



Test Generator

Creating Tests

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Cognero Overview

Cognero is a full-featured, online assessment system that allows publishers to provide content and enables instructors to create and assign tests, deliver them through a secure online test center, and perform detailed reporting. This training is designed to get you up and running with the components of Cognero's test generator.

System Requirements

Cognero is a completely web-based application which requires the following:

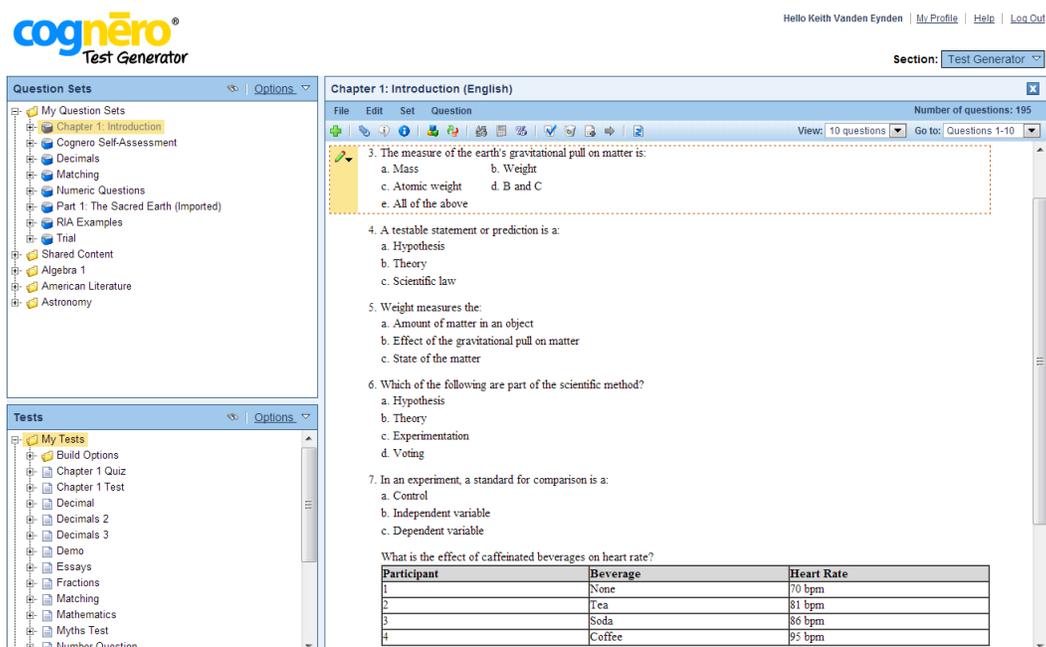
- a high-speed internet connection
- a modern web browser (see below)

Windows	Macintosh
<ul style="list-style-type: none">• Google Chrome 21+• Mozilla Firefox 17+• Microsoft Internet Explorer 9+	<ul style="list-style-type: none">• Apple Safari 5.1+• Google Chrome 21+• Mozilla Firefox 17+

Cognero Basic Terminology

- In Cognero, all content related to a particular textbook is referred to as a **product**.
- A product is comprised of multiple **question sets** and/or **tests**.
- Each question set or test is comprised of multiple **questions**.
- Multiple questions can be linked to a single table, chart, picture, or passage. This shared item is known as a **preface**.

The Cognero test generator window is organized into three parts:



- **Question Sets Pane:** The Question Sets pane displays your question sets in a folder structure. Question sets are typically organized by textbook chapters or units.
- **Tests Pane:** The Tests pane displays your tests in a folder structure.
- **Editor Pane:** Drag a question set or test to the editor pane on the right to make changes to it. You can edit existing questions, add or delete questions, change formatting, and print from the editor pane.

Question Sets Versus Tests

Cognero content may be stored as question sets or tests. Question sets and tests are similarly organized and may be edited interchangeably. Publishers provide content as question sets, which are often organized by textbook chapter or topic area. You can use the questions in these question sets to build tests for your students. You can also create your own question sets and questions. There is no limit to the number of questions that may be stored in a question set or used in a test.

Editing a Question Set

You can browse and edit a question set. You can open an existing question set for editing in the following ways.

- Right-click a question set and choose the **Open Question Set** option from the menu that appears.
- Click a question set and then choose **Open Question Set** from the **Options** menu.
- Drag the question set you wish to open from the **Question Sets** pane to the editor pane.

Caution: If you have a question set or test open in the editor pane and drag-and-drop another set or test to that pane, you will be asked if you want to open the set or test for editing or if you want to include the questions in the open item. If you include the questions in an open set or test, you **cannot** undo that action.

Navigation and View Settings

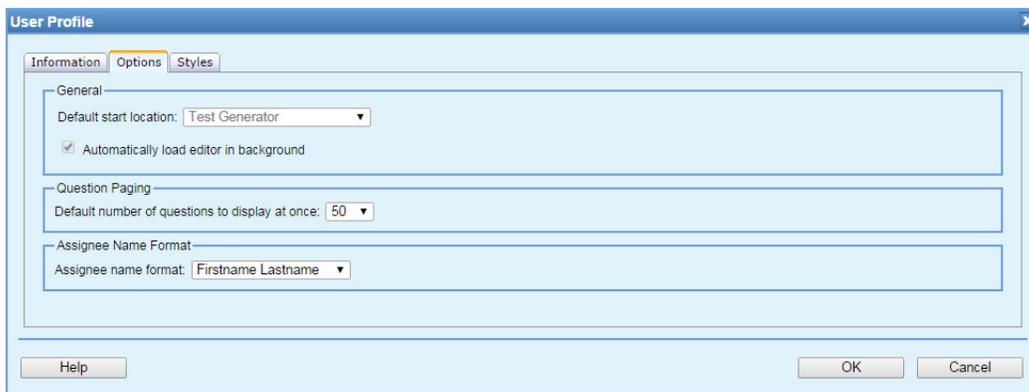
When viewing a question set or test, you can choose how many questions to view per page in your browser. Viewing fewer questions per page helps each page load more quickly in your browser and requires you to scroll less. The view settings do not have any impact on pagination for printed tests.

To change the view settings:

1. Use the **View** drop-down list to select how many questions to display on your browser page.
2. Use the **Go to** drop-down list to navigate to a particular range of question numbers.



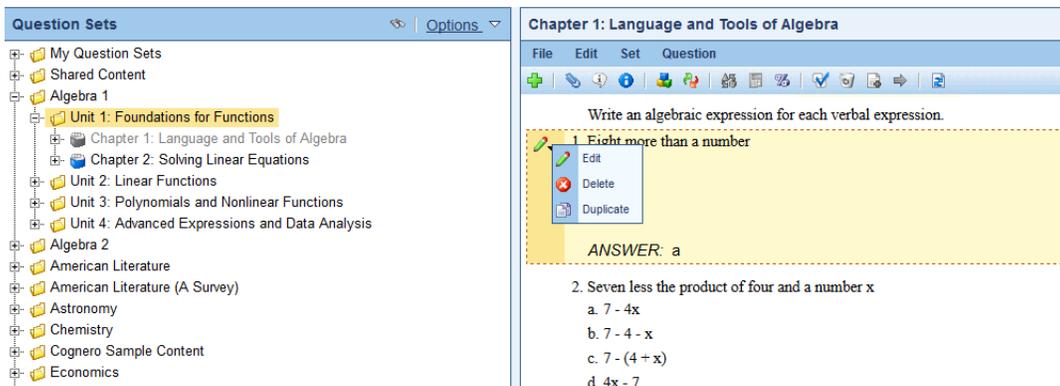
- You can change the default view settings in your profile.



Editing a Question

Use the following steps to edit an existing question.

1. Select the question set or test and select **Open** from the **Options** menu.
2. Click the question you want to edit.
3. Click the pencil icon that appears to the left of the question, and choose the **Edit** option. You can also double-click a question to open it.



4. Edit the question, answer, and question information as desired. When you are finished, click the **OK** button.

Saving Tests or Question Sets

Because tests and question sets are automatically saved in real time, you don't need a save button. When you click **OK** while editing a question, the question is saved to the database. If a sudden network outage or power outage occurs, simply log in to Cognero again and the test or question set will be just as you left it.

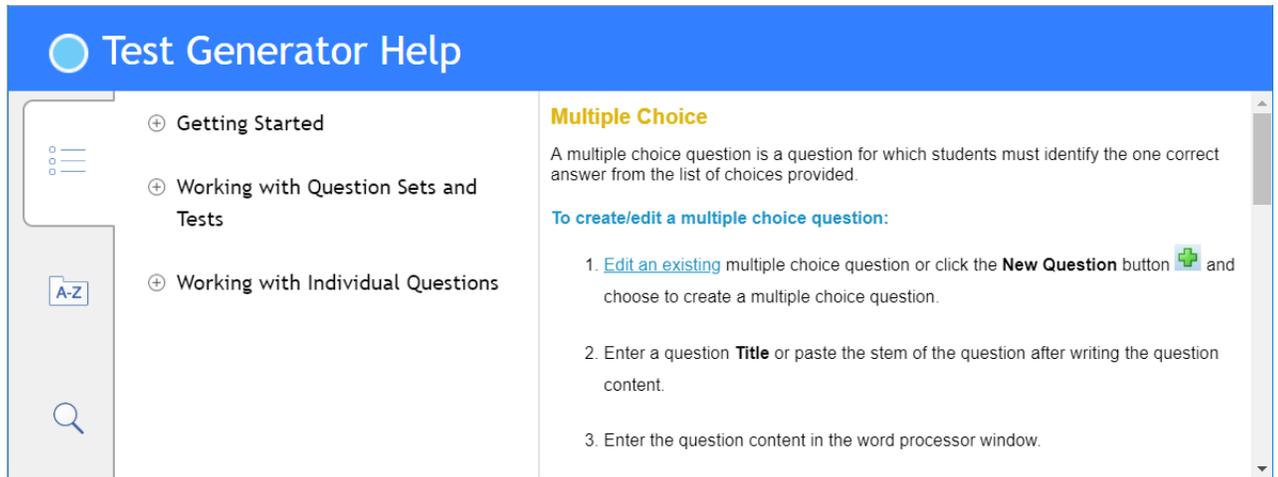
Question Types

Cognero offers the following question types:

- **True/False:** Question with an answer of either true or false.
- **Modified True/False:** Question with an answer of either true or false. If the answer is false, students must also provide a word or phrase to make the statement true.
- **Yes/No:** Question with an answer of either yes or no.
- **Multiple Choice:** Students choose one correct answer from the choices provided.
- **Multiple Response:** Students choose one or more correct answers from the choices provided.
- **Numeric Response:** Question with a numeric answer.
- **Completion:** Question with a one-word or short phrase answer.
- **Multi-blank:** A completion question with multiple blanks.
- **Matching:** Students match questions to appropriate answer choices.
- **Objective Short Answer:** Question with a text answer that can be automatically graded.
- **Subjective Short Answer:** Question with a text answer that cannot be automatically graded.
- **Multi-Mode:** Question that can toggle between multiple choice, objective short answer, and subjective short answer. Toggling questions enables you to quickly and easily change the difficulty level of a test.
- **Ordering:** Students must put answer choices in the correct series.
- **Opinion Scale/Likert:** Students rate their agreement with a statement.
- **Interactive (HTML5):** Question that allows for rich internet content in HTML5.
- **Essay:** Question with an answer in paragraph form. Rubrics can be associated with essay questions

Online Help

In addition to this guide, Cognero provides context sensitive help is available throughout the system. When you click the Help button, you will receive help specific to the task you're performing. Think of the help as your online user guide.



The screenshot displays the 'Test Generator Help' interface. It features a blue header with the title 'Test Generator Help' and a search icon. A sidebar on the left contains three expandable menu items: 'Getting Started', 'Working with Question Sets and Tests', and 'Working with Individual Questions'. The main content area is titled 'Multiple Choice' and provides a definition: 'A multiple choice question is a question for which students must identify the one correct answer from the list of choices provided.' Below this, it offers instructions on how to create or edit a multiple choice question, listing three steps: 1. Edit an existing multiple choice question or click the 'New Question' button and choose to create a multiple choice question. 2. Enter a question Title or paste the stem of the question after writing the question content. 3. Enter the question content in the word processor window.

Unit 1: Creating Tests

In general, tests are sub-sets of questions from one or more question sets and are given to students. Once you create a test, it can be assigned to students online, or it can be printed and distributed. This unit deals with creating tests and printing them. Administering online tests is covered in the Classes and Assignments training.

After completing this unit, you will be able to:

- Create and open tests
- Select questions multiple questions and add them to a new or existing test
- Add questions to a test based on the question type
- Add questions to a test based on question information
- Print a test

Cognero makes it easy for you to create a new test. When creating a test using the test wizard, you can select questions in the following ways:

- Choose random questions **by type** from existing questions sets or tests.
- Choose questions from existing questions sets or tests **based on meta-information** such as learning objectives, difficult level, standards, etc.
- Create a **blank test** and select individual questions to create the test.

We'll look at each of these options in turn.

Note: Regardless of how you initially create the test, you can always add other questions later, whether they match the original criteria or not.

Module 1: Selecting Multiple Questions

You can select multiple questions in the editor pane and the **Question Sets** and **Tests** panes. After selecting multiple questions you can:

- Create a new set or test from the selected questions (instructors only)
- Add the selected questions to an existing set or test

You can select multiple question is the **editor** pane and the **Question Sets** and **Tests** panes.

Working with Multiple Questions in the Editor Pane

One way to work with multiple questions is to open a question set or test in the **editor** pane.

Adding Multiple Questions to a New Test or Set (Instructors Only)

Instructors can add multiple questions from a set or test open in the editor pane.

