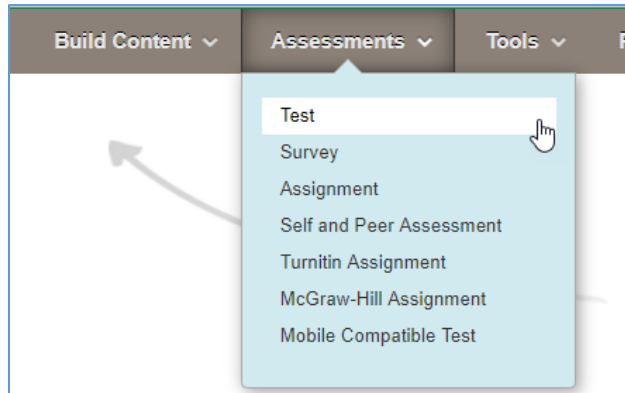
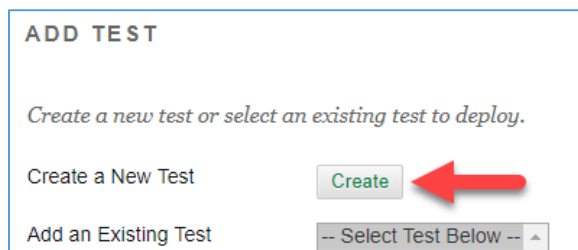


# Creating a Print Exam in eLearning

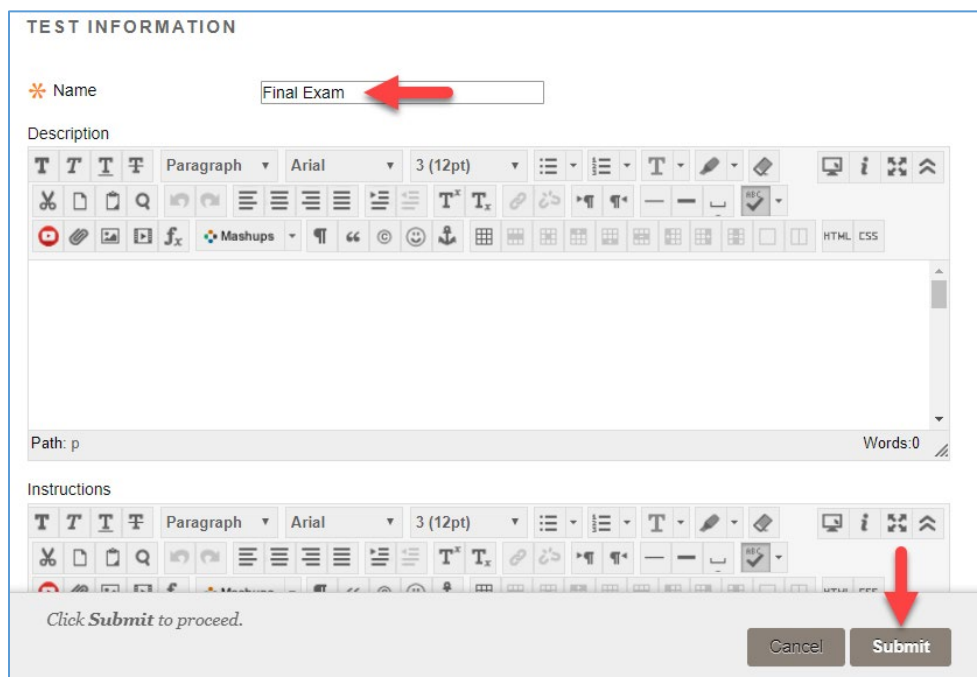
While in your eLearning course, go to **Assessments > Test** to create a new test.



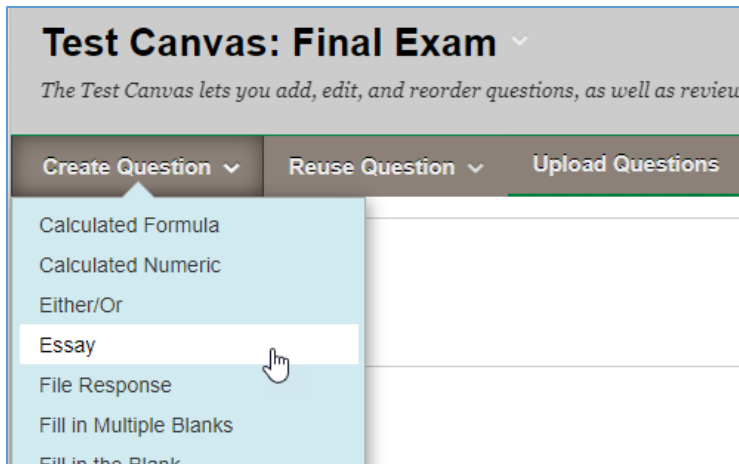
Click the **[Create]** button.



