

# Instructor How-to Tutorial: Examen *cumulative*: unhide, customize, and assign

**Note:** This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

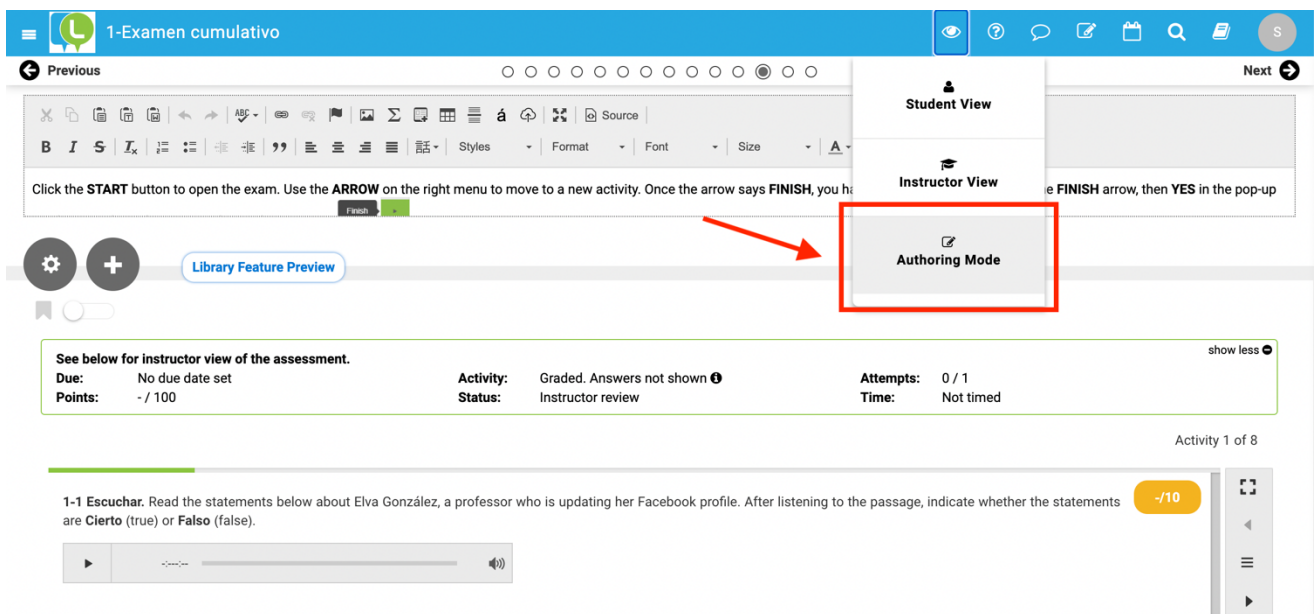
**Contraseña** offers online exams for each Unit, which feature machine-graded and instructor-graded items for each section of the program. Below are instructions for un hiding, customizing (optional), and assigning the exams.

**For Program Coordinators:** If you make these updates to the Program Template they will flow to the individual sections.

## Step 1: Customize the exam - delete activities

Each exam includes 8-13 activities. If you'd like to eliminate an activity, follow these steps. You can also edit the content within the exam (continue to [Step 2](#) or contact LingroLearning for assistance). If you will use the full exam as is, skip to [Step 3](#).

1. Go to the page where the activity is you want to edit and click **AUTHORING MODE**.



The screenshot shows the LINGRO HUB interface for editing an exam. At the top, there is a blue navigation bar with the Lingro logo and the title '1-Examen cumulativo'. Below this is a toolbar with various icons for navigation and editing. The main content area displays a 'START' button and instructions: 'Click the START button to open the exam. Use the ARROW on the right menu to move to a new activity. Once the arrow says FINISH, you hit the FINISH arrow, then YES in the pop-up'. A red box highlights the 'Authoring Mode' button in the bottom right corner of the main content area. Below the main content area, there is a section for 'See below for instructor view of the assessment.' with details: 'Due: No due date set', 'Points: - / 100', 'Activity: Graded. Answers not shown', 'Status: Instructor review', 'Attempts: 0 / 1', and 'Time: Not timed'. At the bottom, there is a listening exercise titled '1-1 Escuchar. Read the statements below about Elva González, a professor who is updating her Facebook profile. After listening to the passage, indicate whether the statements are Cierto (true) or Falso (false).'. A progress bar and a volume icon are also visible.

