

Online Courseware: Quizzes

Setting Up and Customizing Quizzes and Surveys in Blackboard (powered by WebCT)

Overview

Ithaca College's Online Courseware system, powered by WebCT, includes many useful features that can assist with class management. This Quick Guide discusses the Quizzes/Surveys Tool, which allows instructors to administer and score quizzes or surveys online. WebCT offers various question types, making the quizzes tool quite customizable.

Related Guides

Online Courseware: Introduction
Online Courseware: Assignments
Online Courseware: Grades

Adding the Quizzes/Surveys Tool

The Quizzes/Surveys Tool must first be added to the course before any quizzes can be created.

To add the Quizzes/Surveys Tool:

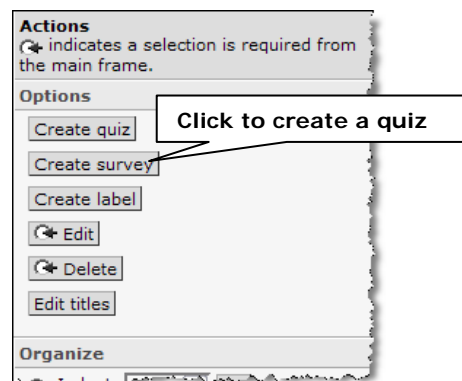
1. Click the **Control Panel** button.
2. Select **Quizzes/Surveys** from the 'Add Page or Tool' heading and give it a name (ex. "Quizzes").
3. Decide where to show the link to the tool and choose an icon, if applicable.
4. Click **Add** to insert the Quizzes/Surveys Tool to the course.

Creating Quizzes

Each quiz that is created within a course will be added into the Quizzes page. This page can be organized using the **Actions** menu on the right side of the browser.

To create a quiz:

1. Navigate to the Quizzes/Surveys tool.
2. Click **Create Quiz** from the **Actions** menu.
3. Enter a title for the quiz and click **Create**.
4. The titled quiz will appear in the list of quizzes in the Quizzes/Surveys tool.



Creating Quiz Questions

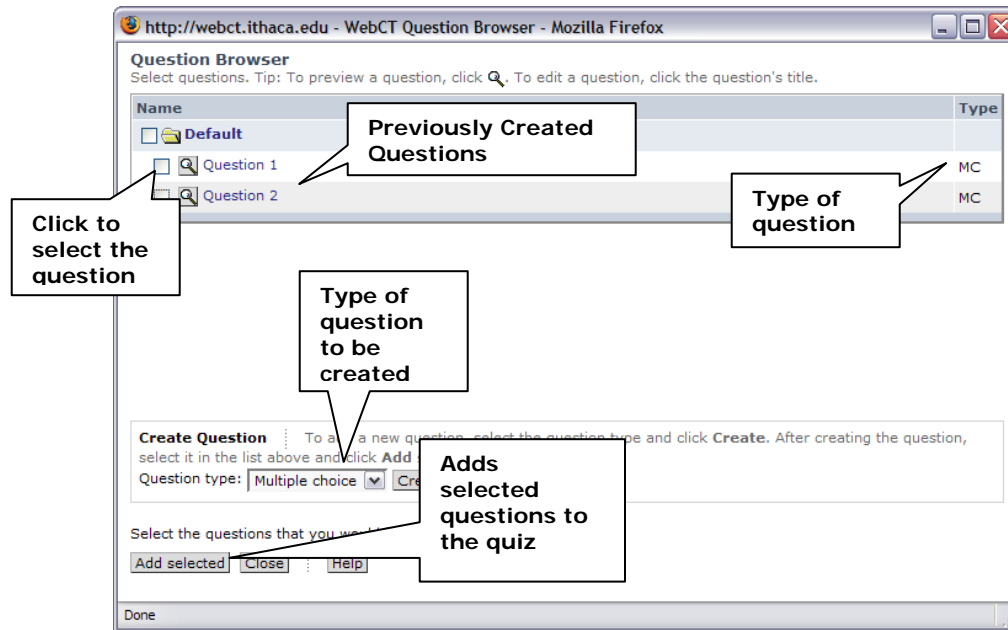
Once a quiz has been created, it needs to be edited to contain the necessary questions. The quiz settings also need to be changed in order to make the quiz available to students.

To add questions to a quiz:

1. Click the name of the quiz to be edited.
2. Click **Add Questions** from the **Actions** menu.
3. In the Question Browser window, select a question type from the drop-down menu (ex. Multiple Choice, Matching, Calculation, Short Answer, or Paragraph).
4. Give the question a title. This will appear in the Question Browser window for future reference.
5. Type the question text in the Question box. If desired, add an image to the question by clicking **Browse...** next to the **Image** heading.
6. Type a possible answer in the field marked **Answer:** For the correct answers, check the **Correct answer** box.
7. To weight answers, fill in the proper percentages under each answer. By default, a question with one correct answer will have its correct answer set at 100%, and the others at 0%.

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8. If more selections are needed, click the **More Answers** button at the bottom of the window.
9. Click **Save** when finished with the question.
10. Verify that the question is selected in the Question Browser, and click **Add selected**. This will add the question to the Quiz Editor page.



Question Alternates

A Question Alternate is a quiz option that allows the instructor to choose an alternative question for a selected item on the quiz. With the Question Alternate option set-up, the Quiz Tool will take one of two selected questions randomly and present it to the student for one specific numbered item. For example, for Question 1, the instructor adds an alternate question (B). When the student is presented with the quiz, the Quiz Tool will randomly select either question A or B for Question 1. Each individual question can only be chosen once per quiz, even as an alternate.

1. To create a Question Alternate:
2. Navigate to the desired quiz.
3. Add questions to the Question Browser (see above for more information).
4. From the Quiz Editor, select the question requiring an alternate and click **Add Question Alternates** from the **Actions** menu.
5. When the Question Browser appears, select a question for an alternate.
6. Click **Add selected**.

Question Sets

A Question Set is a quiz option that allows the instructor to choose a series of questions from which only a selected number will be presented on the quiz. For example, if an instructor wanted to make a 10 question quiz, but wanted the quiz to be different for each student, the instructor would create a set of 20 questions from which 10 questions selected at random would be presented to the student.

To create a Question Set:

1. Navigate to the desired quiz and create all questions that will go into the question set, but **DO NOT** add them to the quiz.

2. Click **Add Question Set** from the **Actions** menu.
3. Once the Question Browser appears, select each question that should be in the question set.
4. Click **Add selected**.
5. In the list of Quiz questions, under the Select column, choose the drop down menu and select the number of questions that should be presented to a student from that set (ex. 10 of a 20 question set).
6. Select how many points each question chosen should be worth (ex. if a point value of 3 is awarded to each question of a 10 question quiz, the value of the quiz will be 30 points).
7. Select **Update total**.

The screenshot shows the 'Quiz Editor: Quiz A' interface. At the top, there are tabs for 'Submissions', 'Detail', 'Reports', and 'Summary'. Below the tabs, there is a table with columns: 'No.', 'Points', 'Select', and 'Questions'. The table contains four rows for 'Question 1' through 'Question 4'. A callout box points to the 'Points' column with the text 'Select the number of points for each question'. Another callout box points to the 'Select' column with the text 'Select the number questions to be chosen for the set'. A third callout box points to the 'Add question set' button in the 'Actions' menu with the text 'Click to add a question set'. A fourth callout box points to the 'Update total' button with the text 'Select the number questions to be chosen for the set'.

Randomizing Question Order

Using the Question Set option, WebCT can randomize the order the questions are presented to each student.

To randomize questions:

1. Navigate to the desired quiz and create all questions that will go in the question set, but **DO NOT** add them to the quiz.
2. Select **Add Question Set** from the **Actions** menu.
3. Once the Question Browser appears, check each question to be randomized.
4. Click **Add selected**.
5. In the list of Quiz questions, under the Select column (Figure 4), choose the drop down menu and select the full number of questions added to the set (ex. 10 of a 10 question set).
6. Select how many points each question chosen should be worth (ex. if a point value of 3 is awarded to each question of a 10 question quiz, the value of the quiz will be 30 points).
7. Click **Update total**.

This close-up screenshot shows the 'Select' column of the Quiz Editor. A dropdown menu is open, showing the numbers 1, 2, 3, and 4. A callout box points to the dropdown menu with the text 'Select all questions in a question set to randomize the order of quiz questions'.

Question Point Values

Once questions have been added to the quiz, each question must be assigned a point value through the Quiz Editor. Different point values can be assigned to different questions.

To assign a point value to a question:

1. Navigate to the Quizzes/Surveys tool.

2. Click the name of the quiz to open the Quiz Editor.
3. Assign the question a point value in the field under the Points column.
4. Click **Update total** at the bottom of the page.

Quiz Settings

When a quiz is ready for students to take, quiz settings need to be changed in order to make the quiz available to those students.

To edit the Quiz Settings:

1. Navigate to the Quizzes/Surveys tool.
2. Click the name of the quiz to open the Quiz Editor.
3. Click **Edit quiz settings** from the **Actions** menu.
4. Modify the quiz availability and other settings.
5. Click **Update**

Below is an overview of quiz settings that can be changed. Once the desired settings have been chosen, click **Update** on the bottom of the page.

Homepage > Quizzes > Quiz Editor

Quiz Editor: Quiz A

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	<input type="text"/>	---	Question 1
<input type="checkbox"/>	2	<input type="text"/>	---	Question 2
		Total 0	Update total	

Basic Settings (Required)

- Title: Edit the title of the quiz (if desired).
- Question Delivery: Choose how questions are presented to students.
- Quiz Duration: This option specifies how much time a student is allowed to complete the quiz. If a student exits the WebCT course after beginning the quiz, time **will** continue to elapse.
- Disallow answer submission if time has expired: Students must submit the quiz for grading once the quiz duration has ended.
- Attempts Allowed: Specify whether students are allowed to take the quiz more than once.
- Attempts Separation: How much time must elapse before being allowed to take the quiz again.

Availability

- Available starting: **Allow access now** will make the quiz available to students immediately. Otherwise, select a date and time.
- Available until: **Deny access now** will make the quiz unavailable to students immediately. Otherwise, select a date and time or leave the field blank (for unlimited availability).

Note: This option does not affect any students currently taking a quiz. For example, if the quiz is available until Noon on a Monday, the student can begin the quiz at 11:59 AM and still complete the quiz in the time allotted by the Quiz Duration.

Release

- Release to / based on: Either manually select a custom group of students to have access to the quiz, or set certain criteria that must be fulfilled in order to access the quiz.

If left blank, all students will have access to the quiz during its availability period.

Submission

Submission Message: Type in a message to be displayed to the student after the quiz has been submitted.

Email submissions: Sends a copy of the quiz to a specified email address.

Results

Student score release: Select whether the quiz grade will be released to students in the grade book feature after it has been graded, after the availability period has ended *and* the quiz has been graded, or to not release the score in the grade book feature at all. For more information on the grade book, please see the **Online Courseware: Grades** Quick Guide.

Release column: Selecting this will release the column in the grade book so that the grade can be viewed by the students.

For More Information

For more information on Online Courseware, Blackboard (powered by WebCT), go to the go to the ITS Support Site at <https://www.ithaca.edu/computing/support/>. For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or 4-3282.