

# General Student Training Module

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## Introduction

Athabasca University has contracted to present examinations through the MuchLearning educational platform, a proprietary platform owned and operated by Fasttrack Technologies Inc., of Edmonton, Alberta. Athabasca University retains its responsibility for examination content and security, and for the privacy of the information collected about Athabasca University's students using the platform.

Welcome to the tutorial designed to teach you how to access your examinations, and how to complete multiple-choice questions. We estimate that reading this tutorial will require no more than 15 minutes.

**Note:** The instructions below present graphics that represent various aspects of the system; we have used red arrows to indicate important parts of the graphics.

## Exam Confirmation Email

When your exam is scheduled, you will receive an e-letter from the Registrar's office confirming your exam.

You will also receive an email from MuchLearning (ML) which confirms your name and the exam that has been scheduled.

This is a good time to review all the exam instructions presented to you in your Course Manual.

## Logging into your MuchLearning Online Exam

When you arrive at the invigilation centre, you can access your exam by logging into your Athabasca University myAU portal.

Please ensure you know your myAU username and password when you arrive at your exam. If you have forgotten these:

### **Contact the AU Information Centre**

1-800-788-9041 (Toll free in Canada and US)

1-780-675-6100 (International)

The Information Centre is available to assist you from 8:00 am to 5:00 pm MST,

Monday to Friday (closed statutory holidays)

## Opening your Online Examination

When you log into MuchLearning Exams through your myAU portal, you will see a screen similar to the one below. This is your "Assessments" panel and it is the place from which you will access your online exams.

The Assessments panel (below) presents several columns. At this point, we are most interested in the name of the examination, the date by which the examination must be written (due date) and the status of the examination. Examinations can have a status of "Locked" (not started yet), "Submitted" (you wrote and submitted the examination), "Cancelled" (you requested that we cancel the examination), or "Invalidated" (the examination was declared invalid). Note that the screen shows all of the examinations that have been scheduled for you. Should you miss an examination's due date, you will need to reschedule that examination.

**At this time we will not be posting exam solutions or online marks within MuchLearning.**

Assessments				
Exams				
Exams				
Name	Due Date	Solutions Posted On	Status	Online Mark
Formatting Demo	May 05, 4:05 PM	N/A	Locked	N/A
BIOL235_M3_A_Rev6_Online	18 hours ago (Apr 26, 3:01 PM)	N/A	Submitted	N/A
BIOL235_M2_B_Rev6_Online	Apr 19, 3:21 PM	N/A	Marked	N/A
student-test	22 hours ago (Apr 26, 11:24 AM)	N/A	Submitted	N/A
MC Test	May 07, 9:21 AM	N/A	Locked	N/A
Feature Test	Apr 13, 2:31 PM	N/A	Submitted	N/A
BIOL235 Final A Rev6 Online	May 07, 9:16 AM	N/A	Not Started	N/A

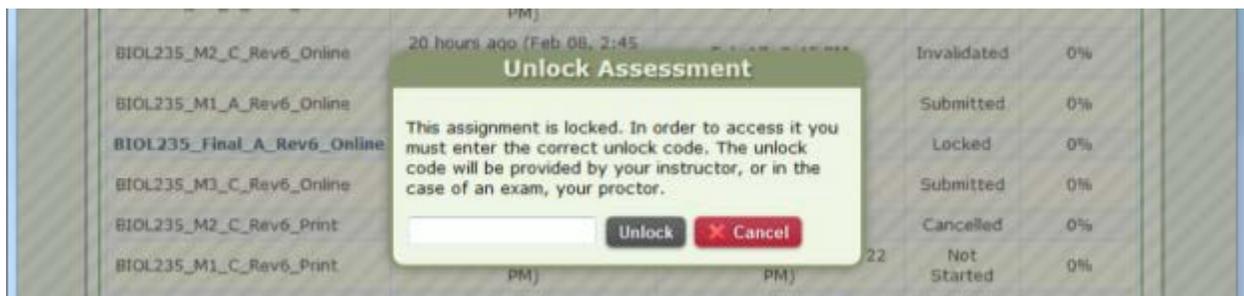
  

Practice Problem Sets				
Name	Due Date	Solutions Posted On	Status	Online Mark
Student Training (Basic)	N/A	N/A	Not Started	N/A
Student Training (Multiple Choice)	N/A	N/A	Not Started	N/A
Student Training (Math)	N/A	N/A	Not Started	N/A

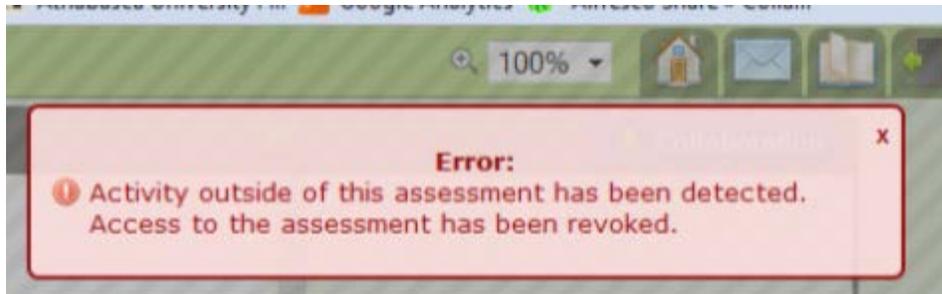
Before you go to your exam you can log into the ML site and try a ML Practice Test by clicking on one of the Practice Problem sets in the bottom half of the Assessment List screen (above).

