

Test Builder User Guide

March 2023

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Quick Start: Test Builder (Print/Export)

1. Test Builder is found under the Library tab in Connect.
2. Select the “Test Builder (Print/Export)” menu item in the left margin.
3. On the Test Builder page, select  art the program.

Homepage Features

The home page will display all the tests you have created, across all products you have access to.


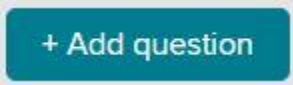
My Tests
1
2
3

4 <input type="checkbox"/> Test Title	<input type="checkbox"/> Date modified	<input type="checkbox"/> Product Title	<input type="checkbox"/> Author	<input type="checkbox"/> Edition	<input type="checkbox"/> Format	
Chapter 4 Quiz	Mar 17, 2023, 128:13 PM	Life-Span Development	Sanrock	14	Pending	<input type="button" value="⋮"/>
Chapter 3 Quiz	Mar 17, 2023, 126:49 PM	Life-Span Development	Sanrock	14	Draft	5 <input type="button" value="⋮"/>
2 12 M ch 3	Mar 17, 2023, 125:48 PM	Life-Span Development	Sanrock	14	.DOCX	6 <input type="button" value="⋮"/>
3 13 Testing	Mar 13, 2023, 9:28:31 PM	Life-Span Development	Sanrock	14	.DOCX	<input type="button" value="⋮"/>
3 9 Testing	Mar 9, 2023, 1:02:34 PM	Life-Span Development	Sanrock	14	.DOCX	<input type="button" value="⋮"/>
Evaluating Nutrition Information	Feb 21, 2023, 10:38:03 AM	Nutrition for Healthy Living	Schiff	5	.DOCX	<input type="button" value="⋮"/>
2 13 Chapter 03	Feb 16, 2023, 9:15:11 AM	Life-Span Development	Sanrock	14	.DOCX	<input type="button" value="⋮"/>
Chapter 3 Feb 10	Feb 10, 2023, 9:14:28 AM	Life-Span Development	Sanrock	14	.DOCX	<input type="button" value="⋮"/>
Removing test	Feb 2, 2023, 4:44:00 PM	Life-Span Development	Sanrock	14	Regenerate	7 <input type="button" value="⋮"/>

1 – 9 of 9

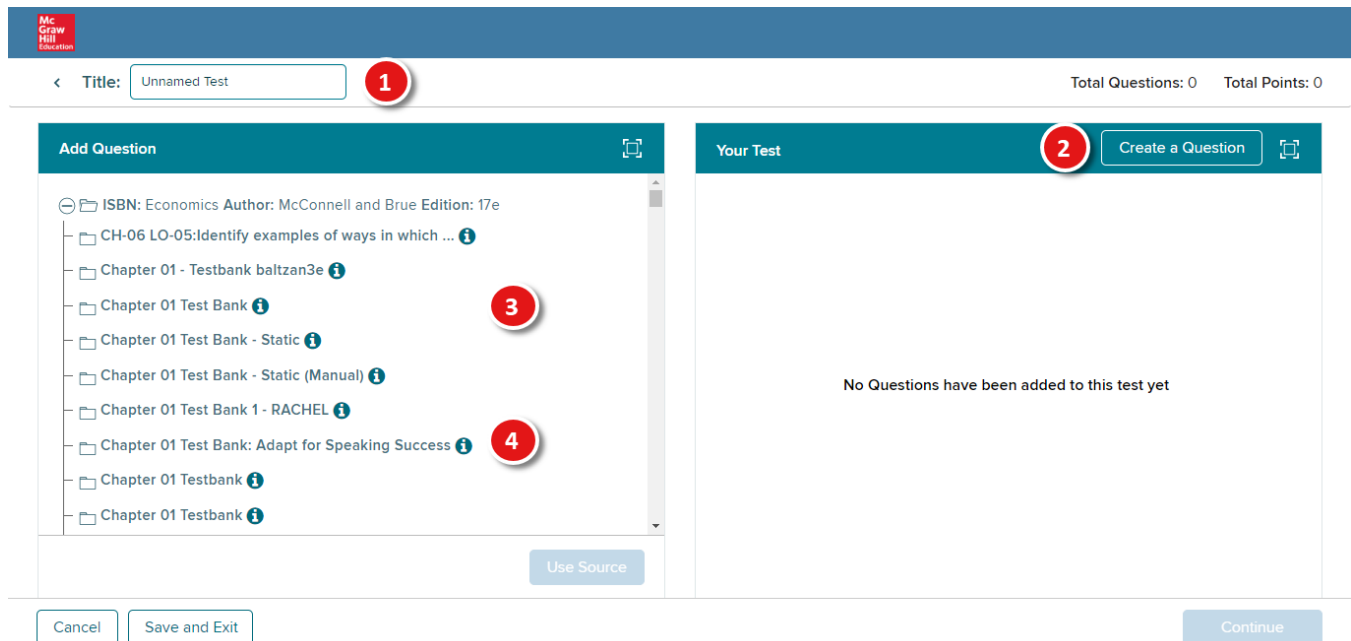
1. Search for existing tests.
2. Refresh your test list if the format is still in “Pending” status. This maybe take a few minutes to finished processing.
3. Create a new test or import a test from the drop-down list.
4. The column headers are sortable.
5. If your test is still in progress or the output file format has not been submitted, the format status will be in “Draft” mode.
6. When the test format has been submitted and it is available for downloading, they will appear as links under the ‘Format’ column with the format that you have selected.
7. If a test has expired, you can resubmit by selecting the “Regenerate” link.

Build a New Test

1. To create a new test, click on the  button.
2. Select “Create New Test” to create a new test.
3. Click on the  button to see the test banks available for this product.

Name a Test and Preview Test Banks

1. Name the test by entering at least 3 characters (max 80) by placing the cursor in the title field. The name must be unique and cannot be ‘Unnamed Test’.
2. To create your own question, click the “Create a Question” button.
3. Double click on the test bank title or single click the title and select the ‘Use Source’ button to view questions in the bank.



