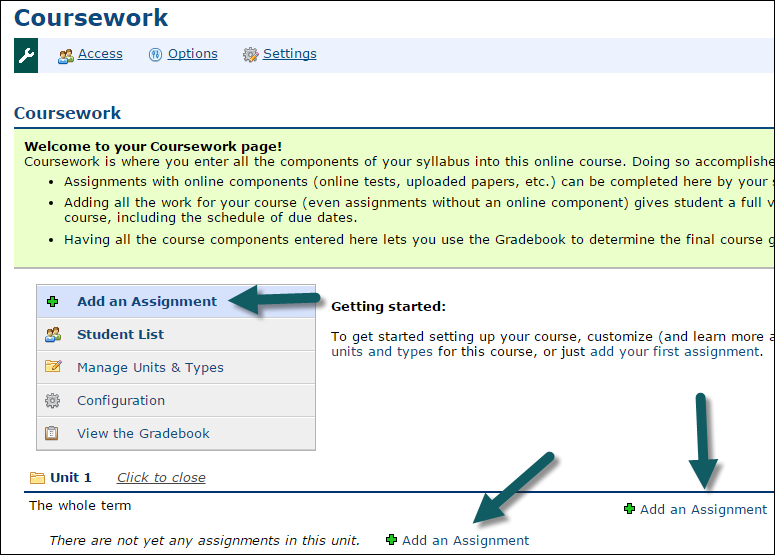
## Rogers State Univesity Logo Adding an Online Test Format

Once you have navigated to the coursework area, to add an assignment.

1. Click on the “**Add an Assignment**” link



The Assignment window opens

From this window, the creator can choose on of the following. Online test format, file upload format, forum format, and basic format.

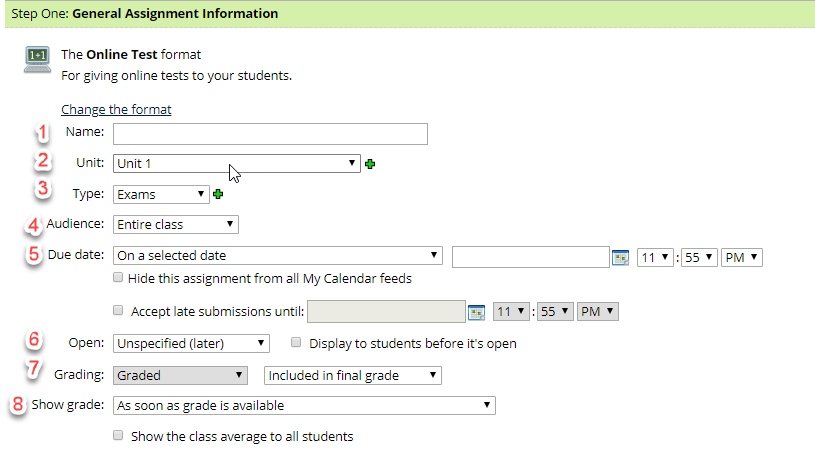
The online test format is for all type of online testing, from pop quizzes to final exams, you build (or import) the test, and students take it online right here.

The file upload format is for collecting one or more files from students, papers, lab notes, are projects. Any files that can be uploaded can be accepted here.

The forum format is completed via participation in a course forum or discussion board.

The basic format is for anything (and eveything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

1. **Step One: On the General Assignment Information** section complete the following:

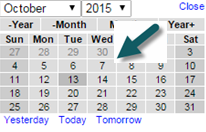


1. **Name** - Add a meaningful name for the assignment
2. **Unit** - Click the dropdown arrow to select a “Unit” or click the The plus sign allows you to add a unit. to add a new unit (see [Creating a Unit](#_Creating_a_Unit)
3. **Type** - There are two dropdown menus for Type. The first is to make the assignment required, extra credit or optional. The second Type is to put it in the proper category.
4. Click the first drop down menu and select the appropriate type.  
   The type contains two drop down menus. First drop down menu contains three options: required, extra credit, or optional. Select the type of grading. Second drop down menu is the assignment type.
5. Click the second drop down menu and select the appropriate type or click the By clicking the plus sign you can add a new assignment type. to create a new type (see [Creating types](#_Creating_Types))

The second drop down menu is the assignment type. There are several listed items in this field. By default the following list options are availlable: Exam, Homework, Lab Report, Paper, Participation, Quiz, Reading, Test.

