

Alert! - This functionality may not be available to you if you are an instructor of a section that is part of a program and Edit Rights have not been granted.

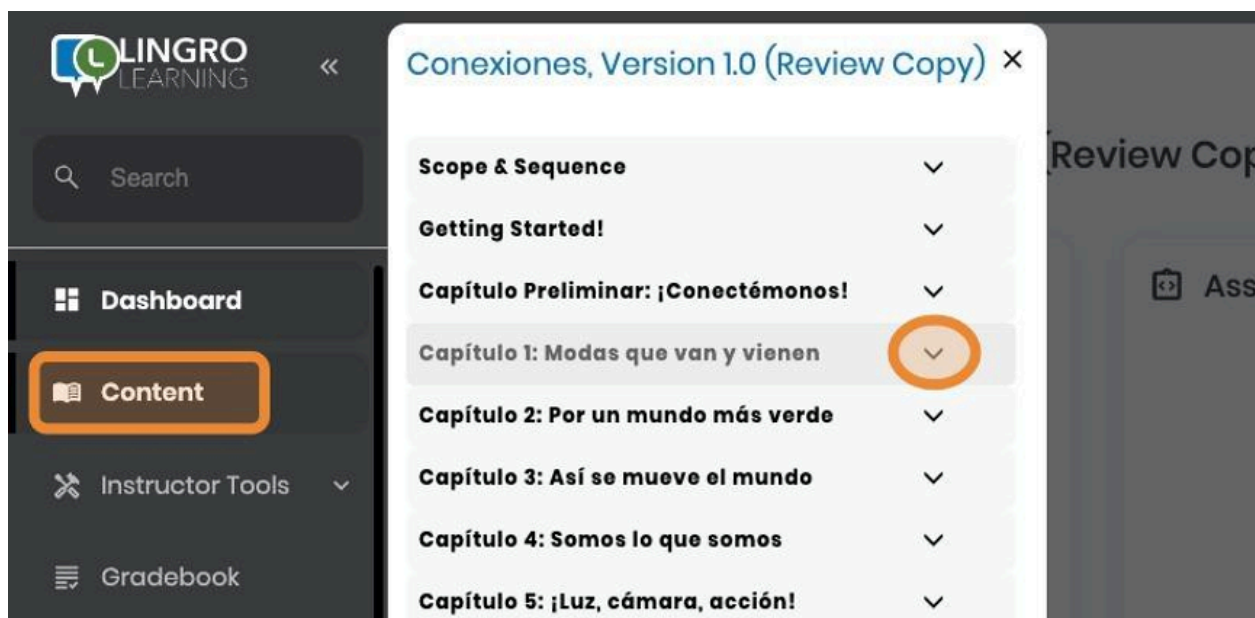
For Program Coordinators - If you make these updates to the Program Master, they will flow to the individual sections.

Each program offers chapter/unit specific **Test Banks** with various activities that have both auto-graded and instructor-graded items. The test bank activities can be combined to create unique quizzes and tests. Below is an overview of how to create a custom test/quiz using the Test Bank. **If at any time you need help, please contact courses@lingrolearning.com**

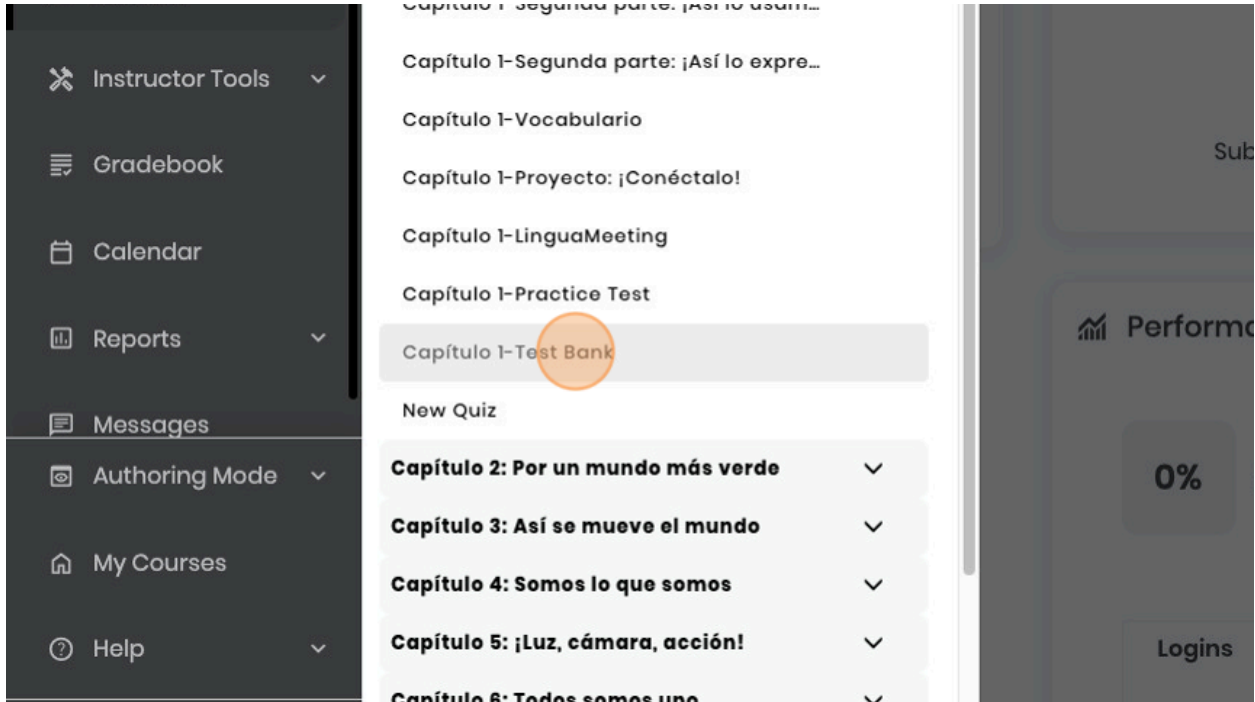
STEP 1: View the chapter Test Bank

Option A - View the Test Bank in LingroHub

1. Click on **Content** and **expand the chapter** for which you wish to view the Test Bank.



2. Scroll down and click on the **Test Bank**.



3. Toggle to **Full Screen Mode** to better view the Test Bank items.

assessment. show less


Activity:	Practice. Review on Submit ⓘ	Attempts:	0 / 1
Status:	Instructor review	Time:	Not timed

Activity 1 of 47

oven diseñadora. Completa cada oración con la forma correcta del pretérito del verbo más lógico.

(nacer / negar) en Barranquilla, Colombia. 2) Los artesanos colombianos
ir / fabricar) sus carteras y accesorios. 3) Los diseños de Adriana 3

gracias a la película *Sex and the City* 2. 4) Adriana 4 (ser / tener) finalista
Award". 5) Adriana confesó: "Yo 5 (llegar / negar) a donde estoy gracias al

Full Screen 

◀
☰
▶
⊗

4. Use the **right arrow button** to navigate through the Test Bank and preview all items (including correct answers).

NOTE: Make note of the **titles** of the test bank items you would like to include in your test/quiz (for example, the title of the item shown below is "Adriana Castro"), as you will need them to create your test/quiz.

Activity 1 of 47

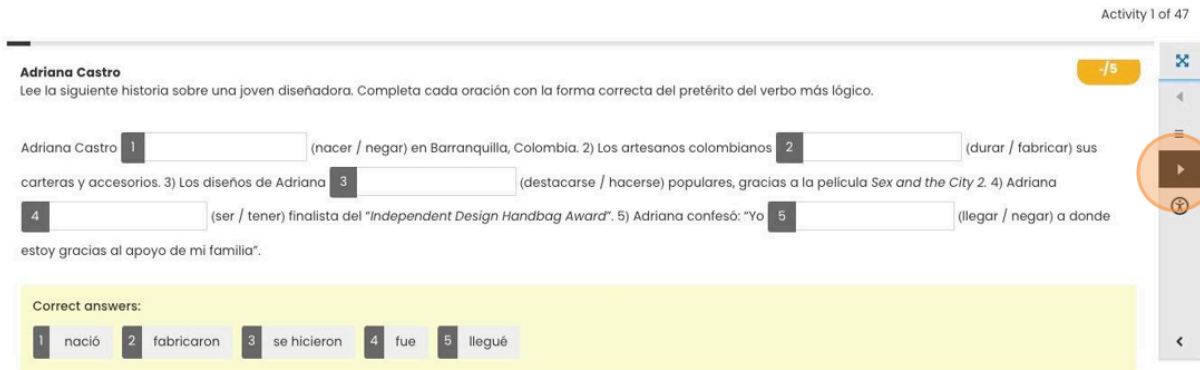
Adriana Castro -/5

Lee la siguiente historia sobre una joven diseñadora. Completa cada oración con la forma correcta del pretérito del verbo más lógico.

Adriana Castro **1** (nacer / negar) en Barranquilla, Colombia. 2) Los artesanos colombianos **2** (durar / fabricar) sus carteras y accesorios. 3) Los diseños de Adriana **3** (destacarse / hacerse) populares, gracias a la película *Sex and the City*. 4) Adriana **4** (ser / tener) finalista del "Independent Design Handbag Award". 5) Adriana confesó: "Yo **5** (llegar / negar) a donde estoy gracias al apoyo de mi familia".