4. Clicking on the information icon for a test bank will display how many of each question type are in each bank.

The screenshot shows the McGraw Hill Connect interface for creating a test. At the top, there's a header with the McGraw Hill logo and the word 'connect'. Below that, a navigation bar shows a back arrow and a text input field labeled 'Title:' containing 'Unnamed Test'. The main area is split into two panels: 'Add Question' on the left and 'Your Test' on the right. The 'Add Question' panel contains a tree view of test banks. The root is 'ISBN: Life-Span Development Author: Santrock Edition: 14'. Underneath are several chapter test banks, each with an information icon (i). 'Chapter 03 Test Bank - Images (McConnell 22e)' is highlighted with a red circle. A 'Bank Info' dialog box is overlaid on the right side of the 'Add Question' panel. It has a title bar 'Bank Info' and contains the following text: 'Title: Chapter 03 Test Bank - Images (McConnell 22e)', 'Essay : 26', 'Multiple Choice : 369', and 'True False : 51'. At the bottom of the dialog box is an 'Ok' button.

Select Questions for a Test

Once a test bank has been selected, the questions that are print compatible will be displayed in a list.

The question types that are print compatible are: Multiple Choice, True/False, Fill in the Blank, Short Answer, Essay, Check All That Apply, and Section Break.

Add From Chapter 02 Test... Total Questions: 0 Total Points: 0
 Search Filter
 Question 145 Questions
 Multiple Choice
 TB MC Qu. 2-78 (Static) A stem-and-leaf diagram...
 A stem-and-leaf diagram is constructed by separating each value of a data set into two parts. What are these parts?

 Multiple Choice **Algorithmic**
 TB MC Qu. 2-78 (Algo) In the accompanying stem-...
 In the accompanying stem-and-leaf diagram, the values in the stem and leaf portions represent 10s and 1s digits, respectively.

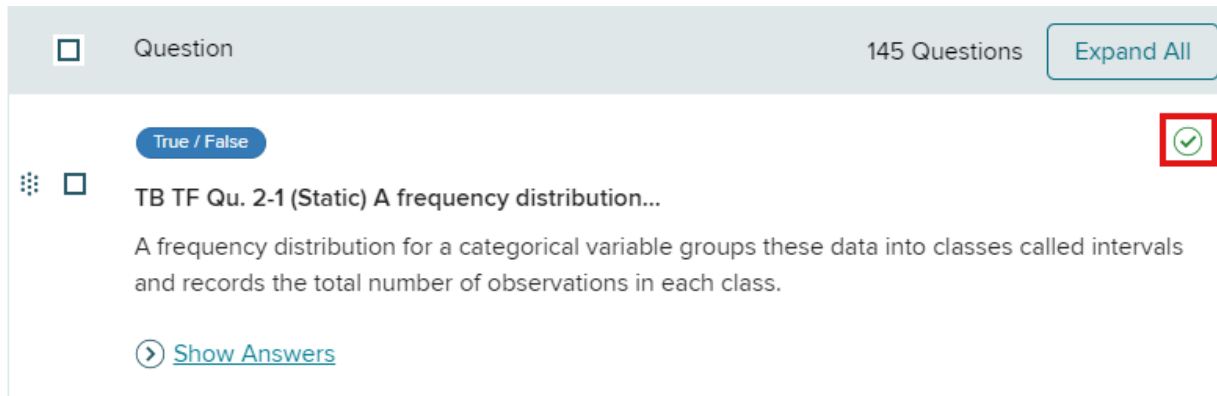
Stem	Leaf
1	0 1 2 3 6 6
2	0 1 1 1 2 2 2 3 5 9 9 9
3	2 3 4 6 8
4	5 6



Which of the following numbers appears in the stem-and-leaf diagram?

1. Search for questions with key words by typing in the search field.
2. Number of questions available within this test bank.
3. To add questions to your test, select the checkbox to the left of the question and click on the 'Add to Test' button, or drag and drop questions to the right-hand panel.

Add From Chapter 02 Test...
 Search Filter **Add To Test**
 Question 145 Questions
 Multiple Choice
 TB MC Qu. 2-78 (Static) A stem-and-leaf diagram...
 A stem-and-leaf diagram is constructed by separating each value of a data set into two parts. What are these parts?

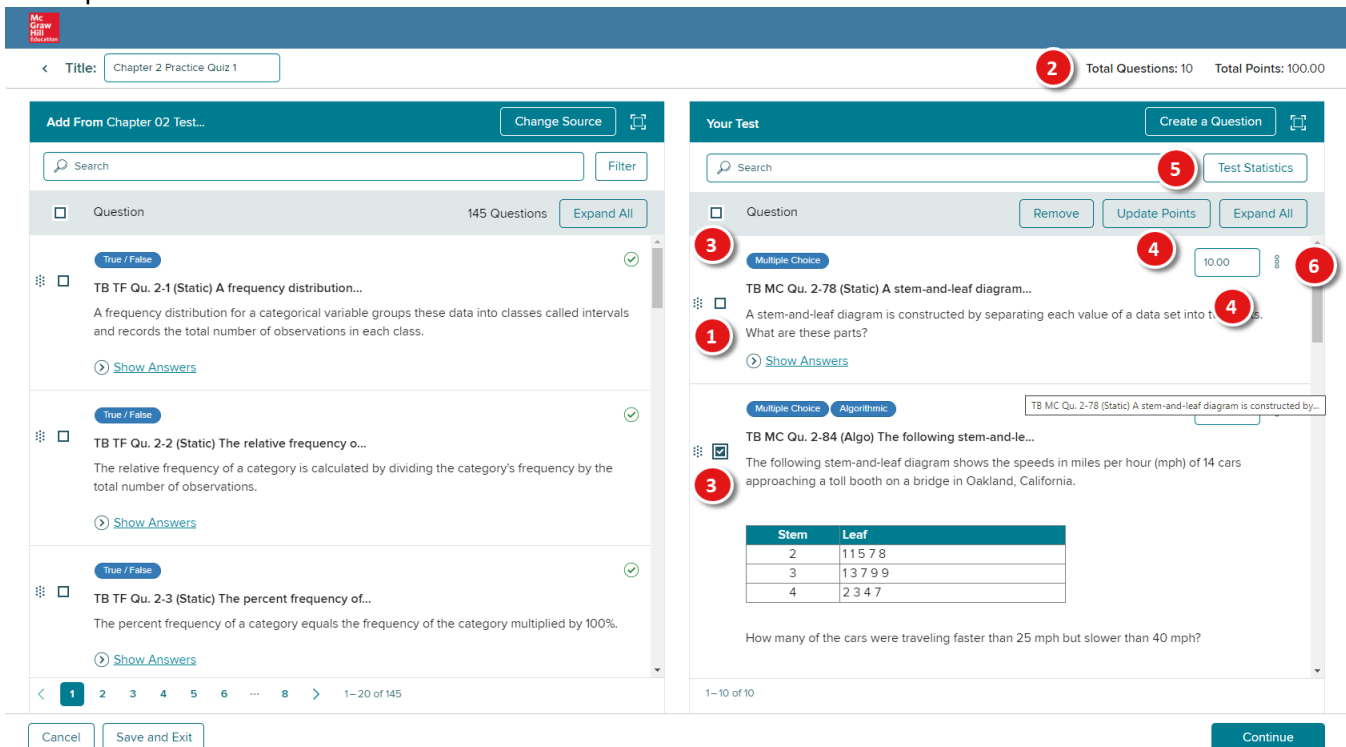
After a question has been added to your test, it will be flagged with a checkmark.



