

## Creating A WebCT Quiz - Fall 2006

In this course you will:

- Use the Question Database to create quiz questions
- Use the Quiz Editor to create a quiz
- Use the quiz settings to customize a quiz
- Review how quiz scores appear in the grade book
- Give a quiz, grade a quiz, release quiz scores so students can see them
- Add yourself as a student to your course so that you can take the quiz

### I. DEFINITIONS

#### Types of quizzes

WebCT lets an instructor create multiple choice, matching, calculated, short answer and paragraph type quizzes. In this class we will create a multiple choice quiz.

#### Question Database

WebCT stores all of the quiz questions you create in the Question Database. You can group your questions into categories and create question sets that you can then quickly add to create a quiz. These questions can then be downloaded and imported into other courses.

A question set is a group of individual questions from which a random selection is presented to students. Use question sets to prevent answer-sharing between students.

#### Quiz Editor Tool

The WebCT tool that you will use to create your quiz and to customize the quiz settings is the Quiz Editor. Quiz settings can let you:

- Set a quiz duration in terms of the number of minutes a student has to take a quiz
- Attempts allowed lets you allow students to take a quiz once or multiple times
- Availability allows you to set a time and date when the quiz will be available. Availability is simply an \*initial\* period during which the quiz link is available. Once accessed initially during the availability period, the quiz link becomes available indefinitely.
- Security allows you to use a proctor password
- Results allow you to control when students see the results of the quiz. You can release a score as soon as a student completes a quiz or you can hold all quizzes, grade them all at once, and then release the scores to the students.

### II. CREATING QUIZ QUESTIONS

Login as a designer into your WebCT Course

You can access the quiz section two ways:

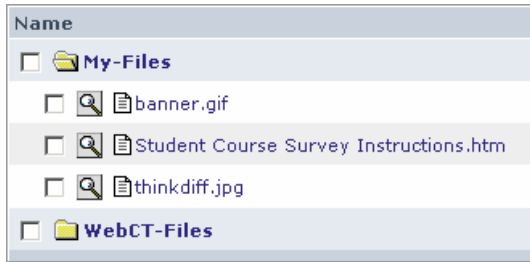
1. \*Click on the **quiz** item under the Course Menu
2. Under Designer Links *click* on **Add Page or Tool** and then *select* the **Quizzes/Surveys** item. You can also access this item under the Control Panel | Add Page or Tool section

We will use option 1 and manually do all of the steps to create a quiz.

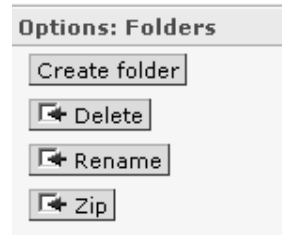
\*If the quiz item is not visible on the Course Menu, do the following:  
 Under Control Panel, under Course Settings, *select* **Course Menu Display**  
 Click on the **Edit Course Menu** button  
 Place a *check* next to the **Quiz** item.  
 Click on the **Reveal link** button.

**A. Create a directory where you will save your quiz questions.**

1. Under **Control Panel** – Click on the **Mange Files** button



2. Click on the **Create folder** button



**Create Folder**

Create a folder named:

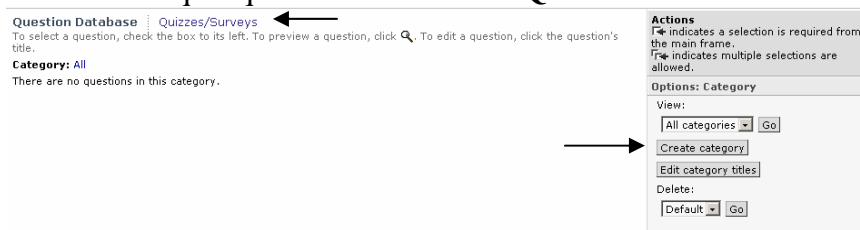
Within the folder:

3. *Name* the folder **Quiz Questions**  
 Store this folder in the My-Files folder  
 Click on the **Create** button

**B. Create a Question**

1. Under the **Expanded Control Panel**, in the **Edit Page or Tool** column, *click* on the **quizzes and surveys** link.

