Creating Assessments

Assessments can be Quizzes which are online graded assessments, Surveys which are anonymous and no grades are assigned, or Self Tests which students can take to test their knowledge and received grades and feedback but the grade is not recorded in the grade book as it is with a Quiz.

Quizzes don’t necessarily have to “mean” quizzes. They could also be considered exams or tests.

Questions on an assessment are stored in the Question Database. These questions can be many different types such as essay or paragraph, multiple choice, fill in the blank, matching, etc. Almost all of the questions that you include on an assessment can be graded automatically except the essay or paragraph question.

Questions can be created from within the Question Database. They can also be imported from publisher test banks or created through third party applications such as Respondus.

The steps in creating an assessment are outlined below:

- Create the questions using the Question Database.
- Create a Quiz, Survey, or Self Test.
- Add questions to the quiz, survey, or self test.
- Assign point values to questions where appropriate.
- Assign settings for the quiz, survey, or self test. i.e. time limits and availability
To Access the Question Database

1. From the Build Tab, on the Course Tools Menu, click Assessments.
2. Click Go to Question Database.

To Create a Category

1. From the Build Tab, on the Course Tools Menu, click Assessments.
2. Click Go to Question Database.
3. Click the Create Category button.
4. Enter a title for the new category.
5. Click Save.

To Rename a Category

1. From the Build Tab, on the Course Tools Menu, click Assessments.
2. Click Go to Question Database.
3. Click the Action Links button next to the category you wish to rename.
4. Click Rename.
5. Edit the title then click Save.
Calculated Questions

A calculated question requires students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specified range, are automatically generated for each variable in the question. Calculated questions are unique for each student.

To Add a Calculated Question

1. Click the Create Questions drop down list located at the top of the Question Database screen.
2. Click Calculated.
3. In the Title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question. i.e. If your question is: \([x]\) faculty members, \([y]\) staff members, and \([z]\) students from Georgia Perimeter College are attending a meeting. How many GPC representatives are there? \(x\), \(y\), and \(z\) are variables that will represent a value randomly selected from a specified range. Variables are always enclosed in square brackets.
5. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.

6. In the Settings section, enter the formula for calculating the correct answer in the **Formula box**.  
   i.e.  \([x] + [y] + [z]\) All variables used in the formula must be enclosed in square brackets.

7. Enter any units that may be required as part of the correct answer in the **Units box**.  
   i.e. GPC Representatives, inches, m/s^2, etc.

8. Click the **Analyze Variables button**

   **Variables:**
   
   - **x** Minimum: [ ]  Maximum: [ ]  Calculate to 0  decimal places
   - **y** Minimum: [ ]  Maximum: [ ]  Calculate to 0  decimal places
   - **z** Minimum: [ ]  Maximum: [ ]  Calculate to 0  decimal places

9. In the Variables section enter a **Minimum and Maximum value** for each variable used in the formula. Also specify how many decimal places to use for each variable.

**Answers**

   - **Answer Set:**
     - Specify the number of answers per set:  
     
     - Calculate the answer sets to 0  Decimal
     
   - **Answer Tolerance (+/-):** [ ]  Units: [ ]

10. In the Answers section click the **Specify the number of answers per set drop down list** and select how many possible answer sets you want generated.
11. Then click the **Calculate the answer sets to drop down list** and choose the number of decimal places or significant figures to have in the answer set. Then click the corresponding drop down list and select either **Decimals** or **SigFig**.
12. In the Answer Tolerance box (+/-) enter a value for determining how much of a variance in units or percentages that you are willing to accept as a correct answer. Click the appropriate radio button specifying **Units** or **Percent**.
13. Click the **Generate Answer Set button**.
14. Click the **More Options link**.
15. In the More Options section, enter feedback on the questioning the **General feedback box**.
16. If necessary, add some information about the design/use of the question in the Section Designer notes box.
17. In the Category section, select the Specify an existing category radio button, then click the corresponding drop down list and choose the category. Or click the Create a category radio button and in the corresponding text box enter a name for the category.
18. Click Save.
Combination Questions

With this question type, students are first presented with a list of answers. Students are then asked to choose from a list containing various combinations of these answers.

Example: Which of the following are breeds of cat: (a) Shorthair (b) Longhair (c) Persian (d) Hershey (e) Siamese (f) Malamute? Choose one of the following answer combinations:

- 1: (a), (b) and (d)
- 2: (b), (d), (e) and (f)
- 3: (a), (b), (c) and (e)
- 4: all of the above
- 5: none of the above

The correct answer is 3. Although you can set multiple answers as correct with a multiple choice question type, the combination question offers more flexibility for presentation of correct combinations and the assignment of marks to partially correct combinations.

To Add a Combination Question

1. Click the Create Questions drop down list located at the top of the Question Database screen.
2. Click Combination.
3. In the Question title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question.
   i.e. Which of the following are locations of Georgia Perimeter College?
19. If necessary, click the Insert equation drop down list to add an equation to the question text or click the Browse button to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.
5. In the Single Answers section, enter each possible answer in the appropriate Answer box. i.e. In the Answer A box enter Dunwoody, in the Answer B box enter Clarkston, in the Answer C box enter Rockdale, in the Answer D box enter Lawrenceville, and in the Answer E box enter Douglassville.

