HOW TO SET UP AN EXAM

USER GUIDE

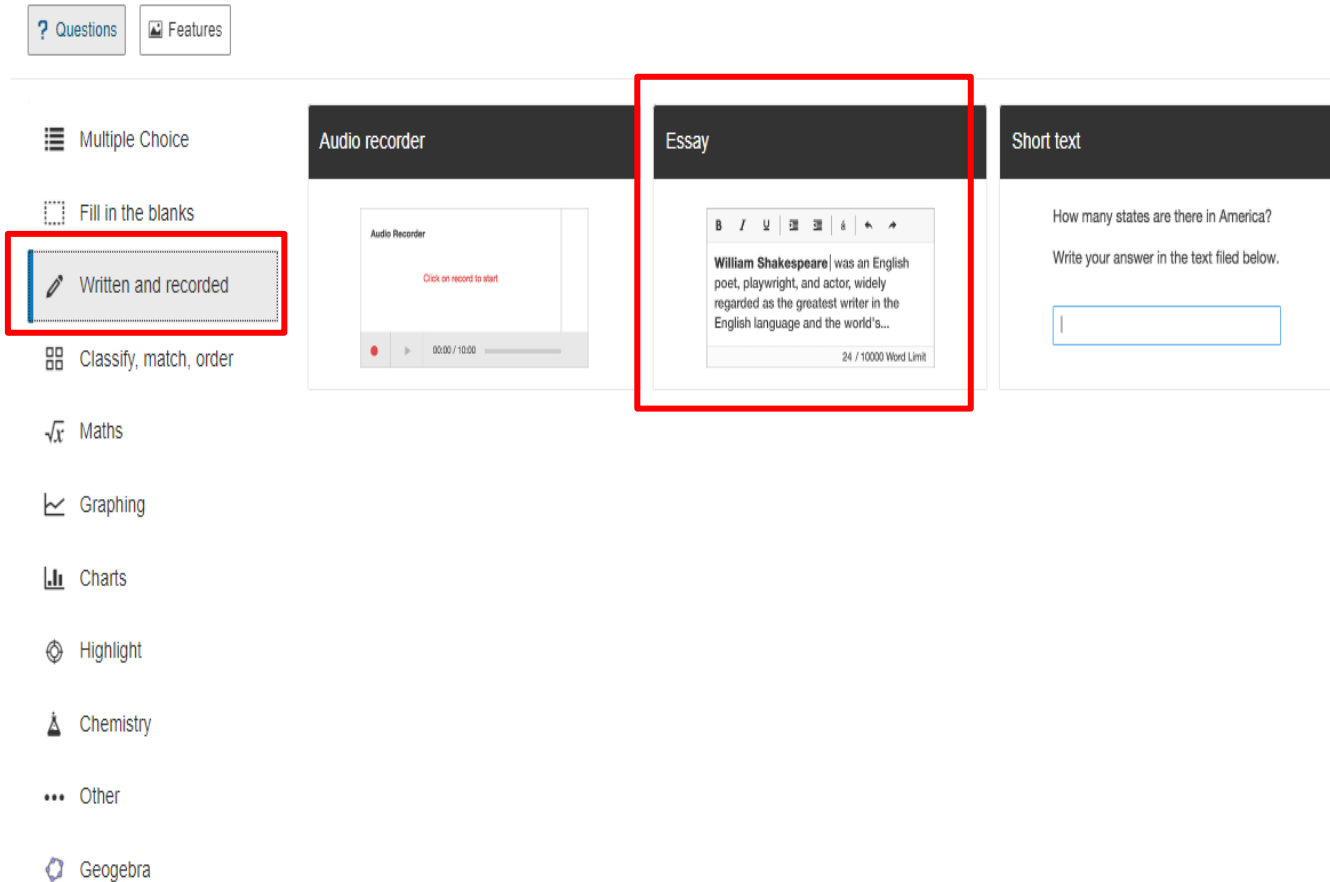**WISEflow**

NOVA NOVA SCHOOL OF BUSINESS & ECONOMICS

User guide: How to set up a test

Step 1.2: Add a question – essay types

How to set up a test

SELECT QUESTION TYPE – ESSAY

Adding the question – ESSAY QUESTIONS

On the left menu you can find all categories and you can select "Written and recorded", then click on "Essay".

CREATE AN ESSAY QUESTION

Defining the question – ESSAY QUESTIONS

After the selecting custom question – essay, you should:

A1. Create the question in the editor;

A2. Define a limit in terms of words for the answer, if applicable;

A3. Select if students should be able to see this word limit. Here, you have three options:

- Always visible – students may always see the limit defined;

- On limit: students will only see the word limit after they surpass the maximum number of words defined;

- Off: students will not see the word limit.

CREATE AN ESSAY QUESTION

defining the question – ESSAY QUESTIONS

A1. More options – Scoring

Insert how many points the question is worth**.**

A2. **More options – Layout**

Any changes in the terms of font size or implementation of a spellchecker must be performed in the section layout.

A3. More options – Extras
In the section details you may add any guiding comments for graders/TAs correcting the assignment and comments for students if you wish to provide them an immediate feedback.

A4. After performing all the configuration please press "SAVE".