

## Instructions for taking the Math Online Placement Test

### Logging in to WebCT

1. Go to the web page “https://courses.mtu.edu”. (This is not linked, as you will be asked for a password.)
2. Click on **MTU ISO Log In**.
3. Enter your **WebCT ID**. This is the personal part of your MTU email address—usually your first and middle initial, followed by the first six letters of your last name. *If you have not already received this information from MTU, you can expect to receive it in a separate mailing within the next week.*
4. Enter your **Password** (the same as your MTU e-mail password - default is your M number)
5. Click the **Log In** button.

### Taking the Math Placement Test

1. After logging in to WebCT, you will see the **Course List**, under Course List click on Math Placement Test- Section 01.
2. Click on the **Course Content** button on the left. Carefully read the document titled, **“Important - Read this First.”** Be sure to read the entire document, as it gives you specific instructions and guidelines for the test, as well as contact information if you have difficulties with the test.
3. Then read the document **“Importance of Placement.”**
4. After you have read the above documents, click on the **Assessments** button.
5. To begin taking this test, simply click on the test name.
6. Read ALL of the instructions and troubleshooting *before* you begin. After you have read the entire document, press the **Begin Assessment** button.
7. Maximize your screen by clicking on the middle button in the far upper right corner of the WebCT Quiz window. This makes it easier to view the exam.
8. Begin taking the test. Read each question carefully, and then select your answer by clicking in the circle in front of the response you wish to choose.
9. When you finish a question, click **Save and View Next**. Be sure that the yellow dot in the table changes to a blue check before pressing **Next Question**. You may go back to questions by clicking on the problem number in the table.

10. When you finish all 47 questions of the Algebra exam, click **Finish**. A box will open up with the question “Are you sure you want to submit your assessment?” Click **OK**. You will see a message: “Submission in progress.” **Click on the “View Attempt” button to view your score (this is an important step—if you don’t view your results the test will not automatically score itself).**
11. You now need to take the 2<sup>nd</sup> part of the exam. To do so, press the **Assessments** button at the top of the page, and select **Placement Exam - Trigonometry**.
12. The procedure is the same. This part of the exam is 15 questions, 30 minutes.
13. After you see the “Submission in progress” message, once again, click the **“View Attempt”** button so the test will score itself.
14. Now go to the **Course Content** section and click **My Course Placement**. Use the rubric to determine your placement.
15. Logout of WebCT, using the button on the top of your screen.

**Your math placement will NOT be sent to you. Please check your placement in WebCT (as described in step 10). Please note that you must complete both part of the test to be placed correctly.**