A Guide to Building Your Exam

http://www.lon-capa.org

Scantron Exams

Creating a Folder

- Select [DOCS] from the Remote Control or Main Menu. This will take you to the Course Documents screen, where you can import or upload new documents to use in your course.

- Click the [New Folder] button and name accordingly. Ex: Exam 1

NOTE: You may wish to hide the folder so that students do not have access. Check the Hidden option next to your folder on the [DOCS] screen. Click the [Store Parameters] button to save.

Choosing Exam Questions

- Add questions to your folder with [Import], [Search], [Load Map], or [Simple Problem]. At this point, your exam will look like homework.

Setting the Question Type

- Select [PARM] on the Remote Control or Main Menu. This will take you to the Set/Modify Course Parameters screen.

- Scroll down to the Course Assessment Parameter - Table Mode section.

- Choose your exam folder from the drop-down menu under [Select Enclosing Map or Folder].

- Click the [Set/Modify Course Parameters] button. This will load a new page with your Parameter Table at the bottom.

- Click the [–] in the [Default Value] column next to [Question Type (type)]. This will give you a pop-up menu of question type options.

- Select the [Exam] option and then click Store to save your choice.

- Your Parameter Table will now show 'exam' in both the [Default Value] column and the [Parameter in Effect] column.

- You also need to set the number of bubbles for numerical questions. Click the [—] in the [Default Value] column next to [Number of bubbles in exam mode (numbubbles)]. This will give you a pop-up menu of bubble number options. After specifying a number, click the Store link to save your choice.

NOTE: The default number of bubbles is 8. LON-CAPA will generate random wrong answers if wrong answers are not coded in the problem. Ex: If you specify 5 bubbles in exam mode and 4 bubbles for your exam folder, 5 bubbles will still appear.

Printing Your Exam

- Use the [NAV] button to return to your exam folder.

- Select one problem from the exam folder you created.

- Select [PRT] from the Remote Control or Main Menu. This will take you to the Printing Helper screen.

- Choose the [Problems from (name of folder) for anonymous students] printing option if you are using coded exams (exams without student names printed on them). Choose the [Problems from (name of folder) for selected students] printing option if you are using named exams (exams with student names printed on them). Click the [Next] button to continue.

- At the Select Students and Resources screen, you can choose the number of exams you want to print.

NOTE: It is recommended that you store (save) the CODEs to a file for later, though it is not necessary.

- Click the [Next] button to continue.

- You will be directed to the Creating PDF screen. Click Click here to download pdf

- After the PDFs are downloaded, you can print your exams.

NOTE: You will need to do some testing to add blank pages/columns to make sure the different student exams don't run together.

Scoring Your Exam

- Select [NAV] on the Remote Control or Main Menu. This will take you to the Navigate Course Contents page.

- Select the first problem in your exam set.

- Select [PGRD] from the Remote Control or Main Menu. This will take you to the Manual Grading/View Submission screen.

- Click the [Grade] scantron forms button. This will take you to the next Grading screen, where you will fill out the top section depending on if you use coded or named exams.

- In the Sequence to grade section, the system will automatically select the sequence you are in. If you should be in another sequence, you can choose this sequence from the drop down menu.

- In the Filename of scoring office file section, the scoring office generally uploads the filename. You also have the option to specify a scantron data file to upload by browsing for the data file and clicking the [Upload Scantron Data] button.

- In the Format of data file section, use MSU with CODE in separate location for coded exams and MSU without any CODE for named exams.

- In the Saved CODES to validate against section: leave blank unless you saved the CODEs file earlier.

- In the Each CODE is only to be used once section, choose No if you don't use separately coded exams for each student. Ex: You use 10 variations for a class of 200. If you do use separately coded exams, leave the default Yes.

- In the Options section, check the Do only previously skipped records option only if you wish to go through skipped records. If you select this option, you have to complete all of the skipped records. The file will erase if you exit without completing.

- Click the [Validate Scantron Records] button. This will take you to the next grading page where you need to double-check your information.

- If the information is incorrect, click the [Grading Menu] button. This will take you back to the Manual Grading/View Submission screen.

- If the information is correct, click the [Validate Records] button. This will process the information and let you know about any errors.

- You will then be shown errors that need to be compared to the scantrons.

NOTE: The errors are (double bubble), (missing bubble), (incorrect id), (incorrect name), or (incorrect code). You will need the scantron bubble sheets for (double bubble) or (missing bubble) errors.

- You have the option to skip an error or continue. If you choose to fix the error, click continue. If you choose to skip the error, the information about your student will save to a skipped records file for later grading. If you continue, you will have several options.

- LON-CAPA will help you fix the error by providing the scantron paper sequence number of the student so you can compare it to the scantron bubble sheet. Many students who forget to bubble in their name or ID usually write this information on the scantron form.

- In the cases of incorrect student ID, misspelled name, and incorrect code with specified code file, LON-CAPA will provide you with the closest matches to choose from. In the case of a missing code or incorrect code with no code file, you will need to track down which code the student used.