6. If you need additional single answer boxes, click the Create Additional Single Answers button.

7. In the Create Answer Combinations section, select the combination of single answers that will be presented as possible correct answers. i.e. In the Combination 1 section select the A, B, and C check boxes. In the Combination 2 section select the A, C, D and E check boxes. In the Combination 3 section, select the A, B, C, and D check boxes.

8. If you would like to enter feedback as to why this is/is not the correct response you can enter that in the Feedback box.

9. Then select the Correct response radio button for the appropriate combination.

10. If you need additional combinations you can click the Create Additional Combinations button.

11. Click the More Options link.

12. In the More Options section, enter feedback on the questioning the General feedback box.

13. If necessary, add some information about the design/use of the question in the Section Designer notes box.

14. In the Category section, select the Specify an existing category radio button, then click the corresponding drop down list and choose the category. Or click the Create a category radio button and in the corresponding text box enter a name for the category.
15. Click **Save**.
Fill in the Blank Questions

With this question type, students are presented with a question containing blank spaces and must provide the missing text. For each blank, you can specify one or more correct values.

Example: Jack and ____ went up the ____ to fetch a pail of ____.

This would be entered as Jack and [Jill] went up the [hill] to fetch a pail of [water]. Instead of using blank lines you use square brackets around the correct answers to indicate where blanks should appear.

To Add a Fill in the Blank Question

1. Click the Create Questions drop down list located at the bottom of the Question Database screen.
2. Click Fill in the blank.
3. In the Question title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question. i.e. [Atlanta] is the capital of Georgia. The brackets indicate that a blank should be displayed to the person taking the assessment that uses this question. The correct response for that blank should be enclosed within the brackets. You can use as many brackets in the question as you like.

20. If necessary, click the Insert equation drop down list to add an equation to the question text or click the Browse button to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.
5. Click the **Generate Answers button**. This will give you a list of all the answers (or blanks) that you entered as part of your question text.

6. In the Answers section you will get a list of all the answers that you entered into the Question text.

7. In the Answer 1 section, **enter a Value (%)** for that particular answer in the **Value (%) box**. (Value (%) refers to what percent of the points allotted to this question will someone receive if they put the correct answer in the box. In the example we are using, they would get 100%. However, if the question had 2 answers to it. Then Answer 1 might be worth 50% of the allotted points and Answer 2 might be worth 50% of the allotted points.)

8. Click the **Grading scheme drop down list** for Answer 1, from the choices listed select either **Equals** or **contains**. (If you select Equals then whatever the person enters into the answer box must exactly match what you entered into the square brackets when creating the question. If you select contains then as long as what you entered into the square brackets when creating the question appears somewhere in the answer box then the answer will be correct.

9. Occasionally you may find that there is possibly more than one correct answer for an answer box, an alternate answer that you might accept. If you feel that there is an alternate correct answer for a particular answer box, you can click the **Create Alternate button** and generate alternate answers. Be sure to select the Value (%) for each alternate and the Grading scheme for each alternate.

10. In the Settings section, click the **Answer box width drop down list** and **choose how wide** the box should be for entering correct answers. Then decide whether case is important in determining whether the answer entered into the Answer box is correct or not. Click either the **Yes** or **No** radio button to determine whether **Answers are case sensitive**.

11. Click the **More Options link**.

12. In the More Options section, **enter feedback** on the questioning the **General feedback box**.

13. If necessary, **add some information** about the design/use of the question in the Section **Designer notes box**.

14. In the Category section, select the **Specify an existing category radio button**, then click the **corresponding drop down list** and **choose the category**. Or click the **Create a category radio button** and in the corresponding text box **enter a name for the category**.

15. Click **Save**.
Jumbled Sentence Questions

With this question type, students are presented with a portion of a sentence and drop-down lists from which they must select the words that are missing from the sentence and put them in the correct order.

To Add a Jumbled Sentence Question

1. Click the Create Questions drop down list located at the bottom of the Question Database screen.
2. Click Jumbled Sentence.

Create Jumbled Sentence Question

3. In the Question title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question. i.e. [Nashville] is the capital of Tennessee. [Columbia] is the capital of South Carolina. The brackets indicate that a drop down list should be displayed to the person taking the assessment that uses this question. The correct response for that blank should be enclosed within the brackets. You can use as many brackets in the question as you like.

5. If necessary, click the Insert equation drop down list to add an equation to the question text or click the Browse button to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.

6. Click the Generate Answer button.
7. In the Answer section, enter a Value (%) for that answer in the Value (%) box.
8. If necessary, you can create an alternate answer that uses the same words but in a different order by click the Create Alternate button.
9. Click the More Options link.
10. In the More Options section, enter feedback on the questioning the General feedback box.
11. If necessary, add some information about the design/use of the question in the Section Designer notes box.
12. In the Category section, select the Specify an existing category radio button, then click the corresponding drop down list and choose the category. Or click the Create a category radio button and in the corresponding text box enter a name for the category.
13. Click Save.
Matching Questions

With this question type, two lists are presented to students; students must match terms from the first list to the second list.