4. To see the answers for a question, click on “Show Answers”.
5. If you want to see the answers for all the questions, click the “Expand All” button.
6. To filter for specific types of questions, click on the “Filter” button.
7. Click the previous and next button, to navigate through the questions in the banks. 20 questions are display at a time on the panel.
8. Click the  icon, to expand the left or right panel to full view and  to return to the side-by-side panel view.
9. If you want to change the source of the test bank, click the “Change Source” button.

Your Test Panel

Once you have selected and added the questions to your test, they will appear on the right-hand panel.



1. Once questions have been added to the right-hand panel, they can be dragged and dropped in the order you prefer.
2. The number of questions and points in the test will update as you add or remove questions.
3. You can select a question or all the questions by clicking on the check box next to the question.
4. To update the point value of a question, enter a numeric value directly in the point value box or bulk update by clicking on the “Update Points” button. Point value can range between 0.00 to 1000.00. **Note:** Point values are only necessary when using the QTI export option to import into a LMS and will not appear on the Docx version.

Update Points



Update the selected questions' point values. **1** questions will be affected

Replace point value:

Cancel

Update

- To see how your test is distributed across chapters, question types, level of difficulty & learning objectives (where applicable), click on the “Test Statistics” button.

Test Statistics
✕

This test is distributed based on the selected question attributes.

Total Questions: 10

Chapter:

Chapter Reference	Count
Chapter 02 Test Bank - Links (Jaggia 4e)	10

Question Type:

Question Type	Count
Multiple Choice	5
True / False	5

Difficulty:

Difficulty	Count
1 Easy	6
2 Medium	4

Learning Objectives:

Learning Objectives	Count
02-01 Construct and interpret a frequency distribution for a categorical variabl	3
02-02 Construct and interpret a bar chart and a pie chart.	2
02-06 Construct and interpret a scatterplot, a scatterplot with a categorical va	2

Cancel
OK

- To see if a particular question has been added to other tests, click the question menu then select “Where have I used this question” to see a list of tests.

Where I have used this question?
✕

This question was used in the following assignment

Chapter 2 Quiz

OK

Export Your Test


After questions have been selected for a test, choose your desired type of output file. Test Builder can export to learning management systems (LMS) such as Canvas, Blackboard, and D2L Brightspace, or as Docx files for print tests.

The screenshot shows the 'Settings' tab of a test configuration page. At the top, there is a title field containing 'Chapter 2 Practice Quiz 1' and a status bar showing 'Total Questions: 10' and 'Total Points: 100.00'. Below the title bar is a progress indicator with two steps: '1 Content' and '2 Settings', with '2 Settings' being the active step. Under the heading 'Test Preferences', there is a section for 'Export As:' with three radio button options: 'D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle' (with a sub-note: 'Use Blackboard Ultra or D2L as the content type for importing "Classic Quizzes" into Canvas'), 'Canvas QTI (New Quiz Only)', and 'DOCX'. At the bottom of the page, there are three buttons: 'Cancel', 'Save and Exit', and 'Submit'.

Export LMS Compatible File

1. After choosing QTI format you want, click on the Submit button.
2. On the confirmation screen, you can choose to receive an email notifying you when the file is available for download.

The screenshot shows a 'Confirmation' dialog box with a teal header. The text inside reads: 'Your request has been submitted.' followed by 'Be sure to click on the refresh icon on the upper right corner of the page to update the availability of your file(s).'. Below this is a 'Review' section with a checkbox labeled 'Send an email when test becomes available.' which is currently unchecked. Underneath the checkbox is an 'Email:' label and an empty text input field. At the bottom left of the dialog is an 'OK' button.

- The pre-populated email address is the one that is associated with your Connect account. Once the opt in for the email is enabled, however, this email can be edited.
 - If opted in to receive an email, you will receive an email when the file is available for download.
3. Click 'OK' to close the confirmation box. Users will be returned to the home screen and see a status of 'Pending' for the request that was submitted.
 4. Click on the refresh list button  to refresh the page to see whether the file has finished processing.
 5. When the file is available for download, the pending indicator will change to a link labeled 'QTI'.
 6. Click on the QTI link to download the file to your computer.

This file can then be imported into your Learning Management System for further formatting and distribution. For instructions on how to upload to the various LMS, please visit [HERE](#).

Export DOCX

Choosing to export as a Docx will display the options available for formatting the test.

Export and Import Test Builder File

You can download the Test Builder file and share with your colleague for collaboration.

My Tests

Search by Test Title Refresh Create Test

Test Title	Date modified	Product Title	Author	Edition	Format
Chapter 2 Practice Quiz 1	Mar 19, 2023, 2:58:39 PM	Life-Span Development	Sanrock	14	QTI
Chapter 2 Quiz	Mar 19, 2023, 2:14:07 PM	Life-Span Development	Sanrock	14	DO
Chapter 4 Quiz	Mar 17, 2023, 1:28:13 PM	Life-Span Development	Sanrock	14	DO
Chapter 3 Quiz	Mar 17, 2023, 1:26:49 PM	Life-Span Development	Sanrock	14	DO
2 12 M ch 3	Mar 17, 2023, 1:25:48 PM	Life-Span Development	Sanrock	14	DO
3 13 Testing	Mar 13, 2023, 9:28:31 PM	Life-Span Development	Sanrock	14	DOCX
3 9 Testing	Mar 9, 2023, 1:02:34 PM	Life-Span Development	Sanrock	14	DOCX
Evaluating Nutrition Information	Feb 21, 2023, 10:38:03 AM	Nutrition for Healthy Living	Schiff	5	DOCX
2 13 Chapter 03	Feb 16, 2023, 9:15:11 AM	Life-Span Development	Sanrock	14	Regenerate
Chapter 3 Feb 10	Feb 10, 2023, 9:14:28 AM	Life-Span Development	Sanrock	14	Regenerate

1 2 1-10 of 11

- To export a Test Builder file, click on the 3-dots menu options on the test you want to export from the My Tests page and select “Export Test”. The file will download to your machine.
- To import a Test Builder file, click the “Create Test” button then select “Import Test”.
Note: Test Builder will only import files from the same ISBN from which the test was originally created.
- Choose the Test Builder zip file from your computer and click the “Confirm” button.

