Assessments

The WebCT **Assessment** tool provides instructors with the ability to administer online assessments. The types of assessments that can be delivered in WebCT include:

- **Quizzes** (online assessments for which grades are assigned and recorded in the Grade Book tool)

- **Surveys** (online, anonymous assessments for which no grades are assigned)

- **Self-tests** (online assessments for which grades and feedback are received, but not recorded in the Grade Book tool)

All assessments are available to students via the **Assessments** tool link under the **Course Tools** menu. An instructor may opt to place links to individual assessments in the **Course Content Home** area as well. For additional information on placing links to individual assessments within the **Course Content Home** area, see the manual section called *File Management and Content*..

Adding the Assessment Tool

If the **Assessment** tool has not been included as a tool in a WebCT course, it will need to be added. The **Assessment** tool has been included if it is visible from the **Course Tools** menu in a WebCT course.

To add the Assessment tool to a course:

Step 1: Click the **Build** tab.

Step 2: Click **Manage Course** located under the **Designer Tools** menu at the lower-left.

Step 3: Click **Tools** at the top of the **Manage Course** screen.

Step 4: Scroll down to the **Student Learning Activities** section and select the option labeled **Assessments**.

Step 5: Click the **Save** button at the bottom of the screen. The **Assessment** tool button will be visible under the **Course Tools** menu on the right.
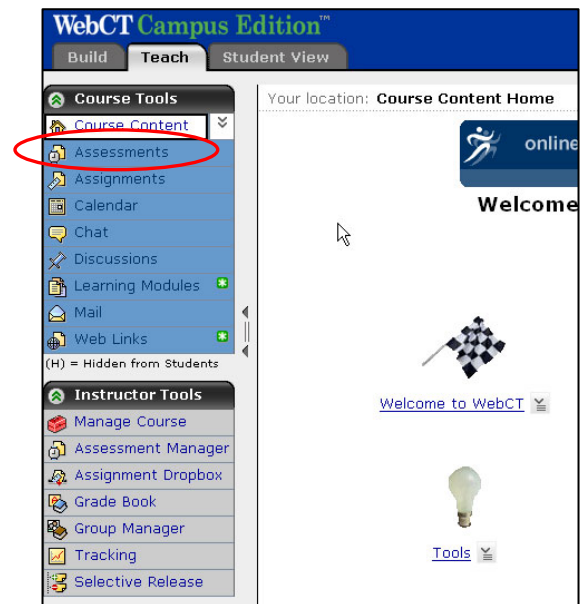
Assessment Creation Process

The **Assessment** tool consists of the following parts:

- **Question Database** – All questions created or imported into WebCT are contained within the Question Database. To maintain an organized database, *Categories* can be created to contain questions (recommended).

- **Questions** – Assessment questions, created in WebCT or imported from another source, are all contained within the Question Database.

- **Assessment** – Assessments (or assessment "shells") are created as a way of delivering selected questions to students. Questions deleted from an assessment are removed from the assessment, but remain in the Question Database.

Working with the Question Database

All questions created or imported into WebCT are contained within the **Question Database**. To maintain an organized database, *Categories* can be created to contain questions (recommended).

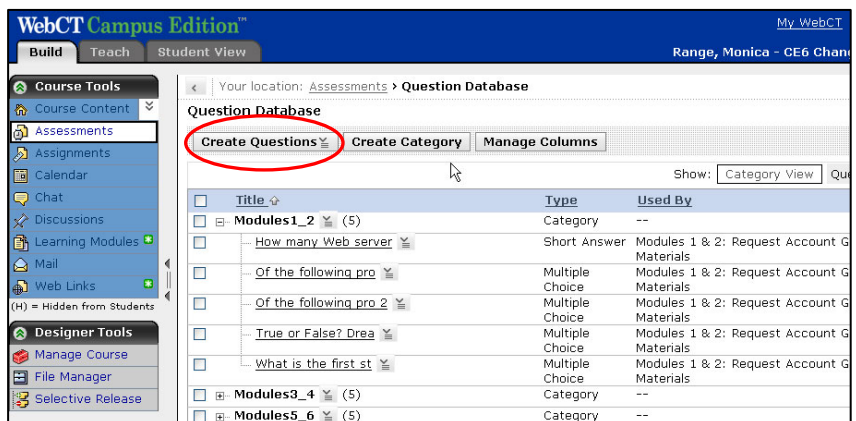### Creating a Category in the Database

A category is a name you create to divide the **Question Database** into manageable question groups. Examples of **Category** names include: Chap 1, Chap 2, Inorganic, Organic, Verbs, Adverbs, and Nouns.

