



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Tests & Quizzes Overview

Video - [Setting up a Test or Quiz in ReggieNet \(The Basics\)](#)

The **Tests & Quizzes** tool allows you to conduct formative and summative assessments through various question types. Each assessment that you create 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.

The **Tests & Quizzes** tool is one of the most complex tools in ReggieNet. This document is intended as an introduction to the tool, and will allow you to create and administer a basic multiple choice assessment. There are references throughout to our other handouts that explore the details of various aspects of this tool.

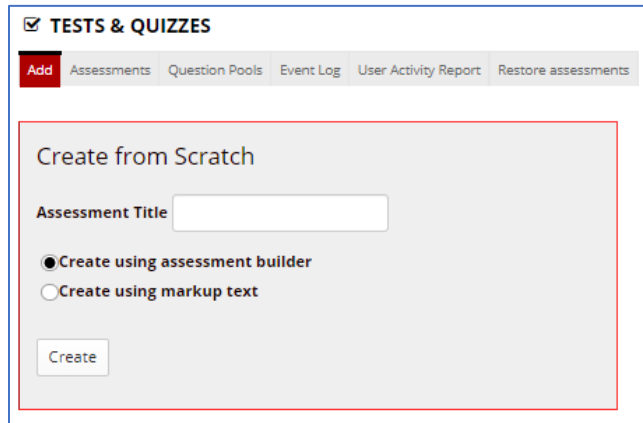
### Using the Tests & Quizzes tool – basic steps

1. **Create 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. **Add Questions** – ReggieNet offers several options for adding questions to an assessment.
  - You can add questions one-by-one manually: see below for the basics; see *ReggieNet: Tests & Quizzes – Creating Questions* for information about all the question types that are available.
  - You can use the Markup Text option to create an assessment by copying and pasting multiple questions: see *ReggieNet: Tests & Quizzes – Using Markup Text*.
  - You can create questions in Question Pools, and then either copy them into a test, or randomly draw a subset: see *ReggieNet: Tests & Quizzes – Creating Question Pools* and *ReggieNet: Tests & Quizzes – Using Question Pools*.
3. **Edit Settings** – Settings allow you to control the availability, time limits, feedback, layout, and more for your assessment. See *ReggieNet: Tests & Quizzes - Settings*
4. **Publish** – 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 If you do not publish it, students will not be able to see it, regardless of the delivery dates you set.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. **Handling Submissions** – Once students have submitted an assessment, you have various options for grading, allowing retakes, and looking at statistics. See *ReggieNet: Tests & Quizzes – Handling Submissions*.

## Create an Assessment

The following steps will guide you through creating an Assessment

1. Click on **Tests & Quizzes** in the left-hand navigation
2. Click on the **Add** tab in the Tests & Quizzes menu.

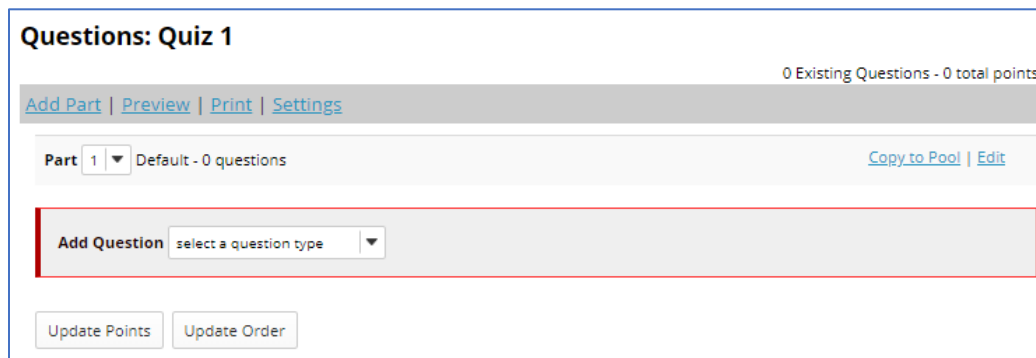


The screenshot shows the 'TESTS & QUIZZES' menu with the 'Add' tab selected. Below the menu, there is a 'Create from Scratch' form. The form includes an 'Assessment Title' text box, two radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text', and a 'Create' button.

3. Enter a title for the assessment in the text box labeled “Assessment Title”.
4. Choose “Create using assessment builder”
5. Click **Create**.

## Add Questions

When you create an assessment, you will be taken to the edit screen for that assessment. You can return to this screen from the Assessment list by selecting “Edit” from the Actions dropdown menu next to the assessment name.



The screenshot shows the 'Questions: Quiz 1' edit screen. It displays '0 Existing Questions - 0 total points' and navigation links for 'Add Part', 'Preview', 'Print', and 'Settings'. Below this, there is a 'Part 1' dropdown menu and a 'Default - 0 questions' label. A red box highlights the 'Add Question' dropdown menu, which currently shows 'select a question type'. At the bottom, there are 'Update Points' and 'Update Order' buttons.

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. For more information about the various question types, see *ReggieNet: Tests & Quizzes – Creating Questions*.

To begin, select the question type you would like to use from the **Add Question** dropdown list. This will take you to the **Edit Question** screen. In this example we will create a simple multiple choice question.

1. Enter a point value for the question.

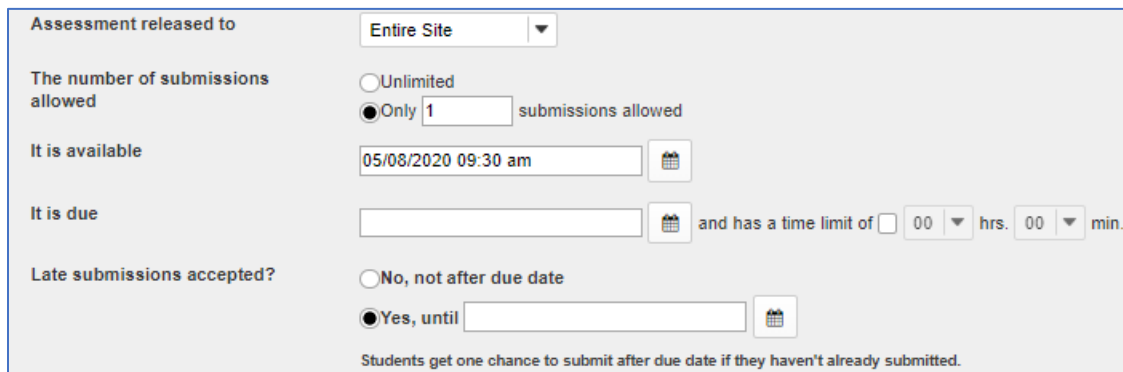
2. Choose whether the point value will be displayed
3. Choose how the question will be graded; **Single Correct** with no other options chosen is the most basic multiple choice question type.
4. Enter the text for the question (stem). If you need to format your text, click the **Show All Rich-Text Editors** link to display the full editor.
5. Enter the potential answers. By default, four answer boxes are displayed (A-D). Any unused answer boxes will be ignored. There is a dropdown menu below the answer boxes that will permit you to add more answers if necessary.
6. Click the radio button next to the box with the correct answer.
7. Choose whether to randomize the answers
8. Scroll to the bottom and click **Save**.

Repeat these steps for each question you wish to add.

### Edit Settings

The settings allow you to control many aspects of the delivery of your assessment. This document will describe the minimum needed to deliver your assessment. For details of all settings, see *ReggieNet: Tests & Quizzes – Settings*.

1. If you are still on the edit page, click the **Settings** link at the top of the page. If not, select **Settings** from the **Actions** dropdown menu for the assessment.
2. If it is not already expanded, click the **Availability and Submission** section.



3. **The number of submissions allowed** – set how many times a given student can attempt the assessment
4. **It is available** – set when the assessment will first become available to students (open date)
5. **It is due** – set the due date
6. **And has a time limit of** – check this box if you want to limit how long students have to complete the assessment once they have started, and select the appropriate time limit
7. **Late submissions accepted** – choose whether late submissions will be accepted; if so, set the date.

- Expand the **Grading and Feedback** section.

▾ Grading and Feedback

If multiple submissions, record the  highest score  last score

Anonymous Grading  Hide student identity from grader

Gradebook Options  Send assessment score to Gradebook immediately, regardless of options below

- If multiple submissions** – choose whether to record the highest or most recent score if multiple submissions are permitted
- Gradebook Options** – if the “Send assessment score to Gradebook” option is checked, a new item will be created in the Gradebook when the assessment is published. If there is already an item with the same name, you will receive an error message.
- To save any changes to settings, scroll to the bottom and click **Save**.

You can see an approximation of how the quiz will appear to students by selecting **Preview**, either from the edit page, or from the Actions dropdown menu.

## Publish

Once you are satisfied with your assessment, you need to publish it to make it available to students. You can do this by

- Selecting **Publish** from the Actions dropdown menu for the Draft version
- Selecting **Publish** from the menu on the Edit assessment page
- Clicking **Save and Publish** when on the Settings page

You will see a confirmation page, which also has an option to add the due date to the Calendar if that tool is present. Publishing a quiz makes a copy; it will be labeled as either active or inactive, depending on whether the current time is within the availability dates.

Assessment List										
View: <span>All</span>										
Display: <span>20</span> assessments per page										
Search: <input type="text"/>										
Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?	
Quiz 1	Published - Active	0	0	Entire Site	May 8, 2020 9:30 AM	May 15, 2020 12:00 AM	Charles Bristow	May 8, 2020 2:15 PM	<input type="checkbox"/>	
Draft - Quiz 1	Draft			Entire Site	May 8, 2020 9:30 AM	May 15, 2020 12:00 AM	Charles Bristow	May 8, 2020 2:15 PM	<input type="checkbox"/>	

**Note: Do not remove draft versions of assessments; published copies are not available for duplication, export, or to be imported into another site.**

## Handling Submissions

Submissions can be viewed by going to the **Scores** page. This can be accessed by either selecting **Scores** from the Actions dropdown menu, or by clicking on the number displayed in the **Submitted** column. You can click on a student name to view and grade their submission. For more options in handling submissions, see *ReggieNet: Tests & Quizzes – Handling Submissions*.

## Other considerations

### **Assessment parts**

Assessments can have multiple *Parts*. Each part can have its own introductory text, attachment(s), and be displayed on a separate page. Parts can also be set up to draw on their own question pools.

### **Restoring deleted assessments**

If you have removed an assessment, you can restore it by clicking **Restore Assessments** from the Tests & Quizzes menu bar.

### **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.

### **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 or in your personal Resources folder 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.