Quizzes

Creating a quiz involves a series of steps. First you create the quiz properties and then you can access its tab menus to define its restrictions, assessment, objectives, submission views, and reports setup.

Create a quiz

- Click on Quizzes on the course navbar.
- On the Manage Quizzes page, click New Quiz.

Quiz Properties Tab

- Enter a name for the quiz.
- Category (optional): Categories are useful for organizing quizzes with similar or related content on the Manage Quizzes page. Note that this is NOT a grade item category for the gradebook. This is a method to organize your quizzes on the Manage Quizzes page only. If you haven't set up categories for your quiz, click add category to create and name a new category.
Quiz Questions

Click Add/Edit Questions to create quiz questions, sections, information, and to manage other question properties. You can create questions directly within a quiz or import questions from the Question Library.

As a best practice, we recommend that you create all quiz questions within the Question Library. This enables you to reuse questions in various quizzes, surveys, and self assessments. For instructions on how to create questions, refer to page 7 – Creating Questions.

1. Click Add/Edit Questions in the Properties tab
2. Do one of the following:

   o Click New to create a question directly within the quiz. Select the question type or information item you want to create. For additional information about creating questions, refer to page 9 – Create Quiz Questions.

   o Click Import to import a question from the Question Library. Note: If you import questions from the Question Library, your quiz will contain a copy of the questions, not the original questions.
      1. Click Import to import questions from Question Library or from another quiz within the course.
- Import Source – select from an Existing Collection
- Source Collection – select either Question Library or a previous quiz
- Source Selection – make a selection (questions that are in the selection will show up under Source Collection)
- Select checkboxes beside the questions you would like to import
- Click Save

- Once are done adding questions to your quiz, click the Done Editing Questions tab on the top right of the screen to return to the Properties tab.

Once you have added at least one question to your quiz, you can Edit Values to modify points value and difficulty level, and make questions bonus or mandatory.

Once you have added all questions to the quiz, you can enter a value in the Questions per page field to indicate how many questions to display per page. Limiting the amount of questions available at a time is less overwhelming than placing an entire quiz on one page. Additionally, answers are automatically saved when the student clicks to go to the next page. In the example below, we selected “1” question per page. Notice that each question will now appear on a different page.

You can also choose to prevent students from moving backwards through pages once they have left a page of questions.
Description/Introduction

Change description and introduction visibility by selecting on or off.

- Description (optional): Create a description for a quiz.
- Introduction (optional): Display a message to students at the start of a quiz. This will display at the top of a quiz before the first question.

Page Header/Footer

Add information or instructions to the top or bottom of the quiz page. Change page header and footer visibility by selecting on or off.

Optional Advanced Properties

The following options are available in optional advanced properties:

- Allow hints: Allows students to access hints to questions.
- Disable right click (Ctrl-click on a Mac): Prohibits students from copying or printing quiz questions by right-clicking on a question when taking a quiz. Note: You cannot disable ctrl-click for Mac users who use Internet Explorer or Safari.
- Disable pager and alerts: Students cannot access the Pager tool or their alerts if they have a quiz attempt in progress.
- Notification Email: The email address or comma-separated list of email addresses specified in this field receive a message each time a user completes a quiz attempt.

Once you have completed the quiz properties, select Save or Save and Close.
Quiz Restrictions Tab

Dates and Restrictions

When you first create a new quiz, the status is set to Inactive by default. It is recommended that you leave the quiz status as inactive while you are creating your quiz. Once the quiz has been created, you must change the quiz status to Active to allow students access to see and take the quiz.

You can specify a date range that your quiz becomes available to students. You can also add quizzes associated with a date to your course calendar.

Additional Release Conditions

Create new, or attach existing, release conditions if you want a quiz to be available to students only after they fulfill other specified tasks. Examples of release conditions include completing a dropbox submission; scoring a specified grade in a particular quiz; completing a survey; and being enrolled in a particular section. You can edit and change release conditions by clicking the Remove icon or Remove All Conditions.

Optional Advanced Restrictions

- **Password**: To access a quiz, students must enter the same password you input here.
- **IP Restrictions**: Students can only access a quiz from the IP address you specify here. Leave fields blank to allow multiple IP address access points.
Timing

You can specify whether students have a limited or unlimited amount of time to complete the quiz.

- **No Time Limit** - Students have unlimited time to complete the quiz. The Quiz Details page will display a recommended length of time for completing the quiz. Select the **Show clock** check box if you want students to see a clock while taking the quiz to help them monitor the time.

- **Enforce a Time Limit** – Students have a set amount of time to complete the quiz. Once you select the **Enforce a time limit** radio button, the Quiz Details page will display the time limit for the quiz. A clock displays to students taking the quiz so they can monitor how much time remains. The clock flashes briefly 10 minutes before the time expires. The clock flashes again at 1 minute remaining, regardless of the initial quick time limit.

When enforcing a time limit, you can define specific outcomes for late submissions:

- **Grace Period**: Provides students with a small window of time after the time limit expires to complete the submission before the submission flags itself as late.

- **Quiz is flagged as late, but student can continue working**: Late submissions are flagged in red for instructors, but there are no automatic consequences for students who submit late.

- **Quiz is flagged as late, and student is prevented from making further changes**: Once the grace period expires, students cannot make further changes to their answers before submitting their quiz. Late submissions are flagged in red for instructors.

- **Quiz is flagged as late, but students can continue working. Quiz will be automatically scored as zero after the specified limit**: Students can continue working after the grace period, but a grade of 0 is automatically assigned after the period of time specified in the Late Limit drop-down list expires. Late submissions are flagged in red for instructors.
Special Access

You can search and assign specific students a different set of quiz availability dates and late submission properties. Special access properties enable you to increase the time limit for special-needs students and allow different start and end dates for individual students.