Import Test
✕

Import a Test Builder File

Upload an existing Test Builder zip file to import a new test to the “My Tests” page.

Note: Test Builder contains several files within a folder and are compressed into a zip file to help reduce file size.



Upload Zip File: No file chosen

Deeper Dive: Test Builder (Print/Export)

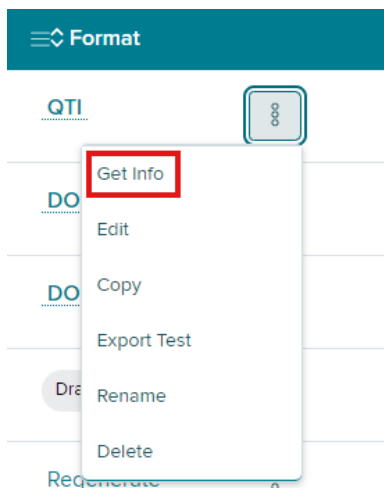
Edit Your Tests

You can select various editing option for your test from the 3-dots menu options on the My Tests page.

My Tests

Test Title	Date modified	Product Title	Author	Edition	Format	
Chapter 2 Practice Quiz 1	Mar 19, 2023, 2:58:39 PM	Life-Span Development	Sanrock	14	QTI	
Chapter 2 Quiz	Mar 19, 2023, 2:14:07 PM	Life-Span Development	Sanrock	14	DOCX	

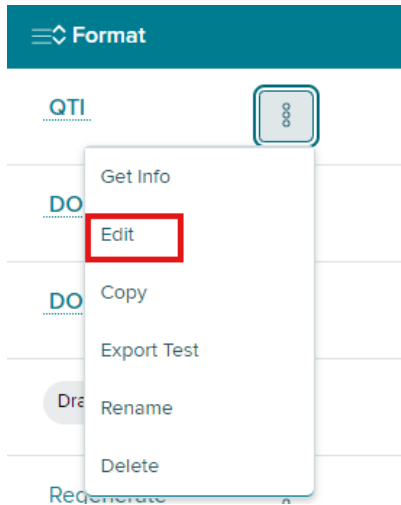
Get Info



Clicking on the 'Get info' menu option for a test will display a summary of the contents of the test. It will list the following information: Product Title, Author, Edition; Test Title; Availability; Date created and last modified; Question type counts.

Edit an Existing Test

1. To make edits to a test that was previously created, select 'Edit' from the menu.

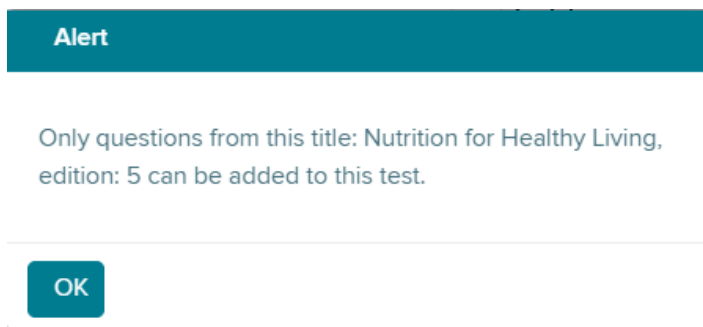


From this screen, you can do the following:

- Search for a question in the test
- See the Test Statistics data
- Reorder questions by dragging and dropping them to the desired positions.
- Change point values.
- Preview questions.
- Pin questions.
- Edit a question.
- Make a copy of a question and edit it.
- See where a question has been used.
- Remove questions.

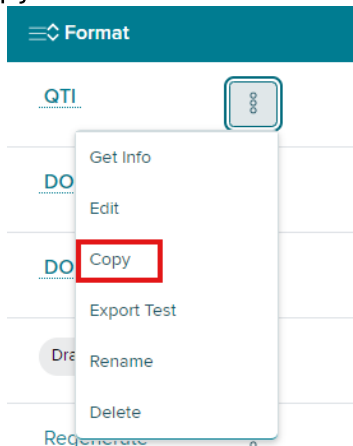
***Note:** Test bank questions can only be added to a test if you are in the same ISBN from which the test was originally created.

If you attempt to add questions to a test that was created in a different ISBN, you will receive this alert:



To add questions to this test, navigate to this course within Connect and relaunch Test Builder. Once the course and test being edited match, additional questions can be added.

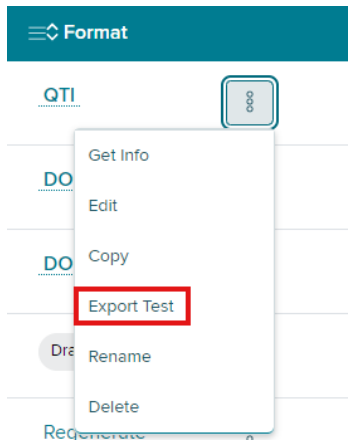
Copy Test



1. Make a copy of an existing test by selecting 'Copy' from the menu on the test you want to make a replica of. All the questions and settings will be copied into a new test.
2. The copy of the test will have a number appended to the original test name based on how many times it has been duplicated. The title of the test can be modified when it's being copied or later.

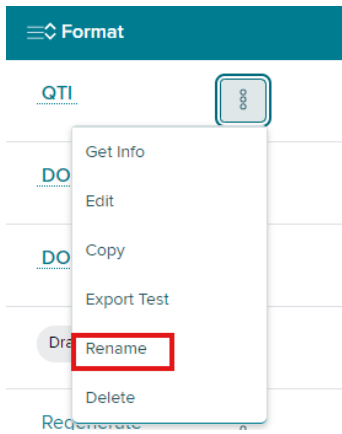
Export Test

To export a Test Builder file, select the "Export Test" option from the menu for the test you want to export. The file will download to your machine. **Note:** Test Builder files only work with the same product. If you are sharing the exported Test Builder file with your colleagues, please ensure they are using the same ISBN from which the test was originally created.