Type in the exam Name, then click **[Submit]**.

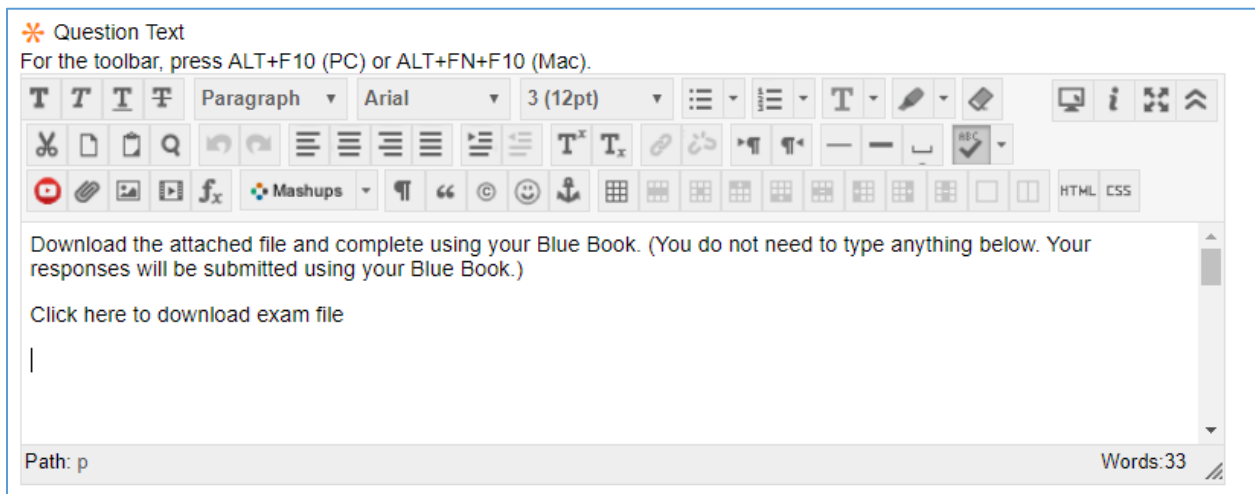


You are now in the Test Canvas. To create a question, go to **Create Question > Essay**.

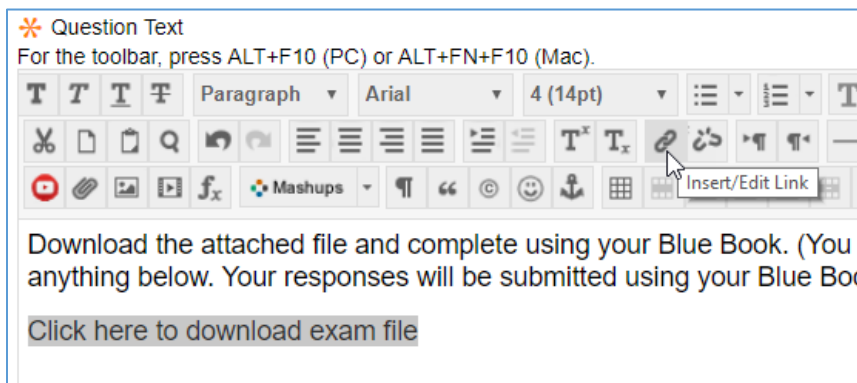


Type in your question text.

(NOTE: In the screenshot below, we increased the font size to 14pts and added an extra space below the question to make the question text more easily readable.)



Highlight the words you want to become the clickable link to your exam file. (This will be what students click to access the file.) Once you've highlighted the text, click the **Insert/Edit Link** button.



Click the **[Browse My Computer]** button.

Link Path

*You can drag a file from your computer to the **Attach File** area or use the browser to upload a file. If you upload a file, use the file's permanent URL in the repository.*

Target

Title

Class

Once you've selected the file from your computer, click the **[Insert]** button.

