

There are three ways to create a test within IQ.

1. Use prepopulated Milady test bank questions
2. Create tests by hand-selecting questions from the prepopulated test bank
3. Create your own Q&A

Step One: Create test in IQ **Step Two:** Add test to the Learning Path

Step One of Two: Create test in IQ

Create tests using the prepopulated test questions:

- 1 From the main dashboard click the IQ app.

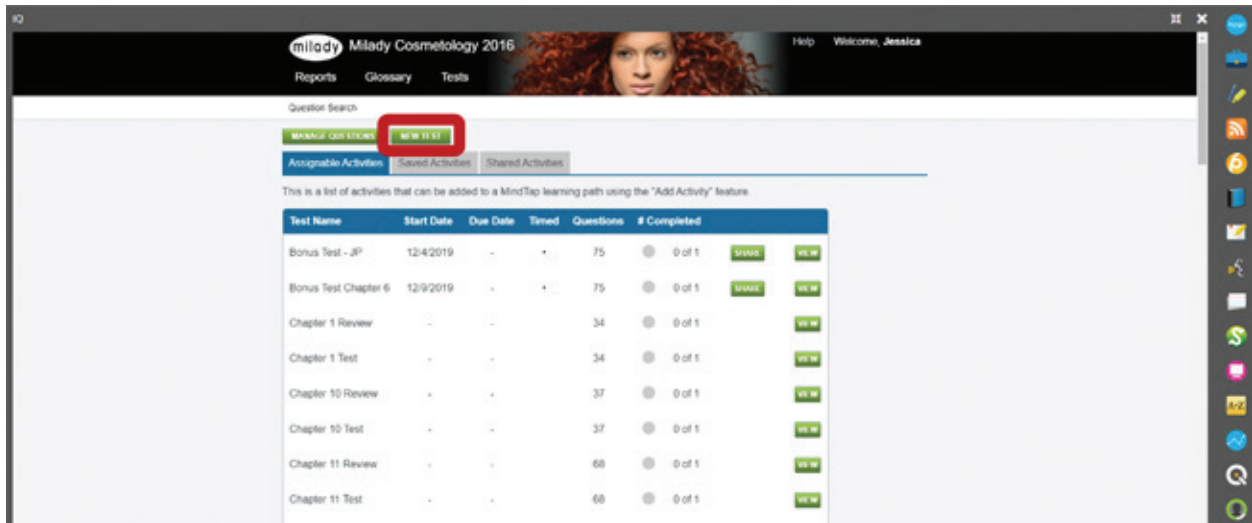
The screenshot shows the Milady Standard Cosmetology dashboard. On the right side, there is a vertical navigation menu with various icons. A red arrow points to the 'Tests' icon, which is a magnifying glass over a document.

- 2 Click "Tests."

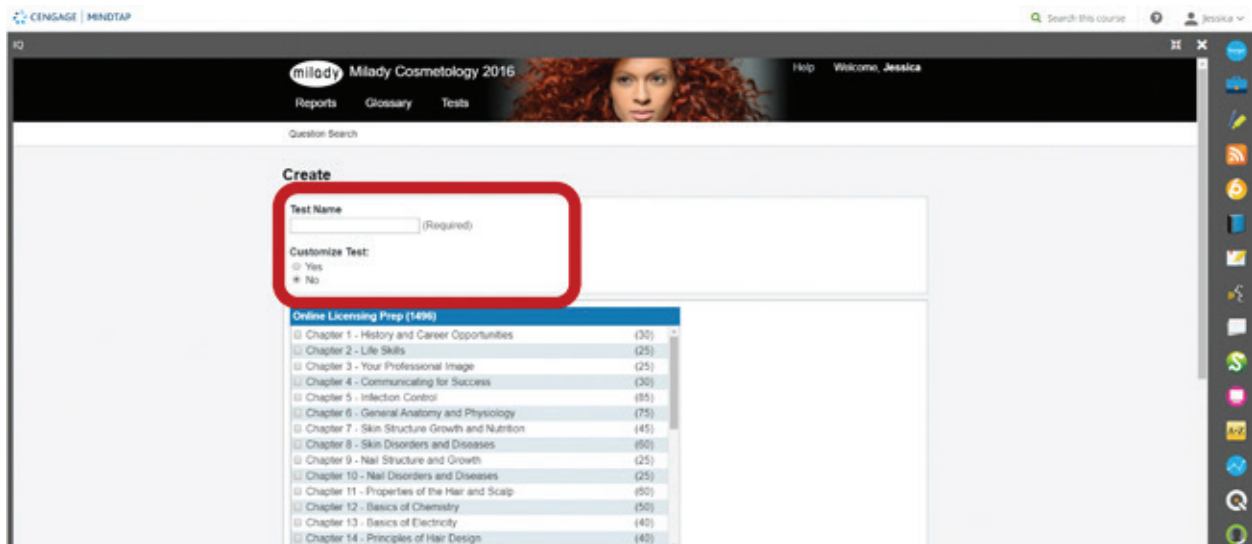
The screenshot shows the IQ app interface. The 'Tests' tab is selected and highlighted with a red box. Below the navigation bar, there is a table titled 'Assignment Averages' with columns for Subject Test Name, Due Date, Students Completed, Total Attempts, Average Score, Average Difficulty, More Data, and Test Resource(s).

Subject Test Name	Due Date	Students Completed	Total Attempts	Average Score	Average Difficulty	More Data	Test Resource(s)
Bonus Test	-	1/1	1	30%	3.0	Assignment Scores	Question Details
Hide Answer	-	1/1	2	30%	3.0	Assignment Scores	Question Details

3 Click "New Tests."



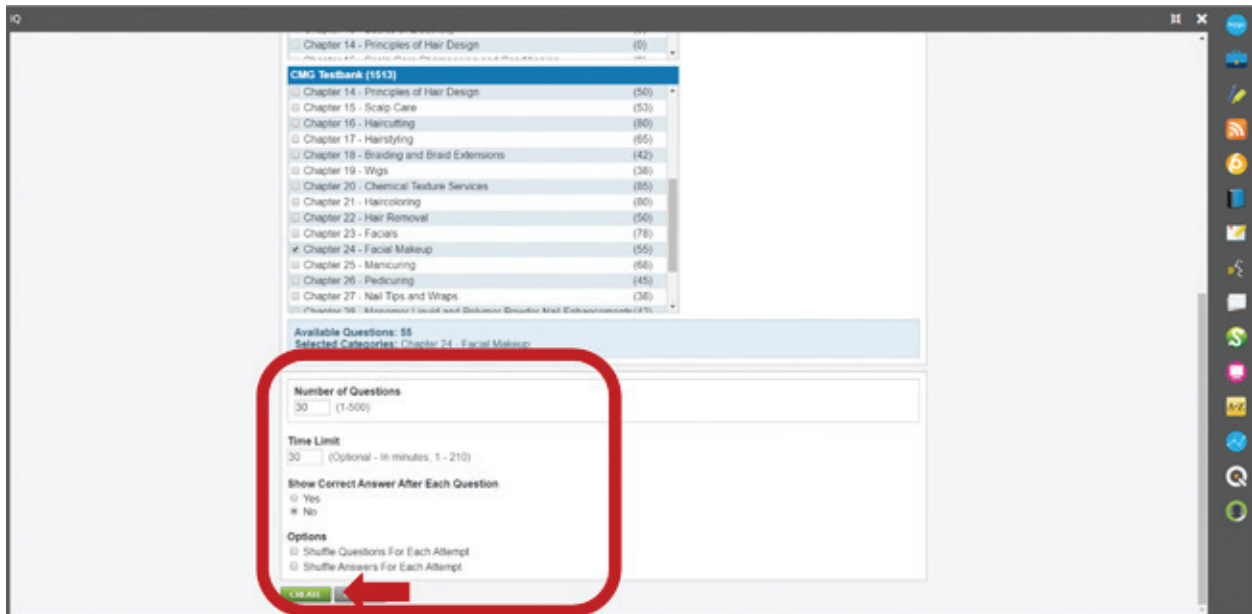
4 Enter test name and select NO to customize test.



- 5 Select desired test chapters from either Online Licensing Prep OR Course Management Guide test bank.

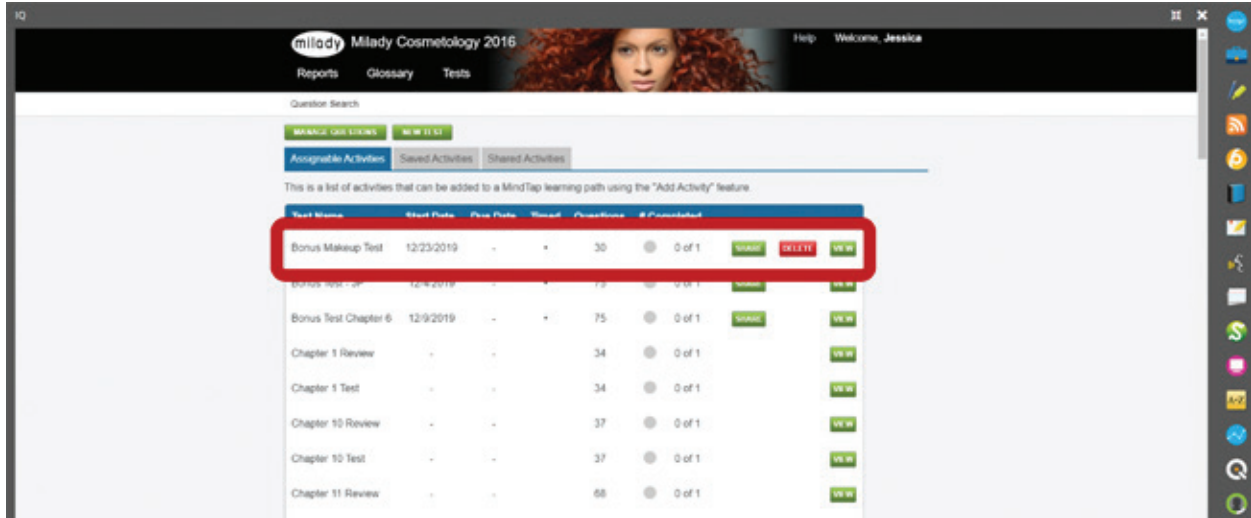


- 6 Select desired number of test questions, time limit, choose to show correct answer, and option to shuffle answers. Click "Create."



