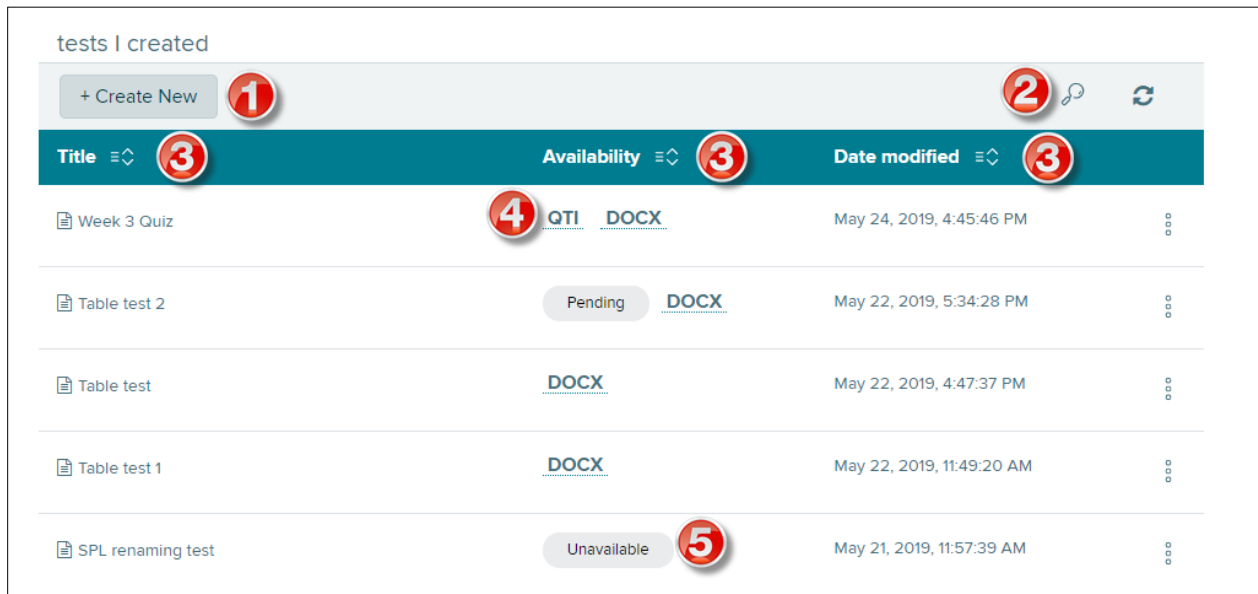# Test Builder User Guide

Contents

Quick Start: Test Builder (Print/Export)

1. Test Builder is found under the Library tab in Connect.
2. Select the "Test Builder (Print/Export)" menu item in the left margin.
3. On the Test Builder page, select [go to test builder...] to start the program.

Homepage Features

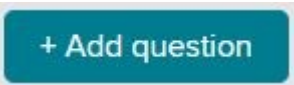The home page will display all the tests you have created, across all products you have access to.

1. Create a new test.
2. Search for existing tests. Click on the search icon to expand the search box and enter at least 3 characters of the test name you are looking for.
3. The column headers are sortable.
4. When files are available for downloading, they will appear as links under the 'Availability' column.
5. If a test has not been submitted for an output file, the status will be 'Unavailable'.

Build a New Test

1. To create a new test, click on the 'Create New' button.
2. Click on the [+ Add question] button to see the test banks available for this title.

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![McGraw Hill Connect logo]