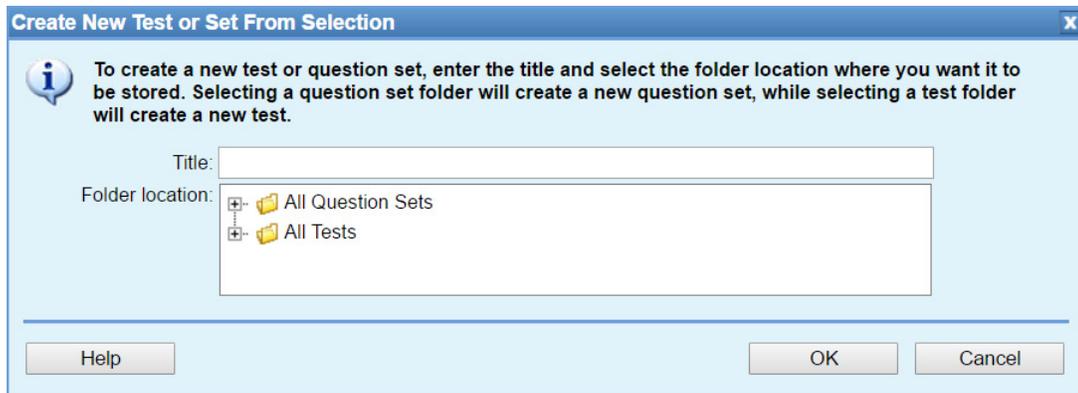
1. Open a test or question set by dragging it to the editor pane.
2. Select **All questions** from the **View** drop-down list

Note: If you don't select **All questions**, you will only be able to select questions from the current page.

3. Click  or choose **Enable Multi-Select** from the **Set** or **Test** menu. Check boxes appear next to the questions.

Caution: All other functions are disabled when you are in multi-select mode.

4. Select the check boxes next to the questions you want to use.
5. Choose **Create New Set or Test From Selection** from the **Set** or **Test** menu. The **Create New Set or Test From Selection** dialog opens.



6. Enter a **Title** for the new set or test.
7. Click to select a location for the set or test.
 - To create a new set from the selection, select a folder from the All Question Sets tree.
 - To create a new test from the selection, select a folder from the All Tests tree.

Caution: Where you save the new item determines whether it is a question set or test.

8. Click the **OK**. The target set or test opens so you can edit it.
9. Enter a **Title** for the new set or test. Click to select a location for the set or test.
10. Click the **OK**.

Adding Multiple Questions to an Existing Test or Set

You can add multiple questions from a set or test that is open in the editor pane to another existing set or test.

1. Open a test or question set by dragging it to the editor pane.

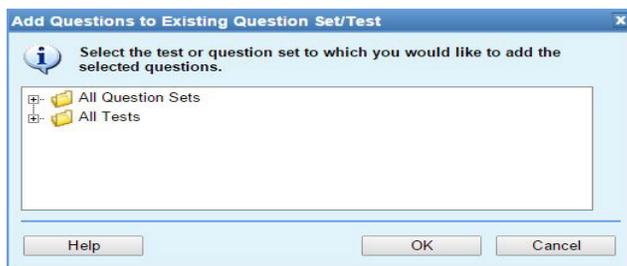
2. Select **All questions** from the **View** drop-down list

Note: If you don't select **All questions**, you will only be able to select questions from the current page.

3. Click  or choose **Enable Multi-Select** from the **Set** or **Test** menu. Check boxes appear next to the questions.

Caution: All other functions are disabled when you are in multi-select mode.

4. Select the check boxes next to the questions you want to use.
5. Click  or choose **Add to Existing Set or Test** from the **Set** or **Test** menu. The **Add to Existing Set or Test** dialog opens.



6. Click to select a set or test from the tree.
7. Click the **OK**. The target set or test opens so you can edit it.

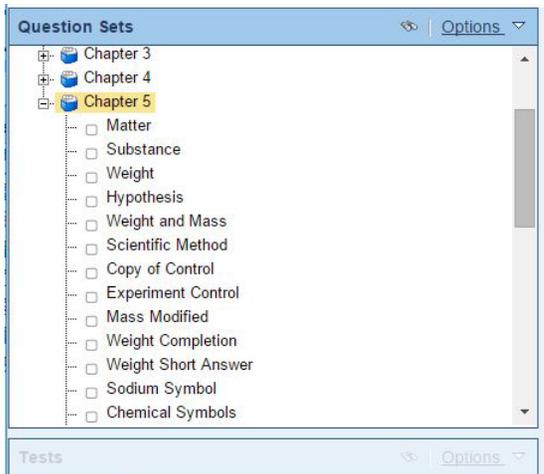
Selecting Multiple Questions in the Question Sets or Tests Pane

In addition to selecting multiple questions in the editor pane, you can also select multiple questions in the **Question Sets** and **Tests** panes.

Note: When selecting multiple items in the question sets or tests trees, you can **only** select multiple questions from a **single** set or test.

To select multiple questions in the Question Sets or Tests panes:

1. In the **Question Sets** or **Tests** pane, choose a set or test from which you want to select questions.
2. Right-click the set or test and choose **Enable Multi-select for This Set/Test** or choose **Enable Multi-select for This Set/Test** from the **Options** menu. Check boxes appear next to the questions.



Note: When using multi-select in the **Question Sets** and **Tests** trees, you can only select multiple questions from a single set or test.

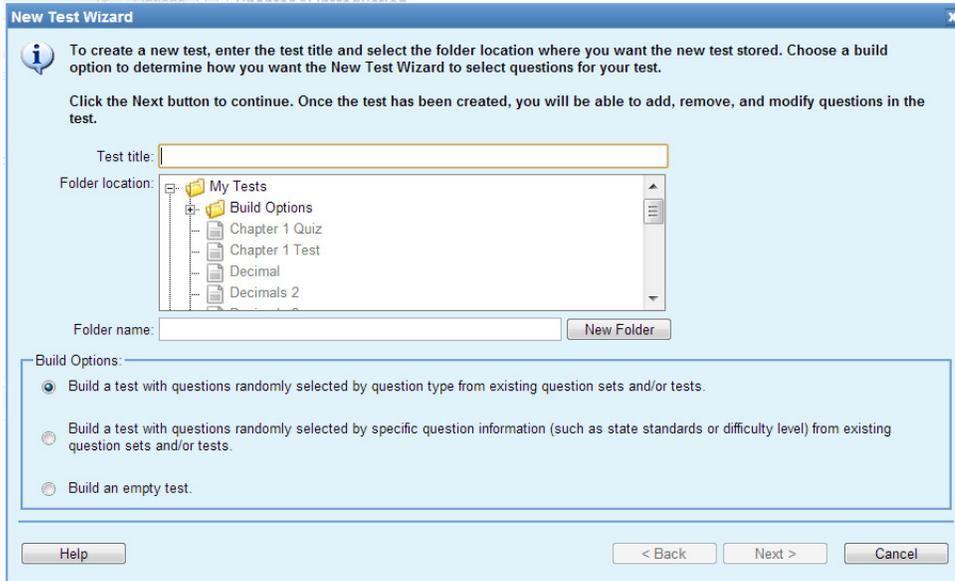
3. Select the check boxes next to the questions you want to use.
4. Right-click the set or test again.
5. Choose one of the multi-selection options from the shortcut menu to perform an action on the selected questions.

Module 2: Selecting Questions by Type

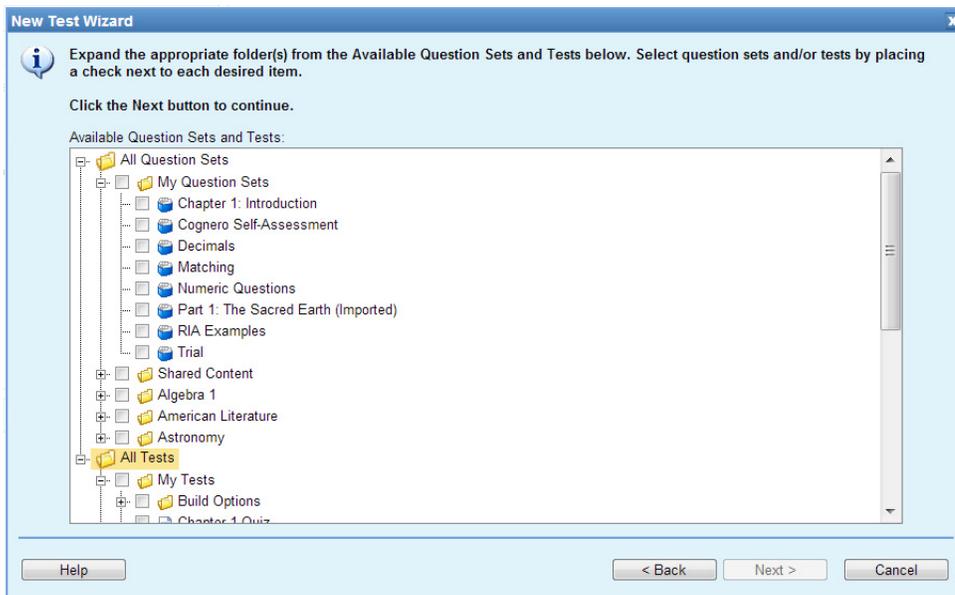
We'll begin by looking at how to build a test by selecting specific types of questions. For example, you might want to build a chapter test that contains 20 multiple choice questions and two essays.

To build a test based on one or more question types:

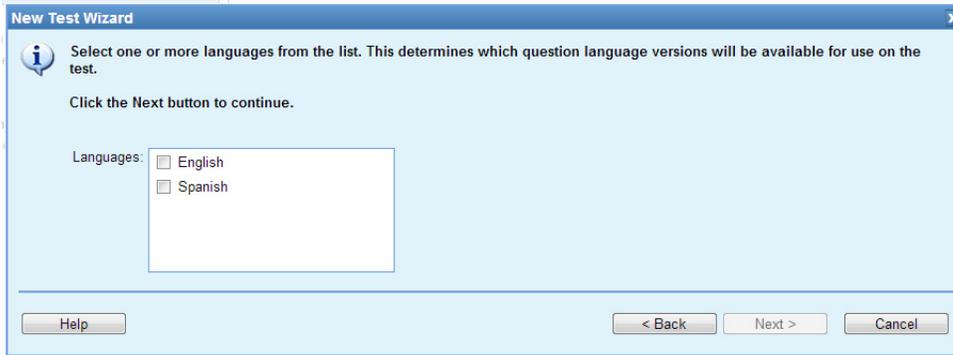
1. Click the **Create a new test** link in the editor pane or select **New Test** from the **Options** drop-down menu in the **Tests** pane.



2. Enter a **Test Title**.
3. Click to select a location for the test from the **Folder location** list. You can choose an existing folder or create a new one by clicking the **New Folder** button.
4. Choose the **Build a test with questions selected by question type** option from the **Build Options** group and click the **Next** button.
5. Click the check boxes next to the question sets/tests from which you would like questions to be selected, and then click **Next**. Depending on how many question sets/tests you choose, it may take a while to populate the list.

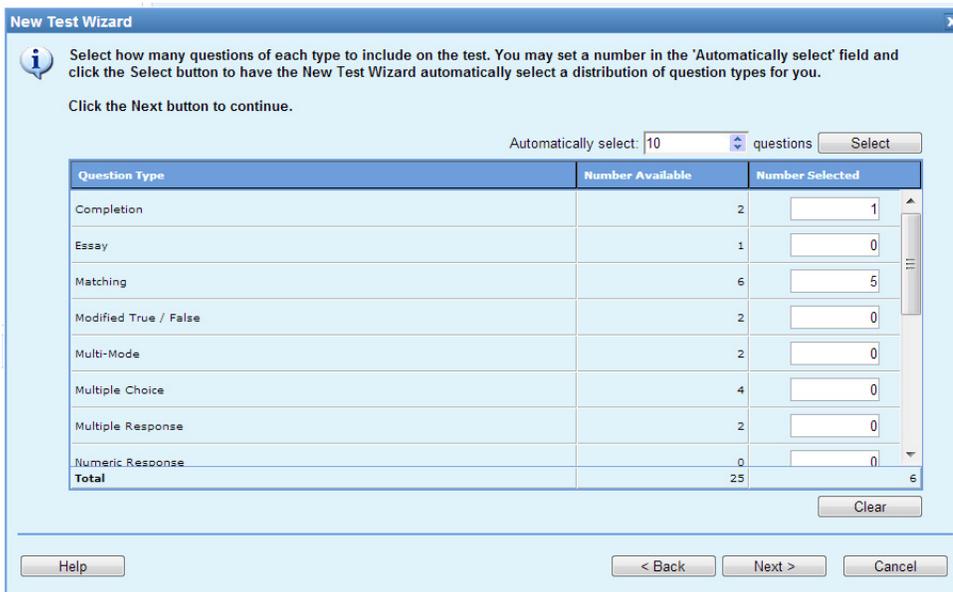


6. If necessary, select one or more question languages and click the **Next** button.

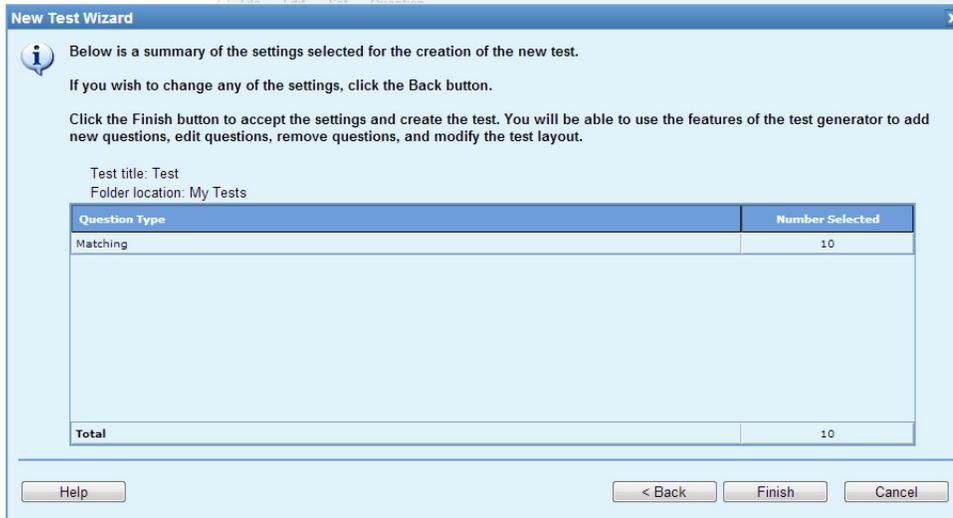


7. Select the number of questions to include on the test based on the question type and click the **Next** button.

Note: The wizard allows for a maximum of 300 questions on a test.