- After you correct the errors, click the [Start Grading] button. This will take you to the next screen where you will see how much time remains in the Scantron process.

- Once this process is completed, select [CHRT] from the Remote Control or Main Menu. This will take you to the Course Statistics and Charts screen.

- Select your exam name, HTML with links, and Score summary to view the exam results.

Providing Answers

- After scoring the exam, unhide the folder if it is hidden. However, make sure your students can't access and retake the exam.

- If coded exams were given, students will be able to view the randomized version of the paper exam they took, after scoring is completed.

- You can make the answers visible to your students by setting the answer date parameter. The answer date parameter will not work unless an open date and due date have been set.

- Select [PARM] on the Remote Control or Main Menu. This will take you to the Set/Modify Course Parameters screen.

- Scroll down to the Course Assessment Parameter - Table Mode section.

- Choose your exam folder from the drop-down menu under [Select Enclosing Map or Folder].

- Click the [Set/Modify Course Parameters] button. This will load a new page, with your Parameter Table at the bottom.

- Click the [–] in the [Default Value] column next to [Problem Answer Date (answerdate)]. This will give you a pop-up menu of open answer date options.

- Set the open answer date and then click Store to save your choice.

- Your Parameter Table will now show the open answer date in the [Default Value] column.

- Set the due date parameter next. Make sure that the due date is dated before the answer date. The due date should be set to some date that has passed. This way, it will be impossible for students to submit answers online.

- Set the open date for a date before the due date.

Online Exams

Creating a Folder

- Select [DOCS] from the Remote Control or Main Menu. This will take you to the Course Documents screen, where you can import or upload new documents to use in your course.

- Click the [New Folder] button and name accordingly. Ex: Exam 1

NOTE: You may wish to hide the folder so that students do not have access while you are building your exam. Check the Hidden option next to your folder on the [DOCS] screen. Click the [Store Parameters] button to save.

Choosing Exam Questions

- Add questions to your folder with [Import], [Search], or [Load Map]. At this point, your exam will look like homework.

Setting Online Exam Parameters

- Select [PARM] from the Remote Control or Main Menu. This will take you to the Course Parameters screen, where you can set the open date, due date, and answer open date just like you do for homework.

- You may wish to give your students a time-limit to complete their exam. Use the table mode and click the [–] in the [Default Value] column next to [Time-Limit (interval)]. This will give you a pop-up window where you can set how long a student has to complete the exam once it is accessed between the open date and due date.

- To inhibit students from seeing if they got a problem correct, click the [–] in the [Default Value] column next to [Show Problem Status (problemstatus)] and choose No. Multiple tries behave like a virtual eraser and the last submission recorded by the student is the one that is graded.

- To only allow students to access the exam from specific comptuters, click the [–] in the [Default Value] column next to [Client IP/Name Access Control (acc)]. In the window that pops up, you can type in the specific IP address or hostname, ex. s1.lite.msu.edu or 35.9.119.101. You can also specify a range such as 35.8.*, *.msu.edu, 35.8.[35-49]. You can enter a comma-separated list of multiple values as well.

Disabling Communication During Exams

- There are three kinds of communication functions available in LON-CAPA: chat, discussion, and internal email. Students also can store information in their portfolio.

Chat

- To set the chat function, select [PARM] on the Remote Control or Main Menu. This will take you to the Set/Modify Course Parameters screen.

- Click the [Set Course Environment Parameters] button. This will take you to a new page.

- Scroll down to [Disallow live chatroom use for Roles] or [Disallow live chatroom use for User].

- To deactivate chat for specific roles, enter a comma-separated list of roles. Ex: "st" for student. To deactivate chat for a specific user, enter username:domain.

- Check the [Set] option if it isn't checked by default already.

- Scroll down and click the [Set Course Environment] button. Changes will take effect the next time the user(s) enter the course.

Discussion

- To set the discussion function, select [PARM] on the Remote Control or Main Menu. This will take you to the Set/Modify Course Parameters screen.

- Scroll down to the Course Assessment Parameter - Table Mode section.

- Choose your exam folder from the drop-down menu under [Select Enclosing Map or Folder].

- Click the [Set/Modify Course Parameters] button. This will load a new page with your Parameter Table at the bottom.

- Click the [—] in the [Default Value] column next to [Discussion End Time]. This will give you a pop-up menu of date and time options. The drop-down menu will automatically direct you to specify the ending date. You can also specify the starting date or the time interval. After setting the date and time, click Store to save your choice.

Internal Email

- Select [COM] from the Remote Control or Main Menu. This will take you to the Communication and Messages screen.

- Click Configure blocking of student communication during exams

NOTE: Students will still be able to access previous emails. They will be able to send emails, but cannot receive emails during the set time.

- Select the start and end dates and times for the exam and click the [Save Changes] button.

NOTE: You MUST set an end date or communication will be blocked for all of the student's LON-CAPA courses.

Portfolio

- The portfolio function is available and viewable by students only. You will not be able to deactivate the portfolio during exams.