

CIT/WebCT Design Course #4

Quizzes, Surveys and Assignments

Brian Warling
Center for Instructional Technology
UCSF Library and Center for Knowledge Management

This manual is designed to serve as a companion to the Center for Instructional Technology's *CIT/WebCT Course Design #4: Quizzes, Surveys and Assignments* class. You should have already taken the first class in the series where you learned how to start building your WebCT course. In this class, you will learn how to create and administer online quizzes and assignments. This manual will provide the basic information you need to do this. Please keep in mind, however, that the information presented here only touches upon what is involved in creating and managing quizzes and assignments on WebCT. In the in-person class, you will learn by actually doing course design online. This manual should serve as a useful reference tool, and is also available in electronic PDF format from <http://cit.ucsf.edu>. More in-depth documentation on how to design WebCT courses is available from WebCT.

Quizzes and Assignments

WebCT includes some powerful tools to assess your students' performance in your course. The **Quizzes/Surveys** tool allows you to administer quizzes and exams online through your WebCT course. Your online quizzes can have many different types of questions – multiple choice, true/false, short answer, paragraph (essay), matching, and calculated questions. You can randomize questions on your quizzes. For example, a given quiz question may actually have any number of questions behind it, so which question is actually asked is randomized. You can include images in your questions (e.g., "What is wrong with this liver?"). You can use the WebCT selective release feature to decide when and how to release a quiz. You can limit access to a quiz by computer address, so only certain computers (such as in a computer classroom) can access the quiz; or, you would "proctor" your quiz by setting up a password that a proctor gives out just before the quiz. Quizzes can be completely or partially graded by WebCT depending upon the type of questions in the quiz (WebCT is unable to automatically grade paragraph questions). You can decide how you want your quiz results released to your students. Once students have taken a quiz, WebCT helps you analyze quiz responses. Survey responses are automatically tabulated, and the results are summarized. Because the quiz and survey tool has so many features, it is one of the most complex tools in WebCT. It is usually best to start with simple quizzes or surveys when you first start using the quiz/survey tool.

The **Assignments** tool allows you to create and distribute course assignments to your students, and download, evaluate, and assign a grade to the completed work. The Assignments tool is also rather complex since your students have to upload the completed assignment into WebCT and submit it to the instructor.

As you will see, the process of adding questions and creating quizzes in WebCT is somewhat cumbersome. Third-party programs now exist that can streamline the process. One of these programs is called Respondus. With Respondus, you create your questions and quizzes offline on your PC, where the work goes much faster. It takes care of moving the questions and quizzes into your WebCT course. You can find out more about Respondus at <http://www.respondus.com/>. The CIT Lab also have a copy of the full licensed version in case you would like to try it out.

Quizzes

The WebCT quiz and survey module allows you to create and administer online tests and surveys, which may then be graded and analyzed by the WebCT Quiz Tool, the course designers (primary and shared), or teaching assistants. The *Quiz/Survey and Database Management Index* consists of:

Designer Options	Description
Questions Database	You can create and store questions in categories, which are then used in your quizzes and exams.
Quiz Editor	You can select questions from the Question Database and create any number of quizzes, exams, and surveys.
Quiz and Survey Management	You can add a quiz, exam or survey to your course, and edit or organize the quizzes, exams and surveys already in your course.
Management and Analysis	Enables manual grading of quizzes, exam and surveys; provides information on who has completed them, when they were completed, and simple statistical analyses on the results.

Building a Quiz

As with most WebCT tools, the first step to creating a quiz is to place the **Quizzes/Surveys** tool on your Homepage by using “Add Page or Tool” from the Control Panel. Once you have added the Quiz tool to your course, click on its icon or label in your homepage or organizer page. Then click on the “Designer Options” tab – this will bring you to the listing of quizzes in your course, where you will usually start when you want to do any kind of design work on a quiz or when you want to manage and analyze your students quiz submissions.