Example: Match the following capitals with their countries:

<table>
<thead>
<tr>
<th>Moscow</th>
<th>Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ottawa</td>
<td>France</td>
</tr>
<tr>
<td>London</td>
<td>Italy</td>
</tr>
<tr>
<td>Paris</td>
<td>England</td>
</tr>
<tr>
<td>Rome</td>
<td>Russia</td>
</tr>
</tbody>
</table>

To Add a Matching Question

1. Click the Create Questions drop down list located at the top of the Question Database screen.
2. Click Matching.

3. In the Question title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question. i.e. Match the capital city with its state.
5. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.

6. In the Matching Pairs section, enter the matching answer pairs in the appropriate boxes. It is possible to have “distracters” or unpaired entries. If you need more pairs, click the **Create Additional Pairs button**.

7. In the Grading scheme section, choose the **Equally weighted**, **All or nothing**, or **Right minus wrong** radio button to select the Grading scheme for this question.

8. In the Column preview sections select either the **Preview both columns / Required when using the long answer boxes** or **Do not preview both columns** radio button to determine whether the matches will be presented in column format.

9. Click the **More Options link**.

10. In the More Options section, enter feedback on the questioning in the **General feedback box**.

11. If necessary, add some information about the design/use of the question in the Section **Designer notes box**.

12. In the Category section, select the **Specify an existing category radio button**, then click the corresponding drop down list and choose the category. Or click the **Create a category radio button** and in the corresponding text box enter a name for the category.

13. Click **Save**.
Multiple Choice Questions

With this question type, students choose one or possibly several answers as correct from a list of answers.

To Add a Multiple Choice Question

1. Click the Create Questions drop down list located at the bottom of the Question Database screen.
2. Click Multiple choice.
3. In the Question title box, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the Question text box, enter the text of your question. i.e. What is the state bird of Georgia?
If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.

### Answers

**Select mode:**
- **One answer**
  Select the Correct response check box for the correct answer. A 100% value will be attributed. You can enter your own value in the Value (%) text box, but one answer must be worth 100%.
- **Multiple answers**
  Select the Correct response check box for each correct answer. A 100% value, divided by the number of correct responses, will be attributed. You can enter your own values in the Value (%) text boxes, but one answer combination must add up to 100%.

**Answer 1:**
- [ ] Correct response 
- Value (%): 0

**Feedback:**
- Use HTML

**Answer 2:**
- [ ] Correct response 
- Value (%): 0

6. In the Answers section, choose the **One answer or Multiple answers radio button** from the Select mode subsection.

7. In the Answers section, in each of the five Answer boxes, enter the possible answer choices. i.e Blue Jay, Brown Thrasher, etc.

8. Click the **Correct response checkbox** for the appropriate answer choice. If the answer choice is the correct answer, enter 100 in the Value (%) box. If it is not the correct answer, enter 0 in the Value (%) box.

9. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text.

### Settings

**Answer layout:**
- Vertical / Horizontal

**Answer labels:**
- Numbers / Letters

**Randomize answer ordering:**
- Yes / No

**Grading scheme:**
- Cumulative / All or nothing

**Allow negative score:**
- Yes / No

10. In the Setting section, in the Answer layout subsection, select either the **Vertical or Horizontal radio button** to determine how the answer choices will be presented.
11. In the Answer labels subsection, select either the **Numbers** or **Letters** radio button to determine how each answer choice will be labeled.

12. In the Randomize answer ordering subsection, select either the **Yes** or **No** radio button to have the answer choices presented in a different order to students.

13. In the Grading scheme subsection; select either the **Cumulative** or **All or nothing** radio button.

14. In the Allow negative score subsection, select either the **Yes** or **No** radio button.

15. Click the **More Options** link.

16. In the More Options section, _enter feedback_ on the questioning the **General feedback** box.

17. If necessary, _add some information_ about the design/use of the question in the Section **Designer notes** box.

18. In the Category section, select the **Specify an existing category** radio button, then click the **corresponding drop down list** and choose the category. Or click the **Create a category radio button** and in the corresponding text box _enter a name for the category_.

19. Click **Save**.
Paragraph Questions

With this question type, students answer in a paragraph or essay format. Paragraph questions must be graded manually by the instructor or teaching assistant.

To Add a Paragraph Question

1. Click the **Create Questions drop down list** located at the bottom of the Question Database screen.
2. Click **Paragraph**.
3. In the **Question title box**, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the **Question text box**, enter the text of your question.
5. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the **Image Title box** enter a descriptive title for the image.

---

6. In the **Answer section**, you can supply “starter” text for answering the questions by **entering text** into the **Pre-fill answer box with box**.

7. In the **Answer section**, you can **enter the correct response** to the question in the **Correct response box**. However, the response that you enter will not be used to “automatically” grade the question. The response that is entered can be used as a guideline for grading responses manually.

---

8. In the **Settings section**, click the **Answer box height drop down list** and **choose the number of lines** that will be displayed in the answer box when the assessment is taken.

9. In the **Settings section**, click the **Answer box width drop down list** and **choose the number of characters** that will be displayed as the width of the answer box when the assessment is taken.