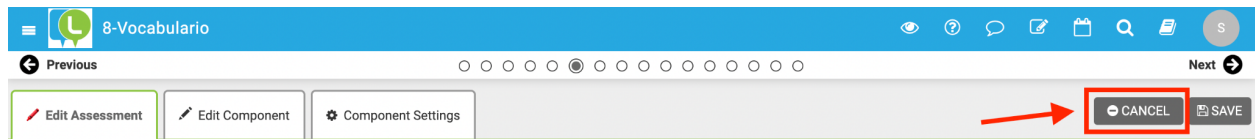
2. Click on the **red pen icon** on the right side of the screen to EDIT:

The screenshot shows the '1-Examen cumulativo' interface. At the top, there's a blue header with navigation icons. Below it, a toolbar contains various editing tools. A central instruction box reads: 'Click the **START** button to open the exam. Use the **ARROW** on the right menu to move to a new activity. Once the arrow says **FINISH**, you have completed the exam. Click the **FINISH** arrow, then **YES** in the pop-up'. Below this is a 'Library Feature Preview' section with a toggle switch. A summary box displays assessment details: 'Due: No due date set', 'Points: - / 100', 'Activity Status: Graded. Answers not shown', and 'Attempts Time: 0 / 1 Not timed'. The main content area shows 'Activity 1 of 8' with a listening exercise titled '1-1 Escuchar'. It includes a text passage, a player, and two questions with 'Cierto' and 'Falso' options. A red arrow points to a red pen icon in the right sidebar.

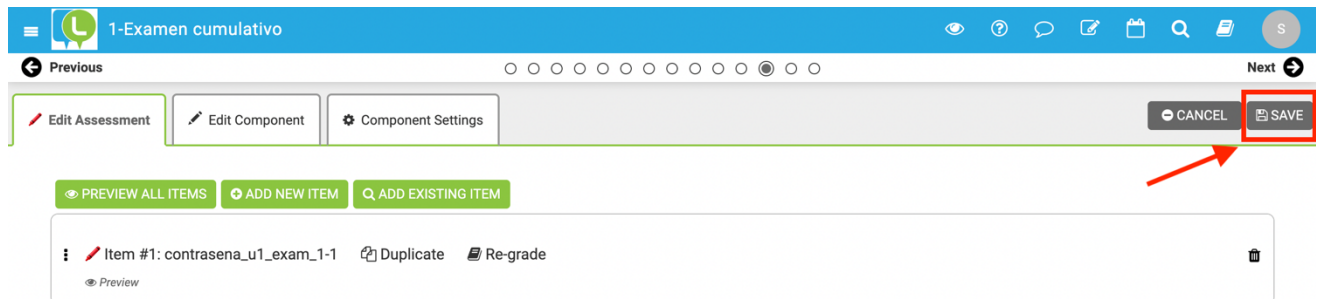
3. In the new window you will now see the list of activities from the sequence (the first one will be open in preview mode). To preview the activity, click on the name of the activity OR click on Preview under the activity name. Click on the **trashcan icon** to remove an activity.

The screenshot shows the 'Edit Assessment' window. At the top, there's a blue header with navigation icons. Below it, a toolbar contains 'Edit Assessment', 'Edit Component', and 'Component Settings' buttons, along with 'CANCEL' and 'SAVE' buttons. The main content area has three green buttons: 'PREVIEW ALL ITEMS', 'ADD NEW ITEM', and 'ADD EXISTING ITEM'. Below these is a list of three items, each with a red pen icon, a name, and 'Duplicate' and 'Re-grade' options. A red arrow points to a trashcan icon in the right-hand column of the list.

