

**Job Aid: Online Exams**

**Course: Online Exams**

Lab 4: Creating a New Exam

Lab 5: Adding an Exam Object to an Existing Item

Lab 8: Creating an Adaptive Exam

**Prerequisites**

- Introduction to Plateau Learning Administration
- Learning Needs Management
- Online Content Management
- Online Exams

**Description**

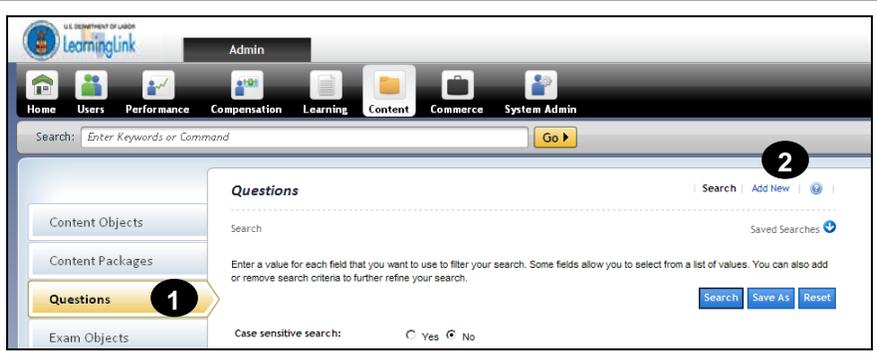
The purpose of this job aid is to guide administrators through the step-by-step process of creating online exams using Plateau Question Editor to create questions, importing questions into Plateau Learning, creating an exam, and adding an exam to an item.

