

Seaport 3

Creating a Quiz/Exam

1. After logging in and selecting your course, click **Quizzes & Exams** in the left navigation menu (Figure 1).

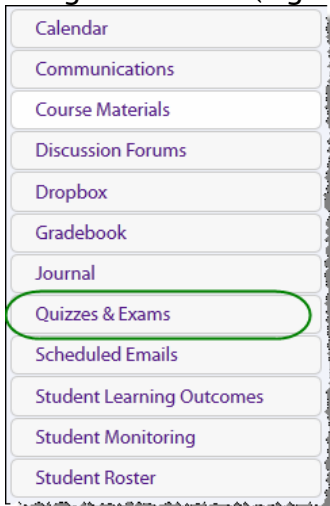


Figure 1

2. Click **Create New Quiz/Exam** (Figure 2).

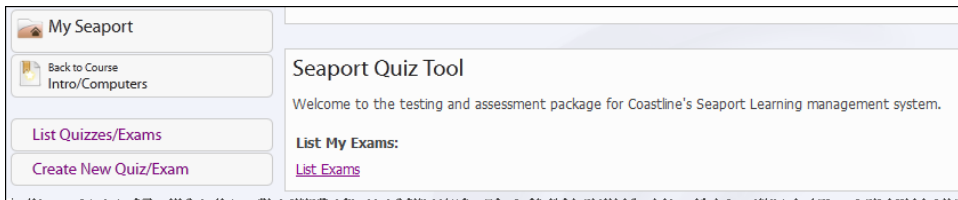


Figure 2

3. Enter a quiz name in the Quiz name text box and click **Create New Quiz** (Figure 3).

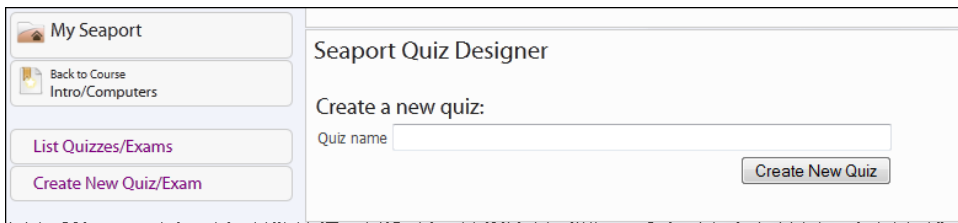


Figure 3

4. Select **Properties** (Figure 4).

Seaport 3

The screenshot shows the 'Quiz Properties' configuration page for a quiz named 'test2'. The page has a navigation bar at the top with tabs: Overview, Properties (selected), Owner, Questions/Layout, Results/Grading, Reports, Preview, and Take Quiz. Below the navigation bar, the quiz name 'test2' is displayed, followed by the title 'Quiz Properties'. The configuration fields are as follows:

Quiz Name:	test2
Owner Name:	Mark Worden
Auto Gradebook:	Automatically move scores to gradebook
Allow Preview:	No Preview Allowed
Description: (designer use only)	
Beginning Message:	
Ending Message:	
Time Allowed:	60 (in minutes)
Time Warning:	10 (minutes left until warning)
# of Retakes:	(number of retakes allowed, leave blank or zero if no retakes are allowed)
Viewable End Results:	Show Score, Results & Questions
Special Entry Codes:	Generate a New Code

At the bottom of the form, there is a red warning bar that says 'Make sure to save work before continuing.' and a 'Save Quiz Info' button.

Figure 4

5. Make any changes to the **Quiz Properties** that you wish for this quiz/exam.
6. Be sure to click **Save Quiz Info** when finished.
7. Select **Questions/Layout** (Figure 5).