10. Click the **More Options link**.

11. In the **More Options section**, **enter feedback** on the questioning the **General feedback box**.

12. If necessary, **add some information** about the design/use of the question in the **Section Designer notes box**.

13. In the **Category section**, select the **Specify an existing category radio button**, then click the **corresponding drop down list** and **choose the category**. Or click the **Create a category radio button** and in the corresponding text box **enter a name for the category**.

14. Click **Save**.
**Short Answer Questions**

With this question type, students enter one answer in the form of a word or phrase.

**To Add a Short Answer Question**

1. Click the **Create Questions drop down list** located at the bottom of the Question Database screen.
2. Click **Short Answer**.
3. In the **Question title box**, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the **Question text box**, enter the text of your question.
5. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the Image Title box enter a *descriptive title for the image*.

6. In the Answers section, enter the correct answer in the Answer 1 box, and then enter a *Value (%)* for that particular answer in the **Value (%) box**. (Value (%) refers to what percent of the points allotted to this question will someone receive if they put the correct answer in the box. In the example we are using, they would get 100%. However, if the question had 2 answers to it. Then Answer 1 might be worth 50% of the allotted points and Answer 2 might be worth 50% of the allotted points.)

7. Click the **Grading scheme drop down list** for Answer 1, from the choices listed select either **Equals** or **contains**.

8. If the answer has to appear in a particular box, click the **Allow in answer box drop down list** and choose the appropriate box. If the order or box doesn’t matter then choose **All Answers**.

9. In the Settings section, choose the number of answer boxes that need to be displayed by clicking the **Number of answer boxes shown to the student drop down list**.

10. In the Settings section, choose the width of the answer boxes by clicking the **Answer box width drop down list**.

11. In the Settings section, select either the **Yes** or **No** radio button to determine if Answers are case sensitive.

12. Click the **More Options link**.

13. In the More Options section, enter feedback on the questioning the **General feedback box**.

14. If necessary, add some information about the design/use of the question in the Section Designer notes box.
15. In the Category section, select the **Specify an existing category radio button**, then click the corresponding drop down list and **choose the category**. Or click the **Create a category radio button** and in the corresponding text box **enter a name for the category**.

16. Click **Save**.
True False Questions

With this question type, students select either *True* or *False* in response to the question.

**To Add a True False Question**

1. Click the **Create Questions drop down list** located at the bottom of the Question Database screen.
2. Click **True False**.

   ![Create True False Question](image)

3. In the **Question title box**, enter a descriptive title for the question. (Please do not title the questions “Chapter 1 Question 1”. Be as descriptive as possible.)
4. In the **Question text box**, enter the text of your question.
5. If necessary, click the **Insert equation drop down list** to add an equation to the question text or click the **Browse button** to insert an image as part of the question text. In the Image Title box enter a descriptive title for the image.

   ![Answer](image)

6. In the Answer section, select either the **True** or **False radio button** to indicate the correct response.
7. Click the **More Options link**.
8. In the More Options section, enter feedback on the questioning the **General feedback box**.
9. If necessary, add some information about the design/use of the question in the **Section Designer notes box**.
10. In the Category section, select the **Specify an existing category radio button**, then click the corresponding drop down list and choose the category. Or click the **Create a category radio button** and in the corresponding text box enter a name for the category.
11. Click **Save**.
To Preview a Question

1. From the Questions Database screen click the **Action Links button** next to the question you wish to preview.
2. Then click the **Preview button**.

To Delete a Question

1. From the Questions Database screen click the **Action Links button** next to the question you wish to delete.
2. Then click the **Delete button**.

To Edit a Question

1. From the Questions Database screen click the title of the question.
2. Make any necessary changes and then click the **Save button**.

To Delete a Category and ALL Questions Stored in that Category

1. From the Questions Database screen click the **Action Links button** next to the category you wish to delete.
2. Then click the **Delete button**.

To Move a Question to Another Category

1. From the Questions Database screen click the **check box** next to question you wish to move.
2. Click the **Move Questions to Category drop down list** and select the category you wish to move the selected question to then click the **green arrow**.
Creating Assessments

After creating questions in the Question Database, you can begin creating your assessments: Quiz, Survey, or Self Test.

To Access Assessments

1. From the Build Tab, on the Course Tools Menu, click Assessments.

To Create an Assessment

1. Click the Create Assessment button.

2. In the Title box on the Create Assessment screen, enter a Title for the Assessment. In the Description box, enter a description that will show under the icon for the assessment.

3. In the Grade Book column name box, enter the name for the assessment’s column in the grade book. It can be the same as the name of the assessment.

4. In the Grade Book column name box, enter the name for the assessment’s column in the grade book. It can be the same as the name of the assessment.

5. In the Type section, select the Quiz, Survey, or Self Test radio button.
6. In the Template section, select the **Do not base on existing assessment** or **Base on an existing assessment** radio button. If you choose to base on an existing assessment, select the appropriate assessment from the drop down menu. If necessary, click the **Apply assessment setting only (do not include questions)** check box.

7. In the Goals section, click **Select Goals**.
   - In the new window, click the check box next to the goals that correspond to the assessment.
   - Then click **Add Selected**.

