

## Creating an Online Exam

Online exams are created by

1. Selecting Exam Content
2. Adding Selections to Exam
3. Setting Policies
4. Assigning and Deploying the Exam

1. [Select Test Content](#)
  - 1.1. [Begin Test Creation](#)
  - 1.2. [Select Chapter](#)
  - 1.3. [Select Question Source](#)
    - Test Bank
    - End-of-Chapter Algorithmic Content
  - 1.4. [Refine Selected Content using Filters](#)
    - By Learning Objective/Topic
    - By Question Type
  - 1.5. [Review and Select Questions](#)
    - By Question Title (List View)
    - By Question Detail (Individually)
2. [Add Selected Questions to Exam](#)
  - 2.1. [Add as Individual Questions](#)
  - 2.2. [Add to a Pool](#)
3. [Set Policies](#)
  - 3.1. [Late Submission Policies](#)
  - 3.2. [Review Default Settings/ \(Edit\) Advanced Settings](#)
  - 3.3. [Basic Exam Settings](#)
  - 3.4. [Attempts Settings](#)
  - 3.5. [Resources Settings](#)
  - 3.6. [Feedback Settings](#)
  - 3.7. [Save Personal Default Settings](#)

1. Select Test Content

1.1. Begin Test Creation

From the Connect home screen, click on *Add Assignment*, then *Question Bank*.

Assignments **+ Add Assignment** 1

Find out all you can do with Connect Assignments. [view our success tips](#)

**Question Bank** 2  
Create an assignment from end-of-chapter questions, test bank or your own question banks.

**SB SmartBook 2.0**  
Create an assignment from the newest version of SmartBook to help students maximize their studying and be better prepared for class.

1.2. Select Chapter

- Click on name of chapter you want to pull content from. The chapter name is hyperlinked.

select a question source

Financial and Managerial Accounting (8e, Wild, Shaw, Chiappetta)

[Chapter 01: Accounting in Business](#)

[Chapter 02: Accounting for Business Transactions](#)

[Chapter 03: Adjusting Accounts for Financial Statements](#)

cancel

### 1.3. Select Question Source

- Test Bank

- Most titles have their own test banks included in Connect. These questions can be found after selecting a chapter. You should then see a folder labeled *test bank* within the *select question source* pop-up.

select a question source

Financial and Managerial Accounting (8e, Wild, Shaw, Chiappetta)

<< return to table of contents

Chapter 03: Adjusting Accounts for Financial Statements

Chapter 03 Excel Simulation	select
Chapter 03 General Ledger - Algorithmic	select
Chapter 03 General Ledger	select
Chapter 03 Tableau Dashboard Activities	select
Chapter 03 Test Bank - Algorithmic	select
Chapter 03 Test Bank - Static	select

cancel

- Other content

- Any of the other content found within the *Question Bank* folder can also be used in tests or exams. This could include homework, quiz, or other types of questions.

select a question source

Financial and Managerial Accounting (8e, Wild, Shaw, Chiappetta)

<< return to table of contents

Chapter 03: Adjusting Accounts for Financial Statements

Chapter 03 Quick Study - Algorithmic	select
Chapter 03 Quick Study - Static	select
Chapter 03 Exercises - Algorithmic	select
Chapter 03 Exercises - Static	select
Chapter 03 Problems - Algorithmic	select
Chapter 03 Problems - Static	select

cancel

All content is available for inclusion in online exams

- In a course more quantitative in nature, you may decide to choose algorithmic content, where each student gets the same question(s) with different values.

**select a question source** ✕

Financial and Managerial Accounting (8e, Wild, Shaw, C...

[« return to table of contents](#)

Chapter 03: Adjusting Accounts for Financial







<b>Chapter 03 Quick Study - Algorithmic</b>	<b>select</b>
Chapter 03 Quick Study - Static	<b>select</b>
<b>Chapter 03 Exercises - Algorithmic</b>	<b>select</b>
Chapter 03 Exercises - Static	<b>select</b>
<b>Chapter 03 Problems - Algorithmic</b>	<b>select</b>
Chapter 03 Problems - Static	<b>select</b>

