

Assessments – Quiz/Survey in CourseDen

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Getting Started with Assessments

In CourseDen, Self-Tests and Quizzes are integrated into “Assessments”...

| Quizzes | Self-tests |
|---------------------------------------|--|
| Multiple Choice + 8 other types of Qs | Multiple Choice + 8 other types of Qs |
| Student performance data is recorded | Student access is tracked but performance data is not recorded |
| Immediate feedback * (on or off) | Immediate feedback (always on) |
| Random option available | Random option available |

In CourseDen, **Surveys** are also integrated into “Assessments”...

| |
|--|
| Surveys are anonymous. Quizzes are not. |
| All utilize the same types of questions and the same question database. |
| All can be analyzed to produce summative & specific statistical analyses. |
| Survey data can not be linked back to the respondent. Quiz & Self-Test data can. |

Possible Uses for Self-tests, Quizzes & Surveys

Self-tests provide students with a quick & easy way to test their comprehension over a specific section of content for which they are responsible for (ex: check of reading comprehension). Self-tests are also good tools for exam review.

Quizzes should be used when record keeping is required & when a more in-depth assessment of a student’s knowledge is desired. Or, when statistical analysis of performance is desired. *A Quiz can also be used as a Self-Test!*

Surveys can be used for gauging student opinion or as a communication tool. Students can comment anonymously on sensitive issues, student/ instructor research.



Learning Objectives for Assessments Workshop

These objectives mirror the 7 steps to implementing Assessments in your course:

1. Create question categories in Question Database
2. Create a question (multiple choice, for ex)
3. Create a quiz, survey, or self-test
4. Make a quiz, survey, or self-test available to students
5. Take the quiz, survey or self-test as a Demo student (optional)
6. View quiz or survey results
7. Grade, re-grade, or edit as necessary

The reasons for this two-tiered system that includes a Questions Database is so that you can:

- ◆ Pull a set of random questions from a group (for ex: 50 Qs from a group of 100)
- ◆ Use same question over again in another Assessment

Step 1: Create Question Database Categories

Although you *CAN* jump right to building a quiz, survey, or self-test, it is best to set up your Question Database and add questions first.

1. Note that naming is important: Within your Question Database, question categories can help you organize your questions. You can create categories based on a specific topic or the title of the assessment in which the questions will be used. It's okay to use titles like "Week 1," "Exam 1" or "Chapter 2" - just be sure to add on a more descriptive note, in case you change terms or textbooks later. For example, you might call one "Week 1 History of Org Theory"
2. Click the Build tab.
3. Click the Assessments tab.
4. Click the Question Database button (top of the middle of the page)
5. Click Create Category.
6. Enter your category name in the "Title" field. *For this workshop, enter "Practice Exam"*
7. Save.

Step 2: Create a Question

You can create the following types of questions—see appendix links for question-type specific instructions

- ◆ Calculated
- ◆ Fill-in-the-Blank
- ◆ Jumbled Sentence
- ◆ Matching
- ◆ Combination
- ◆ Multiple Choice
- ◆ Paragraph
- ◆ Short Answer
- ◆ True False

To create a question:

1. Click the Build tab.
2. Click the Assessments tab.
3. Click the Question Database button.
4. Click Create Questions button and choose the question type.
5. Fill in the forms and under More Options, choose the desired category.

| Question Option | Use this option to: |
|------------------------------|---|
| Question Title | Insert a unique title for organization purposes in your questions database. |
| Question text | Insert the question text. |
| Format | Check the "Use HTML" box if you plan to use HTML code in the question text. |
| Equation token | Use this option to insert an image of a formula. |
| Image option | Use this option to insert an image in between the question text and the answer space. |
| Select mode | Specify if one answer is correct or whether multiple answers will be correct. |
| Answer fields | Enter the possible answers; you can also enter feedback for a particular question |
| Correct response and Value % | Check the Correct response box. In the Value (%) field for the correct answer, type 100 or the total correct percentage for the question. |
| Category | Select to place the question in a category for organizational purposes. |
| Settings | You can specify the presentation and grading of the possible answers. |
| Answer Layout | Select how you would like the possible answers to appear. |
| Answer labels | Select if you would like for the possible answers to be lettered or numbered. |
| Randomize answer ordering | Select if you would like for the possible answers to show up in random order to students. |
| Grading Scheme | If more than one answer is correct, you can specify whether each correct answer is worth a portion of the full value of the question or whether students must select all of the correct answers to get points for the question. |
| Allow negative score | Specify if wrong answers should result in negative scoring. Note: If you select Yes, you may want to indicate this to students in the question text, i.e., An incorrect choice will result in a negative score. |
| General feedback | Provide the feedback for the entire question, if any. |
| Section designer notes | Enter any notes about this question that you would like to be visible only to Designers. |