7

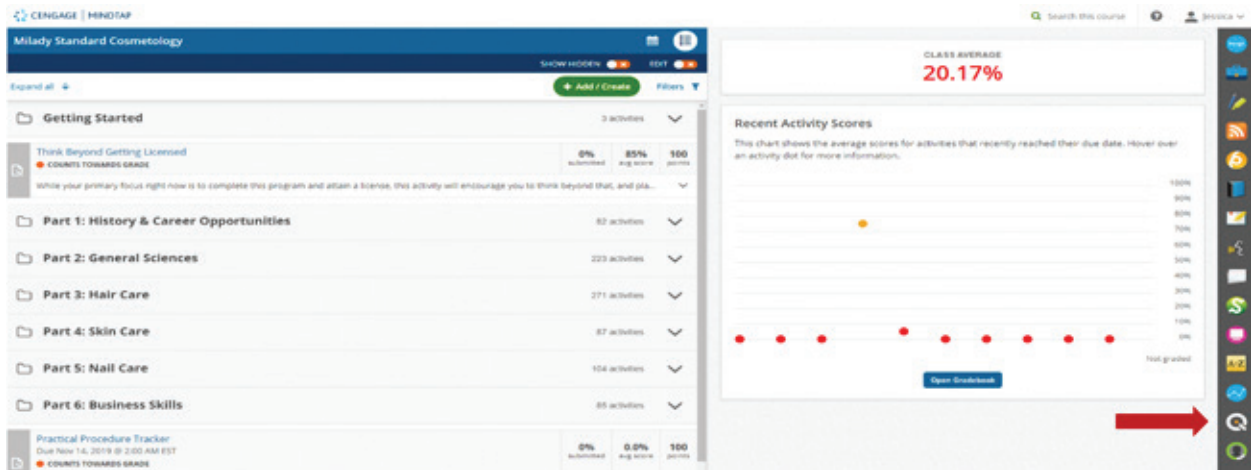
The created test will populate on the IQ home screen.



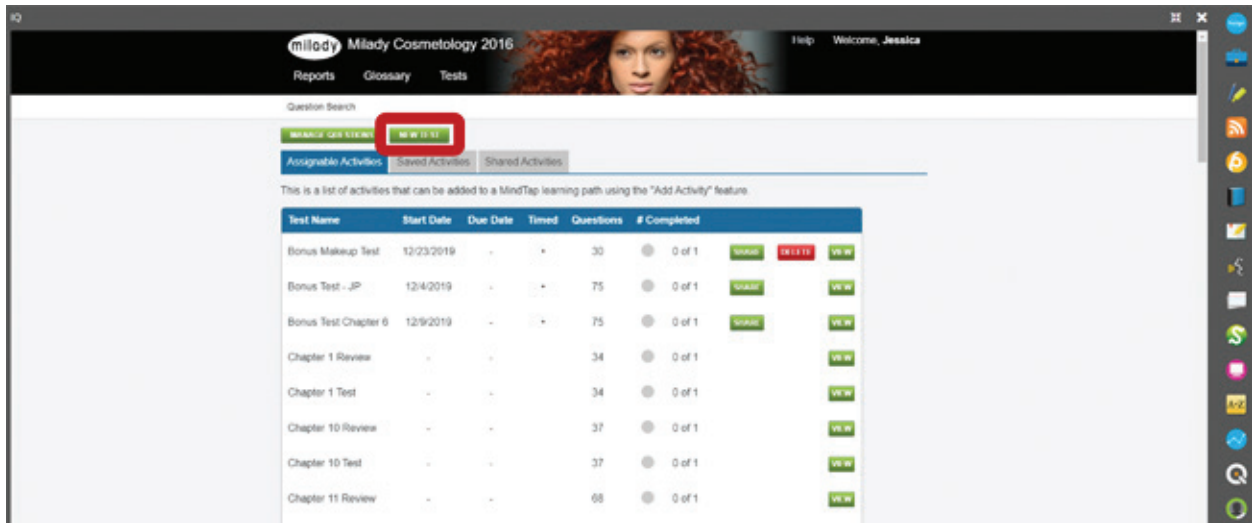
Create tests by hand-selecting questions from the prepopulated test bank:

1

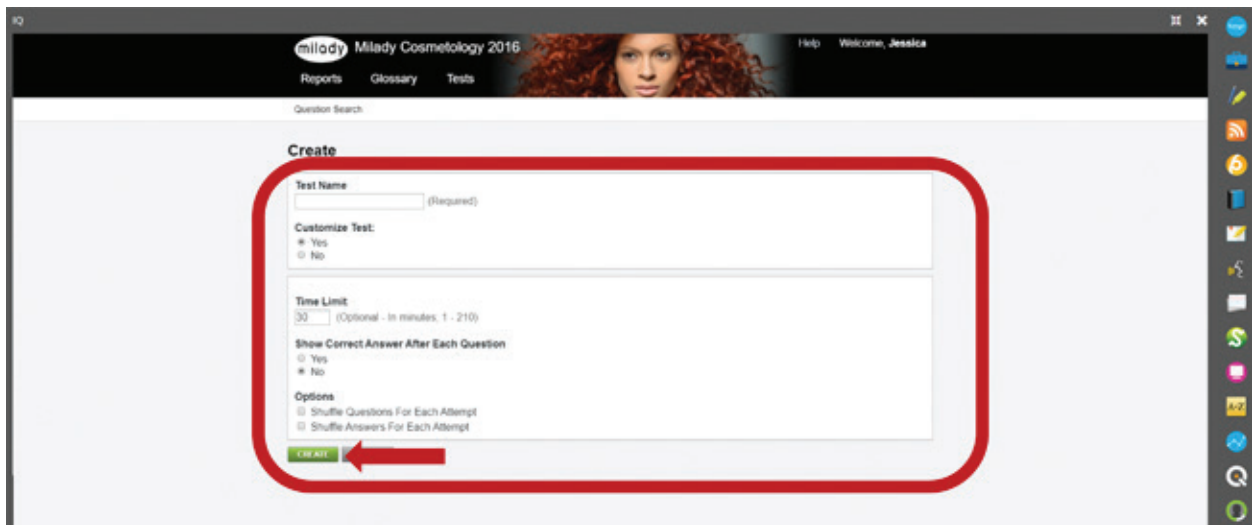
From the main dashboard, select the IQ app.



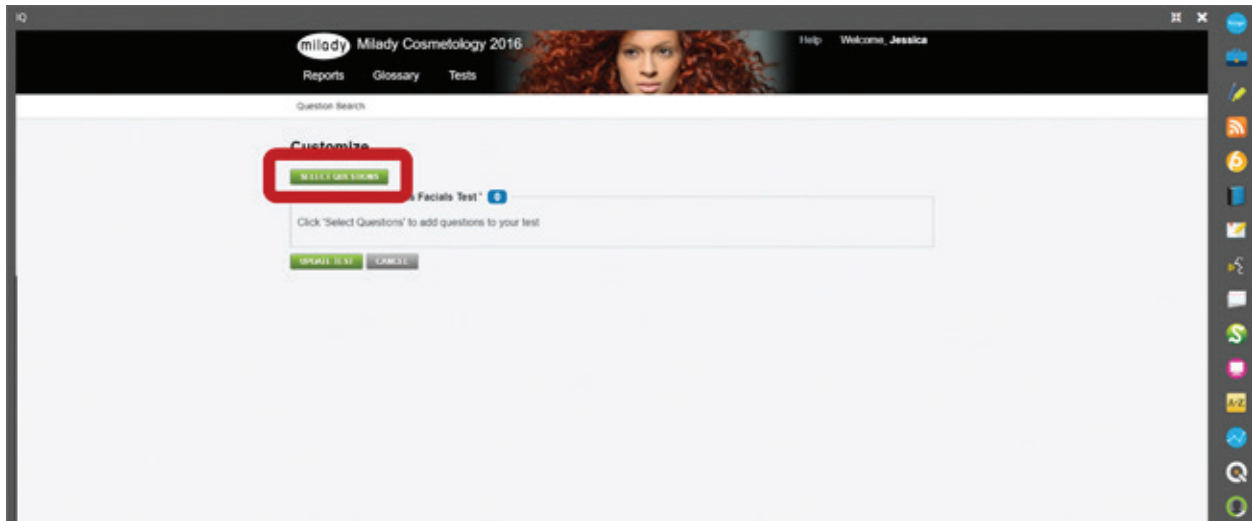
2 Click "New Test."



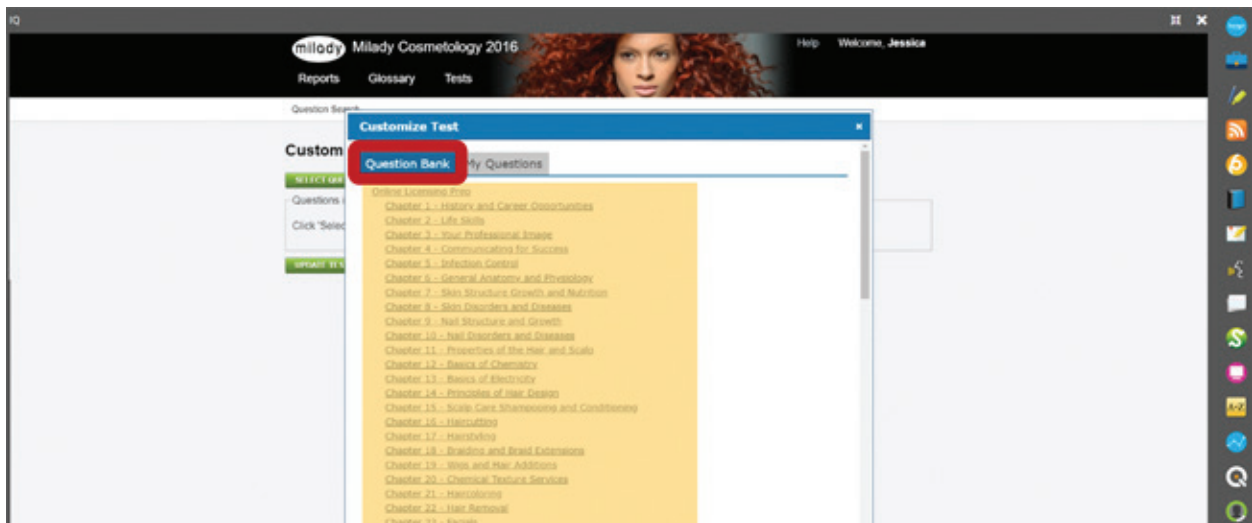
3 Enter the test name, select YES to customize test, select desired number of test questions, time limit, choose to show correct answer, and option to shuffle answers. Click "Create."