Correct answers:

1 nació **2** fabricaron **3** se hicieron **4** fue **5** llegué




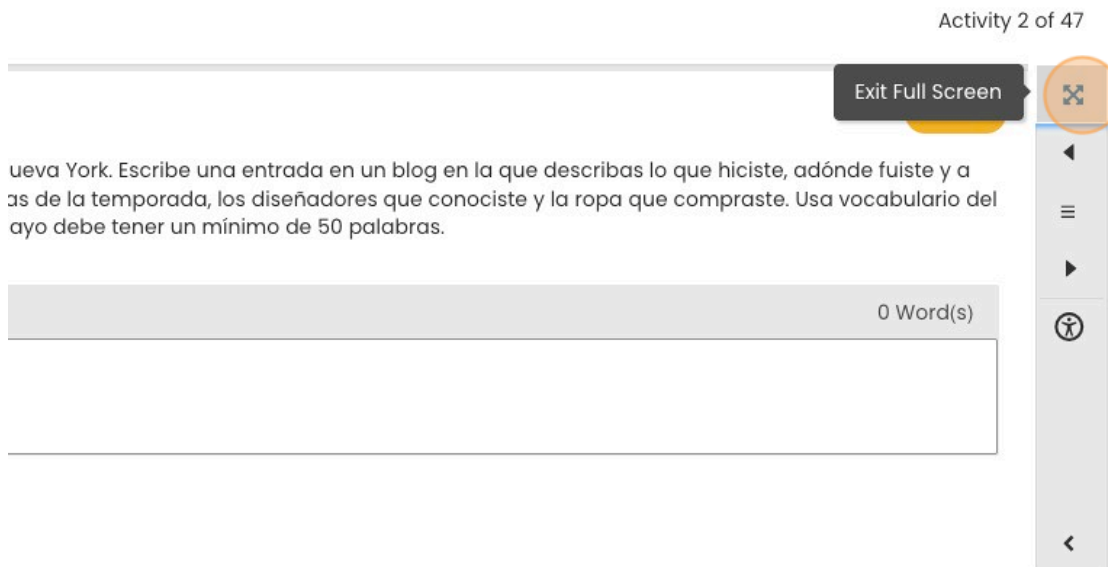
5. To return to LingroHub, toggle out of Full Screen Mode.

Activity 2 of 47

ueva York. Escribe una entrada en un blog en la que describas lo que hiciste, adónde fuiste y a as de la temporada, los diseñadores que conociste y la ropa que compraste. Usa vocabulario del ayo debe tener un mínimo de 50 palabras.

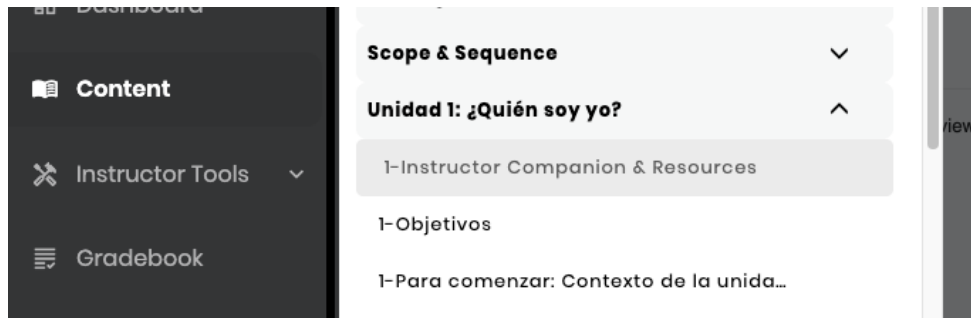
0 Word(s)

Exit Full Screen 

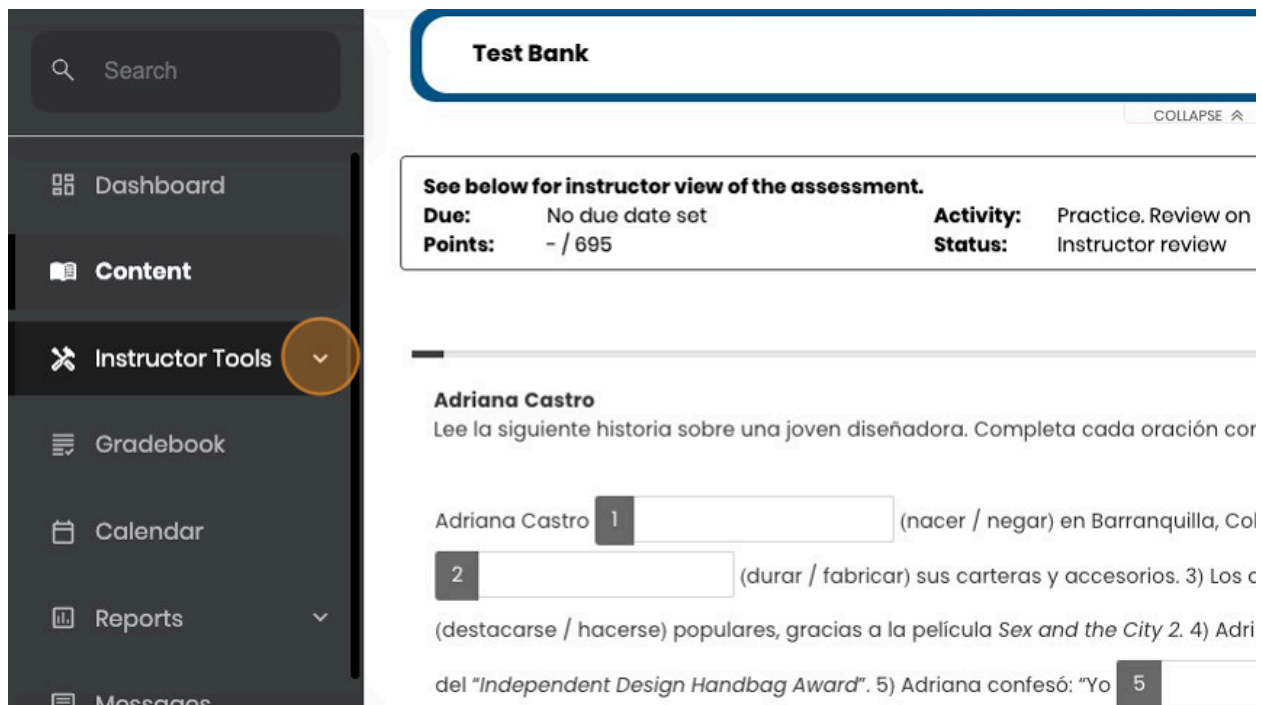


Option B - View the Test Bank items using the Instructor Resources

NOTE for Contraseña users ONLY → You can view the unit-specific Test Bank items in Instructor Companion & Resources, listed first under each Unit in Content. **SKIP to STEP 2** to learn how to create your test/quiz.



1. Click on **Instructor Tools**.

A screenshot of the LMS interface showing the 'Test Bank' section. On the left sidebar, the 'Instructor Tools' menu item is circled in orange. The main content area has a 'Test Bank' header with a 'COLLAPSE' button. Below the header, a box contains the text 'See below for instructor view of the assessment.' followed by assessment details: 'Due: No due date set', 'Points: - / 695', 'Activity: Practice. Review on', and 'Status: Instructor review'. Below this, the name 'Adriana Castro' is displayed, followed by the text 'Lee la siguiente historia sobre una joven diseñadora. Completa cada oración con'. The text continues with a paragraph containing five numbered blanks for completion: 'Adriana Castro 1 [] (nacer / negar) en Barranquilla, Col', '2 [] (durar / fabricar) sus carteras y accesorios. 3) Los c', '(destacarse / hacerse) populares, gracias a la película Sex and the City 2. 4) Adri', 'del "Independent Design Handbag Award". 5) Adriana confesó: "Yo 5 []'.

2. Scroll down and click on **Instructor Resources**.

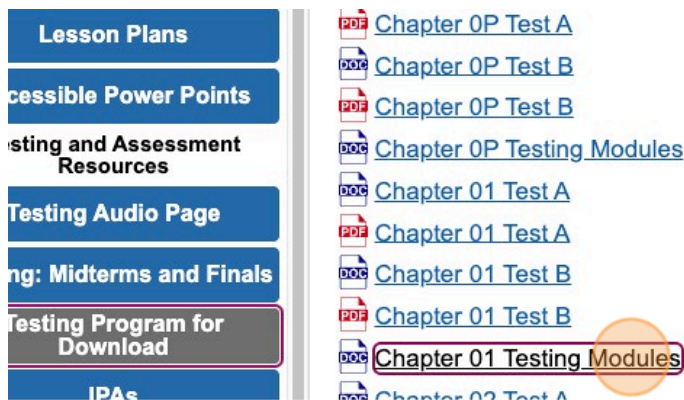
The screenshot shows a dark sidebar menu on the left with the following items: Grading Center, Late Work Manager, LTI Sync Manager, Course Setup, **Instructor Resources** (highlighted with an orange circle), Instructor View, My Courses, and Help. The main content area shows a quiz titled "Adriana Castro" with a status of "Instructor review" and a score of "- / 695". The question text is: "Lee la siguiente historia sobre una joven diseñadora. Completa cada oración con...". The text contains five numbered blanks: 1, 2, 3, 4, and 5. Below the question, a yellow box labeled "Correct answers:" contains the following options: 1 nació, 2 fabricaron, 3 se hicieron, 4 fue, and 5 llegué.

3. Click on your **program's testing resources**. In this example it is called "Testing Program for Download"

The screenshot shows a dark sidebar menu on the left with the following items: **Instructor Tools** (expanded), Activity Settings, Grading Center, Late Work Manager, LTI Sync Manager, Instructor View, My Courses, Help, and Casey Parker. The main content area shows a list of testing resources: Lesson Plans, Accessible Power Points, Testing and Assessment Resources, Testing Audio Page, Testing: Midterms and Finals, **Testing Program for Download** (highlighted with an orange circle), and IPAs. Below this list, there are two "Scope & Sequence" items, each with a small image icon.

