

LESSON 8: CREATING A QUIZ FOR YOUR STUDENTS

An important part of your course is student evaluation. In a WebCT CE course, you can evaluate students using *Quizzes/Surveys*.

Quizzes are tests that your students take and submit online. *Quiz* questions can be multiple choice, matching, calculated, short answer, and paragraph questions. All quiz questions, except ones in paragraph format, can be automatically graded by the system. Those grades can then be returned to your students using *Quizzes/Surveys*.

Surveys, which are not covered in this tutorial, are also created using *Quizzes/Surveys*. They are anonymous questionnaires for which no grades are assigned, but which provide statistical information.

For more information on creating a survey, see *Quizzes/Surveys* in the online *Help Index*. To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

In this lesson, you'll use *Quizzes/Surveys* to create a short quiz for your students.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- create a link to *Quizzes/Surveys* on your *Course Menu* and *Homepage*.
- add questions to a database that can be used in quizzes.
- select questions from the database to create a quiz.
- assign points to each quiz question.
- select how and when a quiz is presented to your students and then graded.
- preview the quiz to see how it appears to your students.
- communicate quiz grades to your students.

QUIZ ACTIVITIES

There are six activities in this lesson:

- adding *Quizzes/Survey* to your course
- creating a multiple choice quiz
- allocating quiz points so that a quiz score can be generated

- specifying quiz settings such as when to make the quiz available to students
- previewing the quiz
- adding *My Grades* to your course so students can view their course grades

ADDING QUIZ

First, add *Quizzes/Surveys* to your course.

1. Do one of the following:
 - If you're already logged in to the tutorial course, go to step 4.
 - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 10. The *myWebCT* screen appears.
2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. Depending on whether you've logged in before, either the *Course Design Center* appears or the *Homepage* appears.
3. Do one of the following:
 - If the *Course Design Center* appears:
 - a. Click **Use Course Design Center later**. A warning message appears.
 - b. Click **OK**. The *Homepage* appears.
 - If the *Homepage* appears, go to step 4.
4. Click **Control Panel**. The *Basic Control Panel* appears.
5. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.
6. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Quizzes/Surveys* tool for this lesson.
7. Under *Evaluation and Activity Tools*, click **Quizzes/Surveys**. The *Add Quizzes/Surveys* screen appears.
8. For the title, enter: Quiz.
9. Select where to add links to *Quiz*:
 - a. Select *On the Course Menu*.
 - b. Select *On an Organizer Page: Homepage*.

Notice that *Link shows item title*, *Link shows icon*, and *Use default icons* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.
10. Click **Add**. The *Homepage* appears. Notice that there are now links to *Quiz* on both the *Homepage* and the *Course Menu*.

You've added *Quiz* to your course. You're ready to create a multiple-choice quiz.

CREATING A MULTIPLE CHOICE QUIZ

Creating a multiple-choice quiz consists of six steps:

1. Create a category in the *Question Database*. Details appear below.
2. Add each question to the *Question Database* category. Details appear below.
3. Select the question settings. Details appear below.
4. Enter the possible answers for each question. Details appear below.
5. Create a quiz. Details appear below.
6. Add questions to the quiz from the *Question Database*. Details appear below.

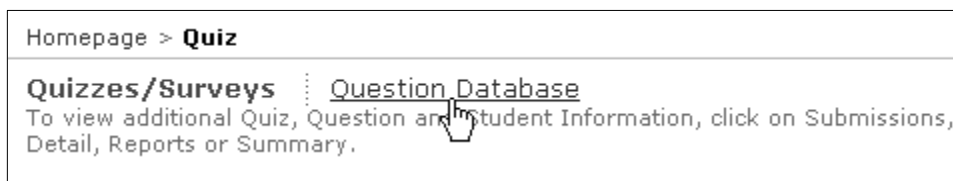
In this activity, you'll progress through these six steps to create a short multiple-choice quiz that your students can take online.