Name a Test and Preview Test Banks

1. Name the test by entering at least 3 characters (max 80) by placing the cursor in the name field or click on the 'Rename' link. The name must be unique and cannot be 'Unnamed Test'.
2. Expand or hide the left-hand panel.
3. Double click on the test bank title or single click the title and select the 'Use Source' button to view questions in the bank.
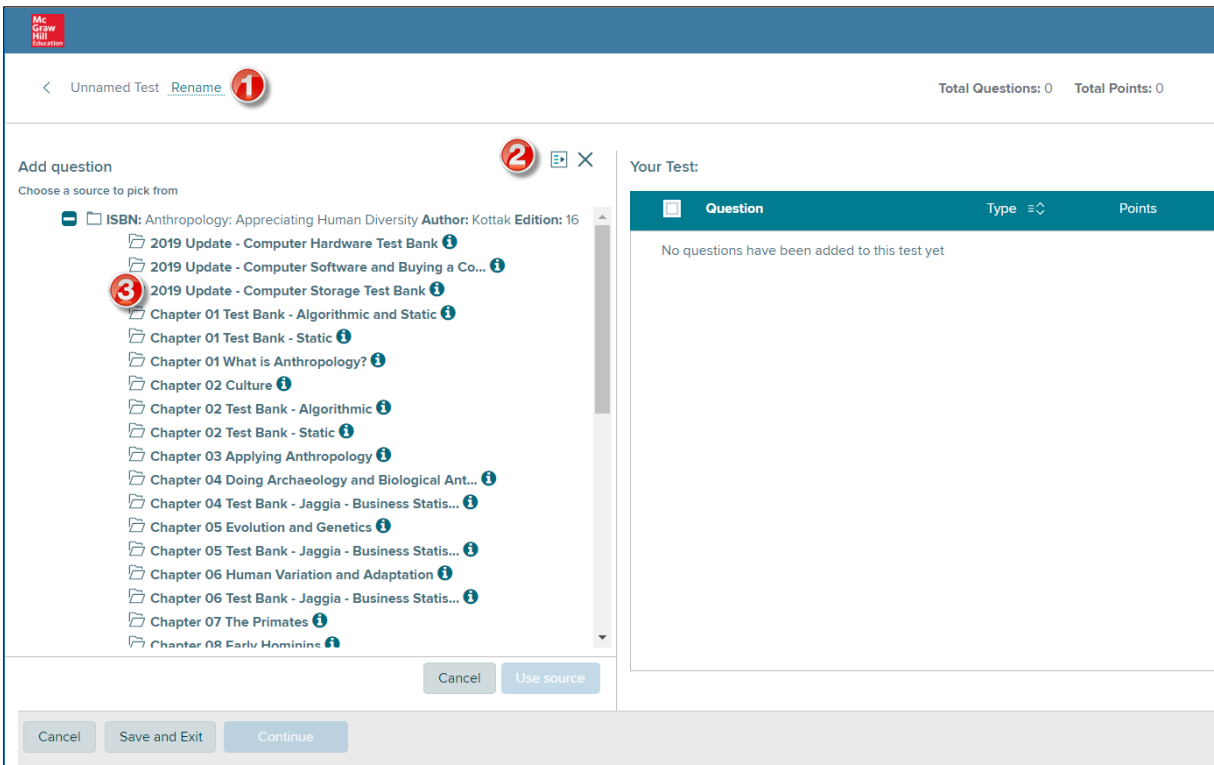
4. Clicking on the information icon for a test bank will display how many of each question type are in each bank.
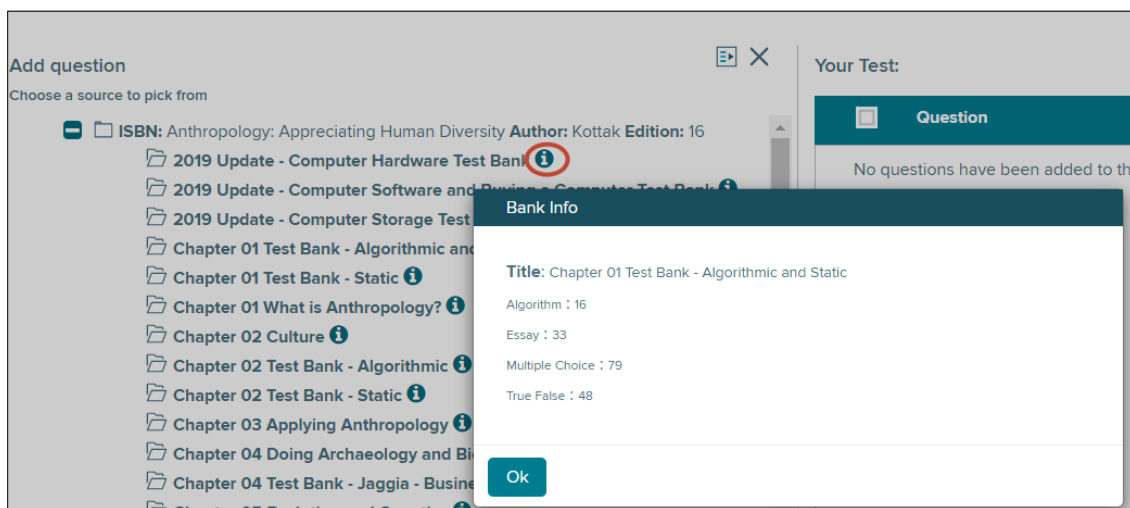
Select Questions for a Test

Once a test bank has been selected, the questions that are print compatible will be displayed in a list.

The questions types that are print compatible are: Multiple Choice, True/False, Fill in the Blank, Short Answer, Essay, Check All That Apply, and Section Break.

