

## Managing Tests and Questions

Once a learner has taken a course, how do you know that they absorbed and understand the new material? Well, just like school, administrators can assign a test to the learner to measure their mastery of the topic.

Epicor University has written questions and created tests for you. These tests are sometimes included in agendas, or you can also assign them individually.

You can also write your own questions and create your own tests.

Choose an option on the right to

- Find and assign a public test that Epicor University created
- Write your own internal test questions
- Create a new internal test from scratch
- And copy an existing test so you can make changes to it

## Find and Assign a Test

How can you find existing tests in Epicor Learning Center?

Begin by navigating to Admin, Manage Tests, then Browse. The Browse Tests screen displays. Here you can search for tests that have already been created and saved.

Some of these are Public, and have come from Epicor University, others may be Internal and have been created by you.

You can search for a test based on some selection parameters in the top of the screen. Usually, a keyword or a category is enough to find what you need.

There are other ways to filter your results. For example, you can set Type to Public or Internal. Public tests are those that Epicor created for you. Internal tests are ones that you or your coworkers have created.

Note that you can also look for a test based on its Status. A published test is one that is complete and ready to assign to other users. An unpublished test is not officially approved to assign yet – you might still be working on building it.

You may also have retired that were once active but have been marked as inactive so that they are no longer assigned.

Let's look at one of the tests we found. Select the icon that looks like an Eye to view the questions on it. The View Test Information screen displays.

The view defaults to Hide Answers but you can select the Show Answers tab to see the right response in green.

Show Training displays any related recommended content with a link to access it.

To assign one of these tests to a user, open Assignments and then pick New Assignment. Change the Type to Test and add any other search parameters.

Click Search and the results display.

All of the column headings can be clicked to sort the output.

Determine which employee you want to assign or use a role to assign it to multiple users. Enter a due date and verify the default settings for showing answers, passing score, auto reassignment if the test is failed and how many times the user can attempt to pass the test.

The message here confirms that the test was assigned.

## Create New Assignments

When you create your own test or copy and change an existing test, you might want to add your own questions. You must enter questions in multiple choice or true/false format, and you must specify one correct answer.

To create a new question manually, navigate to Admin > Manage Questions > Add. The Add Questions screen displays.

You must complete all the fields in this screen that have a red star. This is mandatory information.

First, enter the question into the Question Text field.

Enter the answers using the Answer A through Answer E fields. You must enter at least two answers, and you may enter no more than 5.

Select a radio button to indicate which answer is the correct one. In this case, it's letter A.

You must also select a difficulty level, a category and subcategory for the question, and a topic. Y

You will need to choose a Topic from the drop-down list.

Select Submit to save the question in Epicor Learning Center.

Continue entering the questions until you have all you need to create a test.

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Select Submit to save the question in Epicor Learning Center.

Continue entering the questions until you have all you need to create a test.

## Create a New Test from Scratch

You can also create your own test from scratch. Do this using the questions that are already available in Epicor Learning Center, or you can write your own.

To create a test, navigate to Admin, Manage Tests, then Add. The Create Custom Tests for Your Company screen displays. Select the Create a new test from scratch radio button and then hit Submit.

On the Create Custom Tests for Your Company screen, enter a name and description for your test. '

Then select a category and subcategory. This will help you find it later.

You can choose a couple options when you create a new test. Both of these were designed to foil those learners who might be tempted to share answer keys.

First, you can decide to randomize the questions. If you do this, the sequence of the questions will be different whenever a learner takes the test.

You can also enter a Pool of questions and then specify how many of that pool are included on the test.

So, for example, you could choose to use a pool of 15 questions but only include 10 random questions for each learner. If you use a pool, it should be larger than the number of questions on the test, otherwise, an error will display.

Select Next to move to the Add Questions to the Test screen. Complete the filter fields to search for the questions you want to add. For example, say you have entered some questions on eyewash stations, and you want to create a test from them.

You can search for the questions based on the category you added them to, by topic, author, difficulty, or course. You can also use the keyword field to search. Let's do that – using the keyword “eyewash.”

Then select Next to filter the questions.

The lower half of the screen shows the results of the query. Select the ones you want to add by checking the Text check box. Then click Next.

The Add Test screen displays and shows a summary of all the questions you've selected so far.

You can see the questions and answers here, and you can use the drag and drop functionality to change the sequence of the questions on the test.

Note that if you chose to randomize the order of the test questions, the sequence of the questions listed here will not be used.

If you want to add more questions, click Add Questions. This returns you to the Add Questions screen where you can search for more questions to add.

Once you have all the questions you want on the new test, click Next.

On the Save Test screen, choose whether you want to Save this test, or Publish it.

If you want to make changes to the test later, then choose Save.

If you are ready to use this test as is and you have no other changes, select Publish. You cannot make changes to a Published test.

Once the test is published, you can assign it to other users.

## Copy an Existing Test

What happens if you find a test and you like most of it, but it's just not perfect? Well, you can copy an existing test and make changes to it!

The original test is left intact, but you can give the new one its own name and add or remove questions.

Navigate to Admin, Manage Tests, then Add.

The Create Custom Tests for Your Company screen displays.

You have two choices here. You can create a new test from scratch or copy an existing test. Choose the copy option.

Once you do this, a drop-down field displays beneath the options. Use this drop-down to select the test you wish to copy.

We'll copy the eyewash test we made earlier and select Submit.

The system makes a copy of the selected test and prompts you to enter the test properties for your new test.

Enter a new name and description for the test. Then select Next. The Add Questions to Test screen displays.

On this screen, you can do several things.

First, you can see how many questions are on the test you copied, right here. You can also add more questions to that test.

Using the filter fields, search for and select any new questions you want to add.

Remember, select the Test check box to add a new question to your test. Then click Next.

The Add Test screen lists all the questions on the exam and shows correct and incorrect answers.

These questions include the original questions on the eyewash test we copied, and the new question just added.

You can add more questions by selecting Add Questions. If there are any questions you want to delete from the test, select the X for that question.

When you are satisfied with the questions on the test, select Next.

If you want the test to be available for more editing later, select Save.

If you're ready to publish the test for other users, select Publish. Remember, you cannot edit a test once it has been published.

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