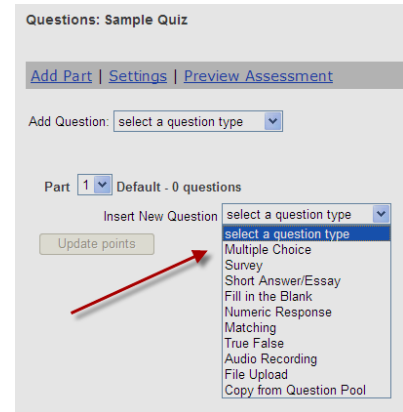


Creating Questions for the Assessment

You can either create new questions to add to your assessment or add questions from a Question Pool. You may add questions to any unpublished assessment..

To create a new question, display the Questions screen for the assessment and follow these steps:

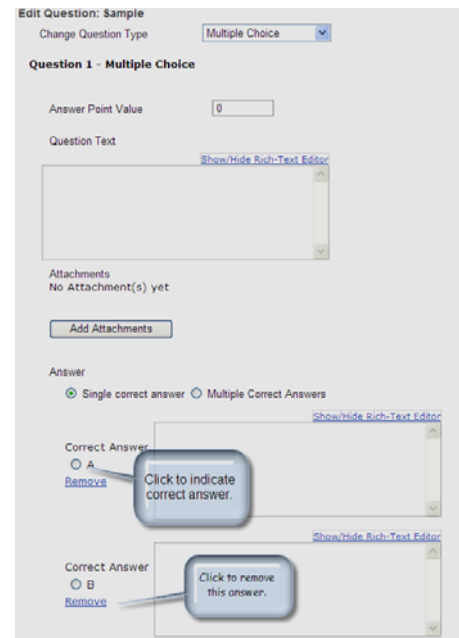
1. Under the appropriate part, select the type of question you want to add from the **Insert New Question** pulldown list.
2. Enter appropriate information for the question, according to the instructions given below for the question type. Or, to change the type of question, click on **Edit** and then select from the **Change Question Type** pulldown list.
3. To add one or more attachments to the question, click **Add Attachments** and follow the instructions in **Adding an Attachment**.
4. To save the question, click **Save**. The CLE displays the Questions screen, increments the total number of questions for the part, and displays the question. Or, to return to that screen without saving the question, click **Cancel**.



Entering Information for a Multiple Choice Question

After selecting **Multiple Choice** on the Edit Question screen, follow 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). The value you enter in the **Answer Point Value** box determines the point value for the entire question.
2. In the **Question Text** box, enter the question.
3. In the Answer section, click either **Single correct answer** (the default) or **Multiple Correct Answers**.
4. In the text boxes provided, enter your possible responses. To indicate the correct response, click the **Correct Answer** radio button for that response. If multiple answers are correct, click the radio button for each correct response.
5. To present fewer possible answers, click **Remove** below text boxes you want to remove.
6. To present more possible answers, select the number of answers to insert from the **Insert additional answers** pulldown list.
7. 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**.
8. 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**.



9. Using the **Assign to Part** pulldown list, select the part of the assessment to which you want to assign this question.
10. To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pulldown list.
11. To provide question-level feedback for correct and/or incorrect answers, enter text in the boxes under "Correct/Incorrect Answer Feedback."

Entering Information for a Survey Question

To create a survey question, select **Survey** on the Edit Question screen. Follow the instructions for creating a multiple choice question except for the following differences:

- The **Answer Point Value** entry is set by default to 0 (zero).
- For possible answers, choose the scale you want to use. To select a scale, click its corresponding radio button.
- You do not have the option of randomizing answers or requiring a rationale.
- Be sure to select anonymous grading.

Answer

- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Entering Information for a Short Answer/Essay Question

Short answer questions are appropriate when the responses do not exceed 4,000 characters in length (approximately two pages). After selecting **Short Answer/Essay** on the Edit Question screen, follow these steps:

not
After
follow

1. In the **Answer Point Value** box, enter the point value you want to assign to this question.
2. In the **Question Text** box, enter the question.
3. Using the **Assign to Part** pulldown list, select the part of the assessment to which you want to assign this question.
4. To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pulldown list.
5. In the **Answer** box, enter a model answer, if desired. Graders use this answer to evaluate the answers provided by participants who take this assessment.
6. In the **Feedback** box, enter appropriate feedback to participants, if desired. Graders use this information to guide them in giving feedback.

Add/Edit Pairing and Optional Feedback

Choice Match

No pairs have been created

Choice [Show/Hide Rich-Text Editor](#)

Match [Show/Hide Rich-Text Editor](#)

Save Pairing

Entering Information for a Fill-in-the-Blank Question

After selecting **Fill in the Blank** on the Edit Question screen, follow 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).
2. In the **Question Text** box, enter the question. Use the pulldown lists and buttons to format the

text of the question as appropriate.