8. Review the information on the summary screen. Click the **Finish** button to build your test and open it in the editor pane, or click the **Back** button to change your selections.



Module 3: Selecting Questions by Question Information

In addition to selecting questions by type, you can also build your test based on meta-information. This is helpful if you want to create a test for a specific topic or for a set of learning objectives or standards. Refer to the chart below for the meta-information you can use to select questions for a test.

	Sort	Tests	Reports
Points	x		
Rubric			x
Rationale			x
Difficulty	x	x	
Reference	x	x	x
Learning Objectives	x	x	x
Accreditation Standards		x	x
National standards		x	x
State standards		x	x
Local standards		x	x
Corporate standards		x	x
Topic	x	x	
Search Keywords	x	x	
Notes			
Other			

To create a new test based on meta-information:

1. Click the **Create a new test** link in the editor pane or select **New Test** from the **Options** drop-down menu in the **Tests** pane.
2. Enter a **Test Title**.
3. Click to select a location for the test from the **Folder** location list. You can choose an existing folder or create a new one by clicking the **New Folder** button.
4. Choose the **Build a test with questions selected by specific question information** option from the **Build Options** group and click **Next**.
5. Click the check boxes next to the question sets/tests from which you would like questions to be selected and then click the **Next** button. Depending on how many question sets/tests you choose, it may take a while to populate the list.
6. If necessary, select one or more question languages and click **Next**.
7. Select the meta-information you want to use from the **Question info** list.

Select a question information field to display question counts. You may optionally select a question type to narrow your choices. Click an Edit link to change the number of questions selected.

Click the Next button to continue.

Question info: Difficulty

Question type: All Question Types

Difficulty	Number Remaining	Number Selected	
Easy	4	0	Edit
Hard	2	0	Edit
Medium	1	0	Edit

Total questions on test (300 max): 0

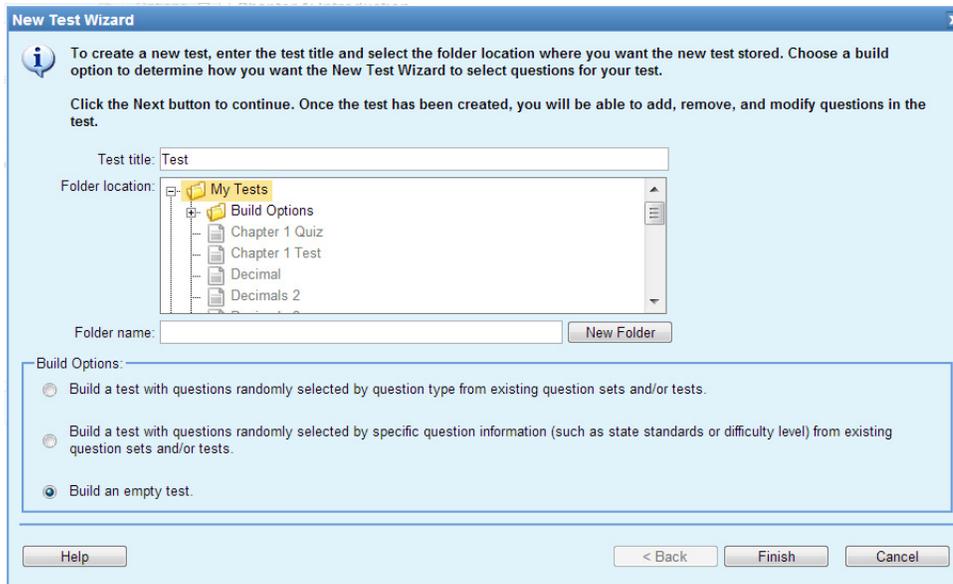
Clear

Help < Back Next > Cancel

8. Optionally, select a **Question type**.
9. Click **Edit** to select the number of questions for each meta-information option and click the **Next** button.
10. Review the information on the summary screen. Click the **Finish** button to build your test and open it in the editor pane, or click the **Back** button to change your selections.

Module 4: Building an Empty Test

To build an empty test simply select **Build an empty test** in the **New Test Wizard** and click **Finish**. The new test is added to the **Tests** pane and opens in the editor pane, allowing you to drag and drop questions from other question sets or tests into the open test.



Module 5: Adding Questions to an Existing Test

With Cognero's drag-and-drop interface, there are many ways to add questions to a test.

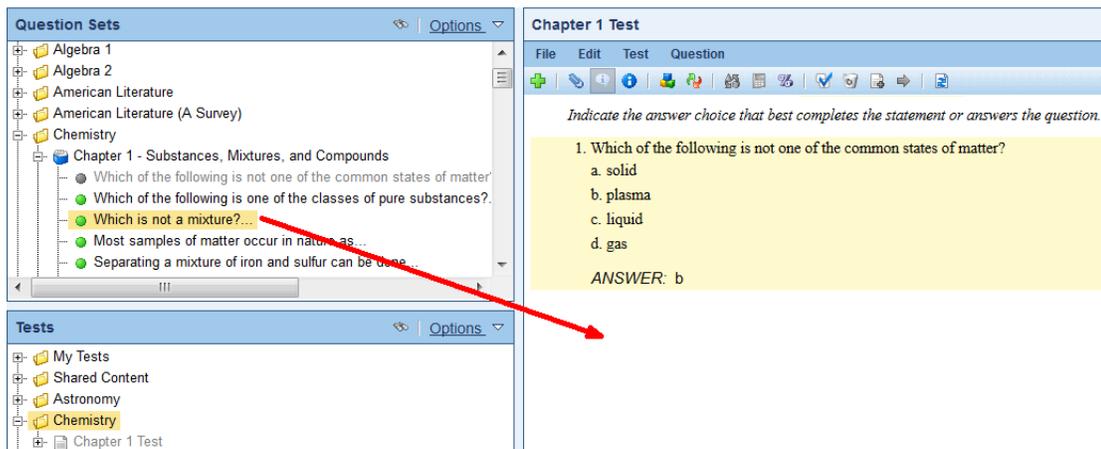
Dragging Questions from the Question Sets Pane

If you have a test open in the editor pane, you can drag questions from the Question Sets pane or the Tests pane into the open test. This method allows you to view your test as you build it.

To add test questions from the Question Sets panes:

1. Open your test in the editor pane.
2. Drag a question from the **Question Sets** pane to the editor pane to add it to the test. Alternately, you can right-click a question in the **Question Sets** pane and choose the **Add to Current** menu option.

Note: Hold down the **Control** key while dragging to prevent the editor pane from scrolling while you drag and drop.



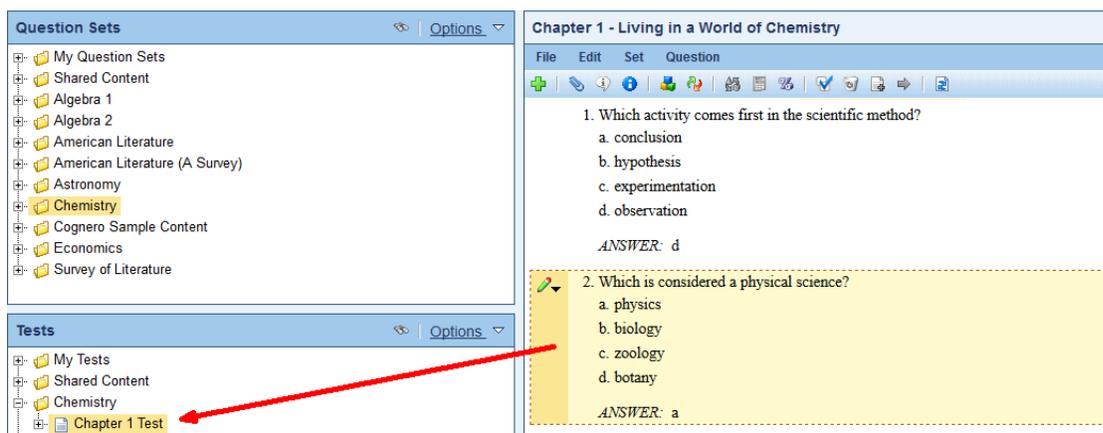
Dragging Questions from the Editor Pane

You can also drag questions from the question set you are viewing in the editor pane. This method allows you to see the full text of your questions before adding them to your test.

To add test questions from the editor pane:

1. Open a question set in the editor pane.
2. Drag a question from the editor pane to a test in the **Tests** pane to add it to the test.

Note: Hold down the **Control** key while dragging to prevent the right pane from scrolling while you drag and drop.

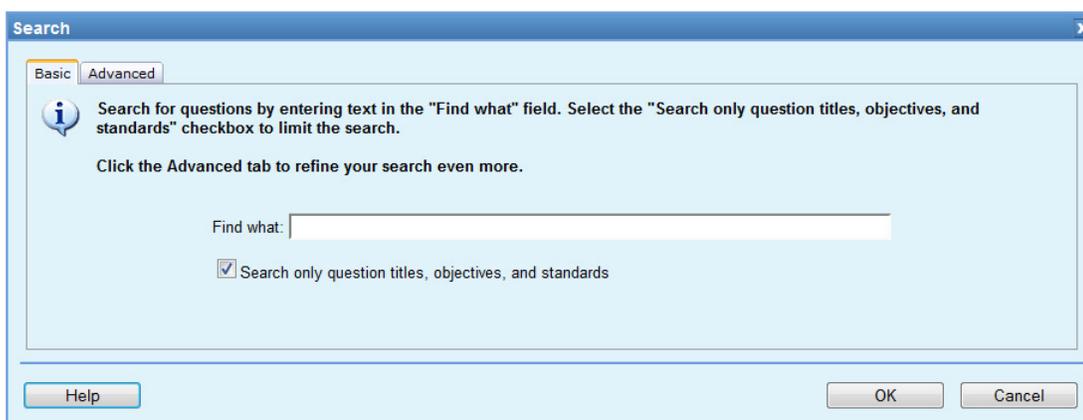


Searching for Questions

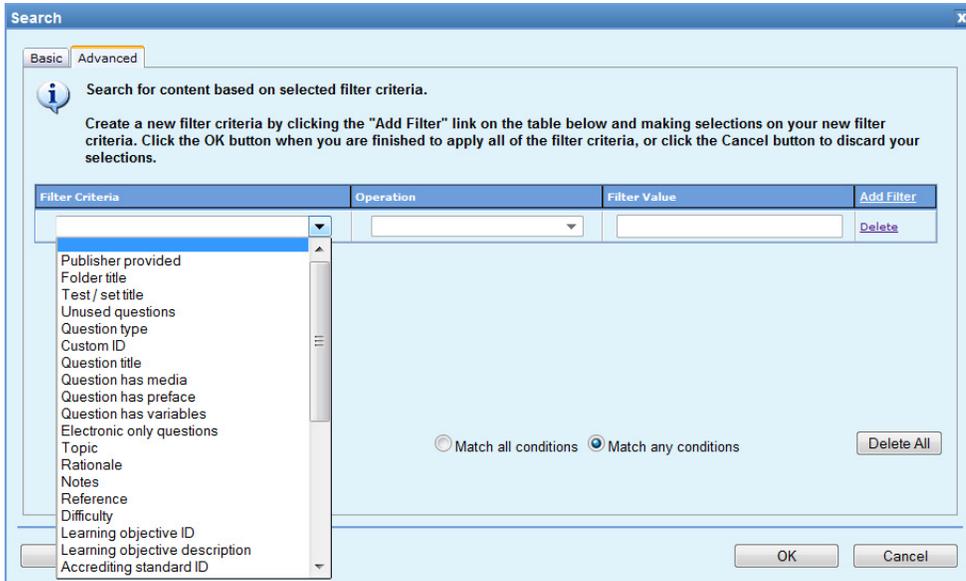
To help you find the right questions to add, you can filter questions in the question sets or tests pane. You may wish to add questions to your test based on question meta-information, such as state standards or keywords. With Cognero's powerful search tools, you can filter questions based on meta-data to find the exact questions you need.

To add test questions using filters:

1. Open your test in the editor pane.
2. Click the button  in the **Question Sets** or **Tests** pane.
3. Enter your search text in the **Find what** field.



4. (Optional) Select the **Search only question titles, objectives, and standards** check box to limit the search fields.
5. (Optional) Refine your search further by creating a filter. For example, suppose you only want multiple choice questions with the state standard QCC 5. Click the **Advanced** tab. Choose **Regional std ID** as the filter criteria, choose **is** as the operation, and enter **QCC 5** as the filter value.