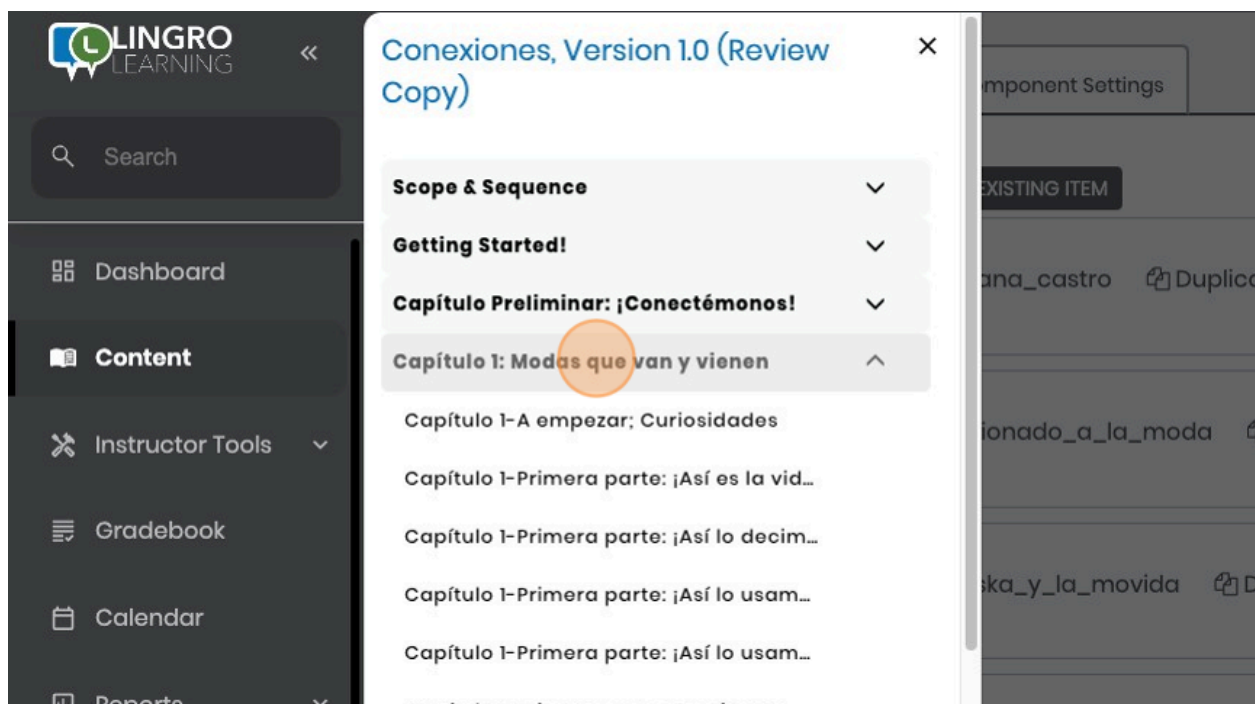
4. Click to **download** the chapter/unit test bank or testing modules. In this example we want items for Chapter 1 so we click "Chapter 01 Testing Modules".

NOTE: Look through the downloaded document and make note of the **titles** of the test bank items you want to include in your test/quiz, as you will need them to create your test/quiz.

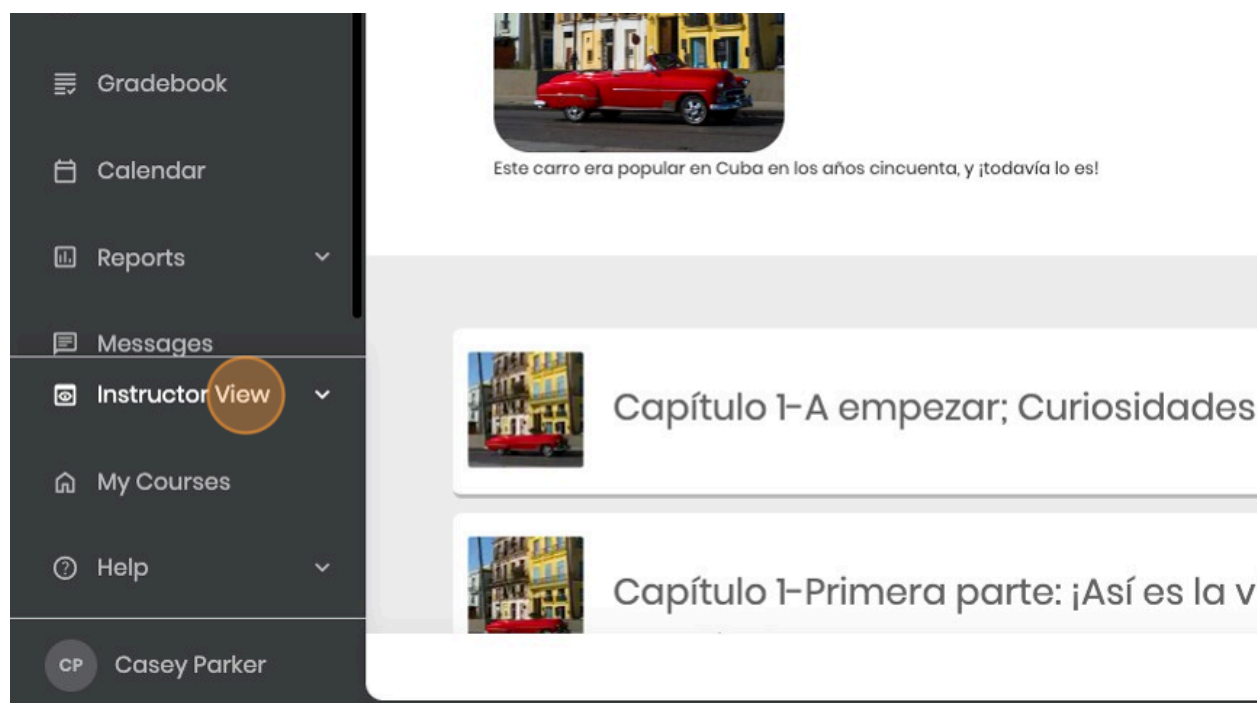


STEP 2: Create your test/quiz

1. Click on **Content**, then click on the **chapter/unit** in which you wish to create your test/quiz.

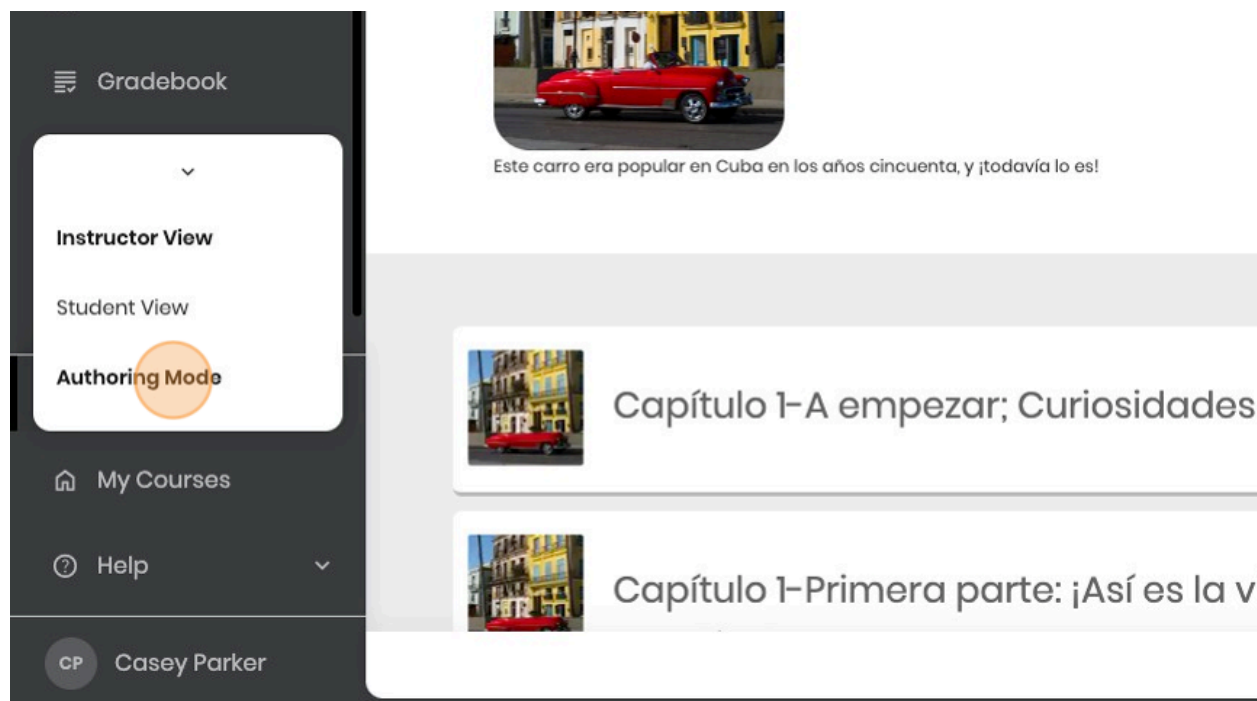


2. The chapter/unit will appear (called *Lesson* in the system). Change from Instructor View to Authoring Mode by clicking on **Instructor View** in the left menu.



