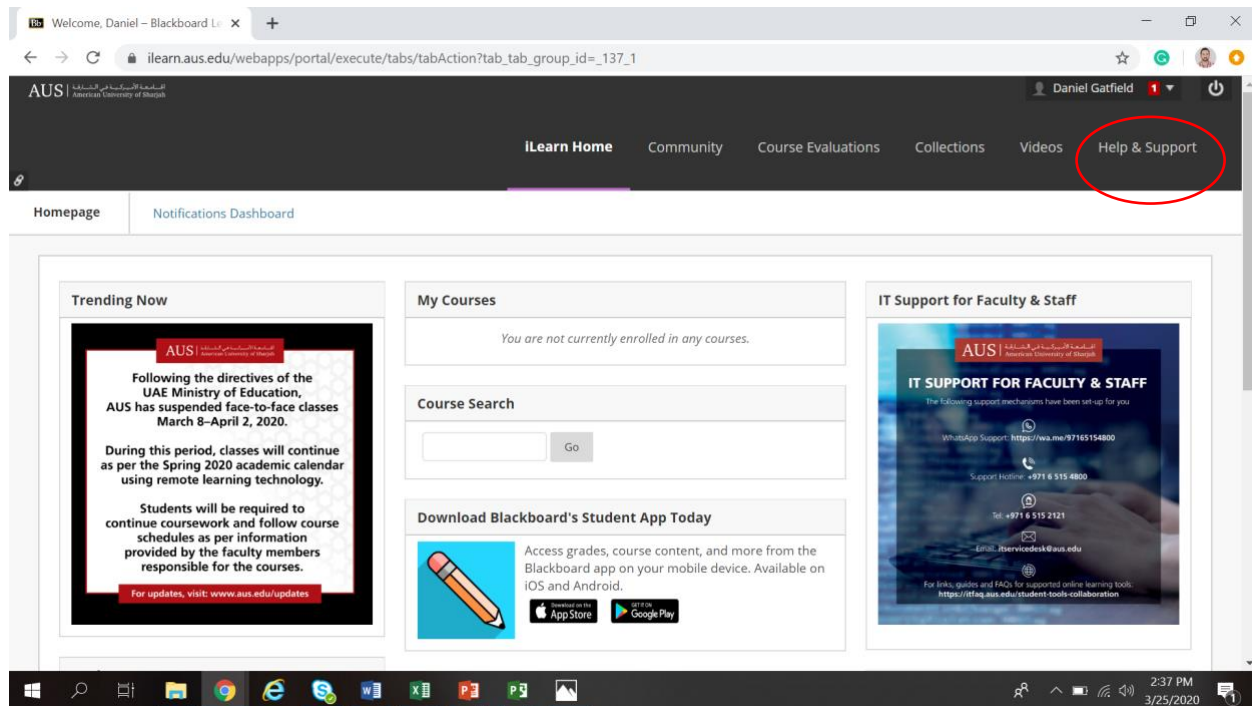# iLearn Online Exams

Training guide

This document lists the location of training material for the online exams.
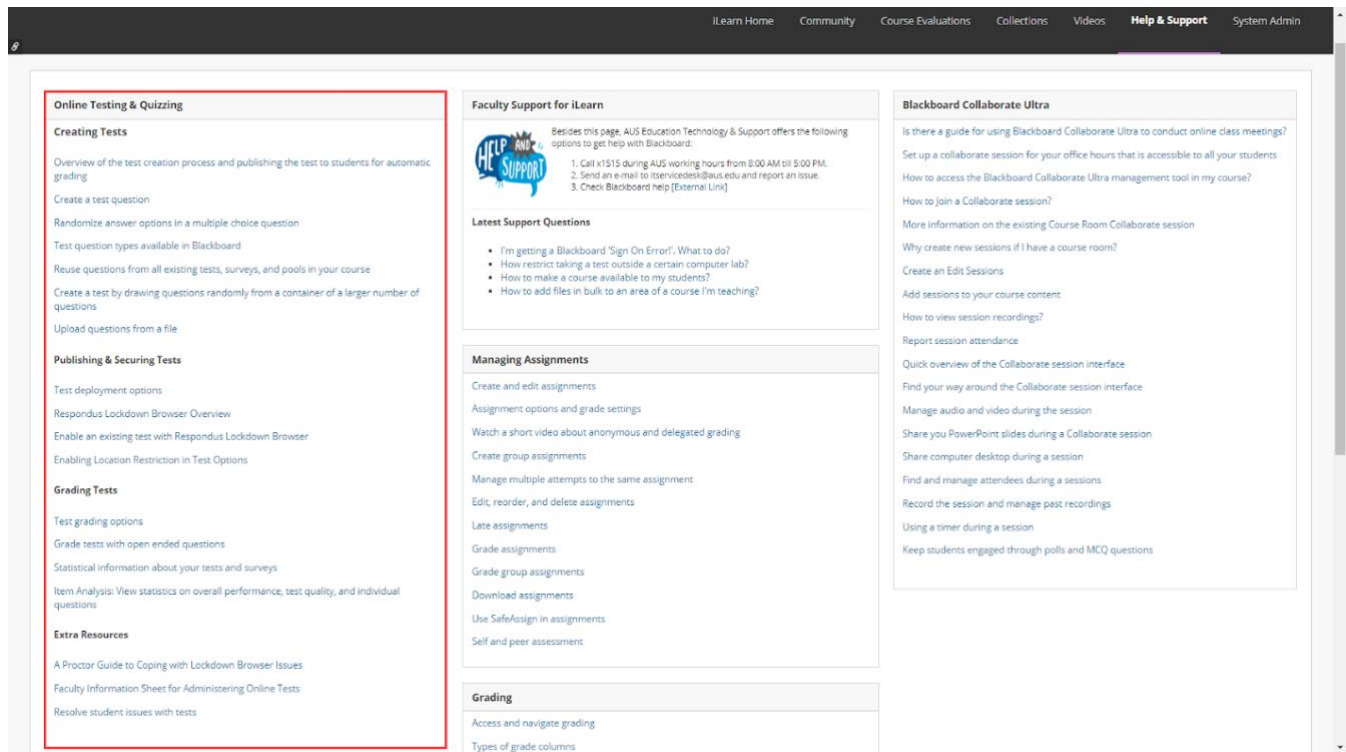
iLearn Help & Support

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***:

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
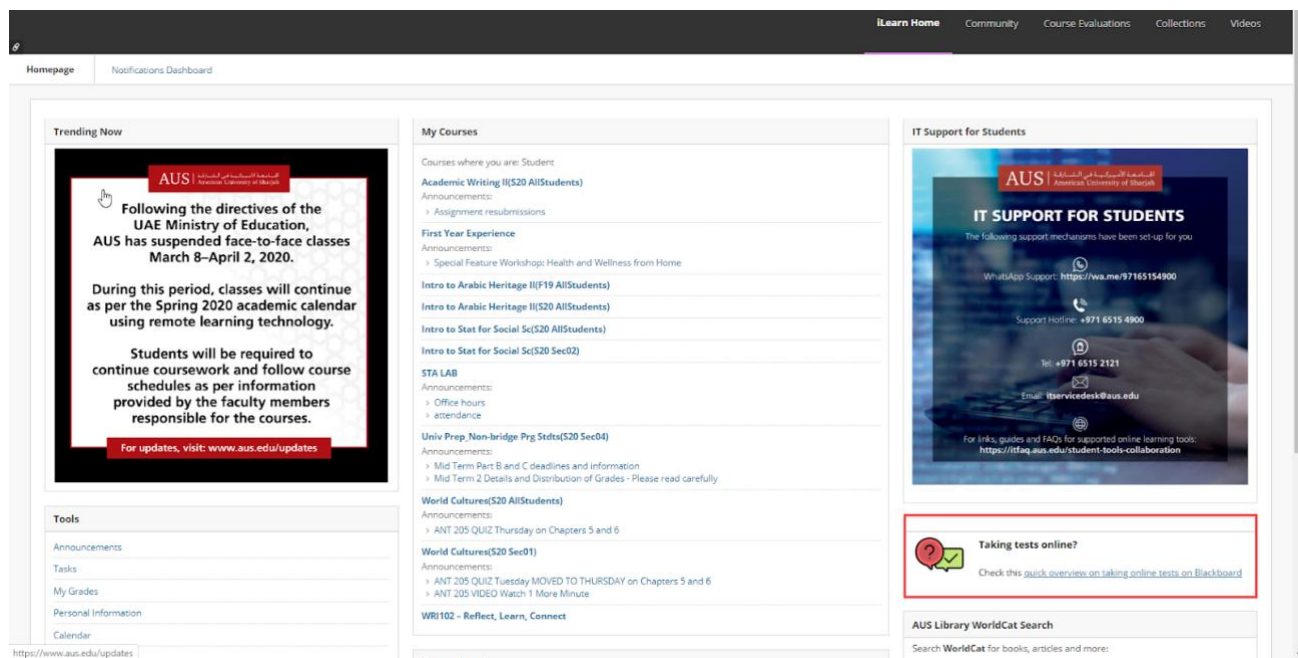- Grading Tests
- Extra Resources

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	• 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	• 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.