Posting an Exam in Elentra: How-to
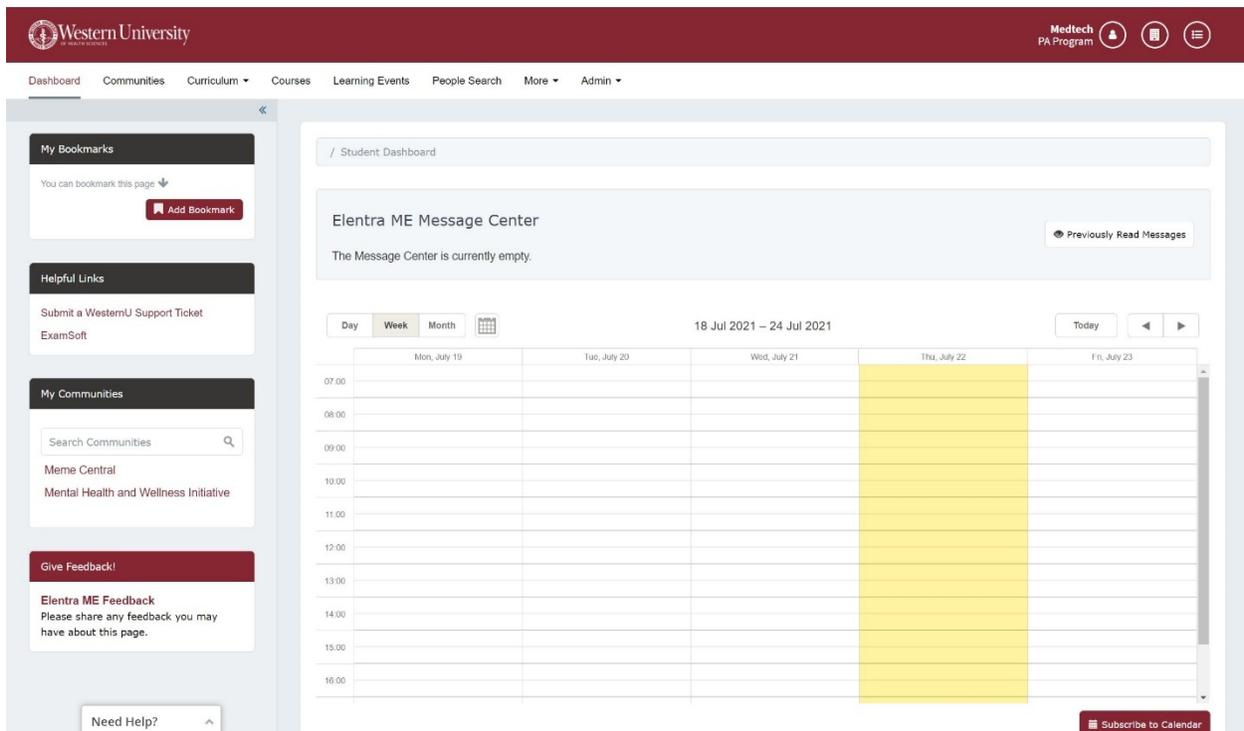
CETL: Center for Excellence in Teaching and Learning

Summary

This How-to guide will demonstrate how to post an Exam in the Elentra LMS as an Admin.

Posting an Exam in Elentra

To begin creating and posting an exam, from the Elentra Dashboard navigate to **Admin** and click on **Manage Exam**s on the drop-down menu.

You will now be on the **Exam Dashboard**

On the left-hand side the user will find the **Manage Exams** menu. Here you will have three options to click on.

