CREATING QUizzes ON MYCOURSES
OVERVIEW

- CREATING A QUIZ
- PROPERTIES – EDITING
  - INCLUDING OPTIONS FOR THE ENHANCEMENT OF ACADEMIC INTEGRITY (P10)
- RESTRICTIONS
- ASSESSMENT
- SUBMISSION VIEWS

NB: IN ORDER TO CREATE A QUIZ, PROFESSORS HAVE TO SIGN IN TO MYCOURSES AND CLICK ON THE COURSE IN WHICH THEY WANT TO CREATE A QUIZ
CREATING A QUIZ

(1) ON THE COURSE HOME PAGE, CLICK QUIZZES ON THE COURSE NAVIGATION BAR. IF THIS LINK IS NOT AVAILABLE, YOU MUST CHANGE YOUR NAVIGATION BAR TO ADD IT (CLICK ON LINK IN YELLOW FOR HOW TO DO THIS).

(2) ON THE MAIN QUIZZES PAGE, CLICK NEW QUIZ.

(3) ENTER A NAME FOR YOUR QUIZ.

(4) UNDER QUIZ QUESTIONS, CLICK ADD/EDIT QUESTIONS TO CREATE QUESTIONS OR IMPORT QUESTIONS.

(5) CLICK THE RESTRICTIONS TAB TO SET THE QUIZ STATUS TO ACTIVE AND SET DATES FOR WHEN IT WILL BE OPEN TO STUDENTS.
CREATING A QUIZ

• (6) (OPTIONAL) CLICK THE ASSESSMENT TAB TO SET UP GRADING OPTIONS:
  • UNDER AUTOMATIC GRADE, SELECT THE CHECKBOX BESIDE ALLOW ATTEMPT TO BE SET AS GRADED IMMEDIATELY UPON COMPLETION.
  • UNDER GRADE ITEM, SELECT AN EXISTING GRADE ITEM OR CLICK [ADD GRADE ITEM] TO CREATE A NEW ONE.
  • UNDER AUTO EXPORT TO GRADES, SELECT THE CHECKBOX BESIDE ALLOW AUTOMATIC EXPORT TO GRADES.
• (7) CLICK SAVE AND CLOSE.
PROPERTIES - EDITING

• YOU CAN CLICK ON THE QUIZ AT ANY TIME IN THE LIST ON THE MAIN QUIZZES PAGE TO EDIT IT.

• YOU CAN ALSO SELECT THE CHECKBOX BESIDE ONE OR MORE QUIZZES IN THE LIST AND CLICK BULK EDIT TO QUICKLY CHANGE THE NAME, CATEGORY, STATUS, AND NUMBER OF ATTEMPTS ALLOWED FOR MULTIPLE QUIZZES.
On the Properties tab of a quiz, you can add questions, headers and footers, and other general settings.

**Category:** To add the quiz to a category on the main quiz page, select an existing category from the drop-down list or click the [Add Category] link to create a new quiz category. Categories are useful for organizing quizzes in your list by grouping them according to the topic or date.
• **QUESTIONS PER PAGE**: Enter a number in the box underneath this heading and click the Go button to choose how many questions will appear on each page of the quiz. Leaving this box blank will put the entire quiz on one page; this may not be desirable if the quiz or survey contains many questions or images.

• **PAGING**: Select this checkbox to prevent students from going back to a previous page of the quiz or survey. Note: This option is not available if you put a Mandatory question on the first page of the quiz or survey.

• **ADD/EDIT QUESTIONS**: Click this button to create or edit questions in the quiz.

• **EDIT VALUES**: Click this button to change the Points value of your questions and/or make them Bonus or Mandatory.

• **ADD/REMOVE PAGE BREAK**: Click the lines between each question to start a new page. A blue line indicates a page break. Click a blue line to remove a page break.
DESCRIPTION AND INTRODUCTION

- UNDER DESCRIPTION / INTRODUCTION, YOU CAN ENTER MESSAGES THAT WILL APPEAR TO STUDENTS ON THE SUMMARY PAGE BEFORE THEY START THE QUIZ.

- CLICK EXPAND DESCRIPTION / INTRODUCTION TO SHOW THE FOLLOWING OPTIONS:
  - DESCRIPTION: CLICK THE CIRCLE BESIDE ON AND TYPE A DESCRIPTION IN THE TEXT BOX.
  - INTRODUCTION: CLICK THE CIRCLE BESIDE ON AND TYPE YOUR INTRODUCTION IN THE TEXT BOX.