**IMPORTANT: If you delete an activity by accident by clicking on the trashcan icon, simply click CANCEL at the top of the page. You can then access it again and all activities will be available.**



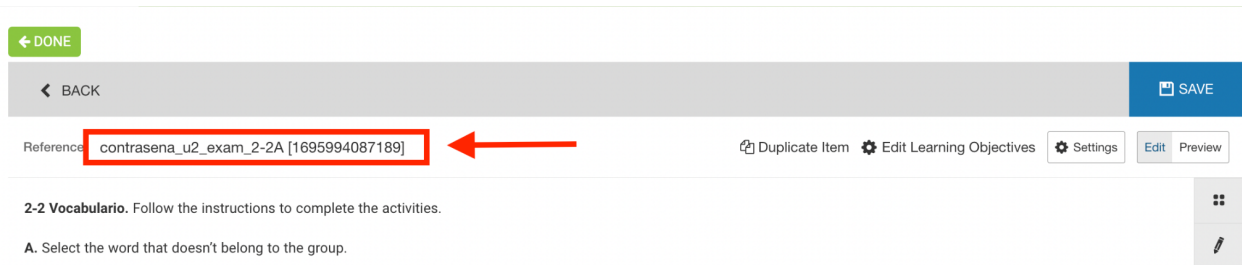
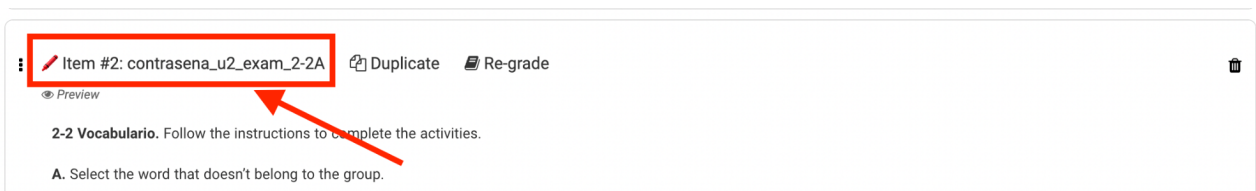
4. When done, click **SAVE** at the top right of the screen.



## Step 2: Customize the exam - edit activities

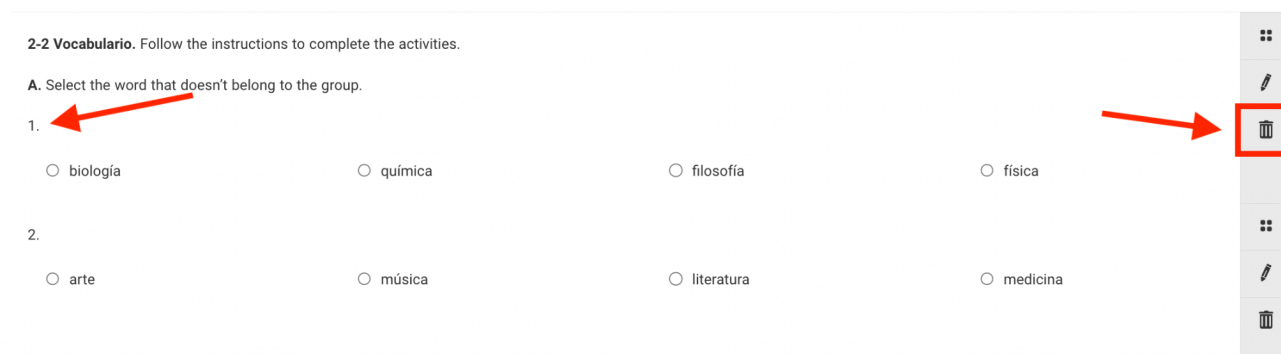
Below are the steps to edit an existing activity. However, **HubSupport is happy to assist you and do the changes for you to prevent any unwanted platform changes.** Skip to **Step 3** to set exam settings.