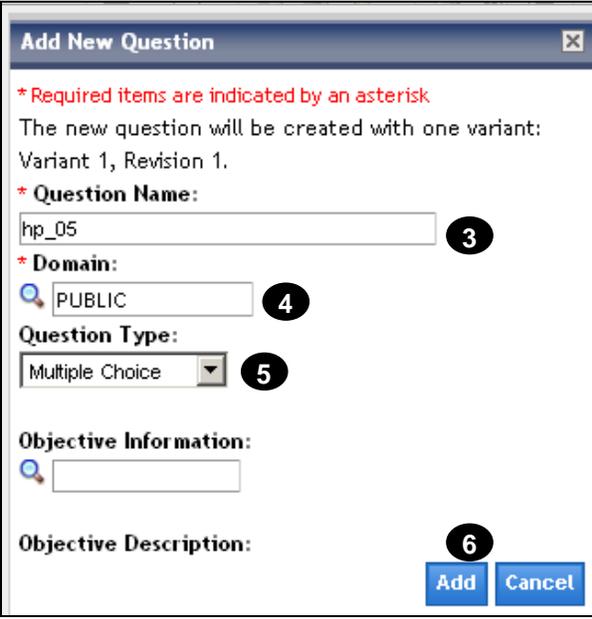
**Tasks**

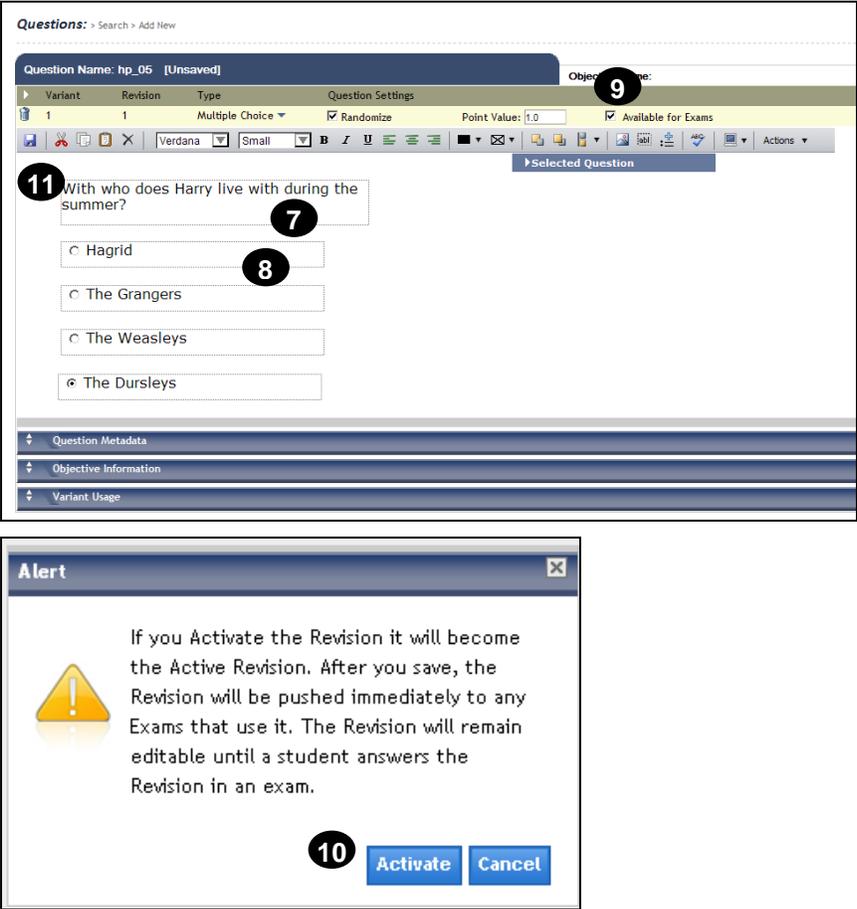
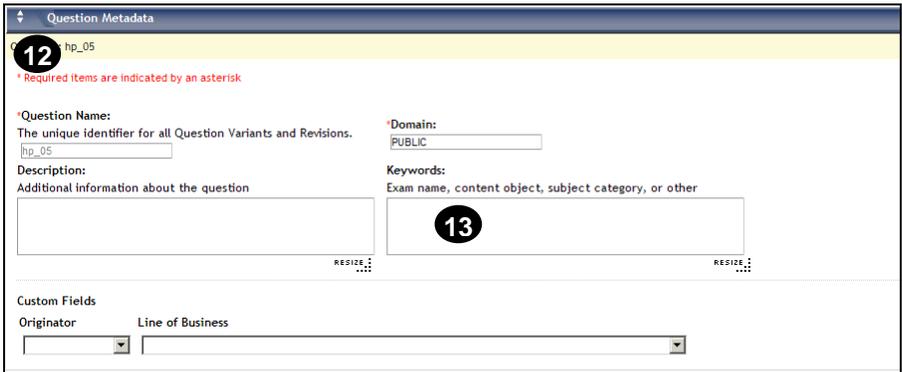
- A. Create a Question in PQE (Plateau Question Editor)
- B. Import a Question
- C. Create an Exam Object
- D. Add an Exam Object to an Item

**Task A. Create a Question in PQE**

- 1 Verify the **Admin** tab is selected.
- 1 Navigate to **Content > Questions**.
- 2 Select the **Add New** link.

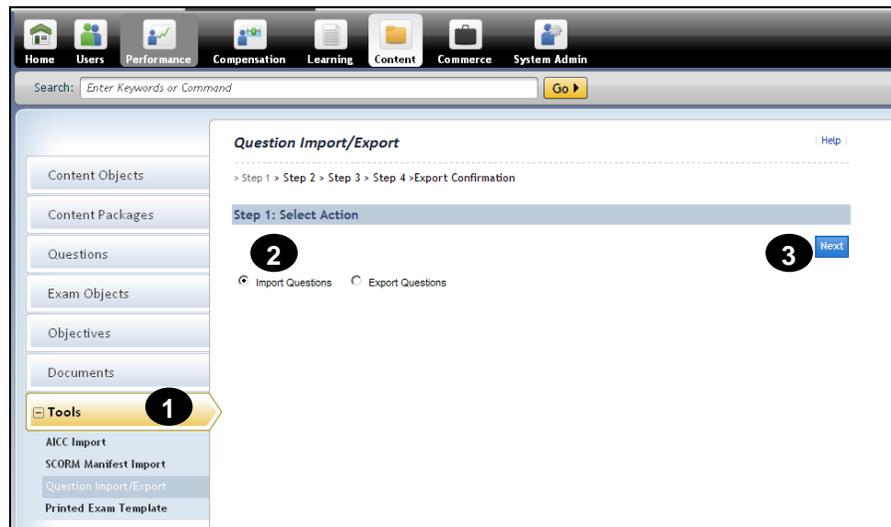


<p>The Add New Question pop-up window displays.</p> <p><b>3</b> Enter the Question Name.</p> <p><b>4</b> Enter a Domain, or click the search icon (  ) to search and select a domain.</p> <p><b>5</b> Select a question type from the Question Type drop-down menu.</p> <p><b>6</b> Select Add.</p> <p><i>Note: Details for associating objectives to an exam question are discussed later.</i></p>	
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<p><b>7</b> The Questions Add New screen displays.</p> <p><b>8</b> Double-click in the top box and enter the question stem.</p> <p><b>8</b> Double-click in each of the following boxes with the radio buttons and enter the answer choices for the question.</p> <p><i>Note: Enter the correct answer in the textbox with the selected radio button.</i></p> <p><b>9</b> When you have finished entering your question stem and answer choices, select the <b>Available for Exams</b> checkbox to make this question active. An Alert pop-up will appear.</p> <p><b>10</b> Select <b>Activate</b> to make this question available for exams.</p> <p><b>11</b> Select <b>Save Question</b> (📁).</p>	
<p><i>Optional:</i></p> <p><b>12</b> Select the expand arrow (⌵) for the Question Metadata section.</p> <p><b>13</b> Enter a description and relevant keywords for the question in the Question Metadata section.</p>	

