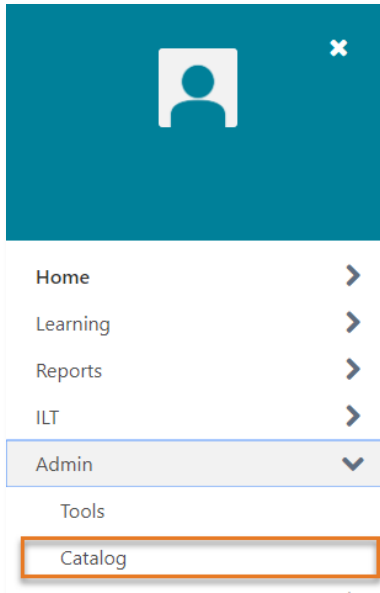


The Question Bank and Test Engine

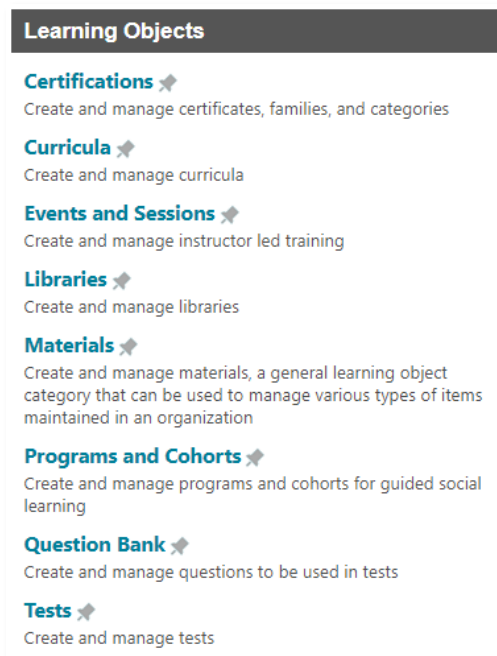
Navigating to Catalog Management

From any page within MyCareer@PCC, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu.

Select **Admin** to open a submenu and click on **Catalog**.



On the Catalog Management page, you can navigate to the **Question Bank** and **Tests** under the **Learning Objects** header.

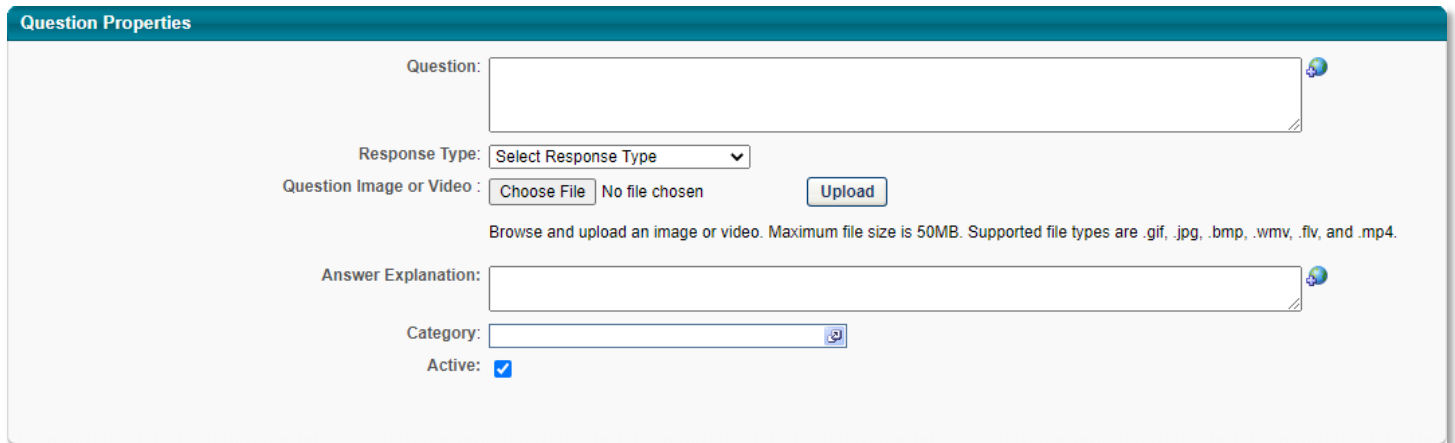


Question Bank

Click Question Bank under the Learning Objects header on the Catalog Management page to access the Question Bank.

On the Question Bank page, click **Create New Question** ([+ Create New Question](#)) to add a question to the bank.

