

How to Create an Online Test with Zoho Challenge

[Zoho Challenge](#) is an online quiz making tool provided by Zoho. For the free services, you can have public tests only with 100 test takers, 100 MB attachment size (including images) and 1 question bank.

In this job aid, you will learn:

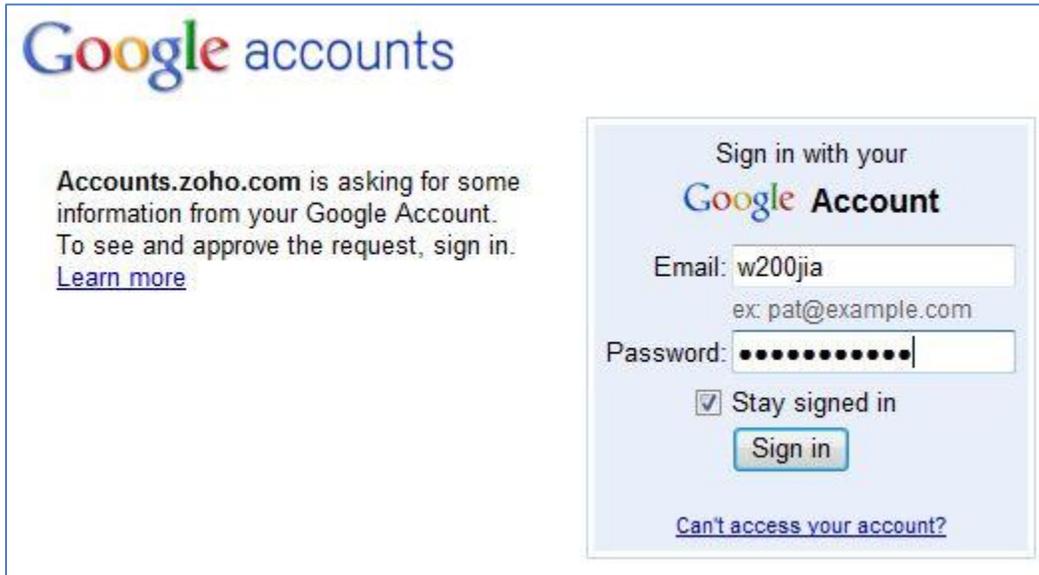
- [how to create a Zoho account](#);
- [how to create an online test with Zoho Challenge](#);
- [how to assign the test to students/candidates](#); and
- [how to share the test with your students](#).

Part 1: How to create a Zoho account/login to Zoho

1. Go to <http://challenge.zoho.com>
2. On the right side of the page, you will see the following image. [Since we have all created a Gmail account for the W200 class, we are going to take the 2nd option.](#)



3. Now you should see the following information. Please use your Gmail account to sign in.
[Make sure **NOT** to use your Indiana University email account.]



The screenshot shows the Google Accounts sign-in interface. On the left, the text reads: "Accounts.zoho.com is asking for some information from your Google Account. To see and approve the request, sign in. [Learn more](#)". On the right, there is a sign-in box titled "Sign in with your Google Account". It contains an email field with "w200jia" and a placeholder "ex: pat@example.com", a password field with masked characters, a checked "Stay signed in" checkbox, and a "Sign in" button. A link "Can't access your account?" is at the bottom.

4. Then you need to allow Zoho to get some information from your Google account.



The screenshot shows a permission request dialog. The text reads: "Accounts.zoho.com is asking for some information from your Google Account w200jia@gmail.com". Below this, there is a list of permissions: "Email address: Xiaokai Jia (w200jia@gmail.com)", "Country: United States", and "Language: English". At the bottom, there are two buttons: "Allow" (highlighted with a red box) and "No thanks". Below the buttons is a checked checkbox labeled "Remember this approval".

5. After clicking on the **Allow** button, you are just one step away. Please check the availability of your desired account username. Then check the

Hi Xiaokai Jia, you're one step away...
The following information is required in order to use your Zoho account.

This is your first time login, please choose your desired user.

Username : "w200jia" is available

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Note: You cannot change the selected username later.

1. Check the availability of your desired username.

2. Check to agree to Terms of Services

3. Click on the **Update** button to continue

6. Next, type in the URL of your account. Do not forget to check the availability before you click on the green **Create account** button.

