How to Add a Quiz to a Course Shell

To create your own courses on the WLC, you'll need to email learning@wellsky.com and ask them to release however many course shells you need to build your own courses. The support desk will reply letting you know when the shells have been created and their titles.

BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE *HOW TO PERSONALIZE A COURSE SHELL* HANDOUT. You can then move forward with the below instructions once those steps have been completed.

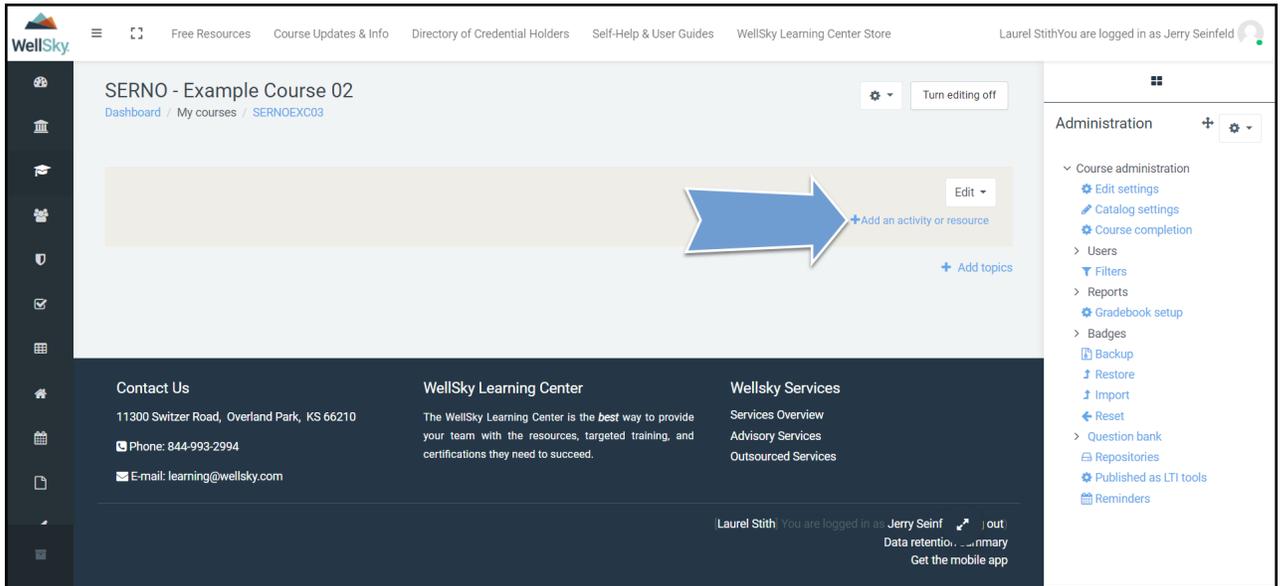In this handout, we'll cover how to add a quiz to a course shell.

1) Click *Add an activity or resource*.
2) Click the *Quiz* tile.
3) Give your quiz a name.
4) Enter a brief description for your quiz.
5) In the *Grade* section, enter your passing threshold in the Grade to pass field. For example, if you want your passing percentage to be 80% and for the test to have 10 questions with 1 point being awarded for each correct answer (for a total of 10 points), then you will enter 8 into this field.
6) Within this same section, you can set how many attempts your users should have to complete the quiz. You can select from 1 through 10 or give them unlimited attempts.
7) Under *Question behavior*, change the *How questions behave* field to *Immediate feedback*.
8) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
9) Click the checkbox next to *Student must receive a grade to complete this activity*.
10) In the *Require passing grade* row, click the checkbox next to *Require passing grade*.
11) Click the option to *Save and display* button.
12) You'll be taken to your quiz which currently has no questions within it. Click the option to *Edit quiz*.
13) Once you're on the *Editing quiz* page, click the *Add* dropdown and select *a new question*.
14) Select your question type and click *Add*.
15) Enter your question name. This information will not appear in the quiz.
16) Enter your question into the *Question Text* field.
17) Select how many points you want to award for correctly answering the question.
18) Depending upon which question type you've selected, each potential answer field may have an answer, grade, and feedback. Enter your answer into the answer field. If the answer is correct, enter the grade percentage you want to award. Enter the feedback you want to give the user for their answer.
19) After all potential answers have been entered, click *Save changes*.
20) You'll be redirected back to the *Editing quiz* page. Repeat steps 14-20 until all questions have been created.
21) **OPTIONAL:** If you would like to shuffle the order of your questions, click the checkbox next to Shuffle. You can also rearrange the question order by dragging and dropping. You can also add page breaks between your questions if you'd like.
22) If this is the only item you want to add to your course, click the course title in the footprint to go back to your course dashboard.
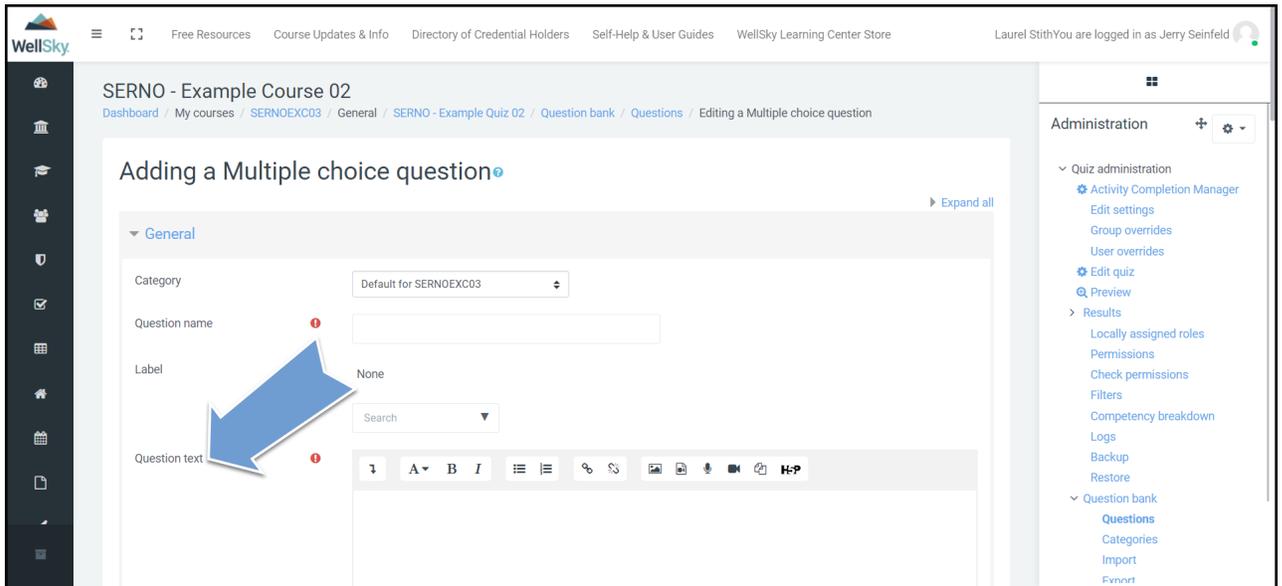
23) Click the button to *Turn editing off*.
24) You are now ready to enroll your users.

