

Note: The assessment tool needs to be added to your course before you can begin creating modules.

To add the Assessment tool, select the Build Tab>Manage Course>Tools

* For more information on adding tools please see our "Adding Tools" tutorial.

Assessments

Create

1. To create an assessment you must be on the **Build** tab within your course section. Click on the **Assessments link** under course tools.

2. Click on **Create Assessment**.

You can create three different types of assessments:

- **Quiz** - A quiz is graded by WebCT and recorded in the grade book.
- **Survey** - A survey is **NOT** graded by WebCT, but recorded in the grade book when it is completed by a student. The survey itself is anonymous.
- **Self-test** - A self-test is graded by WebCT, but it is not recorded in the grade book. Students will be able to take the self-test as many times as they want, yet they will not have the opportunity to go back and see their previous attempts.

Create Assessment Options:

1. Assessment title
2. Give your assessment a detailed description
3. You can decide what title to display in the student's gradebook. You want to keep this short but descriptive. It can be different from the assessment title.
4. Select the type of Assessment to create.
5. You can choose to base your quiz on an already existing assessment.
6. Select "Save and Add Questions" when you have selected your options to begin creating your questions. Or choose "Save" to return to the Assessment window.

Your location: **Assessments**

Create Assessment

Go to Question Database...

Create Assessment

*Title:

Description:

Item Visibility:

☐ Show Item
 ☒ Hide Item
 (This item cannot be made visible until there is at least one question added)

Grade Book column name

The Grade Book column name appears in Member Management as a column header for this assessment.

Type

☒ Quiz
 Quizzes are online assessments for which grades are assigned.

☐ Survey
 Surveys are anonymous online evaluations for which no grades are assigned.

☐ Self Test
 Self tests are assessments for which Students receive grades and feedback, though the grades are

Template

Select whether or not you want to base this assessment on an existing assessment.

☒ Do not base on an existing assessment
 ☐ Base on an existing assessment:

- Select assessment -

☐ Apply assessment settings only (do not include the questions)

Save

Cancel

Save and Add Questions

*Required field

Adapted with permission from Utah State University

Assessment Options

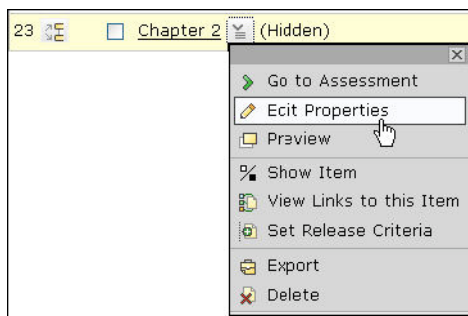
When you save the assessment you will have several options.

From the assessment window, you can view the title of the assessment, the type of assessment, how long the students have to take the assessment, and how many points the assessment is worth.

Order	Title	Type	Duration	Points
21	Excel Exam	Quiz	Unlimited	38
22	PowerPoint Exam	Quiz	Unlimited	35
23	Chapter 2 (Hidden)	Quiz	1 Hour(s)	0

Create Link on: - Select - Delete Export

Page: 2 (21-23)




Using the “Action Menu” next to the quick titles allows you to view additional options.

- **Go to assessment:** allows you to go directly to the assessment.
- **Edit Properties:** allows you to edit the settings of the assessment. Depending on the type of assessment, the settings may differ.
- **Preview:** allows you to preview the assessment.
- **Hide Item:** allows the assessment to be available or unavailable to students. This cannot be set to “Show Item” until there are questions in the assessment.
- **View links to this item:** allows you to see what component in WebCT Vista is linked to this assessment.
- **Set Release Criteria:** allows you to release this assessment based on a group, a member, a date, or a column in the grade book.
- **Export:** allows you to zip up the complete assessment, download it from your section and put it into another section or template through Content Import.
- **Delete:** allows you to delete the assessment. Once you delete it you cannot retrieve it, so make sure you really want to delete it.

Edit Assessment Properties

Choose **Edit Properties** from the assessment action menu.

Within edit properties you have several different options.

1. Edit the assessment title if needed.
2. Edit the assessment description if needed.
3. Set student visibility options. If you do not want your students to see the exam listed under assessments, select "Hide Item."
4. Edit the grade book column name.
5. Decide  how to deliver your assessment questions.

Question Title Note: It is a good idea to deselect the option to display question titles to the students. Many times question titles can give away the correct answer.

Edit Assessment Properties	
①	*Title: <input type="text" value="Chapter 2"/>
②	Description: <input type="text" value="This is a test worth 10% of your grade."/>
③	Item Visibility: <input type="radio"/> Show Item <input checked="" type="radio"/> Hide Item (This item cannot be made visible until there is at least one question added)
*Grade Book column name	
④	<input type="text" value="Chapter 2"/> The Grade Book column name appears in Member Management as a column header for this assessment.
Question delivery	
⑤	<input checked="" type="radio"/> Deliver questions all at once. <input type="radio"/> Deliver questions one at a time and allow questions to be revisited. <input type="radio"/> Deliver questions one at a time and do not allow questions to be revisited. <input checked="" type="checkbox"/> Display question titles.

Duration Note: It is recommended that you give the students a little more than a minute a question for objective tests. For example, if you have a test that is 50 multiple-choice questions, you may want to give them 60 minutes.

Duration Note: We suggest that you **do not** check the “Disallow answer submission if time has expired” box. You will know when a student took longer than the allotted time because their grade will be red instead of black in the assessment submissions area. It will also tell you how far over time they went and allow you to see which questions were answered after the time ran out.

Student Score Note: If you have a paragraph question that you want graded before the students see their grade, you may want to release the score once the student has finished the assessment and all questions have been graded.