8. Click the **Save button**.

---

**Adding Questions to an Assessment**

There are two ways you can add questions to an assessment.

1. Individually
2. As a question set
   - A question set is a group of individual questions from which a random selection is presented to students. For example, you can select four questions to be added as a set from which one will be randomly selected and presented to students.
   - **Tip:** Because question sets present questions randomly to students, they help to prevent students from sharing answers.
   - **Note:**
     - Before you can add a question set, you must first add questions to the Question Database.
     - Once an assessment has been taken by students, you cannot add or delete questions in a question set.

**To Add Existing Questions to an Assessment (Individually)**

1. **Click the name of the assessment** from the Assessments screen.
2. Click the **Add to Assessment drop down menu**, select **Existing Questions**. This will take you to the Questions Database screen.
3. Select the **checkbox(es)** that corresponds to all the questions you wish to add to the assessment.
4. Then click **Add Selected**.

---

Training 26 March 24, 2009
To Add a Question Set to an Assessment

1. Click the name of the assessment from the Assessments screen.
2. Click the Add to Assessment drop down menu, click Question Set. This will take you to the Questions Database screen.
3. Select the checkbox(es) that corresponds to all the questions you wish to add to the assessment.
4. Then click Add Selected.

5. From the list of questions for the assessment you are working with click the Select drop down arrow that corresponds to the appropriate question set.
6. Select the appropriate number from the drop down list. This will determine how many of the questions in the question set will be randomly displayed to those taking the assessment.
7. Then click Update Total.
To Assign Points to Questions

1. Enter a point value in the Points box located in the Points column that corresponds to each question or question set that is a part of the assessment.
2. Then click Update Total.

To Remove a Question from an Assessment

1. Click the Action Links button next to question you want to remove
2. Then click the Remove button.

To Change the Order of the Questions on an Assessment

1. Click the checkbox associated with the question you wish to move.
2. Then locate the question or part above which you want the selected question to appear click the Move Selected Items Above button found in the Move column.
Assessment Properties

Most properties apply to all assessments types. However, some properties apply to quizzes and surveys only.

Assessment properties allow you to:

- modify the assessment title and short title.
- specify question delivery.
- for quizzes and surveys only, specify assessment duration.
- for quizzes and surveys only, specify the number of attempts and the time between attempts.
- specify a start and end date and time for the assessment.
- specify a message that appears when students submit their assessments.
- specify an external e-mail address to which submissions are sent.
- specify the results that are displayed
- Add custom instructions

To Edit Properties for an Assessment

1. From the open assessment, click the Action Links button next to title of the assessment.

2. Click the Edit Properties button.

Training 29 March 24, 2009
3. If necessary, change the title of the assessment and enter a description that would display under the icon for the assessment.

4. If ready, select the Show Item radio button to ensure that students will be able to see the assessment once all other criteria has been met.

5. In the Grade Book column name section, if necessary, enter a shorter name for the assessment to display in the grade book.

6. In the Question delivery section, select the appropriate radio button for how students will see questions: Deliver questions all at once, Deliver questions one at a time and allow questions to be revisited, or Deliver questions one at a time and do not allow questions to be revisited.

7. Clear the check from the Display question titles checkbox.

8. In the Display Assessment window choose to have the assessment open in the same browser window or in a new window when students click the assessment. Click the In the same browser window radio button or In a new browser window radio button.

9. In the Duration section set the amount of time a student has to complete an assessment. For an unlimited amount of time, select the Unlimited radio button in the Duration section. Or
specify a specific amount of time by selecting the **Time radio button** and then **entering the number of hours or minutes** in the related boxes and drop down lists. You can also prevent someone from submitting their answers if time has expired by selecting the **Disallow answer submission if time has expired checkbox**.

10. In the Attempts section, set how many attempts a student has to take an assessment. Click the **Attempts allowed drop down list** and **select the number**. Check the **Randomize questions in a question set for each attempt check box**, if necessary.

11. Then specify the amount of time someone must wait between attempts. In the Attempts separation area, **enter the number of hours or minutes** in the related boxes and drop down lists.

12. In the Student score release section, select when a student may see their assessment results. Select the appropriate **radio button** for releasing the score.

13. Then select **which attempt will be placed in the grade book from the drop down list**.

14. In the Statistics release section, if necessary, click the **Release statistics to Students after releasing score checkbox**.

15. In the Goals section, click **Select Goals**.
   a. In the new window, **click the check box next to the goals** that correspond to the assessment.
   b. Then click **Add Selected**.

16. Under More Options, click the **Dates Available link** to expand that section.
17. **Select at Start and End Time** for students to take the quiz.
18. If desired, click the **Create a corresponding event in the Calendar check box**.
19. Under More Options, click the **Results Properties link** to expand that section.

**Results Properties**

- Student results display:
  - ![ ] Show the question text.
    - ![ ] Show the Student's response for each question.
      - ![ ] Show the percentage value of the Student's answer.
      - ![ ] Show the correct answer.
      - ![ ] Show the correct answer and the percentage value of the Student's answer.
  - ![ ] Show the feedback for each question.
  - ![ ] Show the Student's score for each question.
  - ![ ] Show the Student's total score for the assessment.
  - ![ ] Show the grader comments for the assessment.