You will be unable to access your actual exam until you are at the invigilation site.

At the invigilation site, you can click on your exam in the assessment list. You will be presented with a window asking for an unlock code. Your invigilator will provide you with that code. **When you have entered the unlock code, you will need to click on the name of the exam again to open the exam.**

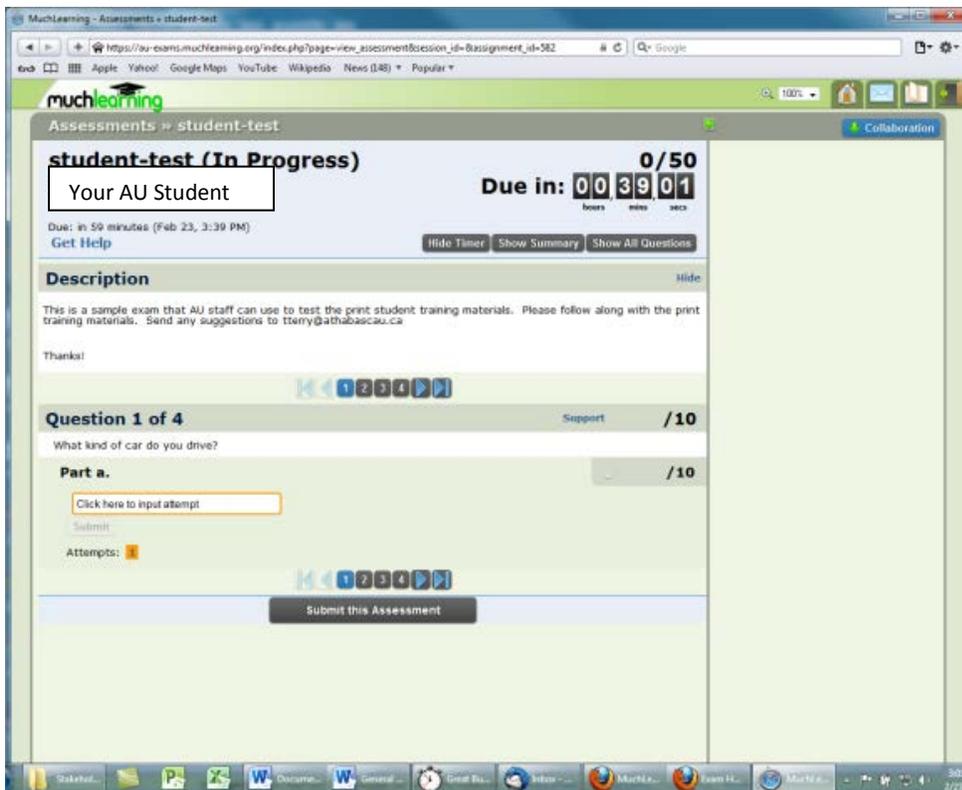


**\*\*Please note:** once your exam becomes activated we have enabled a function that tracks your mouse position. **If you click outside of the exam screen for more than a few seconds the exam will relock and you will need to ask your invigilator for a REOPEN code.** The image below shows you the message that will be displayed if the system detects you have clicked outside of the exam.



## Opening the Examination

When you open your examination, you will see a screen like the one below.



### YOUR SCREEN:

The buttons at the far right: the open door is a "logout" button; the book would take you back to the assessments screen; the envelope links to the internal messages screen; the house links to your personalized MuchLearning home page; and the magnifying glass allows you to increase the print size of your exam.



The Assessment Headings: The top line gives the title of the examination, and indicates the number of marks on which it is based. The next line shows your student ID number, and shows a timer indicating how much time you have left to complete the exam. The “Get Help” link takes you to a list of helpful tools, including a FAQ list, and others. To the right of the “Get Help” link are various buttons that enable you to change the display.



**Hide Timer** is used to hide the timer.

**Show Summary** is used to display an overview of the exam. Questions with **bold** numbers in the marks row have not been submitted.

**Show All Questions** is used to display all questions in the exam on the same screen, one after the other. This is a useful option if you want to make a quick review of the questions and answers.

