

Tests

In the Tests function, instructors may hand out, collect and grade tests easily in manaba. Stimulate students' motivation to learn by effectively using exercises and passing scores.

Types of tests

There are three types of Tests on manaba.

Autoscore test

Instructors can register answers and assign points in advance, and the student's answers will be scored automatically after submission.

Manual score test

Instructors score the student's answers manually after the submission.

Exercise


Students may repeatedly answer this type of test in order to practice. Unlike Autoscore tests, the grades will not be registered automatically.

Add an autoscore test

1. Click **Add Test** in the Tests Administration page.
2. Select **Autoscore Test**.
3. Enter the title and the description of test.
4. Enter a start date and end date for the test. If you click the Start and End fields, a calendar will appear. Select a date and time, and click **OK**. (optional)

Students cannot submit their answers to a test after the end date.

5. Enter questions you would like to ask your students. (See also "Add a test question")
6. Select the time of publishing test results and correct answers.
7. Click Next.
8. Register answers and points to the questions.

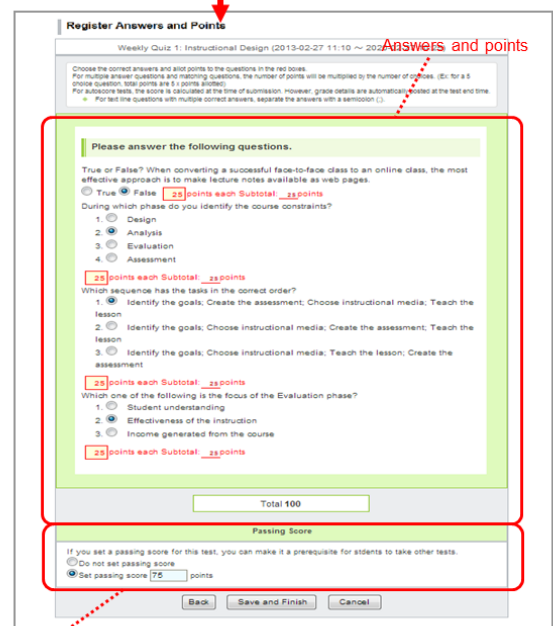
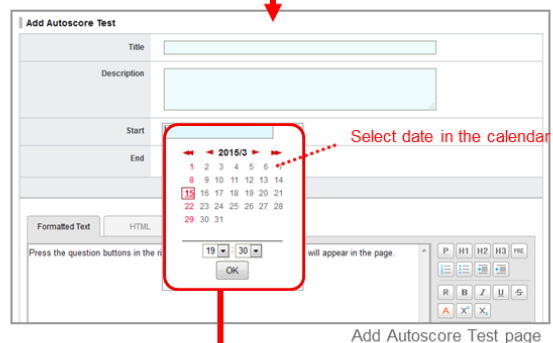
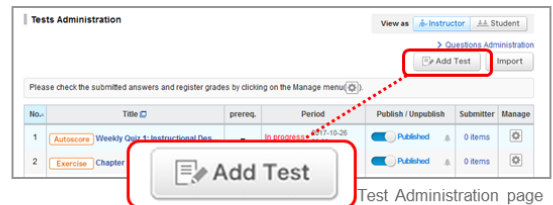
- o If there are multiple correct answers for a Text line question, separate the answers with a semicolon (;).
- o For Multiple(1), Multiple(2), True/False, Dropdown and Matching questions, register the correct answers by selecting the correct choices on each question.
- o For Ordering questions, click choices in the correct order. Click  to clear the selections.
- o Register points in the red box shown next to each question.
- o For Multiple(2) and Matching questions, register points per choice. The total points will be automatically calculated by multiplying by the number of choices. (Ex: If 2 points are registered per choice and there are five choices registered, the total points will be 10.)
- o For Multiple(2), you can also register points per question.

Answers in a text box and an uploader cannot be autoscored.

You cannot download all answers at once when marking. Please use the Assignments if you need to download all the answers at once.

9. To set a Passing Score for a test, select **Set passing score** and enter a passing score.

Passing scores can be used as prerequisites for a student to take other tests.

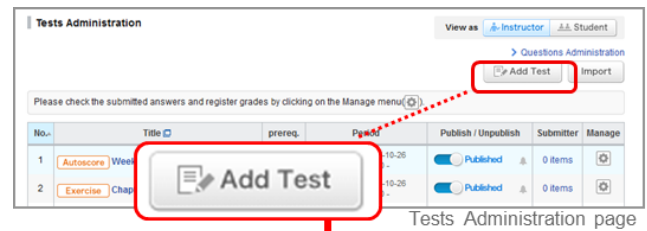


- Click **Save** to save the test in manaba.

Add a manual score test

- Click **Add Test** on the Tests Administration page.
- Select **Manual Score Test**.
- Enter the title and the description of the test.
- Enter a start date and end date for the test. If you click the Start and End fields, a calendar will appear. Select a date and time, and click OK. (optional)
- Enter questions you would like to ask your students. (See also "Add a test question")
- Click **Save** and save your test in manaba.

