

Creating a Survey or Test on the ePortfolio Site

Step 1: Go to the Add Page feature on the Portfolio Manager page and click on the Survey/Test link.

Step 2: Type in a Title and then select either Survey or Test/Quiz.

Step 3: Look at the bottom of your list for your collections and find the survey or test by the title you gave it.

Step 4: Click on Add Header if you want to give the test or survey a heading – if not go ahead to the *add question* option.

Step 5: Select the type of question or questions you would like to use on your document. Remember that you must select the type of question for each item you include on your survey or test.

Step 6: When composing short answer questions, be sure to click on the “all students must respond/answer” in order to make sure the students complete that portion of your test or survey.

Step 7: Use the View/Take test link to view the test to see whether or not the format is to your liking.

Step 8: Remember to activate and/or deactivate your survey/test -- otherwise its is not visible on your portfolio. Look at the top of the survey/test to complete this step. Click on the drop menu to do this.

Step 9: To check results, click on the “Get results” from the portfolio manager . . . to check multiple choice questions, click on the view statistics link as listed and do the same for each of the short answer questions.