

## **Setting Up an 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**.

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)
- **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)

## **Quizzes**

### **Creating a Quiz**

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

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

**Step 3:** Click **Create Assessment** at the top of the **Assessment** screen. The **Create Assessment** screen will appear.

**Step 4:** *Under the section at the very top,*  
a. Enter a title for the assessment in the **Title** text box.  
b. Enter a description for the assessment in the **Description** text box (optional).

**Step 5:** *Under the section labeled **Grade Book column name**,*  
a. Enter a title for the corresponding Grade Book column for the Quiz.

**Step 6:** *Under the section labeled **Type**,*  
a. Select the option labeled **Quiz**.

**Step 7:** *Under the section labeled **Template**,*  
a. Select the option labeled **Do not base** to start the new assessment from scratch.  
b. Choose **Base on an existing** to use an existing assessment as a template for the new assessment. Select an assessment from the drop-down menu.

**Step 8:** Click the **Save** button.

**NOTE:** Item visibility for a **Quiz** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

## Adding Questions to a Quiz

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

**Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The Assessments screen will appear, with a list of all Assessments in the course.

**Step 3:** Click the title of the **Quiz** to be edited.

**Step 4:** Click **Add to Assessment** at the top of the Quiz screen.

**Step 5:** Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** will appear from which to select questions.

**NOTE:** For information regarding *question sets*, click the **Help** link in the upper right-hand corner of the WebCT window.

**Step 6:** Select each question to be added from the **Question Database** by clicking each question's corresponding check box.

- a. To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category (see screenshot at right).

Click the plus symbol (+) to expand a category.

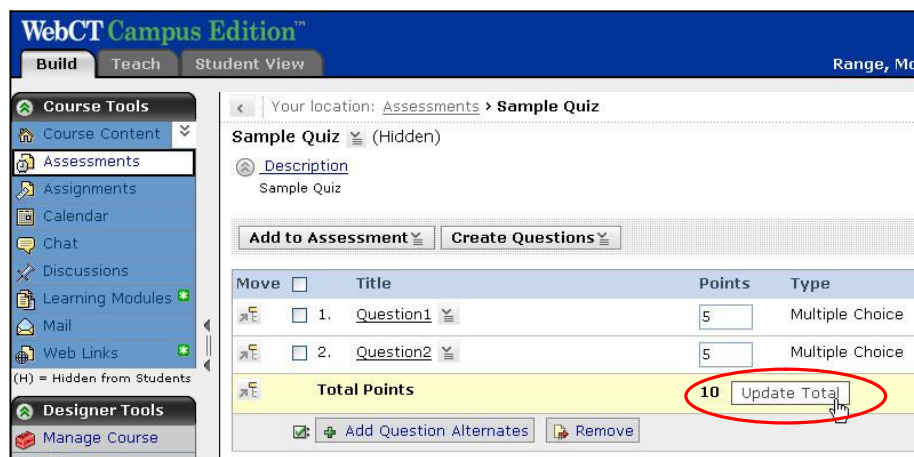
Question Database		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Title</b> ↑	<b>Type</b>
<input type="checkbox"/>	<b>Used By</b>	
<input type="checkbox"/>	[-] Modules1_2 (5)	Category
<input type="checkbox"/>	[-] How many Web server	Short Answer
<input type="checkbox"/>	[-] Of the following pro	Multiple Choice
<input type="checkbox"/>	[-] Of the following pro 2	Multiple Choice
<input type="checkbox"/>	[-] True or False? Drea	Multiple Choice
<input type="checkbox"/>	[-] What is the first st	Multiple Choice
<input type="checkbox"/>	[+] Modules3_4 (5)	Category
<input type="checkbox"/>	[+] Modules5_6 (5)	Category
<input type="checkbox"/>	[+] Tutorial 04 Unit 2 (53)	Category
<input type="checkbox"/>	[+] Tutorial 05 Unit 2 (31)	Category
<input type="checkbox"/>	[+] Uncategorized Questions (3)	Category
<input type="checkbox"/>	[-] Web Basics (0)	Category

**Step 7:** Click the **Add Selected** button at the bottom of the screen to add the selected questions to the **Quiz**.


**TIP:** To select all questions in a category, expand the category to be selected (click the plus symbol +). Make sure the category you want is the only one expanded. Once expanded, click the checkbox at the very top, left-hand corner of the Question Database table. All the questions in the expanded category will be selected.

## Specifying Quiz Point Values

- Step 1:** Click the **Build** tab.
- Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all Assessments in the course.
- Step 3:** Click the title of the Quiz to be edited. A list of questions that have been added to the Quiz will be listed.
- If questions are not listed for a Quiz, they will need to be added before points can be allocated.
- Step 4:** Enter the desired number of points into the **Points** text box for each corresponding question.
- Step 5:** Click the **Update Total** button at the bottom of the list of Quiz questions (see screenshot below).



## Specifying Quiz Settings

- Step 1:** Click the **Build** tab.
- Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all Assessments in the course.
- Step 3:** Locate the Quiz to be edited and click the **ActionLinks** menu  located to the right of the Quiz title.
- Step 4:** Click the **Edit Properties** link from the **ActionLink** drop-down menu. The **Edit Assessment Properties** screen will appear.
- Step 5:** Scroll down to the section labeled **Question Delivery** (the first two sections were set up during the initial creation of the Quiz).
- Step 6:** *Under the section labeled **Question Delivery**,*

- a. Select an option for question delivery (**Deliver all questions at once**, **Deliver questions one at a time and allow questions to be revisited**, or **Deliver questions one at a time and do not allow questions to be revisited**).
- b. Deselect the option labeled **Display question titles** (recommended).

**Step 7:** *Under the section labeled **Display Assessment**,*

- a. Choose **In the same browser window** (recommended).

**Step 8:** *Under the section labeled **Duration**,*

- a. Choose the option labeled **Unlimited** to allow unlimited time to take the Quiz or choose the option labeled **Time**.
  - i. If **Time** is selected, input the amount of time allotted to take the Quiz.

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

- a. Select the number of attempts allowed for the Quiz from the **Allowed Attempts** drop-down menu.
- b. Select the **Randomize Questions** option if desired.
- c. Enter a minimum attempt time (between attempts) in the **Minimum attempt time** text box, if desired.

**Step 10:** *Under the section labeled **Student Score**,*

- a. Choose an appropriate option from those listed (**Release score once assessment has been submitted**, **Release score once assessment has been submitted and all questions have been graded**, or **Do not release score**).

**Step 11:** *Under the **Dates Available Section** (click to expand),*

- a. Choose a start time for the Quiz using the **Start Time** section (time available).
- b. Choose an end time for the Quiz, if desired.

**Step 12:** *Under the **Results Settings** section,*

- a. Select the appropriate results options. Options selected in this section will be applied after students submit a Quiz and are viewing results (see screenshot below).

**Step 13:** Click the **Save** button at the bottom of the **Edit Assessment Properties** screen.

**NOTE:** For additional information or information regarding settings not covered, click the **Help** link in the upper right-hand corner of the WebCT window.