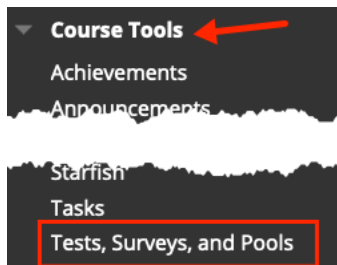


CREATE A TEST OR QUIZ

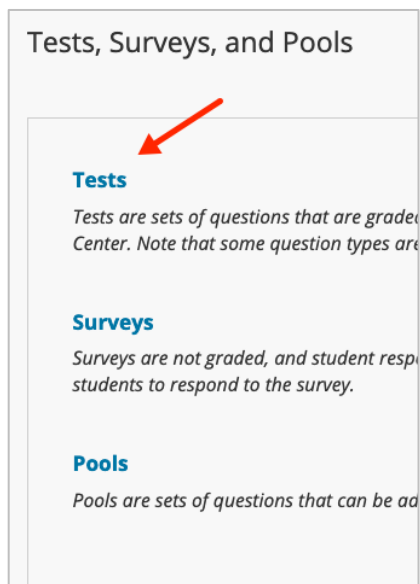
The test tool is the tool for delivering quizzes or exams in ulearn. Some question types can be automatically graded, while others will require manual grading by the instructor.

Instructions

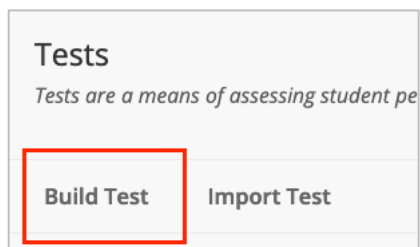
1. From the Course Tools menu, select **Tests, Surveys, and Pools**.



2. On the Tests, Surveys, and Pools page, select **Tests**.

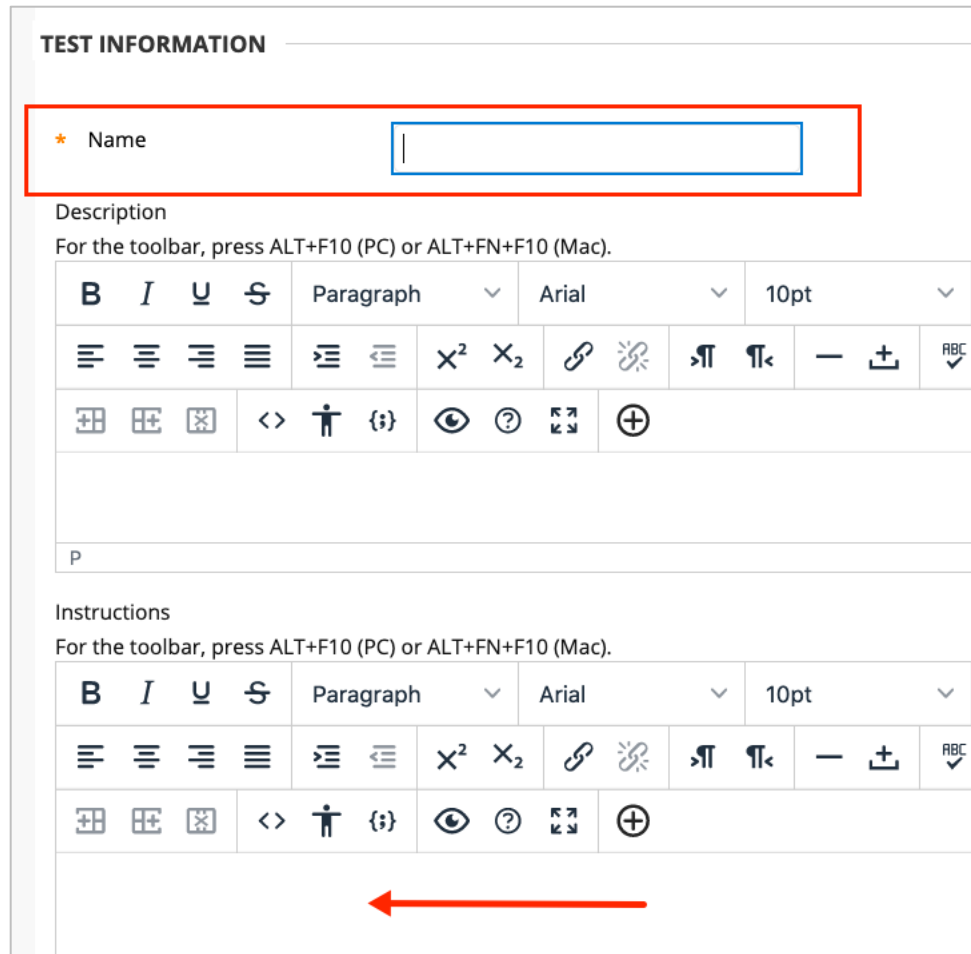


3. On the Tests page, select **Build Test**.



CREATE A TEST OR QUIZ

4. On the Test Information page, give the test a **name** (required), a **description** is optional, and **instructions**.