To create a Question Database category

Quiz contains a *Question Database*. This is the storage area for all quiz questions. All new questions must first be added to the database before they can be used in a quiz. Questions can be used simultaneously in multiple quizzes.

As a designer, you create categories to store and organize the questions in the *Question Database*. For example, you may want to group them into categories according to the subject matter, course unit, or quiz. In this activity, you'll group the questions by subject matter. The questions are about terminology.

1. From the *Homepage* or *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.
2. Under the breadcrumbs, click **Question Database**.



The *Question Database* screen appears.

3. In the *Actions* frame, under *Options: Category*, click **Create category**. The *Create Category* screen appears.
4. In the *Category title* text box, enter: Terminology
5. Click **Create**. The *Question Database* screen appears displaying the new category.
6. Go to the next procedure to add some questions to the category.

To add questions to the Question Database

You can create any of the following types of questions to add to your quiz: multiple-choice, matching, calculated, short answer, and paragraph.

For this lesson, create two multiple-choice questions, one about modems and the other about authentication.

1. From the *Question Database* screen, in the *Actions* frame, under *Options: Question*, from the *Create question* drop-down list, select *Multiple choice* and click **Go**. The *Multiple Choice Question* screen appears.
2. There's only one category so there's no need to select a *Category* from the drop-down list.
3. In the *Title* text box, enter: Dial-up access
4. In the *Question* text box, enter: What is the name of the device that allows a computer to transmit data over a standard telephone line?
5. For *Format*, select *HTML*. The *Format* option allows you to select whether to enter the question content is in plain text or is formatted with HTML tags.
6. Leave the *Image* text box blank. You won't be adding an image to this question.
7. Go to the next procedure.

To select the question settings

1. On the *Multiple Choice Question* screen, under *Settings*, select the following options:

Setting	Option
<i>Allow students to choose</i>	<i>One answer</i>
<i>Scoring</i>	<i>Cumulative</i>
<i>Allow negative score</i>	<i>No</i>
<i>Answer layout</i>	<i>Vertical</i>
<i>Answer order</i>	<i>As listed below</i>
<i>Indices</i> (lists answers in a numbered list)	<i>Numbers</i>

For a detailed description of each *Question setting*, click **Help** on the *Menu Bar* and see the online Help topic, *Question Database*, "Creating Questions."

2. Go to the next procedure.

To enter the answer choices

1. In the *Answer 1* text box, enter: GUI
2. For *Format*, select *HTML*.
3. Leave the *Value (%)* text box empty. This is not the correct answer.

4. In the *Feedback 1* text box, enter: Incorrect. A Graphical User Interface (GUI) incorporates icons, pull-down menus, and a mouse into the interface. Microsoft Windows is a GUI.
5. For *Format*, select *HTML*.
6. To set *Answer 2* as the correct answer, select *Correct answer*.
7. In the *Answer 2* text box, enter: Modem
8. For *Format*, select *HTML*.
9. Leave the *Value (%)* text box empty. Since there is only one correct answer, selecting *Correct answer* in step 5 automatically sets *Value(%)* to 100%.

Note: If there were two correct answers, use the *Value(%)* field to assign each correct answer a different value. For example, the most important answer could generate 70% of the question's points while the less important answer would generate 30%.




10. In the *Feedback 2* text box, enter: Correct. A Modulator-Demodulator converts digital pulses from a computer to audio tones that are transmittable by a telephone line.
11. For *Format*, select *HTML*.

Your screen should look like this:

Answers	
Answer 1:	<input type="checkbox"/> Correct answer <input type="text" value="GUI"/> Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text Value (%): <input type="text"/> Feedback 1: <input type="text" value="Incorrect. A Graphical User Interface (GUI) incorporates icons, pull-down menus, and a mouse into the interface. Microsoft Windows is a GUI."/> Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text
Answer 2:	<input checked="" type="checkbox"/> Correct answer <input type="text" value="Modem"/> Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text Value (%): <input type="text"/> Feedback 2: <input type="text" value="Correct. A Modulator-Demodulator converts digital pulses from a computer to audio tones that are transmittable by a telephone line."/> Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text

12. In the *Answer 3* text box, enter: Port

13. For *Format*, select *HTML*.
14. Leave the *Value (%)* text box empty.
15. In the *Feedback* text box, enter: Incorrect. A port is a pathway into and out of a computer for plugging in printers, modems, and communication lines.
16. For *Format*, select *HTML*.
17. You're finished entering answer choices. Scroll to the bottom of the screen and click **Save**. The *Question Database* screen appears.