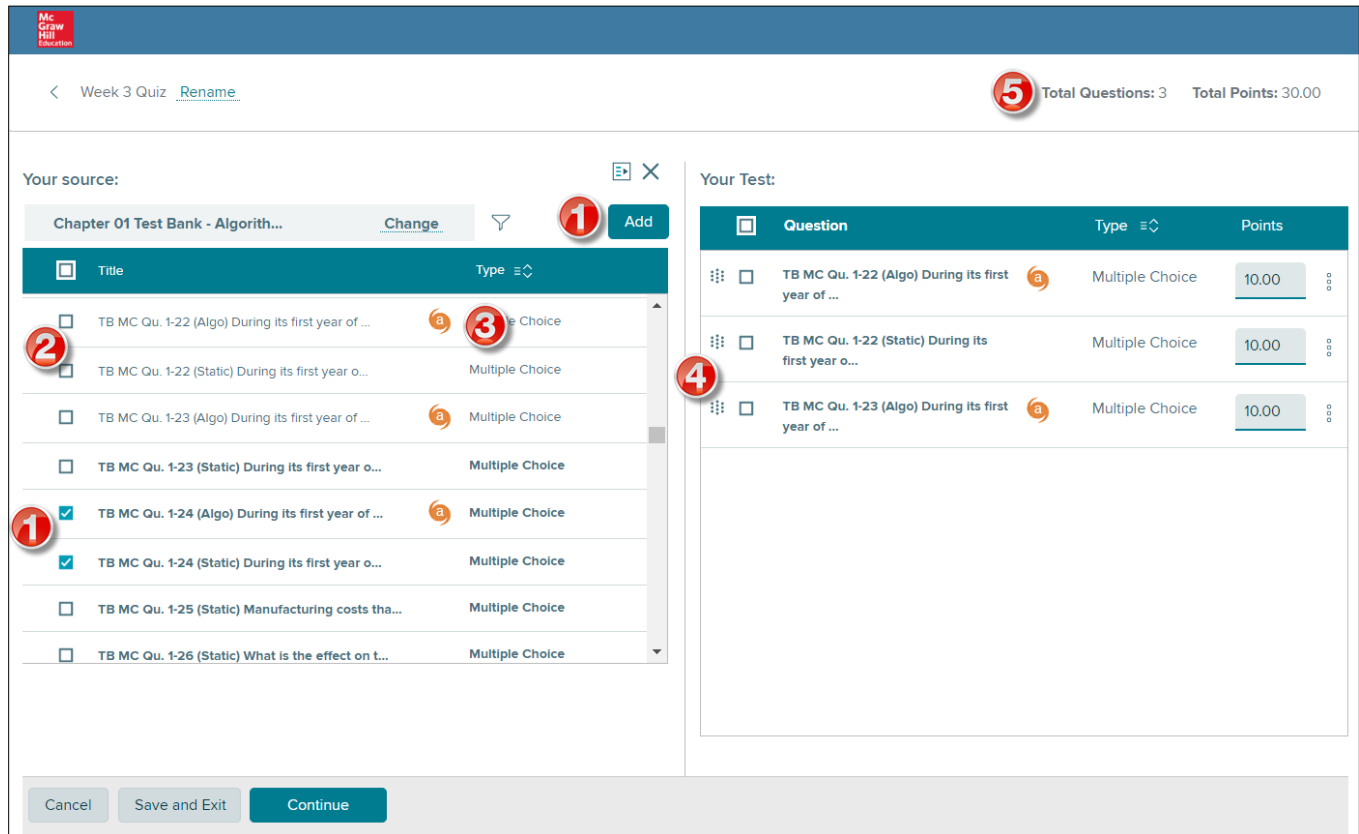1. To add questions, select the checkbox to the left of the question and click on the 'Add' button, or drag and drop questions to the right-hand panel.
2. After a question has been added it will no longer appear in bold font.
3. The algo question icon will appear to the right of algorithmic question titles.
4. Once questions have been added to the right-hand panel, they can be dragged and dropped in the order you prefer.
5. The number of questions in the test will update as you add or remove questions.
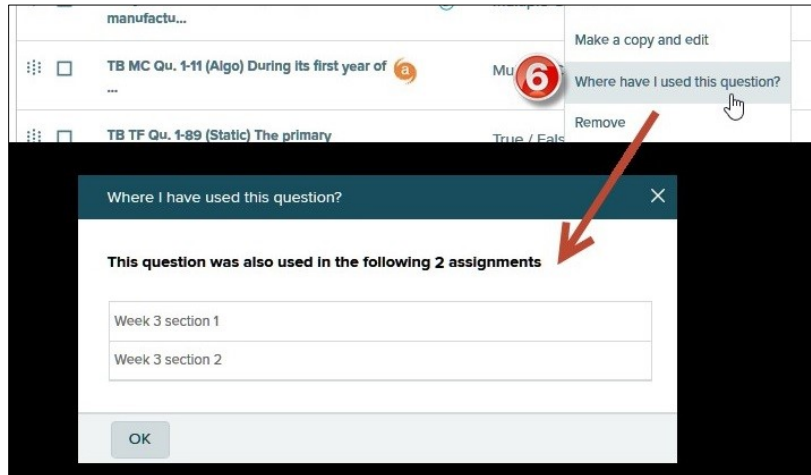
6.   To see if a particular question has been added to other tests, click on the 'Where have I used this question' to see a list of tests.

Export Your Test

After questions have been selected for a test, choose your desired type of output file. Test Builder can export to learning management systems (LMS) such as Canvas, Blackboard, and D2L Brightspace, or as Docx files for print tests.

Export LMS Compatible File

1. After choosing QTI format you want, click on the Submit button.
2. On the confirmation screen, you can choose to receive an email notifying you when the file is available for download.
    o The pre-populated email address is the one that is associated with your Connect account. Once the opt in for the email is enabled, however, this email can be edited.
    o If opted in to receive an email, you will receive an email when the file is available for download.
3. Click 'OK' to close the confirmation box. Users will be returned to the home screen and see a status of 'Pending' for the request that was submitted.
4. Click on the refresh icon to refresh the page to see whether the file has finished processing.
5. When the file is available for download, the pending indicator will change to a link labeled 'QTI'.
6. Click on the QTI link to download the file to your computer.

This file can then be imported into your Learning Management System for further formatting and distribution. For instructions on how to upload to the various LMS, please visit HERE.

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Export DOCX

Choosing to export as a Docx will display the options available for formatting the test.

To accept the default settings, click on Submit to generate a Word file.