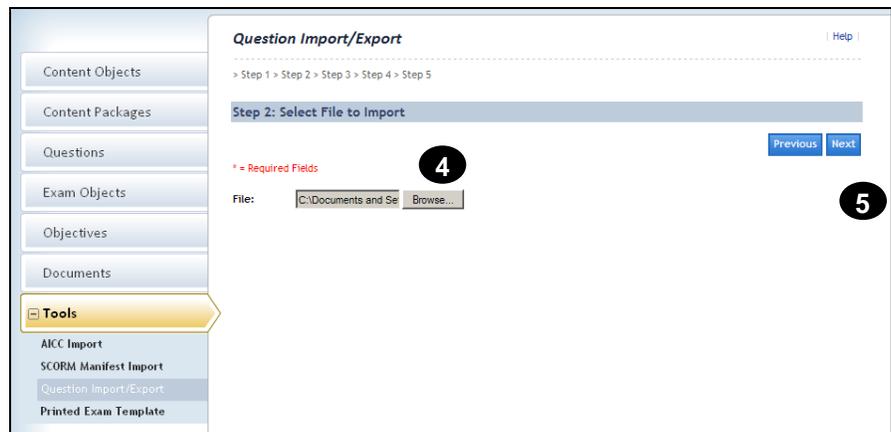
## Task B. Import a Question

- 1 In Plateau Learning Administration, navigate to **Content > Tools > Question Import/Export**.  
*Step 1: Select Action*
- 2 Select the **Import Questions** radio button.
- 3 Select **Next**.



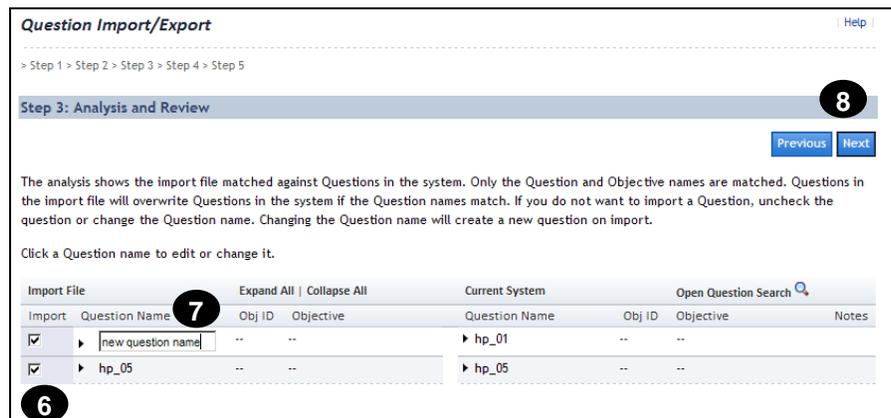
The screenshot shows the 'Question Import/Export' tool selection screen. The 'Tools' menu is expanded, and 'Question Import/Export' is highlighted. The 'Import Questions' radio button is selected. The 'Next' button is visible in the top right corner.

- 4 *Step 2: Select File to Import*
- 4 Select **Browse** to search for and select a question file (.zip file extension).
- 5 Select **Next**.



The screenshot shows the 'Question Import/Export' tool selection screen. The 'File:' field is highlighted, and the 'Browse...' button is visible. The 'Next' button is visible in the top right corner.

- 6 *Step 3: Analysis and Review*
- 6 Review and compare the import file questions and the current system questions.
- 6 Select the questions to be imported from the **Import Files** list.
- 7 Select the question name in the **Import File** list to edit the question name, if necessary.
- 8 Select **Next**.

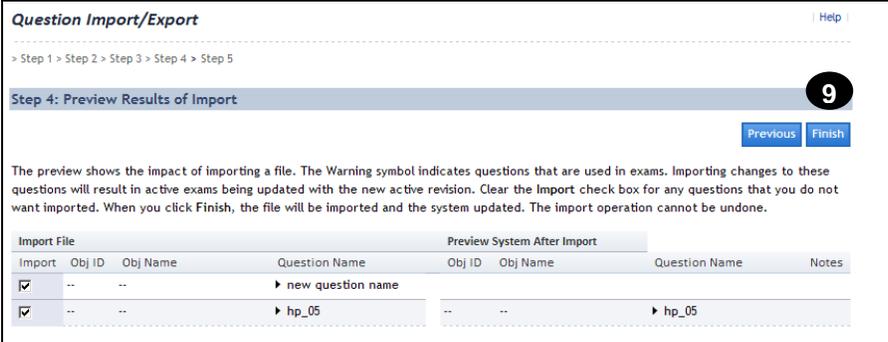


The screenshot shows the 'Question Import/Export' tool selection screen. The 'Analysis and Review' section is visible, showing a table of import files and current system questions. The 'Next' button is visible in the top right corner.

