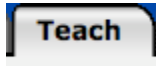
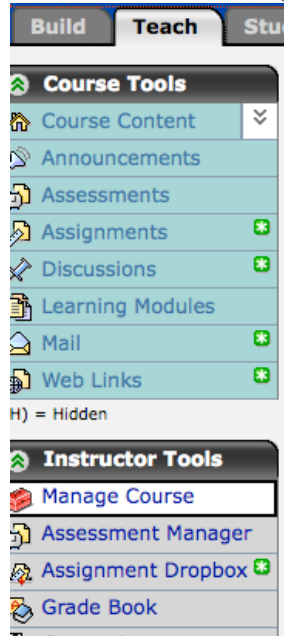


## WHAT YOU NEED TO DO TO IMPORT A QUIZ INTO YOUR WEBCT COURSE

I. Check that you have the WebCT Grade Book active in your course. Click on the Teach tab.



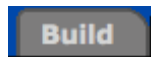
The Grade Book will appear under the list of Instructor Tools (left side of screen) if it is active.



II. If it does not appear, you need to activate the Grade Book. Follow the directions below to activate/add the Grade Book to your course. If the Grade Book is already present, proceed to step III below.

### To activate/add the Grade Book to your course

A. Click on the Build tab.



B. Select Manage Course (under Designer Tools, left side of screen).



C. Select Tools.

#### Manage Course






#### Tools

Determine which tools can be used in the course. You can add and remove tools as necessary.



D. Scroll down the list of tools to the heading Student Tools. Check in the box to the left of My

**Student Tools**

-  **My Grades**  
Allow Students to check their grades.
-  **My Progress**  
Allow Students to track their own pro
-  **Notes**  
Allow Students to take notes.

Save

Cancel

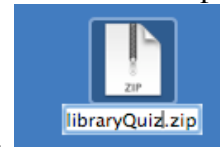
Grades. A check mark will appear in the box.

E. Click Save.

F. You will now see the Grade book listed under Instructor Tools when you have the Teach Tab selected.

**III. To import the Library Orientation Quiz into your WebCT course for student access:**

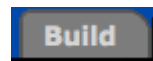
A. Save the zipped quiz file the librarian sent you (this file ends with the letters "zip") to your



computer in a location where you can find it (such as the desktop).

B. Login to your WebCT course.

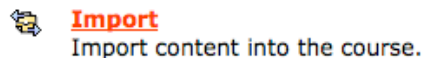
C. Click on the Build tab.



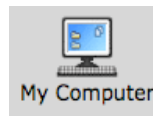
D. Select Manage Course (under Designer Tools, left side of screen).



E. Select Import.



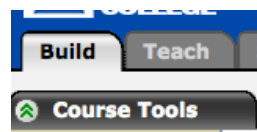
F. Select My Computer and browse to your computer. Browse to the "Library Orientation Quiz" file

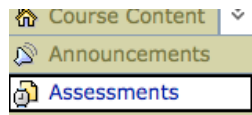


G. Click OK.

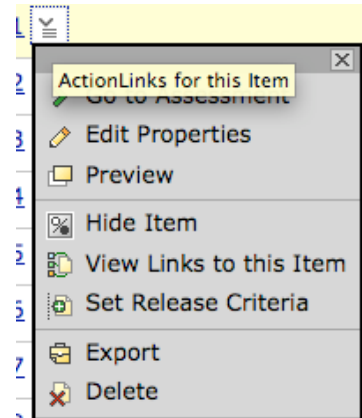
H. Wait for the quiz to import, it will be available immediately to your students.

I. If you wish to adjust the quiz dates or other settings, move to the Build tab, and select Assessments.





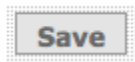
J. Locate the Library Orientation Quiz. Click on the Action Link (the chevron with three lines under it to the right of the quiz name)



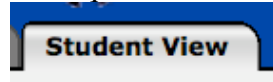
K. Select Edit Properties from the pull-down menu.

L. Make adjustments as desired.

M. Click on Save to keep your changes.



N. You can see and take the quiz as a student does by clicking on the Student View tab and



selecting the quiz.

O. Quiz grades will appear in the Grade Book for your class immediately after they take the quiz. You can see students grades by clicking on the Teach tab and selecting Grade Book.