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen (at right).

Step 4: Click the **Create Category** button located at the top of the **Question Database** screen. The **Create Category** window will appear.

Step 5: Enter a category name into the **Title** text box.

Step 6: Click the **Save** button. The new category will appear listed in the **Question Database**.

In the process of creating a new question, a category can be selected in which to store the new question. Existing questions can also be moved to selected categories.

A new *category* has been added to the **Question Database**.

Creating Questions

Assessment questions, created in WebCT or imported from another source, are all contained within the Question Database.

The following question *types* are supported by WebCT:

- **Calculated**: Calculated question with randomly-generated variables and answer values (automatically graded)
- **Combination**: Answer combinations are presented from which a student selects the correct one (automatically graded)
- **Fill-in-the-blank**: A question is presented containing blanks – a student would supply the missing text (automatically graded)
- **Jumbled Sentence**: A question is presented containing blanks – a student must select a correct word or phrase from a drop-down list (automatically graded)
- **Matching**: Terms in the left column must be matched with correct terms on the right (automatically graded)
- **Multiple Choice**: Traditional multiple-choice questions with an optional number of answers (automatically graded)
- **Paragraph**: Essay-style questions/answers (not automatically graded)
- **Short Answer**: Single-word answers—typed into a text box by students (can be automatically graded)
- **True/False**: Traditional true-false questions (automatically graded)

All question types share a few elements. Elements used across all question types include:

- A *category* to which the question is stored
- A *title* (should be short, but descriptive enough for a designer to identify question content by)
- *Question text* for the question (what will the question ask?)

> **NOTE:** Question *titles* are not displayed in an assessment by default. However, it is a good idea to refrain from indicating the answer to a question within the question title.

Creating a Calculated Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Calculated** from the **Create Questions** drop-down menu (see screenshot at right).

The **Create Calculated Question** screen will appear. Information will need to be input into the fields on the **Create Calculated Question** screen to create the new calculated question
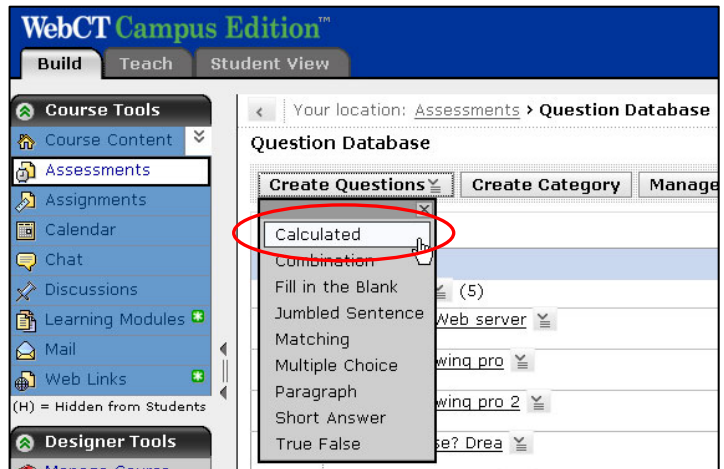
Step 6: *Under the section at the very top*,

    a. Enter a title for the question in the **Title** text box.
    b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
        i. To indicate a variable within the Question text, enter the variable name as specified in the formula in square brackets (e.g. "What is the sum of [x] and [y]")
    c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
        i. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.

Step 7: *Under the section labeled **Formula**,*
    a. Enter a formula into the **Formula** text box. For a list of WebCT-supported formulaic symbols, click the link labeled **View a list of supported formulas**. A new window will appear.
        i. This formula is used both in the question text to generate variables and is used to generate answers for the question.
    b. Click the **Analyze Variables** button.

Step 8: *Under the section labeled **Units** (not required),*
    a. Enter the units for the answer (e.g. "inches, mL, etc.").

      b. Select the appropriate option to the right of the Units text box (**Required**, **Ignore spaces**, or **Ignore case**).

      c. Select a percentage for the question value from the **Percentage** drop-down menu.

          i. The percentage entered will be applied to the units entered by the student. If 20% is entered, for example, 20% of the question value will be attributed to the correct units entered.