❗ For how to set a passing score to a manual score test, refer to step4 of "score a test and register grades on the web"



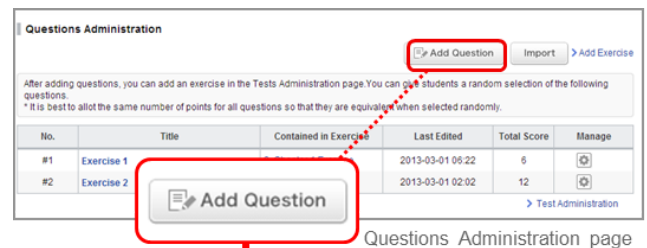
Add Manual Score Test page

Add an exercise

An exercise is a type of test where questions are randomly picked from a pool of exercise questions that the instructor registers in advance. You may set up an exercise to be available for students to take multiple times.

STEP 1. Add a question

- Click **Questions Administration** on the Tests Administration page.
- Click **Add Question** in Questions Administration page.
- Enter the title.
- Enter questions you would like to ask your students. (See also "Add a test question")
- Click **Next**.
- Register answers and points to the questions and click **Save** to save the question in manaba.



Add Questions page

STEP 2. Add an exercise

1. Click **Add Test** on the Tests Administration page.
2. Select **Exercise**.
3. Enter the title and the description of the exercise.
4. Enter a start date and end date.
5. Write the Question Text.
6. Click **Add Question**, select exercise questions that you registered in STEP 1, and click **Add**. Should you want to exclude questions that you selected from an exercise, check those questions and click the **Exclude Checked** button.
7. Set the number of questions which should be chosen randomly in an exercise out of the number of questions you selected in 6.
8. Set the maximum times that a student is allowed to submit answers.
9. If the order of the options in a question needs to be randomized when a student answers it, choose **Shuffle** for **Shuffle Questions**.
10. If you select **Publish on submission** for making the correct answer available after the student has submitted an answer, they will be able to check whether or not their answer was correct on the Results page.
11. You may choose Set passing score to register a passing score.
12. Click **Preview** to view the exercise as your students will see it.
13. Click **Save** and save the exercise in manaba.

Add Exercise

Questions Administration

Title: [Text Field]

Description: [Text Area]

Start: [Text Field]

End: [Text Field]

Question Text: [Text Area]

Add Question [Button] [Exclude Checked] [Button]

Check questions to add.

No.	Title	Contained in Exercise	Total Score
#1	Exercise 1	2. Chapter 1 Exercise	6
#2	Exercise 2	2. Chapter 1 Exercise	12

[Add] [Cancel]

Maximum times to submit answers: [Unlimited] [1] times maximum

Shuffle Questions: [Do not shuffle] [Shuffle]

Portfolio: [Add] [Do not add] If you choose "Add," the answers will be added to the submitter's portfolio and comments can be made on the portfolio item.

Publish Answers: [Do not Publish] [Publish on submission]

Passing Score: If you set a passing score for this test, you can make it a prerequisite for students to take other tests. [Do not set passing score] [Set passing score] [] points

[Preview] [Save] [Cancel]

Add Exercise page

Types of questions

You can add 8 types of questions in a test.

Text line

A question which allows for entering a word or a phrase.

Multiple(2)

A question which allows to select one or more answers from a list of possible answers.

Dropdown

A question which allows to select one answer from a list of possible answers. It is similar to a single answer question, but useful to save space for other questions.

Matching

A question which allows to match words or statements against another list of words or statements.

Multiple(1)

A question which allows to select only one answer from a list of possible answers.

True/False

A question which allows to select True or False.

Ordering

A question which allows to place answers in a particular order.

Text box

A question which allows to write paragraphs.

Uploader

A question which allows to upload a file.

Questions

Formatted Text [HTML]

A multiple-choice question with several possible answers.

Alignment: [Left] [Center] [Right]

1. Choice 1
2. Choice 2
3. Choice 3
4. Choice 4
5. Choice 5

A dropdown menu question. The choices below

1. Choice 1
2. Choice 2
3. Choice 3
4. Choice 4
5. Choice 5

Optional

Text line
Multiple(1)
Multiple(2)
Dropdown
Matching
Uploader

Required

Text line
True/False
Multiple(1)
Multiple(2)
Dropdown
Matching
Text box
Uploader

Explanation

1 line
Multi-lines

Shuffle Questions: [Do not shuffle] [Shuffle]

Portfolio: [Add] [Do not add] If you choose "Add," the answers will be added to the submitter's portfolio and comments can be made on the portfolio item.

Publish Test Results and Correct Answers: [Publish test results and correct answers after the submission deadline.] [Publish test results and correct answers upon submission.]

[Preview] [Next] [Cancel]

Add Tests page


❗ "Semicolon(;)", "Half-width Katakana" and "Full-width alphanumeric characters, spaces, hyphens etc." cannot be registered as correct answers or submitted as answers in a Text line question.


Automatically, "Half-width Katakana" answers will be converted to full-width characters, and "Full-width alphanumeric characters, spaces, hyphens etc." answers will be converted to half-width characters before being registered.

