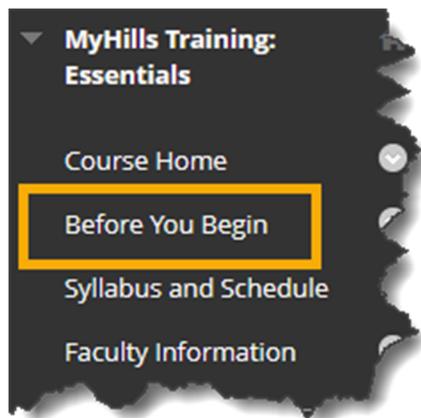


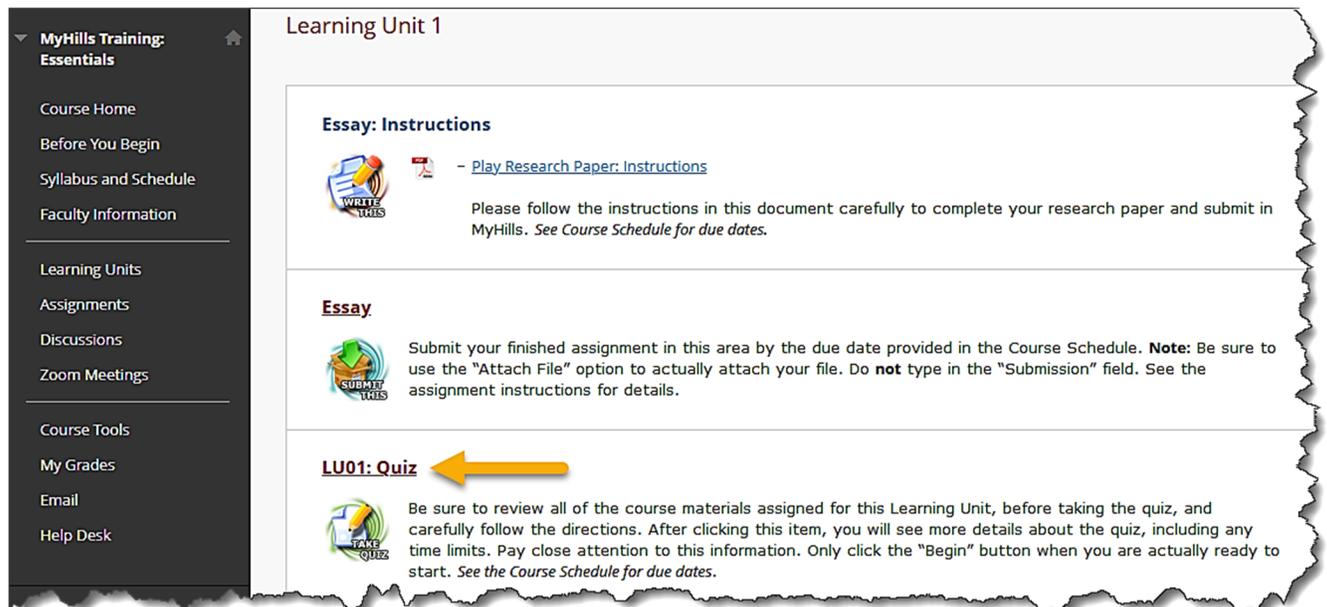
Computer Tutorial: Take a Test in MyHills

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 black “Course Menu,” to access links to required software, as well as the Online Computer Standards.



From within a course 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.

Begin: LU01: Quiz

INSTRUCTIONS 

Timed Test	This test has a time limit of 1 hour.
Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.
Multiple Attempts	This test allows multiple attempts.

Click **Begin** to start: LU01: Quiz. Click **Cancel** to go back.
You'll be previewing this assessment and your results won't be recorded.

Select 'Begin' to start. Select 'Cancel' to quit.

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. Most tests now use proctor software.

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

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.

Test Information

Description

Instructions

Timed Test This test has a time limit of 1 hour. You will be notified when time expires, and you may continue or submit. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain. *[The timer does not appear when previewing this test]*

Multiple Attempts This test allows 3 attempts. This is attempt number 1.

Force Completion This test can be saved and resumed later. The timer will continue to run if you leave the test. Your answers are saved automatically.

Question Completion Status:

If the test is timed, the timer is located in a box directly below the test information. The timer counts down and shows the time you have left to finish the test. When you have less than a one minute remaining for the test, the timer bar will turn yellow. When you have less than 30 seconds, the timer bar will turn red.

Click the drop-down arrow next to “Question Completion Status” at any time during the test to show which questions have been completed. Completed questions 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.

QUESTION 1 1 points ✓ Saved

Write the number 528 in expanded form.

- a. $500 + 20 + 8$
- b. $5000 + 20 + 8$
- c. $50 + 200 + 8$
- d. $50 + 20 + 8$

QUESTION 2 1 points Save Answer

Write the number 8020 in expanded form.

- a. $80,000 + 200$
- b. $800 + 20$

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.