Type of Access

Allow selected users special access to this quiz – Use this choice to allow everyone in the class access to the quiz AND to allow a student additional time to take the quiz.

Allow only users with special access to see this quiz – Use this option to allow ONLY those students that you provide special access to take the quiz.

Click Add Users to Special Access to create special access to a quiz.

- Select date availability and timing.
- Select the student(s) that you want to provide special access and then click the Add Special Access button.
- When you return to the Special Access section of the Restrictions tab, you can select Allow only students with special access to see this quiz to prevent other students from accessing the quiz.
Quiz Assessment Tab

- **Automatic Grade**: When selected, students can see quiz grade immediately after completion and submission. *Note: The ability to display an automatic grade is limited by questions that cannot be auto-graded.*
- **Grade Item**: This links the quiz to the gradebook. When associated with a quiz, you have the option to auto export quiz results to the gradebook.
- **Auto Export to Grades**: When selected, the system can send auto-graded attempt scores directly to the gradebook if a quiz is associated with a grade item. In order to use this tool, the quiz must be associated to a grade item in the gradebook.
- **Student View Preview**: If you associate the quiz with a grade item, you can click Edit Display Settings from the Student View Preview dropdown menu to manage how grades display to students.
- **Rubrics**: Add a rubric to a quiz if you want to evaluate students with a predefined set of criteria. You can associate a rubric with a quiz to demonstrate fair and consistent evaluation.

- **ePortfolio Artifacts**: Students can add the submission view of a quiz as an artifact to their ePortfolio.
• **Attempts**: You can allow students one or more quiz attempts and calculate a grade based on their highest attempt, lowest attempt, first attempt, last attempt, or average of all attempts.

![Attempts](image)

• When you have made your selections, click **Save** or **Save and Close**.
Quiz Submission Views tab

Default view

At WCU, by default once a student submits a quiz they will receive the message “Your quiz has been submitted successfully”. Default settings are also set to restrict students from viewing question and answers.

Additional view

You can create additional views to allow students to see questions, responses, answers, scores and statistics, etc.

Create an additional view

- From the Submission Views tab under Additional Views, click **Add Additional View** to create a new submission view.

  - Enter a Name for your view and a Message (optional) that will display to students after each submission.
  - Set a Date to determine when students will see the submission view. By default, students will see the submission view immediately after a quiz submission.
  - Select the IP Restriction (optional) check box to determine where students are allowed to view their quiz submissions. IP address restrictions reflect the same IP restrictions set in the Restrictions tab’s Optional Advanced Restrictions.
  - Select the Limited Duration check box (optional) and enter a time in minutes to indicate how long students can view a quiz submission. When a student views this submission, the student will only have access to this view for the designated number of minutes.
  - You can customize and display questions, responses, answers, scores, and statistics to students in the submission view using the options listed in the View Details section.
  - Click **Save**.
Quiz Reports Setup Tab

Use quiz reports to gather information on student performance. Quiz reports are different from quiz statistics; reports collect and present more types of information than is available through statistics. Choose a report type to display question statistics, question details, user statistics, attempt details, or user attempts. You can also select a release date and choose which roles have permission to view each report.

Create a report

- From the Reports Set up tab, click Add Report.
- Enter a Report Name.
- Select Report Type:
  - Question Statistics: Displays class average, score distribution, includes bonus questions, and the Out Of value for each question.
  - Question Details: Displays question difficulty levels, text responses, includes bonus questions, and shows all private comments.
  - User Statistics: Displays class average, score distribution, and Org Defined ID.
  - Attempt Details: Displays Org Defined ID and duration of quiz attempt.
  - User Attempts: Displays Org Defined ID.
- You can choose to immediately release report after a quiz submission, or enter an alternate date and time.
- Select the check boxes next to the roles you want to release the report to in the Release Report to area.
- Click Save.
About Quiz Reports

You can view and export quiz reports to a CSV file for data analysis. The CSV file contains all applicable information from the quiz so that you can query, sort, and evaluate the data without being connected to the learning management system. You must set up quiz reports in the Reports Setup tab for the appropriate quiz before you can view or export reports.

Note: All statistics are calculated based on a user's first attempt of the quiz. If a question is changed after attempts have occurred, then only the attempts on the newest version of the question are included in the statistical calculations.

Note: Average grade is calculated only for first attempts of the quiz.

For all reports, you can set a release date and select roles to release the report to.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Statistics</td>
<td>The average score on questions by points and percentage. You can choose to include or exclude the class average, score distribution, bonus questions, the Out Of value, standard deviation, point biserial, and discrimination index.</td>
</tr>
<tr>
<td>Question Details</td>
<td>All of the answers provided for each quiz attempt, how many students chose each possible answer, the total number of responses, and the average score on each question. You can choose to include or exclude the level of difficulty, text responses, bonus questions, private comments added to the report, standard deviation, point biserial, and discrimination index.</td>
</tr>
<tr>
<td>User Statistics</td>
<td>The class average and standard deviation, score distribution, and the grade of each user. You can choose to include or exclude the class average, score distribution, and Org Defined ID.</td>
</tr>
<tr>
<td>Attempt Details</td>
<td>The Org Defined ID, username, first name, and last name of each user. Detailed information about each question. The students’ responses for each question organized by attempt, including how long each attempt took. You can choose to include or exclude the Org Defined ID and attempt duration.</td>
</tr>
<tr>
<td>User Attempts</td>
<td>The Org Defined ID, username, first name, and last name of each user. The students’ score for each question in points and percentage organized by attempt, including how long each attempt took. You can choose to include or exclude the Org Defined ID and attempt duration.</td>
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</table>