- E-mail results to: __________

20. In the Results Properties section, select the **checkboxes** that correspond to the type of results you wish to display to the student.
21. If necessary, **enter an email address** into the **E-mail results to box**.
22. Under More Options, click the **Submission Properties link** to expand that section.

**Submission Properties**

- Submission message: __________

- E-mail submissions: Send a copy of each Student's submission via e-mail to: __________

23. In the Submission Properties section, if necessary, **enter a message** in the **Submission message box** that will display to the student after they submit their assessment.
24. If necessary, **enter an email address** in the **Send a copy of each student’s submission via e-mail to box**.
25. Under More Options, click the **Security Properties link** to expand that section.
26. In the Security Properties section, access to an assessment can be restricted by a password (that is in addition to the password necessary to login to iCollege) or even to a particular location based on IP addresses. Enter a password in the Proctor password box, if necessary.

27. Under More Options, click the Custom Instructions link to expand that section.

28. In the Custom Instructions section, enter instructions into the box that will appear at the top of an assessment.

29. Click Save.

To Preview an Assessment

1. From the Assessment screen, click the Action Links button next to the assessment.
2. Then click the Preview button.

To Delete an Assessment

1. From the Assessment screen, click the Action Links button next to the assessment.
2. Then click the Delete button.

Assessments that have been made available can be accessed from the Course Tools Menu, from within a learning module, or from an icon placed on the homepage or within a folder.
To Add an Assessment to the Homepage, Folder, or Learning Module

1. From the Assessment screen, click the check box next to the assessment you wish to add to the homepage, folder, or learning module.

2. Click the **Create Link on drop down list**. From the drop down list select **Homepage**, a **particular folder**, or a **particular learning module**. Then click the **green arrow**.
Grading Assessments

Assessments that students submit for grading are called submissions. Instructors access submissions for grading using the Assessment Manager.

Submissions are not available for self tests, only for quizzes and surveys.

To Locate the Assessment Manager

1. Click the Teach tab, locate the Instructor Tools Menu.
2. Click the Assessment Manager link.
**Graded Tab**
If the Assessment was automatically graded it will appear under the *Graded tab*. Assessments that do not include paragraph or essay questions are typically automatically graded unless there is some irregularity such as exceeding time limits. Individual student submissions can be accessed from this tab, grades can be reviewed and edited. Additionally, the submission can be reset from this tab to give a student the opportunity to re-do for whatever reason the instructor deems ok. Other options from this tab include sending the student mail and viewing their performance report.

Instructors can also choose to grade all instances of a particular question at once with the names withheld from this tab.

Reports can also be generated.

Instructors can review access logs to determine what time Students began and finished their assessments, how much time the Students spent on each question, and total time spent on the assessment.

**Not Graded**
If the Assessment was not automatically graded (maybe it contained a paragraph question or the time limit was exceeded) it will appear under the *Not Graded* tab. Student submissions can be graded from this tab.

Additionally, the submission can be reset from this tab to give a student the opportunity to re-do for whatever reason the instructor deems ok. Other options from this tab include sending the student mail and viewing their performance report.

Instructors can also choose to grade all instances of a particular question at once with the names withheld from this tab.

Reports can also be generated.

Instructors can review access logs to determine what time Students began and finished their assessments, how much time the Students spent on each question, and total time spent on the assessment.

**Not Submitted**
The *Not Submitted* tab will list all students who have not completed an assessment (quiz or survey).
To View a Graded Assessment Submission

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. *Click the name of the assessment* you wish to view the submissions for.
3. *Locate the name of the student* you need to view the submission for.
4. In the Attempt column for the particular student, *click the Attempt link*. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.

To Change/Update Grade/Make Comment on a Graded Assessment Submission

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. *Click the name of the assessment* you wish to view the submissions for.
3. *Locate the name of the student* you need to view the submission for.
4. In the Attempt column for the particular student, *click the Attempt link*. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.
5. With the attempt open, *you can enter points at the top to adjust the total assessment score by*, *you can override the score on individual questions, make comments on individual questions, or make comments for the entire attempt.*
6. Click **Update Grade**.

### View Attempt 1 of Unlimited

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student, Demo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Syllabus Quiz</td>
</tr>
<tr>
<td>Started:</td>
<td>January 28, 2009 1:49 PM</td>
</tr>
<tr>
<td>Submitted:</td>
<td>January 28, 2009 1:49 PM</td>
</tr>
<tr>
<td>Time spent:</td>
<td>00:00:26</td>
</tr>
<tr>
<td>Total score:</td>
<td>100/100 = 100%</td>
</tr>
</tbody>
</table>

Adjust total score by: 0.0

**Update Grade**  **Reset Attempt**  **Cancel**

### 1. Response Time

What is the expected response time to emails and discussion postings?