Step 3: Create a Quiz, Survey, or Self-test

1. Click the Build tab.
2. Click the Assessments tab.
3. Click Create Assessments.
4. For "Title," type in the title of the assessment.
5. For type, select Quiz, Survey, or Self Test.
6. Click Save and Add Questions.
7. For Add, select Add existing questions to add questions in the same order for all students; select Add a Question Set to add a set of randomized questions (note that all questions in the same set must be worth the same amount of points; also note that from here you can also create new questions on-the-fly)

Create Assessment

*Title:

Grade Book column title: The Grade Book column name appears in M assessment.

Type: Quiz
Quizzes are online assessments for wh
 Survey
Surveys are anonymous online evaluat
 Self Test
Self tests are assessments for which S the grades are not recorded in the Gra

*Required field

8. Select the questions you want to add to your quiz by clicking on the box to the left of the question title.
9. Click Add Selected
10. Set desired points for each question and click Update Total at bottom.

Practice Exam (Hidden)

Description

| Move | Title | Points | Type |
|--------------------------|---------------|---------------------------------|---|
| <input type="checkbox"/> | 1. Testing001 | <input type="text" value="10"/> | Multiple Cho |
| <input type="checkbox"/> | 2. Testing002 | <input type="text" value="10"/> | Multiple Cho |
| <input type="checkbox"/> | 3. Testing003 | <input type="text" value="10"/> | Multiple Cho |
| <input type="checkbox"/> | 4. Testing004 | <input type="text" value="10"/> | Multiple Cho |
| <input type="checkbox"/> | 5. Testing005 | <input type="text" value="10"/> | Multiple Cho |
| Total Points | | <input type="text" value="50"/> | <input type="button" value="Update Total"/> |

Step 4: Make a Quiz, Survey, or Self-test Available to Students

Once you have created this item:



1. Access the quiz, survey, or self test in the Assessment tool that you want to make available.
2. In the upper-left part of the page, there will be a small gray icon next to the Title of the assessment -
3. Click the Icon and Select "Show Item" or click "Edit Settings" - Either will work
4. If you selected "Edit Settings", go to the Dates Available area, choose to open and close the quiz at specific dates and times. Note: Even though you have made the quiz available, students will not be able to view it until the specified open date.
5. Decide: from where do you want the students to access the Assessment? There are 3 options:
 - A. Go to Build tab and click on Assessments to add an Index of ALL assessments to the Course Menu
 - B. Go to Build tab and click on "Add Content Link"; choose to add an Assessment
 - C. Go to Build tab and click on a Learning Module, click "Edit", choose to Add Content Link

Step 5: Take the quiz, survey or self-test (optional)

The best way to make sure that all is working well is to click on the View tab and take your own assessment (remember you'll have to the dates open and released to your Demo Student account)

When you click on the Student View tab you are actually in the course as this "Demo Student" person. If you were to send a mail message while on this tab, it would be from "Demo Student".

IF you want to open the assessment only to your Demo student:

1. Access the quiz, survey, or self test in the Assessment tool that you want to make available to only you.
2. Under the action menu '  — click Show Item.
3. Click the Action Menu Icon again and click Set Release Criteria
4. Select "Member" as your criteria
5. Check the box next to the student named "Demo Student"
6. Click Save
7. Your criteria should appear listed
8. Click Save again
9. Click the action menu icon - '  , then click Edit Settings.
10. In the Dates Available area, choose to open and close the quiz at specific dates and times. Note: Even though you have made the quiz available, students will not be able to view it until the specified open date. AND since you also added the extra selective release—only you the "Demo Student" can access it during those dates!
11. Click on the Student View tab and take the test.
12. View the results as a student (if that was allowed in your settings)
13. View the submission from the Teach tab, Assessments, choose quiz and view submissions option
14. See if it graded correctly; try updating changing the grade
15. Return to Student View and click on Grades to see if you indeed can see the grade as released
16. If all is well then you can be sure it is working but...
17. DON'T forget to change the Date Settings and remove the Selective Release.

