

ReggieNet Tests and Quizzes – the Basics

Facilitators: Mayuko Nakamura (mnakamu), Charles Bristow (cebrist),
Linda Summers (lsummer), Steve Travers (sttrave)

Test & Quizzes

The Tests & Quizzes tool separates assessments as either Drafts or Published Copies. You first create an assessment as a draft; once you are ready, you publish the assessment to make it available to students.

Creating Assessments – An Overview

1. **Creating an Assessment** – You can create particular assessments completely from scratch, by duplicating an already existing assessment, or by importing an assessment exported from another course.
2. **Creating Questions** – Once you have an assessment, you need to get the questions you want to use into it. ReggieNet offers several options for accomplishing this. Below is a list of the options available.
 - Manually entering questions: This option will be discussed in Part 3 of this series of documents.
 - Using the Markup Text option to copy and paste multiple questions
 - Developing & Using Question Pools: This option will be discussed more fully in the ReggieNet Assessment workshop.
3. **Editing settings for assessments** – Once you create an assessment and enter questions, you **can set up dates, duration and other settings** for the assessment.
4. **Publishing assessments** – Once you have an assessment completed, you need to publish it so that students can see it and complete it. If you do not publish it, students will not be able to see it, regardless of the delivery dates you set.
5. **Editing Assessments** – Occasionally, students may have problems with an assessment, or you may discover problems on your own. In those cases, ReggieNet offers the ability to edit both unpublished and published assessments to fix those difficulties.
6. **Using images in assessments** – Images can be added to questions either as attachments, or by inserting them into the question using the text editor. If tests or questions will be re-used in another class or semester, it is best to store the images on a web server (such as Datastore) and insert them by linking to the appropriate URL. If images are added directly, they end up tied to the original course, and anyone (such as a student in another course) without access to the original course cannot see the image.

Another way to organize Test & Quizzes: Question Pools

If you are an instructor, you have the option of organizing questions into question pools. Questions in pools can be used over and over in any site you own. As the author of a question pool, you may share the pool with members of your site who have Instructor or Teaching Assistant roles. The CLE will also display question pools that other users have created and shared with you.

In addition, you may divide pools into subpools. This allows you to organize questions by subject matter, section number, question type, or other criteria. For example, you might create a question pool called "Biology 105" and create subpools called "Basic concepts," "Cell Biology," and "Genetics."

If a question pool contains more questions than an exam requires, you may set the CLE to automatically generate a list of questions for each student so each student receives a different set of questions.

You may also move or copy question pools and subpools to any other question pool or subpool that you create, making the original pool a subpool of the destination pool. Also, you can elevate a subpool to question pool status.

Creating Assessments using Assessment Builder

1. Click on the **Add** tab in the Tests & Quizzes menu.
2. Enter a title for your new Assessment in the text box to the right of Create Assessment.
3. Choose Create using assessment builder
4. Click **Create**.
5. The new screen that appears will be the place where you create your assessment. To begin, select the question type you would like to use.
6. ReggieNet offers 12 types of questions: True/False, Multiple Choice, Short Answer/Essay, Fill in the Blank, Matching, Hot Spot, Numeric Response, Calculated, Student Audio Response, File Upload, Survey, and Survey Matrix. Below are the descriptions for creating two of the most common types, Multiple Choice and Short Answer.

Multiple Choice Questions

Enter the appropriate information by following these steps:

1. In the Answer Point Value box, enter the point value you want to assign to this question. For an ungraded question, enter 0 (zero).

Note: The value you enter in the Answer Point Value box determines the point value for the entire question. If your question has two correct answers and students may select multiple answers, entering 10 in the Answer Point Value box will make each correct response worth 5 points. If your question has multiple correct answers but students may only select a single answer, a correct response is worth the full answer point value. Incorrect

The screenshot shows the 'Question4 - Multiple Choice' configuration screen. At the top, it says 'Question4 - Multiple Choice'. Below that is a 'Change Question Type' dropdown menu currently set to 'Multiple Choice'. There are 'Save' and 'Cancel' buttons. The 'Answer Point Value' is set to '0.0'. The 'Display Point Value while student is taking the exam' option is selected as 'Yes'. Under the 'Answer' section, 'Single Correct' is selected, with options for 'Enable Negative Marking' and 'Enable Partial Credit'. A link for 'Reset to Default Grading Logic' is present. Other options include 'Multiple Correct, Single Selection' and 'Multiple Correct, Multiple Selection'.

answers are worth negative points, but the total points earned for the question must be equal to or greater than zero.