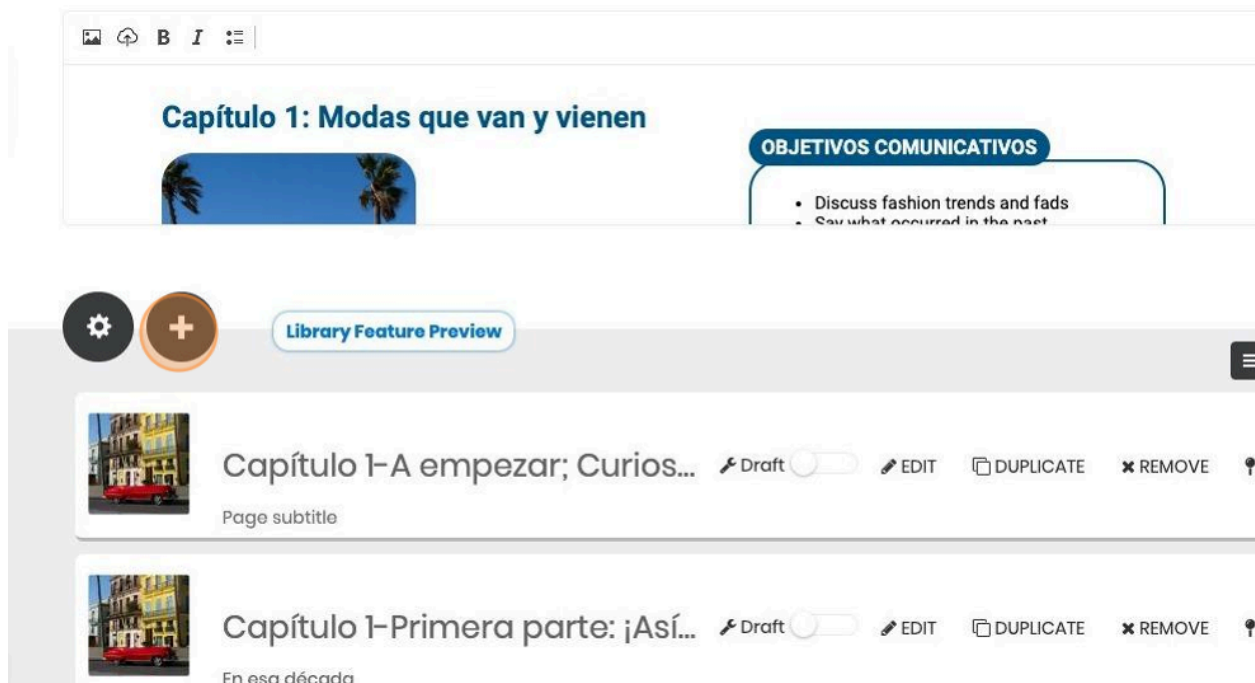
The screenshot shows a dark sidebar menu on the left with the following items: Gradebook, Calendar, Reports, Messages, **Instructor View** (highlighted with an orange circle), My Courses, Help, and Casey Parker. The main content area on the right features a red classic car image with the text "Este carro era popular en Cuba en los años cincuenta, y ¡todavía lo es!". Below this are two lesson cards, each with a small red car icon and the text "Capítulo 1-A empezar; Curiosidades" and "Capítulo 1-Primera parte: ¡Así es la v".

3. Click on **Authoring Mode**.

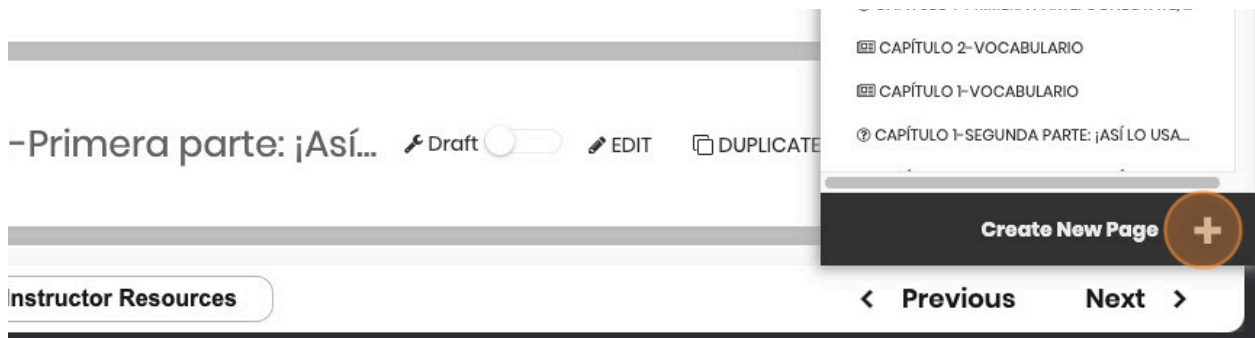


The screenshot shows the same LMS interface as above, but the 'Instructor View' dropdown menu is open, and 'Authoring Mode' is highlighted with an orange circle. The rest of the interface, including the sidebar and main content area, remains the same.

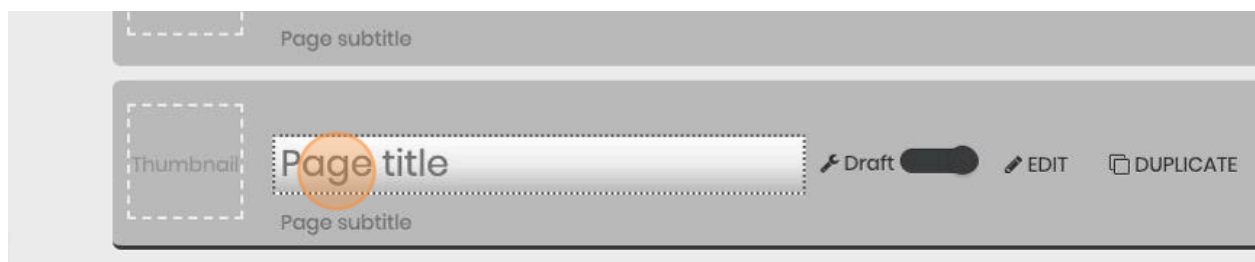
4. Click on the **+** button.



5. Your test/quiz will be a new **Page** within the chapter/unit **Lesson**. Click on **Create New Page** in the bottom right corner.



6. **Scroll down** to the bottom of the chapter/unit. You will see your new blank Page. Click on the **Page title** and type the name of your test/quiz.



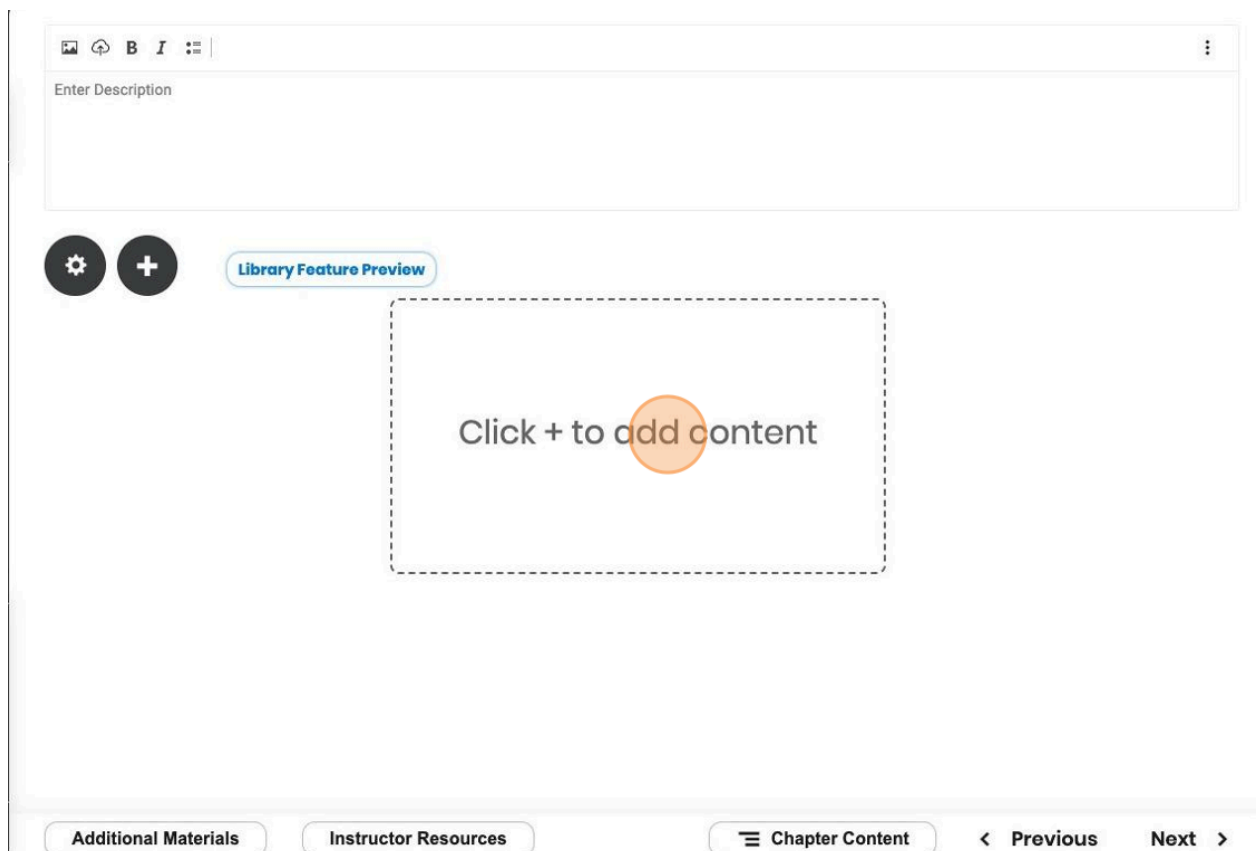
7. In the **Page title** box, type the name of your test/quiz, then click on the **green checkmark** ✓

NOTE: If the title is in the target language (not English), click on the **lang** dropdown box and choose the appropriate language so that the title can be read correctly by a screen reader (required for ADA compliance).