Deeper Dive: Test Builder (Print/Export)

Question Filtering

To filter for specific types of questions, click on the filter questions icon.
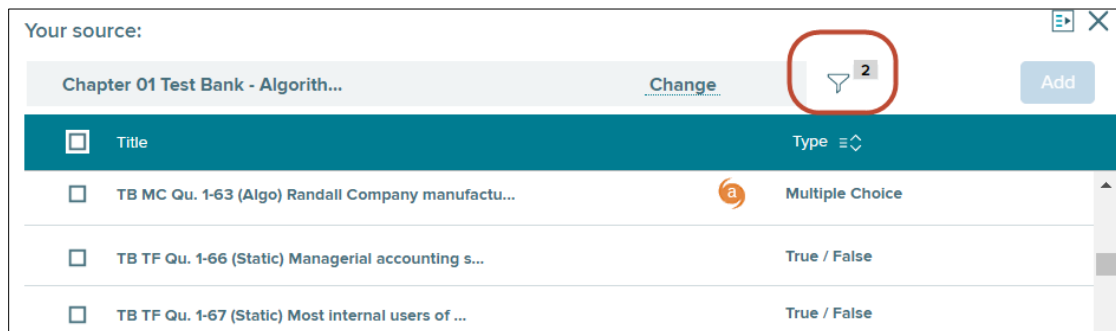
The filters that appear are the same filters that are available in the other Connect content for the title and will vary by product.

After the filter panel is closed, an indicator will appear next to the filter icon to let you know how many filters have been applied. Reopen the filter panel to deselect any filters that have been applied.

Edit Your Tests

Get info
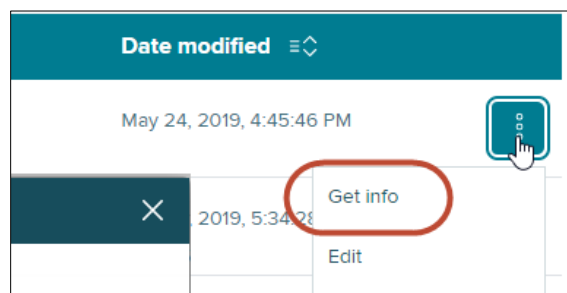
Clicking on the 'Get info' menu option for a test will display a summary of the contents of the test. It will list the following information: ISBN, Title, Author, Edition; Title of the test; Availability; Date created; Date last modified; Count of how many question types.

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<u>Edit an Existing Test</u>

    1.   To make edits to a test that was previously created, select 'Edit' from the menu.

From this screen, you can do the following:

- Reorder questions by dragging and dropping them to the desired positions.
- Change point values.
- Preview questions.
- Pin questions.
- Edit a question.
- Make a copy of a question and edit it.
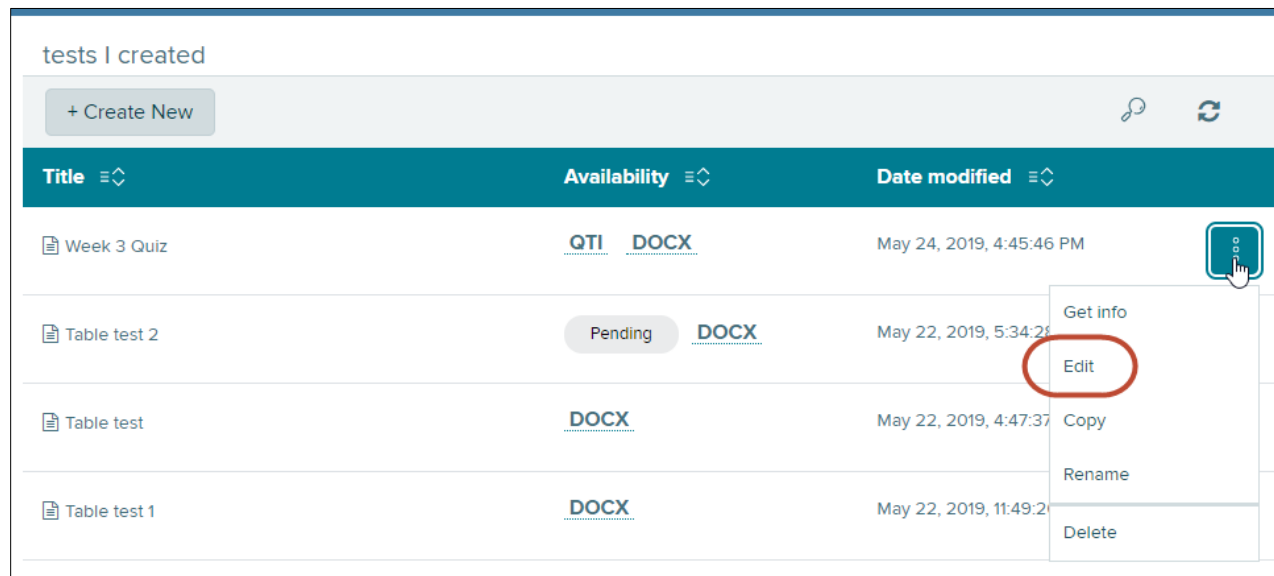- See where a question has been used.
- Remove questions.

***Note**: Test bank questions can only be added to a test if you are in the same ISBN from which the test was originally created.