Homepage > Quiz > Question Database				
Question Database ... Quizzes/Surveys				
To select a question, check the box to its left. To preview a question, click  . To edit a question, click the question's title.				
Category: Terminology				
<input type="checkbox"/>	Title 	Type	Category	Used By
<input type="checkbox"/>	 Dial-up access	MC	Terminology	---

The question, Dial-up access is added to the database in the category, Terminology. The *Type* column indicates that it's a multiple-choice question.

18. Now, add another question and answer set under Terminology by repeating the previous three activities using the following information:

Title: Log in

Question: What process occurs when you enter your email username and password?

Answers: 1. Authorization
2. Validation
3. Authentication


Set answer 3 as the correct answer.

Feedback: 1. Incorrect
2. Incorrect
3. Correct. Authentication is the process of verifying the identity of a user who is logging in to a computer system.




Your *Question Database* screen should look now like this:

Homepage > quiz > **Question Database**

Question Database : [Quizzes/Surveys](#)

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title.

Category: Terminology

<input type="checkbox"/>	Title 	Type	Category	Used By
<input type="checkbox"/>	 Dial-up access	MC	Terminology	---
<input type="checkbox"/>	 Log in	MC	Terminology	---

19. Go to the next procedure to create a quiz.


To add a quiz

Now, create an empty quiz and name it. You'll add questions from the *Question Database* in the next activity.




1. From the *Question Database* screen, under the breadcrumbs, click **Quizzes/Surveys**.

Homepage > quiz > **Question Database**

Question Database : [Quizzes/Surveys](#)

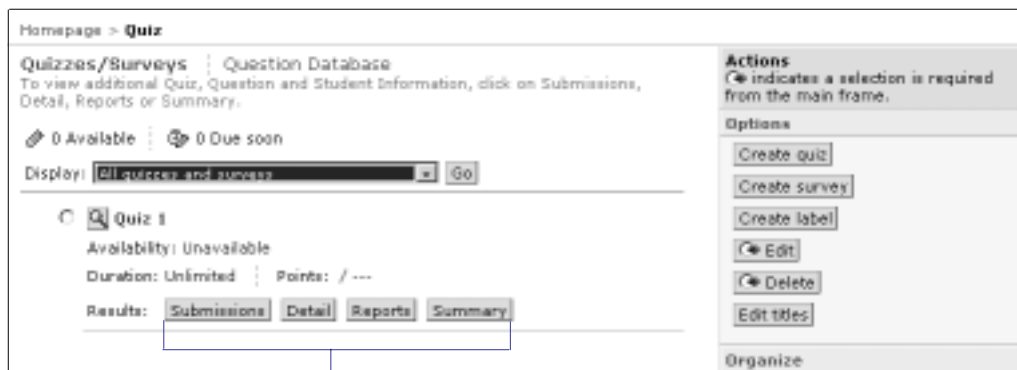
To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title.

Category: Terminology *Click Quizzes/Surveys*

<input type="checkbox"/>	Title 	Type	Category	Used By
<input type="checkbox"/>	 Dial-up access	MC	Terminology	---
<input type="checkbox"/>	 Log in	MC	Terminology	---

The *Quizzes/Surveys* screen appears.

- In the *Actions* frame, under *Options*, click **Create quiz**. The *Create Quiz* screen appears.
- In the *Title* text box, enter: Quiz 1.
- Click **Create**. The *Quizzes/Surveys* screen appears displaying *Quiz 1*.