8. Click **EDIT**.



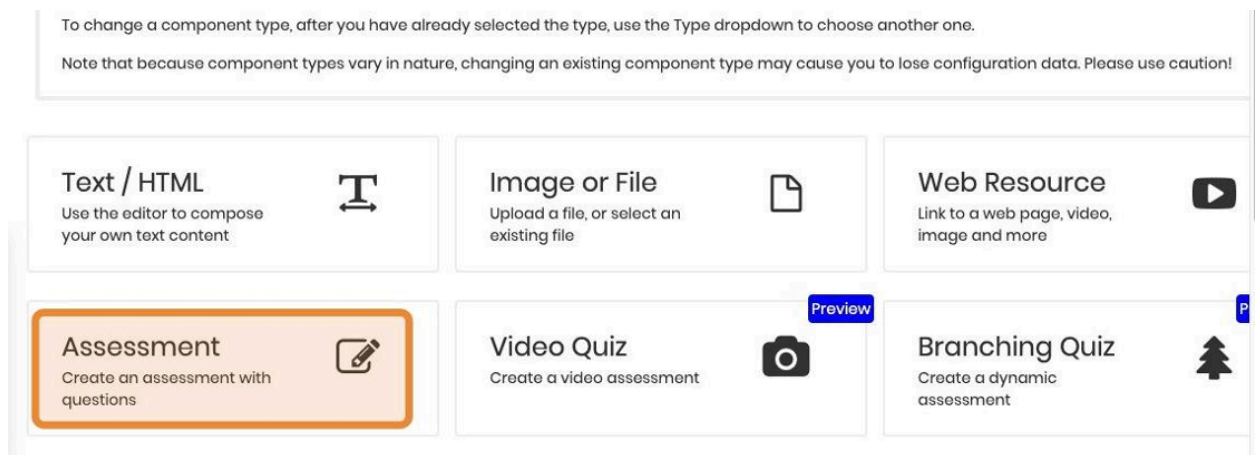
9. **Click + to add content** (either by clicking on the box in the middle of the screen, or by clicking the + in the black circle)



10. Click **Create New Component** in the bottom right of the screen.



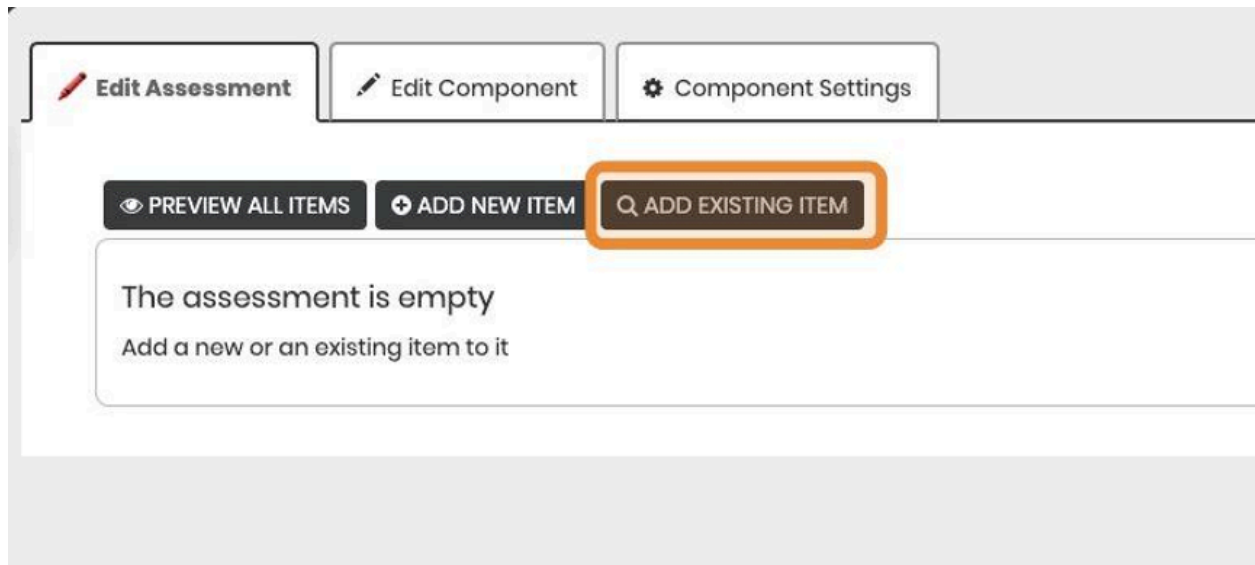
11. Click **Assessment**.



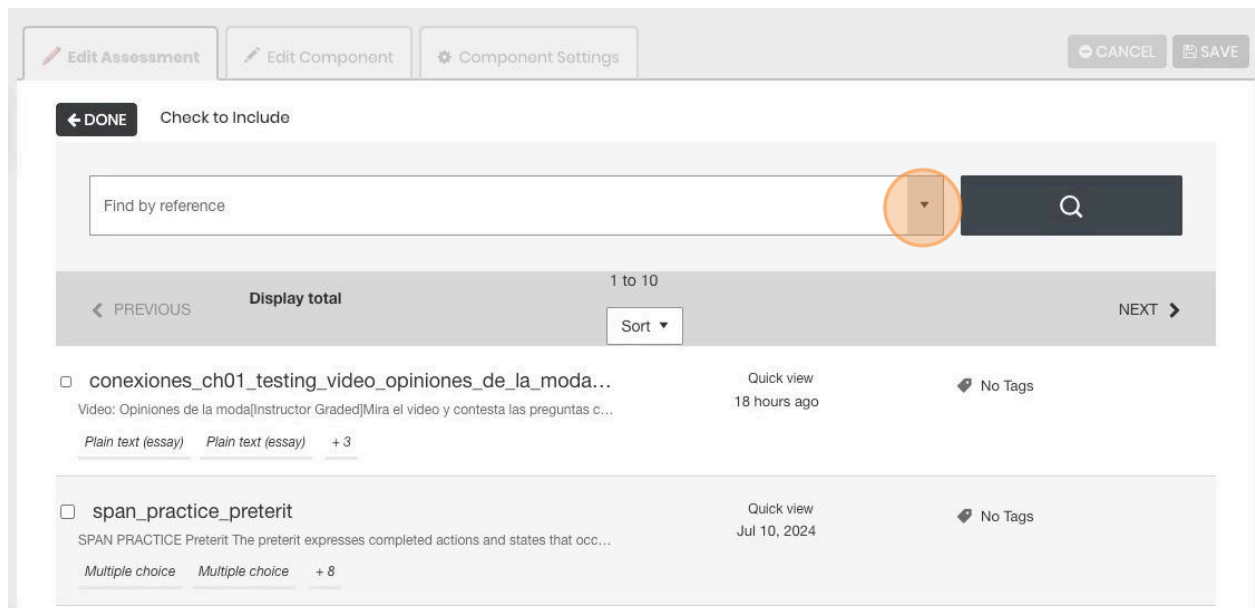
STEP 3: Choose Test Bank items to include in your test/quiz

In this new window, ALL Test Bank items for the **entire** program will appear. You will need to search for your desired **test bank items (from STEP 1)**.

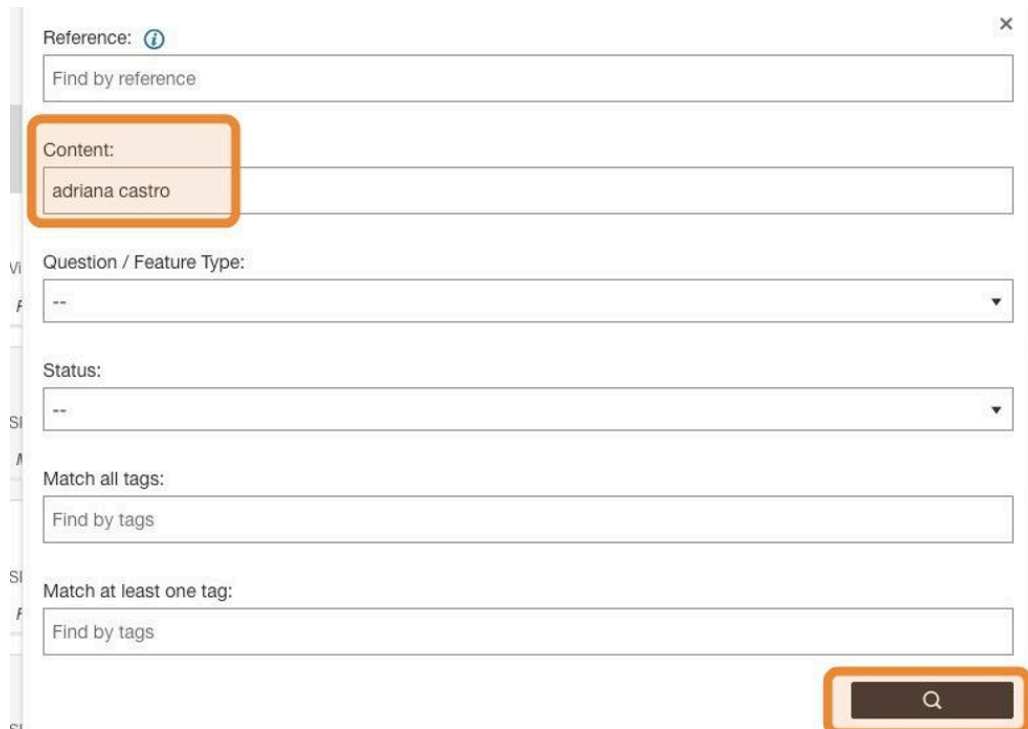
1. Click **ADD EXISTING ITEM** to access the Test Bank items.



