

## Exams and Quizzes

This item is used to evaluate student performance in a course. When an exam item is created, it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam banks, and add and edit exam and quiz information. The Course Template for Siena .NEXT courses already has an Exam Content Item created for each week.

### Add an Exam

Before an exam can be added to a course, the Exam Content Item must be added. After the Exam Content Item is added, then the content can be added to the exam.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Course Items**.
  - If the **Course Items** button is not available, click **Course Home** in the **Navigation Pane**.
  - You should see the **Course Items** button.
- ❖ Click **Add Items**.
- ❖ The **Add Items** window will display (see illustration below).

- ❖ In the fields that are provided, enter information accordingly. The table below shows the fields that are in this window.

In this field	Do this
<b>Name</b>	Input a name for the new Content Item, such as Quiz/Test. When the new name is entered, it will display in the <b>Select existing item name</b> list.
<b>Select Existing Item Name</b>	Click the list arrow for this item. It is used to select an existing content item to use for this item.
<b>Item Type</b>	In this list, select <b>Exam</b> .
<b>Add to</b>	In this area, select either Course Home or the Week into which the Exam is to be added. <ul style="list-style-type: none"> <li>▪ To select more than one week, click the first week, hold down the <b>CTRL</b> key and select the other weeks.</li> <li>▪ To select all the weeks, select the first week, hold down the <b>SHIFT</b> key and click on the last week.</li> </ul>
<b>Assign to</b>	This option is only available if groups have been setup for the course.
<b>Hide Item from Students</b>	Click the check box for this item if students will not be allowed to view the item at this time.
<b>Create Dropbox Basket</b>	This item is not available for exams. The exam is automatically added to the Gradebook.

- ❖ Once all the options have been specified, click **Add Items**.