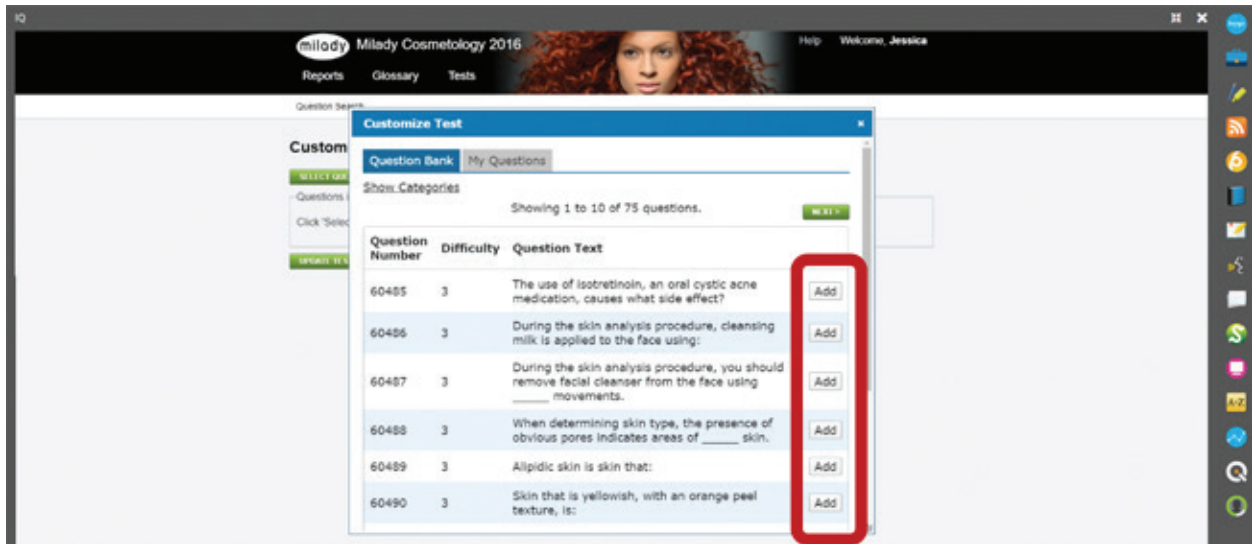
4 Click "Select Questions."



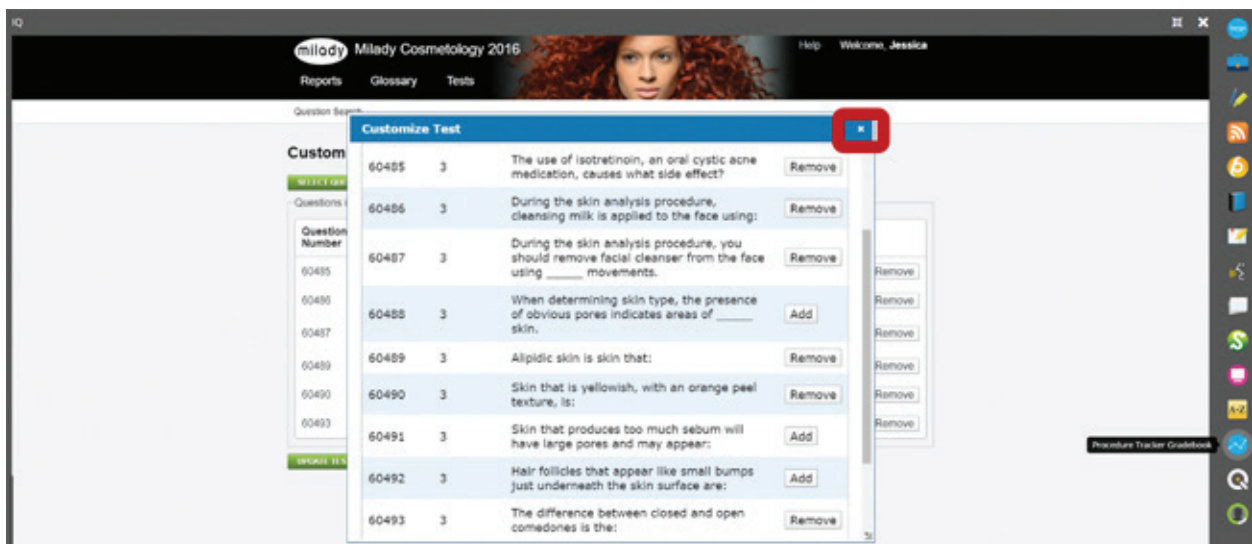
5 Under the Question Bank tab, select questions from either the Online Licensing Prep questions, or Course Management Guide questions.



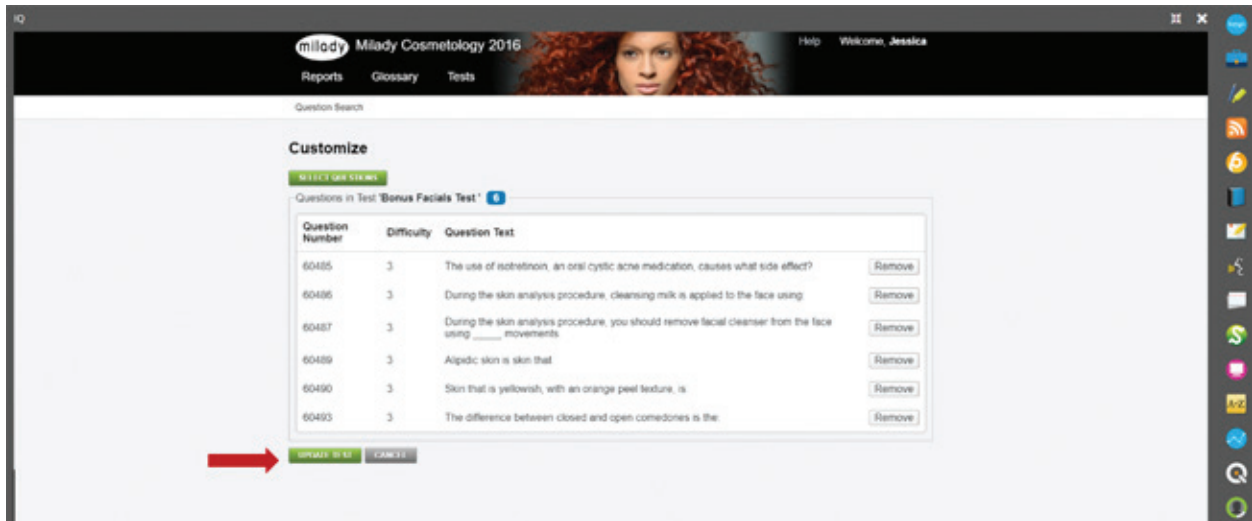
6 The question options from the test will prepopulate to choose from.



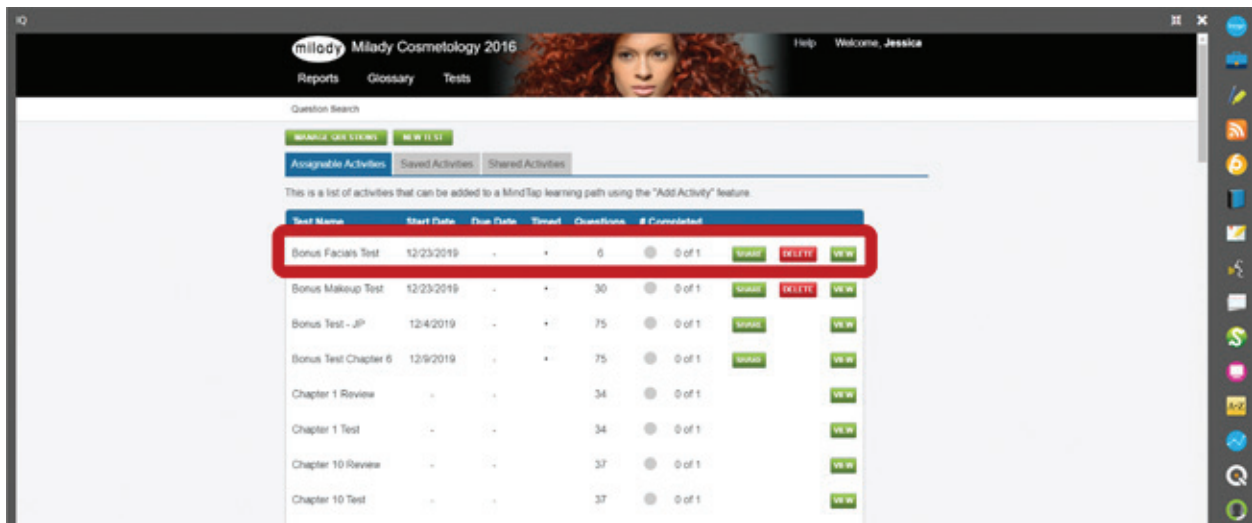
7 Select the desired questions for the test by clicking "Add." To remove after adding, click "Remove." Once you have selected all the desired questions, click the "X."