Description:

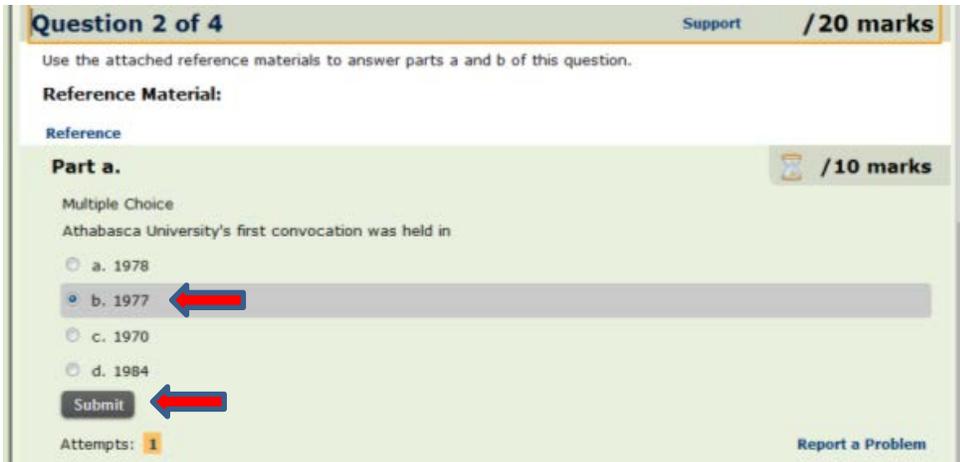
Immediately below the top section is a section titled “Description,” which provides student exam instructions. Read the description carefully, it contains information you need to write the exam.

**Note: You can use the “Hide” button at the top, right-hand side of the description to make more room available for the examination questions.**



## Multiple-choice Questions

The graphic below shows a sample multiple-choice question.



When you select an answer, **you must click the Submit button so that your selection is saved.** Once you click the submit button, your answer will be highlighted as in the example above.

If you change your mind, you can select a different answer and then click Submit again.

## Short Answer Questions

The graphic below depicts a typical short answer question.

**WARNING:** This answer type is auto marked by the ML system. Your answer must match EXACTLY what the instructor has identified as the correct answer. Therefore, read the section instructions very carefully to ensure you understand how to input your answer.



To answer the question, click in the text box "Click here to input attempt" and a text entry box like the one shown below will appear.

**Question 2 of 2** Support /10 marks

In what year was Athabasca University established?

**Part a.** /10 marks

Short Answer

à â ä ç è é ê ë î ï ò ù ú ü ÿ  
À Á Ä Ç È É Ê Ë Ì Í Î Ï Ò Ù Ú Û Ü

Attempts: 1

When you start entering text, the submit button will activate.

**Question 2 of 2** Support /10 marks

In what year was Athabasca University established?

**Part a.** /10 marks

Short Answer

à â ä ç è é ê ë î ï ò ù ú ü ÿ  
À Á Ä Ç È É Ê Ë Ì Í Î Ï Ò Ù Ú Û Ü

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Attempts: 1

Be sure to click the submit button before moving on to the next question.

## Long Answer Questions

Long answer questions look similar to short answer questions until you click on the text box “Click here to input attempt”.

**Question 1 of 2** Support /10 marks

Why are trees important to the earth?

**Part a.** /10 marks

Attempts: 1

The interface for the long answer question type has a menu system along the top that allows you to enter tables and special characters, format text, upload images, and more (see arrow above).

The screenshot shows a question interface. At the top, it says "Question 1 of 2" on the left, "Support" in the middle, and "/10 marks" on the right. Below this is the question text: "Why are trees important to the earth?". Underneath the question is "Part a." with a "/10 marks" indicator. The main area is labeled "Long Answer" and contains a rich text editor with a menu bar: "Edit", "Format", "Lists", "Tools", "Tables", "Images", "Math", and "Help". A red arrow points to the "Help" menu item. Below the editor is a "Submit" button.

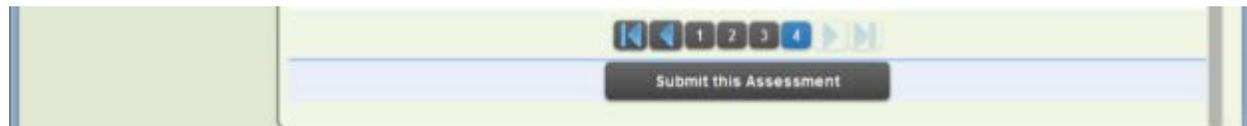
## Navigating the Questions

If you are in the single question view, use the numbers and arrow keys at the top and bottom of the exam to move forward and backward through the exam. To see all exam questions at once click on the "Show all questions" button at the top of the exam, as discussed on page 5 of this manual.

