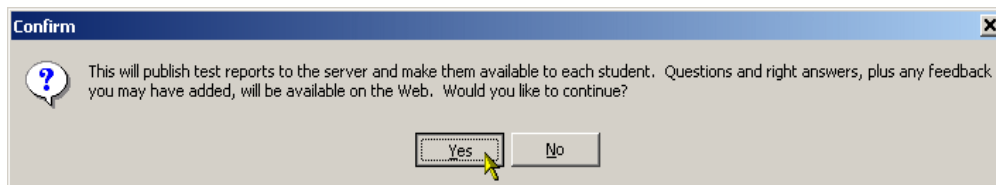
Open the Statistics window by clicking on the “View Statistics” icon in the toolbar. Select the appropriate class and test.

Then,

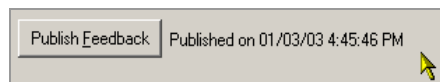
1. Click on the feedback tab;
2. Click “Publish Feedback”.



You will see the following confirmation message. Click “Yes”.



The Statistics window will change to indicate that the feedback has been published.



The student can then view his or her test results by logging in to UTest.

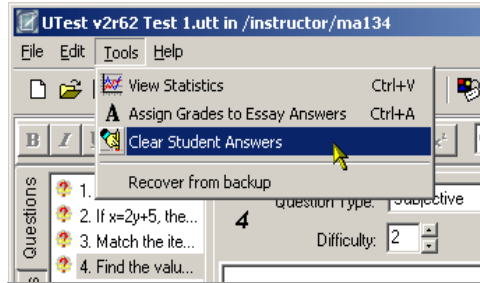
On the “Select Test” page, the student selects the test they wish to view from the feedback drop-down menu, and clicks “Display Feedback”.

The screenshot shows the 'Online Instructor Suite' interface. At the top left is the OIS logo, and at the top right is the title 'Online Instructor Suite'. The main heading is 'Select Test'. A note states: 'Note: A few changes have been made to UTest, before you take a test please click here to read about these changes.' Below this, a message says: 'A list of tests you are allowed to take appears below. Please make your selection from the following options:'. There is a dropdown menu showing 'Test 1' and a 'Take Test' button. Another message says: 'Your instructor made available the following tests for your review (these are tests that were taken before):'. Below this is a dropdown menu showing 'Test Test 1 taken on 12/19/2002 9:04:07 PM' and a 'Display Feedback' button with a mouse cursor over it. At the bottom, there is a 'Test Activity' button and a copyright notice: '© 1999-2003 OnlineCourseTools.Com'.

Erasing Test Records

You may need to erase a student's test record, for instance if a student needs to retake a test that can only be taken once.

To clear a student's answers, choose **Tools | Clear Student Answers**



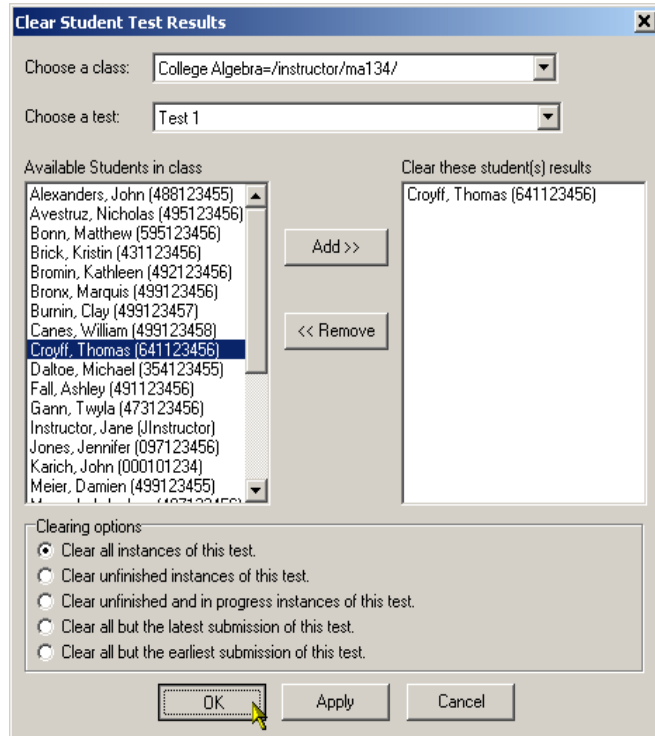
Choose the appropriate class from the top drop-down menu.

Choose the appropriate test from the second drop-down menu.

Click on a student's name in the left-hand pane to select it. Click "Add". The student's name will appear in the right-hand pane.

Choose one of the "Clearing options".

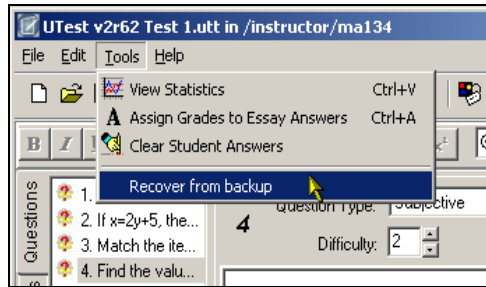
Click "OK".



Recover From Backup

All test files are saved to a local backup archive; if you need to recover a test file from this archive,

Choose **Tools** |
Recover from backup



Select a file by clicking
on it.

Click "OK".