Student Score Note: This setting can be used if you want to look at the grades and statistics before releasing to the students. In addition, this setting can also be used if you have made the assessment available for a longer period of time and you do not want students to use the wisdom of someone else before they take the test.

6. **Display:** You can display the assessment in a new browser window or the window they are currently working in.
7. **Duration:** Set the amount of time the students will have to take the assessment. If you do not want a time limit set, choose “unlimited.”
8. **Attempts:** You can allow your students to take the assessment multiple times.
9. **Score:** You can decide when you want your students to be able to see their score.
10. **Score:** If you set multiple attempts, select which score to display in the student’s grade book.
11. **Statistics:** If you want your students to see the assessment statistics, you can select this option.

Display Assessment	
6	<input type="radio"/> In the same browser window <input checked="" type="radio"/> In a new browser window
Duration	
7	<input type="radio"/> Unlimited <input checked="" type="radio"/> Time: 1 Units: Hour(s) <input type="checkbox"/> Disallow answer submission if time has expired.
*Attempts	
8	Allowed attempts: 1 <input type="checkbox"/> Randomize questions in a question set for each attempt Minimum attempt time: 0 Units: Minute(s)
Student score	
9	<input type="radio"/> Release the score once the assessment has been submitted. <input type="radio"/> Release the score once the assessment has been submitted and all of the questions have been graded. <input checked="" type="radio"/> Do not release the score.
10	If multiple attempts are allowed, display the score of the following attempt as the student's grade: First
Statistics release	
11	<input type="checkbox"/> Release statistics to students after releasing the score.

More Options

The More Options menu provides additional exam settings.

Dates Available

This area allows you to set the start and end day and time for the assessment. If you do not change anything, the assessment will be open all the time.

If you want to give a range of dates and times where the student can take the assessment, you must set the start and end day/time, as shown below.

Dates Available	
Start Time:	June 28, 2006 10:30 AM
	<input type="checkbox"/> Create a corresponding event in the Calendar
End Time:	<input checked="" type="radio"/> Unlimited
	<input type="radio"/> June 28, 2006 10:47 AM

If you want WebCT Vista to create an event in the calendar that corresponds to this date you can select the check box next to “Create a corresponding event in the Calendar.”

Results Note: One option that you have is to turn all the results off except for the total score, and then when everyone has taken the assessment you can go back to this area and check the boxes of what you want them to see.

Results Settings

The results settings area allows you to make feedback available to the students. You can also have the results e-mailed to you or someone that is working with you by including the e-mail address in the box next to “E-mail results to.”

Results Settings

Student results display:

- ☒ 1. Show the question text.
- ☒ a) Show the student's response for each question.
 - ☐ i) Show the evaluation of the student's response.
 - ☐ ii) Show the correct answer for each question.
 - ☒ iii) Show the full evaluation of each question.
- ☒ 2. Show the feedback for each question.
- ☒ 3. Show the student's score for each question.
- ☒ 4. Show the student's total score for the assessment.
- ☒ 5. Show the grader comments for the assessment.

E-mail results to:

Submission Settings

The submission setting allows you to include a message that the students will see once they finish their assessment. You can also have a copy of the students' submissions e-mailed to you or someone that is working with you.

Submission Settings

Submission message:

E-mail submissions: Send a copy of each student's submission via e-mail to:

Security Settings

Proctor password:

IP address:

IP address mask:

Security Settings

Security settings is where you can set a proctor password and the browser restrictions.

You only set a password if you are actually proctoring your class while they are taking the assessment. To do this, type a word in the box next to “Proctor password.” The students will have to type in this password before they can begin the assessment.

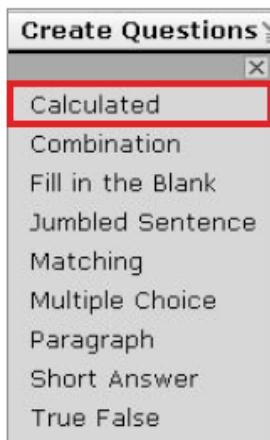
You can also have the students take the assessment within a particular computer lab by setting the IP address and mask.

Select “Save” at the bottom of the screen to apply your property settings.

ADDING QUESTION TYPES

Creating Calculated Questions

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)



A calculated type question is where a student answers a mathematical question. The instructor can specify the mathematical formula and the set of variables, along with a range of values for each variable using the option in WebCT Vista. WebCT Vista will then generate a set of answers for a randomly selected set of variables. Depending on the size of your set, a calculated question can be unique for each student when taking the assessment.

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose Calculated from the drop down menu under **Create Questions**.

From the **Create Calculated Question** screen, fill out the following question information:

1. Title: In the Title text box, enter a descriptive title for the question. The title should easily identify the question when searching the Question Database.

2. Question Text: In the question text box, type the question. You can also insert an equation by using equation editor. This will be inserted within the question.

Within this type of question you will use variables that represent the numbers you want randomly generated by WebCT Vista and where you want them placed. For WebCT Vista to recognize these variables, straight brackets need to be located around the variable (as shown in the example). You can use as many variables as you want, just make sure they are different variables if they are representing different numbers.

3. Image: In addition, you can also add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed under the "File Manger" area, you will need to upload the image from your local computer first. This can be done in one step by clicking on Browse.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On".

If you want to use HTML coding, either through the creator or your own coding, make sure "Use HTML" is selected.

Create Calculated Question

1 *Title:
To indicate a variable, enter the variable name as specified in the brackets.
Example: What is the sum of [x] and [y]?

2 Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML Insert equation: New

3 Image:

Example Question: How many kilograms are equal to [p] pounds? Answer: Depending on the range the instructor specifies, values are inserted for [p]. Students calculate the answer and enter it in the answer box.