- a. Place curly braces { } around words requiring a blank (that is, the place for a specific answer) For example: {gravity}. Keep in mind that spelling is taken into account for automatic grading, but capitalization is not. In the {gravity} example, both "gravity" and "Gravity" are acceptable answers, but any misspelling of the word "gravity" is not acceptable.
 - b. If more than one response is correct for a given blank, or to allow alternate spellings, use pipes (|) to separate the alternate responses. For example: Much to everyone's surprise, Darth Vader actually was Luke Skywalker's {father|dad|poppa|pater|pa|daddy}.
 - c. For questions with more than one blank, the responses can be mutually exclusive, so each blank must contain a unique response. For example: The colors of the American flag are {red|white|blue}, {red|white|blue}, and {red|white|blue}. For this example, the grading engine looks for three unique answers. To answer correctly, the participant must respond with some combination of red, white, and blue. To effect this type of mutual exclusivity with fill-in-the-blank responses, select the **Mutually Exclusive** checkbox.
3. See 3-6 in **Entering Information for a Short Answer/Essay Question**.

Entering Information for a Numeric Response Question

After selecting **Numeric Response** on the Edit Question screen, follow 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).
2. In the **Question Text** box, enter the question. Use the pulldown lists and buttons to format the text of the question as appropriate.
 - a. Place curly braces { } around numbers that require a blank (for example: $3*3= \{9\}$ y $2+2= \{4\}$ requires a blank before the digits 9 and 4).
 - b. If a range of values is acceptable, insert a pipe between the highest and lowest acceptable values (for example: $5|8$ accepts answers of 5, 6, 7, and 8).
3. See 3-6 in **Entering Information for a Short Answer/Essay Question**.

Entering Information for a Matching Question

After selecting **Matching** on the Edit Question screen, follow these steps:

1. In the **Answer Point Value** box, enter the point value you want to assign to this question.
2. In the **Question Text** box, enter the question.
3. In the **Choice** box, enter a choice.
4. In the **Match** box, enter the correct match for the choice you specified in step 3.
5. In the **Correct Match Feedback** and **Incorrect Match Feedback** boxes, enter appropriate feedback to participants, if desired.
6. Click the **Save Pairing** button.

Choice	Match	Feedback
1 Jane & Sharon Mutt & Jeff Phoebe & Alle Harry & Sally	Phoebe & Alle	Edit Remove

7. To create more matched pairs, repeat steps 3 - 6.
8. To change a matched pair that you have created, click **Edit** and make changes as needed.
9. To delete a matched pair that you have created, click **Remove**.
10. See 4-6 in **Entering Information for a Short Answer/Essay Question**.

Entering Information for a True/False Question

After selecting **True False** on the Edit Question screen, follow these steps:

1. In the **Answer Point Value** box, enter the point value you want to assign to this question.
2. In the **Question Text** box, enter the multiple choice question.
3. In the Answer section, click to select the correct answer. (**True** or **False**).
4. 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**.
5. See 4-6 in **Entering Information for a Short Answer/Essay Question**.

Creating an Assessment (Quick Create Approach)

The "quick create" approach allows you to use a single text box to enter one or many questions for **multiple choice, true/false, fill-in-the-blank, and short essay types of questions**. Quick create requires simple but critical punctuation that indicates the start of each new question, the number of points for it, the question itself, and the correct answer. To use this approach, follow these steps:

1. Enter a title for this assessment in the **Title** box.
2. Click **Quick Create**.
3. If desired, enter a description of the assessment in the **Description** field.
4. In the large **Questions** box, enter questions and answers as desired.
5. Format each question using the required punctuation.
6. To continue, click the **Next** button. Or, to return to the preceding screen, click **Back**.
7. Review the information for each question on the Validate Assessment/ Question Pool screen.
8. To create the assessment, click **Create Assessment**.
9. After creating the assessment, on the Assessments screen, click the Settings link under the new assessment name.

Entering Information for a File Upload Question

Assessments

New Assessment

Create a new assessment

Choose Existing Assessment Type: (optional)

Title:

Import assessment:

Create Assessment/Question Pool

Step 1 of 2

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.

Assessment/Question Pool Information

Name:

Description:

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples given question type, click on the appropriate link to the right of the text box.