**cancel**

**Algorithmic Content is great for Quantitative Courses**

- Algorithmic content may be its own question source, and/or indicated with the icon shown below:

results: 16 add random selection... add (0) checked question

questions	question type	
Exercise 3-1 Preparing adjusting entries LO P1, P2, P3	Worksheet	 <input type="checkbox"/>
Exercise 3-2 Adjusting and paying accrued wages LO P3	Worksheet	 <input type="checkbox"/>
Exercise 3-3 Adjusting and paying accrued expenses LO P3	Worksheet	 <input type="checkbox"/>
Exercise 3-4 Preparing adjusting entries LO P1, P3, P4	Worksheet	 <input type="checkbox"/>
Exercise 3-5 Preparing adjusting entries—accrued revenues and expenses LO P3, P4	Worksheet	 <input type="checkbox"/>
Exercise 3-6 Preparing adjusting entries LO P1, P2, P3, P4	Worksheet	 <input type="checkbox"/>

## 1.4 Refine Selected Content using Filters

- Within the selected content, you can use filters to quickly identify content you want to add to your exam. Available filters will change based on the text content, but typically include: *Question type (ex. essay, multiple choice)* and *learning objectives* or *topics*. After selecting desired filters, click on *filter results*.

Financial and Managerial Accounting (Wild, Shaw, Chiappetta, 8e) > Chapter 03: Adjusting Accounts for Financial Statements > Chapter 03 Exercises - Algorithmic

select a different question source  
or create a question




filter results ? results: 3 add random selection... add (0) checked question ↓


question type  
☐ select all  
☐ Worksheet

filter results +

- + AACSB
- + Accessibility
- + AICPA
- + Bloom's
- + Difficulty
- + Est Time
- + Learning Assets
- Learning Objective 1
  - ☐ select all
  - ☐ 03-A1 Compute profit margin and describe...
  - ☐ 03-A2 Compute the current ratio and desc...
  - ☐ 03-C3 Explain and prepare a classified b...
  - ☒ 03-P1 Prepare adjusting entries for defe...

filter results + 2

questions	question type	
Exercise 3-1 Preparing adjusting entries LO P1, P2, P3	Worksheet	 <input type="checkbox"/>
Exercise 3-4 Preparing adjusting entries LO P1, P3, P4	Worksheet	 <input type="checkbox"/>
Exercise 3-6 Preparing adjusting entries LO P1, P2, P3, P4	Worksheet	 <input type="checkbox"/>

+ already added (note: any question can be added multiple times)  algorithmic question

add random selection... add (0) checked question ↑

### 1.5. Review and Select Questions

- By Question Title (view: list) – From screen shown in 1.4, select the check box next to the questions you would like to include.

The screenshot shows the 'add questions' interface. At the top, there are buttons for 'add questions' and 'organize assignment'. The 'view' dropdown is set to 'list'. Below this, there are buttons for 'add random selection...' and 'add (2) checked questions'. The main table has two columns: 'questions' and 'question type'. The first three rows are:

questions	question type
Exercise 3-1 Preparing adjusting entries LO P1, P2, P3	Worksheet
Exercise 3-4 Preparing adjusting entries LO P1, P3, P4	Worksheet
Exercise 3-6 Preparing adjusting entries LO P1, P2, P3, P4	Worksheet

At the bottom, there are buttons for 'add random selection...' and 'add (2) checked questions'. A red arrow points to the 'list' view button, and another red arrow points to the checkbox next to the first question.

By Question Detail (view: individually) – To review each question in detail: click into the question title (which is a hyperlink to the actual question) and review.

The screenshot shows the 'add questions' interface. At the top, there are buttons for 'add random selection...' and 'add (0) checked question'. The main table has two columns: 'questions' and 'question type'. The first three rows are:

questions	question type
Exercise 3-1 Preparing adjusting entries LO P1, P2, P3	Worksheet
Exercise 3-2 Adjusting and paying accrued wages LO P3	Worksheet
Exercise 3-3 Adjusting and paying accrued expenses LO P3	Worksheet

A mouse cursor is hovering over the first question title.



Click on **add this question** if desired. (1) Use the arrows to advance to the next question. (2).

add questions   organize assignment   view: **list** individually

Financial and Managerial Accounting (Wild, Shaw, Chiappetta, 8e) > Chapter 03: Adjusting Accounts for Financial Statements > Chapter 03 Exercises - Algorithmic

select a different question source  
or create a question

Question 1 (of 16)   2   3-1 Preparing adjusting entries LO P1, P2, P3   1   **add this question**

This is an algorithmic question.   see another version

**Exercise 3-1 Preparing adjusting entries LO P1, P2, P3**

a. Depreciation on the company's equipment for the year is computed to be \$14,000.  
b. The Prepaid Insurance account had a \$6,000 debit balance at December 31 before adjusting for the costs of any expired coverage. An analysis of the company's insurance policies showed that \$1,310 of unexpired insurance coverage remains.  
c. The Office Supplies account had a \$310 debit balance at the beginning of the year; and \$2,680 of office supplies were purchased during the year. The December 31 physical count showed \$366 of supplies available.  
d. Three-fourths of the work related to \$13,000 of cash received in advance was performed this period.  
e. The Prepaid Rent account had a \$5,800 debit balance at December 31 before adjusting for the costs of expired prepaid rent. An analysis of the rental agreement showed that \$4,490 of prepaid rent had expired.  
f. Wage expenses of \$4,000 have been incurred but are not paid as of December 31.

