

IMH Online

Creating Tests

1. Create a New Test:

- a. From the dashboard, hover over LearnDash and click on “Quizzes”
- b. Click “add new” and enter the title.
- c. Click on the “settings” tab and configure the setting shown in the training video.
- d. Ensure the quiz has been assigned to the correct course, then click “save draft.”

2. Adding Test Questions:

- a. Create a new question and title it “Question 1”. Click on “add question”
- b. Create all the questions for the test withing the builder that will be needed (example: if there are 35 questions on the IMH test, then you should create 35 questions in the LearnDash quiz)
- c. Before proceeding, click on “save draft”.
- d. Open each question by clicking “edit” while holding down either Ctrl or Command. This will open then question in a new browser tab.
- e. Add the question content as shown in the training video and configure it either display as a True/False (single choice), a multiple choice (also single choice), or a fill in the blank question (essay/write in with textbox) then click “update”.
- f. **Add the question number before the question text based on the number on test questions. Example: “(1/35) Did David kill Goliath?”. This will display to the student, which question they are on, and how many they have remaining.**
- g. After adding data to all questions, ensure that the scoring matches that of the IMH test and click “publish”
- h. Login with the test user in a private or incognito tab (username – ttester and password – 1qazxsw2!QAZXSW@
- i. Ensure the new test is showing working.