1. Dashboard – this is an overview of all exams posted.
2. Exams – this will navigate the user to a list of Exam folders and list of posted exams.
3. Questions – this will navigate the user to the question bank.
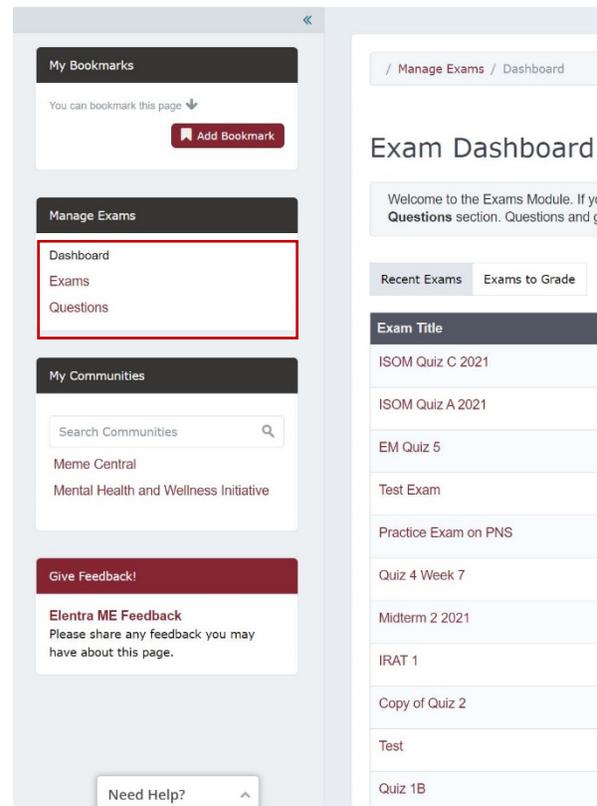
To create and post an exam on the **Exam Dashboard** click on **Exams** in the left-hand menu.

