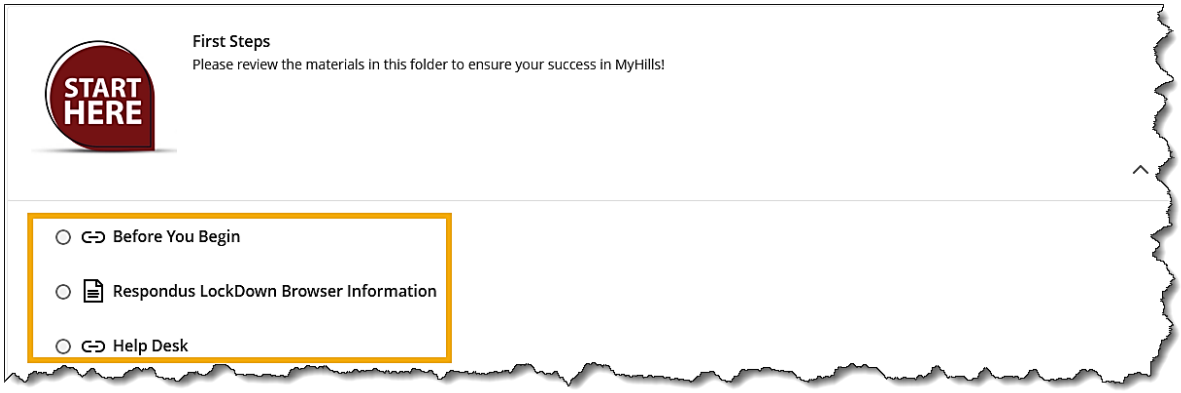
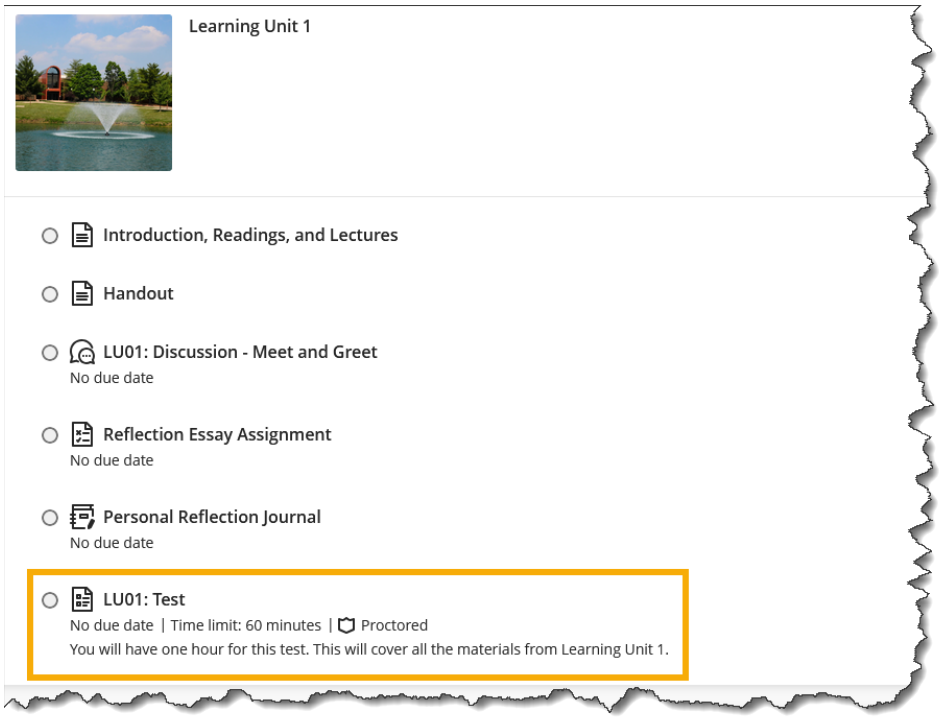
Computer Tutorial:
Take a Test in MyHills

Purpose: To show students how to take and submit a test in MyHills.

IMPORTANT: Before taking a test in MyHills, it is important that your computer is ready for an online exam. This means you should have a reliable internet connection, plenty of power (plug in your computer, rather than relying on battery power), and all of the required software listed in the Online Computer Standards. Click "Before You Begin," which is located in the "First Steps" module to access links to required software, as well as to set up Respondus Lockdown Browser.