You are signing up for **FREE** plan

Account Details

Account URL * :
[6 - 100 Characters] Spaces and Special characters are not allowed

7. Now you have successful create a free Zoho account and you can start creating new tests.

Tests | Question Banks | Members | Settings

Welcome w200jia, ✕

Thanks for signing up for Zoho Challenge! - You are minutes away from publishing your first online test. Start off by creating a test (form below). Each test can deliver from a rich variety of questions. These questions can be tagged, saved and reused in other tests.

Alternatively, you can also add questions to a question bank first and then create tests based on them! Click here to [Add a question](#) to the default question bank(*Question bank 1*) or [Create a new Question Bank](#) and add questions to it.

Create New Test

Test Name :

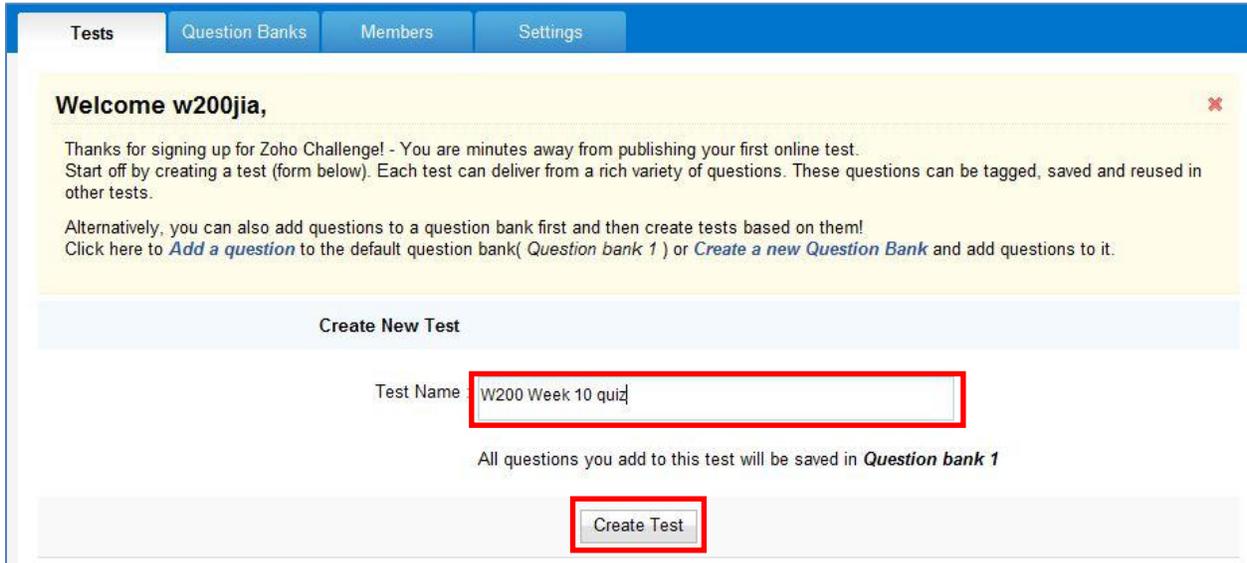
All questions you add to this test will be saved in **Question bank 1**

This is the end of part 1

Part 2: How to create an online test/quiz with Zoho Challenge

In this part, you will learn how to create an online quiz with four major question types.

