

Competencies

After reading this document, you will be able to:

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

Configuring Quiz Settings

Before students can take a quiz, you must specify certain information about it, such as when it is to be made available, and how the questions are to be presented. There are six sets of quiz settings:

- ▶ **Basic:** these settings apply to all quizzes, and include how the questions are to be delivered to the student, and how many attempts will be allowed on multiple submission quizzes.
- ▶ **Availability:** these settings apply to all quizzes, and specify how long the quiz will be available to students.
- ▶ **Selective Release:** these settings are optional, and specify any restricted student access.
- ▶ **Security:** these settings are optional, and specify access controls through passwords and specific computer network addresses.
- ▶ **Submission:** these settings are optional, and specify a message to be left to students after they have submitted their quiz, as well as an email address to which a copy of a student's submission will be sent.
- ▶ **Results:** these settings apply to all quizzes, and specify how the quiz results are to be released to students.

To access quiz settings

- 1 Navigate to the *Quiz/Survey* page.
- 2 Select **Designer Options**. The *Quiz/Survey and Database Management Index* screen appears.
- 3 Click **Quiz and Survey Management** in the first header. The *Quiz and Survey Management* screen appears.
- 4 Click the name of the quiz for which you wish to specify settings. The *Quiz Editor* screen appears.

- Under *Options*, select **Quiz settings** and click **Go**. The *Quiz Settings* screen appears.

To specify Basic settings for a quiz

Basic settings	
Quiz title	<input type="text" value="Empiricists"/>
Question titles	<input type="checkbox"/> Show the question titles when students view the quiz.
Question delivery	<input checked="" type="radio"/> Deliver all the questions at once. <input type="radio"/> Deliver one question at a time, where any question can be revisited. <input type="radio"/> Deliver one question at a time, where students must answer or skip each question to proceed. Once a question has been answered or skipped it cannot be revisited.
Quiz duration	Number: <input type="text"/> Units: <input type="text" value="minute(s)"/> (<input type="checkbox"/> Disallow answer submission if time has expired.)
Attempts allowed	<input type="text" value="1"/>
Attempts separation	Minimum time between attempts: Number: <input type="text"/> Units: <input type="text" value="minute(s)"/>

Figure 1: Basic settings options for a quiz

- If you want to change the title of the quiz, make the changes in the *Quiz title* text box.
- To show question titles to the student, check the *Question titles* check box.
- To specify how the quiz questions are presented to students, select one of the following *Question delivery* options:
 - ▶ **Deliver all the questions at once:** students see all of the quiz questions at one time. They can answer the questions in any order and then submit the quiz when they are ready.
 - ▶ **Deliver one question at a time, where any question can be revisited:** students see only one question at a time; but they are able to revisit any question before they submit the quiz.
 - ▶ **Deliver one question at a time, where students must answer or skip each question to proceed. Once a question has been answered or skipped it cannot be revisited:** students see only one question at a time, and must answer or skip the question before seeing the next. Questions cannot be revisited once they have been answered or skipped.
- In the *Quiz duration Number* text box, type the number of minutes, hours or days that students will have to take the quiz. From the *Quiz duration Units* drop-down list, select the units of time.



Note The clock starts when a student first accesses the quiz. To give students unlimited time to take the quiz, do not enter any duration.

- 5 To restrict students from submitting quizzes after the availability period has ended, check **Disallow answer submission if time has expired**.



Warning Use this feature with caution, as it has no way of taking any extenuating circumstances into account. For example, if a student spends 30 minutes composing one answer and then attempts to submit it after the set time limit expires; the submission will not be allowed. As a result, all work not saved will be lost. If you choose to utilize this feature, warn students to save their work frequently by clicking **Save Answer**.

- 6 From the *Attempts allowed* drop-down box, select the number of quiz attempts that students are allowed to have during the period of quiz availability.
- 7 If you have chosen to allow multiple attempts, in the *Attempts separation Number* text box, type the number of minutes, hours or days that students must wait between attempts at the quiz. From the *Attempts separation Units* drop-down list, select the units of time.

To specify Availability settings for a quiz

- 1 In the *Available After* text boxes, type the date on which the quiz becomes available to students.
- 2 From the *Available After* drop-down lists, select the time at which the quiz becomes available to students.



Tip You can choose to make a quiz available immediately by clicking **Allow Access Now**. The text boxes will be set to the current date and time.

- 3 In the *Available Until* text boxes, type the date on which the quiz becomes unavailable to students.
- 4 From the *Available Until* drop-down lists, select the time at which the quiz becomes unavailable to students.



Tip You can choose to make a quiz unavailable immediately by clicking **Deny Access Now**. The text boxes will be set to the current date and time.

You can limit the release of a quiz to specific students. The quiz must be generally available to students for these settings to take effect. You can specify release to selected students based on:

- ▶ student ID
- ▶ students who meet specific criteria. (For example, all students whose last name begins with "a".)

To specify Selective Release settings for a quiz

- 1 In the *Release to* text box, type the IDs of the students that you want to release the quiz to.