2. To create quiz questions *click* on the **Question Database** item.



3. Under the **Actions** menu *click* on the **Create Category** button.  
 In the Category title box *type*: **CTSS Course Unit 1**  
 Click on the **Create** button

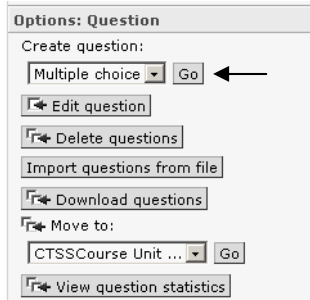
## Question Database Quizzes/Surveys

To select a question, check the box to its left. To preview title.

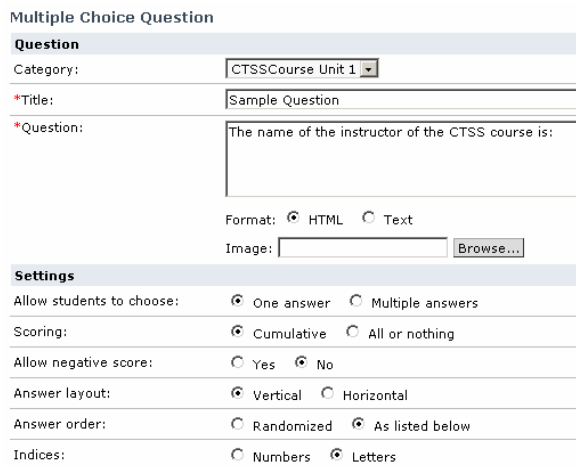
**Category:** CTSSCourse Unit 1

There are no questions in this category.

4. Click on the **Question Database** link at the top of the page.



5. On the bottom right is the **Options: Question** menu. Under **Create Question**, make sure **Multiple Choice** is selected. Click on the **Go** button



6. Select the **CTSSCourse Unit 1** category

Type a **title**: Sample Question

In the **Question** box type: The name of the instructor of the CTSS course is:

Settings:

Can have one or multiple answers

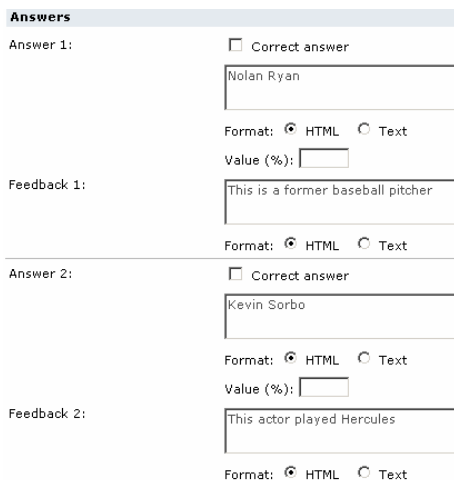
Cumulative scoring is the norm

Negative scores tend to cause concerns with students – avoid using if possible.

Answer layout: Vertical is default

Answer order: can be randomized or put in the order listed

Indices: For the Letters option, question choices appear as A, B, C...



Provide the choices for possible answers to your question.

If the choice is a correct answer then *check* the **Correct answer** box.

If you more than one choice is correct then you can assign a Value %. Otherwise, the default is 1 answer which is worth 100% of the points assigned to this question.

Feedback – you can provide feedback for each choice, explaining why it was right or wrong.

Answer 3:  Correct answer  
 Kevin Nolan  
 Format:  HTML  Text  
 Value (%):

Feedback 3: Correct

**General Feedback**  
 General feedback: This was covered in the first day's class.  
 Format:  HTML  Text

↓

Save More answers Cancel

\*Required fields.

You can provide some General Feedback on this question

Click on the Save button

**C. Use the steps above to create another multiple choice question of your own within the CTSSCourse Unit 1 category**

**D. Importing Questions**

You can download questions from one WebCT course and then import them into another.

1. From the Quiz window *click* on the **Question Database** link.
2. *Click* on the **Import questions from file** button.
3. At the Import From File screen *click* on the Browse button.

**Options: Question**

Create question:  
 Multiple choice Go

Edit question

Delete questions

Import questions from file ←

Download questions

Move to:  
 CTSSCourse Unit ... Go

3. Use the Browse button to *navigate* to the **User's Data** directory on your computer.

**Upload File** To add a file from your computer then click **Upload**. Select it in the list above and connection, this process may take several minutes.

Filename: C:\Temp\WebCT\ Browse...

Upload to: /Quiz Questions Upload

4. *Select* the **Introduction to Internet Communications questions.txt** file

5. *Click* on the **Open** button

6. For the destination folder *select* **Quiz Questions**.

Add selected Close Help

7. *Click* on the **Upload** button.