2. If you attempt to add questions to a test that was created in a different ISBN, you will receive this alert:
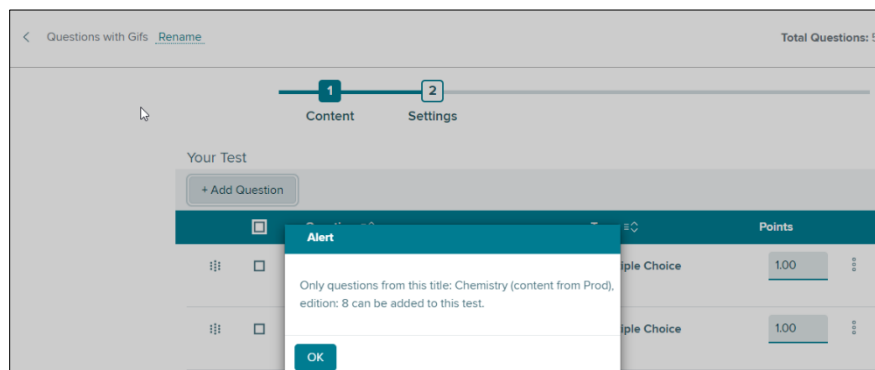
3.   To add questions to this test, navigate to this course within Connect and relaunch Test Builder. Once the course and test being edited match, additional questions can be added.

Copy Test

1. Make a copy of an existing test by selecting 'Copy' from the menu on the test you want to make a replica of. All the questions and settings will be copied into a new test.
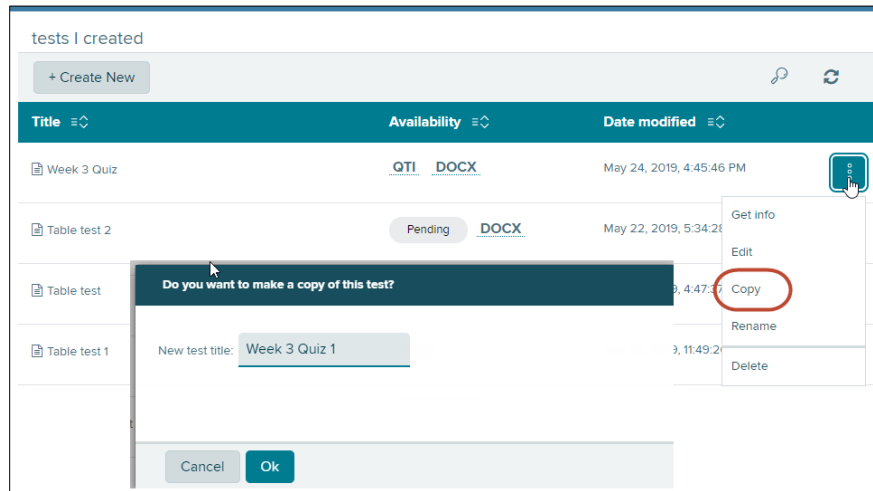2. The copy of the test will have a number appended to the original test name based on how many times it has been duplicated. The title of the test can be modified when it's being copied or later.

Rename or Delete Test

To rename a test from the home page, select the "Rename" option from the menu for the test you want to rename.
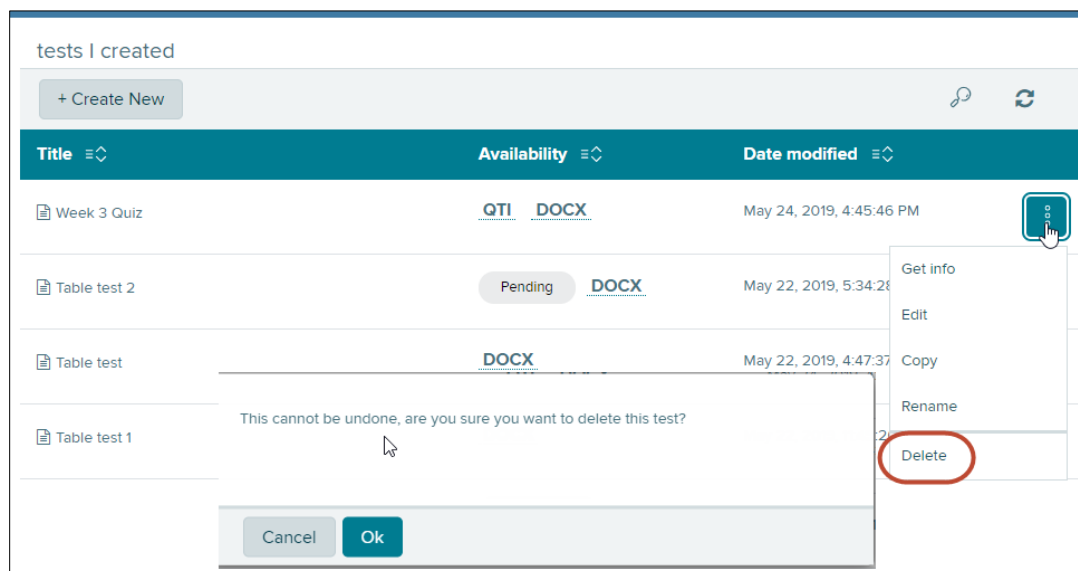
To delete a test, select the 'Delete' menu option for the test you want to delete. **Please note that this cannot be undone.**