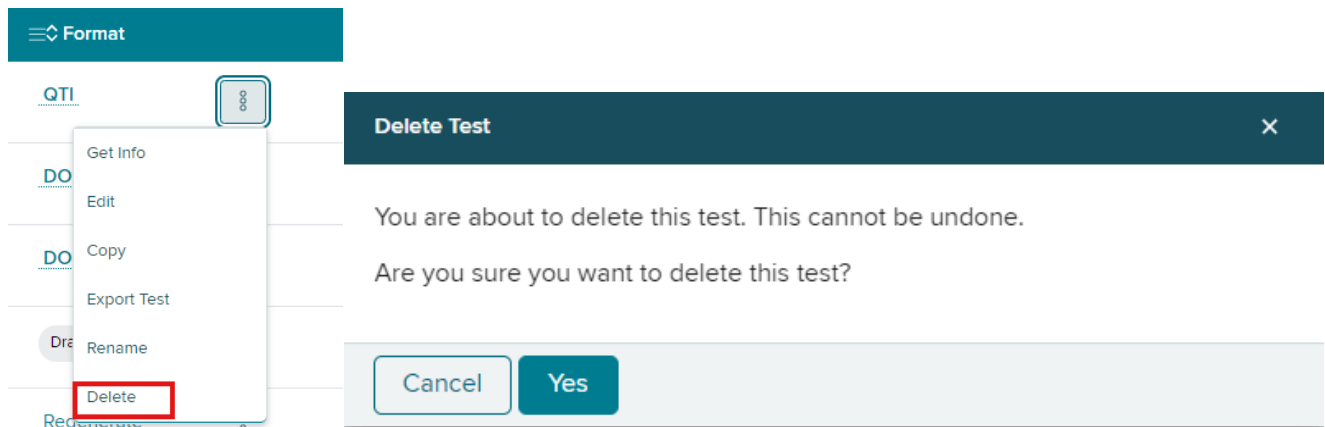


Rename or Delete Test

To rename a test from the home page, select the "Rename" option from the menu for the test you want to rename.

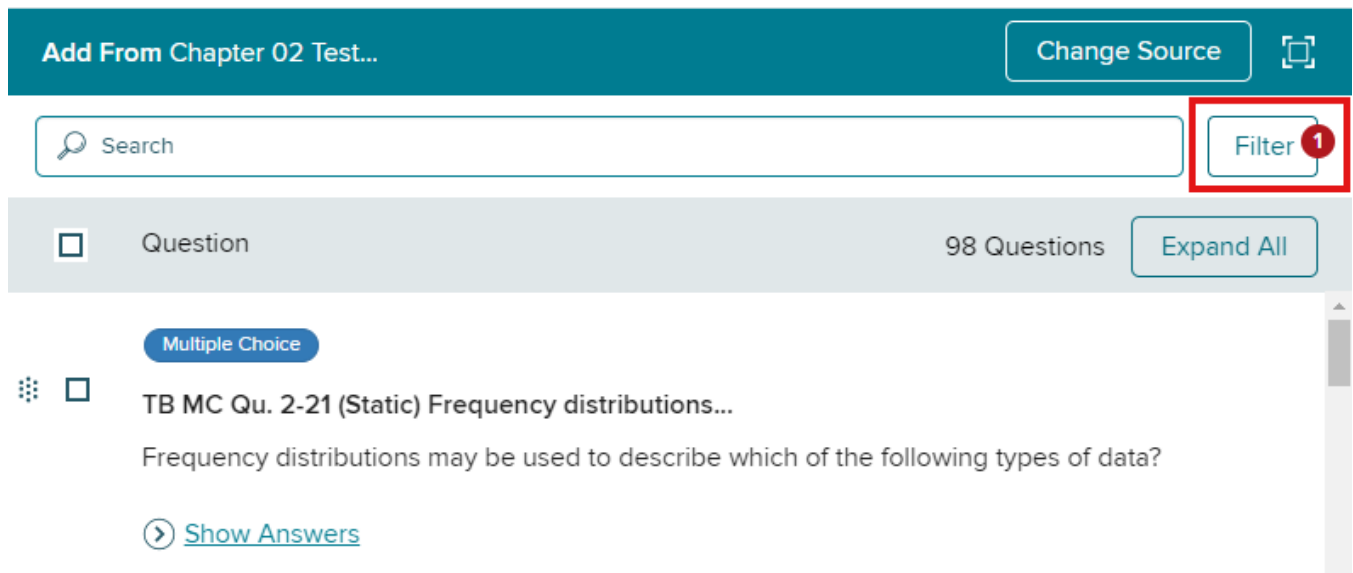


To delete a test, select the 'Delete' menu option for the test you want to delete. **Note:** This cannot be undone.



Question Filtering

To filter for specific types of questions, click on the "Filter" button.

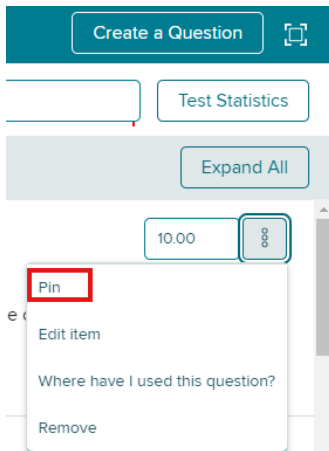


The filters that appear are the same filters that are available in the other Connect content for the title and will vary by product.

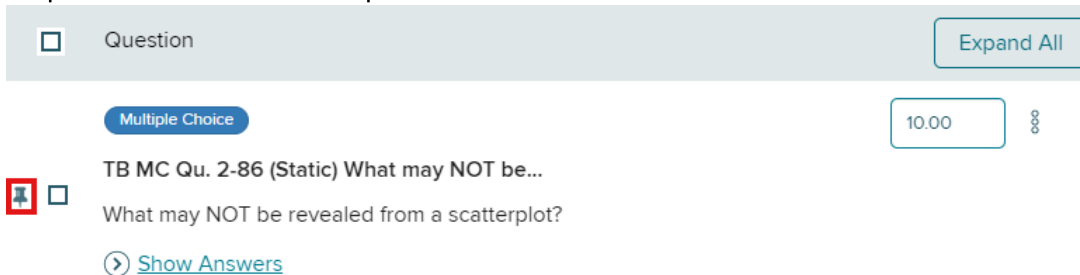
After the filter panel is closed, an indicator will appear next to the filter button to let you know how many filters have been applied. Reopen the filter panel to deselect any filters that have been applied.

Pin Questions

You can “pin” a question or multiple questions to keep it in the same position that you selected your test by clicking the ‘pin’ option from the question menu.



