



ReggieNet: Tests & Quizzes Settings

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

ReggieNet: Tests & Quizzes Settings

Video - [ReggieNet: Tests & Quizzes Settings](#)

An assessment created in the Tests & Quizzes can be adjusted in a number of different ways. You can control timing, access, number of submissions, layout and more. The various options are described below.

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**. Alternatively, if you are on the Edit page for the assessment, you can click on **Settings** at the top of the page.

About this Assessment

Title – edit the title of the assessment

Description – this text will be displayed *before* the student takes the assessment, along with other information


Honor pledge – selecting this box will require students to check a box agreeing to an honor pledge before they can begin the assessment

Attachments – attachments added here will be available *before* the student begins the assessment

Availability and Submissions

Assessment released to – by default, assessment is available to all members (Entire Site). If you have added groups to your course, there will also be an option for “Selected 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.

The number of submissions allowed – how many times the user can submit the assessment. Select “Unlimited”, OR “Only” and enter the desired number in the box.

It is available – date and time the assessment becomes available to participants. Dates are entered by clicking the calendar icon , select a date by clicking on it, and adjusting the hour and minute sliders.

It is Due – date and time by which students must submit (any in-progress assessments will be auto-submitted at this time unless late submissions are allowed).

- and has a time limit of - If this is a timed assessment, check the box and specify the number of hours and minutes allowed. Assessments will be auto-submitted when the time limit is reached (this limit is superseded by the due date).

Late submissions accepted – if you do not wish to accept late submissions, select “No, not after due date”. If you wish to accept late submissions, select “Yes” and click on the calendar icon to set the date and time.

Email Notification – choose whether you wish to receive email notifications when students submit the assessment.

Question Scores – choose whether the question point values are displayed while the student takes the assessment.

Ensure students take exams from specific location

Allow only specified IP Addresses – this is generally not used on campus

Secondary Password – enter a password; when enabled, the password must be entered before the student can begin the assessment. Used when assessment is taken in a proctored environment.

Require Locked Browser – selecting “Respondus LockDown Browser” forces the student to use that browser to take the assessment.

Add message that students will see after submission

Submission message – create a message that students will see upon submission of assessment.

Final Page URL – enter a web address that will be displayed for the students to click on upon submission of the assessment.

[Exceptions to Time Limit and Delivery Date](#)

Add exceptions for delivery or time limit for individual students or groups

Select the user(s) from the **Exception for User** dropdown list, OR select a group from the **Exception for Group** dropdown list.

Enter available date, due date, time limit, and late submissions information as above, and click “Add an Exception”. Note: you must enter all information; the exception will not inherit the overall properties

Grading and Feedback

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.

Anonymous Grading – specify whether grading is to be anonymous (in which case, graders cannot see usernames associated with assessment submissions).

Gradebook Options – specify whether grades should be sent to the Gradebook. If this is selected, an item will automatically be created in the Gradebook with the same name as the quiz title.

Set how feedback will be authored – applies to multiple-choice questions. You can choose to either just have feedback based on whether the student’s answer was right or wrong; OR you can have feedback based on each specific answer option; OR both. Note: Question-Level Feedback only is the default; if you wish to create selection-level feedback you must edit this option in settings before you create/edit questions.

Set the type of feedback a student receives - this specifies when students receive feedback.

- Immediate Feedback – feedback is available while the student takes the assessment (even before question is answered)
- Feedback on submission – feedback is available immediately after the student has submitted the assessment
- Feedback will be displayed to the student on a specific date – select a date at which feedback will become available

Set advanced feedback options – choose what they will see when feedback becomes available – scores only OR the questions and any combination of the following options:.

- Student Response – the student’s answer is indicated
- Correct Response – correct answer is indicated
- Question-Level Feedback – will be displayed if it has been entered
- Selection-Level feedback – will be displayed if it has been entered
- Grader’s Comments – any question level, or overall comments entered by the instructor
- Student’s Question and Part Scores – how many points the student earned for each question and part (Note: selecting this will indicate whether the student got the question correct, even if “Correct Response” has not been selected)
- Student’s Assessment Scores – overall score
- Statistics and Histograms – displays mean, median, frequency distribution

Layout and Appearance

Navigation: “Linear access to questions with NO return to previous pages” will display one question at a time, and force participants to progress forward through an assessment without access to the table of contents or previous questions. “Random access to questions from a Table of Contents” will allow

participants to move from question to question throughout the assessment using the Previous and Next buttons and the table of contents..

Question Layout - choose how questions will be displayed:

- Each Question is on a separate web page – questions are displayed one by one, with next and back buttons (if Random access)
- Each Part is on a separate Web page – all questions for a part are displayed at once, with next and back buttons available to navigate between parts
- The complete assessment is displayed on one Web page – all questions for the entire assessment are displayed at once.

Numbering – how the questions are numbered when there are multiple parts

- Continuous numbering between parts – each part will begin with the next number
- Restart numbering for each part – each part will begin with Question #1.

Mark for Review – select this option if you wish students to be able to check a box indicating they wish to return to this question (they can subsequently select those questions in the table of contents).

Background – Change the background color or add a background image to an assessment. This is not recommended as it can cause contrast problems.

[Saving Settings](#)

Once you have completed editing your settings, you can

- Save Settings and Publish – all changes are saved, and the assessment is published (only available for Draft copies)
- Save – all changes are saved
- Cancel – no changes are saved