Step 9: *Under the section labeled **Variables**,*

      a. For each variable in the formula, enter a **Minimum** and **Maximum** value. From the **Calculate to** drop-down menu, select the number of decimal places to calculate answers to.

> **NOTE:** Once an answer set is generated for the question, WebCT will use the **Minimum** and **Maximum** values to determine the range of numbers generated for each variable.

Step 10: *Under the section labeled **Answers** (not required),*

      a. Specify the number of answers per generated set using the appropriate drop-down menu.

      b. Choose a number to calculate the answers to in an answer set using the appropriate drop-down menu.

      c. Enter an answer tolerance if desired using the appropriate text box.

Step 11: Click the **Generate Answer Set** button at the bottom of the screen. The **Create Calculated Question** screen will change to include the generated answer set.

Step 12: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 13: Click the **Save** button at the bottom of the **Create Calculated Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**

Creating a Combination Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Combination** from the **Create Questions** drop-down menu (see screenshot at right).

The **Create Combination Question** screen will appear. Information will need to be input into the fields on the **Create Combination Question** screen to create the new combination question.
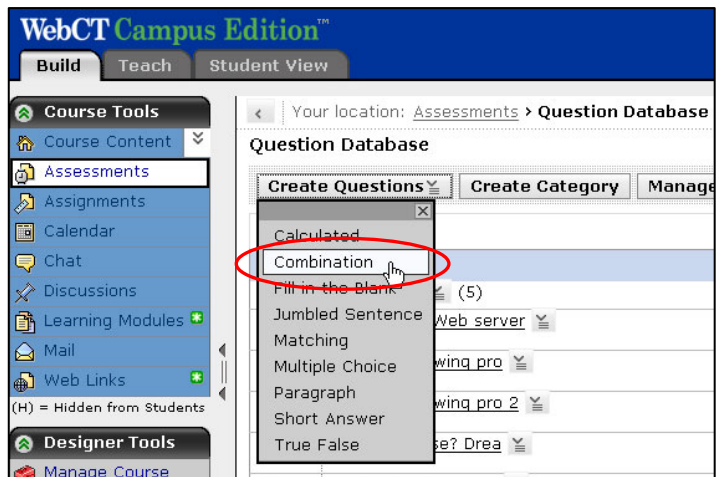
Step 6: *Under the section at the very top*,
   a. Enter a title for the question in the **Title** text box.
   b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
   c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
      i. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.

Step 7: *Under the section labeled Single Answers,*
   a. Enter answers into the corresponding text boxes for **Answer A**, **Answer B**, etc.

Step 8: *Under the section labeled Create Answer Combinations,*
   a. Set up answer combinations for **Combination 1**, **Combination 2**, etc.
   b. Select the correct answer combination by clicking the option button next to the **Correct response** next to the correct answer combination.

Step 9: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 10: Click the **Save** button at the bottom of the **Create Combination Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Fill-in-the-Blank Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Fill in the Blank** from the **Create Questions** drop-down menu (see screenshot at right). The **Create Fill-in-the-Blank Question** screen will appear. Information will need to be input into the fields on the **Create Fill-in-the-Blank Question** screen to create the new fill-in-the-blank question
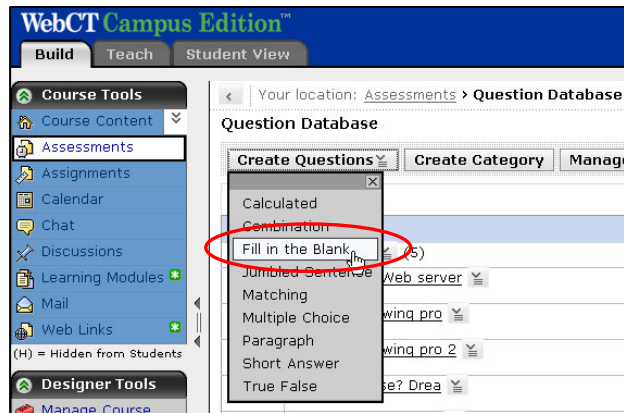
Step 6: *Under the section at the very top*,
   a. Enter a title for the question in the **Title** text box.
   b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
      i. Within the question text, enclose text that is to appear as a blank within square brackets (e.g. "[WebCT] is used for online classes at Sac State"). More than one word or phrase can be indicated as a "blank".
   c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
      i. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.
   d. Click the **Generate Answers** button.