Link Path

*You can drag a file from your computer to the **Attach File** area or use the browser to upload a file. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.*

Target

Title

Class

Notice now the text you highlighted earlier is now a link. Click **[Submit]**.

\* Question Text

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

Download the attached file and complete using your Blue Book. (You do not need to type anything below. Your responses will be submitted using your Blue Book.)

[Click here to download exam file](#)

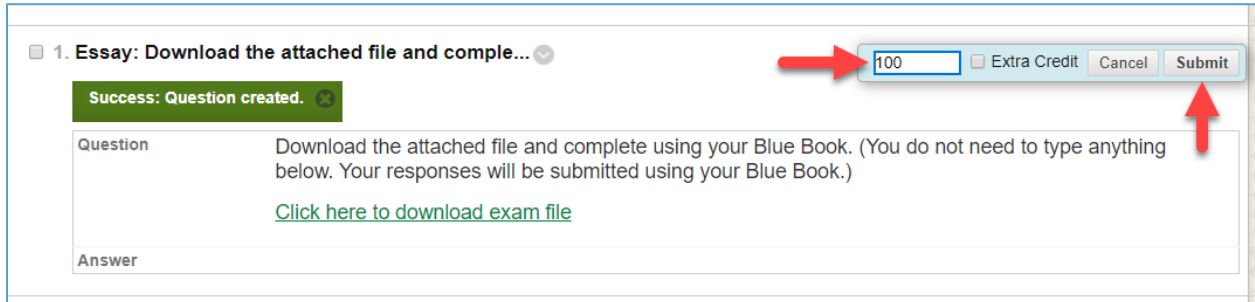
Path: p » a Words:33

**ANSWER**

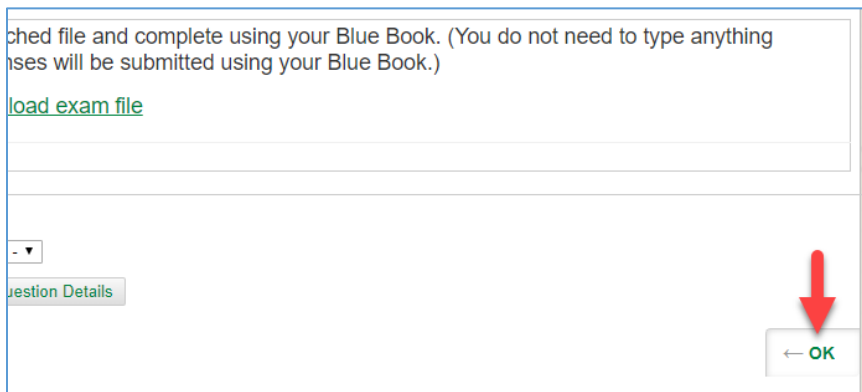
*Click **Submit** to proceed.*

Change the points for the question to be the total points for the exam. (For example, if the exam is worth 100 points, change the question to be worth 100 points, as seen in the screenshot below.)

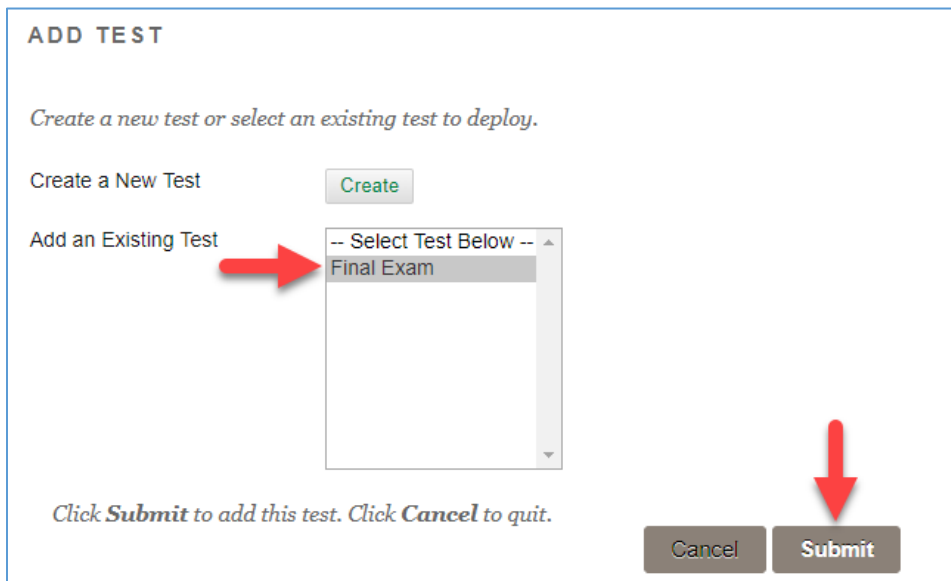
To change the points, click on the default '10' points. You can now type in the new value, then click **[Submit]**.