Results options

Tip: Once your students have taken the quiz you can grade questions or view the quiz results individually or as statistical data using the *Results* options: *Submissions*, *Detail*, *Reports*, and *Summary*.

Go to the next procedure to add the questions to *Quiz 1*. Students can only access questions that are added to a quiz.


To add questions to the quiz

Now, add the questions from the *Question Database* to *Quiz 1*.

1. From the *Quizzes/Surveys* screen, click **Quiz 1**. The *Quiz Editor* screen appears.
2. In the *Actions* frame, under *Options*, click **Add questions**. The *Question Browser* window appears.
3. In the table under *Name*, click **Terminology** to open the folder. The questions you created, *Dial-up access* and *Log in*, appear.



Click to select all questions in the category

Tip: To preview a question, click .

4. To select all questions in the category, select *Terminology*.
5. Click **Add selected** at the bottom of the screen. The *Quiz Editor* screen appears and the questions are added to *Quiz 1*.

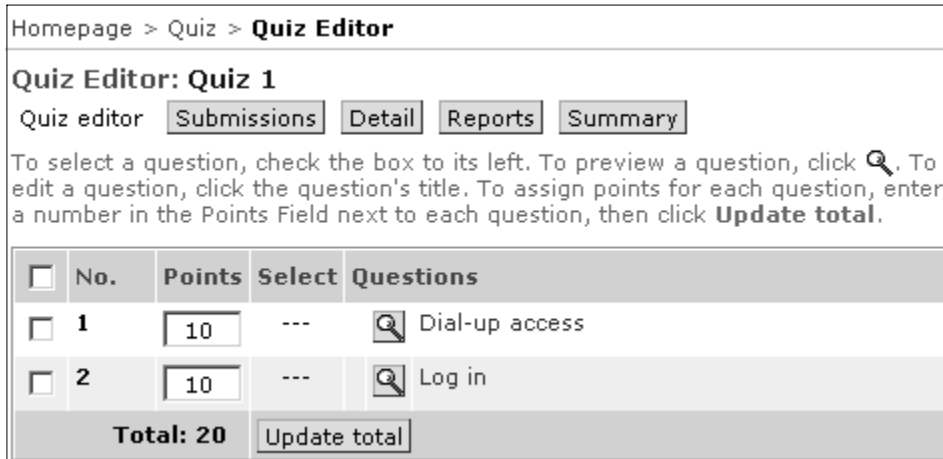
Next, assign points to each question.

ALLOCATING POINTS

You assign point values to questions once they're added to a quiz. This means that you can assign different point values to a question in different quizzes

Now, allocate the points for each question. The quiz is worth a total of 20 points, with each question valued at 10 points.

1. From the *Quiz Editor* screen, in the *Points* column, in each of the text boxes, enter: 10
2. Click **Update total**. The *Total* now shows 20.



The quiz is created. Next, select how and when the quiz is presented to your students.

SELECTING QUIZ SETTINGS

Using *Quiz Settings*, you can specify, for example, which students receive the quiz, how long they have to complete it, how many attempts are allowed, and how the results are released to them. There are numerous settings available on the *Quiz Settings* screen. For this tutorial, you'll select *Basic*, *Availability*, and *Results* settings only.

For more information about using other *Quiz Settings*, see the online Help topic, *Quizzes/Surveys- Editing*. Go to the section, *Editing Quiz settings*. To access the online Help, click **Help** on the *Menu Bar*.

1. From the *Quiz Editor* screen, in the *Actions* frame, under *Options*, click **Edit quiz settings**. The *Quiz Settings* screen appears.
2. Select the following *Basic Settings*:

For this Setting...	Do this...
<i>Quiz title</i>	Verify that Quiz 1 is displayed.
<i>Question titles</i>	Do not select <i>Show the question titles when students view the quiz</i> .
<i>Question delivery</i>	Select <i>Deliver all the questions at once</i> .
<i>Quiz duration</i>	Enter: 30 and select <i>minutes</i> from the drop-down list.
<i>Attempts allowed</i>	Select 1.
<i>Attempts separation</i>	Leave blank.