The user will now see a list of folders designated by course. These folders contain the exams/quizzes for that course.
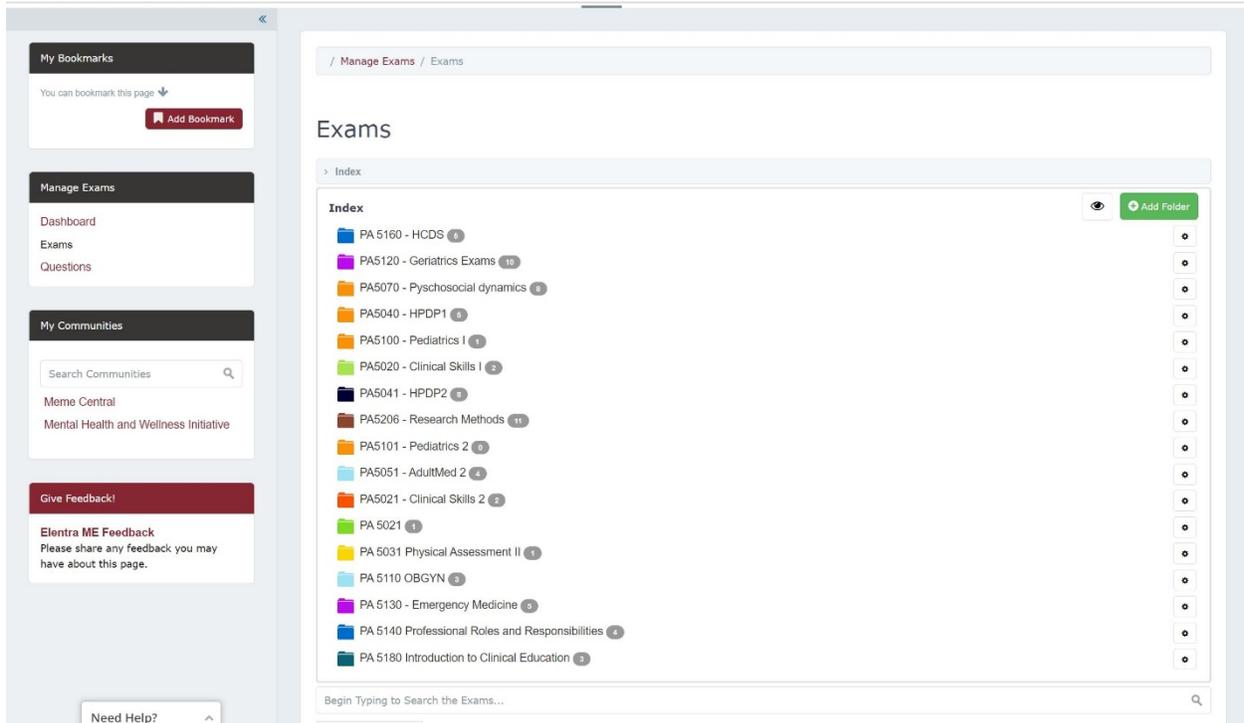
For example, if the user clicks on PA5041 – HPDP 2 it will take them to a list of Exams/Quizzes for that course as depicted in the screenshot.
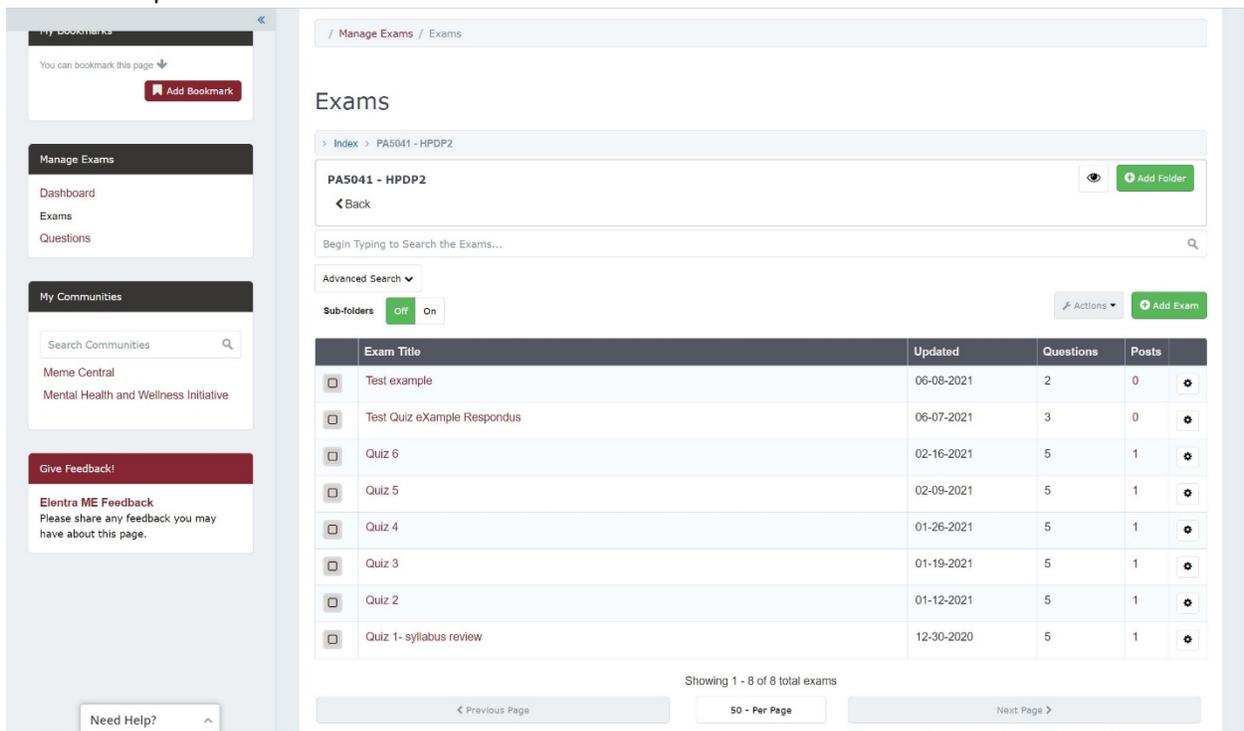
To add a new Exam, click on the green button **Add Exam**.