Now that you've finished editing your exam question, click the **[OK]** button at the bottom of the screen.

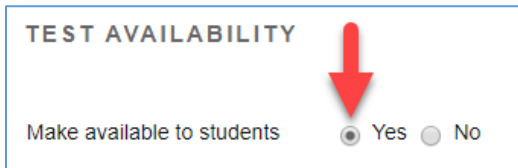


You now see the Add Test screen we saw earlier. Your new exam is now listed. Click **[Submit]**.



You are now able to edit the Test Options. There are two options that are REQUIRED. You must set these in order for your exam to work.

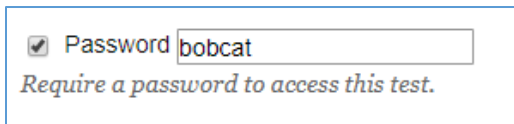
- **Make available to students** -- Change this setting to **YES**.



TEST AVAILABILITY

Make available to students  Yes  No

- **Password** – This is what limits the students to accessing the test in the Testing Center. (DO NOT give your students this password. You will instead give this password to the Testing Center only.)

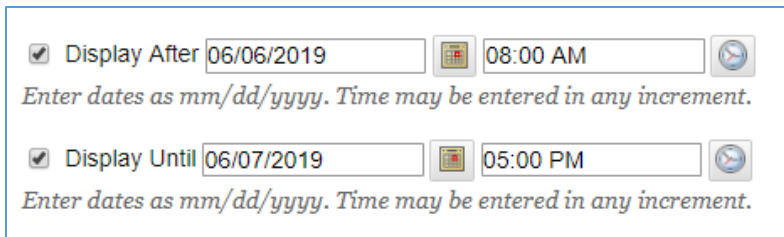




Password

*Require a password to access this test.*



There is one additional setting on this Test Options screen that you may consider using; however, it is not required. The two required settings above will make your test visible immediately. DON'T PANIC – the password will keep students out of the test until they're in the Testing Center. However, you may want to limit the visibility of that test so that it's only visible to students on the dates of the exam. Below is the setting to do this.

- **Display After / Display Until** – In the screenshot below, the test will become visible to students on June 6 at 8am. It will then disappear on June 7 at 5pm.



Display After    

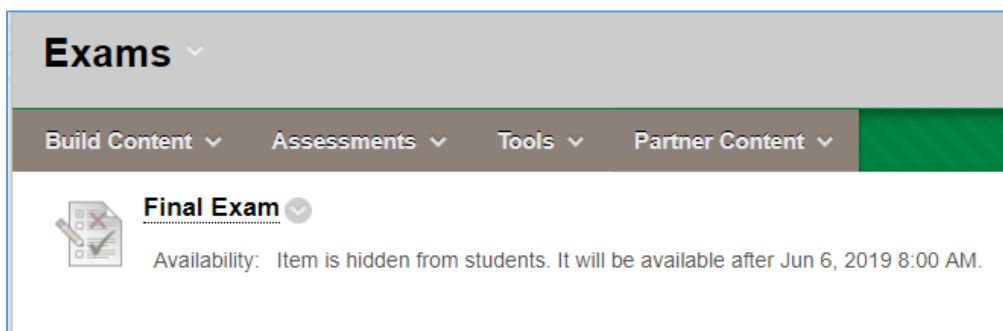
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*


Once done editing the Test Options, scroll down to the bottom of the page and click **[Submit]**.

Your exam is now ready for students to access on the appropriate test dates in the Testing Center. (Notice in the screenshot below, eLearning indicates that the exam is currently not available to students, but it will become available on the date set.)



**Exams** ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Final Exam** ▾

Availability: Item is hidden from students. It will be available after Jun 6, 2019 8:00 AM.