Seaport 3

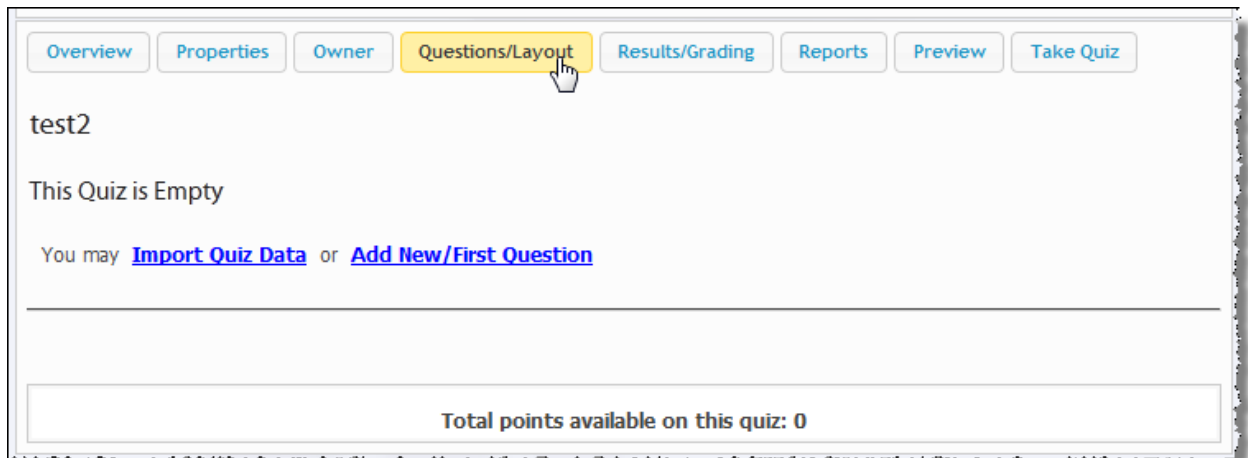


Figure 5

8. Select **Add New/First Question**.
9. Enter your question in the New Question/Points textbox (Figure 6).

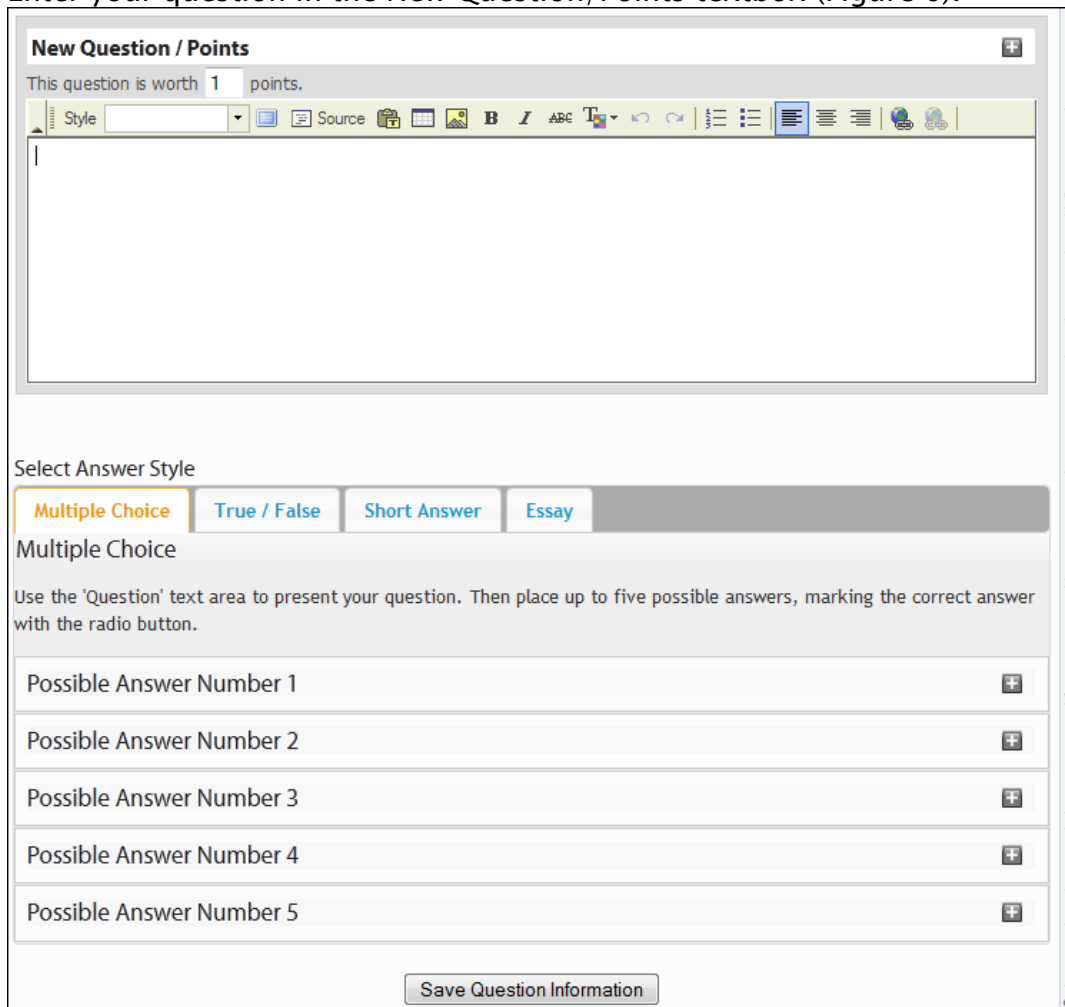


Figure 6

Seaport 3

10. Select the Answer Style (Multiple Choice, True/False, Short Answer, Essay) and provide the answers in the designated location. For Multiple Choice you will provide up to 5 answer choices and indicate which is the correct answer. For True/False you will indicate whether the question is True or False. For Short Answer you will provide Key Words that will aid you in grading.