

Tips for Creating and Taking Assessments in ReggieNet

It is beneficial to have assessments in ReggieNet formatted as one question per page or one part per page. If each question or part appears on a separate page, each page will be saved when progressing to the next page. In the event of a lost connection to ReggieNet, saving often will prevent losing the entire assessment.

Instructors

To edit an existing assessment to one question per page;

1. Locate the “Published Copy” of the assessment to be edited.
2. In the dropdown menu to the right of the title of the assessment, click on “Settings”.
3. In the list of assessment settings, click on “Layout and Appearance”.
4. Under “Question Layout” highlight the radio button next to “Each Question is on a separate Web page”.
5. At the bottom of the page click “Save Settings”.

To place parts of an assessment on separate pages, follow the same process as above except in step 4 highlight the radio button next to “Each Part is on a separate Web page”.

To create parts in an assessment please go to the editing screen of the assessment and click “Add Part”. You can create questions from this screen or if you are using existing questions, please make sure that the existing questions are copied to a question pool. For more information about question pools, please go to <http://ctlit.illinoisstate.edu/technology/reggienet/handouts/> and see the “ReggieNet: Tests and Quizzes – Question Pools” handout. In addition, a how-to-video on creating question pool is available at <https://ctlit.illinoisstate.edu/technology/reggienet/handouts/tests/>.

Students

When taking an assessment setup in one question per page or one part per page in ReggieNet ;

1. Before moving on to the proceeding page, whether you have answered each question or part, click on the “Save” button at the bottom of the page before clicking on the “Next” button.
Note: Even though ReggieNet saves each page before loading the next page, it is a good habit to do this manually each time.
2. To view unanswered questions click on the Table of Contents in the horizontal tool bar at the top of the page. From the Table of Contents you can return to answer unanswered questions or return to previously answered questions to change answers.
3. From the list of questions, click on the specific question that you wish to return to and ReggieNet will return you to that page.
4. When you have finished the exam, click on “Submit for Grading” to submit the assessment.