

The XpressLab Test Planner provides a streamlined and systematic alternative to the platform's original slide-based authoring environment.

The Test Planner allows teachers and test authors to create and structure language tests using test Sections and Testlets. In addition, the Test Planner also provide more control over a student's progress through a test. The Test Planner interface supports the grouping of test questions and core concepts, which improves evaluation and supports high stakes testing environments.

The following Help Guide provides step-by-step instructions on:

- [Accessing the Test Planner](#)
- [Adding Sections and Testlets](#)
- [Adding Questions](#); and
- [Accessing Design Mode](#)

Accessing the Test Planner

The Test Planner is found within the Activity Dashboard. You must [create a new activity or test](#) before you can access the Test Planner and begin authoring. Use the following steps to access the Activity Dashboard:

1. Click on the **Courses** link from within the main navigation bar at the top of your screen. Clicking the **Courses** link directs you to the **My Course List**, where all of your courses are stored.
2. Select a course from within the My Course List, or create a *new* course by click the red **New Course +** found in the top left corner of the My Course List.
3. Creating a new course or selecting an existing course (Step 2 above), directs you to the **Course Dashboard**. Course activities are located in the Activity List, found on the Course tab on the *left* side of the Course Dashboard page. Select an existing activity from within the Activity List or create a new activity by click the red **New Activity +** button found in the top left corner of the Activity List.

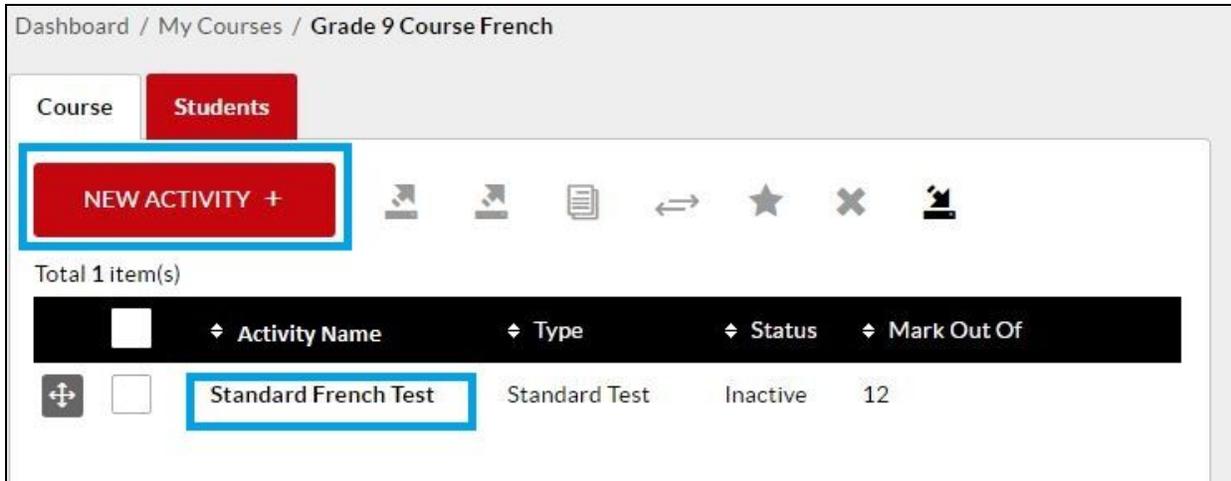


Image: Accessing the Activity Dashboard

4. Creating a new activity or selecting an existing activity (Step 3), direct you to the **Activity Dashboard**. Click the red **Test Planner** button found on the right side of the Activity Dashboard, directly above the Student Activity graph.

Adding and Editing Sections and Testlets

The Test Planner uses **Sections** and **Testlets** to structure language tests and activities.

Sections are used to define the common content groups or learning objectives within a activity/test. Sections are also used to contain Testlets, which are used to group together similar question types or learning objectives. Questions are then added within a Testlet.

By default, a Section and Testlet are already created for you within the Test Planner. To create a new Section, simply select the red **New Section +** button found in the top left corner of each Section. Similarly, to create a new Testlet, click the red **Add Testlet +** button found in the top right corner of each Section (see image below).