2. Click on the drop-down box "Find by Reference".

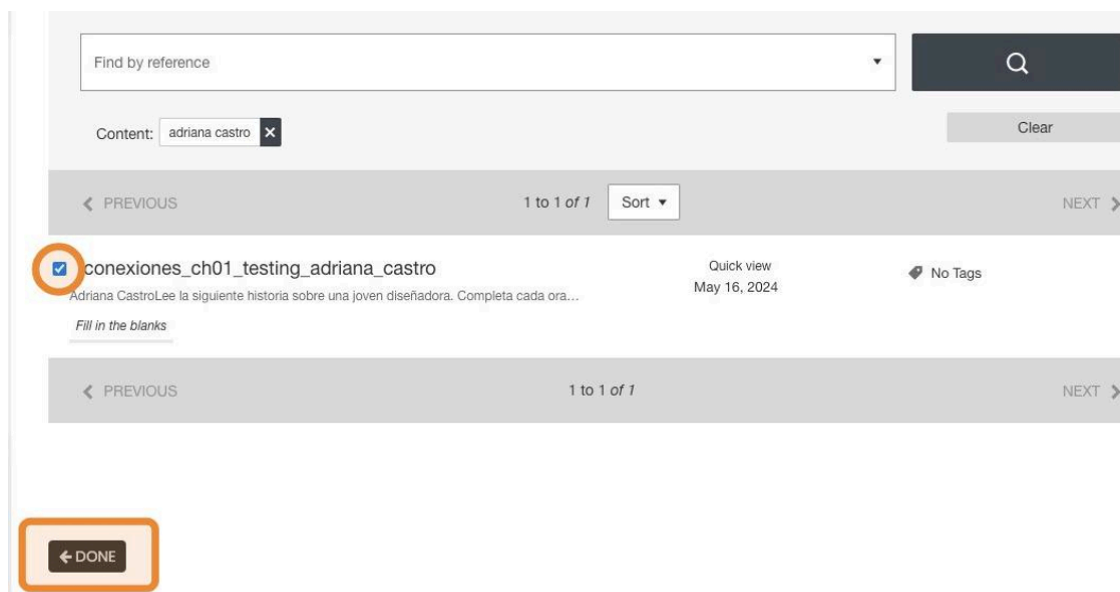


3. In the Content area, type the **complete title** of an item you wish to include. (e.g. adriana castro). Then, click the search 🔍 button in the bottom right corner of the window.



A screenshot of a search interface. At the top, there is a 'Reference:' section with a search box containing 'Find by reference'. Below it is a 'Content:' section with a search box containing 'adriana castro', which is highlighted with an orange box. Underneath are two dropdown menus for 'Question / Feature Type:' and 'Status:', both set to '--'. At the bottom, there are two more search boxes for 'Match all tags:' and 'Match at least one tag:', both containing 'Find by tags'. A search button with a magnifying glass icon is highlighted with an orange box in the bottom right corner.

4. This test bank item will appear (if there are multiple options, look for the one with "testing" or "exam" in the title). Click the **check box** to select this item, then click **DONE**. After clicking DONE, click on **PREVIEW** to confirm it is the correct item.

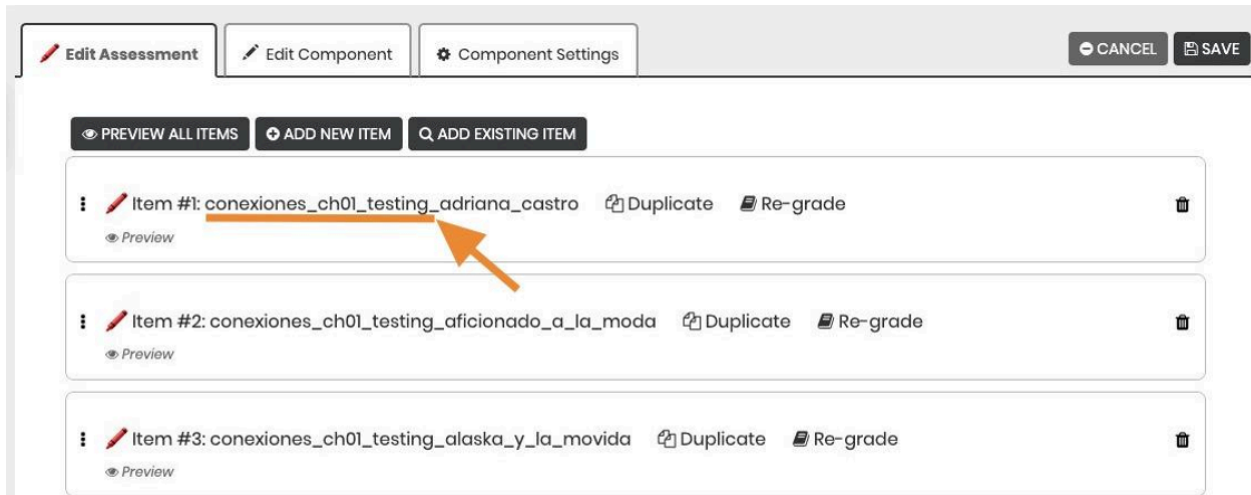


A screenshot of search results. At the top, there is a search bar with 'Find by reference' and a search button. Below it, the 'Content:' field shows 'adriana castro' with a clear button. The results list shows one item: 'conexiones_ch01_testing_adriana_castro' with a checked checkbox, a 'Quick view' link, and the date 'May 16, 2024'. Below the item is a 'Fill in the blanks' section. At the bottom left, a '← DONE' button is highlighted with an orange box.

5. **Repeat steps 1-4** for each test bank item you wish to add to your test/quiz.

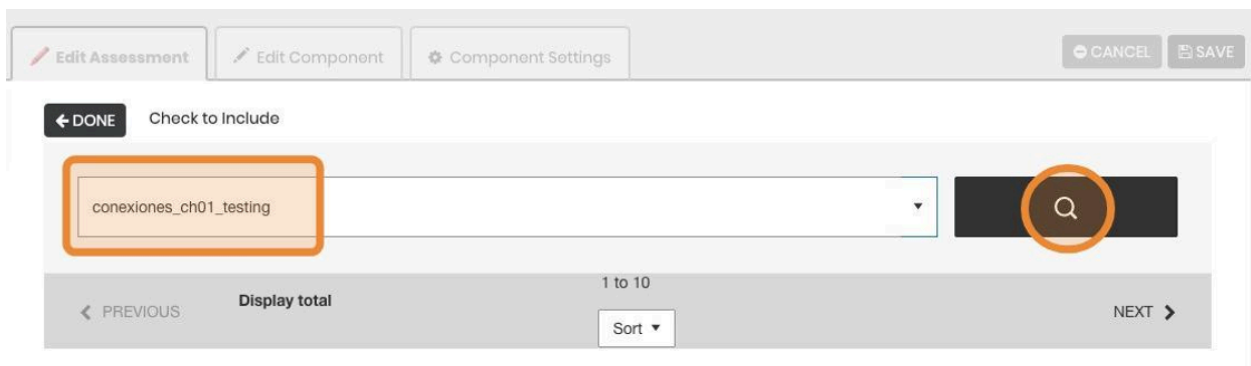
Option B: Complete a batch search to view ALL chapter/unit test bank items at once

1. Locate the specific CODE NAME for this chapter's test bank items. It will be the first three phrases in the item name (e.g. conexiones_ch01_testing). You will see this code name repeated for all test bank items.



The screenshot shows the 'Edit Assessment' interface. At the top, there are tabs for 'Edit Assessment', 'Edit Component', and 'Component Settings', along with 'CANCEL' and 'SAVE' buttons. Below the tabs, there are three buttons: 'PREVIEW ALL ITEMS', 'ADD NEW ITEM', and 'ADD EXISTING ITEM'. A list of three test bank items is displayed, each with a 'Preview' link, 'Duplicate' and 'Re-grade' actions, and a trash icon. The first item is 'Item #1: conexiones_ch01_testing_adriana_castro'. An orange arrow points to the code name 'conexiones_ch01_testing' in the first item's name.

2. Type the CODE NAME for your chapter/unit Test Bank items in the **Find by Reference** search box, then click **Search** 🔍



The screenshot shows the 'Find by Reference' search interface. At the top, there are tabs for 'Edit Assessment', 'Edit Component', and 'Component Settings', along with 'CANCEL' and 'SAVE' buttons. Below the tabs, there is a '← DONE' button and a 'Check to include' checkbox. A search box contains the text 'conexiones_ch01_testing'. To the right of the search box is a search button with a magnifying glass icon. Below the search box, there is a 'Display total' section showing '1 to 10' items. There are also 'PREVIOUS' and 'NEXT' navigation buttons, and a 'Sort' dropdown menu.

3. All the test bank items will appear. Select the Test Bank items you would like to include in your test by clicking the **check box** next to the desired item.

NOTE: To assist you in selecting which items you would like to add, each item is labeled by the:

- **title of the activity** (the text after the CODE NAME)
- **activity type** (i.e. Multiple choice, Fill in the blanks, etc.)