8 Click Update Test.



9 The created test will populate on the IQ home screen.



Create a test with custom questions & answers:

1 From the main dashboard, select the IQ app.

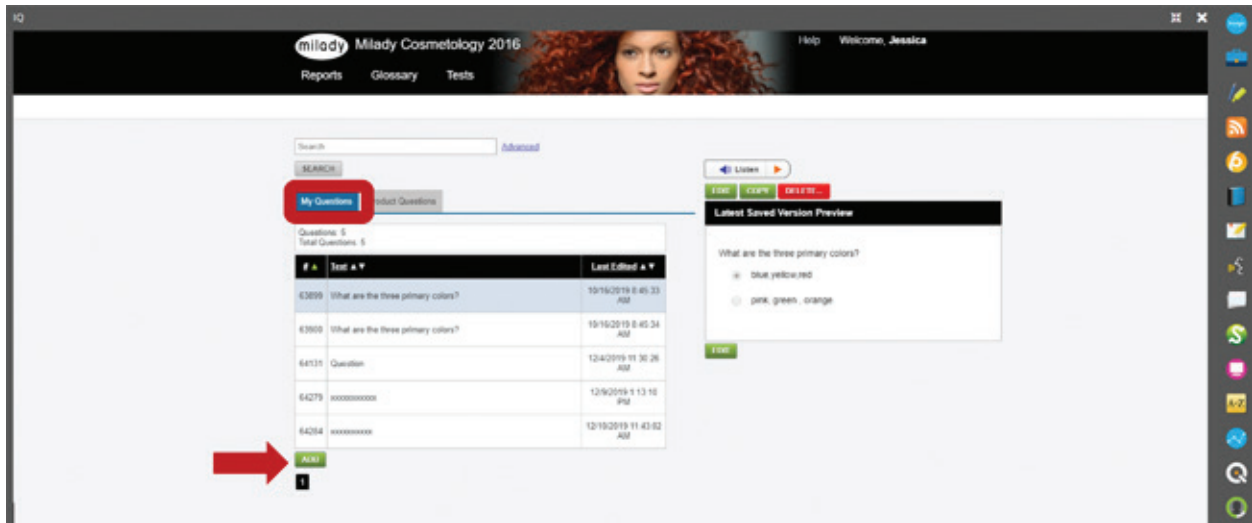
The screenshot shows the Milady Standard Cosmetology dashboard. On the left, there's a 'Getting Started' section with a list of activities categorized by parts: Part 1: History & Career Opportunities (52 activities), Part 2: General Sciences (223 activities), Part 3: Hair Care (271 activities), Part 4: Skin Care (57 activities), Part 5: Nail Care (104 activities), and Part 6: Business Skills (65 activities). On the right, there's a 'Recent Activity Scores' chart showing a class average of 20.17%. A red arrow points to the 'Manage Questions' button in the sidebar.

2 Click “Manage Questions.”

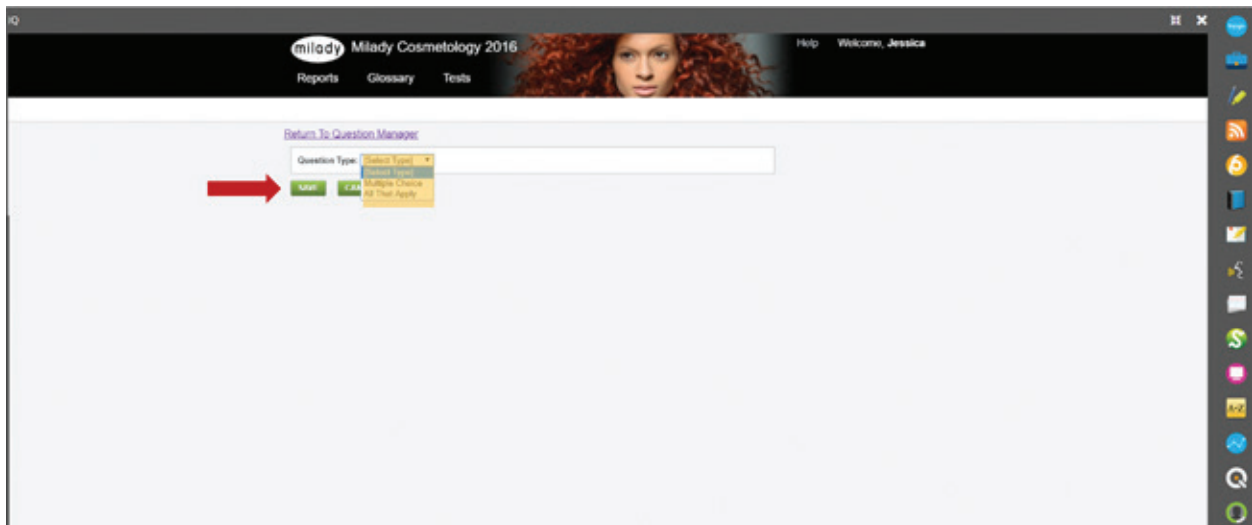
The screenshot shows the IQ Test Generator app interface. The 'MANAGE QUESTIONS' button is highlighted with a red box. Below it is a table listing various tests with columns for Test Name, Start Date, Due Date, Timed, Questions, and # Completed.

Test Name	Start Date	Due Date	Timed	Questions	# Completed
Bonus Facials Test	12/23/2019	-	+	6	0 of 1
Bonus Makeup Test	12/23/2019	-	+	30	0 of 1
Bonus Test - JP	12/4/2019	-	+	75	0 of 1
Bonus Test Chapter 5	12/9/2019	-	+	75	0 of 1
Chapter 1 Review	-	-	-	34	0 of 1
Chapter 1 Test	-	-	-	34	0 of 1
Chapter 10 Review	-	-	-	37	0 of 1
Chapter 10 Test	-	-	-	37	0 of 1

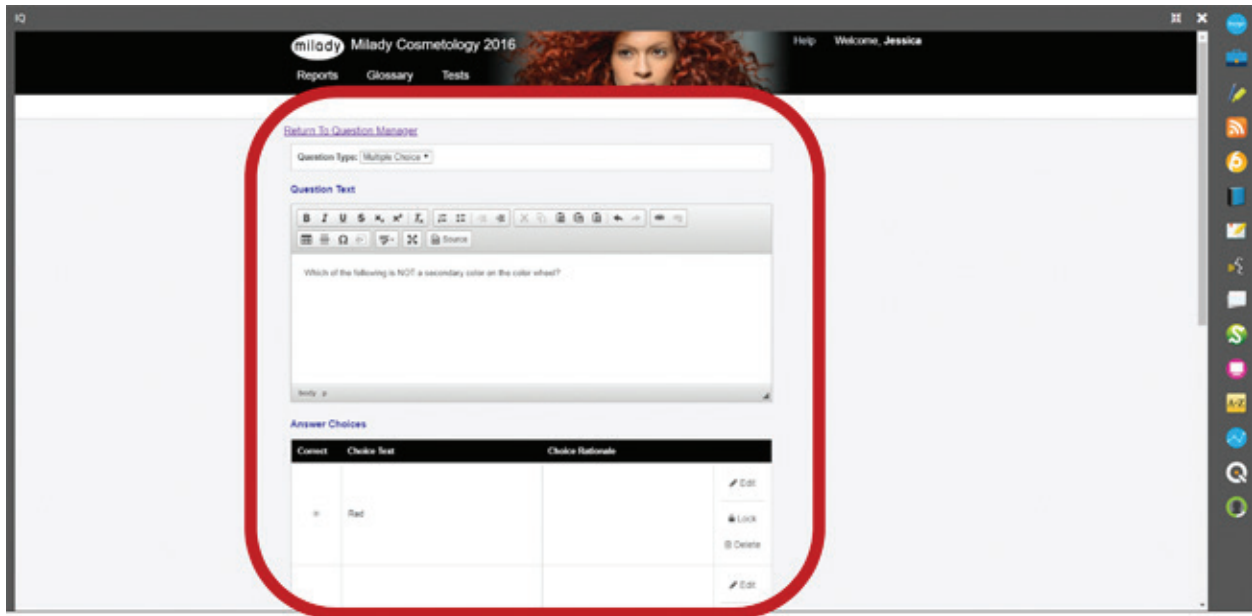
3 Under the “My Questions” tab, click “Add.”



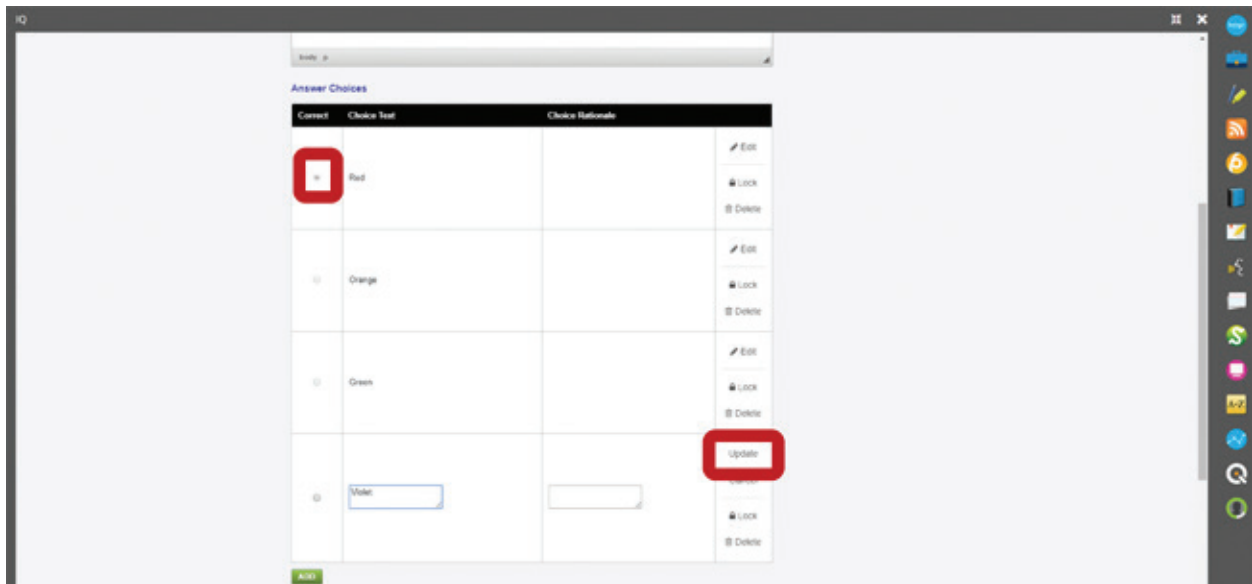
4 Select the question type. Click “Save.”