3. Under *Availability*, next to the *Available after* drop-down boxes, click **Allow access now**.
4. For *Available until*, from the drop-down boxes, select the month, day, year, and time that corresponds to 24 hours from now.
5. Scroll down to the *Results* section, and under *Student score release*, select *Release the score once the availability period has ended*. This means that students are able to view their grade in *Quiz* once the quiz is no longer available and the quizzes are graded.

Tip: You can also communicate quiz grades to your students using *My Grades*. *My Grades* allows students to view their course grades confidentially and online. You'll learn more about this tool and add it to your course in the next activity. For now, release the quiz to *My Grades*.

6. Under *Release column*, select *Yes*.
7. Leave all other settings as is.
8. Click **Update**. The *Quiz Editor* screen appears and the quiz is now available for your students to complete.

Next, see how the quiz appears to your students.

PREVIEWING THE QUIZ

Now that you're finished creating the quiz, you can preview it from the *Quiz Editor* screen.

1. In the *Actions* frame, under *Options*, click **Preview quiz**. A new browser window opens and the quiz appears as it would to a student.
2. Close the browser window. The *Quiz Editor* screen appears.

You're finished the *Quiz* activities. In the next activity, you'll add *My Grades* to your course to allow students to view their grade for *Quiz 1*.

COMMUNICATING THE QUIZ GRADE TO YOUR STUDENTS

In the activity, *Selecting the Quiz Settings*, you released grades to students in two places: *Quizzes/Surveys* and *My Grades*. Student can use *Quizzes/Surveys* to view their score once the quiz is graded. They can also view their quiz score using *My Grades*. Students can view their own *Assignment*, *Quiz*, midterm, and final grades on this screen. *My Grades* is for students use only. As a designer, you must use *Manage Students* to view student grades.

Quiz grades are automatically released to *My Grades* once the quizzes are graded. For other grades, such as midterm and final grades, you must enter them manually using *Manage Students*. From this screen, you select which grades to release to *My Grades*.

For more information on assigning, viewing, and releasing grades, see the online Help topic, *Manage Students – Student Records*. To access the online Help, click **Help** on the *Menu Bar*.

Now, add *My Grades* to your course so students can view their course grades.

To add My Grades

1. Click **Control Panel**. The *Basic Control Panel* appears.
2. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.
3. Under *Student Tools*, click **My Grades**. The *Add My Grades* screen appears.
4. For the title, enter: My Grades
5. Select where to add links to *My Grades*:
 - a. Select *On the Course Menu*.
 - b. Select *On an Organizer Page: Homepage*.

Notice that *Link shows item title*, *Link shows icon*, and *Use default icon* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

6. Click **Add**. The *Homepage* appears. Notice that there are now links to *My Grades* on both the *Homepage* and the *Course Menu*.

To grade the quiz

Because no students have taken *Quiz 1*, you can't request that the quiz submissions be graded. However, in the course you create at your institution, you would use *Submissions*, from the *Quizzes/Surveys* screen or the *Quiz Editor* screen, to generate the quiz results.

Homepage > Quiz > **Submissions**

Submissions: Quiz 1

Quiz editor Submissions Detail Reports Summary

Page: All < > Records 1 - 1 of 1

Personal Information		Grade	Submissions			
User ID	Name	Out of 10	No.	Score	Time	Status
<input type="checkbox"/>	student student student	---	1	---	00:12	Not graded

Actions
 indicates a selection is required from the main frame and that multiple selections are allowed.

Options
 Reset
 Grade
 Set page size: 15 Go

Select Submissions

Click Grade

From the *Submissions* screen, you would select the submissions that you want to grade and then in the *Actions* frame, under *Options*, you'd click **Grade**. The quiz results are then automatically added to *My Grades*. At that time, students can access *Quizzes/Surveys* or *My Grades* to view their results.

For more information on grading quizzes, see the online Help topic, *Quizzes/Surveys – Grading Quizzes*. To access Help, click **Help** on the *Menu Bar*.