Example Formula: [p] * 0.45

Formula:

- ④ Enclose variables in square brackets, constants in place of variables.

[View a list of supported formulas.](#)

Units:

- ⑤ ☐ Required ☐ Ignore spaces
Percentage of the question value: 0

4. Formula: Use the text box to type in the mathematical formula that is required to solve the question; for example the formula [p] * 0.45. The variables specified in the Formula and Question fields must be enclosed within straight brackets so that WebCT can generate random answer sets. The variables that are in the straight brackets must be the same as the ones in the question.

5. Units: Enter any units that may be required as part of the correct answer in the Unit box. The following are check box options:

- ▶ **Required:** Students have to include the units within their answer. Remember, what the students type in must match your unit answer exactly. If you want students to type units, make sure you tell them explicitly, how you want the units to appear. For example, if your unit is inches, do you want inches or in.?
- ▶ **Ignore Spaces:** With this setting WebCT will ignore the spaces within the units answer. This is helpful with beginning or trailing spaces.
- ▶ **Ignore Case:** WebCT will ignore the case (upper or lower) of the units answer while grading.
- ▶ **Percentage of the question value:** You will decide how much the unit answer is worth. If the question is worth 5 points and you want the units to be worth 20%, the calculated answer will be worth 4 points and the unit will be worth 1 point.

6. Analyze Variables: This is the area that you specify what you want the numbers to look like and WebCT will randomly generate the list based on your settings. You will see all the variables that you have placed in the question and formula. Click the button to view your options.

- ▶ **Minimum:** Use this field to enter a minimum value for the variable specified. WebCT will use this as the lower limit when generating random values for the variable.
- ▶ **Maximum:** Similarly, a maximum value must be specified using the maximum field. WebCT will use this as the upper limit when generating random values for the variable.
- ▶ **Calculated decimal places:** This allows you to set the number of decimal places the minimum and maximum values will contain. If you are using whole numbers, set the decimal place to "0."

Answers

- ▶ **Specify the number of answers per set:** The variables in the formula together create a set. You determine how many sets you want from 10 to 100. Each set will include numbers between the ranges you

Variables:

p Minimum: Maximum: Calculate to 0 decimal places

Answers

Answer Set:
Specify the number of answers per set: 10

Calculate the answer sets to: 0 Decimal

Answer Tolerance (+/-): 0.0 Units: Percent

Generate Answer Set

	p	Answer
1	24.00	11
2	25.60	13
3	35.05	16
4	39.14	10
5	28.53	13
6	6.16	3
7	25.08	11
8	32.36	15
9	37.31	17
10	7.40	3

Update Answer Set

Answers Note: For example, if answer tolerance is specified to accept an answer, which is within +/- 5% (0.05) of the correct answer. Therefore, if a student received $p = 7.74$, the answer would be 3.38. Since you included a tolerance of 0.05, the student's answer can range between 3.31 and 3.43.

General Feedback Example: you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

specified. This is the list WebCT Vista will randomly draw from to create the questions. When you click on Generate Answer Set you will see the number of sets you specified.

- **Calculate the answer set to Decimal:** You can decide how many decimal points are showing in the answers generated by WebCT.
- **Answer Tolerance:** This field lets you specify how much error can be tolerated in the student's answer.
- **Generate Answer Set:** Clicking on this button allows WebCT to generate random answer sets using the specified formula and ranges. If you do not like an answer or if the answer that WebCT generated is not an acceptable; for example, you can change the value of a variable manually in the sets area. If you change any of the values, you must click on Update Answer Set to save your change.

More Options

- 7. General Feedback:** You can provide students with general feedback instead of or in addition to specific answer feedback.
- 8. Designer Notes:** If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box.
- 9. Category:** All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.
 - To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
 - To add the question to a new category, select Create a category, and in the text box, enter the category name.

General feedback

7

☐ Use HTML

Section Designer notes:

8

Category: Questions may be placed in categories in the Question Database, for organizational

9 ☒ Specify an existing category: Uncategorized Questions

☐ Create a category:

Save Preview Cancel

10. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many calculated questions as you wish.

Creating a Fill-in-the-Blank Question

Introduction

The Fill-in-the-Blank question type presents students with questions with one or more blank spaces that must be filled in. For each blank, an instructor can specify one or more correct values, and must enclose the correct answer in square brackets in the question text. Fill in the blank questions are very useful to test a student's factual memory.

Creating a Fill-in-the-Blank Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Fill-in-the-Blank** from the drop down menu under **Create Questions**.

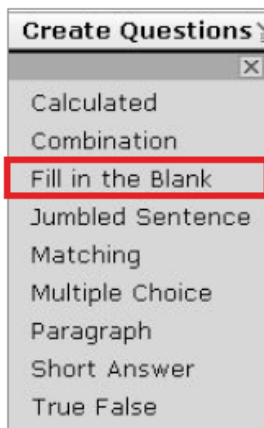
From the **Create Fill-in-the-Blank Question** screen, fill out the following question information:

1. Title: Enter a descriptive title for the question. The title should easily identify the question when searching the Question Database.

2. Question Text: Type the question. For each word or phrase that you want the students to type in, enclose the text in square brackets. You can have as many sets of brackets as you want. You can also include as many words within the brackets, but be warned that if there is more than one word, it will be harder for WebCT to grade the question.

3. Image: In addition, you can also add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed under the "File Manger" area, you will need to upload the image from your local computer first. This can be done in one step by clicking on Browse.

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)



Question Text Note:

If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On".

If you want to use HTML coding, either through the creator or your own coding, make sure "Use HTML" is selected.