When you first add the Quiz tool, your list of quizzes will be empty, as shown above. You will need to create quizzes before they appear in the listing. In addition, there is a Question Database that will also be empty when you start. You will also need to create questions in the Question Database before you can add those questions to your quizzes.

Step 1: Add Questions to the Database

Before a quiz with any content can be added to your course, you must first have created a database of questions. There are two ways to add questions to your question database. We will cover both of them:

- Adding questions (and answers) one at a time using the “Add a Question” form
- Upload multiple questions created in a text file using the proper question format

The first step is to select “Question Database.” This brings up the Question Database page:

1. If you start by adding questions one at a time, you first need to add a category. Select the button to “Create category” then in the form that comes up enter the name of the category and click “Create”. You are able to categorize the questions in your course’s questions database. If you have already created some categories, you need to view the category.
2. Next, under “Options: Question,” select what kind of question you want to add (using the pull-down menu). The choices are: Multiple Choice; Matching; Calculated; Short Answer; Paragraph. Then click on Go.
3. The form you get (see next page) depends on the question type you selected. Each type of question has a slightly different form.

This is the first part of the Multiple Choice Question form. You can change the category this question will go to at this point if you wish by selecting a different category in the pull-down menu.

You can provide your question with short descriptive Title. Enter the question in the Question box. You can adjust the question settings below.

You can also change question settings. For example, if there is only one correct answer, check “One answer.”

The second part of the question form appears at the right. For multiple choice questions, you can enter as many potential answers as you wish (two are shown here).

You can also assign the percent values for each question. In the example at the right, answering “Truman Capote” would give 0%; the correct answer – “Harper Lee” – gives 100%. You can split the percentages if you wish.

Notice that you can also include feedback. The students will see this when they get their graded quiz back.

When finished, click the “Save” button at the bottom of the form (you may need to scroll down).

Once you have save the question, you will be returned to the Question Database page where you will see your questions. The entry gives you the Title (which you can click on to edit the question), the type (MC=multiple choice) and the Category. “Used By” indicates which quiz is using the question (only one quiz can use a question at a time).

Use the magnifying glass icon to preview the question.

To add more questions, simply repeat the process. The Question Database will be filled with more entries as you add more questions. Use the actions in the righthand frame of the Questions Database page, under “Manage Questions,” to move questions to different categories, delete questions, or to import questions.

Title	Type	Category	Used By
Mockingbird author	MC	Novels	---

Import Questions is the action you will use to import questions created outside of WebCT (or downloaded from another course). You could write questions in a word processor and then import them into your course. But it is actually quite difficult to write questions in this format. Here is an example:

```
# Start of question: Jumping Cow
:TYPE:S:
:TITLE:Jumping Cow
:QUESTION:H
The cow took a high jump in the "Hey Diddle Diddle" poem.  Where did she jump?
:IMAGE:
:ANSWERS:1
:CASE:0
:ANSWER1:Moon:100:0::
:ANSWER2:Over the moon:100:0::
:ANSWER3:The moon:100:0::
:FEEDBACK1:H
Considering the antiquity of the Mother Goose poems, the cow's trip is probably one of the
earliest documented forays of an earth creator into extra-terrestrial travel attempts.
:CAT:Children's Literature
# End of question: Jumping Cow
```

This format is very detailed. One misplaced colon or missing symbol will cause the importing process to fail. You usually won't author in this format directly. Third-party programs will generate it for you. Or, WebCT will generate it for you when you download questions from an existing questions database (in one course) and import them into another course.

To import questions into your Questions Database, select "Import questions" from the Questions Database page. This will bring up an import dialog box. Click the Browse button to open a pop-up window and browse your My-Files folder for the text file that contains the questions you want to import. If you have not yet uploaded the file into My-Files, you can also do that now. Once you've located the text file in My-Files, select it by clicking the round radio button next to it and then click the "Add Selected" button at the bottom of the window. You are returned to the Import page which should now show the correct file name to import from; then click the Import button.