Prepare adjusting journal entries for the year ended (date of) December 31 for each of these separate situations.

## Add Selected Questions to Exam

### 2.1. Add as individual questions

- o Selecting **Add as Individual Questions** gives each student the same questions with either the same values (static questions) or different values (algorithmic questions, if available).

results: 3   add random selection...   **add (2) checked questions**

add as individual questions  
add to a pool

questions	Worksheet	a	
Exercise 3-1 Preparing adjusting entries LO P1, P2, P3	Worksheet	a	<input checked="" type="checkbox"/>
Exercise 3-4 Preparing adjusting entries LO P1, P3, P4	Worksheet	a	<input type="checkbox"/>
Exercise 3-6 Preparing adjusting entries LO P1, P2, P3, P4	Worksheet	a	<input checked="" type="checkbox"/>

+ already added (note: any question can be added multiple times)   a algorithmic question

add random selection...   **add (2) checked questions**

Once an item is included in an assignment, you will see the following icon next to its question title.

## 2.2. Add to a pool

- Though not a necessary step in creating an exam, you may want to consider adding questions to pools so that students will get different sets of questions that will help deter from cheating.
- Exam based on a single pool
- If you would like for each student to get a different mix of questions from within the questions you selected, you can set up a pool. To do this, select all of the questions you want to be included as possible test questions and click on *add to a pool* (instead of *add as individual questions shown above*)

The screenshot shows a web interface for selecting questions. On the left, there is a sidebar with a 'filter results' button and a list of filters including 'question type', 'AACSB', 'Accessibility', 'AICPA', 'Bloom's', 'Difficulty', and 'Learning Objective'. The 'Learning Objective' filter is expanded, showing a list of objectives with checkboxes. One objective, '03-P1 Prepare adjusting entries for defe...', is checked and marked with a green circle '1'. The main area displays a list of 16 questions, each with a title, type, and a checkbox. A green circle '2' points to the 'add (16) checked questions' button at the top right. A dropdown menu is open from this button, showing options 'add as individual questions' and 'add to a pool', with the latter highlighted by a red box and a green circle '3'.

- Under *configure pool*, indicate the number of questions to include (1), the point value of each question (2), then click *add to pool* (3).

The screenshot shows a dialog box titled 'add questions to pool'. It contains a text input field for 'pool name' with the value 'LO 03-P1' and an example text 'example: Chapter 3 Favorites, Section 23 Drill Material'. Below this is a 'configure pool' section with a dropdown menu set to '3' (marked with a green circle '1') and a text input field for 'value at' set to '5' (marked with a green circle '2'). At the bottom, there are 'cancel' and 'add to pool' buttons, with the latter marked by a green circle '3'. A note at the bottom states: 'Note: you can edit this pool configuration later by clicking the organize assignment tab.'



- Exam based on multiple pools
  - To ensure each student is tested on specific items/learning objectives, create multiple pools.
  - Within a single chapter, use the filters (see section 1.4) to create consistent content among exams.
    - Return to the same chapter by clicking on the *chapter title* on the “Add Questions” tab.
    - Filter and select additional content.
    - Click on Add to a pool.
    - Check “Create a new pool. Name the and configure the new pool as described in 2.2.

**add questions to pool**

Add your questions to an existing pool or create a new pool.

**select pool**

☐ LO 03-P1

☒ Create a new pool

**pool name**

LO 03-P2

example: Chapter 3 Favorites, Section 23 Drill Material

**configure pool**

draw  of 8 questions value at  points each

**Note:** you can edit this pool configuration later by clicking the organize assignment tab.

To add content from a different chapter, return to the *add questions* screen and click on the *title of the book*. You will return to the list of chapters.

**select a question source**

Financial and Managerial Accounting (8e, Wild, Shaw, Chiappetta)

[Connect Orientation Videos](#)

[Additional Student Resources](#)

[Applying Excel](#)

[Chapter 01: Accounting in Business](#)

[Chapter 02: Accounting for Business Transactions](#)

[Chapter 03: Adjusting Accounts for Financial Statements](#)

- Repeat the process adding pools for the new chapter(s).
- Any questions to be included on all student exams must be added as individual questions (not added to pools).
- When complete, click on “Organize Assignment” to view exam composition.