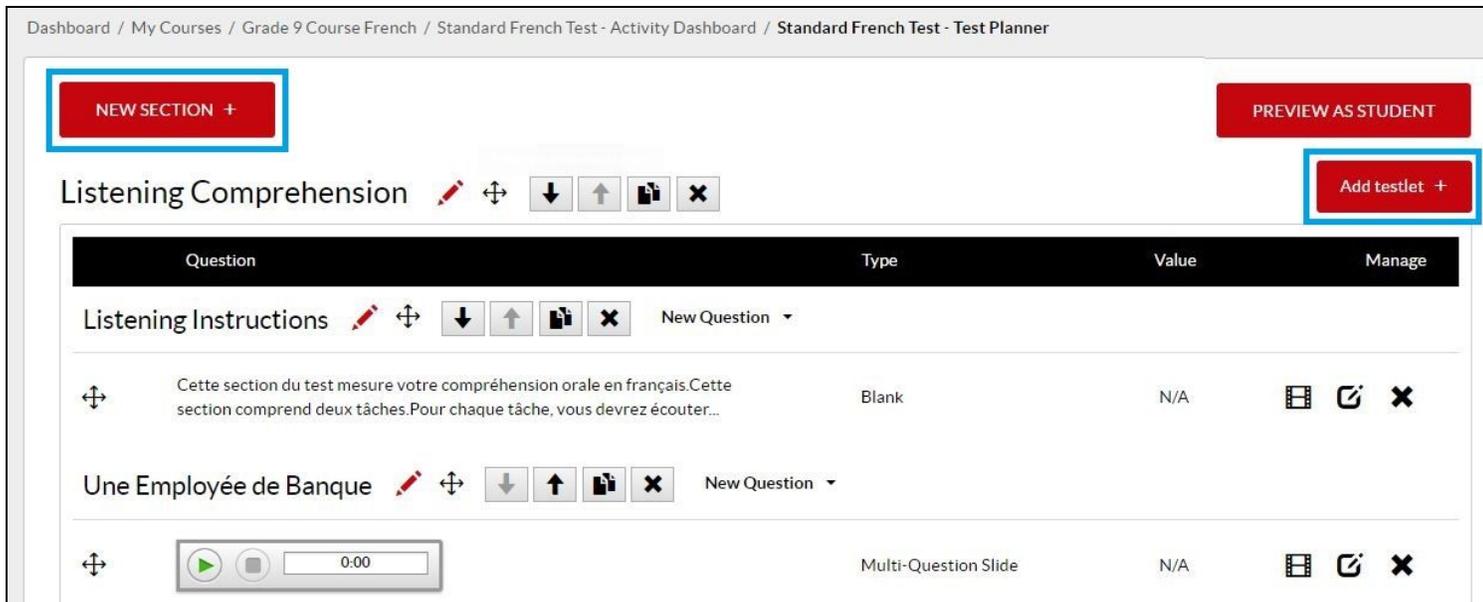


Image: Creating a new Section and adding a new Testlet

Section Settings

Section Settings allow you to configure a student's progression through an activity or test. It is important to note that Section Settings are dependent on the Activity Type you are currently authoring as well as the Activity Settings you applied during the 5-step activity creation process.

To access the Section Settings, click the **Edit** icon  located to the right of a Section name to modify or configure the Section Settings.

1. **Name:** Enter a name for your Section to assist in the organization of your activity or test.
Note: Students will *not* see the Section Name. The Name entered here is for your personal use.
2. **Description:** Enter a Description for your Section to assist in the organization of your activity or test. **Note:** Students will *not* see the Section Description. The Description entered here is for your personal use.
3. **Identifier:** Section identifiers support the seamless identification of Sections for future use (e.g. importing or exporting tests and/or third party system integration). Enter a unique identifier to your Section to facilitate future use cases using the field provided

here. Adding a Section Identifier is *optional*. Leave this field blank if you do not wish to add an identifier for the Section.