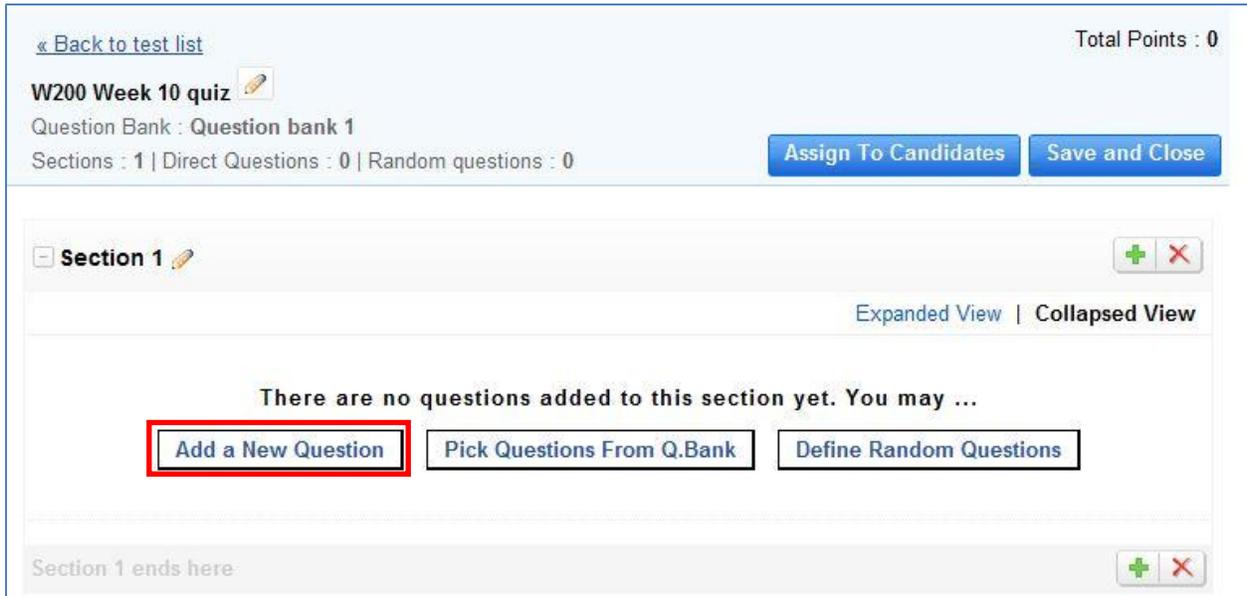
1. After signing into Zoho Challenge, you would see the image below. Give your new test a name [e.g. *W200 Week 10 quiz*] and then click on the **Create Test** button.



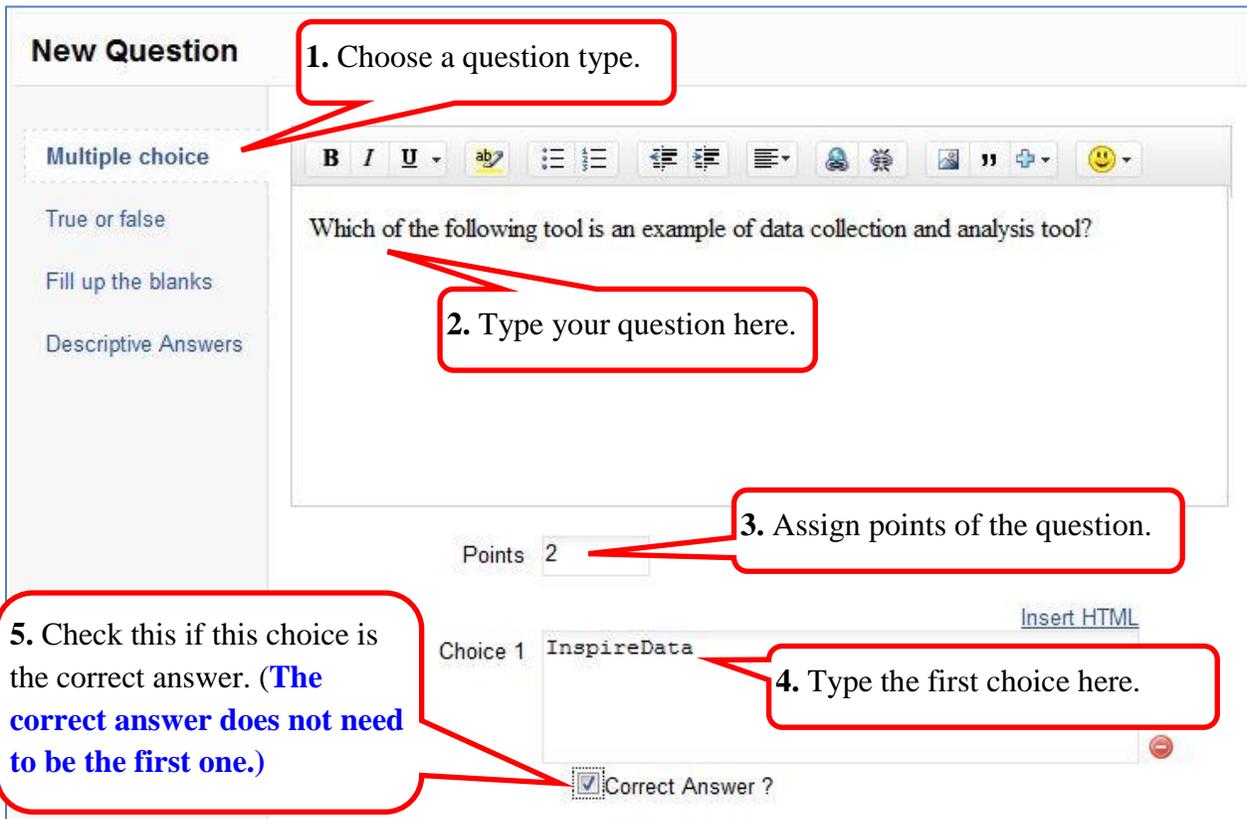
2. If you are using Zoho Challenge for the first time, you will have no test bank available. Click on the **Manage questions** button to begin adding questions to your new test.