Step 7: *Under the section labeled Answers,*
   a. Enter an answer value (percentage) next to each generated answer. Select an appropriate **Grading scheme** for each generated answer as well.
      i. If alternate answers can be accepted for a "blank," click the **Create Alternate** button. An additional row will be created in which to set up values and a grading scheme for additional correct answers.

Step 8: *Under the section labeled Settings,*
   a. Select an **Answer box width**.
   b. Choose **Yes** or **No** to indicate if answers are to be case sensitive.

Step 9: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 10: Click the **Save** button at the bottom of the **Create Fill-in-the-Blank Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Jumbled Sentence Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Jumbled Sentence** from the **Create Questions** drop-down menu (see screenshot at right). The **Create Jumbled Sentence Question** screen will appear. Information will need to be input into the fields on the **Create Jumbled Sentence Question** screen to create the new jumbled sentence question
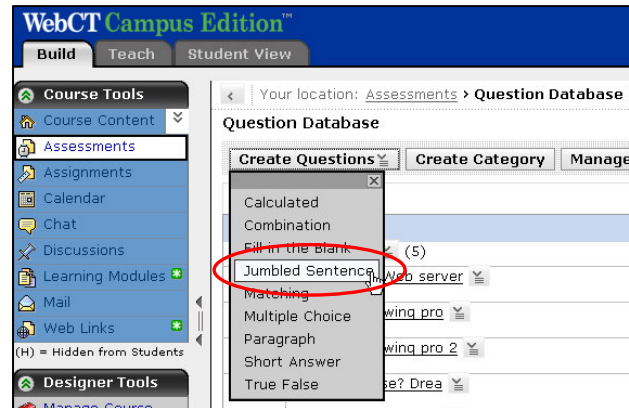
Step 6: *Under the section at the very top*,
   a. Enter a title for the question in the **Title** text box.
   b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
      i. Within the question text, enclose each word or phrase to be jumbled within square brackets (e.g. "[WebCT] is used for [online classes] at [Sac State]").
   c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
      i. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.
   d. Click the **Generate Answer** button.

Step 7: *Under the section labeled Answers,*
   a. Enter an answer value (percentage) next to the generated answer.
   b. To create an alternate jumbled sentence (same sentence, different *correct* order), click the **Create Alternate** button (see screenshot below).

Step 8: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 9: Click the **Save** button at the bottom of the **Create Jumbled Sentence Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Matching Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Matching** from the **Create Questions** drop-down menu (see screenshot at right).

The **Create Matching Question** screen will appear. Information will need to be input into the fields on the **Create Matching Question** screen to create the new matching question.
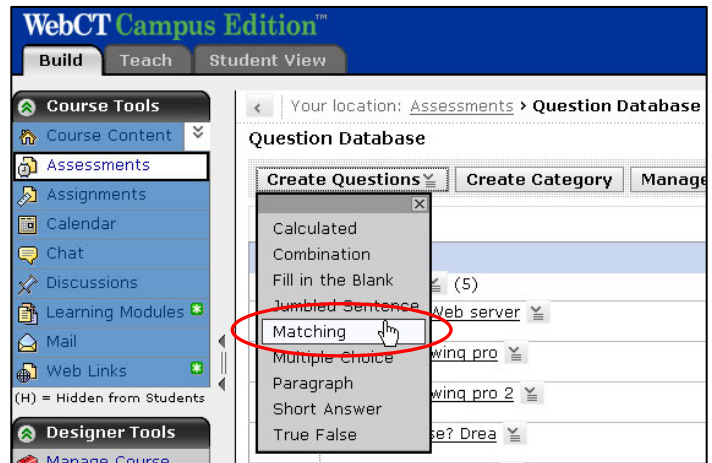
Step 6: *Under the section at the very top*,
   a. Enter a title for the question in the **Title** text box
   b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
   c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
       i. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.

Step 7: *Under the section labeled Matching pairs*,
   a. Enter items to be matched in the left-hand column. Items displayed in this column will display in a fixed order.
   b. Enter items to be matched to terms in the first column into the column on the right. Items displayed in this column will be displayed in a random order.