4. When finished selecting, click **DONE**.

← DONE Check to Include

conexiones_ch01_testing

Reference: conexiones_ch01_testing

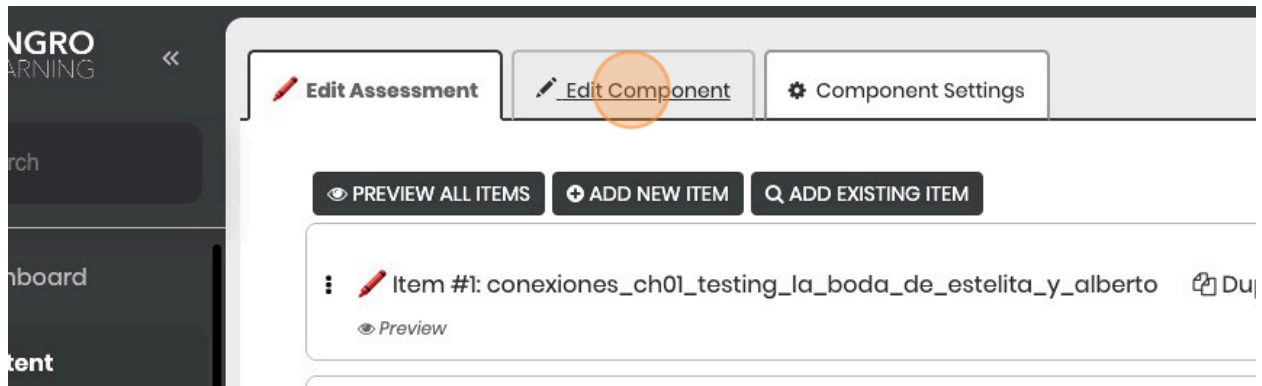
1 to 10

← PREVIOUS Display total Sort ▾ NEXT ▶

<input type="checkbox"/>	conexiones_ch01_testing video_opiniones_de_la_moda	Quick view Jun 14, 2024	No Tags
→	Plain text (essay) Plain text (essay) + 3		
<input checked="" type="checkbox"/>	conexiones_ch01_testing la boda de estelita y albert...	Quick view Jun 14, 2024	No Tags
→	Multiple choice Multiple choice + 8		
<input type="checkbox"/>	conexiones_ch01_testing modas_del_pasado	Quick view Jun 8, 2024	No Tags
→	Fill in the blanks		

STEP 4: Edit Test/Quiz Settings

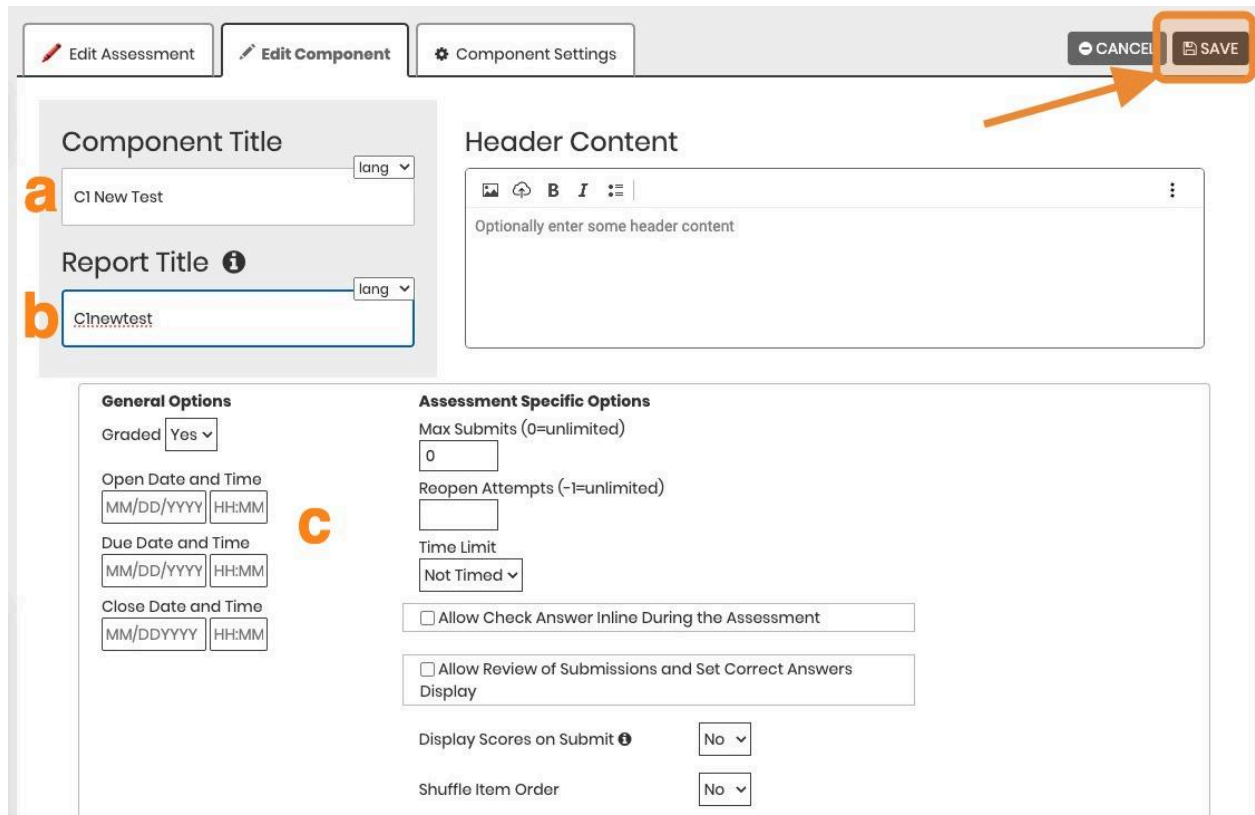
1. Click on **Edit Component**, located in the middle of the three tabs at the top of the screen.



2. Here you can:

- update your test/quiz title
- create a shortened title for reports
- update settings, like Due Date and Time, Time Limit, etc.

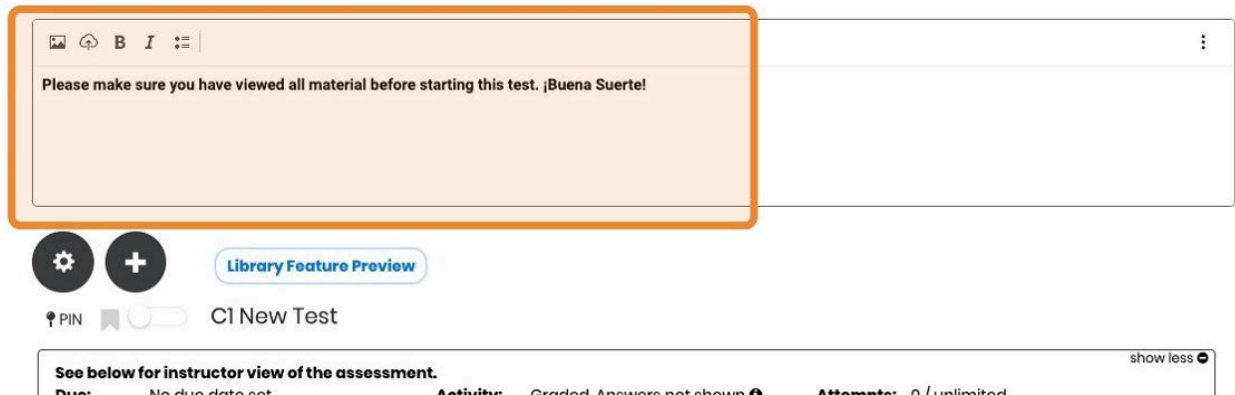
NOTE: When finished, click **SAVE** in the upper right corner.

A screenshot of the 'Edit Component' settings form. At the top, there are three tabs: 'Edit Assessment', 'Edit Component' (which is selected), and 'Component Settings'. In the upper right corner, there are 'CANCEL' and 'SAVE' buttons, with an orange arrow pointing to the 'SAVE' button. The form is divided into several sections:

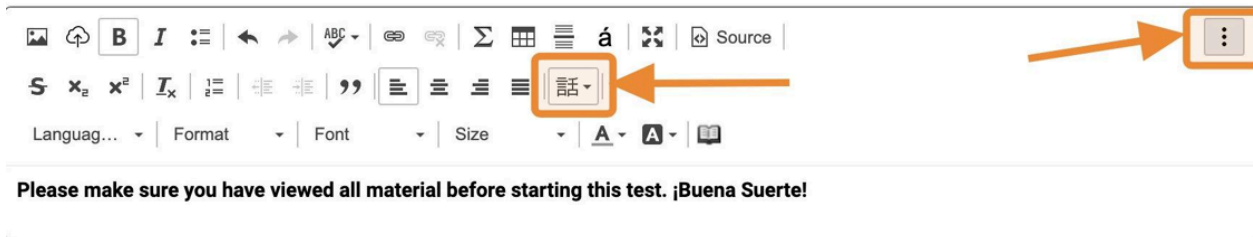
- Component Title:** A text input field containing 'CI New Test' and a language dropdown menu.
- Report Title:** A text input field containing 'CInewtest' and a language dropdown menu.
- Header Content:** A rich text editor with a toolbar containing icons for image, link, bold, italic, and list, and a text area containing 'Optionally enter some header content'.
- General Options:** A section with several settings:
 - Graded: Yes (dropdown)
 - Open Date and Time: MM/DD/YYYY HH:MM
 - Due Date and Time: MM/DD/YYYY HH:MM
 - Close Date and Time: MM/DD/YYYY HH:MM
- Assessment Specific Options:** A section with several settings:
 - Max Submits (0=unlimited): 0
 - Reopen Attempts (-1=unlimited):
 - Time Limit: Not Timed (dropdown)
 - Allow Check Answer Inline During the Assessment:
 - Allow Review of Submissions and Set Correct Answers Display:
 - Display Scores on Submit: No (dropdown)
 - Shuffle Item Order: No (dropdown)

