

Converting Practice Exercises into Tests

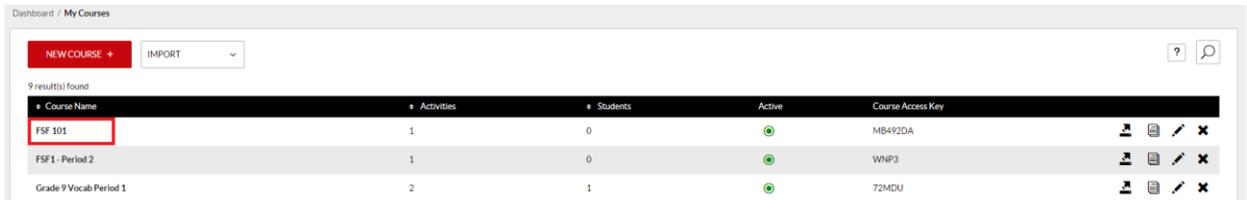
Practice Exercises can be easily converted into Standard Tests within XpressLab. Once converted into a Standard Test, each question can then be edited and point values can be applied to *each* test question.

To convert a **Practice Exercise** into a **Test** follow the steps detailed below:

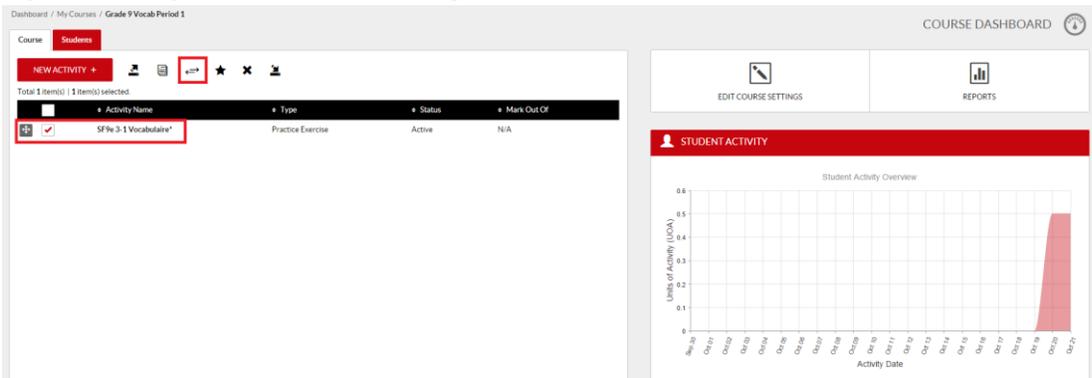
1. After logging in to XpressLab, access the **My Courses** list by click the **Courses** link located in the main navigation bar.



2. Use the **My Course** list to locate the course that contains the **Practice Exercise** you are converting into a test. Navigate to the **Course Dashboard** by clicking on the name of the course from below the **Course Name** column.



3. Locate the Practice Exercise within the **Activities list**, located on the left side of the **Course Dashboard**, within the **Courses tab**. Check that the activity is listed as a Practice Exercise below the **Type** column.
 - Click the checkbox to the left of the **Activity Name** to select the activity.
 - Once the Practice Exercise activity has been selected, click the **Convert to Test** icon, represented by the stacked left and right arrows, located within the **Activities toolbar**.



4. A **copy version** of the Practice Exercise will now be added to the **Activities list**, with the **Activity Name** appended to include the word ***Copy**.
 - You will notice that the activity Type will be listed as a **Standard Test**.
 - By default, the activity **Status** will be set to **Inactive**, which indicates that students enrolled in the course *cannot view* the activity.
 - The numerical value listed in the **Mark Out Of** column is automatically calculated based on the number of questions (or slides) within the activity. Note: The grade value *can be*

edited.

The screenshot shows the 'COURSE DASHBOARD' for 'Grade 9 Vocab-Period 1'. On the left, there is a table of activities:

Activity Name	Type	Status	Mark Out Of
SF9e 3-1 Vocabulaire* Copy	Standard Test	Inactive	14
SF9e 3-1 Vocabulaire*	Practice Exercise	Active	N/A

On the right, there is a 'STUDENT ACTIVITY' section with a 'Student Activity Overview' graph. The graph shows 'Units of Activity (UOA)' on the y-axis (0 to 0.5) and 'Activity Date' on the x-axis (from Sep 30 to Oct 27). A red area under the curve shows activity starting around Oct 19 and reaching 0.5 by Oct 27.

5. Click on the **Activity Name** to access the **Activity Dashboard**, where you can then *edit* test questions and adjust grade values for each question.
6. To edit the *name* of the test as well as adjust the *order of test questions*, click the **Settings** button found on the right side of the Activity Dashboard, directly above the **Student Activity graph**. Select **Activity Settings** from the drop down list of options.

