

How to Create SkyWard Quizzes

1. Go to "add assignments"
2. Add the assignments Description, Due Date, Points, and Classes taking the quiz.
3. Click "Make Assignments Available Online"

4. Enter the dates you want to make the quiz available to student
5. Enter a quiz or "assignment" description
6. Check the boxes to create the parameters of your quiz.

Auto score- It will grade T/F and Multiple choice automatically. It will score them automatically if you do essay questions, but not till you have scored the essay questions

Show correct score- Do you want students to see the right answer after each question is answered?

Randomize Questions- This is a good idea in case you have students taking the quizzes in the computer lab.

Questions per page- I would suggest 5 questions per page to reduce cheating.

7. Click "add" assignment questions
8. Choose the question type you want to use. Multiple choice, true/false, short answer And essay
9. Write your question
10. Select point value
11. Select possible answers/correct answer
12. Add any attachments
~If you want pictures or diagrams attach them by clicking attach on the right side
~If you want to add pictures to answers click the "attach" button next to the possible answer.
13. Repeat steps 8-12 by clicking "Save and Add Another"
14. To end your test click "save and Back?"
15. Congratulations on your first (or second) Skyward Quiz!