Question Properties



The screenshot shows the 'Question Properties' form. It includes a large text area for the 'Question', a 'Response Type' dropdown menu, and a 'Question Image or Video' section with 'Choose File' and 'Upload' buttons. Below this is a note: 'Browse and upload an image or video. Maximum file size is 50MB. Supported file types are .gif, .jpg, .bmp, .wmv, .flv, and .mp4.' There is also an 'Answer Explanation' text area, a 'Category' dropdown menu, and an 'Active' checkbox which is checked.

Configure your question using the provided fields. **Question**, **Response Type** and **Category** are required fields. If you need a new category created, reach out to POD@pcc.edu.

Click the **Submit** button ([Submit](#)) to save your question.

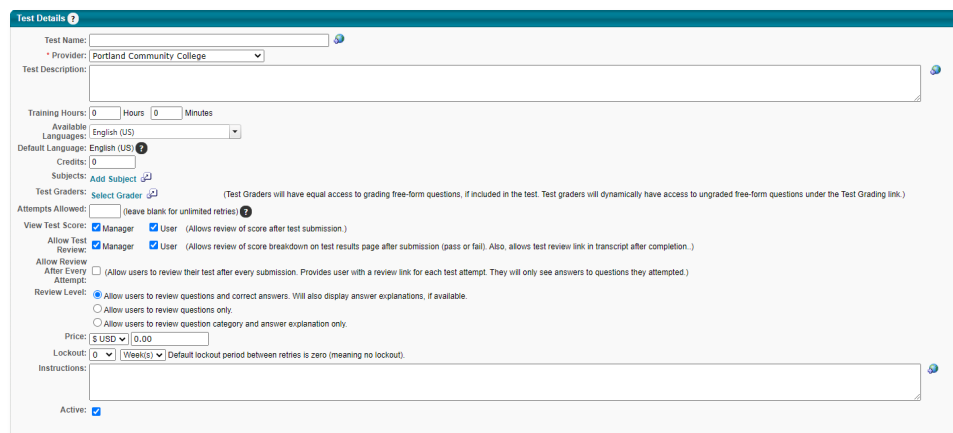
Test Engine

Click Test under the Learning Objects header on the Catalog Management page to access the Question Bank.

Click **Create New Test** ([+ Create New Test](#)) to open the test creation tool. There are five sections of the test creation tool: **General**, **Structure**, **Availability**, **Pricing** and **Confirm**.

General

The General section is where you will enter basic information about your test. **Test Name** is the only required field, but POD recommends you fill out every field possible.



The screenshot shows the 'Test Details' form. It includes a 'Test Name' text field, a 'Provider' dropdown menu set to 'Portland Community College', and a 'Test Description' text area. There are fields for 'Training Hours' (0 Hours, 0 Minutes) and 'Available Languages' (English (US)). The 'Default Language' is also set to 'English (US)'. There are 'Credits' and 'Subjects' fields, with an 'add Subject' link. The 'Test Graders' section has a 'select Grader' link and a note: '(Test Graders will have equal access to grading free-form questions, if included in the test. Test graders will dynamically have access to ungraded free-form questions under the Test Grading link.)'. The 'Attempts Allowed' field is empty with a note: '(leave blank for unlimited retries)'. There are checkboxes for 'View Test Score' (checked for Manager and User), 'Allow Test Review' (checked for Manager and User), 'Allow Review After Every Attempt' (unchecked), and 'Review Level' (checked for 'Allow users to review questions and correct answers. Will also display answer explanations, if available.'). There are radio buttons for 'Allow users to review questions only' and 'Allow users to review question category and answer explanation only'. The 'Price' is set to '\$ USD' with a value of '0.00'. The 'Lockout' is set to '0' with a note: '(Default lockout period between retries is zero (meaning no lockout))'. There is an 'Instructions' text area and an 'Active' checkbox which is checked.

To add **Subjects**, click **Add Subject** ([Add Subject](#)) to launch the **Find Subject** pop-up window and select the desired subject(s) from the list.

If you are using open-ended questions in your test, they will need to be graded.

To add a grader, click **Select Grader** ([Select Grader](#)) to launch the **Select User** pop-up window. Use the search tools to locate and select the appropriate individual.

Click the **Done** button ([Done](#)) at the bottom of the window to add the grader to your test.

The Review section is also where you can limit the number of attempts and determine the review level granted to the learner and their manager.

Once you have completed the section click the **Next** button ([Next »](#)) to continue to the Structure section.

Structure

The Structure section is where you will configure a time limit, passing score and other details regarding the administration of your test. This is also where you will set up the sections of your test and add questions.