1. If you would like to edit an activity, click on the item title to open the activity. This creates a new version of the activity and replaces the original activity. Since this is now your activity, rename it to a title you will recognize if you want to use it in future semesters.



**WARNING:** Note that renaming your version of the activity is key so that you do not edit an existing Contraseña activity since those changes will apply to the entire program and not just your class. Note that you can reuse your version of an activity for a different assessment or exam (in a different semester/year/class) by searching for it using the title you gave it. However, if you want to make yet more edits to it in the new semester/year/class, you need to create a duplicate version and modify the duplicate so that previous courses do not get affected by the changes.

2. Once inside the activity and after you renamed it, make your changes. You are able to delete an individual question of the activity by clicking on the trash can icon.



2-2 **Vocabulario.** Follow the instructions to complete the activities.

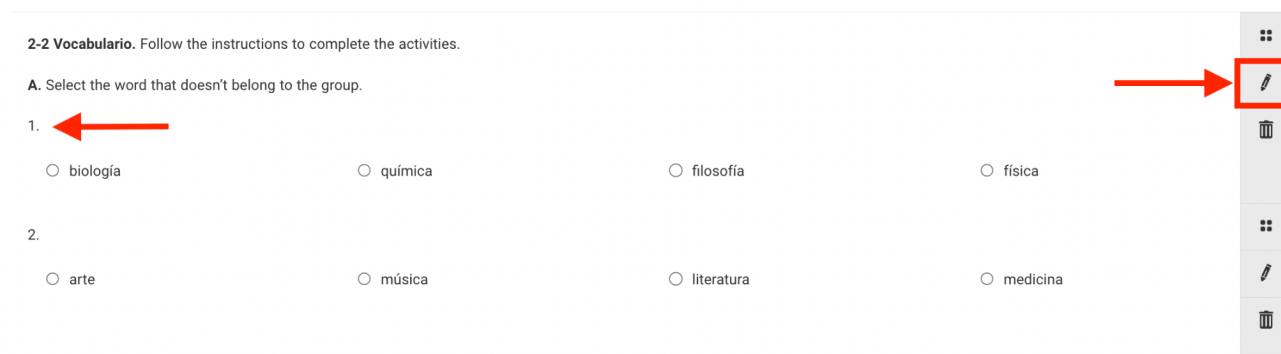
A. Select the word that doesn't belong to the group.

1.  biología  química  filosofía  física

2.  arte  música  literatura  medicina

The screenshot shows a vertical toolbar on the right side of the activity editor. The trash can icon is highlighted with a red box and a red arrow pointing to it from the right. Another red arrow points to the question number '1.' on the left.

3. You may also modify any individual questions within the activity by clicking on the pen icon next to each line of text or question. See the tutorial [Building your own activities](#) for further information.



2-2 **Vocabulario.** Follow the instructions to complete the activities.

A. Select the word that doesn't belong to the group.

1.  biología  química  filosofía  física

2.  arte  música  literatura  medicina

The screenshot shows a vertical toolbar on the right side of the activity editor. The pen icon is highlighted with a red box and a red arrow pointing to it from the right. Another red arrow points to the question number '1.' on the left.

4. Make sure you save the changes to individual questions within the activity. When you click on **SAVE** on an individual question, it will take you back to the main activity. When you are done modifying the individual questions for an activity, then click on **DONE** for the activity at the top left.

← DONE

← BACK → SAVE

Multiple choice – standard

Undo Redo Help Source Edit Preview

Compose question

2-2 Vocabulario. Follow the instructions to complete the activities.

A. Select the word that doesn't belong to the group.

1.