8. Make sure the radio button next to **Introduction to Internet Communications questions.txt** is selected.

9. *Click* on the **Add Selected** button at the bottom of the screen.

10. Click on the **Import** button

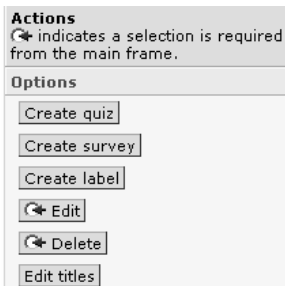
You can review the questions that you are about to import.

11. Click on the **Continue** button.

This import has created a new category called Terminology. Within the Terminology category are two questions.

### III. CREATING A QUIZ

Now that you have created your questions you can create a quiz and include the questions for that quiz.



1. Under **Course Menu** click on the **Quiz** link

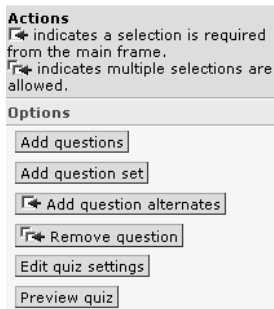
Click on the **Create quiz** button

In the Title box *type*: **Quiz 1**

Click on the **Create** button

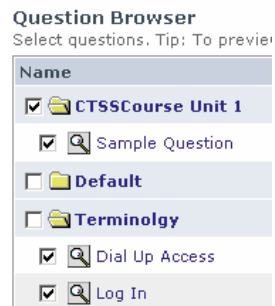
2. Click on the **Quiz 1** item

Click on the **Add questions** button



3. The Question Browser window opens

Click on the **categories** to view the questions you want to add. Click on the **Add Selected** button.



## Quiz Editor: Quiz 1

Quiz editor [Submissions](#) [Detail](#) [Reports](#) [Summary](#)

To select a question, check the box to its left. To preview a question, click on the question icon. To assign points for each question, enter a number in the Points field.

<input type="checkbox"/>	No.	Points	Select	Questions
<input type="checkbox"/>	1	<input type="text" value="2"/>	---	Sample Question
<input type="checkbox"/>	2	<input type="text" value="2"/>	---	Dial Up Access
<input type="checkbox"/>	3	<input type="text" value="2"/>	---	Log In
<b>Total: 6</b>		<input type="button" value="Update total"/>		

4. Assign points to the questions.  
Click on the **Update total** button

## IV. EDITING THE QUIZ SETTINGS

You can control a number of aspects of your quiz.

### 1. Click on the **Edit quiz settings** button

Quiz Settings: Quiz 1

For information on how to use quiz settings, click Help in the top menu bar.

Basic Settings	
*Quiz title:	<input type="text" value="Quiz 1"/>
Question titles:	<input type="checkbox"/> Show the question titles when students view the quiz.
Question delivery:	<input checked="" type="radio"/> Deliver all the questions at once. <input type="radio"/> Deliver one question at a time, where any question can be revisited. <input type="radio"/> Deliver one question at a time, where students must answer or skip each question to proceed, skipped it cannot be revisited.
Quiz duration:	<input type="text" value="30"/> <input type="text" value="minute(s)"/> <input type="checkbox"/> Disallow answer submission if time has expired.
Attempts allowed:	<input type="text" value="1"/>
Attempts separation:	Minimum time between attempts: <input type="text"/> <input type="text" value="minute(s)"/>
Availability	
Available after:	<input type="text" value="October"/> <input type="text" value="4"/> <input type="text" value="2005"/> <input type="text" value="10am"/> <input type="text" value="00"/> <input type="button" value="Allow access now"/>
Available until:	<input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value="12am"/> <input type="text" value="00"/> <input type="button" value="Deny access now"/>
Selective Release	
Release to:	<input type="text"/> <input type="button" value="Select"/>
Release based on:	<input type="text" value="---"/> <input type="text" value="Contains"/> <input type="text"/>
Hide:	<input type="checkbox"/> Remove this quiz from quiz/survey lists if students do not meet the selective release criteria.
Security	
Proctor password:	Students must enter the password <input type="text"/> to gain access to the quiz.
IP address mask:	Only machines which match the IP mask <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> may be used to access the quiz.
Submission	
Submission message:	<input type="text"/>
Email submissions:	Send a copy of each student's submission via e-mail to <input type="text"/> .

You can set a time duration for your quiz.

You can control the number of attempts allowed.