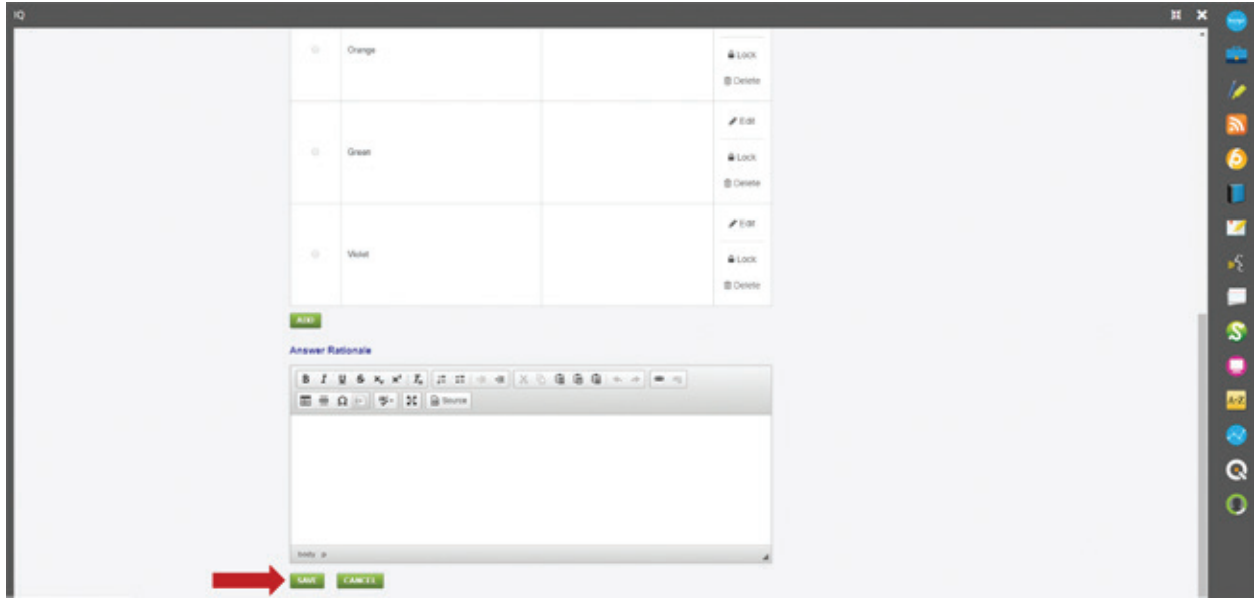
5 Enter the question text, answer choices, and answer rationale (optional).



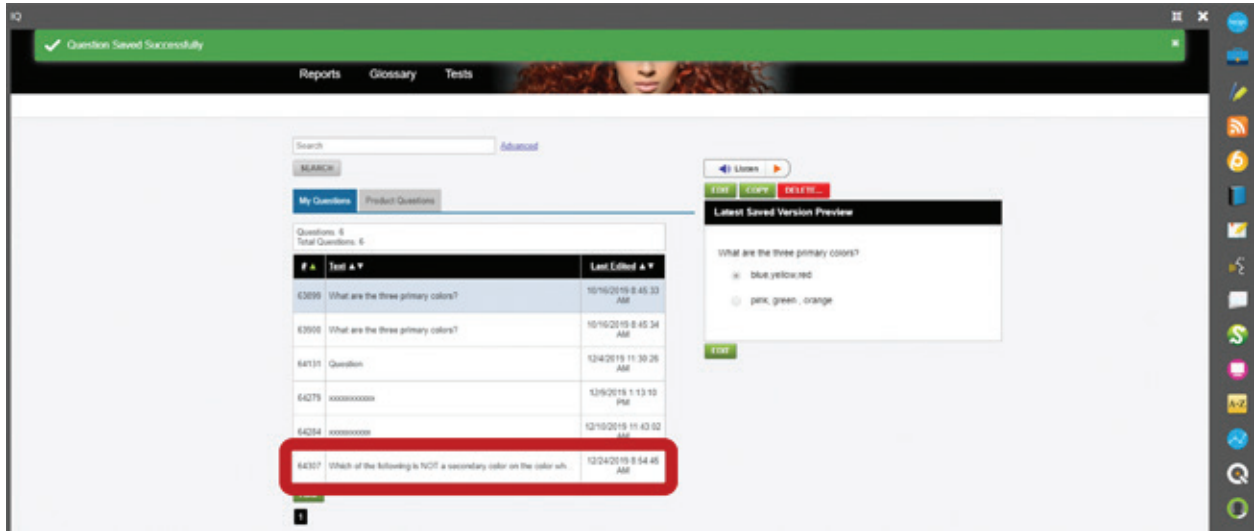
6 When entering the answers, enter the answer text and click "Update." To mark one of the answers as correct, select the bubble to the left. Click "Save."



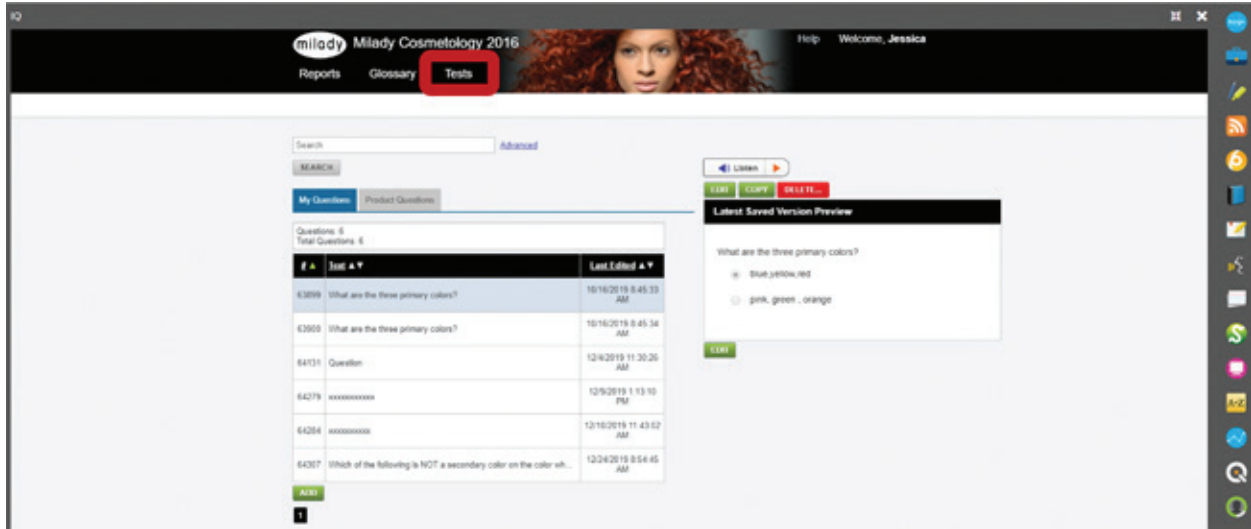
7 Click "Save."



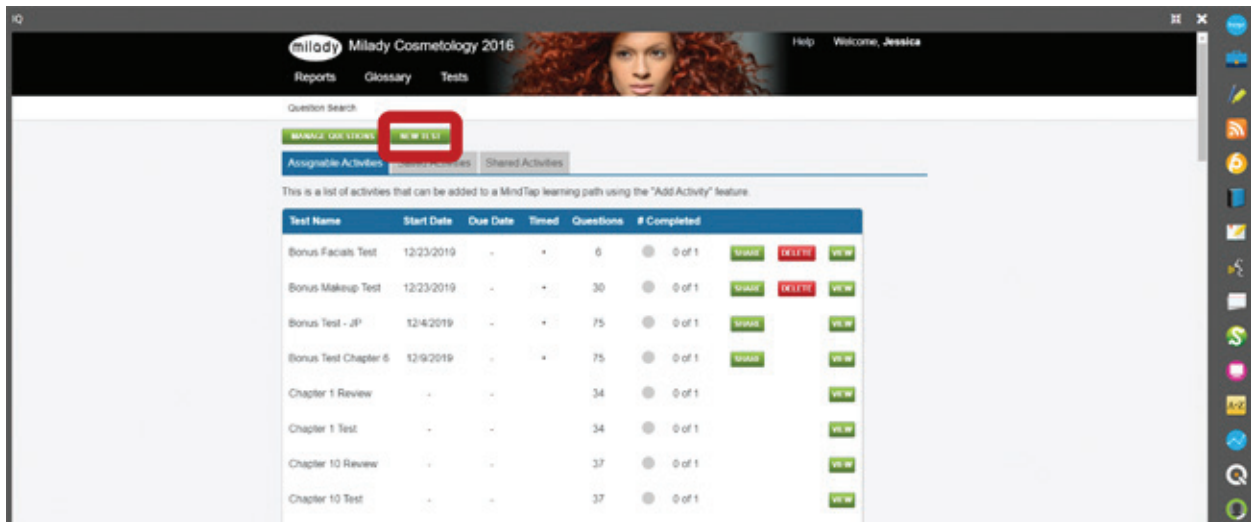
8 All your questions will now populate under the "My Questions" tab.



9 To add the questions to a test, click “Tests.”



10 Click “New Test.”



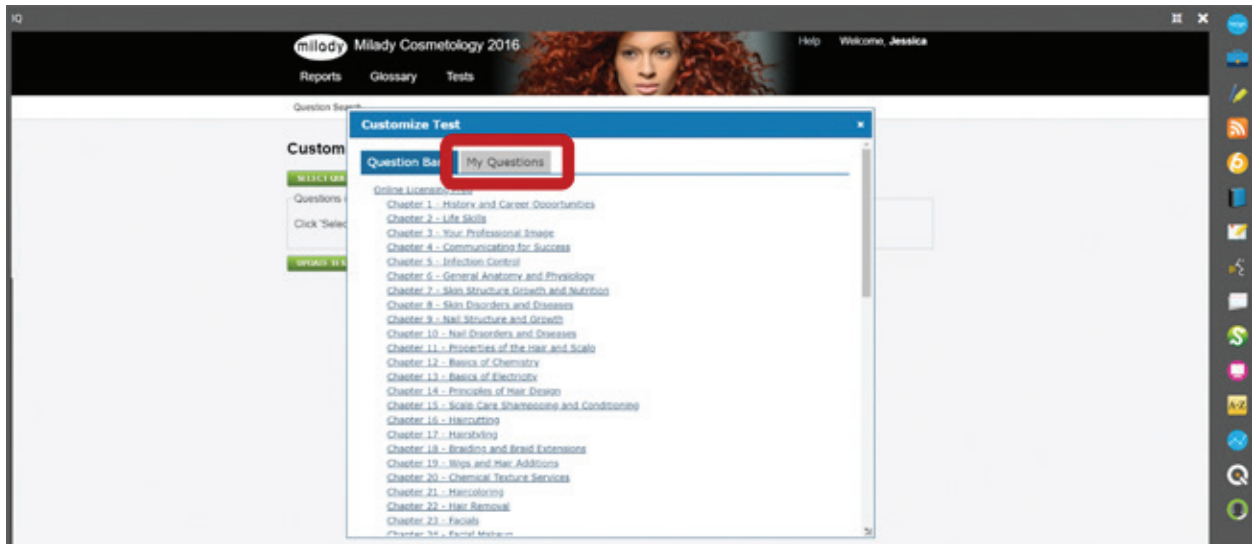
11 Fill in the fields for desired test options. Click “Create.”