The screenshot shows the 'ACTIVITY DASHBOARD' for 'SF9e 3-1 Vocabulaire* Copy (Standard Test)'. The activity is currently 'INACTIVE'. On the right, there are buttons for 'AUTHORING', 'SETTINGS', 'SUBMISSIONS', and 'REPORTS'. The 'SETTINGS' button is highlighted with a red box. A dropdown menu is open from the 'SETTINGS' button, showing options: 'Activity Settings', 'Activate Activity', 'Duplicate Activity', 'Export to Library', and 'Delete Activity'. Below the menu is a 'STUDENT ACTIVITY' section with a 'Student Activity Overview' graph. The graph shows 'Units of Activity (UOA)' on the y-axis (0 to 1.2) and 'Activity Date' on the x-axis (from Sep 30 to Oct 27). The graph shows a red area under the curve starting around Oct 19 and reaching 1.2 by Oct 27.

7. Use the **Activity Information** page to change the test name by typing in the field labeled **Activity Name**.
 - It's a good idea to leave the **Active** checkbox de-select until you are ready to assign the test to your students.
 - To activate the **Auto Assign** functionality, select the Yes option. This will ensure that *all of the students enrolled in the course* can access and complete the test once the test has been activated.
 - i. Selecting **No** next to the **Auto Assign** label will allow you to *manually select* which students in the course may access and complete the test.
 - You may also adjust the order in which test questions appear to your students. Select **Non Sequential** within the **Set the order in which questions will be displayed to student** drop down. This will allow students to answer test question in any order they choose.

- i. Selecting the **Sequential** option forces students to answer questions in order from first to last.
- By default, test questions are *displayed in the order in which they were authored*. This means that each student views the test questions in the same order. If you wish to *shuffle the order of your test questions*, select **Randomize**. The randomize setting is helpful when testing students in a computer lab settings.
- When you have finished adjusting the Activity Settings click the **Save** button.

Dashboard / My Courses / Grade 9 Vocab Period 1 / SF9e 3-1 Vocabulaire* Copy (Standard Test) / Edit

Activity Information ?

Activity Name:
 ✖

Active:

Auto Assign: Yes No

Set the order in which questions will be displayed to students.

Select **Sequential** to ensure that students answer questions in order, from first to last.
 Select **Non Sequential** to allow students to answer questions in any order they choose.

Select **Randomize** to shuffle the order of questions in your activity. Teachers may want to use this setting when testing in a computer lab. By default, questions will be displayed in the order in which they were authored. Select **Default** if you do not wish to Randomize the order of questions in your activity.

8. To adjust the test questions and point values, access the **Authoring interface** by clicking the **Authoring** button found on the **Activity Dashboard**.

Dashboard / My Courses / Grade 9 Vocab Period 1 / SF9e 3-1 Vocabulaire* Copy (Standard Test)

SF9e 3-1 Vocabulaire* Copy MARK A SUBMISSION INACTIVE

ACTIVITY DASHBOARD

AUTHORING **SETTINGS** **0 / 1** **SUBMISSIONS** **REPORTS**

RECENT ACTIVITY

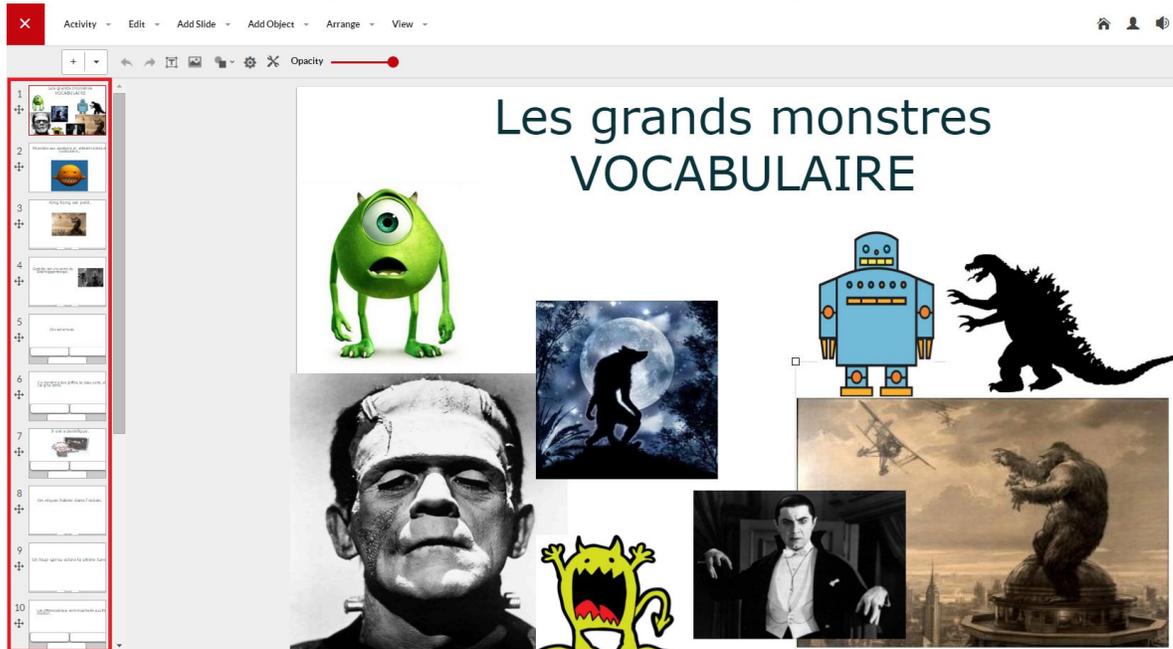
Activity Saved... (Total: 7) Any Student