Multiple choice options

Show advanced accessibility options

biologia

← DONE

← BACK ✓ SAVE

Reference: contrasen:

Duplicate Item Edit Learning Objectives Settings Edit Preview

2-2 Vocabulario. Follow the instructions to complete the activities.

A. Select the word that doesn't belong to the group.

1.

5. Repeat these steps to keep modifying other activities in the exam.
6. Once you are done modifying all the activities you want, click on **SAVE** at the exam level.

2-Examen cumulativo

Previous Next

Edit Assessment Edit Component Component Settings CANCEL SAVE

PREVIEW ALL ITEMS ADD NEW ITEM ADD EXISTING ITEM

Item #1: contrasena\_u2\_exam\_2-1 [1695788600690] Duplicate Re-grade

Preview

2-1 Escuchar. Nuria is feeling homesick in Ohio and calls her mother in Bogotá. Read the questions before listening to her phone conversation, and then select the appropriate answer to each question.

### Step 3: Set exam settings

1. While still in **AUTHORING MODE**, click on the **red pen icon** on the right side of the screen to EDIT:

The screenshot shows the top navigation bar with the title "1-Examen cumulativo" and various utility icons. Below the navigation bar is a toolbar with editing tools. A green box highlights the "Edit Component Tab" in the top right corner, with a red arrow pointing to it. The main content area displays assessment details: "See below for instructor view of the assessment.", "Due: No due date set", "Points: - / 100", "Activity: Graded. Answers not shown", "Status: Instructor review", "Attempts: 0 / 1", and "Time: Not timed". Below this is a question titled "1-1 Escuchar" with a listening player and two multiple-choice options: "Cierto" (checked) and "Falso".

## 2. Click the **Edit Component Tab**

The screenshot shows the "Edit Component" form. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, the "Edit Component" tab is highlighted with a red box and a red arrow. The form has three main sections: "Component Title" with a text input field and a language dropdown (set to "lang"); "Report Title" with a text input field containing "U1-Examen cumulativo" and a language dropdown (set to "es"); and "Header Content" with a rich text editor containing the text "Optionally enter some header content".

The numbers refer to the labels on the screenshot below.

1. Set the open date and time. Use this if you want the exam to be visible but only open on the date and time you enter.
2. Set the close date and time. Use this if you want the exam to close the exam at the date and time you enter.
3. Set a due date and time. Use this if you want the exam to be viewable/completed at any time prior to the due date and time.
4. Set the number of attempts allowed.
5. Set a time limit.

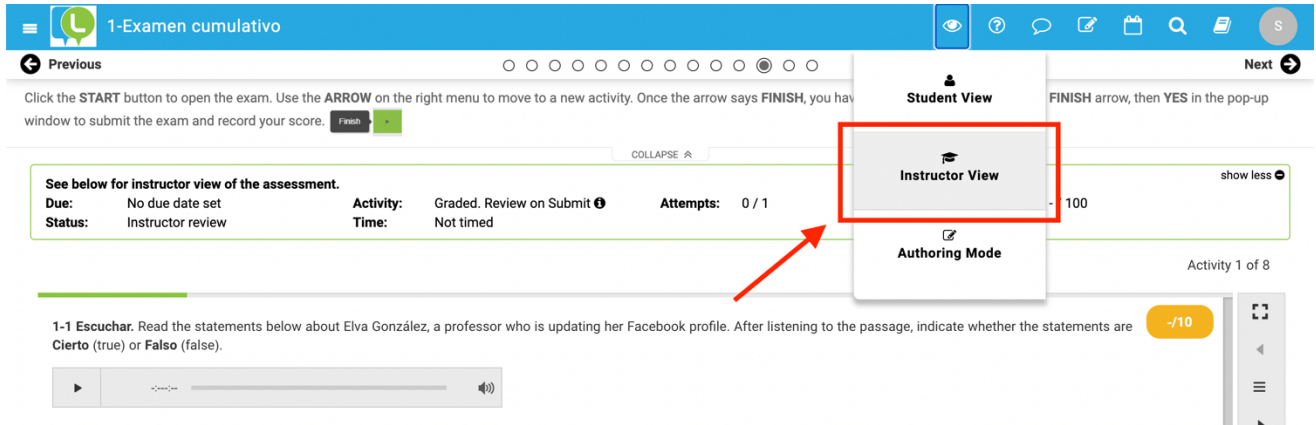
- Use this to set when a student gets feedback and can check their answers while doing the assessment.
- Use this to set when a student can see their submission and correct answers.