The screenshot shows the 'Create' form in the Milady IQ Test Generator application. The form is titled 'Create' and contains several sections: 'Test Name' with a text input field containing 'Custom Test' and a '(Required)' label; 'Customize Test' with radio buttons for 'Yes' (selected) and 'No'; 'Time Limit' with a text input field containing '30' and a '(Optional - in minutes: 1 - 210)' label; 'Show Correct Answer After Each Question' with radio buttons for 'Yes' (selected) and 'No'; and 'Options' with radio buttons for 'Shuffle Questions For Each Attempt' (selected) and 'Shuffle Answers For Each Attempt'. A red rounded rectangle highlights the entire form area, and a red arrow points to the 'CREATE' button at the bottom left.

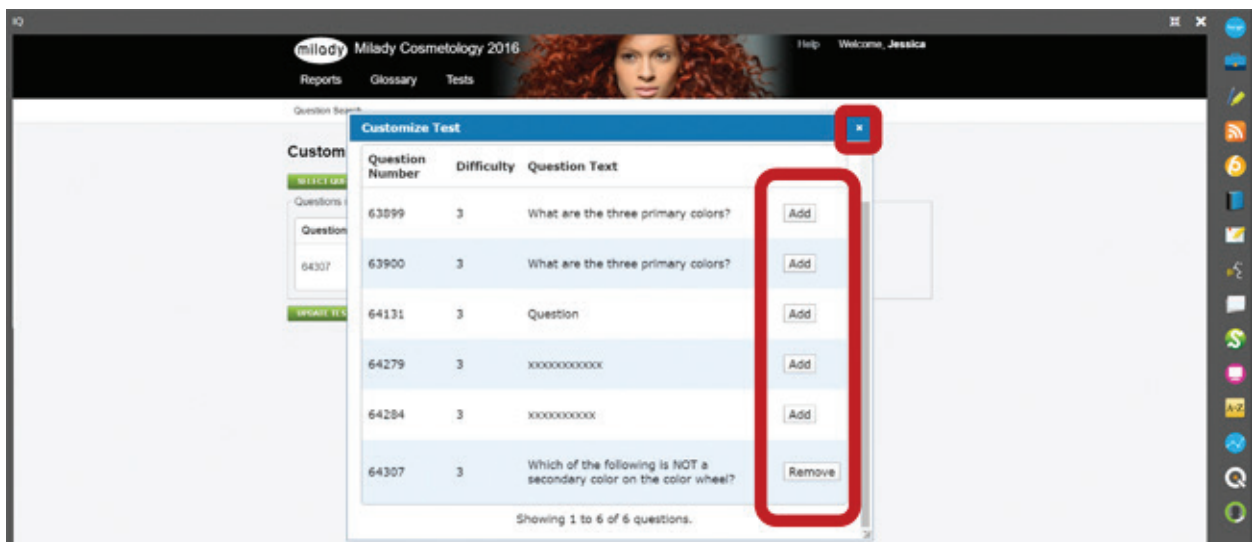
12 Click “Questions.”

The screenshot shows the 'Customize' form in the Milady IQ Test Generator application. The form is titled 'Customize' and contains a 'SELECT QUESTIONS' button highlighted with a red rounded rectangle. Below the button is a text input field containing 'Custom Test' and a '0' counter. Below the input field is a message: 'Click "Select Questions" to add questions to your test'. At the bottom of the form are 'CREATE TEST' and 'CANCEL' buttons.

13 Click “My Questions” tab.



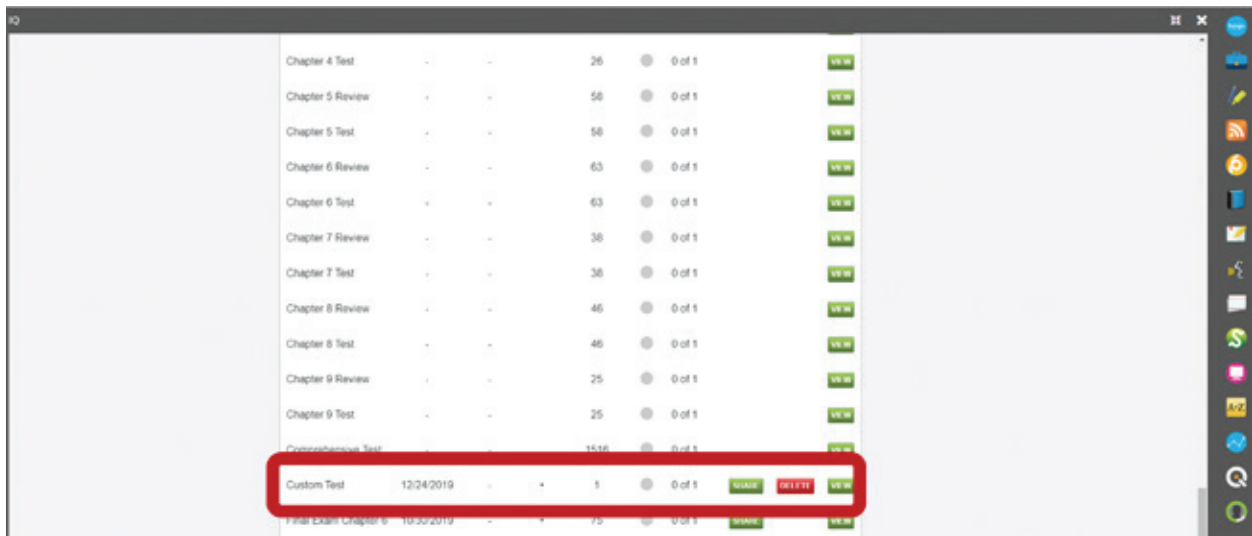
14 Add any questions you created on the previous step and click “Add.” When finished choosing questions, click the “X” to close.



15 Click "Update Test."



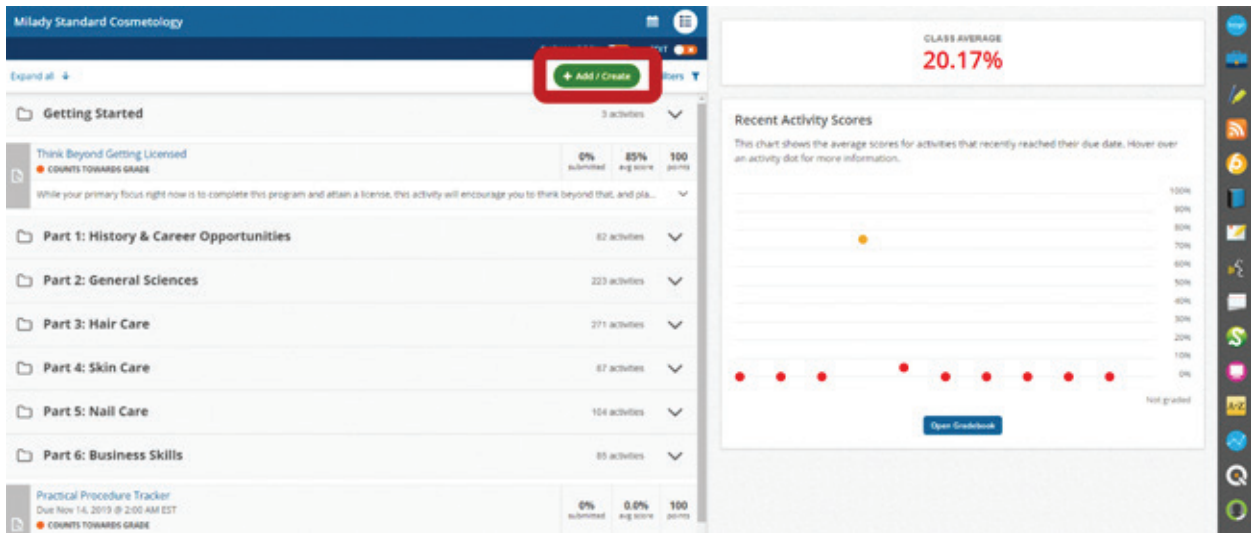
16 The test just created will populate on IQ test page.