<table>
<thead>
<tr>
<th>Student Response</th>
<th>Value</th>
<th>Correct Answer</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 2 business days (M-F)</td>
<td>100%</td>
<td>✅</td>
<td>Recommended response time for instructor and students!</td>
</tr>
<tr>
<td>B. Once a week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To Reset a Graded Assessment Submission**

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. **Click the name of the assessment** you wish to view the submissions for.
3. **Locate the name of the student** you need to reset the submission for.
4. In the Attempt column for the particular student, click the **Action Link button** next to the attempt. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.
5. Click the **Reset Attempt button**.
6. Click **OK** to continue with the reset.

**To Send Mail or View Performance for a Particular Student on a Graded Assessment Submission**

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. **Click the name of the assessment** you wish to view the submissions for.
3. **Locate the name of the student** you need to send mail to or view performance for.
4. Click the **Action Link button** next to the name of the student.
5. Then click **Send Mail button** or **View Performance Report button**.

**To View a Graded Assessment Submission Access Log**

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. **Click the name of the assessment** you wish to view the submissions for.
3. **Locate the name of the student** you need to view the access log for.
4. In the Time column for the particular student and assessment, **click the Time link**.
To Grade All Attempts of a Question from the Graded Tab

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. *Locate the name of the assessment* that has the question you wish to grade all the student attempts at it.

3. Click the **Action Link button** next to the name of the assessment.
4. Click the **Grade All Attempts of a Single Question button**.
5. *Locate the question* that you want to view all attempts at.

6. Click the **Action Link button** next to the name of the question.
7. Then click the **Grade all attempts of this question button**.
8. If necessary, click the **Hide Names button** so that you can grade the question without the bias of knowing whose question you are grading.

---

**View Attempts of: New Content**

Click an Attempt from the list below. To grade anonymously, click **Hide Names**.

<table>
<thead>
<tr>
<th>Name</th>
<th>Attempt</th>
<th>Score Out of 25</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alter Ego, Tracy</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Bird, Dawn</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Lella, Mike</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Mara, Gail</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>McCarrick, Bob</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Ramsey, Sharon</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Student, Demo</td>
<td><strong>Attempt 1</strong></td>
<td><strong>25.0</strong></td>
<td>Graded</td>
</tr>
<tr>
<td>Villano, Pets</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
</tbody>
</table>

---

7. In the Attempt column for the particular student, **click the Attempt link**.
8. With the attempt open, **you can enter or override the score on individual questions and/or make comments on individual questions**.

9. Click **Save and View Member List or Done** to end the grading.

---

Training 39 March 24, 2009
To View Reports for an Assessment from the Graded Tab

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. **Locate the name of the assessment** that has the question you wish to grade all the student attempts at it.
3. Click the **Action Link button** next to the name of the assessment.
4. Click the **View Reports button**.

**Assessment Reports**
Assessment Title: **Syllabus Quiz**

**Select a Report Type**
- **Overall Statistics**
  View the score earned and answers submitted by each student, and statistics for each question.
- **Comparison Statistics**
  Select a Grade Book column: **User ID**
  View the mean score of the assessment and class performance statistics for each question. To compare scores and statistics based on performance in another column in the Grade Book, select a column.

**OPTION 1:**
5. Select the **Overall Statistics radio button**. Then click **Run Report**.

**Overall Statistics**
Title: **Syllabus Quiz**
Grade: The grade is based on the attempt with the highest score.

**Show All Records** | **Query** | **Manage Columns** | **Download Records** | **Printable Statistics View**
--- | --- | --- | --- | ---

**Show:** **View by Student** | **View by Question**

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>User name</th>
<th>Grade</th>
<th>Attempt</th>
<th>Score</th>
<th>Response Time</th>
<th>login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alter Ego</td>
<td>Tracy</td>
<td>tradki</td>
<td>25/100</td>
<td>1</td>
<td>25</td>
<td>b.24 hours</td>
<td>-----</td>
</tr>
<tr>
<td>Bird</td>
<td>Dawn</td>
<td>1dbird</td>
<td>50/100</td>
<td>1</td>
<td>50</td>
<td>a.2 business days (M-F)</td>
<td>-----</td>
</tr>
<tr>
<td>Lella</td>
<td>Mike</td>
<td>1mlella</td>
<td>100/100</td>
<td>1</td>
<td>100</td>
<td>a.2 business days (M-F)</td>
<td>-----</td>
</tr>
<tr>
<td>Mara</td>
<td>Gail</td>
<td>1gmara</td>
<td>75/100</td>
<td>1</td>
<td>75</td>
<td>a.2 business days (M-F)</td>
<td>True</td>
</tr>
</tbody>
</table>

6. View the different options by switching between **View by Student**, **View by Question**, or **Printable Statistics View**.
OPTION 2:
7. Select the **Comparison Statistics radio button**. From the drop down list select the column in the grade book that you want to use to compare. Then click **Run Report**.

8. View the different options by switching between **Summary** or **View by Question**.
To View an Ungraded Assessment Submission

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Locate the name of the student and the name of the assessment you need to view the submission for.
3. In the Attempt column for the particular student and assessment, click the Attempt link. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.

To Grade an Assessment Submission

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Locate the name of the student and the name of the assessment you need to view the submission for.
3. In the Attempt column for the particular student, click the Attempt link. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.
4. With the attempt open, you can enter points at the top to adjust the total assessment score by, you can override the score on individual questions, make comments on individual questions, or make comments for the entire attempt.
5. Click Update Grade.