Example Question: The capital of China, [Beijing], will host the Olympic Games in the year [2008].

Answer Note: Whichever schema you choose, WebCT will not stray from what you specify as the answer(s). So, be specific and include all possible answers that you think students will put.

Create Fill in the Blank Question

1 *Title:
Enclose text that is to appear as a blank within square brackets. [blank].

2 Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML

3 Image:

4

4. Generate Answers: A screen appears with the answer(s) you have selected in the straight brackets.

- ▶ For each answer, in the Value (%) text box, specify the percent value that the answer contributes towards the full marks of the question. If you have more than one answer to the question, you need to make sure that the values for all the correct answers equal to 100%.
- ▶ For each answer, select a **Grading scheme**:
 - ✓ **Equals:** the students must match your answer exactly.
 - ✓ **Contains:** the students' answer must contain the letters that you ask for. For example, if you type in "for" it would accept forth and forward.
 - ✓ **Regular Expression:** Use PERL coding to evaluate the students answer.
- ▶ If you want to add an alternate correct answer, click on **Create Alternate**. The screen will show the alternate text box. You can determine the percentage of points for these answers. The percent for alternate answers cannot exceed the percentage for the original answer, but does not have to be the same.

Answers
Questions appearing in a quiz must be assigned an answer value (%) and grading scheme.

Answer text	Value (%)	Grading scheme	Actions
Answer 1: Beijing	<input type="text" value="0"/>	Equals <input type="button" value="v"/>	<input type="button" value="Create Alternate"/>
Answer 2: 2008	<input type="text" value="0"/>	Equals <input type="button" value="v"/>	<input type="button" value="Create Alternate"/>

Settings

Answer box width: characters

Answers are case sensitive: ☐ Yes / ☒ No

5. Settings: From the "Answer box width" drop-down list, select the number of characters that students can type in the answer boxes. You can select the numbers between 10 and 100 characters.

It is suggested that you make the box a little bigger than the word. You can also decide whether or not case sensitivity is important. If you choose No, students will not be penalized for using upper or lower case letters.

More Options

General Feedback

Example: you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

- 6. General Feedback:** You can provide students with general feedback instead of or in addition to specific answer feedback.
- 7. Designer Notes:** If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box.
- 8. Category:** All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

General feedback

6

☐ Use HTML

Section Designer notes:

7

Category: Questions may be placed in categories in the Question Database, for organizational

8

☒ Specify an existing category: Uncategorized Questions

☐ Create a category:

Save Preview Cancel 9

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
 - To add the question to a new category, select Create a category, and in the text box, enter the category name.
- 9. Preview:** You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Fill-in-the-Blank questions as you wish.

Creating a Jumbled Sentence Question

Introduction

With this question type, students are presented with a portion of a sentence and drop-down list from which they must select the words that are missing from the sentence and put them in the correct order. This type of question can be used to assess students' conceptual and procedural knowledge.

Creating a Jumbled Sentence Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Jumbled Sentence** from the drop down menu under **Create Questions**.

From the **Jumbled Sentence Creation** screen, fill out the following question information:

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence**
- Matching
- Multiple Choice
- Paragraph
- Short Answer
- True False

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On". You can also insert an equation by using equation editor.

Example Question: ADDIE Model includes [analysis], [development], [design], [implementation], and [evaluation].

Generate Answer Note: If the answer doesn't appear as you expected and you want to change it, in the Question Text box, update the text and click Update Answer.

1. Question Title: In the Title text box enter a title.

2. Question Text: For each word or phrase that you want the students to type in, enclose the text in straight brackets.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the "File Manger", you need to upload the image from your local computer first. This can be done in one step by clicking on Browse.

4. Click on Generate Answer

The answer section appears.

Generate Answer

- In the Value (%) text box, enter the percentage value that students will receive for selecting the correct answer.
- If you want to create an alternate answer using the same jumbled words, but accepting in a different order, click on Create Alternate. You will now be able to create a different order of the jumbled answers.
- If you want to remove an alternate answer, click "Remove Alternate" under the answer you want to delete. The Answers section updates and the alternate answer is removed.

Answers

Questions appearing in a quiz must be assigned an answer value (%).

Answer: ADDIE Model includes [analysis], [development], [design], [implementation], and [evaluation].
 Value (%):
 You can create an alternate answer that uses the same jumbled words but in a different order.

More Options (Expand this area to see more options.)

General feedback

5

☐ Use HTML

Section Designer notes:

6

Category: Questions may be placed in categories in the Question Database, for org

7 ☒ Specify an existing category: Uncategorized Questions

☐ Create a category:

8

Save Preview Cancel

More Options

- 5. General Feedback:** You can provide students with general feedback instead of or in addition to specific answer feedback.
- 6. Designer Notes:** If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box.
- 7. Category:** All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

8. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

General Feedback Example:

you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Jumbled Sentence questions as you wish.

Creating a Matching Question

Introduction

Matching questions ask students to match up items from one column with items in a second column. WebCT Vista displays items to the student as a list of the first terms in a fixed order, along with a drop-down menu of all items in the second column randomly arranged. Matching questions can be used to assess students' conceptual and procedural knowledge in the areas such as geography, history, mathematics, chemistry and more.

Creating a Matching Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Matching** from the drop down menu under **Create Questions**.

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching**
- Multiple Choice
- Paragraph
- Short Answer
- True False

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On". You can also insert an equation by using equation editor.

