How to assign Quiz

1. Go to www.CourseCompass.com to log in your account. You will be directed to your MyCourseCompass main page. For example, if you want to assign homework for your class “Hong Temp Math 105”, click “Hong Temp Math 105”.

![Image of My CourseCompass interface]

- **Demo for Math 105 Course**
  - Course ID: wong37213
  - **MyMathLab**
    - Students Enrolled: 24
- **Hong Temp Math 105**
  - Course ID: wong35458
  - **MyMathLab**
    - Students Enrolled: 24
2. Click “Control Panel” button on the left column of the screen.
3. Click “Homework/Test Manager”.

4. A new window will pop up and the screen will look like below. This is the page of Homework/Test Manager. Click “Create Assignment” button, and choose “Create Quiz”.
5. Choose “**Quiz**” in the “**Gradebook Category**” pull-down menu.

Enter the name of the quiz in the “**Quiz Name**” box. In this case, it is “**Ch 2 Quiz**”

Fill the button “**Create using the online test bank**”.

Then click “**Next**”. 

Choose “All Sections” in the “Section” pull-down menu.
7. Choose the quiz problems you want to assign. In this case, problem 2.1.5, 2.2.15 and 2.3.35 are assigned.

You could get a preview of the problems you chose by clicking “Preview & Add” button. A new window will pop up showing those problems.
8. This is the preview of the problem 2.1.5. By clicking “Next item” button on the bottom of the screen, you will see the preview of the next problem, i.e., 2.2.15.

“Add Items” let you add certain type of problems in the quiz. For example, if the current screen shows problem 2.1.5, and you click the button “Add Items” once, one more problem of same type (Simplifying the fraction) will be added to the quiz. If you click “Add Items” twice, two more problem of same type will be added.

If you want to add one more problem the same type as problem 2.2.15, simply click “Next Item” until the problem 2.2.15 shows, then click “Add Item”.

Note that you can determine the weighting of homework problems. On the lower right corner, you could enter number of score of a problem. Normally each problem is worth 1 point.

If you are done previewing, click “Close window”.
9. Without previewing the quiz problems in the previous step, you can simply click “Add” button to add homework problems.

Note that the additional problems similar to the type of problem 2.1.5 and problem 2.2.15 are added at the end of tests.

You can determine the weighting of the problems by entering the score of each problem.

You can sort the order of the problem by clicking up or down arrow button, or delete a problem by clicking the “trash” logo.

Then click “Next” button.
10. Choose the available date and due date by entering the appropriate dates or clicking the calendar. By default, the box is unchecked for “Number of Attempts”. This means students can only try once for each problem. To give students more attempts, check the box in front and enter “3” in the box at the end. Note that “Student can review quiz any time after submitting” is selected in the “Reviewing Quiz” box. Click “Save & Assign” button to assign the quiz.
11. Now you are back to the page of Homework/test Manager. Note that the first quiz is assigned

In the pull-down menu on the right, you can perform several actions towards the assigned quiz when you click “Go” button.

If you click “Unassign”, you unassign the current assigned quiz.

If you click “Edit…”, you will be directed back to Step 5, and you can change the chapter, section, add or delete quiz problems, weighting of each problem, assign date, and due date.

If you click “Delete”, the quiz will be deleted.
12. If you click the “Quizzes & Tests” tab, you will see only the assigned quiz.