

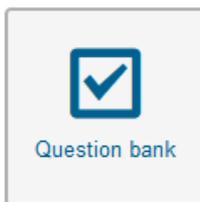
TESTS AND SURVEYS IN OLAT: A SHORT GUIDE

1. General Information

Tests, self-tests and surveys can be run within OLAT courses. They are created in the Question bank and subsequently linked to course elements. The same test or survey can be linked multiple times within the same course or in different courses.

2. The Question Bank

The Question bank can be accessed via the tab **Teach & Learn**.



- You can create questions in multiple formats and organize them in folders, for example according to topic.
- You can freely combine existing questions to new tests or surveys
- You can give colleagues access to folders, thus enabling cooperative work on questions and a shared database of questions, tests and surveys.

3. How to Create a New Test or Survey

- Open the **Question bank**.
- Choose **new test** (or **new survey**). Both tests and surveys use identical types of questions, but there are no scoring or feedback options for questions once they have been added to a survey.
- Either **Add question(s)** that you already created (you find them in the left hand menu *Question bank*) or choose **Question** (below the title *Test structure*) to create a new question. Choose a question type, decide on a title, create the question and the correct and incorrect answers. Do not forget to adjust the **Scoring**.
- **Sections** define separate parts of a test or survey. A test or survey must have a t least one section.
- Check the test/survey with the **preview**-button.
- In the scoring options for the test (first element in the hierarchy) define the **score to pass** that test.

4. How to Edit Tests or Surveys

The Editing is also done in the Question bank.

- ↗ If the test or survey has not yet been executed you can freely change all settings, just use the pencil/edit icon to the right of the title of the test in your listings.
- ↗ If there are already data for that test or survey, you will have to create a copy in the Question bank and do your improvements in the new copy.

5. How to Access Tests or Surveys from within a Course

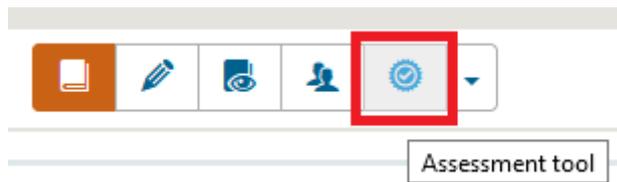
A test can be linked either to a course element *test* or a course element *self-test*. Self tests are scored, but only the participants will know their scores. A survey must be linked to a course element of the type *survey*.

- ↗ In the **editor view** of the course, select the respective course element and choose its place in the course menu.
- ↗ Open the tab **Configuration** to select your survey or test from the Question bank.
- ↗ For the test check the other settings in the **Configuration** tab and also check the **Visibility** settings and the **Assessment** tab.

PLEASE NOTE: If you switch tests (or surveys) in a course element, all existing data will be overwritten. If you plan to use the same instrument on several occasions in your course, make sure to give each new round its own course element.

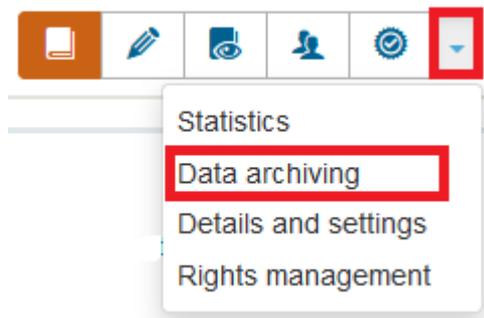
6. Assessments

The results of tests and surveys can be accessed via the **Assessment tool**



There you find general statistics as well as individual answers (for tests, not for self-tests or surveys).

You can download the results (as excel-sheets) with the option Data archiving.



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