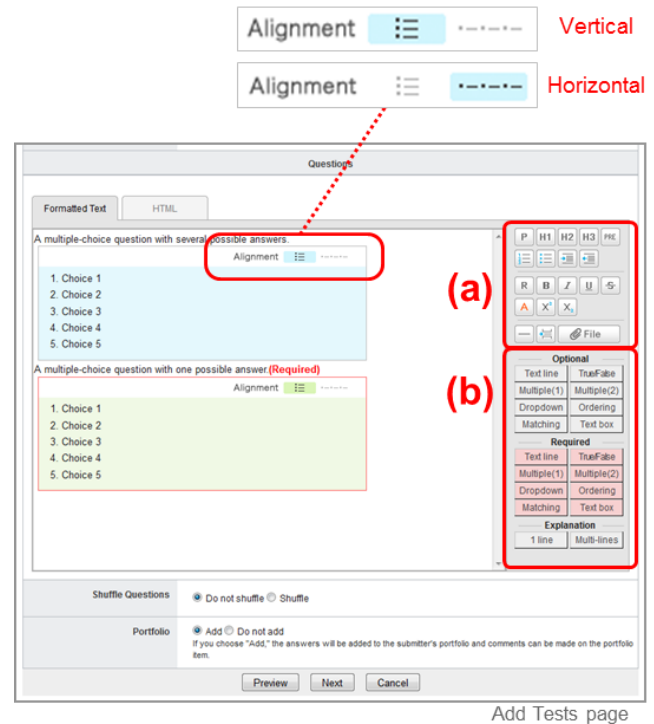
Add a test question

1. Let's add a test question. Click a button in area **(b)** and a question template of your choice will be inserted.
2. Overwrite the example question with the one you would like to ask.
3. Should you want to format your text with headlines or bold text etc., use buttons in area **(a)**.
4. If the order of the options in a question needs to be randomized when it is answered, choose Shuffle in the Shuffle Questions field.
5. In Portfolio field, select **Add** if submission should be added in student's portfolio.
6. Click **Preview** to view the exercise as your students will see it.

- If you place a Required question, students will not be able to submit their answer unless they answer it.
- You may select the style of the list of answers (vertical or horizontal) by using the buttons within the frame of the possible answers.

 If the list of possible answers is composed of short words or phrases, you may want to select "horizontal" as you can save space on the page.

 With "Autoscore test" and "Manual score test", you can create up to 100 questions per test.
If the number of questions exceeds 100, you can save the test but you can not publish it.



Add Tests page

Enter a text box

Click **Text box** and a window to set number of lines for the text box and the word/character counter will appear.

Number of lines

Enter the number of lines you would like in the text box.

- Number of lines you enter does not determine the amount of text students can write in the text box.

Character count

Both half-width and full-width characters, symbols and space are counted as one character. Line breaks are not counted.

Word count

Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space; note that they are not counted if separated with a full-width space. If you break a line, it will be counted as one word.

- Number of lines and word/character counter will be a guide for students to know how much they should write.

How to add a file

You may add files such as Word documents, images, and videos inside a question.

Uploading video files or images from your computer

1. Click **File** button.
2. Enter the title of the file.(optional)
3. Locate the file of your choice and click **Add file** to upload the file into manaba.
4. Click **Add** and complete the process.

Types of files that can be previewed

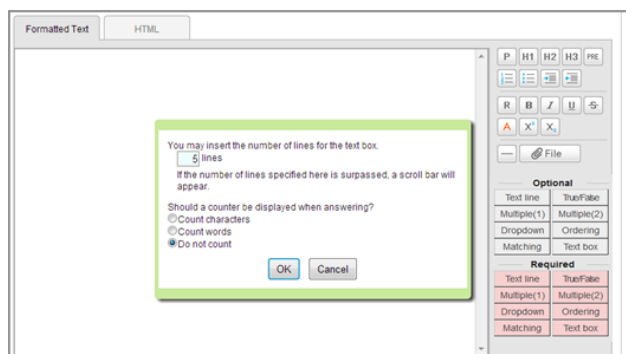
- Image files (GIF, JPG, PNG files, etc.)
- Video files (MP4, m4v, WMV, FLV, MOV, MPEG files, etc.)
- Audio files (mp3, m4a files, etc.)

- You may need to install one or more video players in order to play the uploaded video files. Depending on the browser, you cannot play the file on the screen.

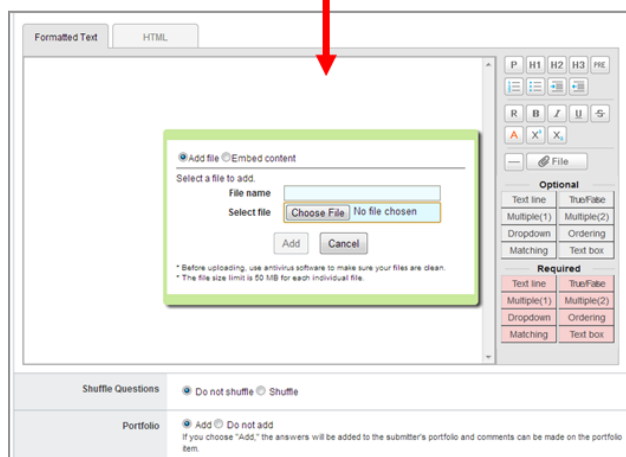
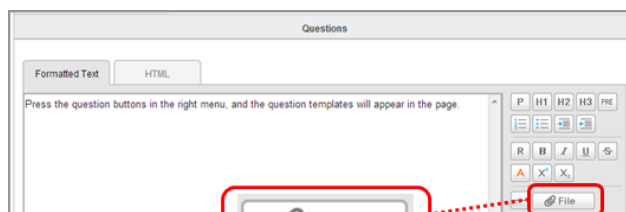
- MP3,MP4 files can be played on smart phones and tablets.