From the **Matching Creation** screen, fill out the following question information:

- 1. Question Title:** In the Title text box enter a title.
- 2. Question Text:** In the Question Text box, type the question.
- 3. Image:** You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the "File Manger", you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

Create Matching Question

1 *Title: World Geography and Capitals

2 Question text: HTML Creator ☐ On ☒ Off
Match the names of the following capitals with the names of their countries.

☐ Use HTML | Insert equation: New

3 Image:

- 4. Match Pairs:** There are two columns, Column 1 and Column 2 under. The items you entered in Column 1 will be displayed in the order you enter them when they are shown in the question. The items you enter in Column 2 will be displayed randomly in a drop-down list next to each answer in column 1.

Matching pairs

Column 1: Displayed in a fixed order. Column 2: Ordered randomly in a drop-down list.

Column format:	Short Answer	Long Answer
<input checked="" type="checkbox"/> Use HTML		
Moscow	matches	Russia
Beijing	matches	China
Rome	matches	Italy
London	matches	England
Tokyo	matches	Japan
<input type="button" value="Create Additional Pairs"/>		

- ▶ If you want to hand-code the text in HTML, select the Use HTML check box.
- ▶ Select the column format.
- ▶ In the text boxes, enter the terms to be matched.
- ▶ To create more matched pairs, click Create Additional Pairs. The screen updates and additional text boxes appear for Column 1 and Column 2.
- ▶ Using the same procedure to enter the answers in the second column under Column 2.

Long Answer Note: the default column format is Short Answer. To enter long answers in the column, click Long Answer. The screen updates and the long answer text boxes appear. To determine the difference between long and short answer, if your text that you type in extends beyond the length of the box for a short answer it is a long answer.

5. Settings: Select a grading scheme

- ▶ **Equally Weighted:** If you want each correct matching pair counted for an equal portion of the total question score, choose Equally weighted. For the example shown above, each pair is worth 20% of the total score; therefore, if the question was worth 5 points, each pair would be worth 1 point.
- ▶ **All or Nothing:** If you want your students to match all answers correctly to receive full values for the question, choose “All or nothing.” So any incorrect match will cause 0% of the question score.
- ▶ **Right minus Wrong:** You can also develop the answers where the students’ all incorrect matches will be subtracted from the value of all correct matches to arrive at the final score for the question by selecting “Right minus wrong.” Therefore, if there are six answers and the students choose four correctly the final score will be two (four correct minus two incorrect).

Grading scheme

- ☒ Equally weighted / All answers have equal value.
- ☐ All or nothing / The student must complete all matches correctly to receive full value for the question.
- ☐ Right minus wrong / The total value is derived from the number of correct matches minus the number of incorrect matches.

6. Column Preview: If you prefer to preview both columns of data, select Preview both columns. This is required if you use the long answer box. Previewing the columns can ensure the data in both columns are displayed correctly to students. If you have a long answer and you do not display, if you view a submission you will not be able to view the answers to this question or any questions through till the end.

Column preview

- ☒ Preview both columns / Required when using the long answer boxes.
- ☐ Do not preview both columns

More Options (Expand this area to see more options.)

General feedback

7

☐ Use HTML

Section Designer notes:

8

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

9 ☒ Specify an existing category:

☐ Create a category:

10

More Options:

7. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

8. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box.

9. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

General Feedback Example:

you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

- To add the question to an existing category, select Specify an existing category, and from the drop down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice**
- Paragraph
- Short Answer
- True False

Create Multiple Choice Question

1 *Title:

2 Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML Insert equation:

3 Image:

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On". You can also insert an equation by using equation editor.

10. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Matching questions as you wish.

Creating a Multiple Choice Question

Introduction

A multiple-choice question is a question with one or more objective answers. WebCT Vista displays the question along with a list of answers, from which a student can select one correct answer. A variation of this is a multiple-response question that allows a student to select more than one correct answer.

Creating a Multiple Choice Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Multiple Choice** from the drop down menu under **Create Questions**.

From the **Multiple Choice Creation** screen, fill out the following question information:

1. Question Title: In the Title text box enter a title.

2. Question Text: In the Question Text box, type the question.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the "File Manager", you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

4. Select Mode: Choose one or multiple answers. One answer will only allow students to select one option from the list. Multiple answers will allow students to select more than one answer.

Answers

Select mode:

☒ One answer
Select the Correct response check box for the correct answer. own value in the Value (%) text box, but one answer must be v

☐ Multiple answers
Select the Correct response check box for each correct answer responses, will be attributed. You can enter your own values in combination must add up to 100%.

Answer Choices

Note: To add more answers select the “Create Additional Answers” button at the bottom of the page.

5. Answer Choices: Put your choices in the answer boxes.

Answer 1:	<input type="checkbox"/> Correct response	Value (%): <input type="text" value="0"/>
	<input type="text" value="1845"/>	
	<input checked="" type="checkbox"/> Use HTML	
Feedback:	<input type="text"/>	
	<input checked="" type="checkbox"/> Use HTML	

Correct Response: Select the “Correct” box next to the answer that is correct. You can also use the Value (%) instead if you want to give partial credit for some answers. If you decided to use multiple answers, you need to make sure that the total value for all the correct answers equal 100%. If you want the answers to be worth the same, select correct answer for each answer and WebCT Vista will determine the percentage.

Feedback: In the feedback box, enter what you would like your students to see when they are reviewing their assessment. When students view their graded assessment, this feedback displays to the right of the answer.

Settings

Answer layout:	<input checked="" type="radio"/> Vertical / <input type="radio"/> Horizontal
Answer labels:	<input checked="" type="radio"/> Numbers / <input type="radio"/> Letters
Randomize answer ordering:	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Grading scheme	<input checked="" type="radio"/> Cumulative / <input type="radio"/> All or nothing
Allow negative score:	<input type="radio"/> Yes / <input checked="" type="radio"/> No

6. Settings

Answer layout: Decide if you want the answers displayed horizontally or vertically.

