
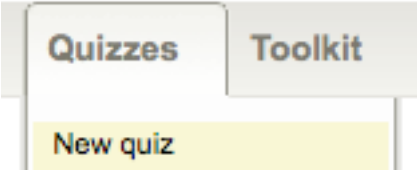
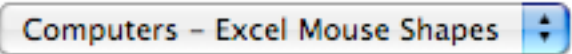
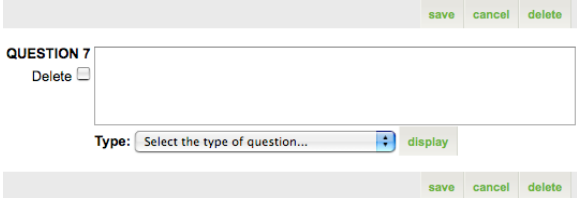
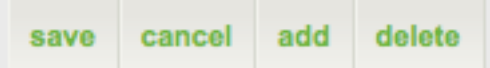
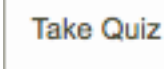
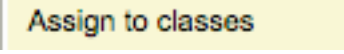
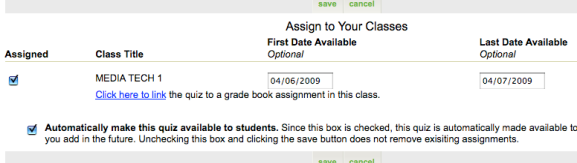


## MGB QUIZ TOOL

There is a very easy to use Quiz tool in MGB. Some of the benefits are the on-line convenience, automatic feedback to students, and quiz results can be imported into the gradebook. Therefore, you won't have to grade the quiz! A great time saver!

What you do	Prompts from Computer
1. Create an assignment in MGB to hold the student scores from the quiz. (Follow normal procedures to create an assignment)	
2. Click on "Quizzes" from the MGB toolbar and choose "New Quiz".	
3. Enter the Quiz Properties in the next screen displayed. Type in the Quiz Name. (It does not have to be identical to the assignment name.) 4. Be sure to answer the other property questions. (See info on right side for more details.) 5. Click SAVE when finished.	<ul style="list-style-type: none"> <li>* TYPE: Type of questions available in Quiz. (I usually choose varied.)</li> <li>* # OF TIMES STUDENTS CAN TAKE QUIZ</li> <li>* SHOW ANSWERS: automatic correct answer feed back to students.</li> <li>* Instructions for students to read/follow at beginning of quiz.</li> </ul>
6. Begin to create questions in the next screen displayed. 7. Verify you are working on the correct quiz.	
8. Type in Question text 9. Select type of Question 10. Select display to enter question answers. 11. Remember to indicate correct answer!	
12. Click ADD to create the next question 13. Click SAVE when finished.	
14. Click "Take Quiz" to see how the quiz will appear for the students.	
15. Click "Assign to classes" to import the quiz to your section and make available to the students.	
16. Check mark the section to assign quiz. 17. Indicate date range for quiz availability. 18. Click SAVE	

19. After the students have taken the quiz, click "Scores", "Import Quiz scores" to automatically grade the quiz and import scores into MGB!

**Scores**

**Attendance**

By assignment

By student

Spreadsheet

Citizenship and effort

Import Prosper scores

Import quiz scores

Non-numeric scores

Override grades