The screenshot shows the 'Test Details' configuration window. It includes several settings:

- Time Limit Minutes:** A text input field with a note '(Max is 300 minutes - Leave blank for no time limit on test)'. Below it is a checkbox for 'Keep timer running if user exits test early'.
- Passing Score (%):** A text input field with a note '(defaults to 80 %. The first passing score disallows any remaining retries.)'.
- Early Exit:** Two radio button options: 'Allow the person being tested to save any progress and return to the test at a later point.' (selected) and 'The person taking the test must proceed all the way through, or accept the score assessed at the point of early exit. The score will only be calculated if the user has submitted their answers before time has run out.'
- Maximum Number of Test Entries:** A text input field with a note '(Number of times user may launch test before being scored. Test must have time remaining. After maximum has been reached test will be scored. Entering a 0 will allow unlimited test entries)'.
- Order Randomization Options:** Two checked checkboxes: 'Randomize Sections' and 'Randomize Questions'.
- Score Test Using Custom Weighting:** A checkbox that is unchecked, with a note 'Checking this box will allow you to enter a pointweight distribution for the test. Leaving this blank will score all questions equally.' Below it are three bullet points: 'The Total weight for all sections must equal 100', 'Total weight for all questions in a section must sum to the weight of the section.', and 'If using random question distribution (ex 2 of 4 questions in a section) all questions will be scored equally based on the section weight.'

Below the configuration area is a 'Questions' header with a table. The table has columns: ORDER, SECTIONS AND QUESTIONS (with a dropdown arrow), DISPLAY, TYPE, ID, ALWAYS INCLUDE, and OPTIONS. The table content is currently empty, showing '0 OF 0'.

After configuring the **Test Details**, you can start adding sections and questions to your test.




You must add a section before you can add questions to your test. To do so, click the blue plus sign ([+](#)) next to **Sections and Questions** under the **Questions** header.

The screenshot shows the 'Questions' header area. It features a table with columns: ORDER, SECTIONS AND QUESTIONS (with a blue plus sign icon next to it), DISPLAY, TYPE, ID, ALWAYS INCLUDE, and OPTIONS. The table content is currently empty, showing '0 OF 0'.








On the resulting **Section Properties** pop-up window, give your section a title and input any directions you have for the learner regarding the questions in this section.

Click the **Done** button ([Done](#)) to save your section. You will now see your new section listed under the **Questions** header with the title in bold.


Now that you've added a section, you can start adding questions to your test.


Click the Add Question icon () in the **Options** column to open a pop-up window. Use the search tools to locate the desired question and click the plus sign (). You can select multiple questions here; click the **Done** button () when you are ready to add the selected questions to your section.

The question you selected will appear under the section you just created:


ORDER	SECTIONS AND QUESTIONS 	DISPLAY	TYPE	ID	ALWAYS INCLUDE	OPTIONS
<input type="text" value="1"/>	Test Section	1 of 1 	Section			  
<input type="text" value="1"/>	PCC's best interests are represented when:		Multiple Choice – SA	1179		  

1 OF 1

You can define the number of questions per section that are visible to the user. To do so, click the Edit icon () under the **Display** column of your section.

of 1 

Enter the number of questions you'd like displayed and then click the Save icon ().

Once you have completed the section click the **Next** button () to continue to the Availability section.


Availability

Availability defines which users have the ability to view and take your test.

Availability

Copy Availability To New Sessions





AVAILABILITY


Select Criteria  [Create New Group](#)

REMOVE	CRITERIA	INCLUDE SUBORDINATES	PRE-APPROVED	REGISTER UPON APPROVAL	TRAINING REQUEST FORM

Most tests at PCC will be available to all users. However, if your content is specific to a particular set of employees, you can limit access to a division or a location etc. using the Organizational Unit criteria. If you need a group set up that isn't already defined, please reach out to POD@pcc.edu.

To set the availability for your test, click on the **Select Criteria** field to open a dropdown menu:

- If your test is available to all users, select **All Users** from the menu. Once the page reloads, click the **Add** button () that is now available to add that criterion to the test.
- If you are limiting access to your test, select the appropriate organizational unit from the list. Once the page reloads, click the Select OU icon () that is now available to launch a pop-up window. Use the search tools to locate the desired criteria. Click the blue plus sign () associated with the criteria and then click the **Done** button () at the bottom of the window to add your criteria to the test. Make sure that the **Include Subordinates** box is unchecked.

Once you have added the desired criteria to your test, click the **Next** button () to continue to the **Pricing** section.



Pricing

PCC does not charge for tests at this time. You can skip the Pricing section of the event creation tool; click the **Next** button () to move on to the **Session Defaults** section.

If you are interested in using the pricing feature in the system, please reach out to POD@pcc.edu.

Confirm

On the **Confirm** page, review the details associated with your test. If you are happy with the configuration, click the **Finish** button () at the bottom of the page.

You have created your test!