The screenshot displays two columns of configuration options for an assessment. The left column, titled 'General Options', includes: 'Graded' (Yes), 'Open Date and Time' (1), 'Due Date and Time' (3), and 'Close Date and Time' (2). The right column, titled 'Assessment Specific Options', includes: 'Max Submits (0=unlimited)' (1), 'Reopen Attempts (-1=unlimited)', 'Time Limit' (Not Timed), 'Allow Check Answer Inline During the Assessment' (checkbox), 'Allow Review of Submissions and Set Correct Answers Display' (checkbox), 'Display Scores on Submit' (Yes), 'Shuffle Item Order' (No), 'Lock the Back Button' (No), 'Use Confidence Overlay Question' (No), 'Auto-Accept Late Work' (checkbox), and 'Select a Random Subset of Items for Each Assessment Attempt' (checkbox).

- When done, click **SAVE** at the top right of the screen.

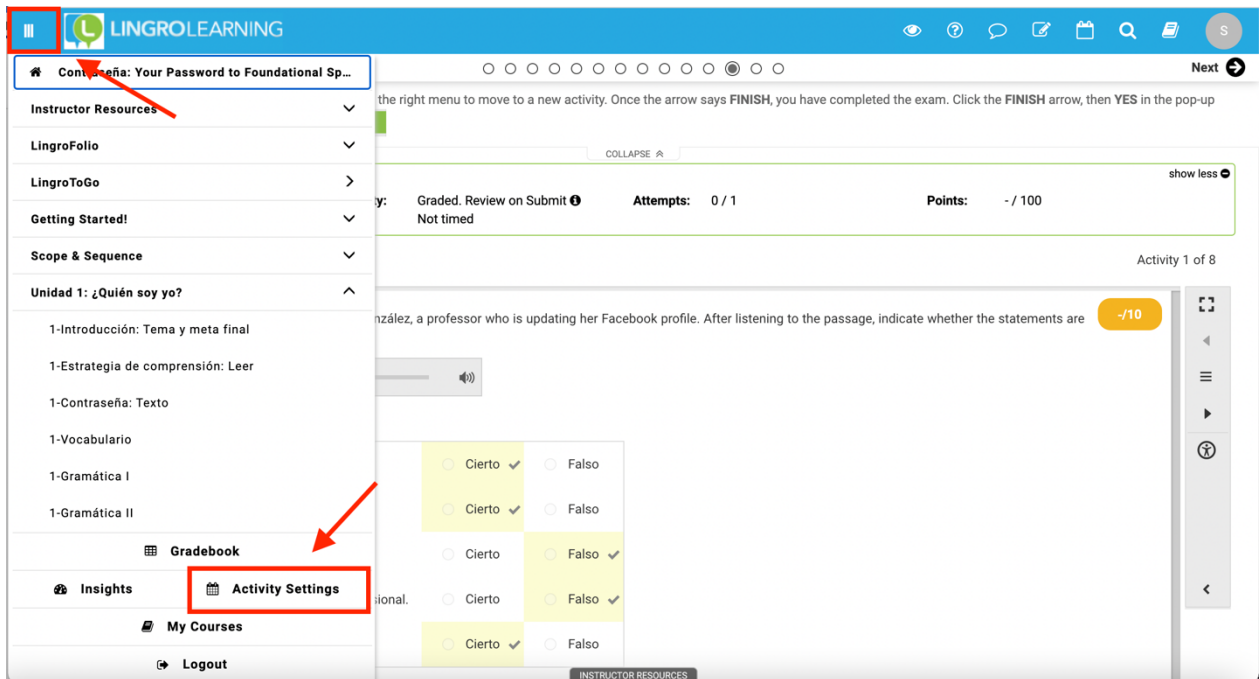
The screenshot shows the assessment editor interface. At the top, there is a blue header with the title '1-Examen cumulativo'. Below the header, there are navigation buttons for 'Previous' and 'Next'. A toolbar contains 'Edit Assessment', 'Edit Component', and 'Component Settings'. On the right side of the toolbar, the 'CANCEL' and 'SAVE' buttons are highlighted with a red box, and a red arrow points to the 'SAVE' button. The main content area is divided into sections: 'Component Title' (with a text input and a language dropdown), 'Report Title' (with a text input and a language dropdown), and 'Header Content' (with a rich text editor). At the bottom, there are two columns of configuration options: 'General Options' and 'Assessment Specific Options'.