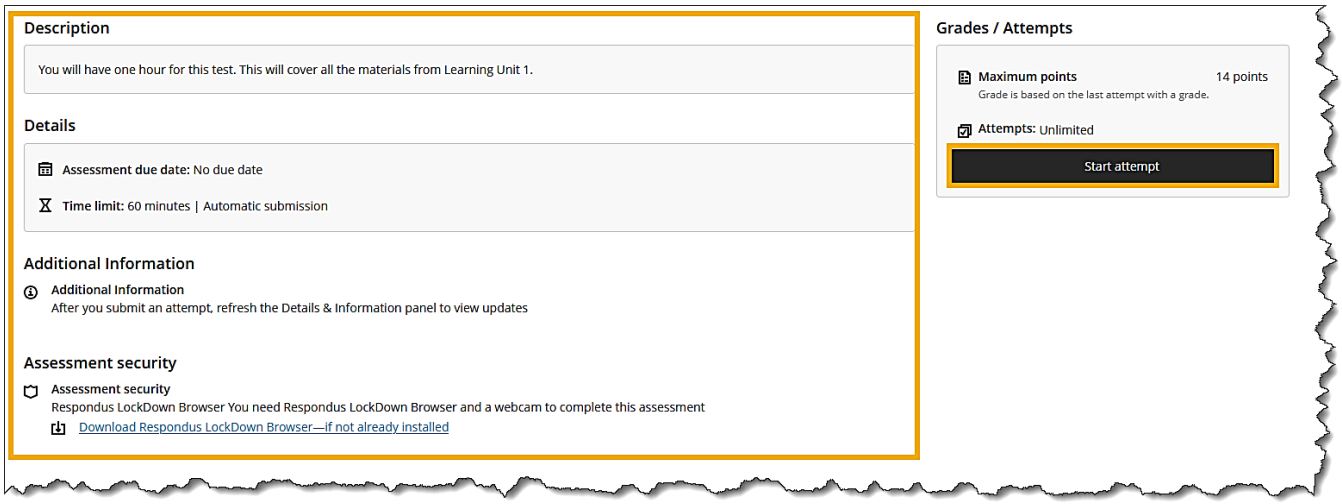


From within a course in MyHills, click the title of the test you want to take.

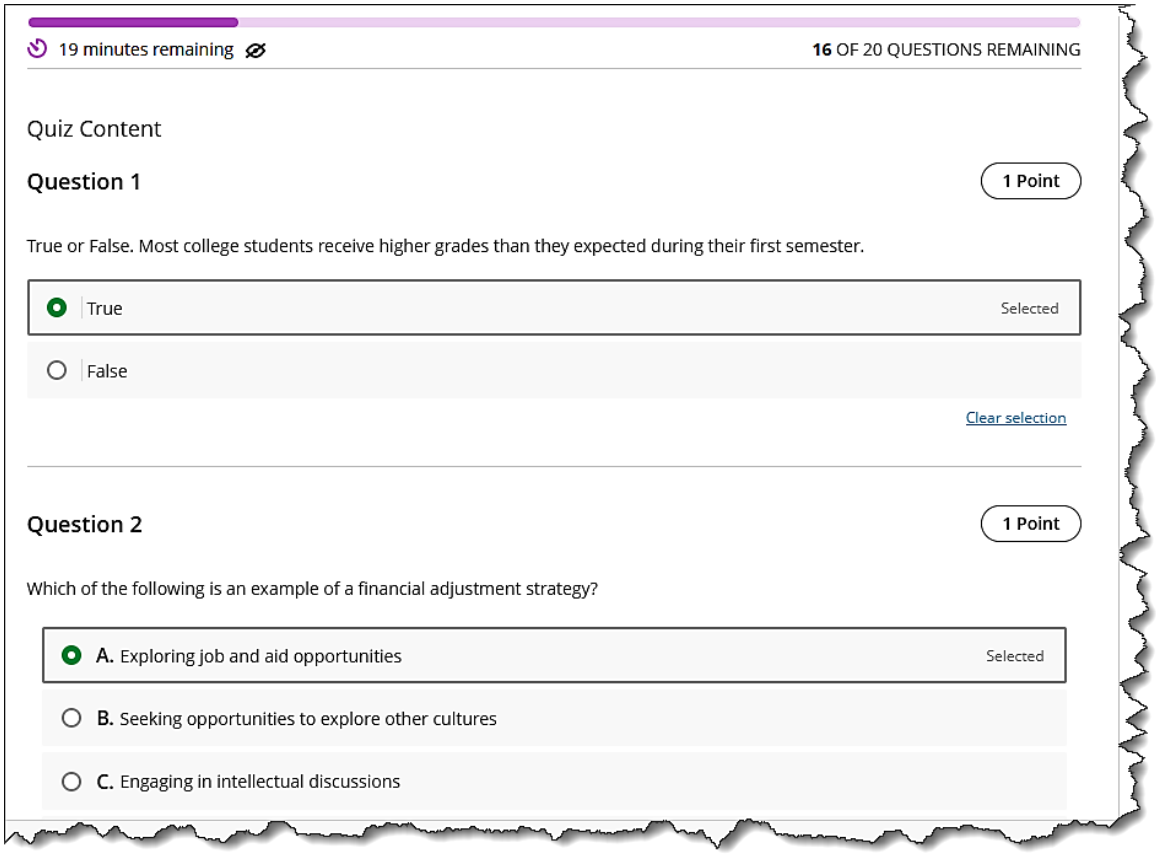


After reviewing the information about the test click "**Start attempt**" to start the test.