Step 6: View Quiz or Survey Results as Instructor

In CourseDen, you have these options with student submissions:

Quizzes: You can view individual submissions and view/download assessment reports

Surveys: You can only view who has completed the survey and view/ download assessment reports

Self Tests: You cannot view or download submissions because this tool allows students to test themselves only

1. Click the Teach tab.
2. Click Assessments.
3. Click the quiz or survey title.
4. Click View Submissions
5. Click the Graded, Not Graded, Not Submitted, or All tabs at the top left.
6. Click on any desired individuals submission, in order to view it or edit the grading scheme for one individual.
7. See if it graded correctly by clicking on each students' attempt; if needed - update the grade manually and click Save
8. If using any assessment questions that the system cannot automatically grade (short answer, paragraph, etc), you must manually assign grades to each question for each student using this technique.
9. You can click "Reset Attempt" (at the bottom of the submission) - this will reset the student's attempt completely.***

*** Note—The availability settings still apply even though you reset the student's assessment attempt. So you may need to edit the availability settings for the individual student

Appendix 1: Calculated Question

Calculated: Students are presented with a mathematical formula and must enter the answer.

Create Calculated Question

Question

*Title:

To indicate a variable, enter the variable name as specified in the formula in square brackets.
Example: What is the sum of [x] and [y]?

Question text: HTML Creator
 On Off

Use HTML Insert equation:

Image:

Settings

Formula: Enclose variables in square brackets. Example: [x] + [y]. Values for variables will be inserted when the answer set is generated. You can also use constants in place of variables.
[View a list of supported formulas.](#)

After the question is ready, click "Analyze Variables", in order to generate the question sets

Units: Required Ignore spaces Ignore case
 Percentage of the question value:

Variables:
 x Minimum: Maximum: Calculate to decimal places
 y Minimum: Maximum: Calculate to decimal places

Answers

Answer Set: Specify the number of answers per set
 Calculate the answer sets to
 Answer Tolerance (+/-): Units: Percent

| | x | y | Answer |
|----|--------------------------------|---------------------------------|---------------------------------|
| 1 | <input type="text" value="2"/> | <input type="text" value="15"/> | <input type="text" value="17"/> |
| 2 | <input type="text" value="7"/> | <input type="text" value="15"/> | <input type="text" value="22"/> |
| 3 | <input type="text" value="4"/> | <input type="text" value="8"/> | <input type="text" value="12"/> |
| 4 | <input type="text" value="2"/> | <input type="text" value="20"/> | <input type="text" value="22"/> |
| 5 | <input type="text" value="8"/> | <input type="text" value="11"/> | <input type="text" value="19"/> |
| 6 | <input type="text" value="4"/> | <input type="text" value="9"/> | <input type="text" value="13"/> |
| 7 | <input type="text" value="8"/> | <input type="text" value="14"/> | <input type="text" value="22"/> |
| 8 | <input type="text" value="9"/> | <input type="text" value="7"/> | <input type="text" value="16"/> |
| 9 | <input type="text" value="6"/> | <input type="text" value="15"/> | <input type="text" value="21"/> |
| 10 | <input type="text" value="2"/> | <input type="text" value="7"/> | <input type="text" value="9"/> |

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:
 Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 2: Combination Question

Combination multiple choice: Students are first presented with a list of answers. They are then presented with various combinations of those answers and must select one of the combinations as correct.

Create Combination Question

Question

*Title:

Question text: HTML Creator
 On Off

Which of the following are browsers that PC users can use with WebCT Vista: (a) Internet Explorer 6.0 (b) Mozilla Firefox 1.5 (c) Netscape 8.0

Choose one of the following answer combinations:

Use HTML | Insert equation:

Image:

Single Answers

| | | |
|-----------|--|--|
| Answer A: | <input type="text" value="Internet Explorer"/> | <input checked="" type="checkbox"/> Use HTML |
| Answer B: | <input type="text" value="Mozilla Firefox 1.5"/> | <input checked="" type="checkbox"/> Use HTML |
| Answer C: | <input type="text" value="Netscape 8.0"/> | <input checked="" type="checkbox"/> Use HTML |
| Answer D: | <input type="text"/> | <input checked="" type="checkbox"/> Use HTML |
| Answer E: | <input type="text"/> | <input checked="" type="checkbox"/> Use HTML |

Create Answer Combinations

Specify a combination of single answers (e.g., A, B, E), or enter an alternate answer.
For the correct answer combination, select *Correct response*. **Note:** you can only select one correct response.