A pop up will appear on screen.

You must enter a title for the Exam as well as select a folder to place then exam.
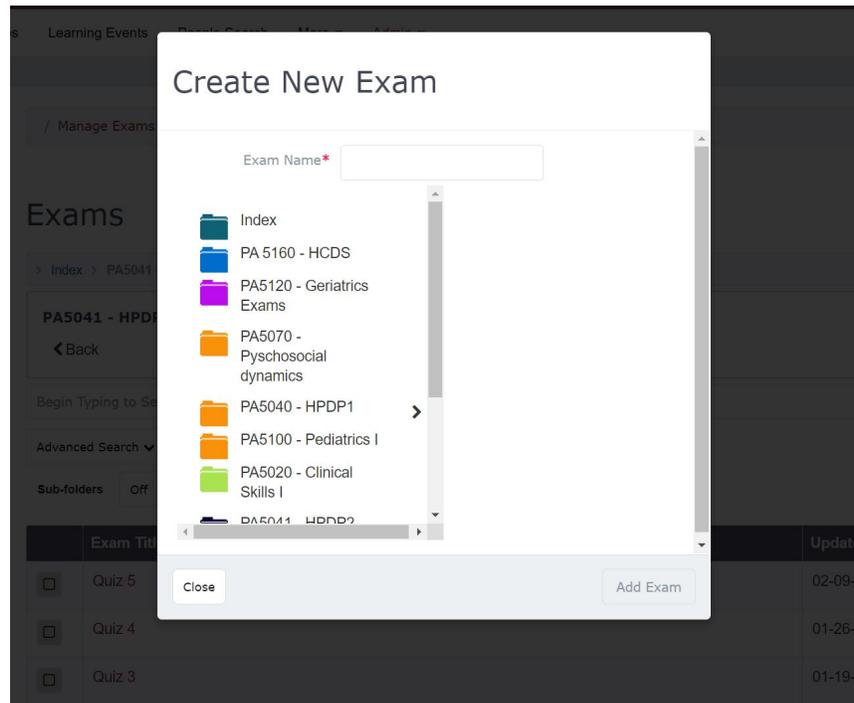
After the user creates a title and selects a folder the user will be taken to a new screen where the user to will now complete the steps to Post the Exam.
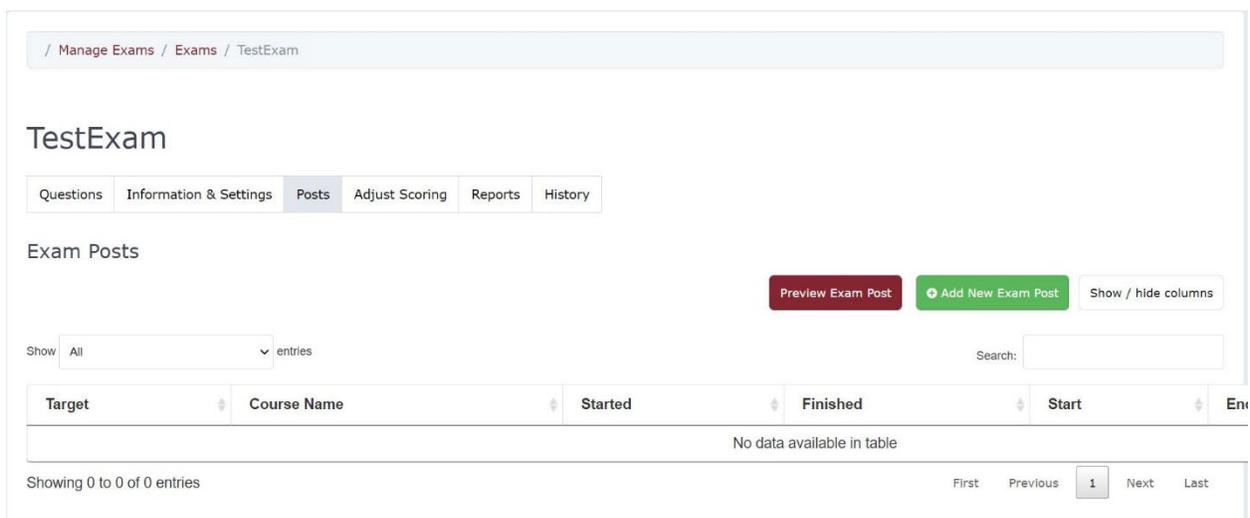
Click on "**Add New Exam Post**"

This will take the user to the Exam section where they will attach the Exam Post to a Learning Event and enter any exam description or instructions.

After entering the required information click **Next**.

This will take the user to **Settings** Tab.

The **Settings** Tab is where the user will enter the exam settings such as Start Date and Time as well as Exam Security and how many attempts students will have.

- **Exam Start and End Date:** Enter a Start and End date for the exam to be available as needed.
- **Submission Deadline:** This is an optional feature. If you set this, exams **must** be submitted by this time.
  - If you have set an End Date and no Submission Deadline, learners can resume an exam they have already started after the End Date via the link on their view of the learning event and submit it; however, the exam will no longer be visible on their Unsubmitted Exams tab. They will not be able to begin a new attempt after the End Date.
    - If the learner submits after the End Date, their submission date and time will be highlighted in red font in the View Activity sub-tab of the Exam Post.
  - If you apply a Submission Deadline and no End Date, once the Submission Deadline has passed, learners cannot resume an already started exam or begin a new attempt through their view of the Learning Event. The Resume button will be greyed out. The exam will no longer be visible on their Unsubmitted Exams tab.