NOTE: DESCRIPTIONS AND INTRODUCTIONS MUST BE SET TO "ON" IN ORDER FOR STUDENTS TO SEE THEM. YOU CAN SET THESE MESSAGES TO "OFF" AT ANY TIME TO HIDE THEM FROM STUDENTS.
PAGE HEADERS AND FOOTERS

• UNDER PAGE HEADER/FOOTER, YOU CAN ENTER MESSAGES THAT WILL APPEAR TO STUDENTS AT THE TOP AND THE BOTTOM OF EACH PAGE AFTER THEY START THE QUIZ.

• CLICK EXPAND PAGE HEADER/FOOTER TO SHOW THE FOLLOWING OPTIONS:
  • PAGE HEADER: SELECT THE ON OPTION AND TYPE YOUR HEADER TEXT IN THE BOX.
  • PAGE FOOTER: SELECT THE ON OPTION AND TYPE YOUR FOOTER TEXT IN THE BOX.

NOTE: PAGE HEADER AND PAGE FOOTER MUST BE SET TO "ON" IN ORDER FOR STUDENTS TO SEE THEM. YOU CAN SET THESE MESSAGES TO "OFF" AT ANY TIME TO HIDE THEM FROM STUDENTS.
OPTIONAL ADVANCED PROPERTIES
– ACADEMIC INTEGRITY

- **Allow Hints:** To allow students to access hints to questions during the quiz, select this checkbox. (For more on hints see adding hints and feedback to questions).
- **Disable Right-Click** (or Ctrl-click on a Mac): To prevent students from copying quiz questions by right-clicking during a quiz, select this checkbox.
- **Disable Instant Messages and Alerts:** To prevent students from accessing alerts if they have a quiz attempt in progress, select this checkbox.
- **Notification Email:** To be notified by email each time a student completes a quiz, enter the email address or comma-separated list of email addresses of the people you want to receive the notifications. This option is not recommended for large classes or quizzes that allow multiple or unlimited attempts.
RESTRICTIONS

- On the RESTRICTIONS tab of a quiz, you can set up the availability and timing of your quiz.
AVAILABILITY AND RELEASE CONDITIONS

• **STATUS**: SELECT **ACTIVE** FROM THIS DROP-DOWN LIST TO ALLOW STUDENTS TO SEE AND TAKE THE QUIZ OR SELECT **INACTIVE** TO HIDE THE QUIZ.

![WARNING:]

The **Status** for the quiz must be set to **Active** in order for any release dates or release conditions to take effect. Setting a quiz to **inactive** will override any dates or conditions and prevent your students from taking the quiz.

• **DATES**: SELECT A DATE OR DATE RANGE THAT YOUR QUIZ WILL BE OPEN TO STUDENTS. IF YOU DO NOT SET ANY DATES AND THE STATUS IS ACTIVE, STUDENTS CAN TAKE THE QUIZ AT ANY TIME. YOU CAN ALSO SELECT THE CHECKBOX BESIDE **DISPLAY IN CALENDAR** TO ADD YOUR QUIZ DATES TO YOUR COURSE CALENDAR.

• **ADDITIONAL RELEASE CONDITIONS**: CLICK **ATTACH EXISTING** OR **CREATE AND ATTACH** TO **ADD RELEASE CONDITIONS** TO A QUIZ.
PASSWORDS AND IP RESTRICTIONS (OPTIONAL ADVANCED RESTRICTIONS)

• UNDER **OPTIONAL ADVANCED RESTRICTIONS**, YOU CAN SET UP A PASSWORD OR IP RESTRICTION FOR YOUR QUIZ.

• **PASSWORD**: ENTER A PASSWORD THAT STUDENTS MUST ENTER TO ACCESS THE QUIZ.

• **IP RESTRICTION**: LEAVE THIS FIELD BLANK TO ALLOW STUDENTS TO ACCESS THE QUIZ FROM ANYWHERE OR ENTER THE NUMBERS OF AN IP ADDRESS IN THIS FIELD TO ONLY ALLOW STUDENTS TO ACCESS THE QUIZ FROM A SPECIFIC LOCATION.
TIMING

• **NO TIME LIMIT: RECOMMENDED LENGTH:** ENTER A NUMBER OF MINUTES AS A GUIDELINE FOR HOW LONG STUDENTS SHOULD BE SPENDING ON THE QUIZ. THIS NUMBER WILL NOT AFFECT THEIR SCORES.

