1. Navigate to ecampus.tamu.edu.
2. Click the Log In button.
3. Login with TAMU NetID or Email address.
CREATE EXAM

1. On the left-hand course navigation menu, click on the content area you would like to add the test.
2. Click on Assessments, then click Test.
3. On the next window that appears, click Create.
1. On the Test Information page, add the exam name

2. OPTIONAL: Add a test description (visible before the test is began) and test instruction (visible during the test)
1. Click Create Question, then select a question type:
   • Multiple choice
   • True/false
   • Short Answer
   • And many more

Note: The test creation tool in eCampus is called Test Canvas.
MULTIPLE CHOICE

1. From the Create Question list, select Multiple Choice.
2. Add the question in the question text box.
3. Set appropriate test options from the Options setting.
4. Select the total number of answers on each question and provide answer choice options in the Answers section.
5. OPTIONAL: Provide answer feedback.
6. Click Submit.
This question type is popular for allowing students to submit/show their work.

1. From the Create Question list, select File Response.

2. Add the question in the question text to include directions on what file response is needed.

3. Click Submit.
1. On the left-hand course navigation menu, click on the content area you would like to add the test.
2. Click on Assessments, then click on Test.
3. On the next window that appears, click on the name of the test you just created.
4. Click Submit.
1. After you have published the test, you will be taken to the test options.
2. Edit the name, if necessary and add any additional description.
Recommended settings:

- Make the test available to students.
- Do Not turn on Force Completion to accommodate students that may experience technical issues, such as internet connection loss.
**TEST OPTIONS: TIMER AND AVAILABILITY**

Recommended settings:

- ENABLE the Set Timer and turn Auto-submit on
- ENABLE Display After and Until date and time for availability window

Note: The Availability window is when students can begin the exam. When they begin, they will have the amount of time set in the timer to submit.
Add Test Availability Exceptions for students that need extra time or a different time frame than the rest of the course.

To do this:
1. Click on Add User or Group.
2. On the next window that appears, select the student(s) and click Submit.
3. Once they are added, change the availability exception, as necessary.

Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the test.
TEST OPTIONS: DUE DATE

Recommended settings:

• Add a due date that will mark any submissions received after this time as LATE.

• ENABLE Do not allow students to start the Test if the due date has passed.
TEST OPTIONS: RESULTS AND PRESENTATION

Recommended settings:

• If you added feedback, click on the checkbox under the Feedback column.

• If you only want students to view their score, uncheck all options.

• ENABLE randomize questions to limit academic dishonesty.