Embed videos from YouTube

1. Click **File**.
2. Select **Embed content**.
3. Enter the embed code of the video you would like to embed.
4. Press **OK** and complete the process.



Window to set up Text box question



File uploads

Insert an explanation

Click **Explanation** button, and you can insert the explanation in the question.

(The explanation cannot be inserted for Choices of True / False questions.)

You can select two types of the explanation below.

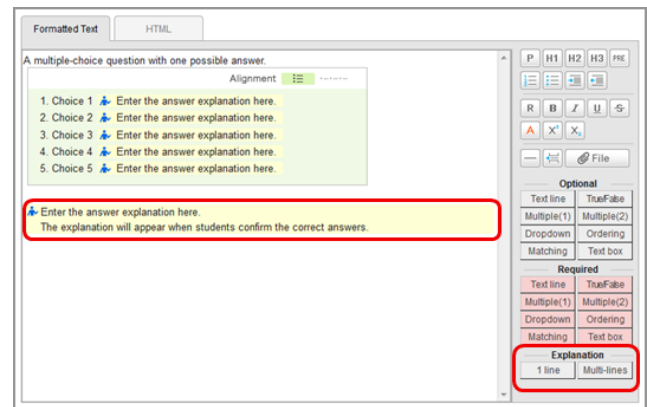
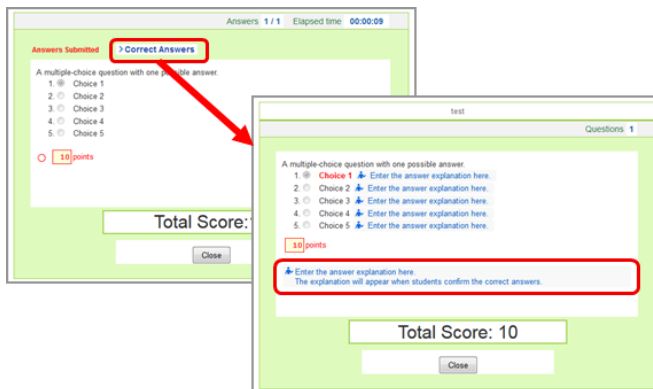
1 line

A explanation which you would like to insert into the individual question.

Multi-lines

A explanation which you would like to insert into the whole question.

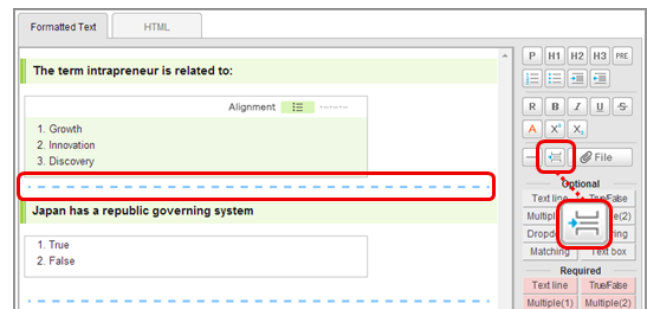
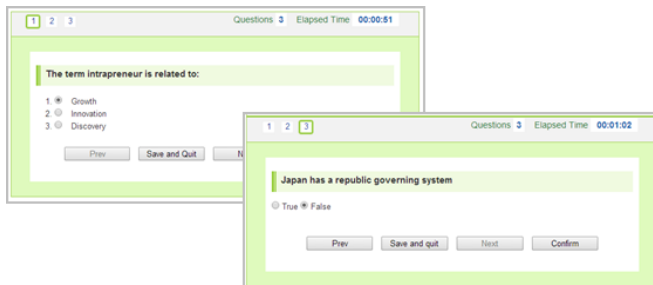
! The explanation is not displayed when the student answer the questions. The background color of the description is yellow on making questions.




Set a page break

Click the **Page break** button, and you can specify the position of page break.


Pages will be switched at the place indicated with a blue broken line.




Publish a test

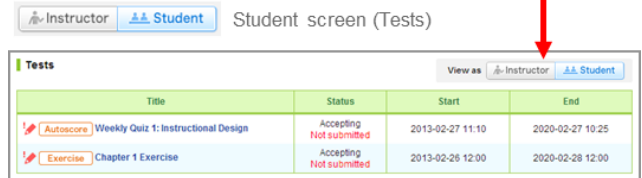
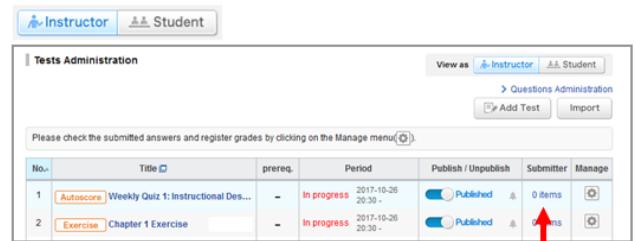
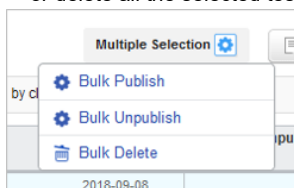
In order to publish a test to students, click  on Tests Administration page.

- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of tests which are published to students.

 If you set a period, students can only respond after the start date; before the start date, the status of the test will be set as "Pending."


About Multiple Selection


In **Multiple Selection**  in the upper right corner of Tests Administration page, you can choose to publish, unpublish or delete all the selected tests in bulk.





Edit a test

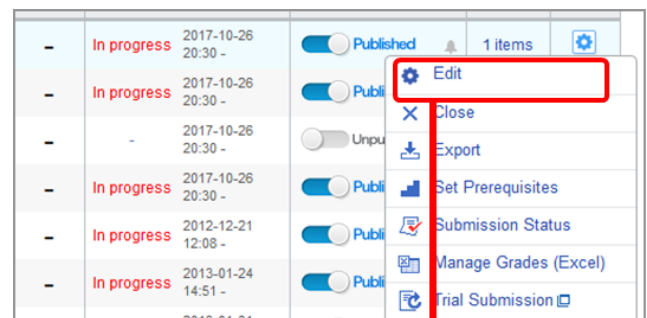
Follow the steps below, in order to change the dates or questions of a test.

1. Click  on Tests Administration page and select **Edit**.
2. Revise the test and click Save.
* Save the test after registering answers and allotting points if it is an autoscore test.

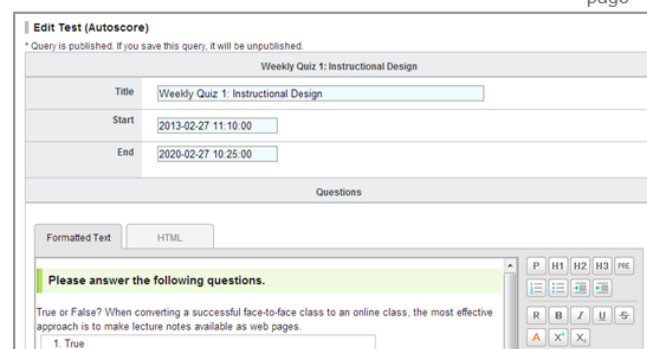
 If you edit a test, it will automatically be unpublished. Once you finish editing, please publish it again.

 Questions you are currently using for an exercise cannot be edited. Exclude questions from the Edit Exercise page and revise the question in the Manage Exercise Questions page.

 To avoid student confusion, editing the title of a test after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)




Select Edit Tests Administration page

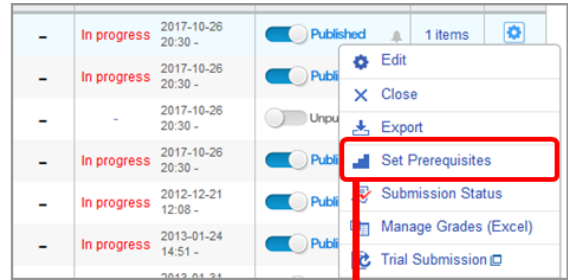


Edit Test page

Set prerequisite

Instructors may set a prerequisite for students to take a test based on whether they achieved a passing score on another test.

1. Click  on Tests Administration page and select **Set Prerequisites**.
2. If you select **Set**, a list of tests which are set up with passing scores will appear.
3. Select all the tests you would like to set as prerequisites and click either **AND** or **OR**.
 - * If you select AND: Students need to pass all the tests.
 - * If you select OR: Students need to pass at least one of the tests you selected.
 - * If you have selected only one test, you may click either **AND** or **OR**.
4. Click **Save** and finish the process.



Select Set Prerequisites


The screenshot shows the 'Set Prerequisite' page for 'Weekly Quiz 3: Instructional Design'. It asks 'Would you like to set the prerequisites of this test?' with radio buttons for 'Do not set' and 'Set'. Below, a table lists available prerequisite tests, with 'Autoscore Weekly Quiz 3: Instructional Design (> 75 points) * currently unpublished' selected. At the bottom, there are radio buttons for 'AND (must satisfy all conditions)' and 'OR (must satisfy at least one condition)', and 'Save' and 'Close' buttons.

Set Prerequisite page


View submission status


You may view the names of the students who submitted answers to a test and their scores or grades.

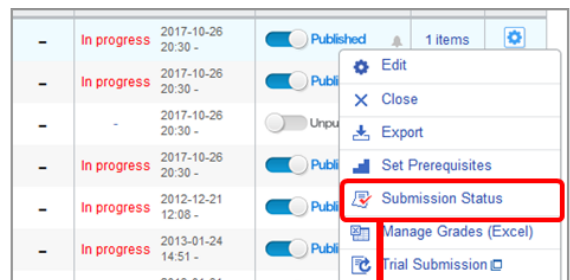
Autoscore test / Manual score test

Click  of a test in Tests Administration page and select **Submission Status**. A list of students and their submission status for the test will appear.

Exercise

Click  of a test in Tests Administration page and select **View Scores**. A list of students and their scores for the test will appear.

-  If answers has been temporarily saved, * **Saved data** appears in the Submitted on column for students who have not yet submitted the test.
- *Answers are saved when the student clicks on Quit (Save), Confirm, Prev, or Next while answering. Or the answers are saved every 30 seconds after the student starts to answer. And you can check the answers before the submission is finalized and complete the submission on the student's behalf.