The next few pages show the above instructions along with screenshots showing where to click in each step.

How to Add a Quiz to a Course Shell (Screenshot Instructions)
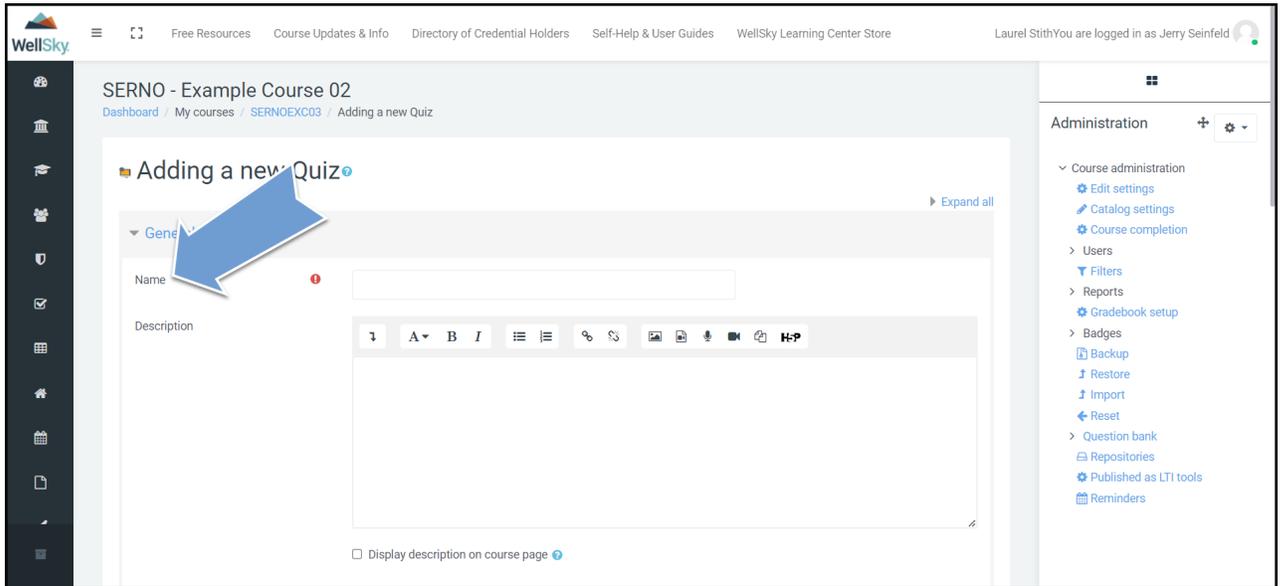