Step 8: *Under the section labeled Grading scheme*,
   a. Choose the appropriate option for the matching question (**Equally weighted**, **All or nothing**, **Right minus wrong**)

Step 9: *Under the section labeled Column preview*,
   a. Choose the appropriate option for the matching question (**Preview both columns**, **Do not preview columns**)

Step 10: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 11: Click the **Save** button at the bottom of the **Create Matching Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Multiple Choice Question

Step 1: Click the **Build** tab.

Step 2: Click the **Assessments** button located under the **Course Tools** menu (on the left).

Step 3: Click the **Go to Question Database** button at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click the **Create Questions** button at the top of the **Question Database** screen.

Step 5: Choose **Multiple Choice** from the **Create Questions** drop-down menu (see screenshot at right). The **Create Multiple Choice Question** screen will appear. Information will need to be input into the fields on the **Create Multiple Choice Question** screen to create the new multiple choice question.
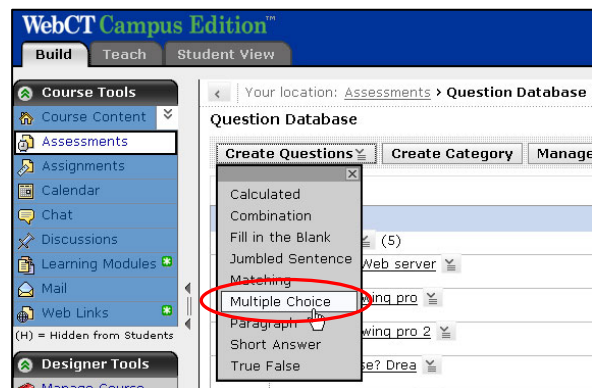
Step 6: *Under the section at the very top*,
   a. Enter a title for the question in the **Title** text box.
   b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*..
   c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
        ii. For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.

Step 7: *Under the section labeled Answers,*
   a. Select the option labeled **One answer** or the option labeled **Multiple answers**, depending on the answer(s) expected.
   b. Enter the wording and feedback for each answer into the corresponding text boxes for Answer 1, Answer 2, etc. (see screenshot below).
   c. Select the correct answer for the question by checking the box next to the correct answer choice. If multiple responses are required, multiple correct answers must be selected.

> **NOTE:** For multiple answer questions, 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%.

Step 8: *Under the section labeled Settings,*
- a. Selected the appropriate options for **Answer layout**, **Answer labels**, **Randomize answer ordering**, **Grading scheme**, and **Allow negative score**.

Step 9: Click the **More options** link at the bottom to access and set up additional assessment options (which include general feedback, designer notes, and category specification options).

Step 10: Click the **Save** button at the bottom of the **Create Multiple Choice Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Paragraph Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Paragraph** from the **Create Questions** drop-down menu (see screenshot at right).

The **Create Paragraph Question** screen will appear. Information will need to be input into the fields on the **Create Paragraph Question** screen to create the new paragraph question.
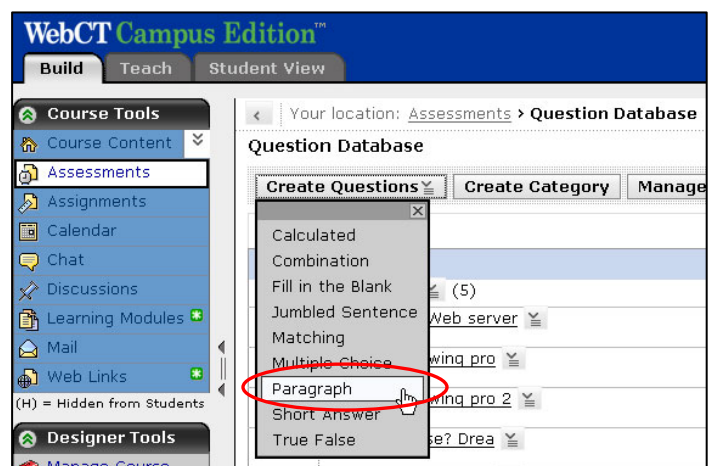
Step 6: *Under the section at the very top*,
- a. Enter a title for the question in the **Title** text box.
- b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the manual section called *WebCT Essentials*.
- c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.

        i.   For additional help on selecting an image file, refer to the manual section called *WebCT Essentials*.