Online Exam Chapters 2 and 3

[Enter student instructions \(optional\)](#)

8 / 28 questions assigned

100.00 points

add questions

organize assignment

view: list individually

question	question type	points
▶ LO 03-P1	Pool	draw 3 of 16 5.00 ea.
▶ LO-03-P2	Pool	draw 3 of 8 10.00 ea.
▶ Chapter 2 Exercises	Pool	draw 1 of 3 30.00 ea.
GL0205 - Based on Problem 2-2A	Worksheet	25.00

cancel

save & exit

continue

### 3. Set Policies

- Selecting the policy settings for your test/exam is important and will determine the grading and student experience.

#### 3.1. Late Submission Policies

Select Begin/End Date

Online Exam Chapters 2 and 3

[Enter student instructions \(optional\)](#)

set the start and due dates:

start:

☒ once it's assigned
 ☐ on this date:
 

mm/dd/yyyy

hh:mm

EST

due:

06/30/2020

11:59p

EDT

☒ accept late submissions
 [edit](#)

Select penalty for late submission (if available)

☒ accept late submissions: reduce scores by  % for each 

hour

▼


late


hour


day


☐ automatically submit assignments on the due date



3.2 Review Default Settings/ (Edit) Advanced Settings – Begin by reviewing the default settings for Exams.

  
**homework**

  
**practice**

  
**quiz**

  
**exam**

 **Exam** default settings: 

[edit all settings](#)

<div><b>Basic</b> <a href="#">edit</a></div> <ul style="list-style-type: none"><li>• No time limit</li><li>• Printing is not allowed</li><li>• Questions are ordered</li><li>• Not password protected</li><li>• Credit is given for accuracy</li></ul>	<div><b>Feedback</b> <a href="#">edit</a></div> <ul style="list-style-type: none"><li>• after submitting the assignment, show:<ul style="list-style-type: none"><li>- No feedback</li></ul></li></ul>
<div><b>Attempts</b> <a href="#">edit</a></div> <ul style="list-style-type: none"><li>• One attempt is allowed</li><li>• Study attempts are not allowed</li></ul>	
<div><b>Resources</b> <a href="#">edit</a></div> <ul style="list-style-type: none"><li>• reference type:<ul style="list-style-type: none"><li>- Question titles are not shown</li><li>- Question point values are not shown</li><li>- References are not shown</li></ul></li><li>• assistance type:<ul style="list-style-type: none"><li>- Access to the eBook and resources is not allowed</li><li>- Access to hints is not allowed</li><li>- Access to "check my work" is not allowed</li><li>- Access to "ask the instructor" is not allowed</li></ul></li></ul>	

### 3.3 Basic Exam Settings

- Time limit:
  - Consider putting a **time limit** on your test to decrease the amount of time that students have to look up answers and to give each student an equal amount of time to take the test. (Note: If you have students who need additional accommodations, you are able to grant extensions for all timed assignments on the Student Roster. Click on **manage** next to the student's name.)
- Scramble questions:
  - Checking **scramble the questions** will give students the same questions in a different order.
- Allow printing:
  - You may want to make sure that **allow printing** is not checked to make sure students can't print and share the test.

The screenshot displays the 'Basic Exam Settings' interface. At the top, there are four icons representing different assignment types: homework, practice, quiz, and exam. The 'exam' icon is highlighted in green. Below this is a 'settings' section with a sidebar on the left containing 'basic', 'attempts', 'resources', and 'feedback'. The 'basic' tab is selected and highlighted in green. The main content area shows the following settings:





- ☒ time limit  minutes
- ☐ allow printing (this checkbox is circled in red)
- ☒ scramble the questions ?
- ☐ password protect

Below these settings is a section titled 'give credit for completion ?' with the following option:

- ☐ Students automatically receive full credit on every question they attempt.

### 3.4 Attempts Settings

- You will likely want to set the # of attempts to 1 for a high stakes test. However, you have options if you would like to allow for more than one attempt.

			
homework	practice	quiz	exam

settings

basic

attempts

resources

feedback

Assignment attempts allowed: 1





☐ allow for study attempts

After the due date, this assignment will be available to students without affecting their grade

**Important note:** Once a student has started a study attempt, the due date of the assignment cannot be changed. Also, students who have started a study attempt are not eligible for an assignment extension. Students who have not started a study attempt are eligible for an assignment extension.