1) Click *Add an activity or resource*.
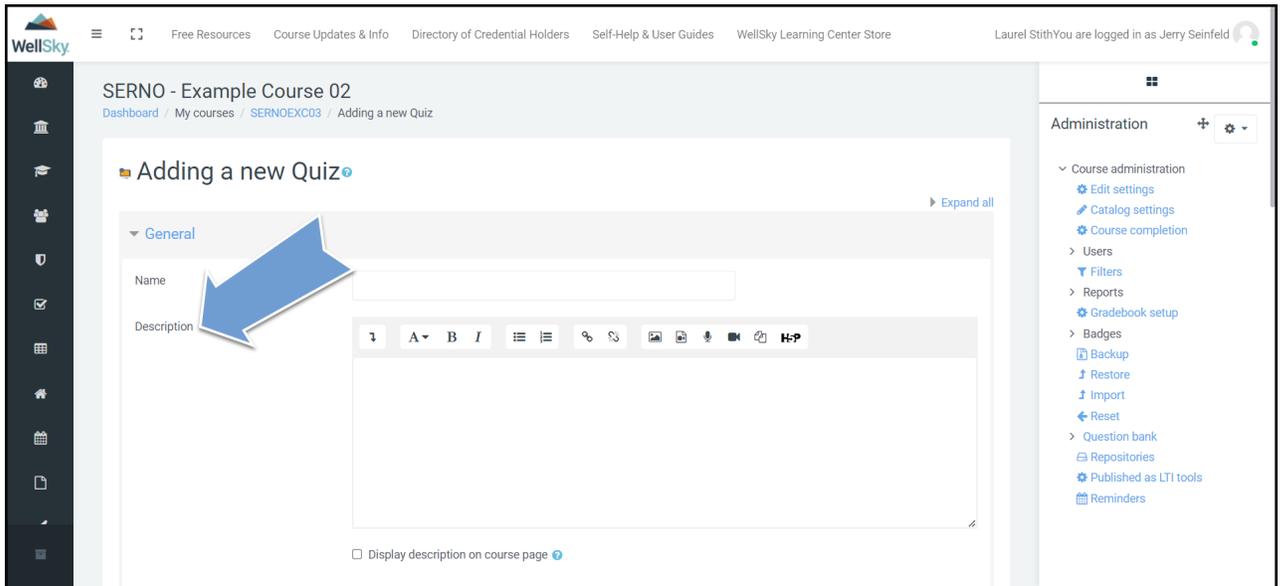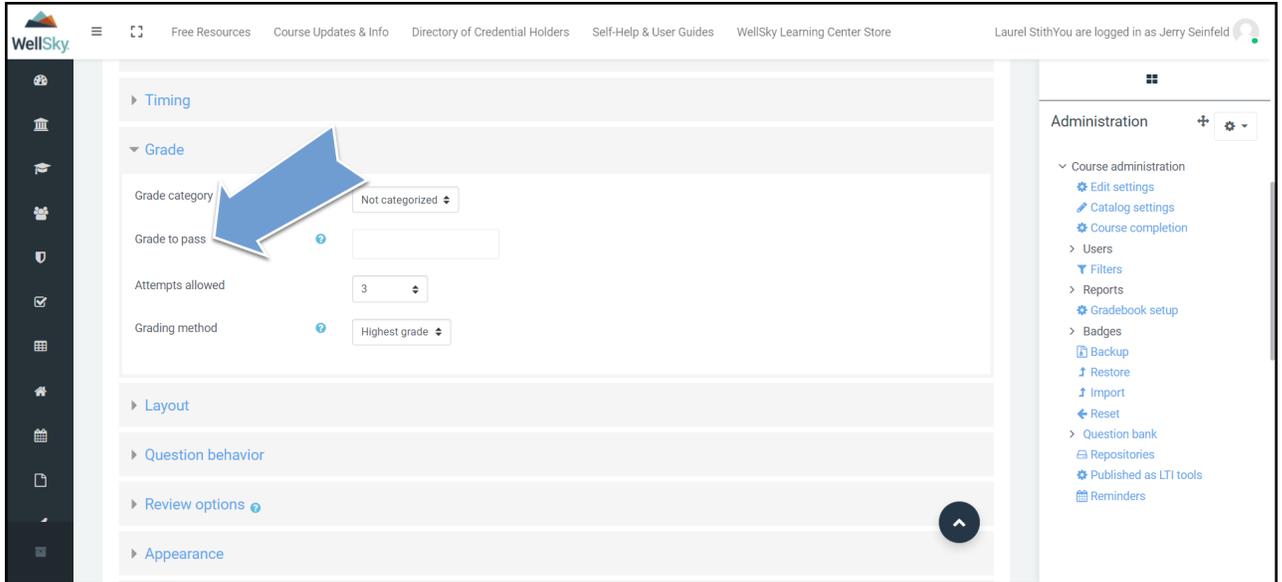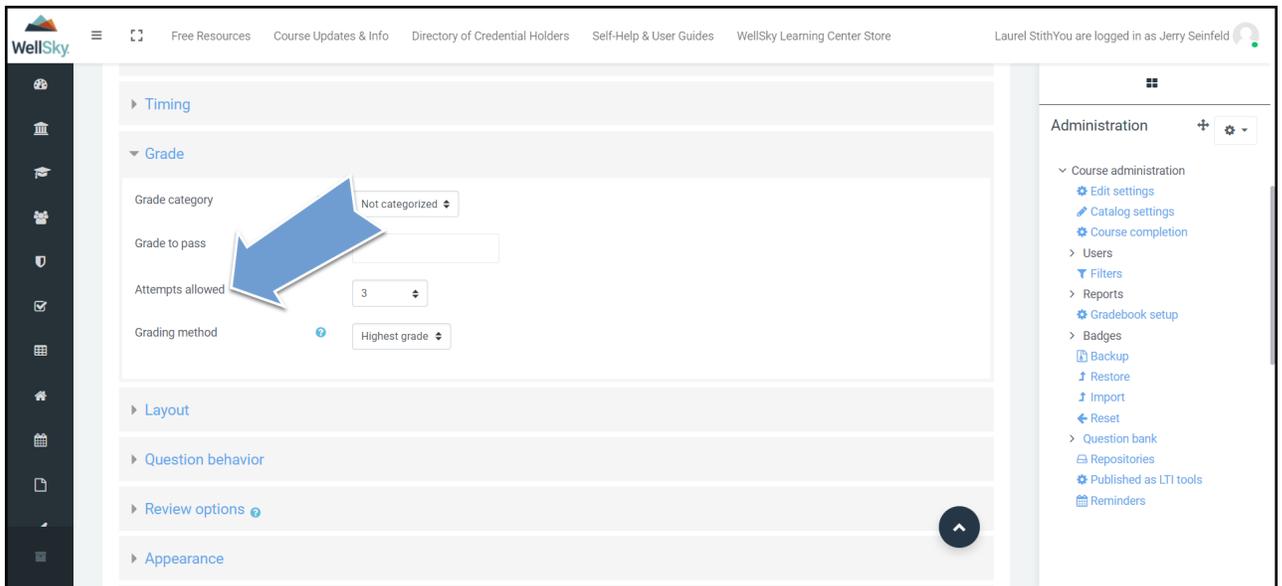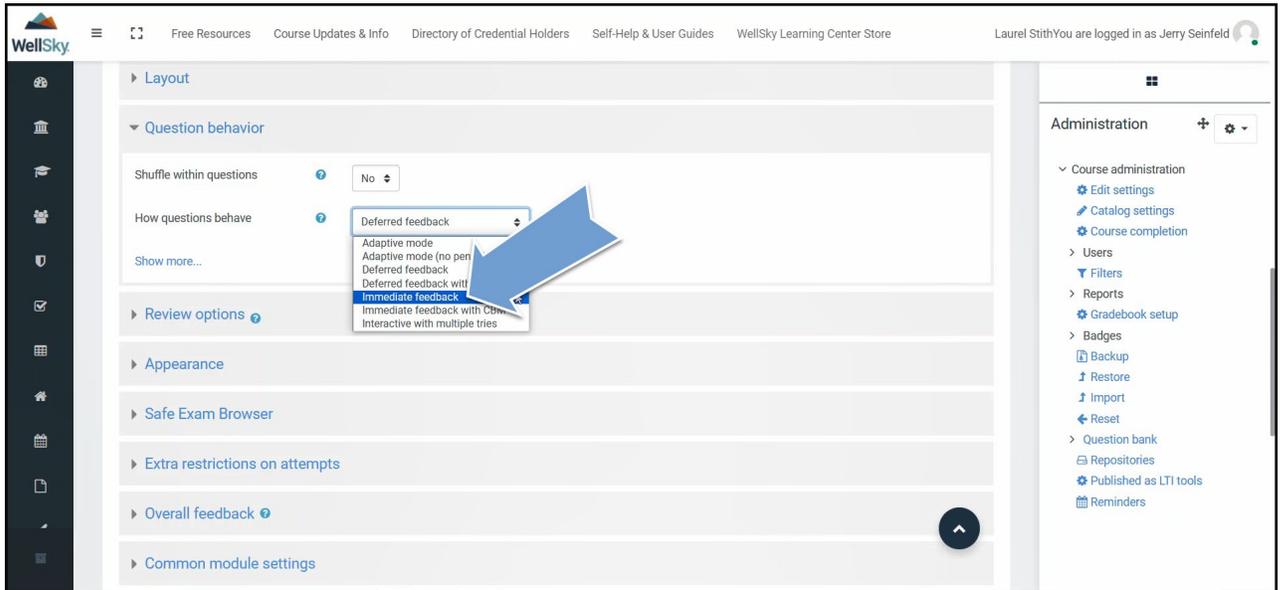
2) Click the *Quiz* tile.