You can control when the quiz becomes available for students to take.

You can add a password that students would need to enter to take the quiz.

**Results**

**Student score:** If multiple attempts are allowed, use the  score for the student's grade.

**Student score release:** Allow students to review their submitted Quiz. Show the Quiz score if it has been graded or partially graded.

Release the score once the quiz has been submitted.  
 Release the score once the quiz has been submitted and all the questions have been graded.  
 Release the score once the availability period has ended.  
 Release the score once the availability period has ended and all the questions have been graded.  
 Do not release the score.

**Release column:** Release the Quiz column so students can see their grade in the MyGrades tool. You can also control the release of this column from the Manage Students page. (See Manage Course > Manage Students.)

Yes  No

**Student results display:**

a) Show the question text for each question.  
 b) Show the student's response for each question. (requires: a)  
 c) Show the evaluation of the student's response only. (requires: a, b; excludes: d)  
 d) Show the full evaluation of each question. (requires: a, b; excludes: c)  
 e) Show the correct answer for each question. (requires: a, b)  
 f) Show the feedback for each question.  
 g) Show the student's score for each question.  
 h) Show all the grader's comments for the quiz.  
 i) Show the student's total score for the quiz.

Lastly, you can control how and when students see the results of the quiz.

Note that the default is “Do not release the score”. If you leave this selected, at some point you will need to come back into the settings for this quiz and do a manual release so that students will see quiz results.

2. The **release column** option will allow student to use the My Grades

link to see their quiz score.

3. Click on the **Update** button to add the changes that you made to the quiz settings.

## V. QUIZZES AND THE WEBCT GRADEBOOK

Whenever you create a quiz a column will automatically be added to the gradebook for that quiz. Scores will be automatically added into this column when students complete the quiz.

Go to **Control Panel | Manage Course | Manage Students**. As long as there is at least one student is in the WebCT course you can see the Gradebook columns.

First Name	Last Name	User ID	Quiz 1
Edit	Edit		Submissions Graph Out of 6.00
Kevin	Nolan	nolank_s	---
Melody	Brake (student)	mbrake_s	---

## VI. ALLOWING STUDENTS TO TAKE THE QUIZ

By default, the My Grades link on the student homepage is hidden. You will need to unhide this item so the students can see their quiz scores.

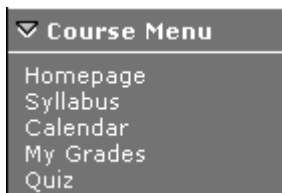
1. Under Control Panel, under Course Settings, *select* **Course Menu Display**

Click on the **Edit Course Menu** button

Place a *check* next to the **Quiz** item.

Click on the **Reveal link** button.

Do the same for the “My Grades” item



This is the student view of the Course Menu. Both the Quiz and My Grades links have been made available.

2. Here is what the student sees when they click on the **Quiz** link in the Course Menu

 **Quiz 1**

Availability: September 23, 2005 3:45pm - Unlimited

Duration: 30 minutes | Grade: --- / 6

Attempts: 0 completed, 1 remaining

When they *click* on the **Quiz 1** link they then see:

**Quiz Introduction: Quiz 1**

**Before you start the quiz**

*The quiz questions*

- All the questions for this quiz will be presented to you at one time.
- The questions may be answered in any order.

*How long do I have to complete the quiz?*

You will have 30 minutes to complete the quiz. **Note:** your completion time **Begin quiz** to when you click **Finish**.

*How do I begin the quiz?*

To begin the quiz, click **Begin quiz** at the bottom of these instructions. The browser window. **Note:** please allow the quiz to load completely before atte

