How to Create & Edit Tests

1. Log in to WebStudy, access your class, and click the Tests tab.

2. Click Show Edit in the upper right of the screen.

3. Click Create a new Exam or Ungraded quiz in the upper left.
4. Enter the general information and instructions for the test in the lower frame.
   a. select Exam or Quiz as appropriate
   b. enter the test name
   c. link to a Timeline session if desired
   d. select whether to include in gradebook
   e. enter the test date if desired
   f. enter Activation and Deactivation dates if desired
   g. select whether to show preliminary scores to students
   h. select whether to allow students to review their scored exams after exiting the exam session
   i. select a Category or create a new one (enter a description for the new category if desired)
   j. enter the test instructions
   k. select the number of times the test can be taken
5. For Exams
   a. select the appropriate grading system
   b. enter the points for each question
   c. the number of questions from each question category
   d. the time limit

<table>
<thead>
<tr>
<th>Exam</th>
<th>Grading System</th>
<th>Developmental English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points for new questions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td># of questions selected for the student from each category of questions (0=all)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Max. Time for Exam</td>
<td>100</td>
</tr>
</tbody>
</table>

6. Click Post It.
Creating Randomly Generated Tests

1. Create more questions than needed for a single test.

2. In the **# of questions selected for the student from each category of questions** field enter the number of questions to be used in a single exam. This number must be less than the total number of questions for the exam or individual categories if used.

**Examples**

A 50-question test with questions selected from a bank of 100 questions placed in a single category:

1. Create a new test.
2. In the **# of questions selected for the student from each category of questions** field enter **50**.
3. Upload 100 questions into a single category (see "Upload a Set of Questions" for instructions).
4. Each student will have a different test of 50 questions drawn from the 100 questions entered for the exam.