

HOW TO SET UP AN EXAM

USER GUIDE

User guide: How to set up a test

Step 1: Create an assignment

How to set up a test

CREATE AN ASSIGNMENT

The screenshot shows the WISEflow interface. At the top, the navigation bar includes links for Participation, Invigilation, Authoring (highlighted with a red box and labeled '1'), Marking, Reviewing, Managing, and Support. Below this, the 'Author Overview' section is displayed. Under the 'Assignments' subsection, the '+ New assignment' button is highlighted with a red box and labeled '2'. The 'Content Bank' section also contains an '+ Add an item' button.


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;

How to set up a test

WRITE TITLE AND DESCRIPTION

 **New assignment**

Title *

1

Exam + Course Name

32 characters left

Description

2

Optional

492 characters left

Add label

Assignment outset
Choose the desired outset of your new assignment

☒ No initial items

☐ With manually selected items

☐ With automatically suggested items

A new empty assignment
without initial items

Cancel

Create

3

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;