Note: Choose a consistent layout throughout your exam.

Answer Labels

Note: Do not use letters if your answers are simple letters and do not use numbers if your answers are numbers. Again, try to stay consistent throughout the assessment.

Answer labels: Select whether the answers should be identified by numbers or letters.

Randomize answer ordering: If you want to randomize the order of the multiple choice answers each time the question appears in an assessment, select Yes. You can maintain the order of the answers in which you entered them by selecting No. **Note:** Keep in mind not to use answers like “a and b” or “all of the above” if you are using randomization.

Grading scheme: You can decide how you want the points to be calculated. If you have one answer, it does not matter if you choose “Cumulative” or “All or nothing”. Either setting will calculate the same way. If you have multiple responses, and you decide to do “All or nothing” the students will have to choose all the correct answers before they will receive credit. If you want to provide partial credit, you will need to select cumulative. This will allow the students to select some of the correct answers and receive part of the points. **Note:** For multiple answer you need to provide negative scores for the wrong answers, so they do not select all the answers and receive full credit.

Allow negative score: If you decide to take away points for wrong answers you must do two things: **1.** include negative percentages for the wrong answer and **2.** allow negative scoring.

More Options (Expand this area to see more options.)

General feedback

7

☐ Use HTML

Section Designer notes:

8

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

9 ☒ Specify an existing category:

☐ Create a category:

10

More Options

7. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

8. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box. This can be displayed to students when they review the results if you release it to them.

General Feedback

Example: you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note:

Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

9. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

10. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Multiple Choice questions as you wish.

Creating Paragraph Questions

Introduction

A paragraph question is where a student answers the question in paragraph or essay format. This is the only type of question in WebCT Vista, which the instructor must grade; WebCT Vista cannot grade a paragraph question. Paragraph questions can assess students' understanding of the course materials and provide them the opportunity to express their ideas and thoughts independently based on what they learn from the course.

Creating a Paragraph Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Paragraph** from the drop down menu under **Create Questions**.

From the **Paragraph Creation** screen, fill out the following question information:

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice
- Paragraph**
- Short Answer
- True False

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting “On”. You can also insert an equation by using equation editor.

Answer

4 Pre-fill answer box with:

Sample Correct response:

In the Correct response text box, enter your answer. The correct answer displays to the student or teaching assistants grade the question.

☒ Use HTML

Answer Note: The correct response may appear in students' graded questions, if this feedback is released to them. It can also be used as a reference for graders.

Settings

5 Answer box height: 5 lines

Answer box width: 60 characters

1. Question Title: In the Title text box enter a title.

Create Paragraph Question

1 *Title:

2 Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML Insert equation: New

3 Image: Browse...

2. Question Text: In the Question Text box, type the question.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the “File Manager”, you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

4. Answer

- Pre-fill answer box with: Enter an optional prompt in the box. This will be displayed to the students within the text box and can be used to provide a hint to the students. If you want to hand-code the text in HTML, select the Use HTML check box.
- Correct Response: Type in the correct response in the box. If you want to hand-code the text in HTML, select the Use HTML check box.

5. Settings

- You can choose the number of lines for the answer box. The range is from 2 to 50.

Note: It is suggested that the number of the lines should be set to exceed the amount of room they will need to write the question, so the student's answer will not be cut off.

- You can choose the number of characters for the width of the answer box. The range is from 30 to 100. Note: This should be proportional to the number of lines you have, so the student's answer will not be cut off.

General feedback

⑥

☐ Use HTML

Section Designer notes:

⑦

Category: Questions may be placed in categories in the Question Database, for organizational

⑧ ☒ Specify an existing category: Uncategorized Questions

☐ Create a category:

Save Preview Cancel ⑨

More Options

6. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

7. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box. This can be displayed to students when they review the results if you release it to them.

General Feedback Example:

you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

8. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

9. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Paragraph questions as you wish.

Creating Short Answer Questions

Introduction

With a short answer question, the instructor can ask the students to type in their short responses (several words, or short sentences) to a question into the answer column. Here is an example of a short answer question.

Creating a Short Answer Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Short Answer** from the drop down menu under **Create Questions**.

From the **Short Answer Creation** screen, fill out the following question information:

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice
- Paragraph
- Short Answer**
- True False

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting “On”. You can also insert an equation by using equation editor.

Create Short Answer Question

1. *Title:

2. Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML Insert equation: New

3. Image:

1. Question Title: In the Title text box enter a title.

2. Question Text: In the Question Text box, type the question.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the “File Manger”, you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

Answers

You must enter a value in the Value (%) text boxes and select a grading scheme from the Grading scheme drop-down lists. When entering values, least one combination of answer values must add up to 100%.

Answer text	Value (%)	Grading scheme	Allow in answer box
1. <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Equals"/>	<input type="text" value="All Answers"/>

Value Note: “Value %” refers to what percent of the points assigned to this question will be received if students put the correct answer in the box. If there is one answer, when students respond correctly, they will get 100% value. For example, if the question is worth 4 points within the quiz and the answer is 100% of the value, the student will gain 4 points if they select correctly and lose 4 points if they type in the wrong answer. If you decide to have multiple answers you need to make sure that the values for all the correct answers equal to be 100%. If you want each answer to have equal value, select “Correct Answers” for all the answers and WebCT will determine the percentage for each correct answer.

4. Answers: In the Answer section, specify the answers for each answer box.

- **Value:** Type the answer in the Answer box. Enter a Value (%) for the particular answer in the Value (%) box.

- **Grading Scheme:** Choose Equals, Contains or Regular expression from the drop-down menu for each answer.