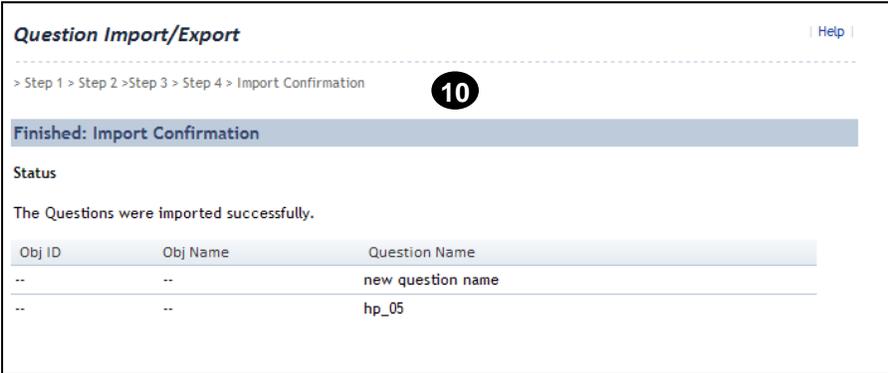
Import File	Expand All   Collapse All	Current System	Open Question Search				
Import	Question Name	Obj ID	Objective	Question Name	Obj ID	Objective	Notes
<input checked="" type="checkbox"/>	new question name	--	--	hp_01	--	--	
<input checked="" type="checkbox"/>	hp_05	--	--	hp_05	--	--	

**Note:** Roll the mouse over the **Notes** icon (  ) in the **Current System** list to see important notes about the question.

**9** *Step 4: Preview Results of Import*  
Review the impact of the import.  
**9** Select **Finish**.

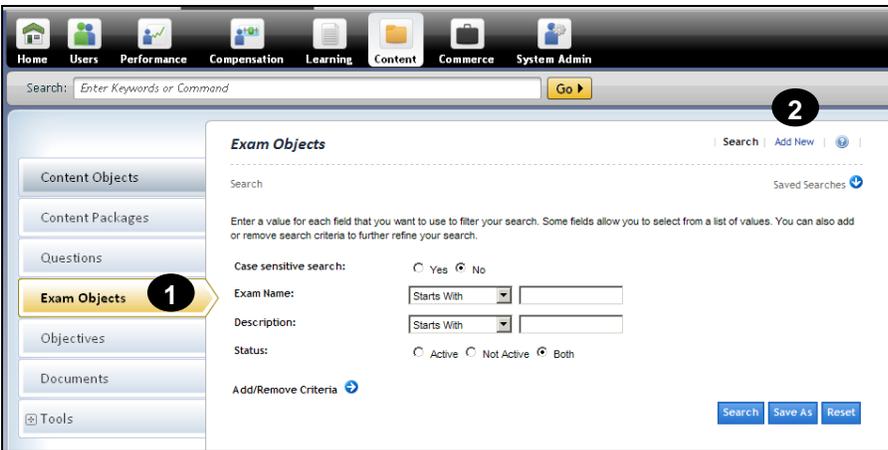


**10** *Import Confirmation*  
On the summary screen, review the status of the import.  
**10**



**Task C. Create an Exam Object**

**1** Navigate to **Content > Exam Objects**.  
**2** Select **Add New**.



- 3 Specify an Exam Name and choose a Domain.
- 4 Check the Is Active checkbox and enter a description for the exam.
- 5 Select the appropriate radio button to select an exam type: Sequential or free-form movement.
- 6 Enter the overall pass percentage.
- 7 Enter the maximum number of tries (0 = unlimited).
- 8 Enter exam duration if the exam is timed.
- 9 Select the appropriate checkboxes for exam Actions, Feedback, and Scoring options.
- 10 Check the Analyze the exam results checkbox to display objective statistics to the user at end of the exam.