- In the Answer section, select one of the following:
 - Single Correct** (default)—Question has only one correct response and incorrect answers are not worth negative points.
 - Single Correct, Enable Negative Marking**—Select this option if you want incorrect answers to be worth negative points; enter the point amount in the displayed field.
 - Single Correct, Enable Partial Credit**—Select this option if you want to give partial credit for incorrect answers.
 - Multiple Correct, Single Selection**—Question has more than one correct response, but students may only select one answer.
 - Multiple Correct, Multiple Selection**—Question has more than one correct response, and students may select more than one answer.
- In the Question Text box, enter the question. If you choose to use the rich text editor, use the pull-down lists and buttons to format the text of the question as appropriate.

4. Create your answers:

- In the text boxes provided, enter your possible responses.
- To indicate a correct response or multiple correct responses, click the **Correct Answer** button where appropriate.
- If partial credit has been enabled, indicate the percentage of the Answer Point Value for that response in the %

The screenshot shows a user interface for editing a question. It features two rows of answer options. Each row has a radio button labeled 'A' or 'B' next to the text 'Correct Answer'. To the right of each radio button is a blue 'Remove' link. Further to the right is a text input field labeled '% Value' containing the number '0'. At the top right of the interface is a blue link labeled 'Reset Score Values'.

Value box. Click on the **Reset Score Values** link to clear percentages for all responses. **Note:** by default, ReggieNet does not allow you to enter a partial credit for a correct answer.

- To present fewer possible answers, click the Remove link next to text boxes you want to remove.
 - To present more possible answers, select the number of answers to insert from the **Insert additional answers** pull-down list.
- To display the possible answers in random order, under **Randomize Answers**, click Yes. To display answers in the order shown on the question editing screen (the default), click No.
 - To require participants to provide a rationale for choosing an answer, under **Required Rationale**, click **Yes**. If you do not require a rationale (the default), click No.

- Using the **Assign to Part** pull-down list, select the part (that is, the section) of the assessment to which you want to assign this question. Leave the entry as the default value if you have not created any parts.
- To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pull-down list. Leave the entry as the default value if you have not created any question pools.
- To provide question-level feedback for correct and/or incorrect answers, enter text in the boxes under "Correct/Incorrect Answer Feedback."
- Click Save.

Short Answer/Essay

Short answer questions are appropriate when the responses do not exceed 32,000 characters in length. These questions may be graded with a rubric if the **Rubrics** tool has been added to the course. After selecting Short Answer/Essay on the Edit Question screen, follow these steps:

- In the **Answer Point Value** box, enter the point value you want to assign to this question. For an ungraded question, enter 0 (zero).
- In the **Question** text box, enter the question. Use the pull-down lists and buttons to format the text of the question as appropriate.
- Using the **Assign to Part** pull-down list, select the part (that is, the section) of the assessment to which you want to assign this question. Leave the entry as the default value if you have not created any parts.
- To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pull-down list.
- In the **Answer** box, enter a model answer, if desired. Use the pull-down lists and buttons to format the text of the question as appropriate. Graders other than you can use this answer to evaluate the answers provided by participants who take this assessment.
- In the **Feedback** box, enter appropriate feedback to participants, if desired. Use the pull-down lists and buttons to format the text, as appropriate. Graders use this information to guide them in giving feedback.
- Click Save

Creating Assessments and Question Pools Using Markup Text

Besides creating assessments using the assessment creator or by importing questions from another program, you can also import questions from Word Documents using the Markup Text Editor. The Mark-Up Text Editor has directions available as you are importing questions, marked in blue in the image

After reading the basic instructions, here is a quick list of formatting guidelines you should


The screenshot shows the 'Create Assessment/Question Pool' interface. At the top, it says 'Step 1 of 2'. Below that, there's a note: 'Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom text box. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.' The main section is 'Assessment/Question Pool Information' with a 'Name' field containing 'esstest' and a 'Description' field. Below this is a large text area for entering questions. To the right of this text area is a box titled 'Instructions & Examples' with a list of question types: General Instructions, Multiple Choice, Marking Correct Answer, Fill in the Blank, Short Essay, True/False, and Fill in Numbers. A blue box with an arrow points to this list, containing the text 'Basic instructions for using the Mark-Up Text Editor'.

follow when you are getting ready to import exams.