Select Submission Status

The screenshot shows the 'Submission Status' page for 'Weekly Quiz 1: Instructional Design'. It displays a table of student submissions with columns for Name, Student ID, Grades, Passed, Submitted on, Grader, Graded on, and Feedback. The table shows several students, with some having submitted and others not.

Name	Student ID	Grades	Passed	Submitted on	Grader	Graded on	Feedback
Christina Jones		-	-	Not submitted	-	-	0
Max Li	35674523	-	-	Not submitted	-	-	0
Andy Kennan	35693010	-	-	Not submitted	-	-	0
Carlos Macedo	35693055	50points	-	2013-03-02 04:33:15	-	-	0
Adelina Rossi	35693523	-	-	Not submitted	-	-	0
Alex Williams	35888423	50points	-	2013-03-02 05:40:56	-	-	0

Submission Status page

Request resubmission

In the following the steps, the instructor withdraws the student's answers that has already been submitted and can return to the state before the submission was confirmed. (Excluding Exercise)

After withdrawal by the instructor, students will be able to access the test and respond again.

1. Click on the name of the student whose assignment you wish to withdraw in "Submission Status".
2. Click the "Request resubmission" button on the "Student's Questions and Answers" screen.
3. Click "OK" button on the confirmation screen.

- ! The answer before resubmission is retained.
- Reminders are sent to the submitter and the instructor.
- If pass conditions are set, students who pass once will remain passed even if the instructor withdraws the answer.
- If the instructor withdraws the answer, the grade will also be deleted.

Submission Status		Manage Grades (Excel)		
Name	Student ID	Grade	Passed	Submitted on
T.Asahina(EN)	11111.qqqqq2	30 points	Passed	2020-02-04 16:27:54
Student1	160203A	-	-	Not submitted

小テストA: T.Asahina(EN)'s Questions and Answers

Grade	Answers
Result (Autoscore)	Submitted on: 2020-02-04 16:31 Elapsed Time: 434:52:14
1.1: 10 / 10	「はい」か「いいえ」で答える問題です。選択後は書き換えできません。
Total 10 / 10	1.1 <input checked="" type="radio"/> はい <input type="radio"/> いいえ
Grade (Unpublished)	
Score 10	

[Request resubmission](#)

The submission will be retracted and T.Asahina(EN)'s assignment returned to pre-submission status.
OK?

* After retracting the submission, a reminder will be sent to both the instructor and the student.

[OK](#)


[Cancel](#)


Trial submission function added to tests and surveys

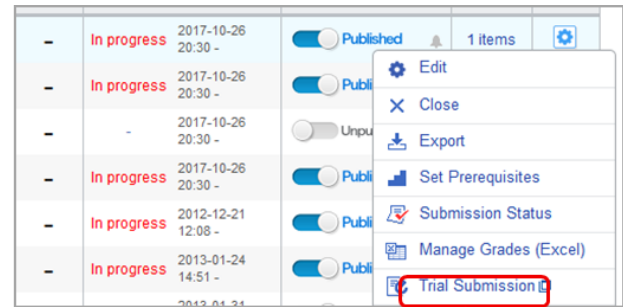
The course instructor can simulate submission for tests and surveys from the **Tests Administration** and **Surveys Administration** pages.

The trial submission function allows the instructor of the course to confirm the submission procedure of the test or survey, as many times as wanted, regardless of the acceptance and submission status.

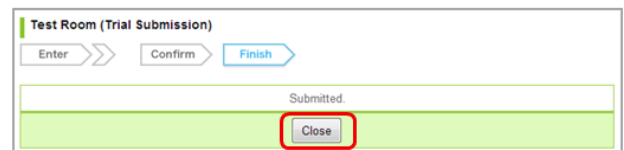
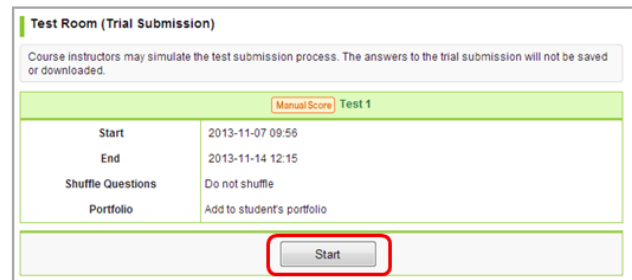
The trial submission can be made in the following way:

1. Find the test or survey for which you want to make a trial submission and click on the gear icon  in the Manage column of the Test Administration or Survey Administration page.
2. Click **Trial Submission**.
3. Click on the **Start** button to start the test. The answering steps are the same as how students would answer the test.
4. Finally, click on the **Close** button to close the window and finish the trial submission.

 Trial submissions for tests will not be included in the test evaluation sheet. The trial submission results will not affect the highest score, either. The passing score you set up will be ignored, too, so you may simulate the submission for any tests you add.



Trial Submission



Score and register grades of a test

There are two methods to score and register grades of autoscore tests and manual score tests.


* If you need to register grades for an exercise, you may do so in the Grades tab. (See Also "Register grades")

A: Score a test and register grades individually through the web (Only available for manual score test).

B: Download a Test Evaluation Sheet, score students' answers and register grades for all students in a batch.