**Exam Objects**
Search | Add New |

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> Search > Add New

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**Add New Exam or Survey**

\* = Required Fields

• Exam Name:  **3**

• Domain:

Is Active:  **4**

Description:

Exam Type:  Sequential presentation exam **5**  
 Free-form movement exam

Is survey:

Question Count:  **6**

Pass Percentage:  **7**  
(0 to 100)

Maximum Tries:  **8**  
(0 = unlimited) (1000)

Exam Duration (HH:MM:SS)

Actions:  Proctor code is required to begin the exam **9**  
 Display a welcome message at the start of the exam  
 User can stop and resume exam before it is scored (non-timed exams only)  
 Display Point Values for each question

Feedback:  Show only correct Feedback  
 Show only incorrect Feedback  
 Show both correct and incorrect Feedback  
 Don't show any Feedback

Scoring Options:  Show percentage correct once exam is scored  
 Show Pass or Fail once exam is scored

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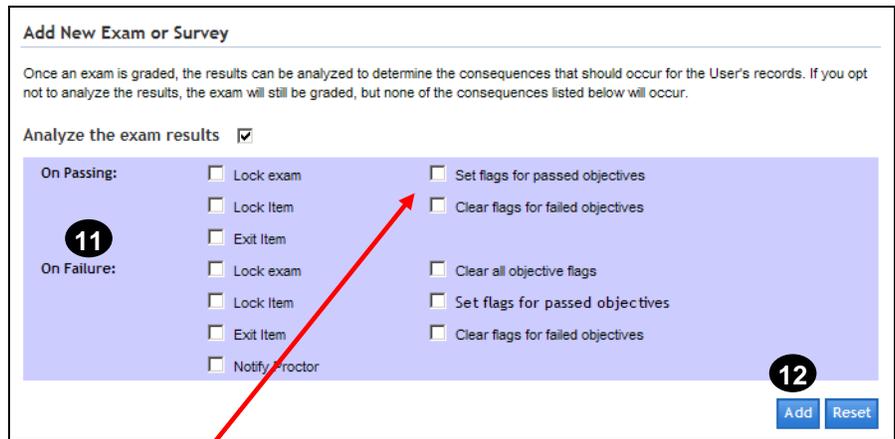
**Add New Exam or Survey**

Once an exam is graded, the results can be analyzed to determine the consequences that should occur for the User's records. If you opt not to analyze the results, the exam will still be graded, but none of the consequences listed below will occur.

Analyze the exam results  **10**

**11** Select the checkboxes to select the appropriate **On Passing** and **On Failure** options for the desired behaviors.

**12** Select **Add**.



**Add New Exam or Survey**

Once an exam is graded, the results can be analyzed to determine the consequences that should occur for the User's records. If you opt not to analyze the results, the exam will still be graded, but none of the consequences listed below will occur.

Analyze the exam results

**On Passing:**

- Lock exam
- Lock Item
- Exit Item
- Lock exam
- Lock Item
- Exit Item
- Notify Proctor

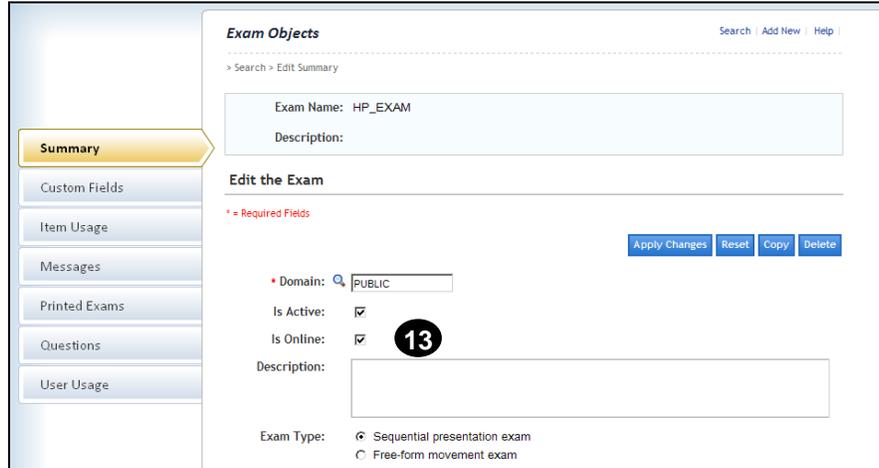
**On Failure:**

- Set flags for passed objectives
- Clear flags for failed objectives
- Clear all objective flags
- Set flags for passed objectives
- Clear flags for failed objectives

**12**

*Note: Objective flagging is used to link exams with content objects. Setting a flag could result in a user "testing out" of content. Clearing a flag could result in remediation.*

**13** Review the Summary tab. Check the **Is Online** checkbox to make this exam available, if ready.



**Exam Objects** Search | Add New | Help

> Search > Edit Summary

Exam Name: HP\_EXAM  
Description:

**Summary** Custom Fields Item Usage Messages Printed Exams Questions User Usage

**Edit the Exam**

\* = Required Fields

Domain: PUBLIC

Is Active:

Is Online:  **13**

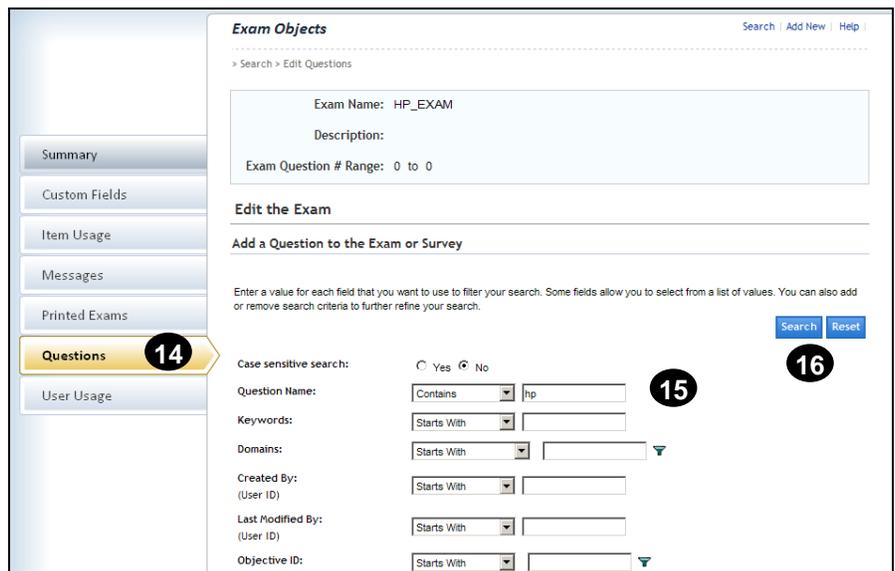
Description:

Exam Type:  Sequential presentation exam  Free-form movement exam

**14** To add questions select the **Questions** tab.

**15** Enter search criteria for questions you wish to add to the exam.

**16** Select **Search**.



**Exam Objects** Search | Add New | Help

> Search > Edit Questions

Exam Name: HP\_EXAM  
Description:  
Exam Question # Range: 0 to 0

**Summary** Custom Fields Item Usage Messages Printed Exams **Questions** User Usage

**Add a Question to the Exam or Survey**

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No

Question Name: Contains jhp **15**

Keywords: Starts With

Domains: Starts With

Created By: (User ID) Starts With

Last Modified By: (User ID) Starts With

Objective ID: Starts With

**16**

- 17 Select the questions to add to the exam by clicking the respective Objective ID.
- 18 To view details about the question, such as variant, revision, and status, click the expand icon (▶).
- 19 Select Select.

Add Questions to Exam

**Select Questions to Add**

If you selected criteria for Objectives or exams, the results display by exam or objective. Select questions you want to load into the Question Workspace either individually or by objective or exam. If you select questions by exam or objective, all questions associated to the exam or objective are loaded into the editor.

Field Chooser  19 [Select All Objectives](#) | [Deselect All](#) [Select](#)

Obj ID ▲	Objective Name	Question Name	Number of Variants	Question ID
<input checked="" type="checkbox"/> 227	HP_PET	▶ hp_03	1	294
17		▶ hp_04	1	295
		▶ hp_01	2	296
		▶ hp_05	1	308

[Select](#)

- 20 Review the added questions.
- 20 Select the numbers to edit minimum, maximum, pass and points fields.
- 21 Select Save.
- 22 Select the Preview Exam link.

To view Question details, click the triangle. To edit data, click the numbers. 21

[Preview Exam](#) 22 20 [Save](#) [Reset](#)

Obj ID ▼	Objective Name	Available	Minimum	Maximum	Pass	Points
227	▶ HP_PET	1	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="75"/>	<input type="text" value="5.0"/>

[Save](#) [Reset](#)

*Note: At least one minimum and maximum field must be populated in order to have an exam.*

- 23 Select the Messages tab to enable and enter exam messages (pre-exam, post-exam).

**Exam Objects** Search | Add New | Help |

> Search > Edit Messages

Exam Name: HP\_EXAM  
Description:

**Edit the Exam** [Apply Changes](#) [Reset](#)

Exam Messages Enabled

**Pre-Exam Message**

Display Message  
 Require Users to confirm they have read the message

Message Text:

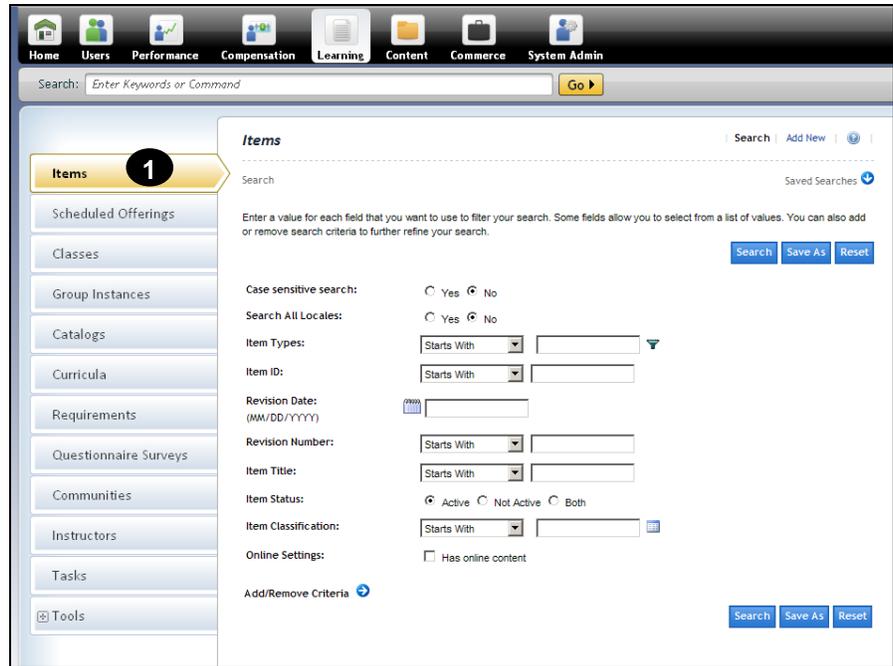
**Post-Exam Message**

Display Message  
 User ID required at this message point

Message Text:

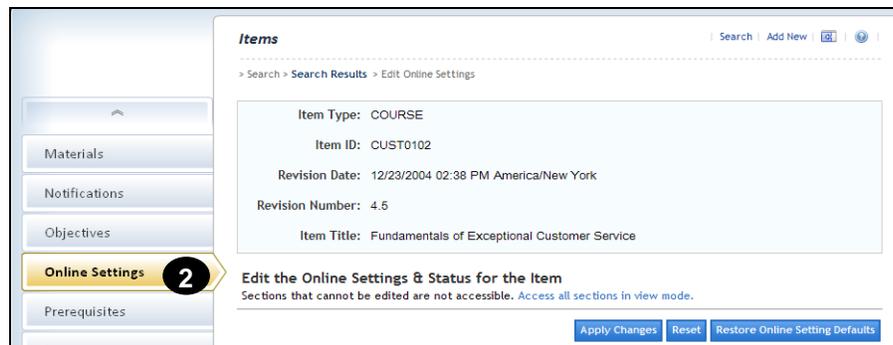
### Task D. Add an Exam Object to an Item

**1** Navigate to Learning > Items.  
Search for and select the item in edit mode.

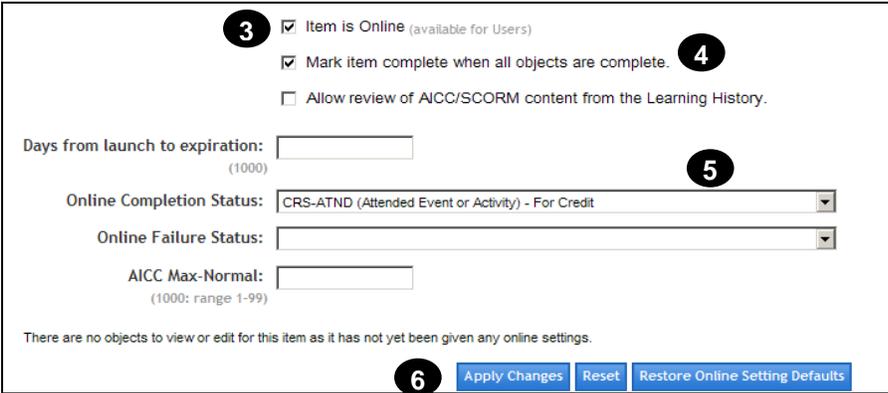
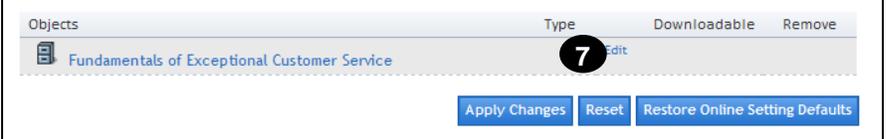
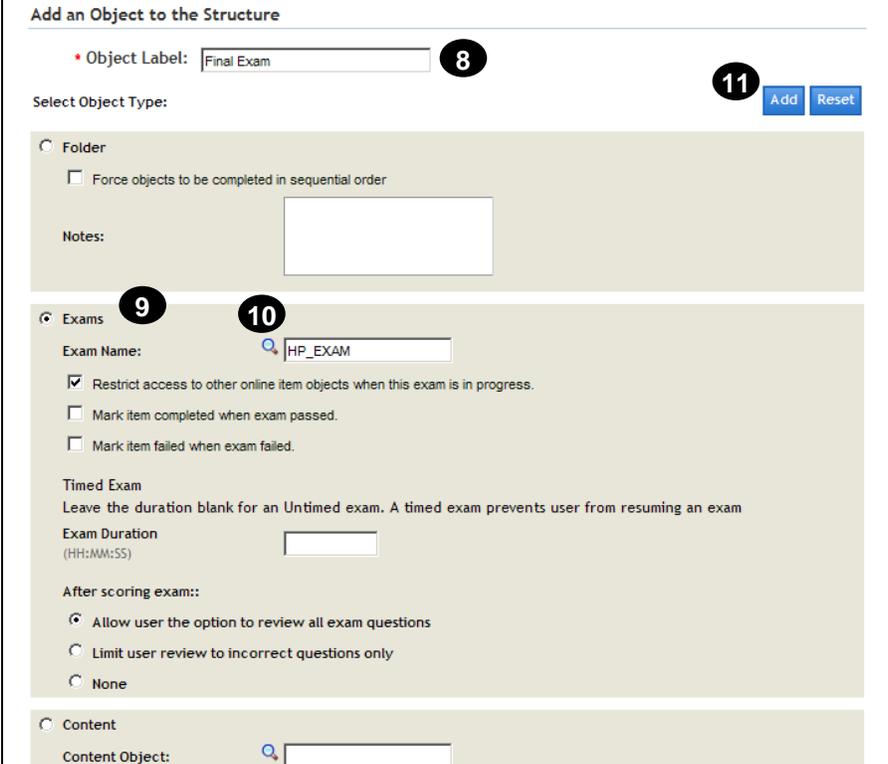