6. Click **OK**. Now only questions that match your search criteria are displayed in the question sets or tests pane.

Note: If the question set or test is not already expanded, click the + next to the set or test to expand it and view the questions.

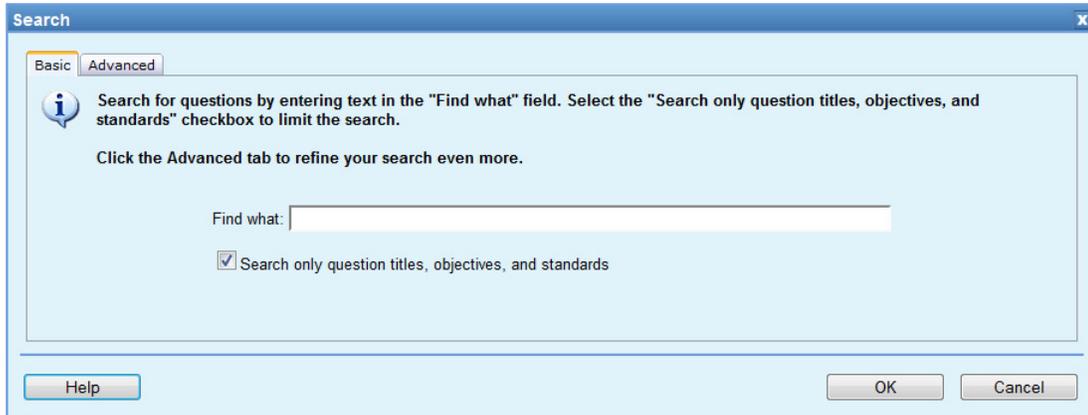
7. Drag questions from the left panes to the editor pane to add them to the test.
8. To turn filters off and display all questions, simply click the  button again.

Module 6: Searching for Questions

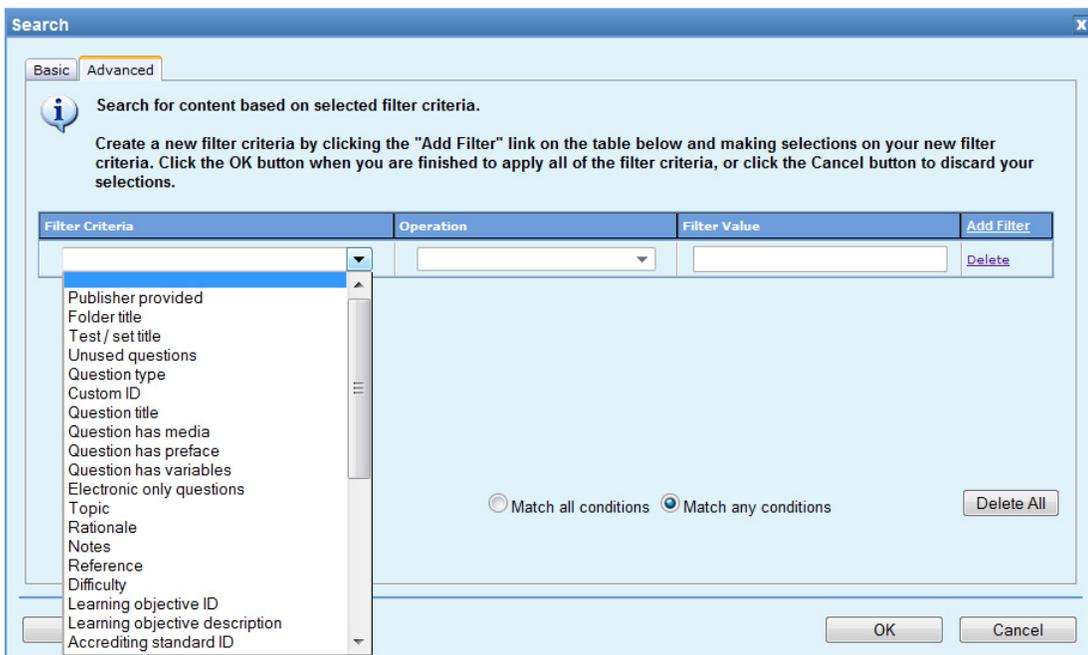
To help you find the right questions to add, you can filter questions in the **Question Sets** or **Tests** pane. You may wish to add questions to a set or test based on question information, such as learning objective, topic, state standards, or keywords. With Cognero’s powerful search tools, you can filter questions based on question data to find the exact questions you need.

To add test questions using filters:

1. Open your test in the editor pane.
2. Click the button  in the **Question Sets** or **Tests** pane.
3. Enter your search text in the **Find what** field.



4. (Optional) Select the **Search only question titles, objectives, and standards** check box to limit the search fields.
5. (Optional) Refine your search further by creating a filter. For example, suppose you only want multiple choice questions with the state standard QCC 5. Click the **Advanced** tab. Choose **Regional std ID** as the filter criteria, choose **is** as the operation, and enter **QCC 5** as the filter value.



6. Click **OK**. Now only questions that match your search criteria are displayed in the question sets or tests pane.

Note: If the question set or test is not already expanded, click the + next to the set or test to expand it and view the questions.

7. Drag questions within the panes, between the panes or to an item open in the editor pane.

Note: You can also right-click a filtered set or test and select **Add to Current** to add filtered list of questions to the set or test currently open in the editor pane.

8. To turn filters off and display all questions, simply click the  button again.

Module 7: Previewing Questions

There are several ways to preview questions:

- Preview question text
- Preview question information
- Preview the question as it will appear in an online test

Quick Preview

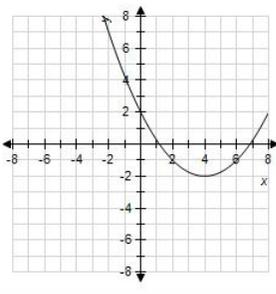
You can now easily preview a question by hovering over the question title in either the **Question Sets** or **Tests** panes.

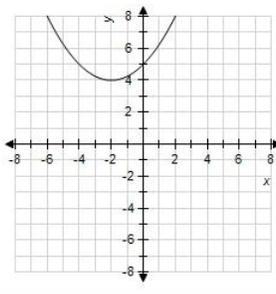
To preview the details of a question:

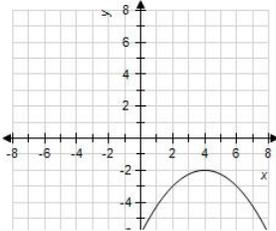
1. Click + to expand the question set or test.
2. Use your mouse to point to the question you want to preview. The question displays in a pop-up window.

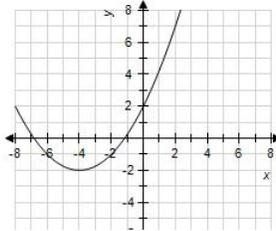
Question Sets Options

- Graph the solution region to the system of inequalities on the coordinate plane.
- Graph the parabola $y = (x - 2)^2$.
- Multi-Mode (Multiple choice)
- Graph the parabola $y = 0.25(x - 4)^2 - 2$.

a. 

b. 

c. 

d. 

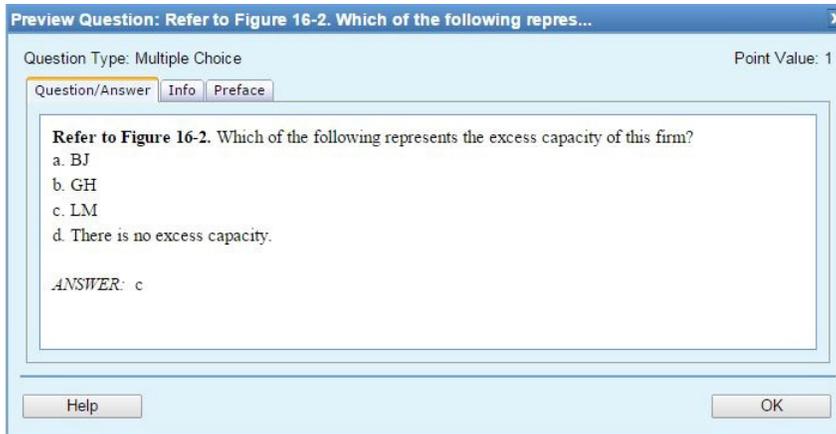
Tests

- My Tests

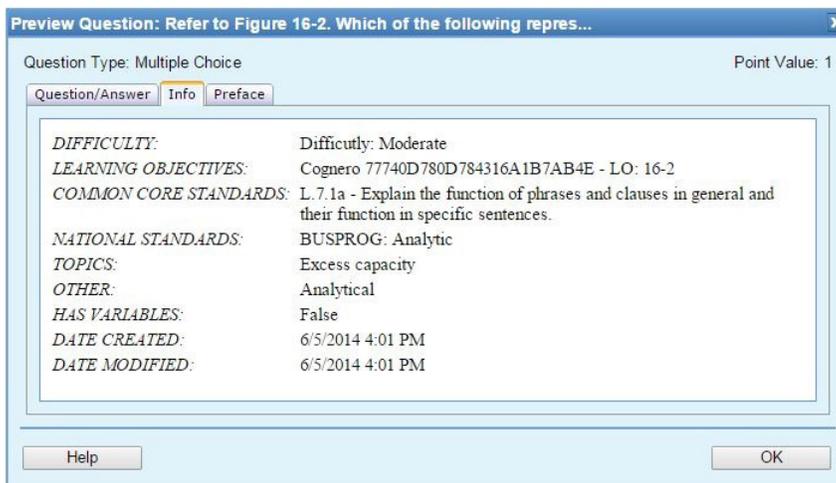
Detailed Preview

You can also access a detailed preview that includes question metadata as well as the preface associated with the question, if applicable.

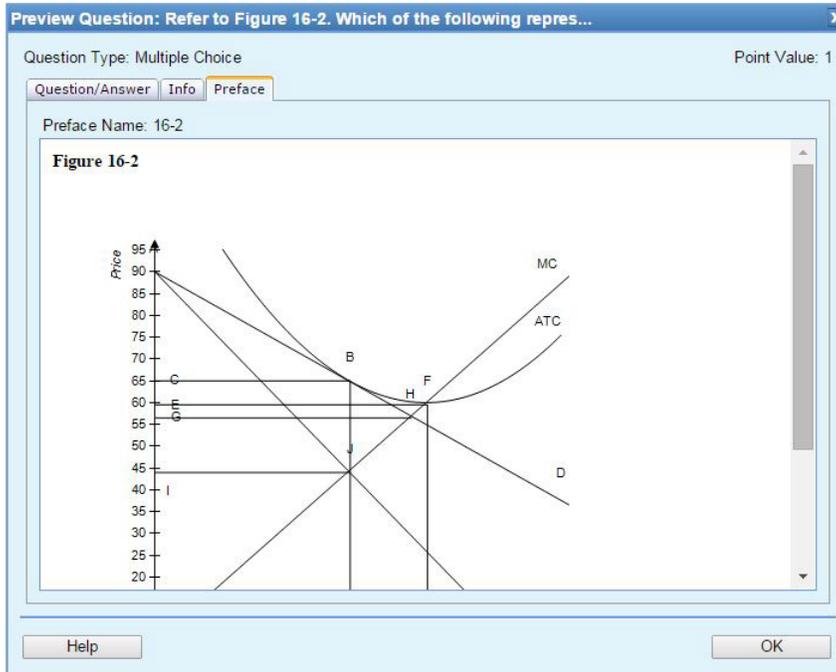
1. Click + to expand the question set or test.
2. Click to select the question you want to preview.
3. Right-click the question and choose **Preview Question**, or choose **Preview Question** from the **Options** drop-down menu. The **Question Preview** dialog opens.



4. Click the **Info** tab to view the question information.



5. If the question is associated with a preface, click the **Preface** tab to view it.



6. Click **OK** when you are finished previewing the question.

Note: You can use the same question in multiple sets and tests. In the individual containers (sets/tests), you can scramble the choices and even reduce the number of choices displayed.

- If the choices in a question have been scrambled in a question set or test, the preview will show the unscrambled version of the question.
- If the number of choices for a question was reduced in a question set or test using the **Adjust Choices / Columns** option, all the choices will be displayed in the preview.

Module 8: Organizing Questions in a Test

Once you have questions in your test, Cognero provides several different ways to arrange them, including:

- Dragging and dropping questions
- Scrambling Questions
- Organizing questions by question type

- Sorting questions by meta-information

Caution: When switching between different organization methods, the questions will always return to the order that they were added to the test.

For example, suppose that you create a five-question test. You re-arrange the questions so that question 2 is now question 1. Next, you decide to organize the questions by question type. Later, you change your mind and turn off Organize by Question type. The questions will return to the original order and the question that you moved will again be question 2.

Scrambling Questions

The **Scramble** option enables you to quickly create a new version of your test or question set by scrambling the question order and the answer choice order for multiple-choice, multi-mode, and multiple-response questions.

To scramble a test or question set:

1. Open the test or question set you want to scramble.
2. Click the button  or choose **Scramble** from the **Test** or **Set** menu.

Notes:

- If the **Organize by Question Type** option is enabled, the question order will be scrambled within each question type group. If this option is not enabled, the question order will be randomized with no regard to question type.
- Answer choices for multiple-choice, multi-mode, and multiple-response questions will be scrambled according to the scramble capable setting for each individual question.
- Alternately, you may choose from a variety of scramble options when you print your test.
- To undo scrambling for a set or test, use the **Reset Question Set** or **Reset Test** option. To undo answer choice scrambling for an individual question, use the **Reset Question** option.