-OR-

If you do not know the students' IDs:

- a Click **Browse**. The *Member Selection* window opens.
- b To include a student in the release, check the check box next to his or her name. If you have a large class, you can click the **All** or **None** buttons to select or clear all students, and then modify your selections from there. You can also paste students into the list from your clipboard by clicking **Clipboard**.
- c Click **Update**. The *Quiz Settings* page appears with the student IDs entered in the *Release to* text box.



Note To release the quiz to all students, enter nothing in the *Release to* text box.

- 2 From the *Release based on* drop-down lists, select the release criteria as follows:
 - ▶ *Criteria*: specify the field that you want to use (**first name**, **student ID**, etc.)
 - ▶ *Comparison*: specify the method of comparison (**Equals**, **Contains**, **Ends with**, etc.)
 - ▶ *Value*: specify the text to base your limited release on.
- 3 To hide the quiz from students who do not meet the selective release requirements, check the *Remove this quiz from quiz/survey lists...* check box.

To specify Security settings for a quiz

Security	
Proctor password	Students must enter the password <input type="text"/> to gain access to the quiz.
IP address mask	Only machines which match the IP mask 1st 2nd 3rd 4th <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> ... may be used to access the quiz.

Figure 2: Security settings options for a quiz

- 1 In the *Proctor password* text box, type the password that students must enter to access the quiz. If nothing is entered in the text box, students may access the quiz normally. Otherwise, students will be asked for a password before entering the quiz. For a student to successfully enter the quiz, the password must exactly match the text that you have specified.



Tip This method is often used with proctored exams given in lab settings, with the exam proctor giving out the password at the beginning of the exam. This ensures that the correct students access the quiz at the proper time.

- 2 In the *IP address mask* text boxes, type the IP address mask. If you enter nothing into the *IP address mask* text boxes, then all computers can access the quiz (if you have made it available). Otherwise, access will be restricted to those computers that have an IP address which matches the mask that you enter.



Tip You do not have to enter all four components of the IP address mask. For example, you can restrict access to only those computers with an IP address beginning with 196 by typing 196 in the first text box and leaving the other boxes blank.

To specify the Submissions settings for a quiz

- 1 If you wish to specify a message to display to the students when they submit the quiz, enter it in the *Submission message* text box.
- 2 If you wish to send copies of the submitted quizzes to an email address, enter it in the *Email submissions* text box.

To specify the Results settings for a quiz

Results

Student score If multiple attempts are allowed, use the score for the student's grade.

Student score release Release the score once the quiz has been submitted.
 Release the score once the quiz has been submitted *and* all the questions have been graded.
 Do not release the score.

Student results display a) Show the question text for each question.
 b) Show the student's response for each question. (requires: a)
 c) Show the evaluation of the student's response *only*. (requires: a, b; excludes: d)
 d) Show the full evaluation of each question. (requires: a, b; excludes: c)
 e) Show the correct answer for each question. (requires: a, b)
 f) Show the feedback for each question.
 g) Show the student's score for each question.
 h) Show all the grader comments for the quiz.
 i) Show the student's total score for the quiz.

Figure 3: Results settings options for a quiz

- 1 If multiple attempts are allowed for the quiz, select which score is to be used for the grade from the *Student score* drop-down list.
- 2 To specify how the quiz results are to be released to students, choose one of the *Student score release* options.
 - ▶ **Release the score once the quiz has been submitted:** the quiz results are released to students without any restrictions. If the quiz includes questions which cannot be graded automatically, then students will see a partially graded quiz.
 - ▶ **Release the score once the quiz has been submitted and all the questions have been graded:** students can only view the results of a quiz when all of the questions have been graded. If some questions cannot be graded automatically, then students will not see their scores until these questions are graded.
 - ▶ **Do not release the score:** students cannot see the results of the quiz.



Note You can change these options at any time.

- 3 To specify how quiz results are to be displayed to students, check the appropriate *Student results display* check boxes.
 - a **Show the question text for each question:** when students view their results, they see the questions as they appeared in the quiz.
 - b **Show the student's response for each question:** students see their response to each question when they view the results

- c Show the evaluation of the student's response only:** students see how their response to each question was graded when they view the results. (*Note:* this option can only be set in conjunction with **a** and **b**, and excludes **d**.)
- d Show the full evaluation of each question:** students see how their response was graded, as well as the total points available for the question. (*Note:* this option can only be set in conjunction with **a** and **b**, and excludes **c**.)
- e Show the correct answer for each question:** students see the correct answer for each question. (*Note:* this option can only be set in conjunction with **a** and **b**.)
- f Show the feedback for each question:** students see the grader's feedback for each question.
- g Show the student's score for each question:** students see their score for each question.
- h Show all the grader's comments for the quiz:** students see all of the grader's comments for the quiz.
- i Show the student's total score for the quiz:** students see their total score for the quiz.

To save your quiz settings

- ▶ Click **Update**.