Step 7: *Under the section labeled Answer,*
    a.   Enter any text into the **Pre-fill answer box with** text box that is to be displayed in the answer box when the question is delivered to the student (students can delete this text when they input an answer).
    b.   Enter a sample response into the **Sample Correct response** text box.

Step 8: *Under the section labeled Settings,*
    a.   Select a number for the **Answer box height**.
    b.   Select a number for the **Answer box width**.

Step 9: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 10: Click the **Save** button at the bottom of the **Create Paragraph Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a Short Answer Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.

Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **Short Answer** from the **Create Questions** drop-down menu (see screenshot at right). The **Create Short Answer Question** screen will appear. Information will need to be input into the fields on the **Create Short Answer Question** screen to create the new short answer question
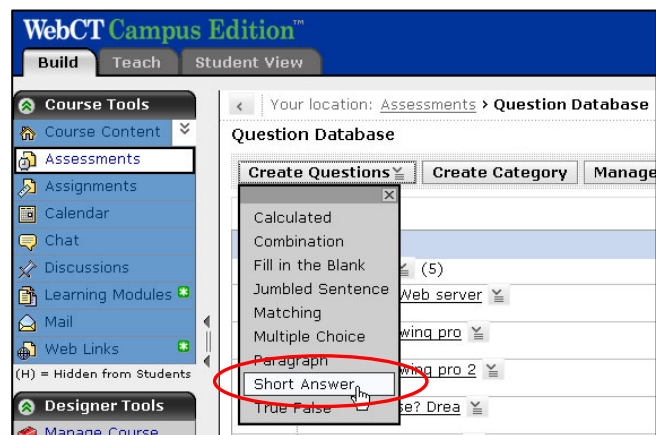
Step 6: *Under the section at the very top*,
    a.   Enter a title for the question in the **Title** text box.

b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the section called *WebCT Essentials*.
c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.
    i. For additional help on selecting an image file, refer to the section called *WebCT Essentials*.

Step 7: *Under the section labeled Answers,*
a. Enter accepted answers into each of the **Answer text** rows.
b. For each accepted answer in **Step a** above**,** indicate a **Value percentage** (out of the total number of points allotted to the question), choose a **Grading Scheme**, and select an option to **Allow in answer box**.

Step 8: *Under the section labeled Settings*,
a. Select the **Number of answer boxes** to show students.
b. Select a number for the **Answer box width**.
c. Choose **Yes** or **No** to indicate if answers are to be case-sensitive.

Step 9: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 10: Click the **Save** button at the bottom of the **Create Short Answer Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.

Creating a True/False Question

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen.
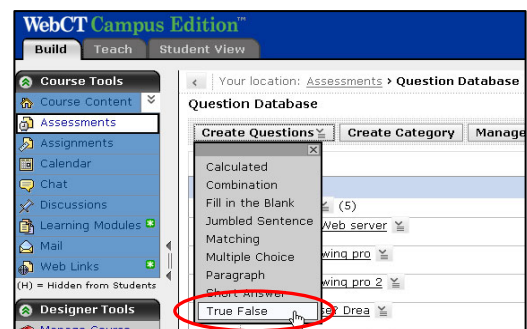
Step 4: Click **Create Questions** at the top of the **Question Database** screen.

Step 5: Choose **True False** from the **Create Questions** drop-down menu (see screenshot at right).

The **Create True False Question** screen will appear. Information will need to be input into the fields on the **Create True False Question** screen to create the new true/false question.

Step 6: *Under the section at the very top*,
a. Enter a title for the question in the **Title** text box.

      b. Enter the text for the question in the **Question text** text box. If you wish to use the HTML creator, refer to the section called ***WebCT Essentials***.

      c. If an image is to be included in the question text, click the **Browse** button located to the right of the **Image** text box. Select an image file to be included from your WebCT files or from your computer.

            i. For additional help on selecting an image file, refer to the section called ***WebCT Essentials***.

Step 7: *Under the section labeled **Answer**,*

      a. Choose the option labeled **True** or the option labeled **False** to indicate the correct answer to the question.

Step 8: Click the **More options** link at the bottom to access and set up additional question options (which include general feedback, designer notes, and category specification options).

Step 9: Click the **Save** button at the bottom of the **Create True False Question** window. The new question will be listed in the **Question Database**, under the selected category. If a category has not been selected for the new question, the question will appear in the **Uncategorized Questions Category**.