- Click on the **Add a New Question** button to get started with your test.



- First choose the question type. In this example, we are going to create a multiple choice question. Then type in the question, assign points and type in the choices.



- Type all the other choices and decide

Choice 2 Kidspiration [Insert HTML](#)

Correct Answer ?

Choice 3 Google sites [Insert HTML](#)

Correct Answer ?

Choice 4 Webquest [Insert HTML](#)

Correct Answer ?

Allow candidates to choose multiple choices for this question

Allow "Other" as a choice (candidates can provide their own answers).

Do not include this question in random selection

Answer key / Comments

Tags

Cancel Reset Save and Close Save and New

6. Make the setting for this question.

6. Click on Save and New to add another question.

6. For the second example, we are going to create a new **Descriptive** Answers question.

(Image shown on the next page)

New Question

1. Choose a question type.

2. Type your question here.

3. Assign points of the question.

4. Uncheck auto evaluate this question.

5. Click on Save and New to add another question

Multiple choice
True or false
Fill up the blanks
Descriptive Answers

Points 2

Do not include this question in random selection
 Auto evaluate this question

Answer key / Comments

Tags

Cancel Reset Save and Close Save and New

- 7. Repeat the steps above to create more questions. [\[Please consult your instructor to check how many questions you need to create and the question types.\]](#)
- 8. In the following example, an answer key/comment is added.

Multiple choice
True or false
Fill up the blanks
Descriptive Answers

Decide whether the statement about Formative assessment and summative assessments are true or false.

Formative assessments are given periodically to determine at a particular point in time what students know and do not know. Summative assessments can only be used with standardized tests.

Points 2

Correct answer is True False

Do not include this question in random selection

Answer key / Comments
The first part of the statement is true. Many associate summative assessments only with standardized tests such as state assessments, but they are also used at and are an important part of district and classroom programs.

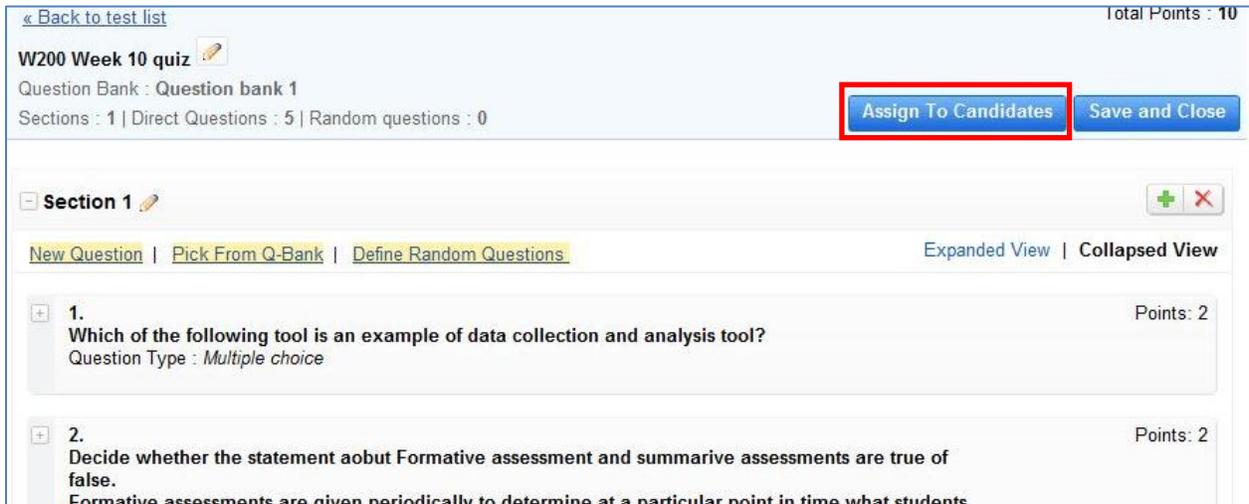
Use answer key/comments to provide feedback.