[General Instructions](#) [Multiple Choice](#) [Multiple Correct Answer](#) [Fill in the Blank](#) [Short Essay](#) [True/False](#)

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Answers
1	How has the instruction on constructed responses improved student work?	Short Essay	20	
2	How has the use of reflection impacted student achievement and teacher pedagogy?	Short Essay	20	

After selecting **File Upload** on the Edit Question screen, follow these steps:

1. In the **Answer Point Value** box, enter the point value you want to assign to this question.
2. In the **Question Text** box, enter the question.
3. See 4-6 in **Entering Information for a Short Answer/Essay Question**

Entering Information for an Audio Recording Question

After selecting **File Upload** on the Edit Question screen, follow these steps:

1. In the **Answer Point Value** box, enter the point value you want to assign to this question.
2. In the **Question Text** box, enter the question.
3. To add an attachment, click **Add Attachments** and follow the instructions in **Adding an Attachment**.
4. In the **Time allowed** box, enter the number of seconds permitted to a student for recording an answer.
5. In the **Number of attempts** box, use the pulldown list to specify the number of attempts the student is permitted for re-recording his or her answer.
6. See 4-6 in **Entering Information for a Short Answer/Essay Question**

Changing a Question

You may change questions and the point values for questions in any unpublished assessment.

To change a question, display the Questions screen for the assessment and follow these steps:

1. Find the question you want to change and click the **Edit** option for it. The CLE displays the Edit Question screen.
2. Select from the drop down menu the new question type.
3. Make any other necessary changes. Click **Save**.

Changing the Order of Questions

You may change the order of questions in any unpublished assessment. To change the order of questions within an assessment, follow these steps:

1. Display the **Questions** screen for the appropriate assessment.
2. Using the **Question** pulldown lists, change the numerical order of the questions.

Deleting a Question

To delete a question from an **unpublished** assessment, display the Questions screen for the assessment and follow these steps:

1. Click the **Remove** option for the question you want to delete. The CLE displays a confirmation screen.
2. To delete the question, click **Remove**.

Changing an Unpublished Assessment

You may change the settings, parts, and questions for an assessment at any time before it is published.

Changing a Published Assessment

After an assessment has been published, you may change **only** the following attributes:

Delivery, Due, and Retract dates ; Gradebook options; Feedback Delivery options; Feedback Components options. To change any of these attributes follow these steps:

1. Find the assessment you want in the Published Assessments section.
2. Click the **Settings** link under the title of the assessment.
3. Depending on the information you want to change, click the **triangle** for Delivery Dates, Feedback, or Grading to open the appropriate section.
4. Make changes as needed in any or all of those sections.
5. To save the changes, click **Save Settings**.

Previewing an Assessment

To preview an assessment before publishing it, display the Questions screen for the assessment and follow these steps:

1. Click the **Preview Assessment** link.
2. To step through the assessment, click **Begin Assessment**.
3. After you have viewed the different parts of the assessment, click **Done**.

Publishing an Assessment

Be sure to make all changes and corrections to an assessment before publishing it for participants. After the assessment has been published, its contents cannot be changed.

To publish assessments follow these steps:

1. In the Core Assessments section of the Assessments screen, click the **Settings** link under the title of the assessment you want to publish.
2. Make sure all settings are exactly as you want them. If you change settings, be sure to click **Save Settings** before continuing.
3. To publish this assessment, click **Publish**. If you clicked **Publish**, the CLE displays the Publish Confirmation screen.

Giving an Assessment

After it has been published, your assessment's availability depends on how you've configured specific settings:

- ✓ The assessment is available only during the time frame you specified in the Delivery Dates setting.
- ✓ It is accessible by only those people or groups you specified in the Assessment released to setting.
- ✓ If you listed specific IP addresses in the High Security setting, only people connecting from those computers can access your assessment.

- ✓ If you created a secondary username and password in the High Security setting, users must enter that username and password to gain access.
- ✓ Students in courses to which you granted access in the Assessments released to setting can navigate to the assessment from within the Tests & Quizzes tool.

Other users to whom you've granted access can use the URL that you received when you published your assessment. If you selected **Anonymous**, then anyone with the URL can take your assessment.

Working with Student Scores and Answers to Individual Questions Displaying Total Scores

In the Published Assessments section, find the assessment you want and click the **Scores** link under its name (this link is not displayed until at least one student has taken an assessment and submitted it). The CLE displays the Total Scores screen. This screen lists participants by user name, along with that person's role, the date he or she submitted the assessment, the status of the submission (either submitted or no submission), and the total score. For each student, the screen also displays boxes in which you may adjust the score, see the final score, and add comments.

Grading Short Answer/Essay and File Upload Questions

If your test includes non-objective questions, you must grade those questions yourself.

1. Find the assessment you want and click the **Scores** link under its name
2. Click on the **Questions** link at the top of the page
3. Select the short answer/essay question for which you wish to display all student responses.
4. For information on accessing a student's submission for a file upload question, click on the link for the attachment.
5. Review the answers given and enter scores and comments, if desired, for each.
6. Save your work by clicking **Update** at the bottom of the screen. When the CLE displays the Total Scores screen, the total score for this student has been changed to reflect the grades you have given for each question.