To Reset an Ungraded Assessment Submission

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Locate the name of the student and the name of the assessment you need to reset the submission for.
3. In the Attempt column for the particular student, click the Action Link button next to the attempt. A student may have more than one attempt at an assessment depending on the properties of the assessment as selected by the instructor.
4. Click the Reset Attempt button.
5. Click OK to continue with the reset.

To Send Mail or View Performance for a Particular Student on an Ungraded Assessment Submission

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Locate the name of the student and the name of the assessment you need to send mail to or view performance for.
3. Click the Action Link button next to the name of the student.
4. Then click Send Mail button or View Performance Report button.
To View a Graded Assessment Submission Access Log

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Locate the name of the student and the name of the assessment you need to view the access log for.
3. In the Time column for the particular student and assessment, click the Time link.

To Grade All Attempts of a Question from the Not Graded Tab

1. From the Assessment Manager screen, click the Not Graded tab, if necessary.
2. Click the Action Link button next to the name of the assessment.
3. Click the Grade All Attempts of a Single Question button.
4. Locate the question that you want to view all attempts at.
5. Click the Action Link button next to the name of the question.
6. Then click the Grade all attempts of this question button.
7. If necessary, click the Hide Names button so that you can grade the question without the bias of knowing whose question you are grading.

View Attempts of New Content

Click an Attempt from the list below. To grade anonymously, click Hide Names.

<table>
<thead>
<tr>
<th>Name</th>
<th>Attempt</th>
<th>Score Out of 25</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alter Ego, Tracy</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Bird, Dawn</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Lella, Mike</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Mara, Gail</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>McCarrick, Bob</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Ramsey, Sharon</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Student, Demo</td>
<td>Attempt 1</td>
<td>25.0</td>
<td>Graded</td>
</tr>
<tr>
<td>Villano, Peta</td>
<td>Not attempted</td>
<td>--</td>
<td>Not submitted</td>
</tr>
</tbody>
</table>

10. In the Attempt column for the particular student, click the Attempt link.
11. With the attempt open, you can enter or override the score on individual questions and/or make comments on individual questions.
12. Click Save and View Member List or Done to end the grading.
To View Reports for an Assessment from the Graded Tab

1. From the Assessment Manager screen, click the **Graded tab**, if necessary.
2. *Locate the name of the assessment* that has the question you wish to grade all the student attempts at it.
3. Click the **Action Link button** next to the name of the assessment.
4. Click the **View Reports button**.

**Assessment Reports**

Assessment Title: **Syllabus Quiz**

**Select a Report Type**

- **Overall Statistics**
  View the score earned and answers submitted by each student, and statistics for each question.
- **Comparison Statistics**
  Select a Grade Book column: **User ID**
  View the mean score of the assessment and class performance statistics for each question. To compare scores and statistics based on performance in another column in the Grade Book, select a column.

---

**OPTION 1:**

5. Select the **Overall Statistics radio button**. Then click **Run Report**.

**Overall Statistics**

Title: **Syllabus Quiz**
Grade: The grade is based on the attempt with the highest score.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>User name</th>
<th>Grade</th>
<th>Attempt</th>
<th>Score</th>
<th>Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alter Ego</td>
<td>Tracy</td>
<td>tradk</td>
<td>25/100</td>
<td>1</td>
<td>25</td>
<td>b.24 hours</td>
</tr>
<tr>
<td>Bird</td>
<td>Dawn</td>
<td>1dbird</td>
<td>50/100</td>
<td>1</td>
<td>50</td>
<td>a.2 business days (M-F)</td>
</tr>
<tr>
<td>Lolla</td>
<td>Mike</td>
<td>1mlolla</td>
<td>100/100</td>
<td>1</td>
<td>100</td>
<td>a.2 business days (M-F)</td>
</tr>
<tr>
<td>Mara</td>
<td>Gail</td>
<td>1mgara</td>
<td>75/100</td>
<td>1</td>
<td>75</td>
<td>a.2 business days (M-F)</td>
</tr>
</tbody>
</table>

---

6. View the different options by switching between **View by Student, View by Question, or Printable Statistics View**.
OPTION 2:
7. Select the **Comparison Statistics radio button**. From the drop down list select the column in the grade book that you want to use to compare. Then click **Run Report**.

8. View the different options by switching between **Summary** or **View by Question**.

---

<table>
<thead>
<tr>
<th>User ID</th>
<th>N</th>
<th>Mean*</th>
<th>Median</th>
<th>Standard Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1dbird</td>
<td>1</td>
<td>50.00%</td>
<td>50.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>1gmara</td>
<td>1</td>
<td>75.00%</td>
<td>75.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>1mlela</td>
<td>1</td>
<td>100.00%</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>tradki</td>
<td>1</td>
<td>25.00%</td>
<td>25.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Totals</td>
<td>4</td>
<td>62.50%</td>
<td>62.50%</td>
<td>32.27%</td>
</tr>
</tbody>
</table>

*The mean reflects the proportion of students not taking the final grade are not reflected.