9. When you finished adding all the questions, click on **Save and Close**.

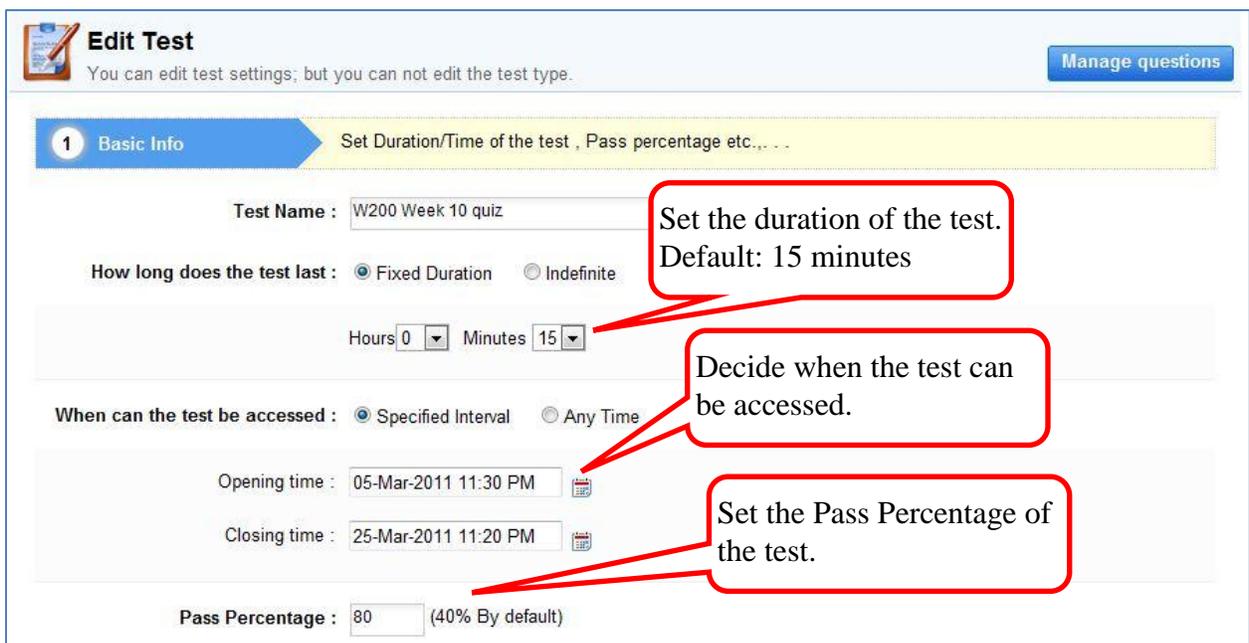
This is the end of part 2

Part 3: How to assign the test to students/candidates

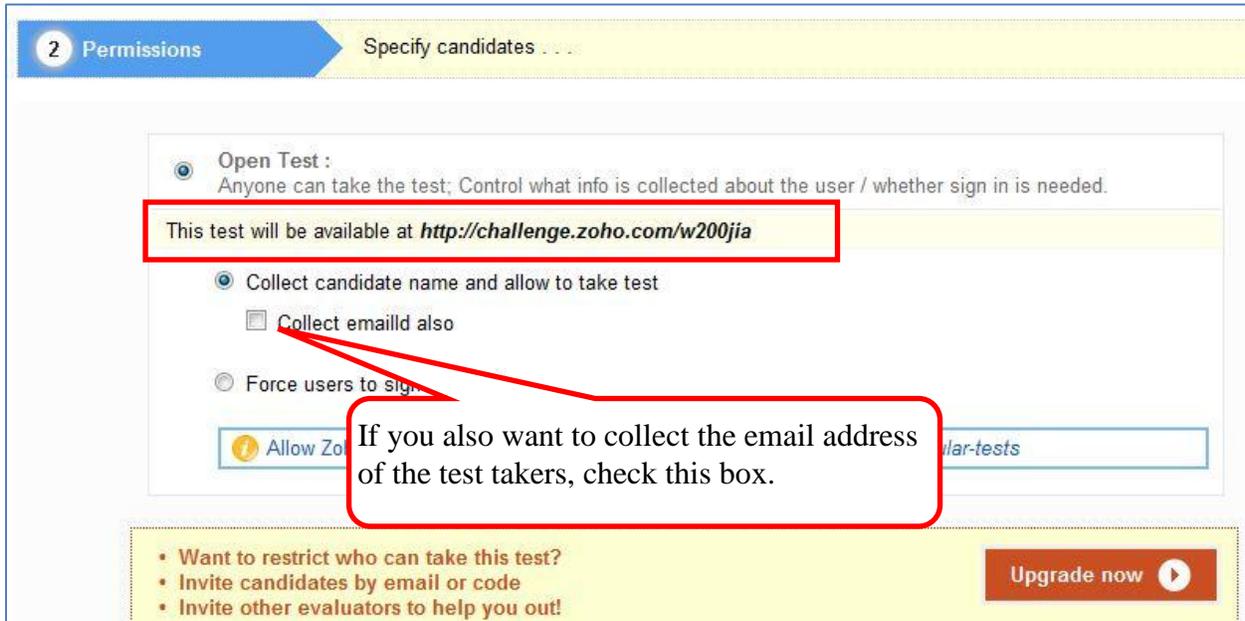
1. Now you can see all the questions listed for this test. [In this