3) Give your quiz a name.

4) Enter a brief description for your quiz.

5) In the *Grade* section, enter your passing threshold in the Grade to pass field. For example, if you want your passing percentage to be 80% and for the test to have 10 questions with 1 point being awarded for each correct answer (for a total of 10 points), then you will enter 8 into this field.
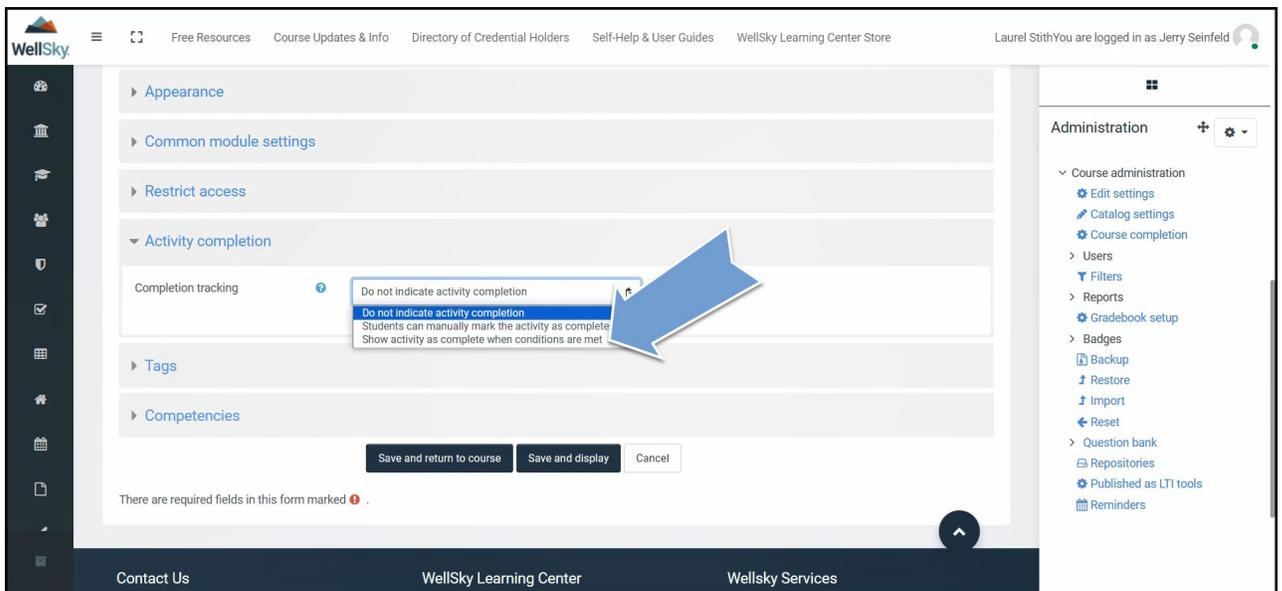

6) Within this same section, you can set how many attempts your users should have to complete the quiz. You can select from 1 through 10 or give them unlimited attempts.
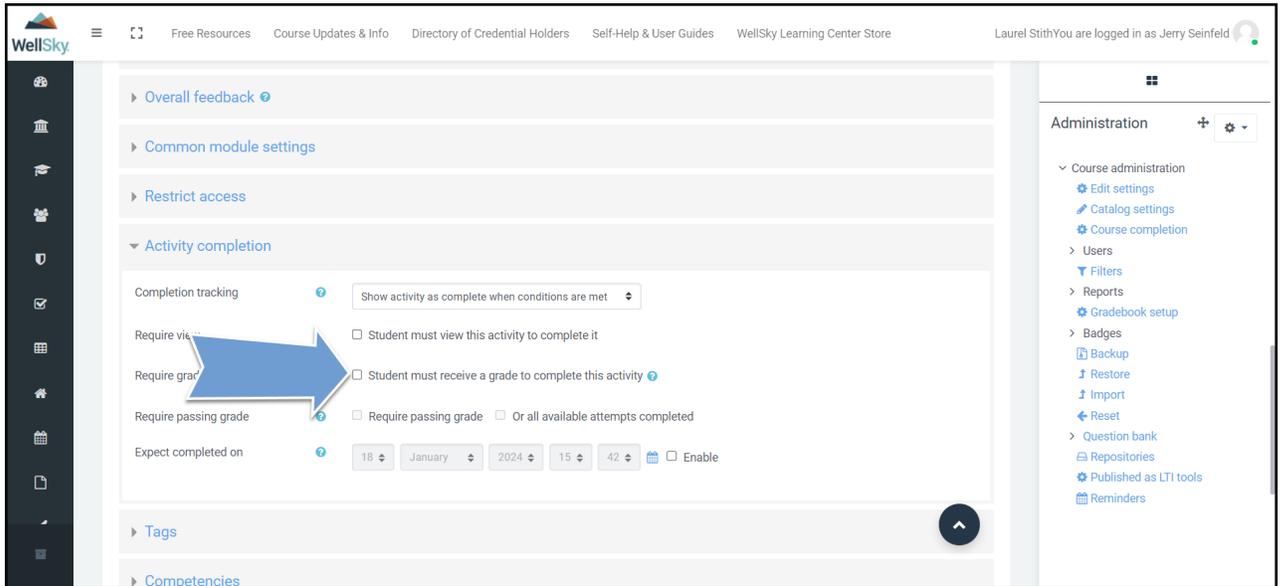
7) Under *Question behavior*, change the *How questions behave* field to *Immediate feedback*.
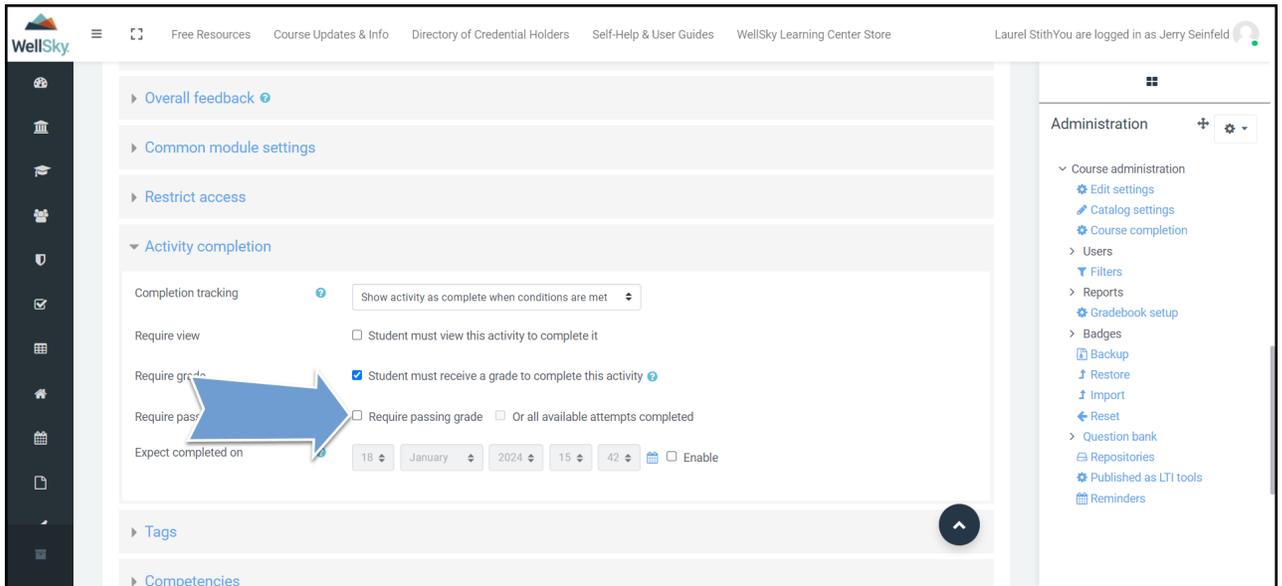

8) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
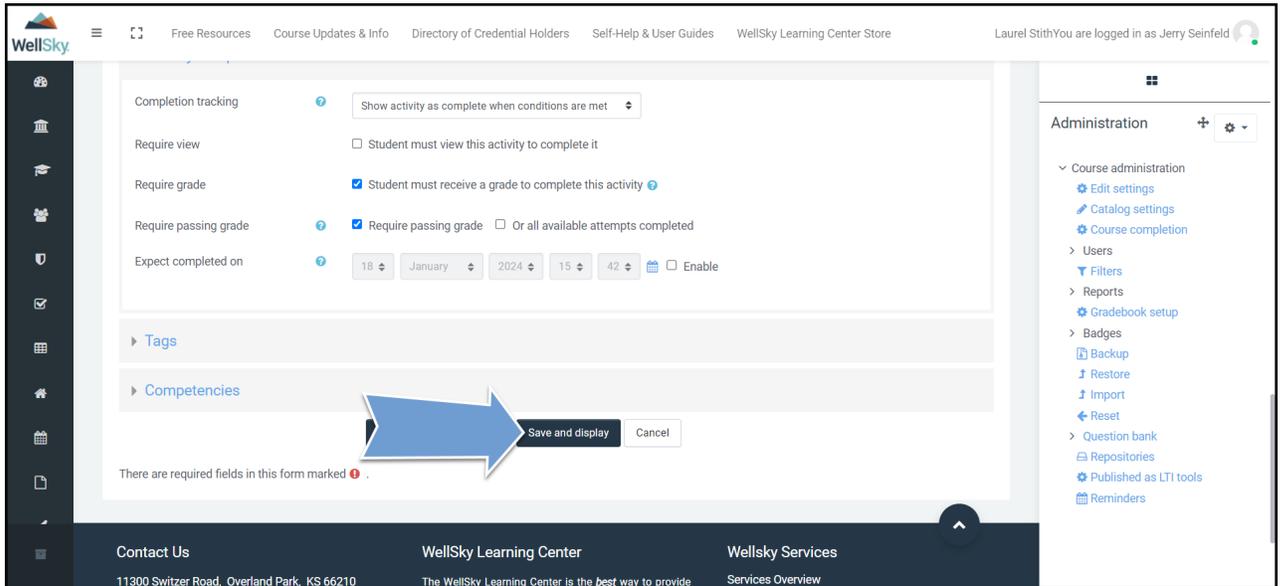
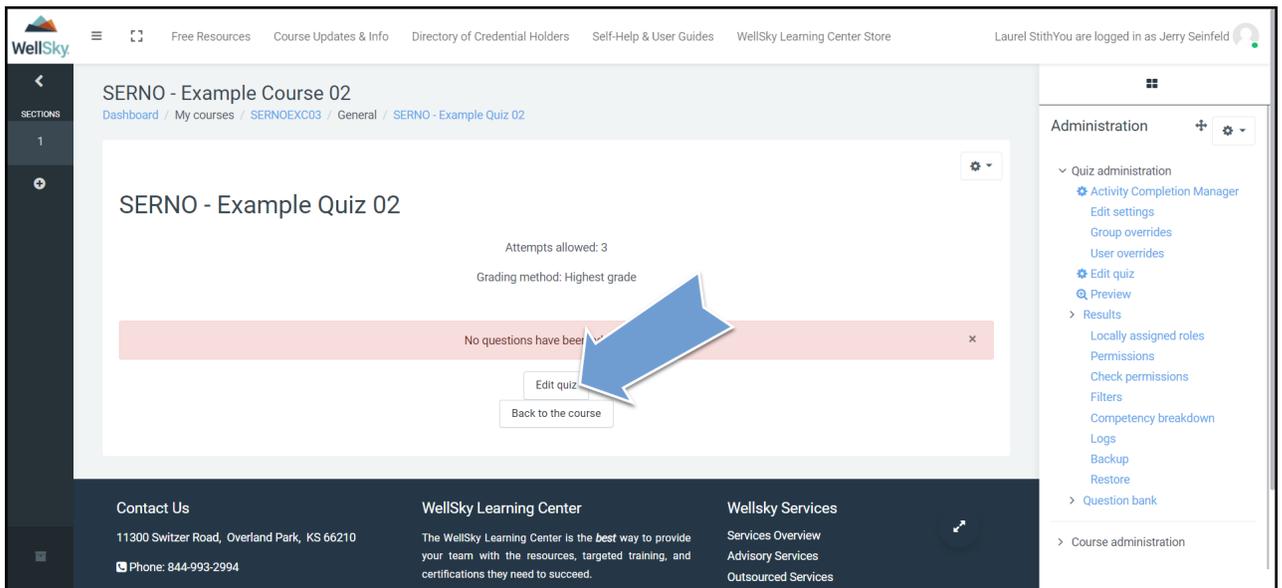9) Click the checkbox next to *Student must receive a grade to complete this activity*.

10) In the *Require passing grade* row, click the checkbox next to *Require passing grade*.

