Add Exams and Quizzes Content Item

This item is used to evaluate student performance in a course. When an exam item is created, it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam banks, and add and edit exam and quiz information. Before an exam can be added to a course, the Exam Content Item must be added. After the Exam Content Item is added, then the content can be added to the exam.

- 💻 Click the **Author** tab in the **Navigation Tree** (see illustration below left).
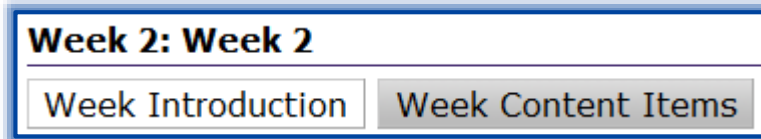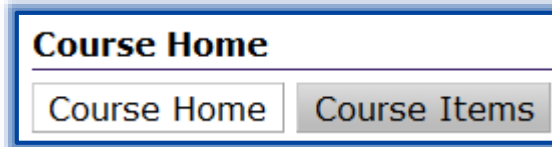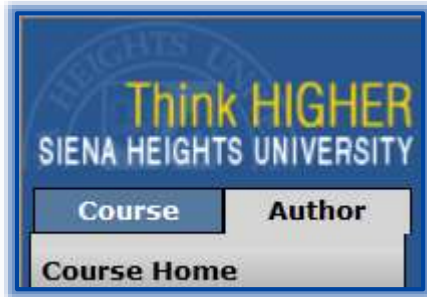- 💻 Do one of the following:
    - 🖱 Click the **Course Home** button in the **Navigation Tree**.
    - 🖱 Click the **Course Items** button.
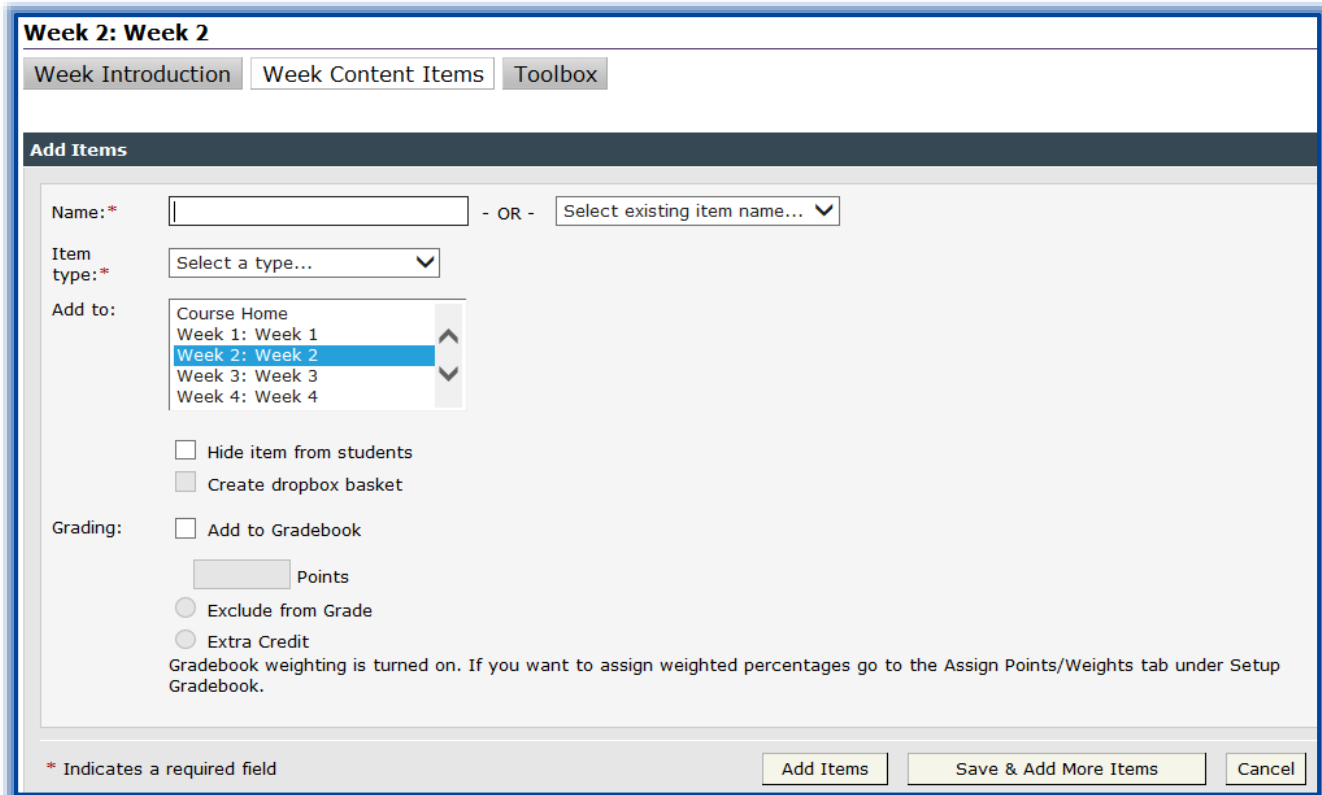   or
    - 🖱 Click the **Week** into which the **Exam** is to be added.
    - 🖱 Click the **Week Content Items** button.

- 💻 Click the **Add Items** button.
- 💻 The **Add Items** window will display (see illustration below).

☐ In the fields that are provided, enter information accordingly. The table below describes the fields that are in this window.

In this field	Do this
Name	Input a name for the new Content Item, such as Quiz/Test. When the new name is entered and saved, it will display in the **Select existing item name** list.
Select Existing Item Name	Click the list arrow for this item. It is used to select an existing content item to use for the new content item.
Item Type	In this list, select **Exam**. The other options are Text/Multimedia, Microsoft Office Document, Discussion, and Web Content Upload. Each of these items are described in other documents on the eCollege Web Page.
Add to	In this area, select either Course Home or the Week into which the Exam is to be added. ✭ To select more than one week, click the first week, hold down the **CTRL** key and select the other weeks. ✭ To select all the weeks, select the first week, hold down the **SHIFT** key and click on the last week. ✭ If the Week Content Items option was selected, the selected week will already be selected.
Assign to	This option is only available if groups have been setup for the course.
Hide Item from Students	Click the check box if students will not be allowed to view the item at this time. The availability of an Exam can also be controlled by using the Edit Schedule option in the Exam Toolbox.
Create Dropbox Basket	This item is not available for exams as exams are submitted automatically. The points for an exam are automatically added to the Gradebook.
Grading	This area is used to add the Exam to the Gradebook and to assign points. It is also possible to specify other options such as: ✭ **Extra Credit** – This option should be specified when the student is to receive extra credit for the exam. When this option is chosen, the total points will not be changed. ✭ **Exclude from Gradebook** – This option can be used when students need to complete a process but do not receive a grade for the assignment.
Add Items	Use this option when only one item is to be added to the course.
Save & Add More Items	To add additional content items to the course, click this button.
Cancel	Click this button to exit from this window without saving the changes.