## How to Add a Quiz to a Course Shell

To create your own courses on the WLC, you'll need to email <u>learning@wellsky.com</u> 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.

Add an activity or resou	Irce				×
Search					Q
Starred All	Activities Reso	urces			
assignment ★ €	図 Book ☆ ❹	⊡     Certificate     ☆	ित्ते Chat दे 🚯	計 Choice ☆ 0	Database
Edwiser Form	External tool	Feedback	File     ☆	Folder ☆ 0	ि <mark>ल्ल</mark> Forum क्रे 🚯
	H5P ☆ <b>③</b>	IMS content package ☆ 0	ि Label ☆ ❶	Lesson ☆ ❶	● Page ☆ <b>①</b>
Questionnaire	Quiz	File SCORM package ★ ④	aal Survey ☆ ❹	Ø URL ★ ❹	ີ່ Wiki ☆ €
₩orkshop ☆ <b>3</b>					

3) Give your quiz a name.

WellSky	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel	StithYou are logged in as Jerry Seinfeld
£3 €∎	SERNO - Example Course 02 Dashboard / My courses / SERNOEXCO3 / Adding a new Quiz	Administration + +
<del>⊘</del> 삼	► Adding a new Quiz ► Expand all	<ul> <li>Course administration</li> <li>Edit settings</li> <li>Catalog settings</li> <li>Course completion</li> <li>Users</li> <li>Filters</li> </ul>
€ ∰	Description	<ul> <li>&gt; Reports</li> <li>I Gradebook setup</li> <li>&gt; Badges</li> <li>[Backup</li> <li>J Restore</li> <li>J Import</li> <li>I Dest</li> </ul>
	*	<ul> <li>← neset</li> <li>&gt; Question bank</li> <li>⇔ Repositories</li> <li>⇔ Published as LTI tools</li> <li>m Reminders</li> </ul>
	<ul> <li>Display description on course page </li> </ul>	

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.

WellSky.	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store La	urel StithYou are logged in as Jerry Seinfeld 🦳
ea Â	Timing	Administration + +
<u>()</u>	Grade category Not categorized	<ul> <li>Course administration</li> <li>Edit settings</li> <li>Catalog settings</li> <li>Course completion</li> </ul>
D B	Grade to pass	<ul> <li>&gt; Users</li> <li>▼ Filters</li> <li>&gt; Reports</li> <li>◊ Gradebook setup</li> </ul>
	Grading method 🛛 Highest grade 🗢	> Badges  Backup  Restore  Import
<b>*</b>	Layout     Question behavior	<ul> <li>▲ Import</li> <li>♦ Reset</li> <li>&gt; Question bank</li> <li>⇒ Repositories</li> <li>♥ Dibliched ex III tools</li> </ul>
	Review options     Appearance	₩ Fublished as £1 (bors) ∰ Reminders

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.

WellSky	≡	C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel S	StithYou are logged in as Jerry Seinfeld 🦳
63 (≣ ♦		<ul> <li>▶ Timing</li> <li>▼ Grade</li> </ul>	Administration + • •
		Grade category Not categorized 🗢	Edit settings     Catalog settings     Course completion
U		Attempts allowed 3 ¢	<ul> <li>✓ Filters</li> <li>&gt; Reports</li> <li>♦ Gradebook setup</li> </ul>
#		Grading method V Highest grade ¢	> Badges Backup Restore I import
â		Layout     Question behavior	Reset     Question bank     Repositories     Bubliched as LTLtools
Ľ ,		▶ Review options <sub>●</sub>	₩ Published as LITIOUS ∰ Reminders
		Appearance	

7) Under *Question behavior*, change the *How questions behave* field to *Immediate feedback*.

₩ellSky. =	Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store	Laurel StithYou are logged in as Jerry Seinfeld
æ	▶ Layout	
盦	▼ Question behavior	Administration 💠 🔹
¢.	Shuffle within questions 💿 No ¢	<ul> <li>Course administration</li> <li>Edit settings</li> </ul>
쓭	How questions behave  O Deferred feedback	<ul> <li>Catalog settings</li> <li>Course completion</li> </ul>
U	Show more Adaptive mode Adaptive mode Adaptive mode Deferred feedback Deferred fe	> Users ▼ Filters
₽.	Review options      Immediate feedback     Immediate feedback     Immediate feedback	Reports     Gradebook setup
m	► Appearance	Backup
*	➤ Safe Exam Browser	Ĵ Import ← Reset
鍿	Extra restrictions on attempts	Question bank     Repositories
	► Overall feedback ●	Reminders
	Common module settings	

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*.