Create a New Test Creating and Editing Questions

Edit a Test Builder Question
1. Select 'Edit item" from the menu of the question you want to edit.
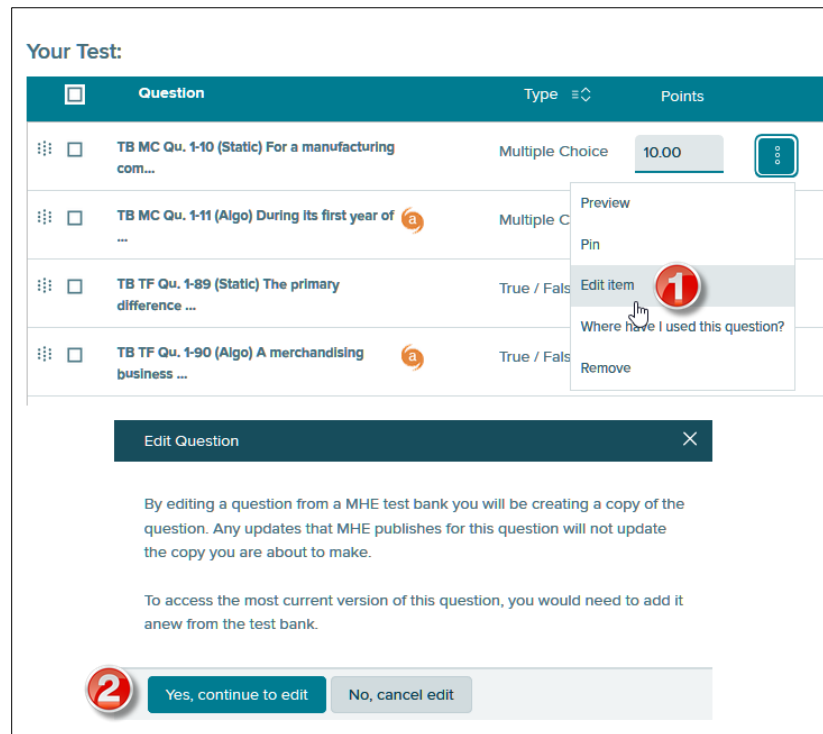2. When you edit a question from the test bank, you are creating a copy of the question. If the question is updated, the copy will not receive the content updates. If you agree to this, click on the 'Yes, continue to edit' button.

3. If you continue to edit the question, a new browser tab will open with the question editor.
4. The words 'Copy of' will be added to the question title. You can customize the title and other aspects of the question.
5. When you have completed your edits, click on the 'Save' button, then 'Exit' to return to your test.

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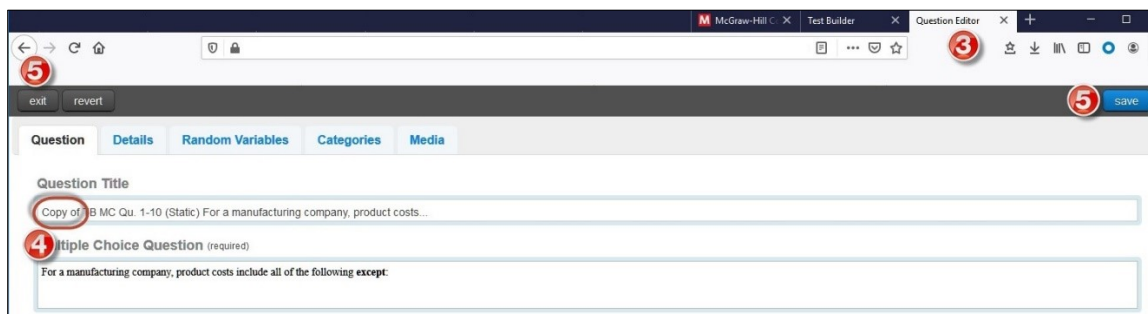
6. Edited questions will display an icon to indicate which questions have been edited.

Create a New Question

1. Click on the 'Create New Question' button to see they types of questions that can be created.

2. Complete the required fields on the Question tab.

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3. To tag a question so that it appears in a filter other than question type, click on the 'Categories' tab and select the categories you want the question associated with.
4. To create a new category so it is available as a filter, enter text into the 'Enter new category title' field and click on the 'New' button. New filters will be located under the heading "Other."
5. Click on Save and then Exit to return to the test.