Organizing Questions by Type

When the **Organize by Question Type** option is enabled, questions are displayed in groups based on question type such as true/false and multiple choice. If this option is disabled, questions may be mixed (a true/false question followed by a multiple-choice question followed by another true/false question).

To toggle the Organize by Question Type setting:

1. Open a test or question set by dragging it to the editor pane.
2. Click the button  or select **Organize by Question Type** from the **Test** or **Set** menu.

Notes:

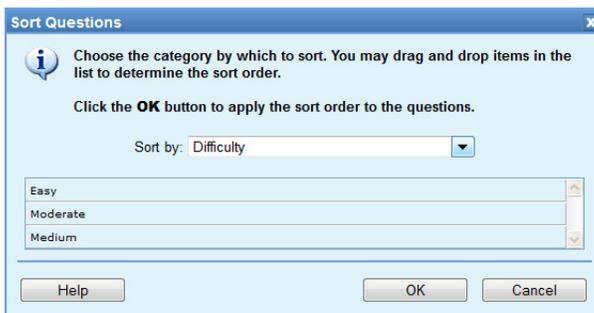
- When questions are organized by type, dragging and dropping to reorder questions is limited to within each question type group.
- When questions are organized by type, the scramble option will scramble the question order within each question type group.
- When questions are organized by type, a single preface will appear more than once on the test or question set if questions of different types are attached to that preface.

Sorting Questions

Use the **Sort** function to sort your questions based on meta-information such as difficulty level or topic.

To sort questions:

1. Open a test or question set by dragging it to the editor pane.
2. Choose the **Sort** option from the **Test** or **Set** menu.
3. Use the **Sort** by drop-down menu to select the meta-information field upon which you want to sort. For example, you may want to sort your test by **Difficulty**, putting the easiest questions at the beginning of the test and the most difficult questions at the end.
4. A list of values for the selected meta-information field appears. Drag and drop the values in the order you want your test questions to appear. For example, you could drag the **Easy** difficulty to the top, **Medium** to the middle, and **Hard** to the bottom to sort your test questions by difficulty from easiest to most difficult.



5. Click the **OK** button. Your test questions will now appear in your chosen order based on the meta-information.

Notes:

- The Sort function is not available if the Organize by Question Type option is enabled.
- The Sort function is not available if your questions do not contain any meta-information.

Module 9: Using Multi-mode and Algorithmic Questions

Multi-mode Questions

A multi-mode question is a question that can be displayed on a test either as a multiple-choice question, an objective short answer question, or a subjective short answer question. Multi-mode questions can easily be toggled between their three modes, allowing you to increase or decrease the difficulty level of a test with a single click of the mouse.

To toggle multi-mode questions between their three modes on a test:

1. To toggle a single multi-mode question, highlight the question you wish to toggle and choose **Toggle Multi-Mode** from the **Question** menu.
2. To toggle all multi-mode questions on a test, click the **Toggle All Multi-Mode Questions** button or choose **Toggle All Multi-Mode Questions** from the **Question** menu.

Notes:

- In question sets, multi-mode questions appear in their own section if **Organize by Question Type** is enabled and as multiple-choice questions if it is not enabled.
- Multi-mode questions cannot be toggled in a question set.
- In tests, multi-mode questions appear in the multiple-choice, objective short answer, or subjective short answer section if **Organize by Question Type** is enabled.
- To determine which questions are multi-mode, choose the **Display Question Information** option and choose to display question types.

Algorithmic Questions

Using Cognero's algorithmic functions, you can create questions with variables that can be recalculated to form new questions. Algorithmic functionality enables you to easily print multiple versions of a test or worksheets to reinforce a particular concept.

Note: To determine which questions in a set or test are algorithmic, choose the Display Question Information option and choose to display variable status.

You may recalculate algorithms for an individual question or for an entire test/question set.

To recalculate algorithms:

- To recalculate algorithms for the question currently being edited, choose **Recalculate Variables** from the **Tools** menu.
- To recalculate algorithms for an individual question in a test or question set, click to highlight the question and then choose **Recalculate Algorithms** from the **Question** menu.
- To recalculate algorithms for an entire test or question set, choose **Recalculate All Algorithms** from the **Test** or **Set** menu.

- You may also choose to recalculate algorithms when printing multiple versions of a test.

Note: To determine which questions in a set or test are algorithmic, choose the **Display Question Information** option and choose to display variable status.

Module 10: Creating an Online Test

You can create an online test by making an assignment from an existing test in the Classes and Assignment section of Cognero. You can preview a test in the Test Generator and interact with it as a student would online.

To preview a test:

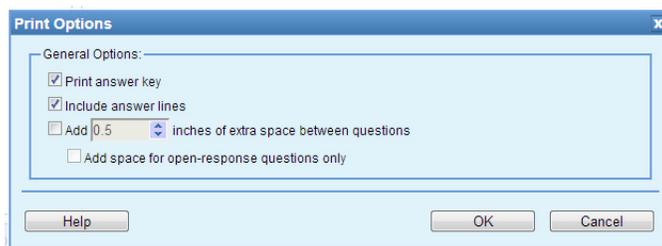
1. Open a test by dragging it from the **Tests** pane to the editor pane.
2. Choose **Preview Online Test** from the Test menu. In test, you can answer questions and navigate through the test as if you were a student.
3. Close the preview tab when you are finished.

Module 11: Printing a Test

Cognero enables you to create professional-quality printed tests with your web browser. You can easily print multiple versions of your test to reduce the likelihood of cheating.

To print a single version of a test:

1. Open your test in the editor pane.
2. Choose **Print to PDF - Single Version** from the **File** menu.
3. Select the **Print answer key** option if you want to include an answer key at the end of your test.

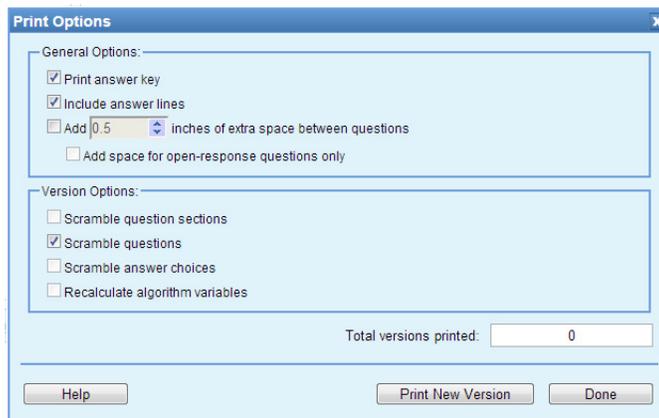


4. Select the **Include answer lines** option to include lines for students to answer questions directly on the printed test.
5. Select the **Add ___ inches of extra space between questions** to add additional space after each question on the test. This space is in addition to the answer lines and may be useful to give students room to show their work. You may add up to 3 inches of extra space after each question.

6. Select the **Add space for open-response questions only** to allow for extra space for open response question types such as short answer and essay, but not for choice-based question types such as multiple choice and true false.
7. Click the **OK** button. A PDF version of your test is created. Click the **Open** or **Save** option in your browser to open or save your test.

To print multiple versions of a test:

1. Open your test in the editor pane.
2. Choose **Print to PDF - Multiple Versions** from the **File** menu.
3. Select the **Print answer key** option if you want to include an answer key at the end of your test.
4. Select the **Include answer lines** option to include lines for students to answer questions directly on the printed test.
5. Select the **Add ___ inches of extra space between questions** to add additional space after each question on the test. This space is in addition to the answer lines and may be useful to give students room to show their work. You may add up to 3 inches of extra space after each question.
6. Select the **Add space for open-response questions only** to allow for extra space for open response question types such as short answer and essay, but not for choice-based question types such as multiple choice and true false.
7. Select the **Scramble question sections** option to scramble the order of the question type sections (e.g., true/false, multiple choice, etc.) for each version of the test. This option is only available if the **Organize** option is enabled and there is more than one type of question on the test.



8. Select the **Scramble questions** option to scramble the question order. If the **Organize by Question Type** option is enabled, questions will be scrambled within their question type groups.
9. Select the **Scramble answer choices** option to scramble the answer choices for these multiple choice and multiple-response questions. Answer choices will be scrambled based on each individual multiple choice and multiple-response question's **Scramble capable** setting. This option is only available if the test contains multiple choice, multi-mode, and/or multiple-response questions.

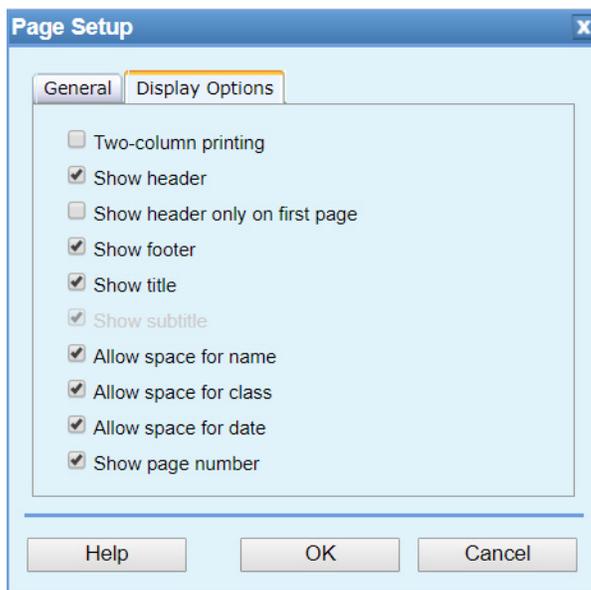
10. Select the **Recalculate algorithm variables** option to recalculate variables for all algorithmic questions in the test. This option is only available if the test contains algorithmic questions.
11. Click the **Print New Version** button. A PDF version of your test is created. Click the **Open** or **Save** option in your browser to open or save your test.
12. Repeat step 11 to create as many versions as desired. The version number is automatically incremented and included on each test and answer key. When you are finished, click the **Done** button.

Notes:

- You do not need to wait for one version of a test to print before printing another.
- When you choose to print a test, Cognero creates a PDF version of your test that you may print to your printer. If this test does not appear, check to see if you have a pop-up blocker enabled on your browser.
- When you choose to print a question set, none of the print options listed above are available. Cognero will simply create a PDF version of the question set as you see it on the screen.
- Choose the **Page Setup** option from the **File** menu to set paper size, page orientation, margins, and other print options.

To format the PDF before printing:

1. Click **File>Page Setup**.
2. Click the **Display Options** tab.



3. Clear the check boxes for the items that you want to display in the PDF.
4. Click **OK**.

Module 12: Exporting Questions Sets or Tests for Use in an LMS

You can export content from Cognero as an Angel 7.1+, Blackboard 7.1+, Respondus 3.5+, or QTI ZIP file that may then be imported as a pool into a learning management system (LMS).

To export a question set or test as an LMS ZIP file:

1. Open a question set or test by dragging it to the editor pane.
2. Choose **Export** from the **File** menu.
3. Click the format for the export (Cognero, Angel, Blackboard, Respondus, or QTI).
4. The ZIP file is saved to your local hard drive. You may now import this ZIP file into the LMS.

Unit 2: Formatting and Managing Questions and Tests

Cognero allows you to create and print tests from publisher-provided content with a few simple steps. In most cases, the information in “Creating Tests” will be all you need to produce professional looking tests. However, if you want to rearrange the questions or fine tune the formatting of your test, this unit will enable you to do that.

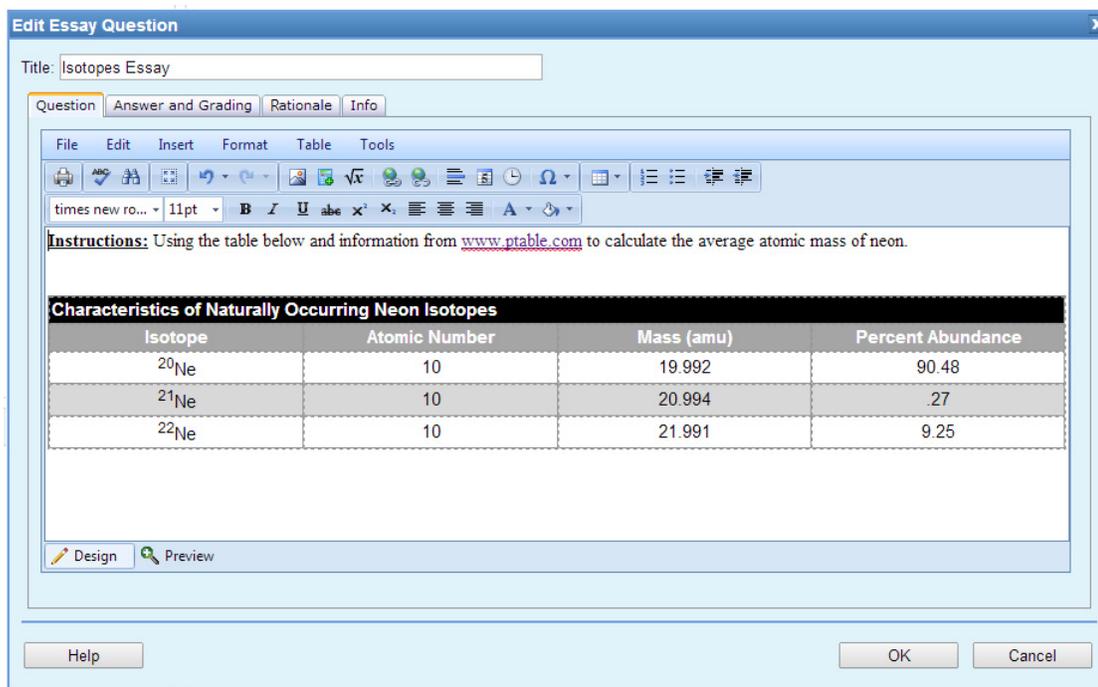
Cognero offers a wide variety of ways to format and manage questions, allowing you to quickly make global changes to a large amount of existing content.