1. Be sure that each question begins with either a number followed by a period OR the word Question.
2. Be sure that answers are on different lines and not next to one another on the same line. Otherwise, the Mark-Up Text Editor will interpret the question as a short essay.
3. Be sure that you are marking correct answers with asterisks. Otherwise, the Mark-Up Text Editor will interpret the question and answers as a short answer question.
4. When writing multiple choice questions, be sure to begin each answer with an appropriate letter followed by a period (a. OR A. will both work).
5. You do not have to insert point values for each question, especially if you are creating a question pool. You can add point values later when you actually create an assessment.
6. Save questions by either selecting **Create Assessment** or **Create Question Pool**.

Editing Settings for an Assessment

1. If the Tests & Quizzes home page is not displayed and you do not see the menu at the top of the screen, click TESTS & QUIZZES in the breadcrumb bar.
2. Find the assessment you want to work with.
3. From the Action dropdown menu for the assessment, select **Settings**.

Section	Entries
About this Assessment	If desired, change the title, author(s), description of the assessment, require honor pledge, and adjust the assessment metadata
Availability and Submissions	<p>Click to select to release this assessment to anonymous users, to course participants, or to one or more groups. If you choose Selected Groups, the tool displays a list of groups; check the appropriate box for each group to which the assessment is to be released.</p> <p>The number of submissions allowed, the dates the assessment is to be available to participants, when it is due, and is to be retracted can be set. Dates are entered by clicking the calendar icon . If this is a timed assessment, check the box and specify the number of hours and minutes allowed.</p> <p>Choose whether late submissions will be accepted</p> <p>Submission messages can be created for students to see upon submission of assessment.</p>

Section	Entries
<p>Exceptions to Time Limit and Delivery Date</p>	<p>Add exceptions for delivery or time limit for individual students or groups</p> <p>Select the user(s) from the User dropdown list, OR select a group from the Group dropdown list.</p> <p>Make adjustments to dates or time limit as needed, and click “Add an Exception”</p>
<p>Grading and Feedback</p>	<p>If multiple submissions record the: Specify how a score should be recorded when multiple submissions are accepted—you may record the highest score or the last score.</p> <p>Anonymous Grading: Specify whether grading is to be anonymous (in which case, graders cannot see usernames associated with assessment submissions).</p> <p>Gradebook Options: Specify whether grades should be sent to the Gradebook.</p> <p>Set the type of feedback a student receives: This specifies when students receive feedback.</p> <p>Set advanced feedback options: Choose what they will see -any combination of types is permitted.</p>
<p>Layout and Appearance</p>	<p>Navigation: To force participants to progress forward through an assessment without access to the table of contents and previous pages, click Linear access. Or, to allow participants to move from question to question throughout the assessment using the Previous and Next buttons and the table of contents, click Random access.</p> <p>Question Layout: Choose to display each question on a separate web page, each part of the assessment on a separate web page, or the complete assessment on one web page.</p> <p>Numbering: Choose continuous numbering throughout the assessment or restart numbering with each part.</p> <p>Choose to add mark for review checkboxes by checking the box.</p> <p>Change the background color or add a background image to an assessment.</p>

Publishing an Assessment

1. If the Tests & Quizzes home page is not displayed and you do not see the menu at the top of the screen, click TESTS & QUIZZES in the breadcrumb bar.
2. Find the draft assessment you want to publish.
3. From the Action dropdown menu for the assessment, select **Publish**.
4. Follow the instruction on the screen.
5. ReggieNet will create a copy of the assessment which will be listed separately on the **Assessment List**. Once a quiz has been published, any changes made to the draft copy will *not* be reflected in the published copy.

Add **Assessments** Question Pools Event Log User Activity Report

Assessment List

View

Display assessments per page Search:

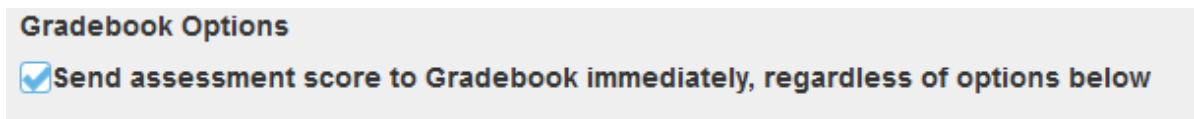
Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 6 <input type="button" value="Actions"/>	Published - Active	0	1	Entire Site	2019-08-06 13:55:00	2019-08-16 12:00:00	Charles Bristow	2019-08-09 15:33:25	<input type="checkbox"/>
Draft - Quiz 6 <input type="button" value="Actions"/>	Draft			Entire Site	2019-08-06 13:55:00	2019-08-09 12:00:00	Charles Bristow	2019-08-06 14:22:42	<input type="checkbox"/>
Quiz 4 <input type="button" value="Actions"/>	Published - Inactive	0	1	Entire Site	2019-08-05 14:05:00	2019-08-06 12:00:00	Charles Bristow	2019-08-05 14:34:21	<input type="checkbox"/>
Draft - Quiz 4 <input type="button" value="Actions"/>	Draft			Entire Site	2019-08-05 14:05:00	2019-08-06 12:00:00	Charles Bristow	2019-08-05 14:21:21	<input type="checkbox"/>

The Assessment list indicates the status of an assessment copy:

- **Draft** – This is the original working copy.
Note: Do *not* remove Draft copies that you want to reuse in the future. Published copies can not be duplicated or exported, and the **Import from Site** function only brings in draft copies. There are also some editing changes that cannot be made in the published copy.
- **Published - Inactive** – This indicates that the quiz is published, but that it is not available to students (either outside the availability dates, or retracted)
- **Published - Active** – This indicates that the quiz is published and available to students

Grading an Assessment

To integrate grades from Tests & Quizzes into the Gradebook, you need to be sure that the option to send grades to the Gradebook is checked. See the image below for how the “Gradebook Options” setting should be set. The grades will be sent to the Gradebook automatically.

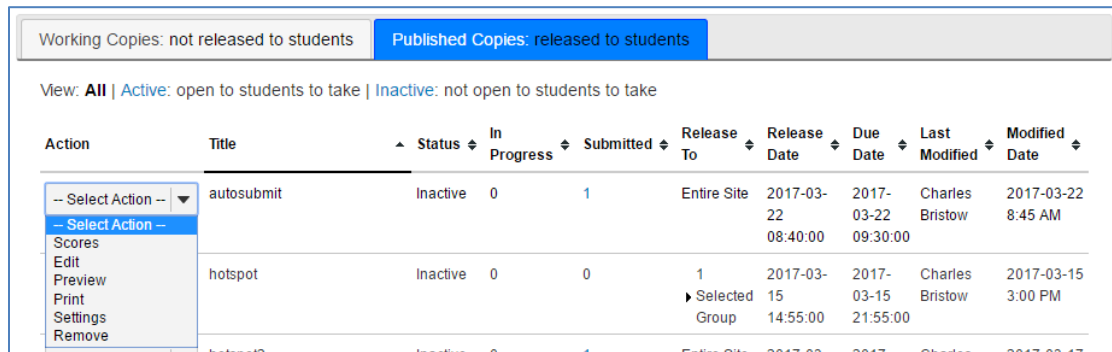


Once you have done that, you will see a new item appear in the gradebook you are using with the title of your assessment. Whenever you edit the point value of the assessment in the Tests & Quizzes tool,

that change will be reflected in the gradebook. You cannot edit any of the properties of the particular assessment in the gradebook, all of those changes must be made in the Tests & Quizzes tool.

The Tests & Quizzes tool will automatically grade those sections of your assessment that have objectively correct answers (such as Multiple Choice, True/False, Matching, Fill in the Blank). However, you will need to grade subjective responses (such as Short Essays, Audio Responses, File Uploads) from the Tests & Quizzes Tool.

To do this, you go to the assessment you wish to grade under Published Copies and select “Scores” in the Action list, as in the image below.



1. This will take you to a list of all of the students who have submitted their assessments already. You need to be on the **Total Scores** page in order to select individual students and analyze their submissions.
2. Once you are on the **Total Scores** page, simply click on a student’s name to see their submission.
3. While viewing a student’s submission, you can give them feedback on each question and also give them a score for their answers to subjective questions.
4. When you finish, be sure to click “Update” at the bottom of the page so that your grades for that student are saved.

NOTE: Be sure that you know the feedback options that you have set in the Assessment setting. If you have Essay questions that require manual grading, students receive 0 points of credit for the questions until you grade them. Thus, if you have your Assessment set to give feedback upon submission, students will see a grade that is not accurate.