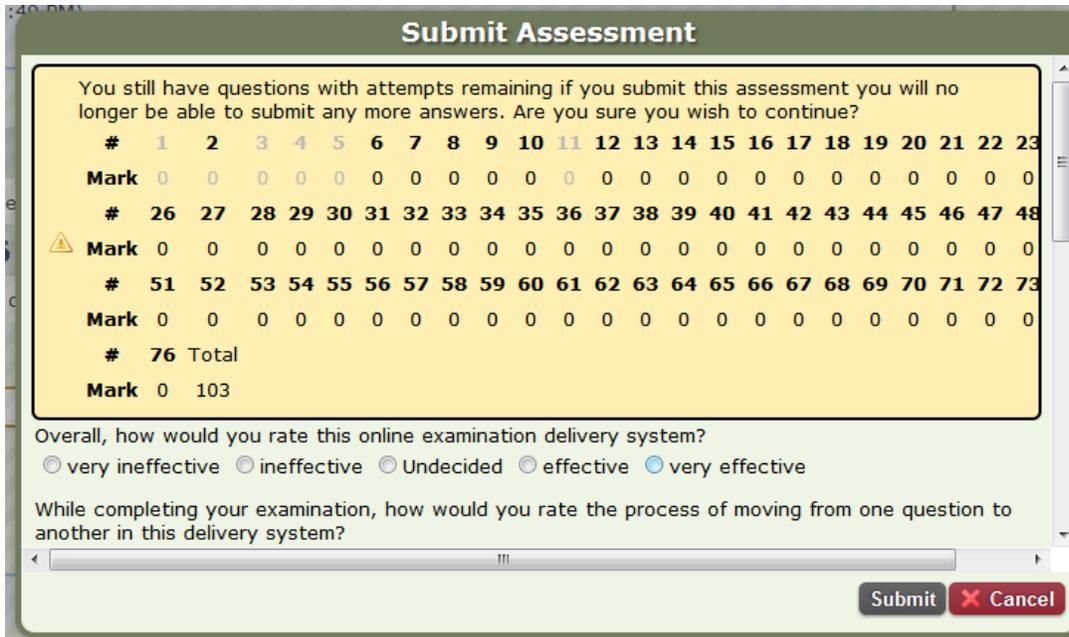


## Submitting Your Examination

Once you have completed all of the questions, you must submit your exam. Use the "Submit this Assessment" button to do so.



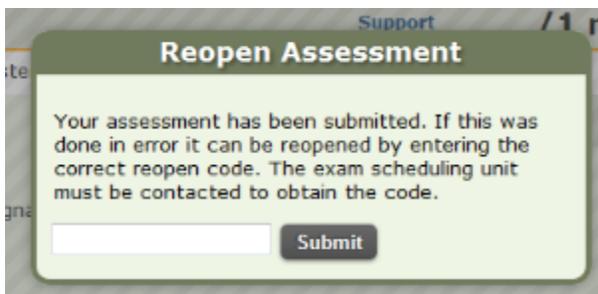
If you have answers that have not been submitted, a message will pop up (see below). Questions with **marks in BOLD text have not yet been submitted**. In the exam below, only questions 1, 3, 4, 5, and 11 have been submitted.



The screen contains a series of questions designed to let Athabasca University know about your experience with the online examination system. You also have the opportunity to submit exam related comments to your marker. Although we would appreciate your feedback, these questions are entirely voluntary, and you can ignore them if you choose to do so. Remember, though, that your comments will be kept confidential and will help us improve the experience for other students.

When you are sure that you have completed the exam click **Submit**

When you have submitted your exam, the exam will become locked and you will see the screen below.



**If you change your mind and want to go back into the exam, you will need to ask your invigilator to contact the AU Exam Unit to have them give you a new reopen code. Invigilators cannot reopen exams that have been submitted.**

If you are writing outside of the AU Edmonton or AU Calgary invigilation centre, please contact the Examination Services Unit at [examunit@athabascau.ca](mailto:examunit@athabascau.ca), or phone 1-800-788-9041 extension 6579. If you are writing at AU Edmonton or AU Calgary, please call 1-800-788-9041 extension 5692 for exam services. If you are a student registered with Access to Students with Disabilities (ASD) writing at any location,

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please call 1-800-788-9041 extension 5067. In all cases, our hours of operation are 8:30 AM to 4:30 PM Mountain Time. We are closed on Saturday, Sunday, and holidays.

## Wrap Up

When you have completed the exam the interface will be locked. You can log out of the exam system using the door icon in the top right hand side of the screen and then close the web browser.



## Receiving your grade

If your course coordinator has enabled grade release, you will receive an email after your exam is marked which shows your grade and any comments from the marker.

## Technical Support

If you are writing outside of the AU Edmonton or AU Calgary invigilation centre, please contact the Examination Services Unit at [examunit@athabascau.ca](mailto:examunit@athabascau.ca), or phone 1-800-788-9041 extension 6579.

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