example, I have one section with 5 questions in this new test.]
2. Click on the **Assign To Candidates** button to setup how the students can take the test.



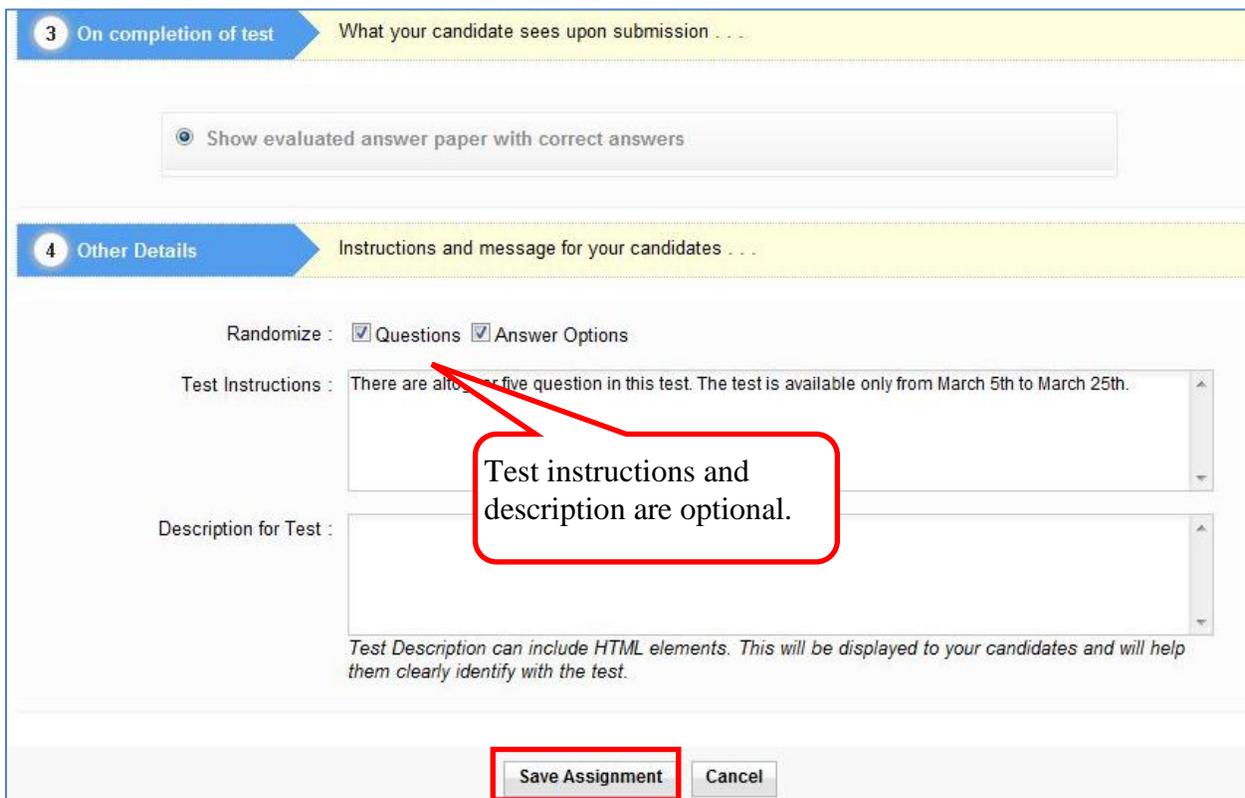
3. In the Basic Info part, decide the **duration, dates when the test is open and pass percentage** of the test.