WellSky	≡	Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laure	l StithYou are logged in as Jerry Seinfeld 🦳
æ		▶ Overall feedback ●	
 €		Common module settings	Administration $\Phi$
**		► Restrict access	<ul> <li>✿ Edit settings</li> <li>✔ Catalog settings</li> </ul>
U		✓ Activity completion	Users     Filters
Y		Completion tracking Show activity as complete when conditions are met +	Reports     Gradebook setup
⊞		Require view  Student must view this activity to complete it	> Badges
*		Require gr	Ĵ Restore Ĵ Import
Ê		Expect completed on 18	Question bank     Repositories
Ľ			<ul> <li>Published as LTI tools</li> <li>Reminders</li> </ul>
		> Tags	
		). Competencies	

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.

WellSky	E C Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel	StithYou are logged in as Jerry Seinfeld
£3 ♠	SERNO - Example Course 02 Dashboard / My courses / SERNOEXC03 / General / SERNO - Example Quiz 02 / Question bank / Questions / Editing a Multiple choice question	Administration
∎ æ	Adding a Multiple choice question	<ul> <li>Quiz administration</li> <li>Activity Completion Manager</li> </ul>
남 (1)	General	Edit settings Group overrides User overrides
R	Category Default for SERNOEXCO3 ¢ Question name	G. Preview     Results     Locally assigned roles
#	Label None	Permissions Check permissions Filters
<b>#</b>	Question text 0	Competency breakdown Logs Backup
Ľ		Restore ~ Question bank Questions
=		Categories Import Export

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

<ul> <li>SERNO - Example Course 02</li> <li>Deshboard / My courses / SERNOEXCO3 / General / SERNO - Example Quiz 02 / Question bank / Questions / Editing a Multiple choice question</li> <li>Addining a Multiple choice question</li> <li>Fexpand al</li> <li>General</li> <li>Gregory</li> <li>Uestion name</li> <li>Uestion name</li> <li>Uestion rest</li> <li>Sernoe</li> <li>Category</li> <li>Uestion rest</li> <li>Sernoe</li> <li>Ser</li></ul>	WellSky.	😑 🖸 Free Resources Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laurel St	ithYou are logged in as Jerry Seinfeld 🦳
Adding a Multiple choice question on the second of the sec	ණ	SERNO - Example Course 02	:
<ul> <li>Adding a Multiple choice question</li> <li>Comparison</li> <li>Category</li> <li>Default for SERNOEXCO3</li> <li>Default for SERNOEXCO3</li></ul>	盦	Dashboard / My courses / SERNOEXC03 / General / SERNO - Example Quiz 02 / Question bank / Questions / Editing a Multiple choice question	Administration 🕂 🔹 🗸
<ul> <li>Expand all</li> <li>Category</li> <li>Default for SERNOEXCO3</li> <li>Question name</li> <li>Label</li> <li>None</li> <li>Search</li> <li>A + B I = + % % = * * * * * * * * * * * * * * * * *</li></ul>		Adding a Multiple choice question	<ul> <li>Quiz administration</li> <li>Activity Completion Manager</li> </ul>
Category Default for SERNOEXCO3   Question name Image: Category   Question text Image: Category   Image: Category Image: Category   Image: Category Image: Category   Question text Image: Category   Image: Category Image: Category	2mL	Expand all	Edit settings
Category Default for SERNOEXCO3   Question name Image: Category   Question text Image: Category   Image: Question text Image: Question text	-	- General	Group overrides
Category Default for SERNOEXCO3 • Cuestion name Label None Search V Question text • Cuestion text • Cuestion text • • • • • • • • • • • • •			User overrides
Question name Question name   Label None   Search Search   Question text Image: Search   Image: Search Image: Search   Image: Search<	× I	Category Default for SERNICEYCO3	🌣 Edit quiz
Question name Question name   Image: Comparison of the permission of the permissio	R		Q Preview
Image: Contract of the second seco		Question name 0	> Results
Label     None     Check permissions       Search     Search       Question text     Image: Search       Image: Search     I	m		Locally assigned roles
Image: Search     Imag		Label None	Check permissions
Search       Search       Search       Competency breakdown       Logs       Backup         Logs       B I       I       Image: Search       Backup       Restore       Question back         C       C       C       C       C       C       C       C       C         C	*		Filters
ⓐ         ☐         Question text         ●           ↓         ▲         ▲         ▲		Search Y	Competency breakdown
Question text       ●       1       A = B I I III III III III III III IIII I	雦		Logs
C C C C C C C C C C C C C C C C C C C			Backup
✓ Question bank Question bank Questions	Ľ	↓ A × B I == 1= 10 13 Mail He 12 MAP	Restore
Questions			✓ Question bank
Onternation	-		Questions
Categories Categories	-		Categories
Import			Import