### 3.5 Resources Settings

- Reference types:  
Keeping the question titles out of the exam will help preserve the integrity of the questions in case you use questions from the book or you have used these questions in past exams. By deselecting *question title*, students can't identify the question name or number from the book or from a previous student's exam.
- Assistance types:  
Making sure *eBook & resources*, *hints*, and *check my work* are unchecked, will ensure that students won't have access to those resources while taking an exam.

			
homework	practice	quiz	exam


settings

basic

attempts

resources


feedback

reference types  [See example](#)

☐ question title

☐ references

☒ point value

assistance types  [See example](#)

☐ eBook & resources

☐ hints

☐ check my work  
Students may check if their answers are correct before submitting.

☐ ask the instructor  
Students may message the instructor about a specific question.



### 3.6 Feedback Settings

- The feedback settings will allow you to decide which type of feedback you want to provide to students and when. The default setting is no feedback, meaning that students will not see question-by-question feedback or the answers.

#### Customizing the Feedback Settings

- Expand the feedback drop-down to get a list of your feedback options with explanations.
- You can also choose to *Hold the feedback until* a certain date and time after the exam is complete, so that answers cannot be shared with others during the exam.

○

The screenshot shows the 'exam' settings page. The 'feedback' section is expanded, showing two main options: 'Show feedback after submitting the assignment' and 'Show feedback after submitting the assignment and answering each question'. The first option is selected. Under this option, there is a dropdown menu currently set to 'no feedback'. A red box highlights the 'Hold feedback until' option, which is currently set to '1 hour(s) after due date'. A red arrow points to the 'no feedback' option in the dropdown menu. The 'feedback' section also includes a 'cancel changes' button and a 'save as default settings' button. At the bottom, it states 'These settings apply to this assignment or category'.

homework practice quiz **exam**

settings

basic attempts resources **feedback**

see example ?

☒ **Show feedback after submitting the assignment**  
Select what students will see after submitting this assignment.  
After submitting the assignment, show:

☐ **Hold feedback until:**  
☐ 1 hour(s) after due date  
☐ This date and time: mm/dd/yyyy

☐ **Show feedback after submitting the assignment and answering each question**  
After answering each question, show:  
• question score  
• solution  
• correct answer  
• explanation (when available)  
Students' reports will show this assignment category (homework, practice, quiz, exam)

cancel changes save as default settings

These settings apply to this assignment or category

**no feedback**

**total scores**  
Students will see their total scores only.

**total scores before the due date, and all detailed feedback after the due date**  
Students will see their total scores when they submit the assignment before the due date, and detailed feedback with solutions after the due date.

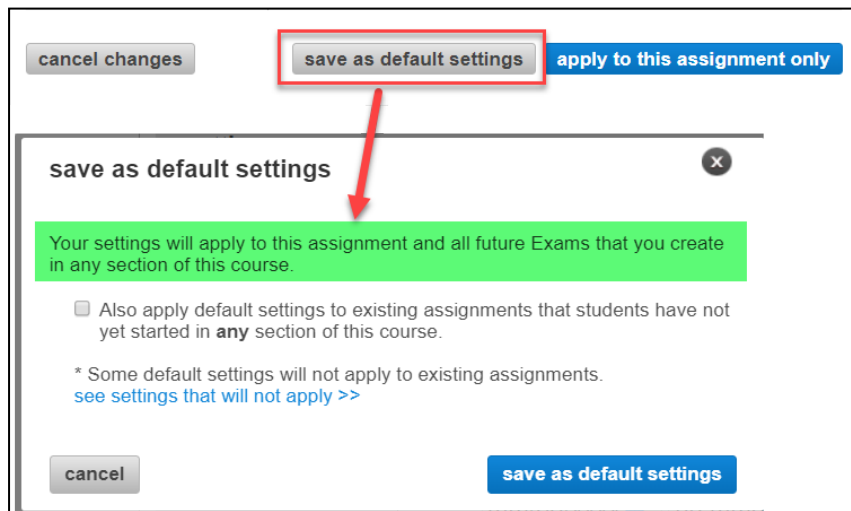
**question scores, correct or incorrect indicators, and total scores**  
Students will see their total scores, question responses with scores, and correct or incorrect indicators.

**detailed feedback**  
Students will see their total scores, question responses with scores, correct or incorrect indicators, and explanations.

**detailed feedback with solutions**  
Students will see their total scores, questions responses with scores, correct or incorrect indicators, explanations, and

### 3.7 Save Personal Default Settings

- You can save your default settings and label them so that the next time you create a similar type of exam, your personal exam settings can be accessed by the click of a button vs. re-selecting them all again.



End.