• **SHOW CLOCK:** SELECT THIS CHECKBOX TO DISPLAY A TIMER AT THE TOP OF THE QUIZ THAT SHOWS STUDENTS HOW LONG THEY HAVE SPENT ON THE QUIZ.
TIMING PART 2

• **ENFORCE A TIME LIMIT:** TIME LIMIT: SET A TIME LIMIT FOR YOUR QUIZ BY ENTERING THE NUMBER OF MINUTES. THE DEFAULT TIME LIMIT IS 120 MINUTES.

• **GRACE PERIOD:** ENTER THE NUMBER OF MINUTES TO ALLOW STUDENTS TO SUBMIT THEIR QUIZ AFTER THE **TIME LIMIT** EXPIRES, WITHOUT THE STUDENT BEING FLAGGED AS **LATE** OR GIVEN **ZERO**, DEPENDING ON YOUR **LATE BEHAVIOUR** SELECTION.

• **LATE BEHAVIOUR:** SELECT ONE OF THE FOLLOWING:
  • **QUIZ IS FLAGGED AS LATE, BUT CAN CONTINUE WORKING:** USERS CAN ALWAYS SUBMIT THEIR QUIZ, REGARDLESS OF TIME LIMITS. IF THE QUIZ IS SUBMITTED AFTER THE **TIME LIMIT + GRACE PERIOD** NO POINTS ARE DEDUCTED.
  • **QUIZ IS FLAGGED AS LATE, AND STUDENT IS PREVENTED FROM MAKING FURTHER CHANGES:** AFTER THE **TIME LIMIT** AND **GRACE PERIOD** EXPIRE, THE QUIZ DOES NOT COMPLETE ANY ACTION THAT USERS TRY TO PERFORM, BUT PROMPTS THEM TO SUBMIT THEIR QUIZ ATTEMPT. IF USERS DO NOT SUBMIT, THE QUIZ SHOWS THE ATTEMPT AS “**ATTEMPT IN PROGRESS**” IN THE QUIZ GRADING AREA.
  • **QUIZ IS FLAGGED AS LATE, BUT STUDENT CAN CONTINUE WORKING. QUIZ WILL BE AUTOMATICALLY SCORED AS ZERO AFTER THE SPECIFIED TIME LIMIT:** USERS CAN ALWAYS SUBMIT THEIR QUIZ, REGARDLESS OF TIME LIMITS. IF THE QUIZ IS SUBMITTED AFTER THE **TIME LIMIT + GRACE PERIOD** EXPIRES, THE USER RECEIVES A SCORE OF 0 ON THE QUIZ.
ALLOWING STUDENTS SPECIAL ACCESS TO A QUIZ

- **SPECIAL ACCESS** allows you to allow specific students a different set of quiz availability dates, timing and late submission options.

- On the **Restrictions** tab of the quiz, click the radio button beside one of the following options:
  - **Allow selected users special access to this quiz**: Selecting this option allows you to set special access rights or restrictions for chosen users. All other users will be able to see the quiz and will be governed by the normal restrictions you have set up in the **Restrictions** tab for the quiz.
  - **Allow only users with special access to see this quiz**: Selecting this option will only allow the selected users to see the quiz. No one else will be able to see the quiz. This option is useful for make-up quizzes.

- **Click Add Users to Special Access**.

- On the **Add Special Access to Quiz** page, select the date availability and timing options you want the selected student(s) to have (see previous section on timing). Select **No Changes** to keep timing options the same as all other students.
ALLOWING STUDENTS SPECIAL ACCESS TO A QUIZ PART 2

- SELECT THE CHECKBOX BESIDE THE NAME OF EACH STUDENT YOU WANT TO GIVE SPECIAL ACCESS TO.
- CLICK ADD SPECIAL ACCESS.
- AFTER SETTING UP SPECIAL ACCESS FOR A STUDENT, YOU CAN VIEW THEIR SPECIAL ACCESS SETTINGS BESIDE THEIR NAME AT THE BOTTOM OF THE RESTRICTIONS TAB. HOVER YOUR MOUSE OVER ANY ICON THAT APPEARS BESIDE A STUDENT'S NAME TO VIEW INFORMATION ABOUT THEIR TIME LIMIT ENFORCEMENT AND GRACE PERIOD.
• ON THE ASSESSMENT TAB, YOU CAN ASSOCIATE THE QUIZ WITH A GRADE ITEM AND CHOOSE HOW MANY TIMES STUDENTS ARE ALLOWED TO COMPLETE A QUIZ AND HOW THE QUIZZES WILL BE GRADED BASED ON THOSE ATTEMPTS.