1. A question that has been pinned will be indicated with  icon.

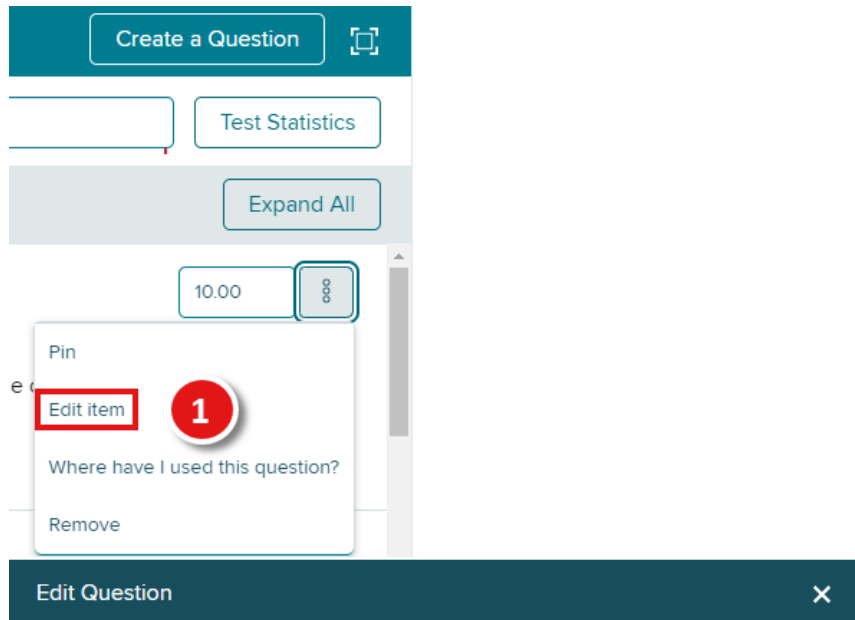


2. You can unpin a question by selecting “unpin” from the question menu.

Create a New Test Creating and Editing Questions

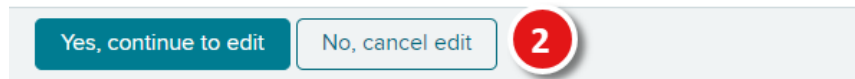
Edit a Test Builder Question

You can edit any questions that you have selected for your test.

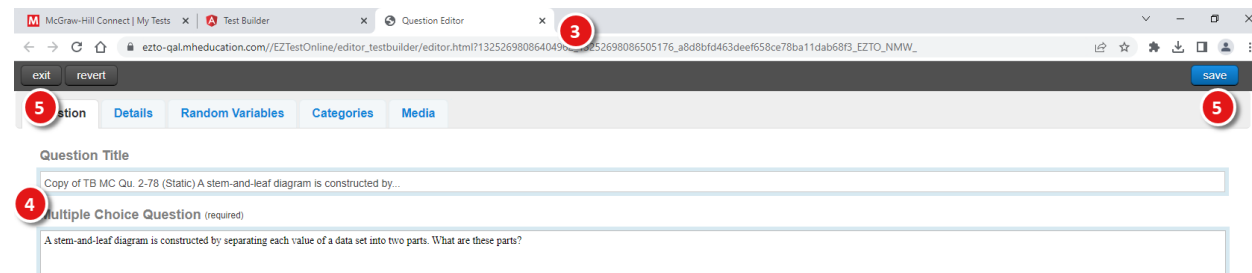



By editing a question from a MHE test bank you will be creating a copy of the question. Any updates that MHE publishes for this question will not update the copy you are about to make. TB MC Q

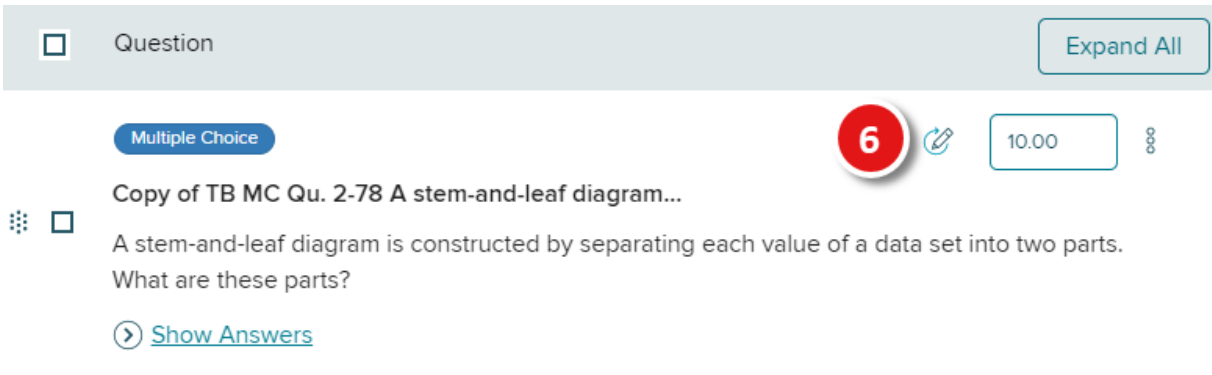
To access the most current version of this question, you would need to add it anew from the test bank.



1. Select 'Edit item' from the menu of the question you want to edit.
2. When you edit a question from the test bank, you are creating a copy of the question. If the question is updated, the copy will not receive the content updates. If you agree to this, click on the 'Yes, continue to edit' button.
3. If you continue to edit the question, a new browser tab will open with the question editor.
4. The words 'Copy of' will be added to the question title. You can customize the title and other aspects of the question.
5. When you have completed your edits, click on the 'Save' button, then 'Exit' to return to your test.