STEP 5: View and Publish your Test/Quiz

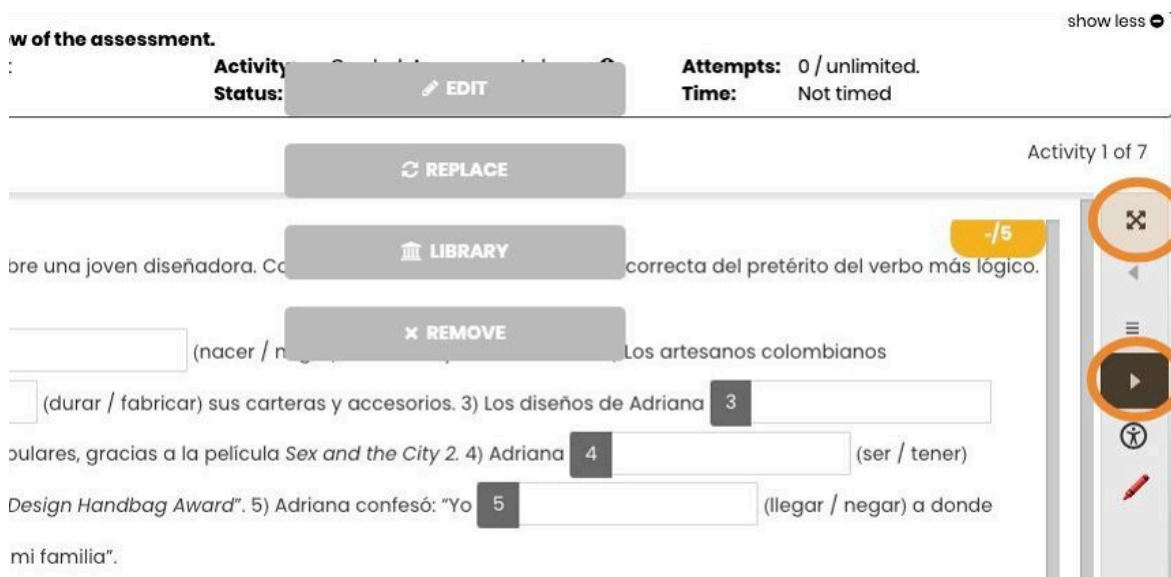
1. In the top text box*, you have the option to add additional directions or comments for students.



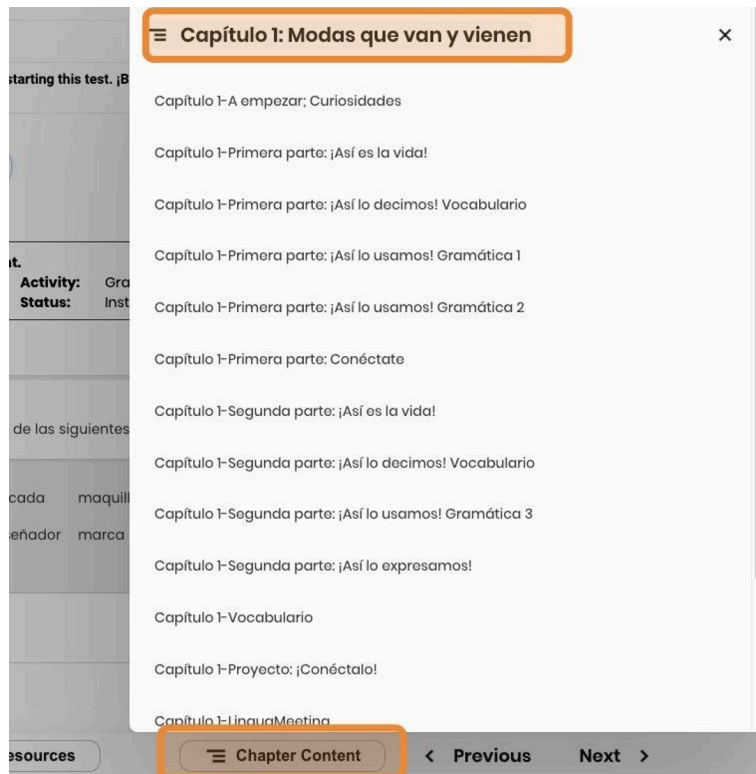
***NOTE:** To see more text options, click the **3 dots** in the upper right corner of the directions text box. Here you have many text and media options, including changing the language setting (for ADA compliance)



2. View your added test bank items in sequence by clicking the right arrow.
OPTIONAL: Toggle to Full Screen mode to fully view each item.

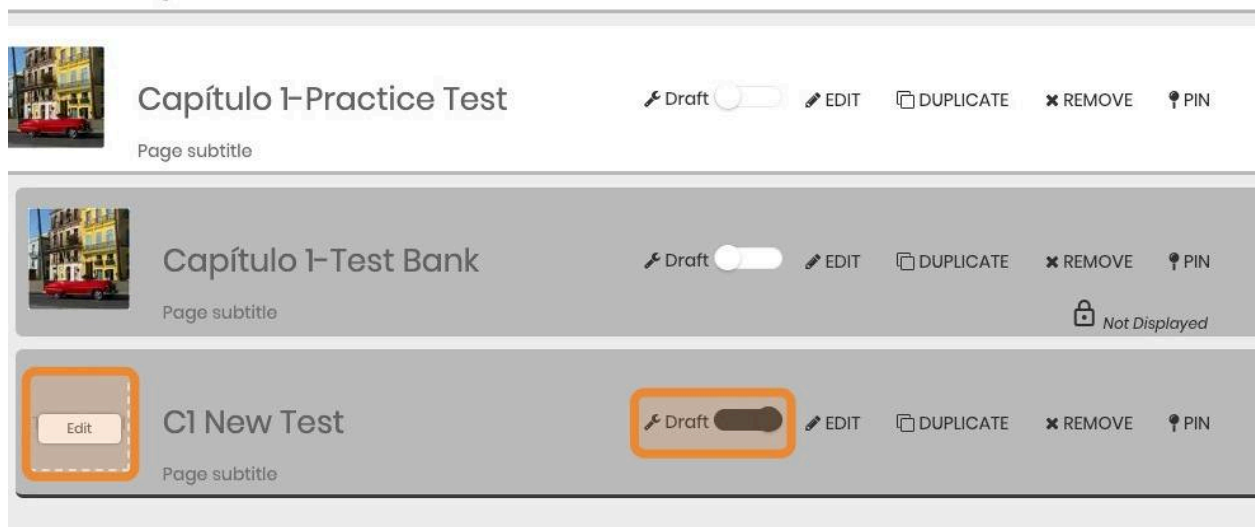


3. View your new test/quiz in the chapter/unit *Lesson* by clicking on **Chapter Content** at the bottom of the screen, then clicking the **chapter/unit title** at the top of the pop-up window.



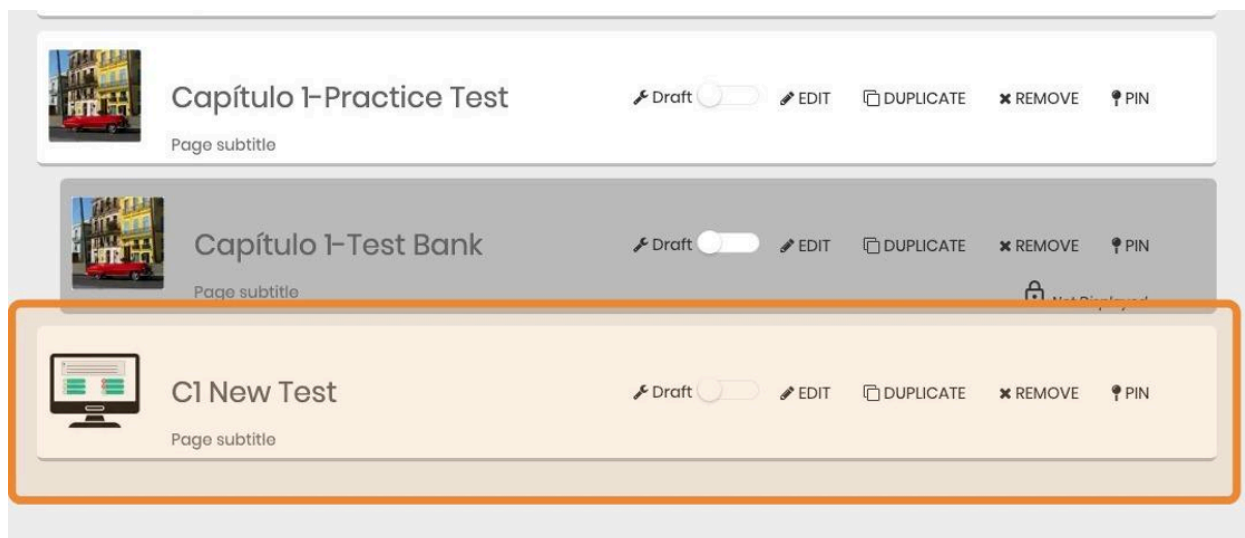
4. Scroll down to see your new test/quiz.

1. OPTIONAL - You can update the icon that is displayed next to your test/quiz title by clicking **Edit** in the Thumbnail box.
2. Publish your new test/quiz by toggling out of **Draft** mode.


















Your newly created test/quiz will appear in white and will be available for students to view.

NOTE: If you would like to hide it to be viewed later, you can lock the content in Activity Settings.



The screenshot displays a list of three test items in a management interface. Each item has a thumbnail image, a title, a subtitle, and a set of action buttons. The 'CI New Test' item is highlighted with an orange border.

Thumbnail	Title	Subtitle	Draft	EDIT	DUPLICATE	REMOVE	PIN
	Capítulo 1-Practice Test	Page subtitle	<input type="checkbox"/>				
	Capítulo 1-Test Bank	Page subtitle	<input type="checkbox"/>				
	CI New Test	Page subtitle	<input type="checkbox"/>				

[Made with Scribe](#)