Combination 1: Correct response
 A B C D E Other: Use HTML

Feedback:
 Use HTML

Combination 2: Correct response
 A B C D E Other:
Feedback:
 Use HTML

Combination 3: Correct response
 A B C D E Other:
Feedback:
 Use HTML

Combination 4: Correct response
 A B C D E Other: Use HTML
Feedback:
 Use HTML

More Options (Expand this area to see more options.)

General feedback:

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.
 Specify an existing category:
 Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 3: Fill-in-the-Blank Question

Fill in the blank: Students are presented with a question containing blanks and must provide the missing text.

Create Fill in the Blank Question

Question

* Title:

Enclose text that is to appear as a blank within square brackets, Example: Fill in [blank].

Question text: HTML Creator
 On Off

UWG's motto is "Educational [excellence] in a [personal] [environment]."

Use HTML Insert equation:

Image:

Answers

Questions appearing in a quiz must be assigned an answer value (%) and grading scheme. Answers must add up to 100%.

| Answer text | Value (%) | Grading scheme | options |
|-----------------------|-----------------------------------|--|---|
| Answer 1: excellence | <input type="text" value="33.3"/> | <input type="button" value="Equals"/> <input type="button" value="v"/> | <input type="button" value="Create Alternate"/> |
| Answer 2: personal | <input type="text" value="33.3"/> | <input type="button" value="Equals"/> <input type="button" value="v"/> | <input type="button" value="Create Alternate"/> |
| Answer 3: environment | <input type="text" value="33.4"/> | <input type="button" value="Equals"/> <input type="button" value="v"/> | <input type="button" value="Create Alternate"/> |

Settings

Answer box width: characters

Answers are case sensitive: Yes / No

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:

Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 4: Jumbled Sentence Question

Jumbled sentence: Students are presented with a question containing blanks and must select the correct word or phrase from a drop-down list.

Create Jumbled Sentence Question

Question

*Title:

Enclose each word or phrase that you want to jumble in square brackets.
Example: The [quick] [brown] [fox] jumped over [the lazy] [dog].

Question text: HTML Creator
 On Off

UWG's [motto] is "[Educational] [excellence] in a [personal] [environment]."

Use HTML Insert equation: New ▼ ➡

Image: Browse...

Update Answer

Answers

Questions appearing in a quiz must be assigned an answer value (%).

Answer: UWG's [motto] is "[Educational] [excellence] in a [personal] [environment]."
 Value (%):

You can create an alternate answer that uses the same jumbled words but in a different order.

Create Alternate

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category: Practice Exam ▼

Create a category:

Save Preview Cancel

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 5: Matching Question

Matching: Students are presented with two lists and must match terms in one list with terms or definitions in the other list.

Create Matching Question

Question

*Title:

Question text: HTML Creator
 On Off

Match the following WebCT Vista tool with its task.

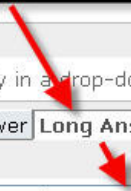
Use HTML | Insert equation:

Image:

Matching Pairs

| | |
|---|---|
| Column 1: Displayed in a fixed order. Column format: <input type="text" value="Short Answer"/> <input type="text" value="Long Answer"/> <input checked="" type="checkbox"/> Use HTML <input type="text" value="WebCT Vista Mail"/> matches <input type="text" value="Assessments"/> matches <input type="text" value="Discussions"/> matches | Column 2: Ordered randomly in a drop-down list. Column format: <input type="text" value="Short Answer"/> <input type="text" value="Long Answer"/> <input checked="" type="checkbox"/> Use HTML <input type="text" value="allows one to send a private mail message to anyone in their class, but not to outside e-mail addresses"/> <input type="text" value="allows students to take an online quiz, survey, or self-test"/> <input type="text" value="Allows students and instructors to post to a discussion board, at their convenience"/> |
|---|---|

You can choose the "Long Answer" option, in order to allow more room for a definition...



Settings

Grading scheme:

- Equally weighted / All answers have equal value.
- All or nothing / The student must complete all matches correctly to receive full value for the question.
- Right minus wrong / The total value is derived from the number of correct matches minus the number of incorrect matches.

Column preview:

- Preview both columns / Required when using the long answer boxes.
- Do not preview both columns

▼ **More Options** (Expand this area to see more options.)