- o **Equals** – the students must match your answer exactly, which includes spaces and any characters. So, if you type in 2008 and a student types 08 as their answer, it will be counted wrong, unless you include it as an alternate answer.

- o **Contains** – the student’s answer must contain the letters that you ask for. For example, if you type in “for” it would accept **forth**, **forward**, and **comfort**.

- o **Regular Expression** – you would use PERL coding to evaluate the student’s answer. For example, if you have “.*” as your answer and select “Regular Expression”, WebCT Vista will accept any answer to be correct. You can also do this for prefix/suffix deviation.

- **Allow in answer box:** If the answer has to appear in a particular box, Under Allow in answer box, choose the appropriate answer box. If the order of the answers does not matter, choose All Answers.

- If you want to add additional answers to the question, click on Create Additional Answers, then the screen updates and adds more answer boxes.

WARNING!!! If you are using more than one word, it is difficult to determine all the combination of words that students will use. One or two words are suggested if you want WebCT to grade your submissions. It will take you about 2-5 semesters, depending on how many students you have, to gather all the answers that you will accept when grading the assessment.

5. Settings

- **Answer Boxes:** Select the number of answer boxes you want your students to see.
- **Width:** From the Answer box width drop-down list, select the number of characters that students can type in the answer boxes. You can select the numbers between 10 and 100 characters. It is suggested that you make the number of characters greater than the answer(s).
- **Case Sensitive:** Decide whether or not case sensitivity is required by selecting Yes or No. If you choose No, students will not be penalized for using upper or lower case letters.

Settings

5 Number of answer boxes shown to the student: 1

Answer box width: 30 characters

Answers are case sensitive: ☐ Yes / ☒ No

More Options (Expand this area to see more options.)

General feedback

6

☐ Use HTML

Section Designer notes:

7

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

8 ☒ Specify an existing category: Uncategorized Questions

☐ Create a category:

Save Preview Cancel

More Options

6. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

7. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box. This can be displayed to students when they review the results if you release it to them.

General Feedback Example:

you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note:

Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

8. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice
- Paragraph
- Short Answer
- True False**

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On". You can also insert an equation by using equation editor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many Short Answer questions as you wish.

Creating True/False Questions

Introduction

The True/False question type presents students with a question with two answers; True or False. The True/False questions are very useful to assess students' conceptual knowledge in a fun and quick way. It is a helpful assessment tool to facilitate students' comprehension of their learning materials.

Creating a True/False Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **True False** from the drop down menu under **Create Questions**.

From the **True False Creation** screen, fill out the following question information:

Create True False Question

1 *Title:

2 Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML Insert equation: New

3 Image:

1. Question Title: In the Title text box enter a title.

2. Question Text: In the Question Text box, type the question.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the "File Manager", you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

4. Answers: Select whether the correct response to the question is True or False.

Answer

Correct response: ☐ True / ☐ False

More Options (Expand this area to see more options.)

General feedback:

5

☐ Use HTML

Section Designer notes:

6

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

7 ☒ Specify an existing category:

☐ Create a category:

8

More Options

5. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

6. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box. This can be displayed to students when they review the results if you release it to them.

General Feedback Example: you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

7. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

8. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many True/False questions as you wish.

Order	Title
21	Excel Exam
22	PowerPoint Exam
23	Chapter 2 (Hidden)

Create Questions

- Calculated
- Combination**
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice
- Paragraph
- Short Answer
- True False

Question Title Note: The question title should be descriptive because it can easily identify questions when searching the question database.

Question Text Note: If you want to use the HTML coding and do not know the tags, you can use the HTML Creator by selecting "On". You can also insert an equation by using equation editor.

Combination Type Questions

Introduction

With this question type, students are first presented with a question and a list of answers. Students are then asked to choose the correct answer from a list containing various combinations of these answers. Combination questions offer more flexibility to assess students' knowledge by presenting the combination of answers.

Creating a Combination Question

From the Assessment page under the Build tab, select the assessment you would like to add questions to.

From your selected assessment screen, choose **Combination** from the drop down menu under **Create Questions**.

From the **Combination Creation** screen, fill out the following question information:

Create Combination Question

1. *Title:

2. Question text: HTML Creator ☐ On ☒ Off

☐ Use HTML | Insert equation: New

3. Image:

1. Question Title: In the Title text box enter a title.

2. Question Text: In the Question Text box, type the question.

3. Image: You can add an image by clicking on the Browse button next to Image. This image will be shown below the question text. If the image is not listed in the "File Manger", you need to upload the image from your local computer first. This can be done in one-step by clicking on Browse.

Single Answers

4. Answer A: ☒ Use HTML

Answer B: ☒ Use HTML

Answer C: ☒ Use HTML

Answer D: ☒ Use HTML

Answer E: ☒ Use HTML

4. Single Answers: Enter each possible answer in the appropriate Answer box. If you need additional answer boxes, click "Create Additional Single Answers". If you want to use HTML coding, you can select Use HTML.

5. Create Answer Combinations: Select the combination of single answers that will be presented as possible correct answers. Select the “Correct Responses” radio button for the appropriate combination.

Create Answer Combinations

5 Specify a combination of single answers (e.g., A, B, E), or enter an alternate answer. For the correct answer combination, select *Correct response*. **Note:** you can only select one correct response.

Combination 1: ☐ Correct response
☐ A | ☐ B | ☐ C | ☐ D | ☐ E | Other: ☒ Use HTML
 Feedback: ☒ Use HTML

Combination 2: ☐ Correct response
☐ A | ☐ B | ☐ C | ☐ D | ☐ E | Other: ☒ Use HTML
 Feedback: ☒ Use HTML

More Options (Expand this area to see more options.)