Question 3 1 points ✓ Saved

Write the number 25,608 in expanded form.

- a. $2000 + 500 + 60 + 8$
- b. $20,000 + 5000 + 60 + 8$
- c. $2000 + 500 + 68$
- d. $20,000 + 5000 + 600 + 8$

⚠ Moving to another question will save this response.

⏪ ⏩ Question 3 of 16 ⏪ ⏩

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.

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.

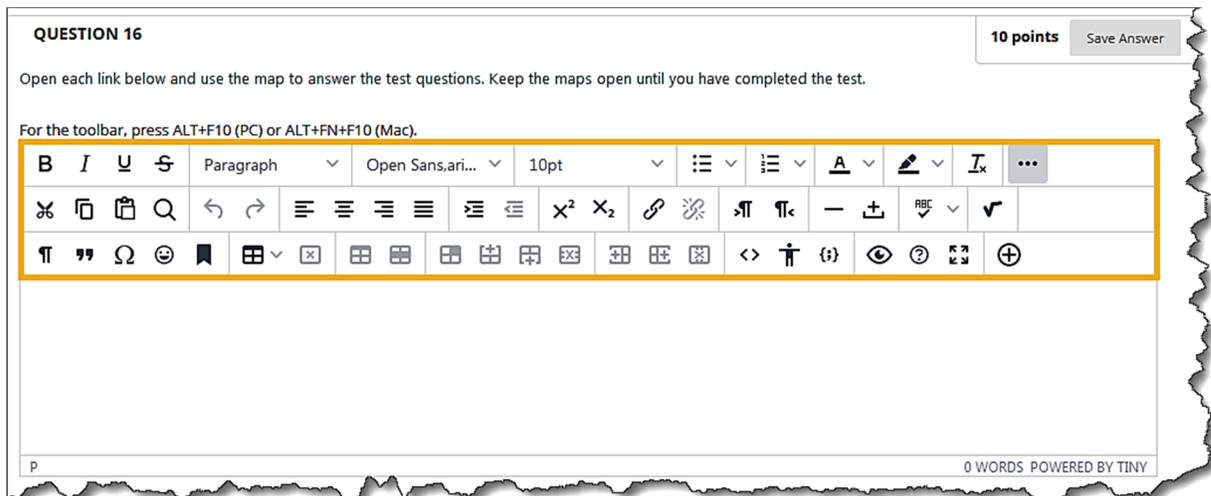
A “**Fill in Multiple Blanks**” question will present you with text containing one or more blanks. Complete the text by typing the appropriate word or phrase in the corresponding blank(s).

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.

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.

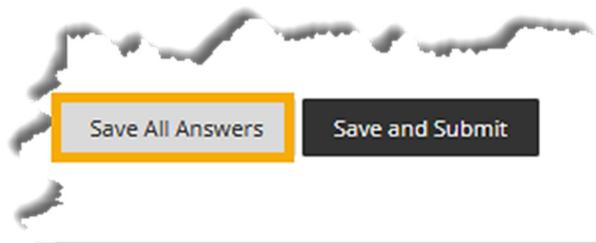
QUESTION 2 1 points 

Write the number 8020 in expanded form.

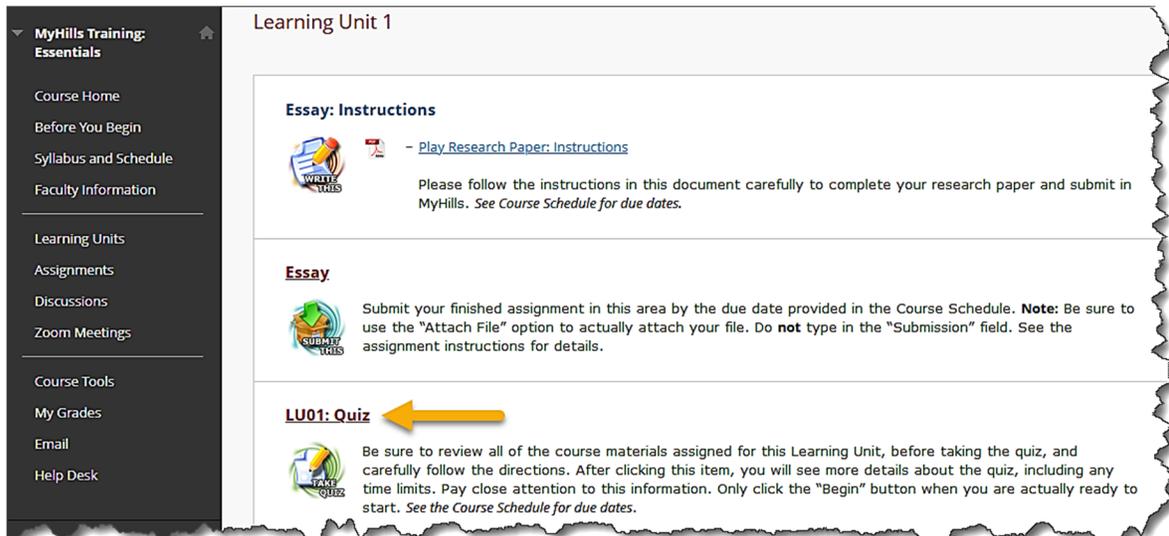
- a. $80,000 + 200$
- b. $800 + 20$
- c. $8000 + 20$
- d. $8000 + 2$

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.