• GRADE ITEM: TO LINK YOUR QUIZ TO A GRADE ITEM, SELECT AN EXISTING GRADE ITEM FROM THE DROPDOWN LIST OR CLICK THE [ADD GRADE ITEM] TO GO TO THE GRADES TOOL TO CREATE A NEW GRADE ITEM. (FOR MORE INFORMATION, SEE CREATING GRADE ITEM (COLUMN).)
  • AUTO EXPORT TO GRADES: IF SELECTED, AUTOMATICALLY SENDS THE GRADES TO THE GRADE BOOK IF THE QUIZ ATTEMPT HAS BEEN SET AS 'GRADED' (SEE AUTOMATIC GRADE OPTION BELOW). NOTE: THE QUIZ MUST BE LINKED TO A GRADE ITEM TO USE THIS FEATURE.
  • STUDENT VIEW PREVIEW: THIS OPTION ALLOWS YOU TO OVERRIDE THE DEFAULT DISPLAY VIEW IN THE GRADES TOOL TO HIDE THE EXPORTED POINTS GRADE, GRADE SCHEME SYMBOL, AND GRADE SCHEME COLOUR FROM THE QUIZ.

• RUBRICS: TO LINK YOUR QUIZ TO AN EXISTING RUBRIC, CLICK THE ADD RUBRIC BUTTON OR CLICK [CREATE RUBRIC IN NEW WINDOW] TO GO TO THE RUBRICS TOOL AND CREATE A NEW RUBRIC.

• AUTOMATIC GRADE -ALLOW ATTEMPT TO BE SET AS GRADED IMMEDIATELY UPON COMPLETION: SELECT THIS TO SET ATTEMPTS AS "PUBLISHED" IMMEDIATELY AFTER THE QUIZ. THIS ALLOWS STUDENTS TO VIEW THEIR GRADES ON THE SUBMISSIONS PAGE IMMEDIATELY AFTER THEY HAVE COMPLETED THE QUIZ. GRADES WILL ALSO BE AUTOMATICALLY SENT TO THE GRADES TOOL, IF AUTO EXPORT TO GRADES IS ALSO SELECTED. NOTE: LONG ANSWER QUESTIONS WILL BE AUTO-GRADED AS ZERO.
Assessment

Automatic Grade

✓ Allow attempt to be set as graded immediately upon completion

Grade Item

Quiz #1 [add grade item]

Auto Export to Grades

✓ Allow automatic export to grades
• **ATTEMPTS ALLOWED**: Select the number of times students will be allowed to complete the quiz or select **unlimited** from the drop-down list to allow students to complete the quiz as many times as they want.

• **OVERALL GRADE CALCULATION**: Select which attempt(s) the grade for the quiz will be based on:
  - **Highest Attempt**: Grades the quiz based on the student’s best attempt.
  - **Lowest Attempt**: Grades the quiz based on the student’s worst attempt.
  - **Average of All Attempts**: Grades the quiz based on an average of all the student’s attempts at the quiz.
  - **First Attempt**: Grades the quiz based on the student’s first attempt.
  - **Last Attempt**: Grades the quiz based on the student’s last attempt.
ATTEMPTS PART 2

NOTE: IF YOU SELECT BETWEEN 2 AND 10 FROM THE ATTEMPTS ALLOWED DROP-DOWN LIST, ADVANCED ATTEMPT CONDITIONS WILL APPEAR. THESE CONDITIONS ALLOW YOU TO SET A MINIMUM OR MAXIMUM PERCENTAGE THAT A STUDENT MUST ACHIEVE ON AN ATTEMPT TO BE ALLOWED TO TAKE ANOTHER ATTEMPT.
SUBMISSION VIEWS AND REPORTS SETUP

• THE SUBMISSION VIEWS TAB ALLOWS YOU TO RELEASE QUIZ ANSWERS AND/OR STATISTICS TO STUDENTS AFTER TAKING A QUIZ. SEE ALLOWING STUDENTS TO VIEW QUIZ ANSWERS FOR MORE INFORMATION.

• THE REPORTS SETUP TAB ALLOWS YOU TO SET UP REPORTS FOR THE QUIZ AND RELEASE THEM TO INSTRUCTORS AND/OR STUDENTS IN YOUR COURSE. SEE VIEWING QUIZ STATISTICS AND REPORTS FOR MORE INFORMATION.