- You can now return to **INSTRUCTOR VIEW** to review the changes.



### Step 3: Unhide the exam

1. Go to the MENU on the top left of the screen and click on **ACTIVITY SETTINGS**.



2. Look for the specific **Examen Cumulativo** using the filter option: either by **Lesson** in the drop-down or by typing "**Examen Cumulativo**" in the text box.

LingroHub Activity Settings

Activity Settings View Discussion Boards View Flashcards Gradebook

Tutorial Expand

Unidad 1: ¿Q? FILTER Showing 127/2653 DEFAULTS BATCH SETTINGS Timezone: Eastern CANCEL SAVE CHANGES

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	NOT ASSIGNABLE	LTI Link	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	NOT ASSIGNABLE	HTML	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-23	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-24	Discussion Board	Manual	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-25	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-26	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-27	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	1-Examen cumulativo	Page	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Examen cumulativo	Assessment	Mixed	-	1	Not Timed	MM/DD/YYYY 23:59	<input checked="" type="checkbox"/>

- Locate the assignment and **UNCHECK** the box on the lock column so that the assignment is visible.

LingroHub Activity Settings

Activity Settings View Discussion Boards View Flashcards Gradebook

Tutorial Expand

Unidad 1: ¿Q? FILTER Showing 127/2653 DEFAULTS BATCH SETTINGS Timezone: Eastern CANCEL SAVE CHANGES

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	NOT ASSIGNABLE	LTI Link	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	NOT ASSIGNABLE	HTML	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-23	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-24	Discussion Board	Manual	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-25	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-26	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-27	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	1-Examen cumulativo	Page	-	<input checked="" type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Examen cumulativo	Assessment	Mixed	-	1	Not Timed	MM/DD/YYYY 23:59	<input checked="" type="checkbox"/>

- When done, click **SAVE** at the top right of the screen. The exam folder will now be visible to students and will open on the date you set in [Step 2](#).

LingroHub Activity Settings

Activity Settings View Discussion Boards View Flashcards Gradebook

Tutorial Expand

Unidad 1: ¿Q? FILTER Showing 127/2653 DEFAULTS BATCH SETTINGS Timezone: Eastern CANCEL SAVE CHANGES

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	Conversar 1-23	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
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<input type="checkbox"/>	Conversar 1-25	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-26	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Conversar 1-27	Assessment	Manual	<input checked="" type="checkbox"/>	∞	Not Timed	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	1-Examen cumulativo	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 23:59	<input type="checkbox"/>
<input type="checkbox"/>	U1-Examen cumulativo	Assessment	Mixed	-	1	Not Timed	MM/DD/YYYY 23:59	<input checked="" type="checkbox"/>