After completing this unit, you will be able to:

- Format the text of a question in the word processor
- Adjust the arrangement of an image in a question
- Change the formatting of questions by replacing fonts and changing styles
- Understand the difference between copying and duplicating questions
- Reorder questions
- Replace words and phrases in a question
- Assign points to questions

Module 1: Formatting the Text of a Question

The word processor provides all the capabilities of any commercial word processor, including font and paragraph formatting, hyperlinks, images, tables, variables, and equations. You can format the question, answer, feedback, and question information using rich text.



Formatting Text with a Double Underline

You can add a double underline to text in a paragraph.

To apply double underline formatting:

1. In the word processor, select the text you want to format.

Note: If you are selecting a single word, drag your cursor across the word rather than double-clicking it. If you double-click a word and apply a double underline, the formatting will be applied to the space after the word as well.

2. Select **Apply Double Underline** from the **Format** menu.

Note: If you select Apply Double Underline and then begin typing, the text will not be formatted with a double underline. You must select existing text and apply the double underline to that text.

To remove double underline formatting:

1. In the word processor, select the double underlined text.
2. Select **Apply Double Underline** from the **Format** menu.

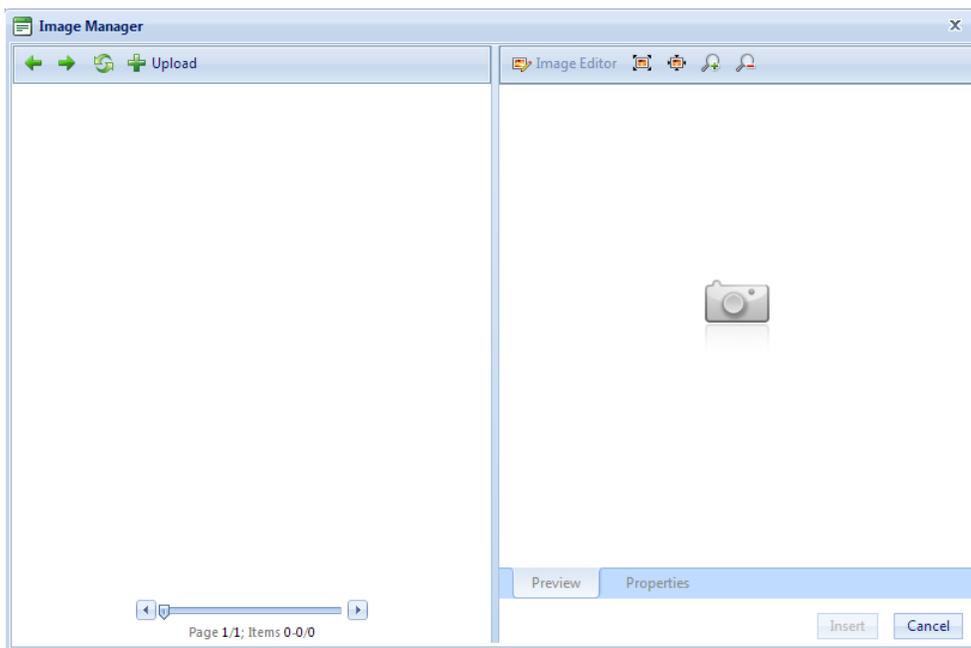
Module 2: Inserting Images

When inserting an image into a question, you can upload multiple images at the same time as well as adjust the image properties.

Note: Files must be less than 10MB.

To insert an image:

1. In the word processor, position your cursor where you want the image to appear.
2. Select **Insert Image** from the **Insert** menu. The **Image Manager** dialog box opens.



3. Click **Upload**. The **Upload** dialog box opens.



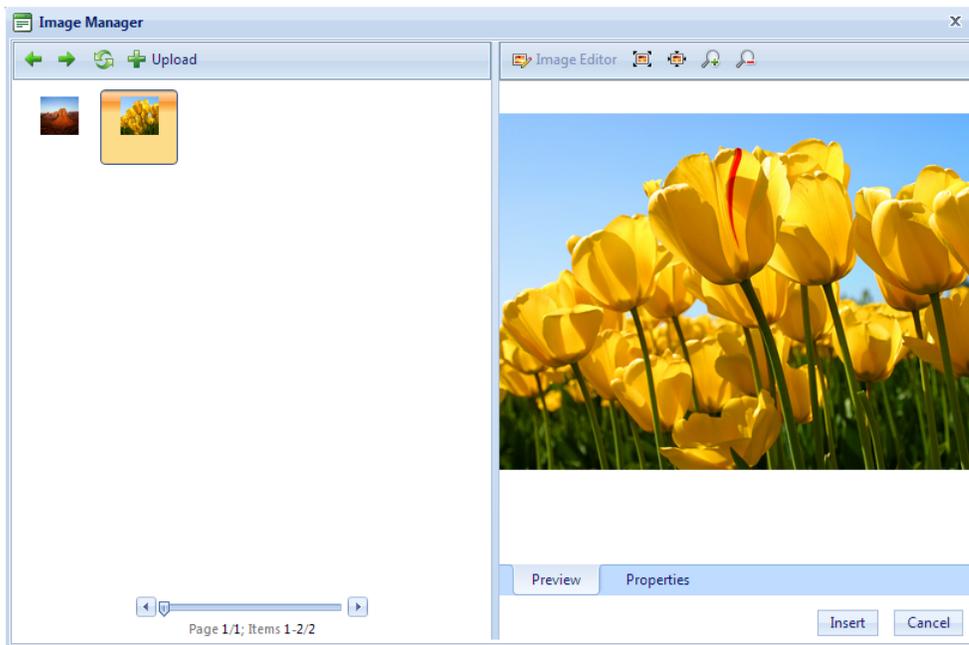
4. Click **Select** to locate the image you want to upload.

Note: You can upload multiple images at once. By default, there is space for three images. To upload more than three images, click **Add**. Once an image is added to a question, it can be re-used in any question in the same question set.

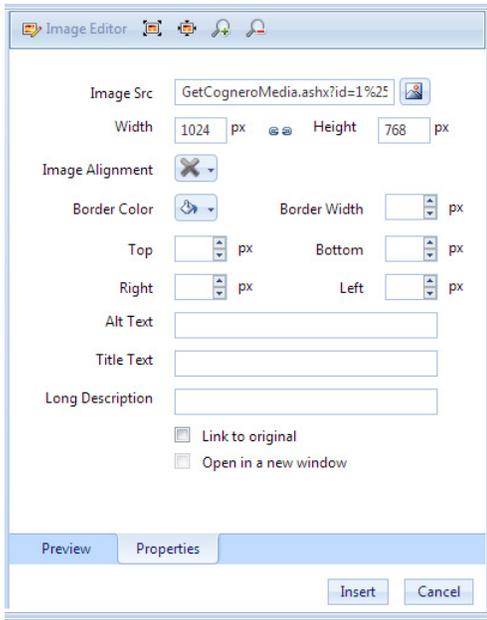
Images that are uploaded but not inserted into a question will be automatically removed overnight.

If you want to use an image in multiple question sets, you can copy the question containing the image into the new question set and the image will be available to all the questions in that set.

5. After you have selected your image click **Upload**.
6. Select the image you want to insert from the list.



7. Click the **Properties** tab to adjust the image before inserting it.

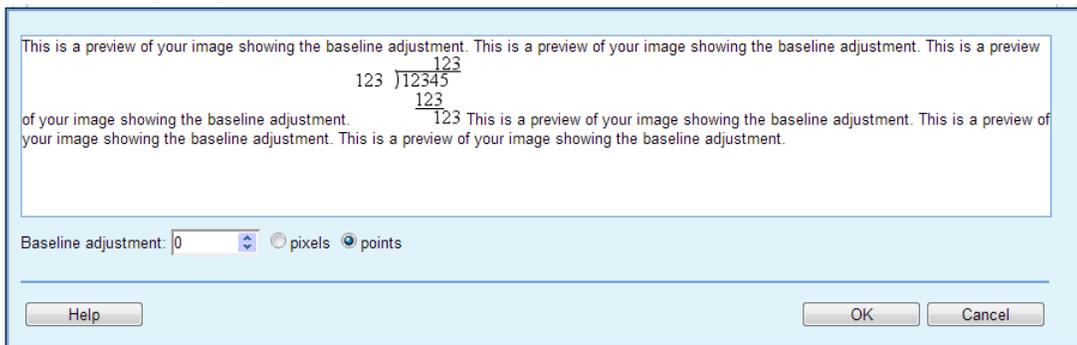


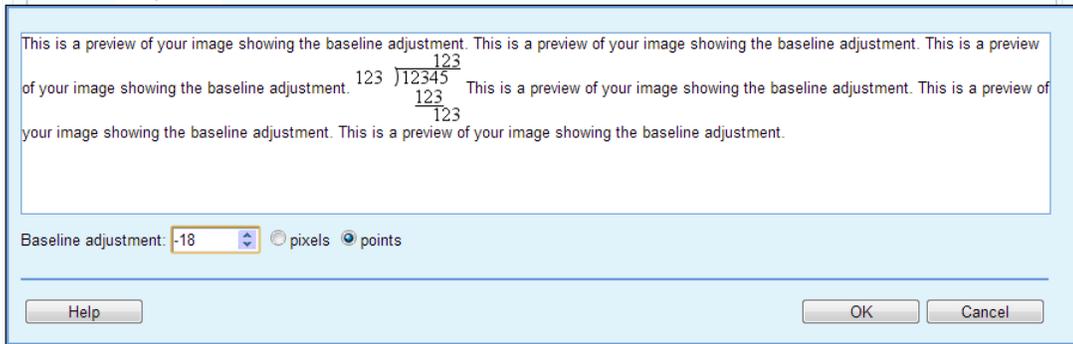
8. Click **Insert**.

Note: While you can upload multiple images at the same time, you need to insert them one at a time. Select **Insert Image** from the **Insert** menu and then select each image from the list of images.

Adjusting an Image Baseline

The baseline feature allows you to adjust how an image or equation aligns vertically with the text in a question. The examples below show an equation before and after the baseline was adjusted.





To set the baseline for an object:

1. Create or edit a question that contains an image or equation.
2. Click the image or equation to select it.

Note: You can also set the baseline on some, but not all, variables. You can set the baseline on variables that create images, such as fraction functions (e.g., FRACS, MIXFRACS, etc.) and the square root (SQRS) function.

3. Choose **Image Baseline** from the **Tools** menu.
4. Change the **Baseline adjustment** setting until the alignment in the preview window is correct. You may adjust the baseline by either pixels or points.
5. Click **OK** to record your baseline setting.
6. Click **OK** to record the question.

Module 3: Insert Media

Use the Insert Media option to add *.mov, *.mp3, *.mpg, *.mpeg, *.wmv files.

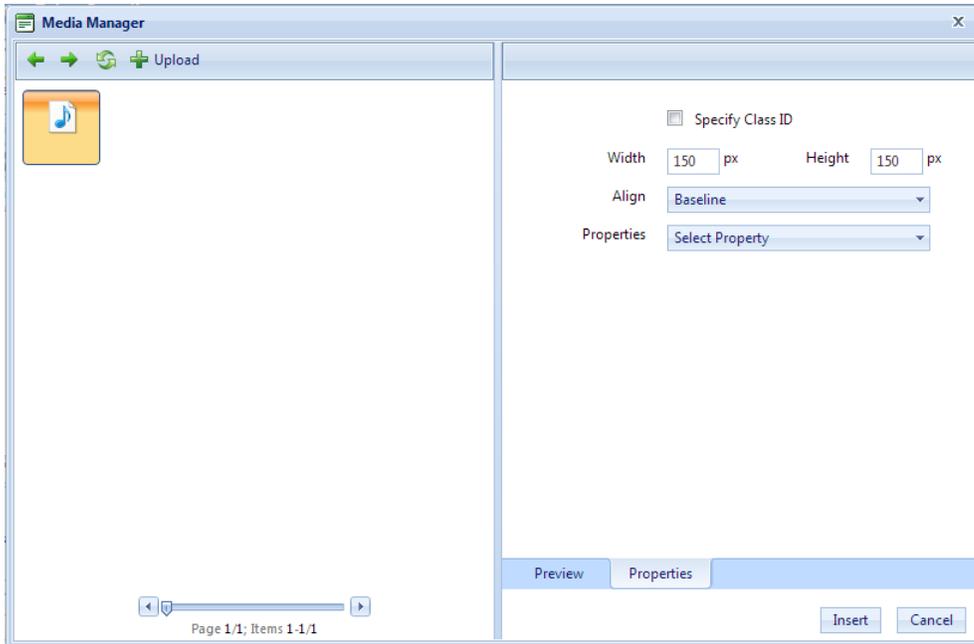
Note: Files must be less than 10MB.

To insert media:

1. In the word processor, position your cursor where you want the media to appear.
2. Select **Insert Media** from the **Insert** menu. The **Media Manager** dialog box opens.
3. Click **Upload**. The **Upload** dialog box opens.
4. Click **Select** to locate the files you want to upload.

Note: You can upload multiple files at once. By default, there is space for three files. To upload more than three files, click **Add**. Once a file is added to a question, it can be re-used in any question in the same question set.

5. After you have selected your files click **Upload**.
6. Select the file you want to insert from the list.
7. Click the **Properties** tab to adjust how the file will display before inserting it.



