1) First go into a Content Folder

2) Click on Assessments, then select Assignment

3) Select an Existing Test or Add a New Test Then Click Submit.

4) Add in a Name, and if you wish instructions and description.

5) Click “Create Question” and Choose the Question type that you want from the list.

6) When done entering Questions Click “OK” on the lower right.

7) Your Test should be selected on Add Test and click submit.
Now you can set your test options.

1) **Test Information**
   - Set name and description for test
   - You can also select to open in new window (recommended)

2) **Test Availability**
   - Make the link available – “Yes” for students to see it.
   - Create a new announcement – Creates an announcement (If you use the tool)
   - Multiple Attempts - number of attempts students can use.
   - Force Completion – Completion when time runs out or student exits.
   - Set Timer – Timer for Exam
   - Display Dates – When it displays for student
   - Password – Can have a classroom password for students to take

3) **Due Date**
   - Sets due date for student, student can still take test, but will be marked late

4) **Self-Assessment Options**
   - “Include this test in Grade Center” – If checked, grade counts in grades.
   - “Hide Results” – Instructor does not see results.

5) **Test Feedback**
   - Select options for student to see when they submit.
   - Includes Total Score, Submitted Answers, Correct Answers and Feedback

6) **Test Presentation**
   - How student sees the exam, “All Questions at Once”, “One at a Time” and “Randomize Questions” are options you can select.

7) **Submit** – Submit to Create the Exam