



iLearn Online Exams

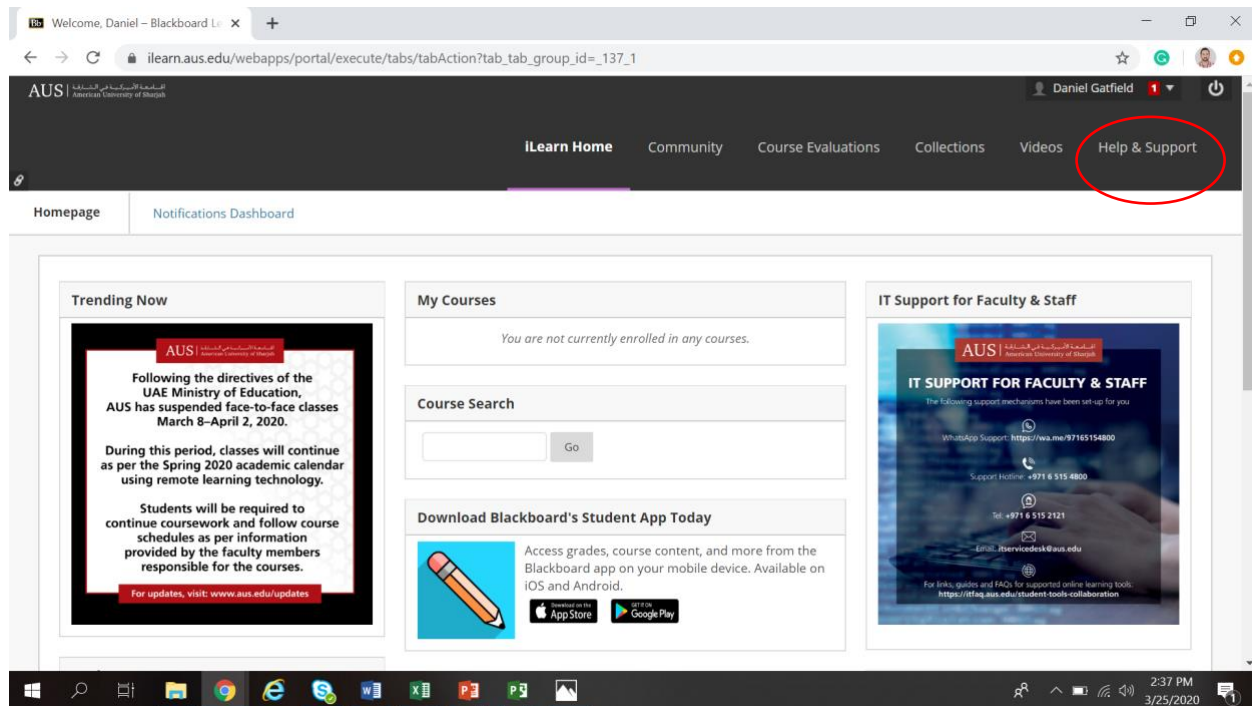
Training guide

This document lists the location of training material for the online exams.

