

Competencies

After reading this document, you will be able to:

- ▶ Create, edit, delete, and view a quiz

The Quiz and Survey Tool

Use *Quiz and Survey* to create and administer your quizzes and surveys. WebCT automatically grades all types of quiz questions except paragraph questions. Survey responses are automatically tabulated and the results are summarized.



Note To create a quiz or survey, you must have added the *Quiz and Survey* tool to your course. In addition, you must have entered at least one question into the Questions Database.

To create a quiz or survey

- 1 Navigate to the *Quiz/Survey* page.
- 2 Select **Designer Options**. The *Quizzes/Surveys Page* displays.

Homepage > Quiz

Quizzes/Surveys | Question Database

To view additional Quiz, Question and Student Information, click on Submissions, Detail, Reports or Summary.

0 Available | 0 Due soon

Display:

My Quiz

Availability: Unavailable

Duration: Unlimited | Points: / ---

Results:

Figure 1: The Quiz/Surveys Page

- 3 In the Actions Menu under Options, click **Create Quiz** or **Create Survey**. The *Create New Quiz* or *Create New Survey* screen displays.

- 4 Enter a title for the quiz or survey in the designated text box.
- 5 Specify whether or not to use another quiz or survey as a template.



Note If you use another quiz or survey as a template, all of its questions will appear automatically in the new quiz or survey.

- 6 Click **Create**. The *Quiz and Survey Management* screen appears, with the new title in the quiz and survey list.



Note This procedure only adds the quiz or survey to the list. Afterwards, it is still necessary to add questions and specify quiz or survey settings.

You can also delete a quiz or survey from your course at any time. If you do so, all student submissions are also removed. However, the grades for a deleted quiz will be retained in *Manage Students*.

To delete a quiz or survey

- 1 In the *Quiz/Survey* page, select the item you want to delete.
- 2 Under *Options* in the *Action Menu*, select **Delete**.
- 3 Two confirmation messages appear, one after the other. Click **OK** to both.
- 4 The *Quiz/Survey* page appears with the item removed from the list.

Adding Questions

You can choose to add questions to your quiz or survey individually or in sets. In addition, you have the option of adding alternate questions to create a new question set or expand existing ones. You can also preview the quiz or survey as you assemble it.

Adding Individual Questions

You can use the *Quiz and Survey* tool to select individual questions from the Questions Database for inclusion on a quiz or survey.

To add individual questions to a quiz or survey

- 1 From the *Quiz/Survey* page, click **Designer Options**. Click the quiz link to which you would like to add questions.
- 2 Under *Options* in the *Action Menu*, select **Add questions**. The *Questions Browser* appears.
- 3 Reveal or hide all of the questions in a selected category by clicking the appropriate folder.

- 4 Select questions by clicking the check boxes next to them and then click **Add Selected**. To select all the questions in a category, click the check box next to the folder for that category and then click **Add Selected**.
- 5 The *Quiz Editor* screen displays with the table of questions that you have selected for the quiz or survey.
- 6 If you are adding the questions to a quiz, enter the number of points to be allocated to each question in the *Points* text box. Click **Update Total** to include your point allocations in the quiz. Because you can reuse the questions on different quizzes, WebCT allows you to assign points to questions on a per-quiz basis.



Note Before releasing a quiz to students, you must click **Update Total** to update the total points for the quiz.

Adding Question Sets

Question sets provide you with more flexibility than individual questions. A set is a group of individual questions from which you can specify that a random selection be presented to students. For example, you can specify a set of four questions, out of which two will be randomly selected and presented to students when they take a quiz.



Tip You can create a question set from an individual question by adding alternate questions (see below).

To add a question set to a quiz

- 1 From the *Quiz/Survey* page, click **Designer Options**. Click the quiz link to which you would like to add questions.
- 2 Under *Options* in the *Action Menu*, select **Add question set**. The *Questions Browser* appears.
- 3 Reveal or hide all of the questions in a selected category by clicking the appropriate folder.
- 4 Select questions by clicking the check boxes next to them and then click **Add Selected**. To select all the questions in a category, click the check box next to the folder for that category and then click **Add Selected**.
- 5 The *Quiz Editor* screen displays with the table of questions that you have selected for the quiz or survey.
- 6 If you are adding the questions to a quiz, enter the number of points to be allocated to each question in the *Points* text box. Click **Update Total** to include your point allocations in the quiz. Because you can

reuse the questions on different quizzes, WebCT allows you to assign points to questions on a per-quiz basis.



Note Before releasing a quiz to students, you must click **Update Total** to update the total points for the quiz.

- 7 From the *Select* drop-down list in the table of questions, select the number of questions to be randomly selected from the set when a student takes the quiz.



Tip If you specify that all the questions in a set be selected, the entire question set will appear to students in random order.

Adding Alternate Questions

You can create a question set from an individual question by adding alternate questions. You can also include more questions in a question set by adding alternates. Both these options allow you to include a question in a quiz but not use it every time that the quiz is taken.

To add alternate questions to a quiz

- 1 From the *Quiz/Survey* page, click **Designer Options**. Click the quiz link to which you would like to add questions.
- 2 Select the check box to the left of the question to which you want to add alternates.
- 3 Under *Options* in the *Action Menu*, select **Add question alternates**. The *Questions Browser* appears.
- 4 Reveal or hide all of the questions in a selected category by clicking the appropriate folder.
- 5 Select questions by clicking the check boxes next to them and then click **Add Selected**. To select all the questions in a category, click the check box next to the folder for that category and then click **Add Selected**.
- 6 The *Quiz Editor* screen displays with the table of questions that you have selected for the quiz or survey.
- 7 If you are adding the questions to a quiz, enter the number of points to be allocated to each question in the *Points* text box. Click **Update Total** to include your point allocations in the quiz. Because you can reuse the questions on different quizzes, WebCT allows you to assign points to questions on a per-quiz basis.



Note Before releasing a quiz to students, you must click **Update Total** to update the total points for the quiz.

Previewing a Quiz

You can preview a quiz or survey to see how the questions you select will be presented to students. When you preview a quiz, all questions are presented at once, regardless of the display settings you specified for the actual quiz.



Important It is not possible to take a quiz for credit in the Preview view.

To preview a quiz or survey

- 1 While in the *Quiz Editor* or *Survey Editor*, under *Options*, select **Preview Quiz** or **Preview Survey**.
- 2 A window opens, displaying the current quiz or survey.
- 3 Click **Finish** to return to the *Editor* screen.

Linking to a Quiz or Survey

You can add a link to a quiz or survey to a Content Module. Alternately, you can link to a quiz or survey from a specific Content Module page.

To add a quiz or survey link to a Content Module

- 1 Go to the Table of Contents for the Content Module to which you want to add a quiz or survey.
- 2 Click **Designer Options**. The *Settings* screen appears.
- 3 Under *Options: Table of Contents* in the *Action Menu*, select **Add quiz**. The *Add Quiz* screen appears, displaying the quizzes and surveys available in your course.
- 4 Select a quiz or survey from the *Quiz name* selection box.
- 5 In the *Quiz title* text box, type the quiz or survey title that will appear in the *Content Module* Table of Contents.
- 6 If you want to replace an existing heading or file in the TOC with the quiz or survey, check **Replace the file selected in the Table of Contents**.
- 7 Click **Preview** to view the quiz or survey before adding it to the module.

- 8 Click **Add**. The revised Table of Contents appears.