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Administering the CoursePlus Quiz Generator

The Quiz Generator is one of the most popular tools inside CoursePlus. While it can be used to deliver and grade traditional individual assessments (self-knowledge checks, formative quizzes, final exams, etc.) all online through the course site, it has also been creatively used in many other capacities. The greatest benefits of the tool are its versatility and efficiency.

When you use the Quiz Generator to create a "quiz" (no matter its end use, this guide will refer to the generated product as a quiz), you have the options to link the quiz directly as an event in a course's Schedule Builder, to give a direct link to the quiz on lecture or activity page, to email students who have or have not yet completed the quiz, to give special permissions to individual students, to grade and give feedback for the completed quizzes directly inside the Quiz Generator, and to synchronize the quiz grades directly to the gradebook. When you set up the quiz you also have options to copy a quiz from one term to another; to create a question bank (so the same question can be used in different quizzes); to set specific permissions such as a maximum time for completion, open and close dates, and number of attempts; to randomize the order of questions; to write a quiz so that it can be automatically graded; and more.

These instructions provide many details, however, the Quiz Generator allows for countless scenarios. If you ever have a question about whether or not you can do something in the tool or *how* to do something in the tool, don't hesitate to reach out to CTLHelp or an Instructional Designer.

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Step 1: Create a New Quiz

Click "Create a Quiz" on the "Quiz Generator: View All Quizzes" page. *Navigate to the Quiz Generator page from the Faculty Tools page.*

(Optional) Choose where on the Course Site you want to link the quiz. Depending on whether your course uses Schedule Builder with events or Class Sessions, your quiz setup will give you the option to link to course events, sessions, or Page Builder pages.

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Give the quiz a title and decide its "Assignment Type" (i.e., "Call this a..."). When a student navigates to a quiz, it always begins on a landing page that has a page header informing them, "You are about to start a" followed by the assignment type value as determined in the quiz setup. This terminology is also used when confirming the successful submission of the quiz both on-screen and via email to the student.

Set the access dates and times. These determine when students can navigate to and complete the quiz. These dates can be imported to a course Schedule as the start and end dates when the quiz is added or linked as an event. (The "Special Permissions" feature will allow you to modify these dates for one or more students.)

Follow the remaining (optional) prompts and click "Save All Changes" to complete the quiz setup. Options worth noting:

- **Is this quiz counted toward the students' final grade in the class?** Marking this option as YES reveals Advanced Quiz Setup Options to assist in maintaining and determining academic integrity. These options include:
  - **Automatically flag students who switch off the quiz page or look at other content in this CoursePlus site**? Selecting YES to this option provides a visual notification on the quiz "Responses & Grades" view if a student navigates off the quiz page or looks at other content in the CoursePlus site.
  - **Require a password to access the quiz?** Selecting YES to this option also *requires that faculty send the password to a student-selected proctor before any student can begin the quiz*. Selecting YES here also reveals the option to **Require the proctor to sign their name and enter their job title before the student submits their answers?**
    The students set a proctor through their CoursePlus Account Information. Faculty can view the proctor information on the Password Management view under the "Special Permissions" tab for the Quiz. Faculty should confirm that all students have selected a proctor and save all changes before sending the password. The passwords are emailed to the proctors; the students are notified of that communication, but the student email does not include the password. Learn more: Using CoursePlus' Advanced Features for **Guiding Academic Integrity** *(Syllabus, Quiz Generator, Drop Box)*
- **Automatically send an email reminder to students who haven't completed this quiz:** If you want CoursePlus to send a reminder to complete the quiz one to five days before its access closes to students, then choose your preference from this drop-down menu.
- **Quiz Instructions:** When a quiz is first started, students will see some standard text based on your setup options, such as how many attempts they have at taking the quiz, plus some basic guidelines for every quiz including a reminder to Contact CTL Help if they encounter technical issues. *If you want to provide further instructions specific to your quiz, you can edit this field.* If you choose to include instructions, your text is only saved when you click "Save Changes" under

the text box AND, if you're editing a pre-existing quiz, "Save All Changes" at the bottom of the Setup page.

- **Display question hints (if available)?** If a hint is included when editing a quiz question, it only appears to students if this option in the setup is set to Yes.

Click "Create New Quiz" at the bottom of the page.

At this point, you can go on to edit your quiz questions. Another option is to go ahead and complete the Setup now by clicking on the tab along the top of this page labeled "Setup" and then clicking on "Sharing Results", detailed later in this document. While the Quiz Generator always gives students confirmation of successful quiz submission on screen and via email, the Sharing Results settings allow you to give students additional feedback information after a quiz submission.

Once a quiz has been created, even without editing anything further, it will be displayed in the list of all quizzes that is displayed when you navigate to the Quiz Generator page from the Faculty Tools page. **To see the details of any quiz or to edit it further, click on the quiz name in the list of all quizzes from the main Quiz Generator page.** This will bring you to the Quiz Overview page.

Step 2: Add Questions to the Quiz

After a quiz is first created, on the confirmation page whose header reads "Quiz Added", you can **click on the text that reads "Click here to add questions" in the blue banner**. Otherwise, if you come back to finish editing the quiz **at any other time, you can click on the tab labeled "Question Manager" in the editing view of an individual quiz**.

By default, when you first create a quiz it is presumed you will want to **create new questions by clicking on the "Click here to add questions" link**. However, you can optionally use existing questions (already created in a course question bank) by first clicking on the "Question Manager" tab and then clicking on "Add/Remove/Edit Questions" from the left-side menu. Another option is to create new questions in the course's Question Bank at any time. The Question Bank is accessed by clicking at the tab at the top of any Quiz Generator page while in the faculty (editing) view.

Create New Question

Click on the appropriate radio button to select the type of question you want to add before clicking the "Continue" button.

- **Multiple-choice question.**

  This question type can be automatically scored. It allows you to enter a text prompt with up to eight choices that students can mark as their answer(s). When you create the question you must select one or more choices to be marked as correct.

  If you select more than one choice as correct, you must specify if students can choose <u>any</u> of the correct answers to get full credit or if they must choose <u>all</u> the correct answers to get full

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credit. If students must select *all*, you have the option of giving partial credit when they select at least one of the correct choices.

- **True/False question.**

  <u>This question type can be automatically scored</u>. It allows you to enter text that students evaluate as true or false. (There is no prompt; students only see the text you've answered and the option to select true or false.)

- **Matching from two lists question.**

  <u>This question type can be automatically scored</u>. It allows you to enter a text prompt before providing two lists that for each item on the left, when entered, has its corresponding (correct match) on the right. You *must* have the same number of items in the lists. Whereas you enter the two lists, side-by-side with matching (correct) answers horizontally across from each other when editing the question, the students will be presented a randomized order of matches. In other words, students will see each item from your left-side list in the same order as you edit the question but then must select, via a drop-down menu, the match from your right-side list which is presented to them in a randomized order. (Your left-side list will always be in that order for students; the possible matches will always be scrambled from your right-side list.)

  You must specify if students must match *all* items correctly for full credit or if they can be awarded partial credit when they correctly match *only some* of the items in the lists.

- **Fill-in-the-blank question.**

  This question type *must* be manually graded by the faculty team. It allows you to enter the text before the question's "blank" and/or the text that appears to the student after the question's blank. You are required to enter the correct answer (the "blank" completion) while editing this question type. You may enter text for both the before and after fields, but completing only one of these is sufficient. The students are presented your "before the answer" text, then an empty text box where they can type, followed by your "after the answer" text.

- **Numeric value with optional range.**

  <u>This question type can be automatically scored</u>. It allows you to enter text as the prompt for the question. You are required to enter the correct numeric answer and, optionally, you can enter an upper and lower limit of acceptable values. Note that students will only be able to enter numeric values in their answer; symbols, such as a percent or dollar sign, and scientific notation are not allowed. Commas are also prohibited in the student answer. If students enter any text that isn't allowed, such as the comma or dollar symbol, then they receive a warning message when they go to submit their answers and are given the opportunity to fix the entry.

- **Essay question.**

This question type *must* be manually graded by the faculty team. It allows you to enter text as the prompt for the question. You may optionally enter an answer for the question (which students will only see after completing the quiz if you select certain options in your *Sharing Results* settings).

- **Non-question text block.**

  If you want to enter a block of text (separate from a question prompt) in your quiz, then you need to select "Non-question text block" as a new question type. As this isn't truly a "question", the non-question text block does not get counted as a question when displaying a quiz to a student, nor can it be graded.

Options Common to all Question Types

With the exception of the "Non-question text block" question type, each quiz question gives you the following choices when you create or edit it:

- Required (Yes/No): Should students be allowed to provide an explanation of their answer to this question? If marked Yes, students can provide an explanation in a text box. *(The "Essay question" does not give you this prompt as their essay is the explanation.)*
- Required (Yes/No): Do you want to exclude this question from scoring?
- Optional: You can provide text as a hint for answering the question. *NOTE that hints will only appear to students if "Display question hints (if available)?" has been marked "Yes" in the quiz setup!*
- Optional: You can provide text as an explanation for the question's correct answer (i.e., why a choice or choices were selected as being correct).
- Optional: You can tag the question, providing key words or phrases that can be used as filters when searching the Question Bank for the course.
- Optional: You can upload a file to be linked to the question. *NOTE that if a student clicks on a linked file, CoursePlus considers opening this linked file as leaving the quiz page. It will be flagged in the "Responses and Grades" view for a quiz where this option ("automatically flag students who …") has been set.*

Add the Question to the Quiz

When you are finished editing your question, make sure to click the "Add" button at the bottom of the page. A confirmation message will appear to let you know the question has been successfully added to the quiz.

Under the confirmation message, you are prompted to add another brand, new question. You may continue to add as many new questions as you want. If you have already created questions for another quiz that you'd like to reuse or edit first and then bring into this quiz, you can click on "Add/Remove/Edit Questions."

Step 3: (Optional) Add/Remove/Edit Questions

When you are interested in modifying the questions for the quiz you've created, whether you have added new questions or not, **click on "Add/Remove/Edit Questions" in the left-side navigation menu under the Question Manager tab of the Quiz editing view**.

This changes the page to display a list of *all the questions created in the Quiz Generator for this course offering*. This list can be filtered by the displayed question text (the prompts) or by the tags (key words) you may have included when editing an individual question.

Add Questions to the Quiz

To add a *new* question to the quiz, use the "Create New Question" link in the left-side navigation menu under the Question Manager tab. Follow the remaining prompts for "Create New Question", explained earlier in this guide.

To add any *existing* question to the quiz, check the box next to the corresponding question prompt to select it from the list of filtered or all course questions. **Select one or more questions to add before clicking the button labeled "Update List".** This button appears at both the top and bottom of the question list. A question gets moved to the group at the top of the list as soon as its box is checked, however the change isn't saved until "Update List" is clicked.

Remove Questions from the Quiz

Questions that are currently included in the quiz are numbered and displayed at the top of the list. To remove one or more questions from a quiz, uncheck the boxes corresponding to the questions. **After you have removed the check from the questions you no longer want to include on your quiz, click the button labeled "Update List".**

Edit Questions (Across the Course Site)

If you want to look at or change a question's entire setup (prompt, correct answer, hint, etc.), click the link to "Edit" alongside the corresponding question. This navigates you from the Manage Quiz Questions page to the Edit Question page. **It is important to note that if you edit any question, these changes immediately take effect every place the question is used across the course site.**

If you decide you do not want to edit the question, simply navigate back to the previous page using your browser's navigation function. You will be back on the display of all questions across the course site, with those currently included in the quiz you're editing displayed at the top of the list.

Otherwise, **make your changes inside the Edit Question page, making certain to click the Edit button at the bottom of the page.** After you click the Edit button, you are navigated back to the Add/Remove/Edit Questions page. **Editing the question has absolutely no effect on whether it is or is not included in your quiz.** If you want to include the revised question, if necessary select it's checkbox before clicking the Update Quiz button.

Change the Order of Questions in the Quiz

At the top of the list, where those questions currently included in the quiz are numbered and have their check boxes selected, look for the icon that is three stacked lines (the "hamburger" icon). The icon appears at the left side of each included question's row. **Click on the stacked lines icon and hold down while dragging it to move a question to a different position in your quiz's order.** The numbering will not be changed to reflect the new position until you click the Update Quiz button. **You must click Update Quiz to make your rearrangement complete.**

Step 4: Preview Quiz

When you are satisfied with the questions you've included for the quiz, **click on the tab labeled "Preview" in the editing view of an individual quiz.** When you preview a quiz, you will not only see the questions as they are presented to students, but you can freely interact with the quiz even submitting your answers. In this editing preview, your answers are never recorded nor saved anywhere. **You can complete the quiz in preview mode as many times as you like.**

Click on the "Test the Quiz" button to begin your preview. This opens the quiz in the same window as the Quiz editing page. When you click this button and see the initial instructions page, the web page address (URL) will be the same address that the students navigate to when beginning a quiz. **If needed, copy this entire URL (including <u>qg:quiz.take.start/coID/</u>) so it can be pasted and shared with students directly on a lecture or activity page.**

When you submit a quiz in preview mode, you see the on-screen feedback that has been set up for students. What is displayed can be set in the Sharing Results section of the Quiz Setup, as explained in a later section of this document. You will also be sent an email confirming successful submission. At the bottom of the default text and optional feedback displayed inside CoursePlus, you are prompted to return to the main content page for the course. As faculty, however, **after submitting a quiz you can simply click on the link to Faculty Tools to get back to the Quiz Generator. You still will need to click on the quiz name in the list of all quizzes to continue editing.**

You are encouraged to this step (Previewing the Quiz) as many times as you want, especially after you edit your questions or change the Sharing Results.

Step 5: (Optional) Edit Question Weighting

By default, all questions are given the same weight. This means that each question has the same point value (1) in the quiz. If you want to change that value or provide custom point values for each question in the quiz, **click "Edit Question Weighting" in the left-side navigation menu under the Question Manager tab of the Quiz editing view**.

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This changes the page to display the current weighting system: equally or individually. **If you want to keep the default to weigh questions equally, you can still override the point value before clicking the button to "Weight Questions Equally".**

If instead you want the questions differently, **select the check box next to "Weight Questions Individually". Then provide point values for each individual question in the quiz before clicking the button to "Submit Custom Question Weight".**

Step 6: Set Sharing Results

While the Quiz Generator always gives students confirmation of successful quiz submission on screen and via email, the Sharing Results settings allow you to give students additional feedback and information after a quiz submission. **Along the top of the Quiz Editing View, click the tab labeled "Setup" and then click on the tab that appears directly under it labeled "Sharing Results".**

You have the option of adding a block of text that will display directly under the default confirmation banner after the quiz is submitted. To include or further edit this text, click the "Edit" link next to the words "After students submit their answers, show them this text:".

Next decide what specific details you want shared with the students after they finish the quiz. Check the boxes corresponding to the various options (display questions, feedback, score, etc.) to show students on-screen along with their default confirmation message. Make the same or different choices for the information that is emailed to students *after scoring is complete.* Note that if you have any question types that need manual grading, scores cannot be displayed on-screen immediately after quiz submission nor can correct/incorrect answers for those question types.

You have the option of showing the Answer Key (see next section) to the students and to hold email notification of the results. The default for both is "No." If you change "hold email notification" to "Yes", no additional information (as selected on this page) will be sent until you select "Send Results" from the "Responses and Grades" section, detailed later in this document.

Make certain to click the button to "Save All Changes". After clicking this button, you will be navigated back to the Quiz Overview page.

Step 7: (Optional) View Answer Key

Along the top of the Quiz Editing View, click the tab labeled "Answer Key". This provides a preview of questions, answers, and explanations. **When the key is shown to students, their responses will be displayed alongside it.**

Displaying the Answer Key to students who have completed the quiz at least once is an option you can set under "Sharing Results". The default is set to No, so if you want them to see the key you *must* change the setting and save your changes in the "Sharing Results" screen.

Step 8: (Optional) Set Special Permissions

Along the top of the Quiz Editing View, click the tab labeled "Special Permissions". This section is where the faculty team can give individual students one or more exceptions to the default permissions set up for the quiz. **These permissions include extra time on a timed quiz, extra attempts on a quiz, and/or access to a quiz outside of the dates that were specified under the Setup options. This is also where you can allow an individual student to "Retake" a quiz**.

To set any of these options, **begin by clicking on a student's name in the list on the left.** Make sure you have selected the correct student before either clicking on the "Allow Retake" button or entering one or more of the following: the start and end dates they can access the quiz, the <u>total</u> time (original *plus* the extra) in minutes allowed to complete the quiz, and the number of attempts allowed on the quiz. (Each time a student attempts a quiz, their previous attempt is deleted from CoursePlus.) **If you click "Allow Retake", you will see a warning notice before the previous attempt is cleared.** If instead you opt to change the access dates or time allowed, **make sure to click the button labeled "Grant Special Access" after specifying the Special Permissions.** You can also "Remove Special Access" here if you decide there is no longer a need to grant that individual student special access.

Step 9: View/Send Responses and Grades

After students have Completed the Quiz, **if you have included any question types that need manual grading you *must* visit the Responses and Grades section of the Quiz view.** This is also where you can view any special notifications selected in the quiz setup, such as navigating off the quiz page or – for a timed quiz – finishing the quiz in less than 10% of the allotted time. Here you can also optionally overwrite the grade and feedback for any individual question as well as feedback for the entire quiz.

Along the top of the Quiz Editing View, click the tab labeled "Responses and Grades". This shows you a list of all students. Alongside each name is their grade, an indication that they haven't taken or completed the quiz ("in progress"), or a message that their quiz still needs manual grading. If the quiz was set up to notify you if the student navigated off the page or completed the quiz in less than 10 % of the allotted time, you will see icons indicating these actions in the student's row as well. You can also see whether the student has already been emailed their quiz results.

Click on the student name to view their responses for the entire quiz. At the top of the display will be the student's name, their number of attempts on the quiz, the date they last took the quiz, and the total time they spent on the quiz.

While viewing the responses, manually grade any questions as necessary. Optionally give them text feedback for any item. Overwrite any automatically graded question for full, partial, or no credit. You can even give text feedback on the entire quiz. **If you want to see if a student changed their answer before submitting a quiz or, depending on the Quiz Setup, when a student may have gone off the**

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quiz page, click "View Activity Log" at the top of the page (opposite their name and number of attempts.)

When you are done grading or giving feedback for an individual student, click the "Submit Scores" button at the bottom of the page. If you do not need to change anything on the page, simply click on the "Responses and Grades" tab at the top again.

From the main "Responses and Grades" display listing all the students in the course, at the top right under the "Options" column header, you can click on the link to **"Grade All Responses to a Single Question"**. This is a nice option when there is a question for which, after review, you decide it would be better to just give full credit to everyone.

You can also **Export an Excel file of all Student Responses and Scores** on the main "Responses and Grades" display under the "Options" column header.

Select one or more students using the check boxes next to their name on this main "Responses and Grades" display if you want to send them their results. This is only allowed for the students whose quizzes are fully graded – either automatically or manually. **Click the button "Send Results", under the "Results Email" column header, when you are ready.** Note that when you send results from Quiz Generator, this is *not* the same as sending the grades from the Gradebook (which makes a grade visible in the Gradebook and allows for global or individual text or file feedback).

Step 10: (Optional) Statistics

After Students have completed the Quiz, there are several sets of statistical data available to you: the Responses to Questions Report, the Quiz Completion Statistics, the Quiz Grade Statistics, and the Discrimination Value on Questions Report. **To access the statistical data, along the top of the Quiz Editing View, click the tab labeled "Statistics".**

The Discrimination Value on Questions Report shows the item discrimination index. Its possible range is -1.00 to 1.00. A strong and positive correlation suggests that students who get any one question correct also have a relatively high score on the overall exam. If the score is low, it may indicate a problem with the question as low performing students are getting correct answers on a test and (according to their overall quiz score) they don't know the content. This may assist in "fine tuning" a question or quiz the next time it's used. For more details on this or any other of these Statistics items, contact CTL Help or search the CoursePlus blog.

Any Time: Overview of an Existing Quiz

From the main Quiz Generator page with the list of All Quizzes *(navigate to this page from the Faculty Tools page or look for the link "View All Quizzes")*, click on any existing quiz name. This brings you to the Overview page for that quiz. Here you will see the questions (with correct answers) currently included in this quiz along with a summary of the Quiz Preferences and Stats.