You can also add another assignment type by clicking the plus image.

1. “**Audience**” would be **“Entire Class.”** Faculty have the option to choose “**Selected Students”** under special circumstances, but standard discussion forums use the “**Entire Class.”**
2. **Due Date** – type in the due date (m/d/yyyy) or click on the calendar to select a date. Enter a time (i.e. hour, minutes, AM/PM). To add the assignment to the calendar, click the box next to “Show this due date in the course calendar.”  
    Enter due date in this input form field type the month followed by a forward slash then the day followed by a forward slash and then a four digit year, enter hour in this drop down form field, enter minute in this drop down form field, and then select am or pm in this drop down form field. There is a third form field, a checkbox that when selected shows the due date in the course calendar. 
   1. Calendar icon: - Clicking on the calendar icon Calendar Icon used in elearning module in Jenzabar. The calendar pop up window will appear.



1. **Accept late submissions** – enter the date and time if late submissions will be allowed.

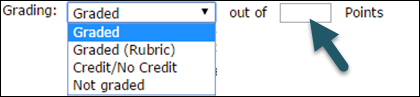
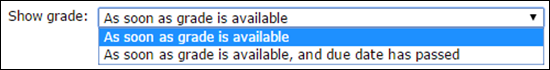
Number five is accept late submissions date.  First you must click the check box "Accept late submissions until:".  Using the due date nomenclature in number four enter the date, hour, minute, and a m or p m.  

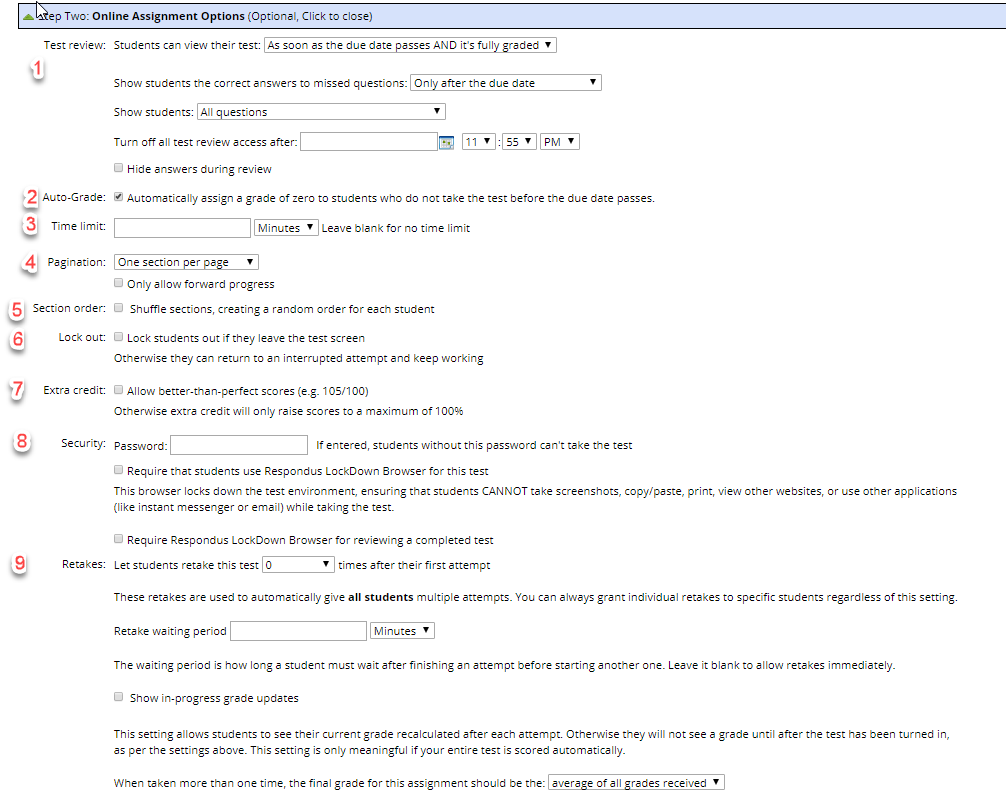
To set the date you can use the calendar icon as mentioned above.

