



The Kalmanovitz Library and  
The Center for Knowledge Management

CIT/WebCT Design Course #4:

## *Quizzes, Surveys and Assignments*

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*Quizzes, Surveys and Assignments*

## *Class Objectives*

- You will be able to add and manage content in your WebCT course
- You will learn how to:
  - Build a Questions Database
  - Create Quizzes and Surveys
  - Administer online quizzes and surveys
  - View and analyze grades and responses
  - Create and administer Assignments



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*Quizzes, Surveys and Assignments*

## *Housekeeping*

- Course manual
- Computers we will be using
  - Logging in
  - Starting Internet Explorer
- GALEN account and course you will use in this class
- *Your Personal GALEN accounts*



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## Log into WebCT

- Go to the CIT home page
  - <http://cit.ucsf.edu/>
- Click on the *Log into WebCT* link
- Enter Username (GALEN login name) and Password provided
- *myWebCT* -- access your course




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## Quizzes and Surveys

- Quiz/Survey Tool allows you to create and administer online tests.
- Wide variety of question types
  - Multiple choice; Short answer; Matching; Calculated; Short Paragraph
- Questions can be randomized.
- Quizzes can be graded by WebCT, by the instructor, or by a TA.
- Also a Self-Test Tool.




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## Quiz Components

- Question Database
  - Create and store questions in categories.
- Quiz Editor
  - Select questions from the question database and create any number of quizzes and surveys.
- Quiz and Survey Management
  - Add, edit, and organize quizzes and surveys.
- Management and Analysis
  - Manual grading of quizzes; info on who has completed; when submitted; basic statistical analysis.




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## Question Database

- Before you can build a quiz, you must first create a database of questions.
- Can add questions one at a time.
- Can batch import questions
  - Using a text file
  - Special WebCT question format
    - Rather complex
  - 3rd-party tools can help create questions
    - *Respondus*: <http://www.respondus.com/>




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## Quiz Editor

- Used to build the quiz
- Add a quiz, and then add questions to the quiz from the Questions Database.
- Quiz Settings
  - Need to be set before students can begin taking the quiz
- We will now go into our student accounts and take the quiz.
- Grading quizzes




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## Assignments

- Assignments
  - Allows you to distribute course assignments to your students and your students to submit completed assignments to you.
  - Can provide:
    - Instructions
    - Maximum grade
    - Files related to the assignment




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### *What will happen to this course?*

- These training courses will stay on the WebCT server for three (3) days
- If you want to archive your work, use the Backup Course feature within this time and download to your PC
- You will be able to upload this course and restore it later when you actually start building a real WebCT course



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