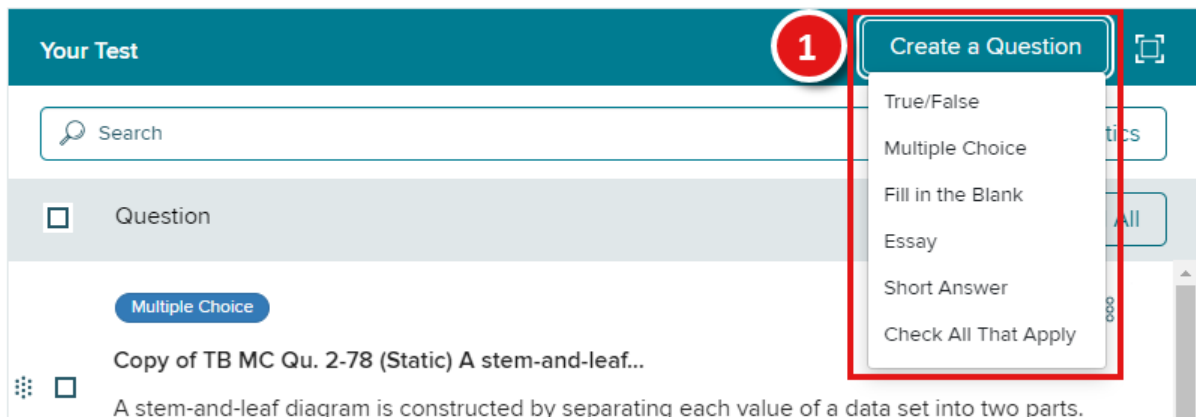


6. Edited questions will display an  icon to indicate which questions have been edited.

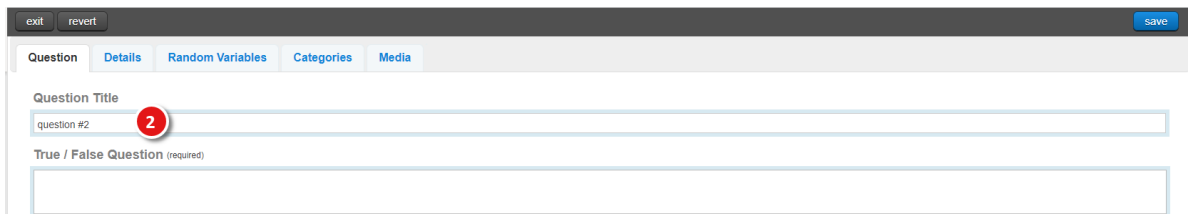


Create a New Question

1. Click on the 'Create New Question' button to see the types of questions that can be created.

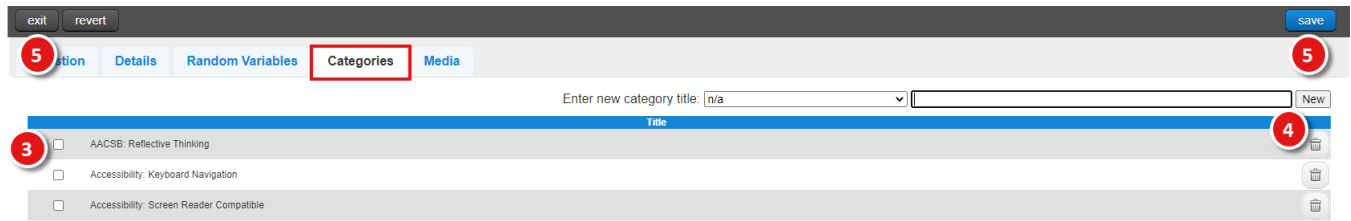


2. Complete the required fields on the Question tab.



3. To tag a question so that it appears in a filter other than question type, click on the 'Categories' tab and select the categories you want the question associated with.
4. To create a new category so it is available as a filter, enter text into the 'Enter new category title' field and click on the 'New' button. New filters will be located under the heading "Other."

5. Click on Save and then Exit to return to the test.



Add a New Question to an Existing Section Break Question

From the menu of a section break title, select 'add new part' and then select the type of question you want to create. A new browser tab will open, and you will follow the same steps as creating a new question.

Your Test Create a Question Test Statistics

Search Test Statistics

Question Remove Update Points Expand All

Section Break

Use the map-view diagram of a group of tectonic plates. The features shown for all boundaries are:

- Use the map-view diagram of a group of tectonic plates. The features shown for all boundaries are:

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Multiple Choice 10.00

How many tectonic plates are represented in...

Remove Questions

You can remove question(s) from your test individually or by selecting multiple questions.

Your Test Create a Question

Search Test Statistics

Question Remove Update Points Expand All

Multiple Choice 10.00

Copy of TB MC Qu. 2-78 A stem-and-leaf diagram...
 A stem-and-leaf diagram is constructed by separating each value...
 What are these parts?
[Show Answers](#)

Multiple Choice Algorithmic

TB MC Qu. 2-84 (Algo) The following stem-and-le...
 The following stem-and-leaf diagram shows the speeds in miles per hour (mph) of 14 cars approaching a toll booth on a bridge in Oakland, California.


Stem	Leaf
2	4 5 6 6 8
3	1 3 4 5 6
4	1 3 6 7


How many of the cars were traveling faster than 25 mph but slower than 40 mph?

























1. To remove questions from a test, select one or more questions by checking the checkboxes and click the 'Remove' button.
2. Remove questions individually by selecting the 'Remove' option from the question menu.



My Questions Folder


1. Once a question has been edited or created, the 'My Questions' bank will become available as a source to contain questions you have modified. This folder will be available to you across all courses.


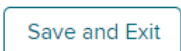
Add Question 

⊖  ISBN: Life-Span Development Author: Santrock Edition: 14

-  Chapter 02 Test Bank - Links (Jaggia 4e) 
-  Chapter 03 Test Bank - Images (McConnell 22e) 
-  Chapter 04 Test Bank 
-  Chapter 04 Test bank: Plate Tectonics - section... 
-  Chapter 06 Test Bank - Images (McConnell 22e) 
-  Chapter 06 Test Bank - Tables & MathML (Lind) 
-  Chapter 06 Test Bank - Tables (Garrison 17e) 
-  Chapter 11 Test Bank - Tables & MathML (Lind) 
-  Chapter 13 Test Bank - Tables & MathML (Lind) 
-  Chapter 15 Test Bank - Tables (Garrison 17e) 
-  Chapter 5 - Stereochemistry (test bank) - images 
-  Test Bank for Market Efficiency 

 My Questions 



- a. The questions within the My Questions folder can be added to any test and behave similarly to other question bank questions. However, if you delete it, it will be deleted from all tests to which it was added.
2. Use the 'Where have I used the question?' option to see which tests will be affected by the deletion.

< Title: Unnamed Test

Add From My Questions Change Source

Search Filter

Question 2 Questions Expand All

Multiple Choice

Copy of TB MC Qu. 2-78 A stem-and-leaf diagram...
A stem-and-leaf diagram is constructed by separating each value of a
are these parts?
[Show Answers](#)

- Edit item
- Make a copy and edit
- Where have I used this question?**
- Delete

True / False

question #2
[Show Answers](#)

2

3

Delete Question

All instances of the question will be deleted from the other tests.
Delete question?
Cancel Yes

Where I have used this question?