The screenshot shows the LearningLink interface. At the top, there is a navigation bar with icons for Home, Users, Performance, Compensation, Learning, Content, Commerce, and System Admin. Below this is a search bar with the text "Enter Keywords or Command" and a "Go" button. On the left side, there is a vertical menu with items: Items (highlighted with a circled '1'), Scheduled Offerings, Classes, Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Communities, Instructors, Tasks, and Tools. The main content area is titled "Items" and contains a search form. The form includes a search bar, a "Saved Searches" link, and several filter options: "Case sensitive search" (radio buttons for Yes/No), "Search All Locales" (radio buttons for Yes/No), "Item Types" (dropdown menu), "Item ID" (text input), "Revision Date" (text input with a calendar icon), "Revision Number" (text input), "Item Title" (text input), "Item Status" (radio buttons for Active/Not Active/Both), "Item Classification" (dropdown menu), and "Online Settings" (checkbox for "Has online content"). At the bottom of the form are "Search", "Save As", and "Reset" buttons.

**2** Select the Online Settings tab.



The screenshot shows the "Edit Online Settings" page for an item. The left sidebar menu has "Online Settings" highlighted with a circled '2'. The main content area is titled "Items" and shows the breadcrumb "Search > Search Results > Edit Online Settings". Below this is a box containing item details: "Item Type: COURSE", "Item ID: CUST0102", "Revision Date: 12/23/2004 02:38 PM America/New York", "Revision Number: 4.5", and "Item Title: Fundamentals of Exceptional Customer Service". Below the details box is the heading "Edit the Online Settings & Status for the Item" and a note: "Sections that cannot be edited are not accessible. Access all sections in view mode." At the bottom of the page are "Apply Changes", "Reset", and "Restore Online Setting Defaults" buttons.

<p><b>3</b> Check the <b>Item is Online</b> checkbox.</p> <p><b>4</b> If there are more objects in the online item that must be completed, check the <b>Mark item complete when all objects are complete</b> checkbox.</p> <p><b>5</b> Select the <b>Online Completion Status</b> from the drop-down menu. If the exam is also passing back failure, select an <b>Online Failure Status</b>.</p> <p><b>6</b> Select <b>Apply Changes</b>.</p>	
<p><b>7</b> Next to the file cabinet object, click the <b>Edit</b> link.</p>	
<p><b>8</b> Enter the <b>Object Label</b>.</p> <p><b>9</b> Select the <b>Exams</b> radio button.</p> <p><b>10</b> Select the <b>search icon</b> (🔍) to search for and select the exam object.</p> <p>If there is other content in the item, you may click the checkboxes to restrict access, mark item complete when exam is passed to enable exam "test out" (users who pass the exam received credit for the item), or mark item failed if the exam is failed.</p> <p><b>11</b> Select <b>Add</b>.</p>	



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