- o If the learner tries to open the exam through the Learning Event tab after the submission deadline, they will be able to but will be prevented from actually starting the exam.
- **Time Frame:** This determines where the exam will display in the resources section of a learning event page.
- **Time Limit:** This allows you to limit the length of time a learner has to complete the exam (e.g., 60 minutes). Enabling this feature will also make a *Time Left* counter appear to learners during an exam.
- **Auto Submit:** If using a time limit, you can also use the auto-submit feature so that the exam is automatically submitted when the time expires, assuming the learner is still active in the exam.
- **Hide Exam From Learners:** If you hide the exam, you'll be able to save the post, but learners won't be able to see the post as a resource on the associated learning event and won't see the exam in their My Exams list. To make the exam visible to learners, you are required to return to the post, uncheck this box, and then save the post.
- **Required:** Click the box to make this exam required.
- **Attempts:** Adjust this if you'd like students to be able to complete the exam more than once.
- **Backtrack:** Enable this if you want learners to be able to view questions already completed.
- **Exam Security Mode:** Apply as needed. If you apply this, the wizard will require you to complete Step 6: Security after completing the other steps.
- **Mark for Faculty Review:** Enable this to allow students to make notes during the exam and mark them as viewable by faculty. Note that students cannot add comments once an exam has been submitted.
- **Calculator:** Enable this to allow students access to an inline calculator during the exam.
- **Self Timer:** Enable this to allow the learner to set a timer for him/herself during the exam.
- Click **Next Step**.

After clicking **Next Step** user will be taken to the **Audience** tab.

The **Audience** tab shows the list of students attached to the Learning Event and who will be taking the exam.

Clicking on the pencil icon under the Edit tab will open a new menu where you can set accommodations for a particular student.

- **Excluded:** Clicking this checkbox will exclude the learner from the exam audience.
- **Exam Start and End Date:** Click this and provide modified dates to change when a learner can access the exam.
- **Submission Deadline:** Click this and provide a new deadline to change the deadline for a learner.
- **Extra Time:** Click this and enter a percentage increase in time for the learner to complete the exam.
- **Max Attempts:** Click this and enter a modified number of exams attempts for the learner.
- Click **Update**.

After clicking **Update** you will be taken back to the **Audience** tab. Click **Next** to continue to the **Feedback** tab.

The **Feedback** tab is where the user will set if and when any feedback will be released to students as well as when grades will be available to them as well.

- **Pre-Submission Feedback**
  - o This tool allows you to create an exam post those learners can use to get immediate feedback on questions while they complete them and without submitting an exam.
- **Post-Submission Feedback**

  - **Release Score:** click this to return scores to learners after they submit an exam.
  - **Release Feedback:** This will show learners the questions that they answered correctly and incorrectly and access the information stored in the rationale section of the exam items when they get their scores.
  - **Release Start and End Dates:** Set the release start and end dates to delay the release of scores and/or feedback if required.
  - **Re-Attempt Threshold:** Set a minimum score to merit completeness, then set an allowable number of attempts to attain the minimum score. E.g., you can specify that a learner must achieve 80% on this exam and has two attempts to do so. If the learner scores 50% on their first attempt, the system will automatically let them take the exam once more.
  - **Attach Gradebook:** Select an existing Gradebook entry to attach the exam to in the Gradebook.
  - Click **"Next"**

The **Review** tab shows a list of options that were selected for the entire exam.

TestExam

| 1 Exam | 2 Settings | 3 Audience | 4 Feedback | 5 Review |

Please review your Exam Post details below

Exam Post Identifier	0
Exam Identifier	325
Target Type	event
Target ID	14263
Exam Title	TestExam
Exam Description	
Exam Instructions	
Number of attempts allowed	Yes
Backtrack	Yes
Secure	No
Time Frame	during
Exam Start Date	01/05/2021
Exam Start Time	15:00
Use Honor Code	No
Allow ScratchPad to be marked for Faculty Review	No
Calculator	No

Click **Save and Continue.**

If you enable a lockdown browser in the **Settings** tab there will be a sixth tab titled **Security**. This new tab will allow to set the lockdown browser.

The **Security** tab will give the user a list of security options. Elentra currently only supports the Respondus LockDown Browser for the installation at WesternU.

Be sure to select the last option, **Respondus LockDown Browser.**

Click **Save Security Options.**

You will receive a message stating that the Exam has been posted.