8. Click **Insert**.

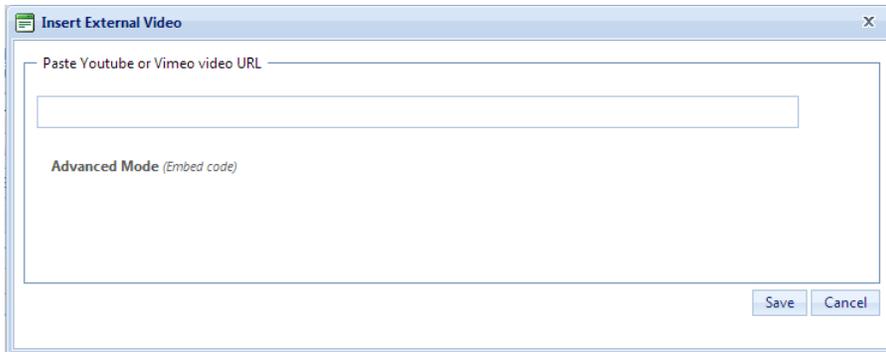
Note: While you can upload multiple files at the same time, you need to insert them one at a time. Select **Insert Media** from the **Insert** menu and then select each file from the list of files.

Module 4: Inserting External Video

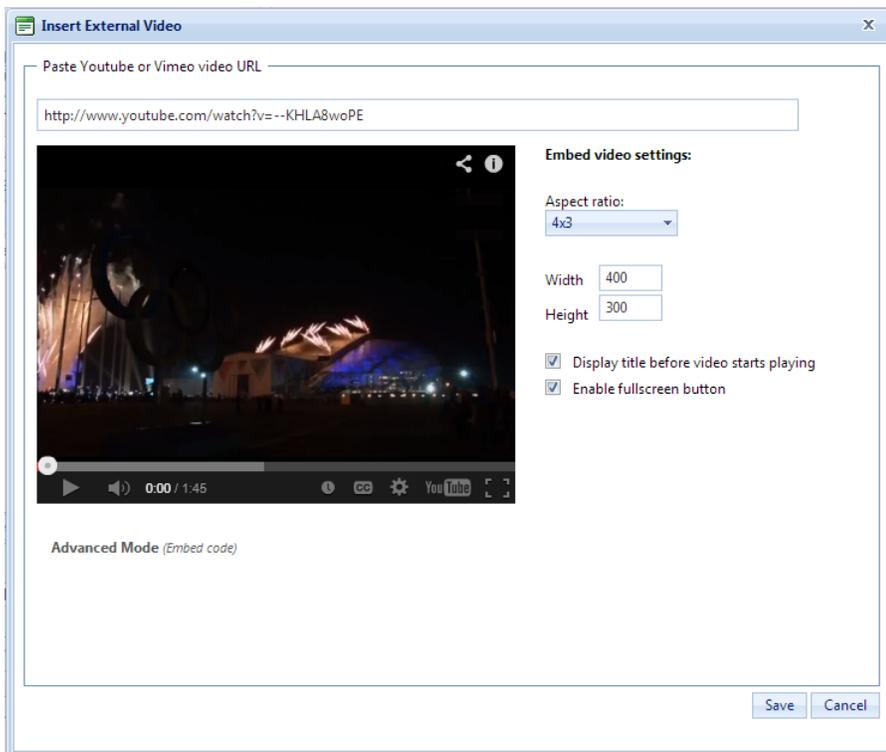
You can now insert links to videos hosted on sites such as YouTube and Vimeo.

To insert external video:

1. Open the video in your browser and copy the URL from the address bar.
2. In the word processor, position your cursor where you want the image to appear.
3. Select **Insert External Video** from the **Insert** menu. The **Insert External Video** dialog box opens.



4. Paste the URL in the **Insert External Video** dialog box and press **Enter**.
5. Edit the **Embed video settings** to change the video properties.



6. To view the HTML code that is inserted with the video, click **Advanced Mode**.

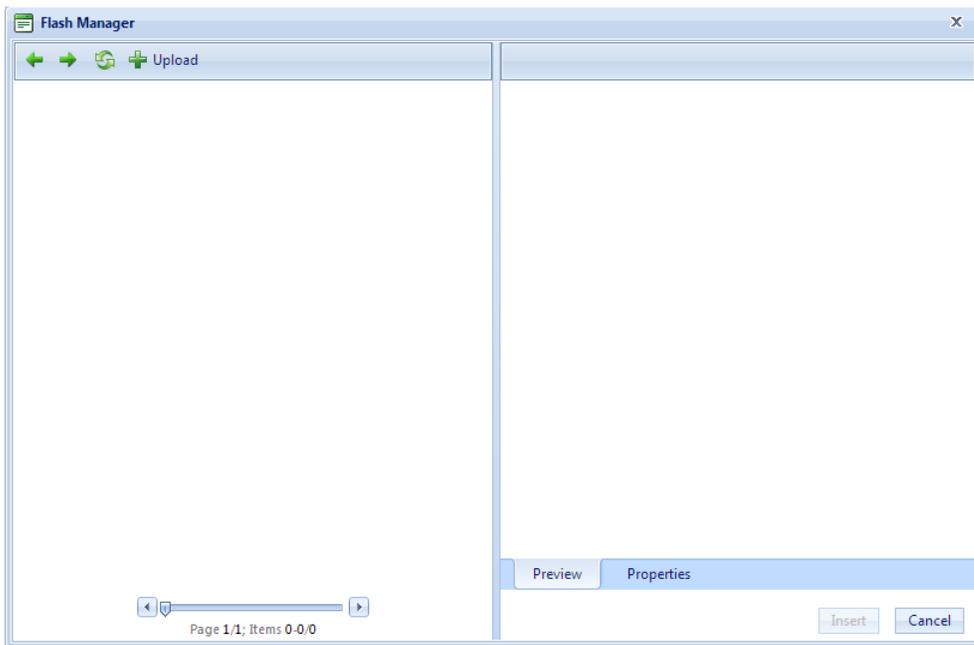
Advanced Mode *(Embed code)*

```
<iframe src="http://www.youtube.com/embed/xKAlduMN7og?wmode=transparent" width="400" height="300" frameborder="0">
</iframe>
```

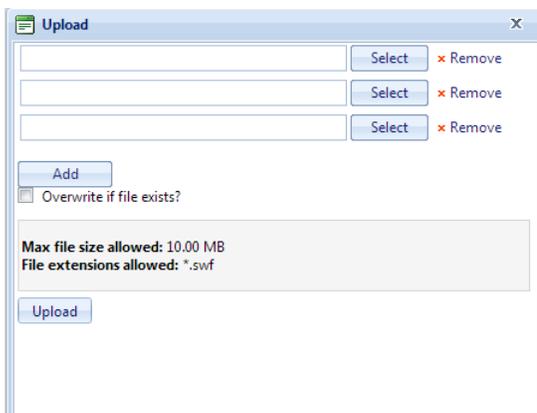
7. Click **Save**.

Module 5: Inserting Flash

1. In the word processor, position your cursor where you want the Flash to appear.
2. Select **Insert Flash** from the **Insert** menu. The **Flash Manager** dialog box opens.



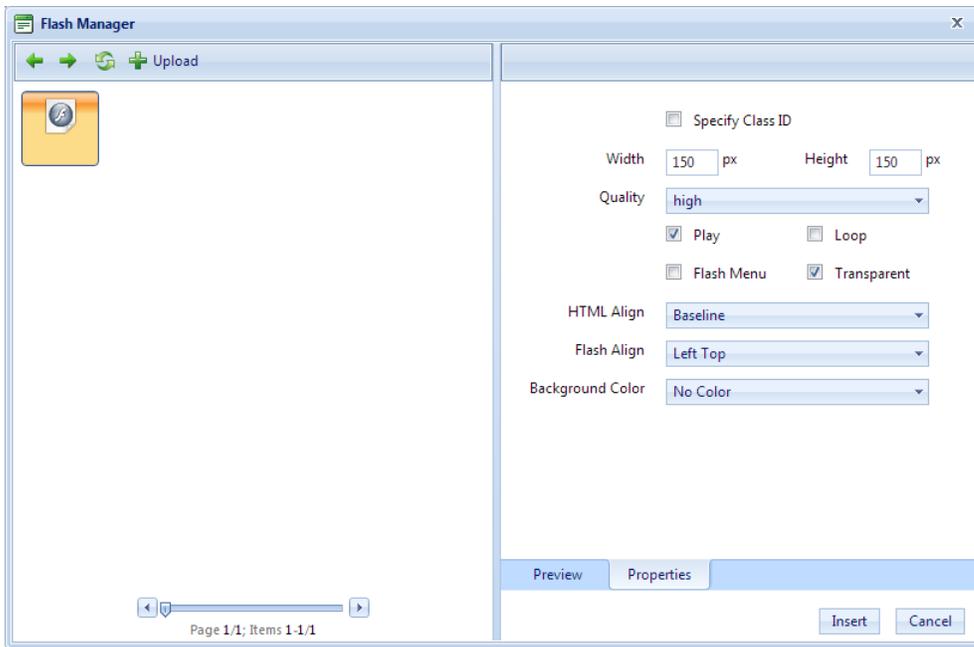
3. Click **Upload**. The **Upload** dialog box opens.



4. Click **Select** to locate the Flash files you want to upload.

Note: You can upload multiple Flash files at once. By default, there is space for three files. To upload more than three files, click **Add**. Once a Flash file is added to a question, it can be re-used in any question in the same question set.

5. After you have selected your Flash files click **Upload**.
6. Select the Flash file you want to insert from the list.



7. Click the **Properties** tab to adjust how the Flash file will display before inserting it.
8. Click **Insert**.

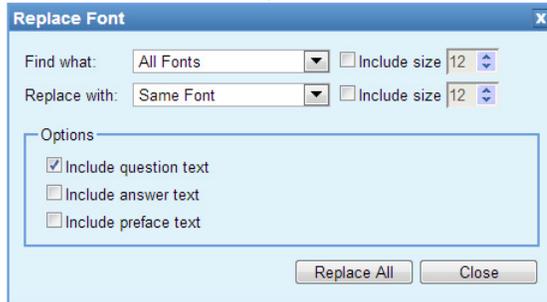
Note: While you can upload multiple files at the same time, you need to insert them one at a time. Select **Insert Flash** from the **Insert** menu and then select each file from the list of files.

Module 6: Replacing Fonts

Occasionally, you may write a question set or test and then decide that it would be easier to read in a different font. Rather than opening each question and changing the fonts, you can use the **Replace Font** command to replace every instance of a particular font in a question set or test. You can change from one font to another, change the font size, or both.

To replace a font in a question set or test:

1. Open a test or question set by dragging it to the editor pane.
2. Choose **Replace Font** from the **Edit** menu.



3. Choose the font to be replaced from the **Find what** list.
4. Select the **Include size** check box if you only want to replace a certain size of the font.
5. Choose the replacement font from the **Replace with** list.
6. Select the **Include size** check box if you want the replacement font to be a particular size. Otherwise, the original font size will be maintained.
7. Choose which areas in your set/test to include in the search.
 - Select **Include question text** if you want to include question text in your search. This option is selected by default.
 - Select **Include answer text** if you want to include answer text, including multiple choice answer choices, in your search.
 - Select **Search preface text** if you want to include preface text in your search.
8. Click the **Replace All** button to complete the font replacement, or click the **Close** button to return to the set/test without replacing fonts.

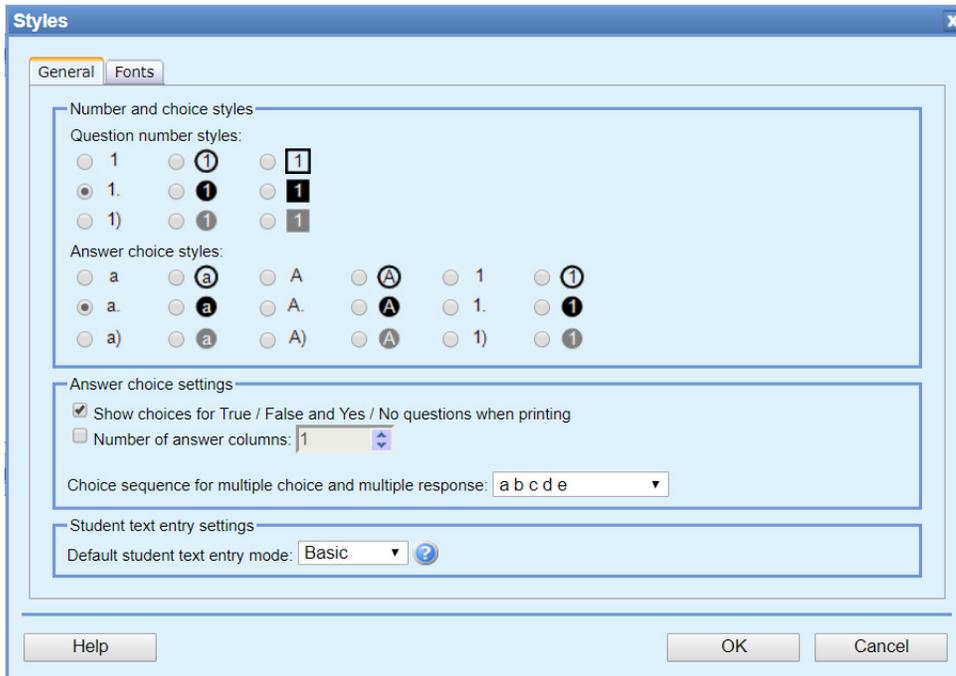
Module 7: Changing Styles

In addition to changing the font, you might want to change the style, including not only the font and point size of the text, but the formatting as well. You can change the styles of the following:

- Title
- Section title
- Question numbers
- Answer choices
- New questions
- Question information

To customize your test or question set:

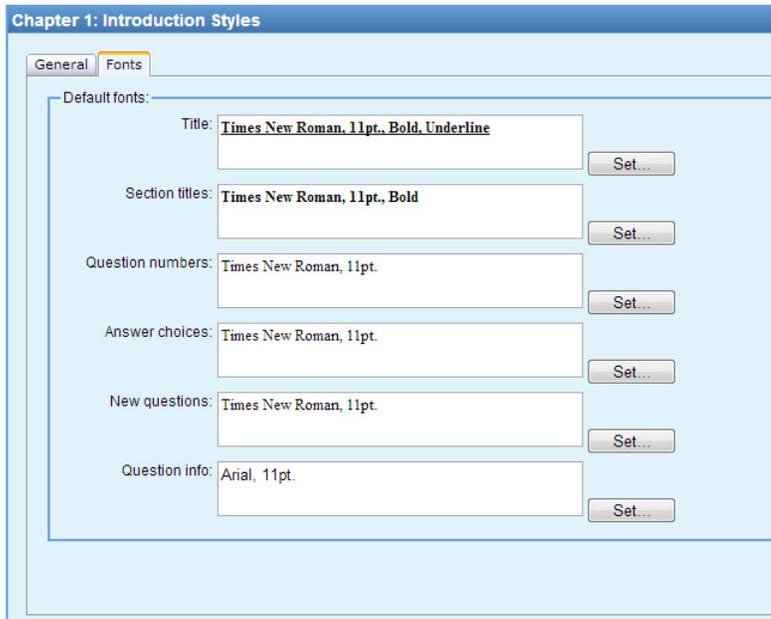
1. Open a test or, question set by dragging it to the editor pane.
2. Select **Styles** from the **Edit** menu.