4. **Random Selection Amount:** By default, the Testlets contained within a Section are delivered in the order in which they are added/arranged within the Test Planner interface. Use the **Random Selection Amount** field if you wish to randomize the order in which testlets are delivered within the Section. Enter the number of Testlets you wish to randomize in the delivery of the Section. The numerical value entered here indicates which Testlets will be randomized during test delivery. Any remaining Testlets within the Section will be displayed in the order in which they appear within the Test Planner interface.
5. **Set Time Limit:** Specifying a time limit for the Section allows you to control how much time students are given to complete all of the Testlets within that particular Section. To add a Section Time Limit, select the Set Time Limit checkbox. Selecting this checkbox opens the Minute and Seconds fields. Enter a Minute value (i.e. 1, 5, 10, 60, etc.) and a Second value (i.e. 1 to 59). Note: Time Limits can only be applied to the Standard Test Activity Type, if the test is set to be completed in a single session. Use the **Activity Settings** to specify whether or not a Standard Test must be completed in a single session.
6. **Set Minimum Score:** A Minimum Score can be applied to Sections only if the question order is set to Sequential using the Activity Settings. Students must achieve the minimum score set here in order to progress to the remaining Section in the activity.

Testlet Settings

Testlets group together a test stimulus and the questions associated with that stimulus, which must be answered at the same time. Testlets act as a container for your questions, which means that a Testlet must be created before you can begin adding and authoring questions. Testlets are created in the context of a Section. Every activity must have at least one Testlet inside one Section. It is important to note that Testlet Settings are dependent on the Activity Type you are currently authoring as well as the Activity Settings you applied during the 5-step activity creation process.

To access the Testlet Settings, click the **Edit** icon  located to the right of a Testlet name to modify or configure the Testlet Settings.

1. **Name:** Enter a name for your Testlet to assist in the organization of your activity or test.
Note: Students will *not* see the Testlet Name. The Name entered here is for your personal use.
2. **Description:** Enter a Description for your Testlet to assist in the organization of your activity or test. **Note:** Students will *not* see the Testlet Description. The Description entered here is for your personal use.
3. **Identifier:** Testlet identifiers support the seamless identification of Testlets for future use (e.g. importing or exporting tests and/or third party system integration). Enter a unique identifier to your Testlet to facilitate future use cases using the field provided here. Adding a Testlet Identifier is *optional*. Leave this field blank if you do not wish to add an identifier for the Testlet.
4. **Set Time Limit:** Time Limits can be applied to Testlets if the test is set to be completed in a single session. Add a Testlet Time Limit to specify how long students have to complete all the questions in the Testlet.

Adding Questions

Questions are added to Testlets within the Test Planner. To add a new question to your activity, click the **New Question** button located within a Testlet. Then, select a Question Type using the drop down list of options (see image below).

Selecting a Question Type directs you to the Add Question or *Question Properties* page. The Add Question or Question Properties, as well as the authoring steps, will vary depending on the Question Type selected.

Dashboard / My Courses / Grade 9 Course French / Standard French Test - Activity Dashboard / Standard French Test - Test Planner

NEW SECTION + PREVIEW AS STUDENT

Listening Comprehension Add testlet +

Question	Type	Value	Manage
Listening Instructions Cette section du test mesure votre compréhension orale en français. Cette section comprend deux tâches. Pour chaque tâche, vous devrez...		N/A	
Une Employée de Banque 0:00			
1. Qui téléphone?	Multiple Choice Question (Text)	1	
2. La personne appelle pour:	Multiple Choice Question (Text)	1	

New Question dropdown menu options:

- Blank
- Fill in the Blank Question
- Matching Question
- Multi-Question Slide
- Multiple Choice Question (Oral)
- Multiple Choice Question (Text)
- Text Passage Correction Question

Image: Adding a new Question to a Testlet

All Question Types allow teachers and test-authors to provide either a written, text-based question prompt or an audio question prompt.

1. To add a written or text-based question prompt, select the **Text Question** option found at the top of the Add Question or Question Properties page. Type your question prompt in the **Text to Display** window. Use the Formatting toolbar to adjust the format of your question prompt.

The image shows a user interface for adding a question. At the top, there are two radio buttons: 'Text Question' (which is selected and highlighted with a red box) and 'Audio Question'. Below the radio buttons is a text input field labeled 'Text to Display: *'. Underneath the text field is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, decrease indent, increase indent, left align, center align, right align, justify, font size increase (F+), font size decrease (F-), font color (F), and background color (A).

Image: Adding a written, or text-based question prompt

2. To add an audio question prompt, select the **Audio Question** option found at the top of the Add Question or Question Properties page.
 - Click the red **Record** button within the audio recording widget to record your an audio question prompt. To upload an existing audio file from you local computer, click the **Upload Audio** icon , located in the right corner of the audio recording widget. Use the Upload File window to locate the audio file from your local computer.
 - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
 - Select the **Autoplay** checkbox if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is *not* selected, students are required to select the Play button within the audio widget in order to play the question prompt.

