

The **Tests & Quizzes** tool allows instructors to create online assessments and learning enrichment instruments such as tests and quizzes, self-study questions, language drills, and practice problem sets for delivery via a web interface to students or other site participants. Instructors may use this tool may to create surveys, to gather information, or collect informal feedback from site members.

This tool has many important features.

→ Assessments may contain any of these types of questions:

- True/false

- Matching

- Multiple choice

- Short answer/essay (appropriate for answers of up to 4,000 characters)

- Fill-in-the-blank

- Numeric response (especially valuable for math assessments)

- Survey (helpful for class evaluations)

- File upload (students upload a file to answer the question; useful for long essay questions and questions that require students to create a spreadsheet, picture, PowerPoint presentation, or other material in one or many commonly used file formats)

- Audio recording (students record an audio file and submit it for assessment)

→ A rich text editor allows the formatting of section headers, question text, answers, and your feedback.

→ Teachers may organize questions into question pools in order to re-use key questions. Question pools created in one site are available in all sites the teacher owns.

→ When the course site is created, the Site Setup or Site Editor tool may be used to import assessments from other sites owned by the teacher. For more information, see the sections on these tools.

→ Teachers may import previously created tests, quizzes, and surveys using IMS QTI compliant XML files or IMS content packages.

→ Teachers may create questions one at a time by entering them into online forms (the standard approach). They also have the option of entering information for one or many questions directly into a single text box with the aid of special punctuation (quick create approach).

→ Teachers have the option of providing feedback for both correct and incorrect responses.

- Teachers may choose how to deliver and collect each assessment. For example, a teacher can determine when an assessment will become available, set time limits, determine how many times a student can take an assessment, and indicate whether or not late submissions will be accepted.
- Teachers may choose how to organize assessments and may scramble them in various ways. For example, a teacher may scramble questions so they appear in a different order for each student, scramble multiple choice answers so that they are displayed in a different order for each student, and create question pools with more questions than necessary so that each student receives a random choice of questions.
- Teachers may create a variety of templates (that is, assessment types) that serve different purposes or are appropriate in different disciplines. For example, they may create a basic test template on which most or all of their tests will be based, while their quizzes may be based on a different template. For each type or template created, they may specify the parameters under which the assessment will be presented, delivered and submitted. Each assessment type contains settings but does not contain individual questions.
- Teachers may override assessment type settings at the level of the individual assessment. By configuring an assessment's settings, they can control a wide range of conditions for organizing, delivering and taking the assessment. For example, to specify locations for taking an assessment, they may indicate a range of IP addresses. Teachers may also specify when an assessment is to become available, set time limits for taking the assessment, determine how many times a student can take an assessment, and indicate whether late submissions will be allowed.
- Teachers may add attachments (by uploading local files, specifying URLs, and selecting files from Resources) to any question.
- For true/false, multiple choice, and fill-in-the blank questions, teachers may have the CLE grade answers automatically.
- A person must grade short answer/essay and file upload questions. However, when teachers create a test, at their option, they may include model answers to guide graders and display to students after feedback has been delivered. The system displays model answers in a new window.
- If teachers choose, the CLE can automatically transfer grades to the Gradebook tool for easy calculation or conversion.
- The Tests & Quizzes tool allows students to work on assessments and submit them to their instructor online.

Accessing the Tests & Quizzes Tool

To access the Tests & Quizzes tool, click **Tests & Quizzes** in the tools menu on the left side of the screen. The CLE displays the Tests & Quizzes home page.

Sample Course

Tests & Quizzes

Assessments | Assessment Types | Question Pools

Assessments

New Assessment

Create a new assessment

Choose Existing Assessment Type: (optional)

Title:

Import assessment:

Core Assessments

Title	Last Modified

Published Assessments

Active (testing in progress)

Title	Release to	Release Date	Due Date

Inactive (no student access)

Title	Release to	Release Date	Due Date

Teachers see the home page shown to the right. The teacher's home page is also known as the **Assessments** screen. The home page lists two types of assessments:

core assessments and **published assessments**. Core assessments include all assessments that are currently available (though not necessarily in use) in the site. Teachers may change anything in a core assessment. Published assessments are copies of core assessments that have been published for use by participants. After a test is published, teachers may modify only the delivery date settings and settings to send grades to the Gradebook tool.

Students see the home page to the right.

Sample Course

Tests & Quizzes

Assessments

Take on Assessment

There are no assessments available.

Title	Due Date/Time

Submitted Assessments

No assessments have been submitted.

Title	Feedback Date	Score	Time	Submitted