Adjusting a Total Score and Adding a Comment

To adjust a student's total score and add an overall comment, display the total scores for the appropriate assessment and follow these steps:

1. For the appropriate student, enter an adjustment to the score in the **Adj** box.
2. To add a comment, enter it in the **Comment** box.
3. After entering changes for all appropriate participants, click **Update**. The CLE calculates and displays the final scores.

Exporting Student Responses for an Assessment

To export all student responses for an assessment and download a spreadsheet file containing those responses, follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it.

2. Click the **Export** link in the bar below the screen title.
3. Click the **Export** button. Proceed to open or save the file to your computer system as usual.

Displaying Submission Status

To see the submission status of an assessment for all participants, access the Tests & Quizzes tool and follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it. The CLE displays the Total Scores screen.
2. Click the **Submission Status** link in the bar below the screen title.

For each participant, you can see the person's name, user name, and role, along with the date he or she submitted the assessment. If the **Date** entry is blank, this participant has not submitted the assessment.

Contacting Students

You may contact any student who is expected to submit an assessment by sending him or her an email. To do so follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it.
2. Click the **Submission Status** link in the bar below the screen title.
3. Click the **Email** link under the student's name.
4. To send a copy of this email to yourself, click **Yes** for **Cc: me**.
5. Enter your message in the large white box.
6. To add attachments, click Add Attachments and follow the instructions.
7. To send the email, click **Send**.

Allowing Students to Retake an Assessment

To allow one or more students to retake an assessment follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it.
2. Click the **Submission Status** link in the bar below the screen title.
3. Click the **Allow retake?** link under the student's name.
4. To allow the student to retake this assessment, click **Retake**.

Displaying Questions and Responses

To see individual questions in an assessment, along with responses by all participants, access the Tests & Quizzes tool and follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it. The CLE displays the Total Scores screen.
2. Click the **Questions** link in the bar below the screen title. The CLE displays the Question screen.

Downloading All Uploaded Files for File Upload Questions

To download all files uploaded by students in response to file upload questions, follow these steps:

1. Click the **Download All** link in the Responses header. Your computer displays its Opening Files window.
2. Open or save the files as usual.

Adjusting a Question Score and Adding a Comment

To adjust a student's score and add a comment for one or more individual questions, display the question scores for the appropriate assessment and follow these steps:

1. For the appropriate student, enter the revised score the **Score** column.
2. To add a comment, enter it in the **Comment** box.
3. After entering changes for all appropriate participants, click **Update**.

Displaying Statistics

To see statistics for the assessment as a whole and for each question and its responses, access the Tests & Quizzes tool and follow these steps:

1. In the Published Assessments section, find the assessment you want and click the **Scores** link for it.
2. Click the **Statistics** link in the bar below the screen title. The CLE displays the Statistics screen.

This section shows the total number of submissions and the total score possible on the assessment, along with statistical information such as the mean, median, mode, and range of the scores for the assessment as a whole. Below the Total Score section, the CLE displays statistics for each question in each part of the assessment.

Retracting a Published Assessment

Retracting an assessment moves it to the list of inactive published assessments. Students who never accessed the assessment will not see it after it has been retracted. However, those who accessed it will still be able to see it. To retract a published assessment follow these steps:

1. Find the assessment you want in the Published Assessments section.
2. Click the **Settings** link under the title of the assessment. The CLE displays the Settings screen.
3. Click the **triangle** for Delivery Dates to open that section.
4. Click the **Retract Now** button.

After you have retracted a published assessment, you can change the settings, parts, and questions in it, as needed, and then republish the assessment.

Deleting an Assessment

You may delete core assessments at any time, even after publishing them. To delete an assessment follow these steps:

1. Click the **Remove** link under the title of the assessment.
2. To delete the assessment, click **Remove**. The title of the assessment you removed is no longer displayed in the list.

Exporting and Importing an Assessment

The Tests & Quizzes tool allows you to export an assessment from one site and import it into another to use with another class or share with other instructors.

Exporting an Assessment

To export an assessment, access the Tests & Quizzes tool in the site that contains the assessment and follow these steps:

1. Find the assessment you want in the *Core Assessments* section.
2. Click the **Export** link under the title of the assessment.
3. Click to select either **QTI v 1.2** or **Content Packaging**.

If you clicked **Export**, your browser displays a window with downloading instructions.

Importing an Assessment

To import an assessment follow these steps:

1. In the *New Assessment* section, click the **Import** button.
2. Click the **Browse** button. Your system displays its File Upload window.
3. In that window, find the file you need and select it as usual. The CLE enters its pathname in the **Choose a file** box.
4. To import the assessment, click **Import**.