General feedback:

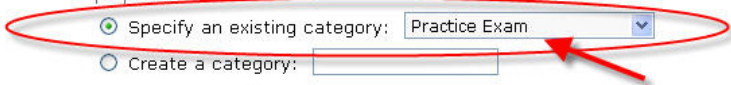
Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

- Specify an existing category:
- Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.



Appendix 6: Multiple Choice

Multiple choice: Students are presented with a list of answers and must select one or more answers as correct.

Create Multiple Choice Question

Question

*Title:

Question text: HTML Creator
 On Off

Users can get help with WebCT Vista from the following ways (check all that apply):

Use HTML Insert equation:

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 (%):

Answer 2: Correct response Value (%):

Use HTML

Feedback:

Use HTML

Answer 3: Correct response Value (%):

Use HTML

Feedback:

Use HTML

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

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:

Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 7: Paragraph Question

Paragraph: Students must answer the question by entering multiple sentences.

Create Paragraph Question

Question

*Title:

Question text: HTML Creator

On Off

Use HTML Insert equation:

Image:

Answer

Pre-fill answer box with:

Settings

Answer box height: lines

Answer box width: characters

(Expand this area to see more options.)

* Required field

Use the "Preview" button to see how big the answer box appears

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:

Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 8: Short Answer Question

Short answer: Students must answer the question by entering a brief response.

Create Short Answer Question

Question

*Title:

Question text: HTML Creator
 On Off

List UWG's current and past mascot.

Use HTML Insert equation: New

Image:

Answers

You must enter a value in the Value (%) text boxes and select a grading scheme from the Grading scheme drop-down lists. When entering values, at least one combination of answer values must add up to 100%.

| Answer | Answer text | Value (%) | Grading scheme | Allow in answer box |
|--------|-------------------------------------|---------------------------------|--|---|
| 1. | <input type="text" value="Braves"/> | <input type="text" value="50"/> | Equals <input type="button" value="v"/> | All Answers <input type="button" value="v"/> |
| 2. | <input type="text" value="Wolves"/> | <input type="text" value="50"/> | Equals <input type="button" value="v"/> | All Answers <input type="button" value="v"/> |
| 3. | <input type="text"/> | <input type="text" value="0"/> | Equals <input type="button" value="v"/> | All Answers <input type="button" value="v"/> |

Settings

Number of answer boxes shown to the student: 2

Answer box width: 30 characters

Answers are case sensitive: Yes / No

More Options (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category: Practice Exam

Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Appendix 9: True False Question

True false: Students must select whether the statement is true or false.

Create True False Question

Question

*Title:

Question text: HTML Creator
 On Off

WebCT Vista requires that pop-up windows be enabled.

Use HTML Insert equation:

Image:

Answer

Correct response: True / False

▶ **More Options** (Expand this area to see more options.)

▼ **More Options** (Expand this area to see more options.)

General feedback:

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category: ▼

Create a category:

Choose settings as desired; Be sure to click on More Options arrow and choose to save your question in the correct category or create one as needed.

Activity 12: View & Grade Your Quiz Submission

1. Log back in to your course, and go to the Teach Tab.
2. Click on the *Assessments tool* and select *the appropriate Assessment*
3. Click on View Submissions
4. Beside each student's name you can now choose to view a submission attempt and also grade a submitted attempt. Go there now and grade your own submission!

#1 Tip:

ALWAYS

**test your quizzes
before assigning
them to students**

Activity 13: Discussion!

More Tips:

- ◆ Save time: Use textbook publisher's e-Packs, with built-in question databases; try formatting for import; try out Respondus
- ◆ Save time: If you want your quiz questions in a particular numeric order, title the questions alphabetically (because when you add them they sort alphabetically).
- ◆ Save time: If you are typing a question that is similar to one already created, open the existing question, edit it, and "Save as New" BUT don't forget to give it a new title or you will get confused.
- ◆ Save time in the future: Name your quizzes, your questions, & your categories so that you'll know a year from now what's there at a glance (possibly title your MC questions with the correct answer)
- ◆ Save sanity: Require students to take a pre-test on how to take a CourseDen test, in order to make sure they understand the correct computer settings, etc...
- ◆ Enhance your in-class F2F discussion: Require pre-tests on the assigned readings, before every class meeting.



Food for thought:

- ◆ How might one overcome cheating on an online quiz?