3. Click the appropriate radio buttons to set your question number and answer choice styles.
4. Select the appropriate answer choice sequence. If students will be taking the test on a bubble sheet, select the sequence that matches the bubble sheet.
5. Select the student entry palette that you want to use as your default when writing new open-ended questions in the current set/test from the **Default student text entry mode** list.

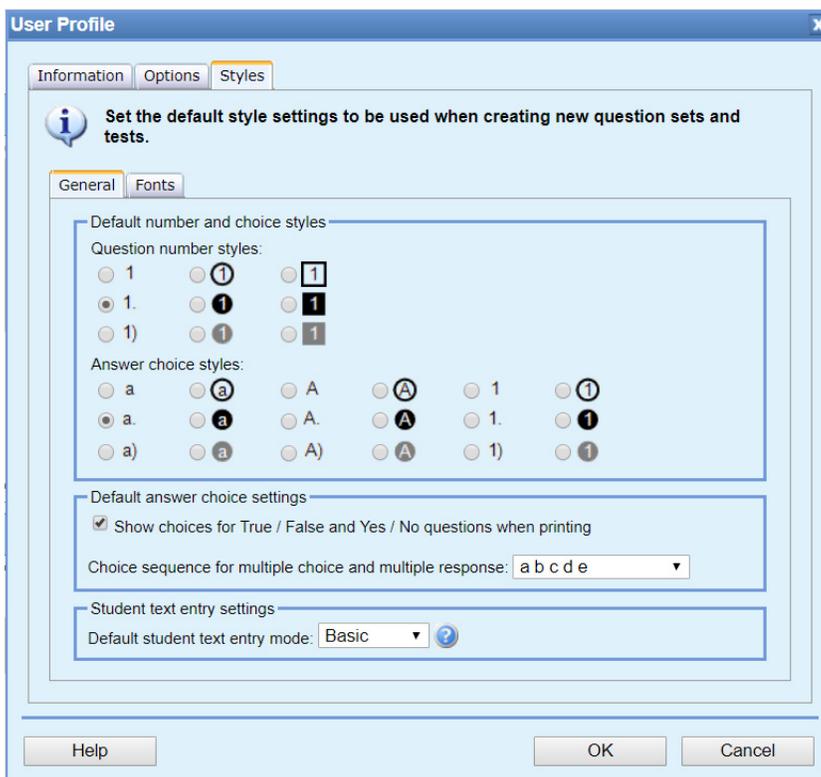
Note: This setting does not affect existing questions in the set or test.

6. Click the **Fonts** tab.



7. To change the font and style for any part of your test or question set, click the appropriate **Set** button and customize your options.
8. Click the **OK** button when you are finished.

Note: You can change your default style settings in your profile.

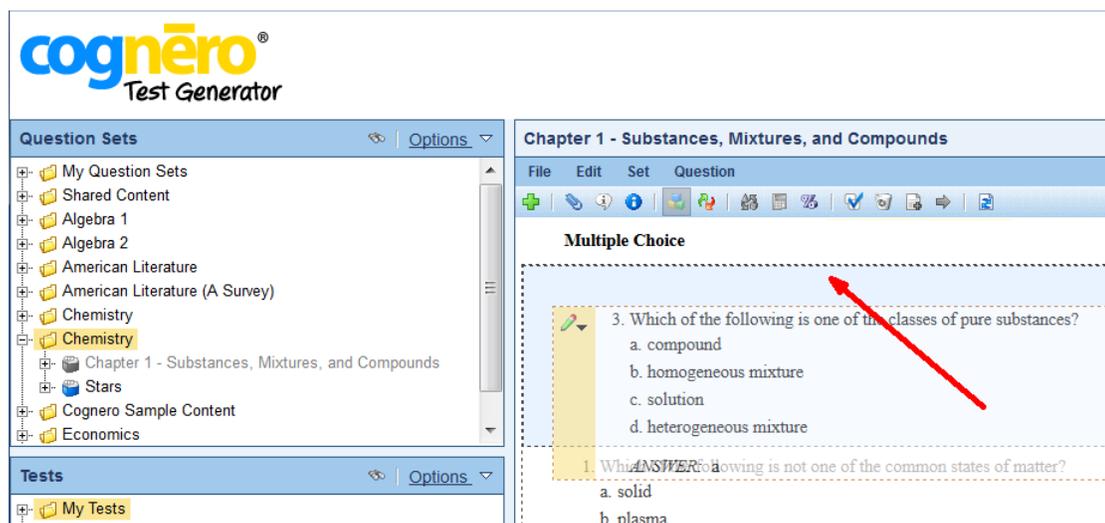


Module 8: Reordering Questions

Cognero allows you to reorder questions by dragging and dropping them a test or question set.

To reorder questions by dragging and dropping:

1. Open the test or question set.
2. Click and drag a question up or down to change its location within the question set or test. A blank, blue area will appear on the screen when you have dragged the question to an appropriate location.
3. Release the mouse button when the question is the desired location.



Notes:

- If the **Organize by Question Type** option is enabled, you may not drag questions outside of their question type grouping.
- You may not drag a question to an area within a preface group unless it is also attached to that same preface.
- You may not drag a question to an area within a matching group unless it is also a part of that same matching group.
- You can only drag and drop questions within the range of questions that is currently displayed in the editor pane. Change the view setting to **All questions** to enable dragging and dropping for the entire test or question set.
- When switching between different organization methods, the questions will always return to the order that they were added to the test.

Module 9: Sorting Questions by Question Information

In addition to organizing questions by type, you can also sort questions by question information. For example, you could sort questions by difficulty so that the easier questions appear first. You could also sort questions by topic. Refer to the chart below for the question information available for sorting.

	Sort	Tests	Reports
Points	x		
Rubric			x
Rationale			x
Difficulty	x	x	
Reference	x	x	x
Learning Objectives	x	x	x
Accreditation Standards		x	x
National standards		x	x
State standards		x	x
Local standards		x	x
Corporate standards		x	x
Topic	x	x	
Search Keywords	x	x	
Notes	x		
Other	x		

Module 10: Scrambling Questions

In addition to organizing questions by type and question information, you can also scramble the question order and the answer choice order for multiple choice, multi-mode, and multiple response questions. This enables you to quickly create a new version of your test or question set to reduce cheating.

To scramble a test or question set:

1. If necessary, open the test or question set you want to scramble.
2. Click the button  or choose **Scramble** from the **Test** or **Set** menu.

Notes:

- If the **Organize by Question Type** option is enabled, the question order will be scrambled within each question type group. If this option is not enabled, the question order will be randomized with no regard to question type.

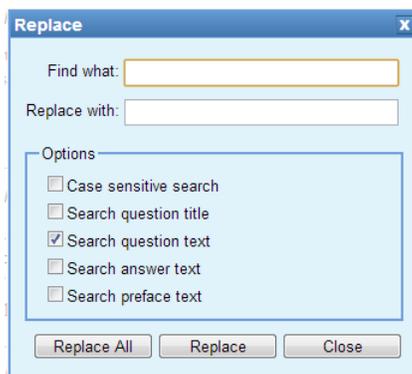
- Answer choices for multiple choice, multi-mode, and multiple-response questions will be scrambled according to the **scramble capable** setting for each individual question.
- Alternately, you may choose from a variety of scramble options when you print your test. To undo scrambling for a set or test, use the reset question set or reset test option. To undo answer choice scrambling for an individual question, use the reset question option.

Module 11: Replacing Text in a Question

You can find and replace text in a question set, making it easy quickly to substitute one word or phrase for another. You can search for text in the question title, question text, answer text, or prefaces. You can search one or more text fields at the same time as well as perform case sensitive searches.

To find and replace text in a question set or test:

1. Open a test or question set by dragging it to the editor pane.
2. Choose **Replace** from the **Edit** menu.



3. Enter the search text in the **Find what** field.
4. Enter the new text in the **Replace with** field.
5. Select the desired search options.
 - Select **Case sensitive search** if you want to require the text capitalization to match.
 - Select **Search question title** if you want to include question titles in your search.
 - Select **Search question text** if you want to include question text in your search. This option is selected by default.
 - Select **Search answer text** if you want to include answer text, including multiple choice answer choices, in your search.
 - Select **Search preface text** if you want to include preface text in your search.
6. Click the **Replace All** button to replace all instances of the search text. Click the **Replace** button to replace only the first instance of the search text.

Module 12: Assigning Points to Questions

Use the **Assign Points** option to quickly set the point values for all questions in a test or question set.

To assign points to questions:

1. Open a test or question set by dragging it to the editor pane.
2. Click the button  or choose **Assign All Points** from the **Test** or **Set** menu.



Number	Question Title	Question Type	Points
1	Substance	True / False	1
2	Weight	Multiple Choice	1
3	Hypothesis	Multiple Choice	1
4	Weight and Mass	Multiple Resp...	1
5	Scientific Method	Multiple Resp...	1
6	Control	Multiple Choice	1
7	Experiment Control	Multiple Choice	1
8	Mass Modified	Modified True ...	1
9	Weight Completion	Completion	1
10	Weight Short Answer	Subjective Sho...	1
11	Sodium Symbol	Objective Shor...	1
12	Chemical Symbols	Matching	1
12	1:Potassium	Matching	1

Total Points: 29

OK Cancel

3. Adjust the point values for each question in the **Points** column as desired.
4. When you are finished, click the **OK** button.

Note: Point values may also be set in the question information when creating or editing individual questions.

Unit 3: Resetting Questions, Sets, and Tests

Occasionally, you may want to reset the order of the questions or other test options, or if you're using publisher-provided content, you may want to discard your changes to a question and revert to the original publisher version of the question.

When you **reset** a question, set, or test, you are affecting the number of options, the order of the choices, and the order of the questions. You are **NOT** affecting the content of the question.

When you **revert** to the publisher version of the question, the actual **text of the question** may change based on the edits you made to the question.

After completing this unit, you will be able to:

- Reset the multiple choice options for a question
- Revert to the original publisher's version of a question

Module 1: Resetting a Question

Use the reset question command to restore a multiple choice question, a multiple-response question, or a matching group to its original state.

Resetting a multiple choice or multiple-response question does the following:

- Scrambled answer choice order is reset.
- The number of answer choices displayed is reset.

Resetting a matching group does the following:

- The order of the questions within the matching group is reset.
- The **show the first _____ questions on this test** option for matching questions is reset.

To reset a question:

1. Open the test or question set that contains the question you want to reset.
2. Click to highlight the question you want to reset.
3. Choose **Reset Question** from the **Question** menu.

Module 2: Resetting a Question Set

Use the reset question set command to restore certain aspects of a question set to their original state.

Resetting a question set does the following:

- The question order is reset.
- Scrambled answer choice order is reset for multiple choice and multiple-response questions.
- The number of answer choices displayed is reset.

To reset a question set:

1. Open the question set you want to reset.
2. Choose **Reset Question Set** from the **Set** menu.

Module 3: Resetting a Test

Use the **reset test** command to restore certain aspects of a test to their original state.

Resetting a test does the following:

- The question order is reset.
- Scrambled answer choice order is reset for multiple choice and multiple-response questions.
- The number of answer choices displayed is reset.
- The **show the first...** option for all matching groups is reset.

To reset a test:

1. Open the test that you want to reset.
2. Choose **Reset Test** from the **Test** menu.

Module 4: Reverting to the Original Publisher Version of a Question

You have the ability to edit publisher-created content that you have access to. If you have edited a question and want to revert to the original, publisher-provided form of the question you may do so using the revert option.

To revert a question:

1. Expand the publisher-created question set or test in the left pane so that the individual question titles are visible.
2. Right-click the question and select the **Revert** option.
3. Alternately, you may left click to select the question and then choose **Revert** from the **Options** menu.

Note: If the revert option is not available, the question is not a publisher-provided question or the question is already in its original form.