- 4. For the free version of Zoho Challenge, the test must be open. The system will provide a URL of all the open tests you have created, as indicated by the red rectangle below.



- 5. **Test Instructions and Descriptions for Test** are optional. Click on **Save Assignment**.



This is the end of part 3

Part 4: How to share the test with your students

Now we have successfully created a test. It is time to share the test with the students. We have two options.

- a. Embed the test list onto a website
- b. Provide the URL of the open test.

Part 4a: Embed the test list onto a website (e.g. a page on our teacher website)

1. To embed the test list onto a website, click in the window says **Embed the test list in your website now!**

The screenshot shows a list of tests in the Zoho Challenge interface. At the top, there is a 'Test / All Tests' dropdown and a red-bordered button that says '< ! > Embed the test list in your website now!'. Below this, two test entries are visible: 'Copyright Issues Quiz' (Draft) and 'W200 Week 10 quiz' (Test not yet taken). The 'W200 Week 10 quiz' entry shows details like 'Starts On: 05-Mar-2011 11:30 PM', 'Duration: 15min', and 'Assigned On: 05-Mar-2011'.

2. Then you will see the embed code displayed. Select and copy the code.

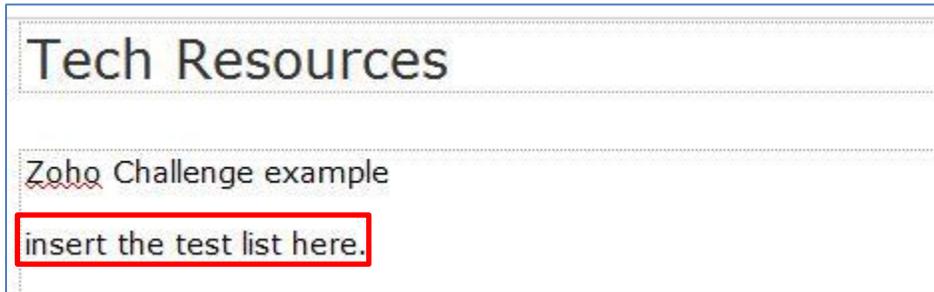
The screenshot shows the 'Embed Url' dialog box open over the 'W200 Week 10 quiz' test. The dialog has a 'Customize Iframe' section and a text area containing the following HTML code, which is highlighted with a red box:

```
<iframe &lt;a href="http://www.zoho.com/challenge/quiz-maker.html"&gt;&lt;/a&gt; src = "http://challenge.zoho.com/w200jia/candidateHome" height = "600px" width = "500px" frameborder="0"></iframe>
```

3. To add it to your teacher website, login to your Google sites with your Google account.
4. Find the page that you want to embed the test list.
5. Click on the **Edit page** button of the page.

The screenshot shows the top navigation bar of a Google Sites page. It includes links for '@gmail.com', 'User settings', 'My sites', 'My Account', 'Help', and 'Sign out'. Below these links are three buttons: 'Create page', 'Edit page', and 'More actions'. The 'Edit page' button, which features a pencil icon, is highlighted with a red box.

6. In the **Edit page** view, find the place where you want to add the test or other gadget. Type in a placeholder text or symbol.



7. Then click on the **html** button in the tool bar.



8. Then in the **Edit HTML** view, delete the placeholder text or symbol.