This question was used in the following assignment

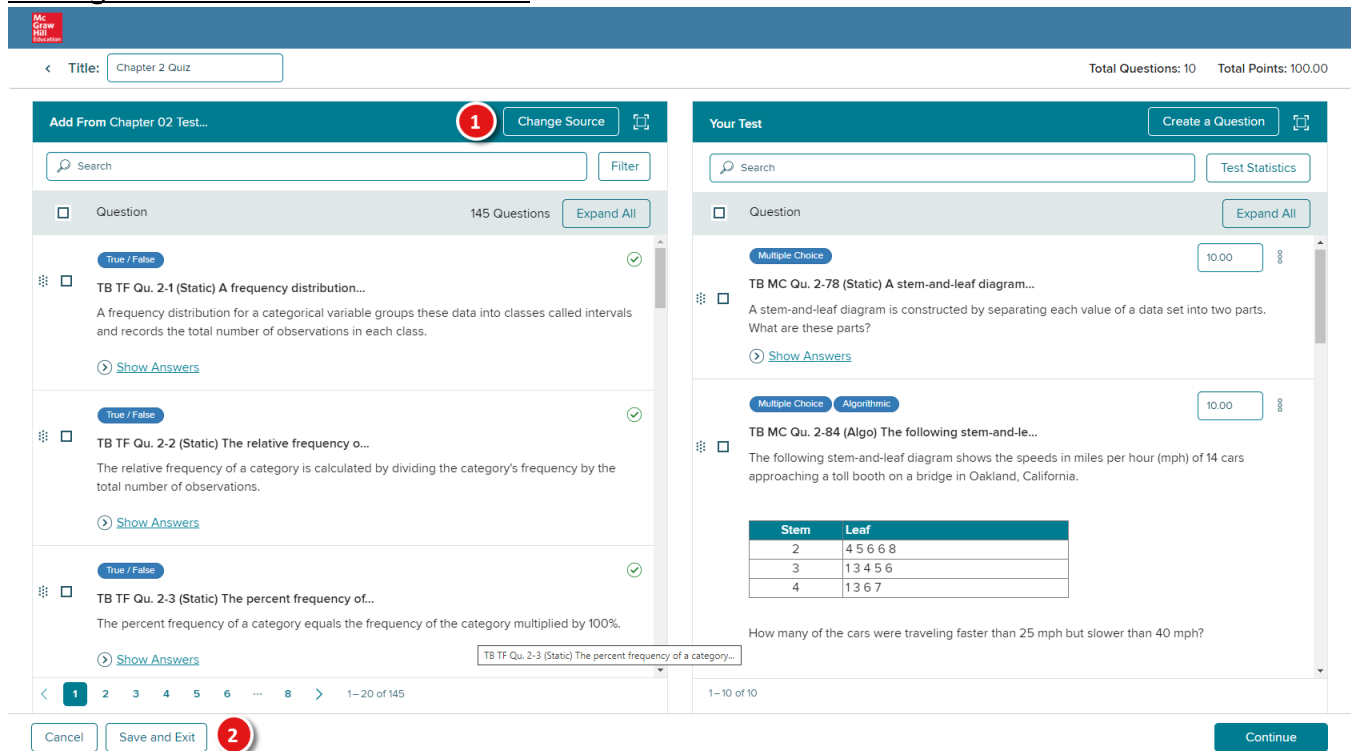
Chapter 2 Practice Quiz 1

OK

1-2 of 2

Cancel Save and Exit

Change Test Banks and Save Test



The screenshot shows the McGraw Hill Connect Test Builder interface. At the top, the title is 'Chapter 2 Quiz' and the total questions and points are 10 and 100.00 respectively. The interface is split into two main panels: 'Add From Chapter 02 Test...' on the left and 'Your Test' on the right. In the 'Add From' panel, there are three questions listed, each with a 'Show Answers' link. A red circle with the number '1' is placed over the 'Change Source' button at the top of this panel. In the 'Your Test' panel, two questions are visible, each with a 'Show Answers' link. The second question includes a stem-and-leaf diagram. At the bottom of the interface, there are buttons for 'Cancel', 'Save and Exit', and 'Continue'. A red circle with the number '2' is placed over the 'Save and Exit' button.

1. To switch to another test bank from which you want to add questions, click on the 'Change Source' button to bring you back to the list of available test banks.
2. Click on 'Save and Exit' to save the questions that have been added so far.

Print Test Formatting in Test Builder

If a Docx export is requested, users can click 'submit' without making any formatting changes and the default format settings will be applied. The system default settings are as follows:

- Questions are not scrambled and are in the order in which they appear on the question selection screen (right-hand panel).
- Layout is single column with narrow spacing (2 lines in between questions)
- Page numbering starts at 1, no headers, Student Name is defaulted in the Instructions.
- Questions are not sorted.
- Question numbers start at 1.
- Answer blanks are not displayed.
- Question details is not displayed.
- Answer options for True/False, Multiple Choice, and Check All That Apply are listed below the question in a vertical list.
- Short answer and Essay questions display a blank space below the question.
- Page numbering for the answer key is continuous from that last page of the test.

Scramble options

Scramble

- Don't scramble questions
- Scramble questions only
- Scramble answers only
- Scramble questions and answer options

of versions (max 20):

- Algorithmic questions - print same iteration for all students

1. "Scramble questions" only will randomly reorder questions in each version of the test. The answer options will remain constant.
2. "Scramble answers only" only will randomly reorder answers in each version of the test. The questions option will remain constant.
3. "Scramble questions and answer options" will scramble both the order of the questions and the order of the answer options in each version of the test.
 - o When either of the scramble questions have been selected, up to 20 versions of the test can be requested.
 - o If algorithmic questions are present in the test, the check box for 'Algorithmic questions – print same iteration for all students' is enabled.

Appearance Options

Appearance

Layout	Spacing between questions
<input checked="" type="radio"/>  One Column	<input checked="" type="radio"/>  Narrow (2 Rows)
<input type="radio"/>  Two Column	<input type="radio"/>  Wide (3 Rows)

1. Choose between displaying questions in a single column layout or two column layouts. Two column layout is best suited for questions with short answer options, such as multiple choice or True/False.
2. Control how much space is between each question by choosing wide or narrow.

Display Options

1. The number of the first page of the test can be customized to your choosing. Enter a number between 1-9999 in the text field.
2. A first page header of up to 140 characters can be added. If the 'other page header' is blank, the text entered in the 'First page header' will display on all pages of the test.
3. If two different headers are desired, up to 140 characters can be entered in the 'Other page headers' field and will display on all pages of the test except the first page.
4. The instructions field is defaulted to indicate the Student name but is fully editable.

Save Settings at Default

1. After making changes to the settings, you can keep these settings by selecting the 'Save these settings as default' checkbox. These settings will then be applied to all future tests.
2. If you want to make modifications to settings but do not want them saved as the default, uncheck both check boxes.
3. If you want to apply the default settings to a test at any point in time, select the 'Apply default settings' check box.