Assessments:
Making them Available to Students with Special Circumstances

To make an assessment available to students who have special circumstances you will need to do the following:

1. Create a copy of the assessment.
2. Edit Settings for dates, times, and attempts if necessary.
3. Make sure the assessment is “available”.
4. Set selective release criteria so that only the student(s) who must see the copy can do so.
5. Place the icon or link to the copied assessment on the homepage or within a learning module.

STEP 1: Copy an Assessment
1. Go to the Build tab then click on Content Inventory subtab this will display the Tools screen with the tools available to create content.
2. Click the Assessments link. This will display the Assessments screen.
3. Click the Create Assessment button.
4. In the Title box on the Create Assessment screen, enter a Title for the Assessment. For example: ‘Exam 1 Form B’ – something that will distinguish the exam from the exam that the rest of the class is taking.
5. In the Type section, select the Quiz, Survey, or Self Test radio button.
6. Click the Base on an existing assessment radio button. Then from the drop down list select the assessment that you want to copy.
7. Click the Save button.

STEP 2: Apply Assessment Settings to the Copy
1. Return to the Assessments screen by clicking the Assessments link in the breadcrumbs, if necessary.
2. Click the Edit Settings button located in the options column that corresponds to the assessment you need to edit the settings for.
3. In the Settings section, you can change the title of the assessment.
4. In the Grade Book column name section you can enter a shorter name for the assessment to display in the grade book.
5. In the Question titles section if necessary choose to have the question titles appear as part of the assessment.
6. Additionally, you can choose how the questions will be delivered to the students, by selecting the appropriate radio button in the Question delivery portion of this section.
7. Next, you should decide how long you would allow someone to complete the assessment. For an unlimited amount of time, select the Unlimited radio button in the Duration section. You can also 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.
8. You can also set how many attempts someone 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.
9. You can also specify the amount of time someone must wait between attempts. In the Attempts separation are, enter the number of hours or minutes in the related boxes and drop down lists.
10. In the Student score section, select which attempt grade will be placed in the grade book from the drop down list.

11. In the Student score release section the way that scores are released to students is chosen. Select the appropriate radio button for releasing the score. It is important to keep in mind that some assessment questions are not graded automatically such as paragraph questions. So if a score is released once it is submitted it is possible that the result may not be accurate because a paragraph question has not yet been graded.

12. Click the Dates Available green arrow.

13. Select at Start and End Time for students to take the quiz.

14. Click the Results Settings green arrow.

15. In the Student results display section the way that scores are displayed to students is chosen. Select the checkboxes that correspond to the type of results you wish to display.

16. If you like you can have the results of each quiz emailed to you by entering an email address into the E-mail results to box.

17. Click the Submission Settings green arrow.

18. In the Submission Setting section a message can be sent to people who submit an assessment by entering message in the Submission message box. A copy of a submission can also be emailed by entering an email address in the Send a copy of each student’s submission via e-mail to box.

19. Click the Security Settings green arrow.

20. In the Security Settings section, access to an assessment can be restricted by a password (that is in addition to the password necessary to login to WebCT Vista,) or even to a particular location based on IP addresses. The most common security setting is to provide a proctor password for the assessment. For instance, if students are to take an assessment using WebCT Vista but it is to be monitored (i.e. they are not taking it at home or at any other location.) you can supply a proctor password for the assessment and give that password to the Testing Center. This way students must go to the Testing Center to take the assessment. Enter a password in the Proctor password box, if necessary.

21. Click Save to store the settings selected for the assessment.

STEP 3: Turning Assessments ON or OFF
Make sure that the assessment is available.

1. On the Assessments screen, locate the assessment that you wish to change the availability for.

2. Then look in the Available column and click the corresponding status indicator. Clicking NO will change the status to YES. Clicking YES will change the status to NO.

STEP 4: Set Selective Release Criteria
1. Go to the Build tab then click on Content Inventory subtab this will display the Tools screen with the tools available to create content.

2. Click the Assessments link. This will display the Assessments screen. This screen will list all assessments that have been created.

3. Locate the Assessment you copied, then look to the right and click the green Set Release Criteria icon.

4. Click the Member button, select the student(s) that need access to the copied assessment.

5. Click Save, then click Save again.
STEP 5: Add the Assessment to the Homepage (organizer page) or a Learning Module

To Add to the Homepage

1. Select the Build tab and then select the Basic View subtab.
2. Click the Go to drop down list and select the appropriate page, Homepage or organizer page, to add content to then click the green Go Arrow.
3. From the Add to… menu click Assessments that you want to add content from.
4. Select the assessment from the Select from inventory list. Then click Add Selected.

To Add to the Learning Module

1. Go to the Build tab then click on Content Inventory subtab this will display the Tools screen with the tools available to create content. There is also a drop down list at the top next to the Content Inventory subtab listing available tools.
2. Click the Learning Module link.
3. This will display the Learning Module screen. This screen will list all modules that are currently part of Learning Module.
4. From the Learning Module screen, click the name of the module that you wish to add assessment to.
5. From within the Learning Module, under Add to Learning Module, click Assessments.
6. To add an existing component, under Select from inventory, click the particular assessment to select it and then click Add Selected. The Learning Module screen updates and the component is added to the bottom of the table of contents.

NOTE: This will create another column in the gradebook.