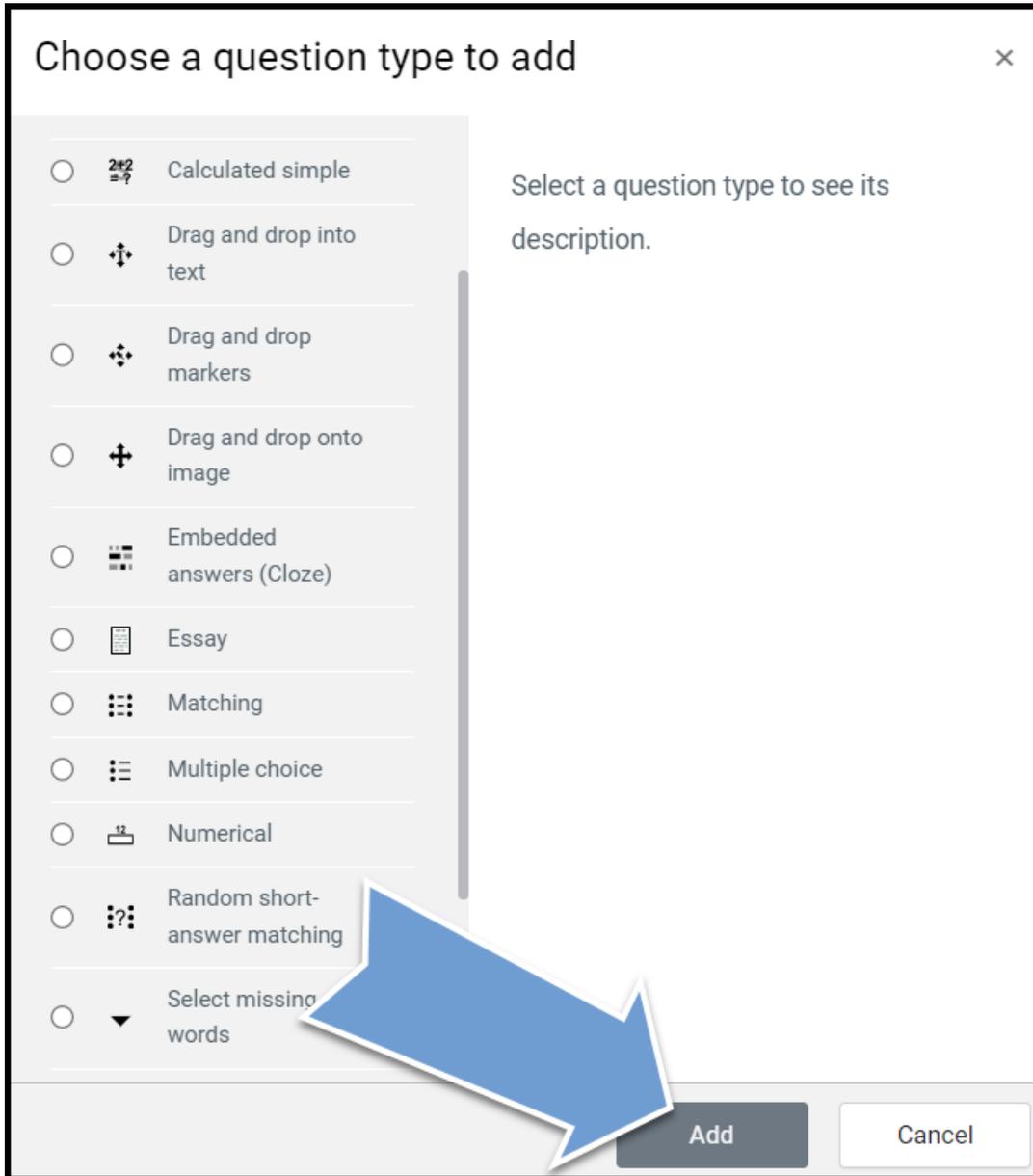11) Click the option to *Save and display* button.

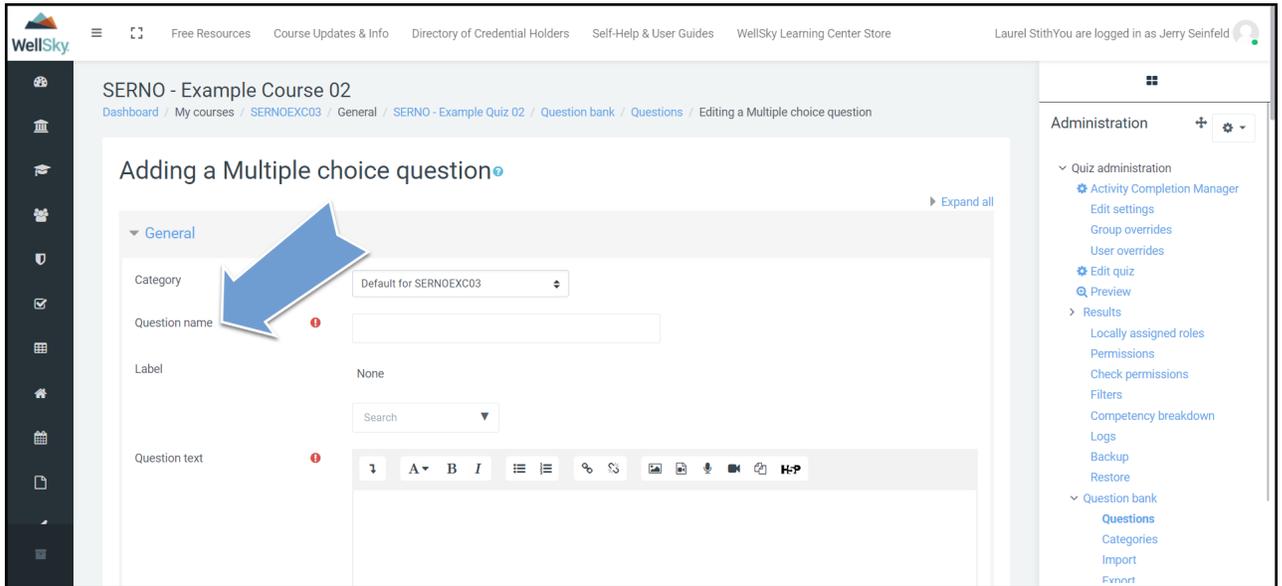12) You'll be taken to your quiz which currently has no questions within it. Click the option to *Edit quiz*.

13) Once you're on the *Editing quiz* page, click the *Add* dropdown and select *a new question*.

14) Select your question type and click *Add*.

Choose a question type to add   ✕

○	2+2	Calculated simple
○	✛	Drag and drop into text
○	✛	Drag and drop markers
○	✛	Drag and drop onto image
○	▦	Embedded answers (Cloze)
○	📄	Essay
○	⣿	Matching
○	☰	Multiple choice
○	🔢	Numerical
○	⁝?⁝	Random short-answer matching
○	▼	Select missing words

Select a question type to see its description.
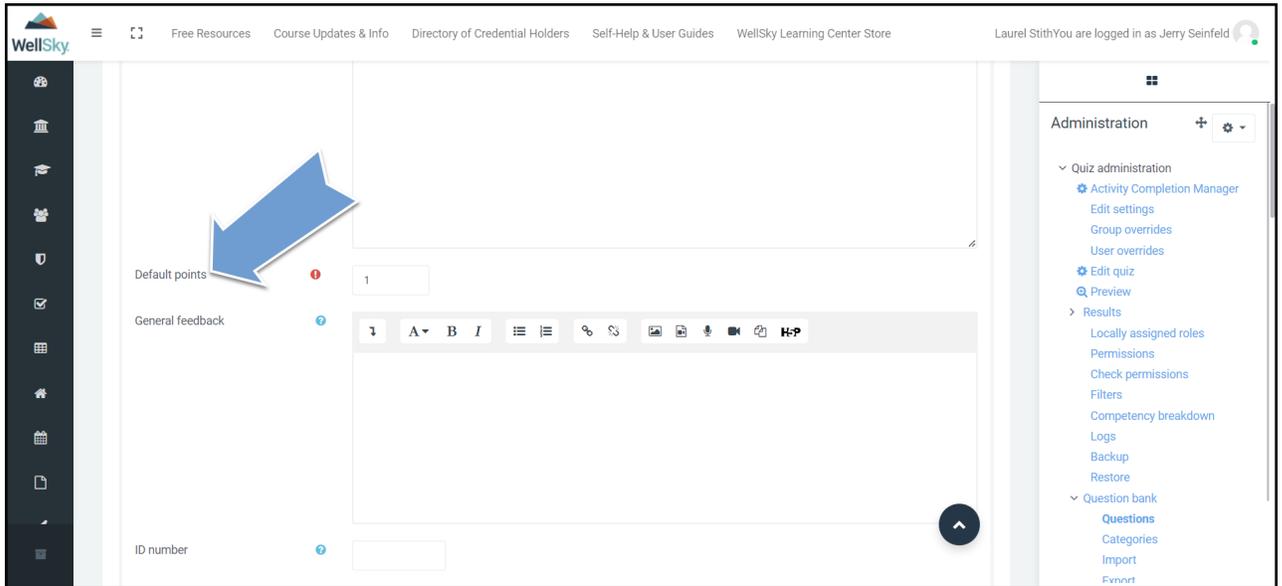
[Add]   [Cancel]

15) Enter your question name. This information will not appear in the quiz.

