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 and on the “Before You Begin” page, downloaded and tested on your machine. Click “Before You Begin,” which is located in the blue “Course Menu,” to access links to required software, as well as the Online Computer Standards.

From within a course learning unit in MyHills, click the title of the test you want to take.
The “Begin” page will open.

After reading the “Instructions,” click “Begin” to start the test.
Some courses require tests to be proctored. If a test is proctored, the “Enter Password” page will appear after the “Begin” page (shown above). On this page, the proctor must type the “Password” for the test in the space provided before the test will open. Once the password is entered, click “Submit” to begin the test.

**Note:** If the test is not proctored, this page will not appear.

The “Take Test” page will open.
At the top of this page, important information about the test will be available, including instructions and whether the test has a time limit. These instructions and options can vary from test to test, so please take time to read them carefully.

If the test is timed, the timer is located in a blue box directly below the test information. The timer counts down and shows the time you have left to finish the test.

Click the drop-down arrow next to “Question Completion Status” at any time during the test to show which questions have been completed.
Questions that you have completed will appear in gray.

Below “Question Completion Status,” 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.
If only one question appears at a time, click the “Next Question” arrow to advance to the next question on the test.

**Note:** Moving to another question will automatically save your answer.

Return to the previously answered question by clicking the “Previous Question” arrow.

**Note:** Not all instructors will allow you to go back to previously answered questions, so this option may not be available.

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

An “Either/Or” 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.

**Question 2**

Write three million, five hundred two thousand in standard form.

- 3,002,000
- 3,500
- 3,000,002
- 3,000,502

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.

**Question 3**

What type of number is 3?

- [ ] a. Real
- [ ] b. Natural or Counting
- [ ] c. Rational
- [ ] d. Whole
- [ ] e. Integer
- [ ] f. Irrational

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 the line shown here, 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.

**Question 4**

A new number may be made by multiplying two or more numbers together. The numbers that are multiplied together are called _______.

factors

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).

**Question 5**

Multiplication finds the _____ of two numbers, while division finds the _____ of two numbers.

[Blank] product [Blank] quotient
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.

Note: Be careful as you choose your answer. After, clicking the answer, also click on the page in an empty spot. This ensures that the drop-down menu is no longer selected. Otherwise, you might accidentally change your answer by scrolling or some other action you may take.
Select an answer for each question that is asked.

Note: In some cases, the number of answers may not be the same as the number of questions. This makes it more difficult to determine answers by using the process of elimination.

**Question 8**

Match each of the following definitions with the correct mathematical property.

- For any two whole numbers $a$ and $b$, $a + b = b + a$.  
- For any two whole numbers $a$, $b$, and $c$, $a + (b + c) = (a + b) + c$.  
- For any whole number $a$, $a + 0 = 0 + a = a$.  
- For any two whole numbers $a$ and $b$, $a + b = b + a$.  
- There is a unique whole number $1$ with the property that, for any whole number $a$, $a + 1 = a$.  
- For any two whole numbers $a$, $b$, and $c$, then $a + (b + c) = (a + b) + c$.  
- For any whole number $a$, $a + 0 = 0 + a = a$.  
- For any two whole numbers $a$ and $b$, $a + b = b + a$.  
- $a + 0 = a$.

A “Short Answer” question requires you to type the answer to the question in the text box, which is located directly below the question.

**Question 9**

If you opened a checking account with $1250 and wrote checks for $375, $52, and $246, and you made a deposit of $150, how would you find your new account balance? What would your balance be?

Taking the original amount of $1250, subtract the three checks, and add the deposit.  
$1250 - $375 - $52 - $246 + $150 = $727$
You can edit your “Short 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. Hover your cursor over a button to view its function.

If the WYSIWYG editor is minimized, you will not be able to access all of the editing options. Click the double arrow in the upper-right corner to expand the WYSIWYG editor.

**Note:** Use this process to expand the WYSIWYG editor for all applicable questions.
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. Type your “Essay” in the text box below the question.

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. Hover your cursor over a button to view its function.

Shortly after answering a question, the answer will automatically be saved, so there is no need to click “Save Answer.” You can still change an answer after it has been saved, as the most recent answer will be saved and submitted.
When you have less than a one minute remaining for the test, the timer bar will turn yellow.

Then, when you have less than 30 seconds, the timer bar will turn red.

Choose “Save All Answers” if you would like to save your answers and continue the test at a later time. If you are required to complete the test in one sitting, you may still be able to “Save All Answers,” but you will not be able to complete the test at a later time.

Note: If the test is timed, the timer will continue to count down if you exit the test without submitting it. Be sure to “Save and Submit” the test before the timer runs out.
To continue a test that you have started, click on the title of the test in the learning unit.

Then, click “Continue” to continue the test.
Once you have answered all of the test questions, click “Save and Submit.”

After submitting the test, you will be asked to confirm your test submission. Click “OK” to submit the assessment.

The “Test Submitted” page will open. This page tells you that the test was submitted, as well as some general information, such as when you started the test and how much time you used to complete the test. Click “OK” to continue.
If, while taking a timed test, you run out of time, the test may be saved and submitted automatically. The “Test Submitted” page (described above) will open. Click “OK” to continue.

The “Review Test Submission” page will open. Here you will be able view information and feedback (if available) about the test. Feedback is not available for the submission shown below.

Note: You may also access this page from the “My Grades” area in the course. Please see the tutorial “Check My Grades” for more information.
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 “Review Test Submission” page. Scroll down the page to see feedback for each test question.

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

Review Test Submission: LU01: Quiz

Question 1
Division is the operation of taking one amount, or number, away from another.
Response Feedback: Great Job!

Question 2
Write three million, five hundred two thousand in standard form.

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.

Note: You can access the “Review Test Submission” page later, after your instructor has graded these questions, to view feedback. See the tutorial “Check My Grades” for details.
Once you are finished reviewing your test, click “OK.”

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

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