

My.Wartburg... *Tips to make your teaching life easier!*

Add a Quiz or Test

Quick & Simple:

Step 1

- Click on **Coursework**
- Click on **Add an Assignment**
- Click on **The Online Test format**
- Give the assessment a name
- Choose the Type
- Select **Due Date**
- Click **Save** after viewing and selecting other options (You will automatically be taken to the screen where you will build the test after clicking on Save)

Step 2

- Click **Add a question**
- Enter the **Question Text**. This is the question that will be displayed to students.
- Add the number of points for that question in the **Point Value**
- Choose **Answer Type**
- Add Answers
- If automatically grading, click on which answer is correct
- Either click on **Save and add another** or **Save and return to Test Builder**

Step 4

- When ready for students to take the test

- Click on Coursework
- Next to your quiz or test, click on the light switch icon to the right of the name of your quiz. This will turn the test on and be open for students.

Note to students:

- When finished with the quiz or test students must click on **Submit for Grading**