Note: Test information will include important Details such as time limits and Assessment security information if Respondus LockDown Browser is being used. These instructions and options can vary from test to test, so please take time to read them carefully.



The questions for the test will appear. The number of points a question is worth is shown to the right of the question. If all of the questions for the test appear on one page, scroll down the page to answer each question.



Now, let's discuss some of the types of questions you may see on a test.

An "**True/False**" question will have two answer choices, such as: "Yes/No," "Agree/Disagree," "Right/Wrong" or "True/False." Click the radio button to select your answer.

A "**Multiple Choice**" question will list several possible answers to the question. Click the radio button next to the answer you would like to select.

A "**Multiple Response**" question will have one or more correct answers. Check the boxes next to each answer. A checkmark will appear in the box once it has been selected.

A "**Fill in the Blank**" question will present you with one or more sentences where a single word or phrase is missing. Some type of indicator, such as a blank line in a question, should make it apparent where the missing word or phrase is located in the question text. Type the missing word or phrase in the single answer box that appears below the question text.

A "**Fill in Multiple Blanks**" question will present you with text containing one or more blanks. Complete the text by typing the appropriate word or phrase in the corresponding blank(s).

A "**Calculated Formula**" question contains a formula. Type the answer to the formula in the blank that appears below the question.

A "**Calculated Numeric**" question is similar to a fill-in-the-blank question except that your answer will be a number, or range of numbers. Type your answer in the blank that appears below the question text.

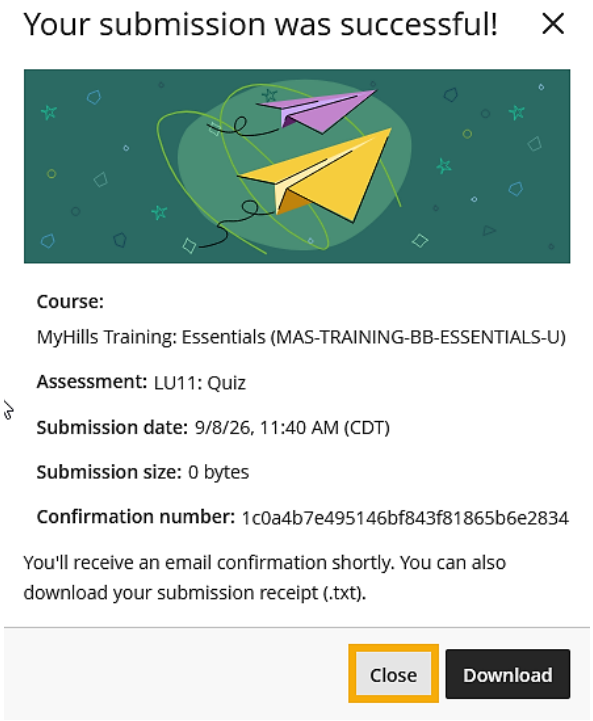
A "**Matching**" question allows you to pair items in one column to items in another column. Click the drop-down arrow, next to the question text, to open a menu that includes all of the possible answer choices. Select an answer for each question that is asked.

A "**Short Answer**" question requires you to type the answer to the question in the text box, which is located directly below the question. You can edit your "Short Answer" using the WYSIWYG (what you see is what you get) editor, above the text box.

An "**Essay**" question is very similar to a "Short Answer" question. The main difference is that the "Essay" field may be taller, since an essay is typically longer than a short answer. You can edit your answer using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc.

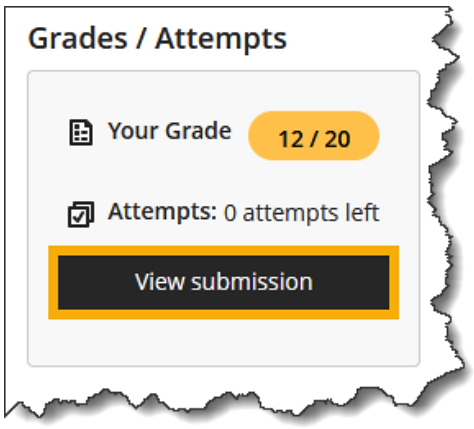
Choose "**Save and Close**" if you would like to save your answers and continue the test at a later time. Click "Submit" when you have completed the test.

After submitting your test, you will receive a success message. You can review your submission details and then click **Close**.



After you close the window, you will see "**Grades / Attempts**" information. You will see **Your Grade** and **Attempts** left.

If your instructor has enabled feedback to be displayed after you finish the test, you may be able to view your score, answers, and/or response feedback on the **View Submission** page.



Note: Feedback for each question may not appear, as not all instructors make feedback available to students.

When viewing feedback, test questions that must be manually graded by your instructor, such as "Essay" or "Short Answer" questions, will say "Needs Grading" instead of giving the point value you earned.

Congratulations! You now know how to take and submit a test in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the ***IT Help Desk***
Phone: *(641) 683-5333 |* ***Email:*** *helpdesk@indianhills.edu |* ***Web:*** *www.indianhills.edu/helpdesk*