1. **Open:** select one of the following options to open the Discussion Forum.

Immediately Now  
Unspecified (Later)  
**“Based on Rules I define”** select this option

New options will appear that allows faculty to indicate that if a date has passed or specific assignment has been completed, then the discussion will open for the student. Faculty will want to set “**When a date**” (by clicking the dropdown arrow) and select “**a date**” which will be immediately prior to the date the faculty want the students to see the forum. Faculty will want to complete the remainder of the date and time.

1. **Grading** – drop down the menu and select **Graded**, if it is a graded assignment; **Graded (Rubric)** if it will be graded using a rubric; **Credit/No Credit** if this is a pass/fail type assignment; or **Not graded** if there will be no grade for the assignment. If Graded or Graded (Rubric) are selected, it is necessary to assign a point value.   
     
   
2. **Show grade** – specifies when students are allowed to see the grade for the assignment.   
   There is one checkbox and if selected the class average can be shown to all students.
3. **Step Two** is for setting the number of files required and the maximum number of files that will be accepted for the assignment. Expand the section by clicking on the down arrow Use the drop down arrow to open step two. next to the step.
4. **Step Two: Online Assignment Options (Optional)**



1. **Test Review there are three areas to consider.** 
   1. Students can view their test has six options. Select the appropriate option from the list below:
      * As soon as the due date passes and it is fully graded
      * Immediately after each attempt
      * As soon as they turn it in
      * As soon as it is fully grades
      * As soon as the due date passes
      * Never
   2. Show students the correct answers to missed questions. There are three options.
      * Only after the due date
      * Anytime they can review the test
      * Never
   3. Turn off test review access after a certain date and time (choose date and time). You can use the calendar icon to select the date, time, minutes, and AM or PM.
2. **Auto Grade:** A grade of zero will be recorded if there is no take and the due date has passed
3. **Time limit:** Choose time limit in
   1. minutes
   2. hours
   3. days
   4. leave form field blank for unlimited time
4. **Pagination: choose**
   1. Once section per page
   2. One question per page
   3. Five questions per page
   4. None (all on one page)
5. **Section order:** Check box to shuffle sections, creating a random order for each student
6. **Lock out:** check box tolock students out if they leave the test screen (otherwise they can return to an interrupted attempt and keep working)
7. **Extra credit:** Check the box to allow better than perfect scores
8. **Security: choose**
   1. Password – If entered in the form field, student without the password can’t take the test
   2. Check the box to require students use Jenzabar Lock down Browser for this test.
   3. Check the box to require the Jenzabar Lockdown browser for reviewing a completed test.
9. **Retakes:**
   1. Let students retake this test (use the dropdown arrow to choose the number) times after their first attempt.
   2. Retake waiting period ( use the dropdown box to choose number)in minutes, hours, days.
   3. Check the box to show in-progress grade updates
   4. When taken more than one time, the final grade for this assignment should be the:
      1. Average of all grades received
      2. Highest grade received
      3. Last grade received
10. **Step Three** provides an area for the assignment description and instructions.

In step three there are two text box form fields. The first one is description. The second one is instructions for the assignment. 

You can also format your description and instructions by using the formating toolbar. A drop down menu to select a font family, a drop down menu to select a font size, the next selection buttons in order are bold, italics, and underline. The next field on the toolbar is a drop down menu to select font color followed by a drop down box to select a background color, the next form field a selection form field is to clear the formatting. The next selection buttons in order are left align, center align, and left align. The next field a drop down menu your options are default, circle, disc, or square bullets. The next drop down menu, numbered bulleted list are default, lower alpha, lower greek, lower roman, upper alpha, upper roman. The remaining selection fields are link, break link, add image, insert a file, insert special character, insert emoticon, enter HTML code, and print. 



1. Click on “**Save your new assignment” or cancel**.