Step Two of Two: Add test to the Learning Path

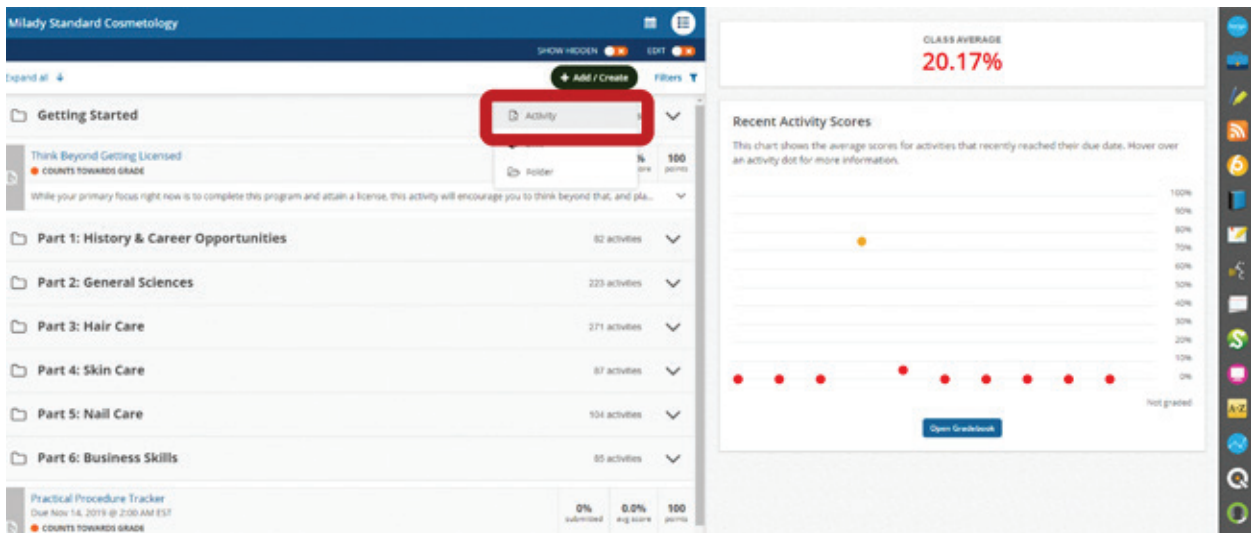
1

From the main dashboard click “+ Add/Create.”

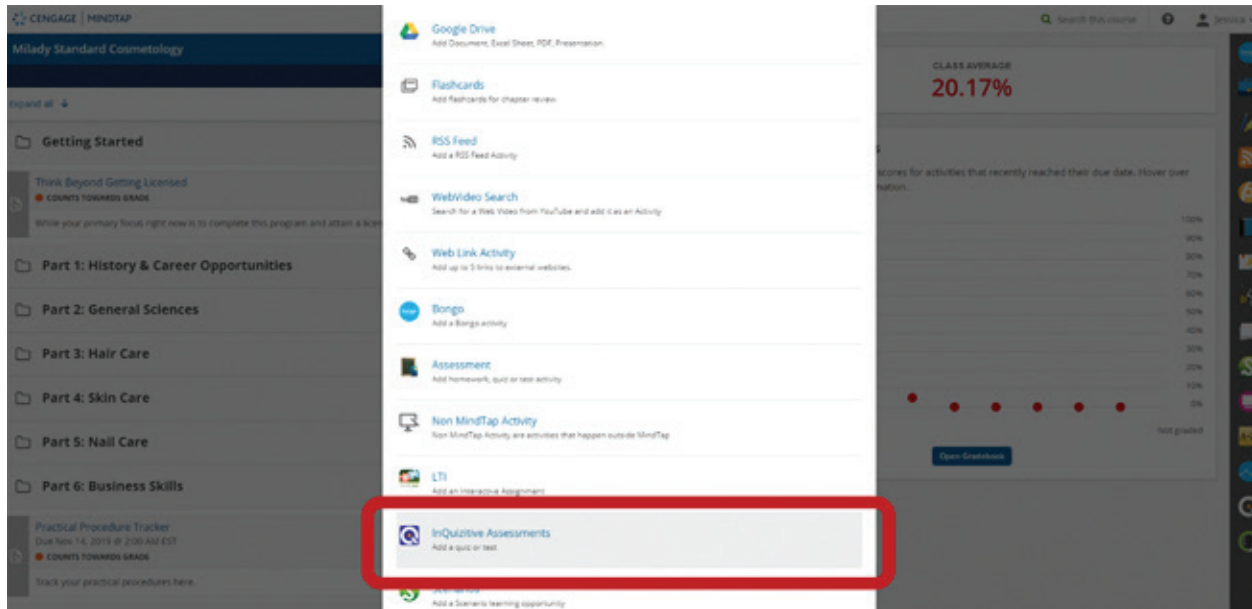


2

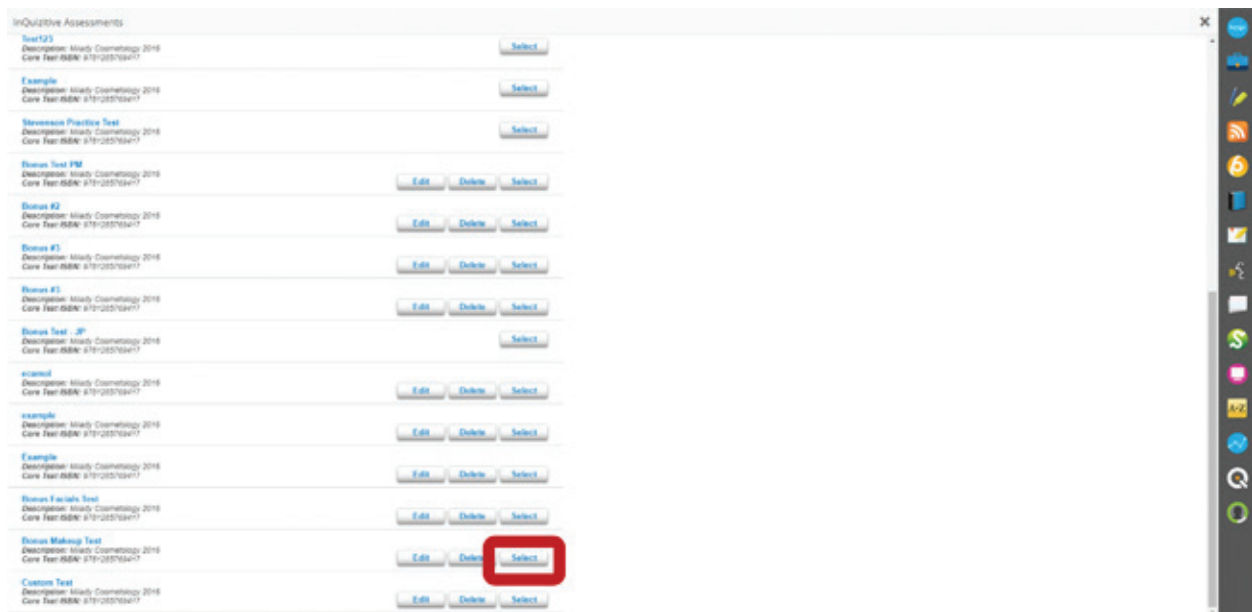
Select “Activity.”



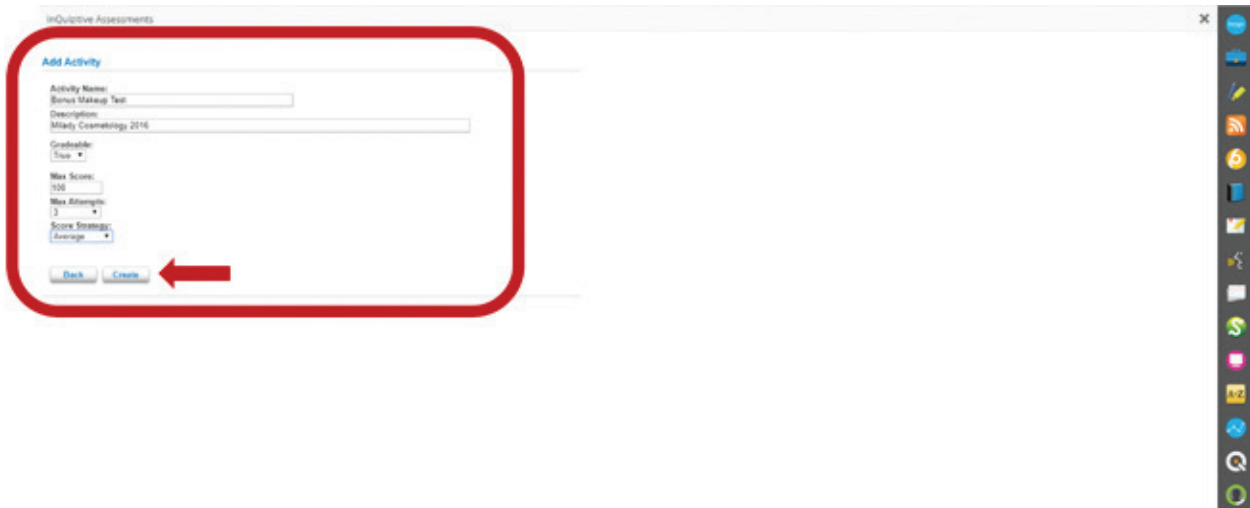
3 Select “InQuizitive Assessments” from the drop-down menu.



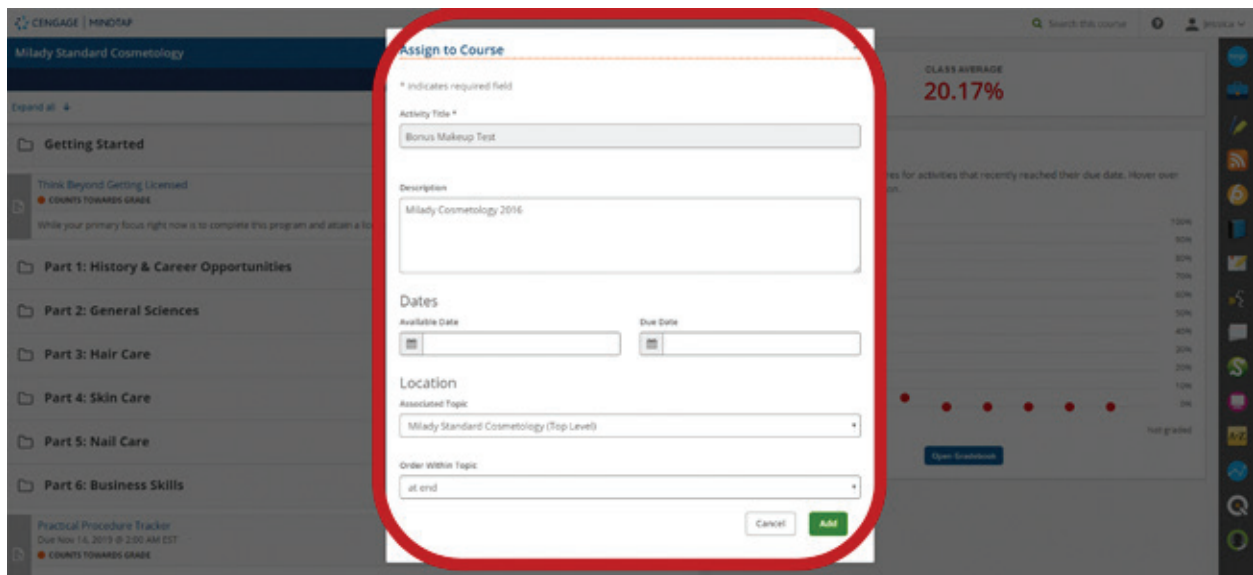
4 Select the test you would like to add to the Learning Path.