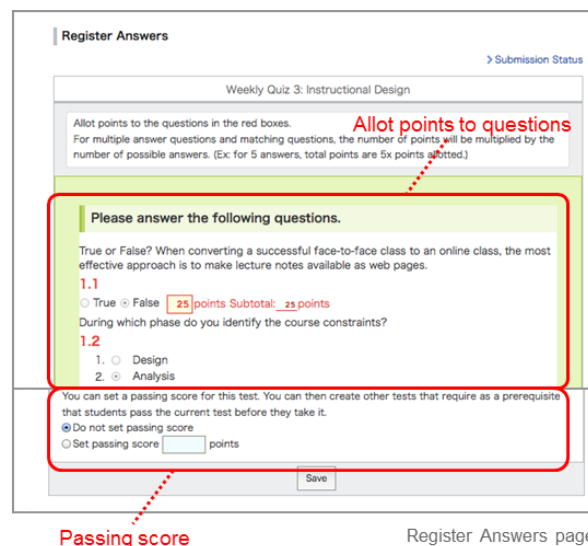
A: Score a test / Register grades on the web

STEP 1. Register scores

1. Click  on Tests Administration page and select **Submission Status**.
2. Click **Register Answers** on the submission status page.
3. Enter points of questions.
4. Set passing score if needed.
5. Click **Save** and finish the registration process.

You can score multiple choice and matching question in two patterns below.

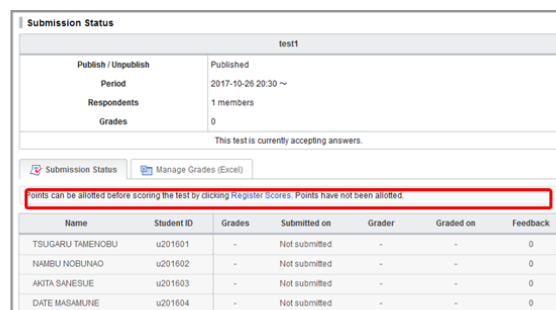
- **Partial Match** : The points you register will be multiplied by the number of choices, and that will make the total points of the question. (e.g. In a 5-choice question where 1 point is allotted for each choice: if 3 choices are selected or not selected correctly, the total points for this question will be 1 point x 3 correct choices = 3 points.)
- **Exact Match** : The points you register will be the full points for the question.(e.g. If 5 points is allotted for a 5-choice question, 5 points will be scored only when student chooses all the correct answers. If any of the choice is incorrect, students will get 0 point.)



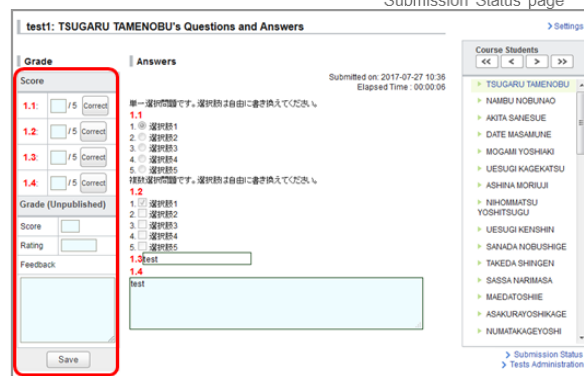
Register Answers page

STEP 2. Score a test individually

1. On Submission Status page, click name of each student. Student's answers and the score field will be displayed.
2. Click **Correct** if student's answer is correct; manaba will add up the score automatically. If you would like to give partial credit to an answer, enter points in the box.
3. Enter Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
4. Enter Feedback about the student's test.(optional)
5. If there is no revision to make, click Save and complete the score count.




Submission Status page



Score page

B : Score a test / register grades using an Excel sheet

1. Click  on the Tests Administration page and select **Manage Grades (Excel)**.
2. Click **Download** in Test Grades administration page and download Test Evaluation Sheet.
3. Enter in either "#Score", "#Rating" or "#Comment" on the Test Evaluation Sheet. If you would like to register a score of 0, please input 0 in "# Score".


*Test sheets of autoscore tests already have grades entered.

The test evaluation sheet of for the Autoscore Test has already been entered with the total score.

Enter scores for text box answers in the column titled "# item 1, 2, 3,...". The total score is updated once you enter points for each question.

If you have registered scores on the web, the test evaluation sheet for Manual Score Test will have a string of "*****" in the unanswered "expected" cell.

4. Upload an Excel file with grades and complete registration of grades.

 You cannot upload grades of an autoscore test until you click Close Test and Publish Correct Answers first.


Publish grades

Autoscore tests

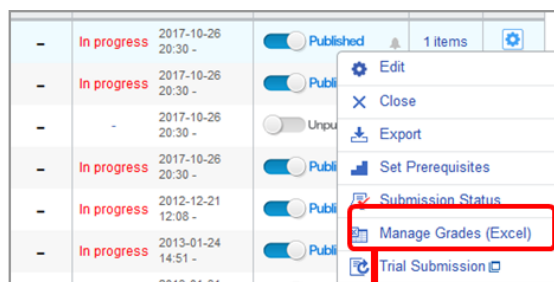
Once students submit their answers, their grades will be published.