WellSky.	Ξ	Free Resources	Course Updates & Info	Directory of Credential Holders	Self-Help & User Guides	WellSky Learning Center Store	Laurel	StithYou are logged in as Jerry Seinfeld 🦳
æ								
盦								Administration 🕂 🐲 🗸
1								<ul> <li>Quiz administration</li> </ul>
쓥								<ul> <li>Activity Completion Manager</li> <li>Edit settings</li> <li>Group overrides</li> </ul>
U		Default points					"	User overrides
		bendun pointo						@ Preview
		General feedback	0					> Results
m			1	A▼ B I ≔ ≡	% 🖏 🖬 🖷 🔮	■ «2 H-P		Locally assigned roles
<u> </u>								Check permissions
*								Filters
								Competency breakdown
<b>#</b>								Logs
								Backup
Ľ								Restore
								Question bank
,								Categories
8		ID number	0				-	Import
								Export

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.

WellSky.	=	Free Resources	Course Updates & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store Laur	el StithYou are logged in as Jerry Seinfeld 🦳
ණ		Snow standard instruction	ions 🤍 No 🗢	
盦		<ul> <li>Answers</li> </ul>		Administration 🕂 🛊 🗸
¢		Choice 1		<ul> <li>Quiz administration</li> <li>Activity Completion Manager</li> </ul>
쓭				Edit settings Group overrides
U		Grade	B None •	User overrides
¥		Feedback	ז A- B I ≡ ≡ % % ם פּ ל של א-פ	Preview     Results
⊞			C I	Locally assigned roles Permissions Check permissions
*		Choice 2	ॏ A ▾ B I ⅲ ⅲ % % 🖬 🖻 🖲 🕫 🖉 н+9	Filters Competency breakdown
Ê			· · · · · · · · · · · · · · · · · · ·	Logs Backup
Ľ		Grade Feedback	None ¢	Restore V Question bank
-				Questions Categories
				Import

WellSky	=	C Free Resources Course Update	es & Info Directory of Credential Holders Self-Help & User Guides WellSky Learning Center Store	Laurel StithYou are logged in as Jerry Seinfeld
•				
613				•
盦		Grade	None +	Administration 🕂 🎄 🗸
<b>*</b>		Feedback	ЪА+ВІ≣≣ %% ⊠ № № № № № №	<ul> <li>Ouiz administration</li> </ul>
10				Activity Completion Manager
<b>805</b>				Edit settings
-				Group overrides
			Blanks for 3 more choices	User overrides
·				🌣 Edit quiz
				C Preview
		Compliand foodbook		> Results
		Combined reedback		Locally assigned roles
				Permissions
4		Multiple tries		Check permissions
*				Filters
44		▶ Tags		Competency breakdown
				Backup
			Save changes and continue editing	Restore
G				<ul> <li>Question bank</li> </ul>
		<u> </u>	Save changes Cancel	Questions
				Categories
<b>1</b>		There are required fields in this form mark	0.	Import
				Export

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*.

WellSky.	≡	0	Free Resources	Course Updates & Info	Directory of Credential Holders	Self-Help & User Guides	WellSky Learning Center Store	Laure	StithYou are logged in as Jerry Seinfeld
æ fil	D	SERNC	) - Example / My courses / S	Course 02 SERNOEXC03				Turn editing off	Administration 4 🔹 -
*								Edit 🝷	Course administration     Edit settings
쓭							+Add ar	activity or resource	Catalog settings
U								+ Add topics	> Users T Filters
¥									<ul> <li>Reports</li> <li>Gradebook setup</li> </ul>
⊞									> Badges
ñ		Contac	t Us		WellSky Learning Cente		Wellsky Services		
		11300 Sv	vitzer Road, Overla	ind Park, KS 66210	The WellSky Learning Center is	the best way to provide	Services Overview		← Reset
		🖳 Phone	: 844-993-2994		certifications they need to succe	targeted training, and ed.	Outsourced Services		Question bank     Generation bank     Generation bank
C		<mark>⊠</mark> E-mail	: learning@wellsky.	.com					Published as LTI tools
									Recycle bin     Reminders
						į	L <b>aurei Stith</b> j <del>You a</del> re logged in as J Di	ata retention, and not for the mobile app	Em recondere

24) You are now ready to enroll your users.