Add a New Question to an Existing Section Break Question

From the menu of a section break title, select 'Add new part' and then select the type of question you want to create. A new browser tab will open, and you will follow the same steps as creating a new question.
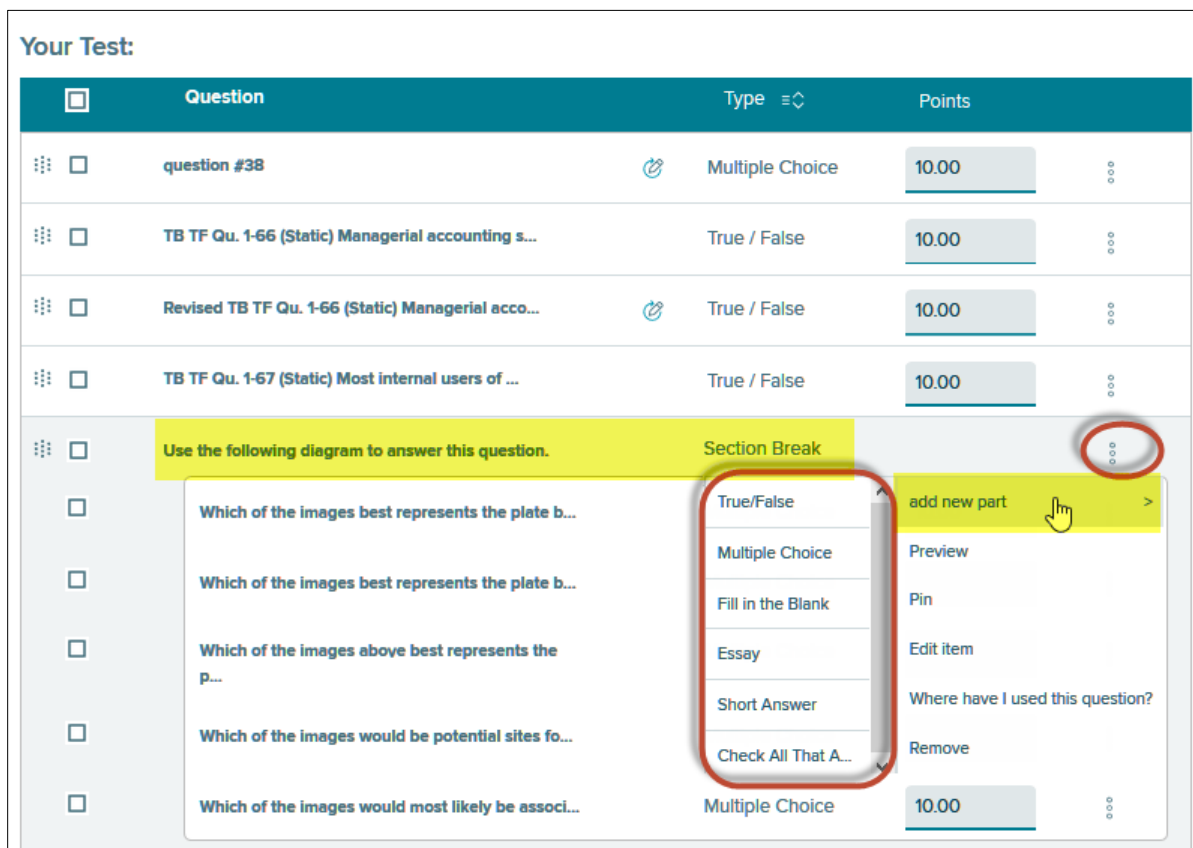
My Questions Folder

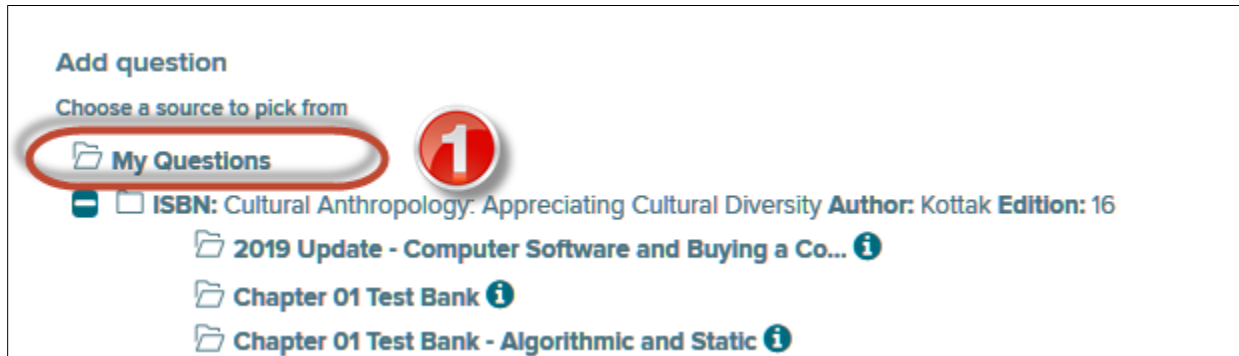1. Once a question has been edited or created, the 'My Questions' bank will become available as a source to contain questions you have modified. This folder will be available to you across all courses.

   a. The questions within the My Questions folder can be added to any test and behave similarly to other question bank questions. However, if you delete a it will be deleted from all tests to which it was added.