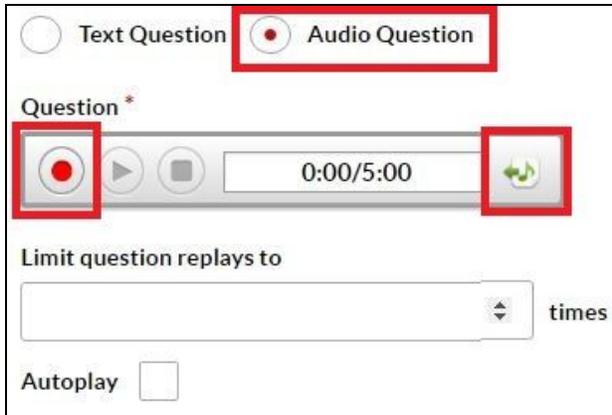


Image: Adding an audio question prompt

Accessing Design Mode

Each question within the Test Planner can be editing in **Design Mode**. Design Mode offers a slide-based authoring environment in which additional audio recordings, video clips, images, text, shapes, and multimedia elements can be added directly within your question slides.

1. Edit a question in Design Mode by clicking the **Design Mode** button  , found on the right side of the Test Planner below the **Manage** column.
2. Clicking Design Mode opens the slide-based authoring environment. To add audio recordings, video clips, images, additional text, or other multimedia elements, click the **Add Object** button within the navigation bar at the top of the Design Mode authoring screen.
3. Click and drag any object within the slide to reposition the element.
4. Use the **Formatting toolbar** along the top of the Design Mode authoring screen.
5. Click the red Exit button in the top left corner of the Design Mode authoring screen to return to the Test Planner.

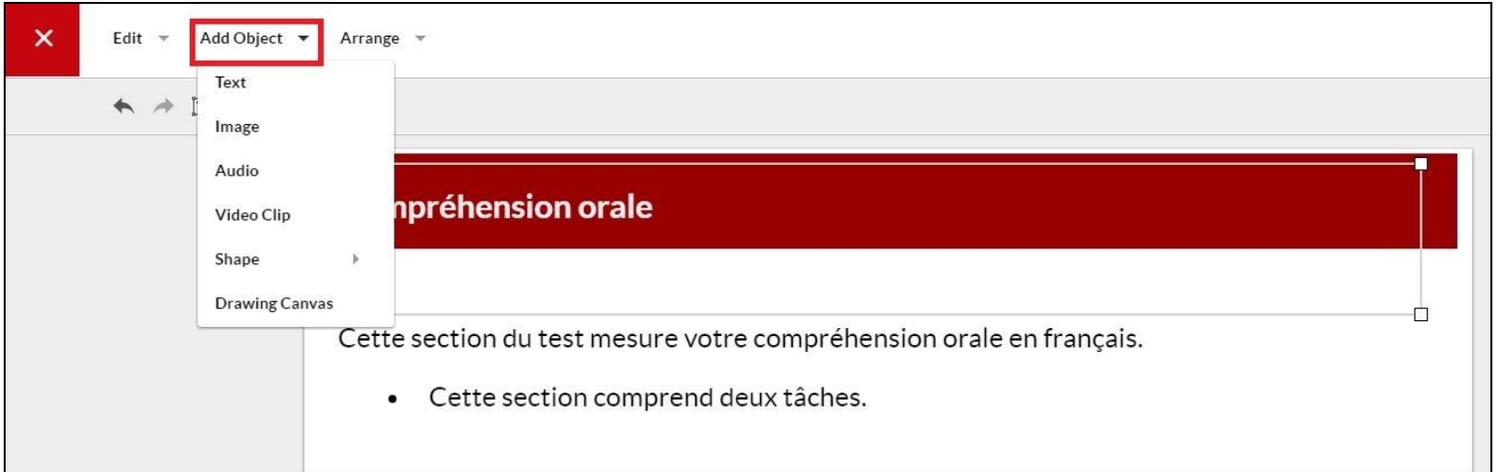


Image: Authoring a question in Design Mode