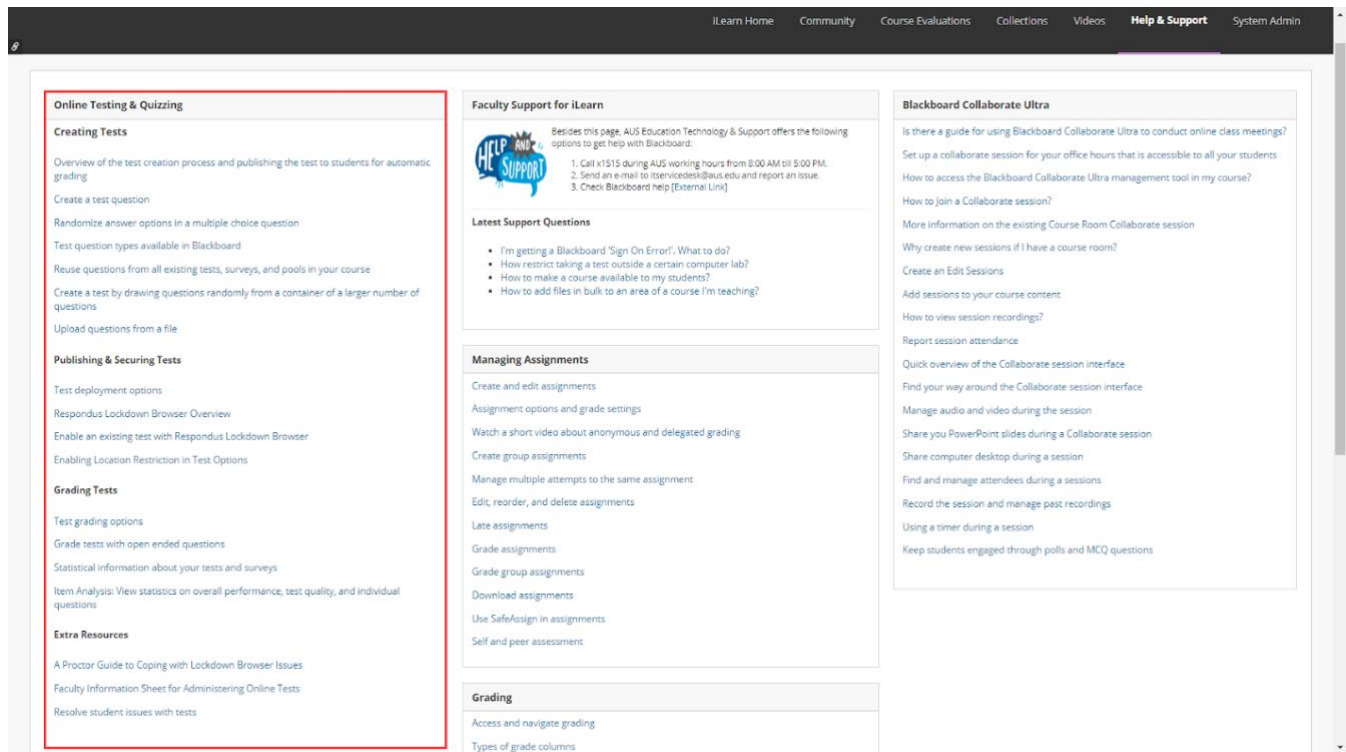
iLearn Help & Support

The online guides can be found on iLearn, under the Help & Support tab.

Go to iLearn, <https://ilearn.aus.edu/> and then select the **Help & Support** tab, as highlighted below.



This will open a new page. On the left hand side you will see a section called **Online Testing & Quizzing:**



The screenshot shows the Blackboard Help & Support page. The top navigation bar includes links for iLearn Home, Community, Course Evaluations, Collections, Videos, Help & Support, and System Admin. The main content area is divided into several sections:

- Online Testing & Quizzing** (highlighted with a red box):
 - Creating Tests**
 - Overview of the test creation process and publishing the test to students for automatic grading
 - Create a test question
 - Randomize answer options in a multiple choice question
 - Test question types available in Blackboard
 - Reuse questions from all existing tests, surveys, and pools in your course
 - Create a test by drawing questions randomly from a container of a larger number of questions
 - Upload questions from a file
 - Publishing & Securing Tests**
 - Test deployment options
 - Respondus Lockdown Browser Overview
 - Enable an existing test with Respondus Lockdown Browser
 - Enabling Location Restriction in Test Options
 - Grading Tests**
 - Test grading options
 - Grade tests with open ended questions
 - Statistical information about your tests and surveys
 - Item Analysis: View statistics on overall performance, test quality, and individual questions
 - Extra Resources**
 - A Proctor Guide to Coping with Lockdown Browser Issues
 - Faculty Information Sheet for Administering Online Tests
 - Resolve student issues with tests
- Faculty Support for iLearn**
 - Besides this page, AUS Education Technology & Support offers the following options to get help with Blackboard:
 1. Call x1515 during AUS working hours from 8:00 AM till 5:00 PM.
 2. Send an e-mail to itservices@aus.edu and report an issue.
 3. Check Blackboard help (External Link)
 - Latest Support Questions**
 - I'm getting a Blackboard "Sign On Error". What to do?
 - How restrict taking a test outside a certain computer lab?
 - How to make a course available to my students?
 - How to add files in bulk to an area of a course I'm teaching?
- Blackboard Collaborate Ultra**
 - Is there a guide for using Blackboard Collaborate Ultra to conduct online class meetings?
 - Set up a collaborate session for your office hours that is accessible to all your students
 - How to access the Blackboard Collaborate Ultra management tool in my course?
 - How to Join a Collaborate session?
 - More information on the existing Course Room Collaborate session
 - Why create new sessions if I have a course room?
 - Create an Edit Sessions
 - Add sessions to your course content
 - How to view session recordings?
 - Report session attendance
 - Quick overview of the Collaborate session interface
 - Find your way around the Collaborate session interface
 - Manage audio and video during the session
 - Share you PowerPoint slides during a Collaborate session
 - Share computer desktop during a session
 - Find and manage attendees during a sessions
 - Record the session and manage past recordings
 - Using a timer during a session
 - Keep students engaged through polls and MCQ questions
- Managing Assignments**
 - Create and edit assignments
 - Assignment options and grade settings
 - Watch a short video about anonymous and delegated grading
 - Create group assignments
 - Manage multiple attempts to the same assignment
 - Edit, reorder, and delete assignments
 - Late assignments
 - Grade assignments
 - Grade group assignments
 - Download assignments
 - Use SafeAssign in assignments
 - Self and peer assessment
- Grading**
 - Access and navigate grading
 - Types of grade columns