2. Use the 'Where have I used the question?' option to see which tests will be affected by the deletion.
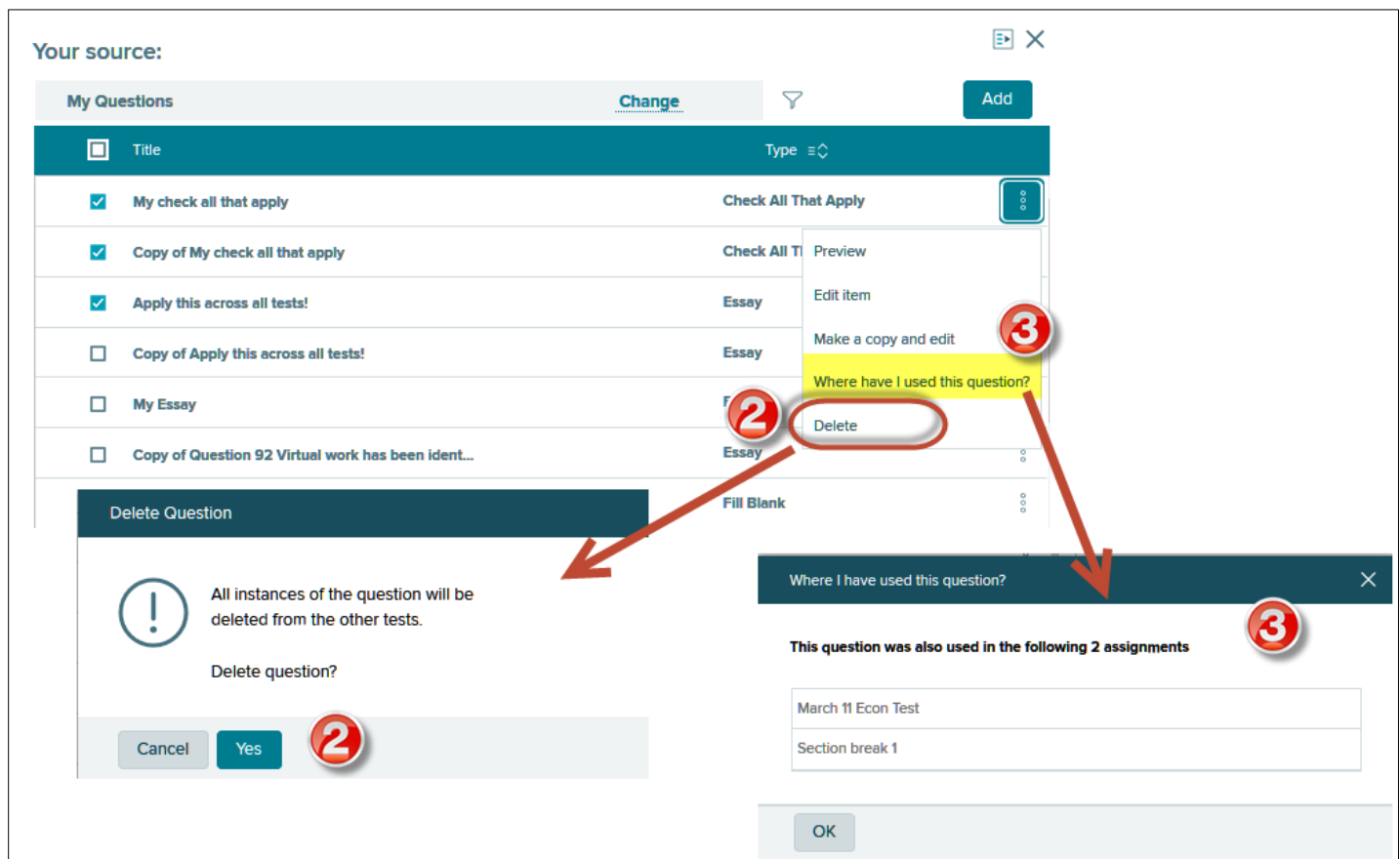
Preview, Pin, Assign Points, and Remove Questions

1. Preview a question by clicking on the question title or by selecting the 'Preview' option from question menu in the right-hand panel.

    *Note: To preview multiple or all questions at once, use the select all checkbox or a subset of questions and then click on the "Preview" option from any of the questions.

2. You can "pin" a question or multiple questions by selecting the 'pin' option from the question menu.
3. Point values for each question can be manually adjusted to a number between 0.00 and 1,000.00. Point values are only necessary when using the QTI export option to import into an LMS and will not appear on the Docx version.

    To remove questions from a test, select one or more questions by checking the checkboxes and click the 'Remove' button.
    Remove questions individually by selecting the 'Remove' option from the question menu.

Change Test Banks and Save Test
To switch to another test bank from which you want to add questions, click on the 'Change' link to bring you back to the list of available test banks.

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Click on 'Save and Exit' to save the questions that have been added so far.

Print Test Formatting in Test Builder

If a Docx export is requested, users can click 'submit' without making any formatting changes and the default format settings will be applied. The system default settings are as follows:

- Questions are not scrambled and are in the order in which they appear on the question selection screen (right-hand panel).
- Layout is single column with narrow spacing (2 lines in between questions)
- Page numbering starts at 1, no headers, Student Name is defaulted in the Instructions.
- Questions are not sorted.
- Question numbers start at 1.
- Answer blanks are not displayed.
- Question info or metadata or questions is not displayed.
- Answer options for True/False, Multiple Choice, and Check All That Apply are listed below the question in a vertical list.
- Short answer and Essay questions display a blank space below the question.
- Page numbering for the answer key is continuous from that last page of the test.

Scramble options

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1. Scramble questions only will randomly reorder questions in each version of the test. The answer options will remain constant.
2. Scramble questions and answer options will scramble both the order of the questions and the order of the answer options in each version of the test.
3. When either of the scramble questions have been selected, up to 20 versions of the test can be requested.
4. If algorithmic questions are present in the test, the check box for 'Algorithmic questions – print same iteration for all students' is enabled.

Appearance Options

1. Choose between displaying questions in a single column layout or two column layouts. Two column layout is best suited for questions with short answer options, such as multiple choice or True/False.
2. Control how much space is between each question by choosing wide or narrow.

Display Options

1. The number of the first page of the test can be customized to your choosing. Enter a number between 1-9999 in the text field.
2. A first page header of up to 140 characters can be added. If the 'other page header' is blank, the text entered in the 'First page header' will display on all pages of the test.
3. If two different headers are desired, up to 140 characters can be entered in the 'Other page headers' field and will display on all pages of the test except the first page.
4. The instructions field is defaulted to indicate the Student name but is fully editable.

Save Settings as Default

1. After making changes to the settings, you can keep these settings by selecting the 'Save these settings as default' checkbox. These settings will then be applied to all future tests.
2. If you want to make modifications to settings but do not want them saved as the default, uncheck both check boxes.
3. If you want to apply the default settings to a test at any point in time, select the 'Apply default settings' check box.

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