TEST INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U ~~S~~ Paragraph Arial 10pt

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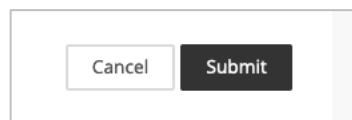
Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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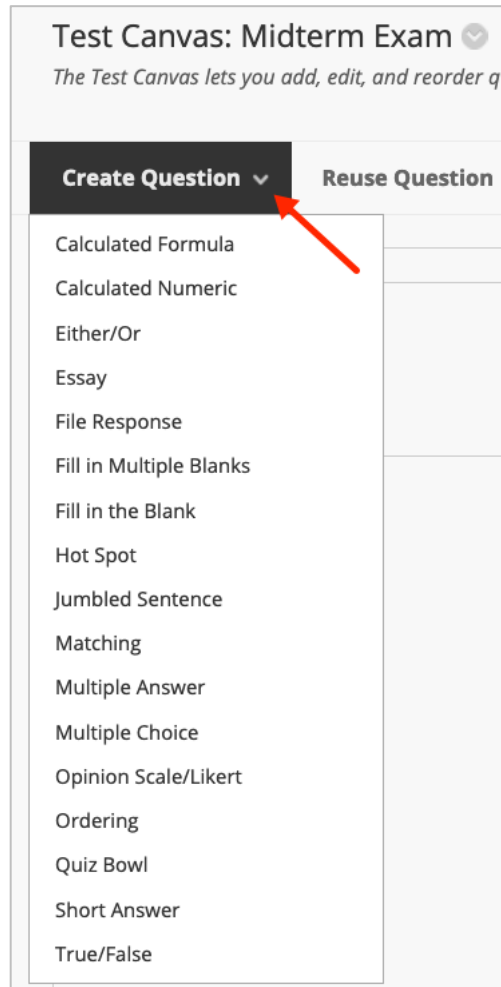
5. Click **Submit** to save.



Cancel Submit

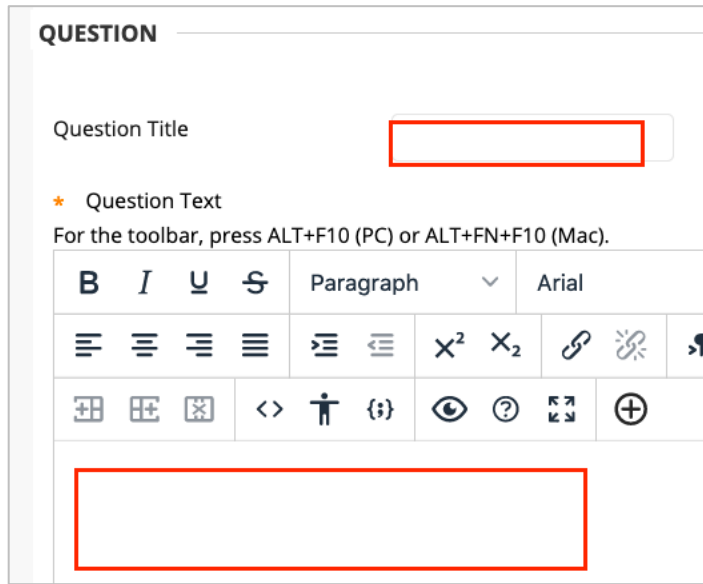
6. After clicking Submit, you are taken to the Test Canvas page, where you will create the test questions. To create a question, hover over the **Create Question** button. Select a question type from the menu that appears. (For more information about the question types, please visit the [Test Question Types](#) guide.)

CREATE A TEST OR QUIZ

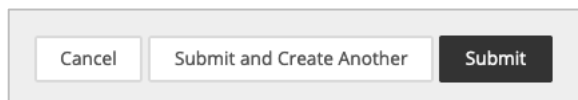


7. One you have chosen a question type (i.e., Multiple Choice) on the Create Question page, a Question Title is optional, but the **Question Text** is required. Choose the options preferred, number of answers, and choose the correct **Answer** (if relevant to your question type), a **Rubric** (optional), **Feedback** (optional), and any other additional, relevant information. Please note that Answer 1 is always set to be the default correct choice on Multiple Choice questions.


CREATE A TEST OR QUIZ



- To save the question, click **Submit** or **Submit and Create Another** (same question type).

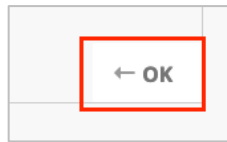


- Repeat steps 6-8 to create additional questions.
- Once you are finished creating questions, adjust the point value for each question from the Test Canvas page. Every question is automatically worth 10 points, unless adjusted by the instructor.

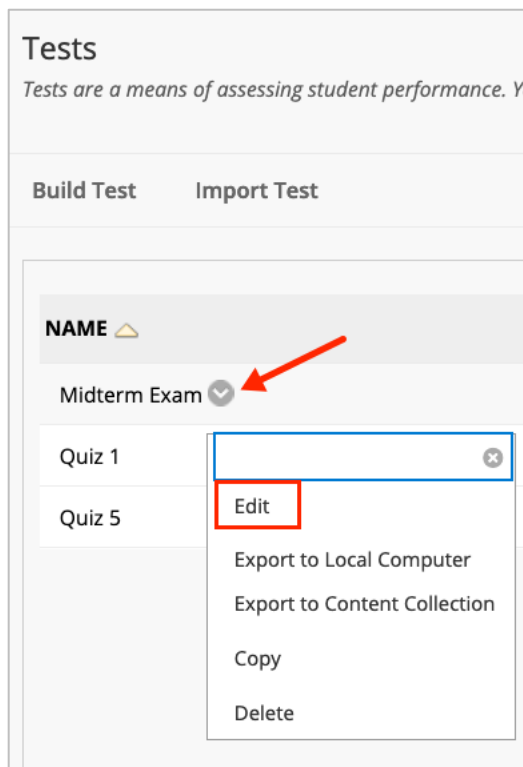


- When you are finished adding questions and adjusting the point values, click **OK** at the bottom right of the page to return to the Test page.

CREATE A TEST OR QUIZ



You can return to this area to continue to edit the test or quiz. Just choose **Edit** from the menu and repeat steps 6-10.



12. In order for student to take the test, you must create a link to the test in one of your course's content areas. Visit the [Add/Link to a Test in a Content Area](#) user guide for instructions on creating a link to the test.