

Quizzes Guide

Quizzes

Quizzes are an assessment tool that can be automatically linked with the Grades tool, Learning Objectives or a Rubric. It has multiple setup options to control number of attempts, security, and more. To create a new Quiz, enter the Quiz tool through Edit Course and click the blue **New Quiz** button.

Restrictions

Restrictions controls access to the quiz: who, when, how.

Status: This determines whether a quiz can be taken. Quizzes default to Inactive; they must be in Active status before a student can take them.

Dates: Quizzes can be made to appear/disappear on prescribed dates. If either or both dates are enforced, they can be pushed to all enrolled users' calendars.

Release Conditions: See Release Conditions sheet for further information.

Security Options: These are only available if your organization has a contract with third-party Respondus.

Advance Restrictions: Apply a password or IP address restrictions for further security. When using IP restrictions, collaborate with your organization's IT professional to ensure the restriction does not accidentally lock out eligible students.

Timing: Time limits can be enforced or suggested, and clocks can be shown or hidden. If a time limit is enforced, best practice is to show the clock. You can also allow a grace period before the quiz is marked as late.

Late Submissions: Controls what happens when an enforced time limit expires. Late limit determines the time frame before a mark of 0 is awarded. Auto-submit will force a submission when the time limit and grace period expire (ONLY saved responses will be submitted).

Advanced Availability: Specific students can be granted late access to the quiz (helpful if students are away on the quiz date), or the quiz can be limited to specific users (helpful for make-up quizzes).

Properties

Properties are the first area when setting up a quiz. The following settings are available here:

Grade Item: You can attach the Quiz to a Grade Item here. If no Grade Item exists, you can create it directly from this tool. If you check off "Allow Auto-Export" the auto-gradable questions will feed to the Grade Book as soon as the quiz is submitted.

Add Rubric: You can attach an existing rubric or create a new one from within the tool.

Hints (Checkbox): Hints are created question-by-question, but you can control whether they're seen on a quiz level as well. This is handy when importing questions that may have hints attached to them.

Disable Right Click

/Pager/Alerts: This is a security feature that prevents users from copying quiz questions using right click. You can also disable messaging tools used within the LE.

Messages: These are static text boxes for organization and communication. Description could contain the test date or a summary of content here. Introduction is the first piece of text students will see when they start the quiz and can be used to remind them of important information. Headers and Footers can be used the same way, and will be present on every page of the quiz.

Submission Views

You can control what information the learner sees upon completion of the quiz. Creating multiple views with staggered release dates allows you to release information slowly over time. For example, you could set one view to appear immediately with only the user's score. A second view could be set for a week later (once everyone has completed the quiz) to show which questions were correct and/or incorrect. A third view with the class statistics could be set for end of term.

Layout and Formatting

You can create questions and have them available only in the quiz. The best practice is to create questions in the Question Library (see separate sheet) and import selected questions into the quiz. This is especially helpful if questions will come back for final exams, etc.

To bring questions in from the Question Library, select **Import**. Under Source Collection, select the appropriate collection. Select the appropriate section from the next drop down menu and click **Save**. You can then choose which sections and/or specific questions you want in the quiz.

Once questions are added, you can organize them into sections and insert page breaks which determine how many questions the student will see per page. This can be helpful if early questions in the quiz (i.e. What is Romeo's girlfriend's name?) can be answered by later questions (Write an essay on whether Juliet is noble or crazy).

Manually Grading and Recalculating

You can look over each attempt made by students and adjust their grades if necessary. This is also how you grade Long Answer questions, which cannot be auto-graded.

1. In the main menu of the Quiz tool, locate the quiz in question and click the dropdown arrow next to it
2. Click the **Grade** option
3. Locate the student in question and click on the appropriate attempt

You can then adjust each question score individually, or adjust the total score of the quiz.

Note: When adjusting the question scores, the quiz score will auto-update to reflect the new mark values.

Attempts

This tab allows you to control how many attempts a user gets, which attempt is entered in the Grade Book and how that grade is calculated when there are multiple attempts. You can also average all attempts.

Reports

Multiple reports can be set up for one quiz. For example, if you wanted one report with certain information to go to TAs, and another more comprehensive report to go to Admins, you could set up both.

Once a Report is set up, it can be accessed by using the context specific dropdown beside the quiz in question and selecting **Reports**. At that time you can specify all reports, or include a specific date range for attempts. Reports can be generated in HTML or CSV format.

Random sections

Random Sections can be inserted into quizzes. This allows a section of the quiz to random selection any questions from a pre-determined set. Each student will get a semi-unique set of questions.

Note:The preferred workflow for Random Sections is to have your questions created first, and then create the section and insert them.

In the Layout & Formatting tab, click the **Insert** button and select **Random Section**. Import the questions you wish to be included and select how many should appear per quiz.