MyHills Training: Essentials

- Course Home
- Before You Begin
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- Faculty Information
- Learning Units
- Assignments
- Discussions
- Zoom Meetings
- Course Tools
- My Grades
- Email
- Help Desk

Learning Unit 1

Essay: Instructions

 [- Play Research Paper: Instructions](#)

Please follow the instructions in this document carefully to complete your research paper and submit in MyHills. See *Course Schedule* for due dates.

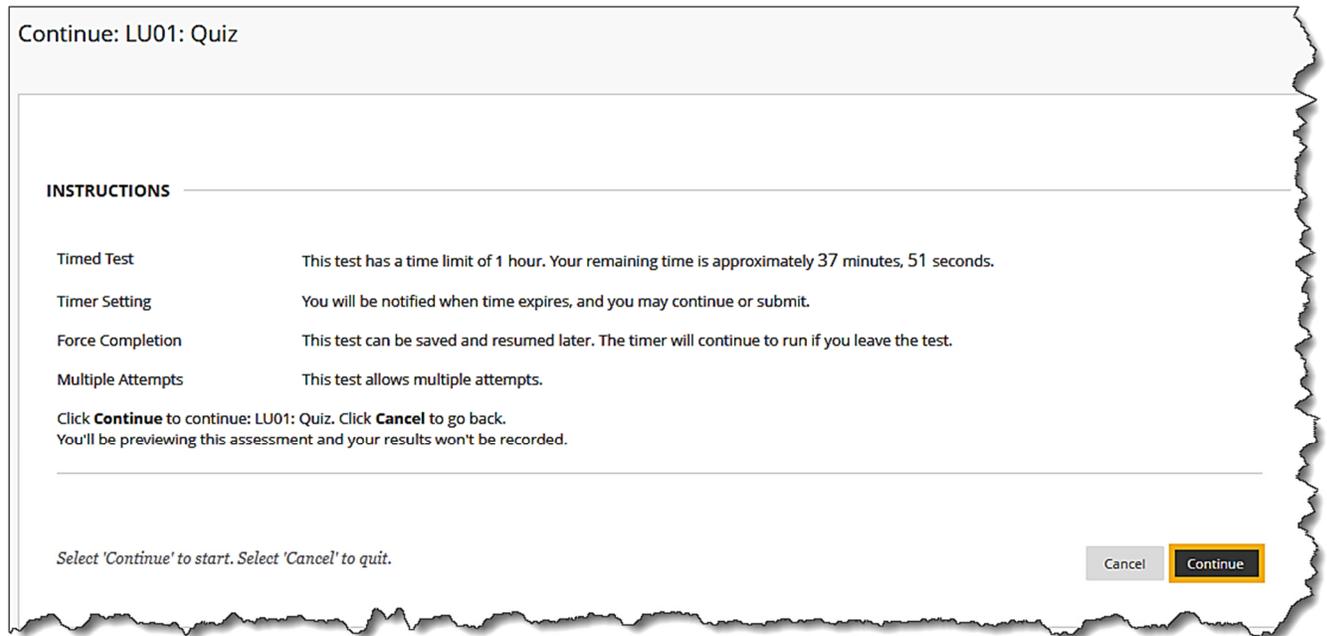
Essay

 Submit your finished assignment in this area by the due date provided in the Course Schedule. **Note:** Be sure to use the “Attach File” option to actually attach your file. Do **not** type in the “Submission” field. See the assignment instructions for details.

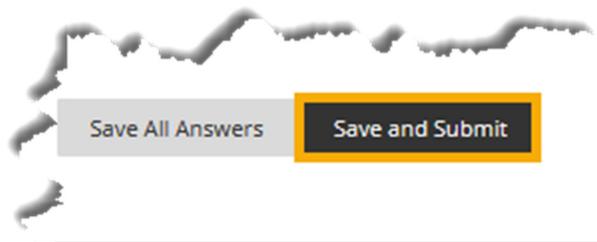
LU01: Quiz 

 Be sure to review all of the course materials assigned for this Learning Unit, before taking the quiz, and carefully follow the directions. After clicking this item, you will see more details about the quiz, including any time limits. Pay close attention to this information. Only click the “Begin” button when you are actually ready to start. See *the Course Schedule* for due dates.

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.

Note: 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.

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.

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.

Question 16  Needs Grading

 Open each link below and use the map to answer the test questions. Keep the maps open until you have completed the test.

Selected Answer: [None Given]

Tuesday, July 16, 2024 8:06:47 AM CDT

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**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*