5 Fill in the required fields for test details. Click “Create.”

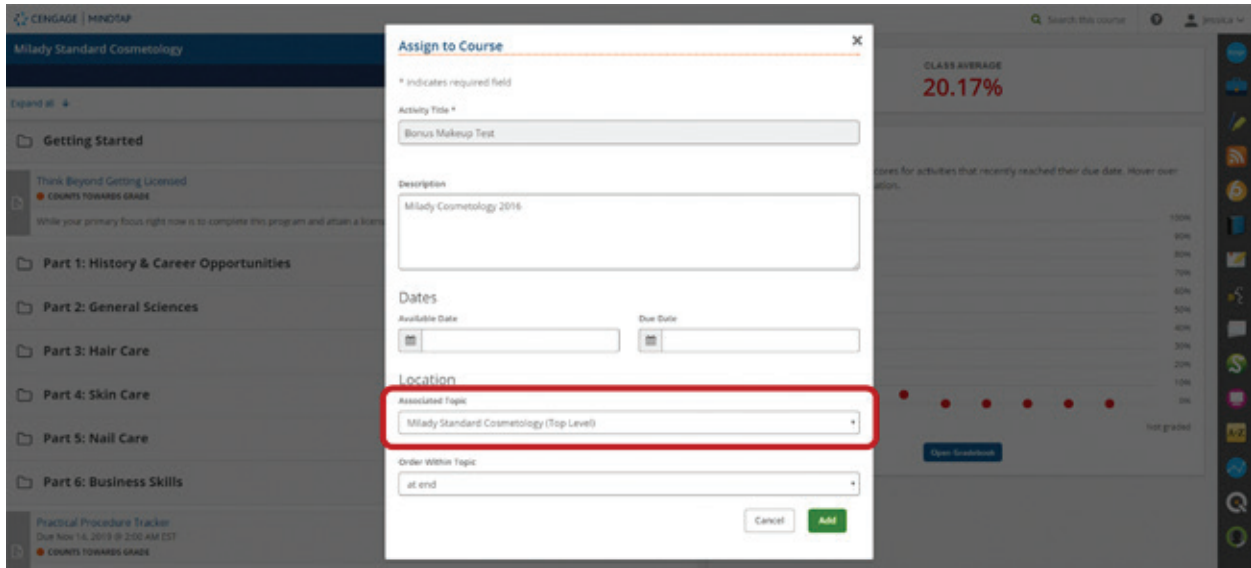


6 Fill out the desired fields for the activity including title, description, due dates, and the location of the test.



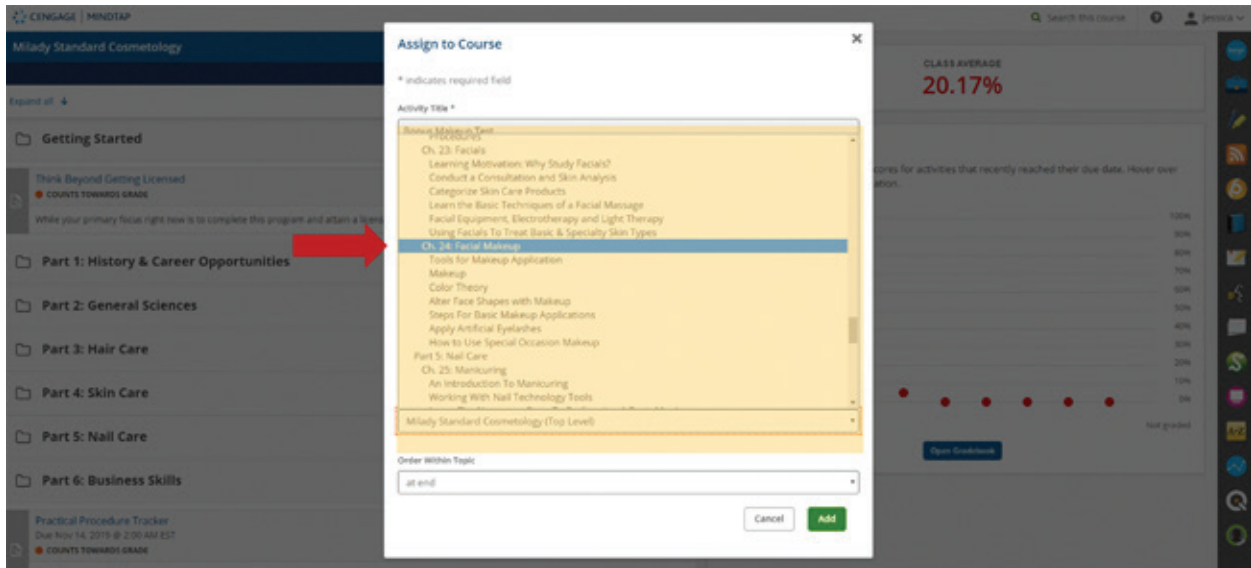
7

To assign the desired location, select the drop-down menu for associated topic. This allows you to select the chapter or topic where the test will be placed.



8

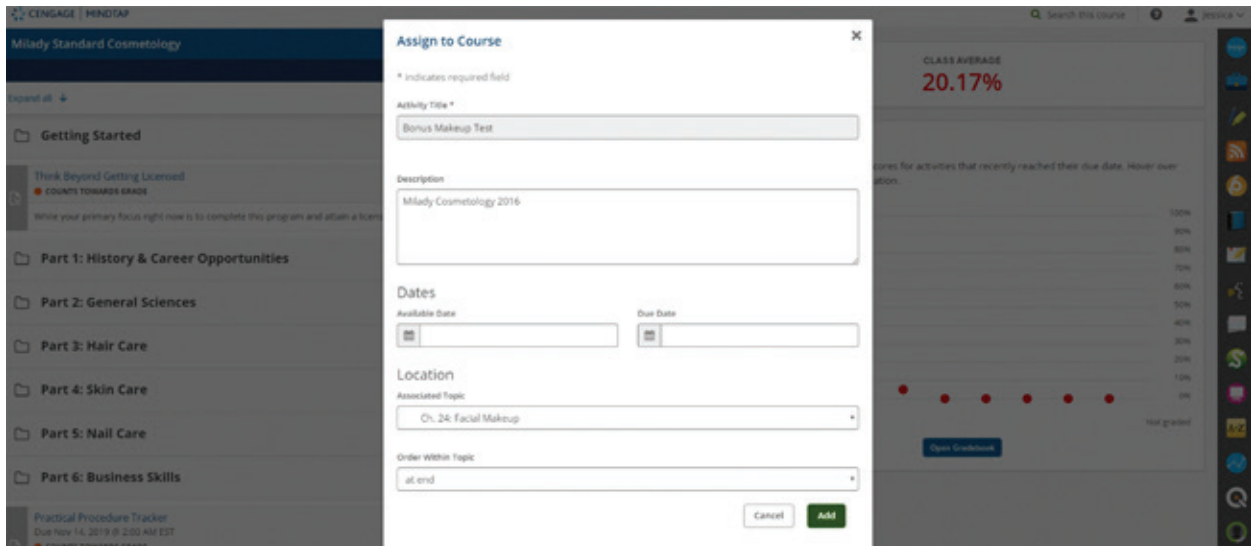
Select associated topic.



9

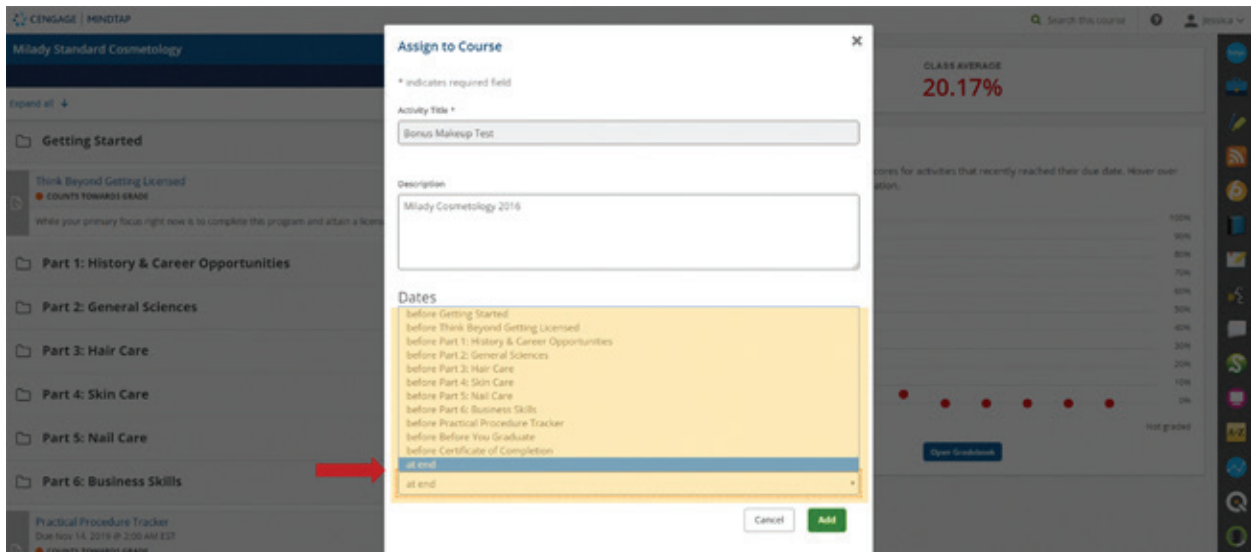
Select the order within the topic for the test location.

Please Note: This drop-down menu lists the activities that are currently in the Learning Path for that topic. You can choose if the test will come before an existing activity, or at the end of the topic.



10

Select order within the topic.



11 Click "Add."



12 The activity will appear in the Learning Path based on the location you've selected.

