HOW TO SET UP AN EXAM

USER GUIDE





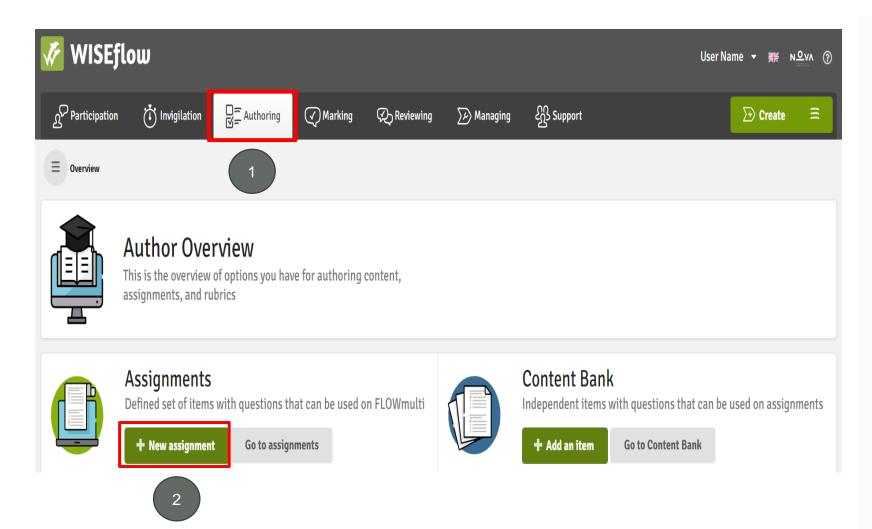
User guide: How to set up a test

Step 1: Create an assignment

NOVA SCHOOL OF BUSINESS & ECONOMICS 2

How to set up a test

CREATE AN ASSIGNMENT



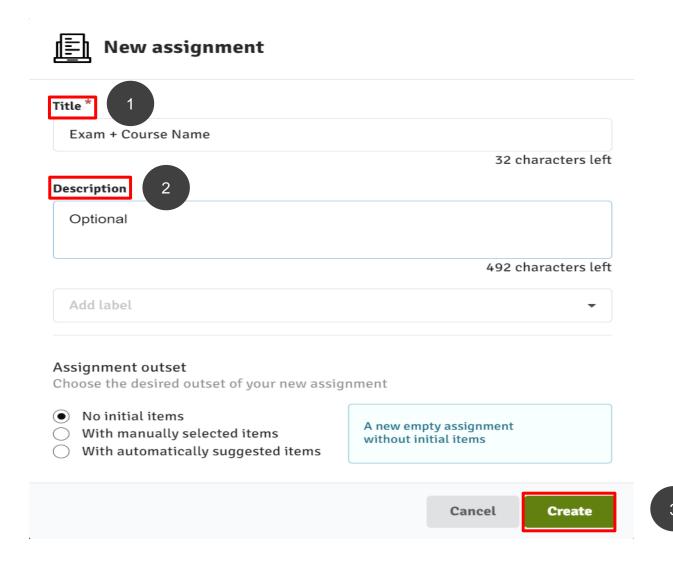
After log in:

- 1. Please select the user role "Author" as you wish to create a new exam. In this overview page.
- 2. To create a new exam, you should select "New assignment" and a new window should appear as shown in the next slide;

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How to set up a test

WRITE TITLE AND DESCRIPTION



- 1. In this new window, you should provide a name for the assignment you are creating (e.g. Exam + Course Name);
- 2. A description may be provided in the square below the name (but it is not mandatory);
- 3. After filling the necessary information, please click create and a new window should appear, as shown in the next slide:

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