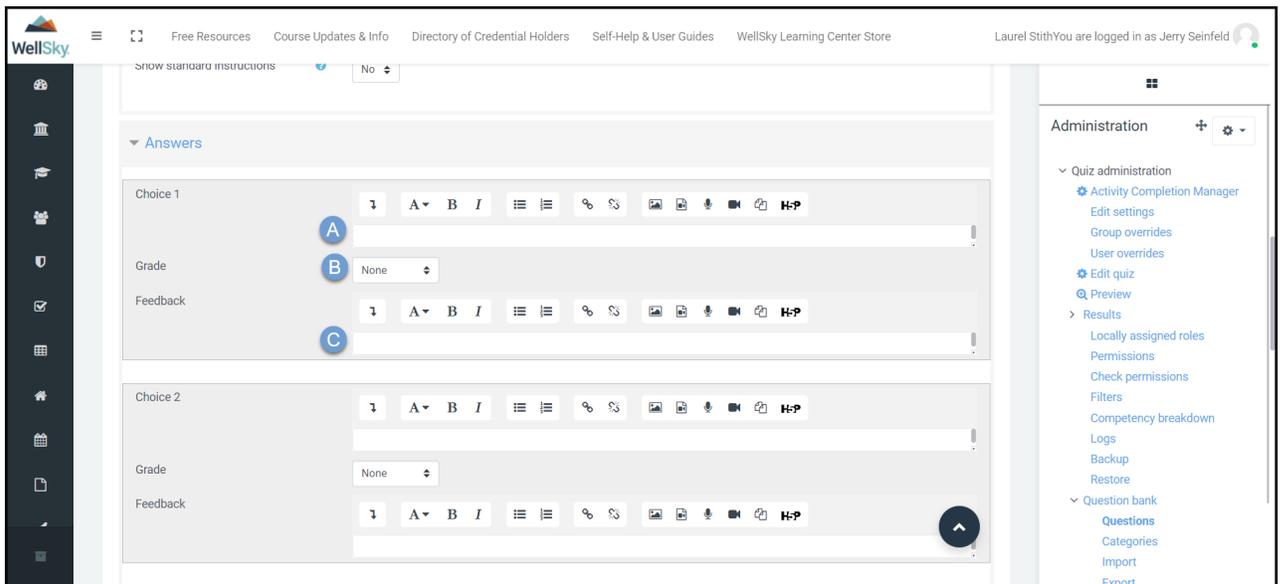16) Enter your question into the *Question Text* field.

17) Select how many points you want to award for correctly answering the question.
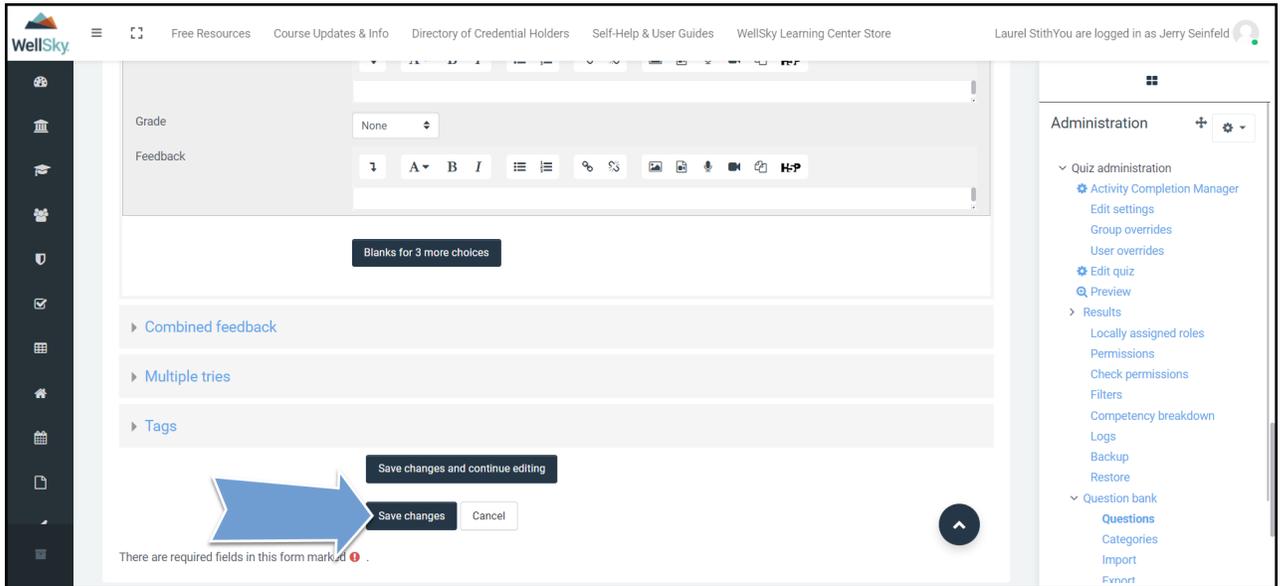

18) Depending upon which question type you've selected, each potential answer field may have an
   A. answer,
   B. grade, and
   C. feedback.
Enter your answer into the answer field. If the answer is correct, enter the grade percentage you want to award. Enter the feedback you want to give the user for their answer.
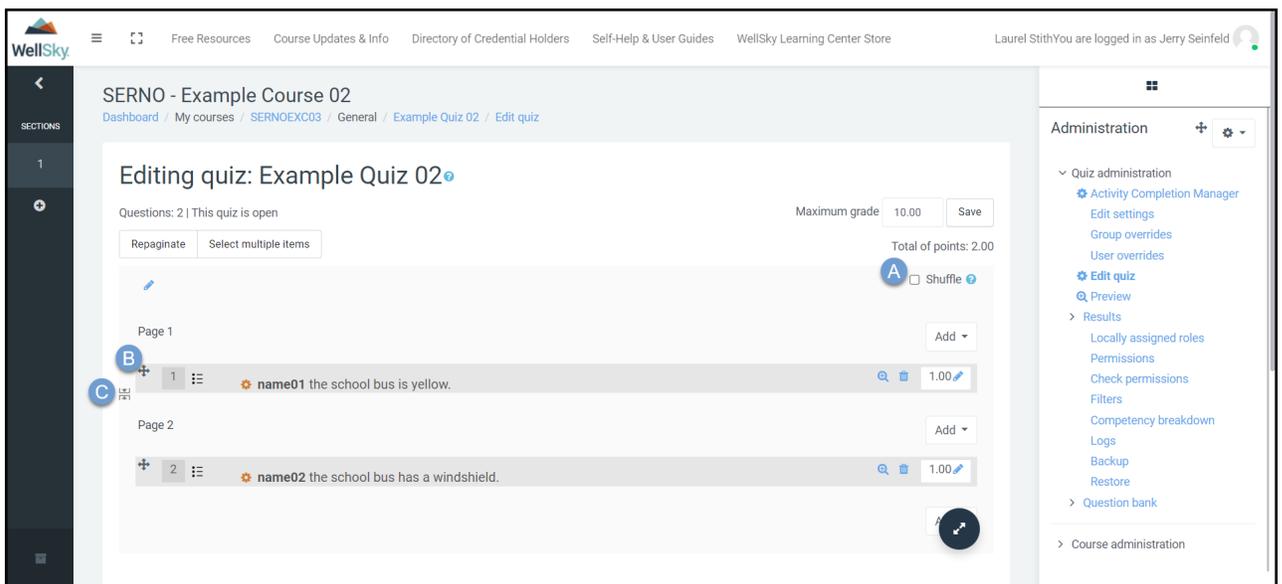
19) After all potential answers have been entered, click *Save changes*.

20) You'll be redirected back to the *Editing quiz* page. Repeat steps 14-20 until all questions have been created.
21) **OPTIONAL:** If you would like to shuffle the order of your questions, click the checkbox next to Shuffle. You can also rearrange the question order by dragging and dropping. You can also add page breaks between your questions if you'd like.
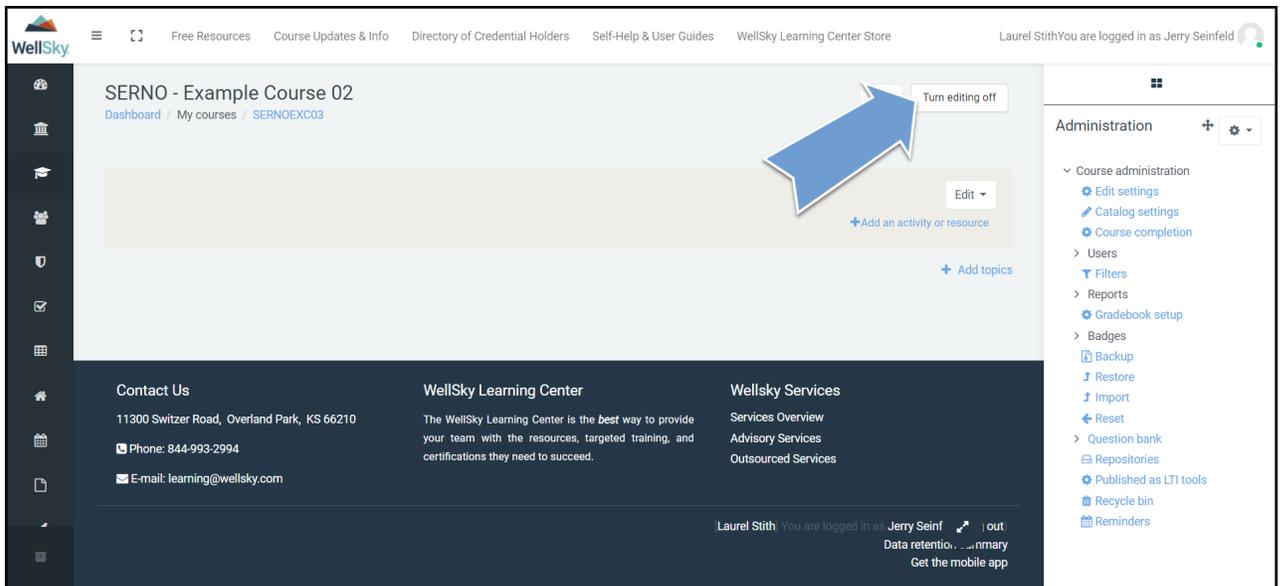

A.   Shuffle
B.   Move
C.   Page Break

22) If this is the only item you want to add to your course, click the course title in the footprint to go back to your course dashboard.
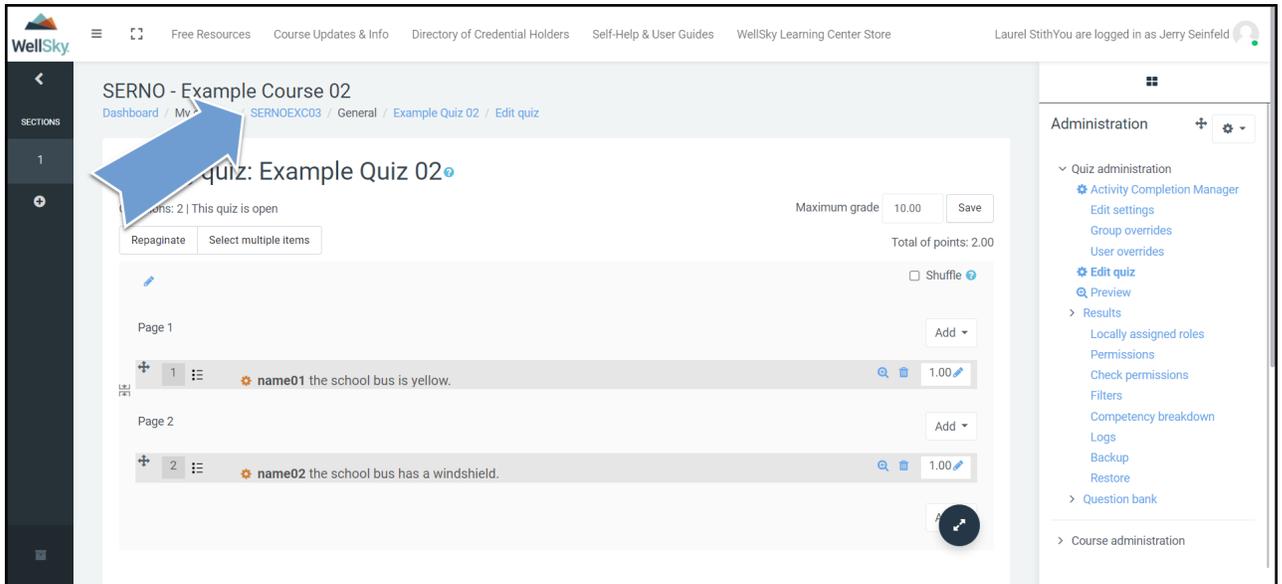
23) The screenshot below doesn't show any activities or resources. You will see those items displayed on this page. Click the button to *Turn editing off*.

24) You are now ready to enroll your users.