General feedback

6
☐ Use HTML

Section Designer notes:

7

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

8 ☒ Specify an existing category: Uncategorized Questions
☐ Create a category:

9

More Options

6. General Feedback: You can provide students with general feedback instead of or in addition to specific answer feedback.

7. Designer Notes: If you want to enter notes for all designers to use who are grading your assessment, add this information in the Designer notes box. This can be displayed to students when they review the results if you release it to them.

General Feedback

Example: you can give the chapter and page number where this answer can be found. The general feedback displays when students view their graded assessment.

Category Note: Uncategorized Questions is a default category. If you do not specify a category, the question will automatically be placed there.

8. Category: All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select Specify an existing category, and from the drop-down list, select the category.
- To add the question to a new category, select Create a category, and in the text box, enter the category name.

9. Preview: You can review the question before saving it by clicking on Preview. The Question Preview pop-up window displays and the question is displayed as it will appear in the student view. To check the grading scheme and feedback, select your answer and click Grade. The question will be graded and the answers are displayed, including the grade and any feedback provided by the instructor.

Now you can save the question by clicking Save.

You can repeat the same procedure to create as many True/False questions as you wish.

Assessment Options

From the Assessment page under the Build tab, select the assessment you would like to make changes to.

Reorder Questions

To reorder the questions, select the check box next to the question you want to move and click on the arrow icon of the place you want to move it to.

For example, question six needs to move to the question two position. I have checked the box of question six and then I click on the arrow icon of question two to make the move.

Move		Title
	<input type="checkbox"/>	1. A ____ is a computer
	<input checked="" type="checkbox"/>	2. A ____ is a device t
	<input type="checkbox"/>	3. A ____ is an example
	<input type="checkbox"/>	4. A ____ operating sys
	<input type="checkbox"/>	5. A(n) ____ is a progr
	<input checked="" type="checkbox"/>	6. Adding or changing c

Points	Type
5	Multiple Choice
10	Multiple Choice
10	Multiple Choice
10	Multiple Choice
10	Multiple Choice
10	Multiple Choice
60	Update Total

Change Point Values

To change the point values, highlight the points that are currently there and replace it with the amount that you want to change it to.

All questions do not need to have the same values.

Click on Update Total when you are ready to save the values.

Adding a Question Set

1. To add questions together as a randomized set, click on **Question Set** from the **Add to Assessment** button.

Selecting **Question Set** will open the question database.

2. Choose the questions you want to include in this set by selecting the checkbox next to each question to include. You may need to open the category by clicking on the plus sign next to the category name. If you want to select all the questions that are showing, select the check box next to Title.

When you have selected all the questions that you want to include, click on Add Selected at the bottom of the question database window.

Question Set Note: To add Question Sets, your questions already need to be created and in the Question Database.

Add to Assessment Create Questions

Existing Questions

Question Set

<input type="checkbox"/>	Title	Type
	Computer Basics IC3 Computer Fundamentals (45)	Category
	Computer Basics IC3 Living Online Exam (50)	Category
<input checked="" type="checkbox"/>	A ____ is a special	Multiple Choice
<input checked="" type="checkbox"/>	A(n) ____ is a discu	Multiple Choice
<input checked="" type="checkbox"/>	A keyword search can	Multiple Choice

4. The questions will be added to the assessment as shown here.

	<input type="checkbox"/> 7.	Question Set	Select: <input type="text" value="1"/> x <input type="text" value="10"/>	Question Set
	<input type="checkbox"/>	A digital camera is	--	Multiple Choice
	<input type="checkbox"/>	A good source of hel	--	Multiple Choice
	<input type="checkbox"/>	An error in programm	--	Multiple Choice

	<input checked="" type="checkbox"/> 7.	Question Set		
	<input type="checkbox"/>	A digital camera is		
	<input type="checkbox"/>	A good source of hel		
	<input type="checkbox"/>	An error in programm		
	Total Points			
	<input checked="" type="checkbox"/> Add Question Alternates <input type="checkbox"/> Remove			

5. Add Additional Questions: You can add additional questions to the set by selecting the check box next to the question set you want to add questions to and click on Add Question Alternates.

You can also delete questions from the set by selecting the questions you want to delete and clicking on the Remove button.

6. Select and Points: Each question in the set must be worth the same amount. You decide on the value of each question by including that value under points. In addition to points, you also decide how many questions will be randomly selected from the set using the drop down menu.

	<input type="checkbox"/> 7.	Question Set	Select: <input type="text" value="1"/> x <input type="text" value="10"/>	Question Set
	<input type="checkbox"/>	A digital camera is	--	Multiple Choice
	<input type="checkbox"/>	A good source of hel	--	Multiple Choice
	<input type="checkbox"/>	An error in programm	--	Multiple Choice

	<input checked="" type="checkbox"/> 7.	Question Set		
	<input type="checkbox"/>	A digital camera is		
	<input type="checkbox"/>	A good source of hel		
	<input type="checkbox"/>	An error in programm		

Reordering Sets: The questions sets will be in the order you add them to the assessment. If you want to move one question set above another, select the check box next to the question set you want to move, and click the arrow next to the question set you want to move it above.

If you accidentally put a question in the wrong question set, select the check box of the question that is in the wrong place and then select the arrow next to a question in the correct set.

You can have a combination of individual questions and questions sets within the same assessment.

Question Set Note: Just remember, the individual questions and the question sets will appear to the student in the order that you added them into the assessment. The only questions that will be random are the ones in the question sets.

Select Note: The number of questions to select within a question set is determined by how many questions you want the students to receive. If you choose all the questions, all students will receive all the questions, but they will be in a random order. If you decide to pick a smaller number than all, the students will not receive the same questions.