There is no Recent Activity for this course.

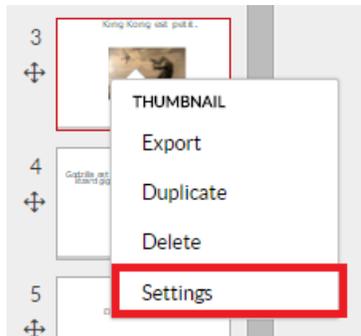
STUDENT ACTIVITY

Student Activity Overview

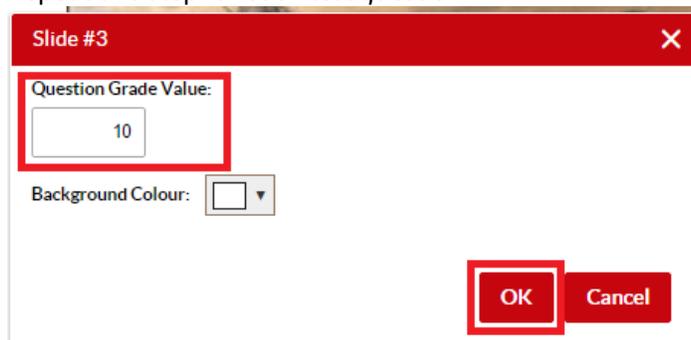
9. Click through each question using the Slide Thumbnails found along the left side of the Authoring interface, making any adjustments to the slide text, images, links and recordings.



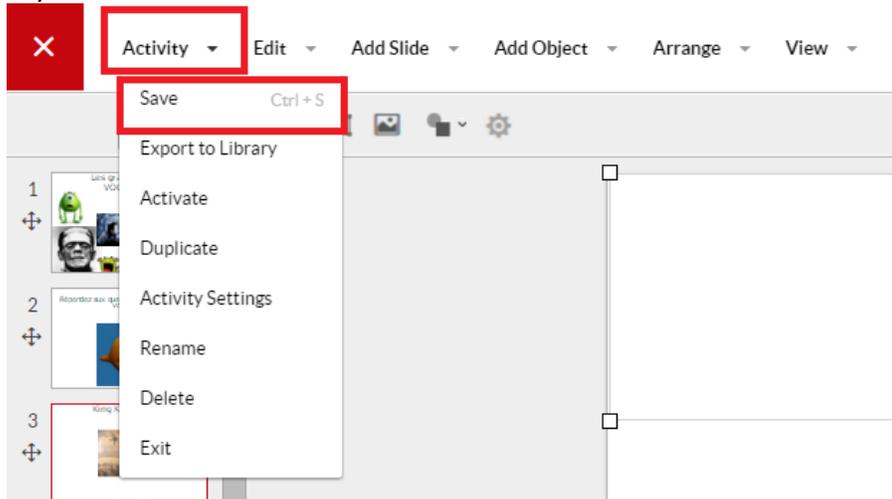
10. To adjust the point value of a test question, right-click on a slide thumbnail and select **Settings** from the **Thumbnail** menu.



11. Type the total grade value for the question in the field labeled **Question Grade Value**. This refers to the *total number of points* a student will achieve if they answer the question correctly.
- Repeat this step for *each test question*.



12. Be sure to **Save** your changes by clicking the **Activity** button located in the main navigation bar, and selecting **Save** from the drop down list of options, or click the **CTRL** and **S** keys on your keyboard.



13. When you are ready to assign the test to your students, click the **Activity** button located in the main navigation bar, and select **Activate** from the drop down list of options.