Manual score tests

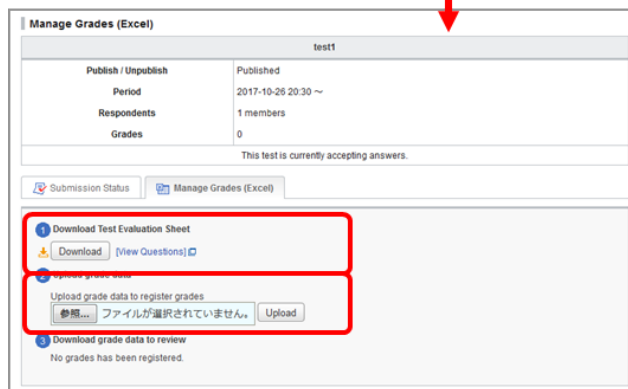
Grades are not published when they are registered using either the web or Excel sheets. Grades are published in the following way:

1. Click the **Grades** tab and open Grades Administration page.
2. Click  of the test you would like to publish.

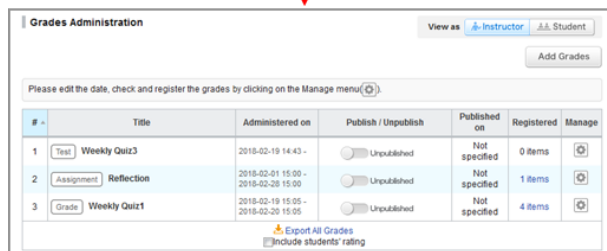
Should you wish to send a reminder message, click **Publish and send reminder**.



Select Manage Grades Manage Tests page



Manage grades page




Manual Score Test Grades page

Import / Export a test

Instructors may export a test and save it to own their computer.
You may replicate the test in another course by importing data you have exported.

Export an autoscored / manual score test

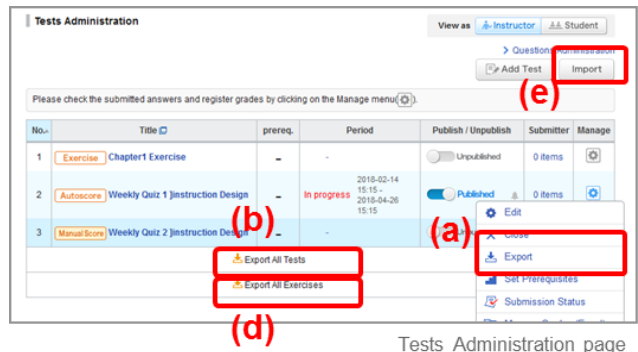
Export tests one by one

Click  of a test on Tests Administration page and select Export (a).

The test will be downloaded as an MHT file.

Export all tests in a course


Click **Export All Tests** (b) at the bottom of the list and a zip file containing all the existing tests will be downloaded.



Tests Administration page

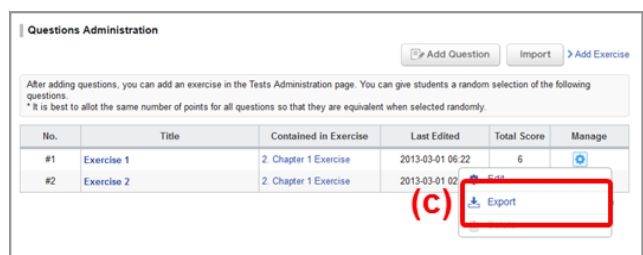
Export exercises

Export questions one by one

Click  of an exercise and select **Export** (c) on Questions Administration page. The questions will be downloaded as an MHT file.

Export all exercises and questions in a course

Click **Export All Exercises** (d), and a zip file containing all the existing exercises and their exercise questions will be downloaded.



Questions Administration page

Import a test or exercise

Click **Import** (e) on Tests Administration page and upload the test / exercise data. There are three different kinds of data that you can upload.

The sections to import are different:

- Autoscore tests / manual score tests
- Exercises and exercise questions
- Exercise questions

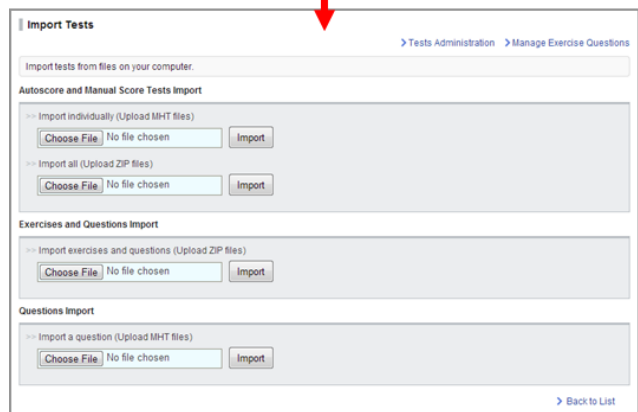
Import an autoscore test and manual test

Use **Import individually (Upload MHT files)** under Autoscore and Manual Score Tests Import if tests should be uploaded one by one.


Use **Import All (Upload ZIP files)** below if tests should be uploaded all together in a zip file.

Import an exercise and exercise questions

Use **Import All (Upload ZIP files)** under **Exercise and Questions Import** if an exercise and its questions should be uploaded all together in a zip file. Use **Import individually (Upload MHT files)** under **Questions Import** if exercise questions should be uploaded one by one.



Import Tests page

 Imported tests need to be published.