An Import Questions page will come up that lets you confirm the importing. If the questions look OK, click Continue. More questions will now appear in your Questions Database.

Step 2: Create a Quiz and Add Questions

Once you have created a database of questions, you are now ready to begin creating quizzes. Select "Create quiz" from the list of quizzes in the Designer Options view of *Quizzes/Surveys*.

In the page that comes up, you must enter the title of the quiz and then click the Create button. You may want a simple name or a more descriptive title.

View **Designer Options**

Homepage > **Quizzes/Surveys**

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:
All quizzes and surveys August 25, 2003 2:18pm
Go

Quiz #1

Availability: **Unavailable**
Duration: **Unlimited** Points: / ---
Results: **Submissions** **Detail** **Reports** **Summary**

For now, your quiz listing should look similar to the listing at left.

Later on, when you have many quizzes, you can hierarchically organize the list of quizzes and surveys by creating labels. The action to create a label is right below the actions to create a quiz or a survey. Labels can provide students with a clearer understanding of how the quizzes relate to the course components. For example, quizzes could be grouped together under labels which reflect the units in a course.

To add or change the questions in a given quiz, select the quiz by clicking on the round radio button next to it's title, and then click on the Edit button in the Actions to the right.

You will then see the **Quiz Editor** page where you can add questions from the Question Database to your new quiz.

To add questions to the quiz, select one of the *Add Question* actions. This takes you to the Questions Database, where you check off the questions you want to add to the quiz.

How questions are added depends on which action you select:

- **Add Questions:** Add single questions to a quiz
- **Add Question Set:** Add a group of questions to a single quiz question (i.e., random alternate questions)
- **Add Question Alternates:** Add alternate questions to a quiz question already added

After you have added some questions, your quiz may look like this example of a 4 question quiz.

A student taking this example quiz will have their first question randomly chosen from the two questions listed under No. 1. These two questions were either added as a question set, or one was added later as a question alternate. If you would like both questions to be on the quiz (i.e., make a 5 question quiz), you can change the Select pull-down menu from 1 to 2 and click on Update Total.

Once you have added some questions, you will want to assign point values. In this 4 question quiz, you might decide to make each question worth 25 points. Enter 25 in each of the Points boxes and click on Update Total.

View **Designer Options**

Homepage > Quizzes/Surveys > **Quiz Editor**

Quiz Editor: Quiz #1
Quiz editor **Submissions** **Detail** **Reports** **Summary**

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title. To assign points for each question, enter a number in the Points Field next to each question, then click **Update total**.

No questions have been added to the quiz yet.

Actions
 indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options
Add questions
Add question set
 Add question alternates
 Remove question
Edit quiz settings
Preview quiz

Homepage > Quizzes/Surveys > **Quiz Editor**

Quiz Editor: Midterm Exam
Quiz editor **Submissions** **Detail** **Reports** **Summary**

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title. To assign points for each question, enter a number in the Points Field next to each question, then click **Update total**.

<input type="checkbox"/>	No.	Points	Select	Questions
<input type="checkbox"/>	1	0	1	<input type="checkbox"/> Beanstalk <input type="checkbox"/> How the story ended
<input type="checkbox"/>	2	0	---	Building Materials
<input type="checkbox"/>	3	0	---	Jumping Cow
<input type="checkbox"/>	4	0	---	Mockingbird author
Total: 0		Update total		

Step 3: Make the Quiz Available to Your Students

Once you have created the quiz, you still need to release it to your students before they can see it. From the Quiz Editor, select “Quiz Settings” – here you can decide how and when you want to release the quiz to your students. There are many settings and options on the Quiz Setting page. Here, you can set the following:

- **Basic Settings:** How the quiz is delivered; e.g., questions are shown all at once or one at a time; Quiz duration – how long the students have to complete the quiz; Quiz attempts – how many times can they take the quiz
- **Availability:** When is the quiz available, and for how long
- **Selective Release:** Release to certain students; release based on gradebook criteria
- **Security:** Proxy password (the password can be given out the day of the quiz, and is needed to take the quiz); IP range (you can confine the availability of the quiz to computers in a lab as long as you know their IP addresses)
- **Results:** How the quiz results are released to the students; the quiz score can be released once the quiz has been graded (if WebCT can grade the entire quiz., this is essentially immediately); the quiz can also be released when the quiz has been graded and all the questions have been graded; or, do not release the score; you also have many settings on how the results are presented to the students.

Assignments

The **Assignments** tool is a two-way communication vehicle that allows you to distribute course assignments to your students and your students to submit completed assignments to you. The Assignments tool has a variety of data fields that need to be specified for each assignment, including an instruction field where you can describe the assignment, a maximum grade field that lets you inform students of an individual assignment’s point value, and a file utility that allows you to attach files that are related to your assignment.

The first step to creating an assignment is to place the **Assignments** tool on your Homepage (or an organizer page) by using “Add Page or Tool” from the Control Panel.

Once you have added the **Assignments** tool to your course, click on its icon and select *Designer Options*. You will see the Assignments page at the left. You will start out with no assignments in your list. It is here where you can add and delete assignments. Once assignments have been added, you can also view your students submissions.

When you want to add a new assignment, click on the “Add” Button under Actions on the right.

You will be asked to give your assignment a title. Then click the “Add” button and you will be taken back to the Assignments list.

To specify more details about the assignment, you will need to select the assignment by clicking the round radio button next to the assignment name in the list, and then clicking the Edit button in the list of actions.

View Designer Options

Homepage > Assignments > Essay on "To Kill a Mockingbird"

Assignment: Essay on "To Kill a Mockingbird"

Assignment Information

Maximum grade: None

Due date: None

Instructions: None

Assignment files: None

Actions

⌕ indicates a selection is required from the main frame and that multiple selections are allowed.

Options

Edit assignment settings

Import assignment file:

Browse...

Import

Remove

This will bring you to the Assignment Information page.

From this page, you can import a file that you want your students to use during the assignment. This file can be of any type, such as an HTML page with more in-depth instructions (perhaps some images) or a Microsoft Word document.

But to add the basic instructions and change other settings (such as the due date) for the assignment, click on the "Edit assignment settings" button.

On the "Assignment Settings" page below you can modify the title, provide instructions on how to complete the assignment, assign the maximum grade, and set the availability dates. You can also set options on how you and your students will be notified when assignments are submitted. When you are done changing settings, you need to scroll to the bottom of the form and click the "Update" button.

View Designer Options

Homepage > Assignments > Essay on "To Kill a Mockingbird" > Assignment Settings

Assignment Settings: Essay on "To Kill a Mockingbird"

Basic Settings

*Title:

*Instructions:

*Maximum grade:

Availability

Available starting:

Immediately

Specify a date

Due date:

Unlimited

Specify a date

Cutoff date:

Do not allow late submissions.

Allow late submissions.

Unlimited

Specify a date

Notification

Student notification:

Use external e-mail to acknowledge a student's submission of this assignment.

Do **not** acknowledge a student's submission of this assignment.

Instructor notification:

Notify instructor when a student submits this assignment.

Instructor's email address:

Do **not** send e-mail notification when student has submitted an assignment.

Submissions

Multiple submissions: Allow multiple submissions. (Grading cannot occur until after the due date.)
 Do not allow multiple submissions.

Results

Student score release: Release the score once the assignment has been graded.
 Release the score once the availability period has ended *and* the assignment has been graded.
 Do not release the score.

Release column: Release the Assignment column so students can see their grade in the My Grades tool. You can also control the release of this column from the Manage Students page. (See Manage Course > Manage Students.)
 Yes No

*Required fields.