**Begin quiz** ←

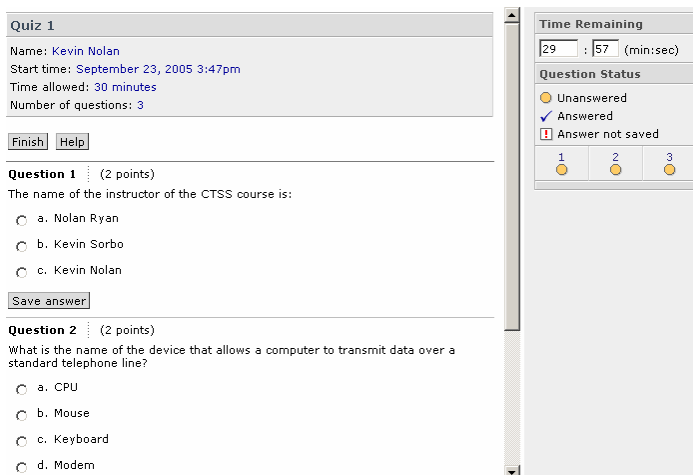
**When you are in the quiz**

*What do you see?*

1. Quiz summary information
  - a. the title of the quiz
  - b. your name
  - c. your start time
  - d. the time allowed
  - e. the number of questions
2. The quiz questions, and a place for you to answer
3. Your progress
  - a. the time remaining for you to complete the quiz.
  - b. the questions you have not answered (yellow dot)
  - c. the questions you have answered and saved (blue check mark)
  - d. the answered questions you have edited but not saved (red excla

*Answering questions*

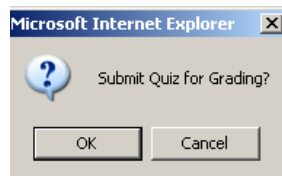
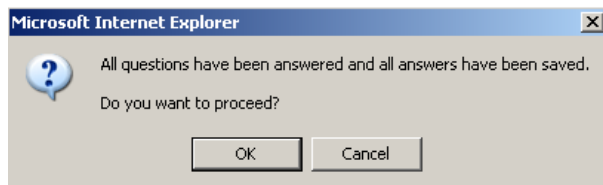
To save your answer to a question, click **Save answer**. **Note:** this will ensu



When they *click* on the **Begin Quiz** button they will see:

**Students** need to *click* on the **Save Answer** button for each question for their response to be recorded.

When the student *clicks* on the **Finish** button in the quiz they will see the following window:



## VII. GRADING A QUIZ AND RELEASING THE SCORES

When quizzes have been submitted you can grade the quiz.

### A. Grade the quiz

1. *Click* on the **quiz** item in the Course Menu
2. *Click* on the **submissions** button below the quiz you want to grade. In this case, Quiz 1.
3. *Click* on the top **check box** if you want to grade all quizzes.
4. *Click* on the **check box** next to individual student's names to grade just those students
5. Under **Actions** *click* on the **Grade** button.

Submissions: **Quiz 1**

Quiz editor Submissions **Detail** Reports Summary

Page: All Go Records 1 - 2 of 2

Personal Information		Grade	Submissions			
User ID	Name	Out of 6	No.	Score	Time	Status
<input type="checkbox"/>	mbrake_s	Melody Brake (student)	---	---	---	Not taken
<input type="checkbox"/>	molank_s	Kevin Nolan	6.0	<u>1</u>	6.0	01:47 Graded

**Actions**

indicates a selection is in the main frame and that multiple selections are allowed.

**Options**

Reset

Grade

Set page size: 15 Go

### B. Release the quiz grades to the students

1. *Select* the **Quiz** item from under the Course Menu
2. *Click* on **Quiz 1**
3. *Click* on **Edit quiz settings** button
4. Under the **Results** section, under **Release column**, *click* on the **Yes** item.
5. *Click* on the **Update** button

Release column:  Yes  No

Release the Quiz column so students can see their grade in the MyGrades tool. Manage Students page. (See Manage Course > Manage Students.)

Now when a student *clicks* on the **My Grades** link in the Course Menu they will see:

### My Grades

<b>Kevin Nolan (molank_s)</b>
Quiz 1 (Out of 6.00) 6.00

Remember, we should have unhidden the “My Grades” link in section VI., step 1.

## VIII. LOGGING ON AS A STUDENT TO REVIEW YOUR QUIZ

Every designer and TA that is associated with a course in WebCT has a test student account created for them. This account is your `ename_s`. So, a user with an `eName` of `Camram` would have a student WebCT account of `Camram_s`.

A. Under the **Control Panel** go to **Manage Course** and then click on **Manage Students**. Under **Options: Records** select **Add/Import students** and click on the **Go** button. In the **Add one student at a time** to your course section *type* in your **WebCT student account**. (`eName_s`)

Click on the **Add** button.

B. *Logout* of WebCT as a designer.

*Login* to **WebCT** with your WebCT student account.

C. You can now view your quiz exactly as the way a student will see it.

Take the quiz as a student. Grade the quiz and then release the score.

Consider installing another browser such as Mozilla's Firefox. You can be continuously logged in as a designer in Internet Explorer and continuously logged in as a student in Firefox. That makes it easier to quickly switch between designer and student view.