This section contains help material, for all online exam requirements and has been divided into four categories for ease of use.

These categories are:

- Creating Tests
- Publishing & securing Tests
- Grading Tests
- Extra Resources

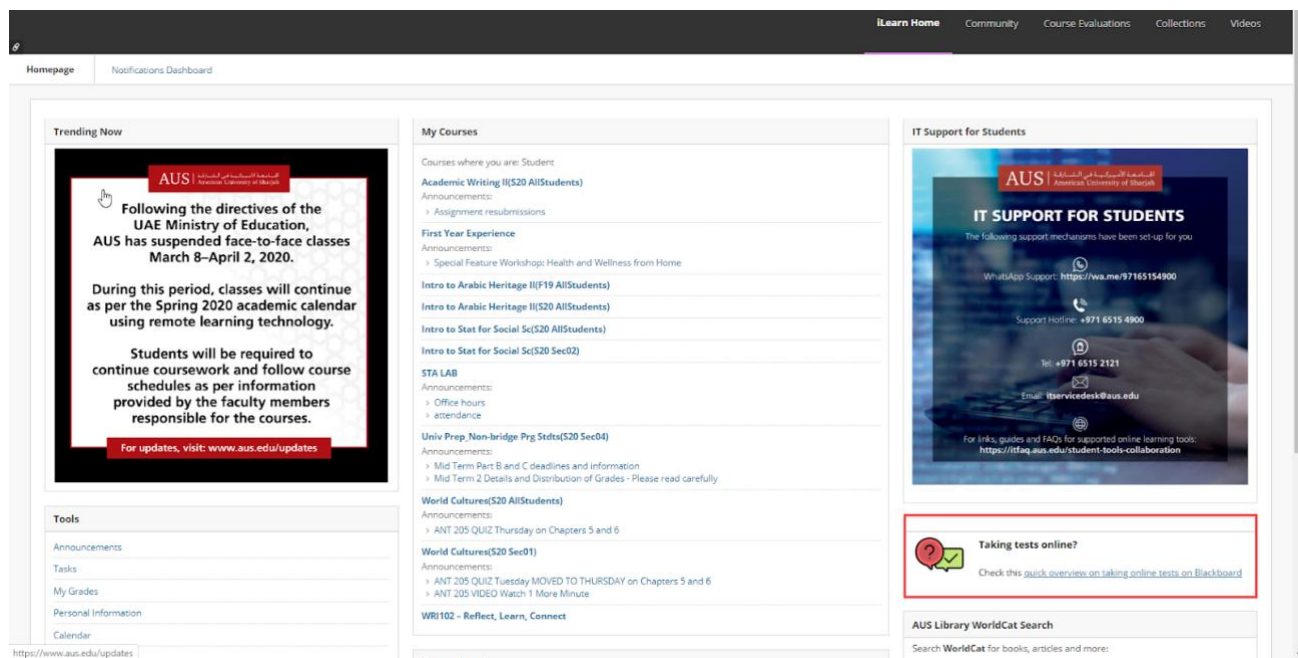
List of Help & Support Videos

The below table lists the scenarios for creating and grading the online exams and quizzes, the name of the help material on iLearn Help & Support and also a direct link to the help video itself:

Common Questions	Where is this on iLearn?	More information	Link to Resource
How- to Upload an exam to iLearn and set the timing of the exam (start and finish)	Help & Support Tab	How-to videos: 1. Overview of the test creation process and publishing the test to students for automatic grading 2. Create a test question	<ul style="list-style-type: none"> • Overview of the test creation process and publishing the test to students for automatic grading • Create a test question
How-to set up a multiple choice exam where questions are chosen randomly from a pool of questions	Help & Support Tab	How to videos: Create a test by drawing questions randomly from a container of a larger number of questions	Create a test by drawing questions randomly from a container of a larger number of questions
How-to randomize the multiple choice answers within a particular question	Help & Support Tab	How-to videos: Randomize answer options in a multiple choice question	Randomize answer options in a multiple choice question
How-to Administer an exam on iLearn with a lock down browser	Help & Support Tab	How-to videos: 1. Lockdown Browser Overview 2. Enable an existing test with Respondus Lockdown Browser	<ul style="list-style-type: none"> • Lockdown Browser Overview • Enable an existing test with Respondus Lockdown Browser
How-to download non-multiple choice exam answers and grade them	Help & Support Tab	How-to video: Grade tests with open ended questions	Grade tests with open ended questions
How to take an online exam on iLearn (Student)	iLearn Homepage	How-to video: Quick overview on taking online tests on Blackboard	Quick overview on taking online tests on Blackboard

Students – How to take an Online Test

The help guide for the students on how to take online tests can be found on the homepage of the Students iLearn account. This is located towards the bottom right of the homepage as highlighted below.



The screenshot shows the AUS iLearn homepage with the following sections:

- Navigation:** iLearn Home, Community, Course Evaluations, Collections, Videos.
- Homepage:** Notifications Dashboard.
- Trending Now:**
 - AUS** | الجامعة الأميركية في الشارقة
 - Following the directives of the UAE Ministry of Education, AUS has suspended face-to-face classes March 8–April 2, 2020.
 - During this period, classes will continue as per the Spring 2020 academic calendar using remote learning technology.
 - Students will be required to continue coursework and follow course schedules as per information provided by the faculty members responsible for the courses.
 - For updates, visit: www.aus.edu/updates
- Tools:**
 - Announcements
 - Tasks
 - My Grades
 - Personal Information
 - Calendar
- My Courses:**
 - Courses where you are: Student
 - Academic Writing II(S20 AllStudents)**
 - Announcements:
 - Assignment resubmissions
 - First Year Experience**
 - Announcements:
 - Special Feature Workshop: Health and Wellness From Home
 - Intro to Arabic Heritage II(F19 AllStudents)**
 - Intro to Arabic Heritage II(S20 AllStudents)**
 - Intro to Stat for Social Sc(S20 AllStudents)**
 - Intro to Stat for Social Sc(S20 Sec02)**
 - STA LAB**
 - Announcements:
 - Office hours
 - attendance
 - Univ Prep ,Non-bridge Prg Stats(S20 Sec04)**
 - Announcements:
 - Mid Term Part B and C deadlines and information
 - Mid Term 2 Details and Distribution of Grades - Please read carefully
 - World Cultures(S20 AllStudents)**
 - Announcements:
 - ANT 205 QUIZ Thursday on Chapters 5 and 6
 - World Cultures(S20 Sec01)**
 - Announcements:
 - ANT 205 QUIZ Tuesday MOVED TO THURSDAY on Chapters 5 and 6
 - ANT 205 VIDEO Watch 1 More Minute
 - WRI102 – Reflect, Learn, Connect**
- IT Support for Students:**
 - AUS** | الجامعة الأميركية في الشارقة
 - IT SUPPORT FOR STUDENTS**
 - The following support mechanisms have been set-up for you
 - WhatsApp Support: <https://wa.me/97165154900>
 - Support Hotline: +971 6515 4900
 - Tel: +971 6515 2121
 - Email: itservicedesk@aus.edu
 - For links, guides and FAQs for supported online learning tools: <https://itfaq.aus.edu/student-tools-collaboration>
- Taking tests online?**
 - Check this [quick overview on taking online tests on Blackboard](#)
- AUS Library WorldCat Search**
 - Search WorldCat for books, articles and more: