Rubrics, Assessments, and Grading

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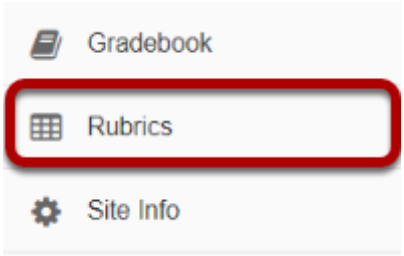
Rubrics

What are Rubrics?

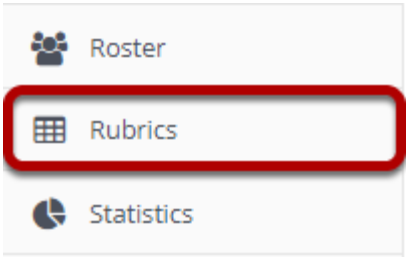
The Rubrics tool allows instructors to create and share grading rubrics for use in Sakai tools such as Assignments, Forums, Tests & Quizzes, and Gradebook.

To access this tool, select Rubrics in the Tool Menu of your site.



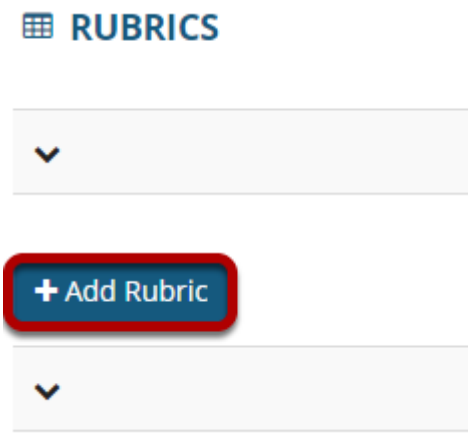
How do I add a rubric to my site?

Go to the Rubrics tool.

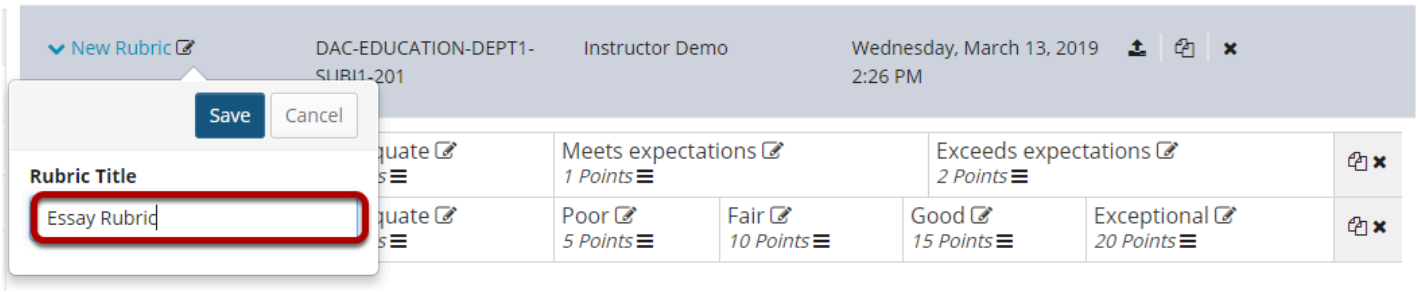


Select the **Rubrics** tool from the Tool Menu of your site.

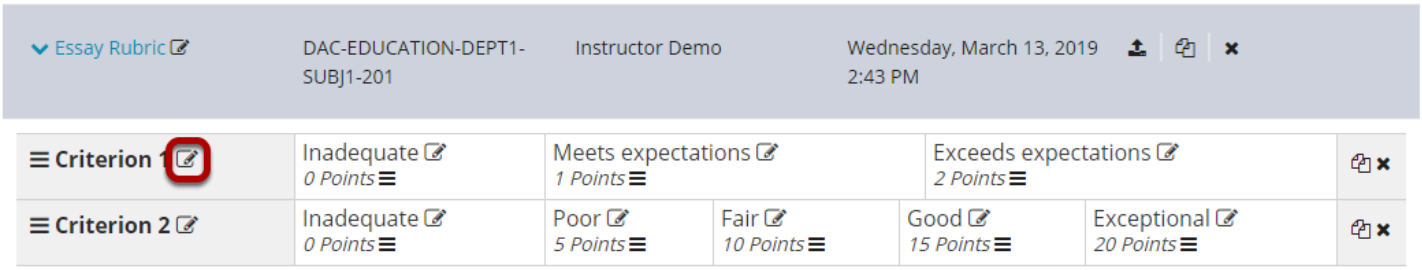
Select Add Rubric.



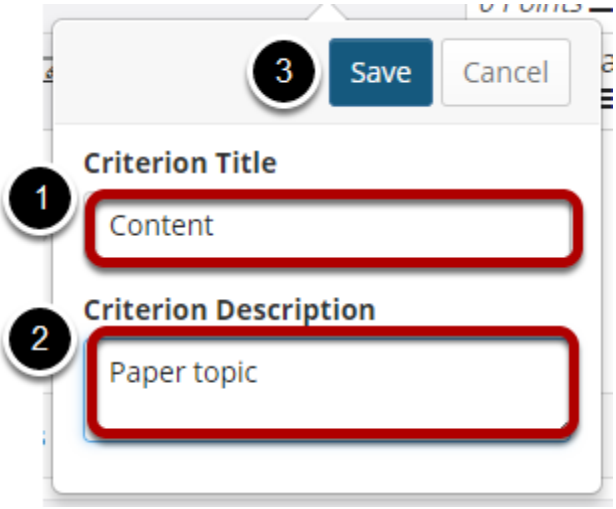
Enter a Rubric Title.



Edit the existing criteria.



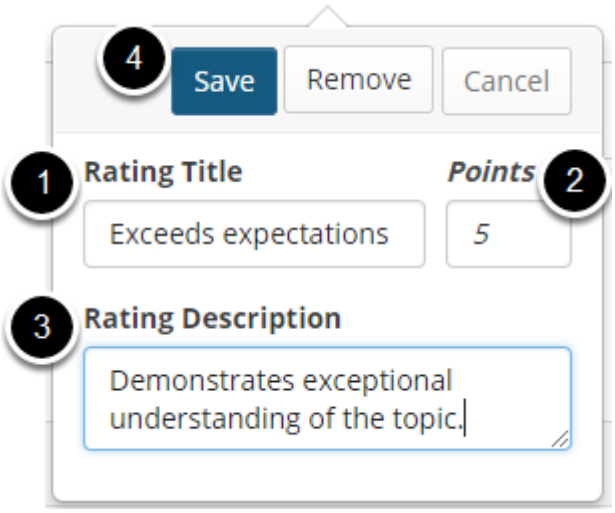
Select **Edit Criterion** to rename the default criteria.



1. Edit the **Criterion Title**.
2. Optionally, you may enter a **Criterion Description**.
3. Select **Save** when done.

Edit the Rating Titles and Points.

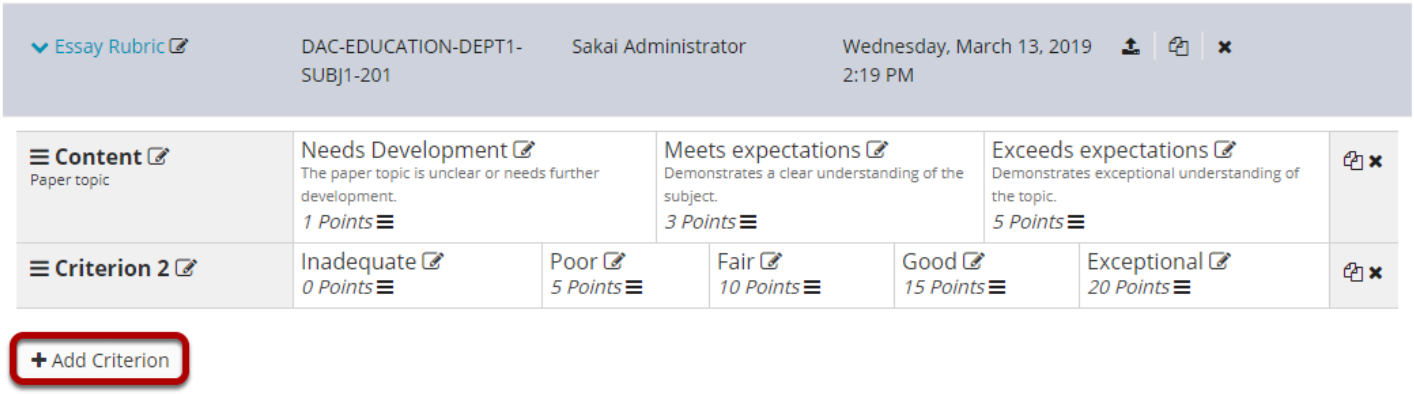
Select the pencil icon next to the rating item you wish to edit.



1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

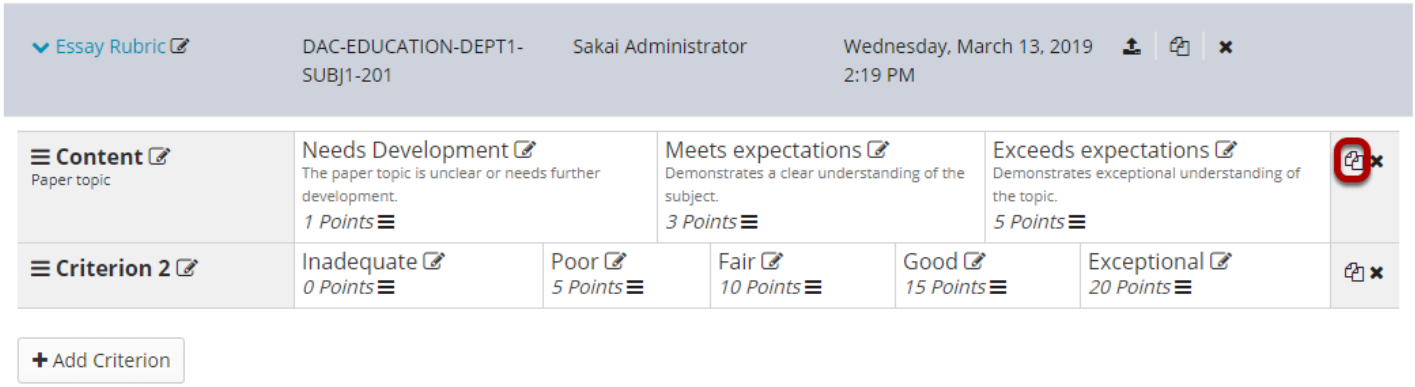
To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the **+** icon **[Add rating to Criterion]** to insert a new rating level at that location.

Add as many new criteria as needed.



Select Add Criterion to add a new row.

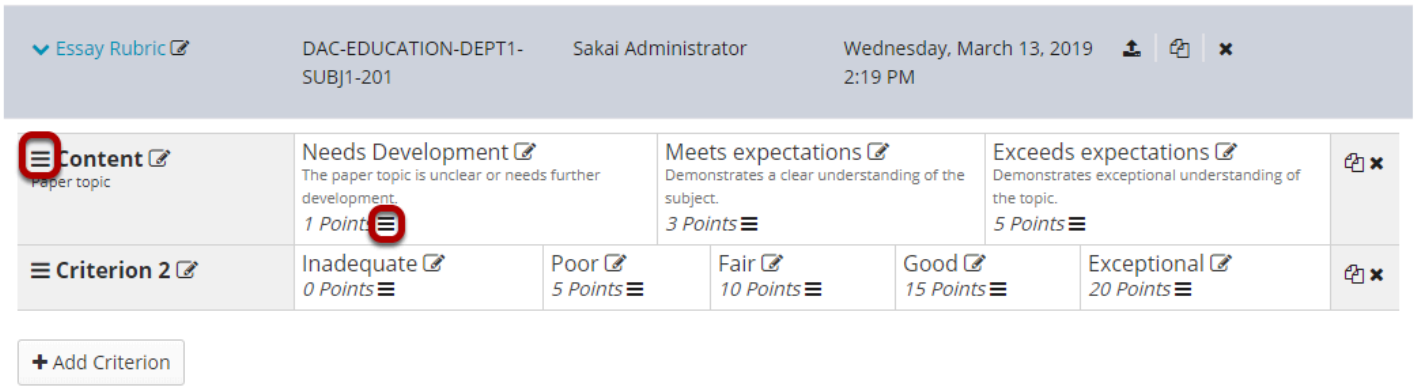
Or, copy an existing criterion.



Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

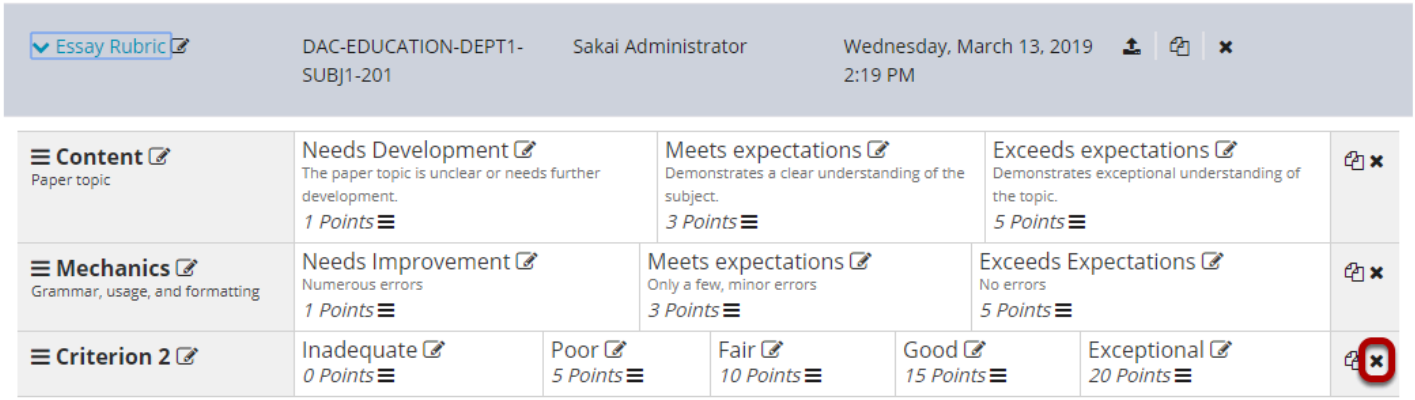
> Tip: Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

Drag and drop to reorder.

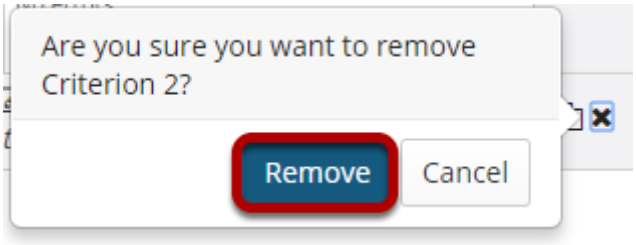


You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Delete any criteria you don't need.



Select the **X** icon **[Remove Criterion]** to delete an unnecessary criterion.

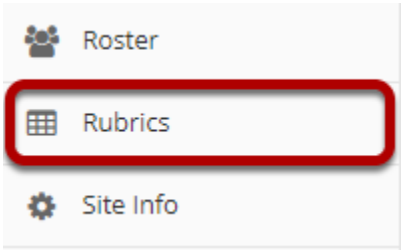


Select the **Remove** button when prompted to confirm the deletion.

How do I edit a rubric?

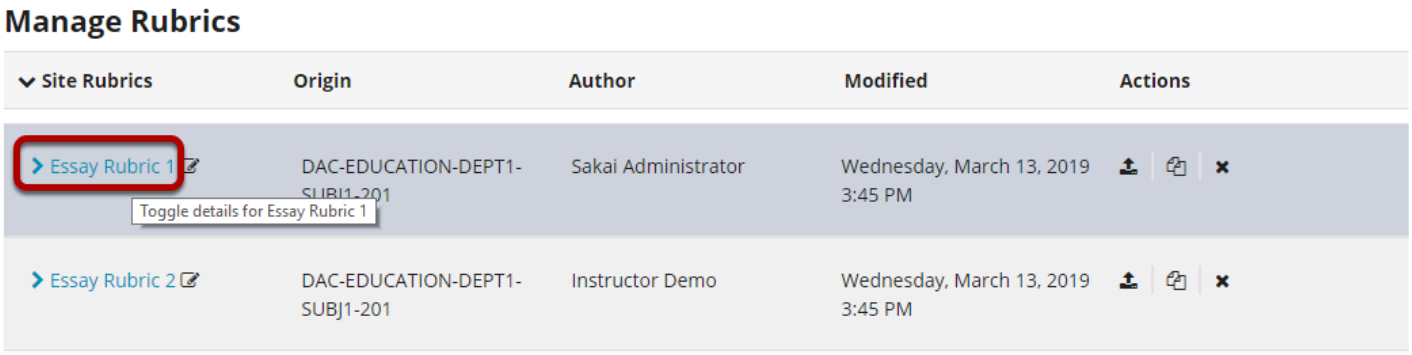
Note: You may only edit rubrics which are local to your site, and which have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.

Go to Rubrics.

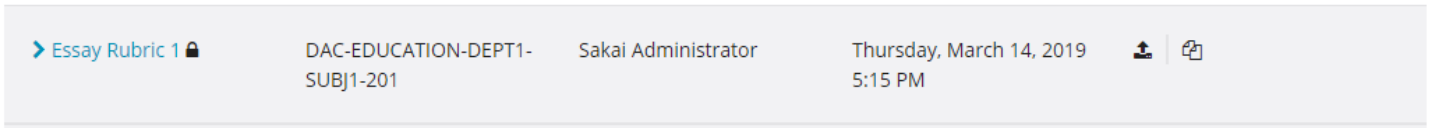


Select the **Rubrics** tool from the tool menu of your site.

Select the title of the rubric you would like to edit to expand it.

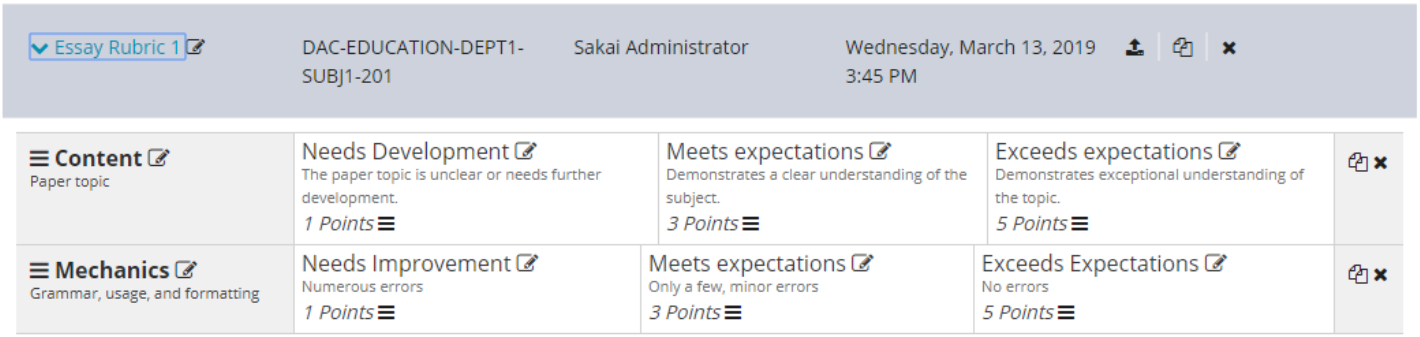


Remember! Locked rubrics may not be edited.

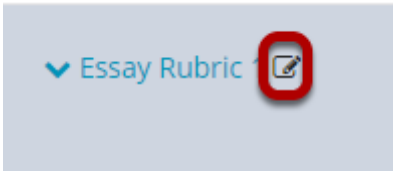


The Lock icon indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

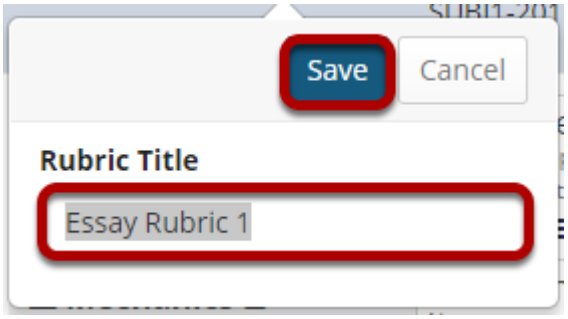
You may view and edit the rubric from this screen.



Select the Edit icon next to the rubric title to rename it.

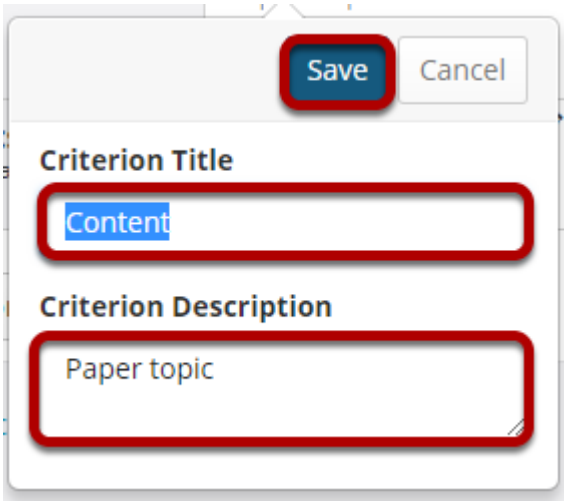


Modify the title and Save.



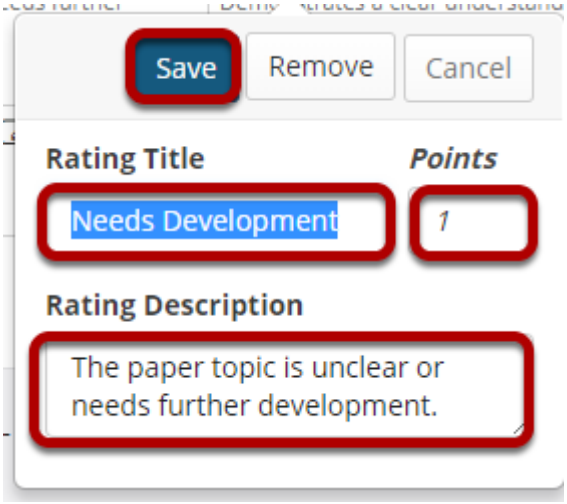
Select the Edit icon next to a criterion to modify that criterion.

Modify the criterion title and/or description and Save.



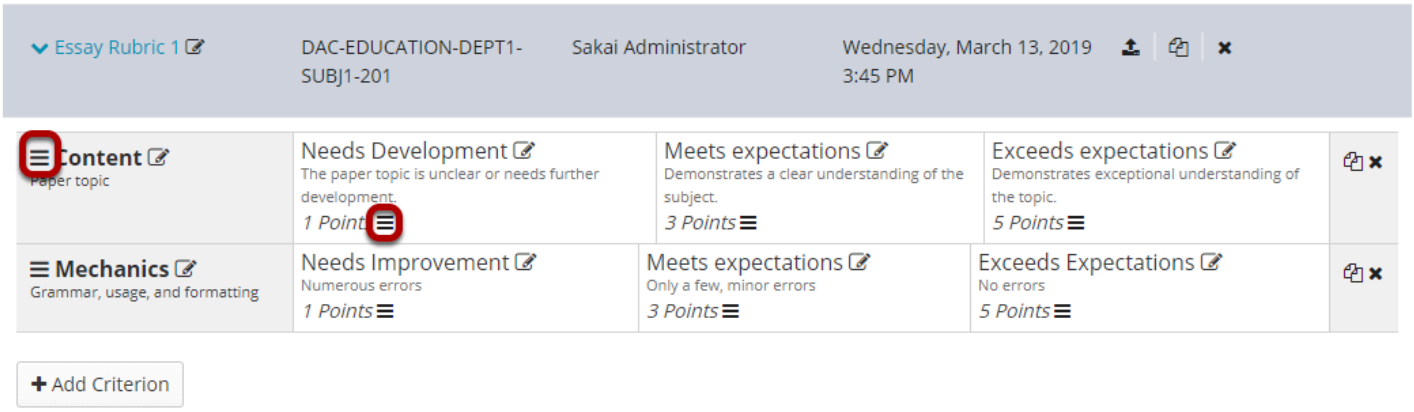
Select the Edit icon next to a rating to modify that rating.

Modify the rating title, points, and/or description and Save.



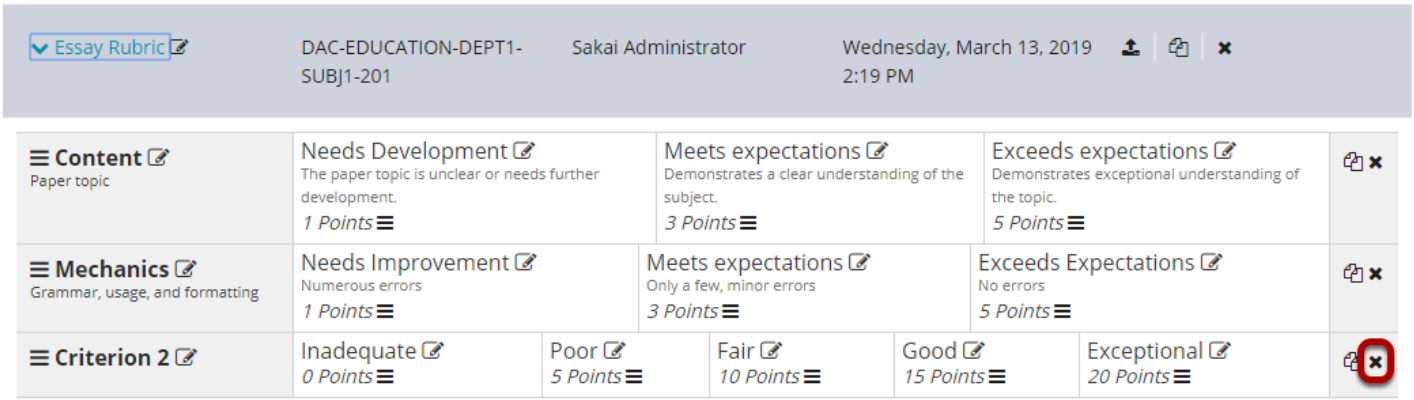
*Note: If you would like to delete a rating level, you may do so by selecting the **Remove** button here.*

Drag and drop to reorder.

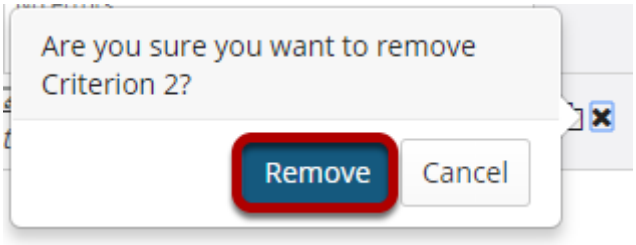


You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Delete any criteria you don't need.



Select the **X** icon **[Remove Criterion]** to delete an unnecessary criterion.

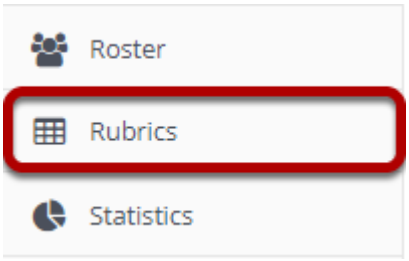


Select the **Remove** button when prompted to confirm the deletion.

How do I copy a rubric?

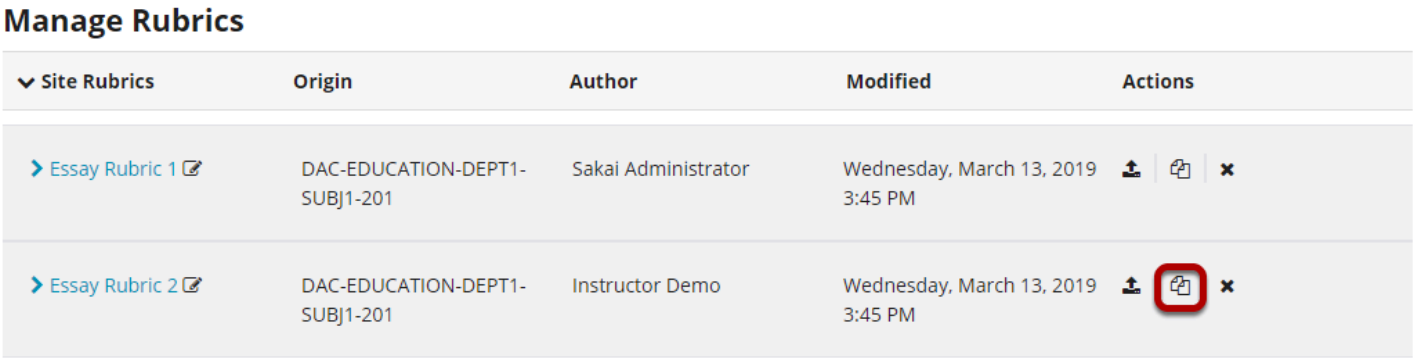
Tip: Copying a rubric and editing a copy may be faster than creating a new one.

Go to the Rubrics tool.

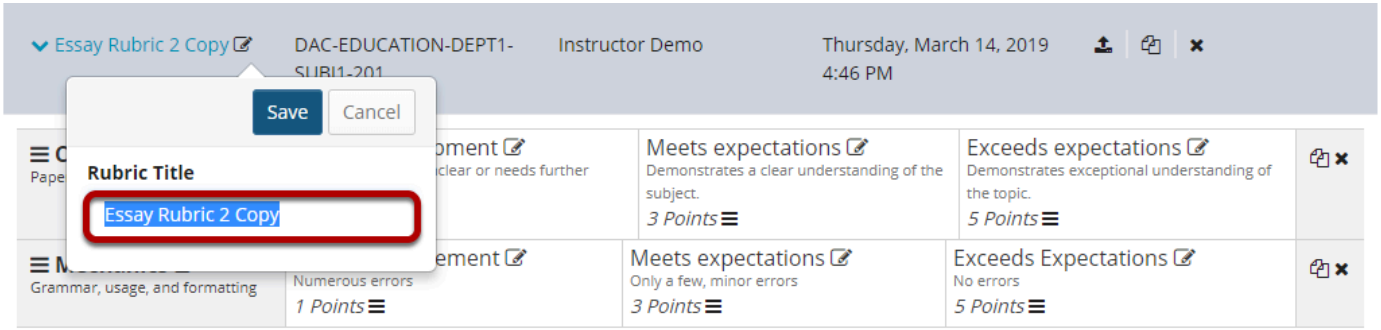


Select the **Rubrics** tool from the Tool Menu of your site.

Select the Copy icon [Copy Rubric] for the rubric you would like to copy.

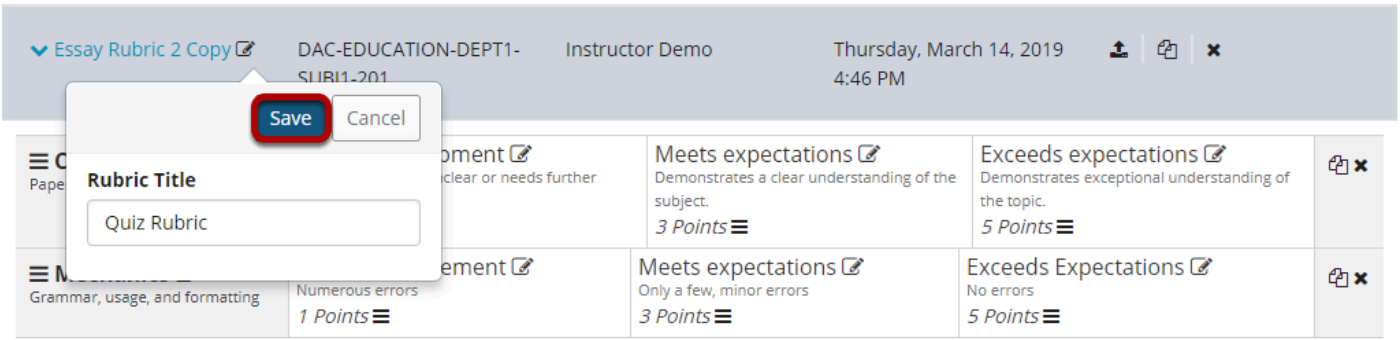


Enter a new Rubric Title.



The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

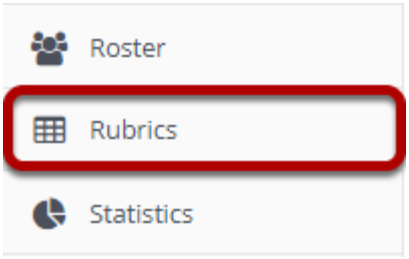
Select Save.



You may now edit any of the criteria or ratings in the copied rubric as needed.

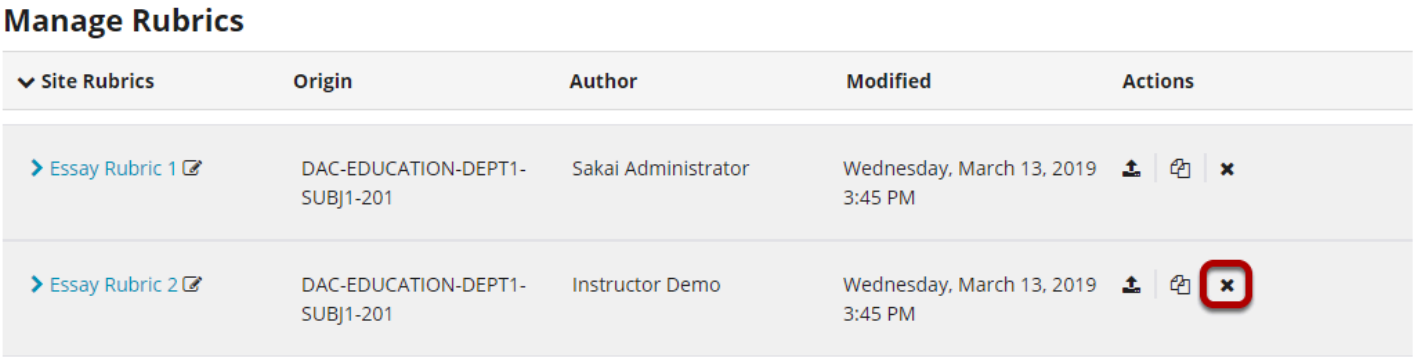
How do I delete a rubric?

Go to the Rubrics tool.

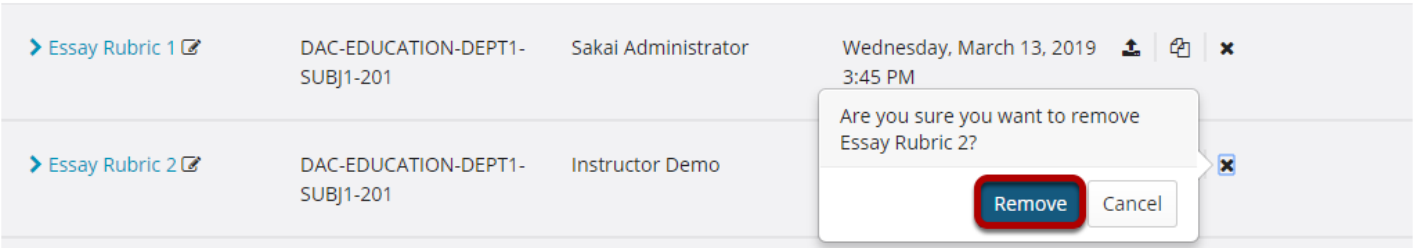


Select the **Rubrics** tool from the Tool Menu of your site.

Select the X icon [Remove Rubric] for the rubric you would like to delete.

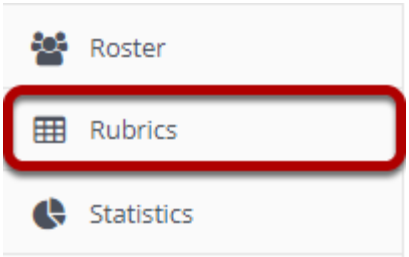


Select Remove to confirm the deletion.



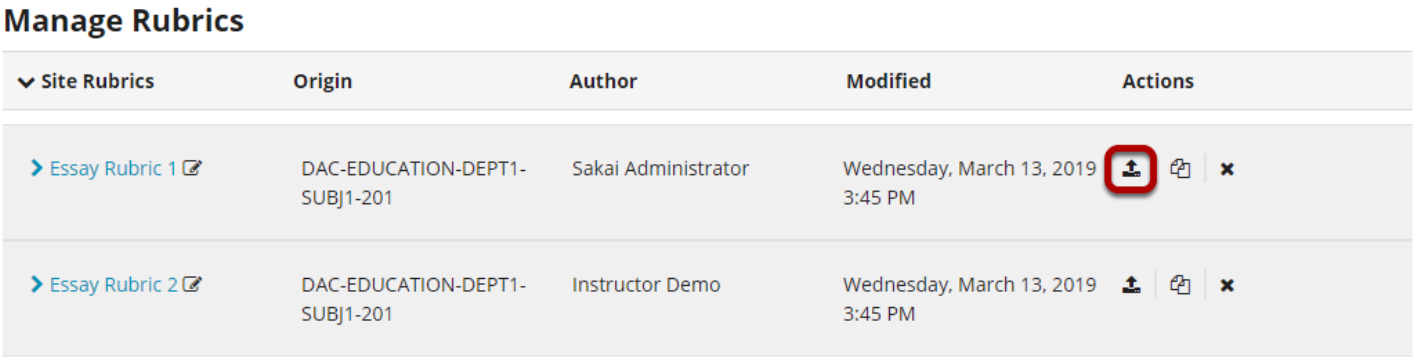
How do I share a rubric?

Go to the Rubrics tool.

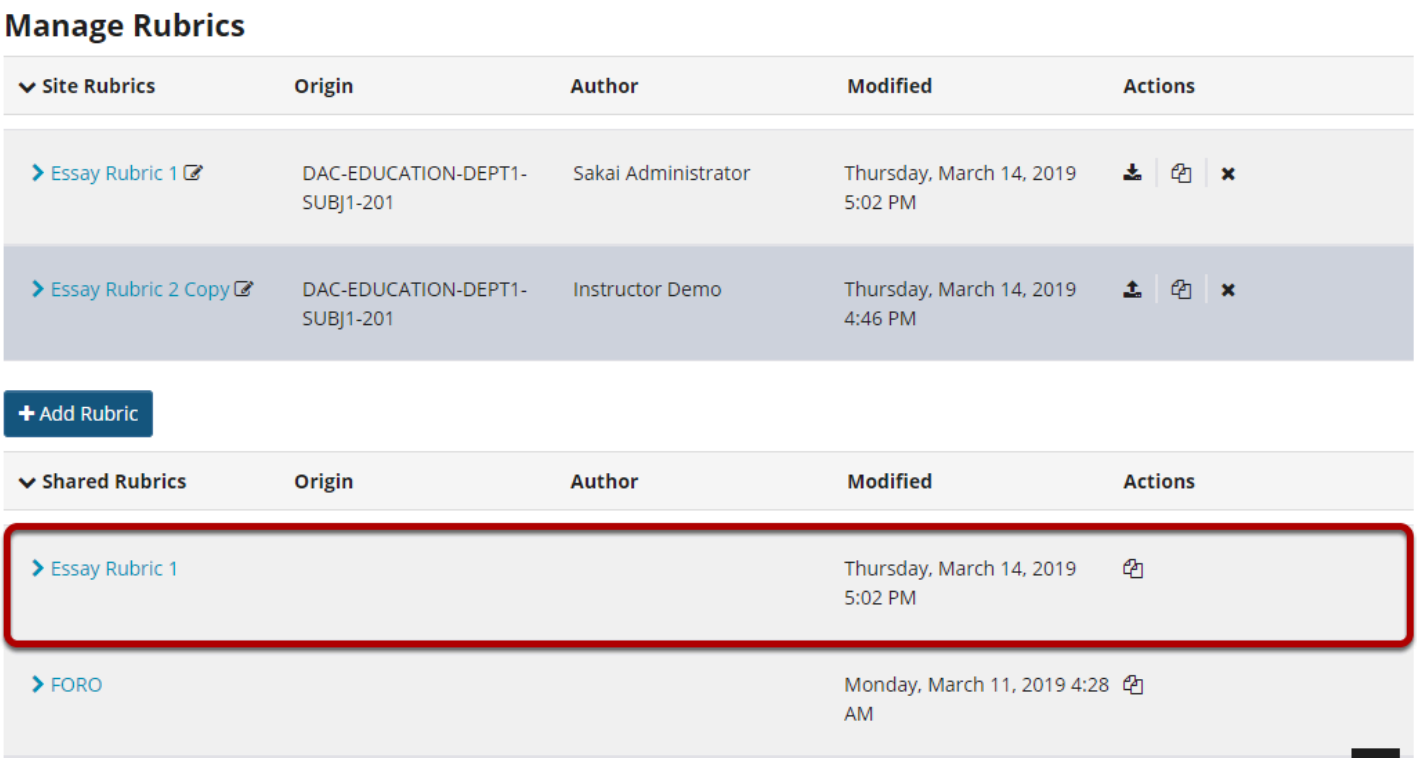


Select the **Rubrics** tool from the Tool Menu of your site.

Select the Share icon [Share Rubric] for the rubric you would like to share.



The rubric will now appear listed in the Shared Rubrics area.

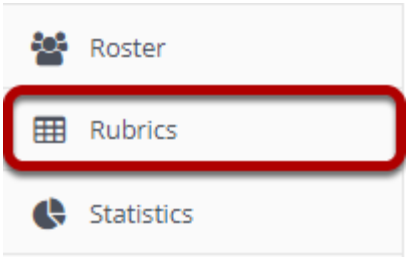


The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

*Note: Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.*

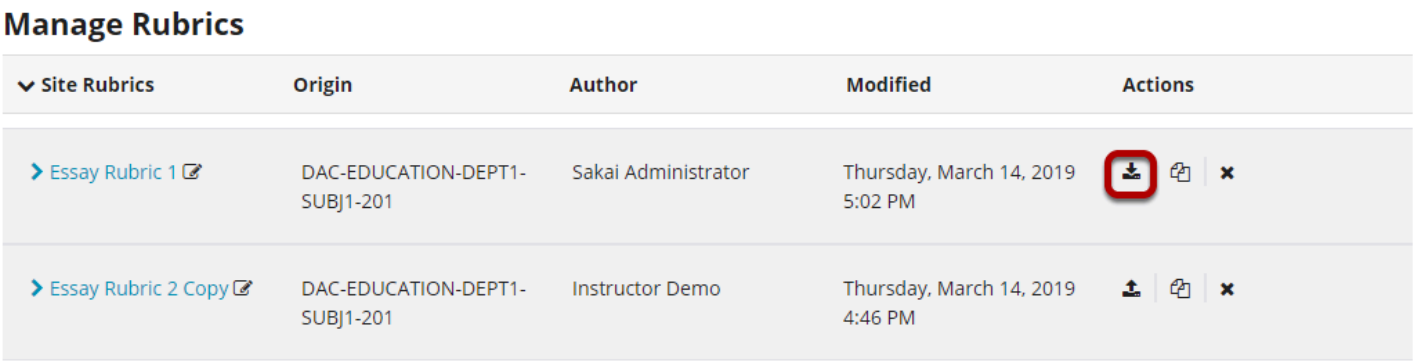
How do I stop sharing a rubric?

Go to the Rubrics tool.



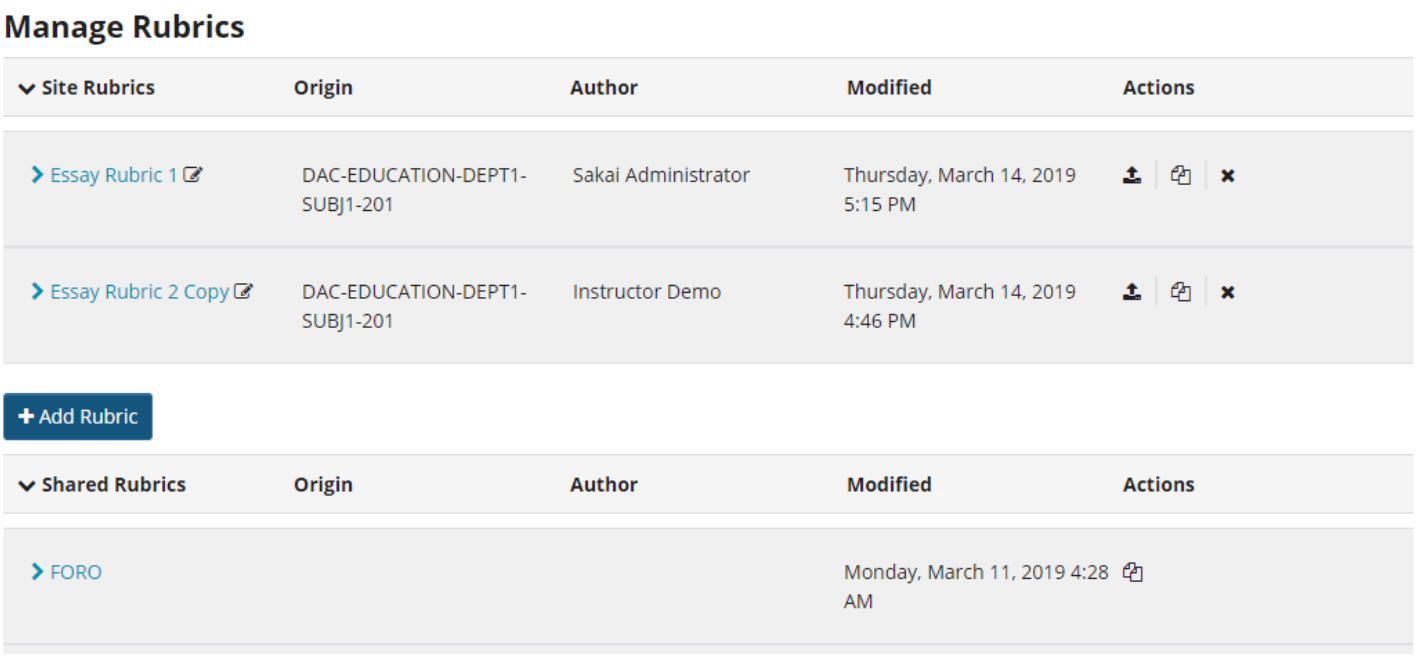
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Revoke sharing icon [Revoke sharing] for the rubric you would like to stop sharing.



Note: You may only revoke sharing for rubrics that have been shared from within the current site. If the rubric had another site of origin, you must go to that site to revoke sharing.

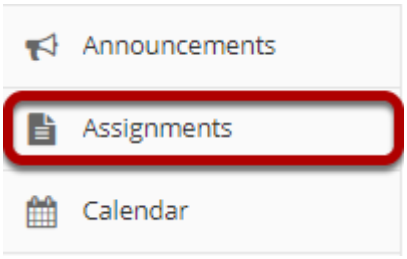
The rubric is no longer shared and has been removed from the Shared Rubrics list.



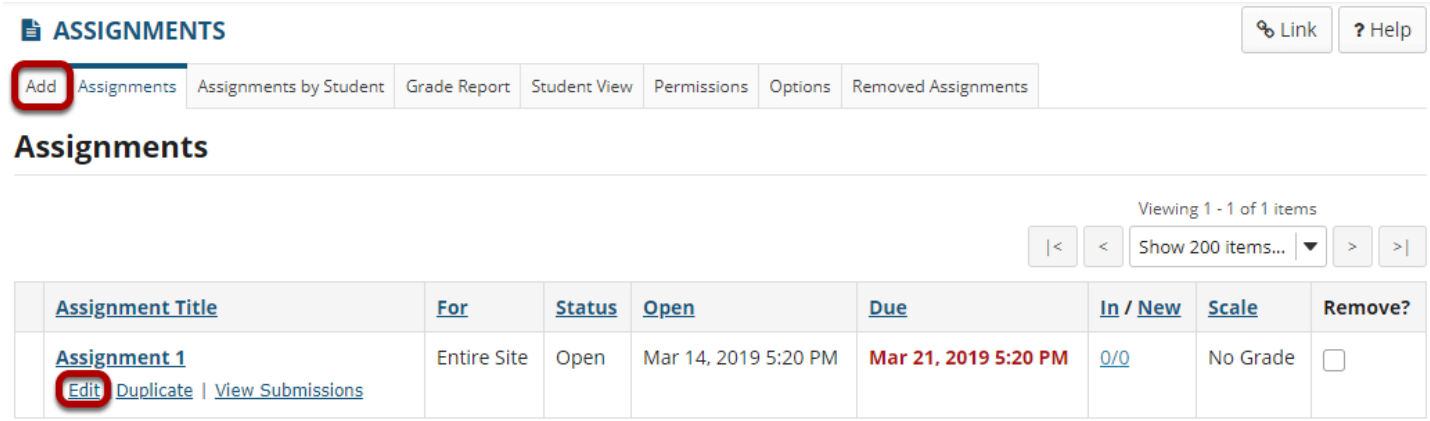
Note: Revoking a shared rubric has no effect on copies of that shared rubric being used within individual sites.

How do I add a rubric to an assignment?

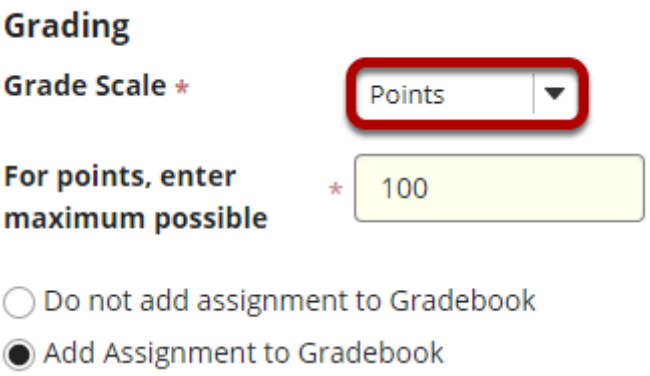
Go to the Assignment tool



Add or edit an assignment.

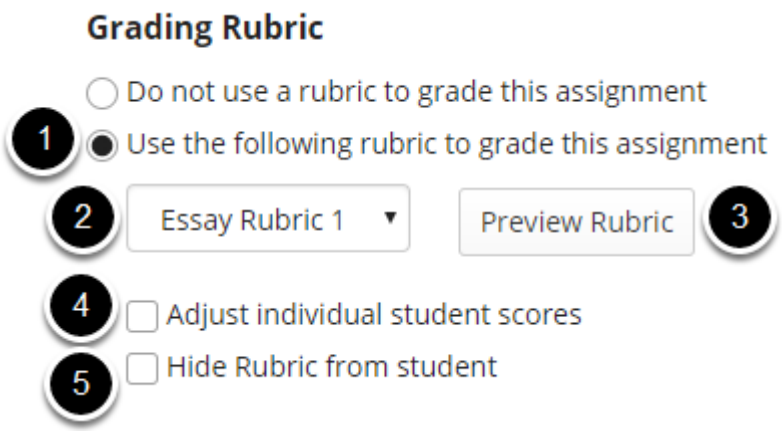


Under Grading, select Points as the Grade Scale.



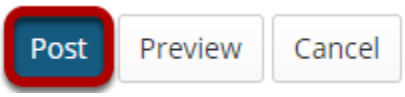
Once you have selected **Points**, the **Grading Rubric** section will appear just below.

Configure the rubric options.

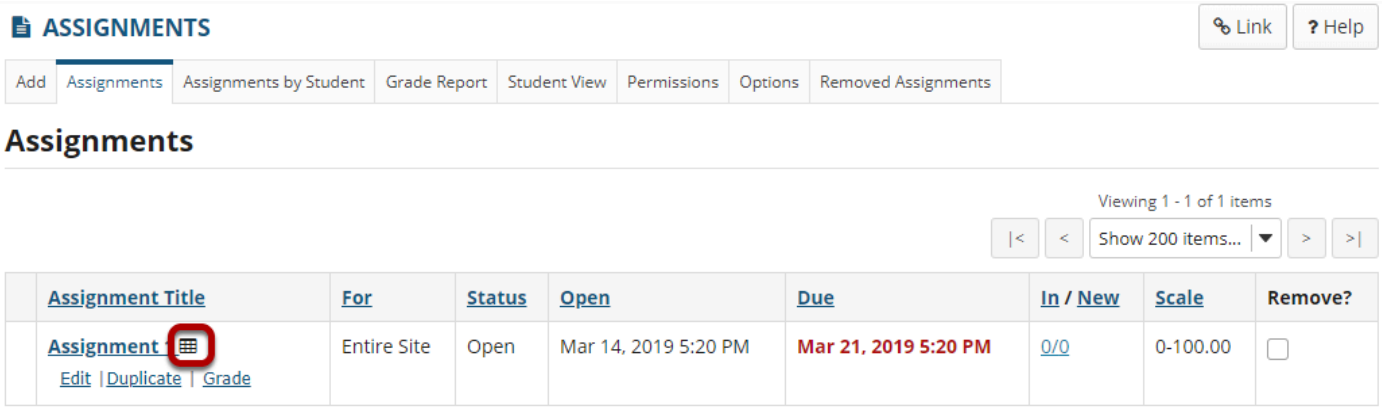


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Post when you have finished setting up the assignment.



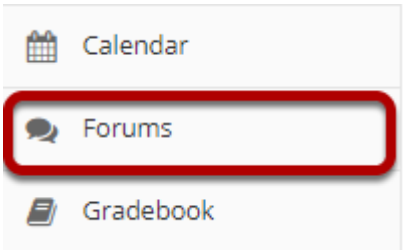
Your assignment now has a rubric attached.



Assignments with rubrics attached will display a rubric icon next to the title of the assignment.

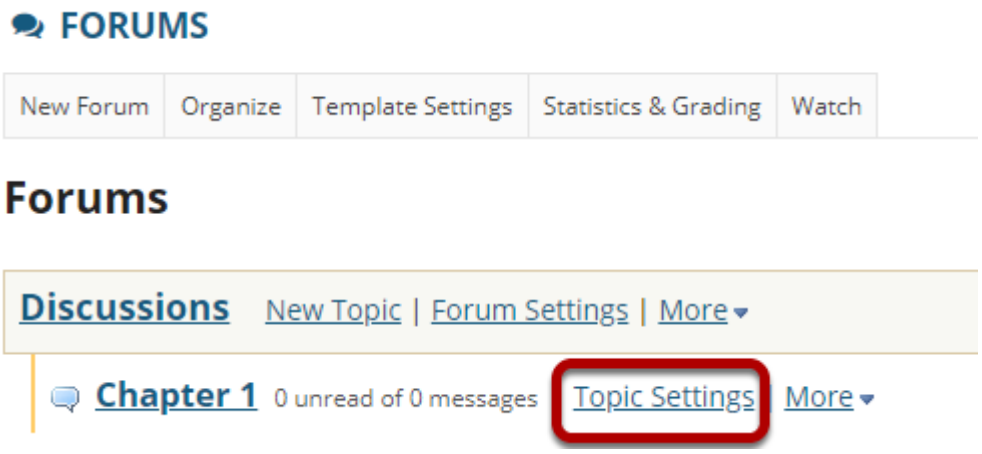
How do I add a rubric to a forum topic?

Go to Forums.

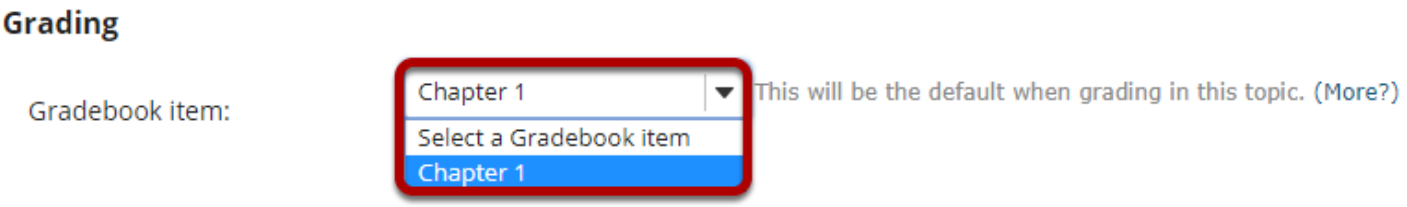


Select the **Forums** tool from the tool menu of your site.

Go to Topic Settings for a new or existing forum topic.

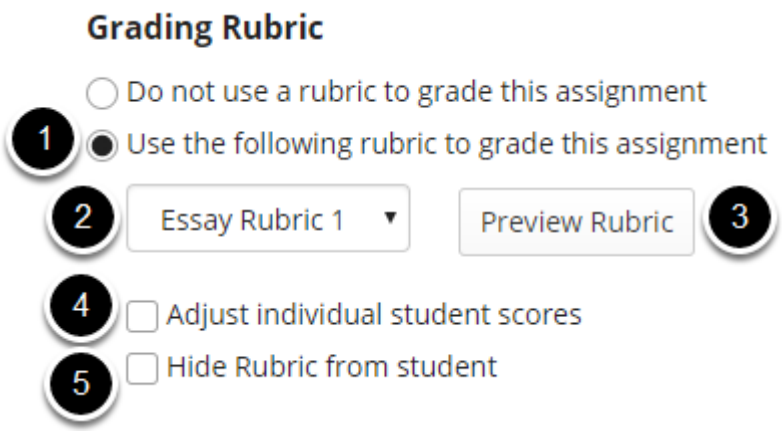


In the Grading section, choose the gradebook item to associate with this topic.



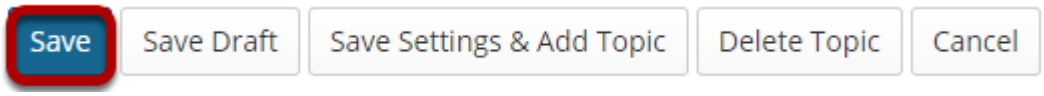
Note: You must have an existing gradebook item in order to associate the forum topic with that item. If there are no existing items, you will need to go to the Gradebook to create the item first.

Configure the rubric options.

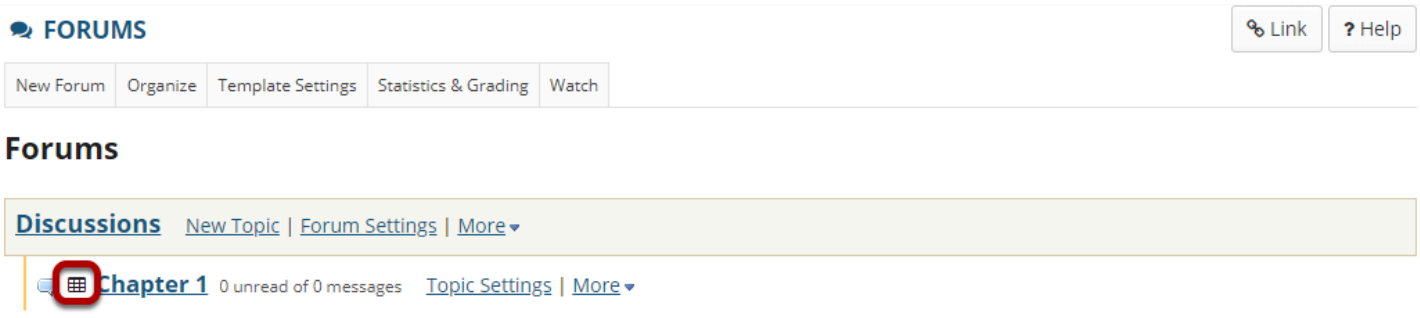


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student posts on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to posting.

Select Save when you have finished setting up the topic.



Your forum topic now has a rubric attached.

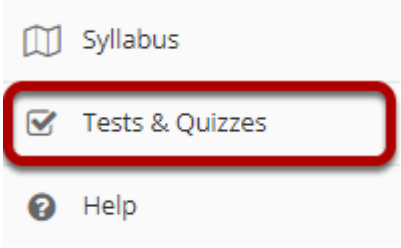


Topics with rubrics attached will display a rubric icon next to the title of the assignment.

How do I add a rubric to an assessment (i.e. test or quiz)?

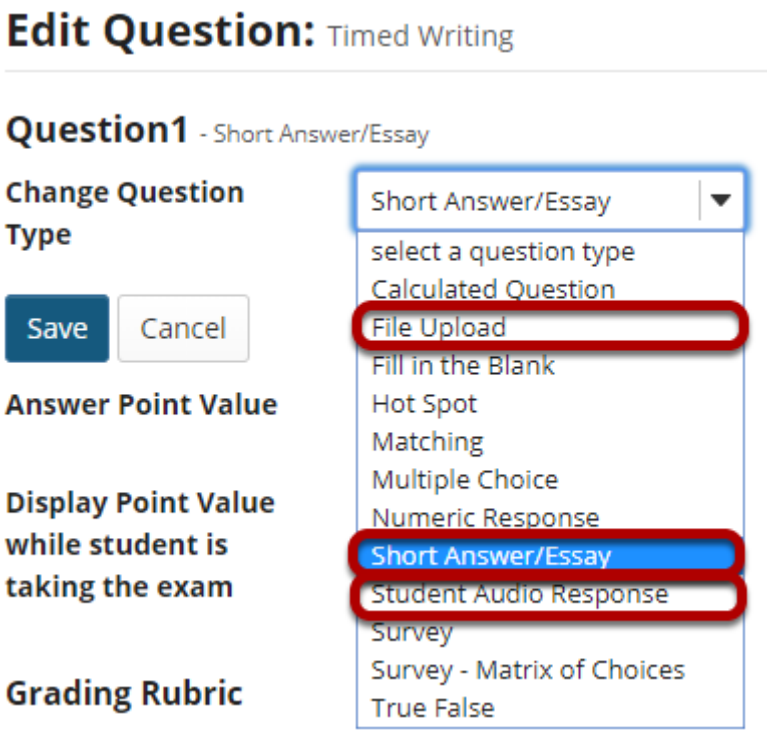
Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer / Essay**, or **Student Audio Response**.

Go to Tests & Quizzes.



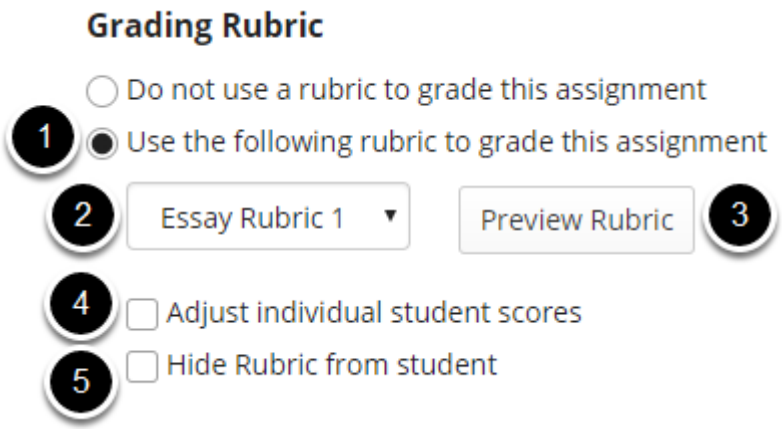
Select the **Tests & Quizzes** tool from the tool menu of your site.

Add or Edit an instructor-graded question type in an assessment.



You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

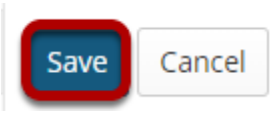
Configure the rubric options.



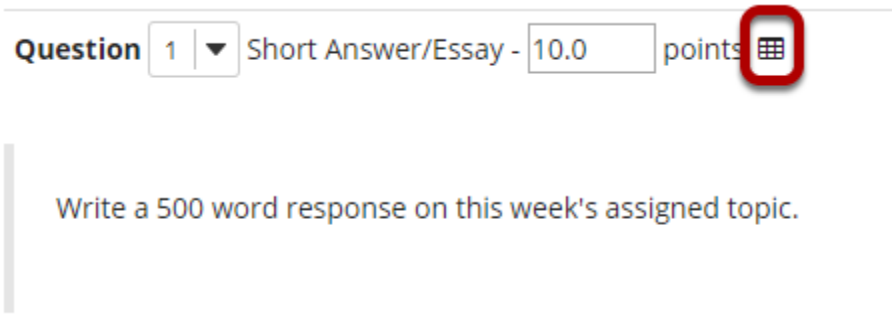
1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*

3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question.



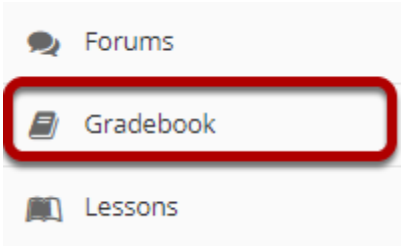
Your question now has a rubric attached.



Questions with rubrics attached display a rubric icon next to the points for the question.

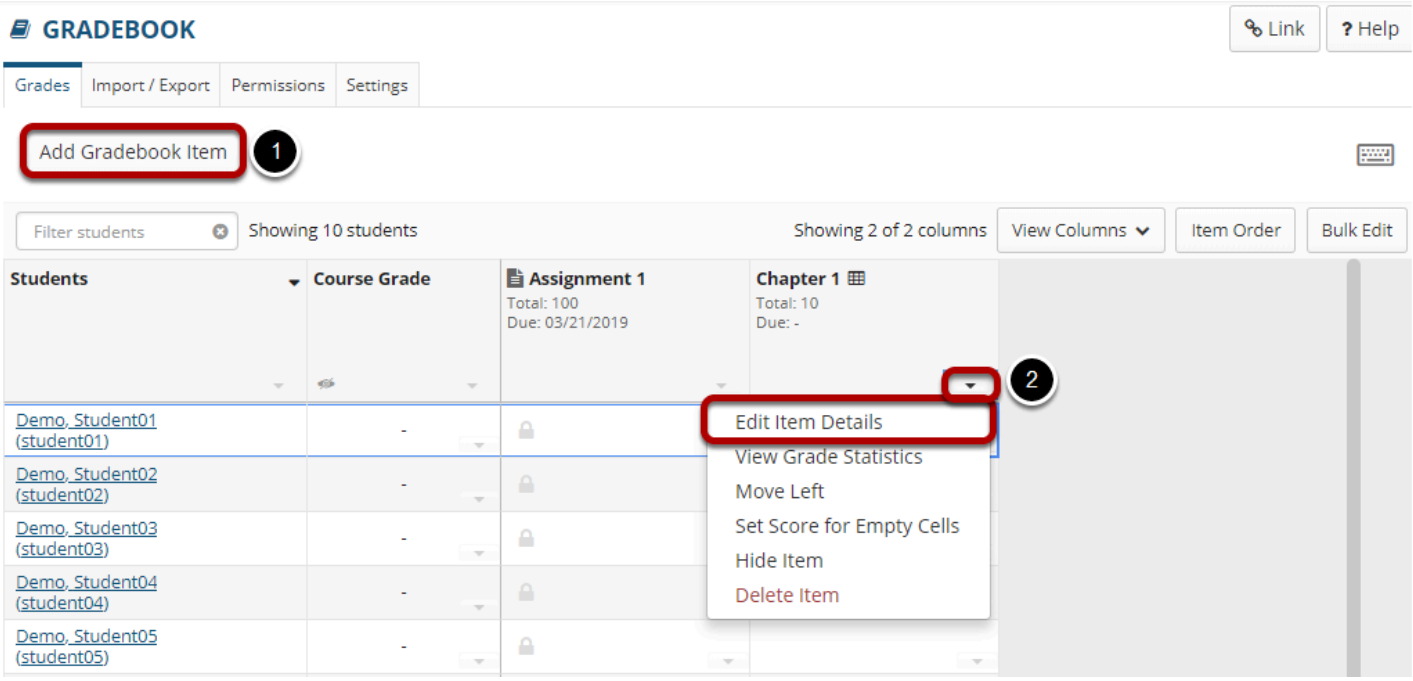
How do I add a rubric to a gradebook item?

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

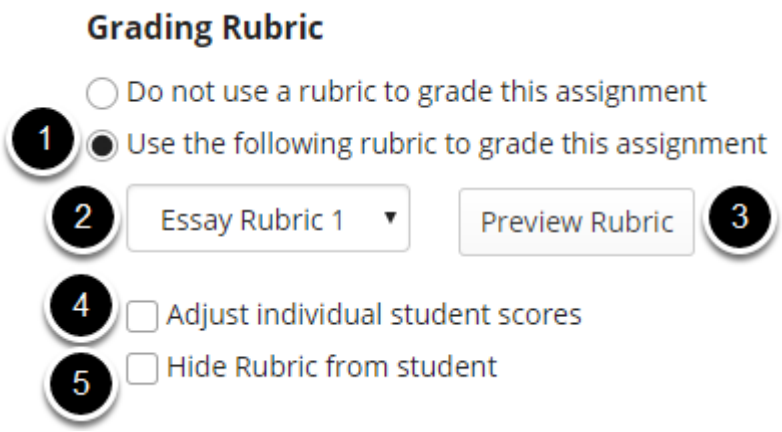
Add or Edit a Gradebook item.



1. Select **Add Gradebook Item** to create a new item.
2. Or, select the down-arrow in the column heading for an existing gradebook item, and then select **Edit Item Details**.

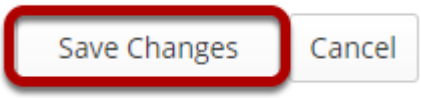
Note: If the gradebook item is locked, it is coming from another tool. You will not be able to use a rubric with locked items, since they must be graded from within the tool of origin.

Configure the rubric options.

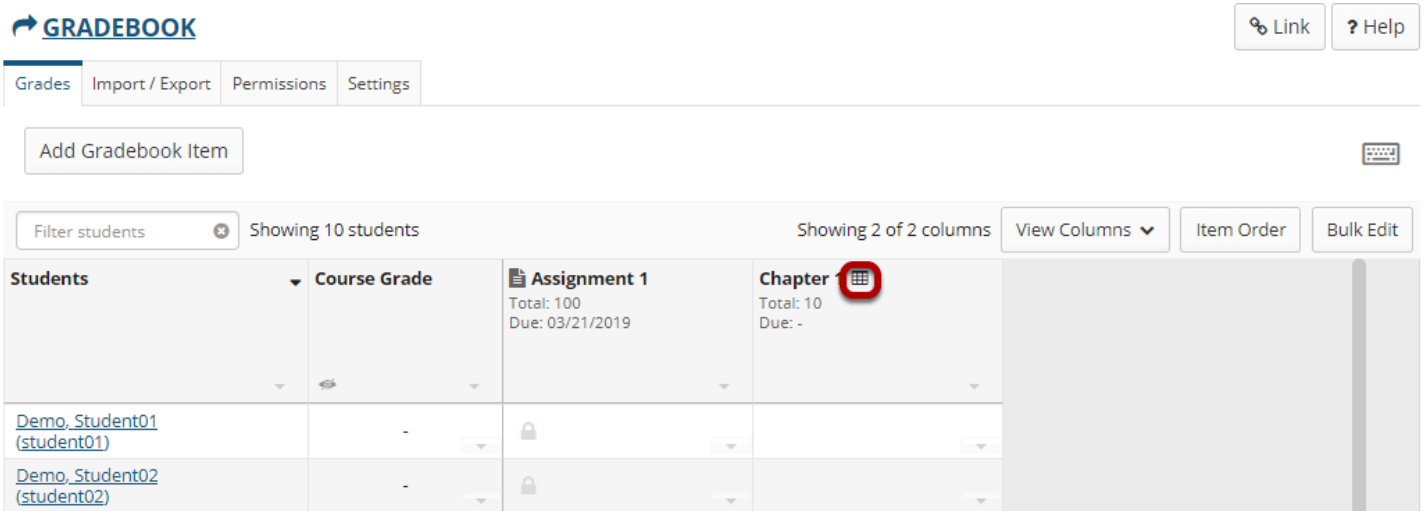


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save Changes when you have finished setting up the gradebook item.



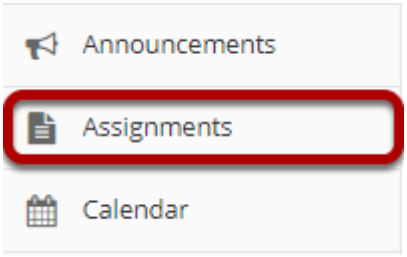
Your gradebook item now has a rubric attached.



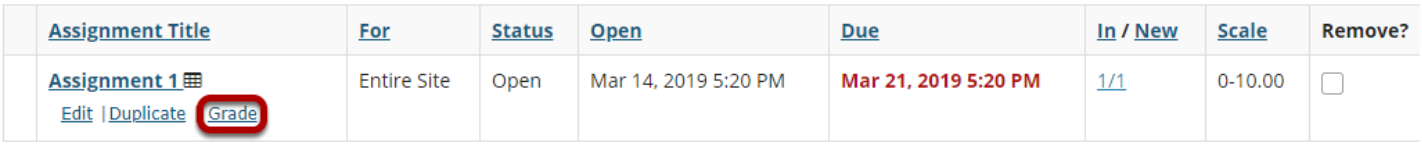
Gradebook items with rubrics attached will display a rubric icon next to the title of the item.

How do I grade an assignment using a rubric?

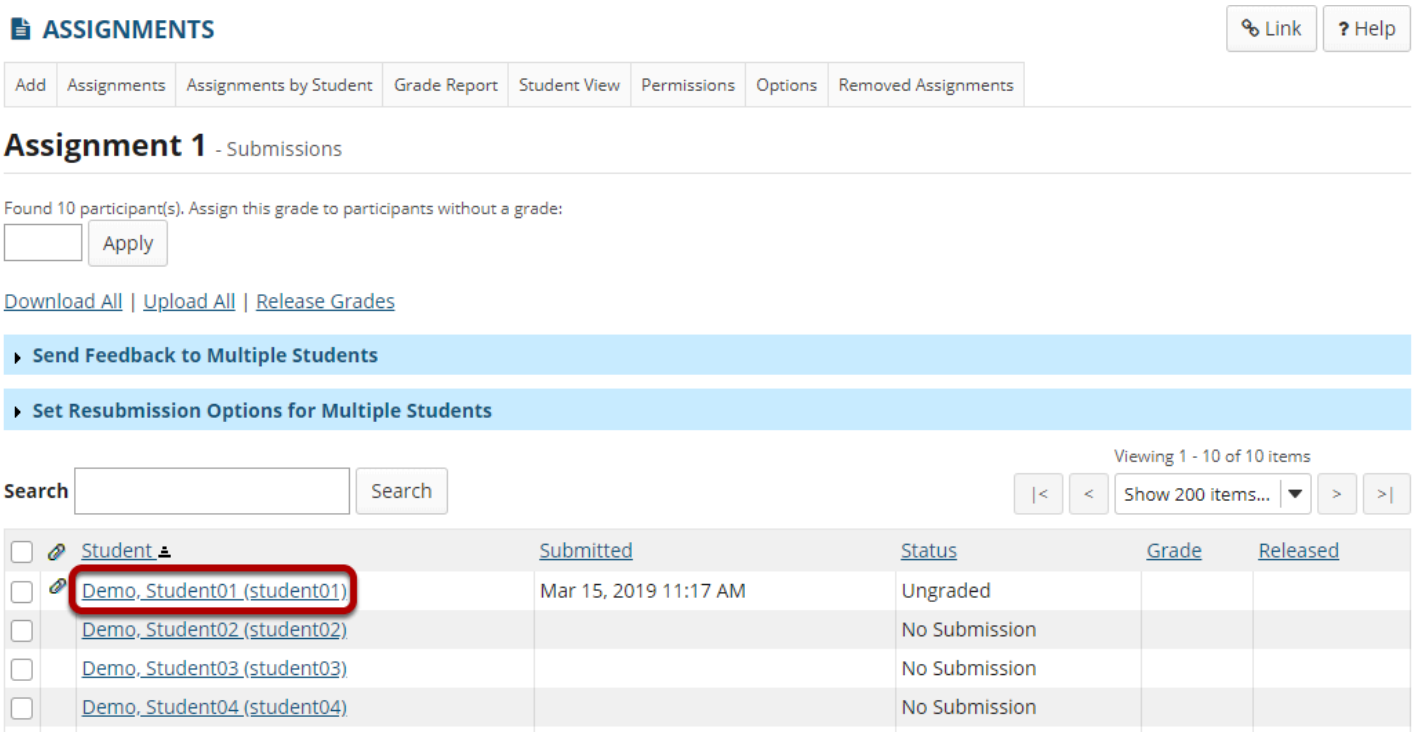
Go to Assignments



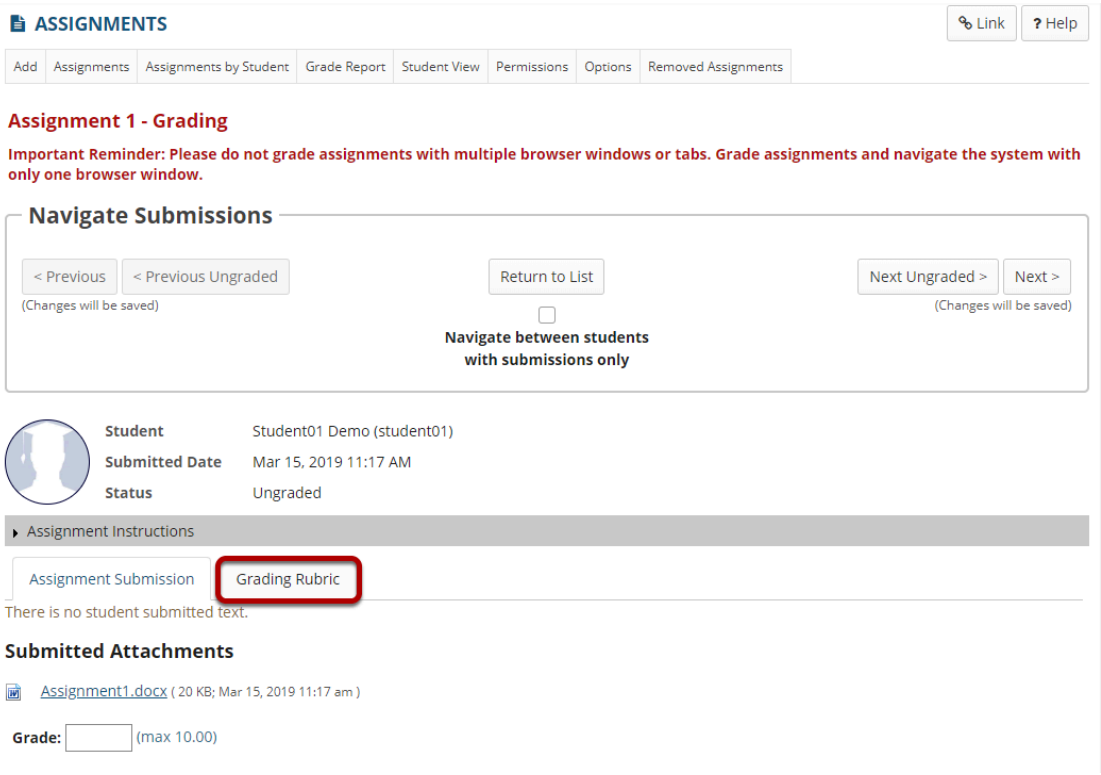
Select Grade for the assignment you want to grade.



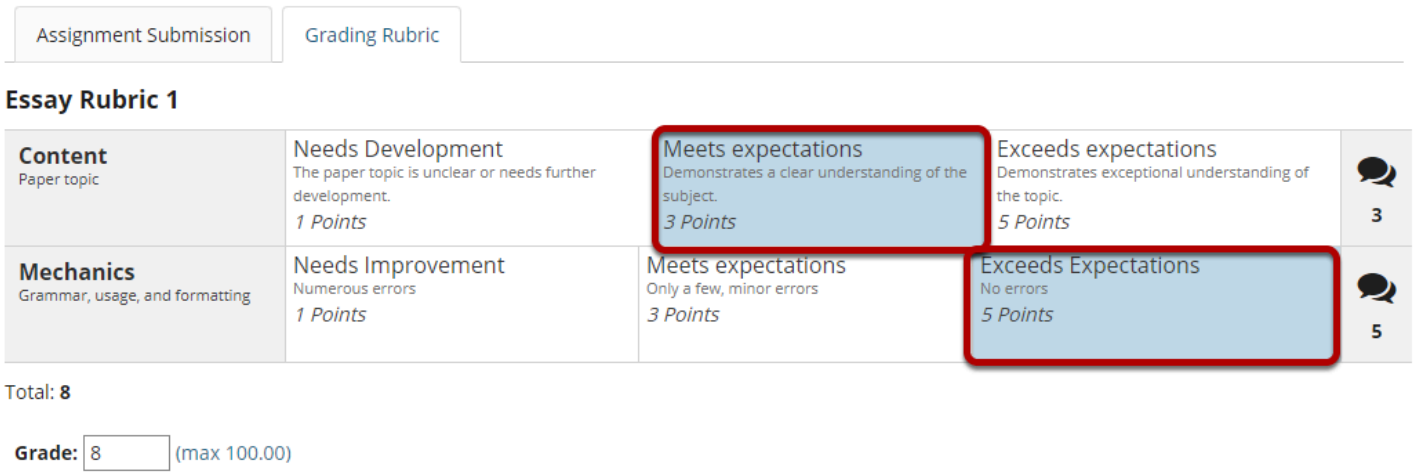
Select the student's name for the submission to be graded.



Select the Grading Rubric tab.

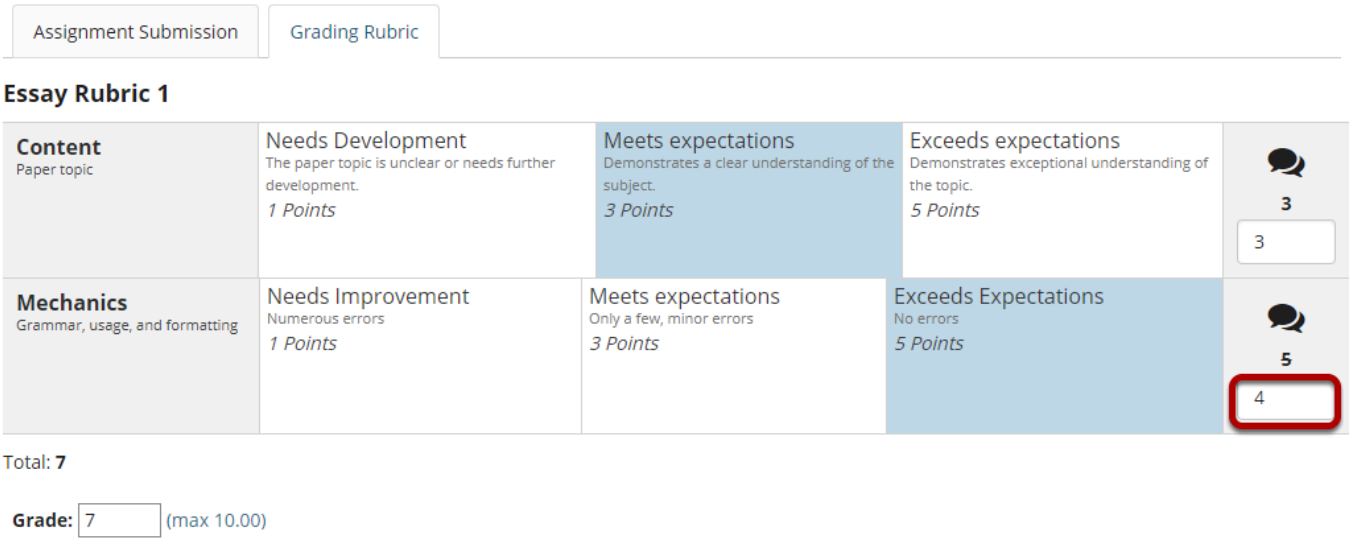


Select the appropriate rating level for each criterion.

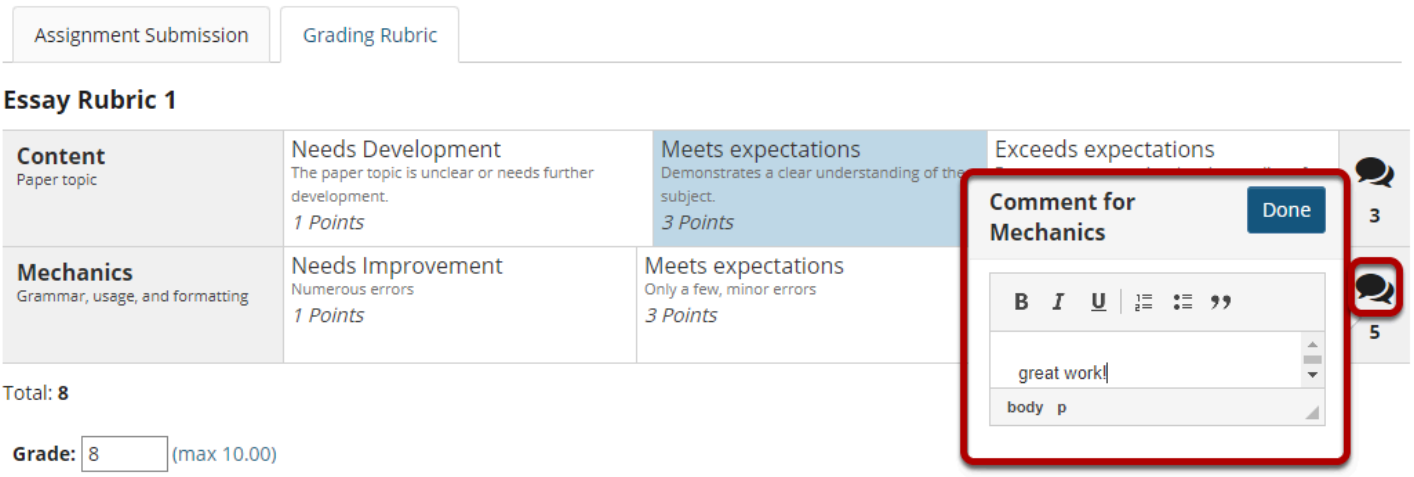


The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.

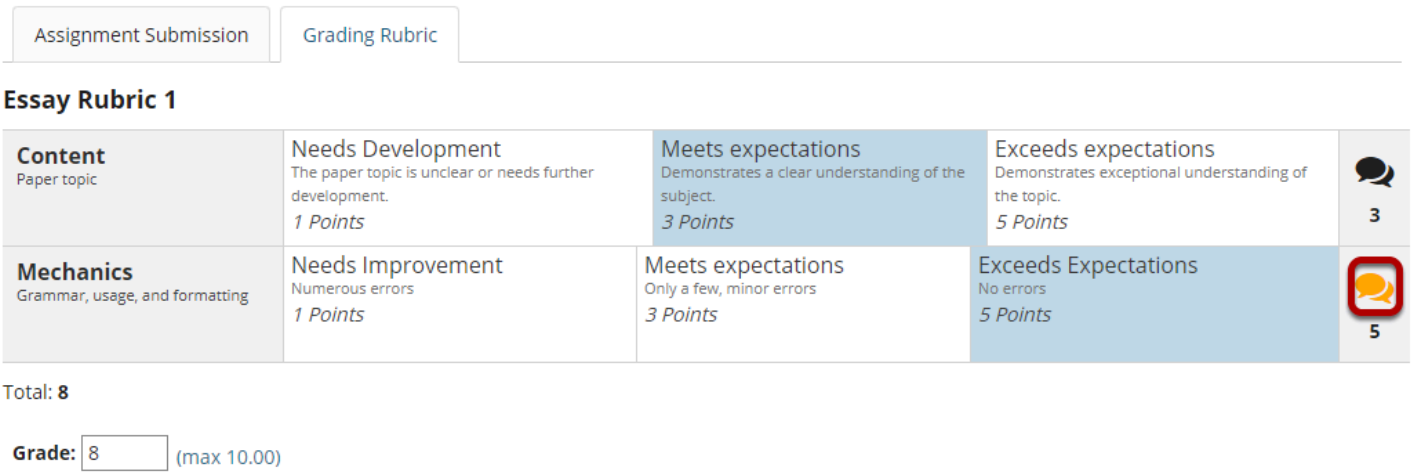
(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

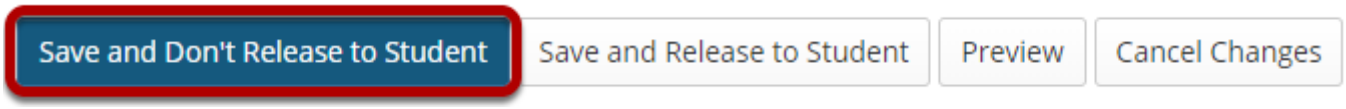


Enter your comments into the text field provided, and select **Done** when finished.



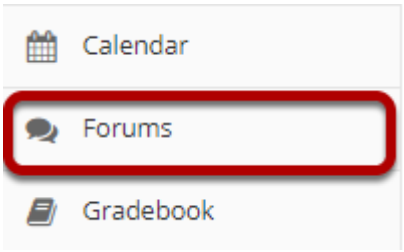
Note: The Comments icon changes color when there are comments saved.

Save when finished grading the submission.



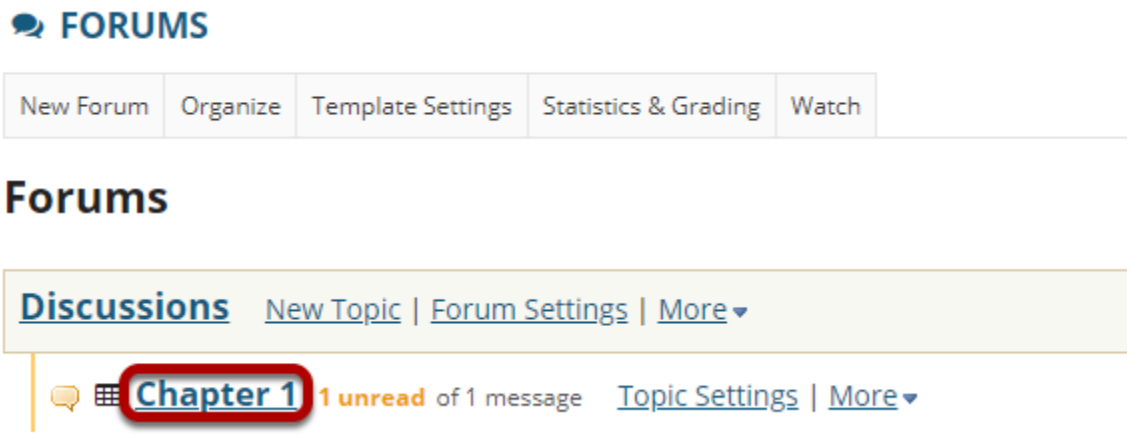
How do I grade a forum topic using a rubric?

Go to Forums.

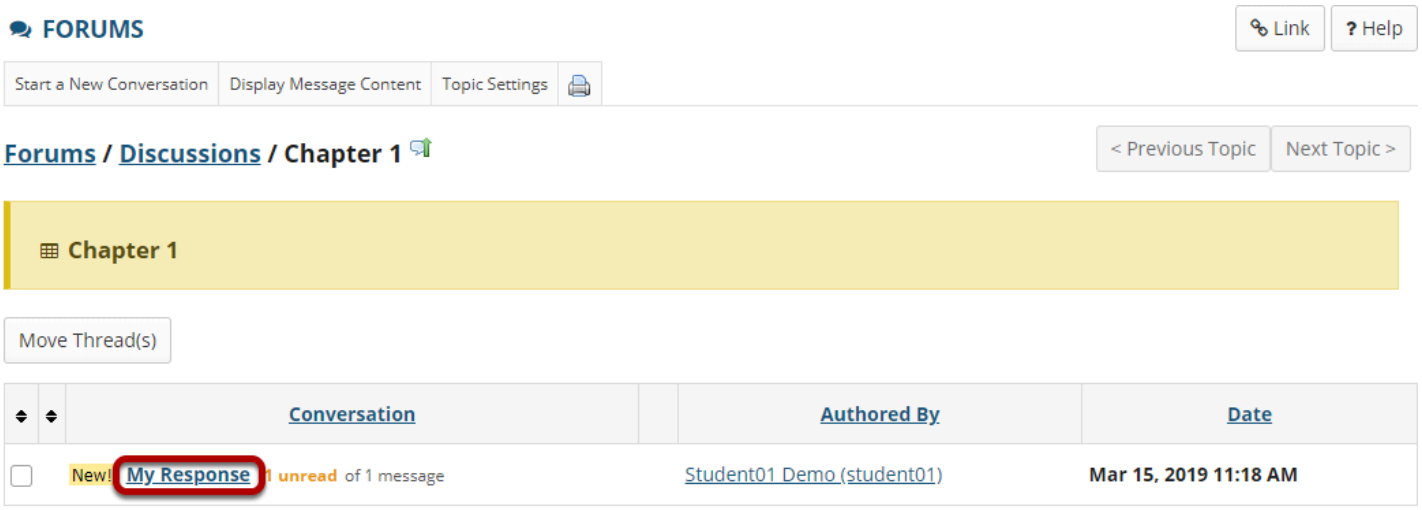


Select the **Forums** tool from the tool menu of your site.

Select topic you want to grade.

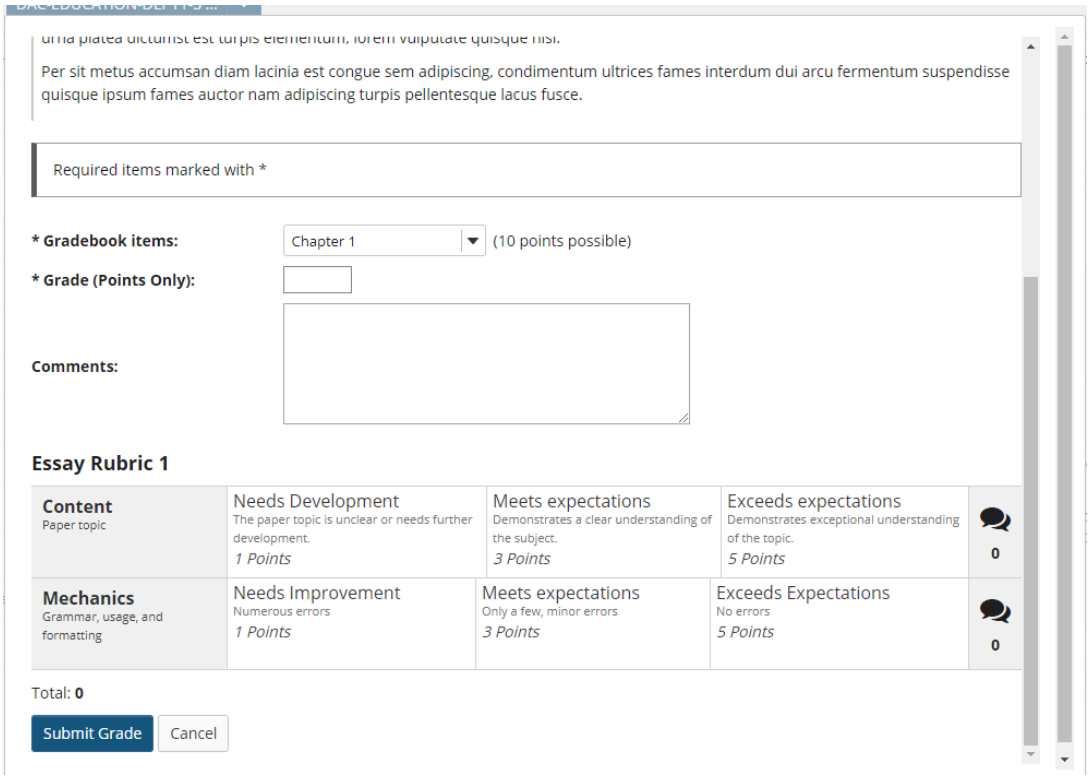


Select the title of the student's post to be graded.



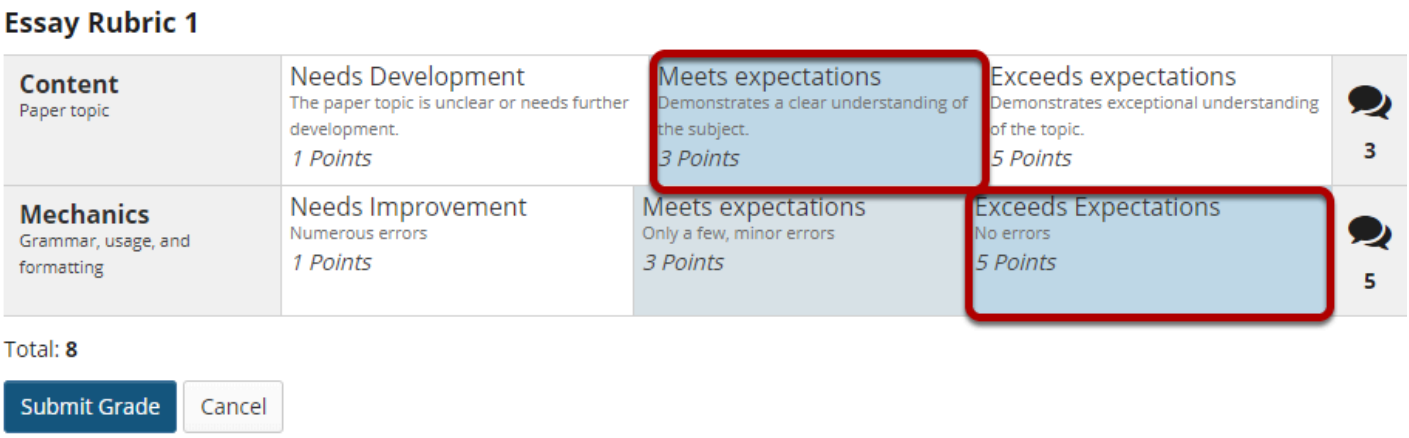
Select the Grade button in the student post.

Scroll to the bottom of the window.



The rubric will appear at the bottom of the modal window, just below the **Comments** field.

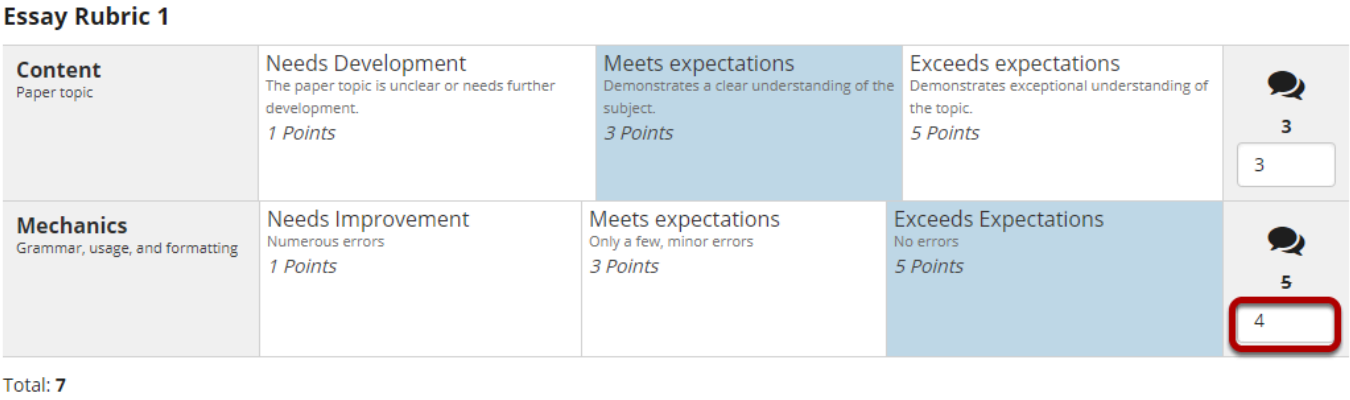
Select the appropriate rating level for each criterion.



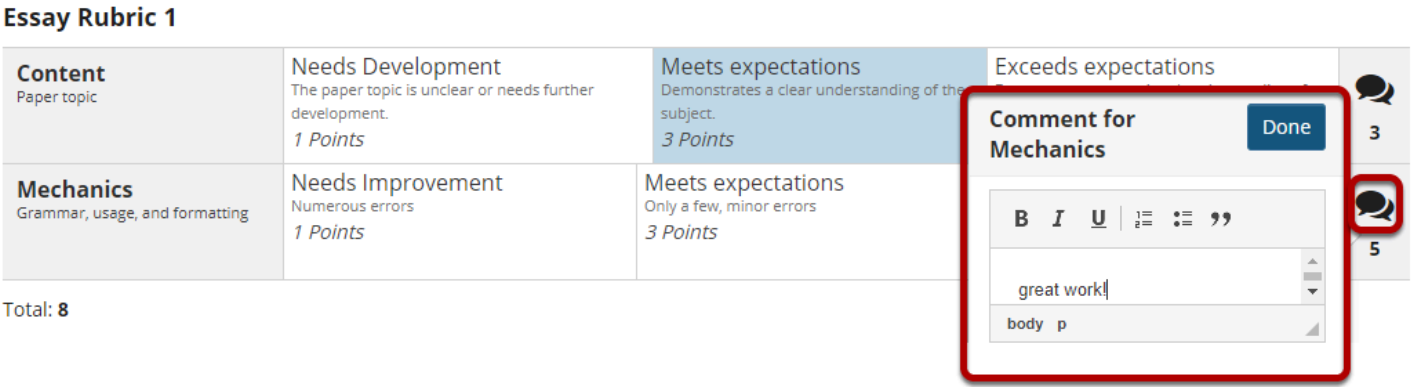
The points will be added up automatically based on your rating selections. The total points earned will appear just below the rubric.

(Optional) If you allowed individual score adjustments, you

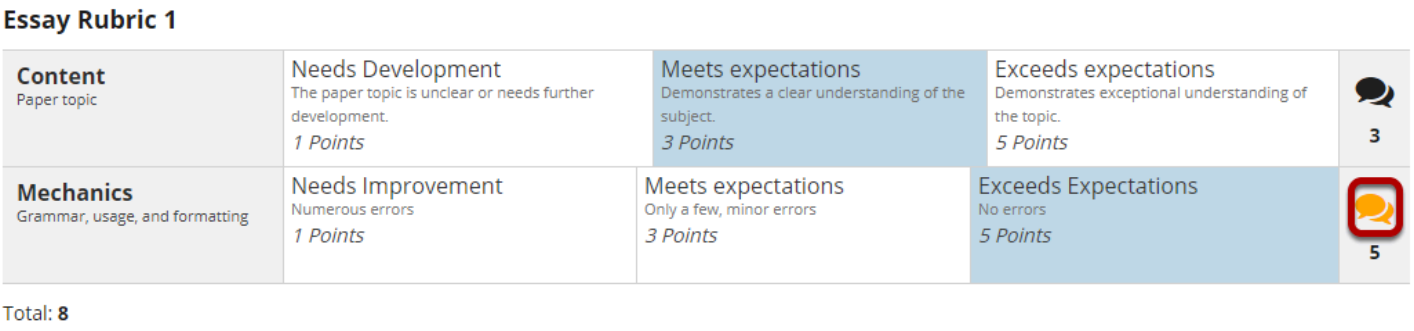
may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



Enter your comments into the text field provided, and select **Done** when finished.

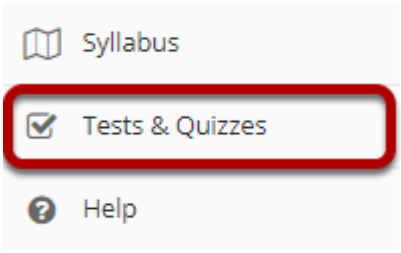


Note: The Comments icon changes color when there are comments saved.

Select Submit Grade when finished grading this post.

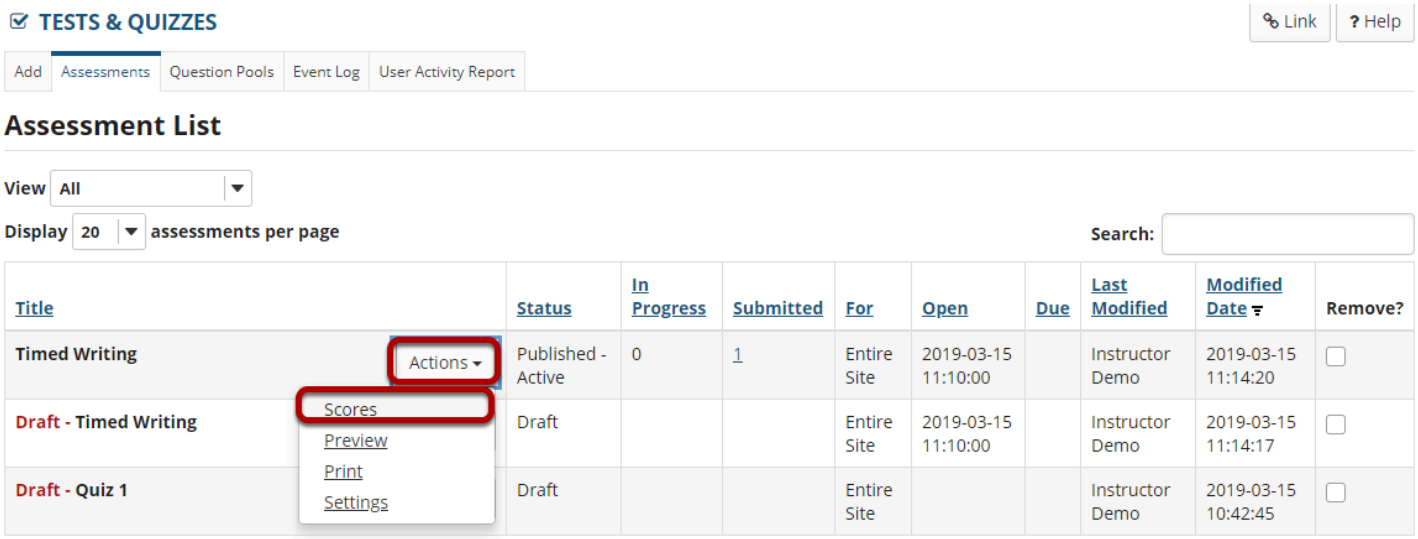
How do I grade an assessment (i.e. test or quiz) using a rubric?

Go to Tests & Quizzes.



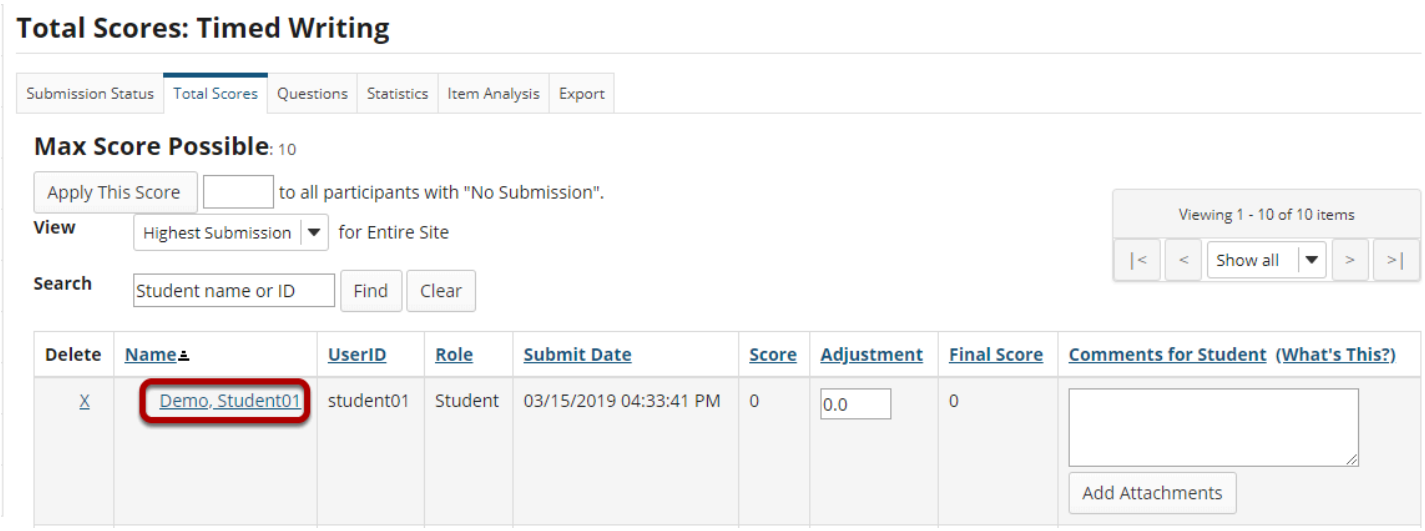
Select the **Tests & Quizzes** tool from the tool menu of your site.

From the Actions menu for the assessment you want to grade, select Scores.

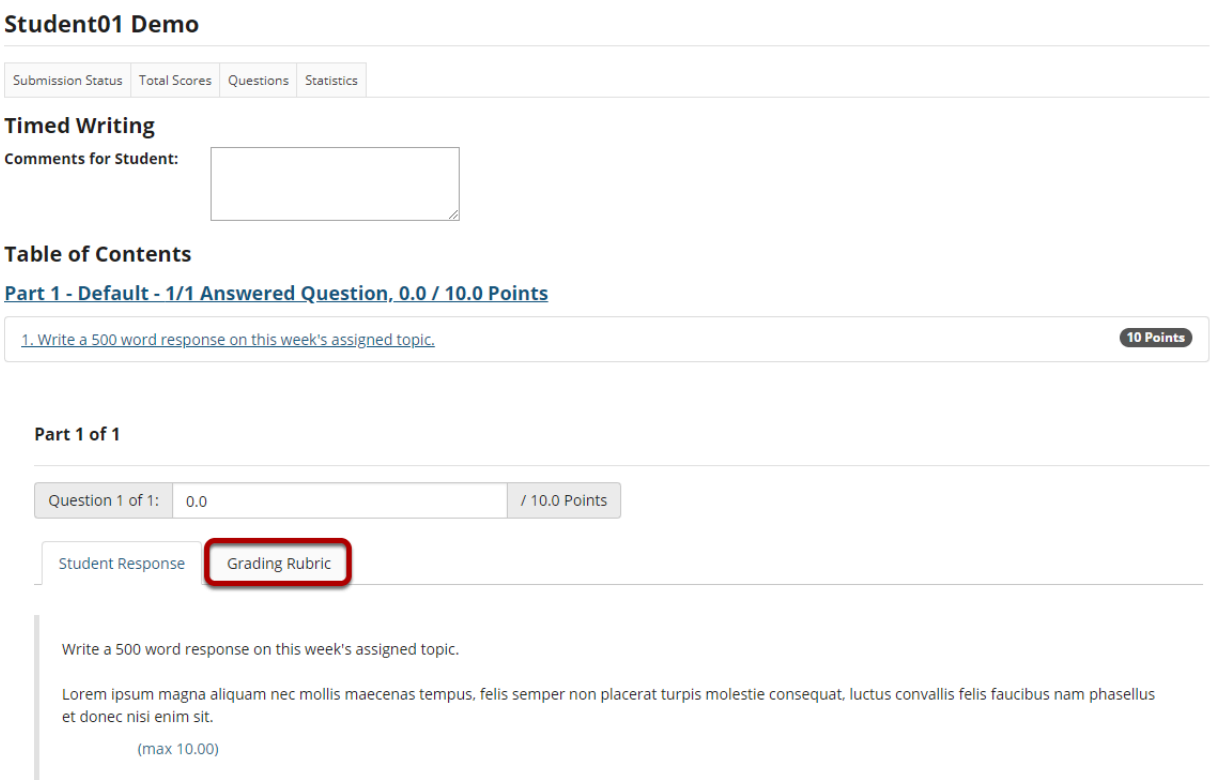


Tip: You may also select the number in the Submitted column to go to the student submissions for an assessment.

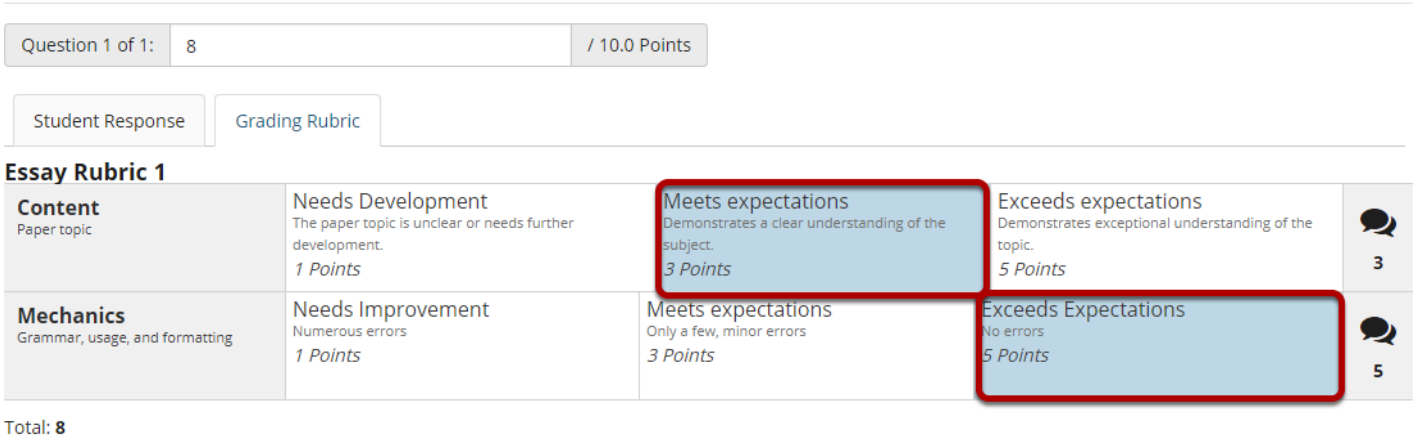
To grade one student at a time, select the student's name for the submission to be graded.



Select the Grading Rubric tab.

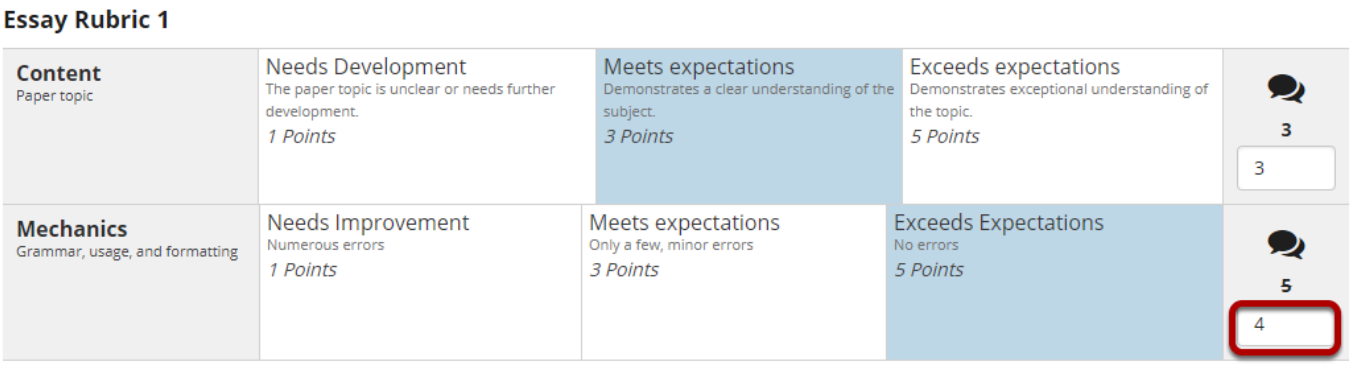


Select the appropriate rating level for each criterion.

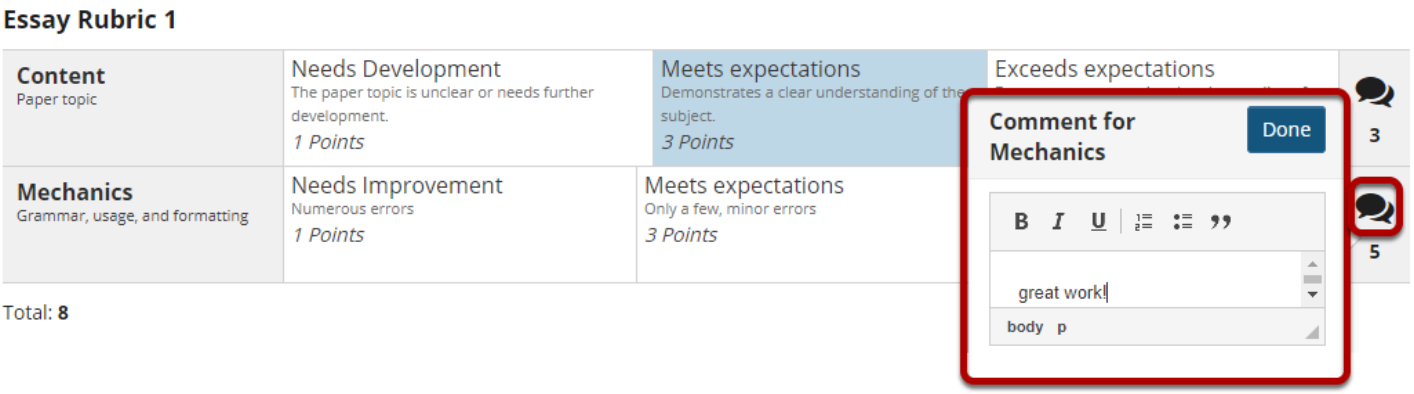


The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

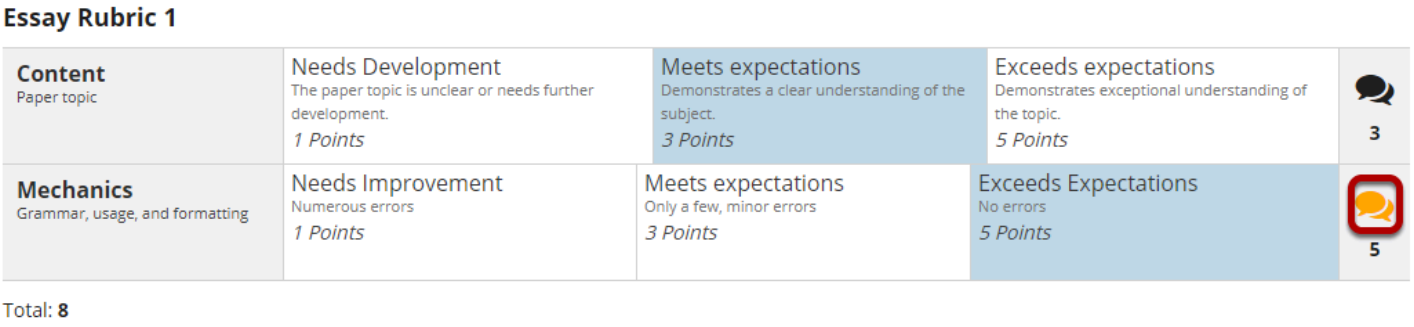
(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



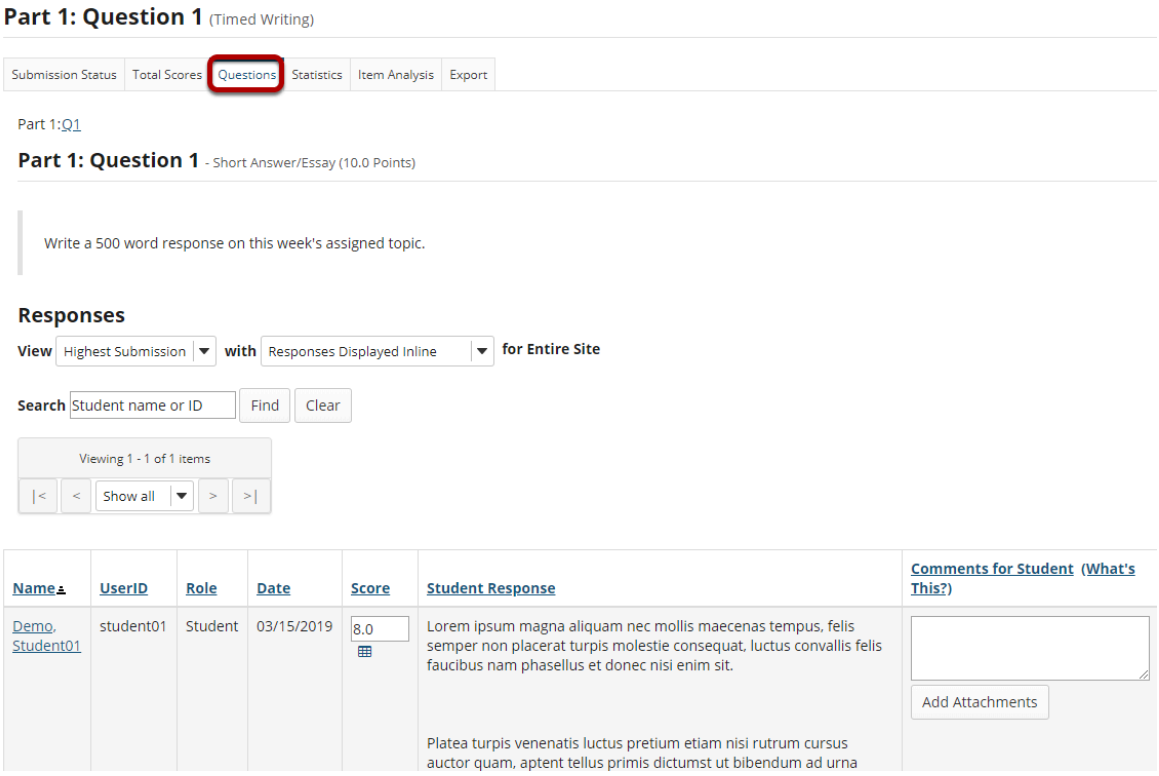
Enter your comments into the text field provided, and select **Done** when finished.



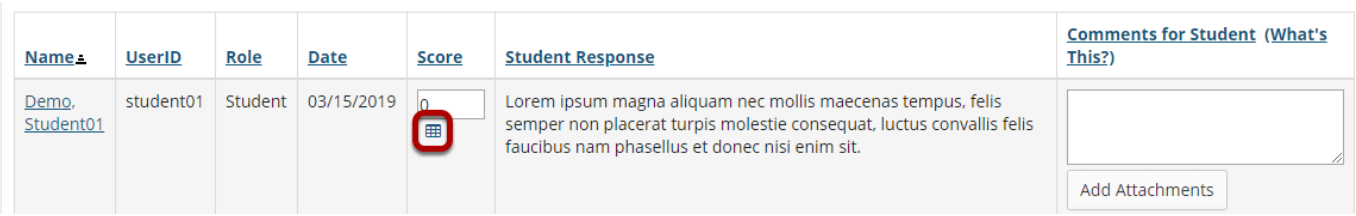
Note: The Comments icon changes color when there are comments saved.

Select Update when finished grading the assessment.

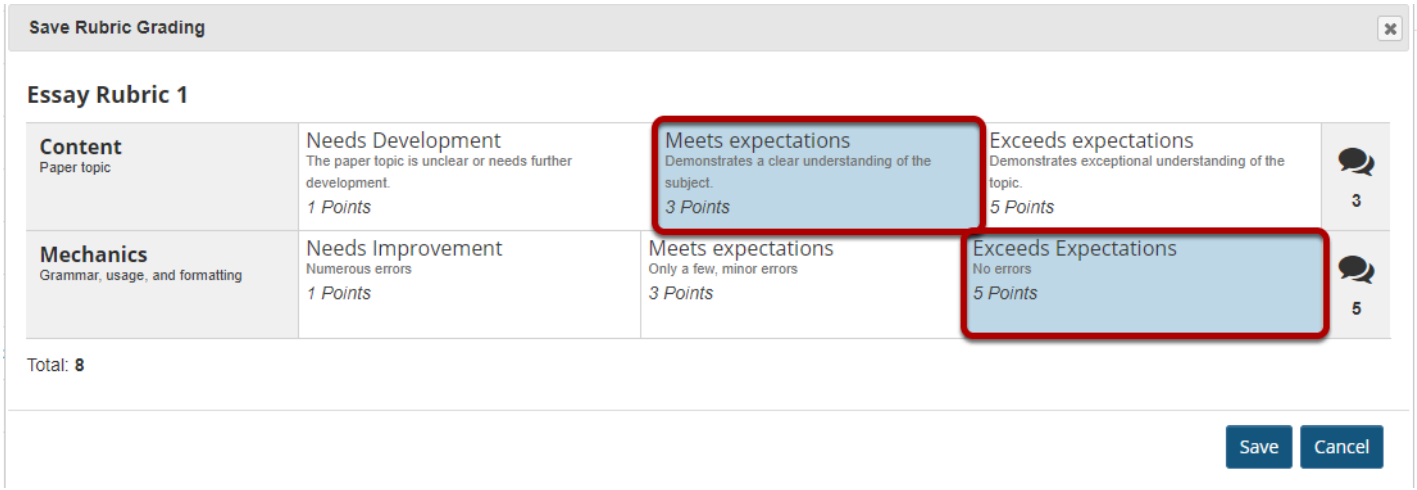
Alternately, you may select the Questions tab to grade one question at a time for the whole class.



Select the Rubric icon for the student you want to grade.

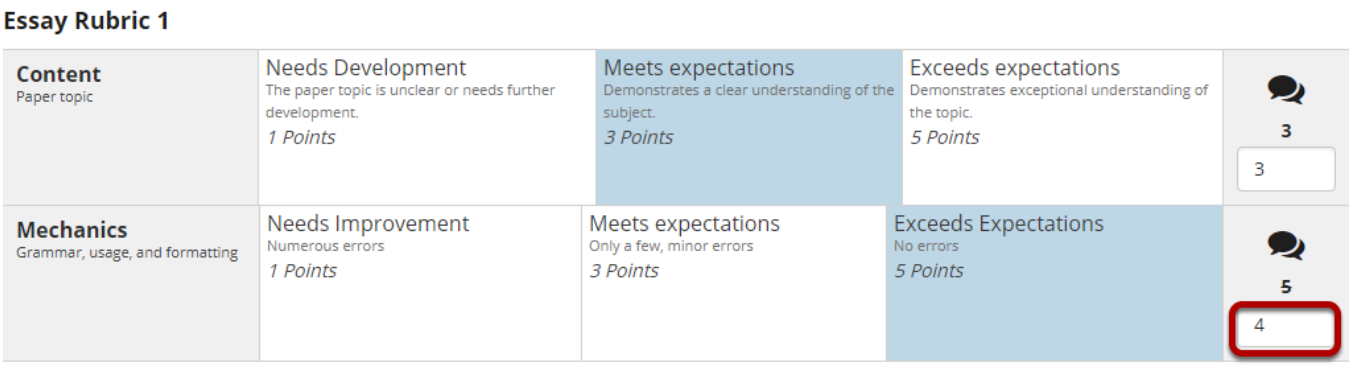


Select the appropriate rating level for each criterion.

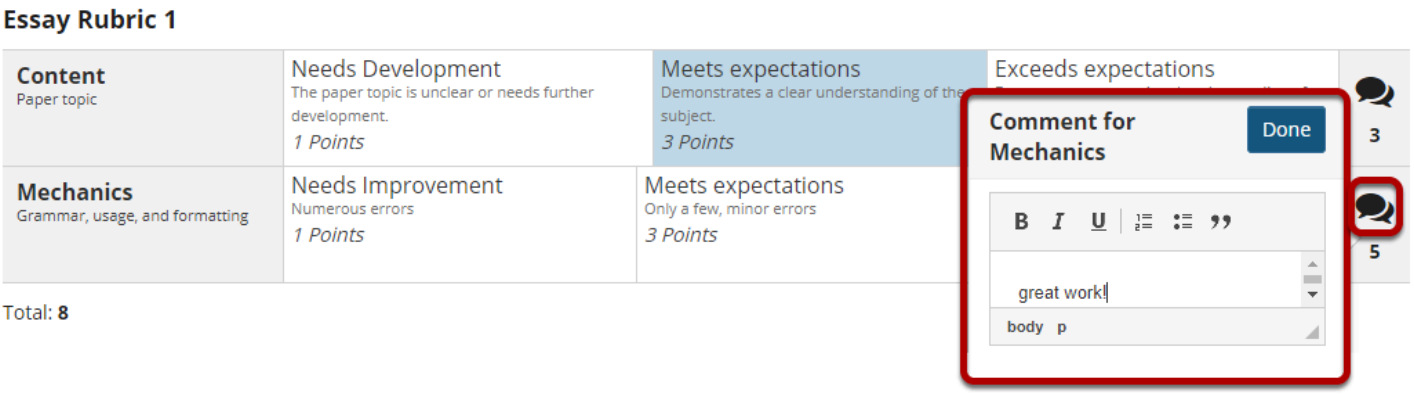


The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

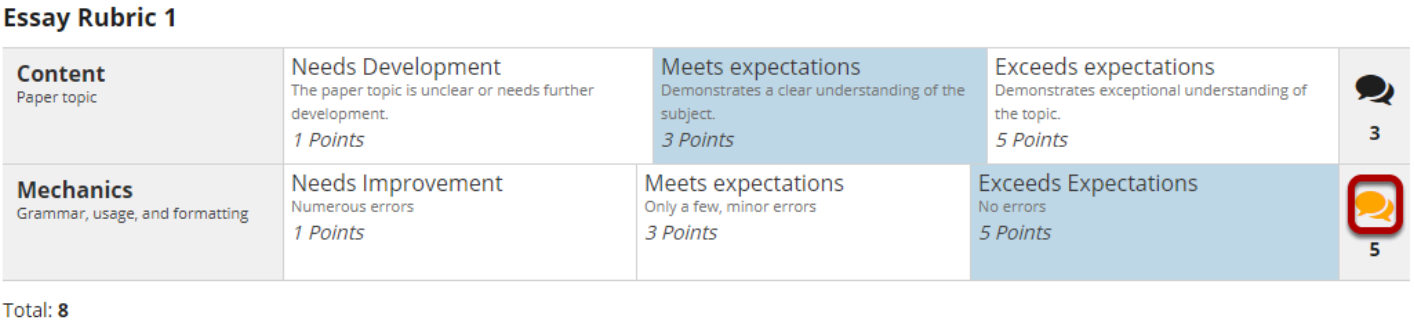
(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



Enter your comments into the text field provided, and select **Done** when finished.

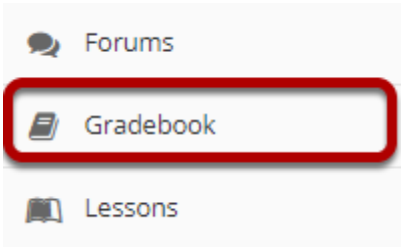


Note: The Comments icon changes color when there are comments saved.

Select Save when finished grading the question.

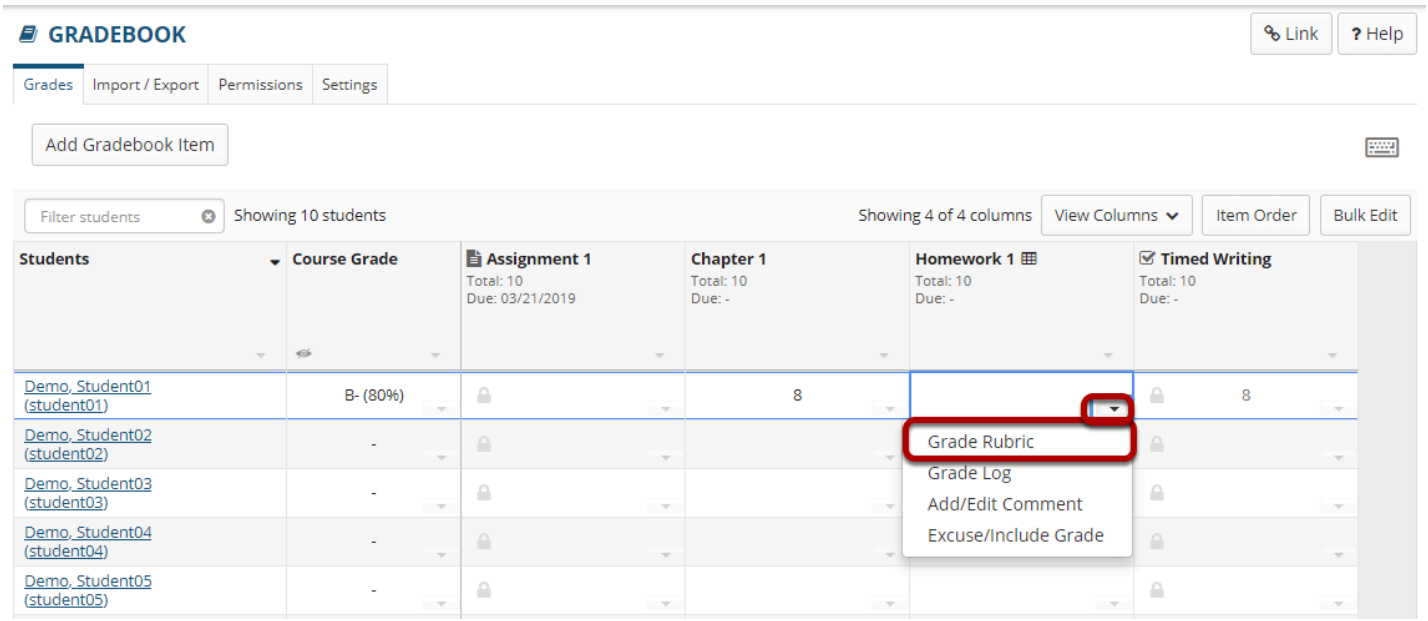
How do I grade a gradebook item using a rubric?

Go to Gradebook.

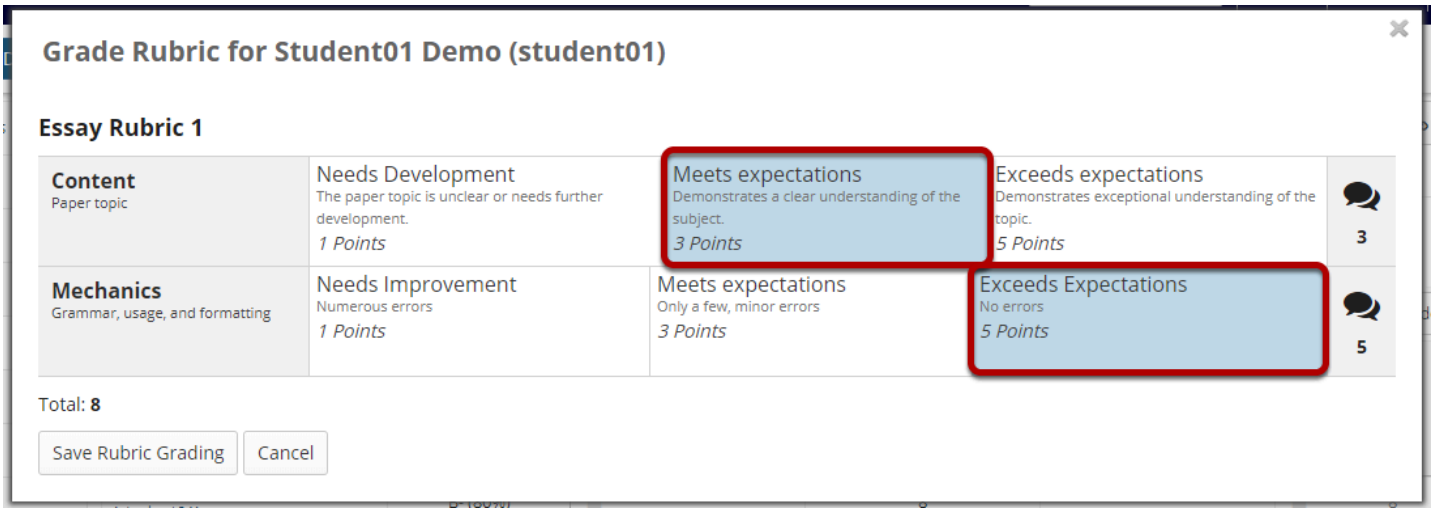


Select **Gradebook** from the Tool Menu in your site.

Select the down arrow in the cell for the student you would like to grade and choose Grade Rubric.

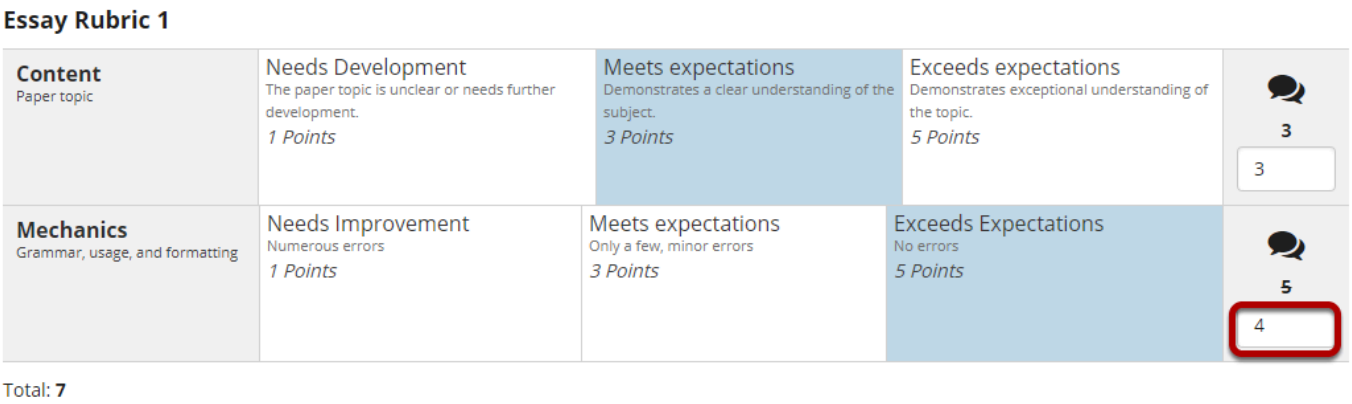


Select the appropriate rating level for each criterion.

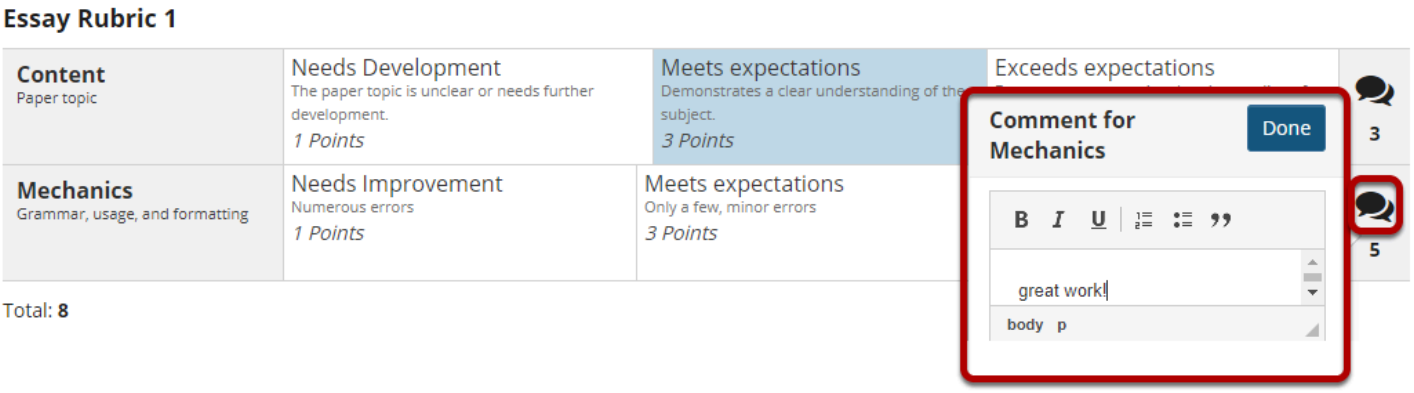


The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

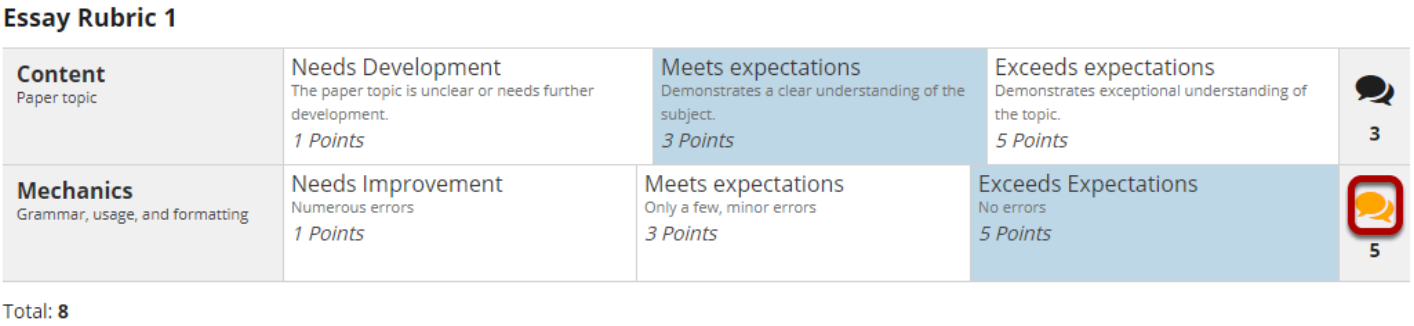
(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

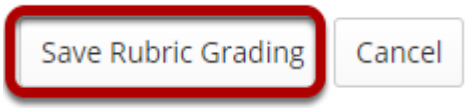


Enter your comments into the text field provided, and select **Done** when finished.



Note: The Comments icon changes color when there are comments saved.

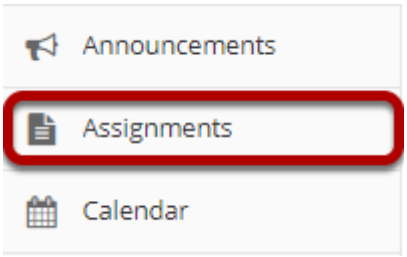
Select Save Rubric Grading when finished grading the item.



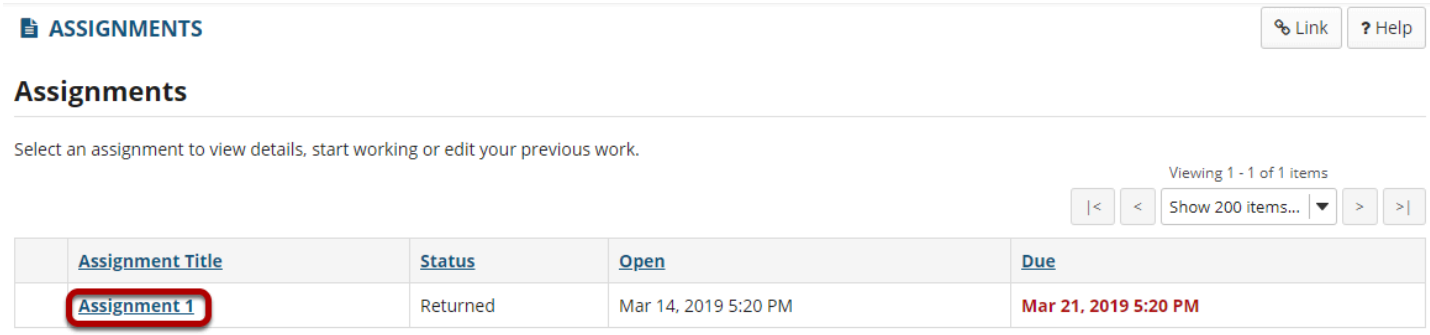
How do I view my rubric feedback as a student?

Students may view rubric feedback within the tool where the rubric was used. In other words students can go to Assignments to view Assignment Rubrics, Gradebook to view Gradebook Rubrics, and Tests & Quizzes to view Assessment Rubrics.

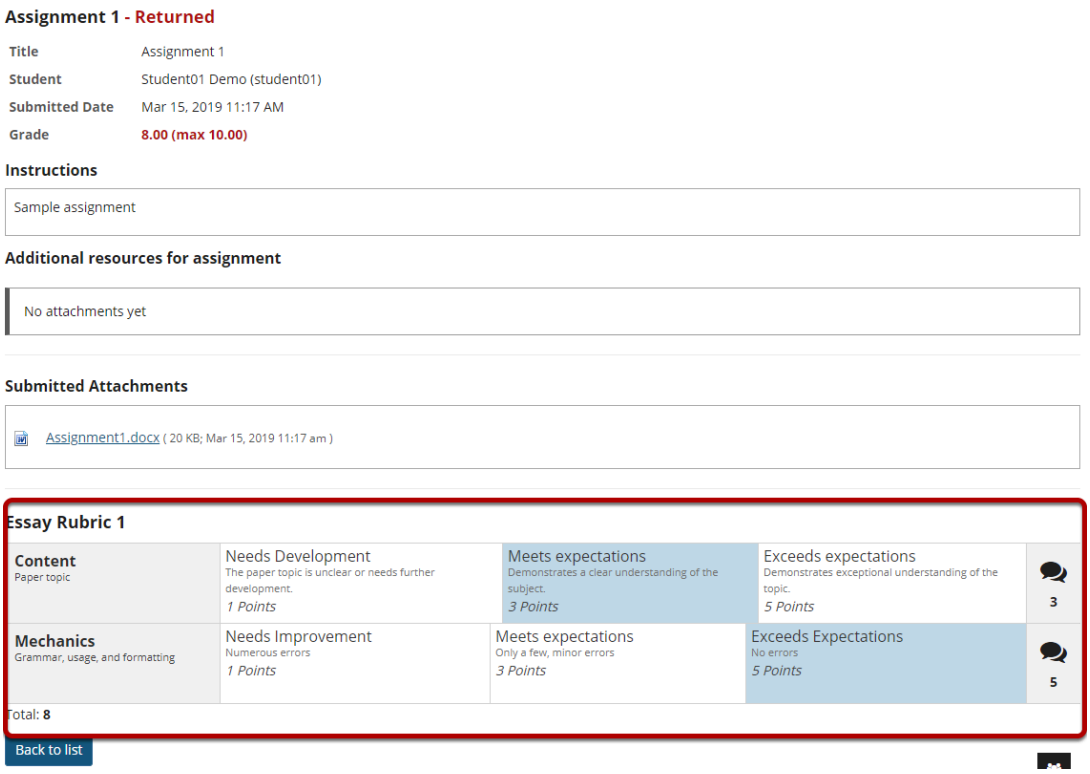
Go to the Assignment tool.



Select a returned assignment.

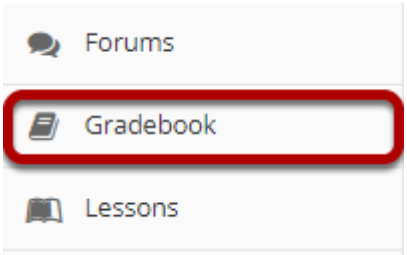


View the graded rubric.

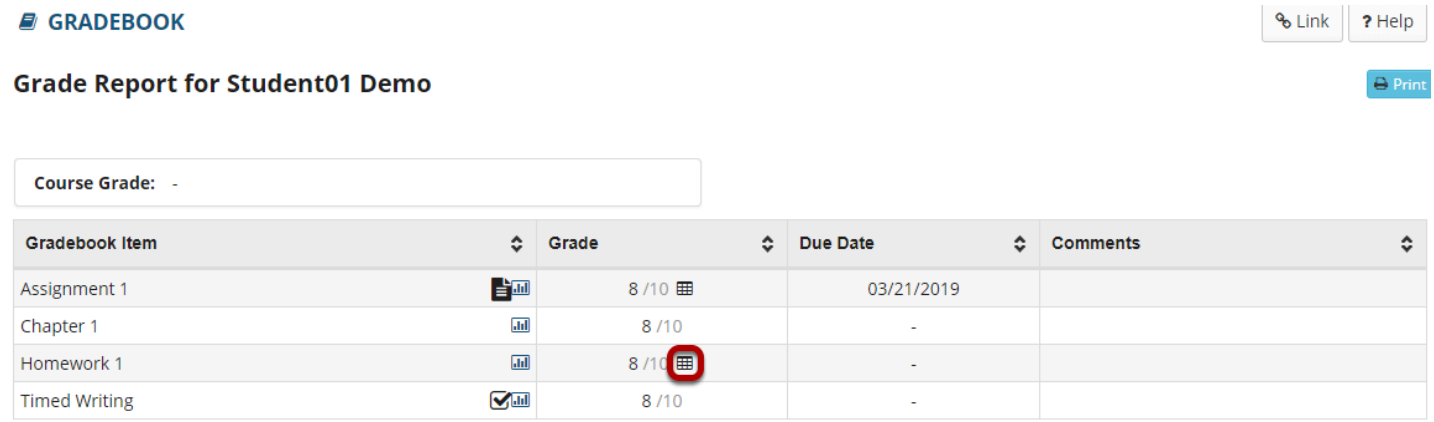


The graded assignment rubric appears at the bottom of the screen.

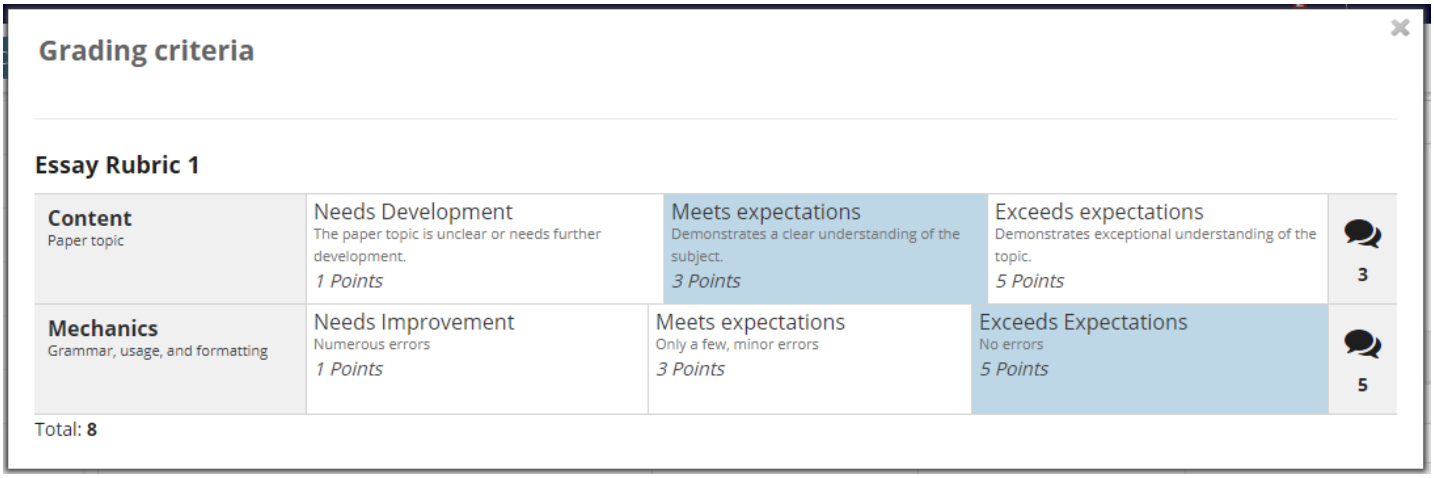
Go to the Gradebook tool.



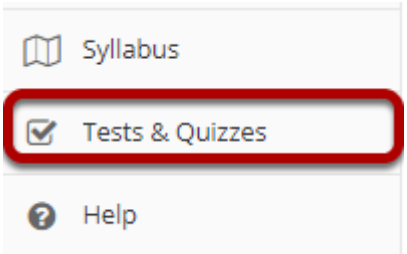
Select the rubric icon for a graded gradebook item.



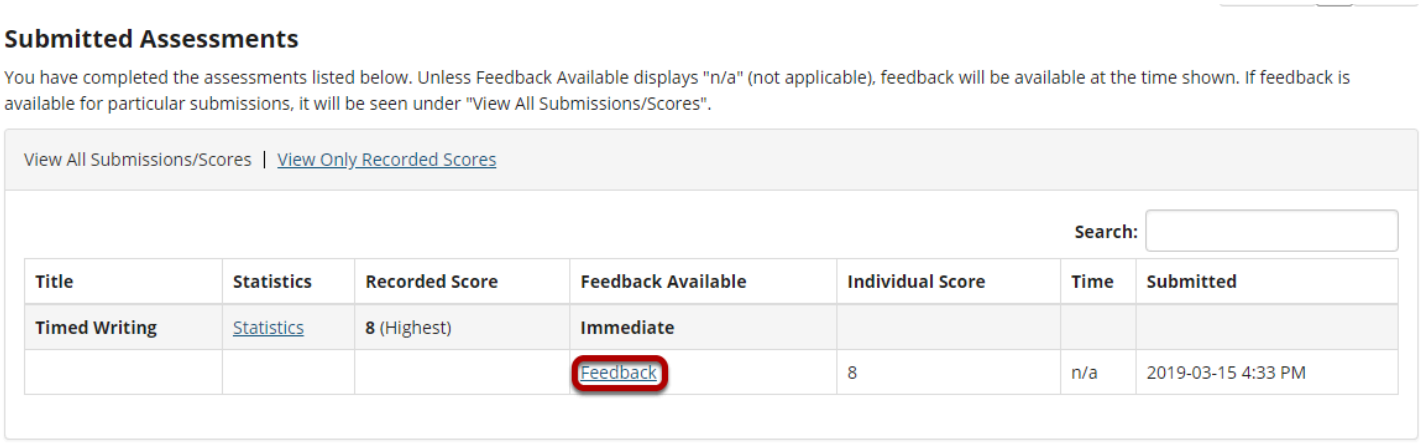
View the graded rubric.



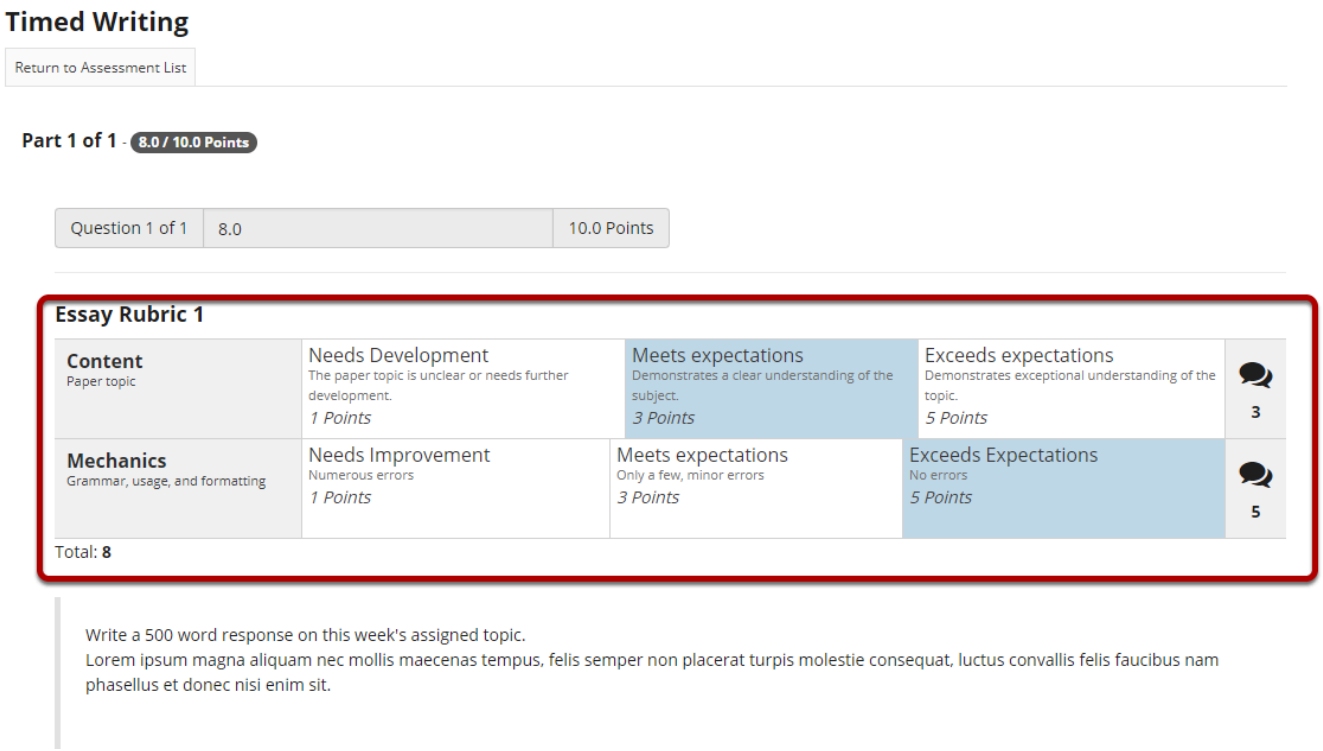
Go to the Test & Quizzes tool.



Select the Feedback link for the assessment.



View the graded rubric.



Assessments

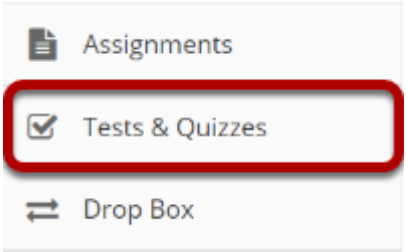
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

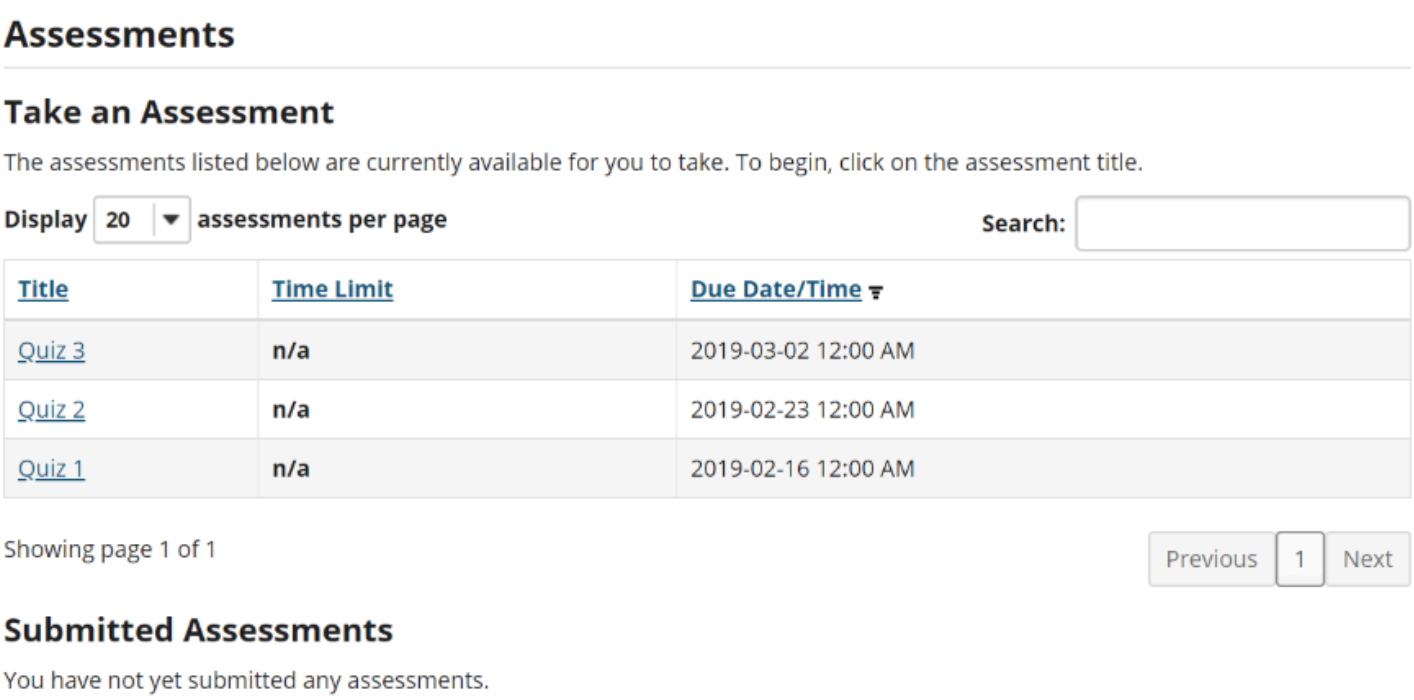
The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Draft Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Draft Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.

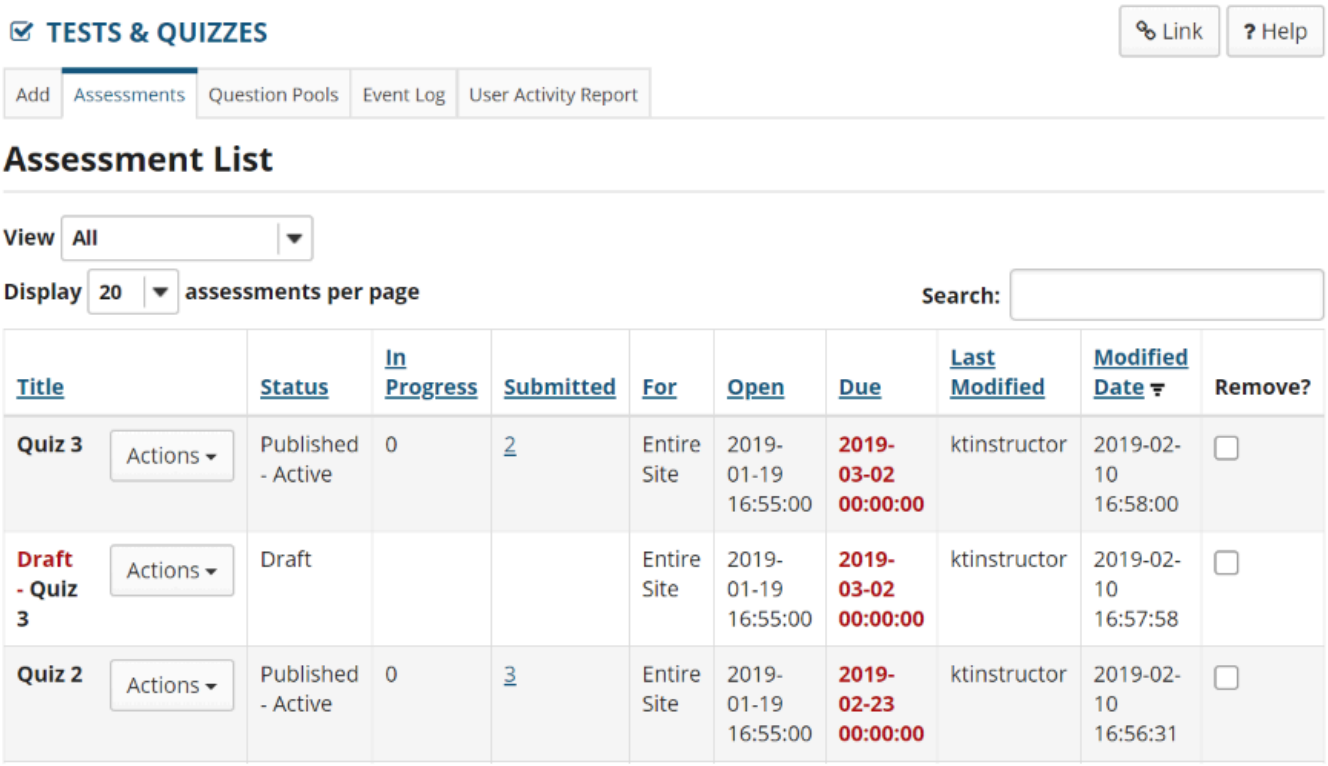


Tests & Quizzes tool landing page. (Student View)



Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)



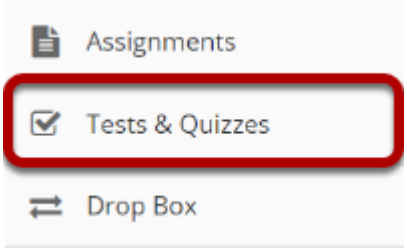
On entry, the Tests & Quizzes tool shows a list of existing assessments, Draft copies (under development) and Published copies (deployed to students).

How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

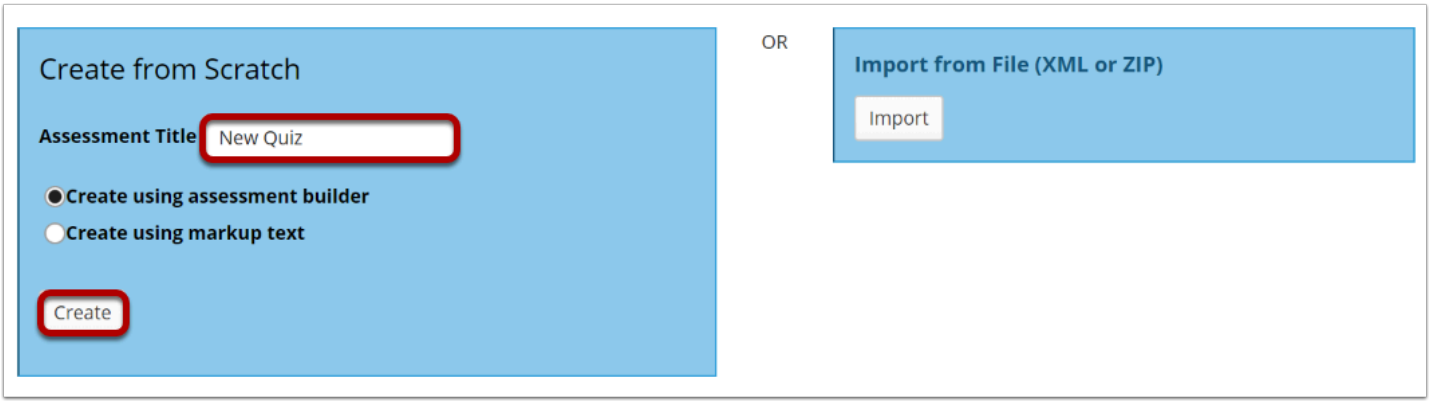
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Click Add.

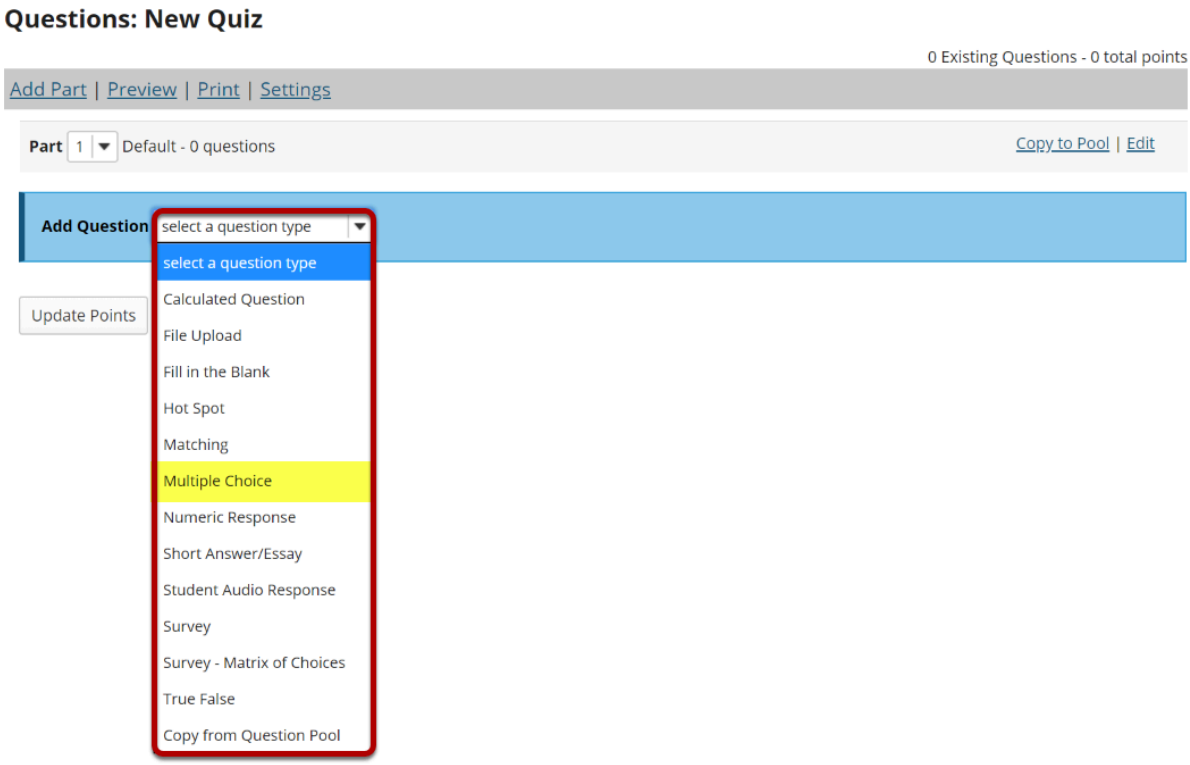
Create a new assessment.



Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see How do I create an assessment from markup text or cut and paste? and How do I import questions into a new assessment or question pool?

Note: You cannot have more than one assessment with the same title.

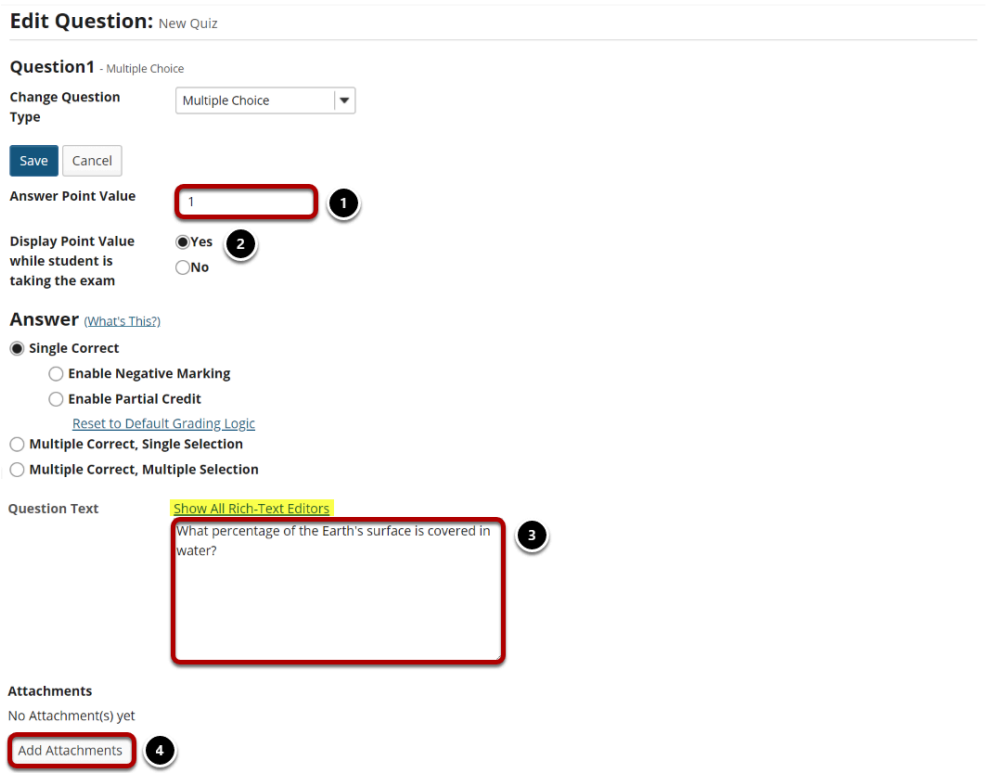
Add a question.



Select the type of question you would like to add from the **Add Question** drop-down menu.

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.



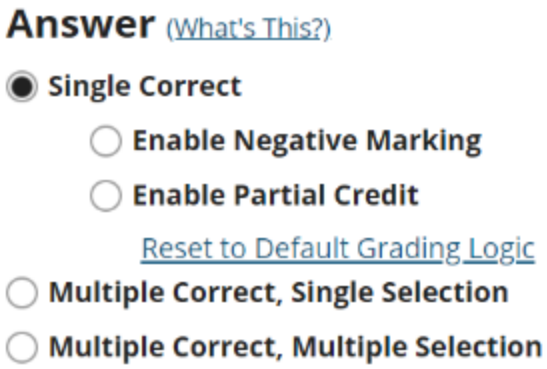
Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see How do I add a new question (with the assessment builder)? Other options regarding the answer and configuration are specific to the question type.

Note: The Rich Text Editor is available for use in composing your questions and answers. Click on the ***Show All Rich-Text Editors*** *link to display the editor.*

Choose number of correct responses (for multiple choice).

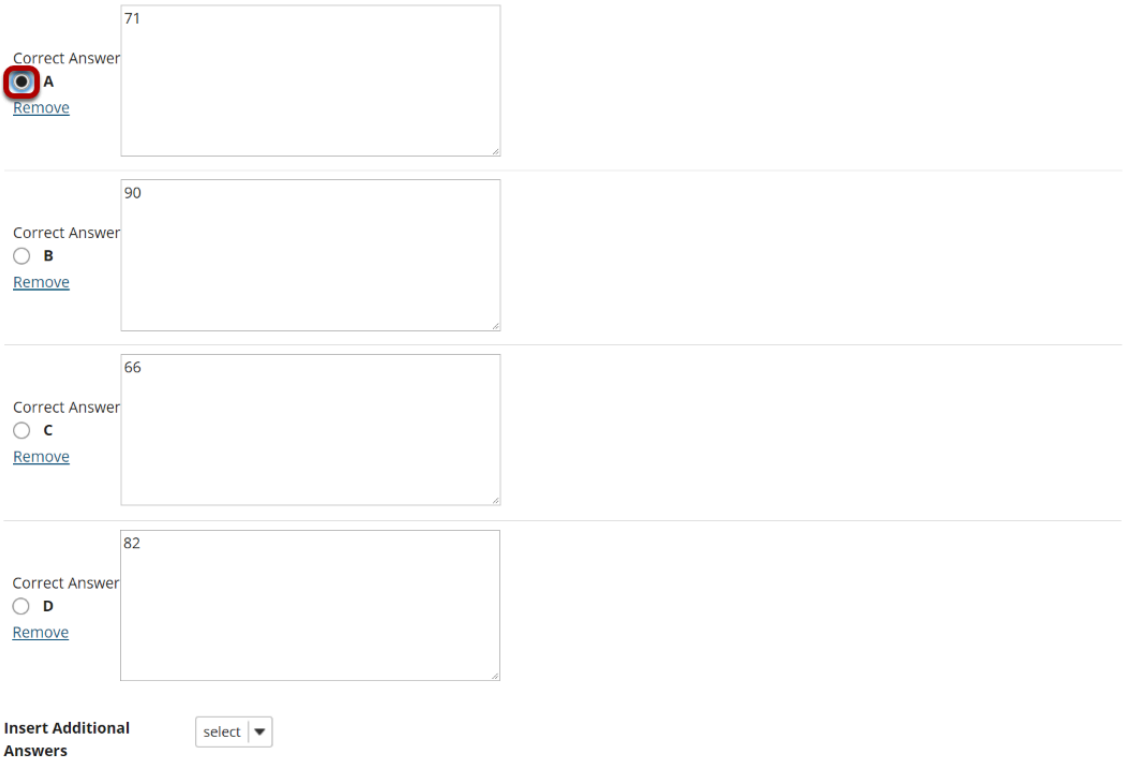


You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

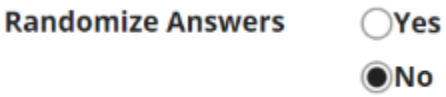


Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

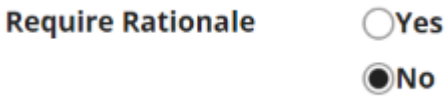
Choose whether or not to randomize answers (for multiple choice).



The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

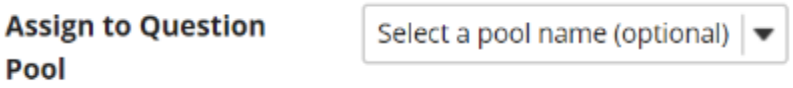


The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

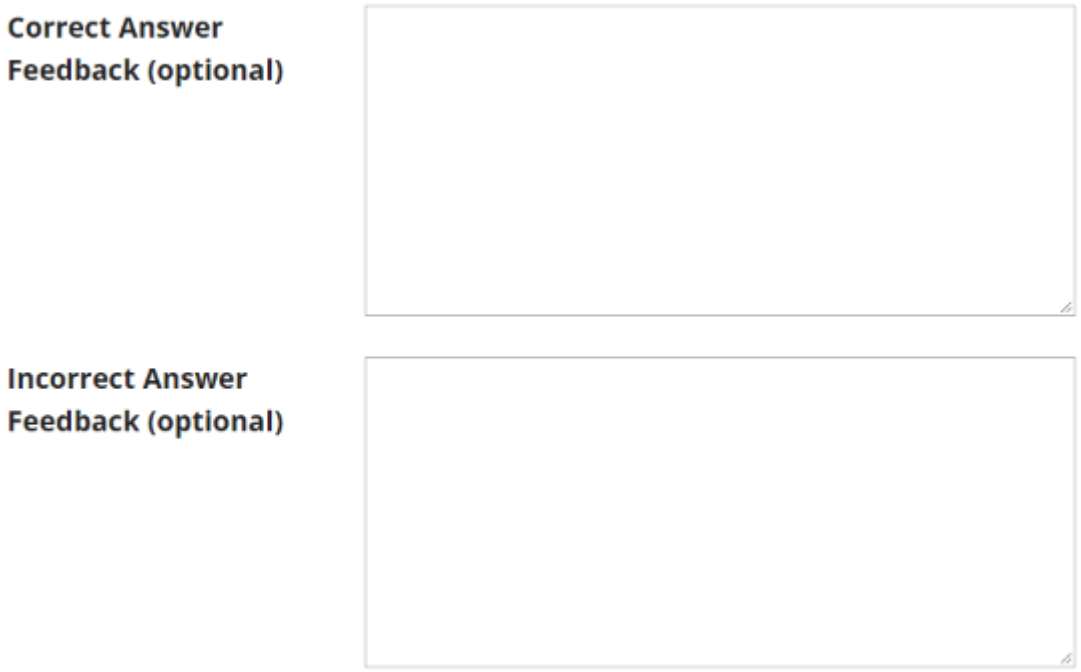
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

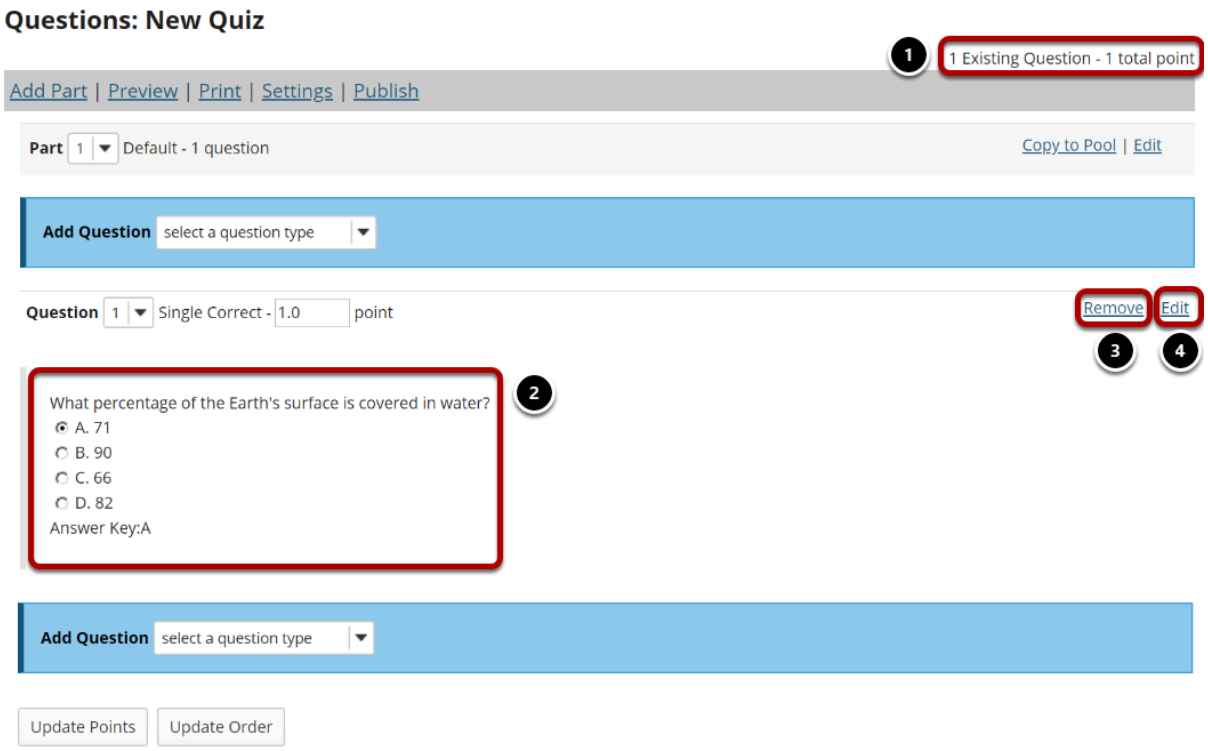


If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Continue adding questions.



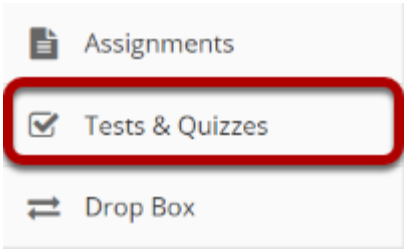
Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions on the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

How do I create a new assessment using markup text or cut and paste?

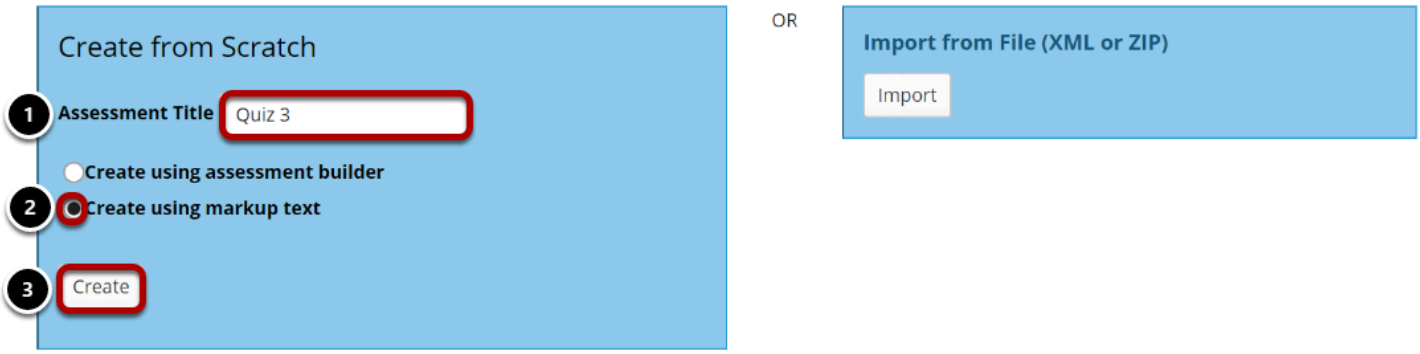
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

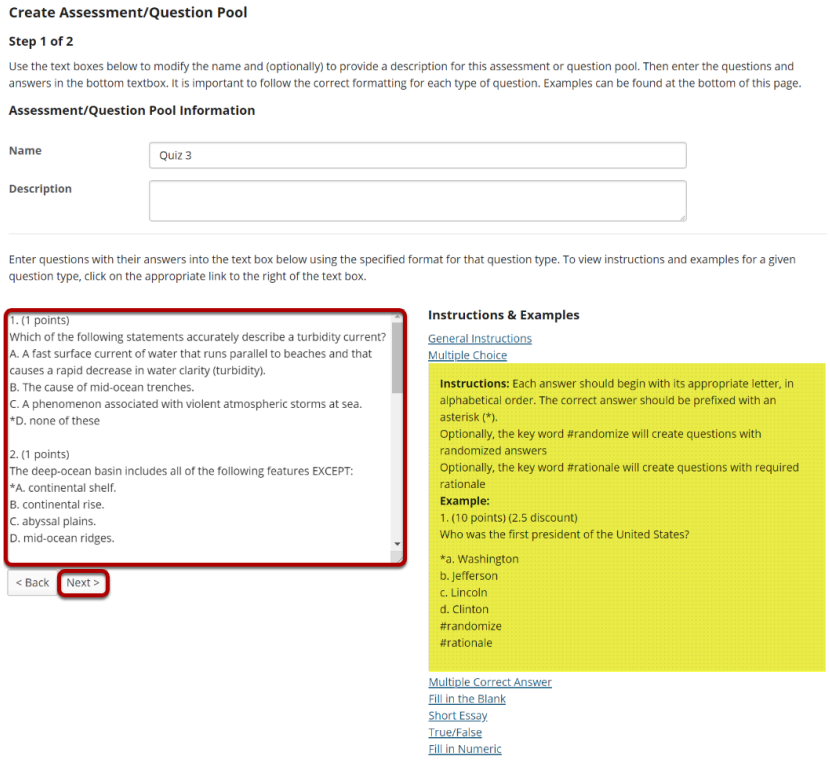
Click Add.

Create your assessment.



1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

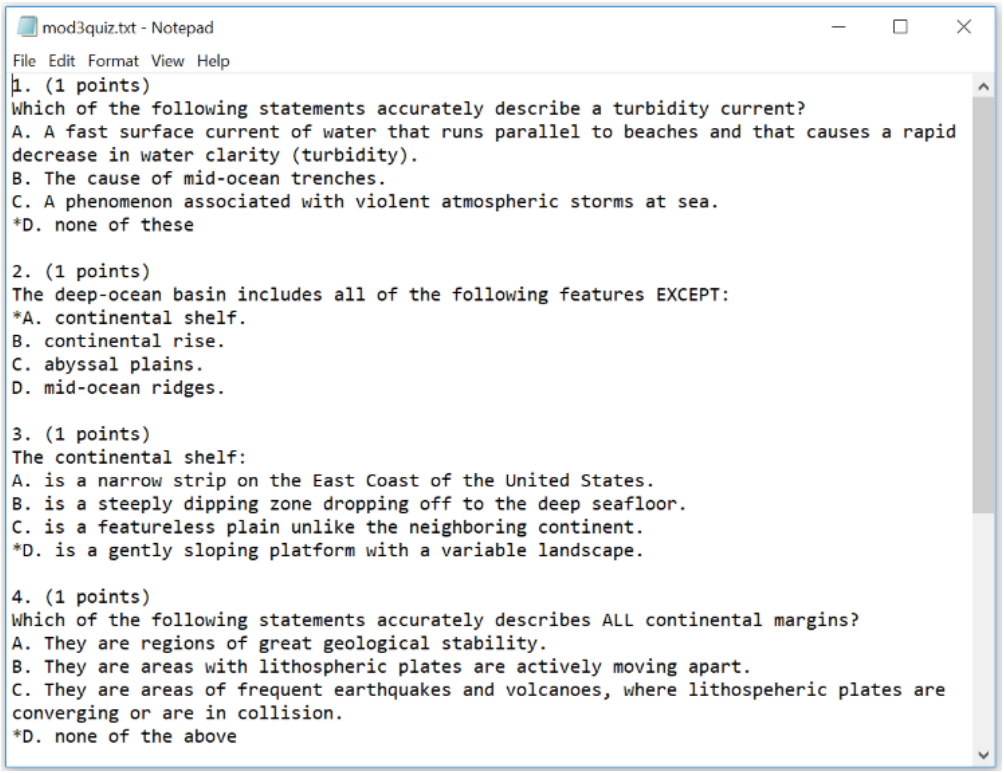
Paste your questions.



In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

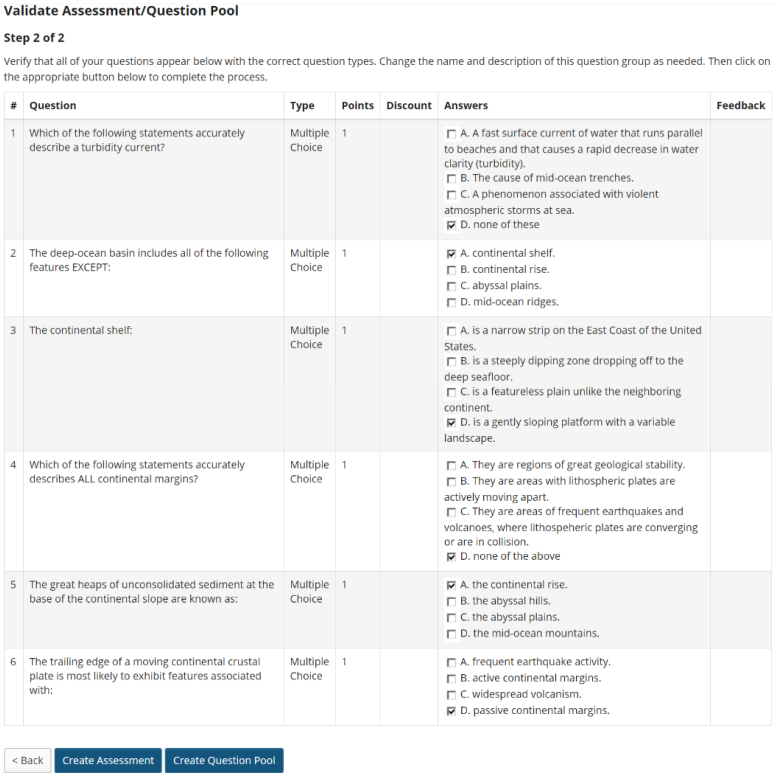
Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

Write your questions in advance.



Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.

Check your questions.



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	Discount	Answers	Feedback
1	Which of the following statements accurately describe a turbidity current?	Multiple Choice	1		☐ A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity). ☐ B. The cause of mid-ocean trenches. ☐ C. A phenomenon associated with violent atmospheric storms at sea. ☑ D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		☑ A. continental shelf. ☐ B. continental rise. ☐ C. abyssal plains. ☐ D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		☐ A. is a narrow strip on the East Coast of the United States. ☐ B. is a steeply dipping zone dropping off to the deep seafloor. ☐ C. is a featureless plain unlike the neighboring continent. ☑ D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		☐ A. They are regions of great geological stability. ☐ B. They are areas with lithospheric plates are actively moving apart. ☐ C. They are areas of frequent earthquakes and volcanoes, where lithospeheric plates are converging or are in collision. ☑ D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		☑ A. the continental rise. ☐ B. the abyssal hills. ☐ C. the abyssal plains. ☐ D. the mid-ocean mountains.	
6	The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:	Multiple Choice	1		☐ A. frequent earthquake activity. ☐ B. active continental margins. ☐ C. widespread volcanism. ☑ D. passive continental margins.	

< Back | Create Assessment | Create Question Pool

Check that your questions meet your expectations.

Click Create Assessment.

If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in How do I create an Assessment (i.e. Test or Quiz)?, starting from "Add a question."

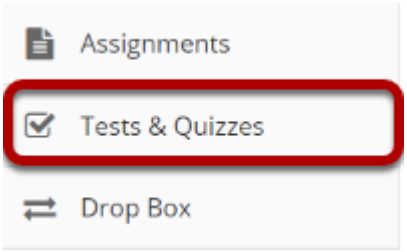
Tip: Remember that you still need to publish your assessment before students can view and submit it.

How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

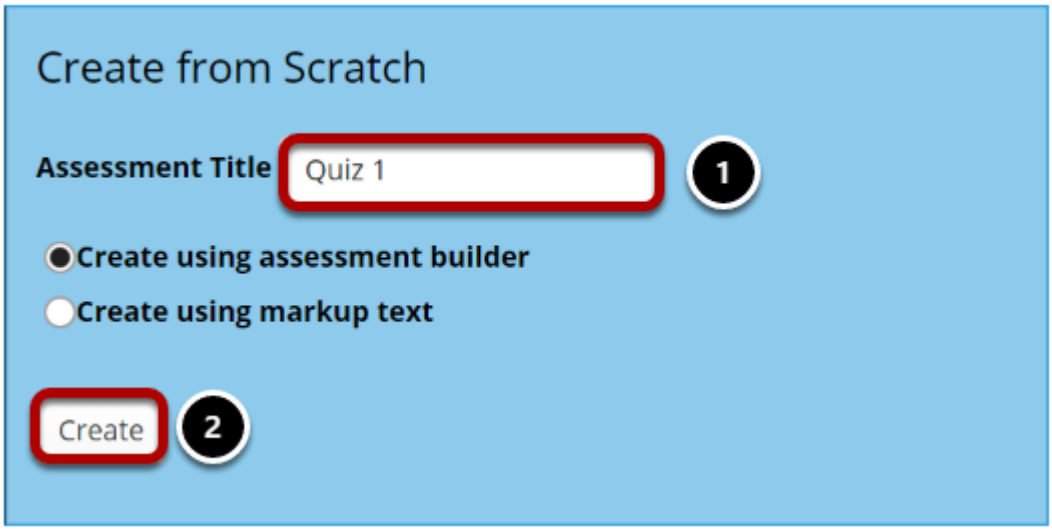
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

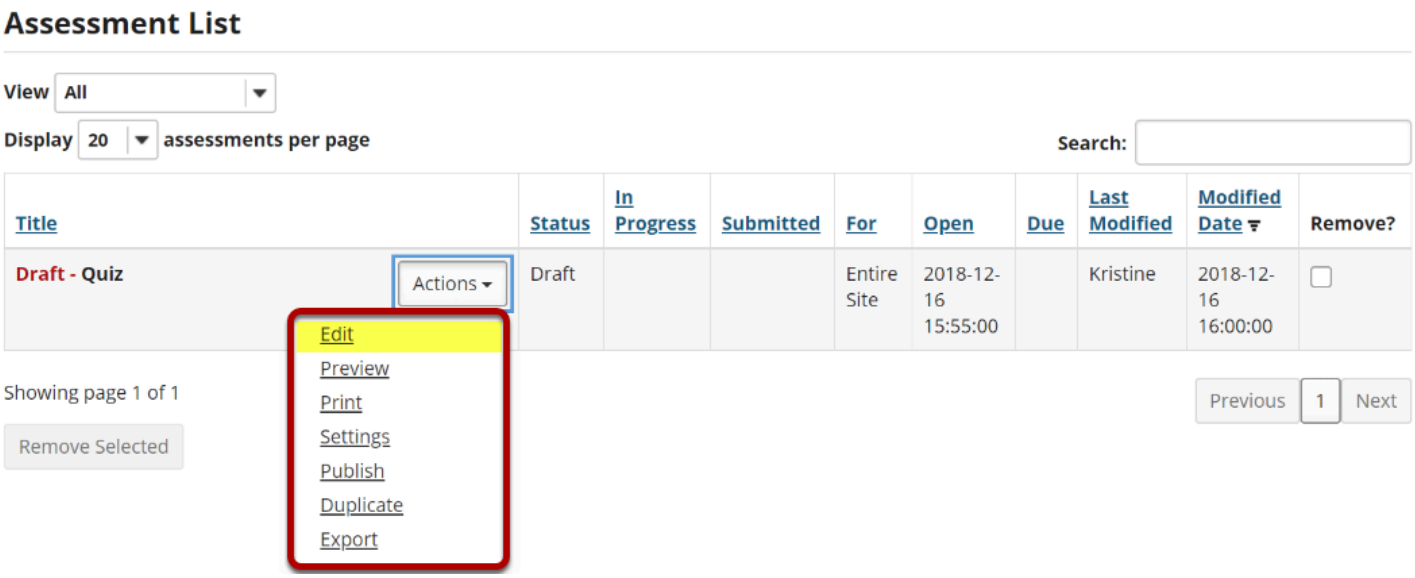
Create a New Assessment.

Click Add.

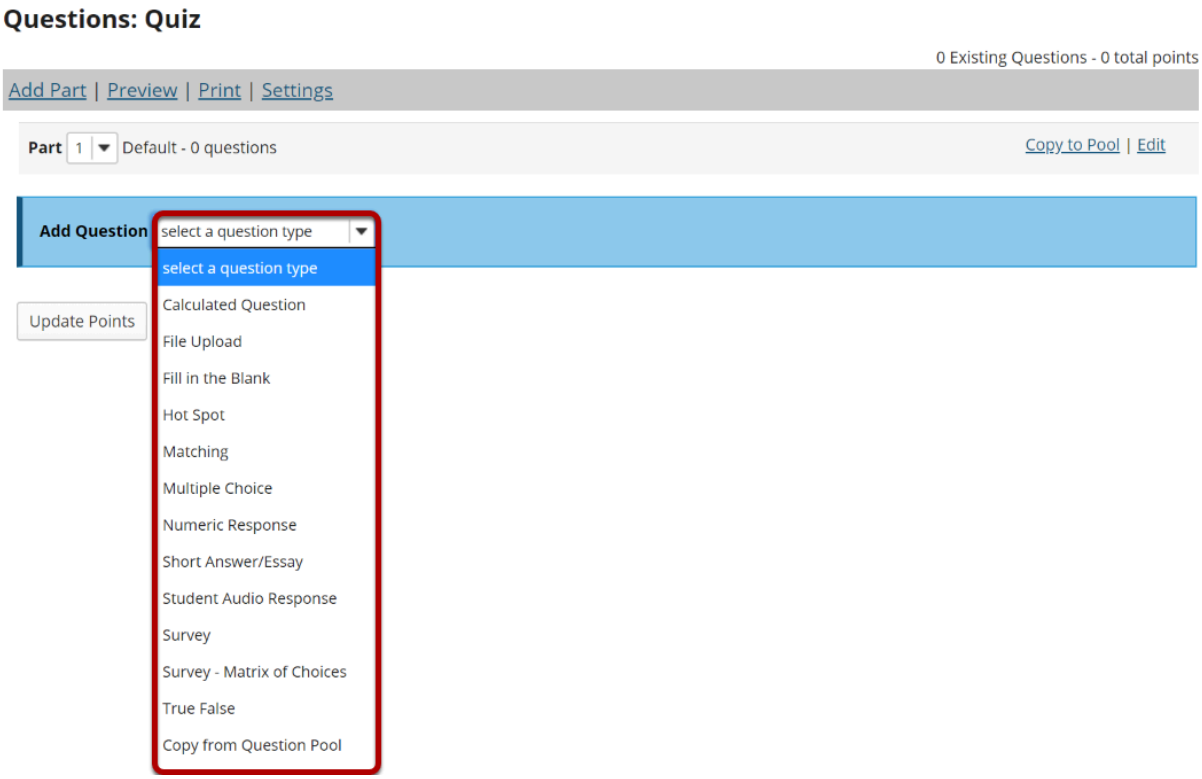


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Insert a question of the desired question type.



Select the type of question you would like to add from the **Add Question** drop-down menu.

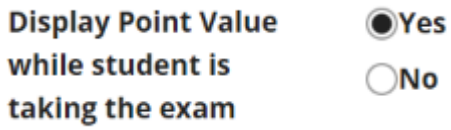
Note: For more information about a specific question type, please refer to the individual help article for adding that type of question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

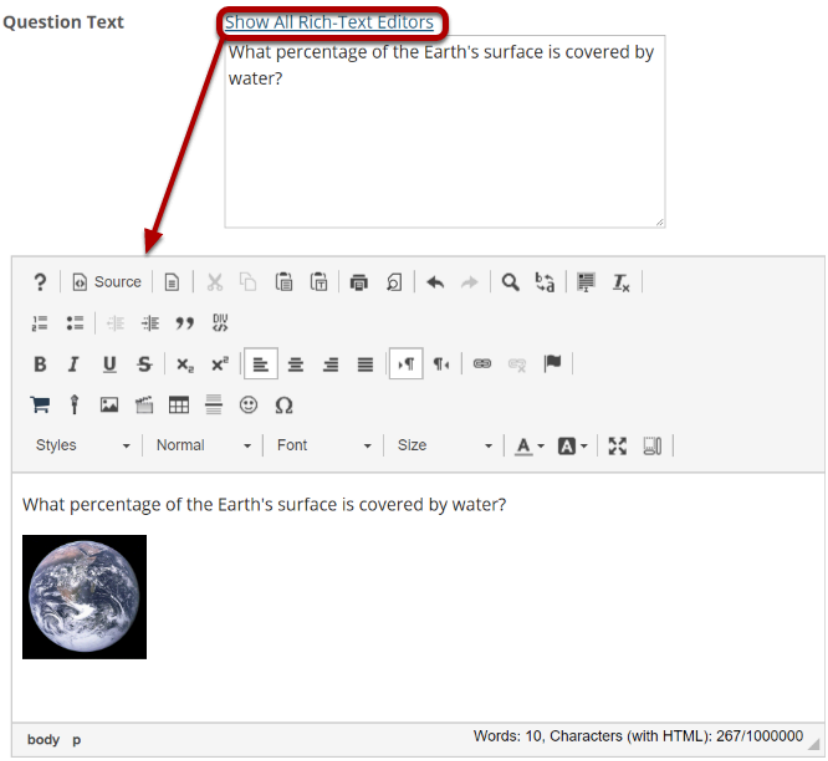
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Enter the question text.



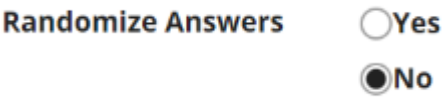
Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

Note: This section will vary depending on the type of question you are adding.

Add attachments.

If you would like to attach a file to the question, you may click on the **Add Attachments** button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

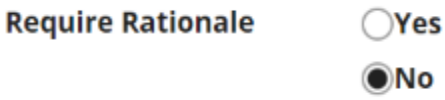
Choose whether or not to randomize answers (for multiple choice).



The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

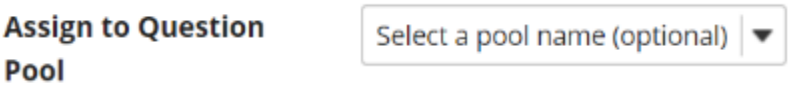


The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

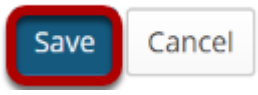


If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

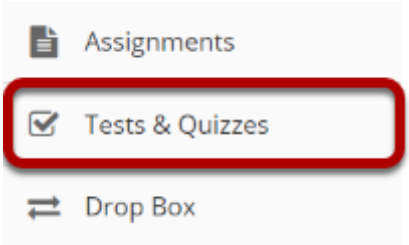


Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

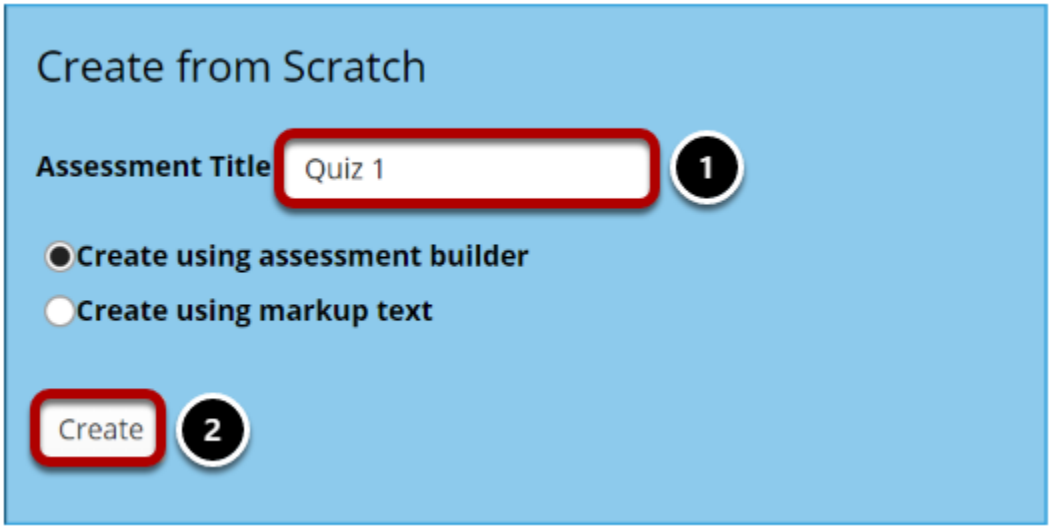
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

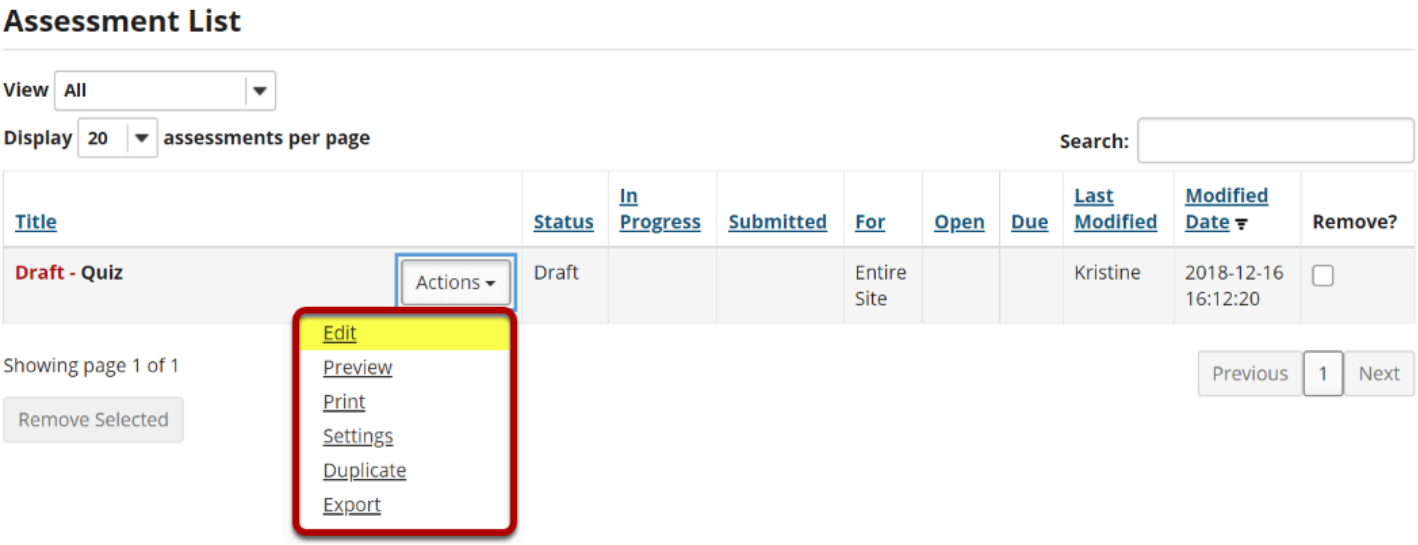
Create a New Assessment.

Click Add.

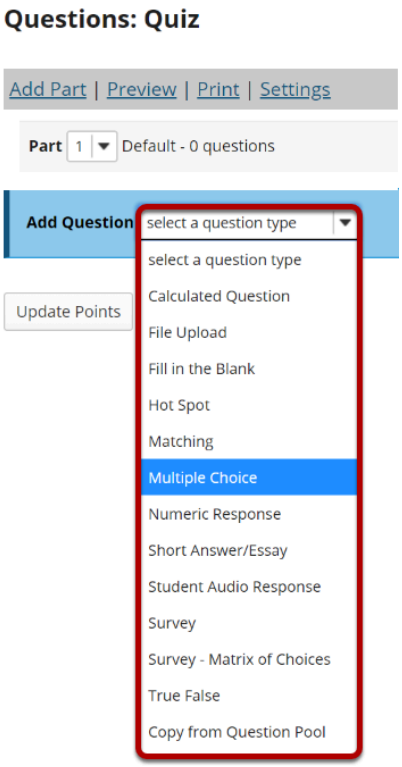


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



From the Add Question drop-down menu, select Multiple Choice.

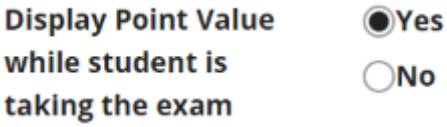


Enter a point value.

Enter the point value for this question. Questions may be worth any point value you choose.

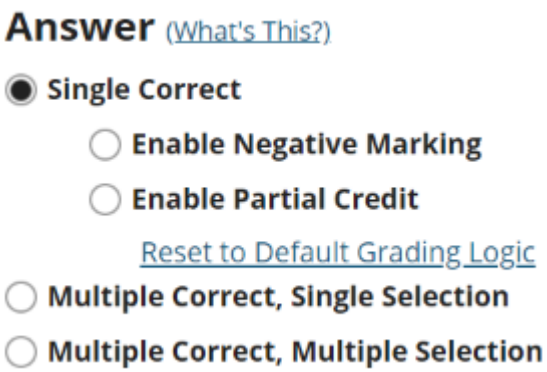
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

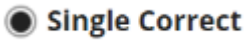


Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Choose the answer configuration.

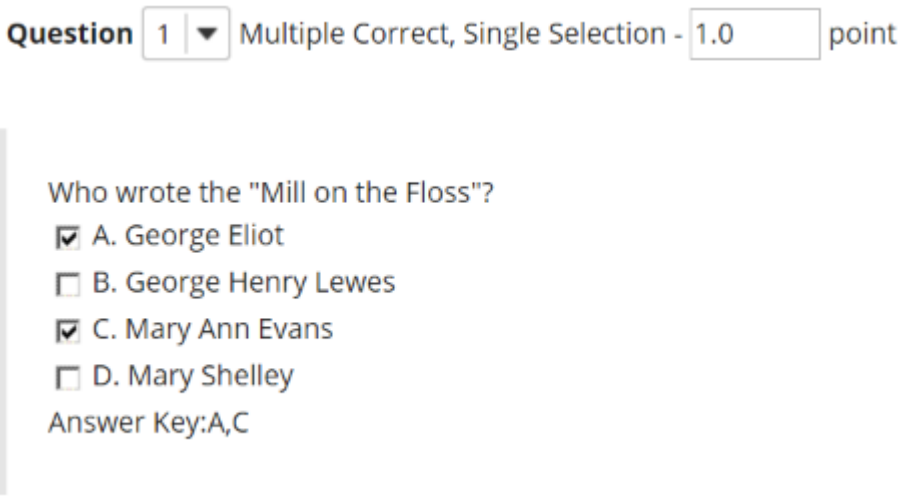


Single correct.



A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

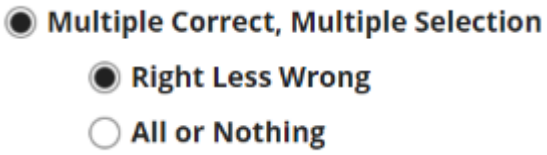
Multiple Correct, Single Selection



A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

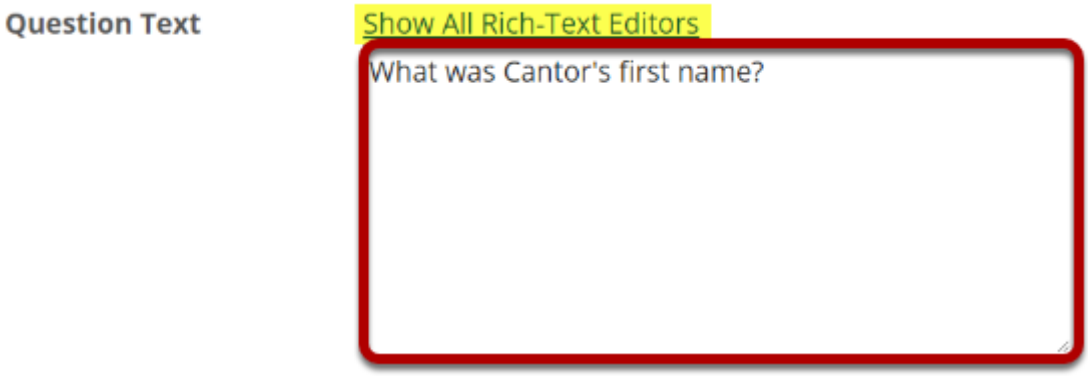
Multiple Correct, Multiple Selection



A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

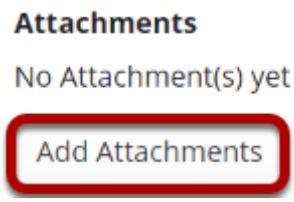
Add Question Text.



Type the question into the text box provided.

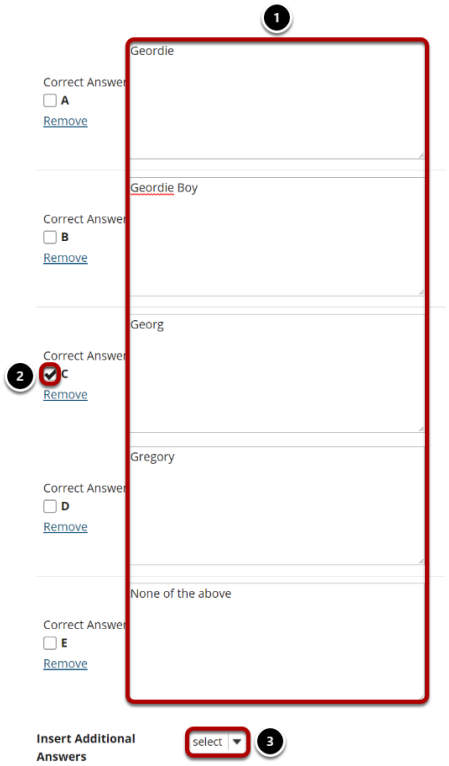
Note: You may also use the Rich Text Editor by clicking on the ***Show All Rich-Text Editors*** *link.*

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

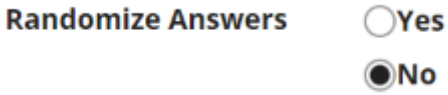
Enter the question answers.



1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

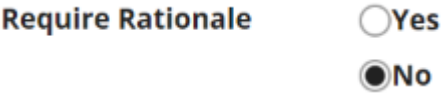
Choose whether or not to randomize answers (for multiple choice).



The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

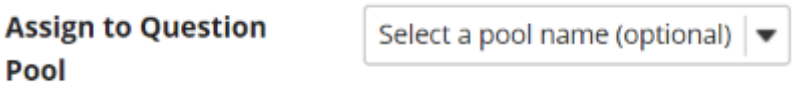


The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

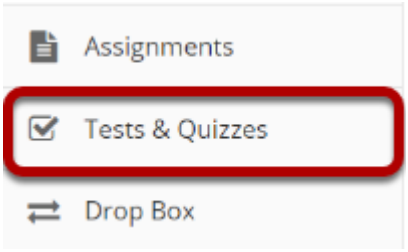
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

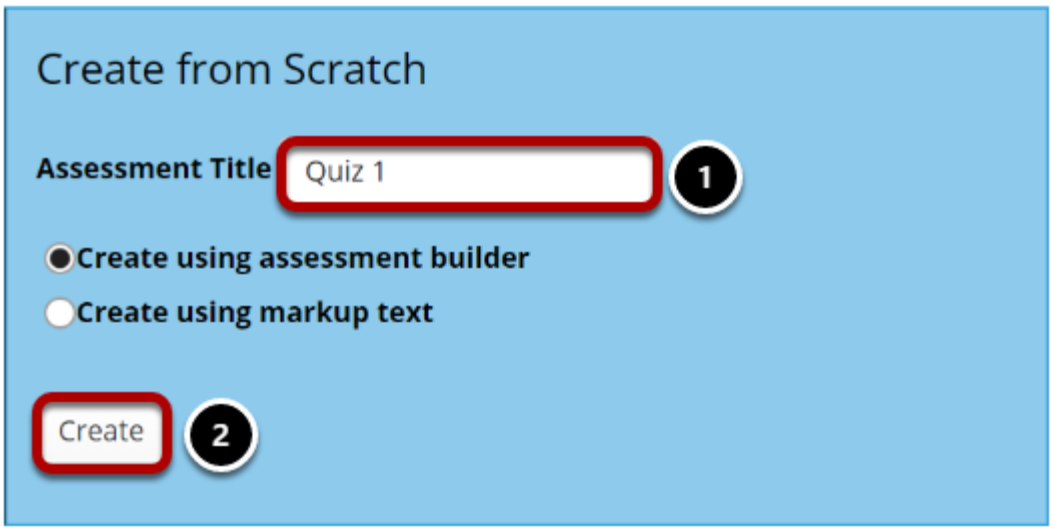
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

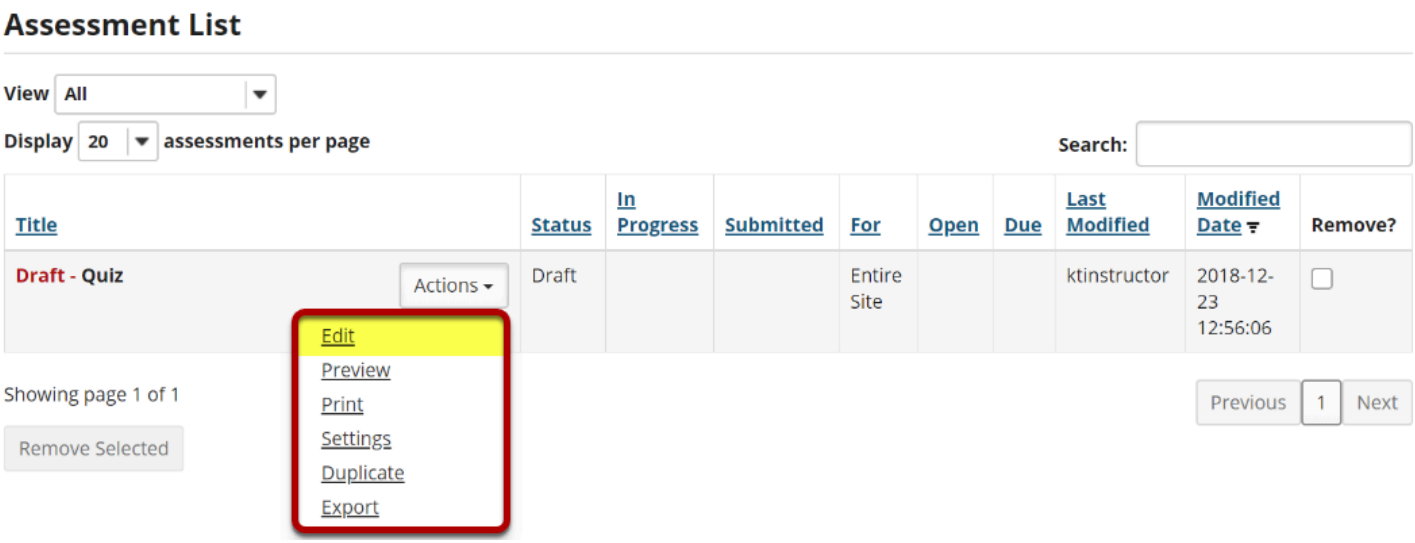
Create a New Assessment.

Click Add.

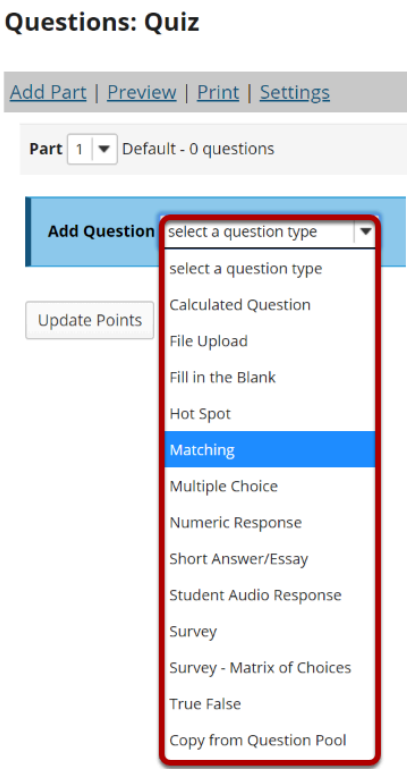


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Matching from drop-down menu.



After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

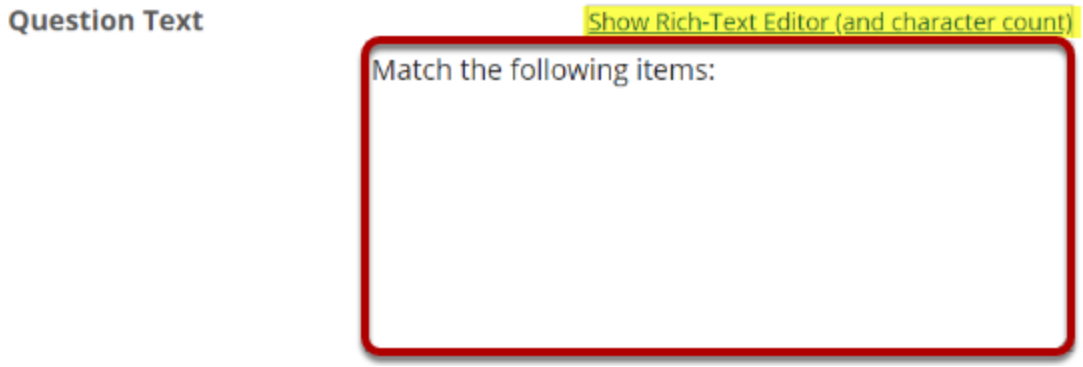
Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

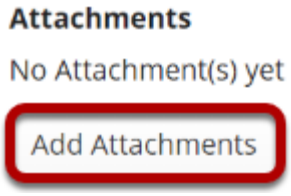
Add Question Text.



Type the **Question Text** into the text box provided.

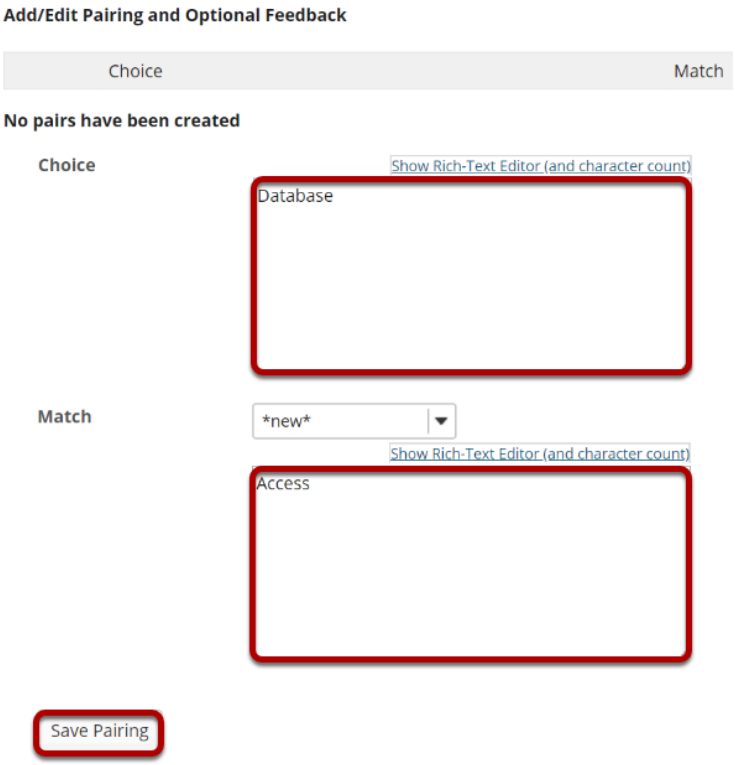
Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Add text for Choices and Matches.



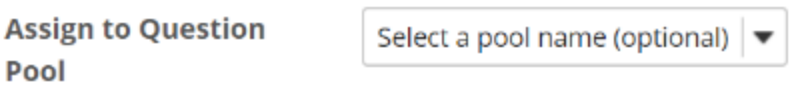
Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *None of the Above*, or select from existing matches.*

Assign to part. (Optional)

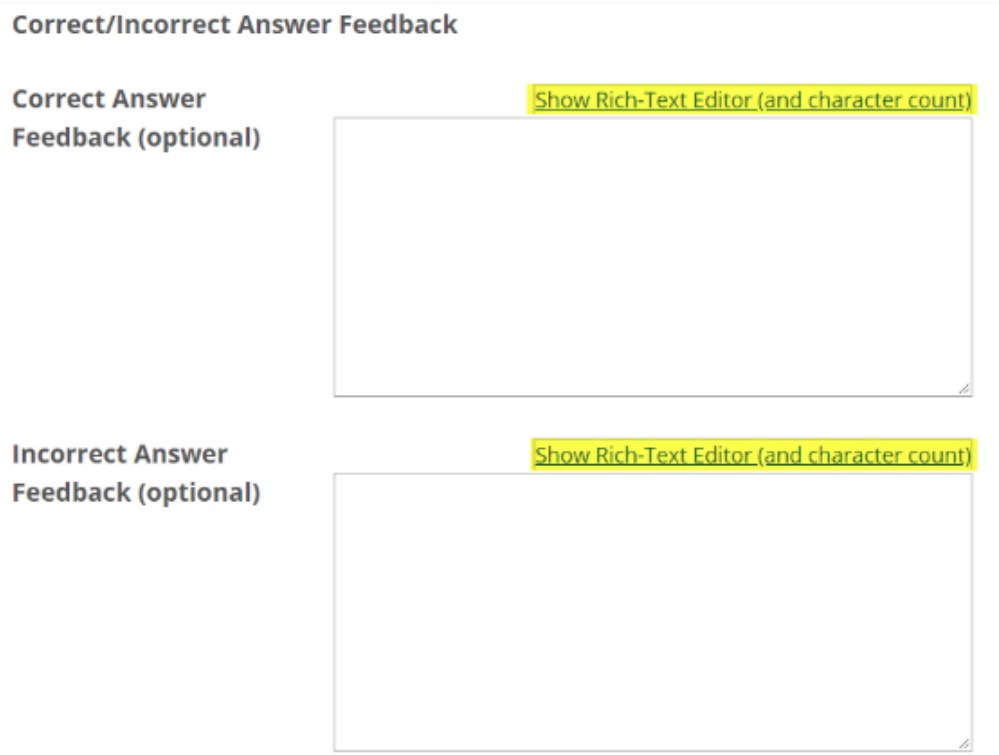
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

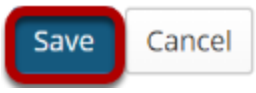
Add answer feedback. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

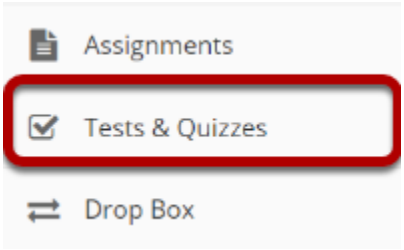


Click **Save** to save the question (or **Cancel** to exit).

How do I create a true/false question?

This allows for a true/false question to added to a new or existing assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

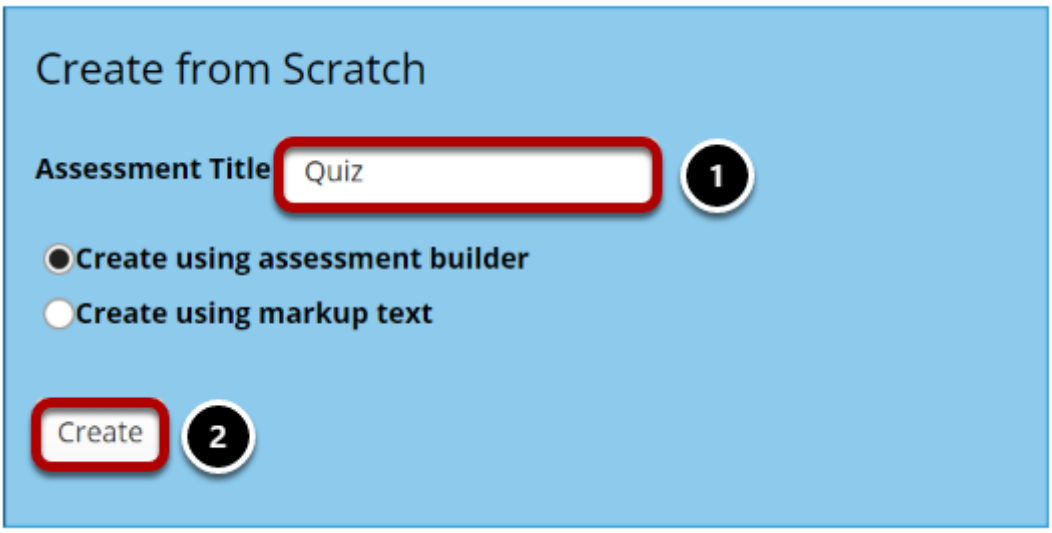
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

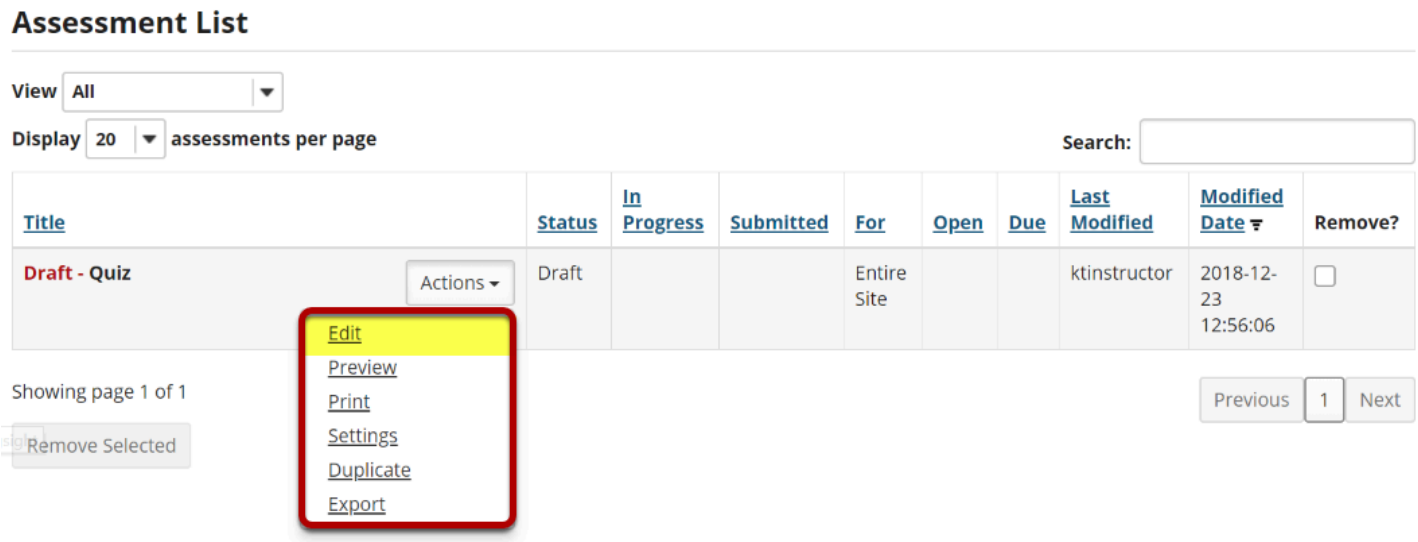
Create a New Assessment.

Click Add.

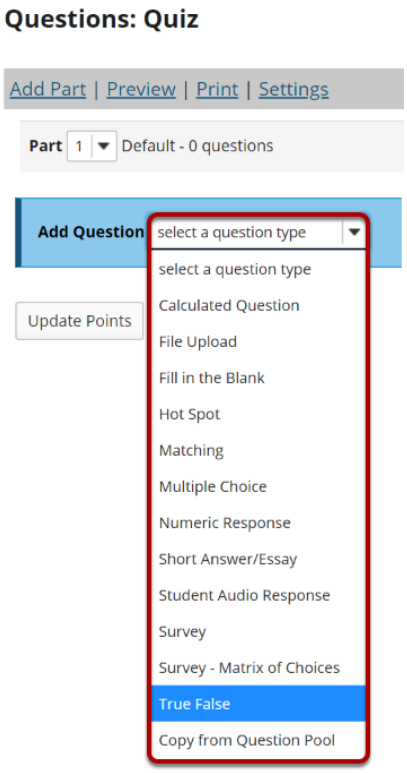


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select True False from drop-down menu.



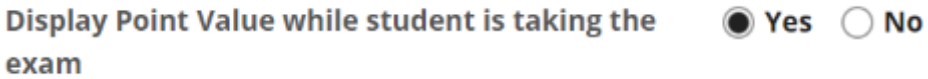
After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

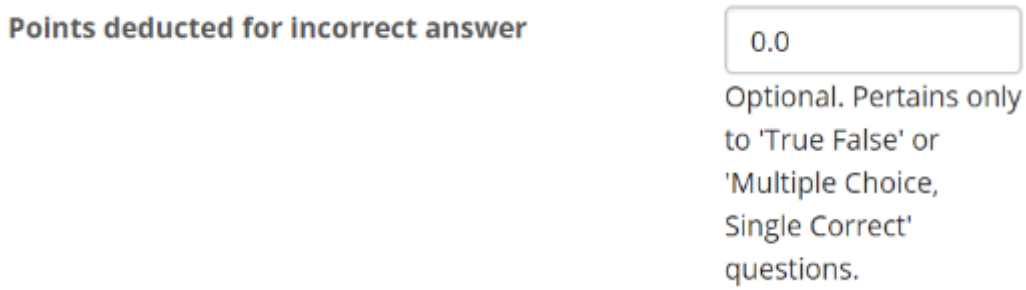
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



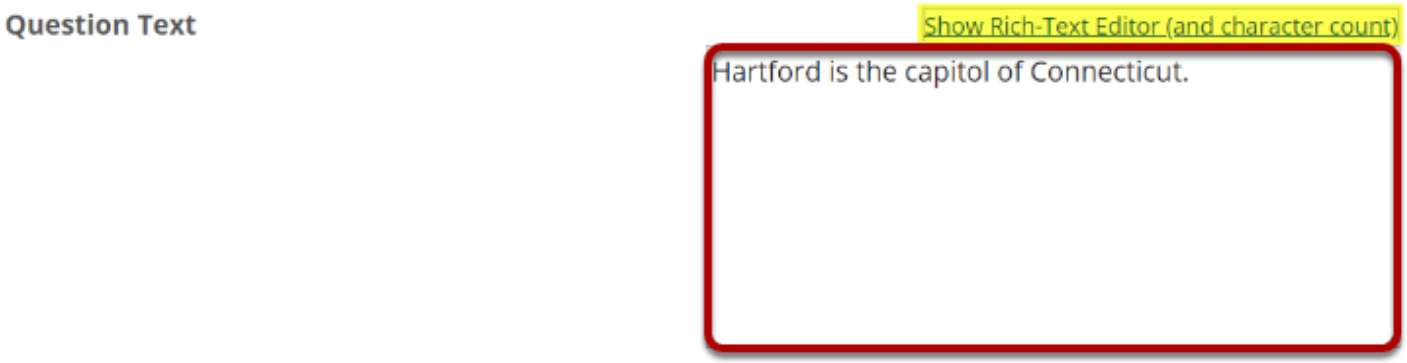
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Points deducted for incorrect answer. (Optional)



Note: With true false questions, there is an option to deduct points for incorrect answers.

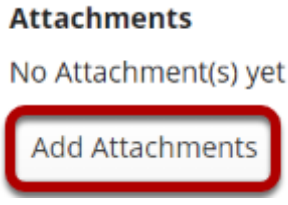
Add question text.



Type the question text into the text box provided.

Note: If you prefer to enter the question text using Rich-Text Editor, you may click the hyperlink ***Show/Hide Rich Text Editor*** *link and the editor will open.*

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

Select the correct answer.

Indicate either **True** or **False** as the correct response for this question.

Require rationale.

This option determines whether or not students are required to state *why* the statement is true or false when they submit a response.

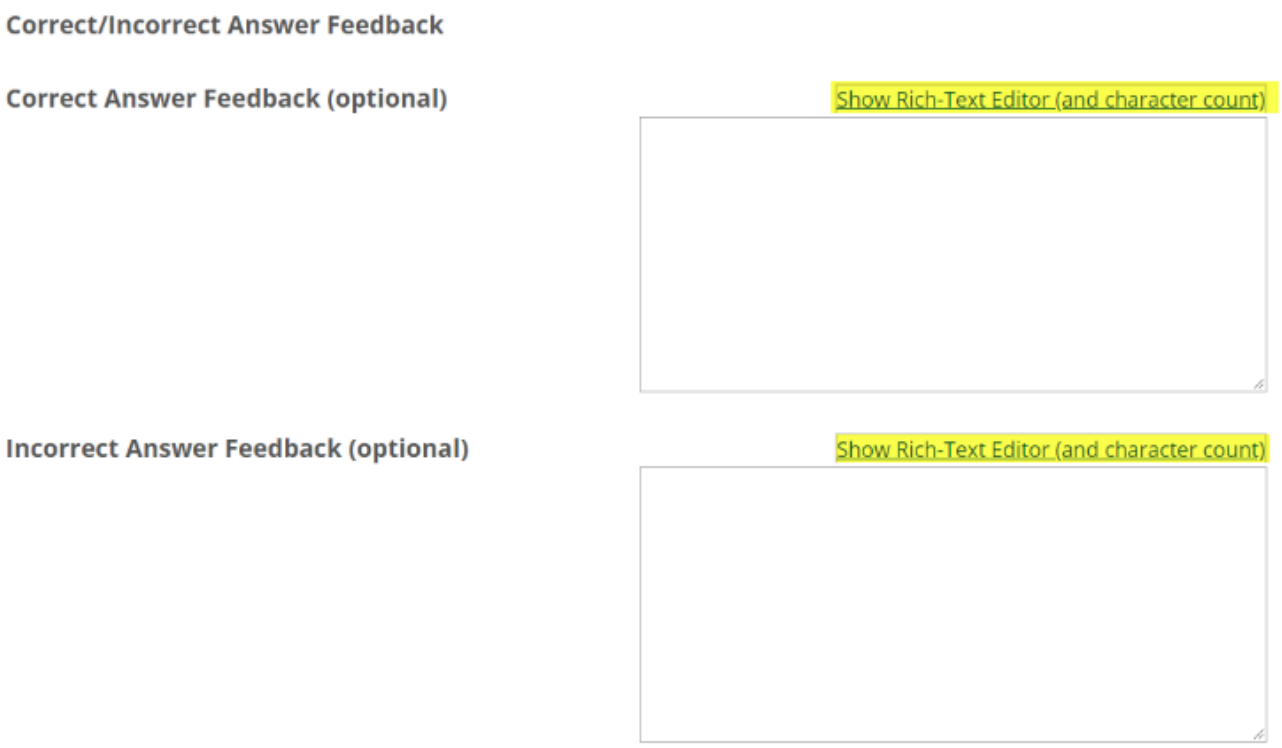
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

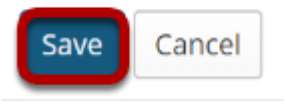
Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

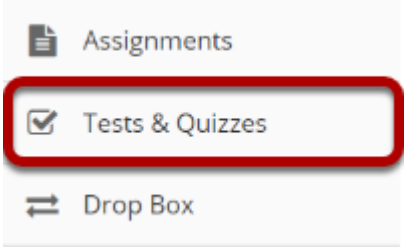


Click **Save** to save the question (or **Cancel** to exit).

How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu.

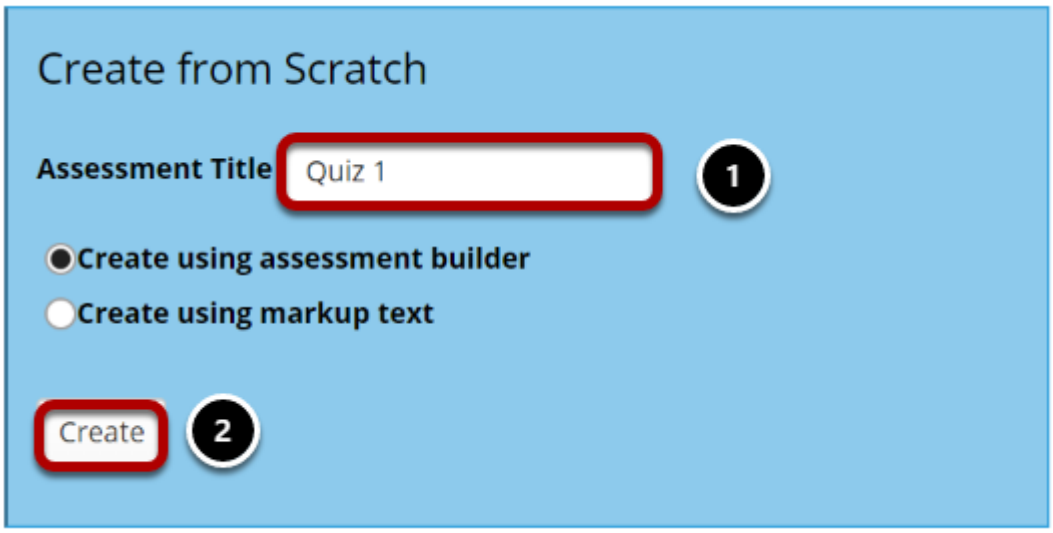
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

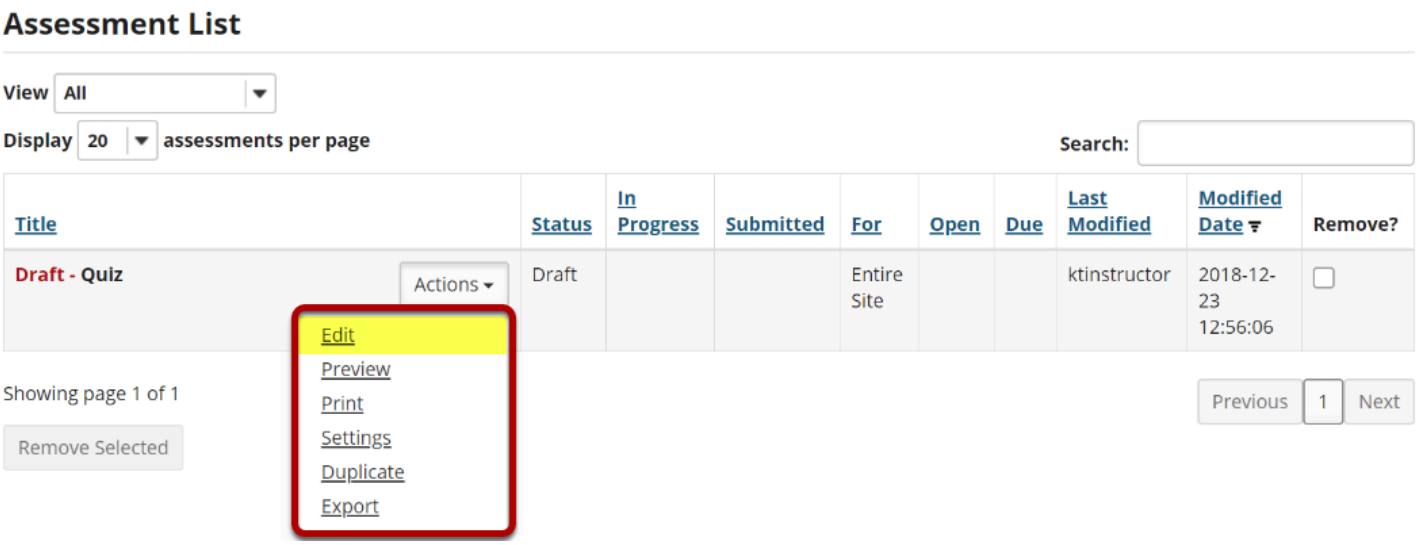
Create a New Assessment.

Click Add.

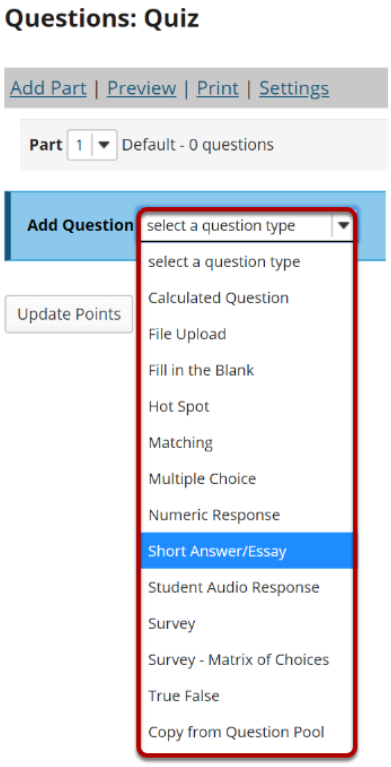


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Short Answer/Essay from drop-down menu.



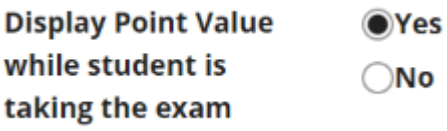
After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

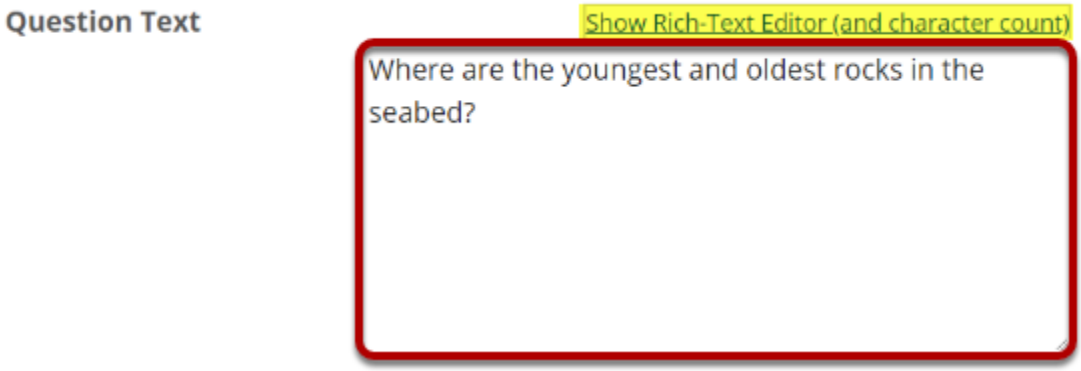
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

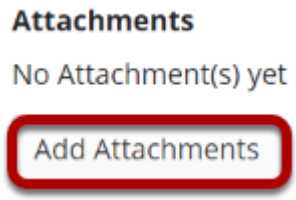
Add Question Text.



Type the **Question Text** into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

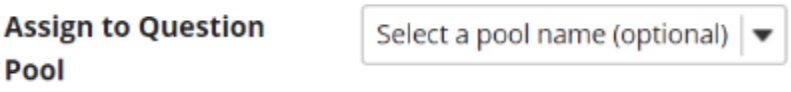


Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

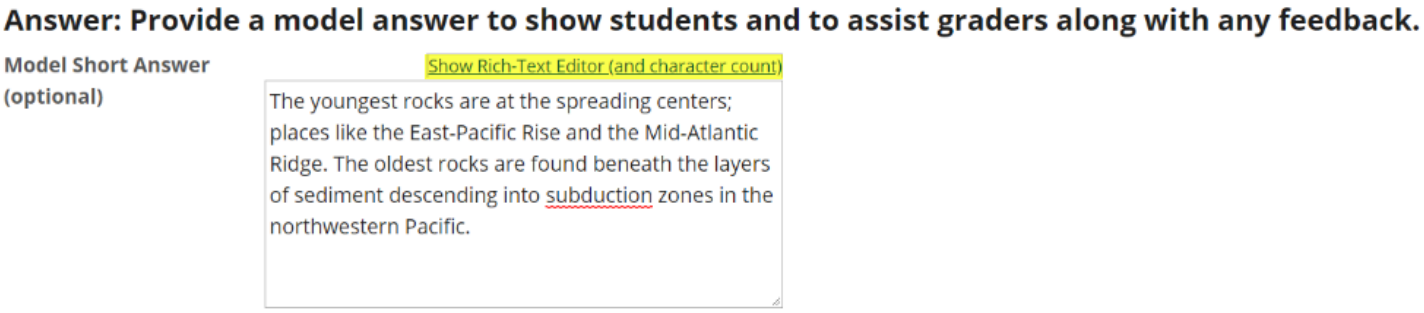
If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

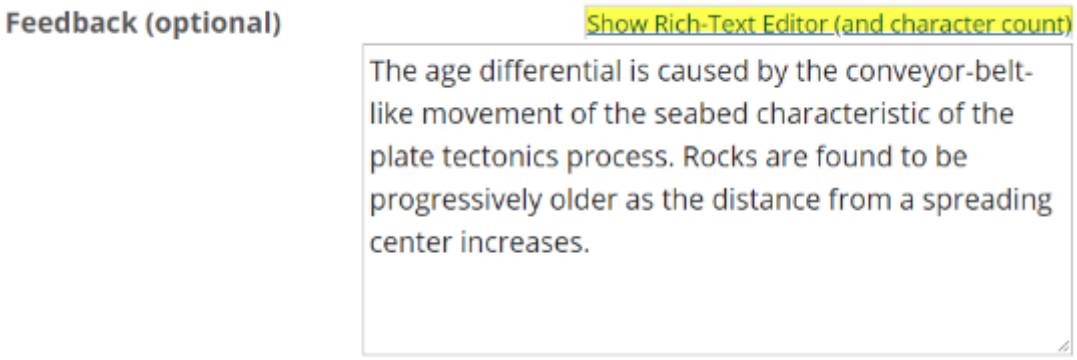
Provide model answer. (Optional)



Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Provide Feedback. (Optional)



Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

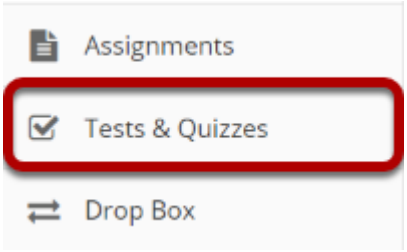
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

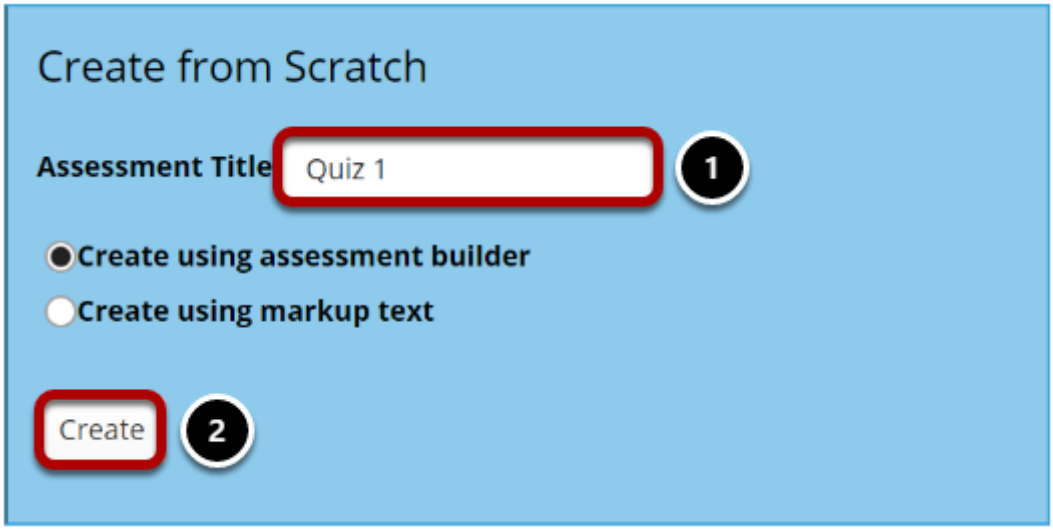
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

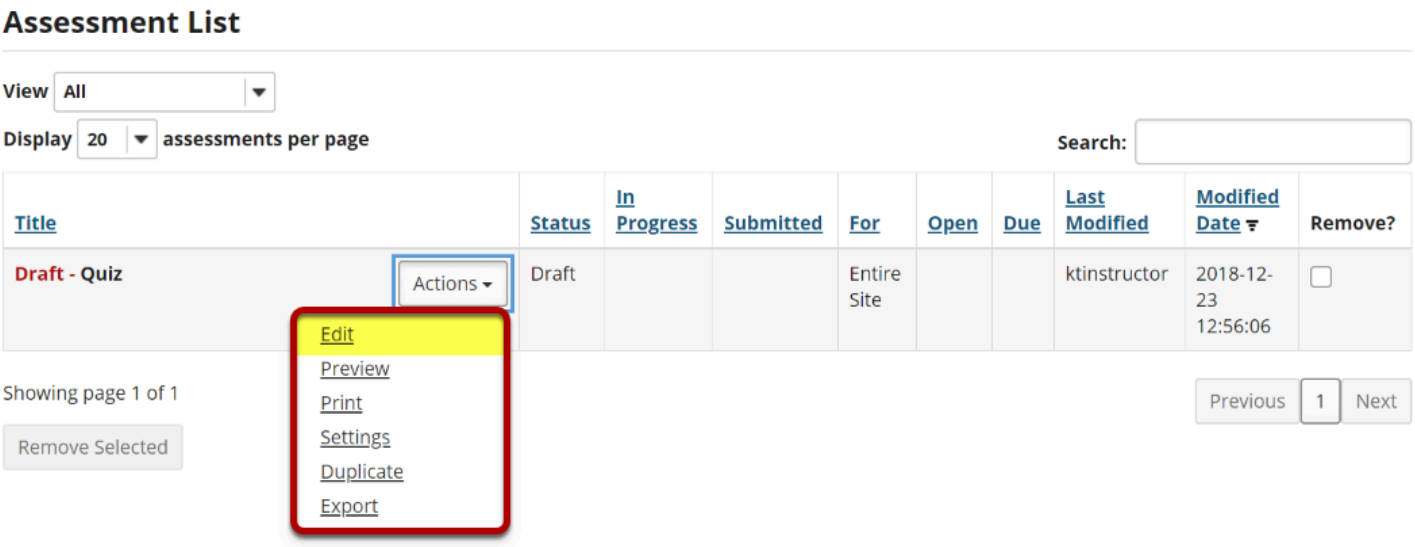
Create a New Assessment.

Click Add.

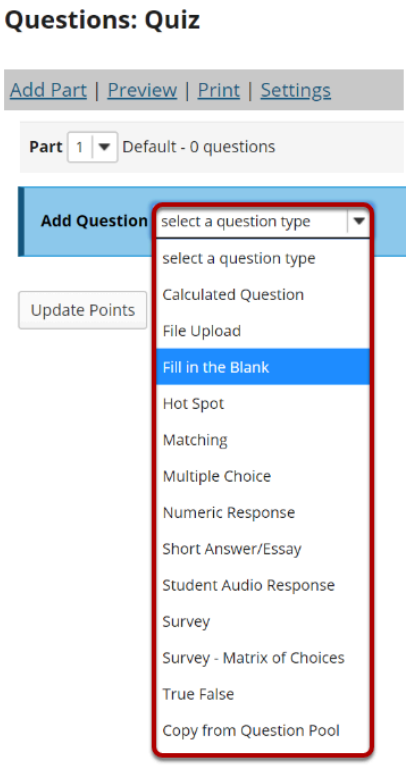


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Fill in the Blank from drop-down menu.



After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

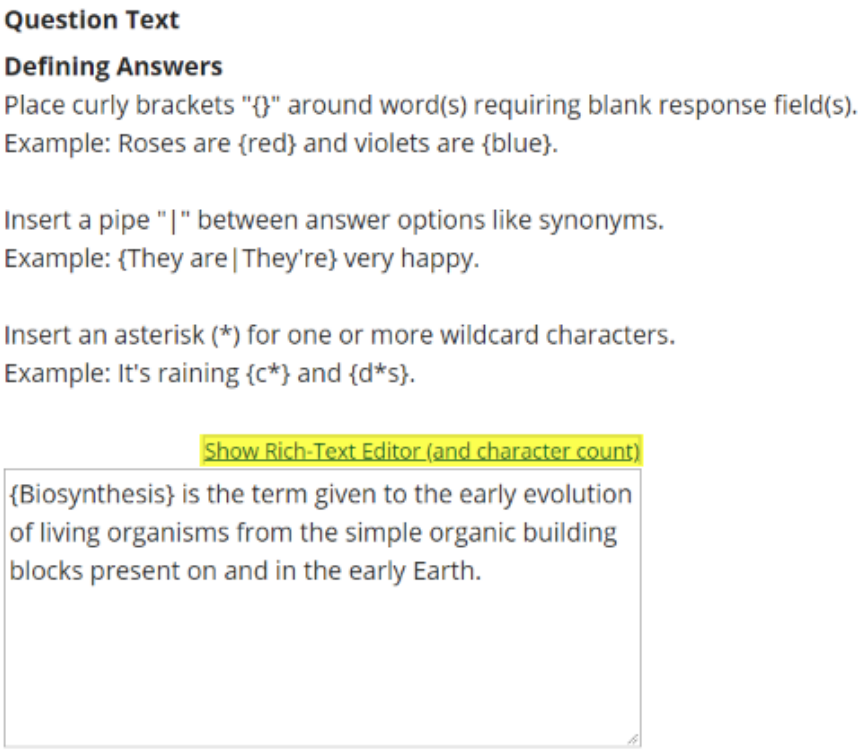
Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

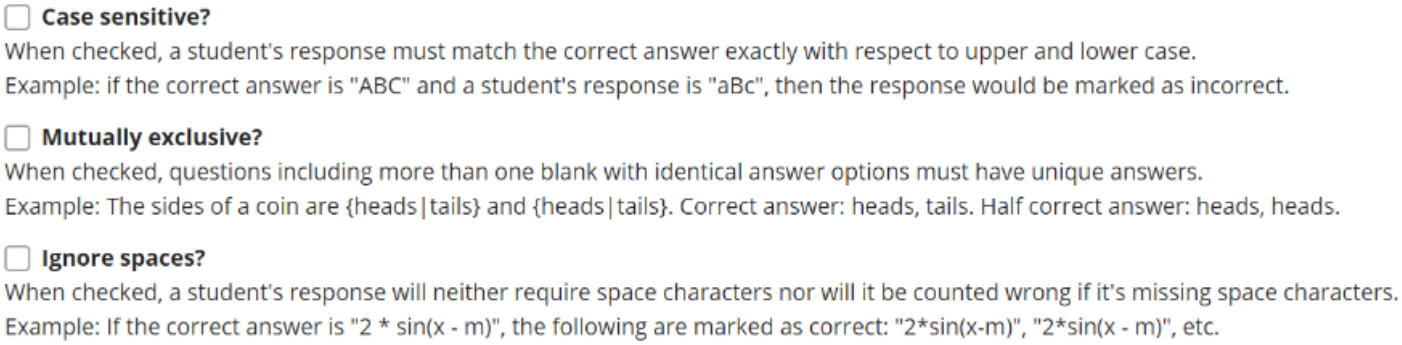
Add Question Text.



Type the **Question Text** into the text box provided.

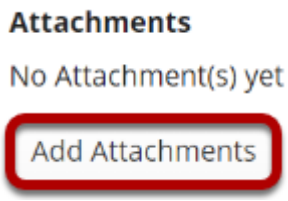
Note: If preferred, click the hyperlink to open the Rich-Text Editor.

Select Case Sensitive, Mutually Exclusive, Ignore Spaces options.



Check boxes if the correct answer is case sensitive, the question has more than one acceptable answer, and/or to ignore any spaces in the answer.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

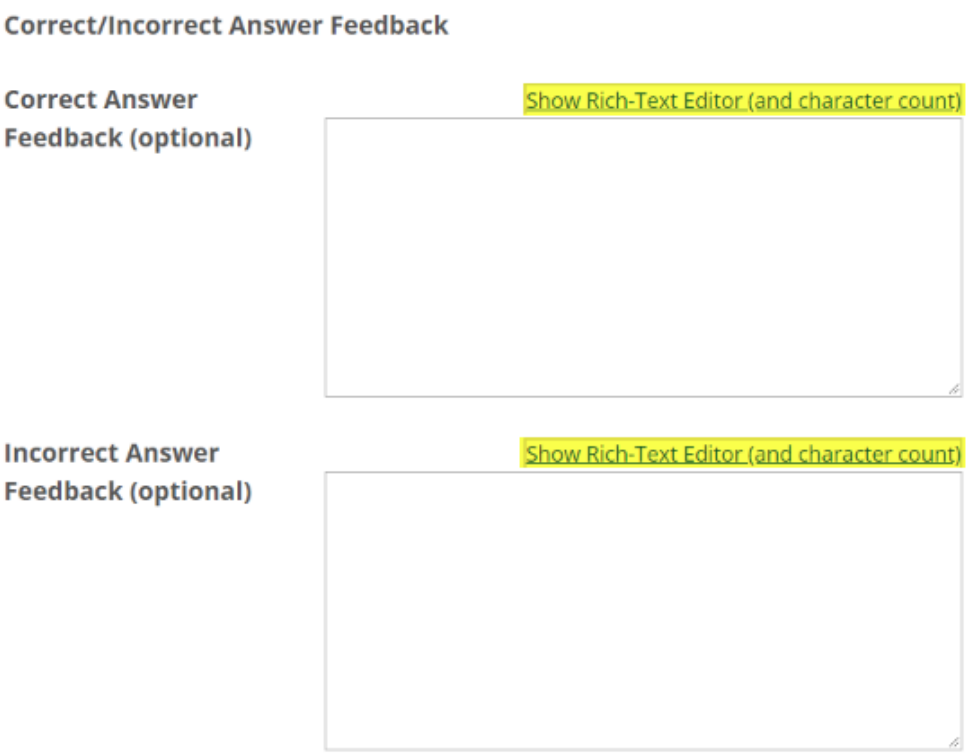
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

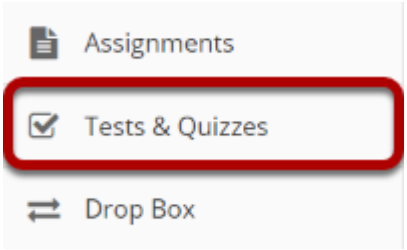
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

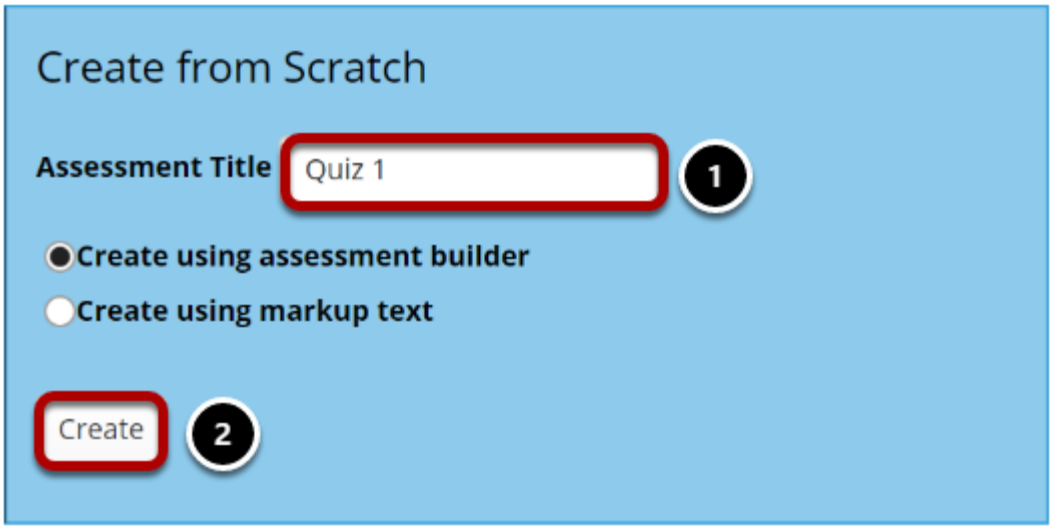
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

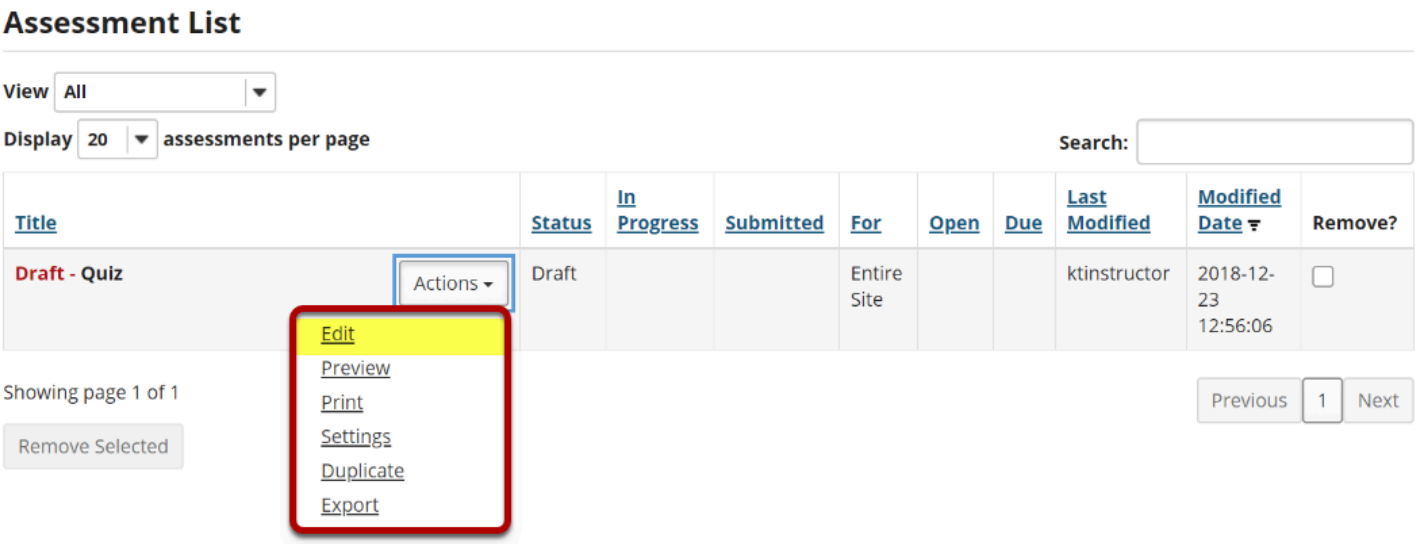
Create a New Assessment.

Click Add.

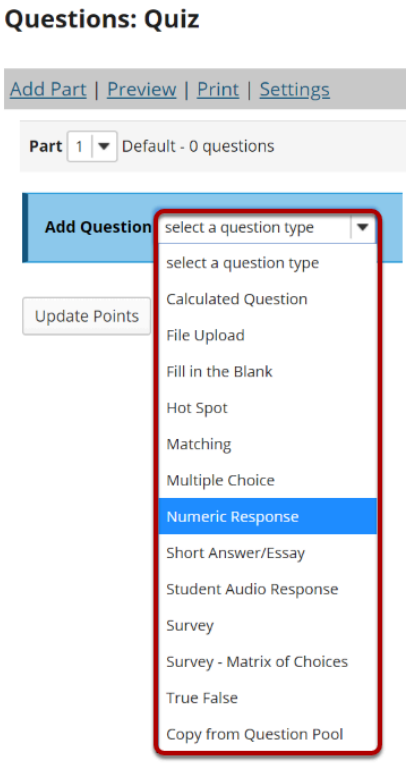


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Numeric Response from drop-down menu.



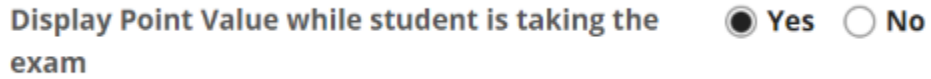
After selecting Numeric Response from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

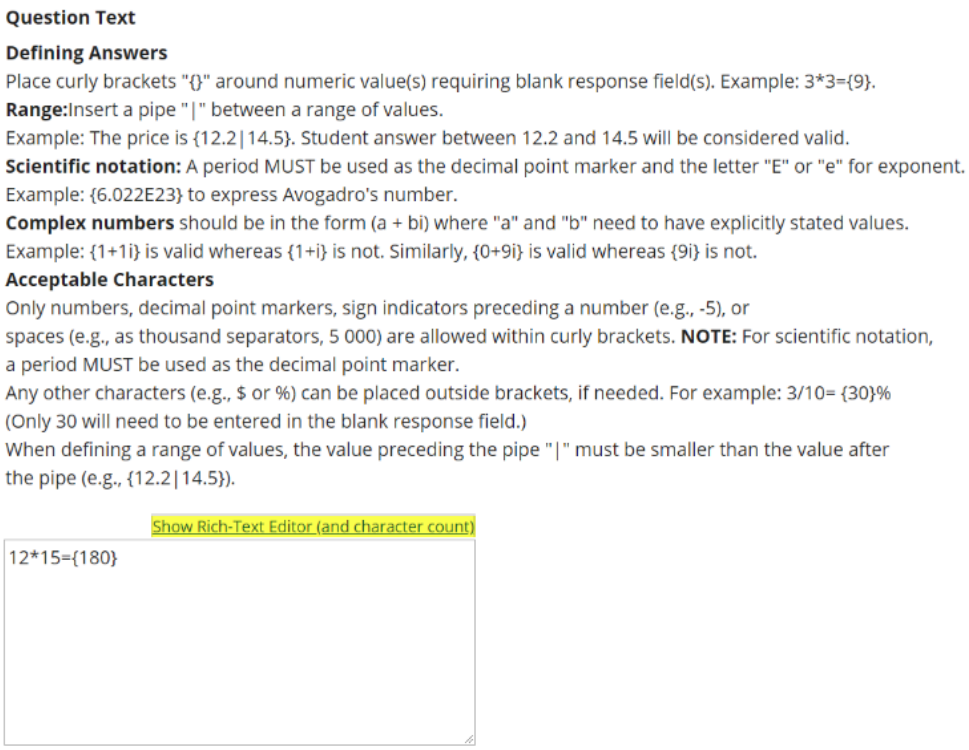
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.



Type the **Question Text** into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers **(Range, Scientific notation**, and **Complex numbers**), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: 3*3={9}.

- **Range**: Insert a pipe "|" between a range of values. Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation**: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: {6.022E23} to express Avogrado's number.
- **Complex numbers** should be in the form (a + bi) where "a" and "b" need to have explicitly stated values. Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

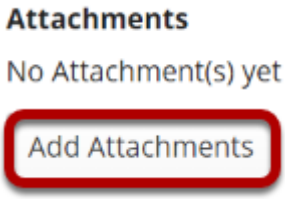
Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. NOTE: For scientific notation, a period MUST be used as the decimal point marker. Any other

characters (e.g., $ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

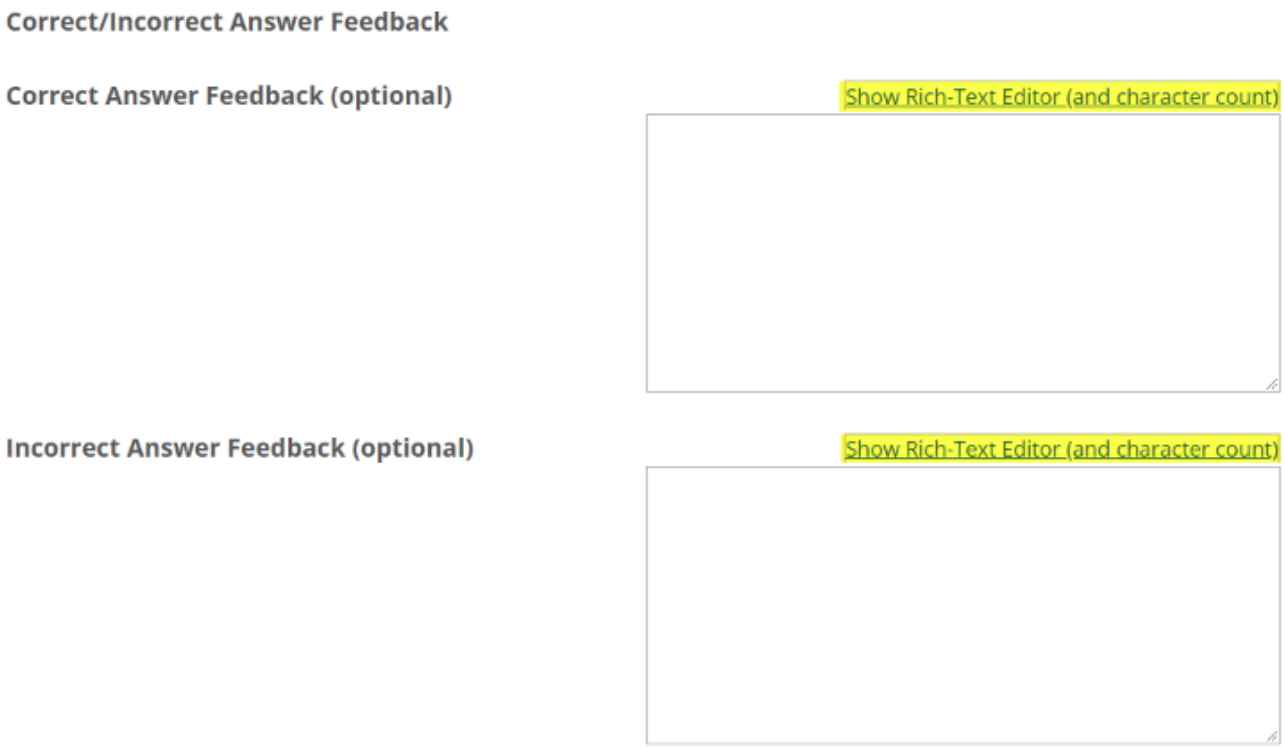
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

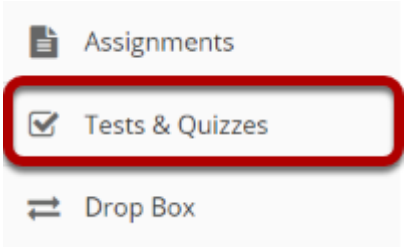
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

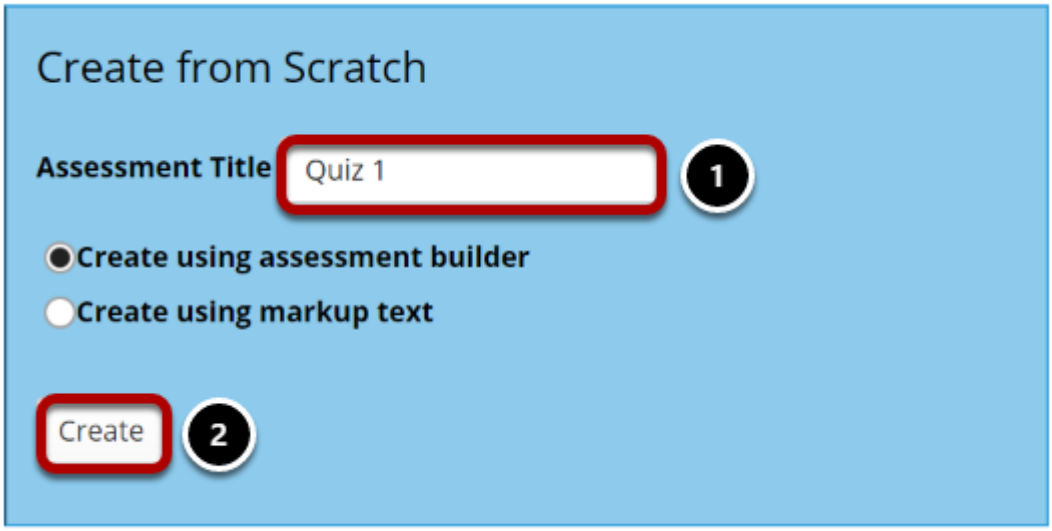
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

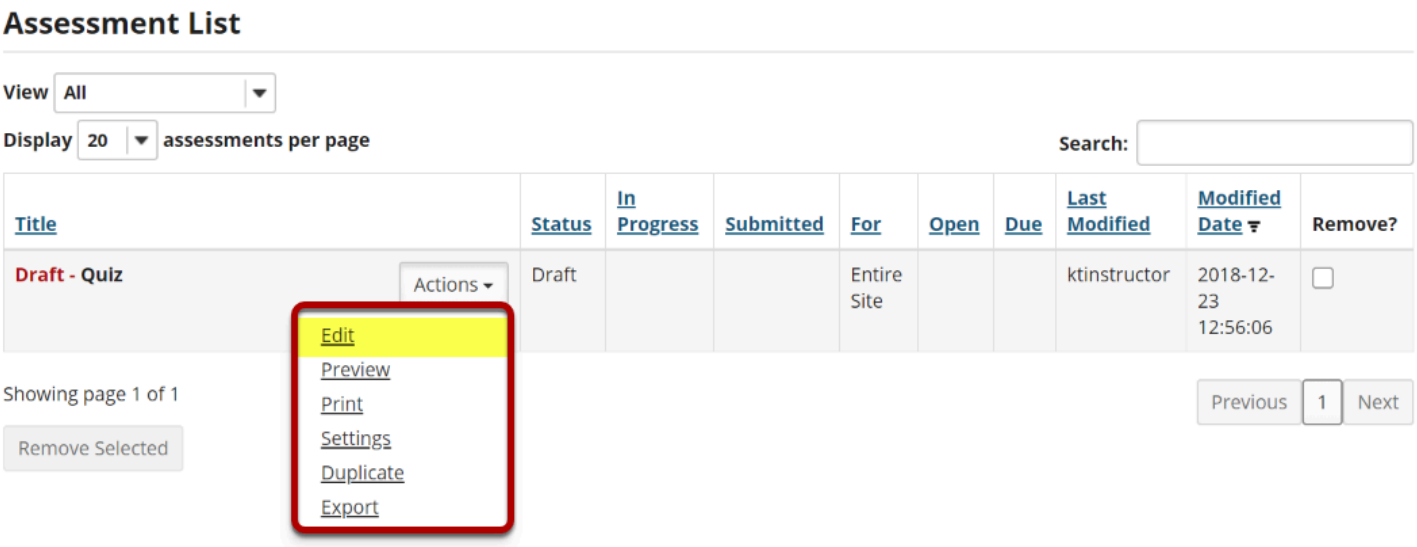
Create a New Assessment.

Click Add.

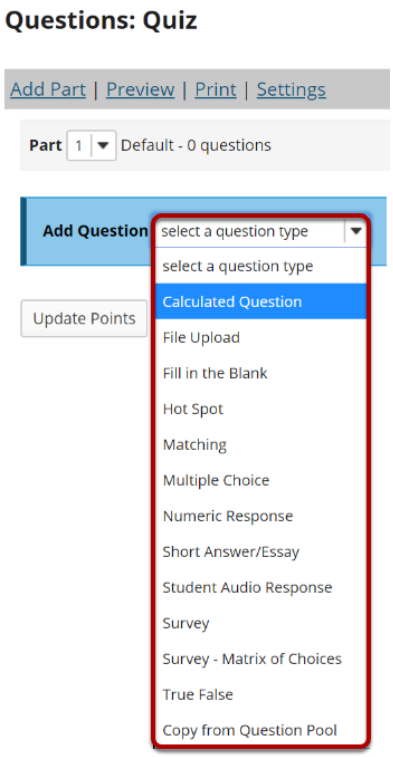


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Calculated Question from drop-down menu.



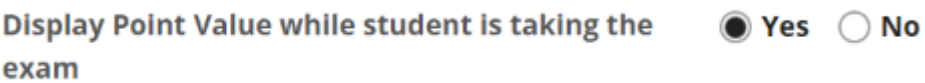
After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

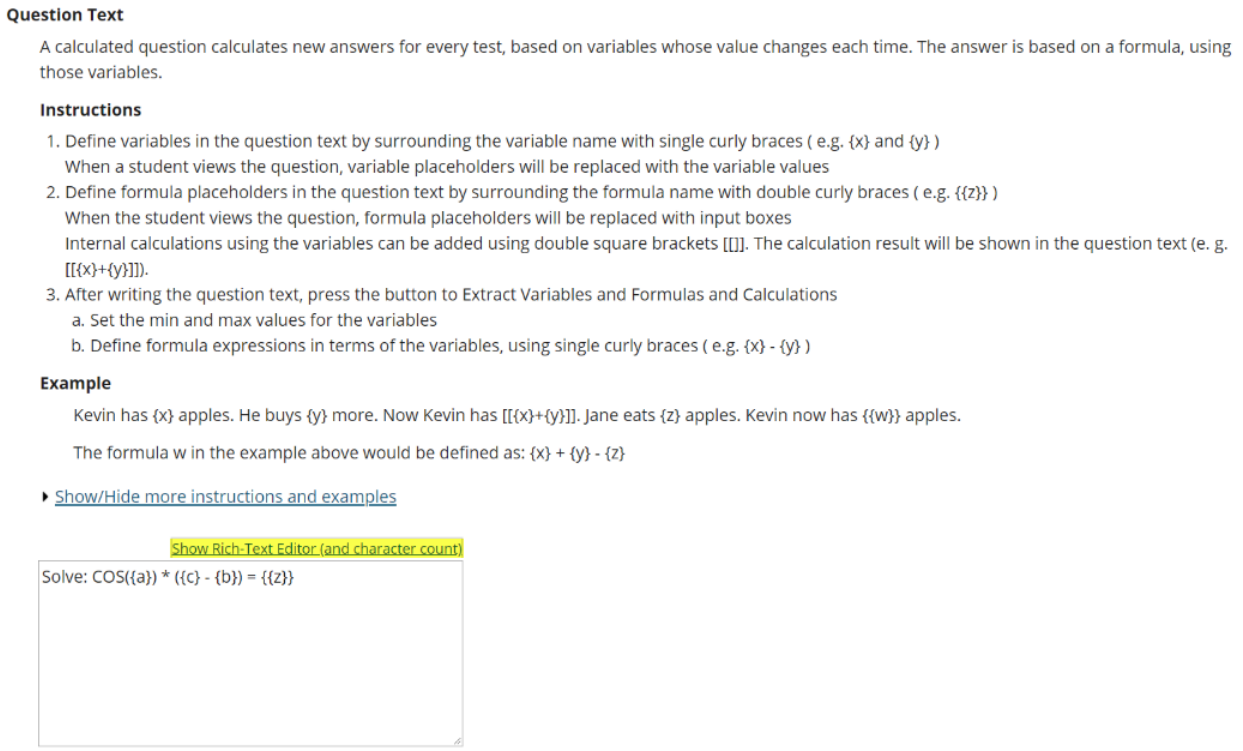
Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?



Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.



Type the **Question Text** into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}

Formulas: Place double curly braces (e.g. {{y}} around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: COS({a}) * ({c} - {b}) = {{z}} Formula z would be COS({a}) * ({c}-{b})

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ! # ( )

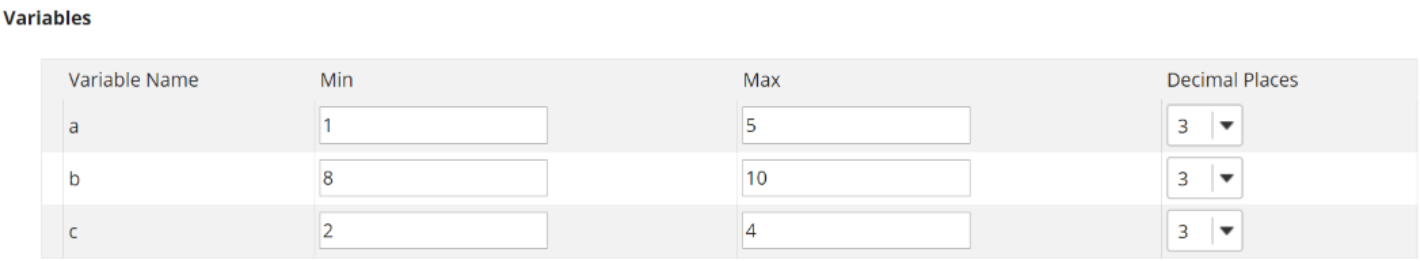
- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.
- See http://mathparser.org/mxparser-math-collection/ for the full set of valid math functions and operators.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Extract Variables, Calculations, and Formulas.

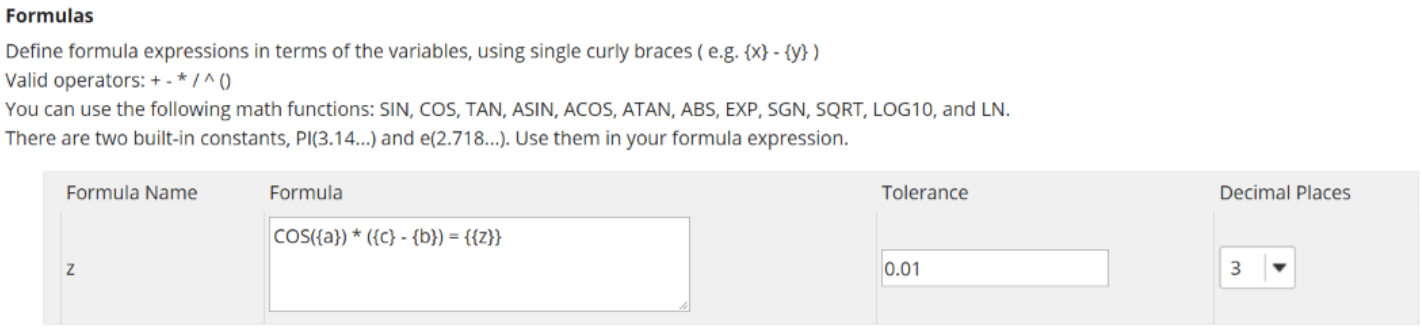
Click the **Extract Variables, Calculations, and Formulas from Question Text** button to create the variables and formulas.

Define ranges of variable values.



Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

Enter the formula.



Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)

Click **Add Attachments** to browse for and select a file attachment if desired.

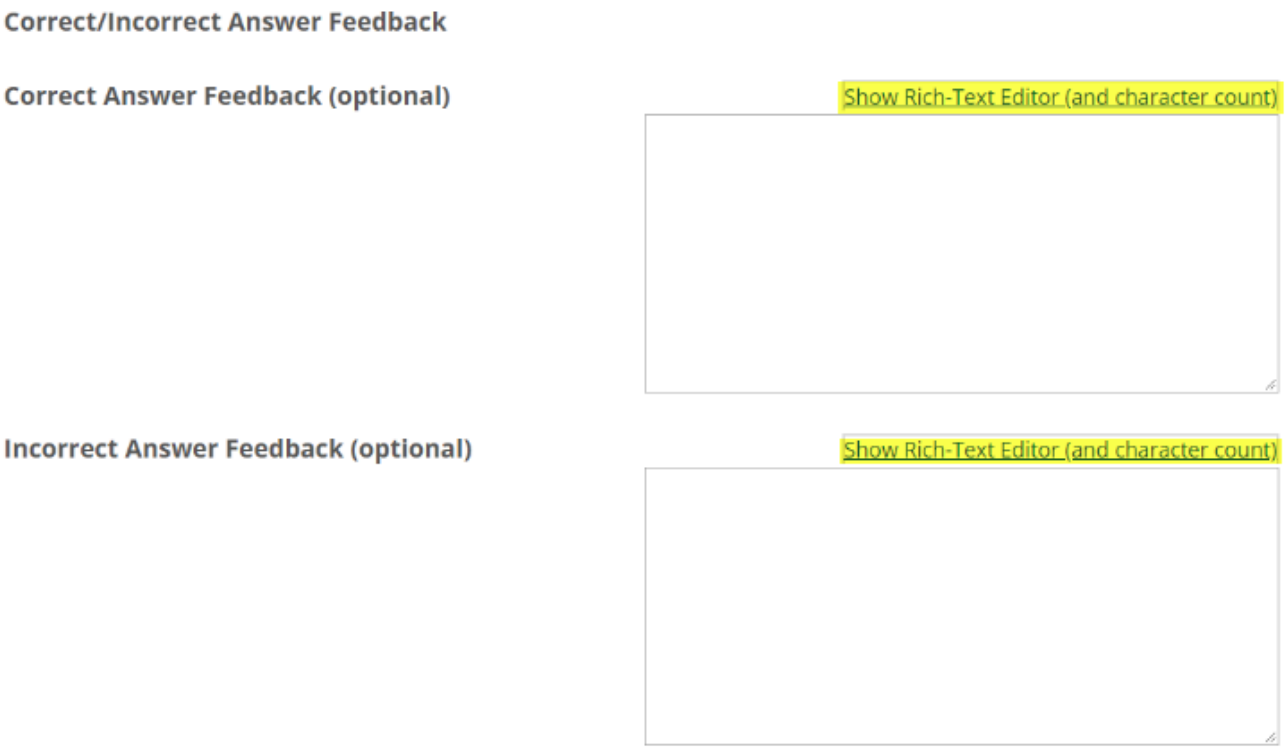
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

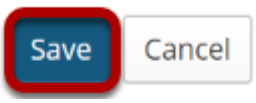
Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

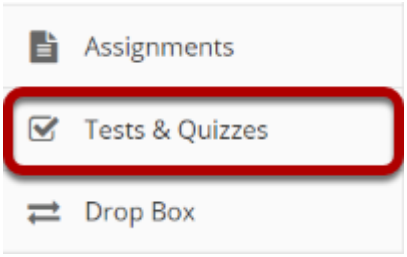
Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a hot spot question?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

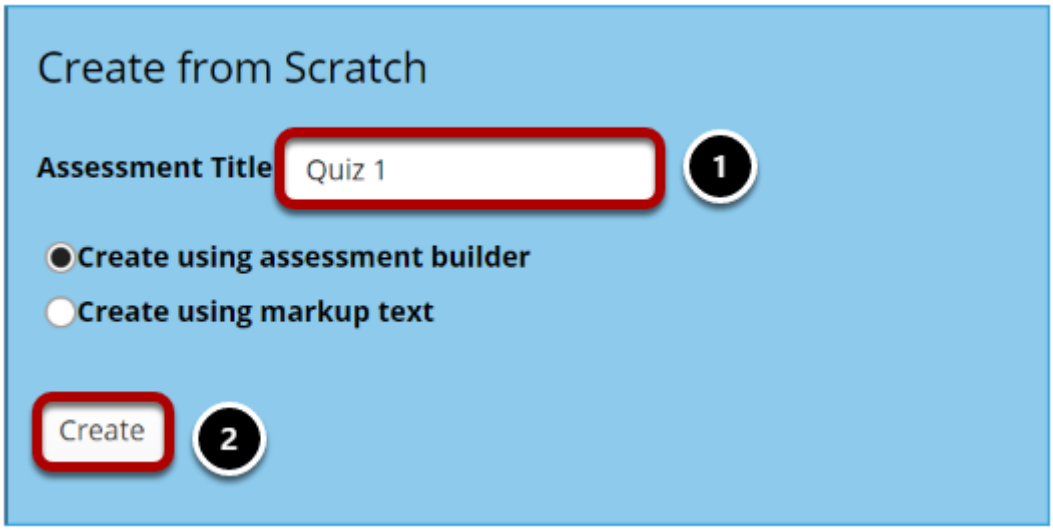
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

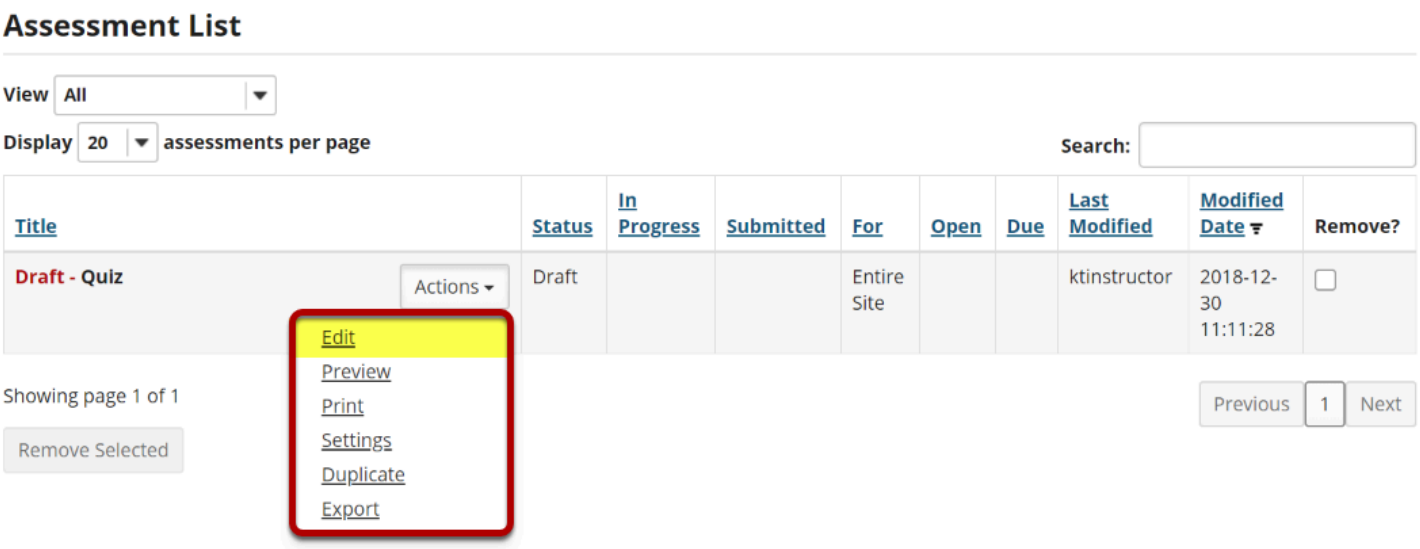
Create a New Assessment.

Click Add.

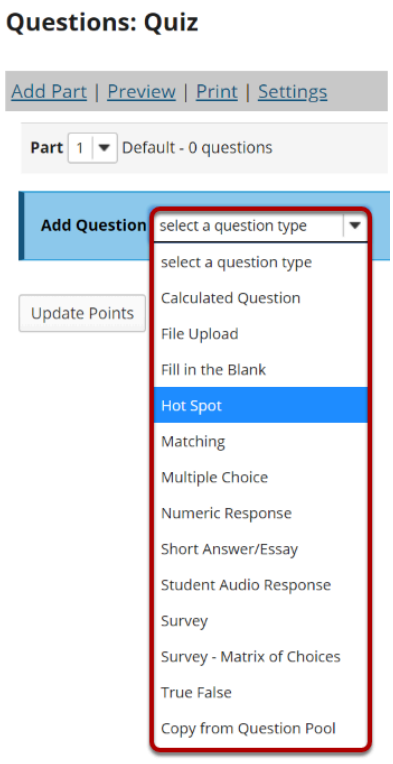


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Hot Spot from drop-down menu.



After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

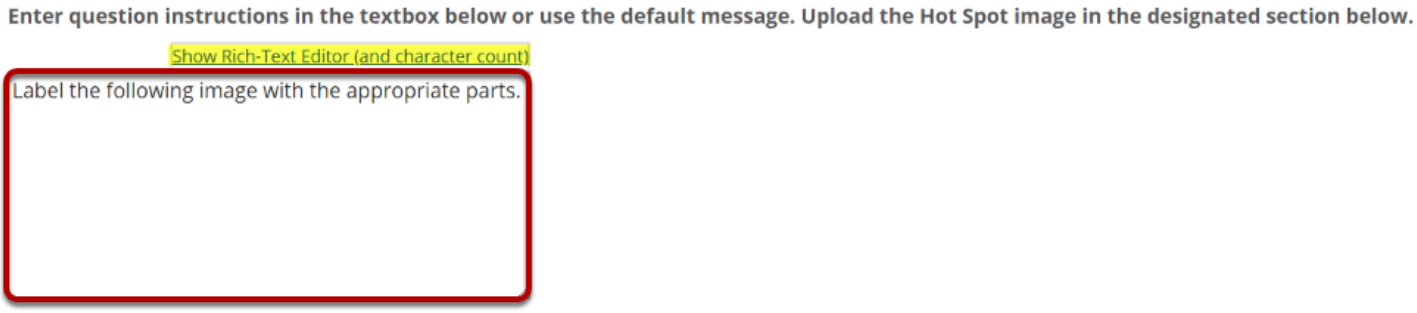
Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

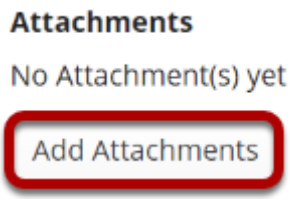
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.



Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

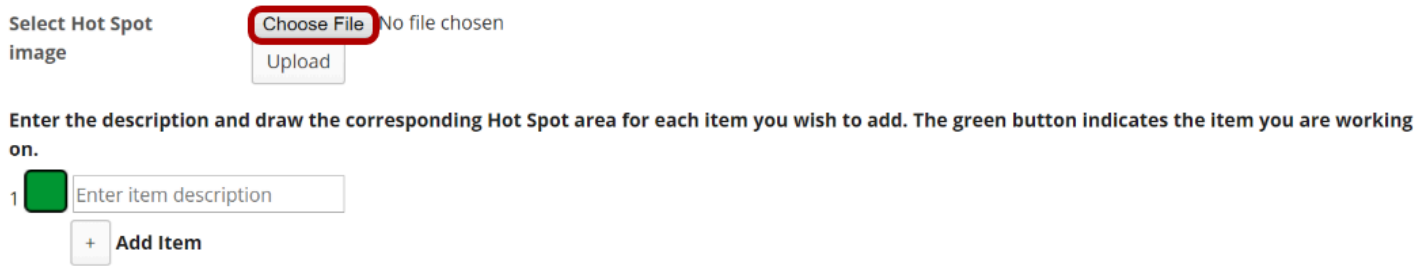
Add attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment if desired.

*Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.*

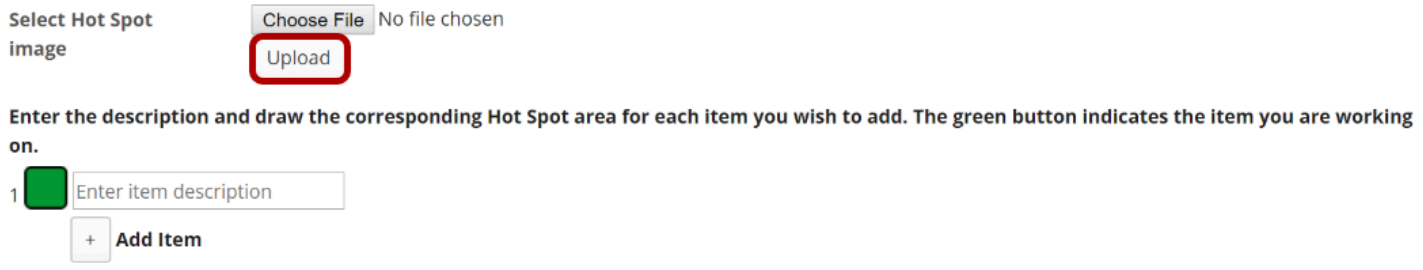
Click Choose File.



Click **Choose File, t**hen browse your computer for the desired image and select **Open**.

Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

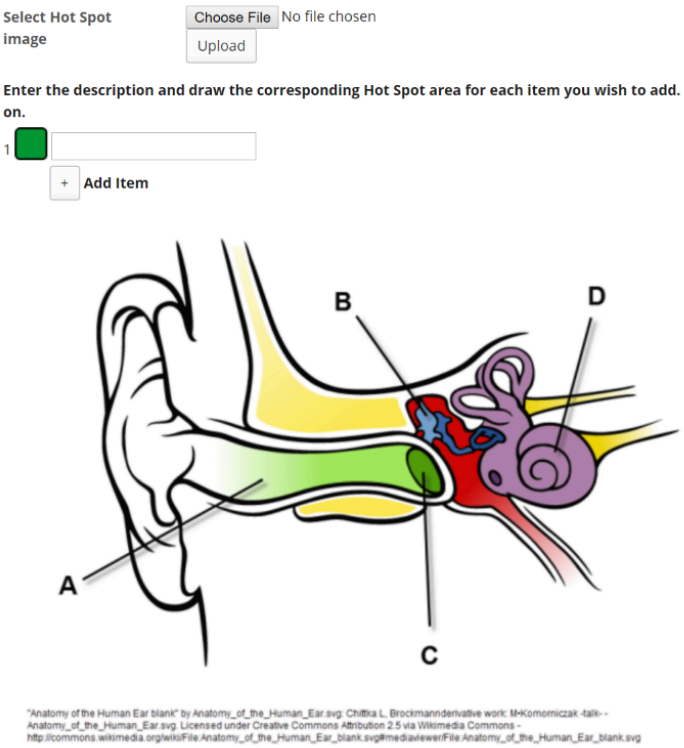
Click Upload.



Once the desired image has been selected, click **Upload**.

*Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.*

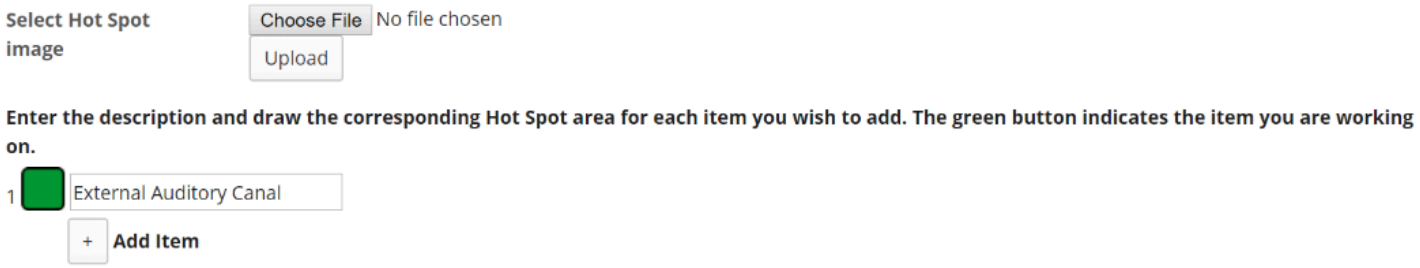
View image.



Set up the image hot spots.

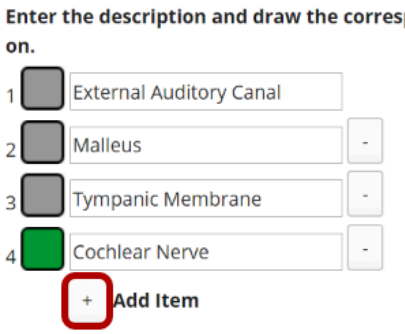
Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

Next to Item 1, enter a description.



This description you enter here will be the prompt that appears to students.

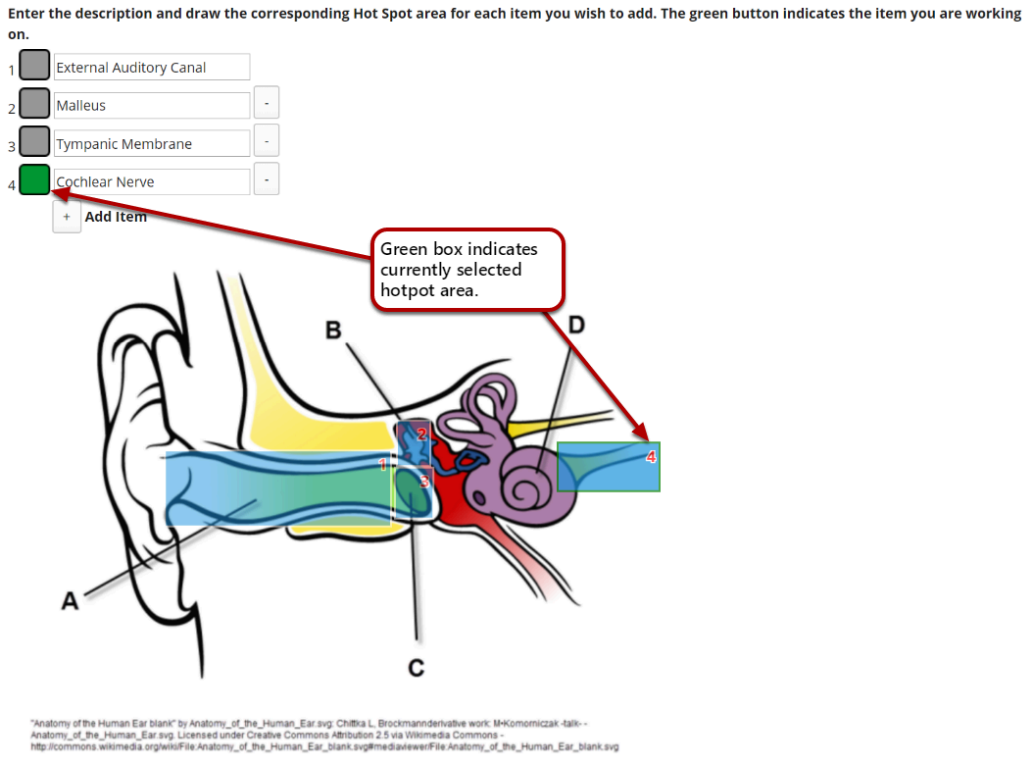
Select the + icon to add additional hot spot items. (Optional)



If you wish to have students identify more than one item within the image, use the **+ Add Item** option to add and label additional items.

Note: You may remove additional items by selecting the ***-*** *icon next to the item description. Item 1 is not removable.*

Specify the zone for each item.



Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Within the image, click and drag to create a hot spot zone for the highlighted item. When students click *anywhere* within this zone, they will have successfully selected the selected item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may re-do the zone selection by clicking and dragging again.

Allow partial credit.

By default, if you have multiple hot spot items within your question, partial credit is **enabled**. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting **No** for **Allow Partial Credit**.

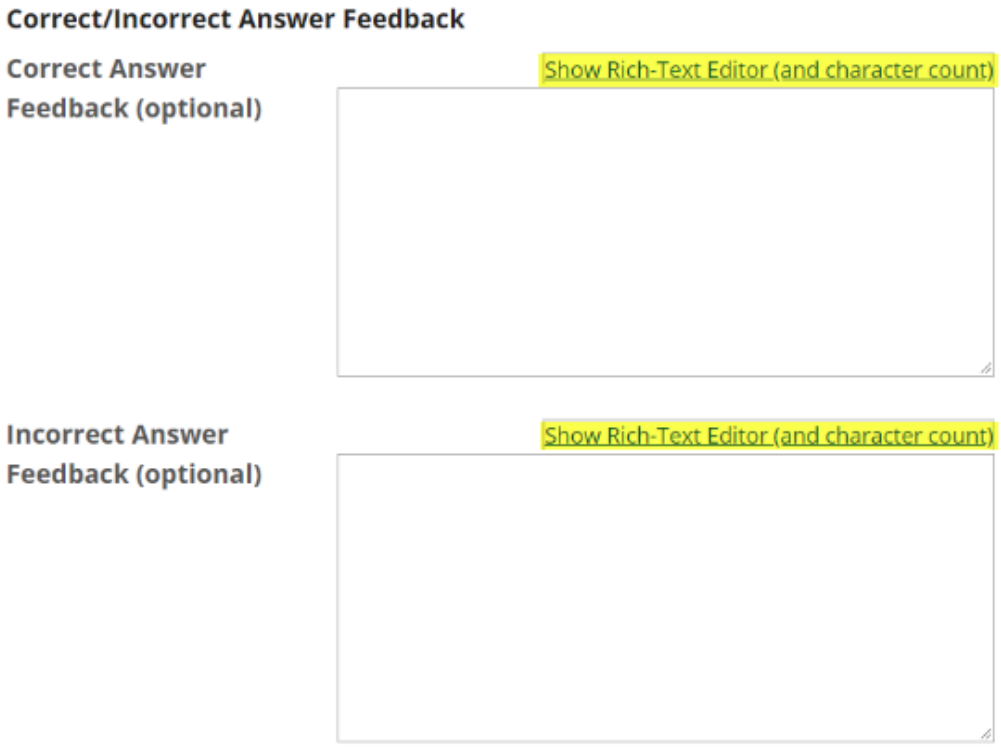
Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

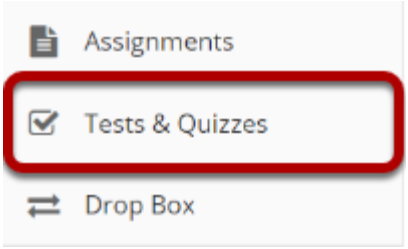
Click **Save** to save the question (or **Cancel** to exit).

How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See How do I view and modify the settings of an assessment? for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

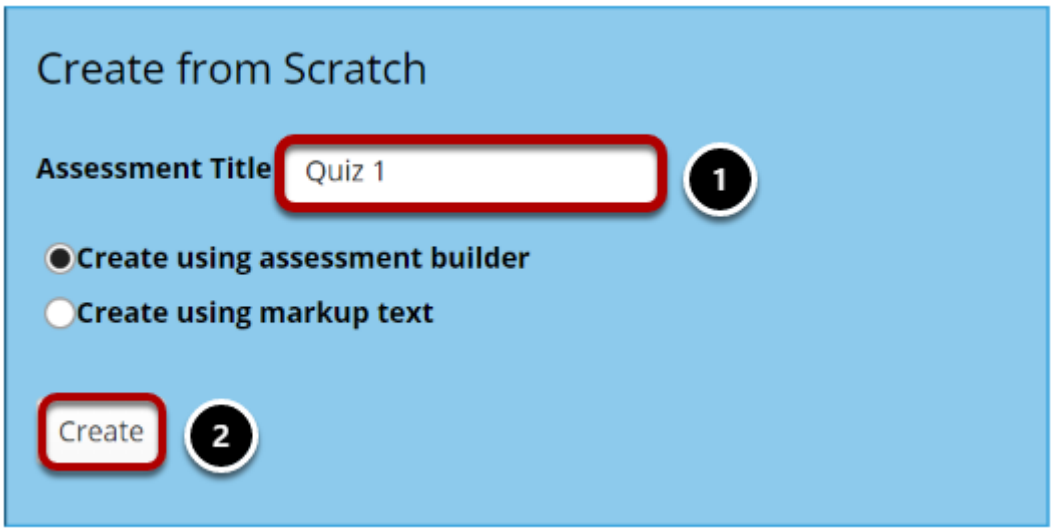
Select an assessment.

A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

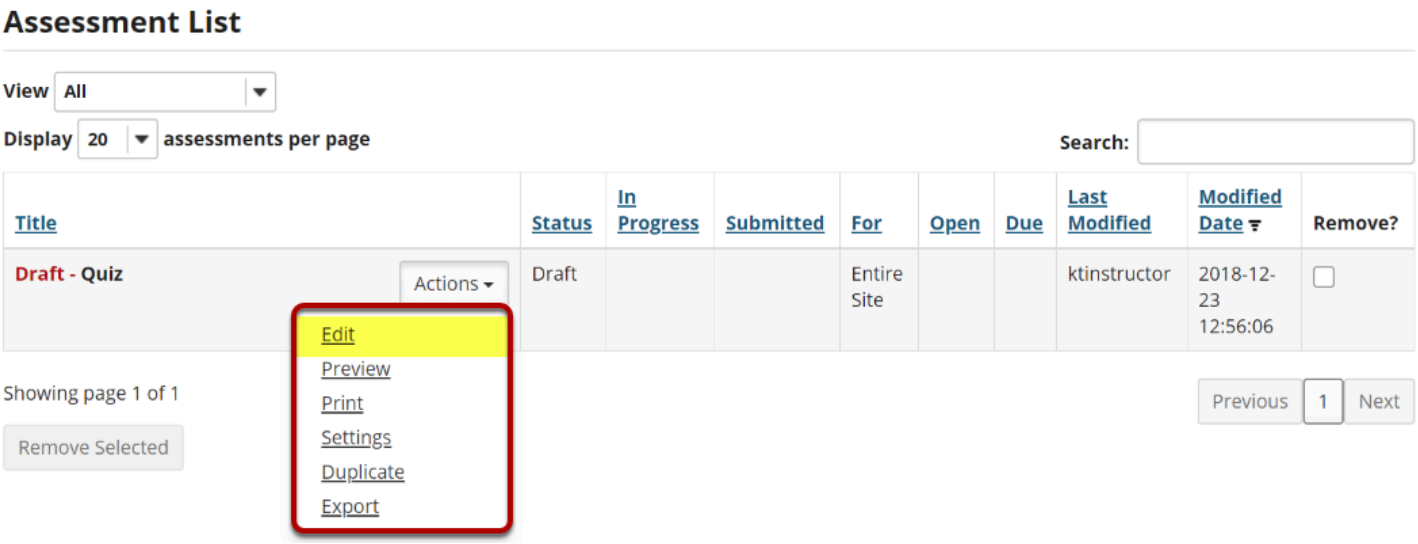
Create a new assessment.

Click Add.

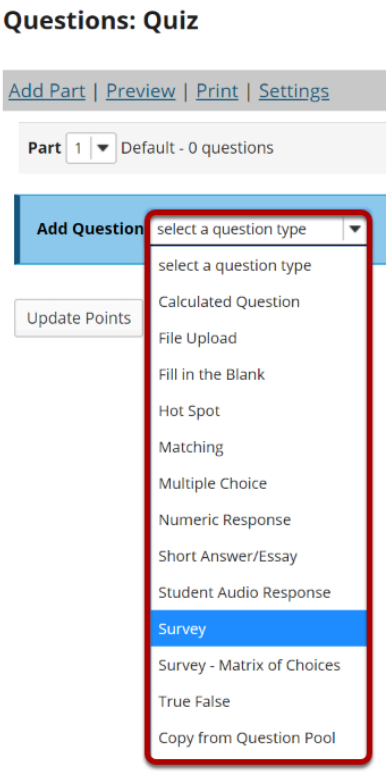


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

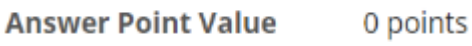


For a basic survey, select Survey from the drop-down menu.



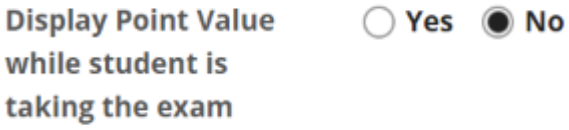
After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.



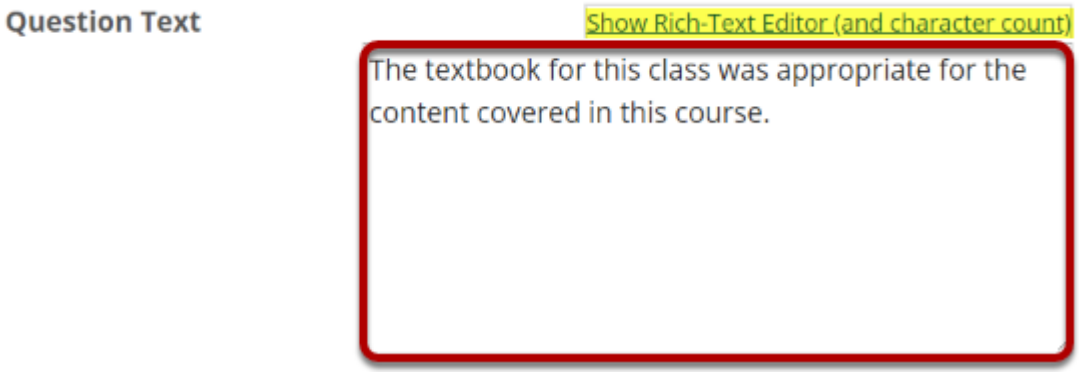
Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Display points?



Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

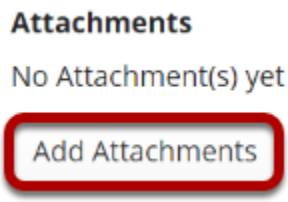
Add Question Text.



Type the question text to the text box provided.

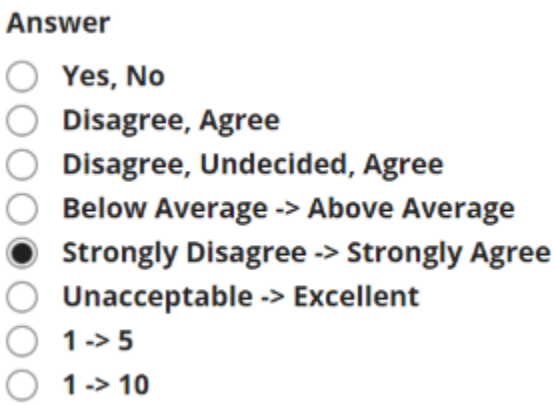
*Note: To edit with **Rich-Text Editor**, click the hyperlink to open the full menu.*

Add Attachment. (Optional)



Click **Add Attachments** to browse for and select a file attachment.

Select Answer(s) from list.

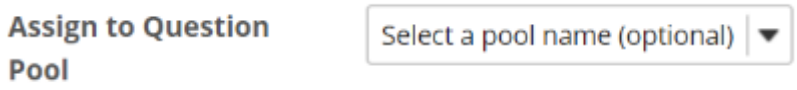


Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)



The question may also be added to a **Question Pool**, if desired.

Provide Feedback. (Optional)

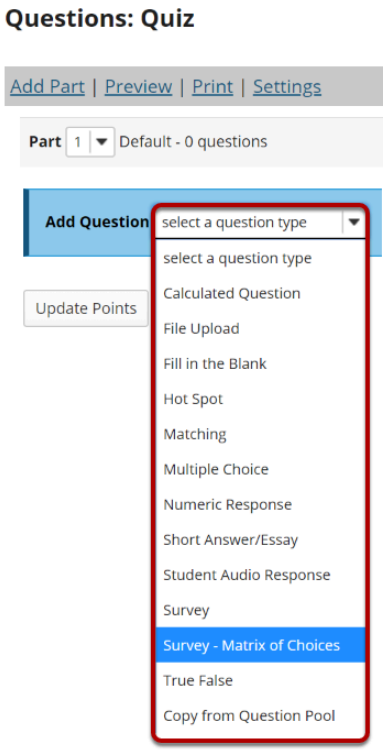
Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

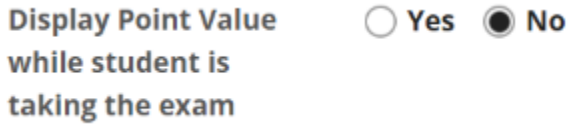


After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Answer Point Value.

There is a field for the **Answer Point Value** which may be edited. However, it is recommended that you leave the default value of **zero**, since this question type does not have a way to designate the "correct" answer selection and therefore cannot be automatically scored.

Display points?



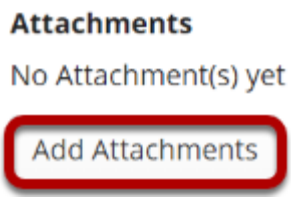
Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Type the **Question Text** into the text box provided.

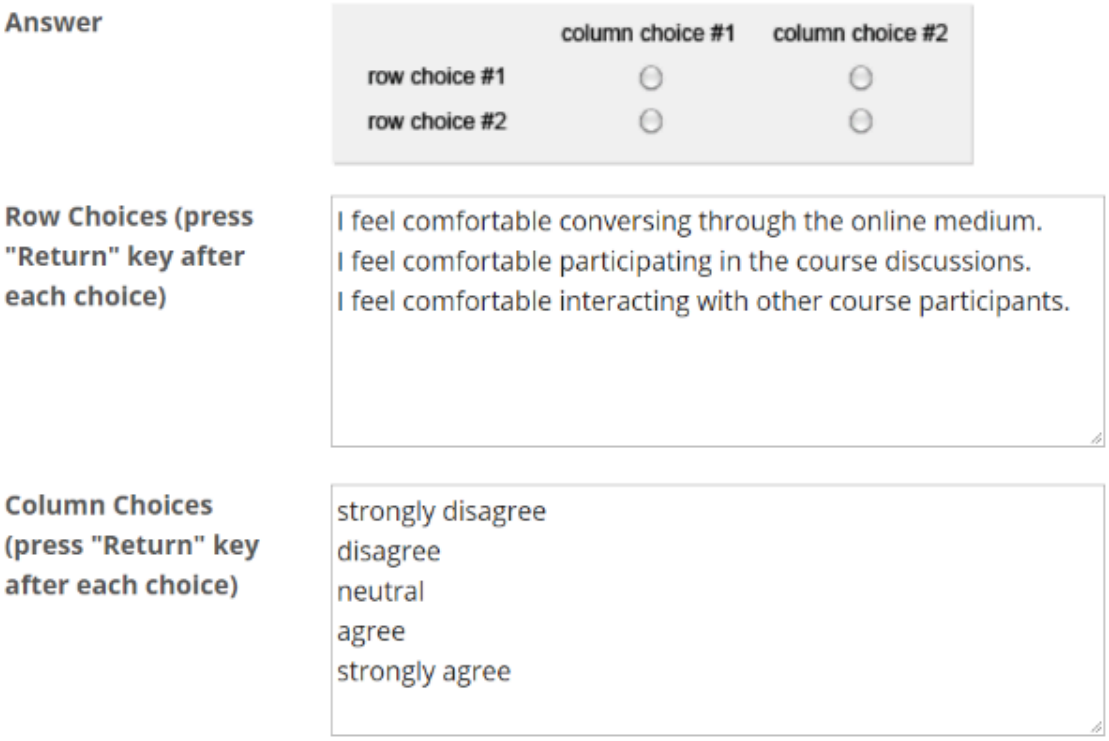
*Note: To edit with **Rich-Text Editor**, click the hyperlink to open the full menu.*

Add Attachment. (Optional)



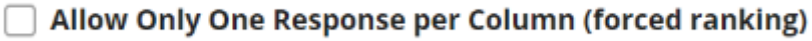
Click **Add Attachments** to browse for and select a file attachment.

Enter Answer Options.



Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

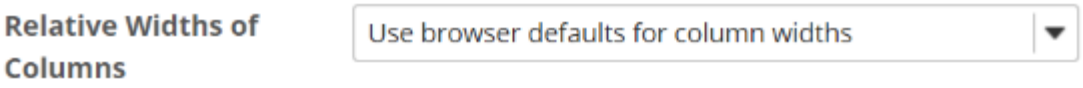


Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

Check the box to **Add Comment Field** in the survey if desired.

Specify Relative Column Width. (Optional)

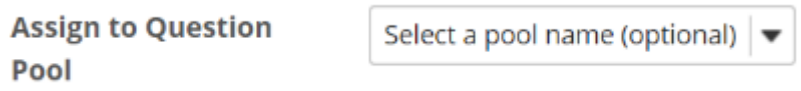


The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)



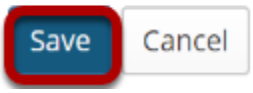
The question may also be added to a **Question Pool**, if desired.

Provide Feedback. (Optional)

Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

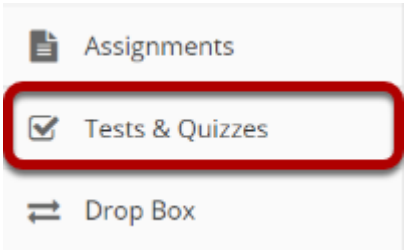


Click **Save** to save the question (or **Cancel** to exit).

How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

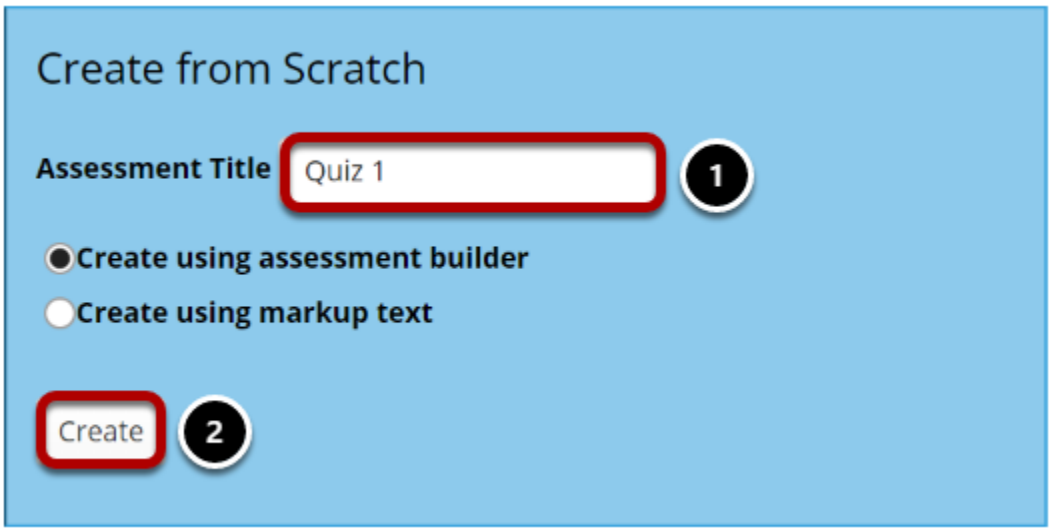
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

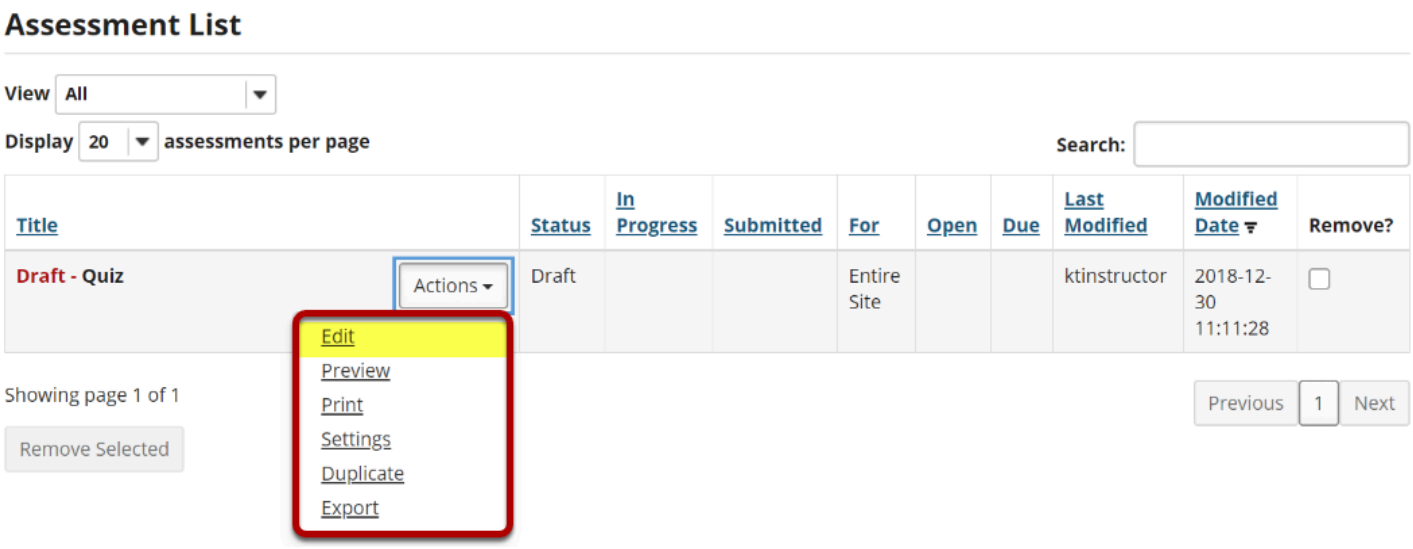
Create a New Assessment.

Click Add.

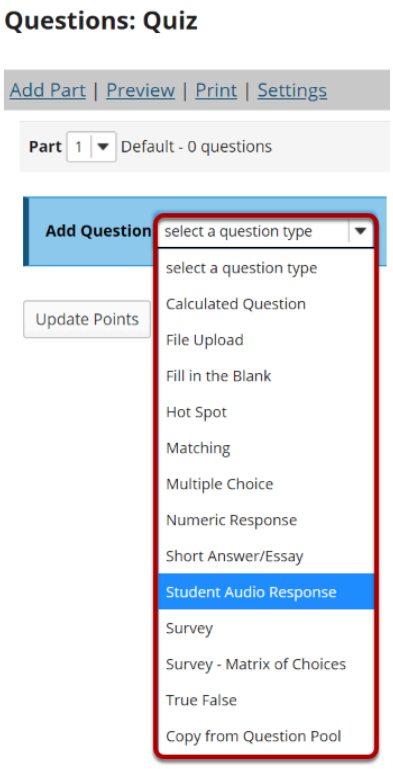


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select Student Audio Response from drop-down menu.



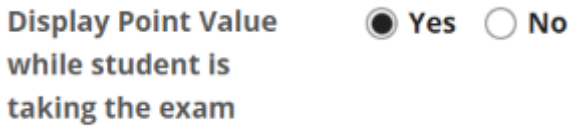
After selecting **Student Audio Response**, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

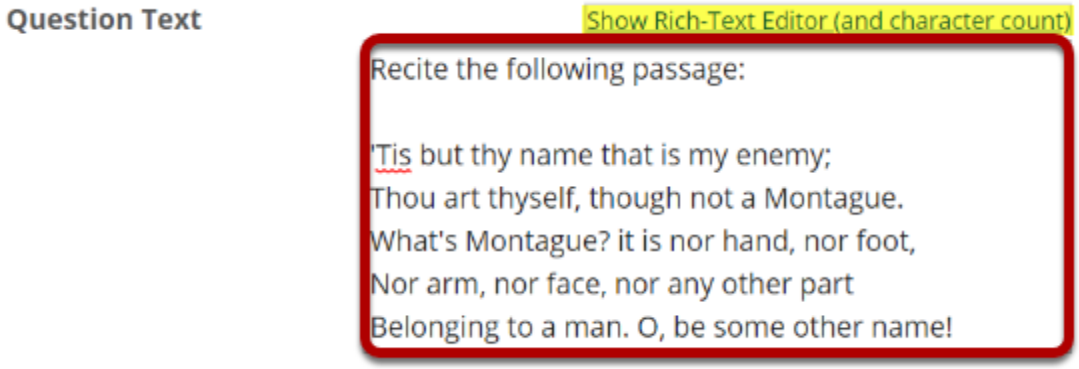


Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in How do I add a rubric to an assessment (i.e. test or quiz)?

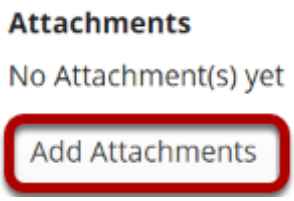
Add Question Text.



Type the Question Text into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

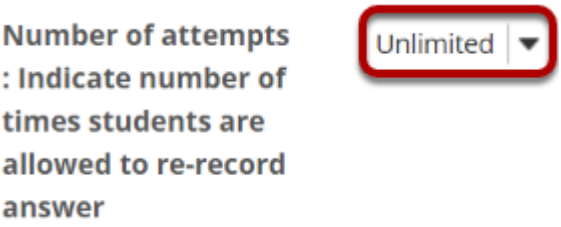


Click **Add Attachments** to browse for and select a file attachment if desired.

Add a time allowance

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add an amount of times to re-record

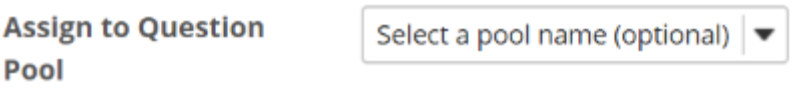


Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

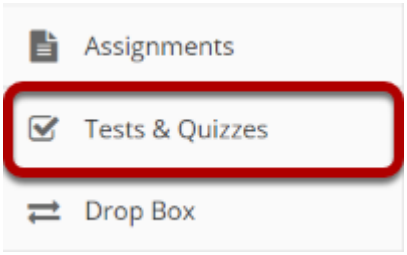
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

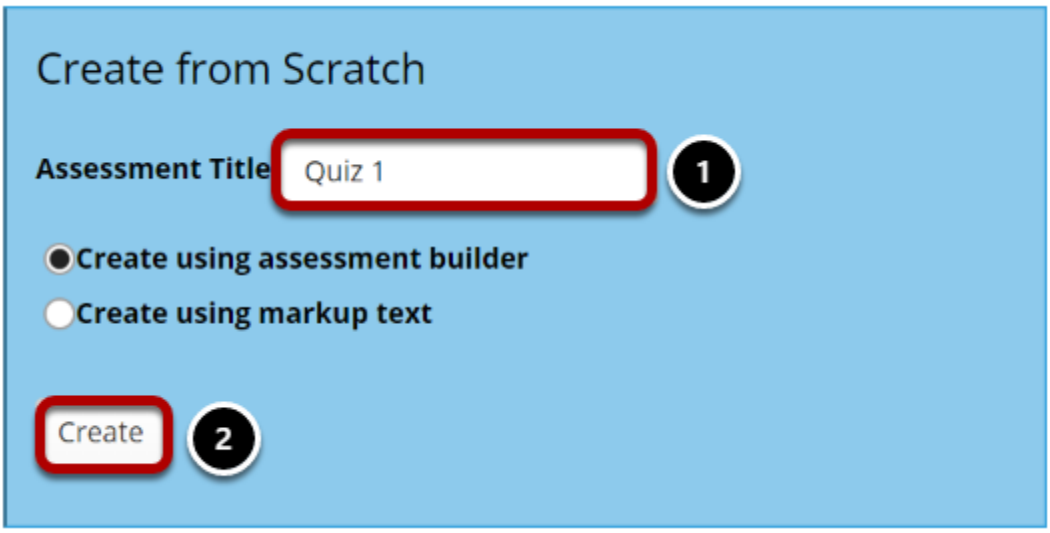
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also add a question directly to a question pool.

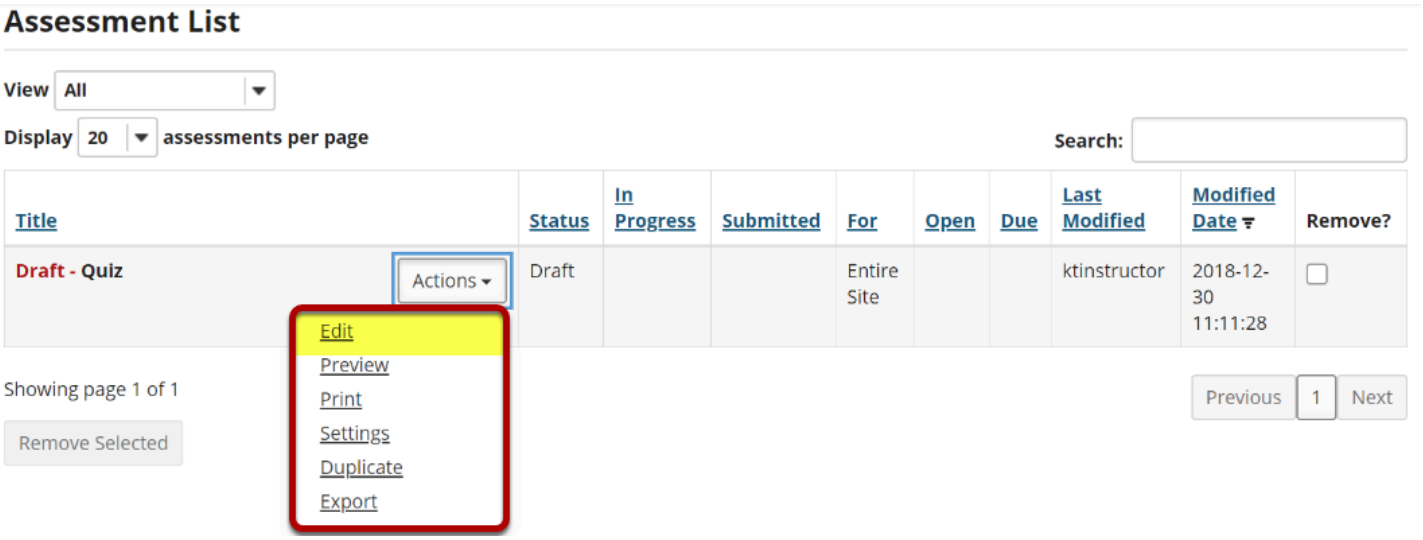
Create a New Assessment.

Click Add.

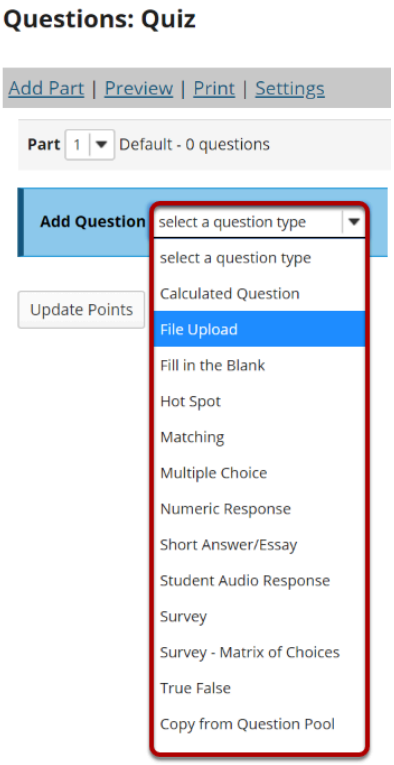


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Select File Upload from the drop-down menu.



After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

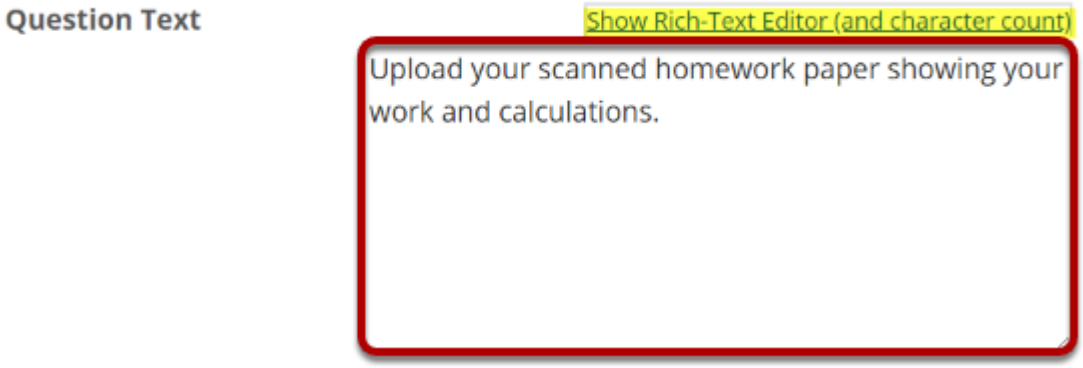
Display points?

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in How do I add a rubric to an assessment (i.e. test or quiz)?

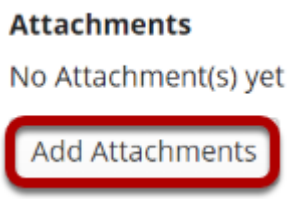
Add Question Text.



Type the **Question Text** into the text box provided.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

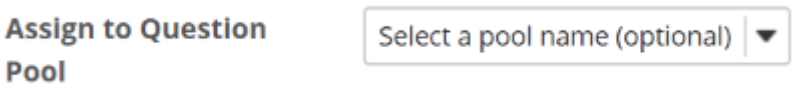


Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)



If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

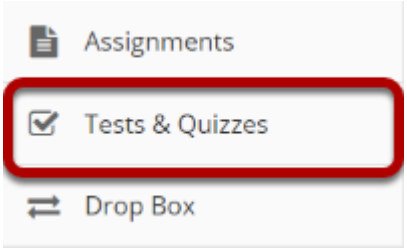
Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How to I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up random question sets that pull questions from question pools.

Go to Tests & Quizzes.



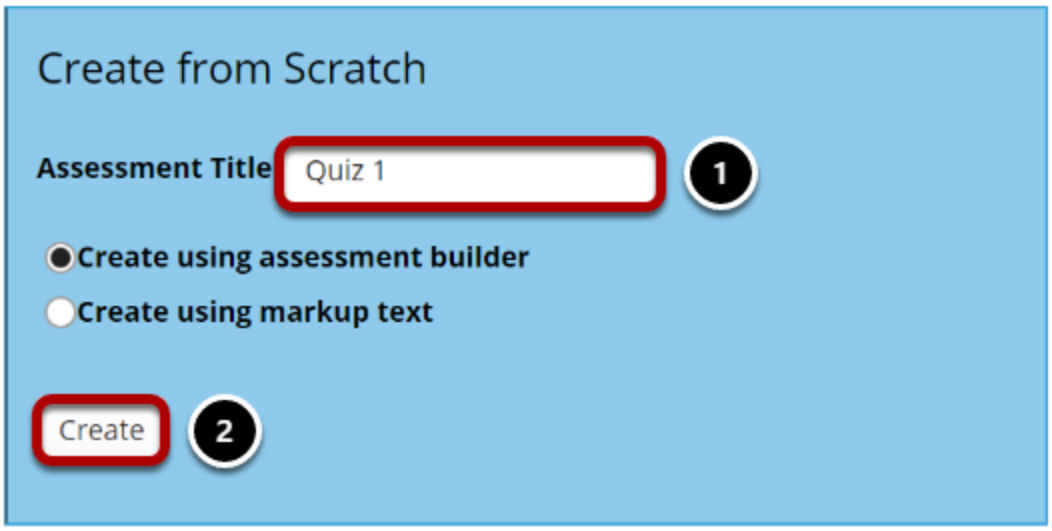
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

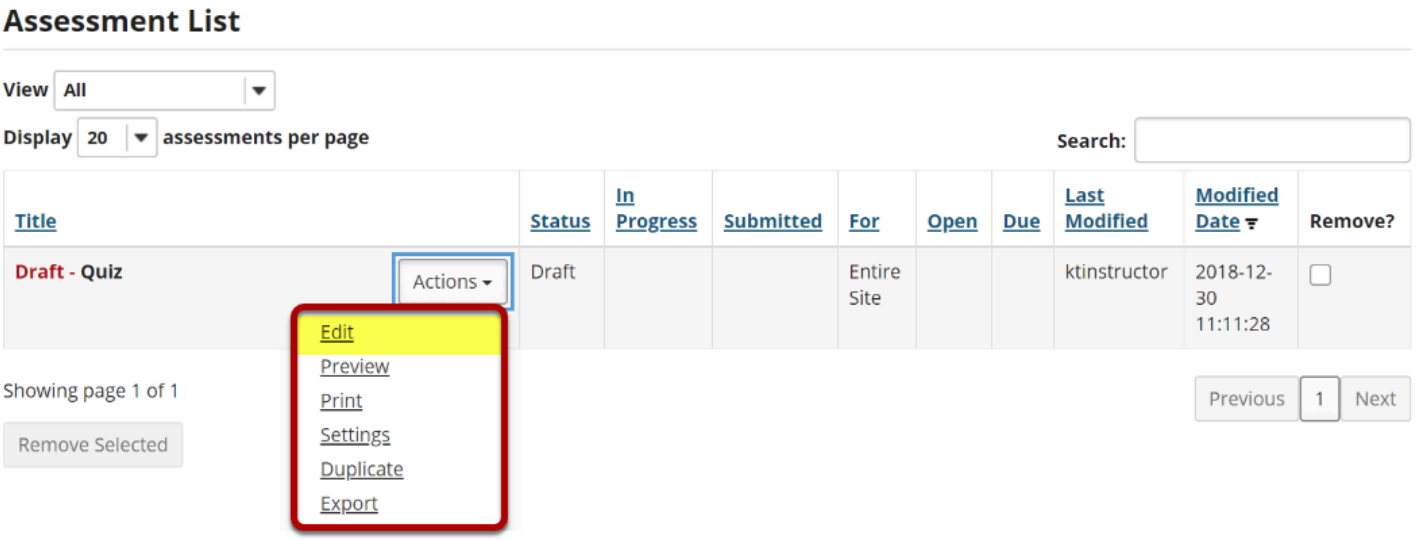
Create a New Assessment.

Click Add.

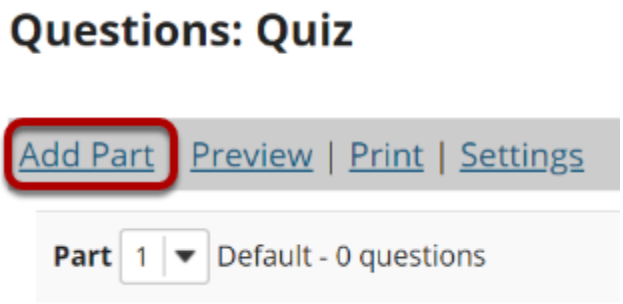


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.



Click Add Part.

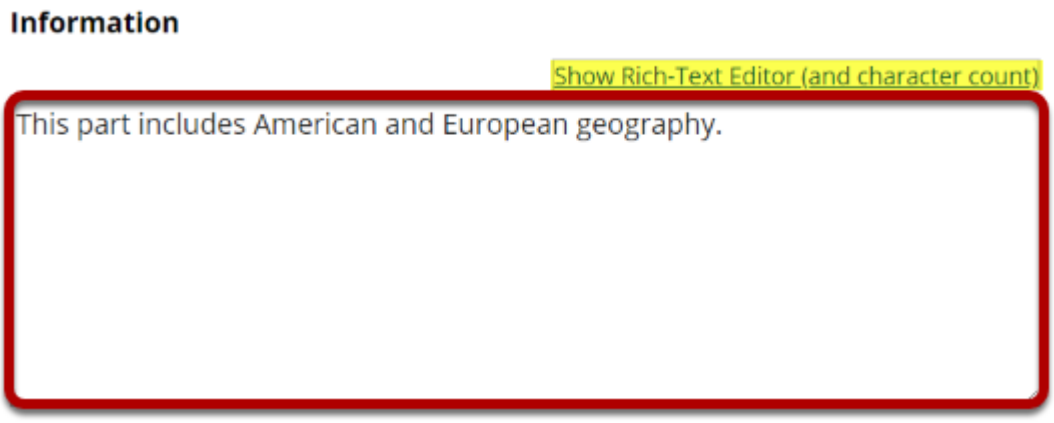


Add a Title.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)



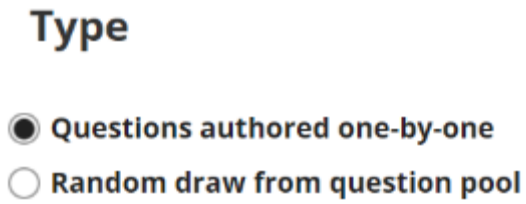
Use the text box provided to type **Information** about the created part.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

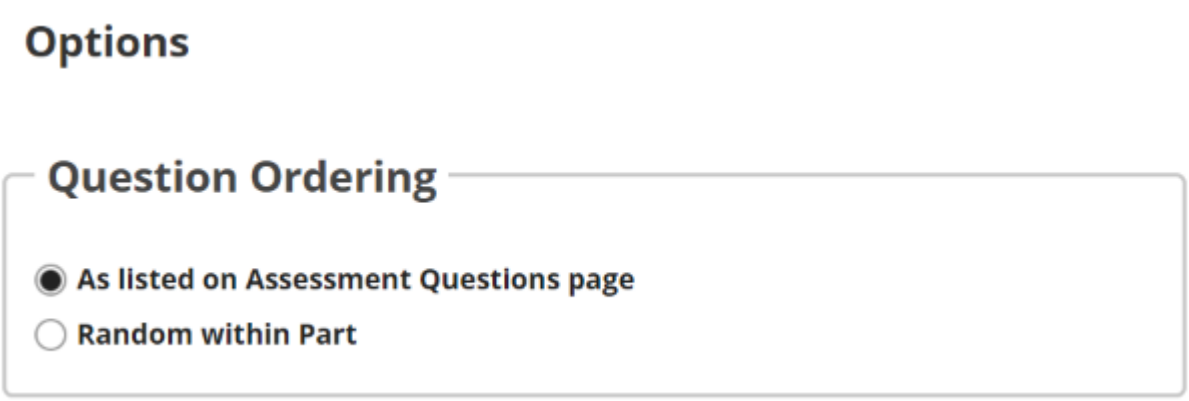
Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.



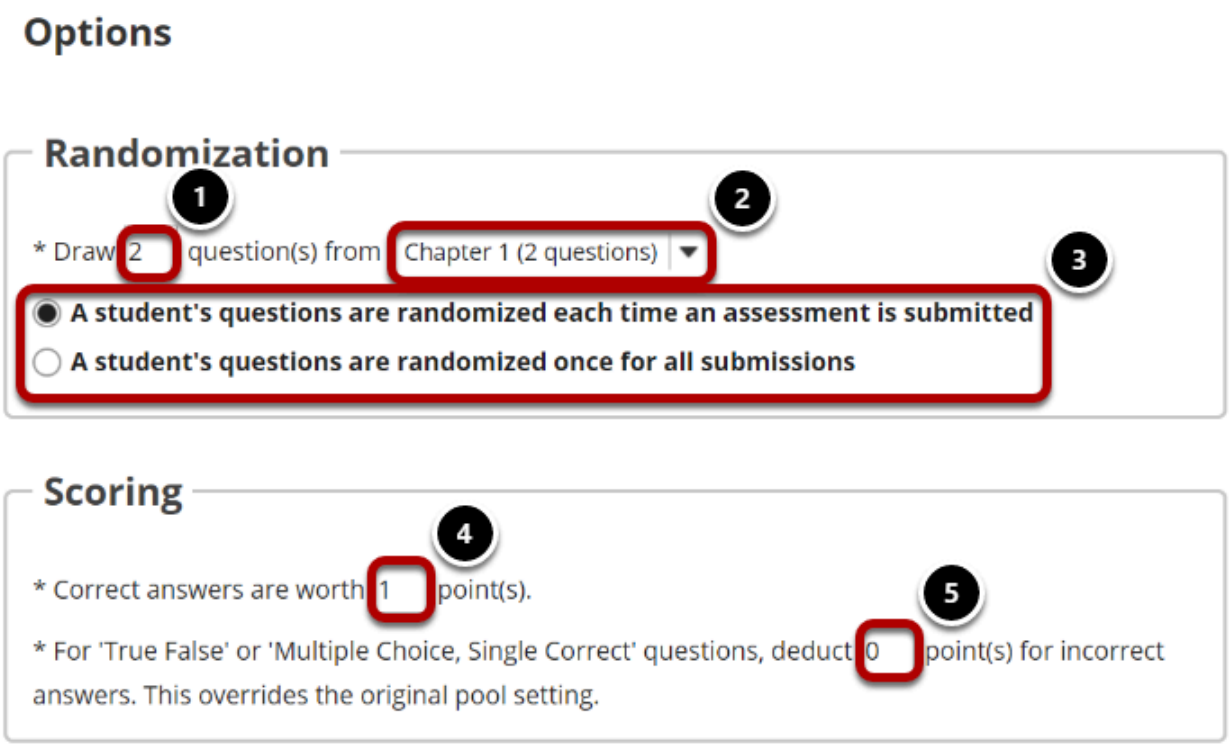
Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "Questions authored one-by-one" is selected, the following options will display.



Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

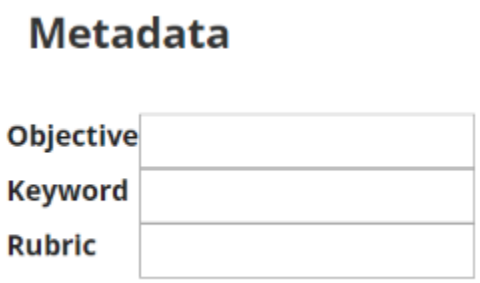
If "Random draw from question pool" is selected, the following options will display.



1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)



Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

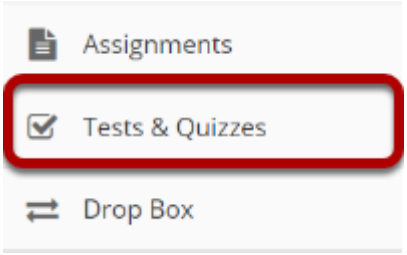
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see How do I add multiple parts to an assessment?

Go to Tests & Quizzes.



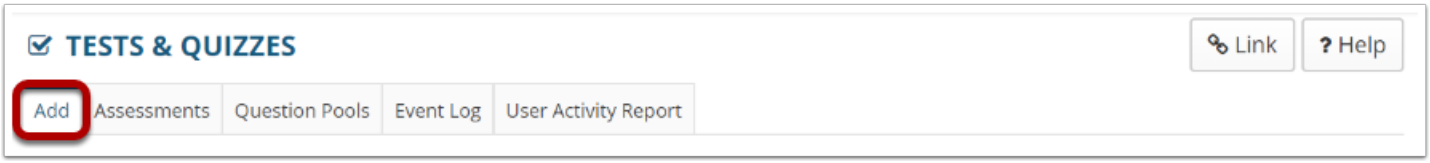
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

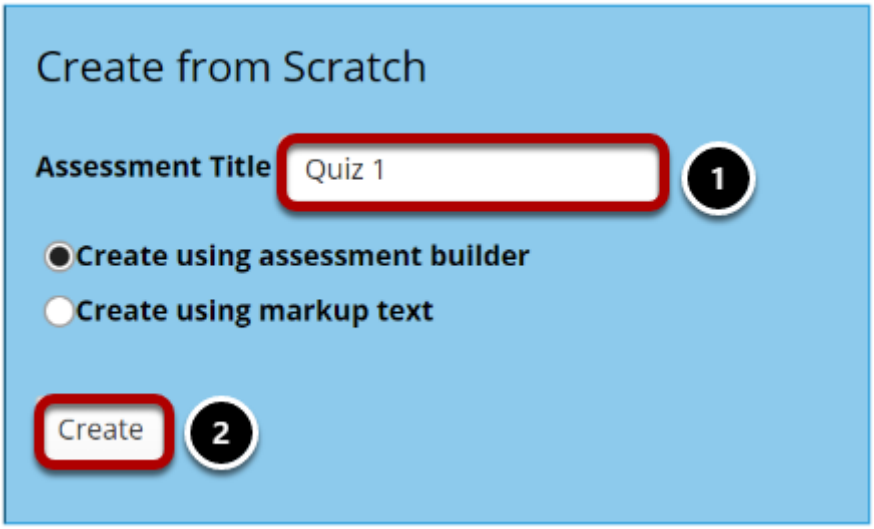
Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

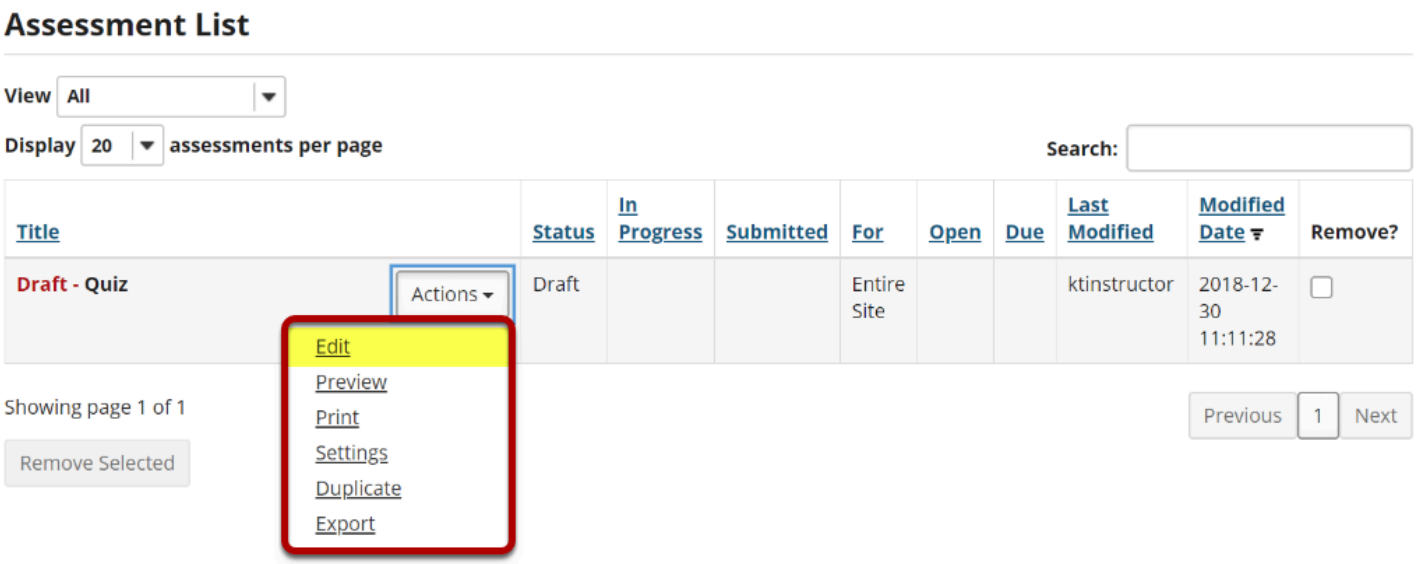
Click Add.



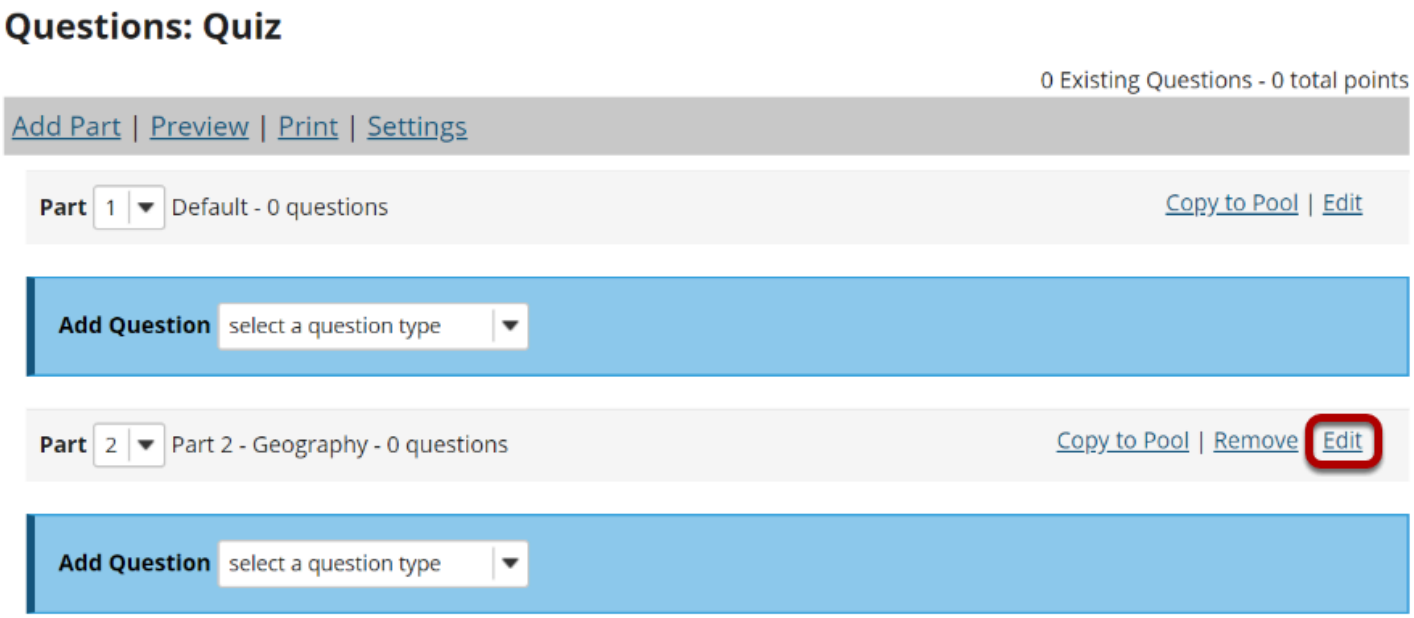


For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

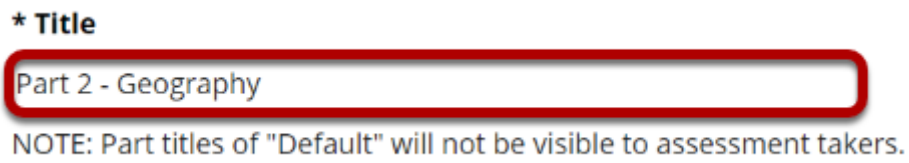


Edit a part.



In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

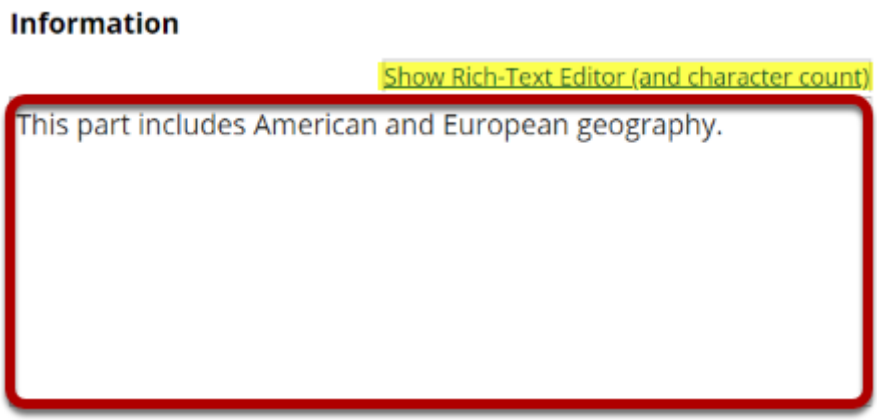
Edit the Title.



Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Edit Part Information. (Optional)



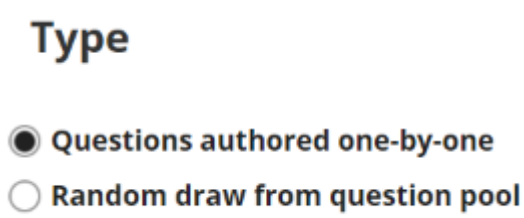
Use the text box provided to type **Information** about the created part.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

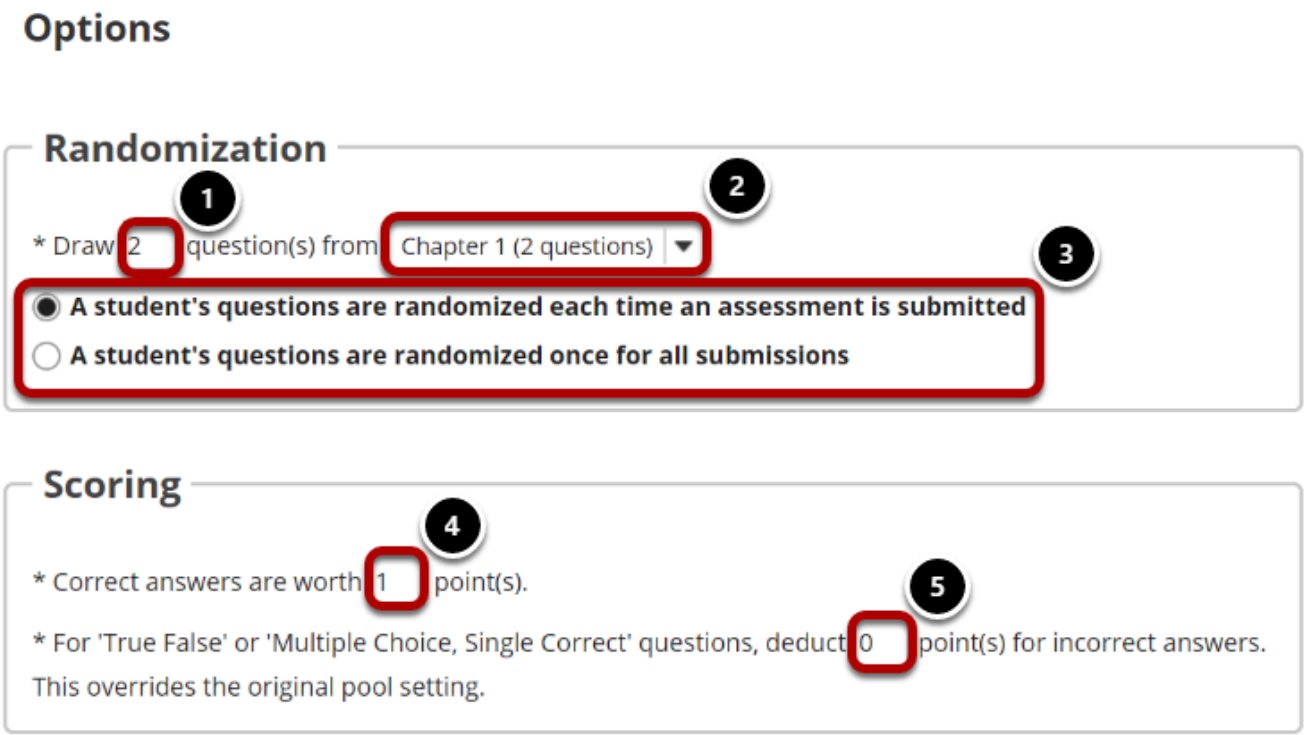


Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "Questions authored one-by-one" is selected, the following options will display.

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "Random draw from question pool" is selected, the following options will display.

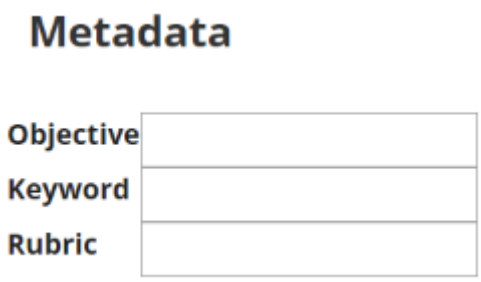


1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.

5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

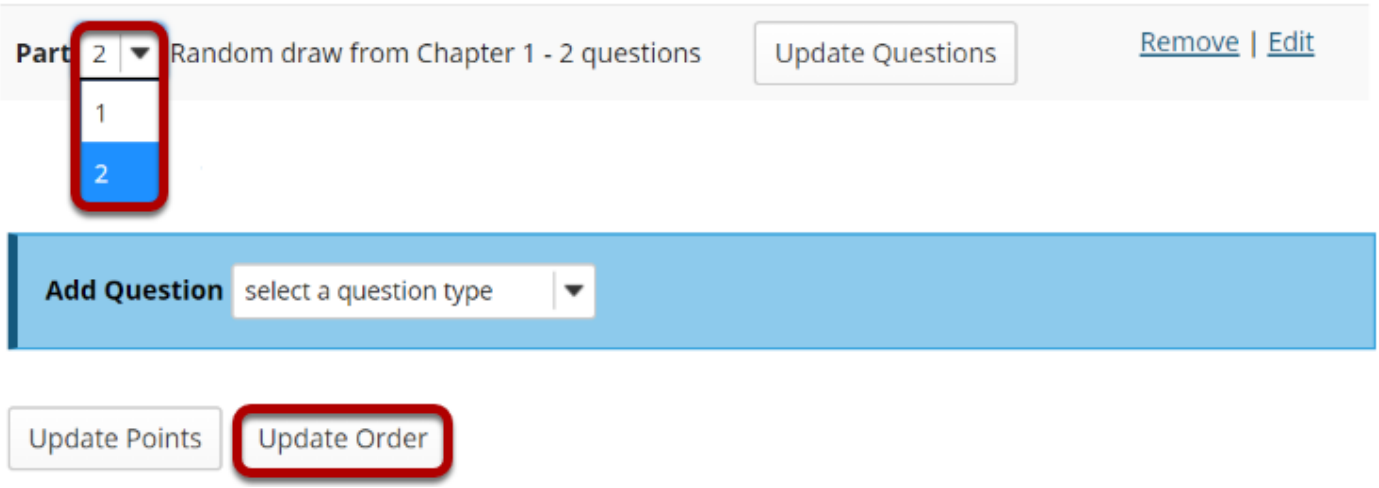


Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).

Arrange parts.



New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part" and click **Update Order**. For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

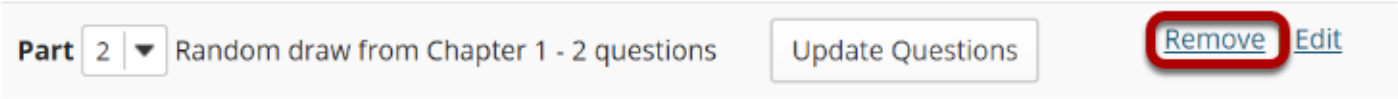
Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

Remove parts.

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

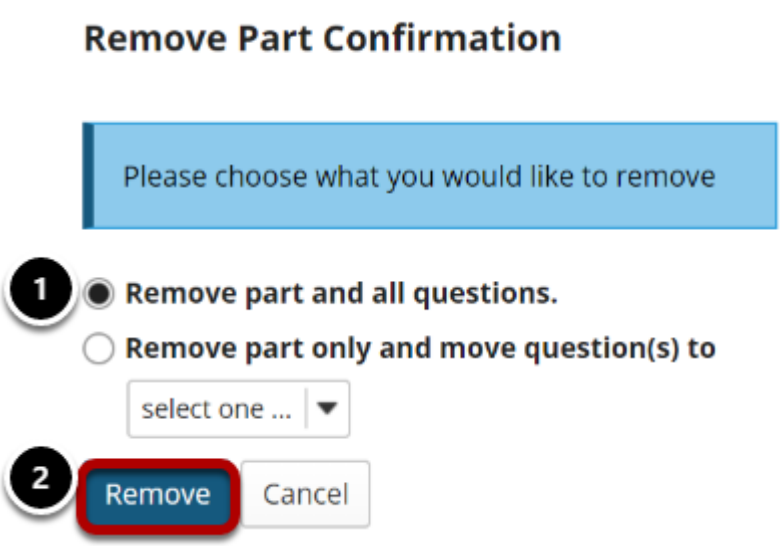
Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

Choose to remove.



In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.



1. On the subsequent confirmation screen, choose between the following:

   Remove part and all questions.

   Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.

What is a question pool?

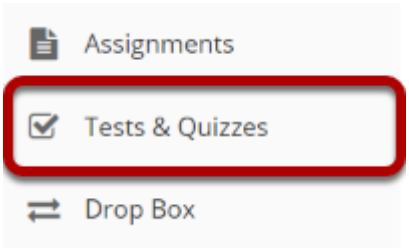
A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Questions pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

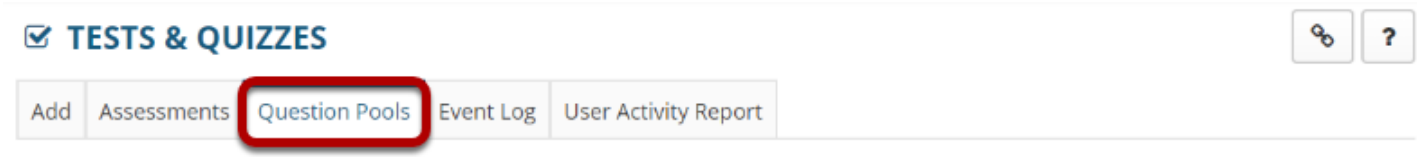
Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.

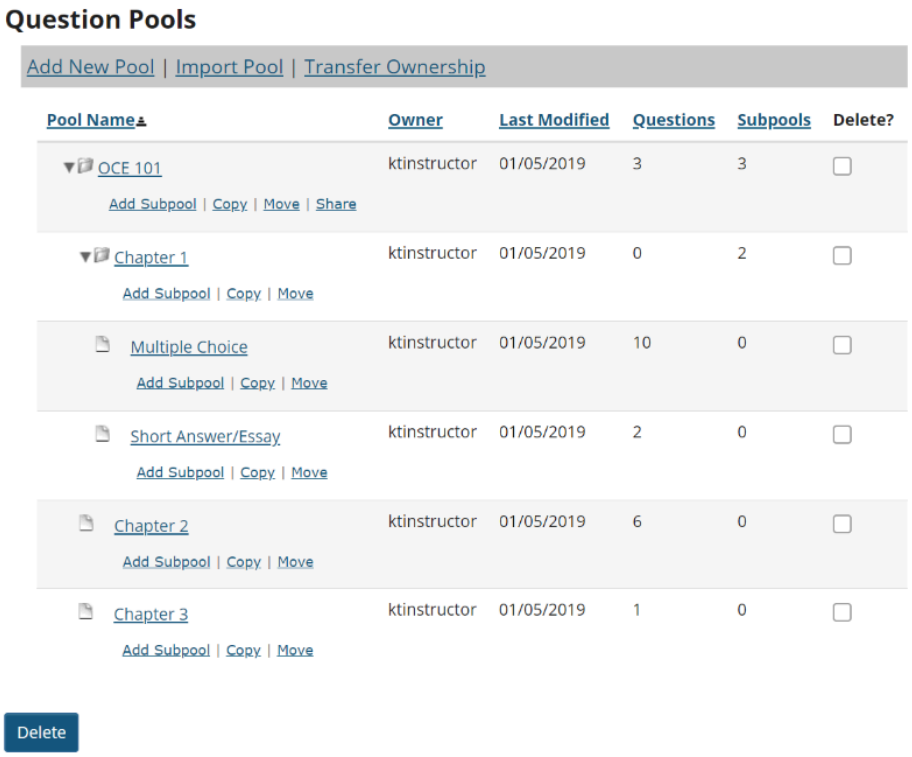


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Question Pool Example.



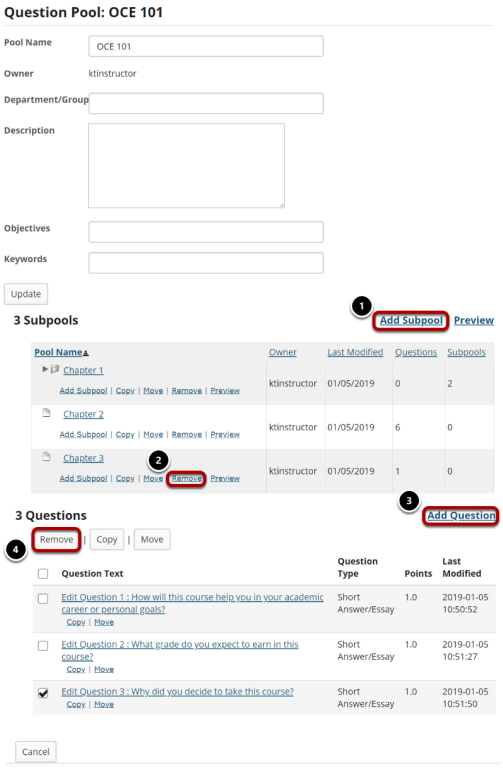
Here we see a question pool (e.g. OCE 101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.



Clicking on the name of the pool, in this case OCE 101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

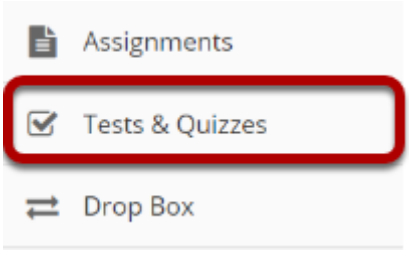
To create a new Question Pool, see How do I add, copy, move, or remove a Question Pool?

How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see What is a Question Pool?

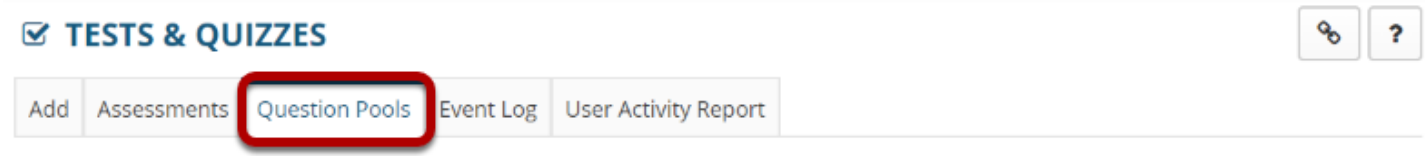
Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

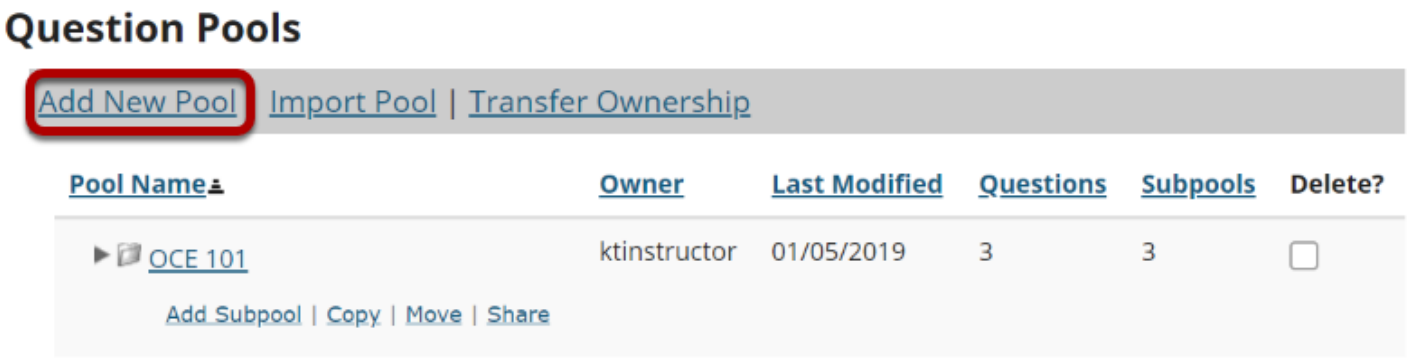
Click Question Pools.



Add a question pool.

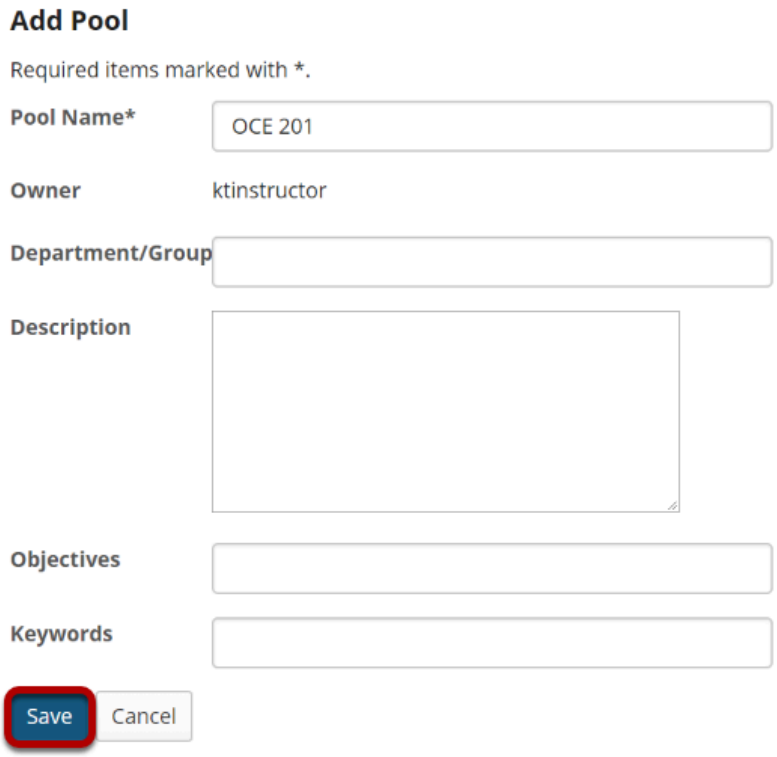
You can add a new Question Pool as an empty container for future questions.

Click Add New Pool.



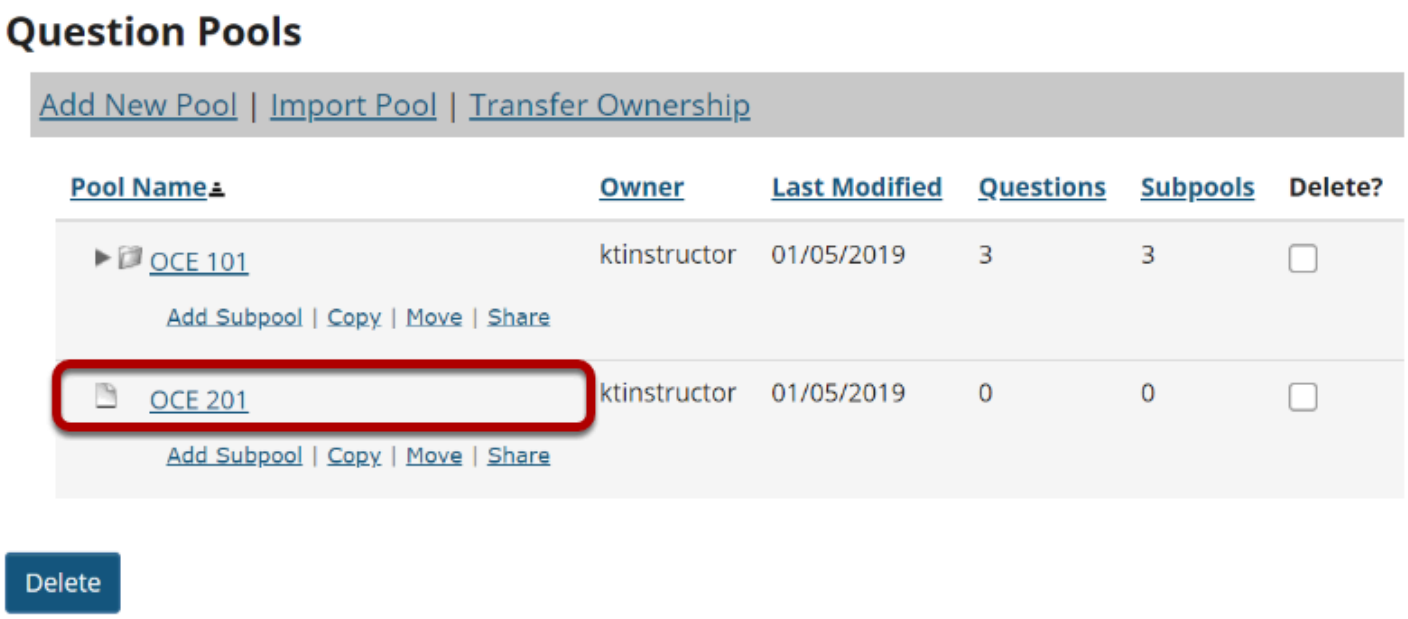
Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See How do I import questions into an assessment or a Question Pool?)

Enter the pool details and Save.



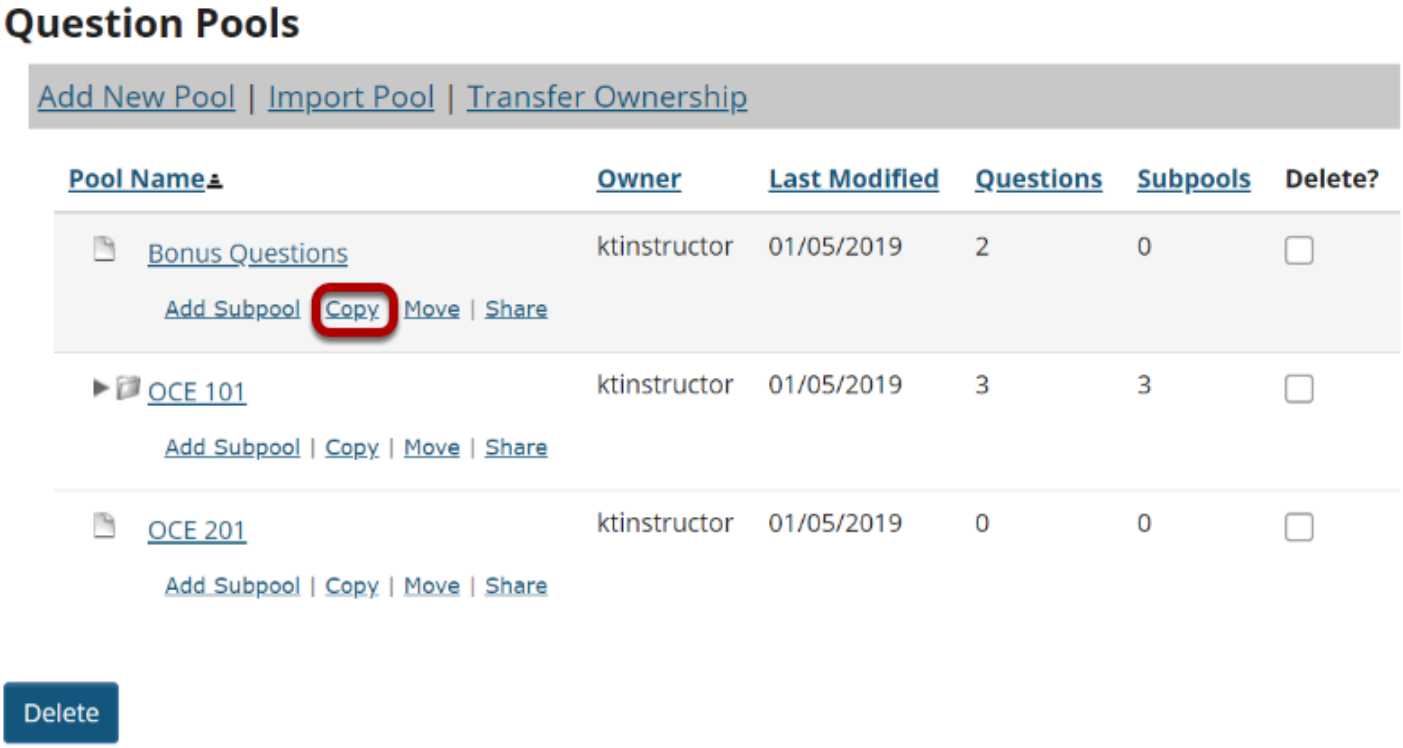
Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.



To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see How do I add a question to a question pool?)

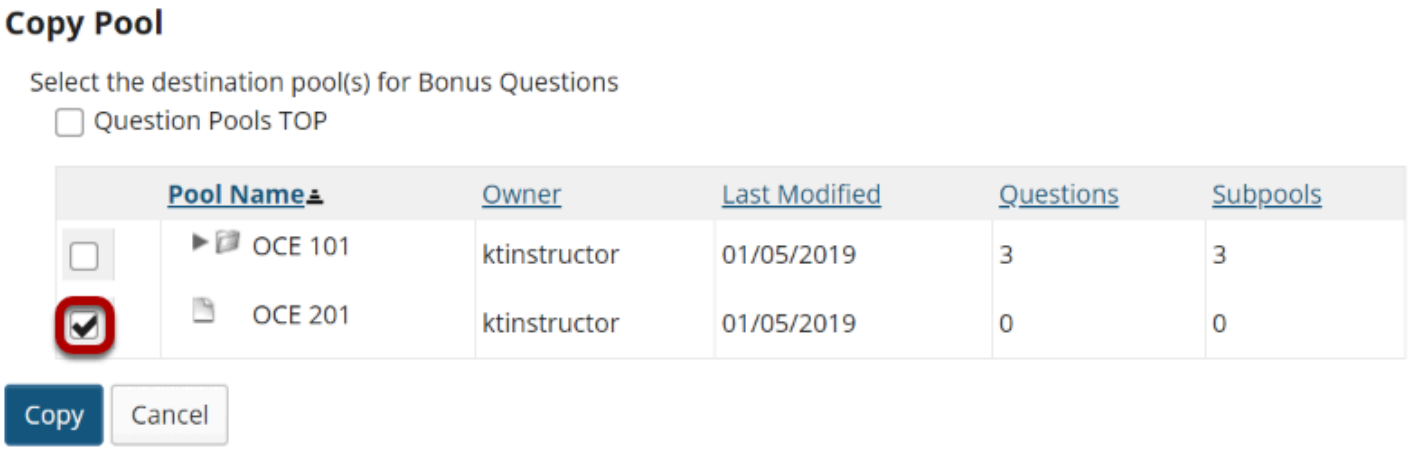
Copy a question pool.



Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

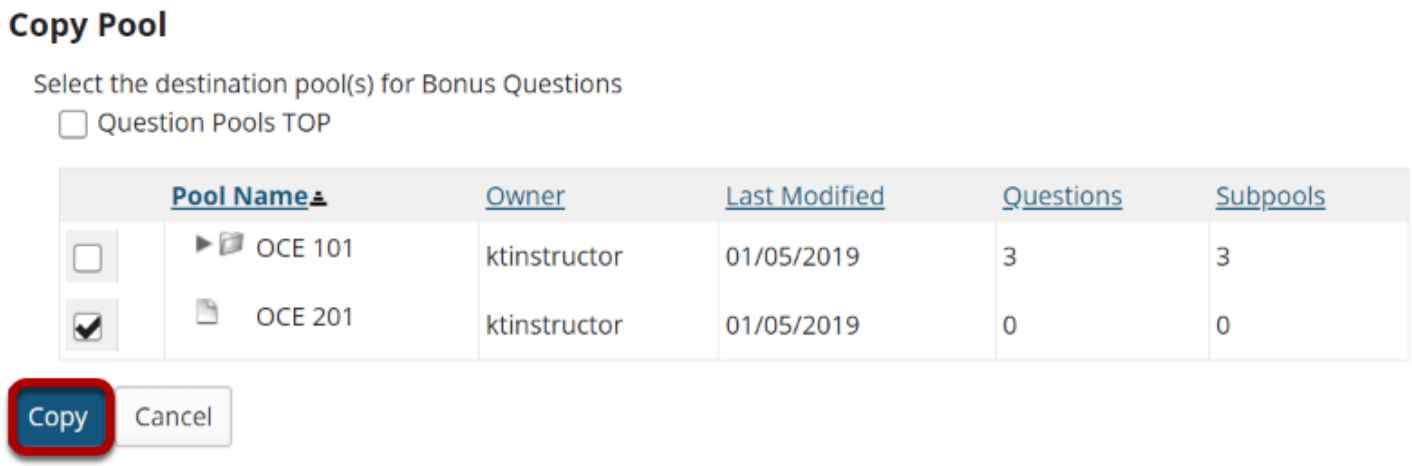
Specify the destination.



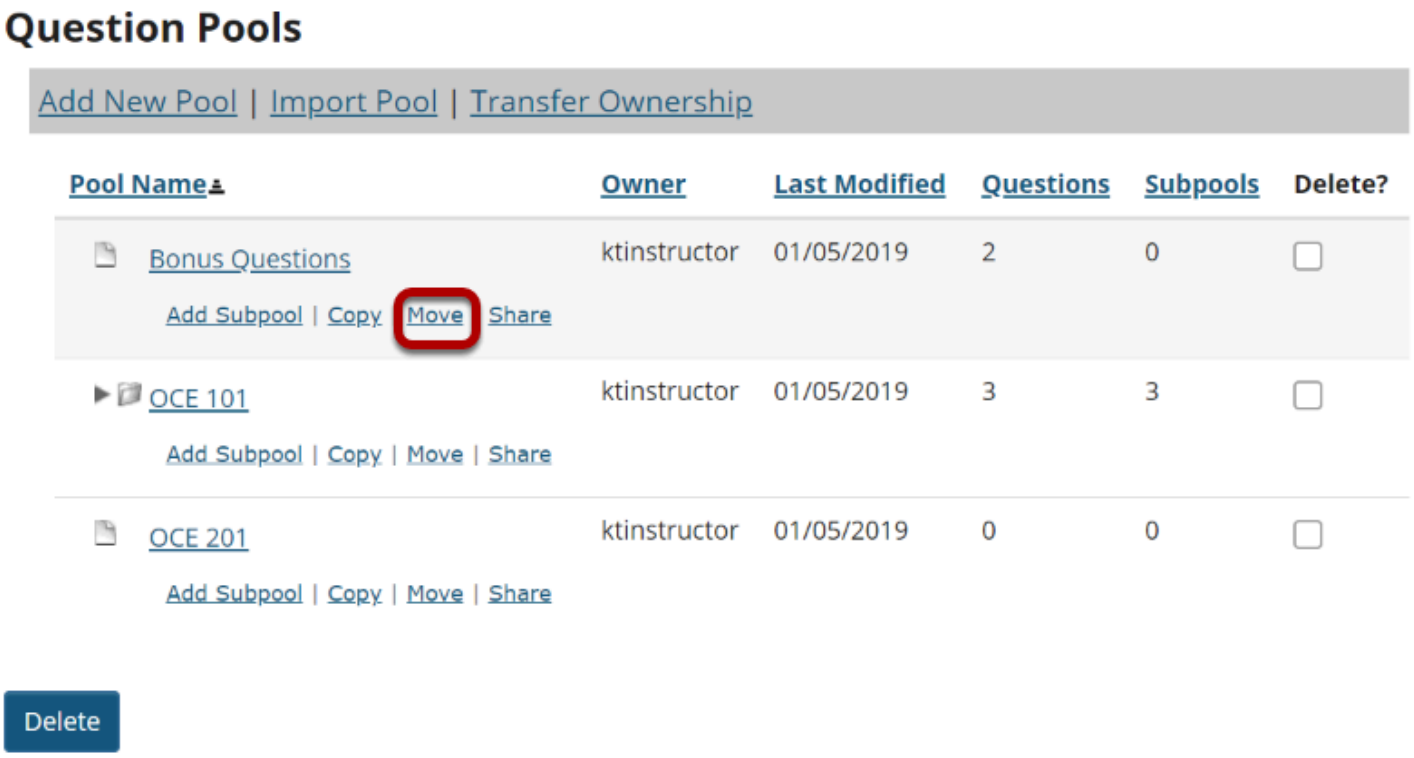
On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Copy.



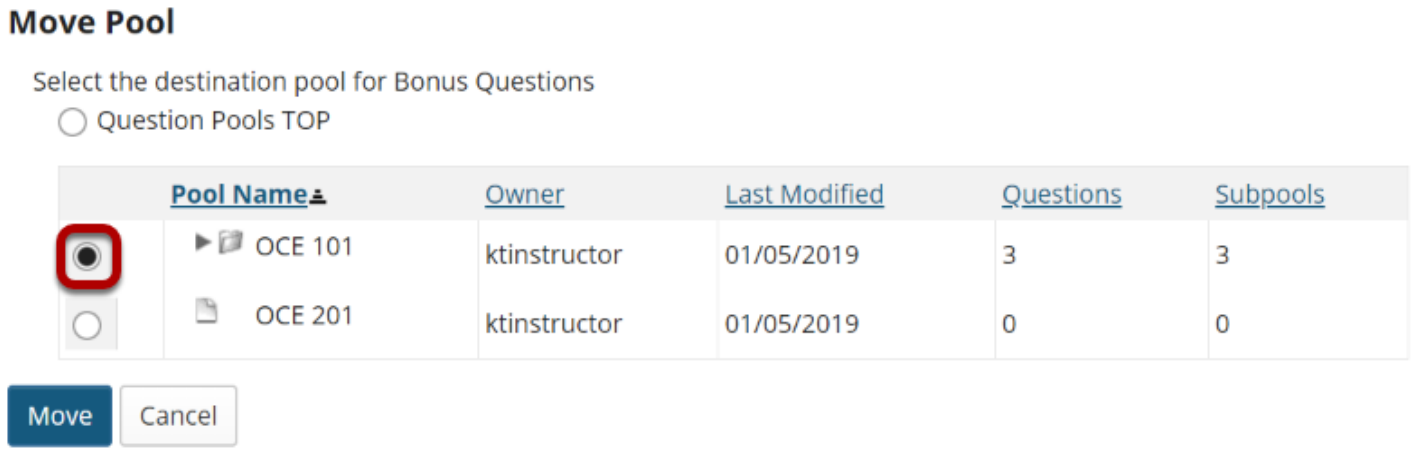
Move a question pool.



Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

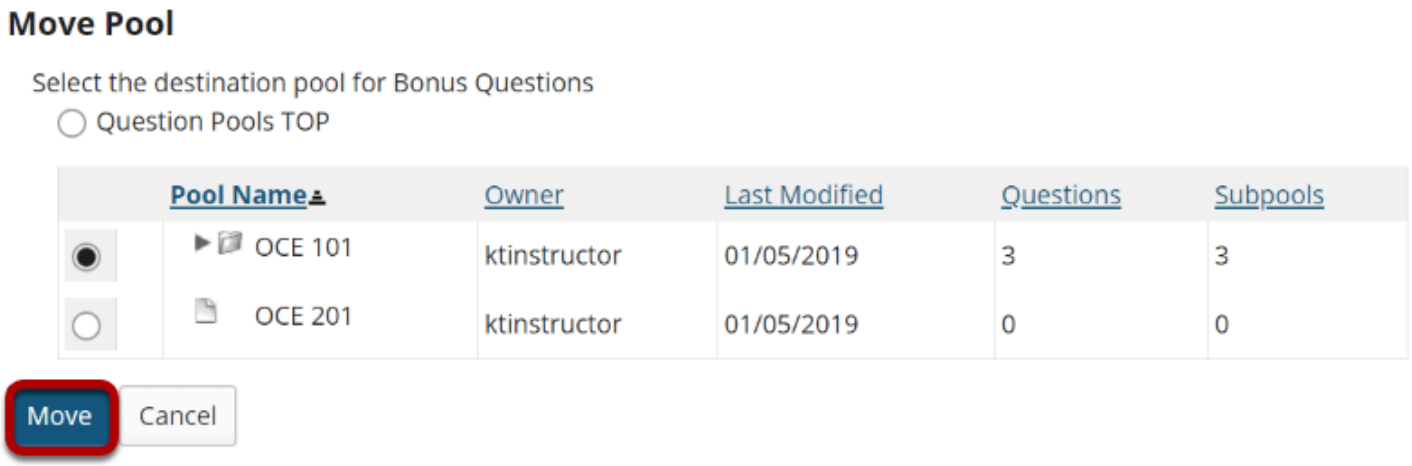
Specify the destination.



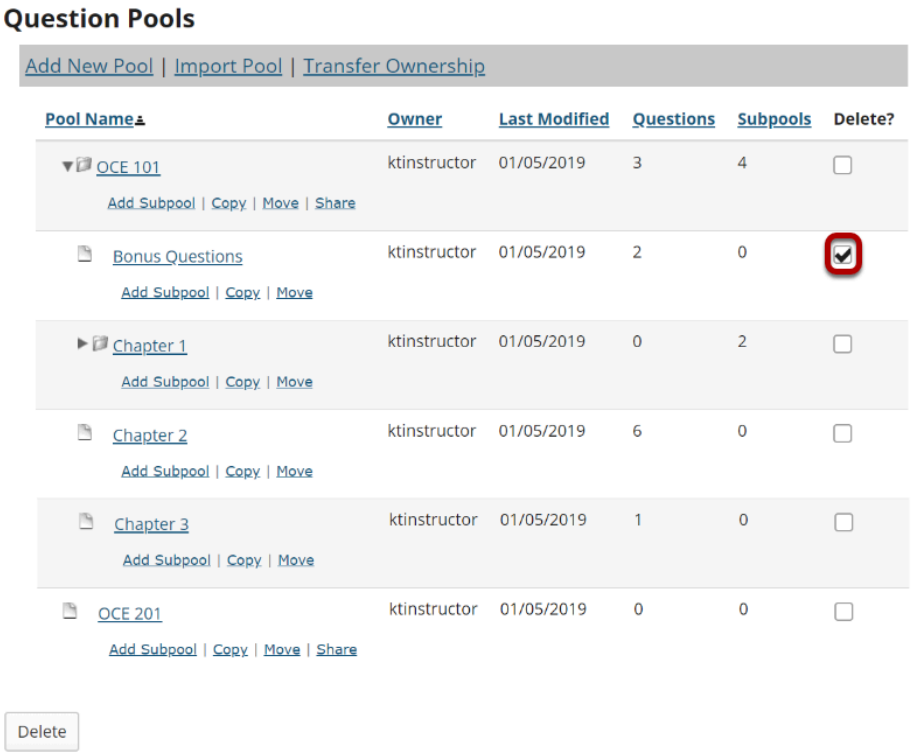
On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Move.



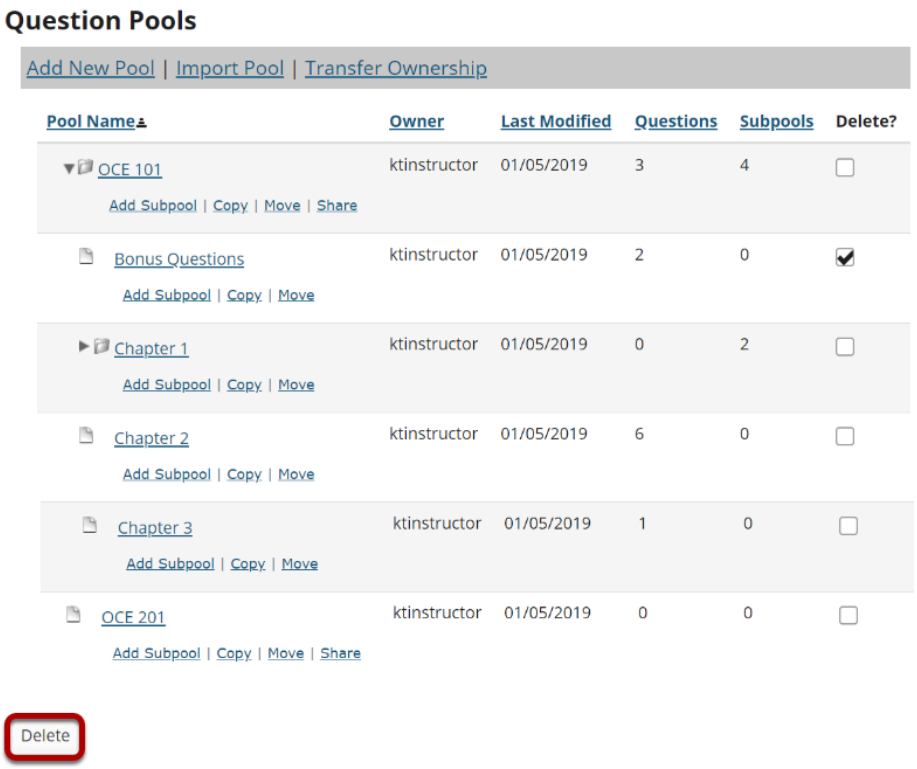
Delete a question pool.



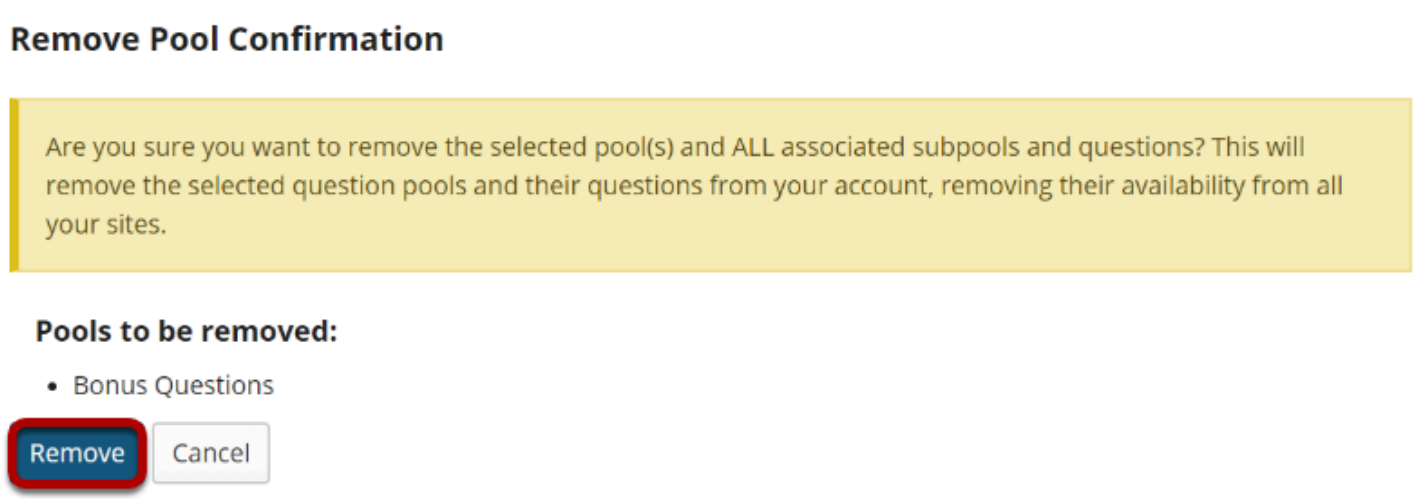
Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Click the Delete button.



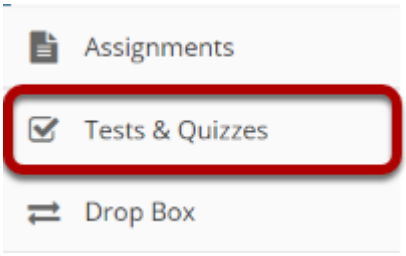
Click Remove to confirm deletion.



How do I add a question to a question pool?

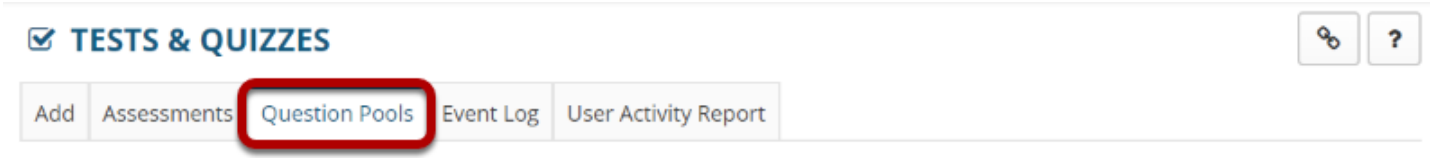
A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.

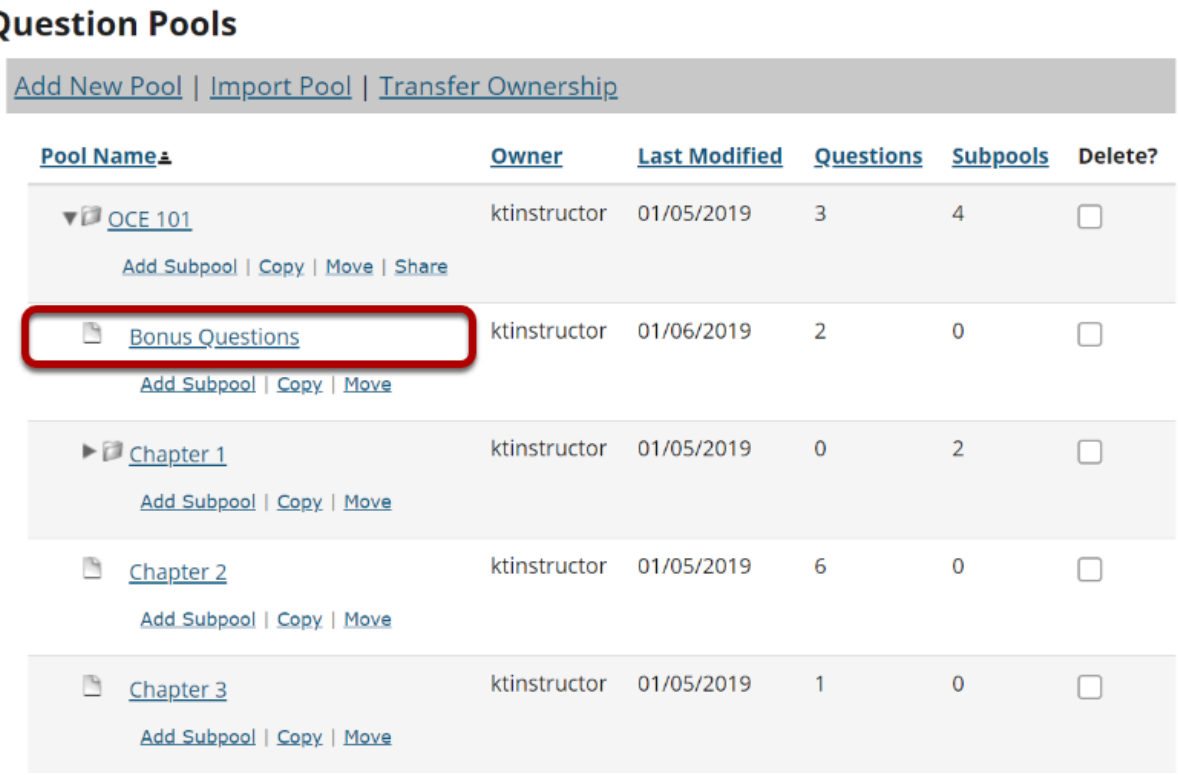


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.

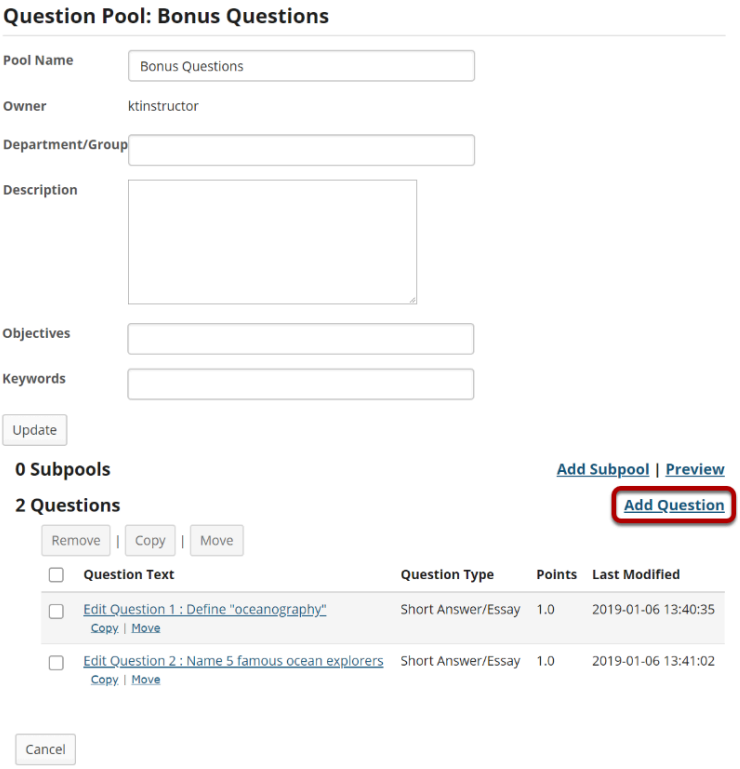


Select the pool.



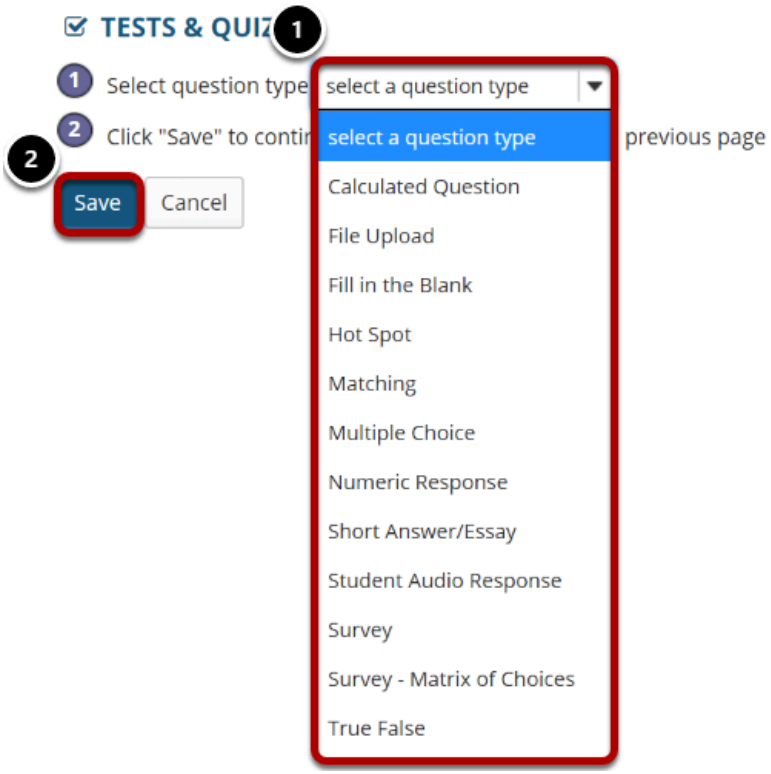
Select the pool that you wish to augment by clicking on its name.

Click Add Question.



You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add Question** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

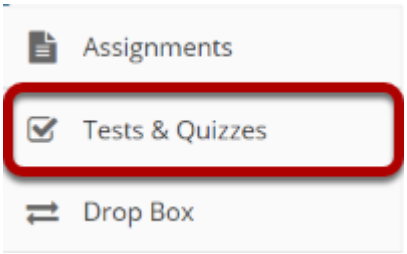
1. Select the type of question you want to add.
2. Click **Save**.

How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see How do I set up a random question set?

Go to Tests & Quizzes.



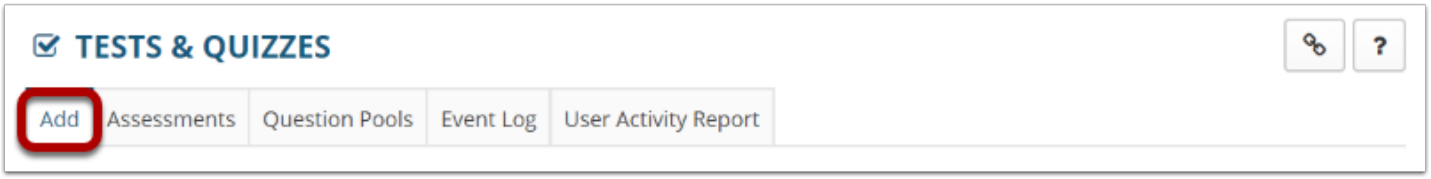
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

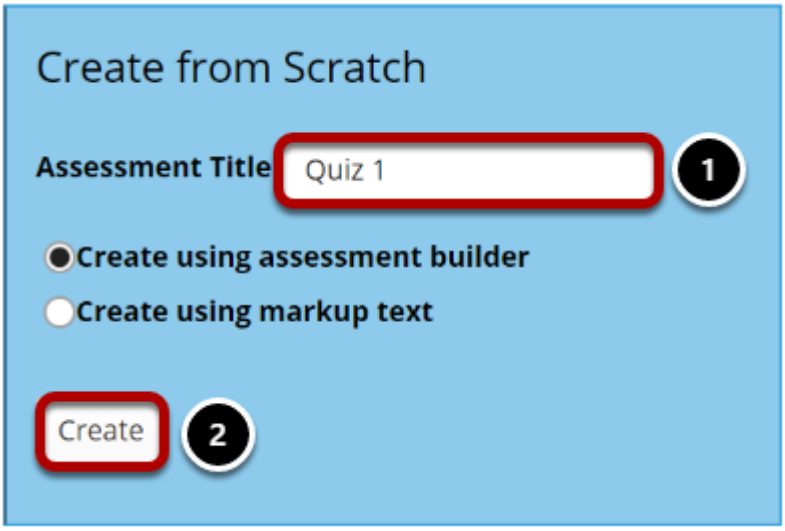
Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

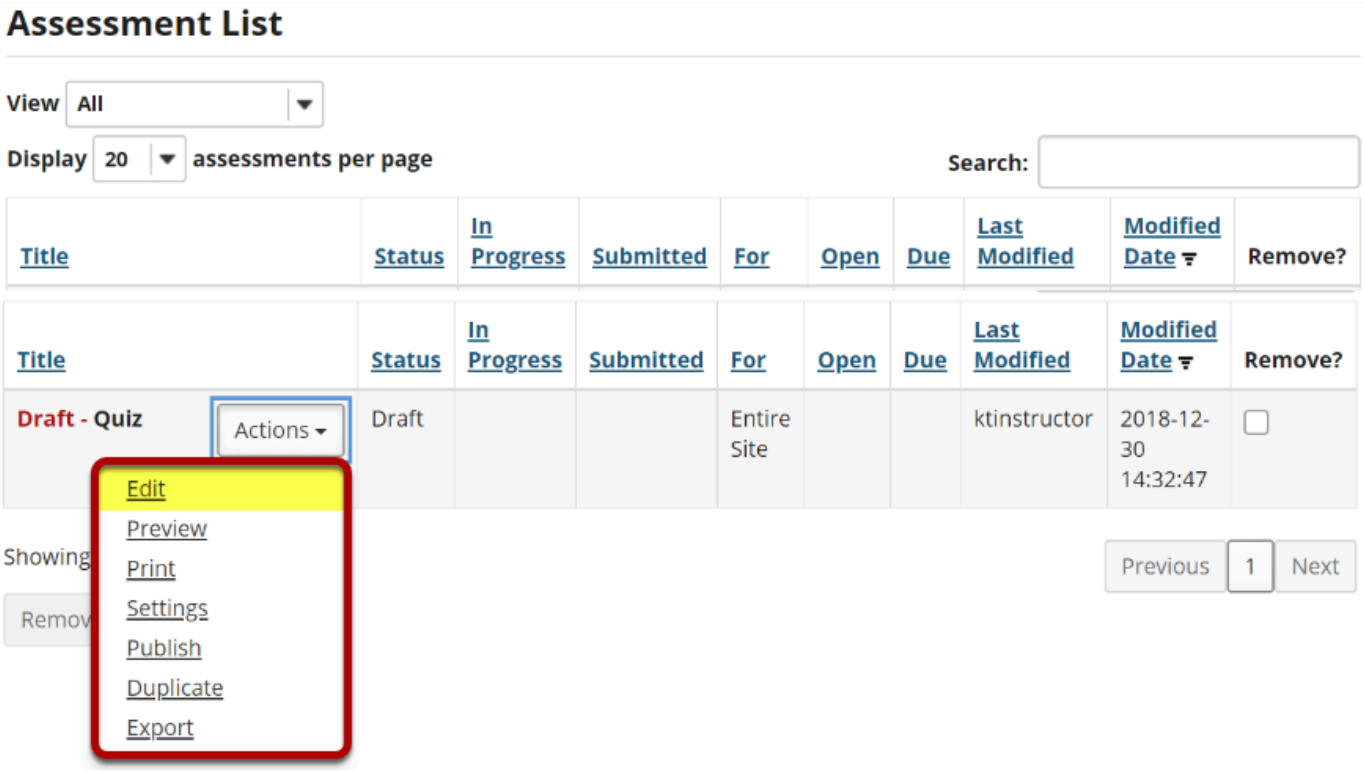
Click Add.



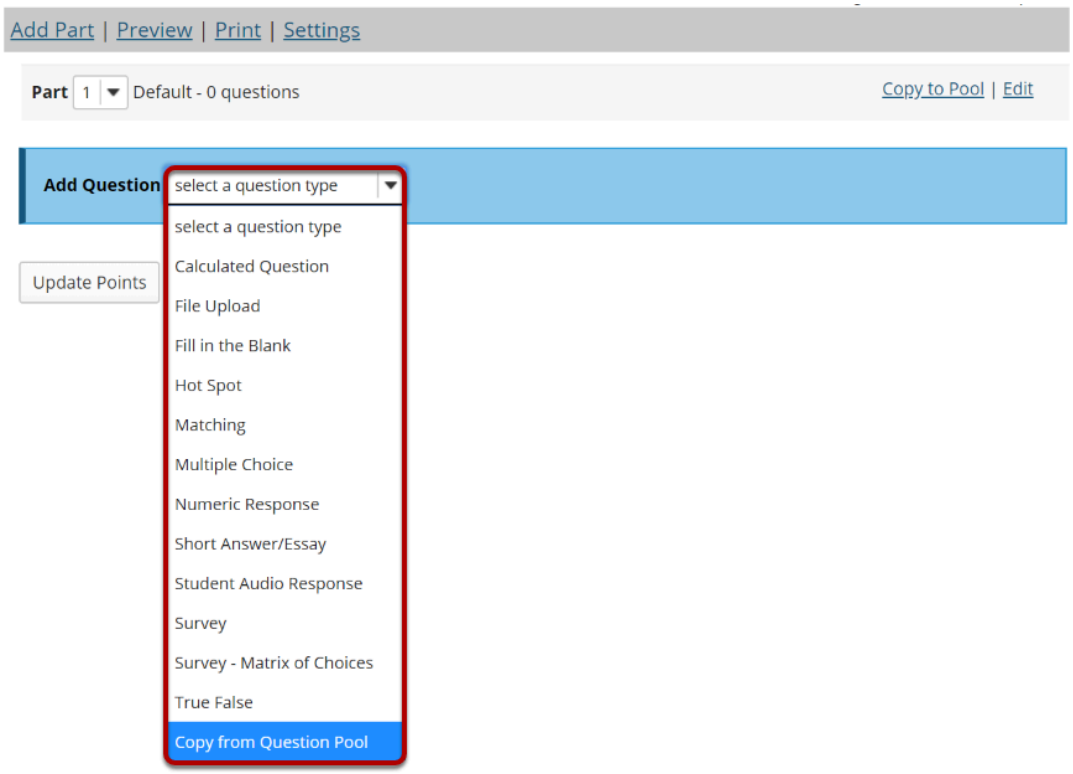


For more information on creating new assessments, see How do I create an assessment?

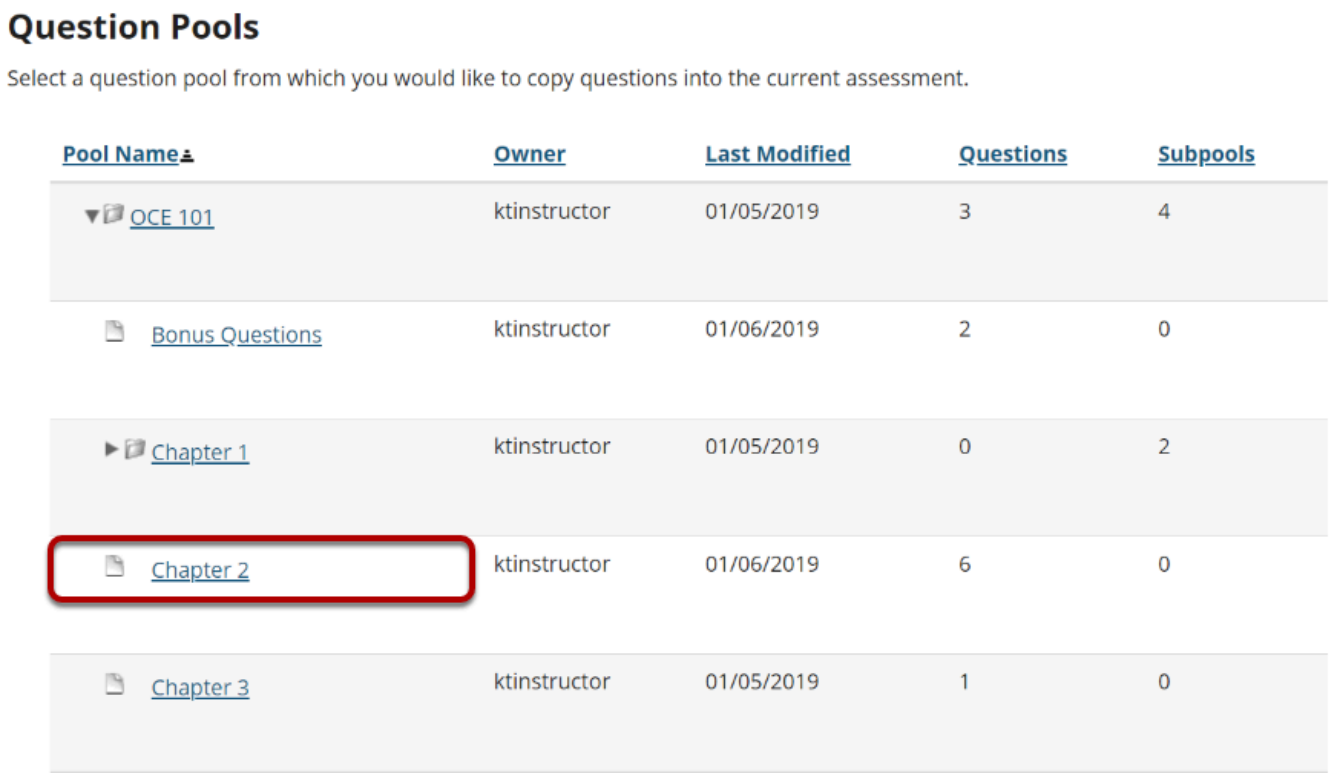
Or edit an existing assessment.



Select Copy from Question Pool from the drop-down menu.

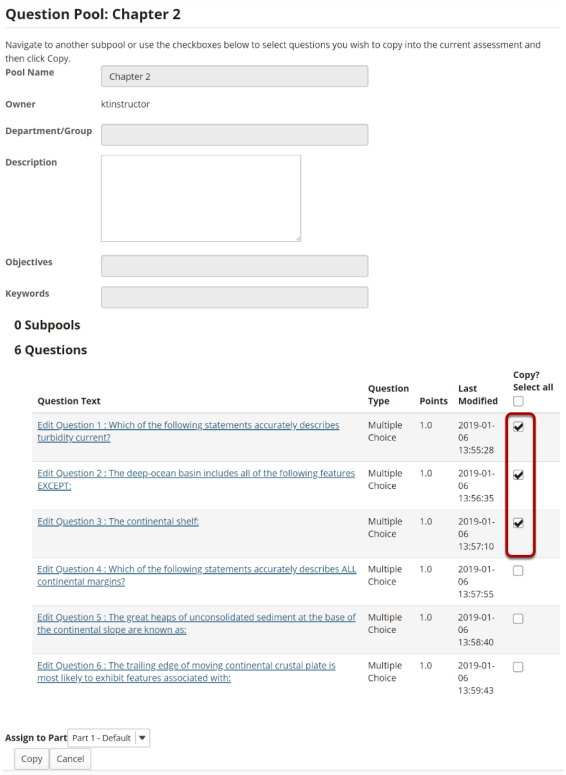


Select a question pool.



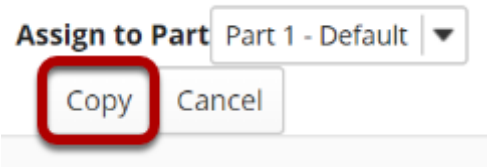
Select a question pool from the list.

Select the question/s.



Check the corresponding box for the question/s you would like to copy.

Click Copy.

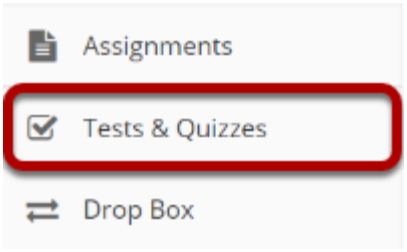


Scroll down to the bottom of the question list and click the **Copy** button.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.

How do I set up a random question set?

Go to Tests & Quizzes.



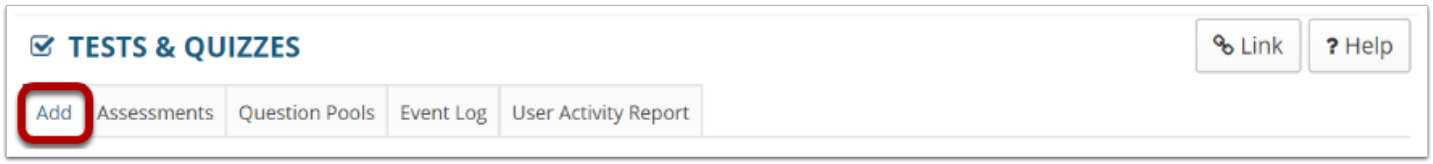
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

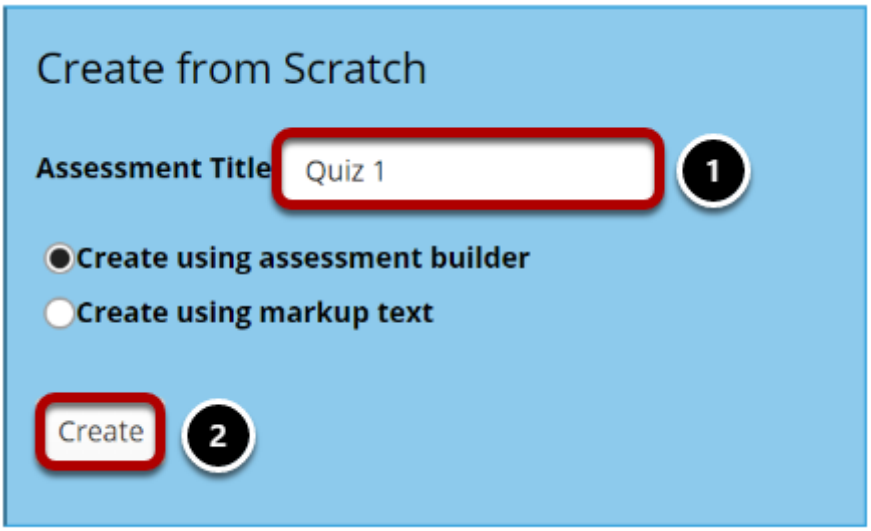
Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

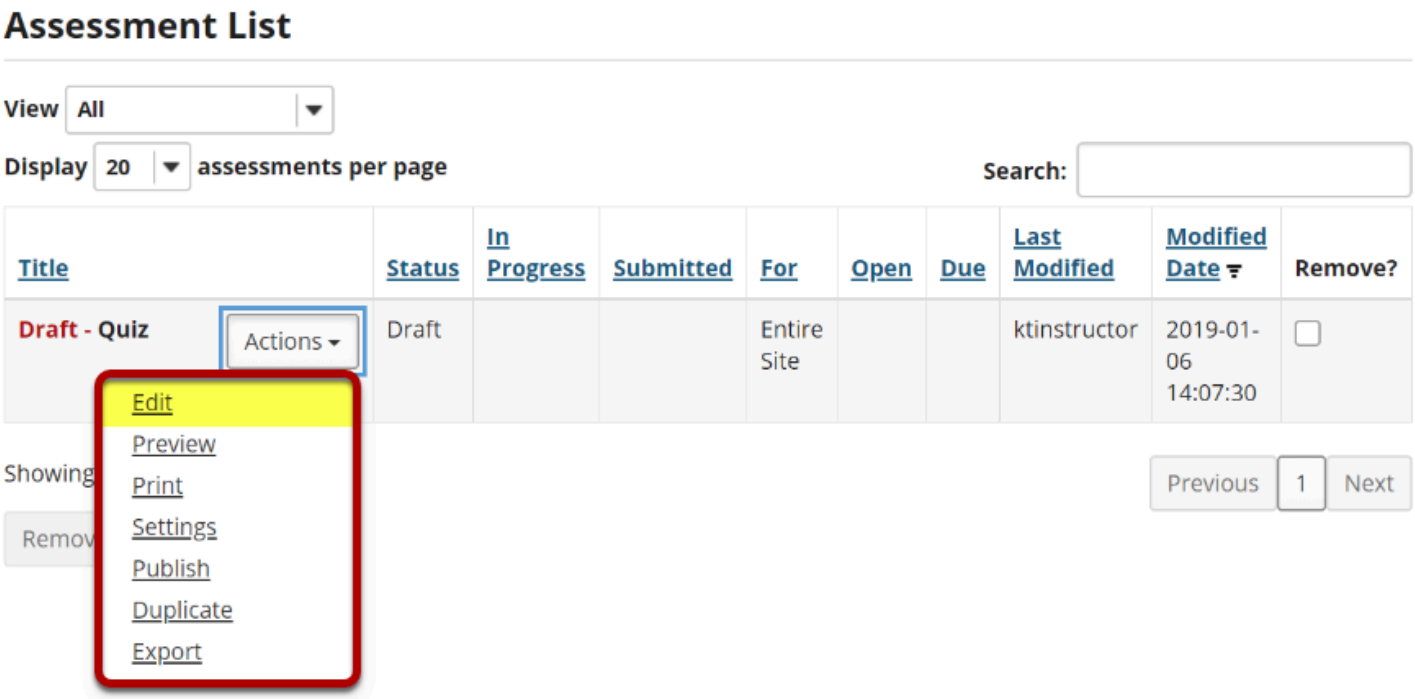
Click Add.





For more information on creating new assessments, see How do I create an assessment?

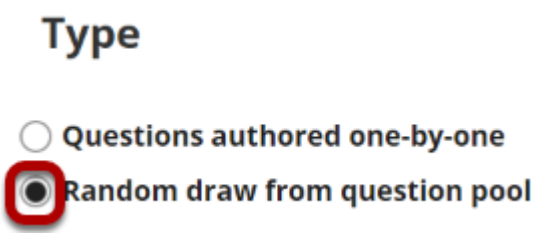
Or edit an existing assessment.



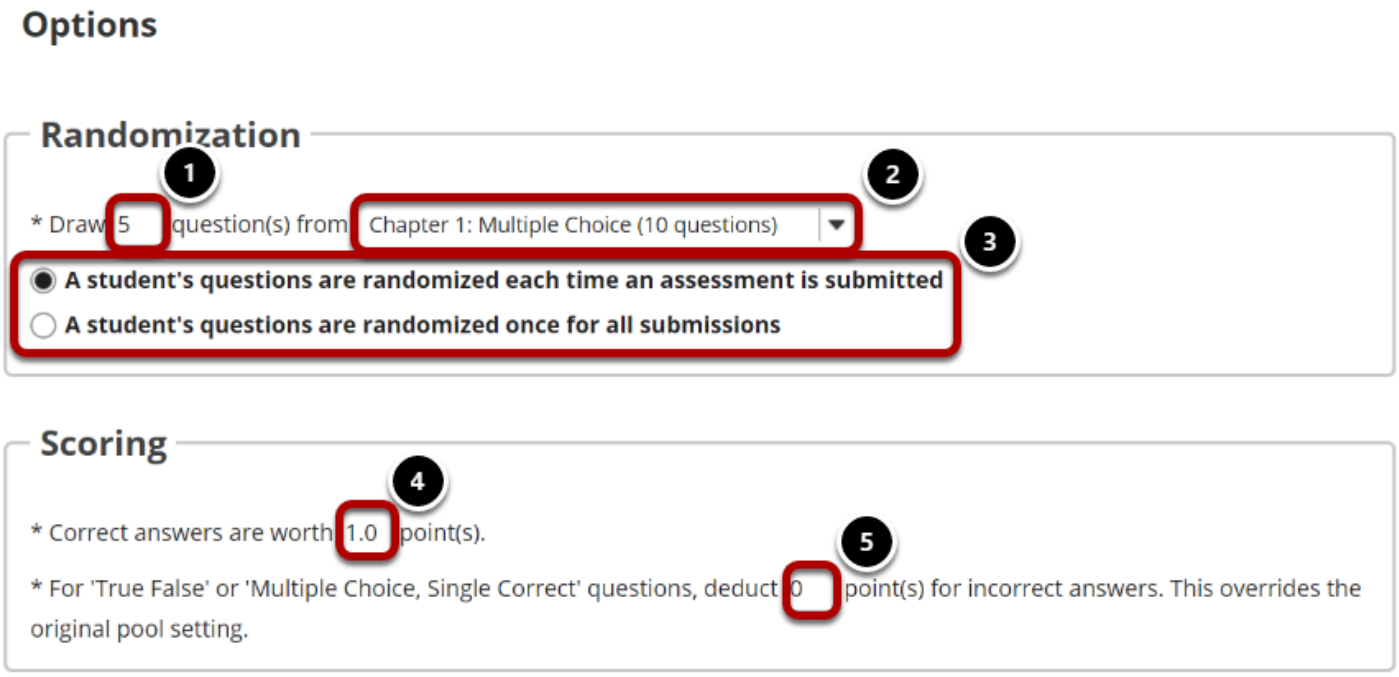
Edit a part.

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

For the Type, choose Random draw from question pool.



Set the options for the random set.

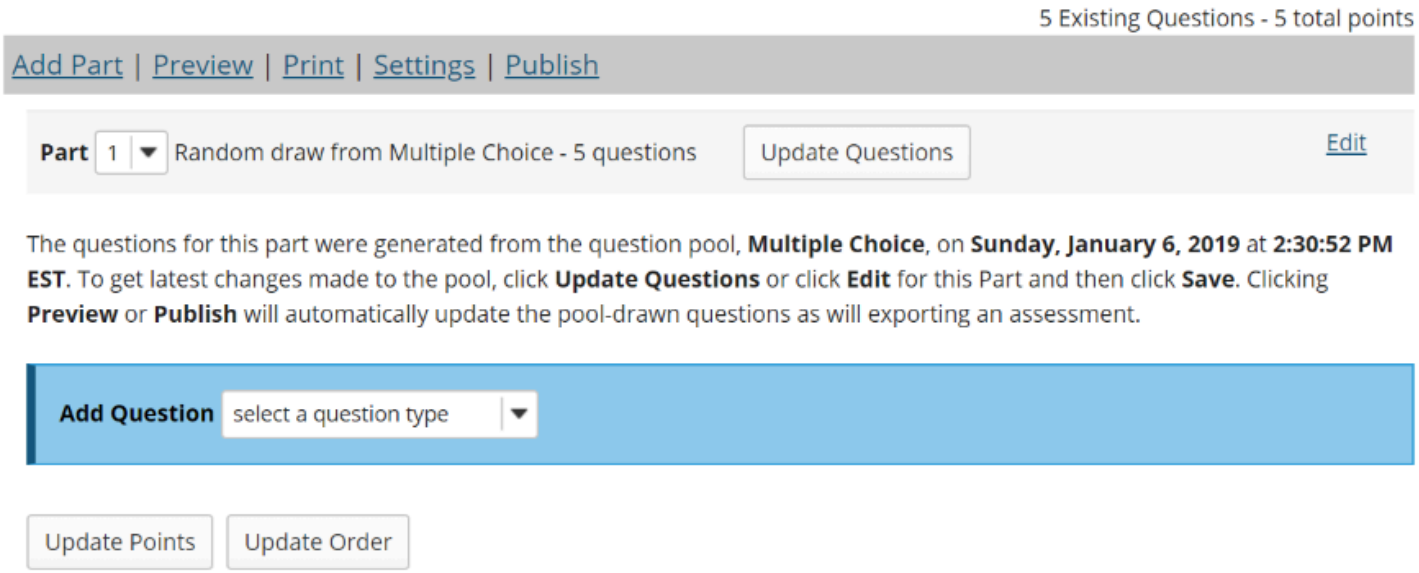


1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Click Save.

View assessment.



You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.

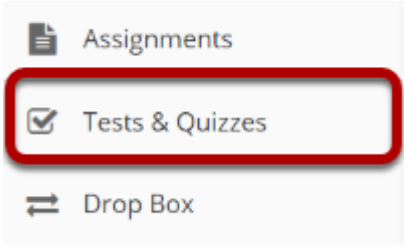
How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Three export formats are available, IMS QTI 1.2, IMS Content Packaging, and Markup text. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

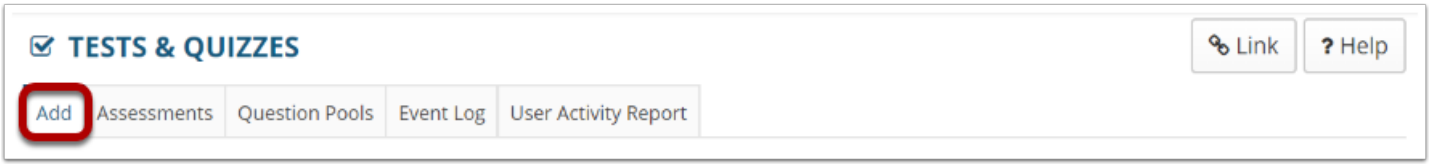
Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.

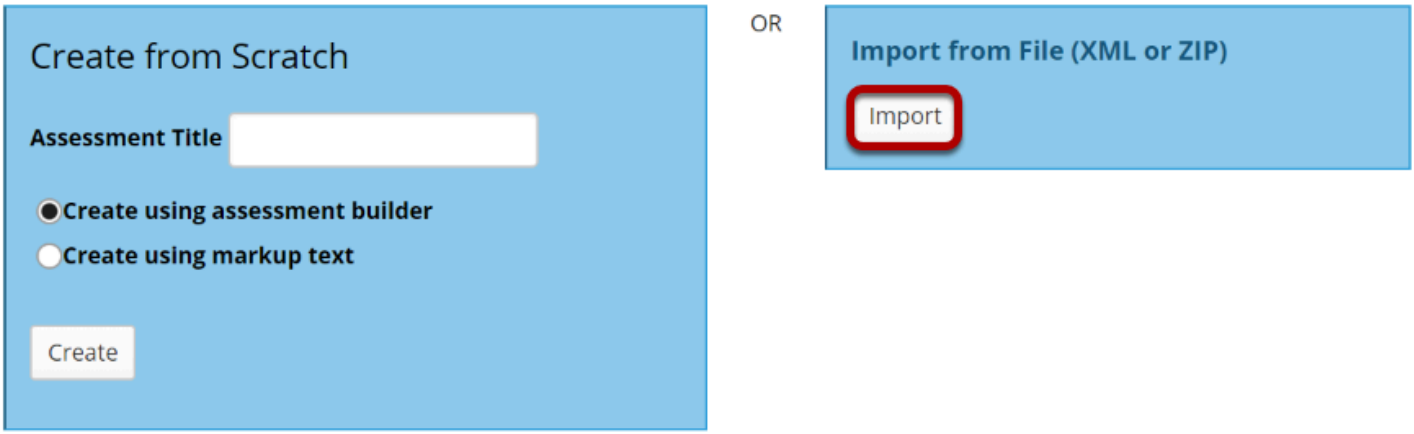


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

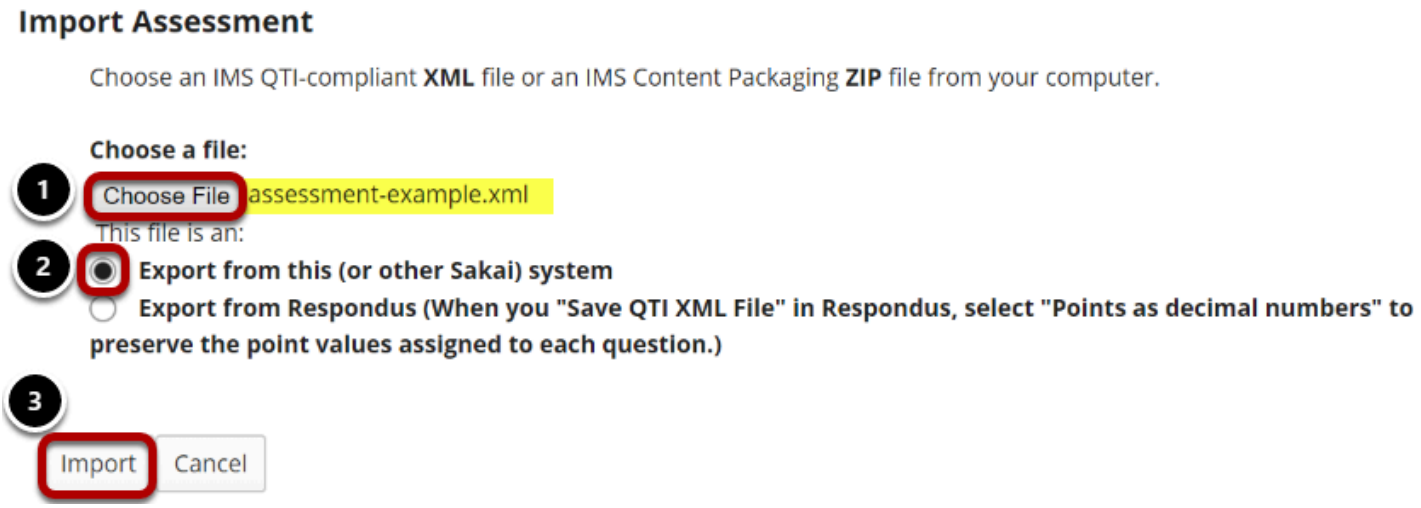
Click Add.



To import an assessment, click Import.



Select your file, and click Import.

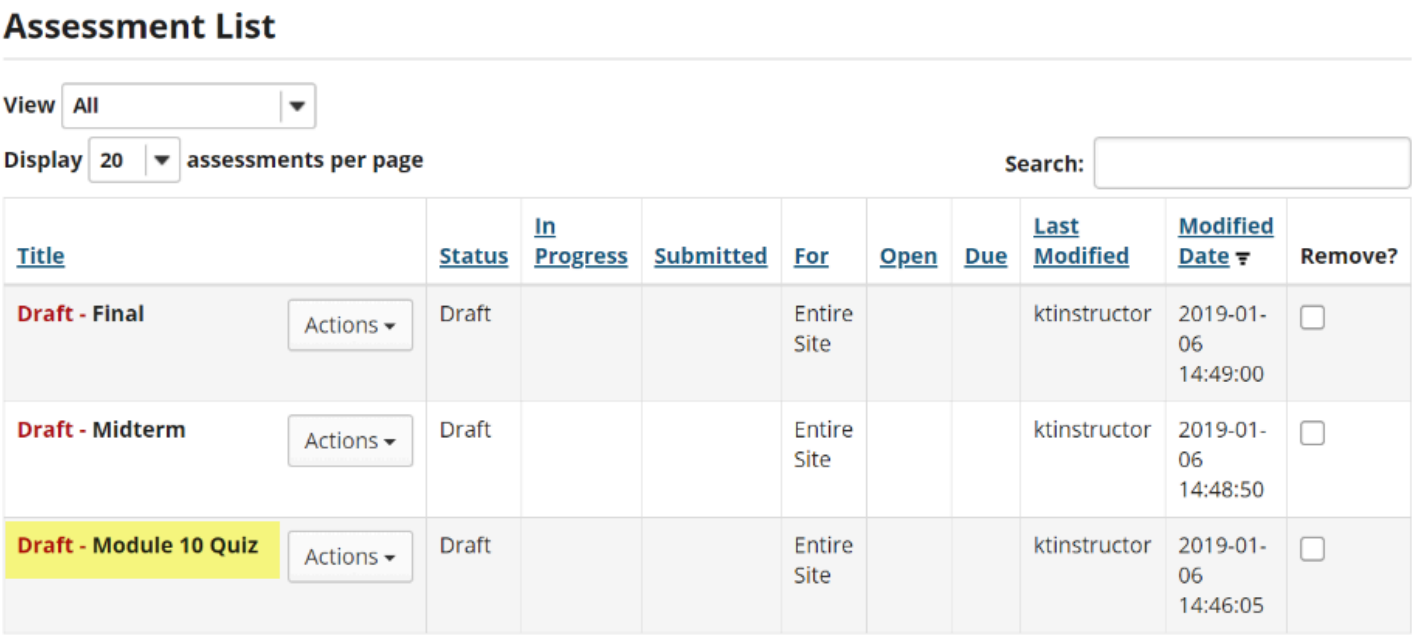


1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.

2. Select the radio button indicating they type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)

3. Click the **Import** button.

View your assessment.

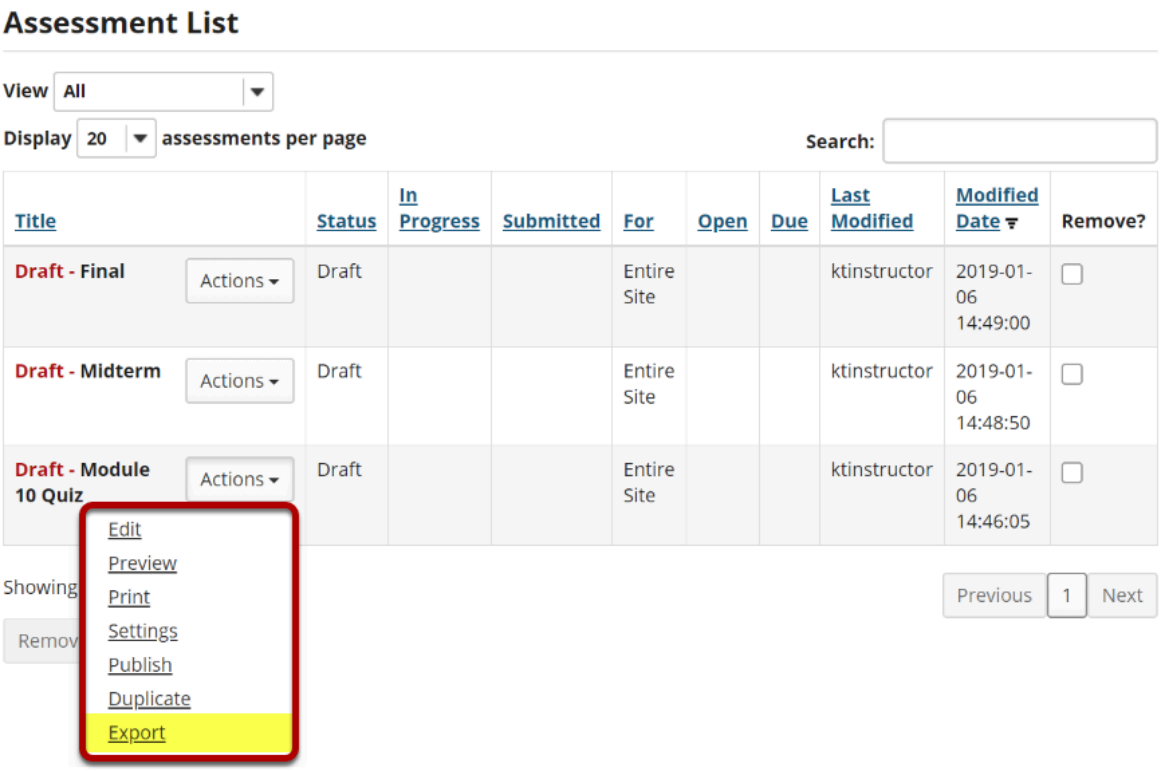


In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

To export an assessment.

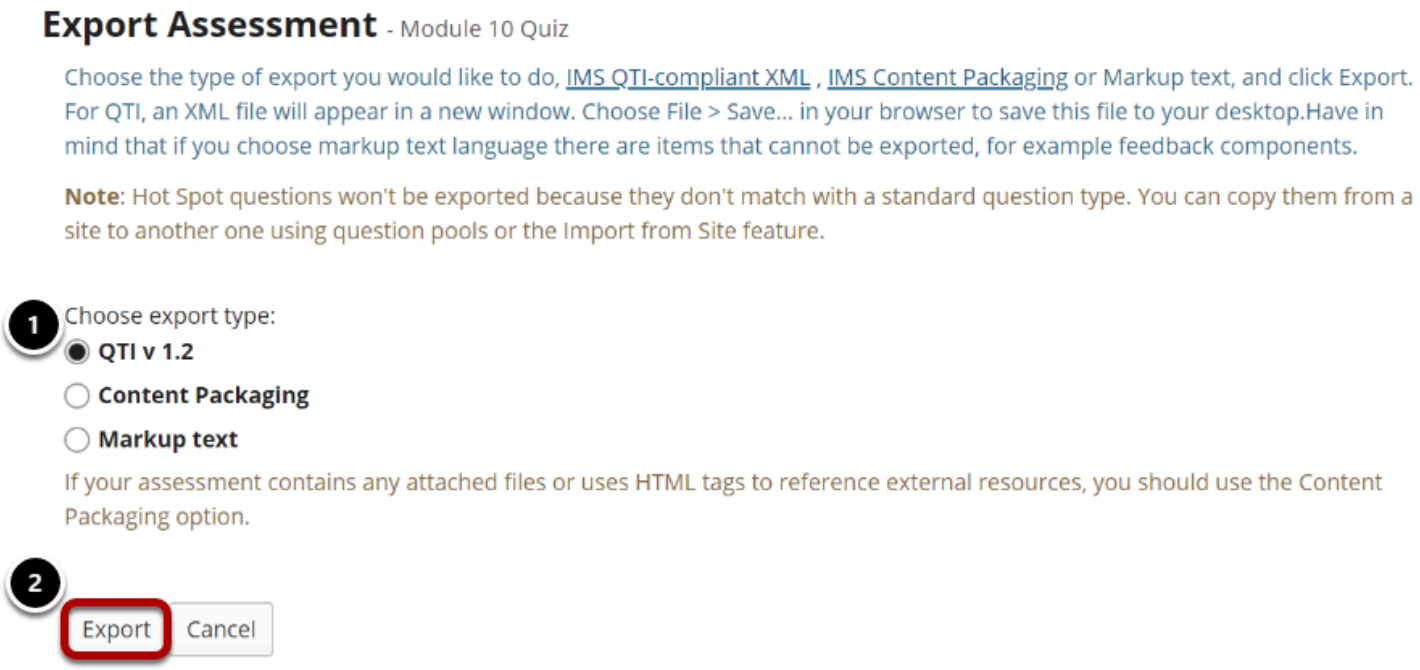
The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

Click Export for the assessment you want to export.



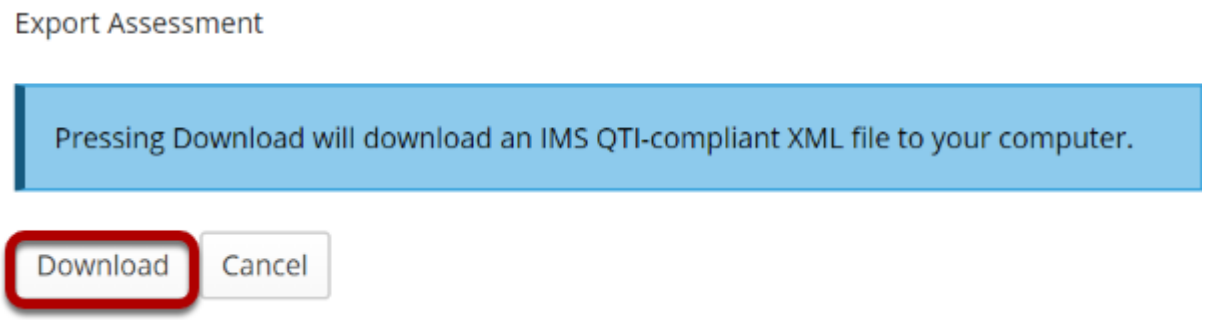
Use the drop-down menu next to the assessment title. Click **Export**.
Note: Only draft versions of quizzes will have the export option.

Choose the export type and export.



1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Click the **Export** button.

Save (download) the file to your own system.



The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

How do I import a question pool?

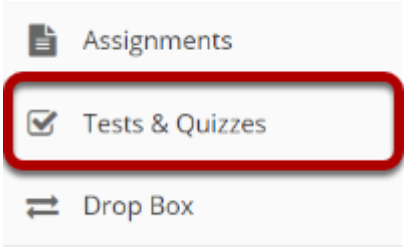
A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See What is a Question Pool?

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

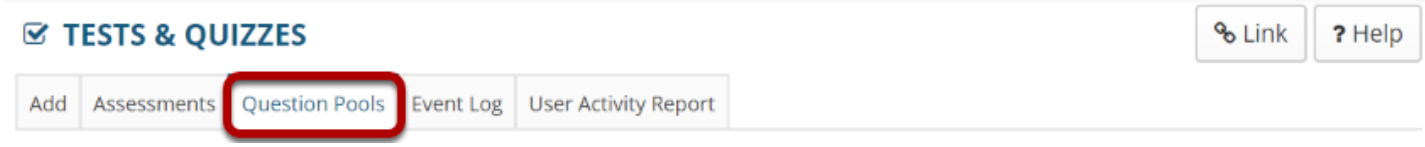
Note: There is currently no way to export question pools, but the questions can be exported in the form of an assessment.

Go to Tests & Quizzes.



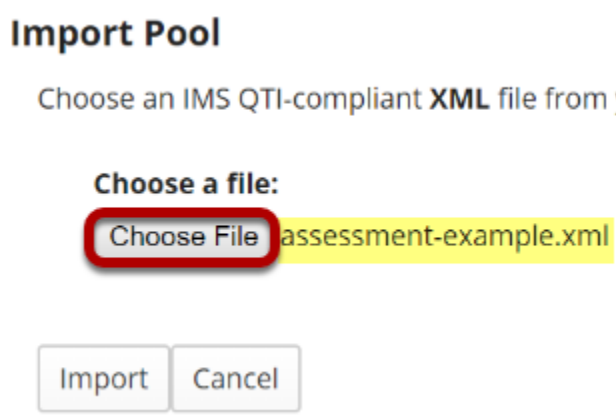
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select Import Pool.

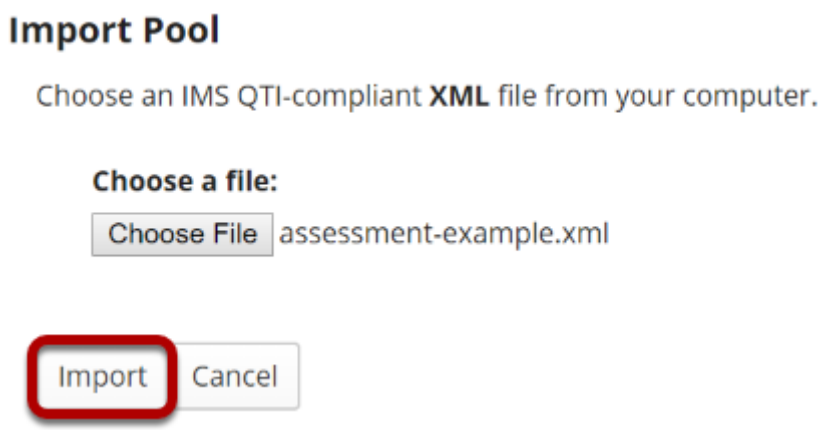
Click Choose File.



Click the **Choose File** button to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

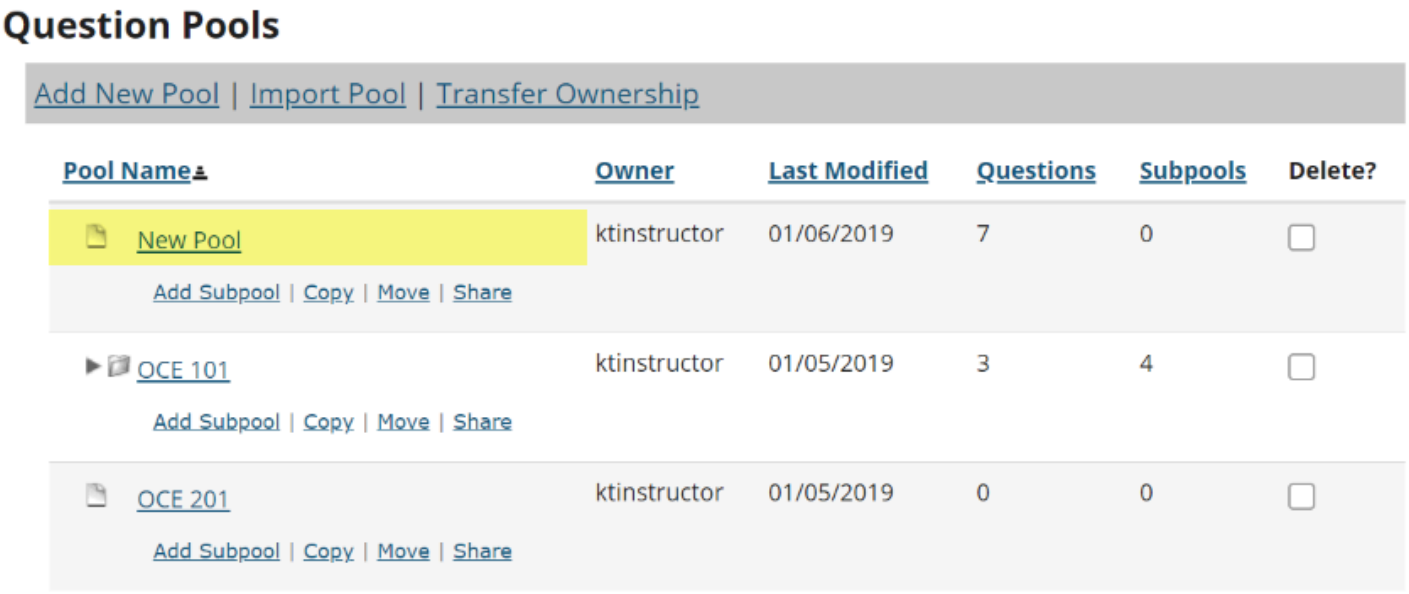
*Note: Your import file must be an IMS QTI-compliant **XML** file. The Import Pool option does not accept zip files.*

Click Import.



Once you have located the file, click **Import**.

The question pool is imported to the site.



You will see the question pool, under the name it was given in the import file, in your list of question pools.

How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

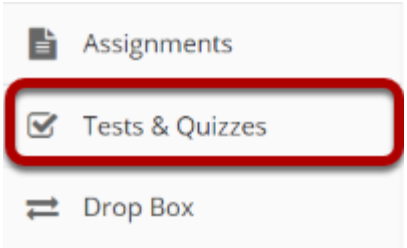
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

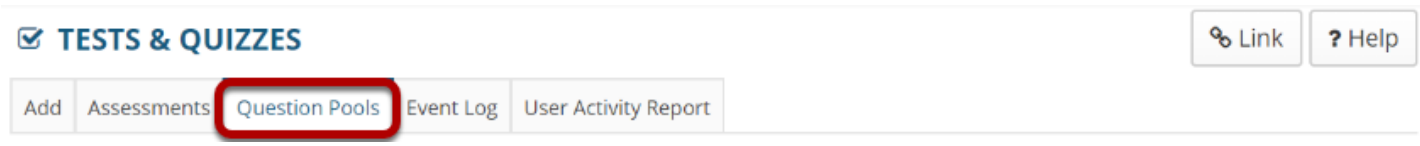
Removing a user from a site does not remove access to any question pools you've shared with him or her.

Go to Tests & Quizzes.

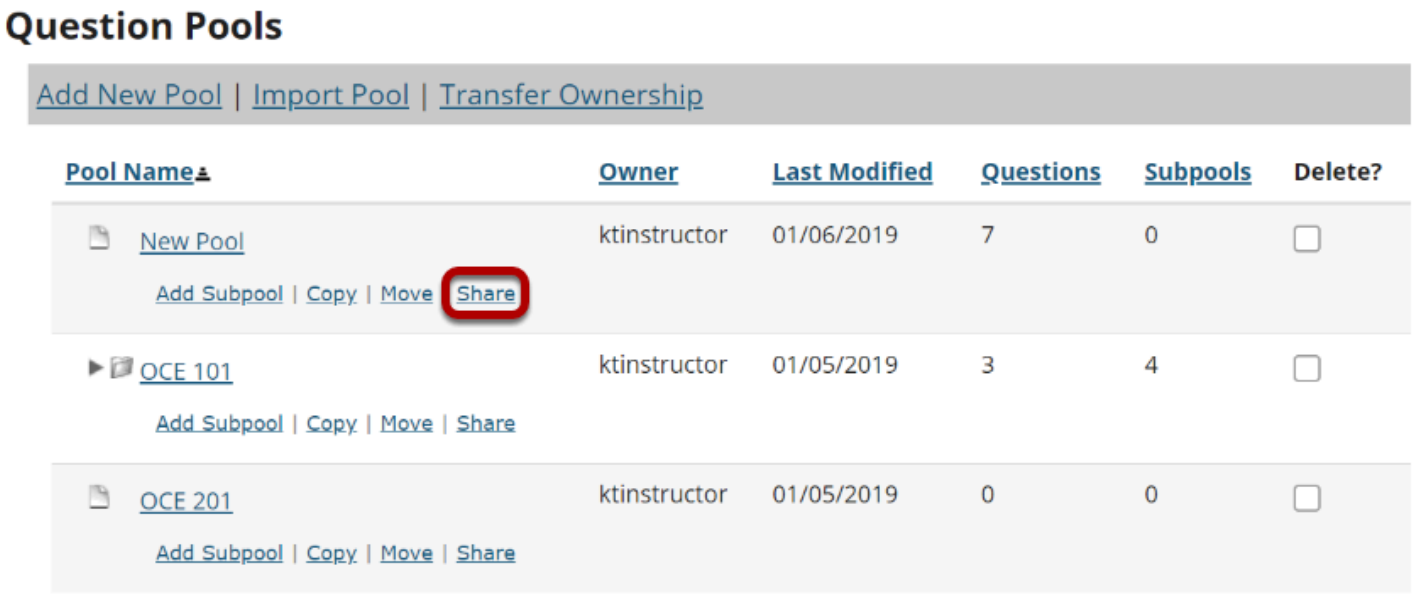


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.

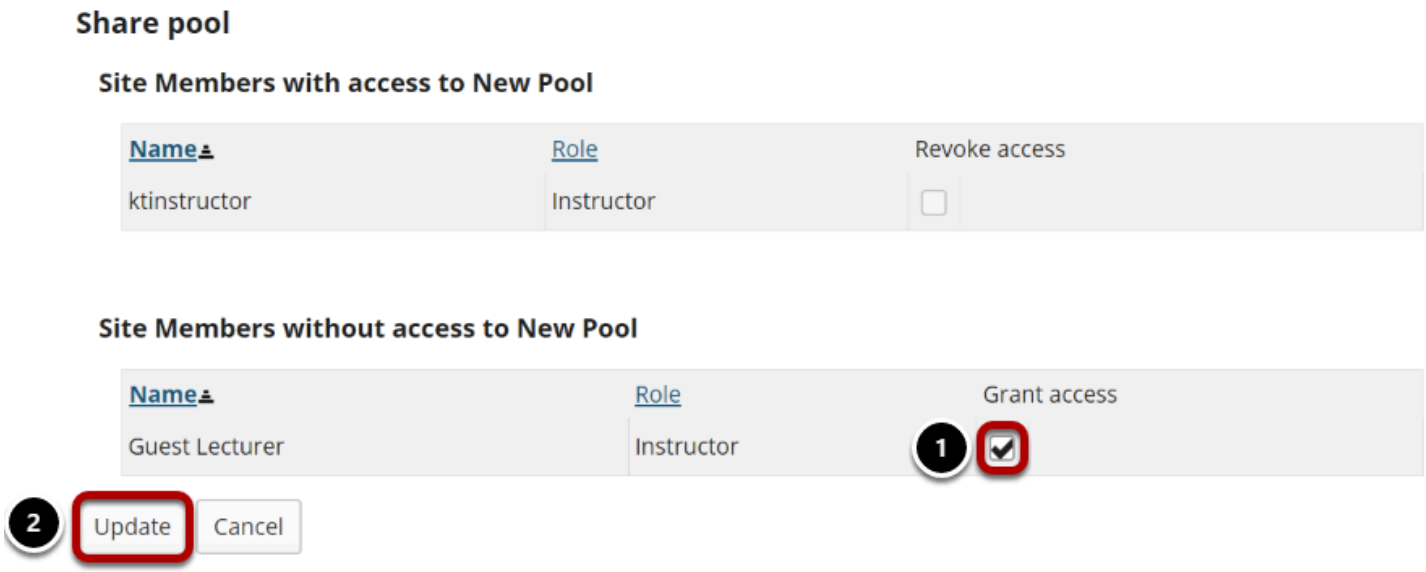


Choose to share the question pool.



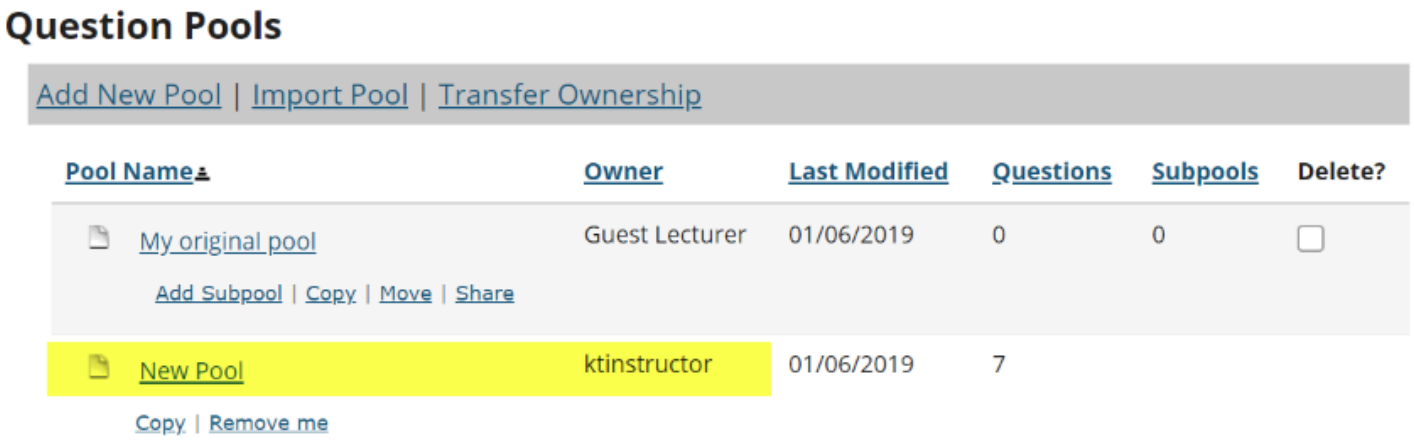
Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, click **Share**.

Grant access.



1. Next to the person's name, check the box to **Grant Access**.
2. Click **Update**.

The original creator is the pool owner.



The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.

How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

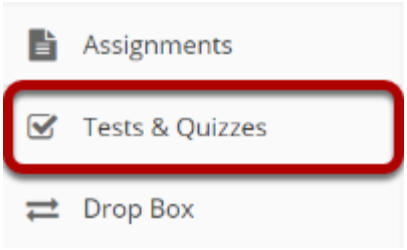
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

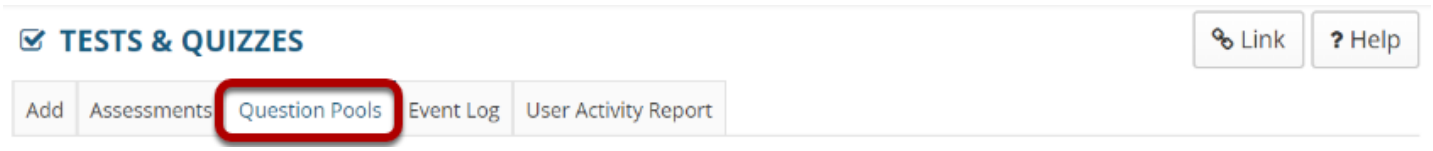
Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.

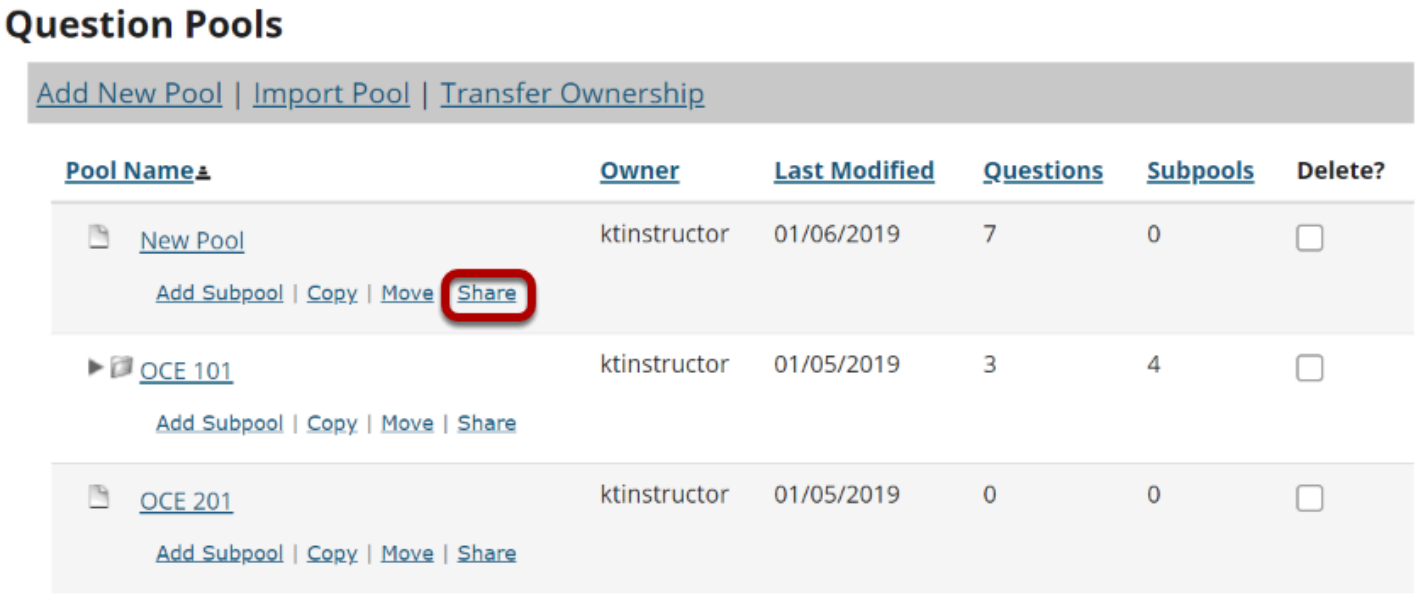


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.

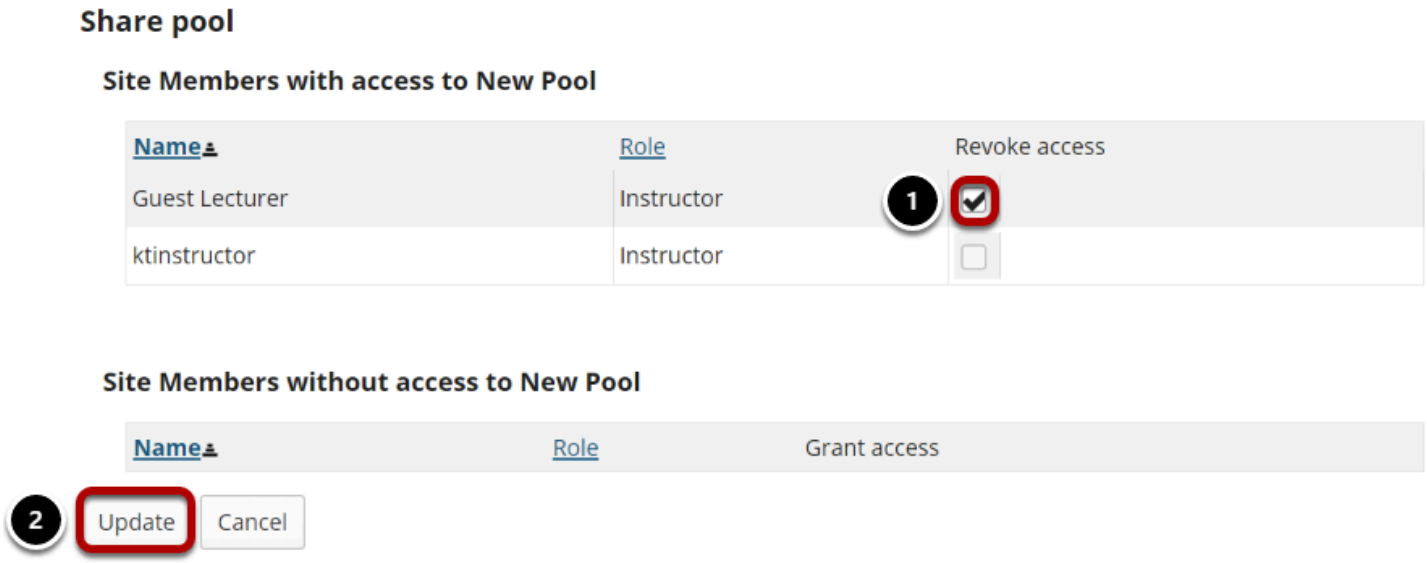


Choose the shared question pool you would like to manage.



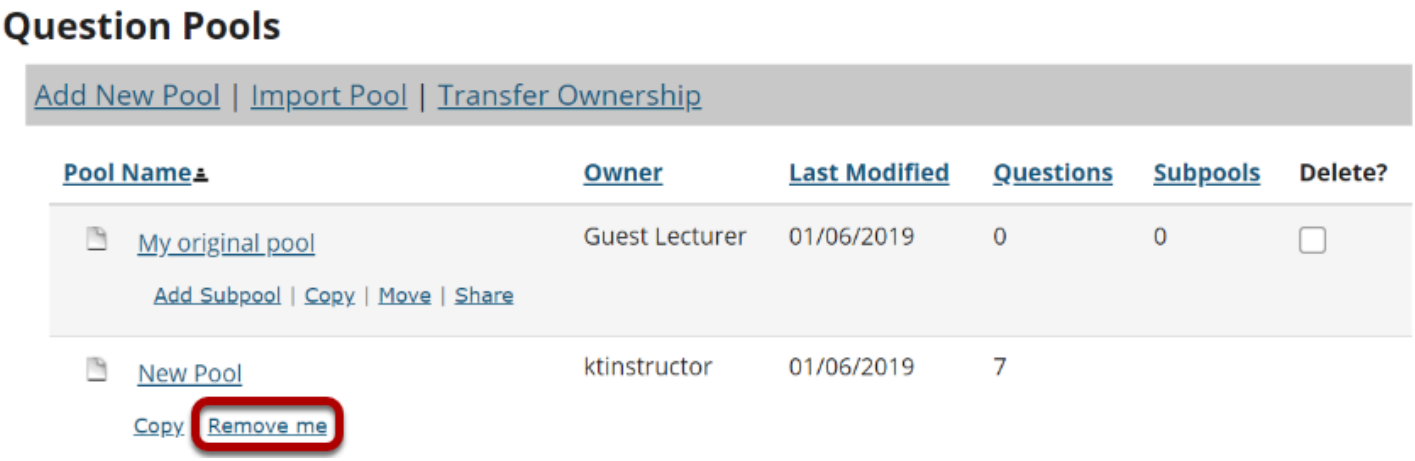
Under the name of the pool where you wish to modify sharing, click **Share**.

Revoke access.



1. Next to the person's name, check the box to **Revoke Access**.
2. Click **Update**.

Remove your own access to a shared pool.

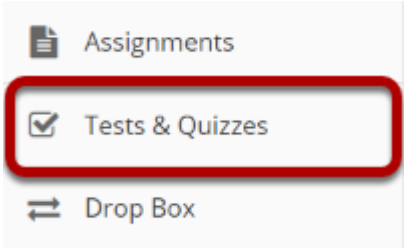


If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

How do I view and modify the settings of an assessment?

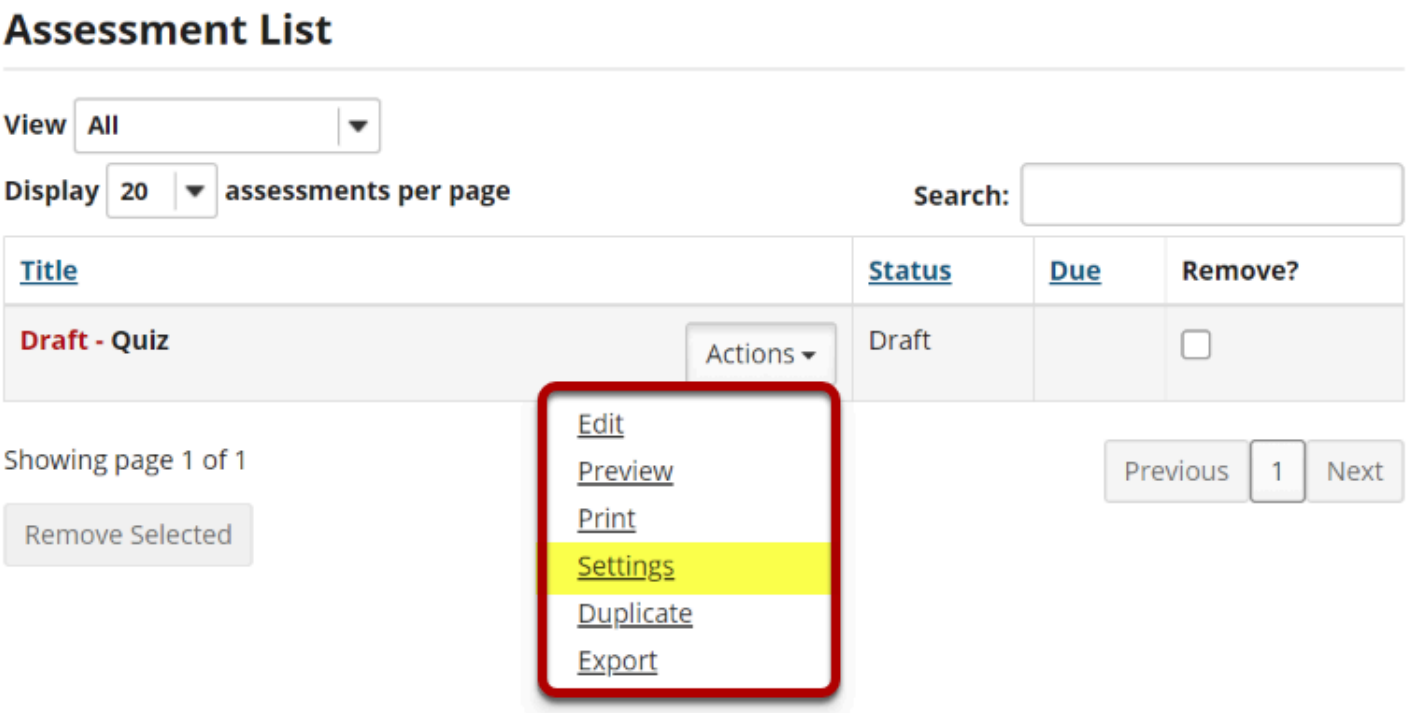
The settings of a test or quiz are complex, and offer many options. The modification of a setting in one section will not change settings in other sections.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.



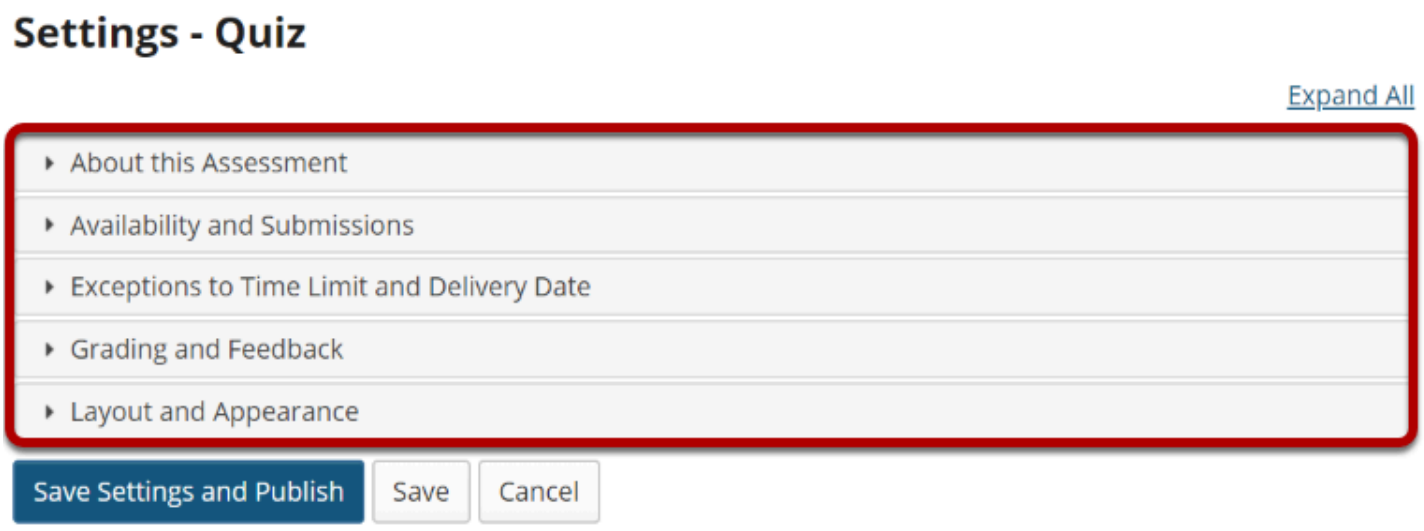
From the *Tests & Quizzes* **Assessments** screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

*Note: You can review and edit settings on a published assessment by selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen.

If you are currently editing the **Draft** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Settings options



There are five sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Exceptions to Time Limit and Delivery Date**
4. **Grading and Feedback**
5. **Layout and Appearance**

Click on the section title in the *Settings* screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this Assessment

In the **About this Assessment** section, you can edit the **Title** of your assessment, add a **Description/Intro** that displays before students begin taking the test, and require students to agree to honor pledge before beginning assessment. For more information on this section and its options, see How do I edit my assessment title or description?

Availability and Submissions

In **Availability and Submissions**, you can:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Choose whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Restrict the assessment by a range of **IP Addresses** (to require students to submit the assessment within a specific building), or require a **Password** that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
7. Create a message that students see upon submitting their assignment.

For more information on this section and its options, see What are the Availability and Submissions options for an assessment?

Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group. For more information on this section and its options, see How do I give specific students different date or time settings for an assessment?

Grading and Feedback

In **Grading and Feedback**, you can:

1. Choose whether graders see the students' names when grading.

2. Select whether or not to send grades to the *Gradebook* tool.
3. Choose which score is recorded, if a student is allowed to make more than one submission (also applies to allowing a retake).
4. If and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g. their answers, correct answers, assessment scores).

For more information on this section and its options, see What are the Grading and Feedback options for an assessment?

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts.

For more information on this section and its options, see How do I adjust the layout and appearance of an assessment?

Effects of settings

You can modify the settings, parts, and questions of any **Draft** assessment. When you publish an assessment, a copy is created and listed in the **Assessment List**. For the published copy, you can make changes to all the settings except *Assessment Released To*. To edit the settings, select **Settings** in the *Action* drop-down menu for that assessment. You cannot edit the questions in a published copy.

*Note: After you've published an assessment, if you modify the unpublished **Draft** version, you'll have to alter the assessment's **Title** before republishing it. When you publish it, you'll be creating another publication, NOT replacing the existing published copy.*

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Save Settings and publish the assessment.

When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article How do I publish an assessment (i.e. test or quiz)?

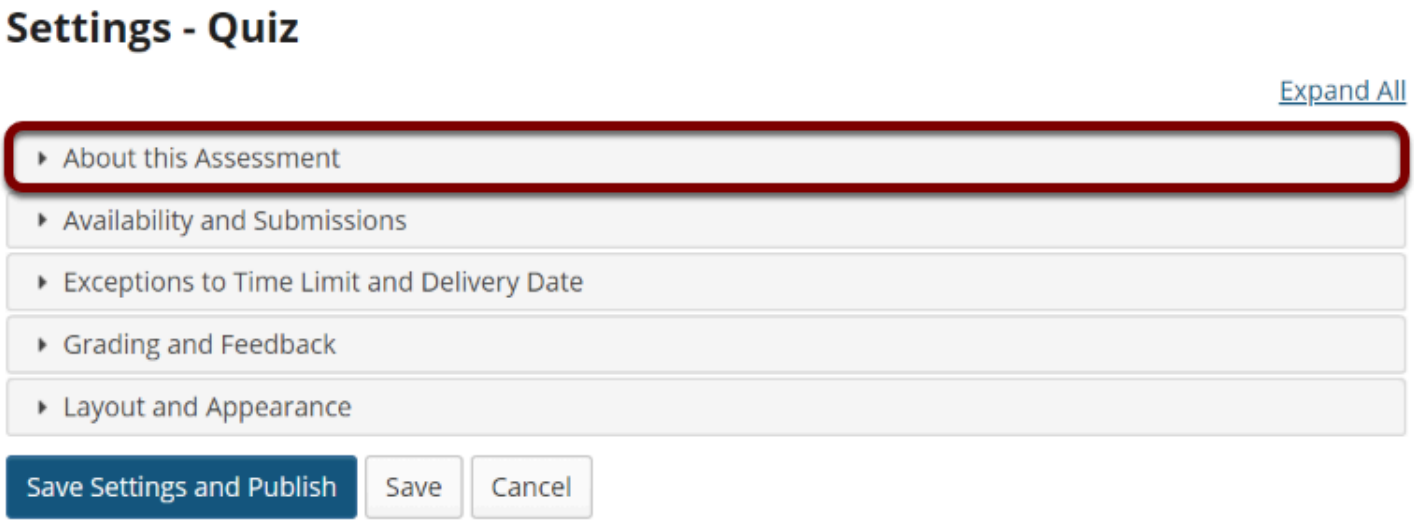
Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

*Note: If you're modifying the settings of a published assessment, you'll only see the **Save** and **Cancel** buttons.*

How do I edit my assessment title or description?

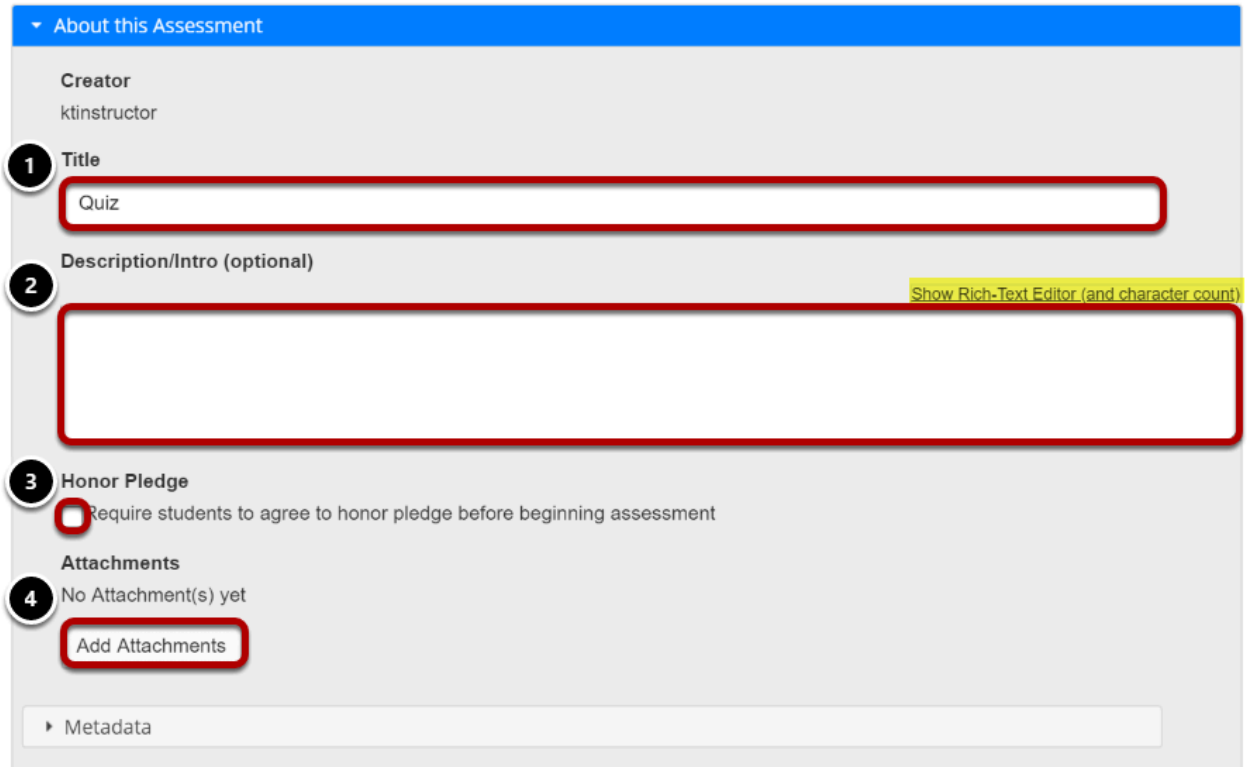
You can edit an assessment's title or description in the **About this Assessment** section of the assessment **Settings**. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

In the assessment Settings page, click About this Assessment.



To access the **About this Assessment** settings, click the section title on the assessment's *Settings* page.

About this Assessment



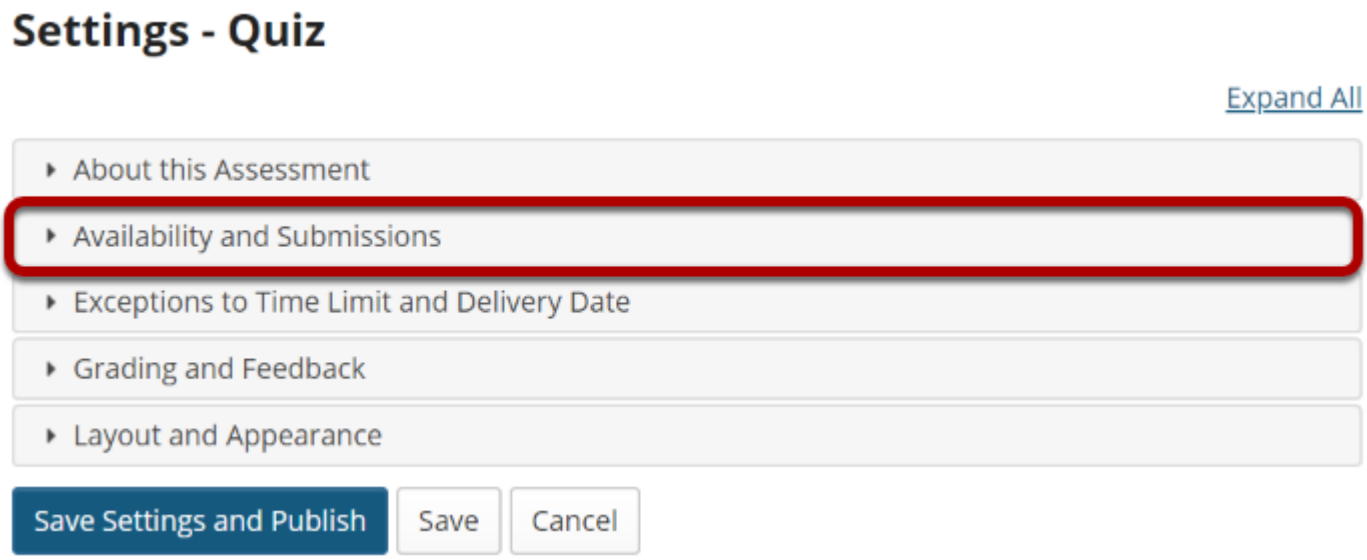
In *About this Assessment*, you can:

1. Change the **Title** of your assessment if desired.
2. Add a **Description/Intro**. Anything you enter into the **Description/Intro** field will be visible to students before they begin the assessment. Notice that the Rich-Text Editor is available in the **Description/Intro** field.
3. If selected, the **Honor Pledge** requires students to agree to the pledge before beginning the assessment.
4. Attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements. Click **Add Attachments** to attach a file.

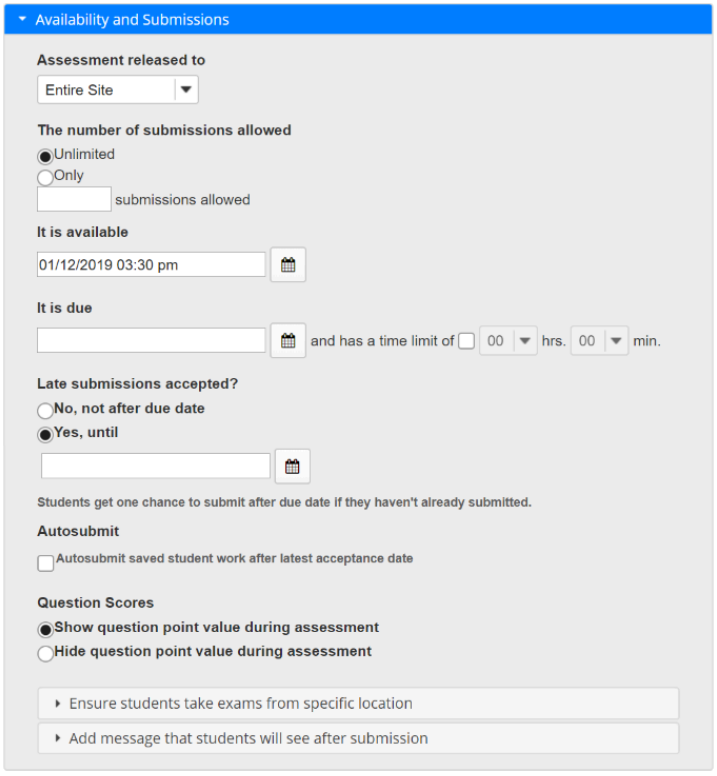
What are the Availability and Submissions options for an assessment?

In **Availability and Submissions**, you will find options including who should take the assessment, availability dates, and how many submissions are allowed. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

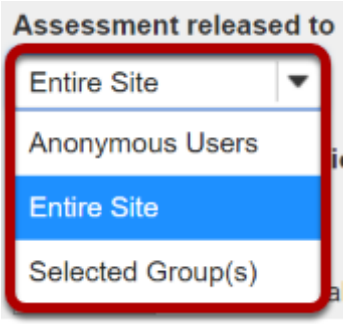
In the assessment Settings page, click Availability and Submissions.



The Availability and Submissions section will expand to show the following options:



Assessment Released to



By default, the assessment will be released to the **Entire Site**. Alternatively, you can choose to release the assessment to **Anonymous Users** or **Selected Group(s)** within your course.

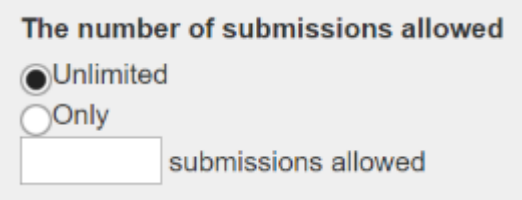
The **Anonymous Users** option provides no information identifying who submitted the assessment associated with submissions. You can use this option to create anonymous surveys.

Choose one of these options from the drop-down menu. (You will only be able to choose specific groups if there are existing groups in your site.)

Notes:

- *If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.*
- *You cannot change the **Assessment Released To** option on any published assessment.*

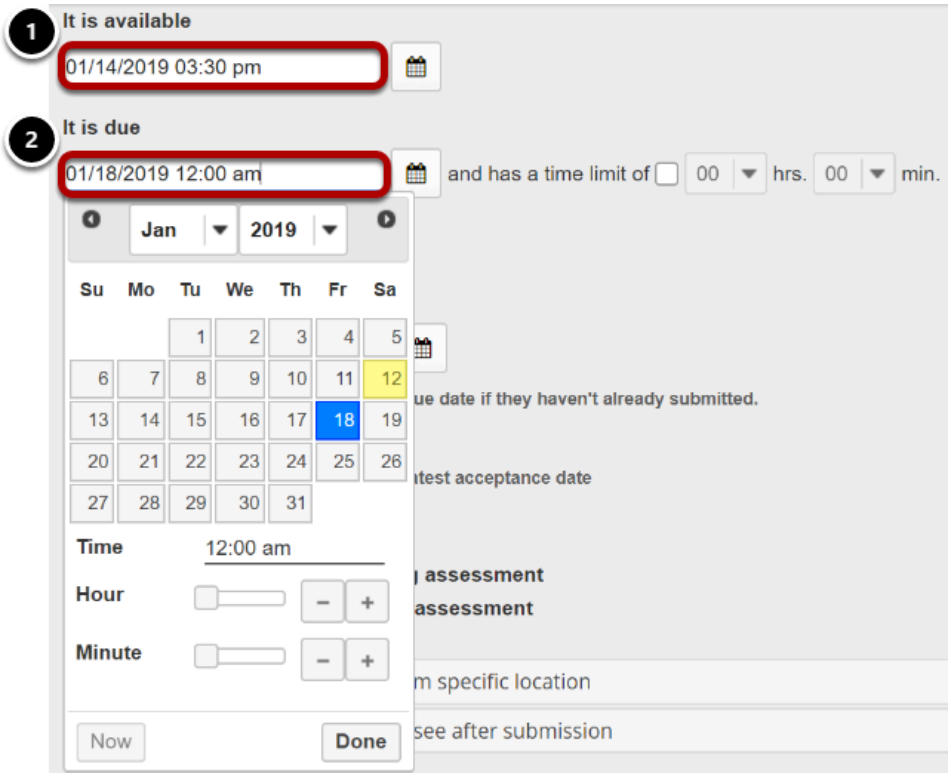
Number of submissions allowed



Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Availability Dates



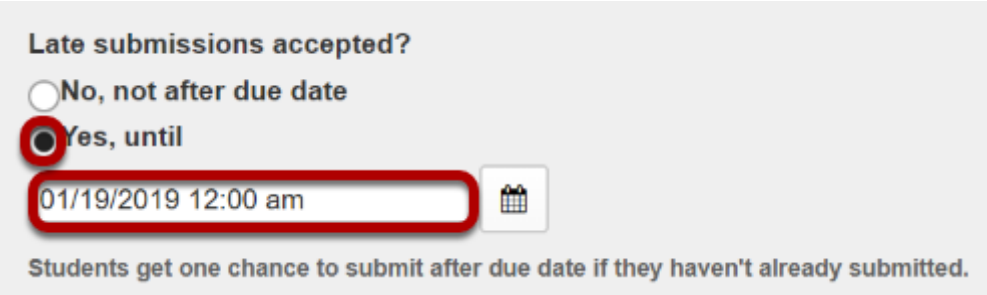
The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.

Use the date-picker (calendar icon) to select a date and time.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.

*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*

Late submissions accepted?

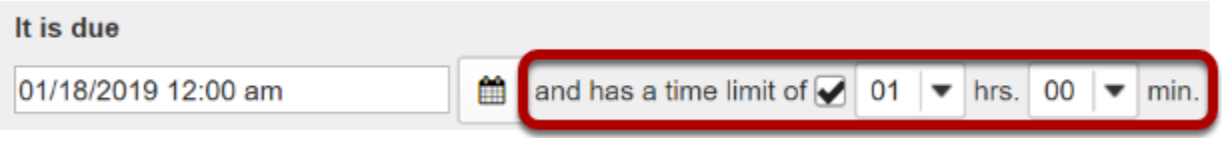


Under *Late submissions accepted?* you can accept late submissions by clicking the radio button to select **Yes, until**, then entering a **late acceptance date** in the adjacent date field. By default, late submissions ARE accepted. Use the date-picker (calendar icon) to select a date and time.

If you do allow late submissions, submissions that come in after the due date will be marked *LATE* in capitalized red letters after their Submit Date.

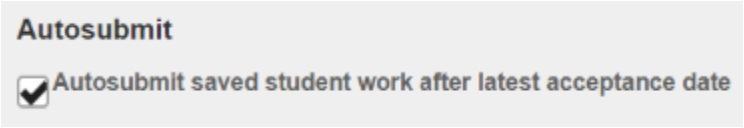
Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment



If you would like your assessment to be timed, select the check box next to the text *has a time limit of* and select a **time limit** in **hours** (**hrs.**) and **minutes** (**min.**) from the respective drop-down menus.

Automatic submission

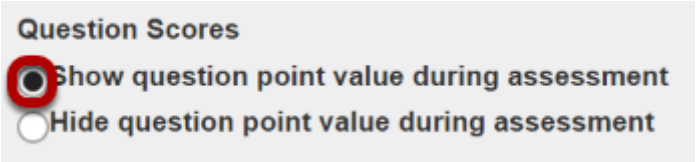


Check the box to **Autosubmit saved student work after latest acceptance date** if you want assessments to be automatically submitted after the latest acceptance date.

The Autosubmit setting forces the submission of saved assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest acceptance date. All work that a student had saved will be included in their automatic submission.

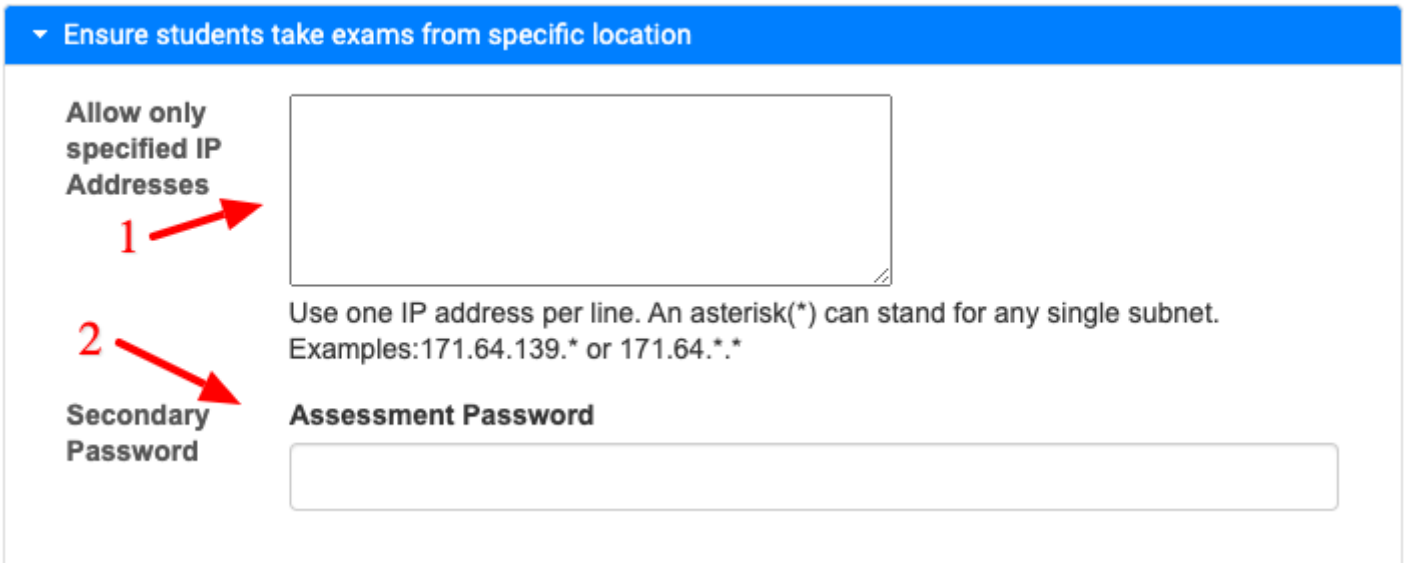
Note: The Autosubmit setting is only available if it has been enabled by your institution. By default, it is disabled.

Question Scores



Choose the appropriate radio button to indicate whether or not you want to **Show question point value during the assessment** or **Hide question point value during assessment**. The default is to show the point value.

Exam security by location or password (Optional)

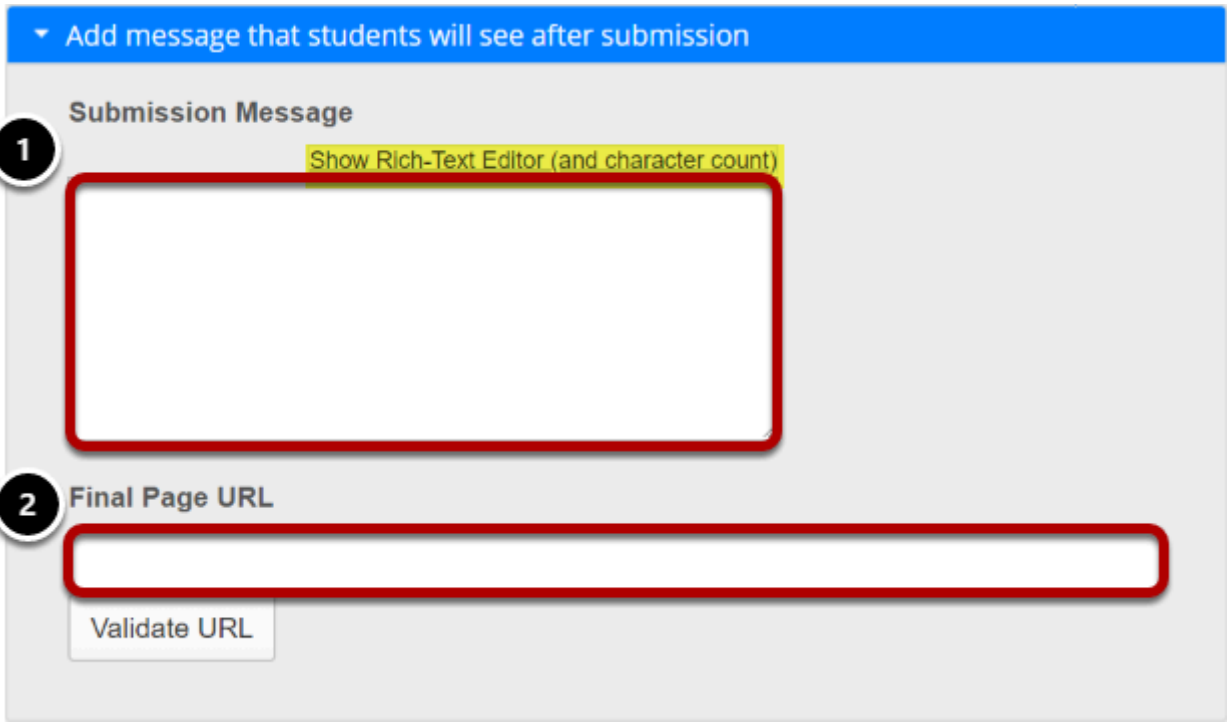


For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as a building on grounds. Enter one IP per line into the **Allow only specified IP Addresses** field. Asterisks may be used to stand for any single subnet.
2. You may also specify a *Secondary Password* for the assessment. This **Assessment Password** is typically provided by the instructor in the classroom or testing center, so that students must be present to enter the assessment.

Note: The Secondary Password is for this specific assessment, and NOT the instructor's or the student's login information.

Submission message (Optional)

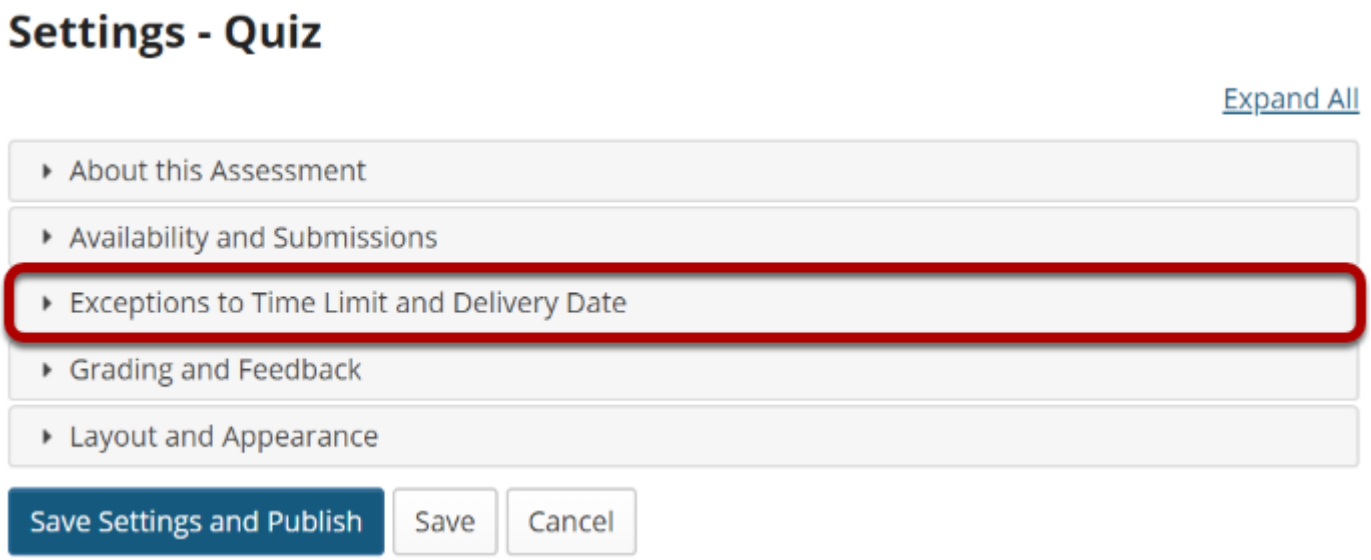


1. If you would like to enter a message that students see upon submitting their assessment, click on the **Add message that students will see after submission** link. The Rich-Text Editor is available if desired.
2. You may include a **Final Page URL** if you like. The URL for this page will be displayed after the student submits the test.

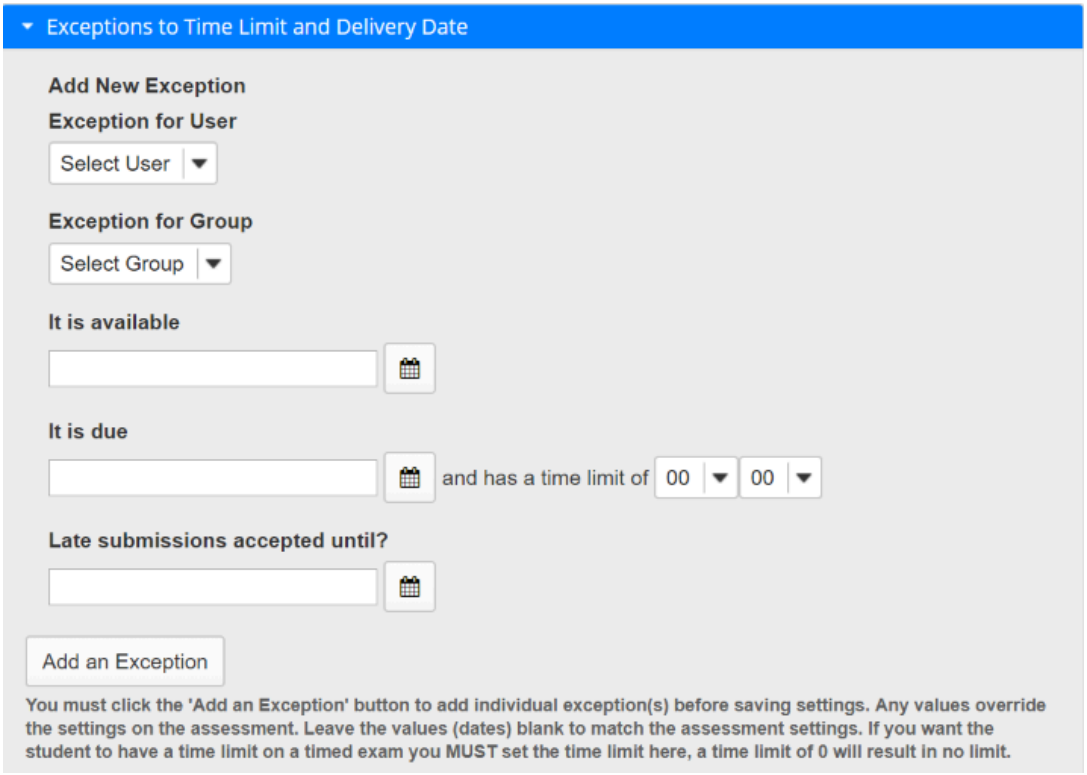
How do I give specific students different time or date settings for an assessment?

Some students in your class may need different assessment settings from others. For example, a student could require extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. The **Exceptions to Time Limit and Delivery Date** settings allow instructors to create exceptions for specific students, without having to create separate copies of the assessment.

In the assessment Settings page, click Exceptions to Time Limit and Delivery Date.



The Exceptions to Time Limit and Delivery Date section will expand to show the following options:

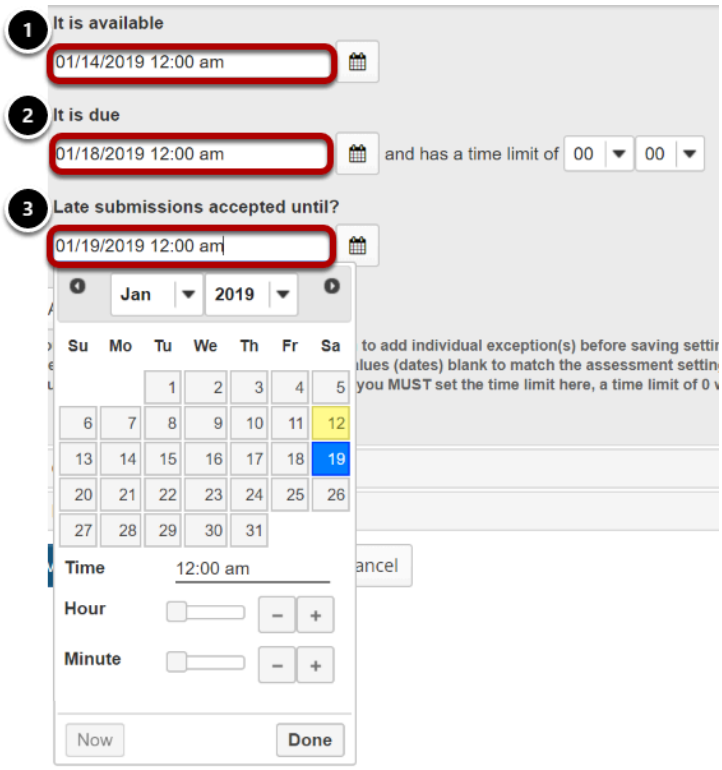


Select the user from the drop-down list of enrolled students.

Or, select the group from the drop-down list of groups in the site.

Note: You must have existing groups in your site in order to select a group.

Availability Dates Exception



The availability dates let you specify when your assessment can be accessed by the selected student or group. If you don't specify any dates, the default dates will be the same as the existing assessment settings for all students. This setting will override the normal availability dates for the assessment for the selected student/group.

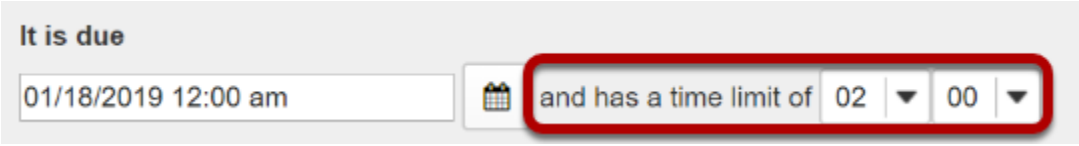
If you are only changing the amount of time allowed for the test, and not the test availability window, you may leave the dates unchanged.

Use the date-picker (calendar icon) to select a new date and time if desired.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.
3. The **Late submissions accepted until?** date is the end date for late submissions on the assessment. If late submissions are not accepted, this date should be the same as the **due date** above.

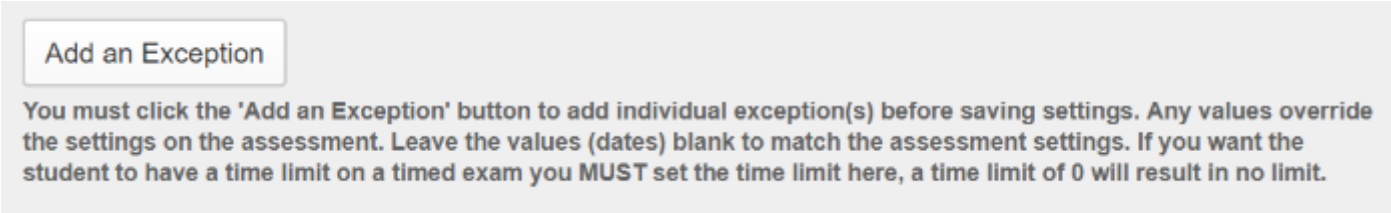
*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*

Time limit exception

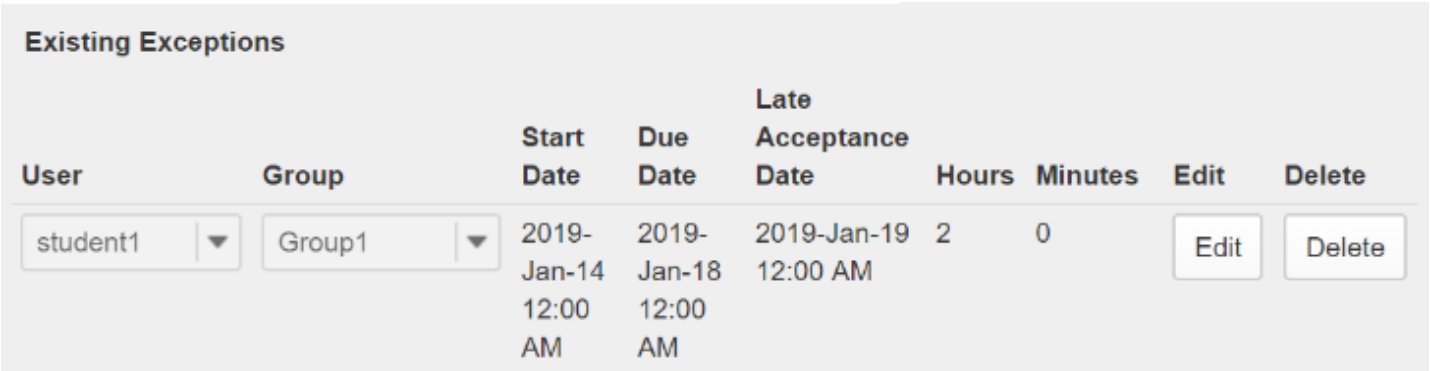


Select the desired time limit from the drop-down menu. This setting will override the normal time limit setting for the assessment for the selected student/group. If you don't specify a time limit (i.e. time limit of 0), the student will have unlimited time.

Click Add Exception.



Existing exceptions will display.



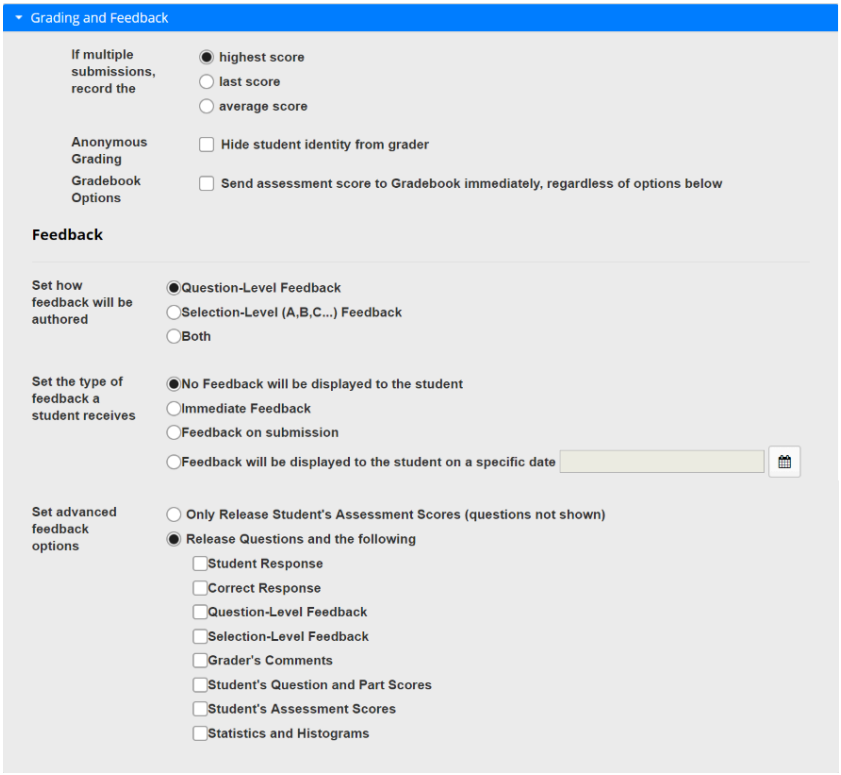
Once saved, any exceptions for this assessment will be listed here. You may select **Edit** to make changes to the exception dates/time, or select **Delete** to remove the exception.

What are the Grading and Feedback options for an assessment?

Grading and Feedback includes options such as whether to send grades to the Gradebook, the score that is recorded if a student has multiple submissions, and the types of feedback you make available to students. For more information on additional assessment settings, see How do I inspect and adjust the settings of an assessment?

In the assessment Settings page, click Grading and Feedback.

The Grading and Feedback section will expand to show the following options:

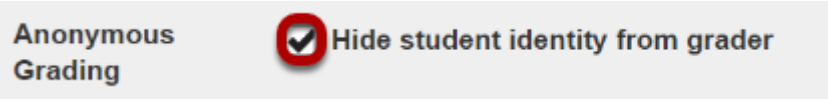


Recorded score for multiple submissions

Recorded Score options include either the **highest score** or the **last score**, or an **average score** of all a student's submissions. The default setting is to record the **highest score**. If you allow multiple attempts, select the type of score that you want to be recorded for that assessment.

Note: If you choose the option to Allow Retake for a student, and the assessment only allows 1 submission, the submission you'll see will depend on the Recorded Score setting. If your assessment includes manually graded questions, and you already graded it before allowing the student to retake it, the highest score will most likely be the first submission. You might need to change an assessment setting (either the Recorded Score or number of submissions allowed) after all the students have completed the assessment to view the retake results.

Anonymous grading (Optional)

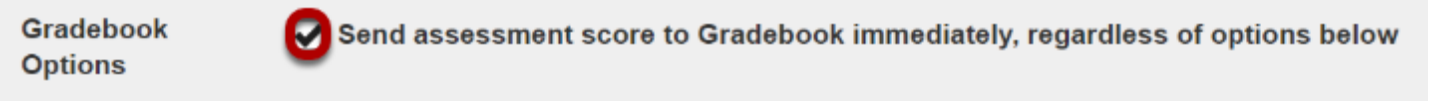


The default setting here is that students' identities can be seen by graders.

However, if you want to the submissions with submission IDs only, check the box next to **Hide student identity from grader**.

Note: The Anonymous grading setting differs from the option to release the survey to Anonymous Users. You CAN change the Anonymous grading setting in the Grading and Feedback section after grading to see the students' names, but you CANNOT change the Assessment Released to Anonymous Users setting.

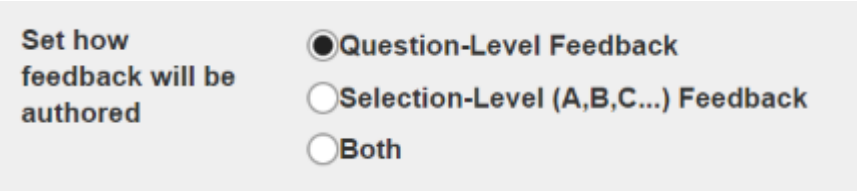
Gradebook options



If you want to send grades to the Gradebook, select the check box next to **Send assessment score to Gradebook immediately, regardless of options below**.

Note: If you send grades to the Gradebook, scores will be sent immediately upon submission of the assessment. If you have any questions that are not automatically scored (e.g. short answer/essay, file upload), grades may appear to be artificially low until you enter scores for these questions. You can also wait until after all questions have been graded, then change the setting for this assessment in the Published Copies tab to send grades to the Gradebook.

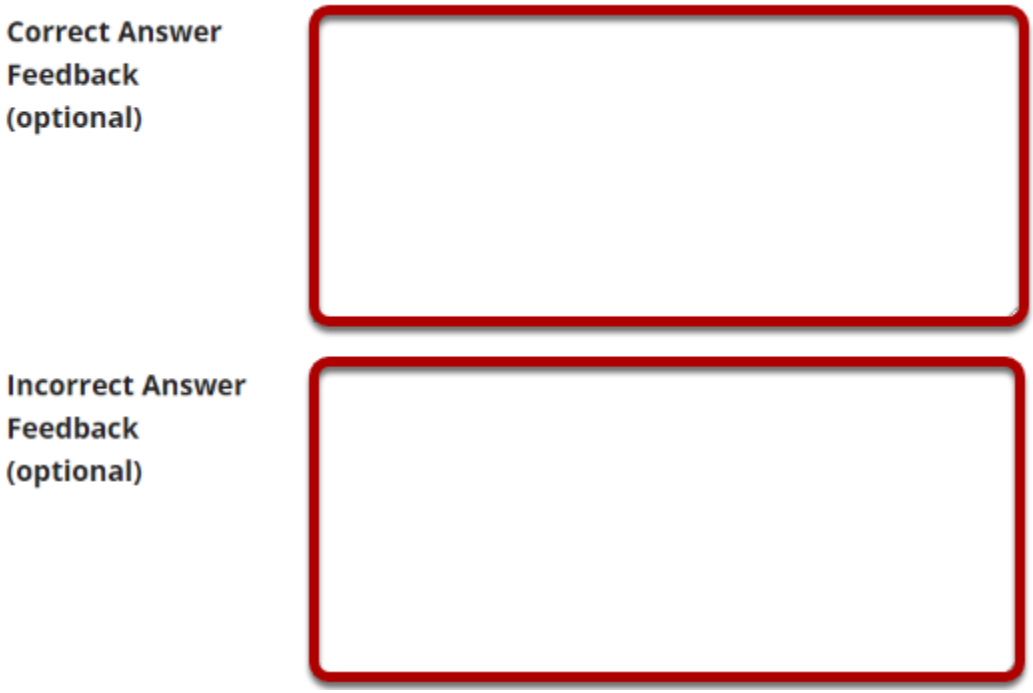
Feedback authoring



For *Feedback Authoring*, the default option is **Question-Level Feedback**. This allows the instructor to provide feedback for correct and/or incorrect answers for each question. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

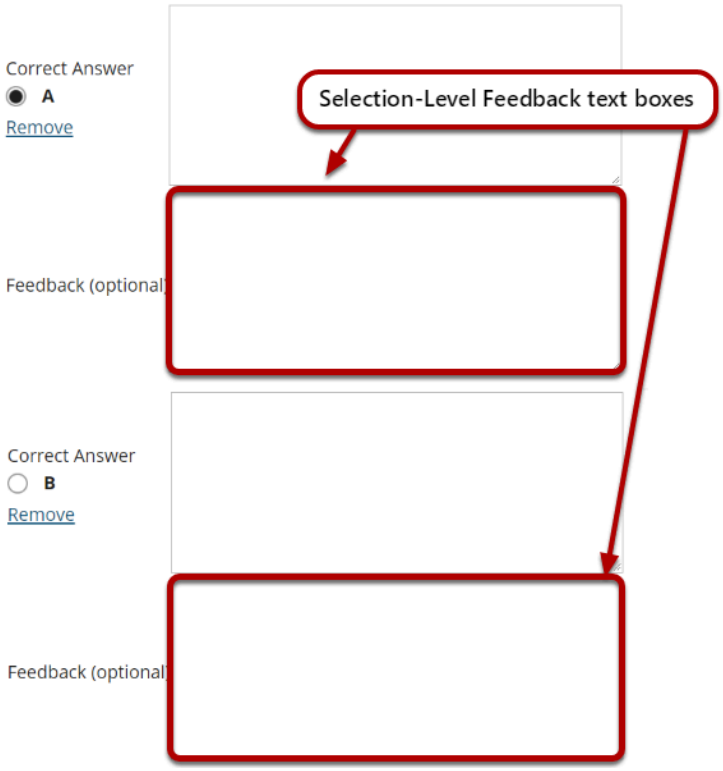
*Note: You must select either **Selection-Level Feedback** or **Both** before authoring or editing a question to be able to enter selection-level feedback on the question editing page.*

Feedback Authoring: Question-Level Feedback options editing view



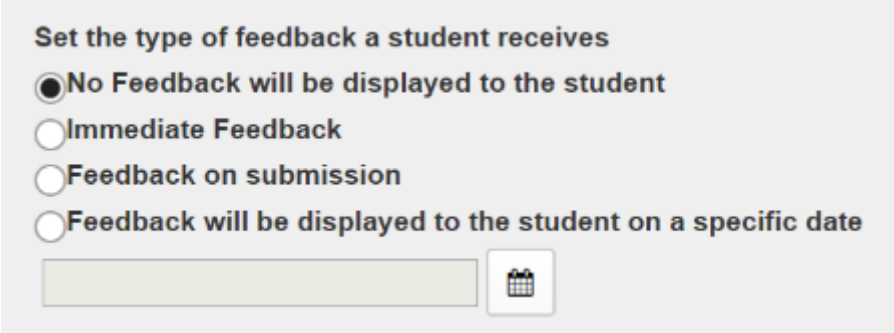
If you have chosen either **Question-Level Feedback** or **Both**, you'll be able to type in *Correct Answer* or *Incorrect Answer Feedback* when authoring or editing the assessment. *Correct Answer Feedback* displays if the student selects the correct answer to the question. *Incorrect Answer Feedback* displays if the student selects an incorrect answer option.

Feedback Authoring: Selection-Level Feedback options editing view



If you have chosen either **Selection-Level Feedback** or **Both**, you'll be able to type in a *Feedback* text box for each answer option when authoring or editing a question.

Feedback delivery type

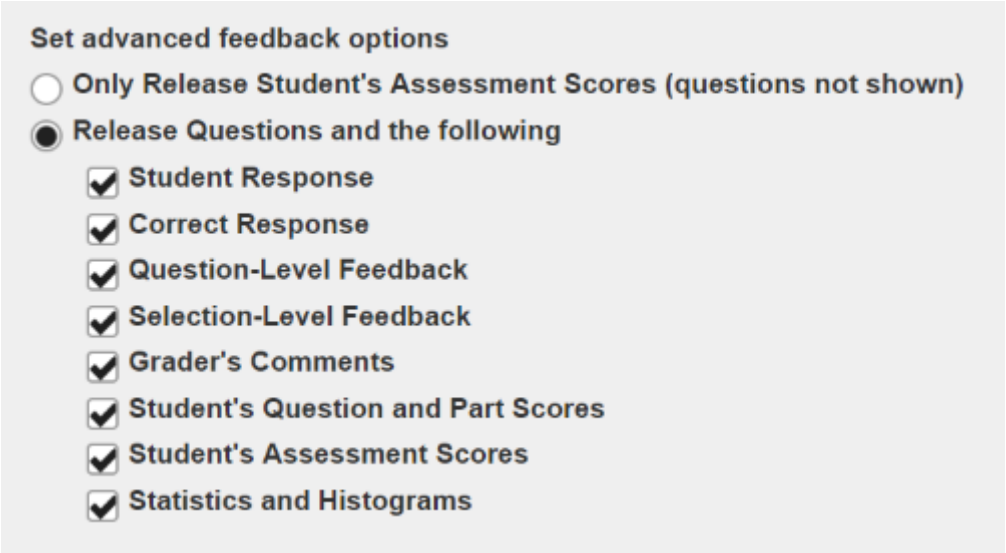


Feedback Delivery controls if and when students are able see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.

- **Feedback on submission** displays feedback to students as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

Advanced feedback options



You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

*Tip: If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date** in the feedback type area above. Selecting a feedback date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

Notes:

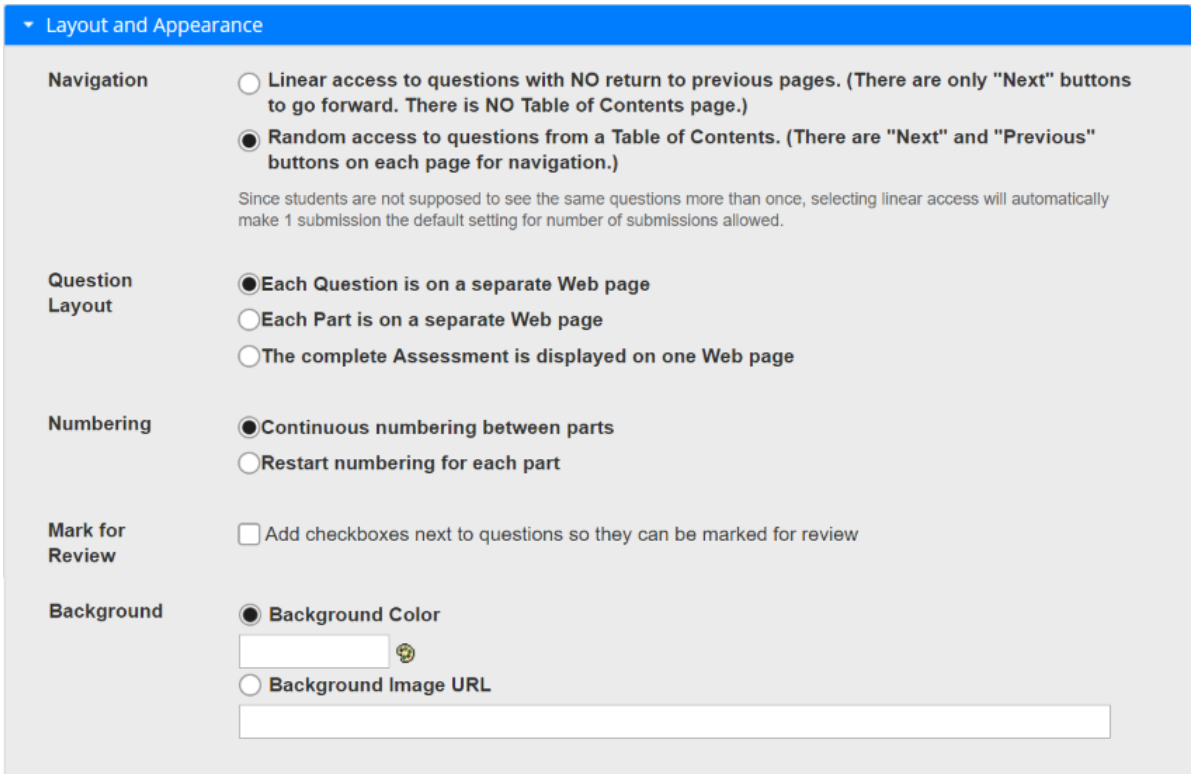
1. *If you select to give feedback and **Release Questions and the following**, but do NOT check any of the boxes for the types of feedback to release, students won't see any feedback.*
2. *You can change the feedback settings after an assessment has been completed by going to **Assessment List** in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment.*

How do I adjust the layout and appearance of an assessment?

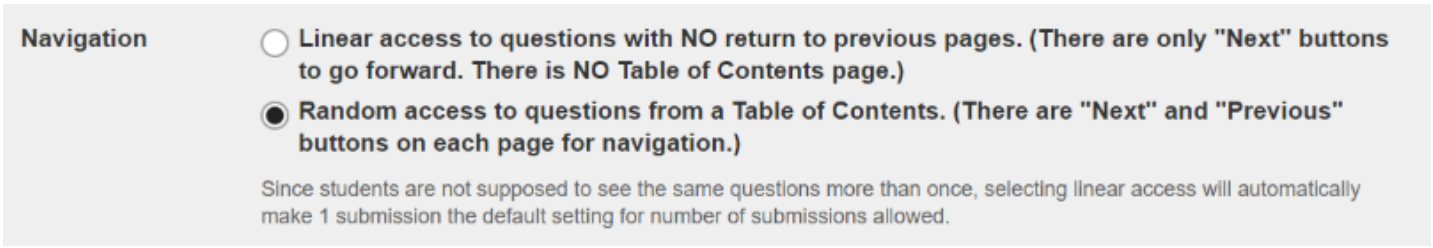
Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts. For more information on additional assessment settings, see How do I inspect and adjust the settings of an assessment?

In the assessment Settings page, click Layout and Appearance.

The Layout and Appearance section will expand to show the following options:

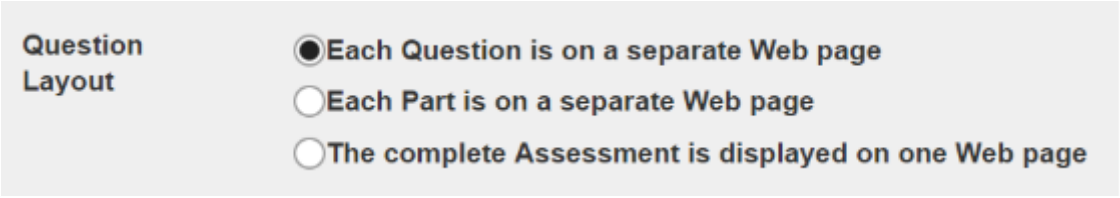


Navigation



Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with **Next** and **Previous** buttons, as well as a **Table of Contents**. You may change this to **Linear access** if you prefer, where students can only go forward using the **Next** button and cannot revisit earlier questions or access a **Table of Contents** to jump to a question.

Question Layout

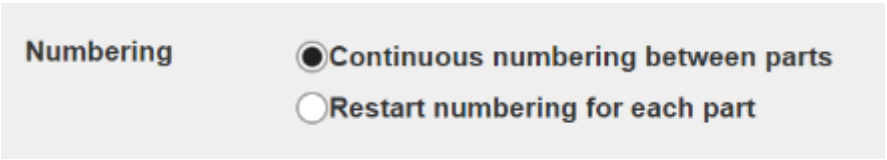


You can control the presentation of the questions according to the options shown. The default option is to display **Each question on a separate Web page**. This is the *recommended setting*, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If you have separated your assessment into parts, you can use the second option to display **Each Part on a separate Web page**. To display **The complete Assessment on a single Web page**, allowing students to scroll through it, click the third choice.

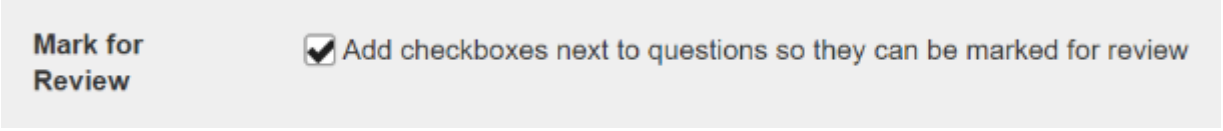
*WARNING: If you choose **The complete Assessment is displayed on one Web page**, students MUST click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.*

Numbering



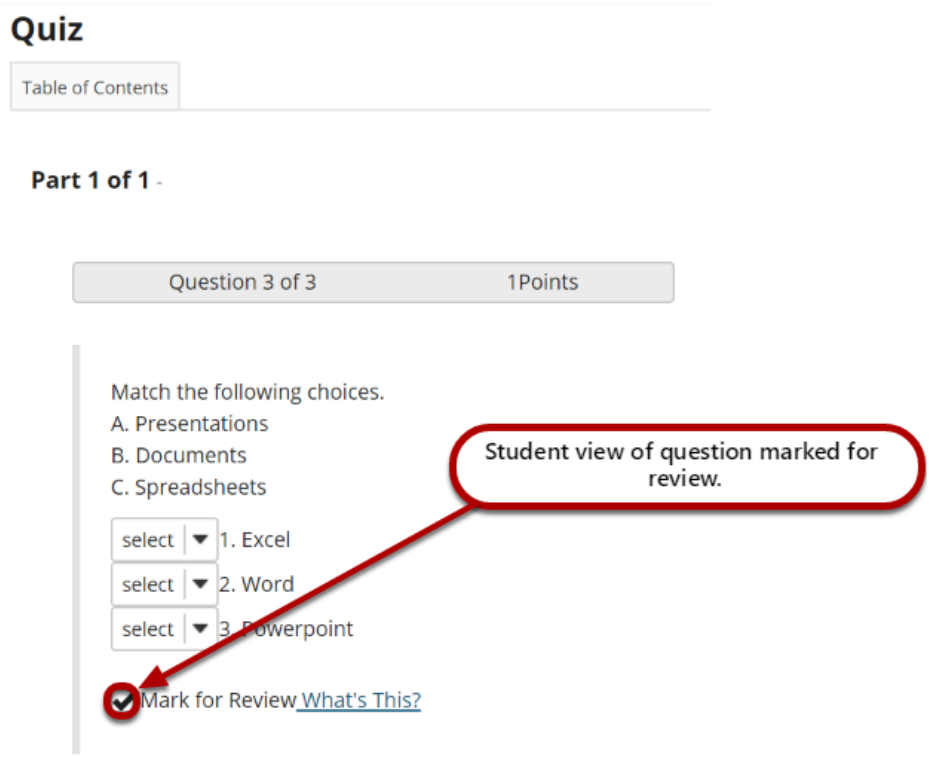
If your assessment has multiple parts, choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, then the question number.

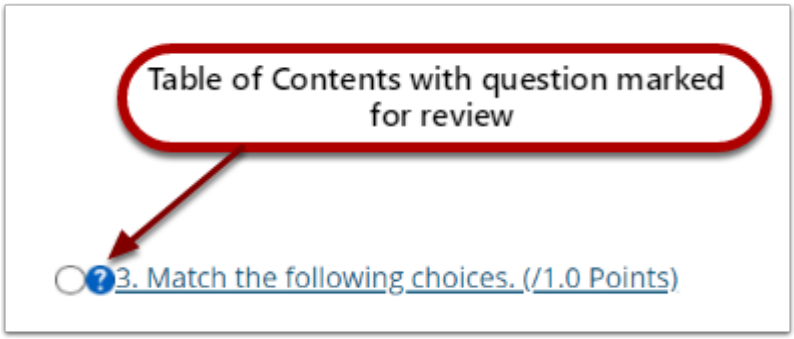
Add checkboxes next to questions so they can be marked for review. (Optional)



If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to **Add checkboxes next to questions so they can be marked for review**.

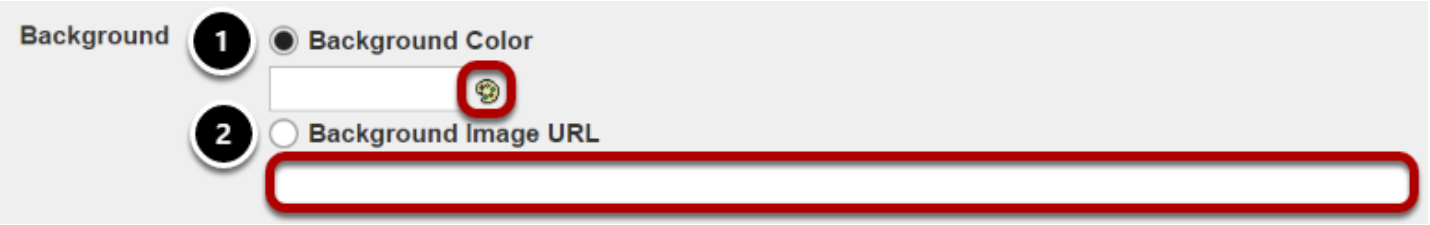
Student view of mark for review.





When students are taking the test, this option will allow them to check a box, **Mark for Review**, under each question. When they view the *Table of Contents*, questions **Marked for Review** will display a **question mark icon (?)** so they can easily identify and revisit marked questions.

Background



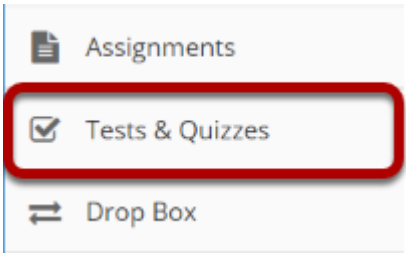
You can choose a color or image for the background here.

1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

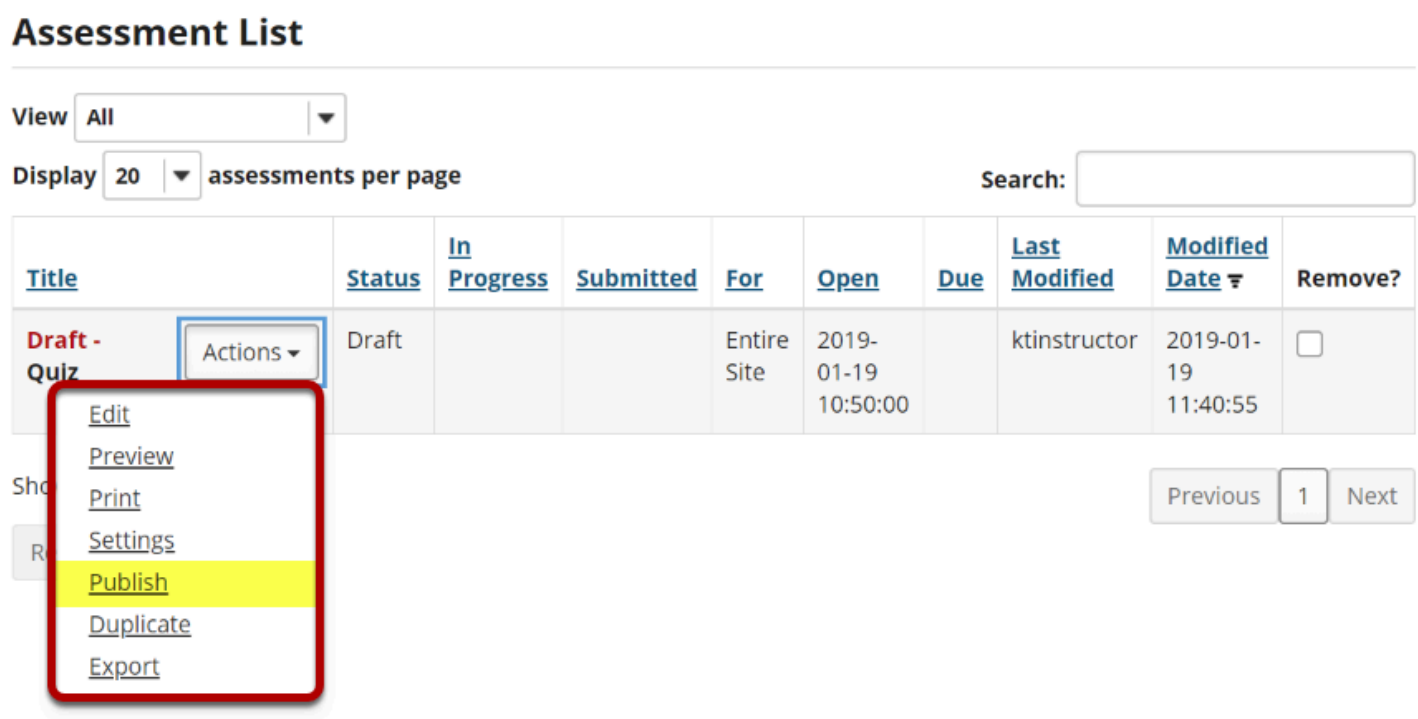
Go to Tests & Quizzes.

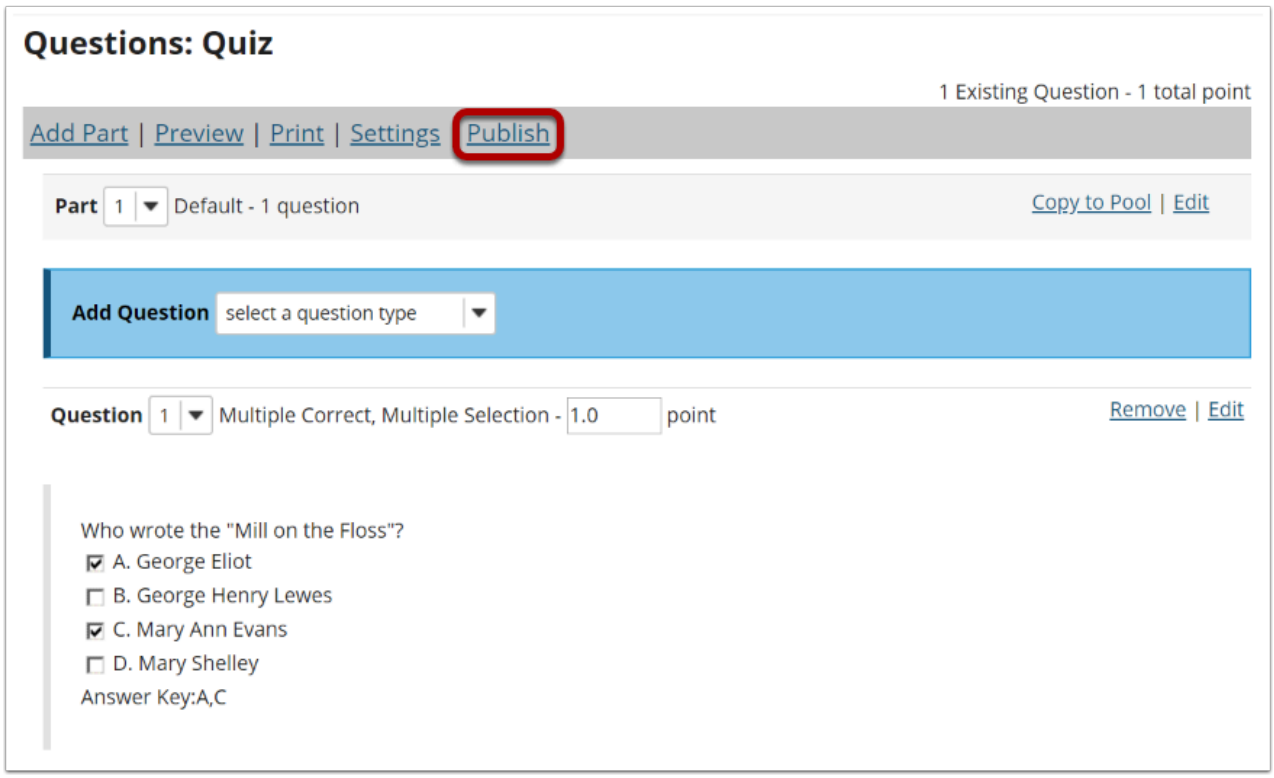


Select the **Tests & Quizzes** tool from the Tool Menu of your course.

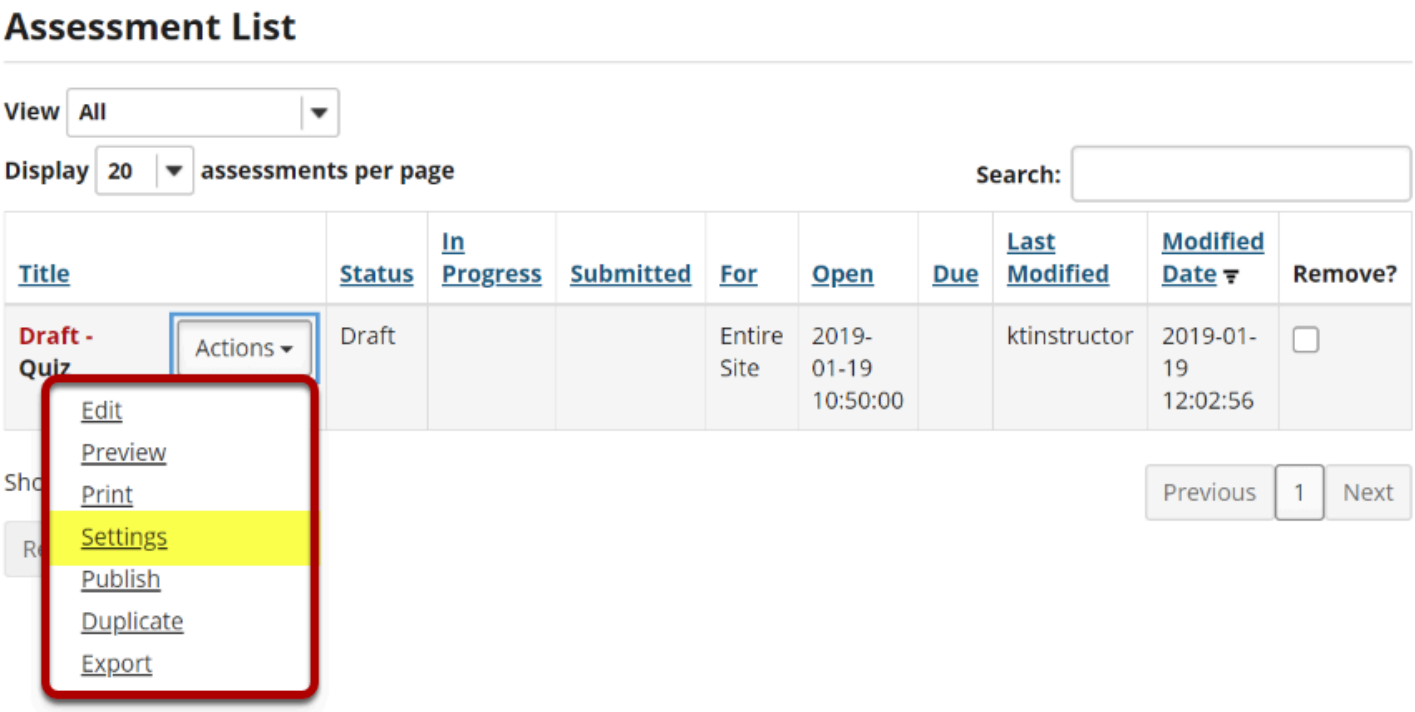
Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.


Assessment List
View All
Display 20 assessments per page
Search:
Title
Status
In Progress
Submitted
For
Open
Due
Last Modified
Modified Date
Remove?
Draft - Quiz
Actions
Draft
Entire Site
2019-01-19 10:50:00
ktinstructor
2019-01-19 11:40:55
Edit
Preview
Print
Settings
Publish
Duplicate
Export
Previous
1
Next

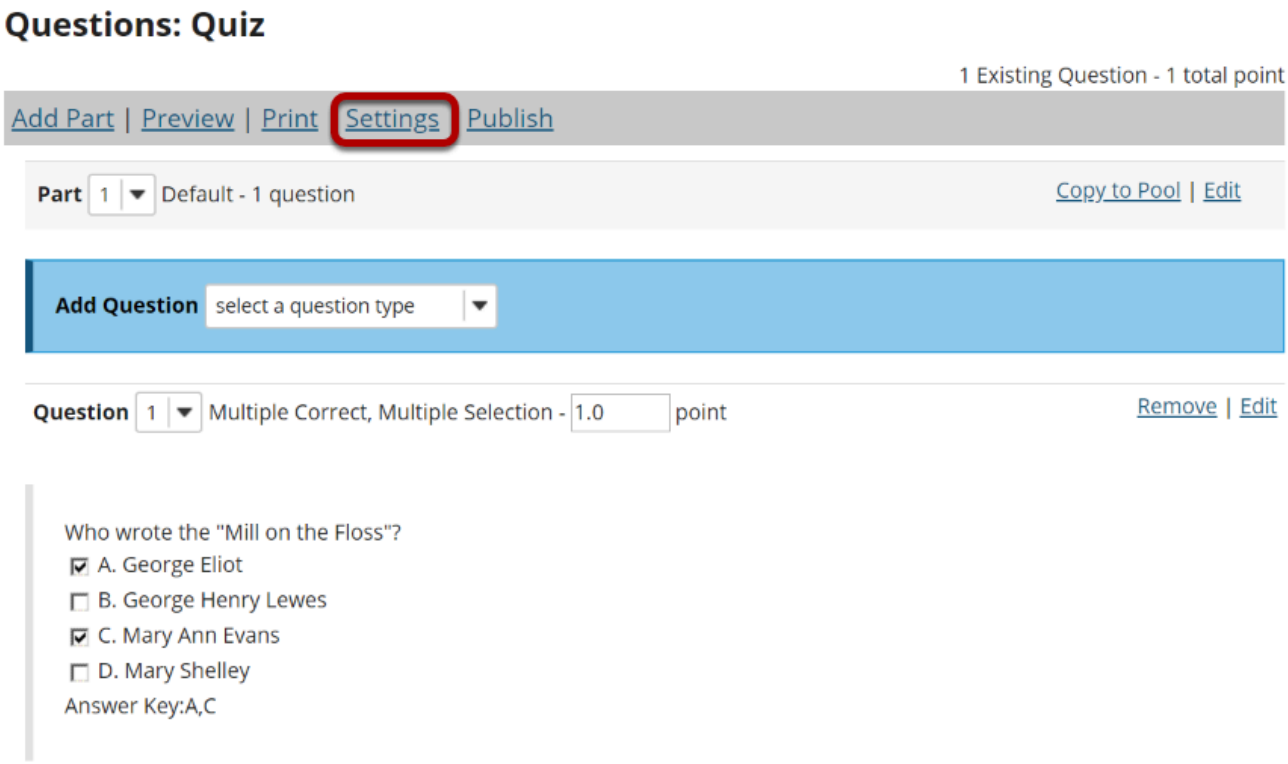

Questions: Quiz
1 Existing Question - 1 total point
Add Part | Preview | Print | Settings | Publish
Part 1 Default - 1 question
Copy to Pool | Edit
Add Question select a question type
Question 1 Multiple Correct, Multiple Selection - 1.0 point
Remove | Edit
Who wrote the "Mill on the Floss"?
A. George Eliot
B. George Henry Lewes
C. Mary Ann Evans
D. Mary Shelley
Answer Key:A,C

Edit the settings and then publish.



From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Alternately, you can access assessment settings from the edit assessment screen.



If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article How do I view and modify the settings of an assessment?

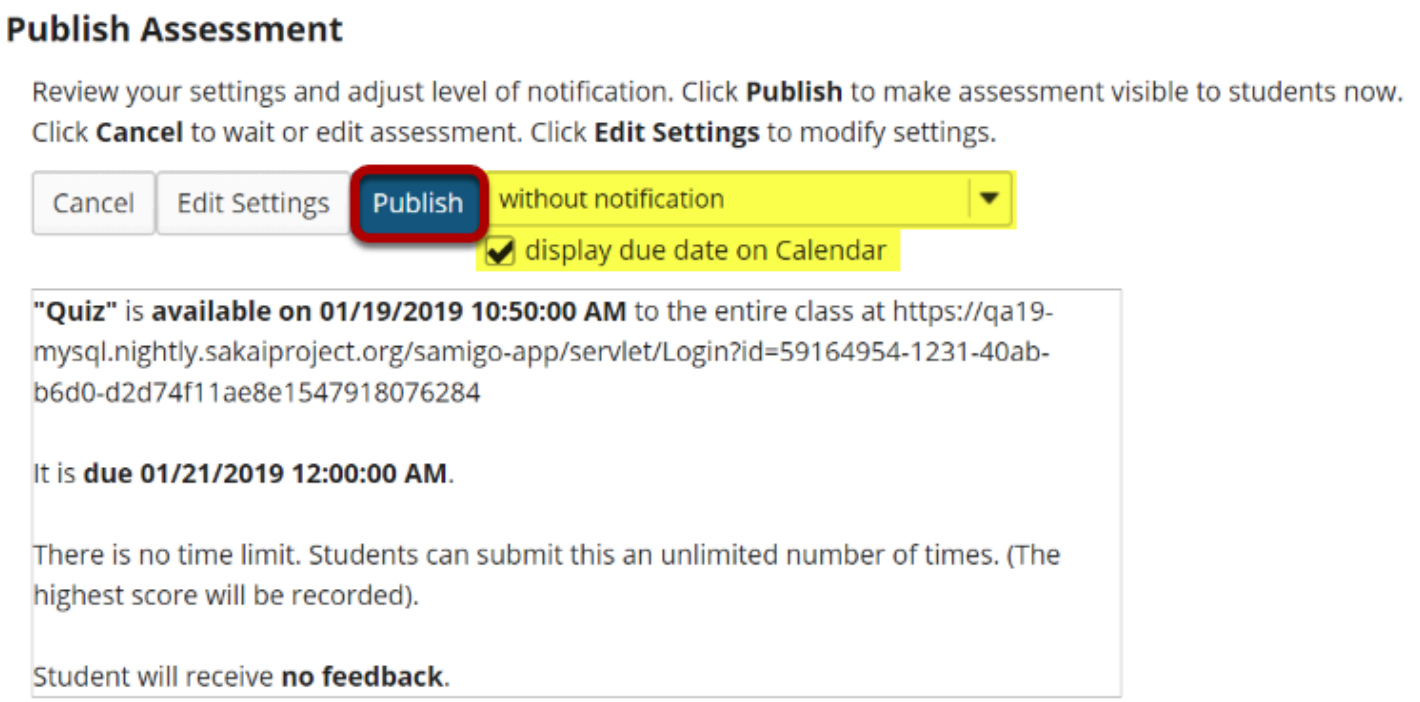
Note: Settings are typically adjusted fully on the Draft before publishing.

Save settings and publish.

Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of assessment.



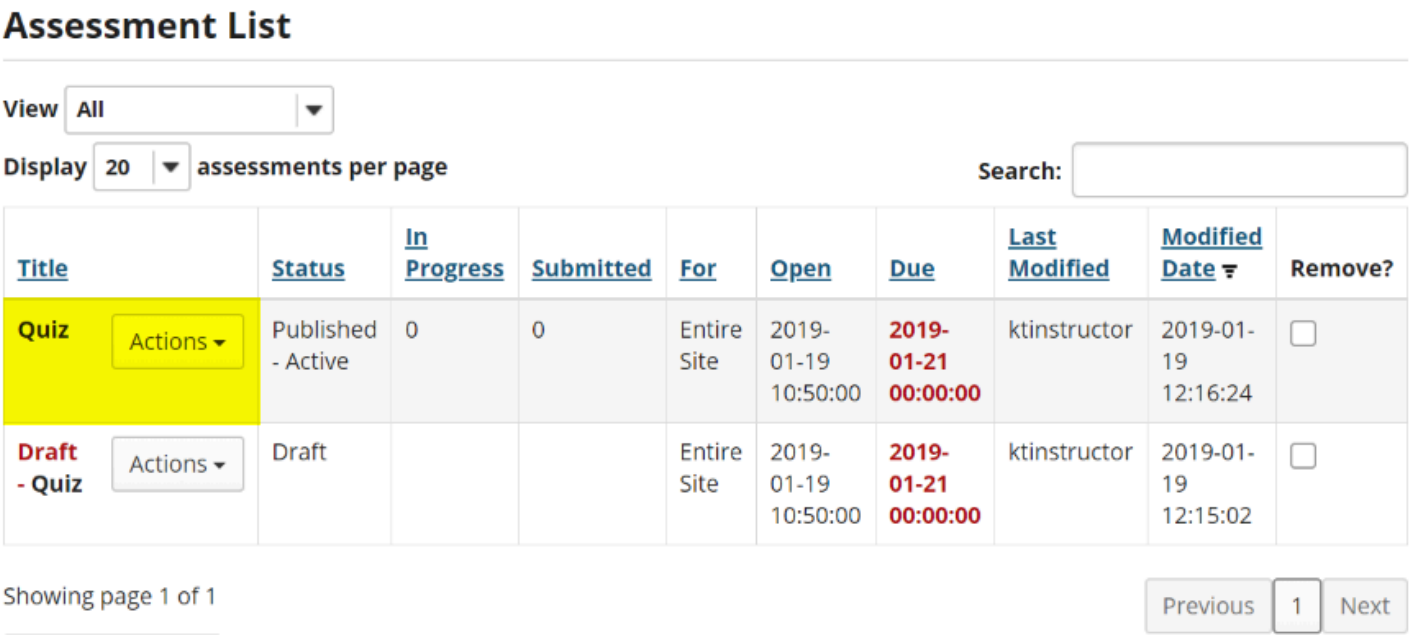
Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends and email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Calendar**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click **Publish** to make the assessment available to students.

View published assessment.

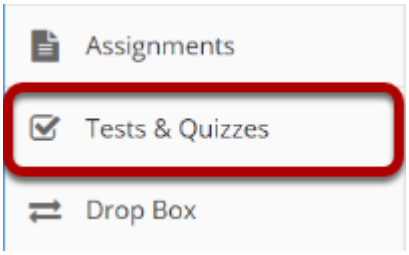


Click on **Assessments** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

How do I duplicate an assessment (i.e. test or quiz)?

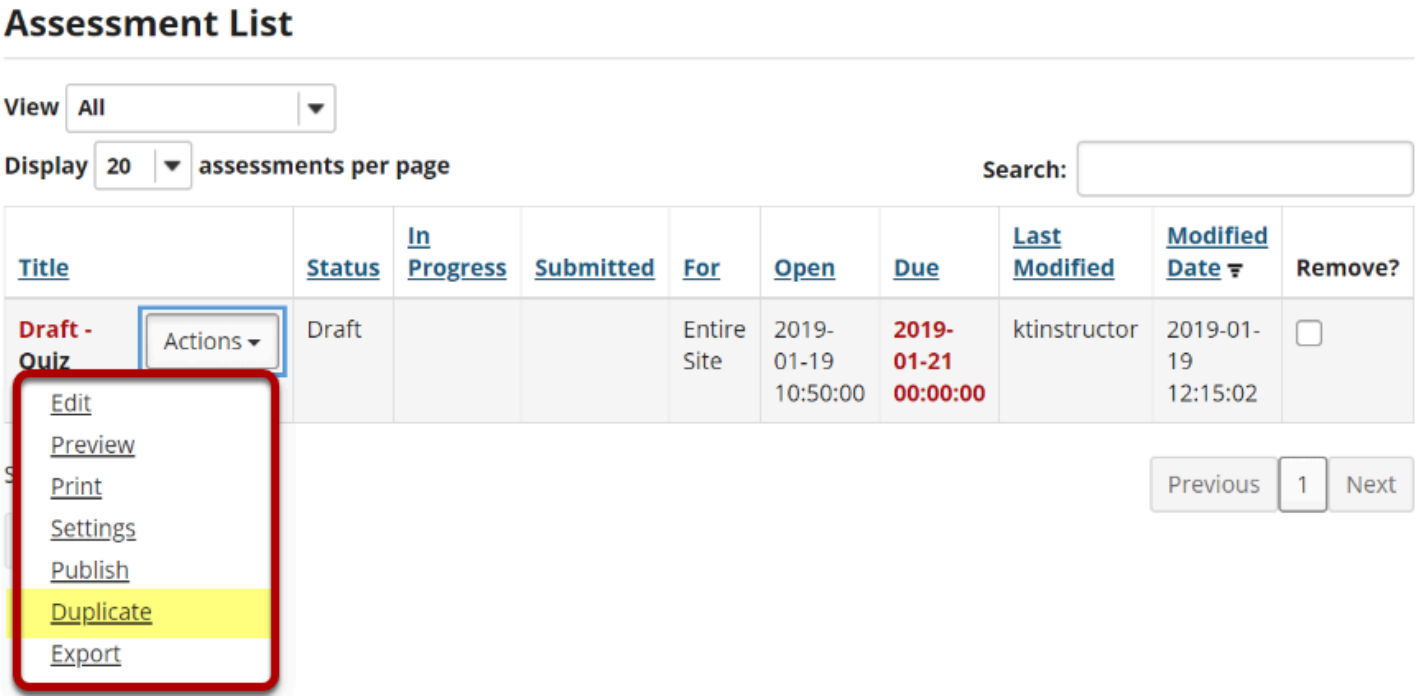
You can make multiple copies of assessments in the same course site. For example, you might want to create a new copy of an existing assessment in order to use it as the basis for a new, modified assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

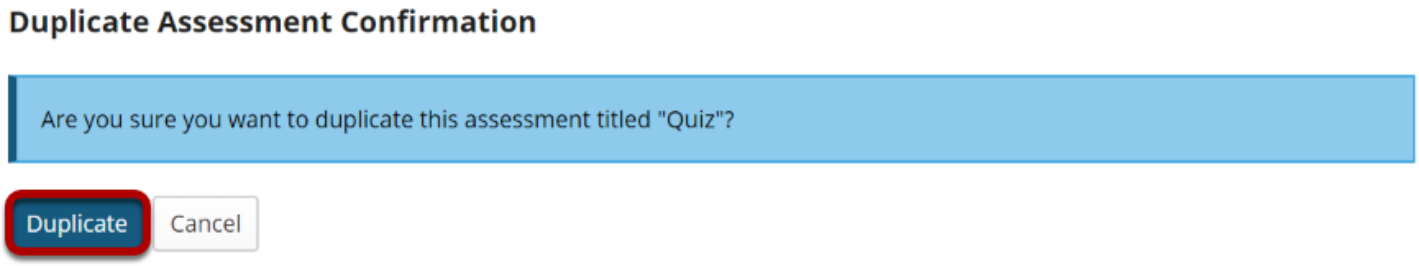
From the Actions menu, select Duplicate.



From the *Tests & Quizzes* tool home screen, choose the **Duplicate** option in the drop-down menu for the draft assessment you would like to duplicate.

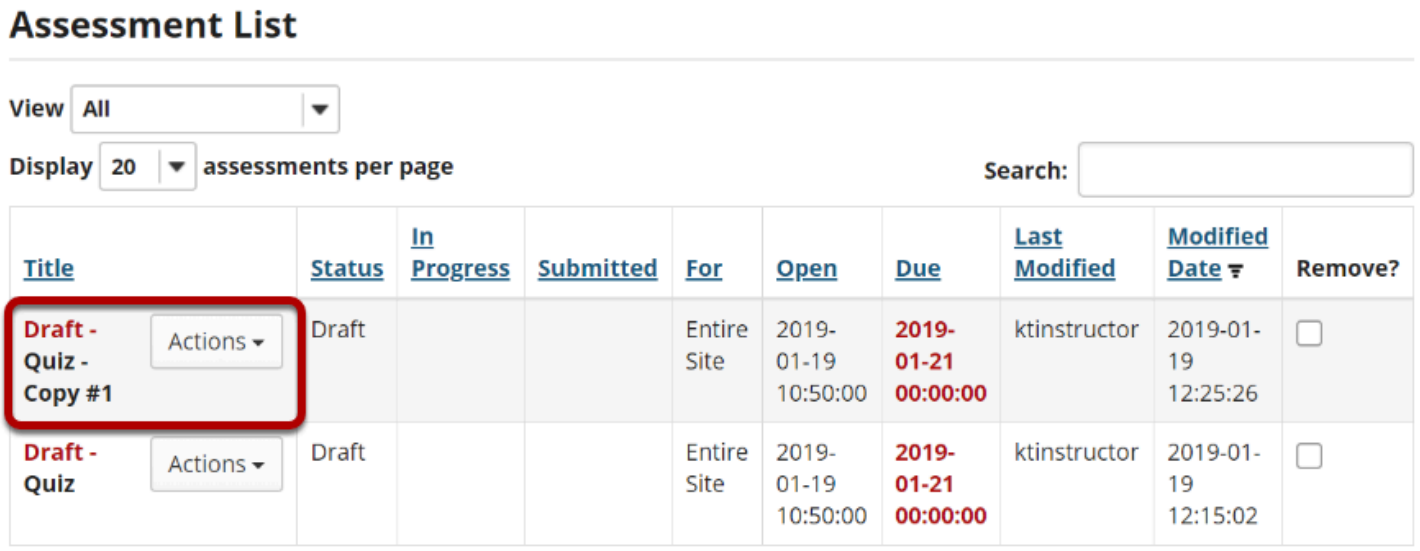
Note: You cannot duplicate published copies of assessments in Tests & Quizzes.

Confirm duplication.



On the *Duplicate Assessment Confirmation* screen, click **Duplicate**.

View duplicated assessment.



Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz #1**, for the first time, the copy will be titled **Quiz #1 - Copy #1**. If you duplicate the original **Quiz #1** again without editing the title of **Quiz #1 - Copy #1**, the newly duplicated assessment will be titled **Quiz #1 - Copy #2**.

Edit the duplicated assessment's questions or settings.

You can edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in How do I view and modify the settings of an assessment?

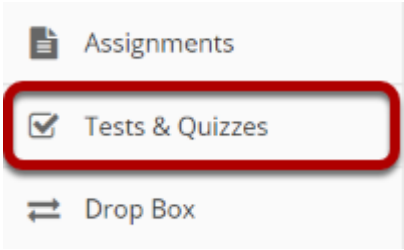
You may also modify the questions in the duplicated assessment by following the steps outlined in How do I create an assessment in Tests & Quizzes?

How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment either by using the **Preview** option in the *Action* menu, or by viewing the site as a student and submitting the assessment.

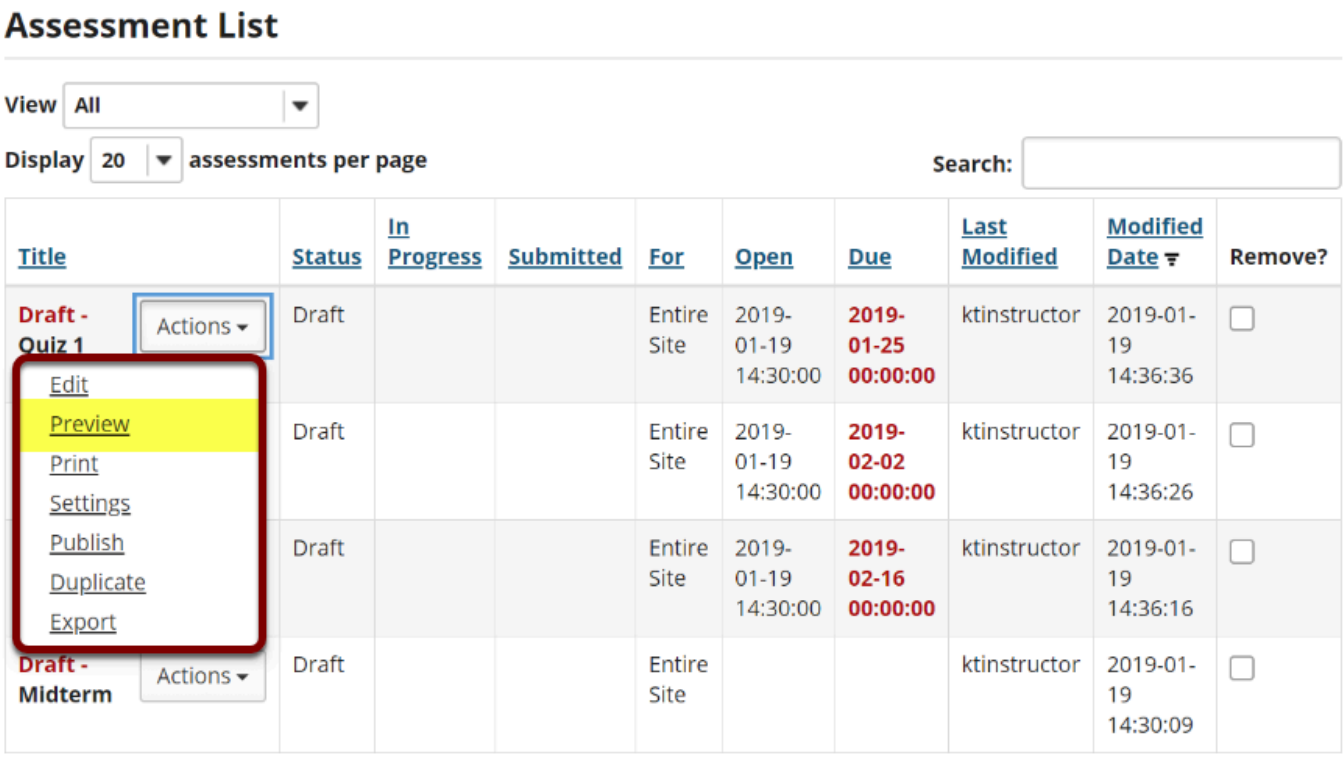
*Note: If you use the **Preview** option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

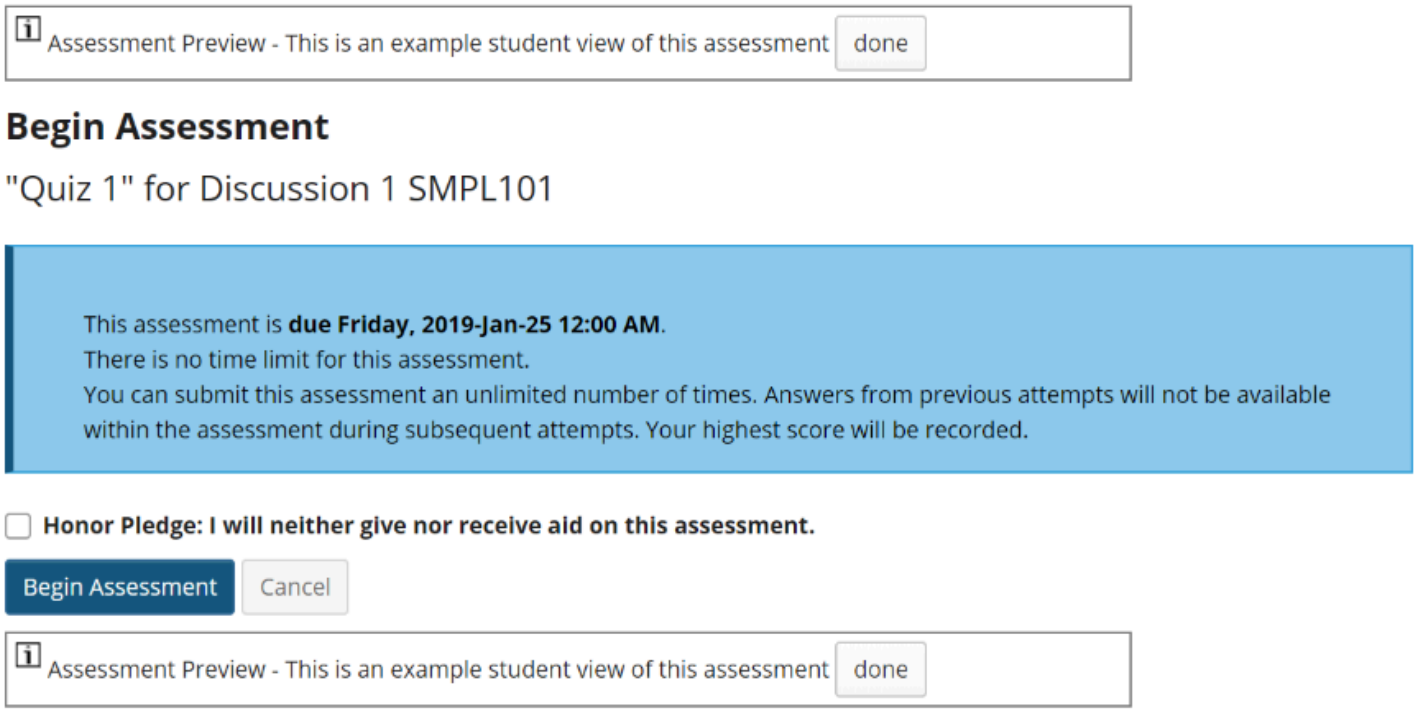
Preview from the Action menu.



From the *Tests & Quizzes* tool home screen, choose the **Preview** option in the drop-down menu for the assessment you would like to preview.

*Note: The **Preview** option is available for both draft and published assessments.*

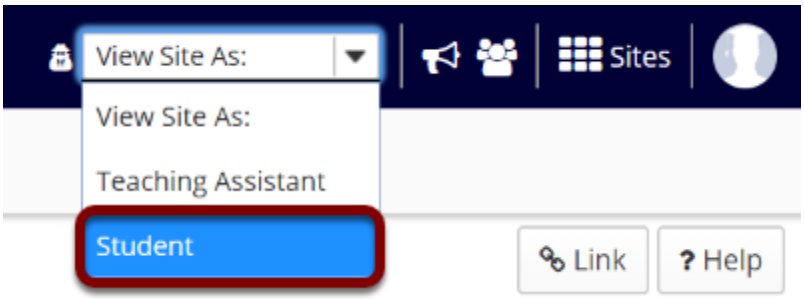
Preview the assessment.



You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

Note: The assessment preview will be identified with the following text: "Assessment Preview - This is an example student view of this assessment."

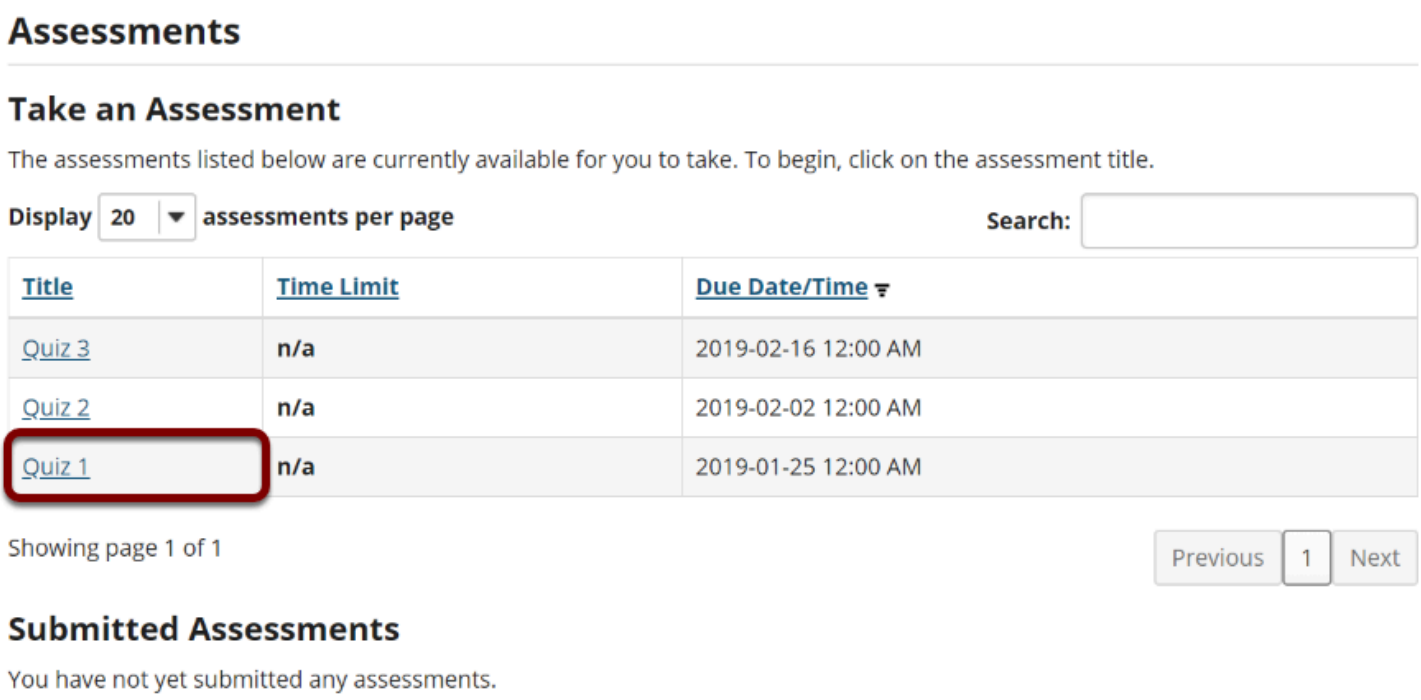
OR View the site as a student.



You can view the *Tests & Quizzes* tool and submit your assessment as if you were a student using the **View Site As... Student** option OR by adding your non-university email address to your site as a *Student* and logging in to submit the assessment.

Note: ***View Site As Student*** *will only display published assessments that are viewable by students in the entire site.*

Select an assessment.



*Note: If you submit your test using the **View Site As...** option, you won't see your submission listed in the Scores screens for grading. Using **View Site As...**, you WILL be able to see all feedback you have made available to students that does not require manual grading.*

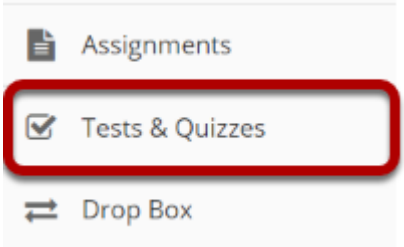
Tip: If you'd like to be able to grade your own submission to the test as an instructor, you'll need to submit the test after logging in with a fake "demo student" account. Often, instructors will enroll a fake "demo student" account in the site so that they can log in as that user to submit items and practice grading them.

How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an *Answer Key*.

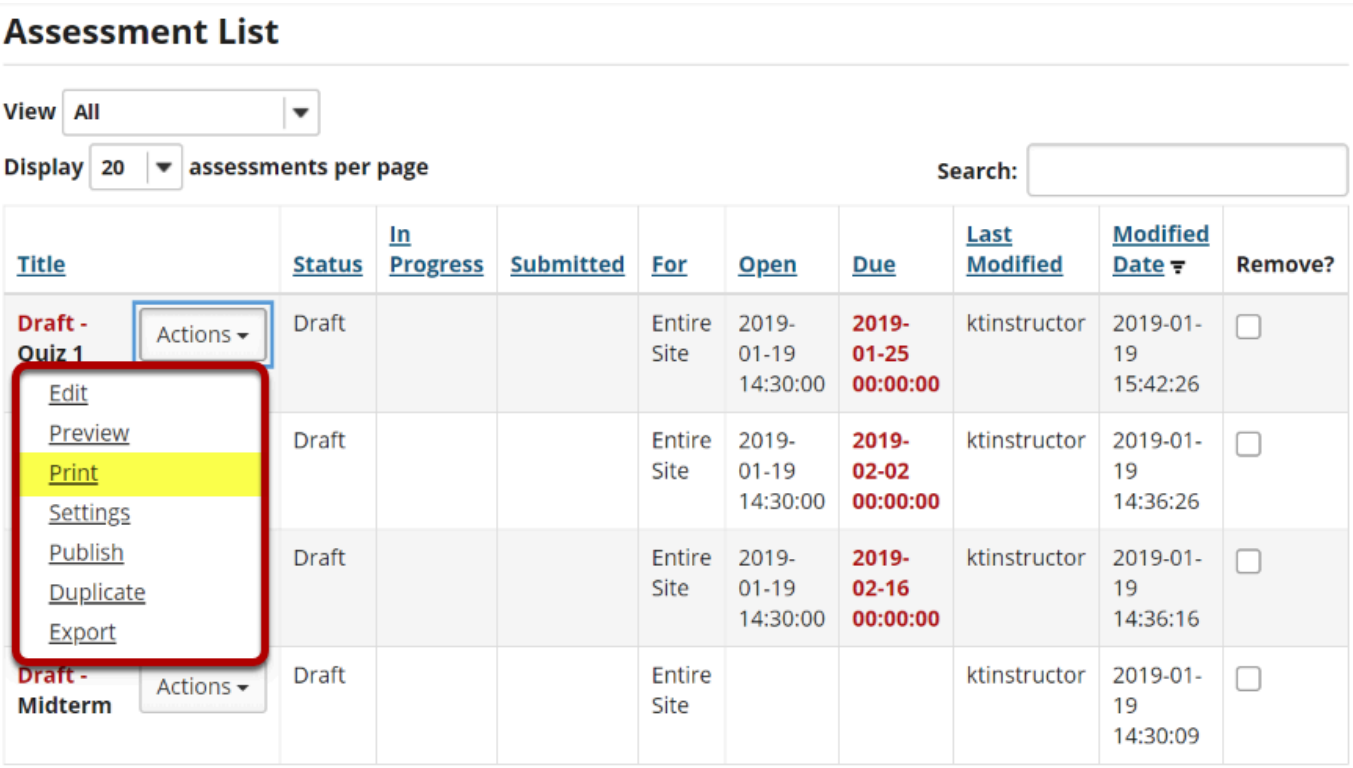
Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any Calculated Questions in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. {x} + {y} = {z}.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

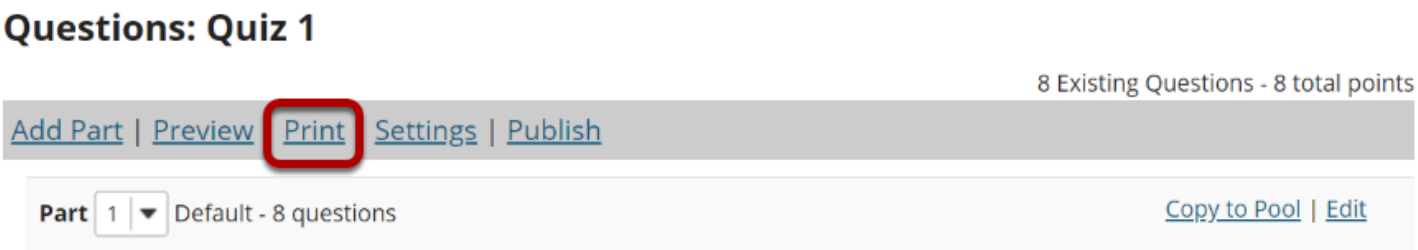
Print from the Action menu.



From the *Tests & Quizzes* tool home screen, choose the **Print** option in the drop-down menu for the assessment you would like to print.

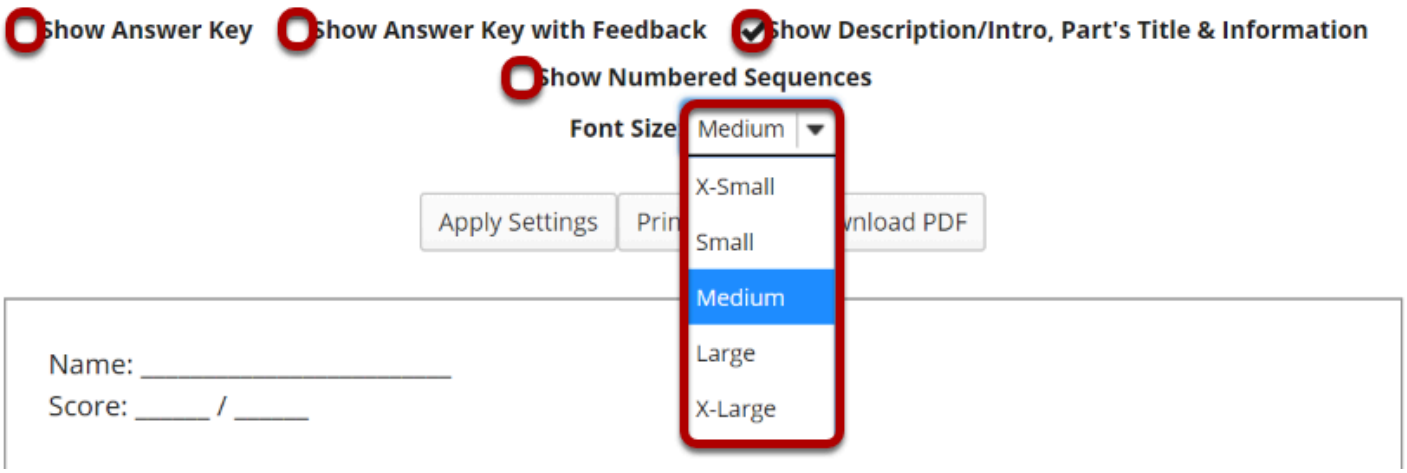
*Note: The **Print** option is available for both draft and published assessments.*

OR Print from the Edit Assessment screen.



If you are currently editing the quiz in question, click the **Print** link at the top of the assessment editing screen.

Select print options.

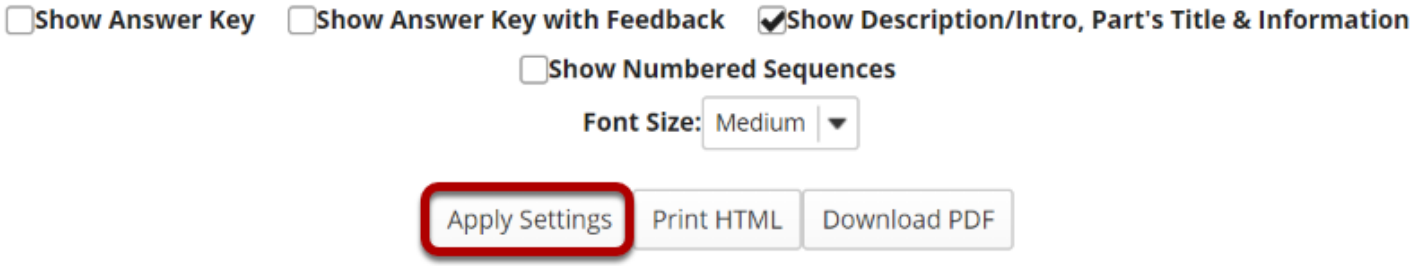


Select check boxes to choose what content you'd like to display in the printout:

- **Show Answer Key** - This option displays the answers for automatically-graded questions.
- **Show Answer Key with Feedback** - If you select this option and you have added feedback while creating a question in the *Correct or Incorrect Answer Feedback* boxes, it will print along with the answer to the question.
- **Show Description/Intro, Part's Title & Information** - If you select this option and you have added text in the *Description/Intro* box of the *Settings* page, it will print along with the questions. By default, this option is selected on the *Print* screen.
- **Show Numbered Sequences** - displays the question number next to each question.

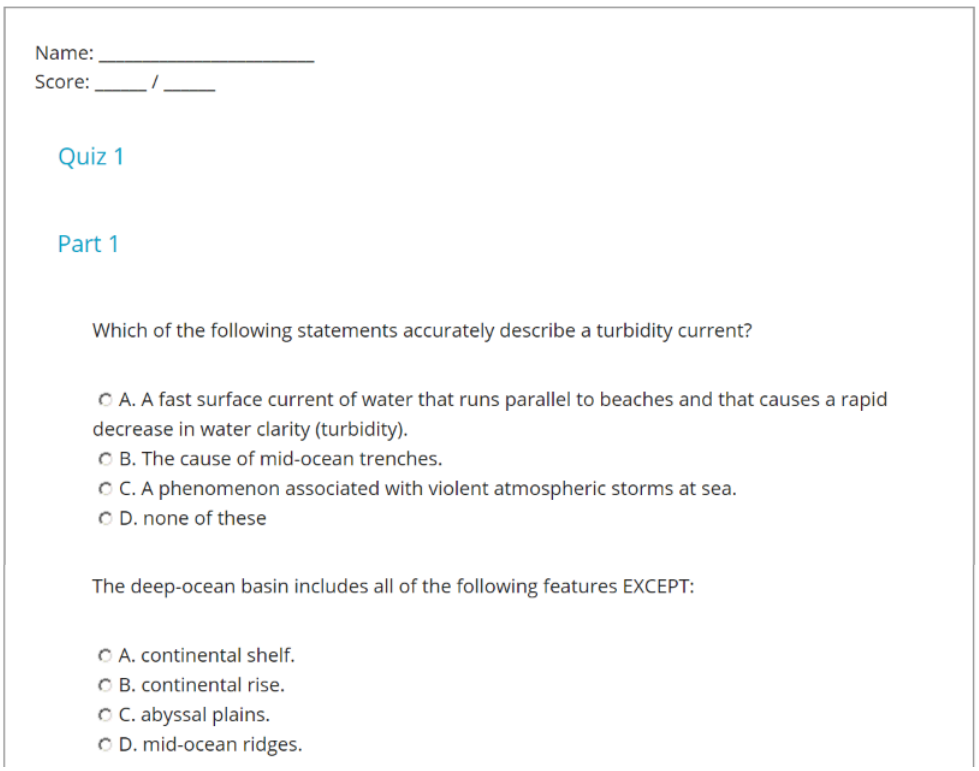
If you'd like to display the font as larger or smaller, choose the desired size from the *Font Size* drop-down menu. By default, the selected font size is **Medium**.

Apply Settings.



If you made any changes to the default print settings, click **Apply Settings**.

Preview document to print.



Name: _____
Score: _____ / _____

Quiz 1

Part 1

Which of the following statements accurately describe a turbidity current?

- A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
- B. The cause of mid-ocean trenches.
- C. A phenomenon associated with violent atmospheric storms at sea.
- D. none of these

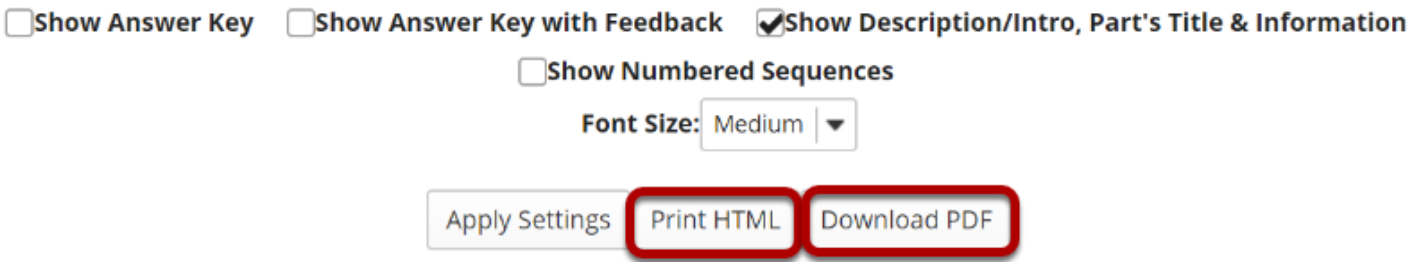
The deep-ocean basin includes all of the following features EXCEPT:

- A. continental shelf.
- B. continental rise.
- C. abyssal plains.
- D. mid-ocean ridges.

Scroll down on the *Print* screen to preview how the printout will look with your selected options.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any Calculated Questions in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. {x} + {y} = {z}.

Print or download PDF.



At the top of the screen, click **Print HTML** to print the assessment using your default printer.

Click **Download PDF** if you'd prefer to save the page as a PDF document.

How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in Tests & Quizzes, see What are the Grading and Feedback options for an assessment?

On the Total Scores screen for an assessment, you can see the total score each student received based on the points from auto-graded questions (such as multiple choice and true false). You may adjust the students' scores and for students who submitted the assessment, you can add comments.

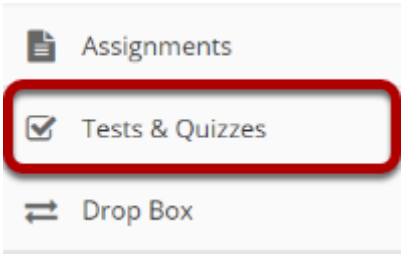
For more information on manually grading individual student submissions or questions, see the following articles:

- How do I give same score (e.g. 0) to all students with no submission to an assessment?
- How do I grade assessmement submissions by student?
- How do I grade assessment submissions by question?
- How do I download assessment submissions for grading offline?

Note:

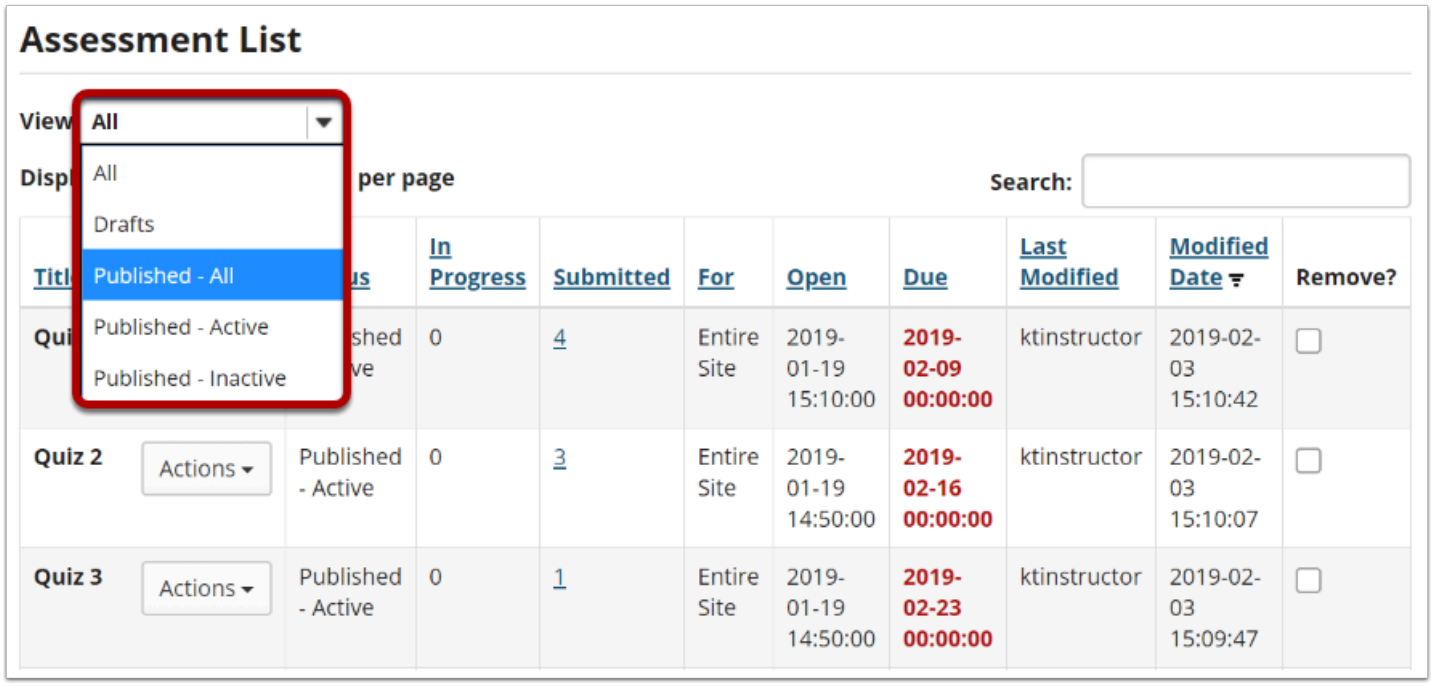
- *Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you'll need to enter a 0 for their grade.*
- *Comments cannot be added within the Tests & Quizzes tool for students with no submission and they do not have access to feedback for assessments they did not submit. If you'd like to print an answer key to an assessment to provide to students who did not submit, see How do I print an assessment (i.e. test or quiz)?*
- *Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student's course grade. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the Gradebook, you may need to override the course grade in the Gradebook.*

Go to Tests & Quizzes.



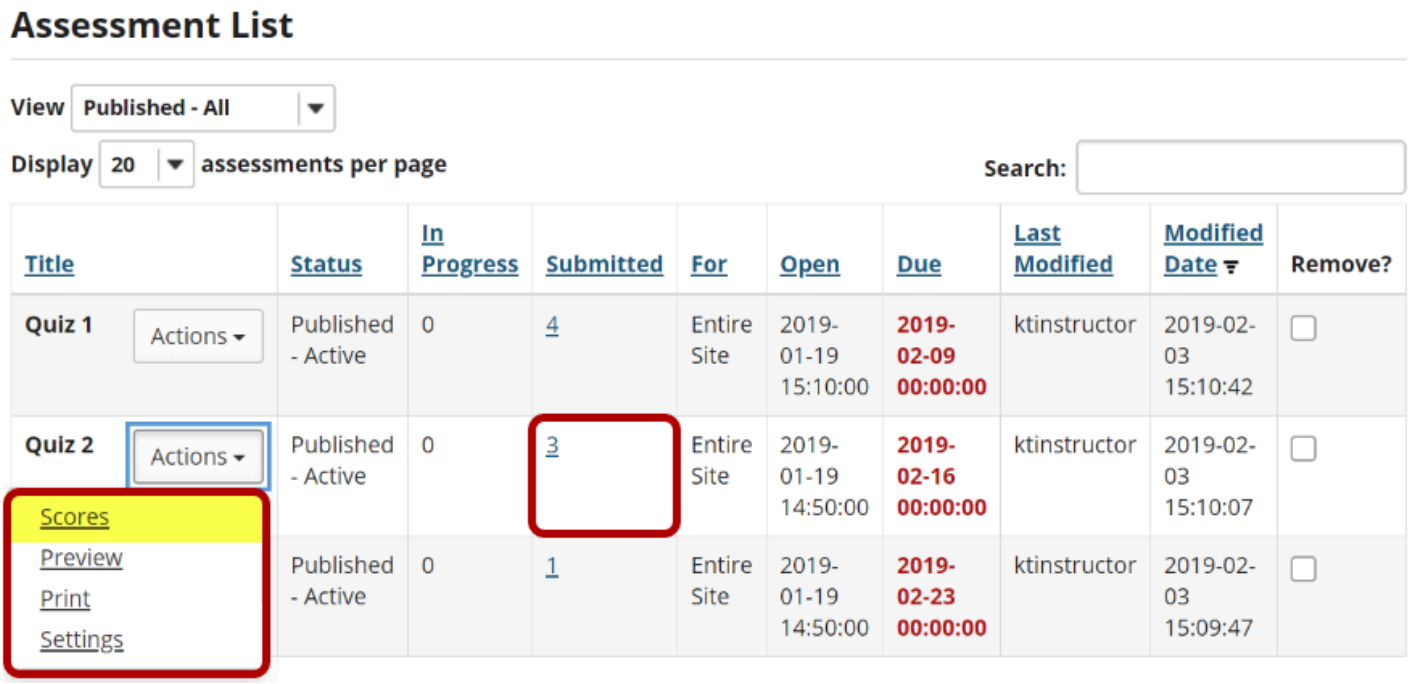
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

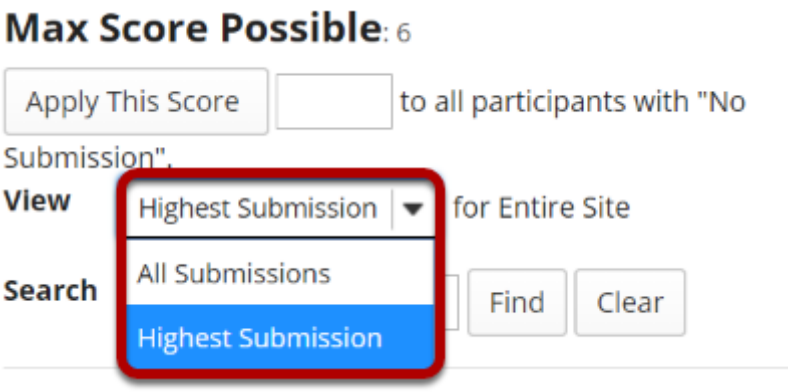
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

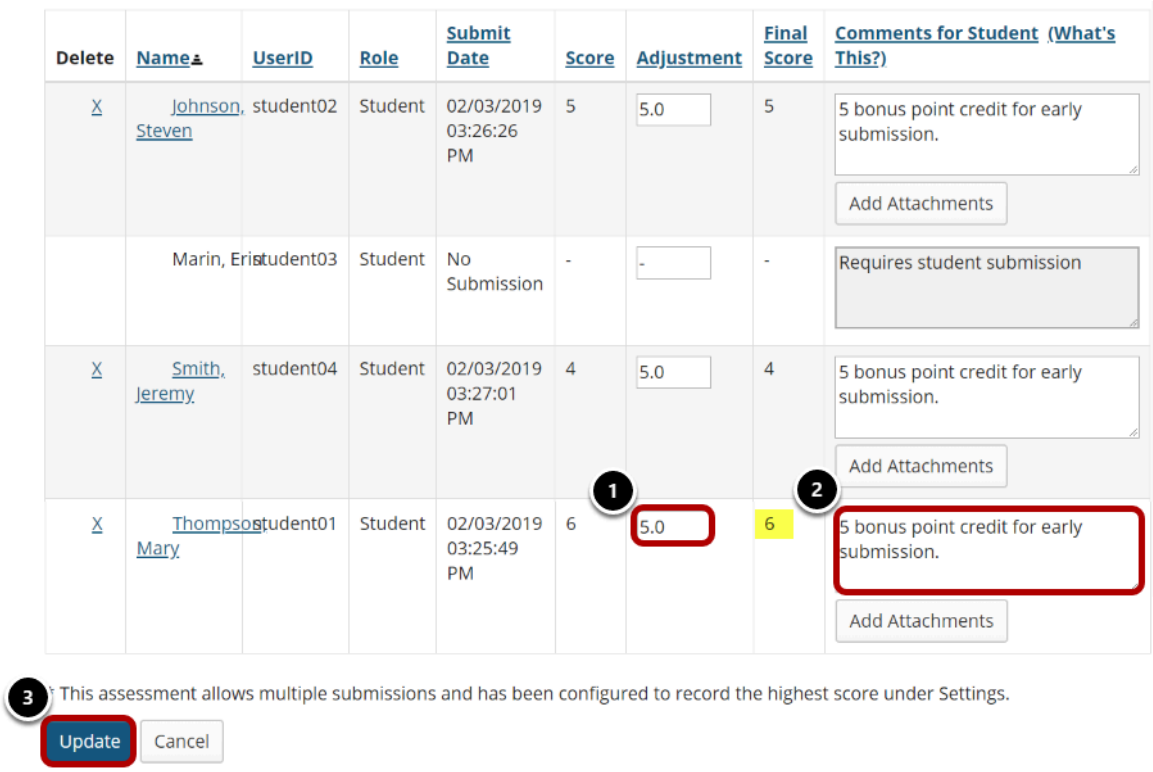
Display multiple submissions for students. (Optional)



By default, the submission that displays for each student will be based on your assessment's *Recorded Score* setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an allowed retake, you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Enter score adjustment and overall comments.



To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

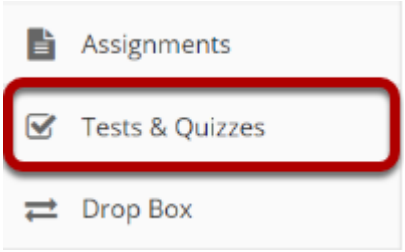
Note: The Final Score column will display the adjusted score after you save your changes.

How do I grade assessment submissions by student?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

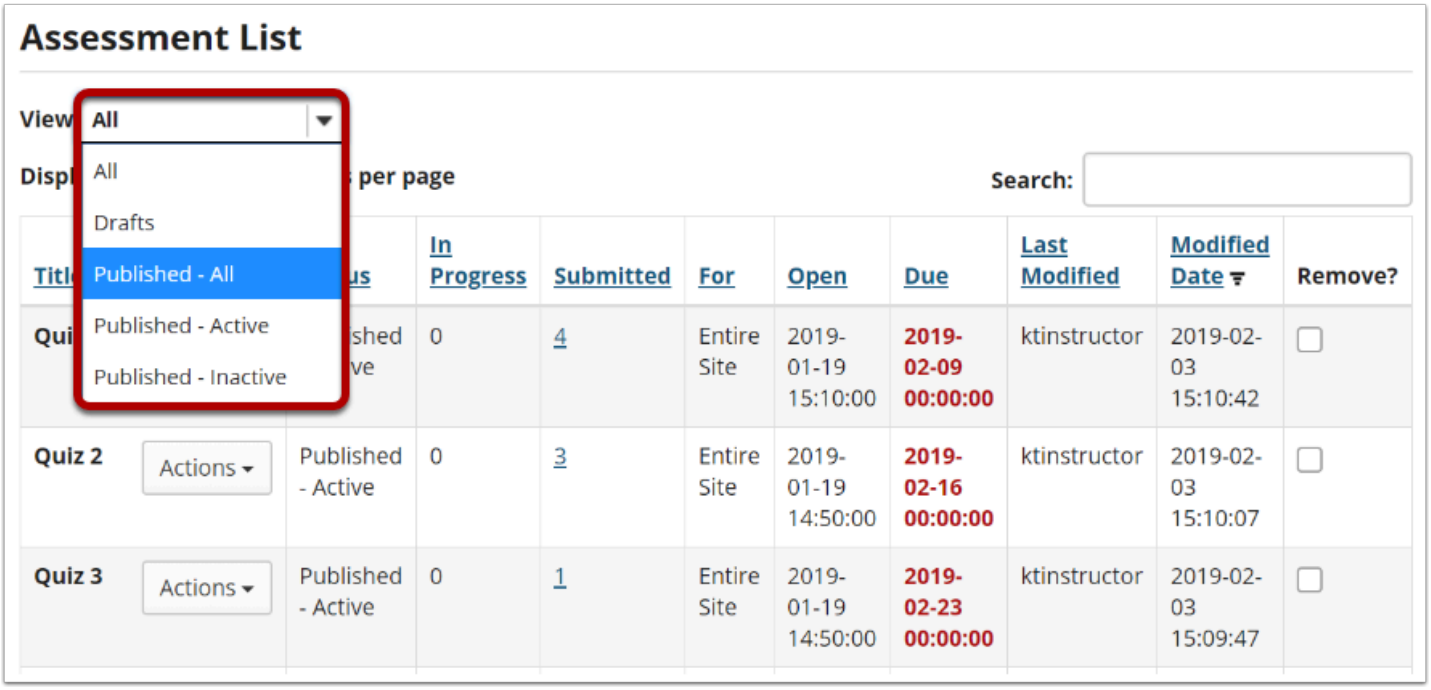
For more information and additional options for grading assessments, see the following article: How do I grade Tests & Quizzes?

Go to Tests & Quizzes.



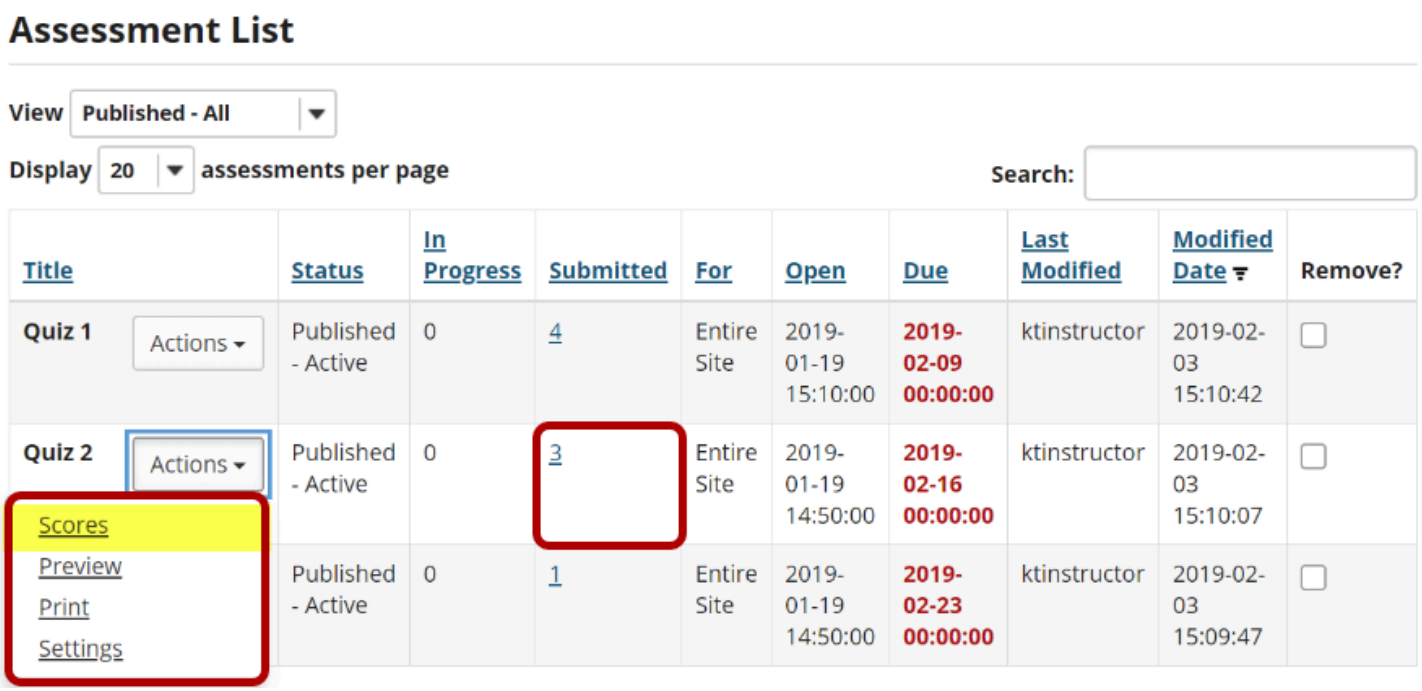
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

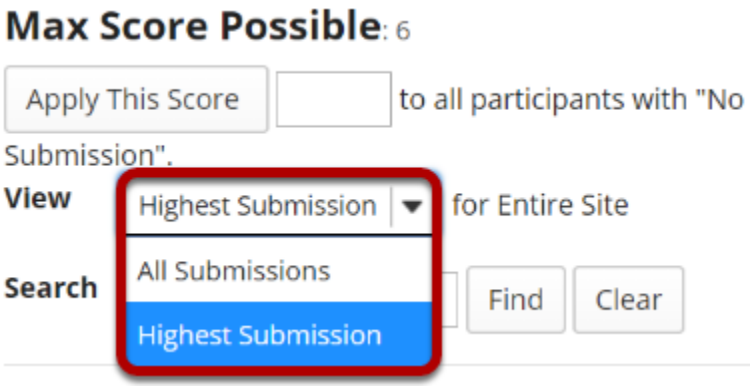
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

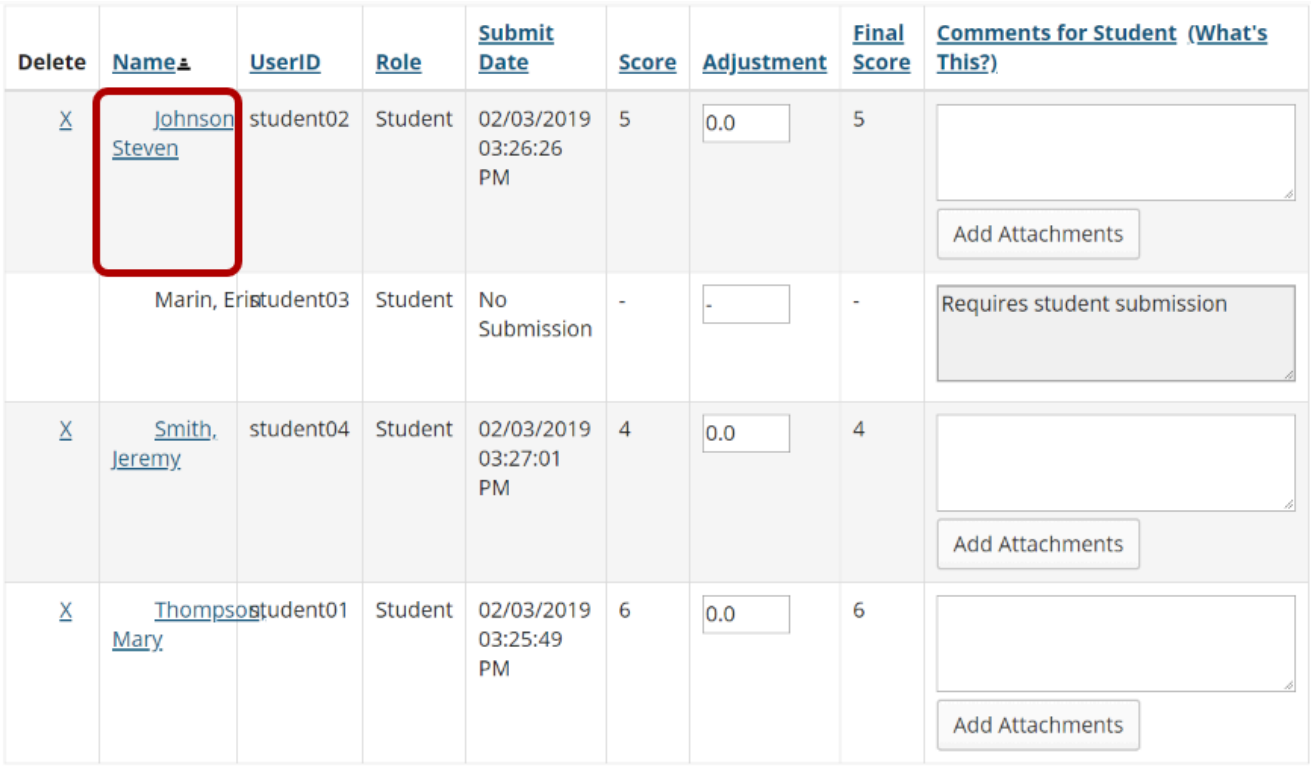
Display multiple submissions for students. (Optional)



By default, the submission that displays for each student will be based on your assessment's *Recorded Score* setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an allowed retake, you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

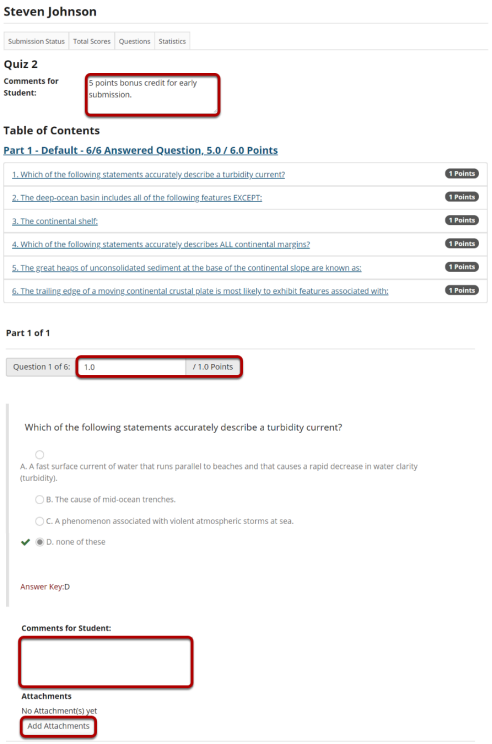
Select the student.



Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	0.0	5	Add Attachments
	Marin, Eric	student03	Student	No Submission	-	-	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	0.0	4	Add Attachments
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	0.0	6	Add Attachments

Click on the student's name to view the individual submission.

View and enter grades/comments for the individual student.



The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

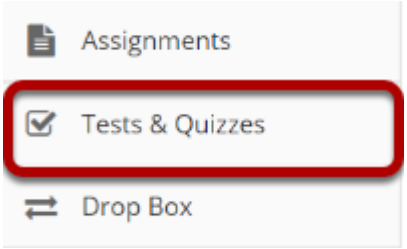
Be sure to scroll down to the bottom and click **Update** to save your changes!

How do I grade assessment submissions by question?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

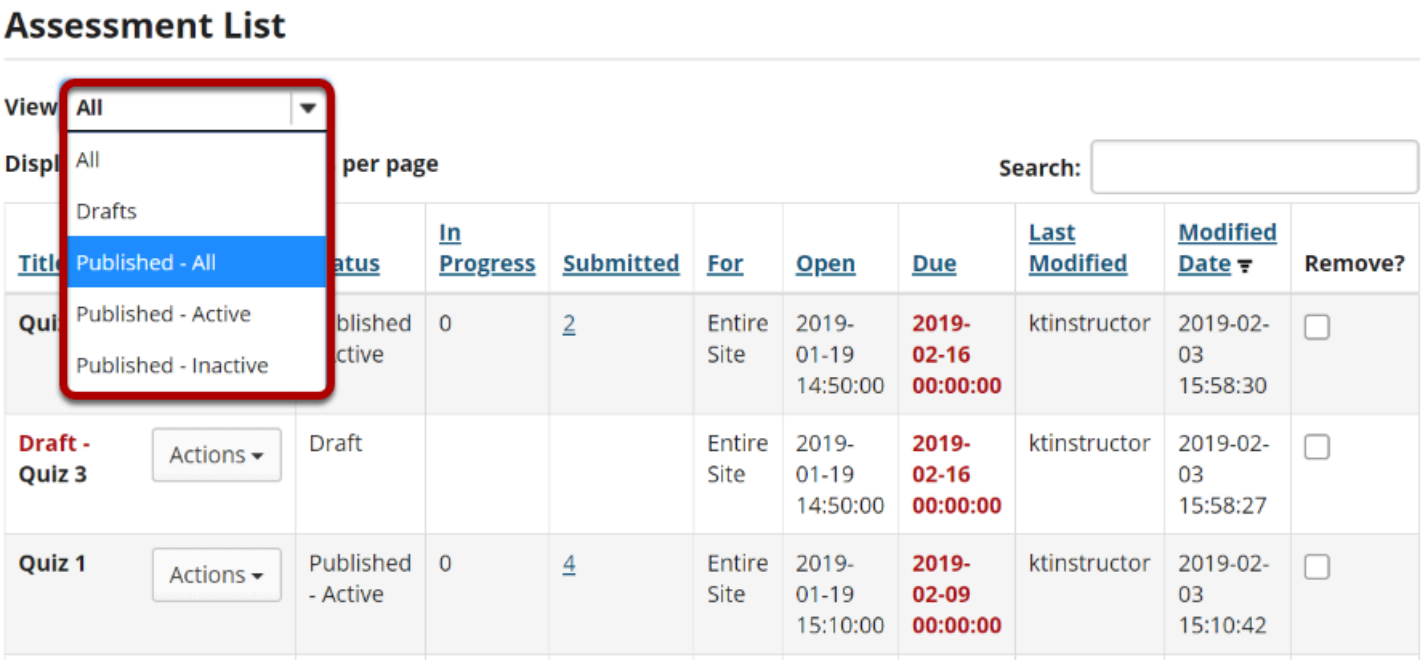
For more information and additional options for grading assessments, see the following article: How do I grade Tests & Quizzes?

Go to Tests & Quizzes.



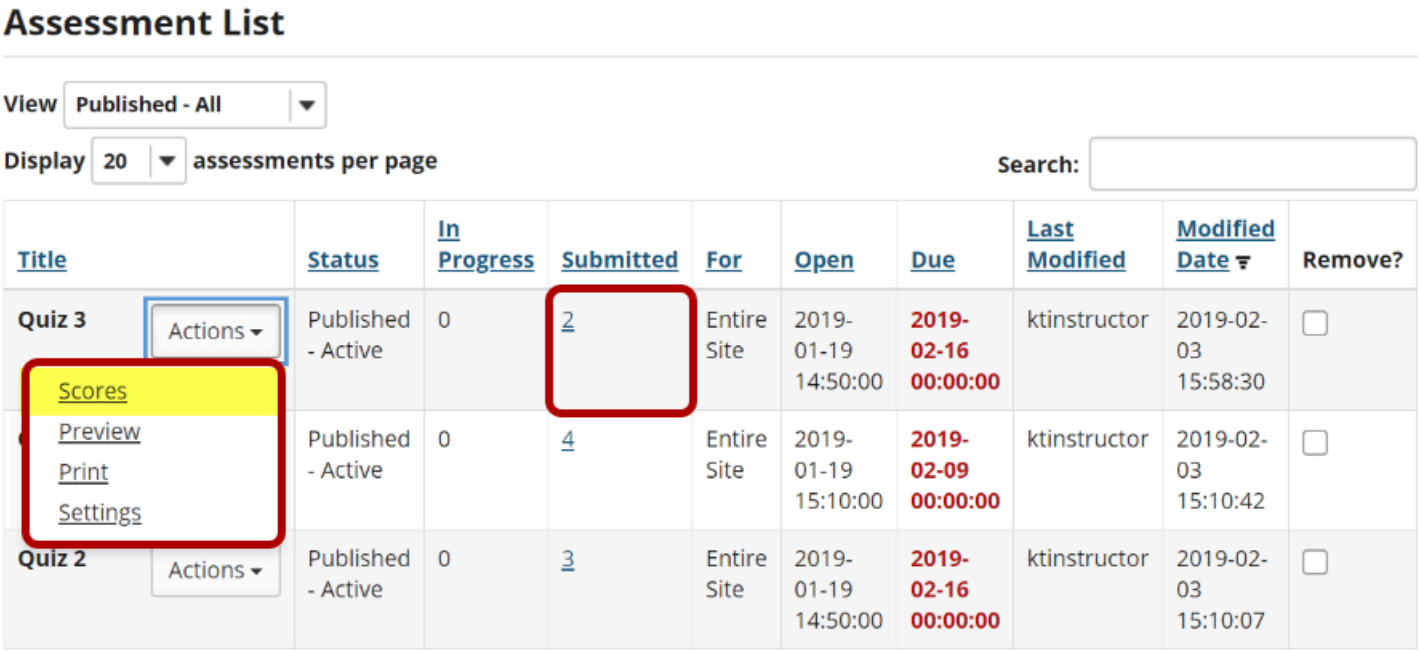
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

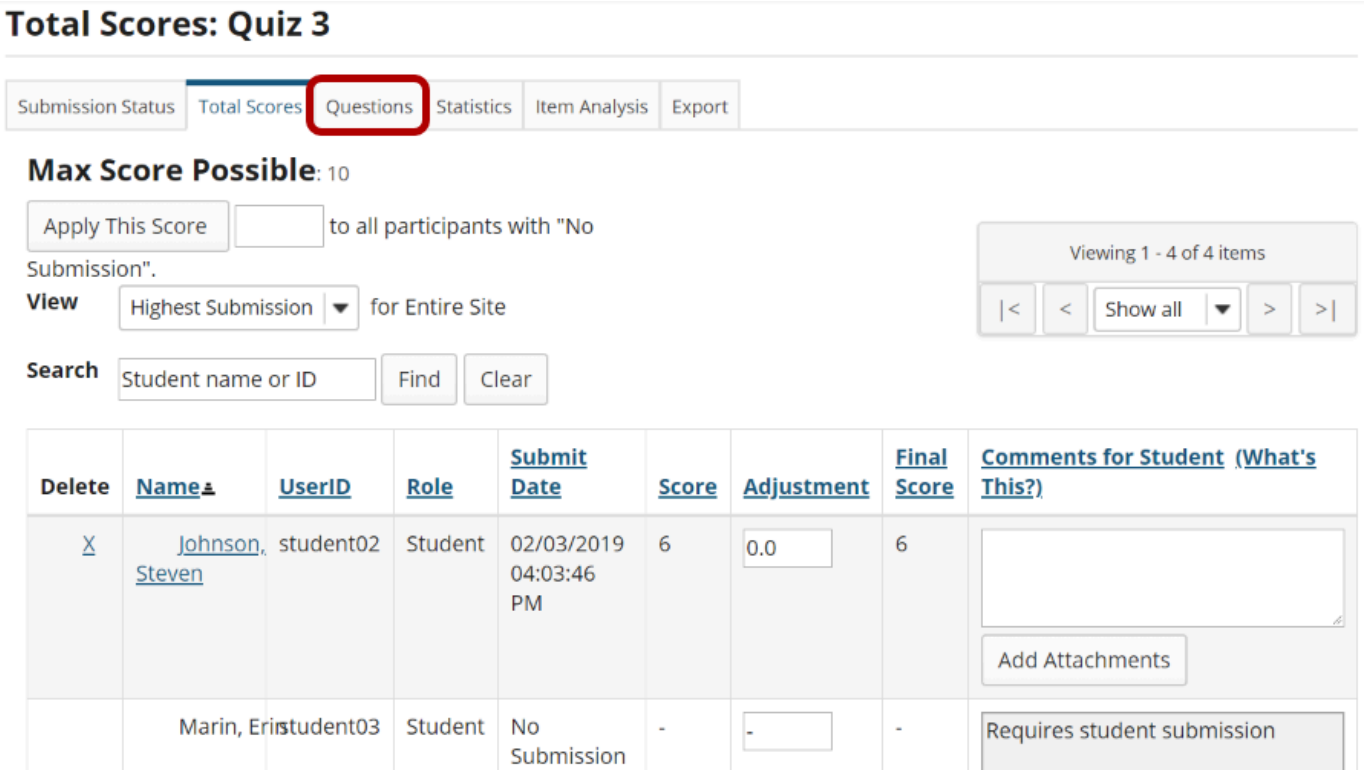
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

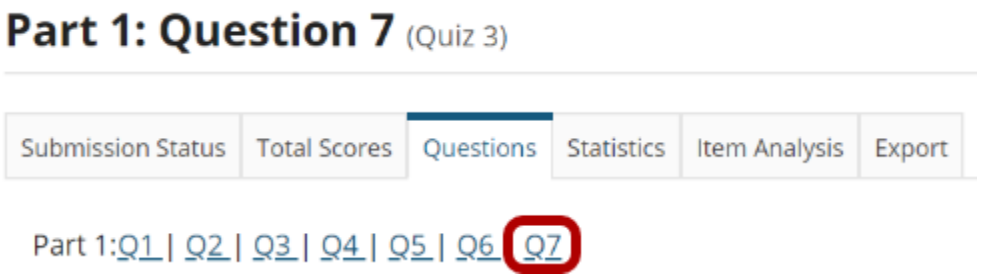
Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Click on Questions.



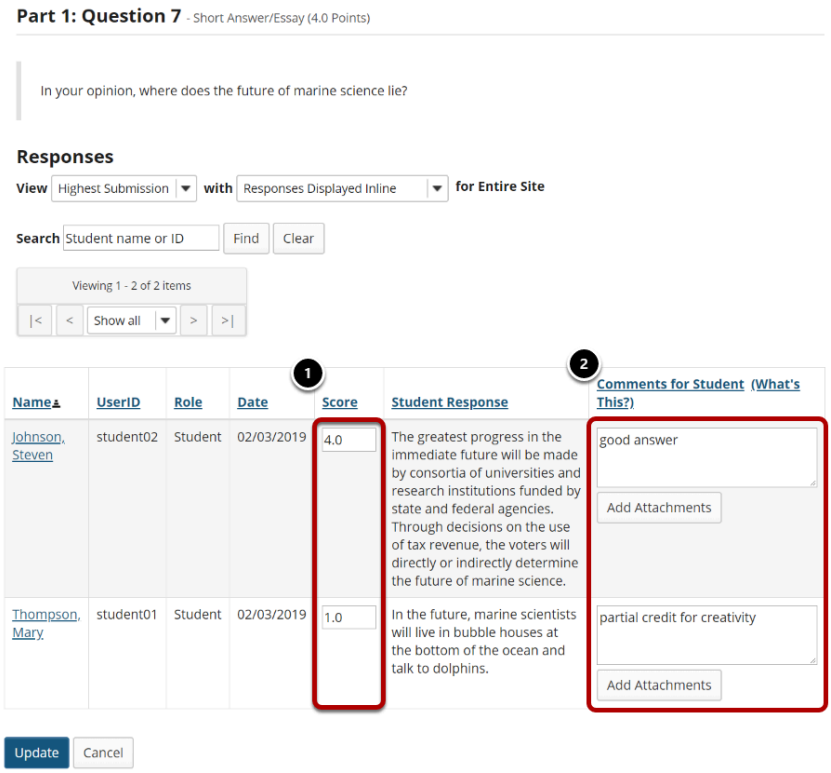
Click on the **Questions** tab in the assessment menu.

Select the question.



From the list of question numbers, select the question you'd like to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Enter grades and/or comments.



All of the student responses will be displayed by question.

1. Enter the score for each student for the selected question.
2. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Be sure to scroll down to the bottom and click **Update** to save your changes!

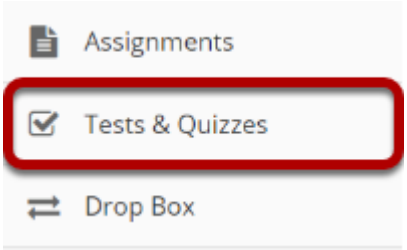
How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a File Upload question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

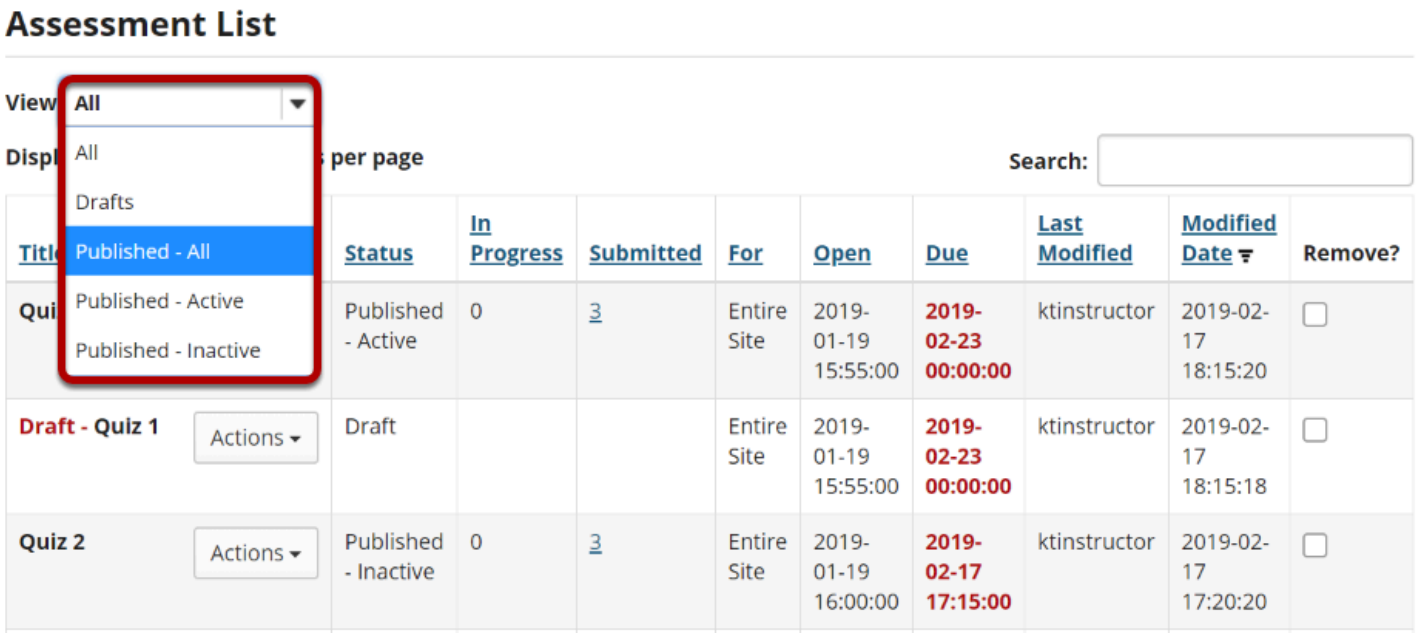
- How do I grade Tests & Quizzes?
- How do I give same score (e.g. 0) to all students with no submission to an assessment?
- How do I grade Tests & Quizzes submissions by student?
- How do I grade Tests & Quizzes submissions by question?

Go to Tests & Quizzes.



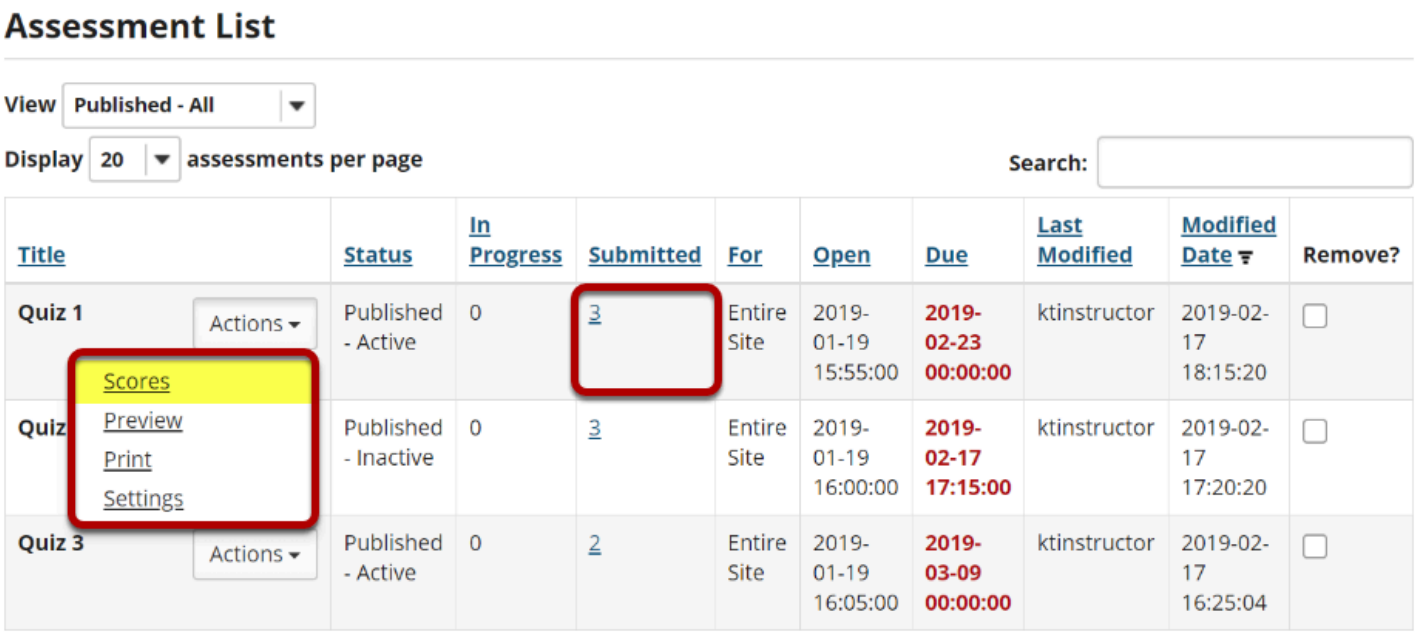
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.



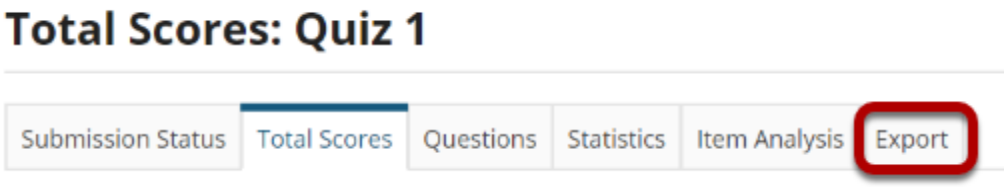
Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

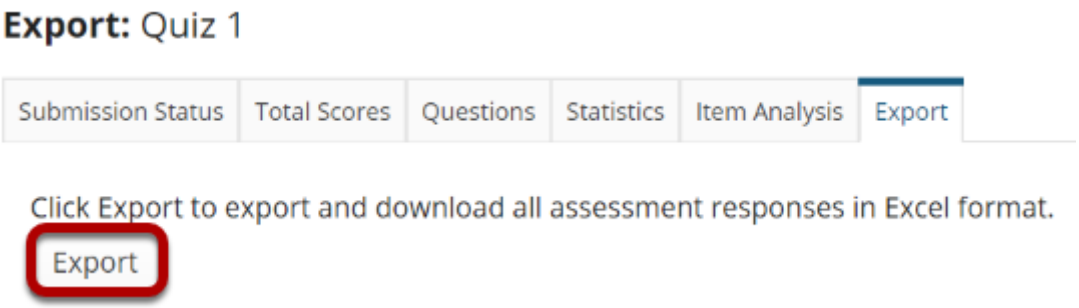
Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.

Click Export.



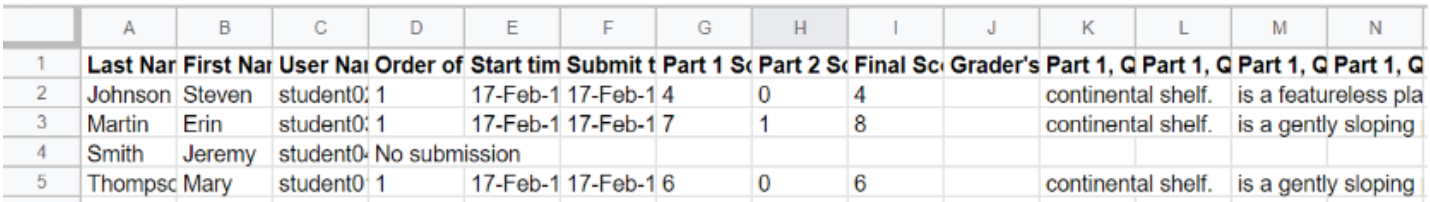
On the following screen, click Export.



Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

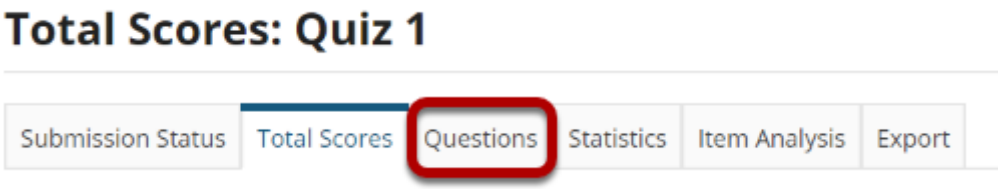


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Nar	First Nar	User Nar	Order of	Start tim	Submit t	Part 1 Sc	Part 2 Sc	Final Sc	Grader's	Part 1, Q	Part 1, Q	Part 1, Q	Part 1, Q
2	Johnson	Steven	student0	1	17-Feb-1	17-Feb-1	4	0	4		continental shelf.		is a featureless pla	
3	Martin	Erin	student0	1	17-Feb-1	17-Feb-1	7	1	8		continental shelf.		is a gently sloping	
4	Smith	Jeremy	student0	No submission										
5	Thompsc	Mary	student0	1	17-Feb-1	17-Feb-1	6	0	6		continental shelf.		is a gently sloping	

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any *Grader's comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: *Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.*

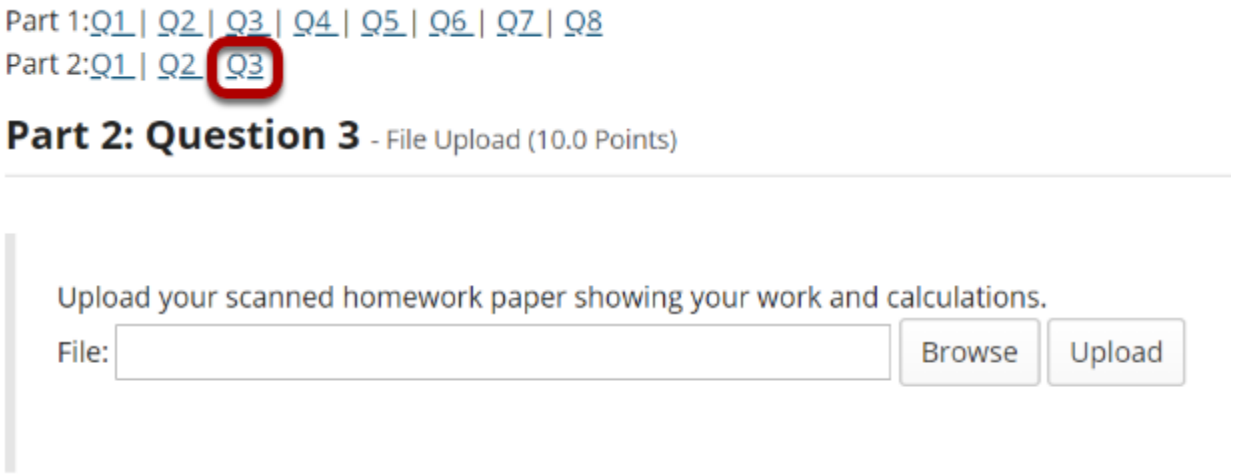
Download all File Upload submissions.



If your assessment has a File Upload question, you can download all submissions to it simultaneously (e.g. to add inline comments, or for ease of reading certain types of files from your computer.)

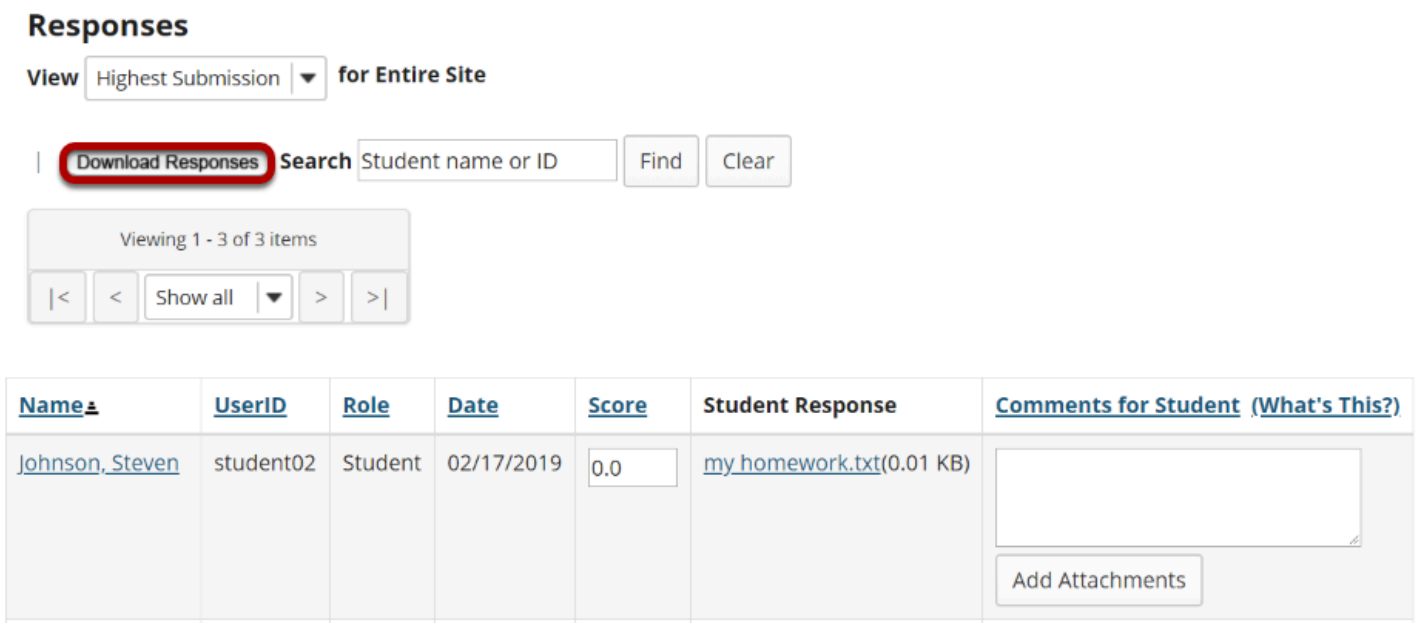
Click on the **Questions** link in the assessment menu to access the list of questions.

Select the File Upload question.

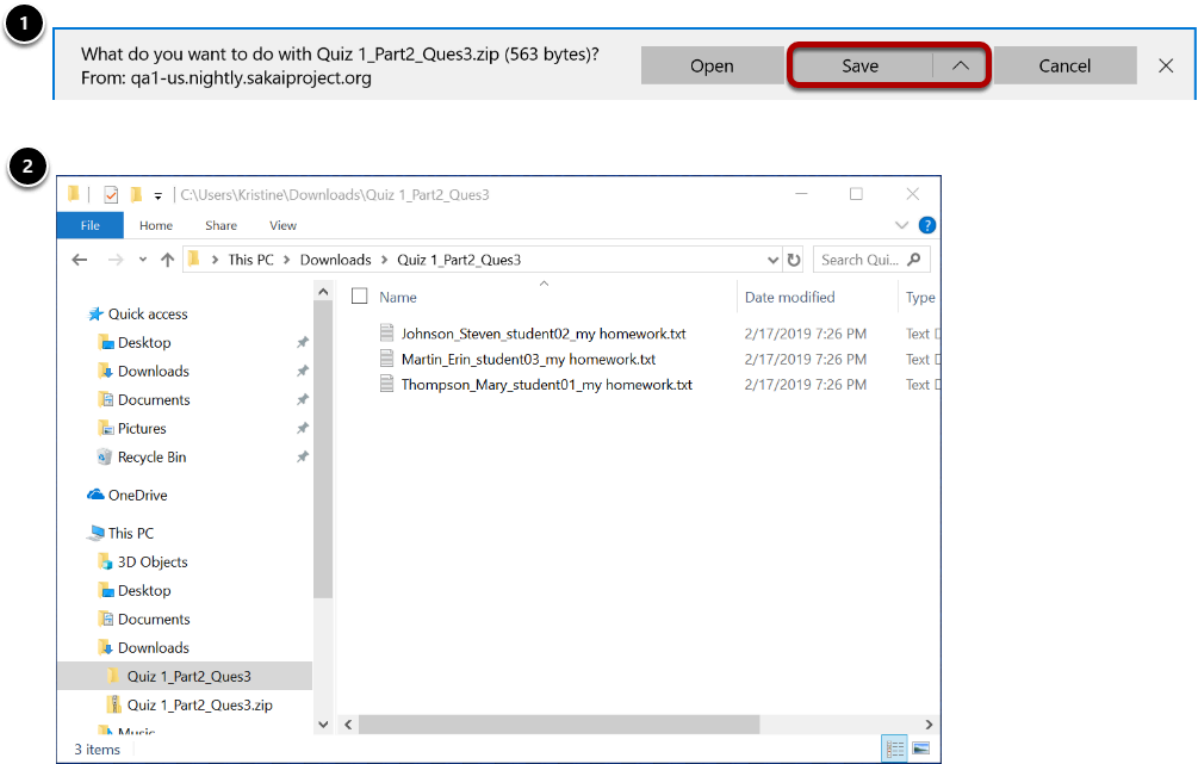


From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Click Download Responses.



Save and open the ZIP file.



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

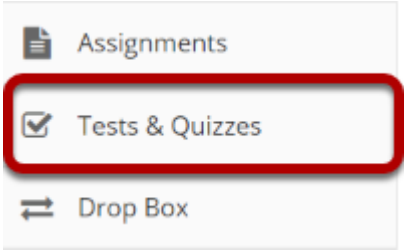
2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.

How do I give the same score (e.g. 0) to all students with no submission for an assessment?

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

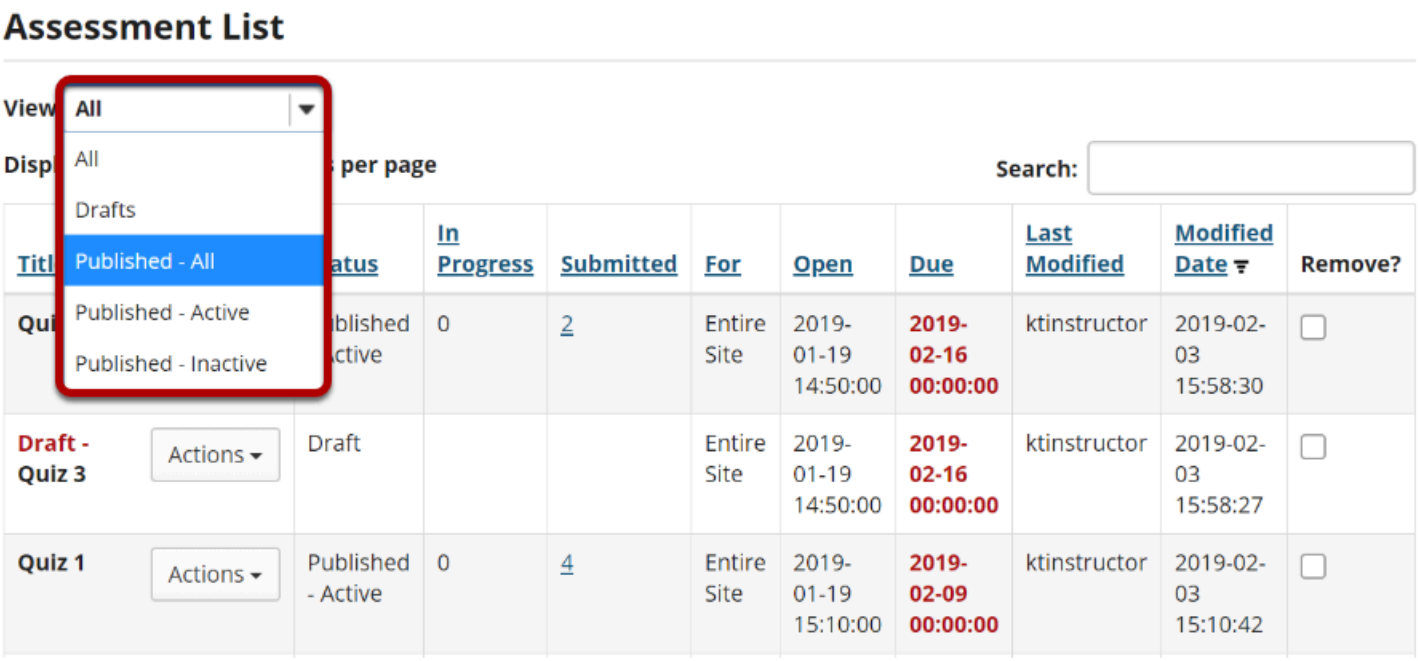
WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Go to Tests & Quizzes.



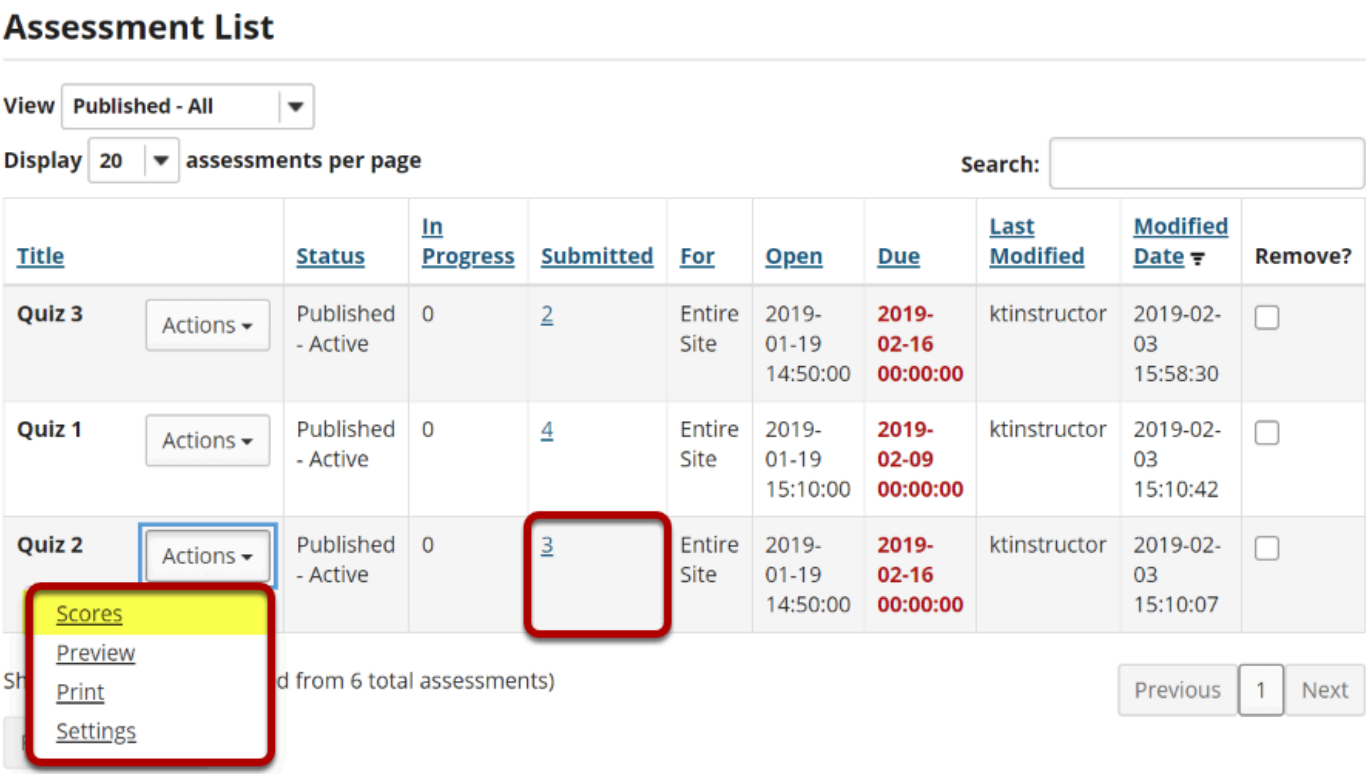
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

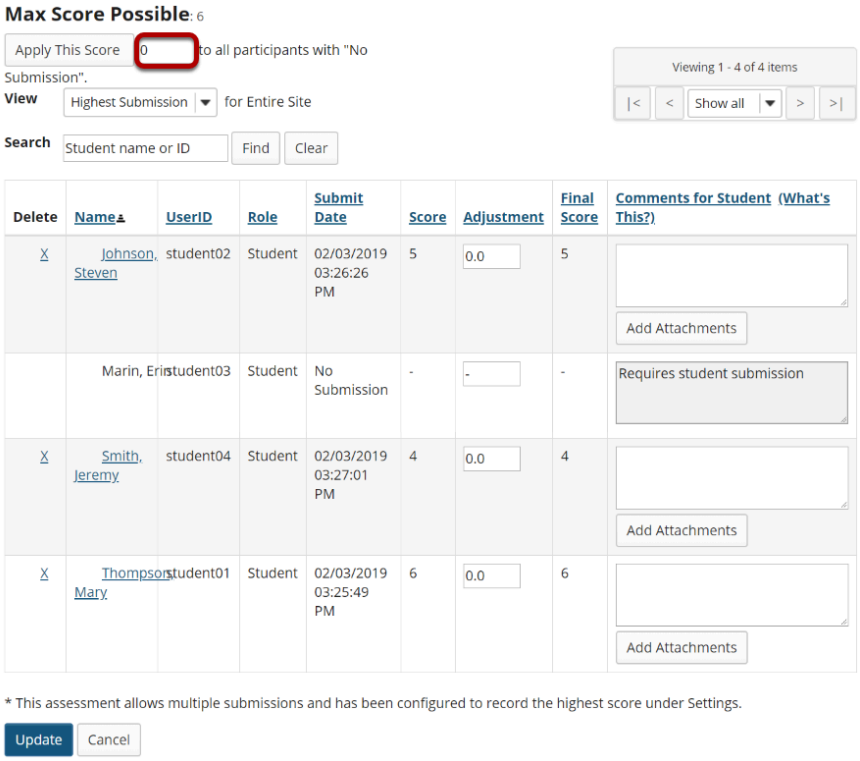
Go to the assessment submissions.



Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

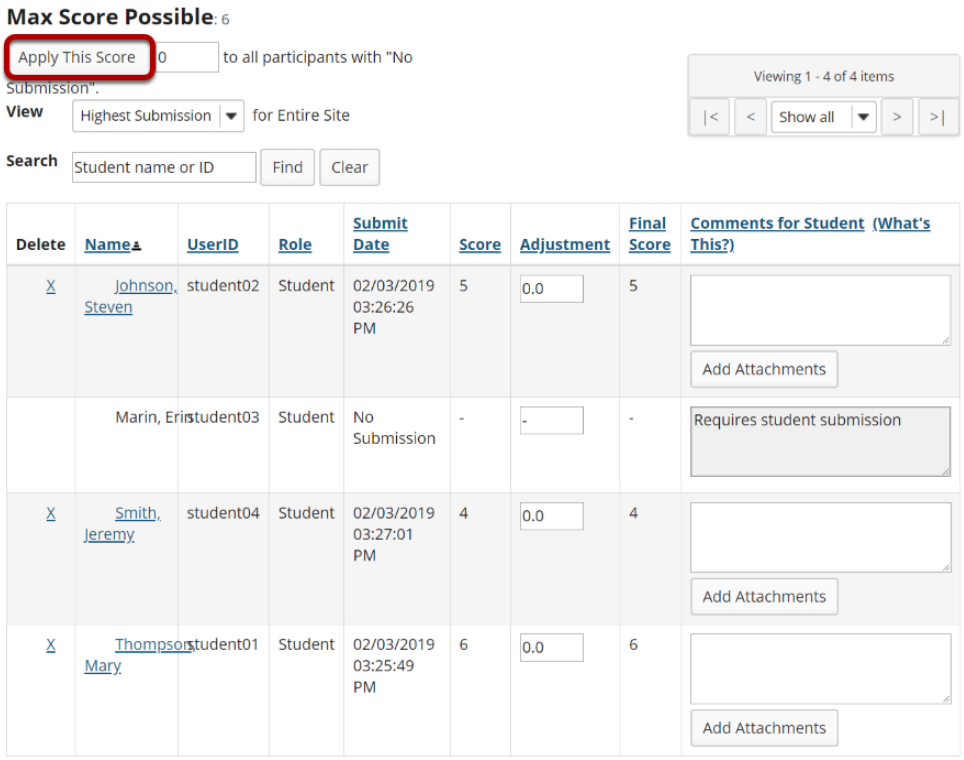
Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Enter a score to assign to all students with No Submission.



Enter a point value, e.g. 0, in the box to **Apply this score to all participants with "No Submission"**.

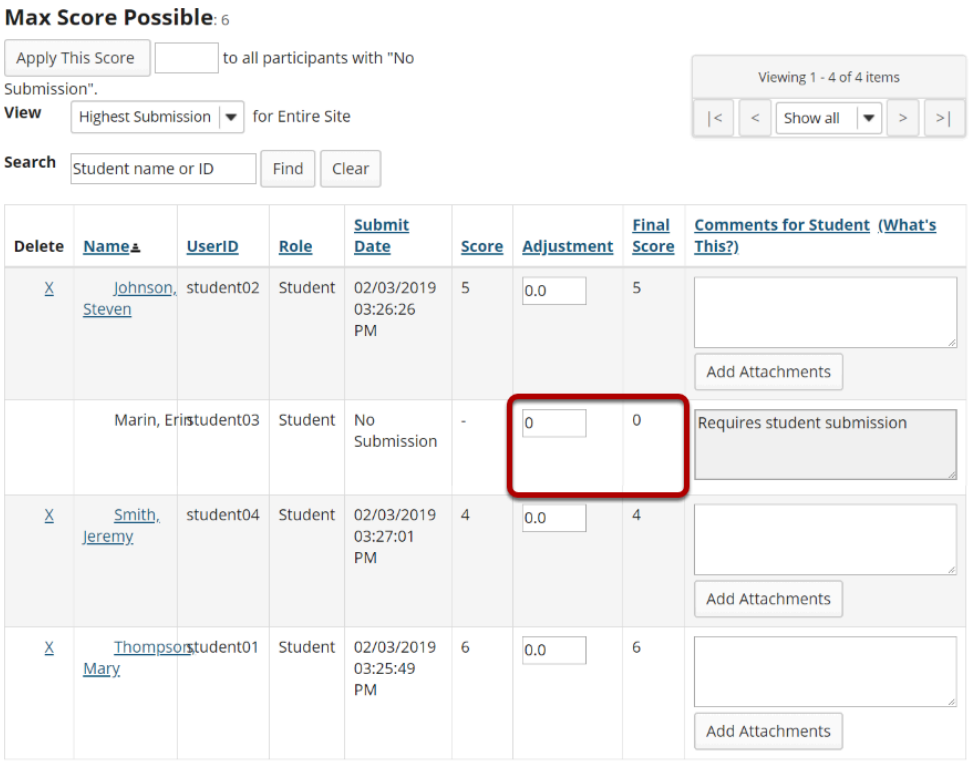
Click Apply This Score.



Clicking **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to click **Update** to confirm saving the score.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

View scores.



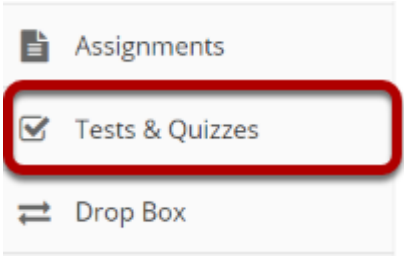
All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

How do I view statistics about a completed assessment?

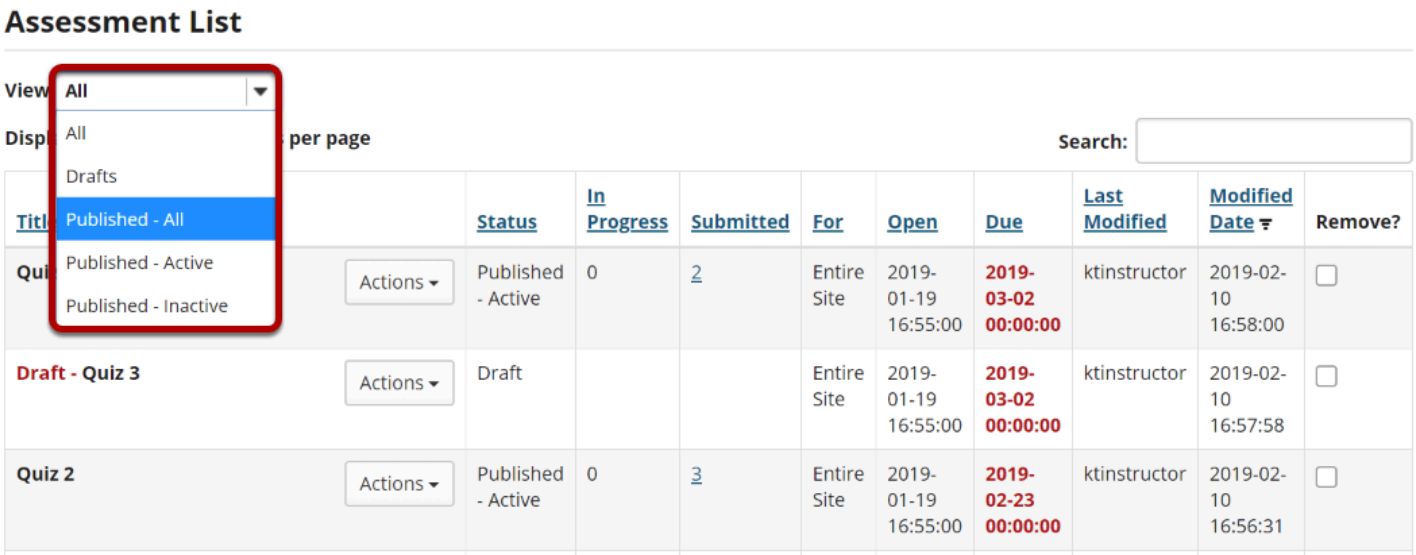
You can view statistical information about student submissions to an assessment, such as average scores and standard deviation. If the assessment has automatically-graded questions, you can also access an *Item Analysis* page, which gives a quick table overview of the percentages of students who answered each question correctly, and how many students selected each answer option.

Go to Tests & Quizzes.



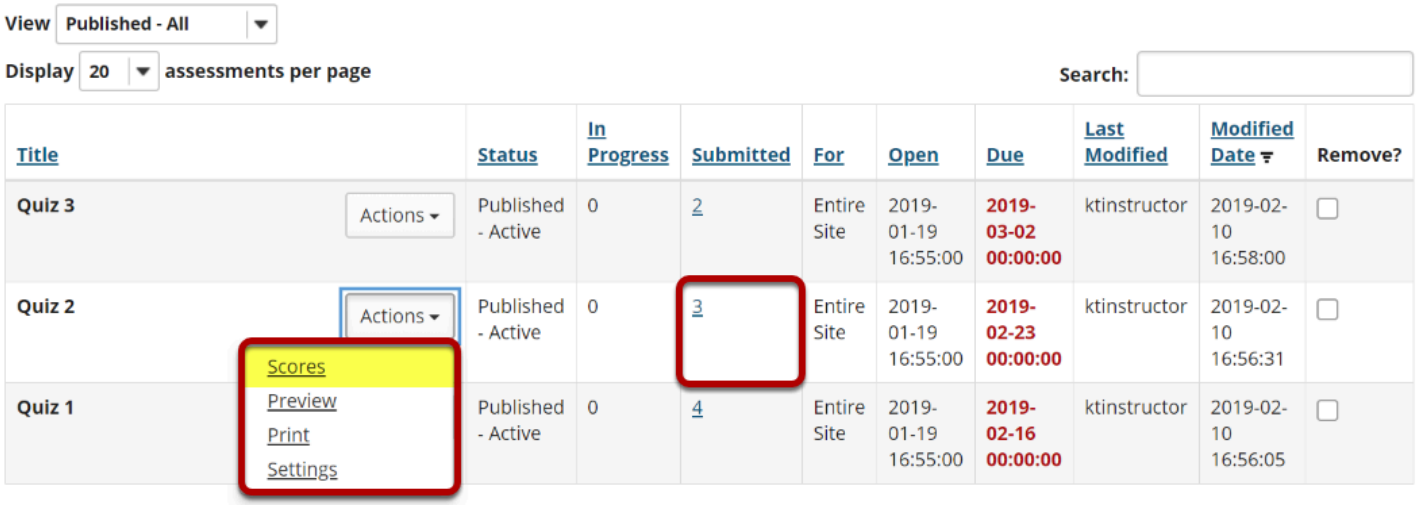
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

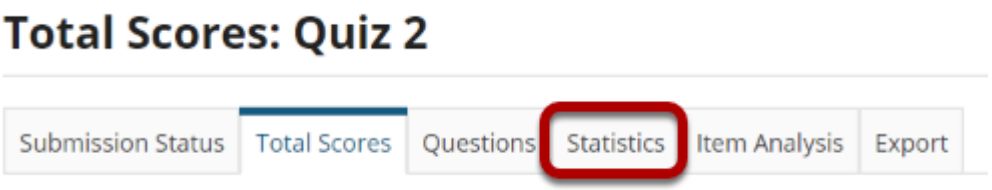
Go to the assessment submissions.



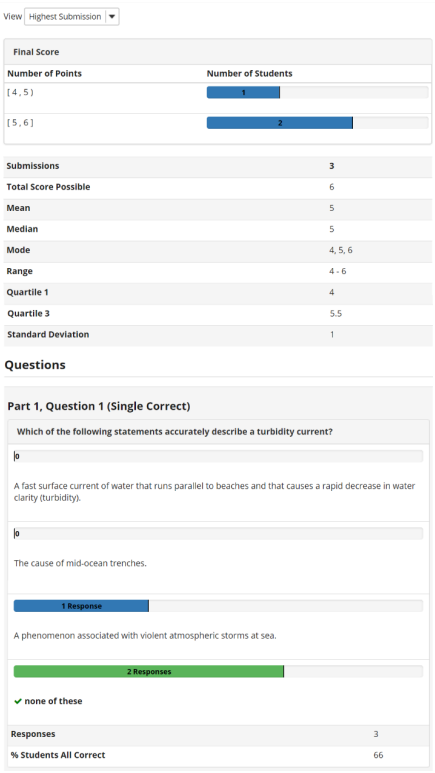
Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click on Statistics.



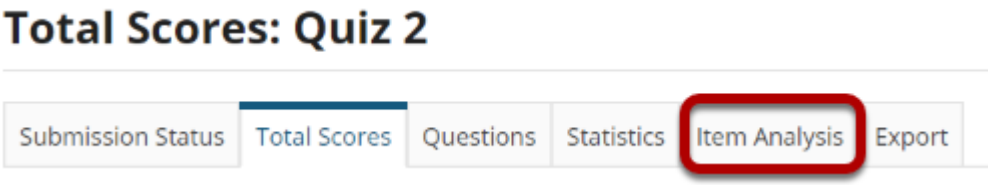
View Statistics page.



The *Statistics* page displays information including the number of students who submitted the test, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered an automatically-graded question correctly.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Statistics page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your assessment settings; for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Statistics page.*

Click on Item Analysis.



View Item Analysis page.

View Highest Submission

Question	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	3	66	100	0	1.0	0	0	0	1	**2**
Q2	3	66	100	100	0.0	0	**2**	1	0	0
Q3	3	100	100	100	0.0	0	0	0	0	**3**
Q4	3	100	100	100	0.0	0	0	0	0	**3**
Q5	3	66	100	0	1.0	0	**2**	1	0	0
Q6	3	100	100	100	0.0	0	0	0	0	**3**

If your assessment has automatically-graded questions, the *Item Analysis* page gives a quick table overview of the percentages of students who answered each automatically-graded question correctly, how many students selected a particular answer option for each question, and how many of the students who submitted the test provided *No Answer* to that question.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Item Analysis page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your assessment settings; for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Item Analysis page.*

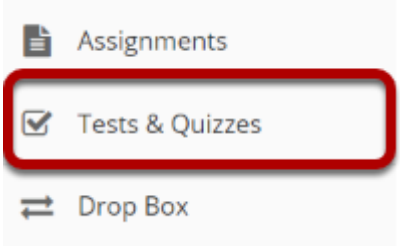
What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically.

Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

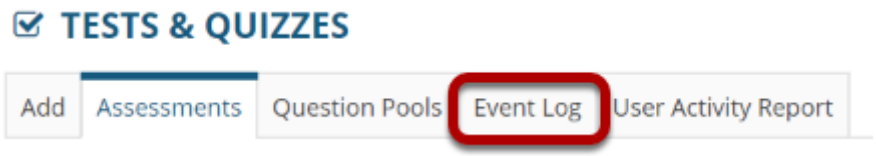
Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.

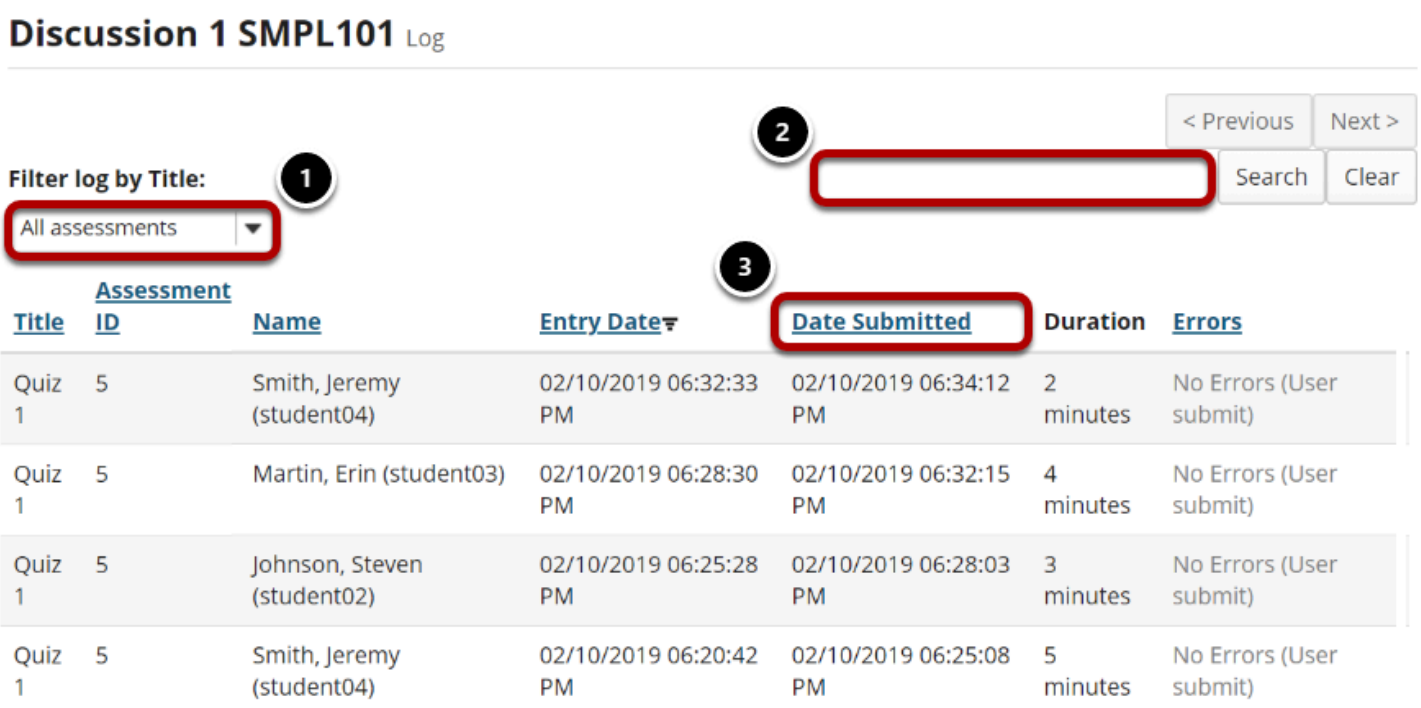


Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click Event Log.



Viewing event data.

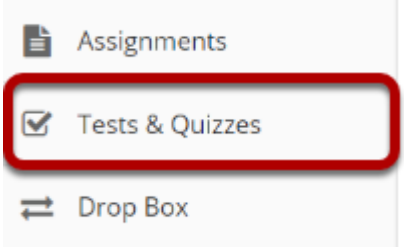


1. To view data for a certain test or quiz, use the "Filter" menu to choose its title, or use the default value, "All assessments."
2. You can also search the log data for a certain student by entering the user ID or name in the search field.
3. Click on a column heading (Title, Name, Entry Date, Date Submitted, IP Address) to sort the entries on that data field. Click again to switch between ascending and descending order.

What is the Tests & Quizzes User Activity Report?

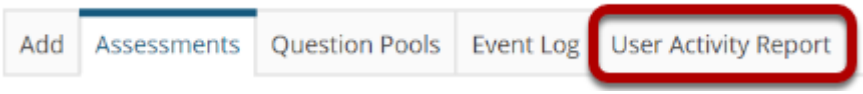
This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.

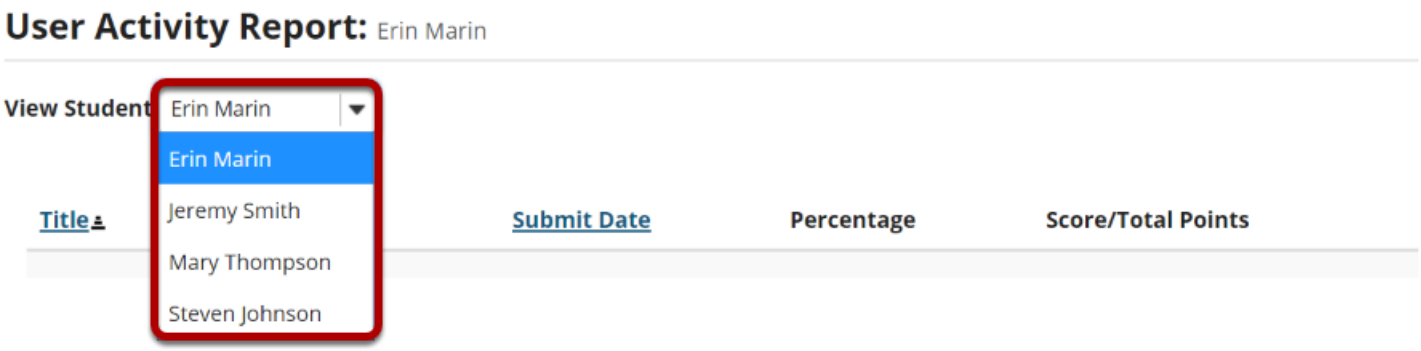


Select the **Test & Quizzes** tool from the Tool Menu in your site.

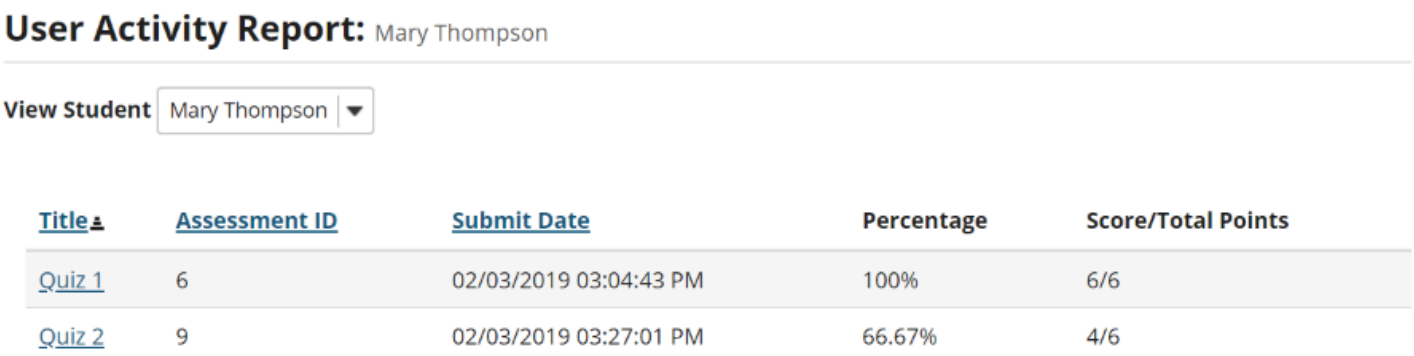
Click User Activity Report.



Select the student you want to view from the drop-down list.



View student assessment activity.



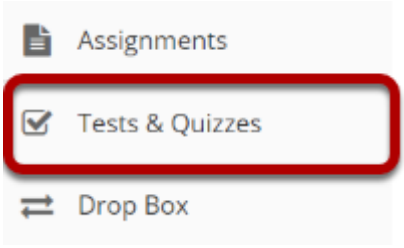
The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

Clicking on the title of the assessment will display the individual student submission.

How do I allow a student to retake a test or quiz?

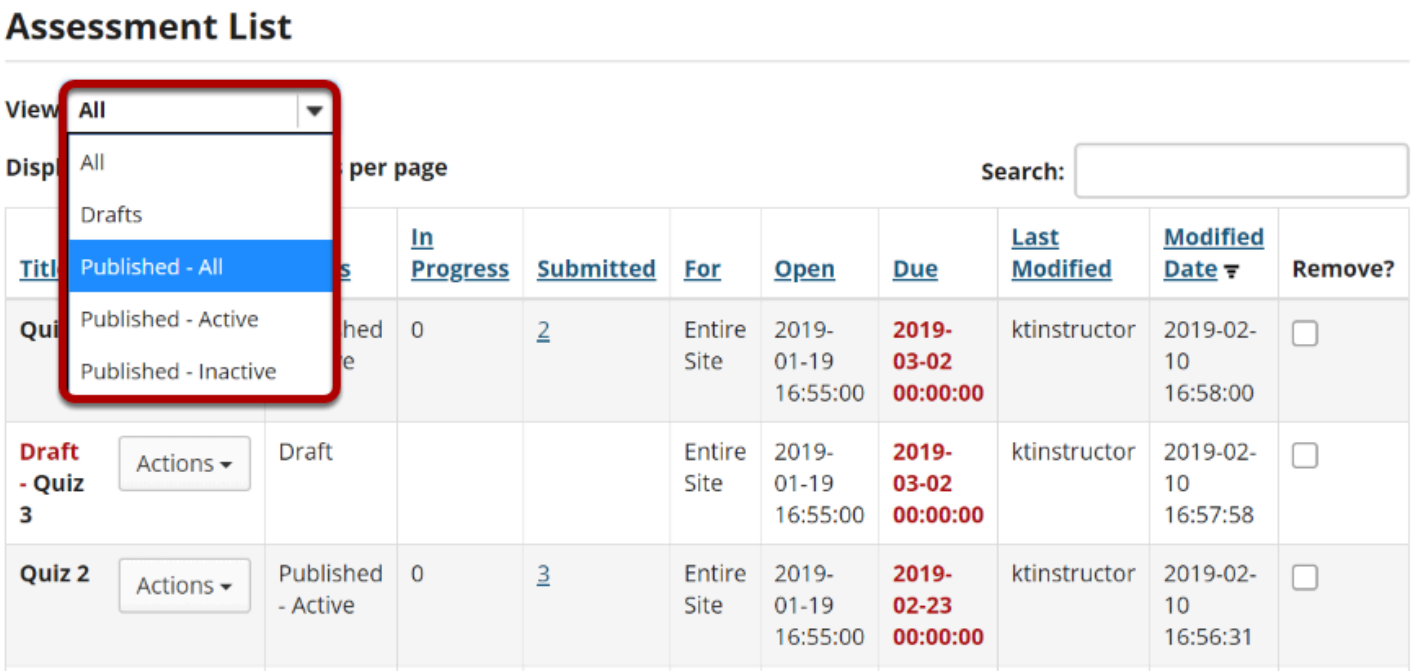
If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



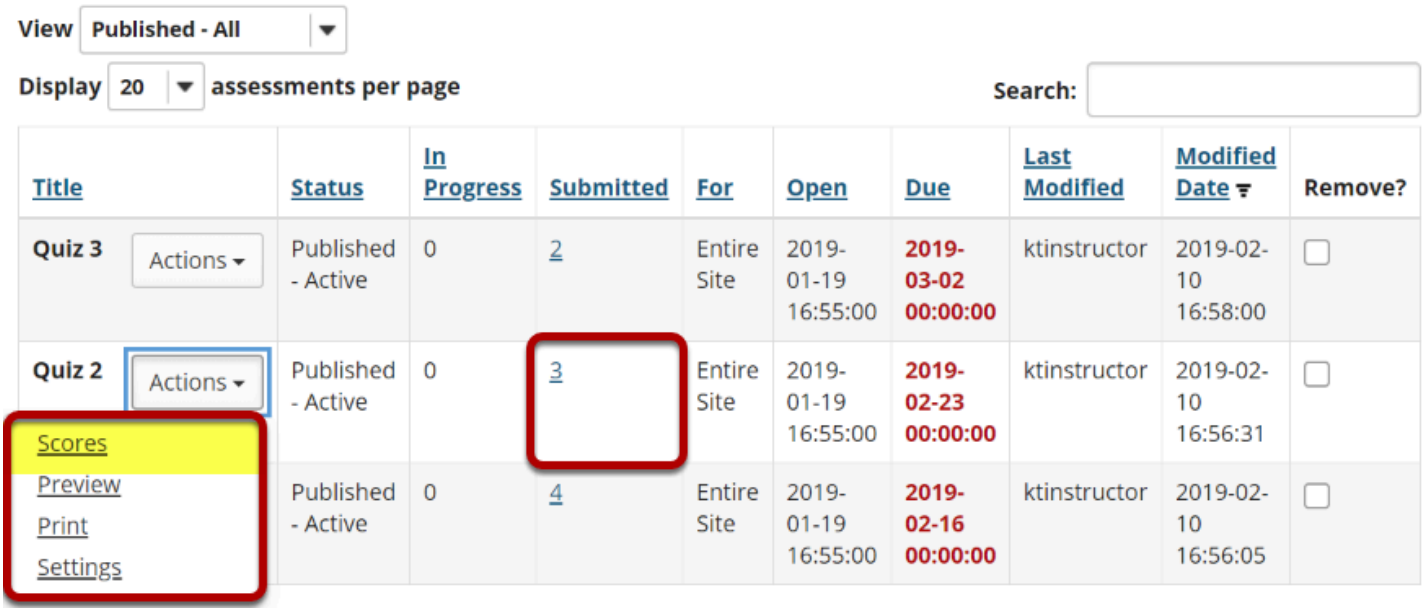
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.



Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

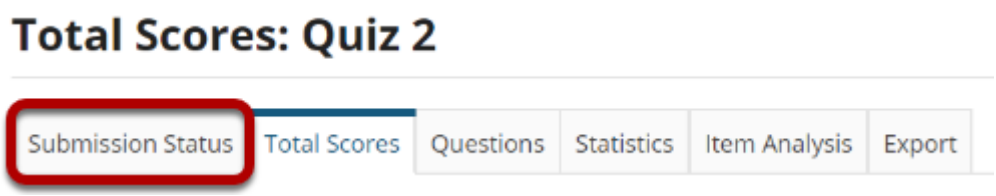
Go to the assessment submissions.



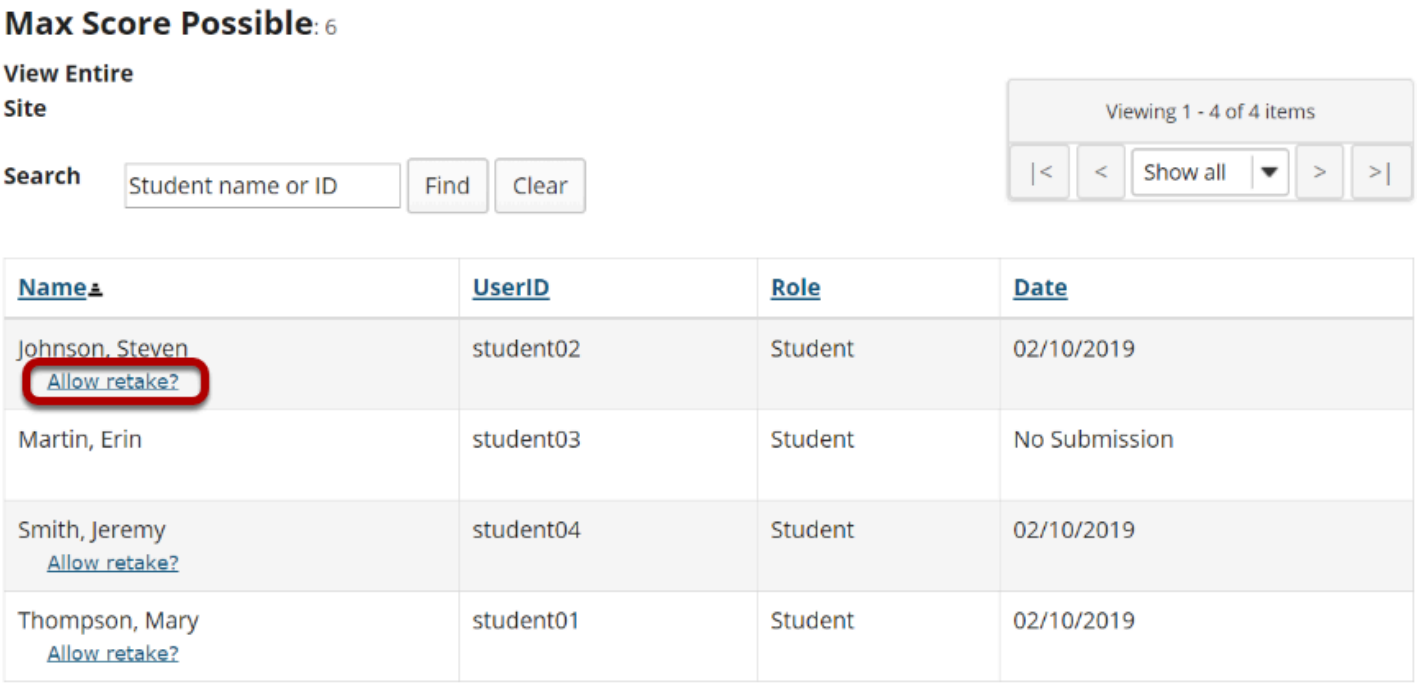
Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click Submission Status.



Under the student's name, click Allow retake.

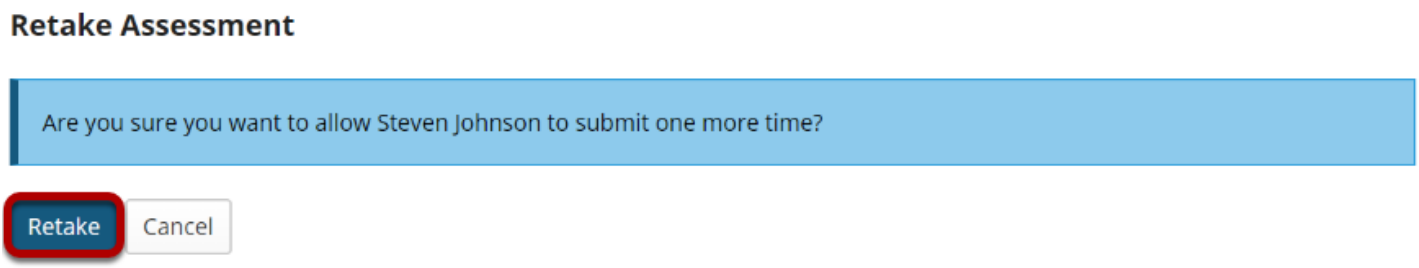


You'll be presented with the list of students. Underneath the name of the student who needs to retake the test or quiz, click **Allow retake?**

Notes:

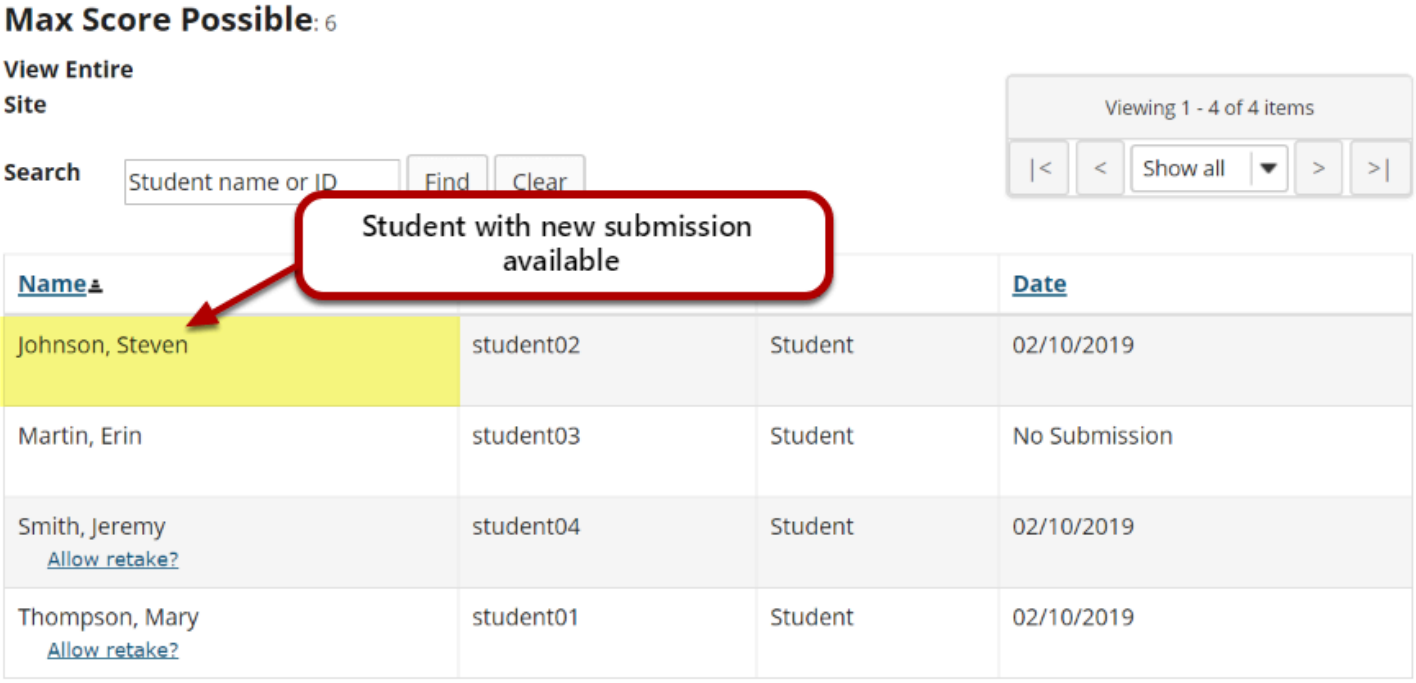
- *An assessment must be **Active** (i.e. the **due** or **late acceptance** date must be in the future), for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?]*
- *If the assessment allows multiple submissions, and the student has an incomplete submission with time available on it, the student can complete their available submission. The instructor will not have the option to **Allow retake** for that student.*
- *Allowing a retake gives the student a new, blank copy of the assessment to take.*

Click Retake to confirm.



You'll be asked if you're sure you want to allow the selected student to retake the quiz. Click **Retake** to confirm.

View Submission Status.



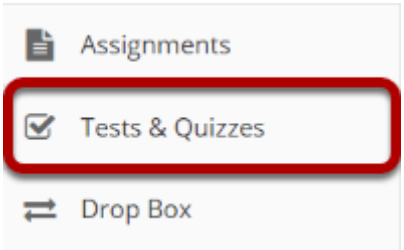
You'll be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the quiz.

How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

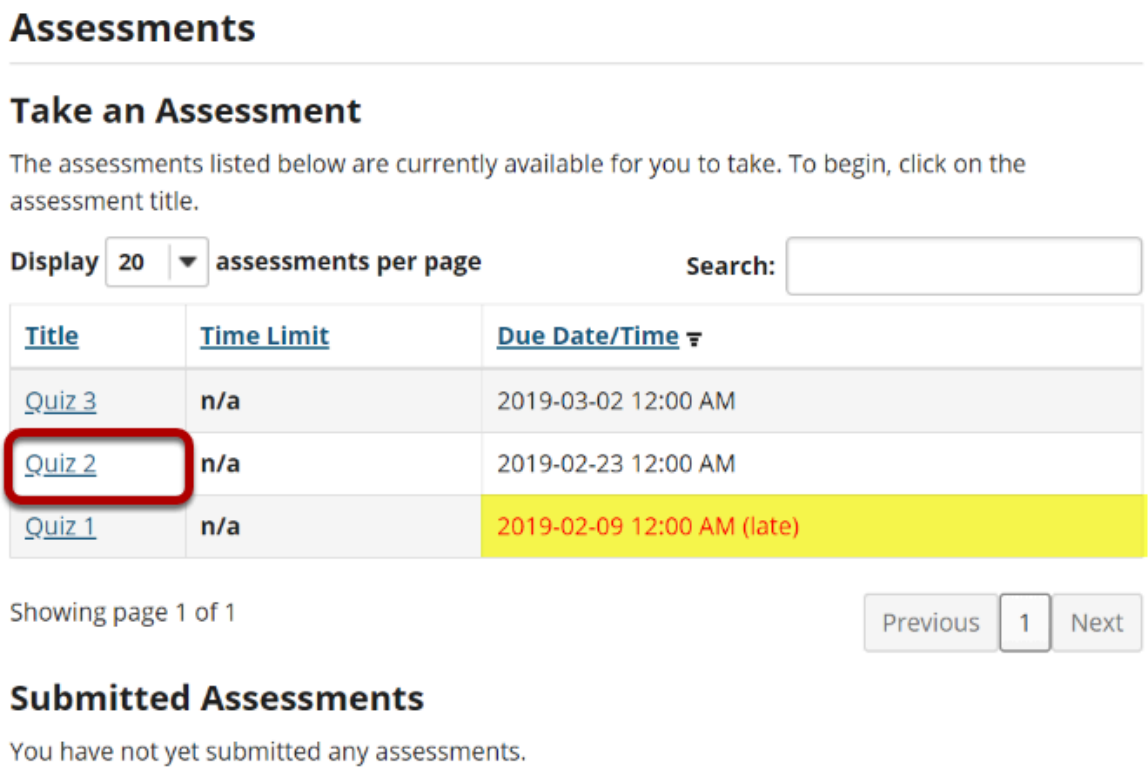
- *Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.*
- *Make sure that you DO NOT have multiple windows or tabs open while testing.*
- *Make sure that you have a dependable internet connection; wired rather than wireless if possible.*
- *DO NOT use your browser back and forward buttons. Always navigate within Sakai.*
- *For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.*
- *Make sure that you only click on the Begin Assessment button ONCE when starting a test.*
- *Make sure that you only click on the Submit for Grading button ONCE when submitting a test.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the title of the assessment.



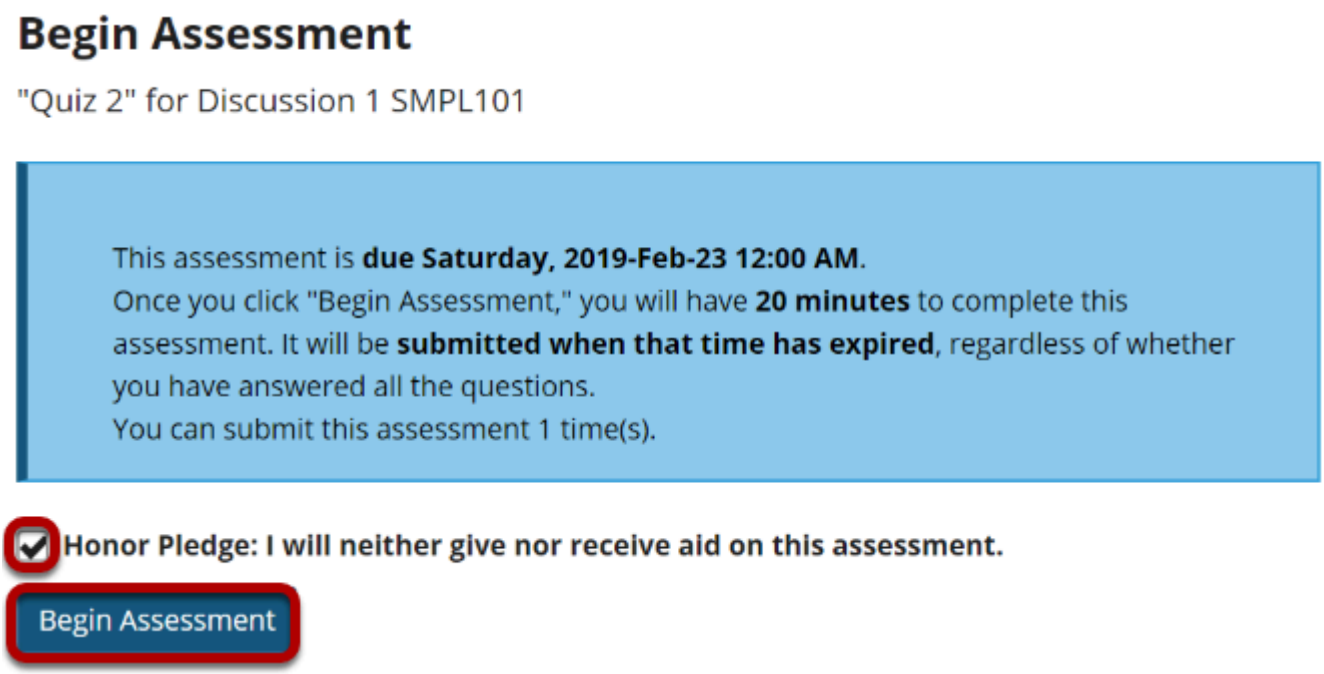
In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

Click on the link to the assessment to go to that item.

Begin assessment.



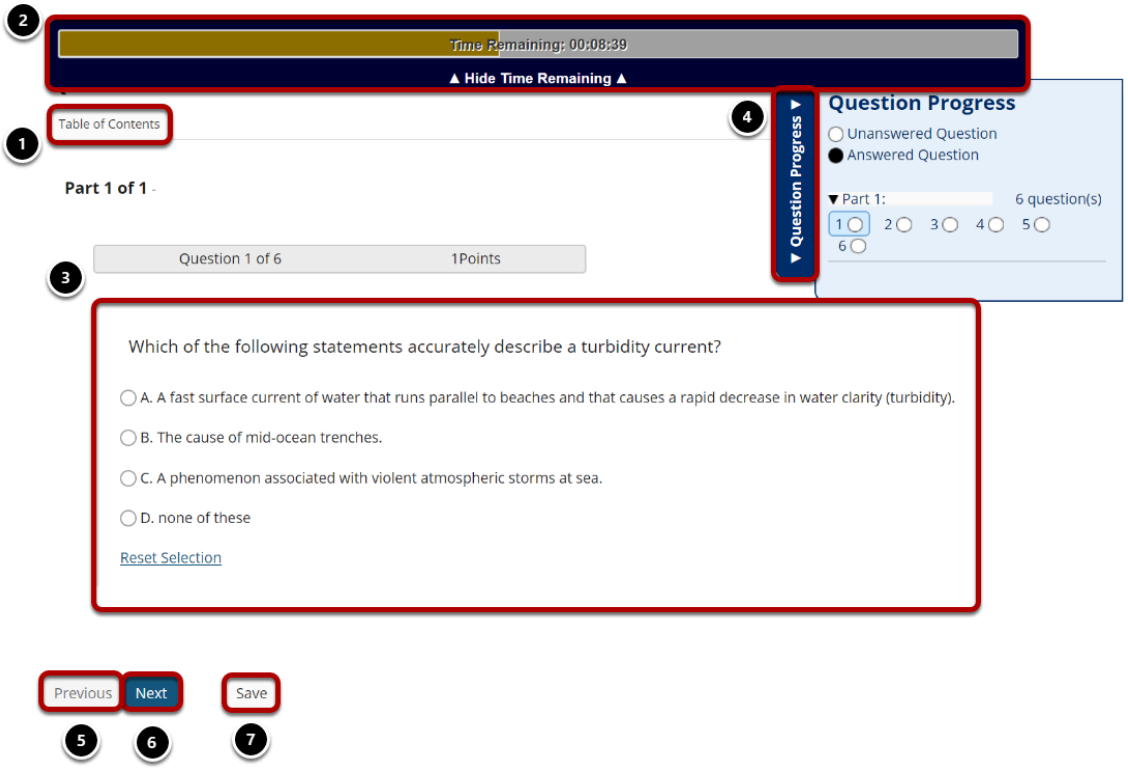
An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

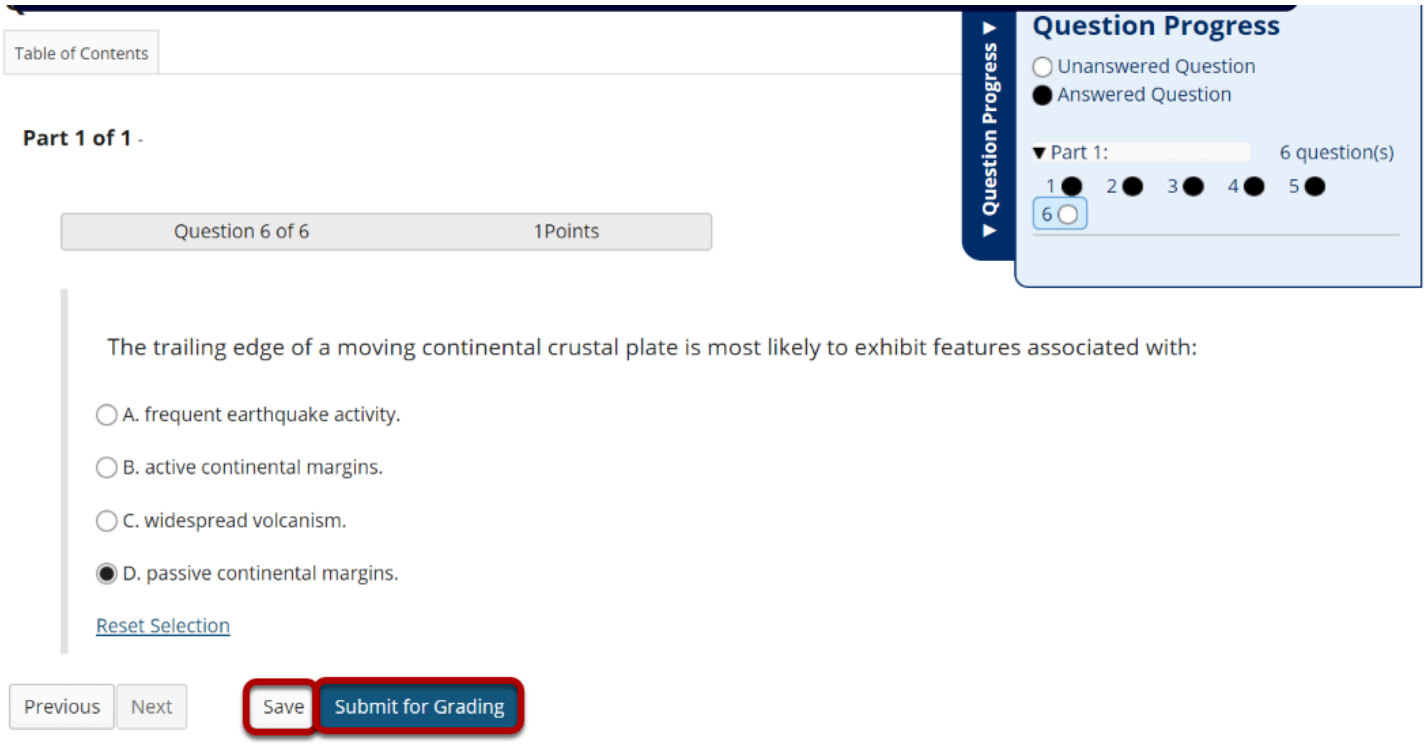
Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.



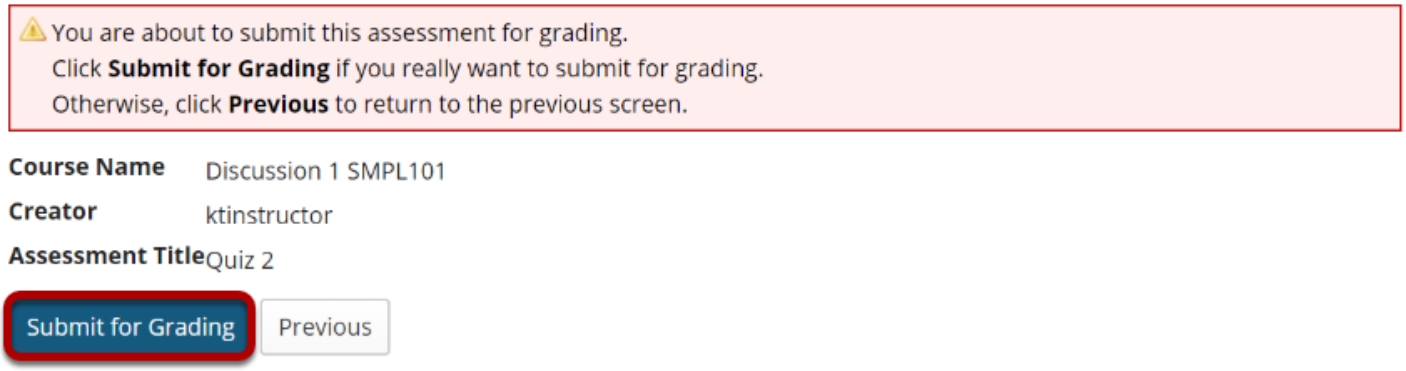
1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

Save and Submit.



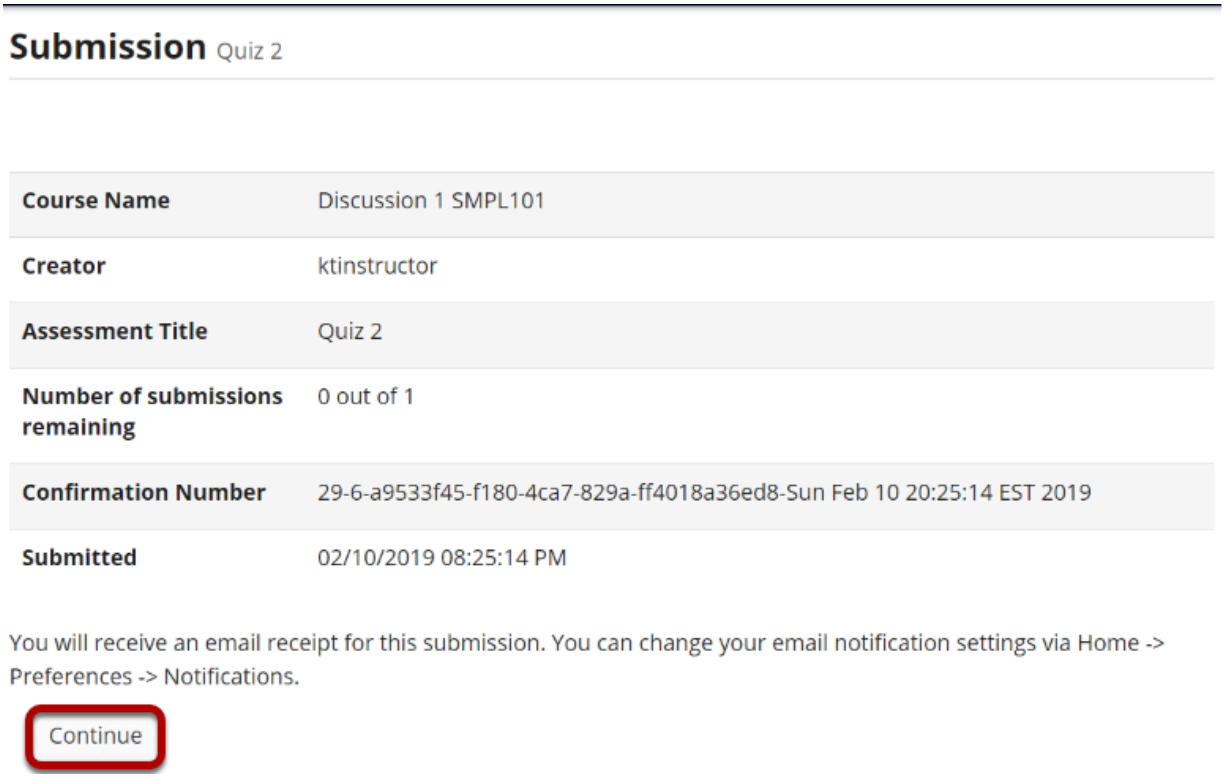
When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.



You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click Continue.



Once you submit, you will see a submission information page with a confirmation number for your submission.

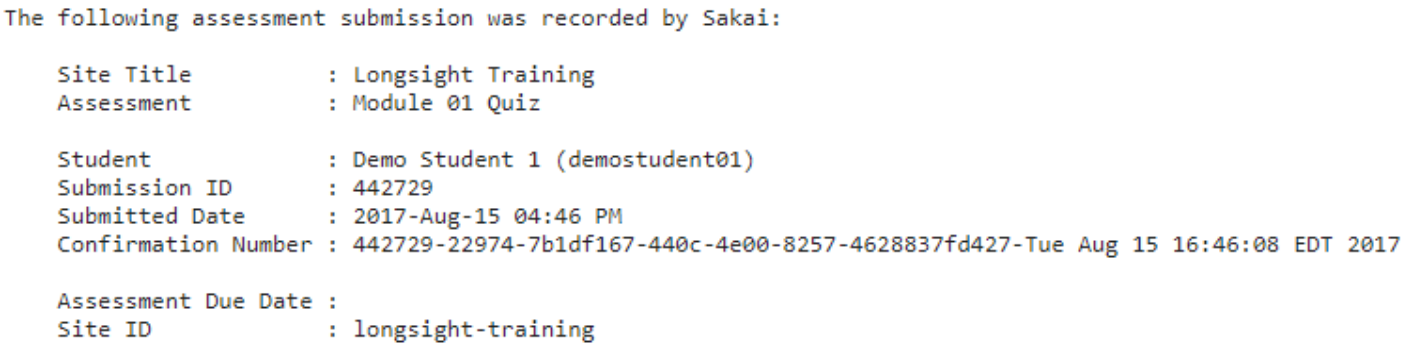
Click **Continue** to return to the Tests & Quizzes page.

What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of the email notifications you'll receive if you've selected to receive email for submissions from *Tests & Quizzes*. There are several types of notifications, corresponding to the different ways in which an assessment can be submitted:

1. **Manual submission:** A student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission:** An instructor has configured an assessment to Autosubmit saved student work after latest acceptance date, unless student has previously submitted. A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

Content of all notifications



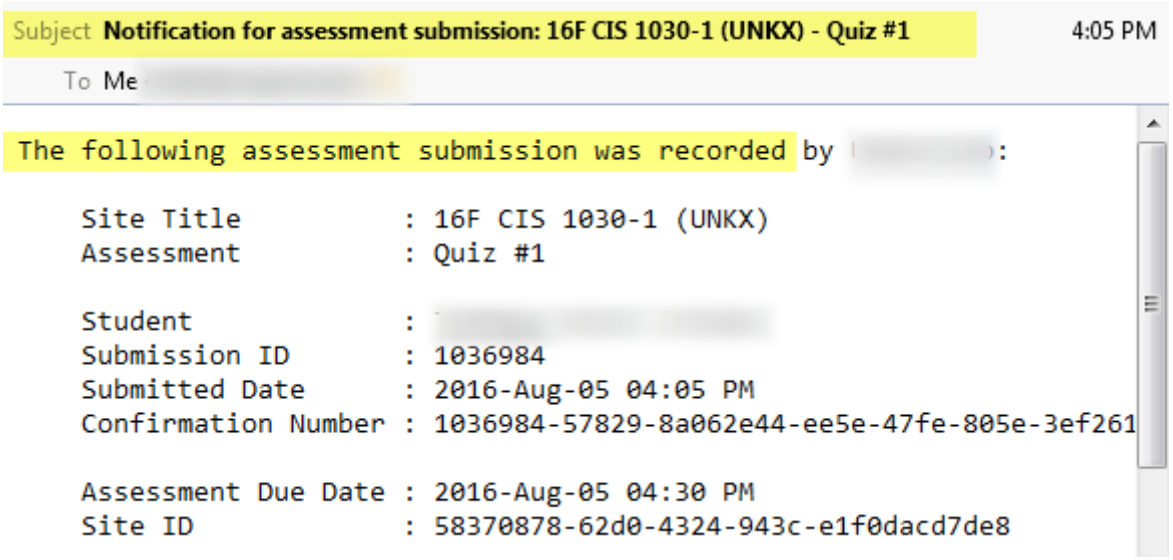
```
The following assessment submission was recorded by Sakai:

    Site Title          : Longsight Training
    Assessment          : Module 01 Quiz

    Student             : Demo Student 1 (demostudent01)
    Submission ID       : 442729
    Submitted Date      : 2017-Aug-15 04:46 PM
    Confirmation Number : 442729-22974-7b1df167-440c-4e00-8257-4628837fd427-Tue Aug 15 16:46:08 EDT 2017

    Assessment Due Date :
    Site ID             : longsight-training
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken
- The title of the assessment
- The student's name and ID
- A submission ID for the assessment
- The date the assessment was submitted
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment)

- The assessment due date (if the instructor or site administrator selected one)
- The site ID (this is the site ID where the test was taken)

Manual submission

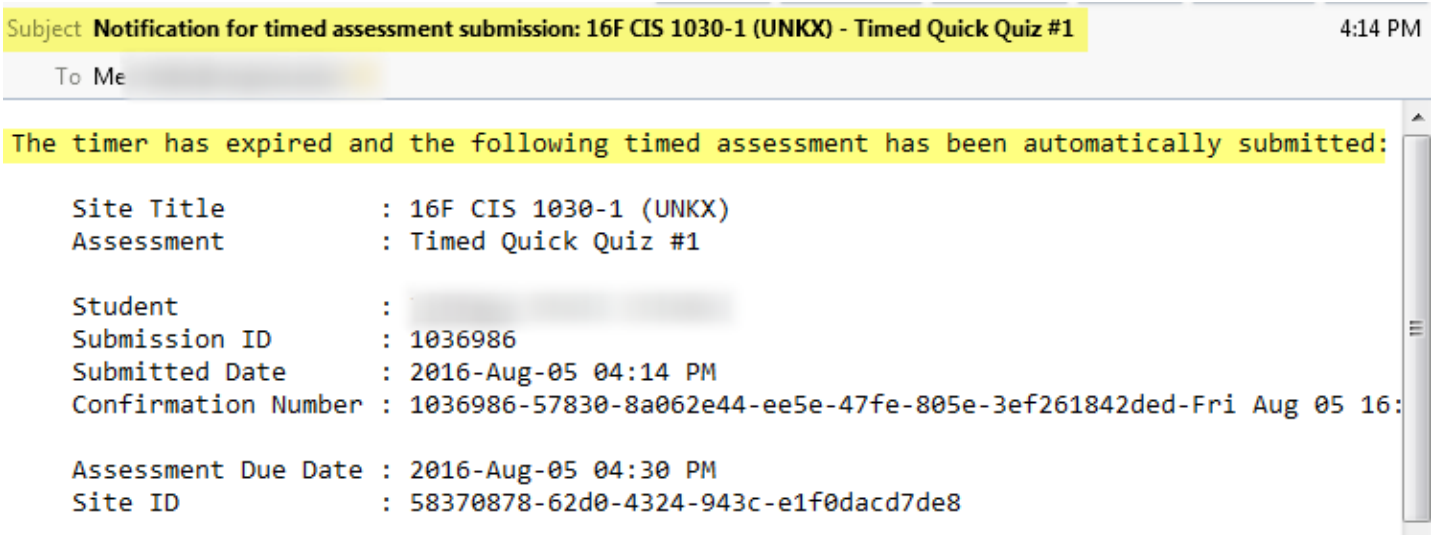


A **manual submission** occurs when a student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment will say: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment submission was recorded*.

Timer submission

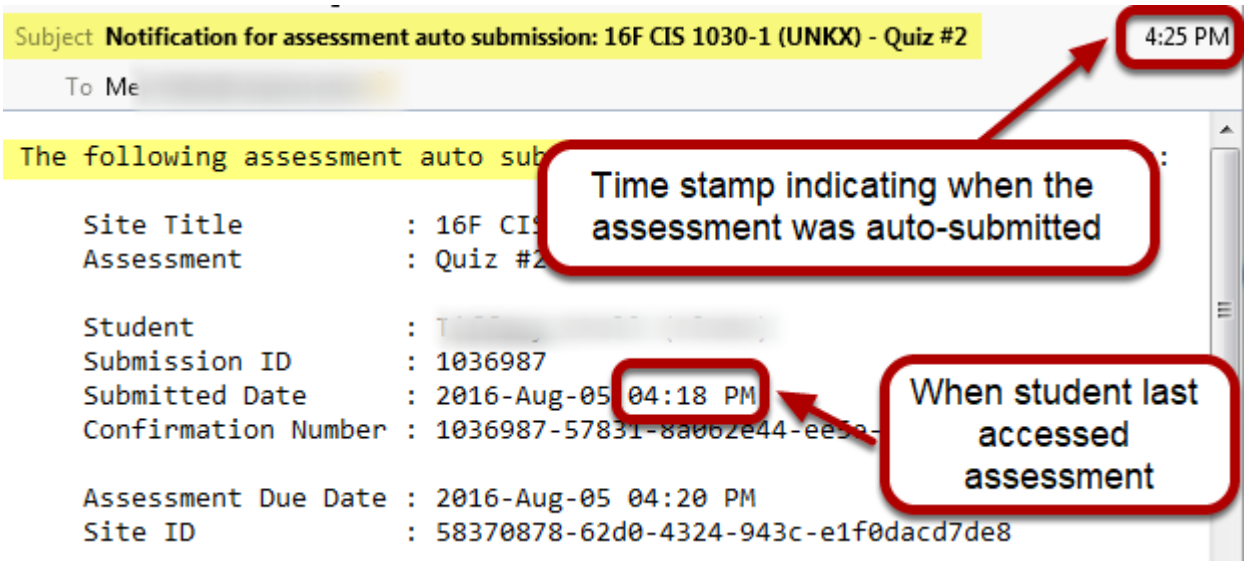


A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission will say: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The timer has expired and the following timed assessment has been automatically submitted.*

Automatic submission



An **automatic submission** occurs when an instructor has configured an assessment to Autosubmit saved student work after latest acceptance date, unless student has previously submitted. A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time the student accessed the assessment*.

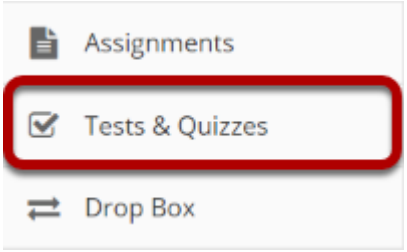
The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

How do students view assessment (i.e. test or quiz) feedback?

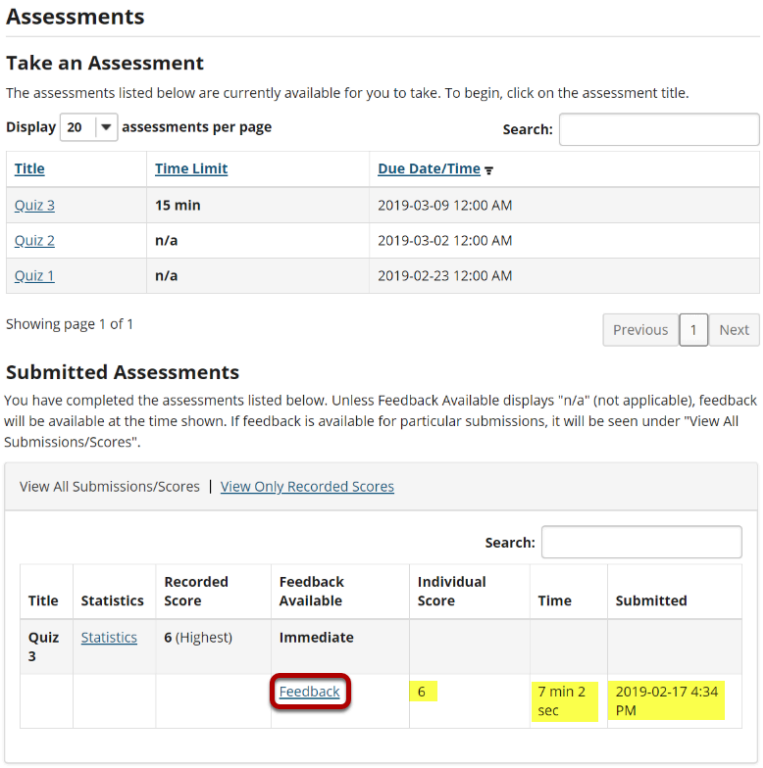
Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.



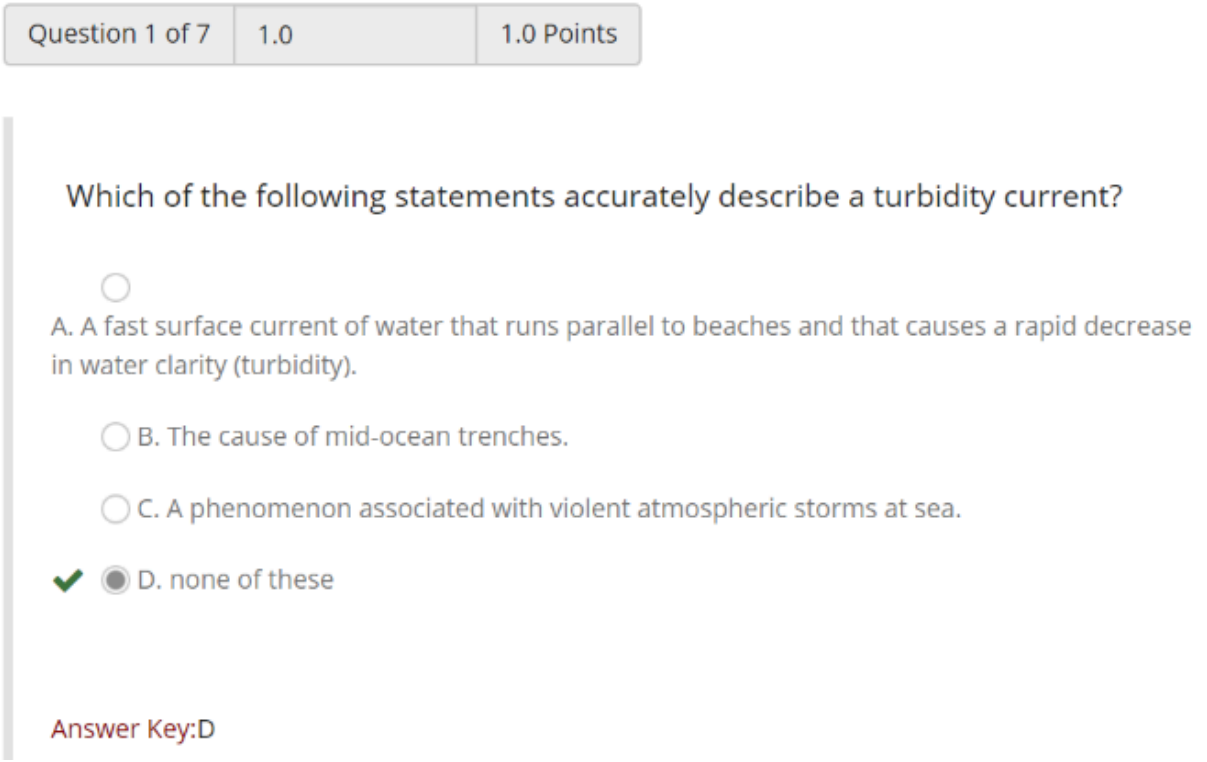
In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

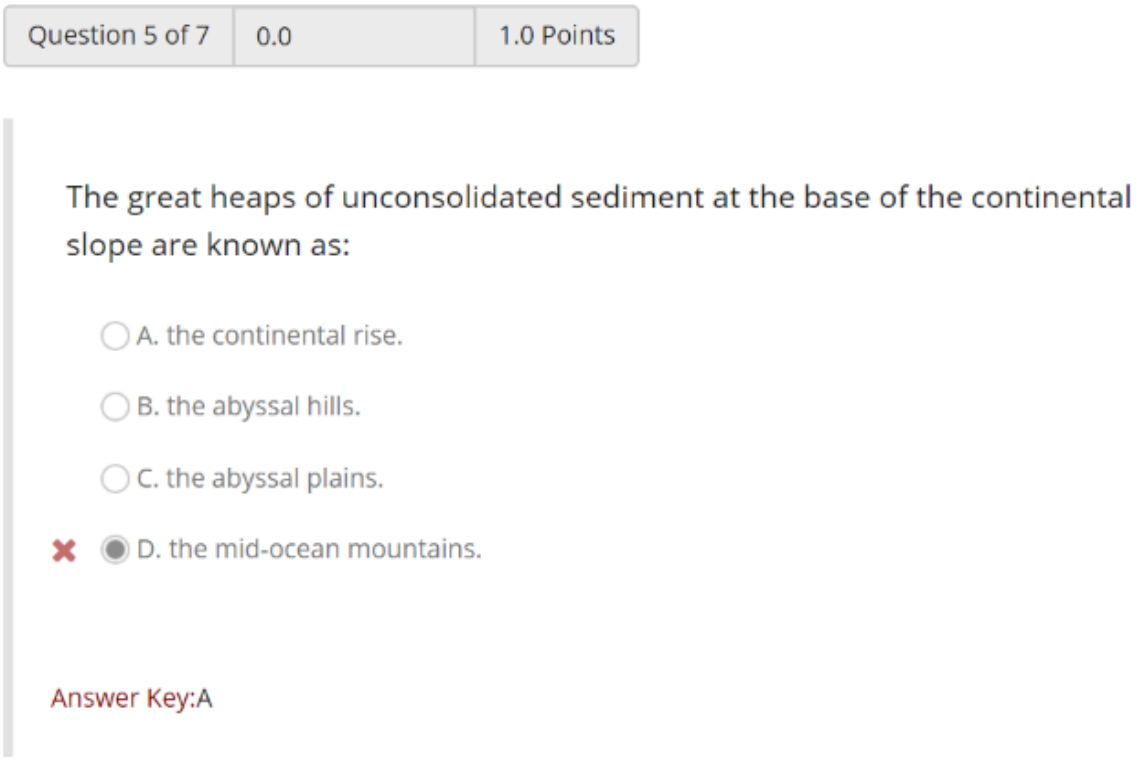
View your assessment feedback.

The feedback your instructor has chosen to release to students will be displayed.

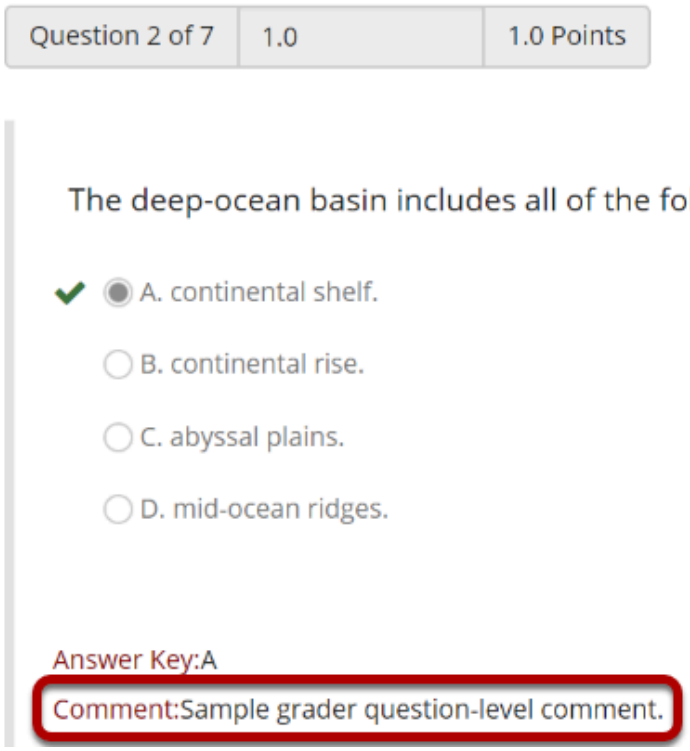
Correct answers are marked with a green checkmark.



Incorrect answers are marked with a red X.



Question-level grader comments.



Grader comments (if applicable) show up below the question and answer key.

How can an instructor retrieve assessments that were saved but not submitted?

When a student clicks the **Submit for Grading** button on the last page of an assessment or the *Table of Contents*, they are taken to an *Assessment Submission Warning* screen to confirm their submission. If they do not click the final **Submit for Grading** button to confirm, and the assessment is NOT timed, their responses may be saved, but the assessment will remain *In Progress*.

Instructors do not have access to the content of *In Progress* assessments. On the *Total Scores* screen, students with incomplete submissions would be listed as having *No Submission* recorded.

However, if a student has not yet submitted a copy of an untimed assessment, an instructor will receive their submission using the **Automatic Submission** (**Autosubmit**) feature in *Tests & Quizzes*.

How does automatic submission work?

On Duke Sakai, the **Autosubmit** setting is enabled for all assessments in all sites. For more information on how to enable automatic submission in an assessment's settings, see Availability and Submissions options: Automatic submission, or the steps below.

Behind the scenes, there is an automated process that will check:

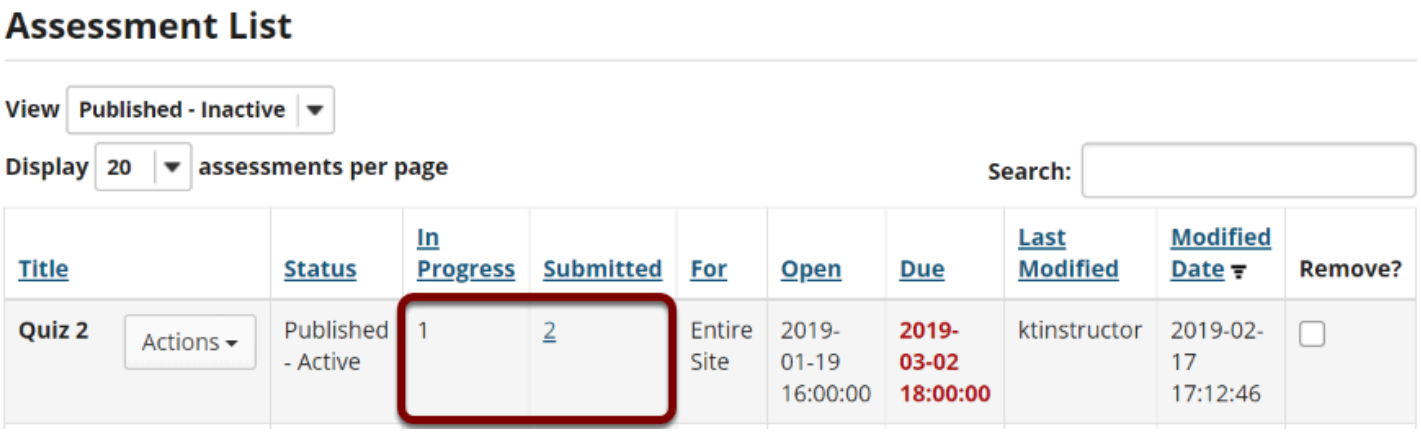
1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Did the **latest acceptance date** for this assessment pass yet?
3. Did this student press the **Begin Assessment** button, save their work, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the *Total Scores* screen after an hour past the **latest acceptance date**.

Instructors can review all student submissions normally. Any assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with the text *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

Note: Timed assessments are automatically submitted when the timer expires, so you do not need to enable Autosubmit for a timed assessment.

Why are some assessments still listed In Progress?



You might still see *In Progress* assessments after waiting until an hour after the **latest acceptance date** if:

1. The assessment allowed multiple submissions, or a student was allowed to retake the assessment. A student who already submitted the assessment started a new submission but did not complete it. The Automatic Submission process will only submit a student's assessment if they do not have any previous submissions already recorded for that exam. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the Automatic Submission feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to trigger Autosubmit again on the completed assessment.

How do automatic submissions display?

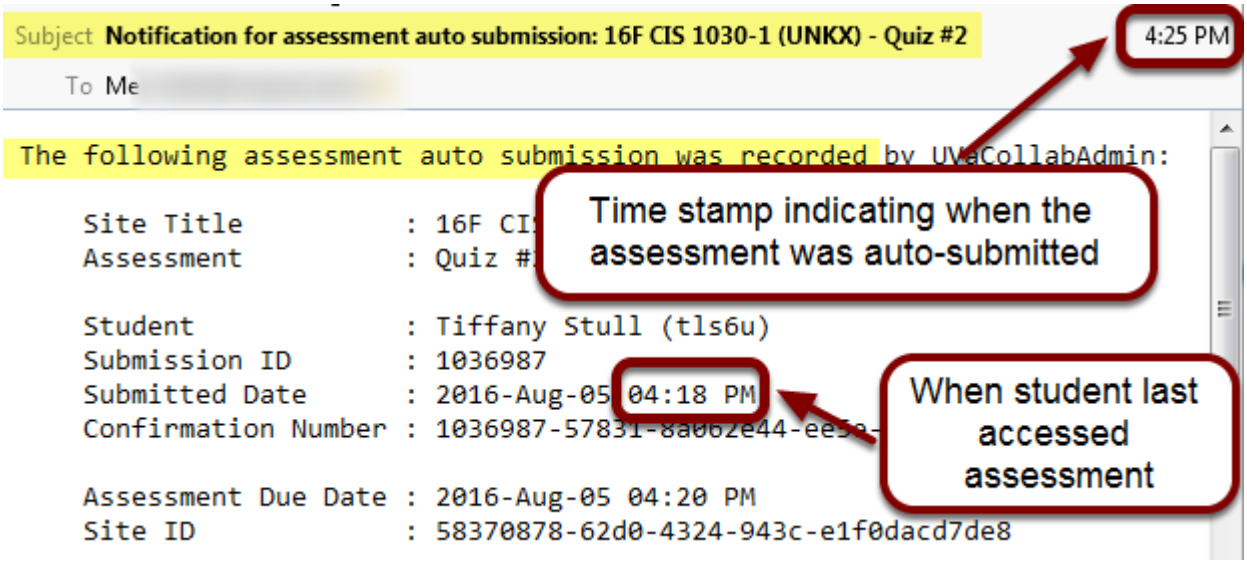
Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/17/2019 05:13:52 PM	6	0.0	6	Add Attachments
X	Martin, Eris	student03	Student	02/17/2019 05:17:54 PM AUTO-SUBMIT	2	0.0	2	Add Attachments
X	Thompson, Mary	student01	Student	02/17/2019 05:13:15 PM	6	0.0	6	Add Attachments

Instructors access automatic submissions from the *Total Scores* screen just as they would any other assessment submission. However, automatic submissions display differently from manual or timer submissions as follows:

1. When an automatic submission occurs, the email notification sent to students and/or instructors will contain *Notification for assessment auto submission*. The *Submitted Date* in the email notification indicates when the student last saved content in the assessment. The time stamp on the email that was sent will indicate when the actual submission occurred.
2. On the *Total Scores* screen, automatic submissions are flagged with the text *AUTO-SUBMIT*. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.
3. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*. The *Date Submitted* column will indicate when the actual submission occurred. The *Duration* column will indicate how much time elapsed between when the student began taking the assessment and when it was actually submitted; it does NOT indicate how much time the student actually spent taking the assessment.

Below are examples displaying automatic submissions.

Example of email notification for Automatic Submission



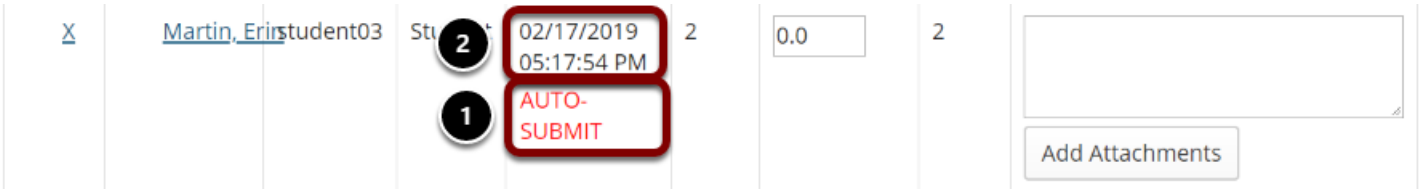
In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see What information is in a Tests & Quizzes email notification?

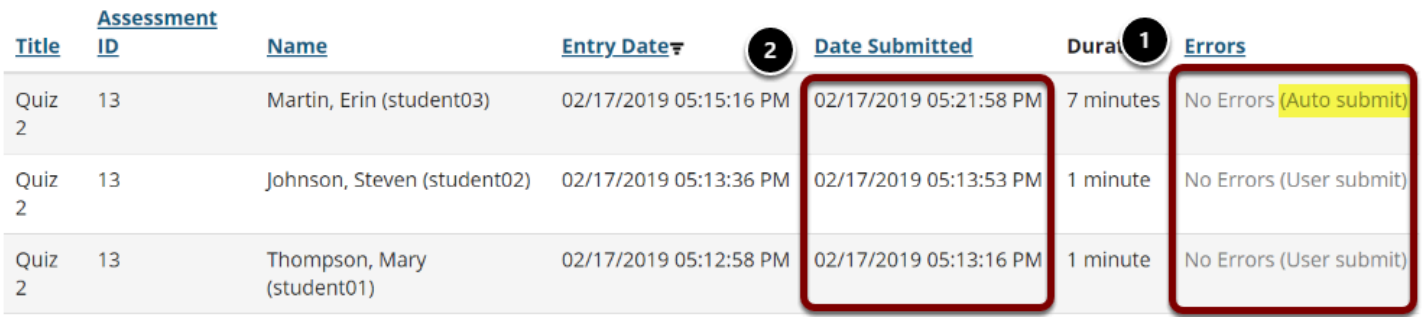
Examples of automatic submissions on the Total Scores screen



1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged with the text *AUTO-SUBMIT*.
2. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Automatic Submission** feature.

For more information on accessing student submissions and grading, see How do I grade Tests & Quizzes?

Examples of automatic submissions in the Event Log



Title	Assessment ID	Name	Entry Date	Date Submitted	Dura	Errors
Quiz 2	13	Martin, Erin (student03)	02/17/2019 05:15:16 PM	02/17/2019 05:21:58 PM	7 minutes	No Errors (Auto submit)
Quiz 2	13	Johnson, Steven (student02)	02/17/2019 05:13:36 PM	02/17/2019 05:13:53 PM	1 minute	No Errors (User submit)
Quiz 2	13	Thompson, Mary (student01)	02/17/2019 05:12:58 PM	02/17/2019 05:13:16 PM	1 minute	No Errors (User submit)

1. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*.
2. The *Date Submitted* column will indicate when the actual submission occurred.

For more information on the *Event Log*, see What is the Tests & Quizzes Event Log?

Grading

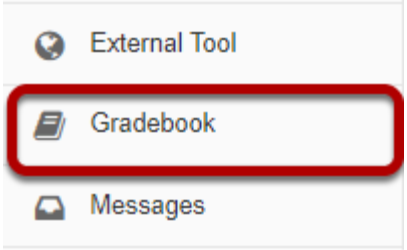
What is Gradebook?

The *Gradebook* allows instructors to:

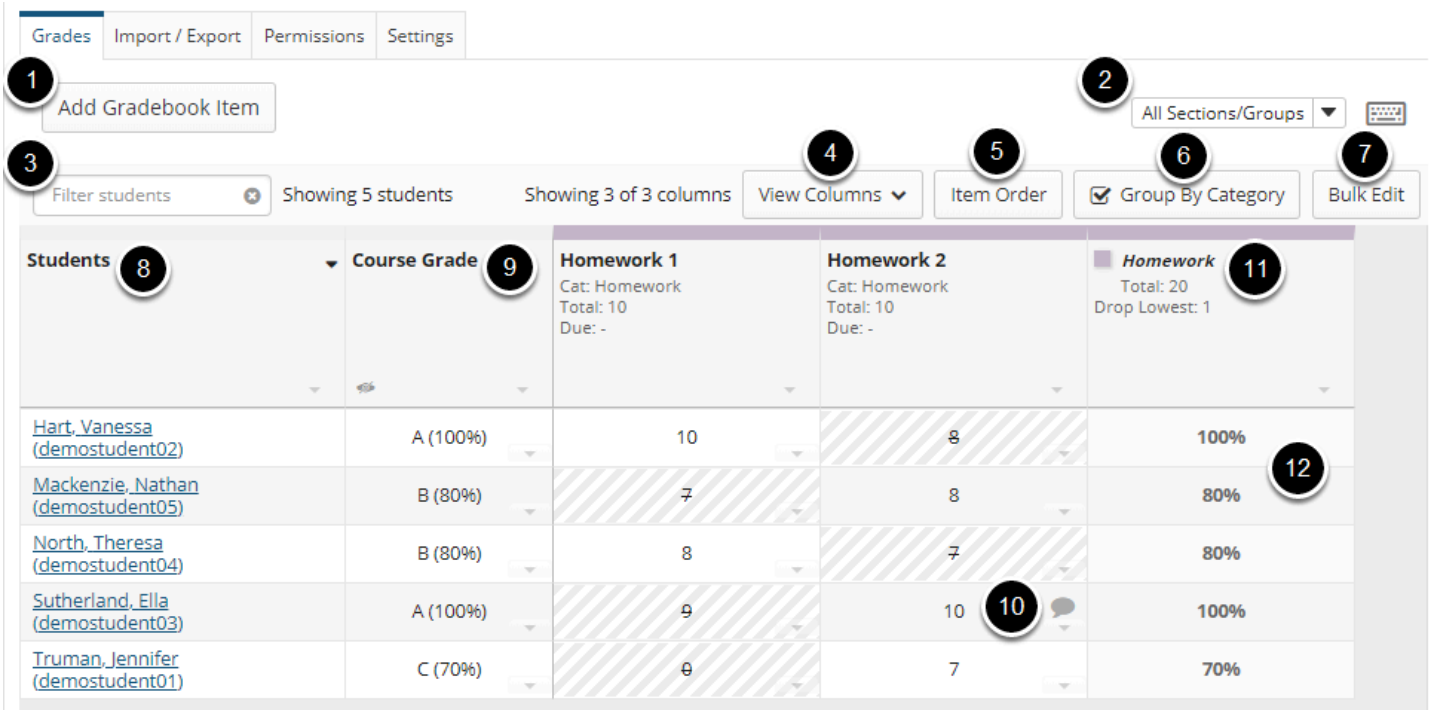
- Enter grades and comments in an easy-to-use spreadsheet view.
- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades and grading schema.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Restrict permissions so *Teaching Assistants* can only grade specific rosters or groups of students.
- Import grades from a spreadsheet (CSV) file.
- Export grades as a spreadsheet (CSV) file.
- Create extra credit items and/or categories.
- Organize grades into categories, and use categories to:
  - Assign a weight to the category,
  - Automatically drop grades in a specific category.
- Export a printer-friendly (PDF) version of individual student grades.

Students can view their own grades and comments in the *Gradebook*.

To access this tool, select Gradebook from the Tool Menu of your site.



Gradebook tool main page (Instructor View)

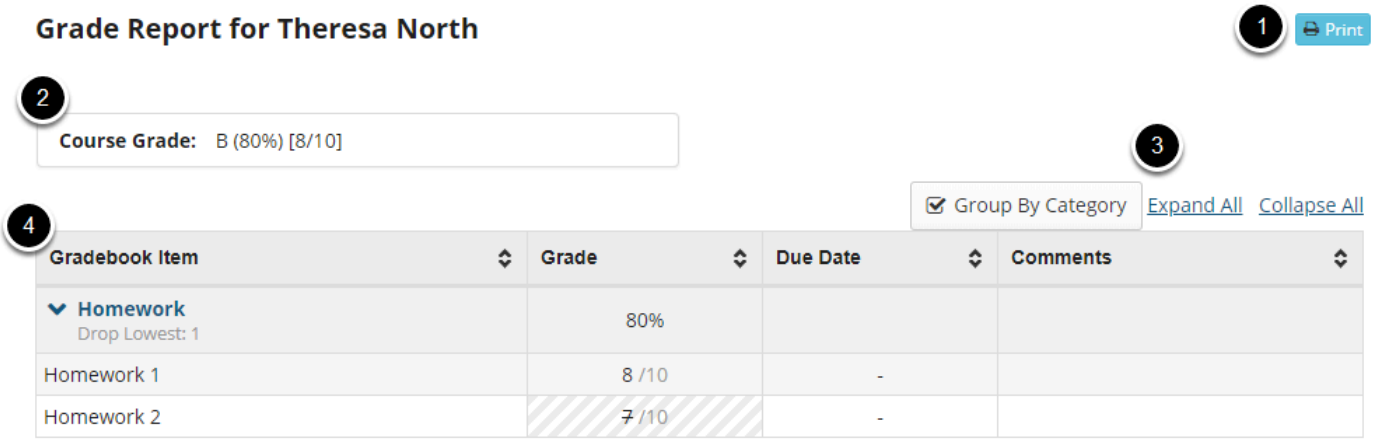


The instructor view of *Gradebook* (*Grades* screen) displays:

1. **Add Gradebook Item:** Add new items.
2. **All Sections/Groups:** Select to display students in a specific roster or group.
3. **Filter students:** Search for students by name or user ID.
4. **View Columns:** Show or hide gradebook columns.
5. **Item Order:** View and organize all gradebook items in one screen.
6. **Group By Category:** View by group if categories were added in the **Settings.**
7. **Bulk Edit:** Select several items to release to students or include in grade calculations at once.
8. **Students:** View the list of students ordered by first or last name.
9. **Course Grade:** View currently calculated course grade.
10. **Gradebook items:** Items including grades that have been entered, and **Comments** icons to display comments,
11. **Category Title:** If items are grouped by category, the category is shown as a separate column.
12. **Category average:** The average for items in a category.

Note: If a gradebook has categories, but items have not yet been assigned to a category, these items will display under the title Uncategorized.

Gradebook tool main page (Student View)



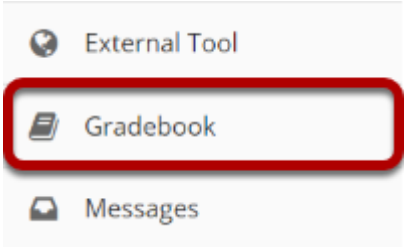
The student view of *Gradebook* (*Grade Report*) includes:

1. A **Print** button.
2. **Course Grade** if released to students.
3. **Display options**, only if categories exist:
   - **Group by Category.**
   - **Expand All:** Show items in all categories.
   - **Collapse All:** Hide items in all categories to only display category averages.
4. **Gradebook items**, with options to sort by **Grade**, **Due Date**, or instructor **Comments**.

How do I set up my Gradebook?

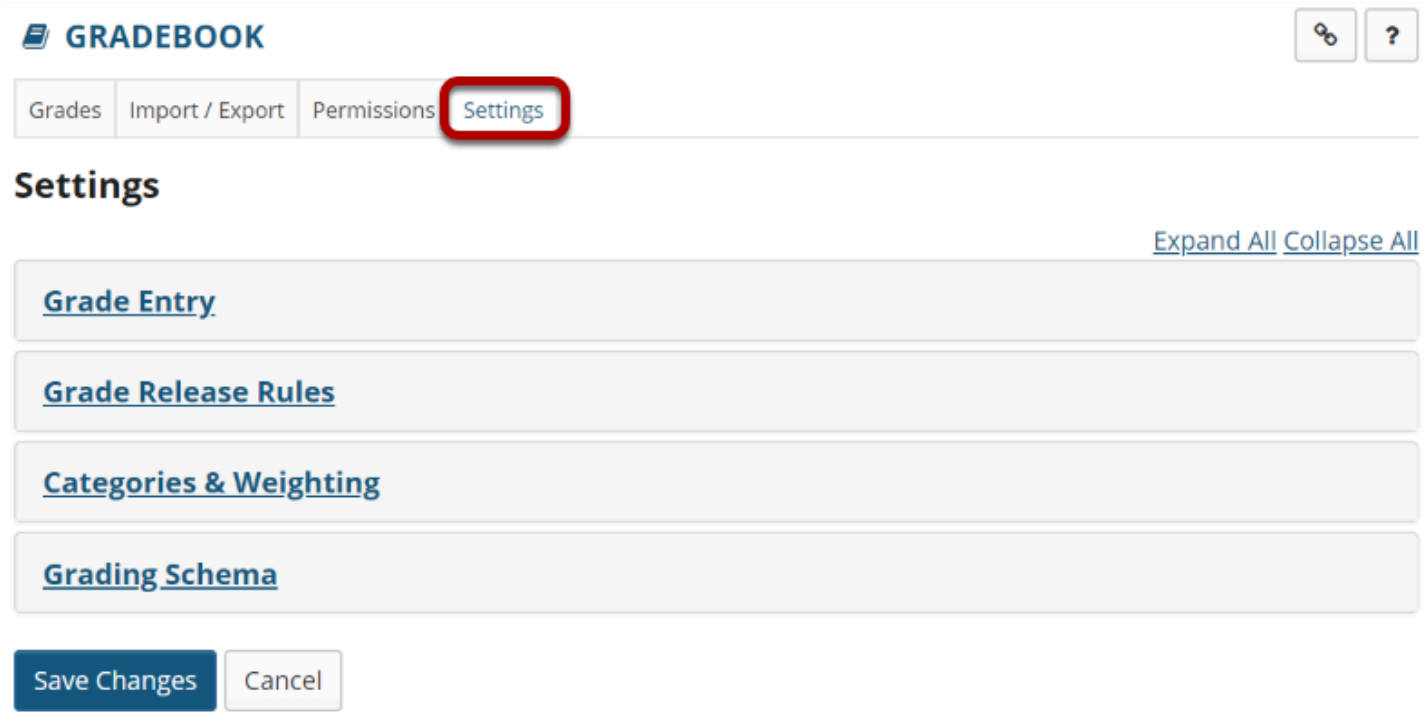
The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.

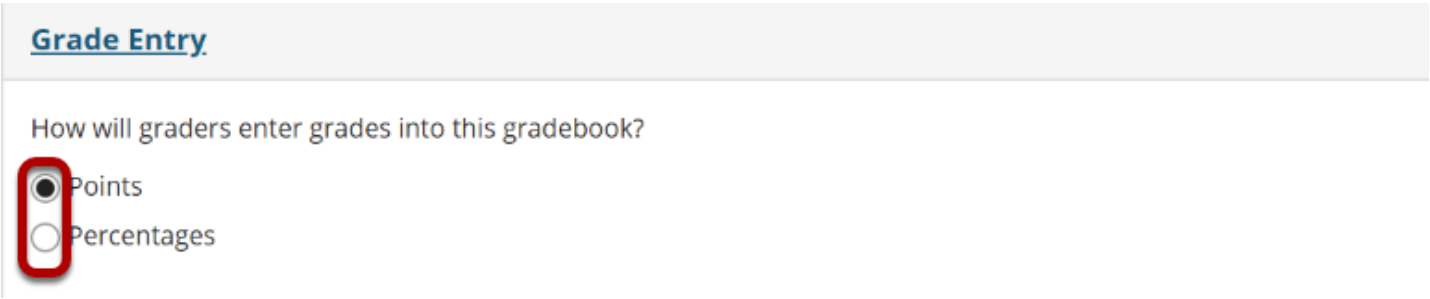


Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.

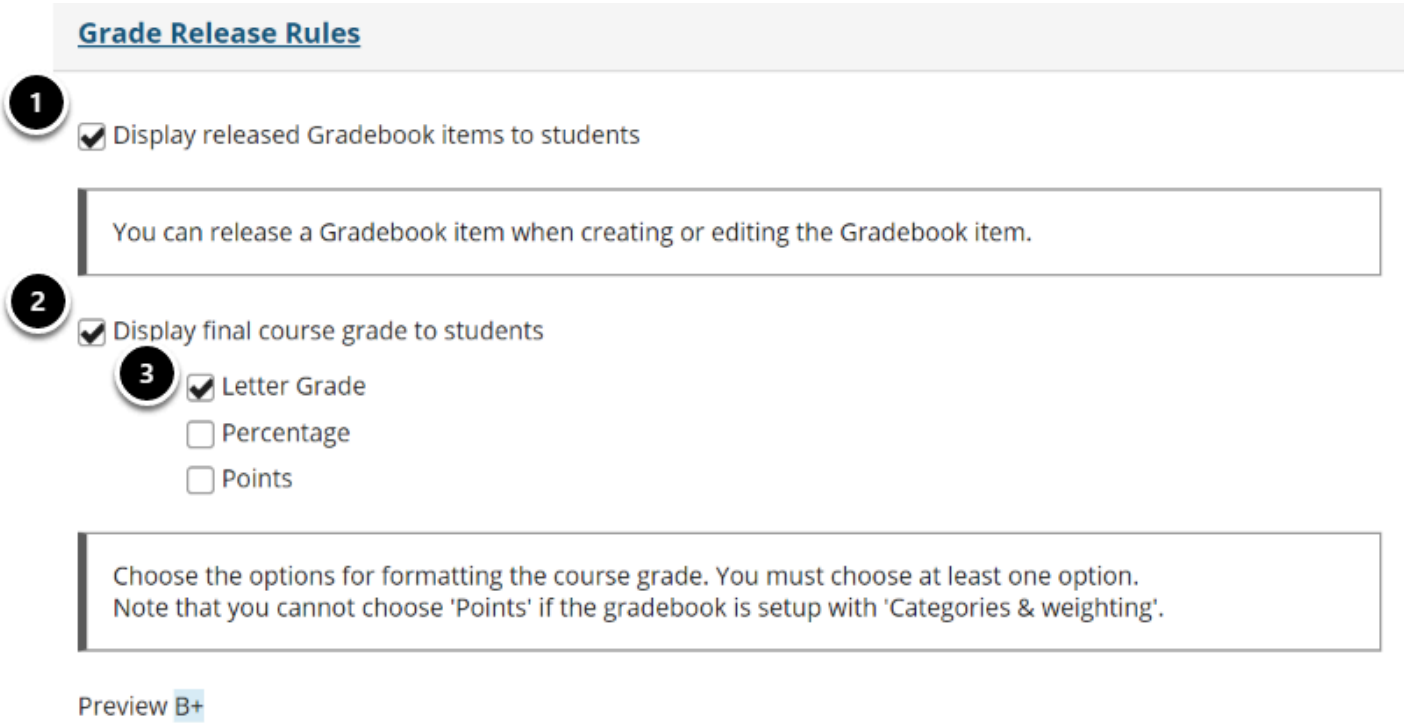


Grade Entry.



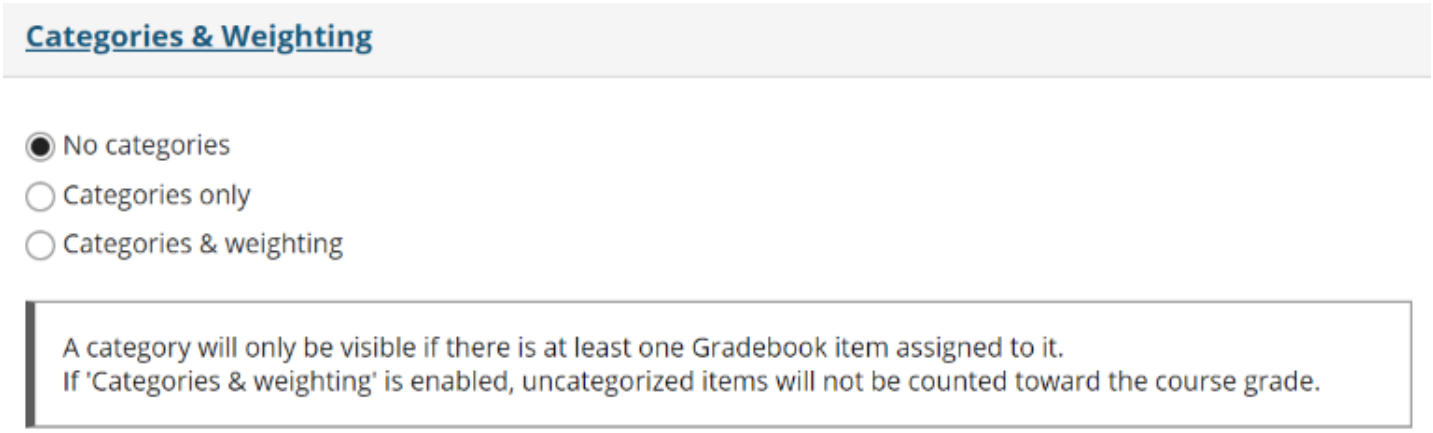
You can select either a **Points** based gradebook or a **Percentages** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules.



1. Check the **Display released Gradebook items to students** box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Categories and Weighting.



You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

The **No categories** option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

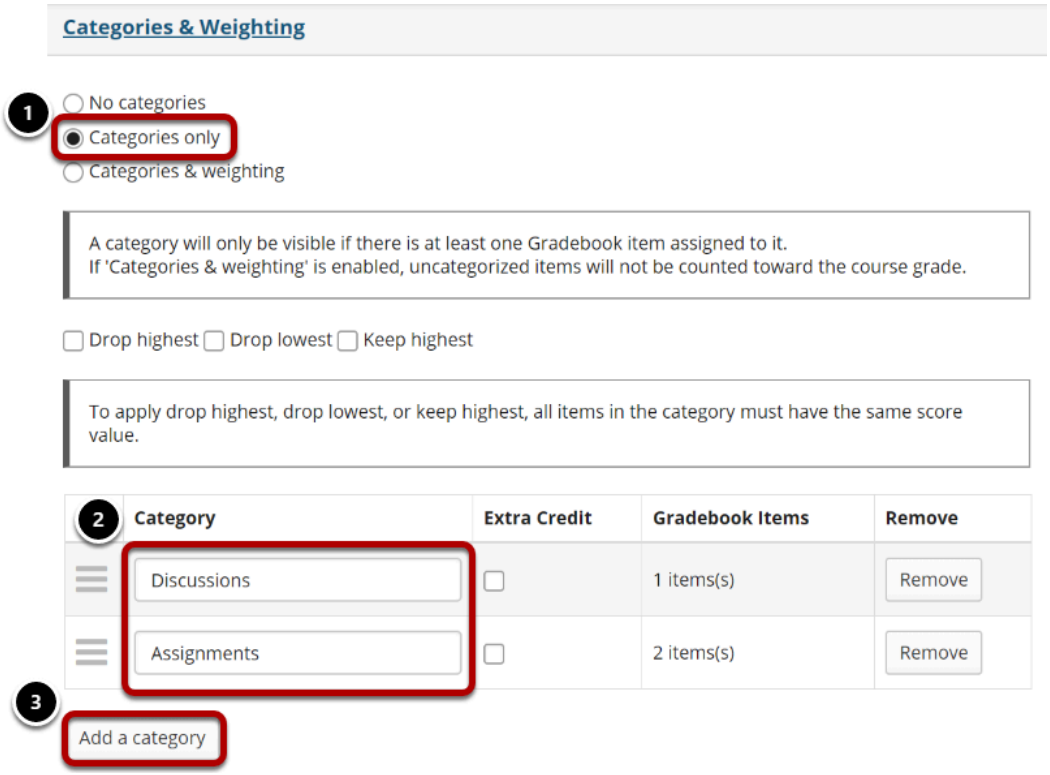
The **Categories only** option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.

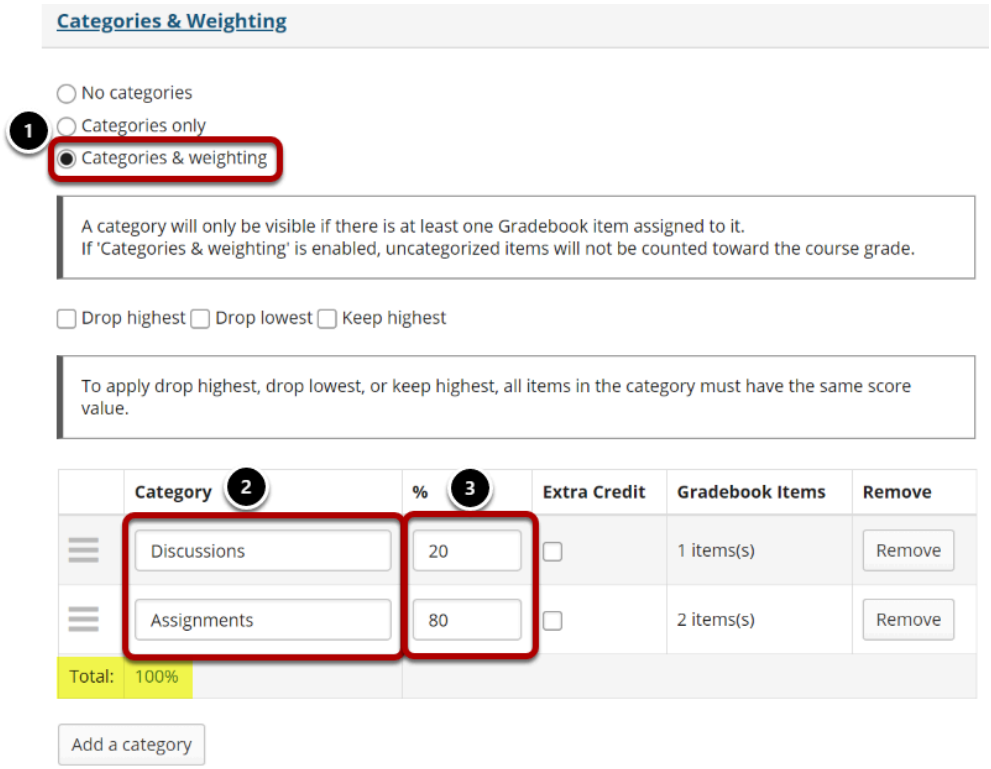
*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.



1. Select the radio button for **Categories only**.
2. View the category titles.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

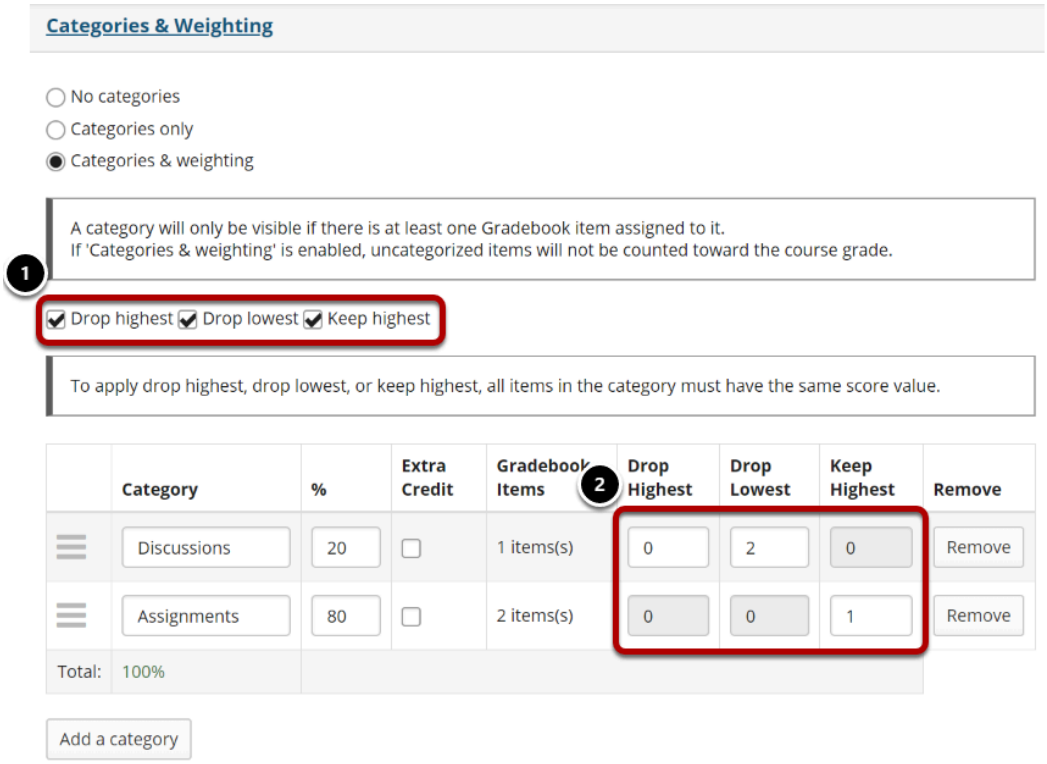
Adding weighting.



1. Select the radio button for **Categories & Weighting**.
2. View the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

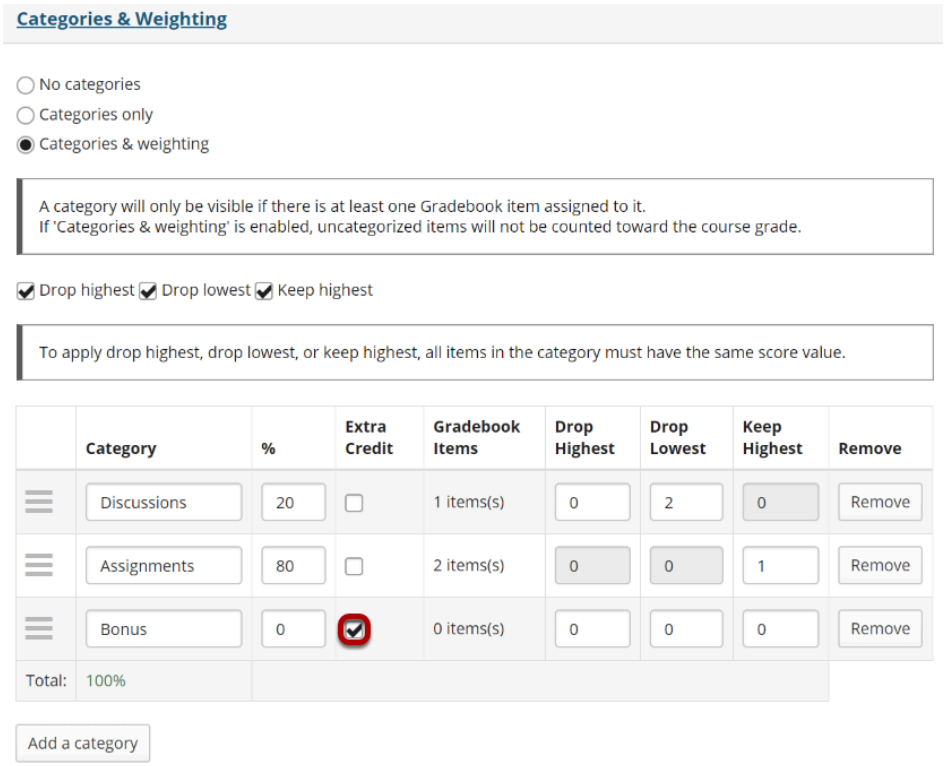


If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

1. Select the check box next to each of the desired drop/keep options.
   - **Drop Highest:** Automatically drops the highest score/s among items in a category.
   - **Drop Lowest:** Automatically drops the lowest score/s among items in a category.
   - **Keep Highest:** Automatically keeps the highest score/s among items in a category.
2. In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

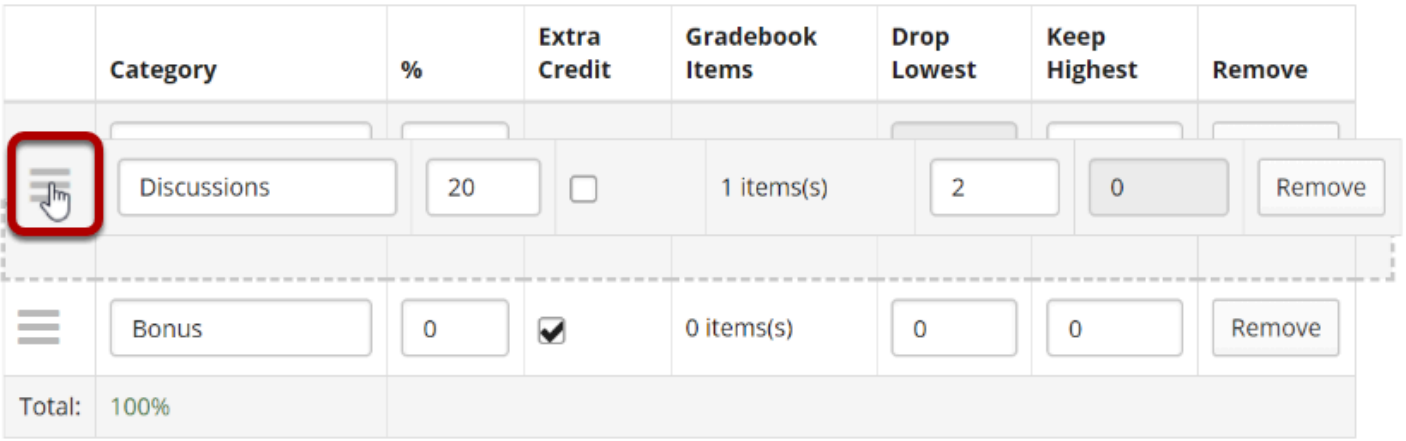
Extra credit category.



If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?]

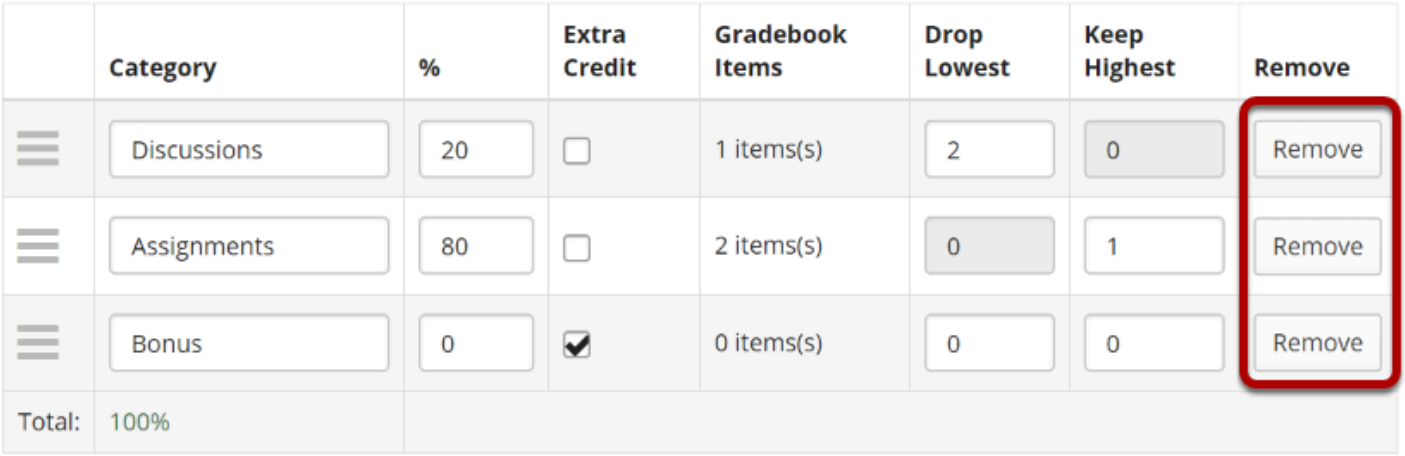
Tip: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.

Reordering categories.



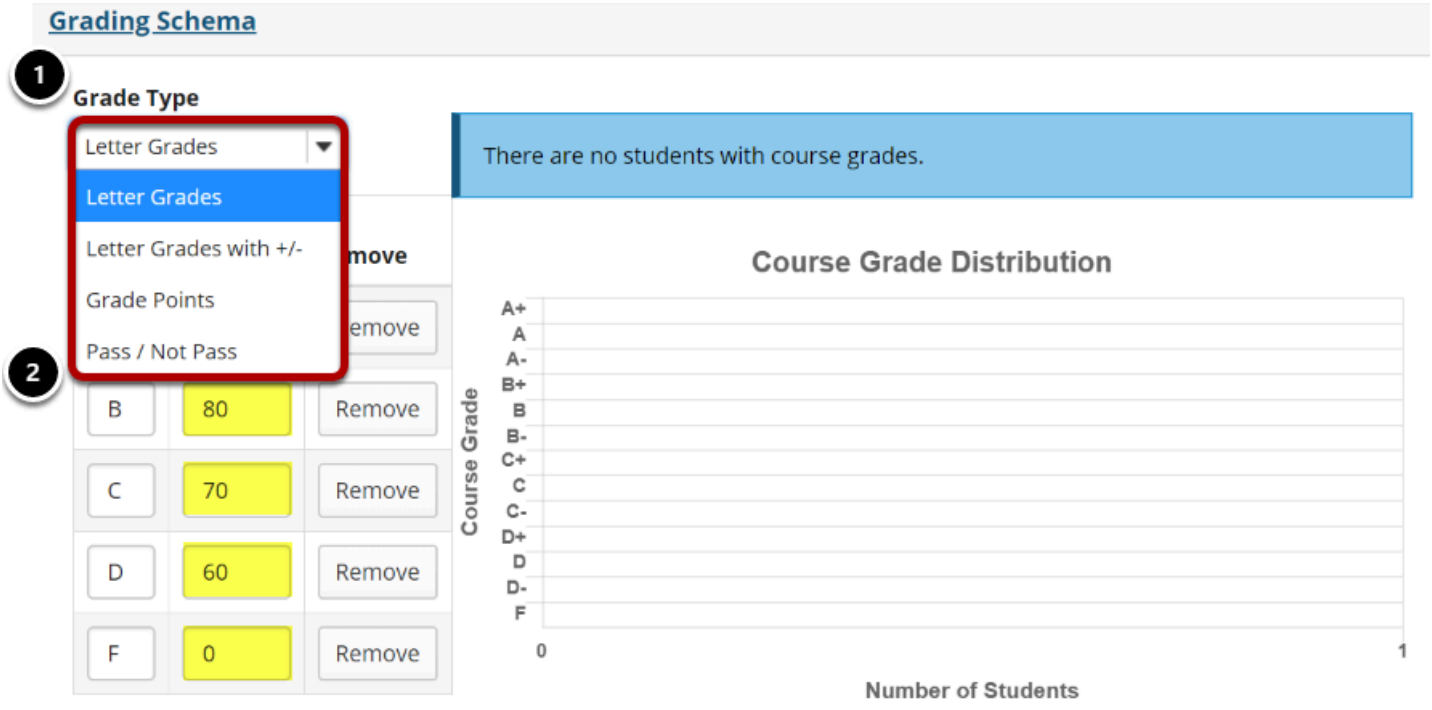
You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.



If you would like to delete a category, click the **Remove** button for that category.

Grading Schema.



1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, **Grade Points**, or **Pass / Not Pass**.

2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided. (Optional)

Save your changes.

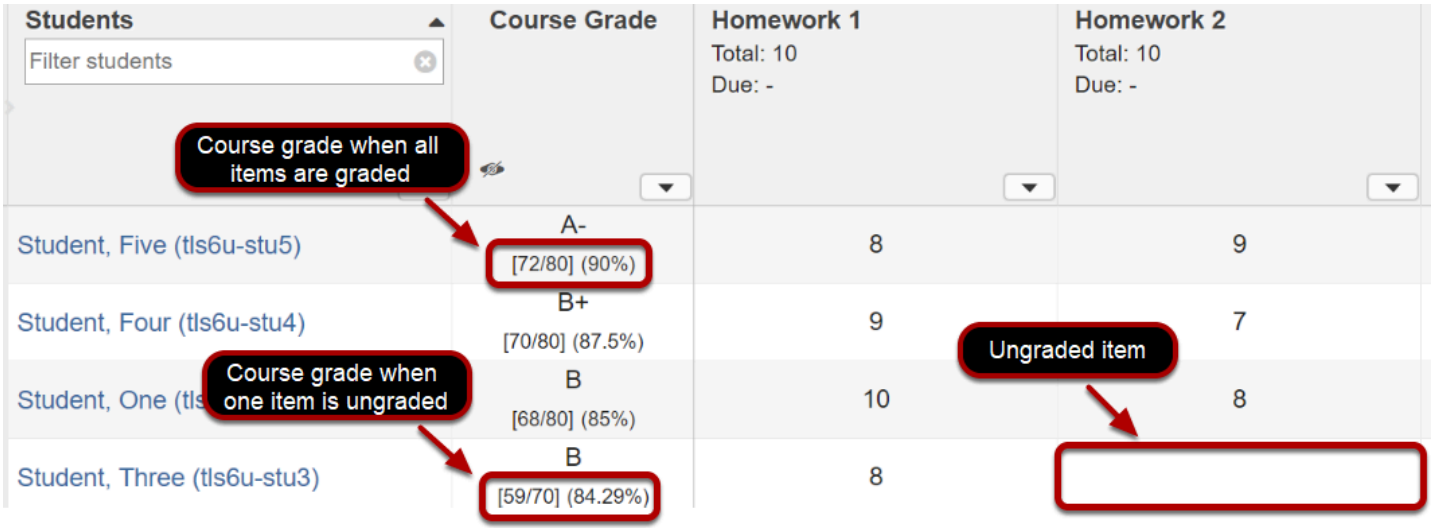
Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How are grades calculated in Gradebook?

Course grade calculations depend on your *Gradebook*'s organization and grade entry setting, points (described here) or percentages:

- **No categories (default)** - Each gradebook item is assigned a simple point value. The course grade is determined by the student's total score divided by the total points possible.
- **Categories only** - Categories are used to group gradebook items, where items are assigned a simple point or percentage value. Similar to a gradebook with **No categories**, the course grade is determined by the student's total score divided by the total points possible. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.
- **Categories and weighting**- Items are grouped into categories, where each category is assigned a percentage of the course grade. The total score of all items in a category will comprise the category's percentage of the course grade. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.

No categories



In a default gradebook with **No categories**, course grades are calculated for each student by dividing the sum of their scores received for all graded items by the total points possible for those items.

In the example pictured above, Student Five earned a total of 72 points out of 80 total points possible. His course grade is 72/80 = 0.90 (90%).

*Note: **Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

*In the example pictured above, most students were graded out of **80** total points. However, Student Three has not received a grade for Homework 2 (10 points possible). Thus, her course grade is 59/**70** = 0.8429 (84.29%).*

Categories only

With **Categories only**, course grades are calculated the same as in a gradebook with **No categories** (described above). However, if all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

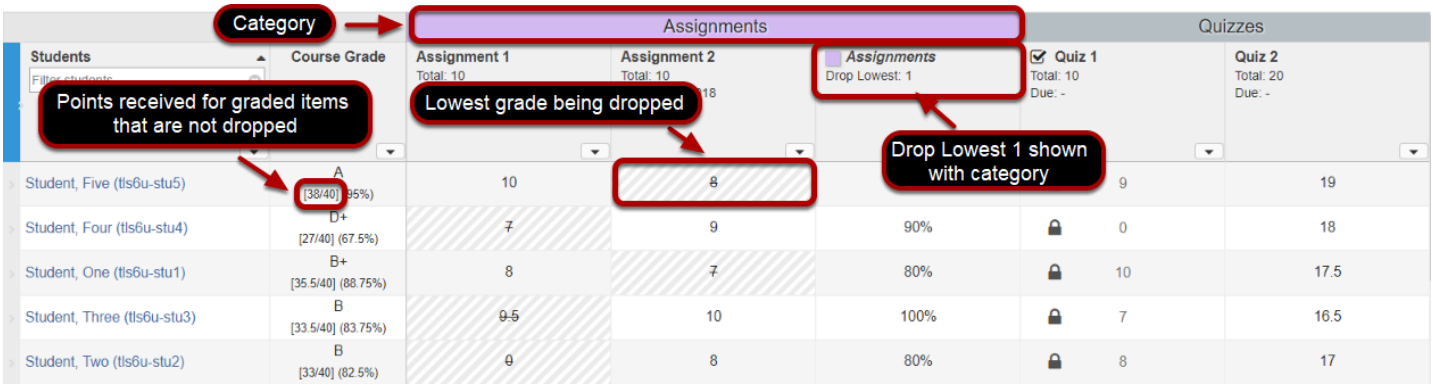
See below example calculations when grades in a category are dropped or kept.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

Categories with Drop Lowest/Highest



Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category drops the lowest grade, and includes two assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **40**

points possible because only one assignment and the two quiz grades are included in the course grade calculation.

In our example, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points)
- ***Assignment 2*** *(8 points) (lowest grade - dropped)*

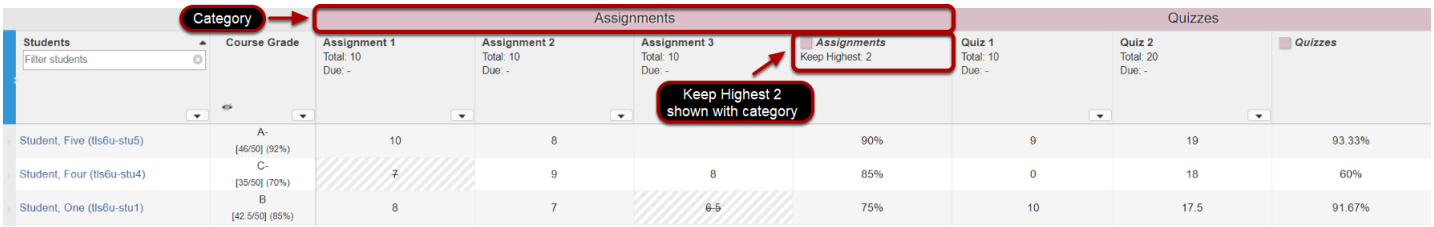
Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Since the **Assignment 2** grade is dropped for Student Five, his course grade is **95%**:

- 10 + 9 + 19 = 38 points earned
- 38/40 = 0.95

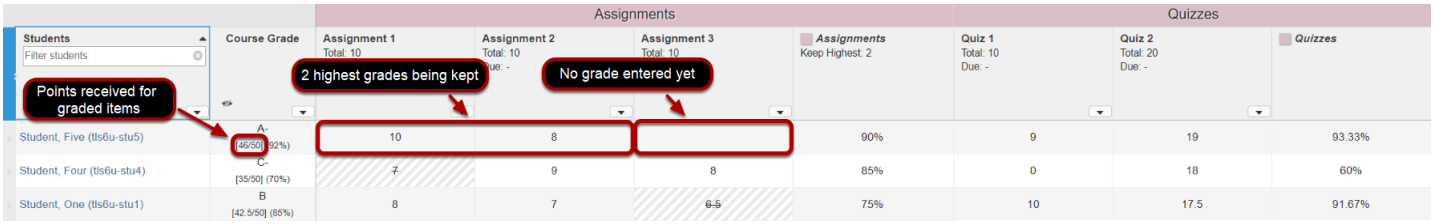
Categories with Keep Highest



Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category keeps the two highest grades, and includes three assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **50 points** possible because only two assignments and the two quiz grades are included in the course grade calculation.

In our example below, we will use the **Keep Highest** option versus **Drop Lowest** to show how it affects **Student Five's** course grade.

Before all grades are entered for Student Five - Keep Highest 2 Assignments



Before the third assignment grade is entered, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)

Quizzes:

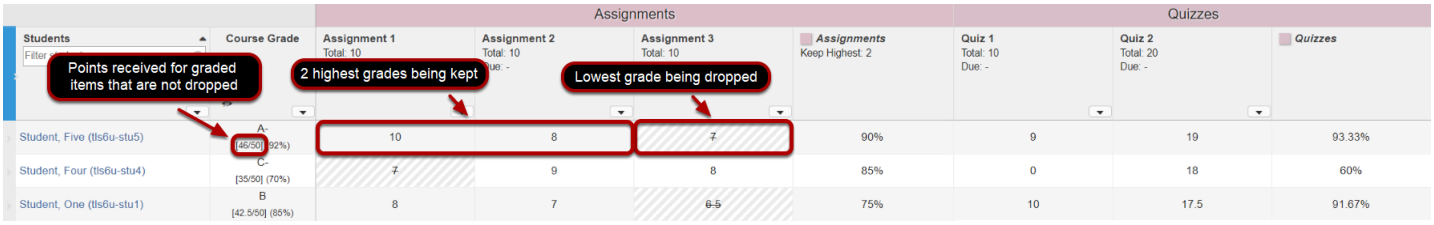
- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

No grades are dropped yet because we have used the **Keep Highest** option, so Student Five's grade is **92%**:

- 10 + 8 + 9 + 19 = 46 points earned
- 46/50 = 0.92

In comparison, if **Drop Lowest** were used instead, Student Five's grade would have been calculated as only 36 points earned out of 40 points (**95%**), as shown in the example above where the lowest grade of two assignment is dropped.

After all grades are entered for Student Five - Keep Highest 2 Assignments



Now we enter the third assignment grade. The highest two assignment grades are kept, so the lowest assignment grade (**Assignment 3**) is dropped:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)
- ***Assignment 3*** *(7 points) (lowest grade - dropped)*

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Student Five's grade is still **92%**:

- 10 + 8 + 9 + 19 = 46 points earned
- 46/50 = 0.92

Keeping the highest grades instead of dropping the lowest grades ensures that Student Five's grade is calculated out of the same number of total points (**50 points**) both before and after entering the third assignment grade.

If the **Drop Lowest** option had been used instead, the calculated course grade for Student Five would have been calculated out of **40 points** before entering the third assignment grade. The course grade would have decreased significantly after the third assignment grade was entered, going from an **A** (**95%**) down to an **A-** (**92%**).

Categories & Weighting

Use **Categories & weighting** to group gradebook items into categories, and weight each category as a percentage of the total course grade. The sum total of all category percentages must equal **100%** (or more, if there is an **Extra Credit** category).

For example, if **Exams** are worth **20%** of the course grade, the **Exams** category (**20%**) could include a **Midterm Exam** (50 points) and **Final Exam** (100 points).

Each student's **course grade** is the sum of the categories' **weighted averages**. See below for additional information about dropping and keeping grades, and example calculations.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. If any grade entry is left blank, the total points possible within the category are reduced by the point value(s) of the ungraded item(s) for that student.*

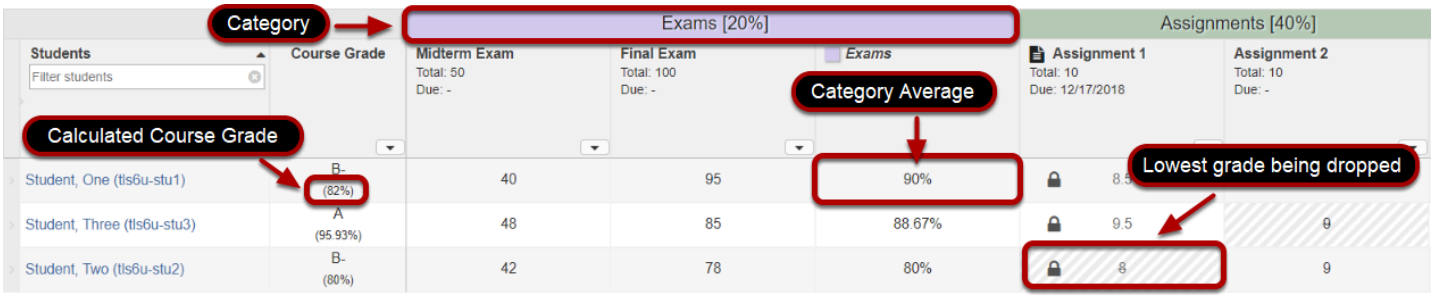
Dropping and keeping grades

If all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

Categories & Weighting - Example Calculations

Below is an example of how a *Gradebook* with three weighted categories, **Exams** (20%), **Assignments** (40%), and **Quizzes** (40%), would calculate a student's grade.



The Gradebook calculates the weighted average in each category by:

1. Totaling the **student's scores** for all graded items in the category.

   In the example pictured above, in **Exams**, Student One earned: **Final Exam (**95 points) + **Midterm Exam** (40 points) = **135 points**.
2. Totaling the **point values** for all graded items in the category.

   Final Exam (95 points) + **Midterm Exam** (40 points) = **150 total points**.
3. Dividing the **student's score** by the **total points**, then **multiplying that number by 100**, to determine the **category average**:

   Student One's **category average** in **Exams** is **90%**:
   - 135/150 = 0.90
   - 0.90 x 100 = **90%**
4. Applying the **weight** to the **category average**.

   Because the **Exams** category is worth **20%** of the course grade, Student One's **weighted average** is **18**:
   - To get 20% of a number, multiply the number by 0.2.
   - 90 x 0.2 = **18**

*Tip: The **category average** is shown in a column to the right of the gradebook items in that category.*

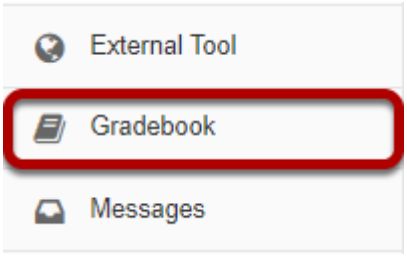
The Gradebook totals the weighted averages to produce the course grade.

If Student One received a **category average** of **75%** for **Assignments** and **85%** for **Quizzes**, his **course grade** is **82%**, calculated as follows:

- **Exams** (20%) weighted average (shown above) = **18**
- **Assignments** (40%) weighted average = 0.4 x 75 = **30**
- **Quizzes** (40%) weighted average = 0.4 x 85 = **34**
- **Course Grade** = 18 + 30 + 34 = **82**

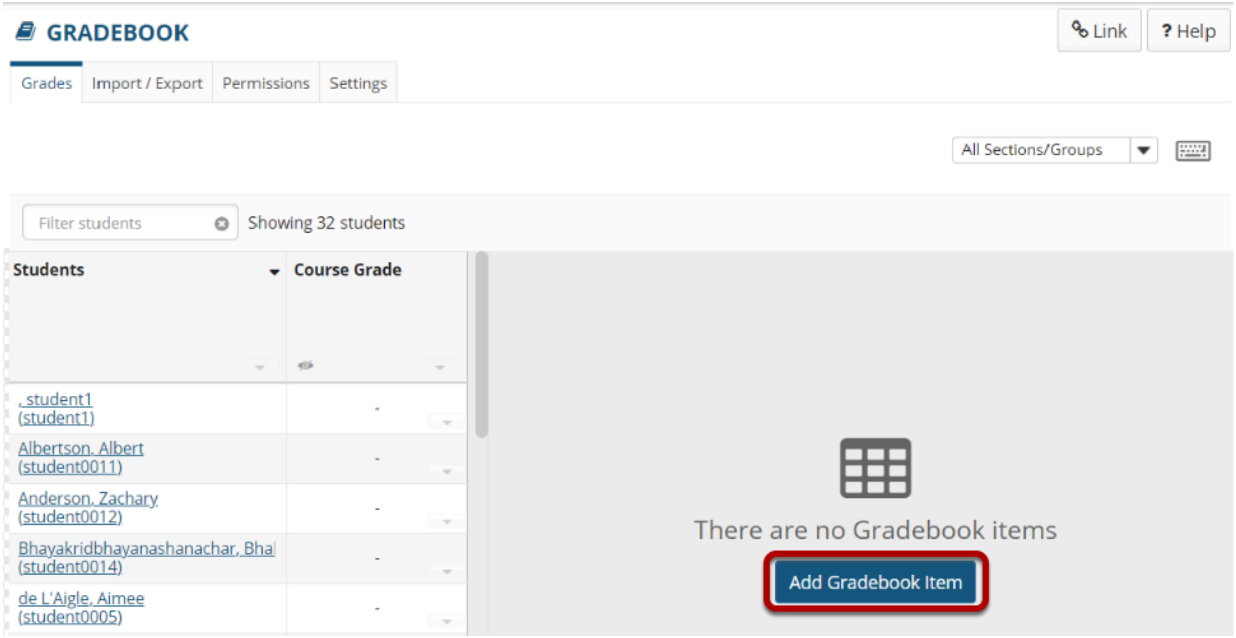
How do I add items to the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click the Add Gradebook Item button.



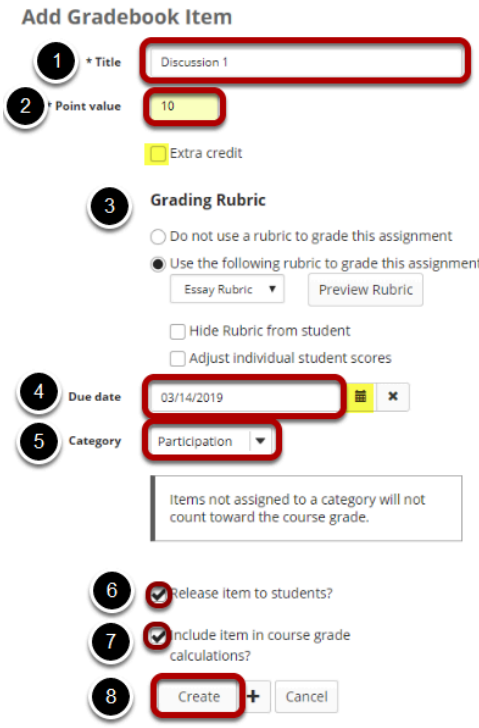
Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Participation

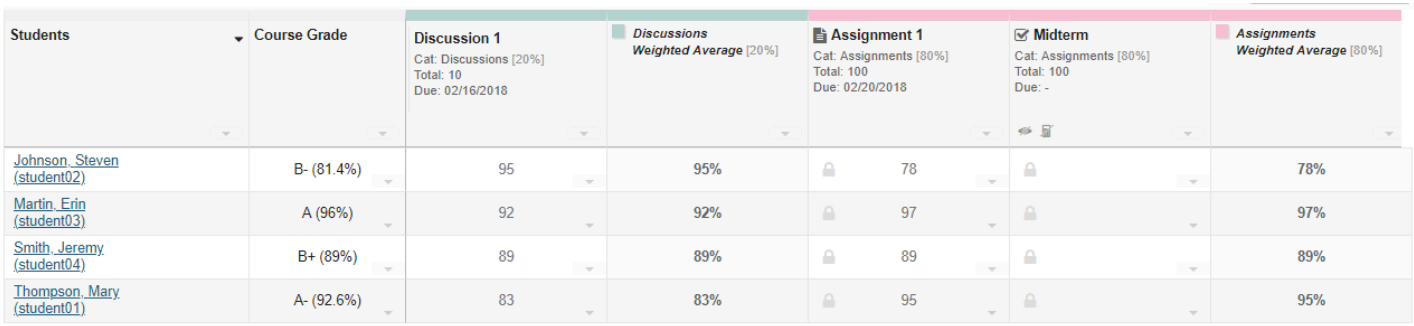
Click the **Add Gradebook Items** button to manually add items to your gradebook.

Item settings.



1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
   - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see How does extra credit work?
3. If you will be using a rubric to grade for this item, click the radio button for **Grading Rubric** and select a rubric from the dropdown menu.
4. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
5. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
6. Check the box for **Release item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
7. Check the box for **Include item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade calculation.
8. Once you have entered all of the information for this item, click the **Create** button to save your changes.

View gradebook items.

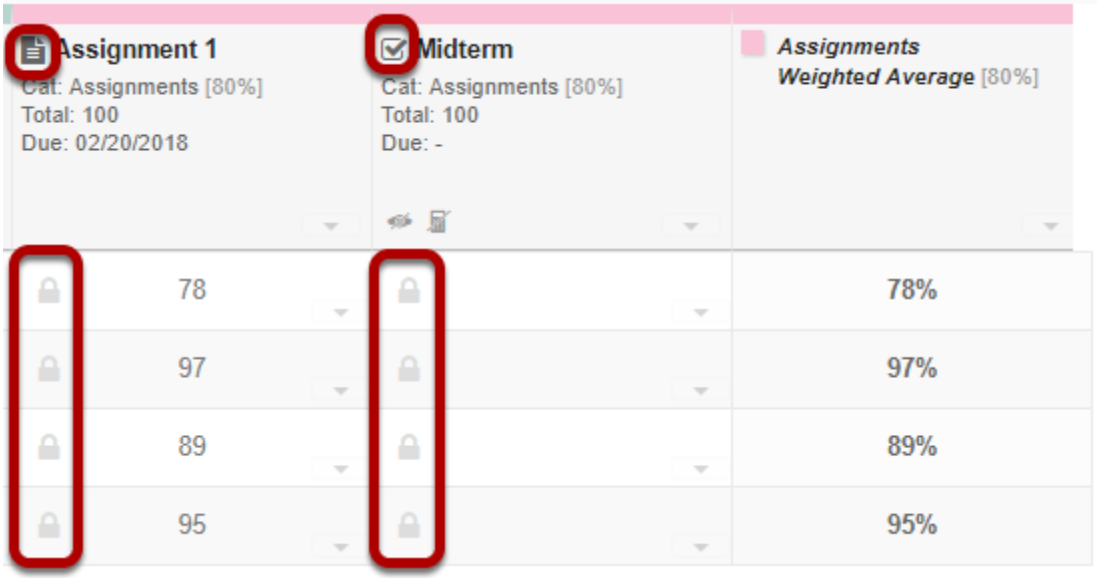


Students	Course Grade	Discussion 1 Cat: Discussions [20%] Total: 10 Due: 02/16/2018	*Discussions Weighted Average* [20%]	Assignment 1 Cat: Assignments [80%] Total: 100 Due: 02/20/2018	Midterm Cat: Assignments [80%] Total: 100 Due: -	*Assignments Weighted Average* [80%]
Johnson, Steven (student02)	B- (81.4%)	95	95%	78		78%
Martin, Erin (student03)	A (96%)	92	92%	97		97%
Smith, Jeremy (student04)	B+ (89%)	89	89%	89		89%
Thompson, Mary (student01)	A- (92.6%)	83	83%	95		95%

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Grades** tab (which is also the tool landing page).

If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

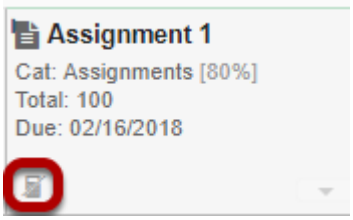
Items coming from other tools.



Assignment 1 Cat: Assignments [80%] Total: 100 Due: 02/20/2018	Midterm Cat: Assignments [80%] Total: 100 Due: -	*Assignments Weighted Average* [80%]
78		78%
97		97%
89		89%
95		95%

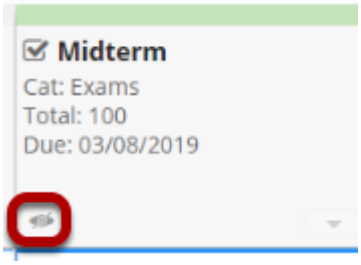
Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label. Graders will not be able to enter or revise grades manually in these cells.

Items not included in grade calculation.



Any items not included in the grade calculation will display a crossed-out calculator icon.

Items not released to students.



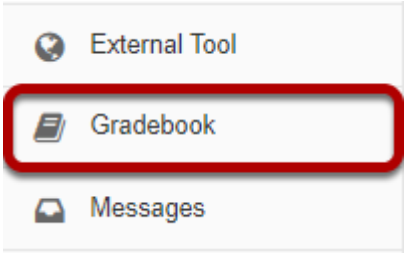
Any items which are not released (visible) to students will display a crossed-out eye icon.

How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

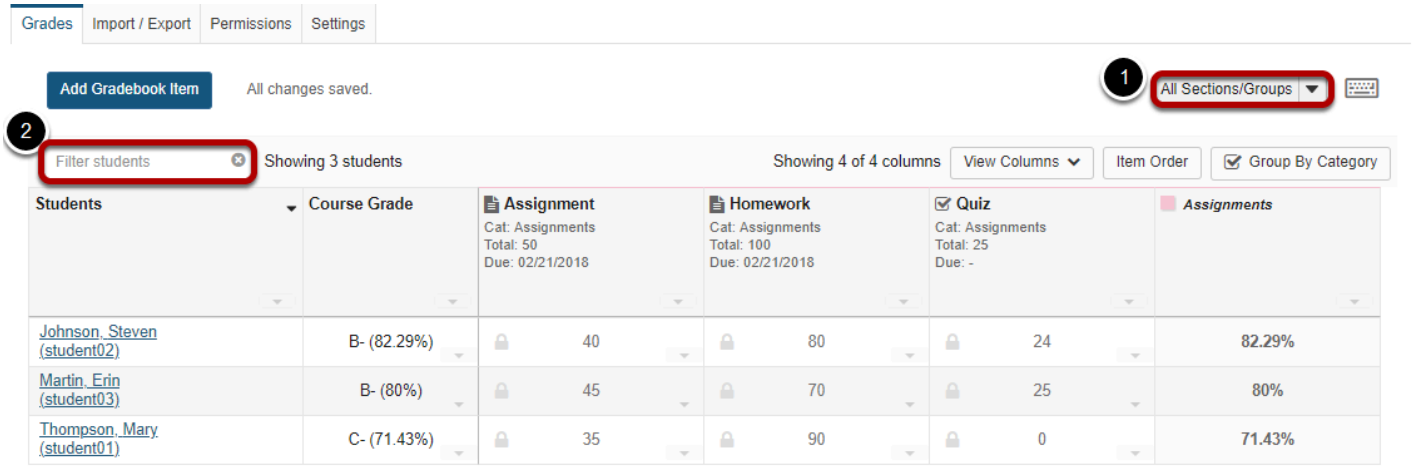
Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

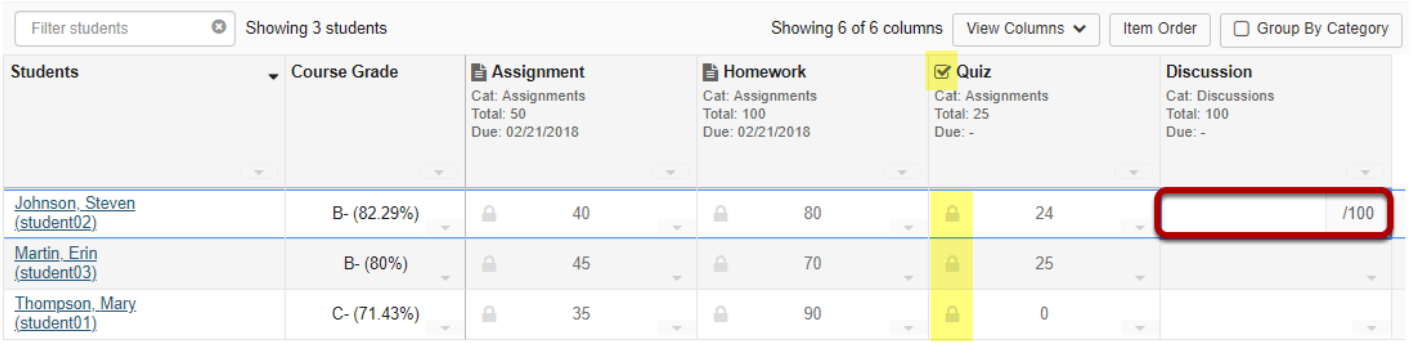
Search or filter your list of students. (Optional)



Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Filter students** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

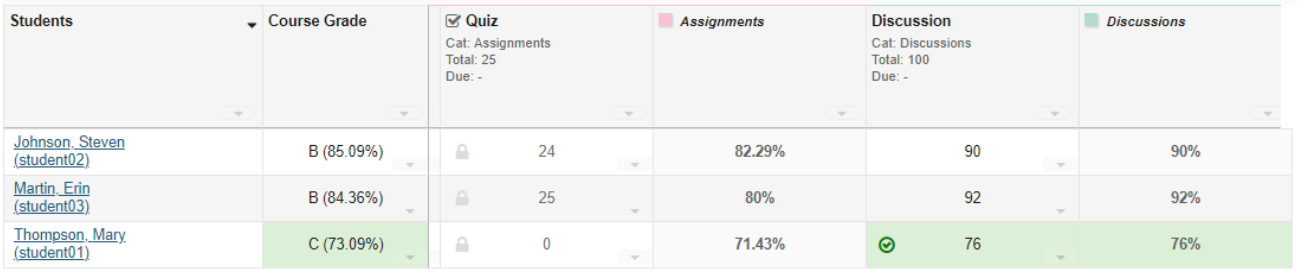


You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

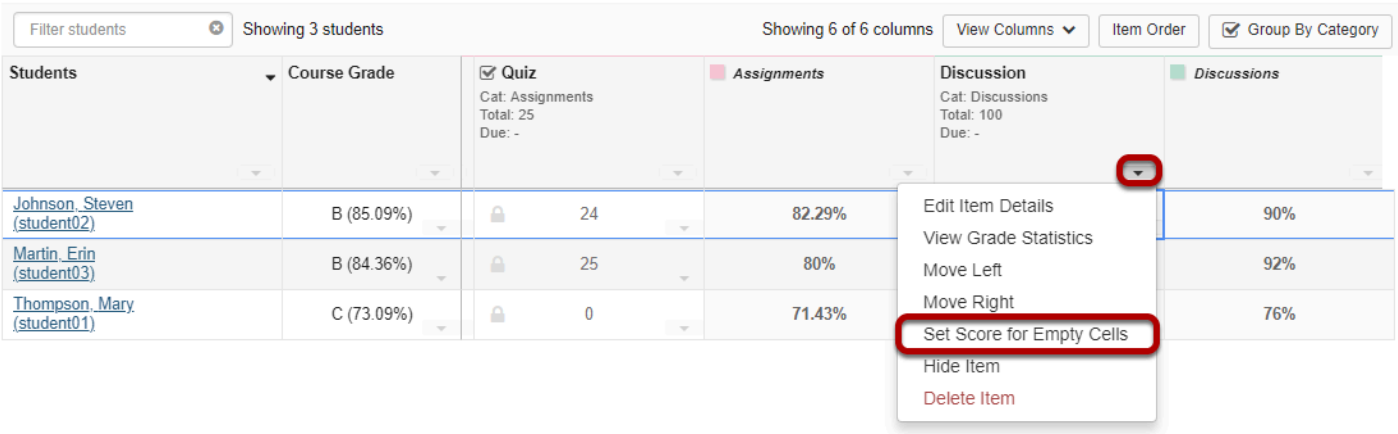
Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved grades.



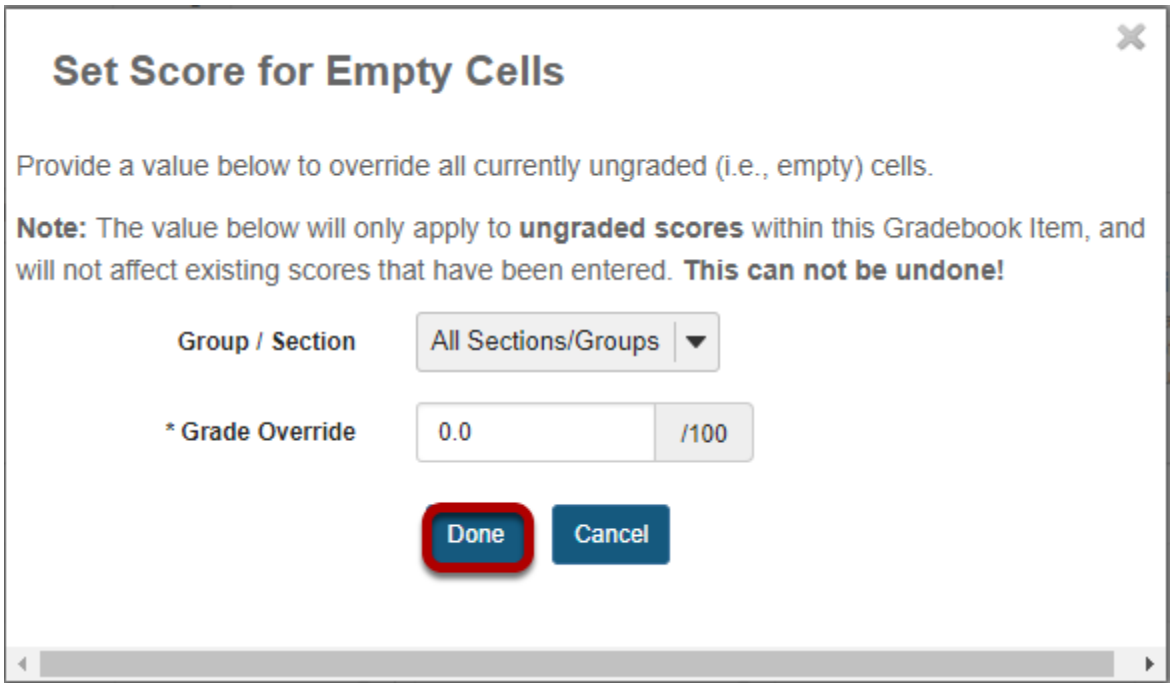
You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

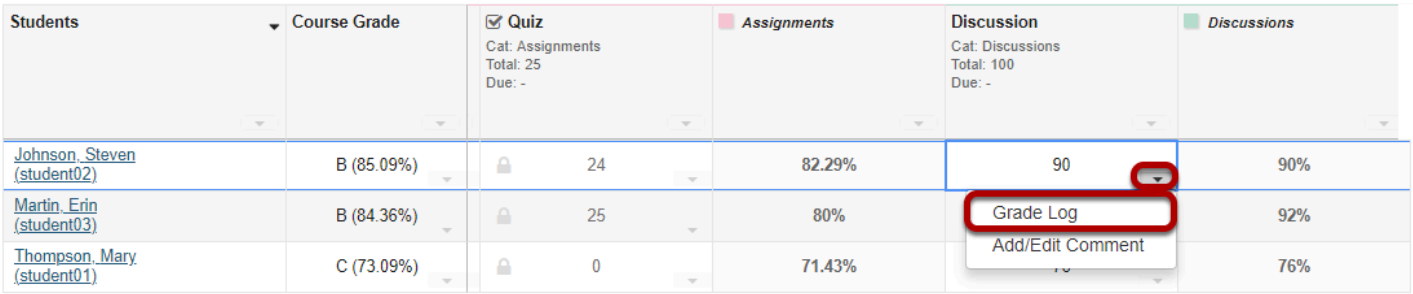


If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.

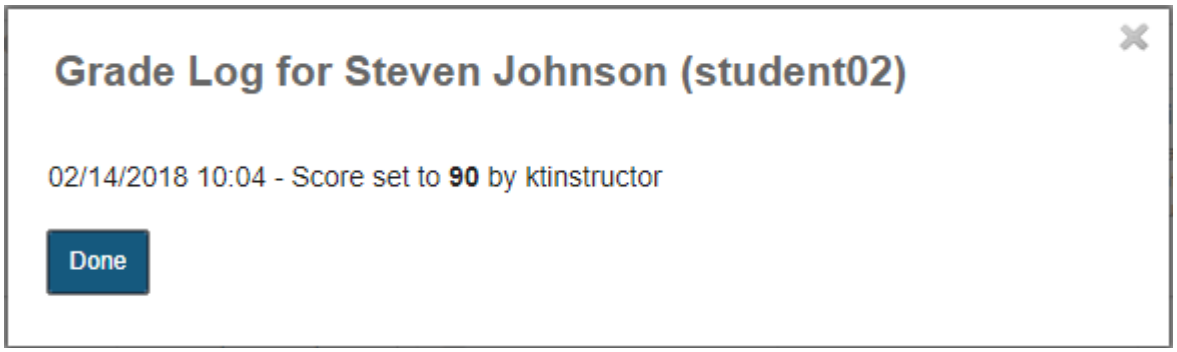


View grade log.



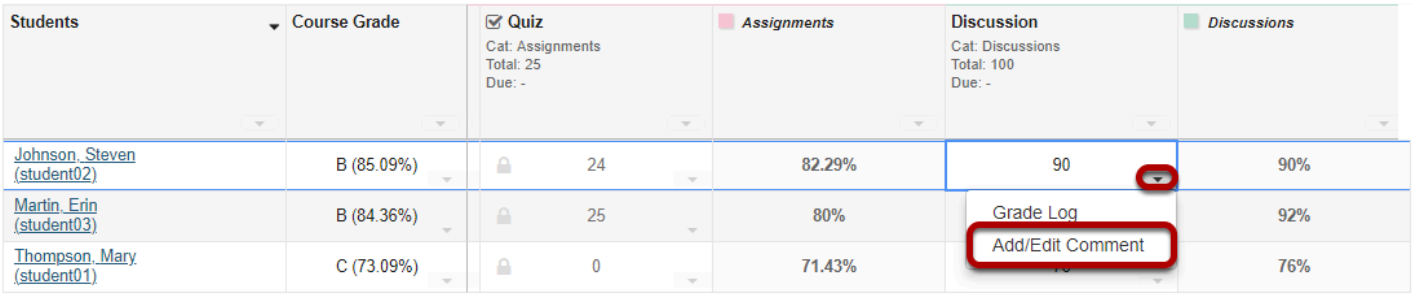
To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The grade log will display.



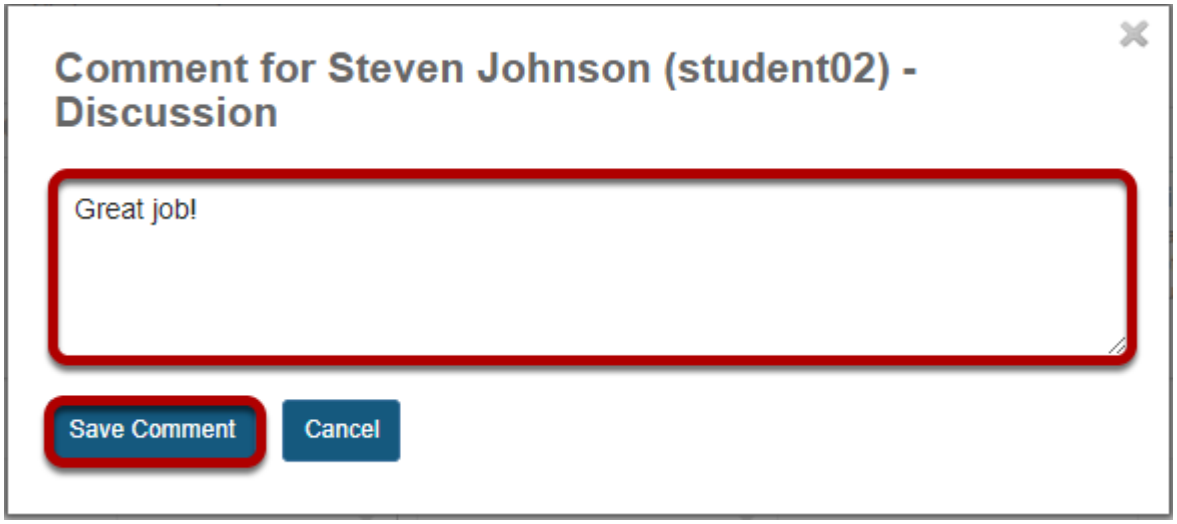
The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.

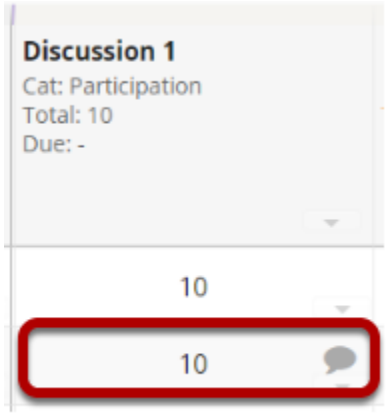


If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Add/Edit Comment** option.

Enter your comment and click Save Comment.

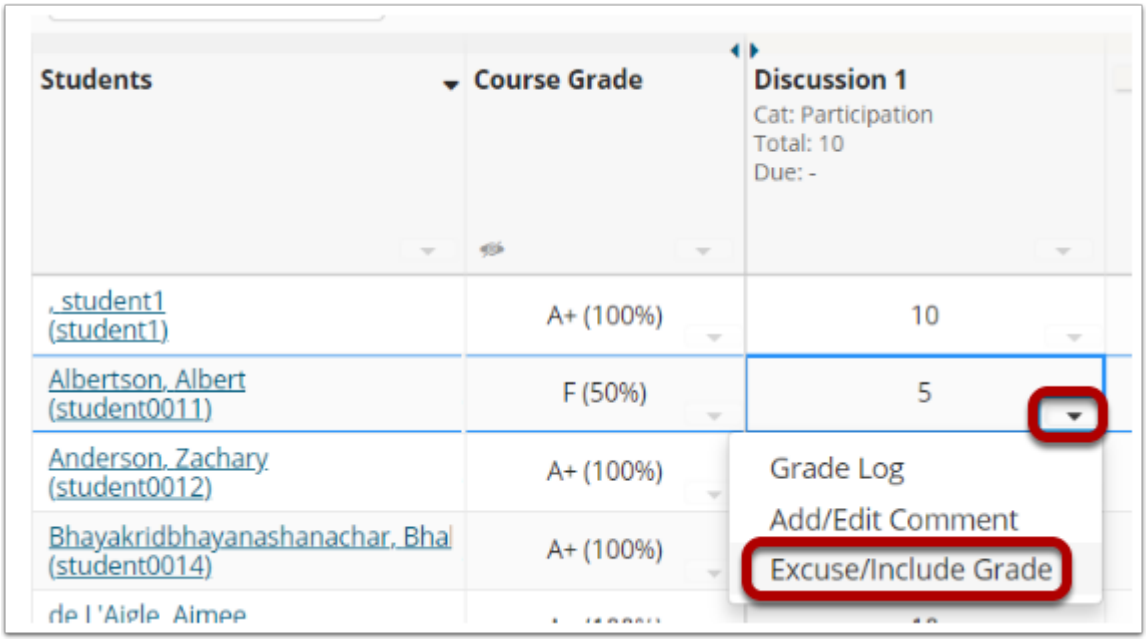


View comment icon.

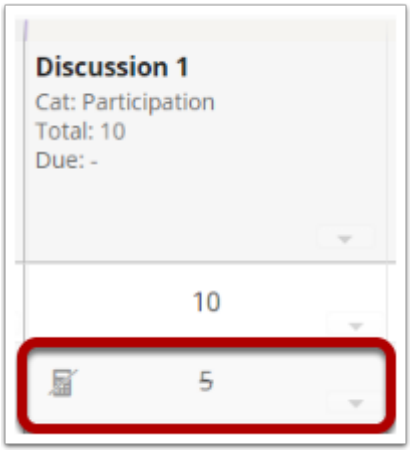


The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

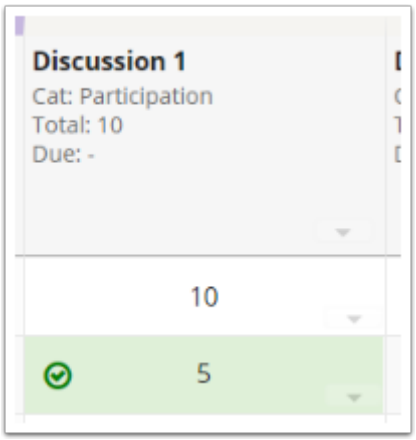
Excuse grade.



If you would like to excuse a student's grade for a specific item, select the down arrow for the student's grade cell and choose **Excuse/Include Grade**.



The crossed-out calculator icon will appear in the cell, and the score will have a strike-through, indicating that the score is not being calculated in the student's course grade. Item can be added back in the grade calculation by again selecting **Excuse/Include Grade** from the cell's dropdown menu.


Discussion 1
Cat: Participation
Total: 10
Due: -
10
5

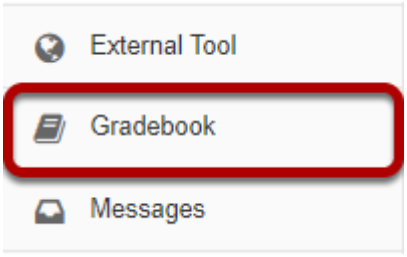
How can instructors customize their Gradebook display?

Gradebook offers the following options for instructor to customize how it displays for them:

- Filtering the list of students,
- Ordering the list of students by first or last name,
- Show/hide course grade points,
- Grouping or ungrouping items by category (in a gradebook with categories),
- Show/hide gradebook items,
- Reordering items.
- Sorting by a gradebook column.

Note: *These display changes do not affect the student view of Gradebook. For information about the student view, see:* *How do students view their grades in the Gradebook?*

Go to Gradebook.

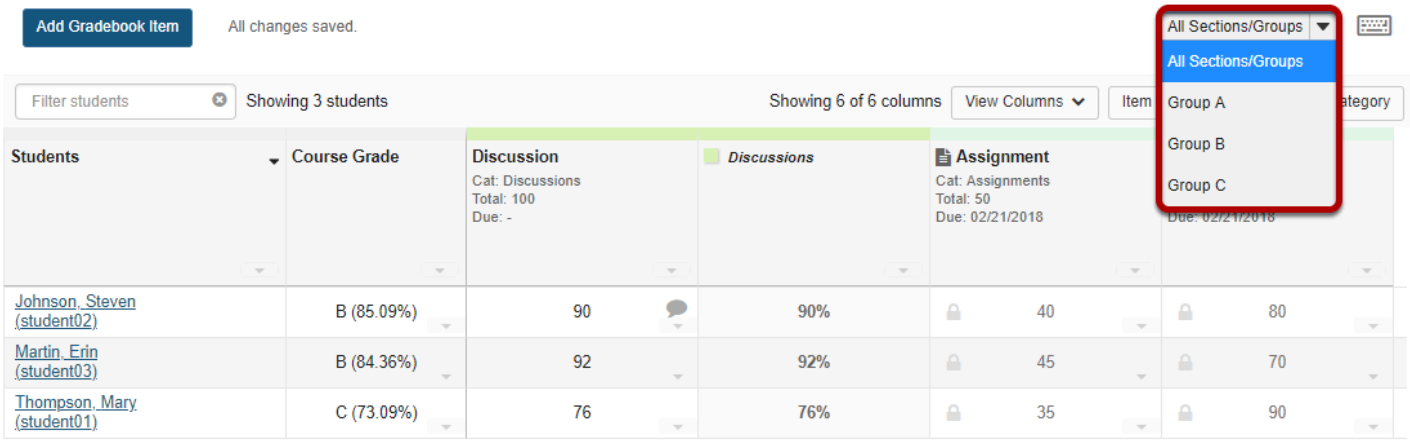


Select the **Gradebook** tool from the Tool Menu of your site.

Filtering the list of students.

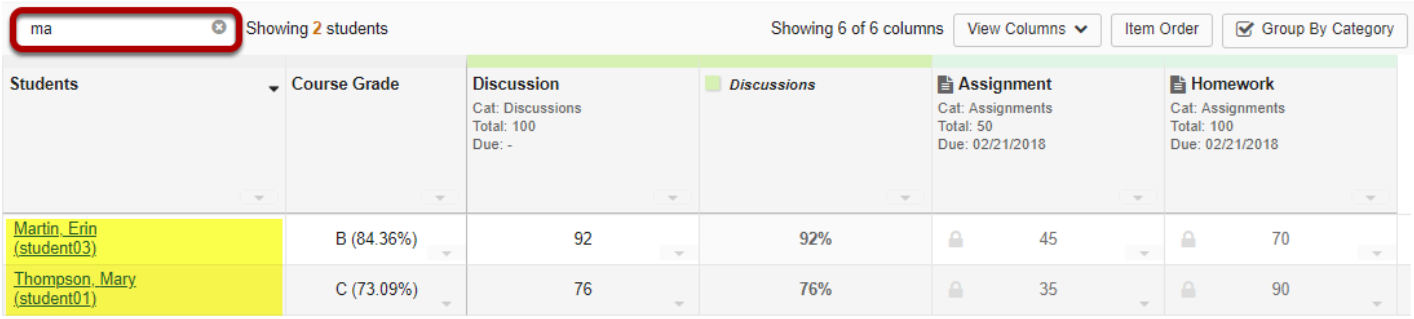
The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

Filter by section/group.



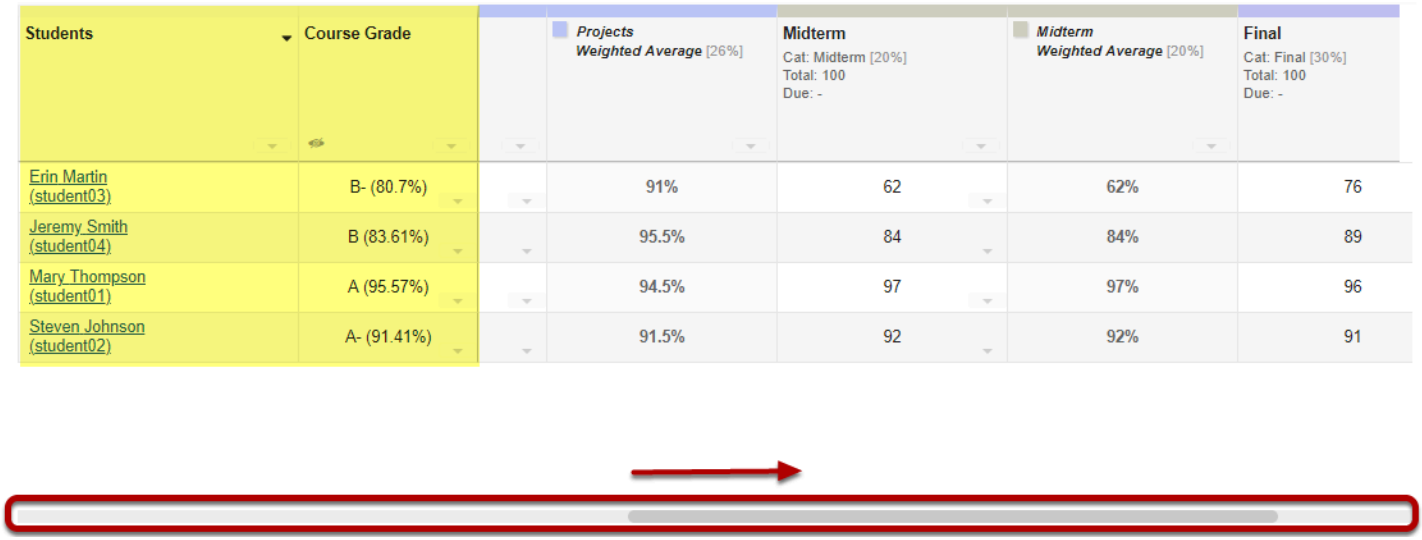
Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.



Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

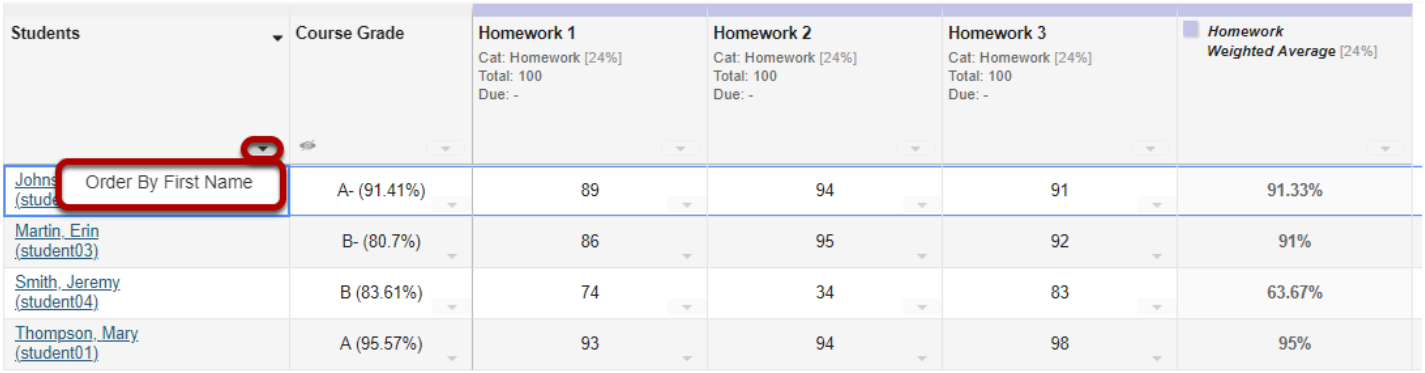
Notice the fixed student information and course grade columns.



Students	Course Grade		*Projects* *Weighted Average* [26%]	Midterm Cat: Midterm [20%] Total: 100 Due: -	*Midterm* *Weighted Average* [20%]	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)		91%	62	62%	76
Jeremy Smith (student04)	B (83.61%)		95.5%	84	84%	89
Mary Thompson (student01)	A (95.57%)		94.5%	97	97%	96
Steven Johnson (student02)	A- (91.41%)		91.5%	92	92%	91

When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

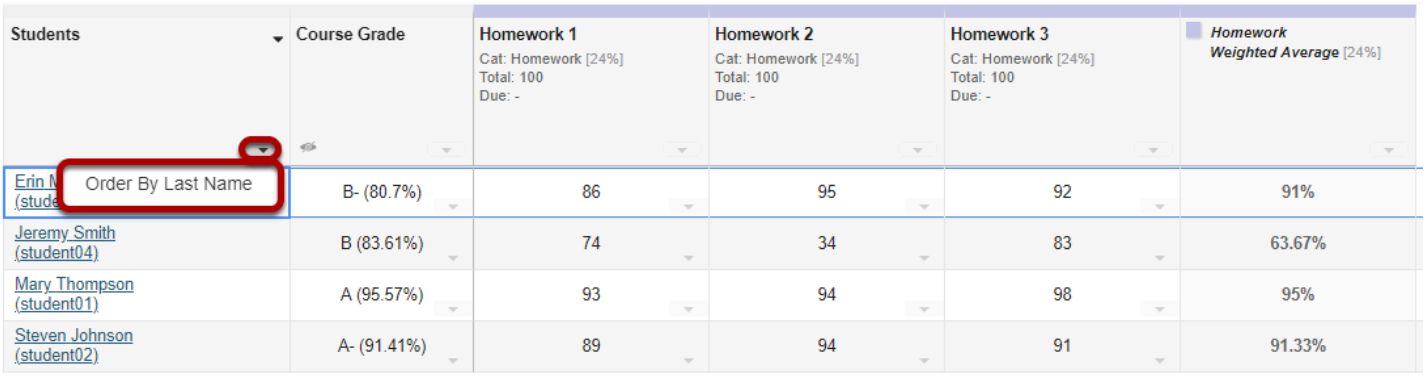
Order students by First Name.



Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	*Homework* *Weighted Average* [24%]
Johns (stude	A- (91.41%)	89	94	91	91.33%
Martin, Erin (student03)	B- (80.7%)	86	95	92	91%
Smith, Jeremy (student04)	B (83.61%)	74	34	83	63.67%
Thompson, Mary (student01)	A (95.57%)	93	94	98	95%

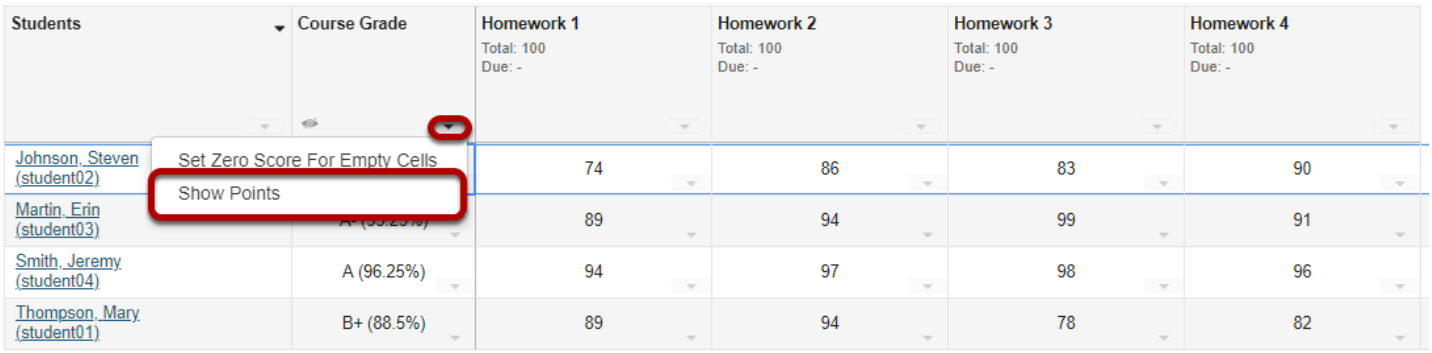
The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

Order students by Last Name.



If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

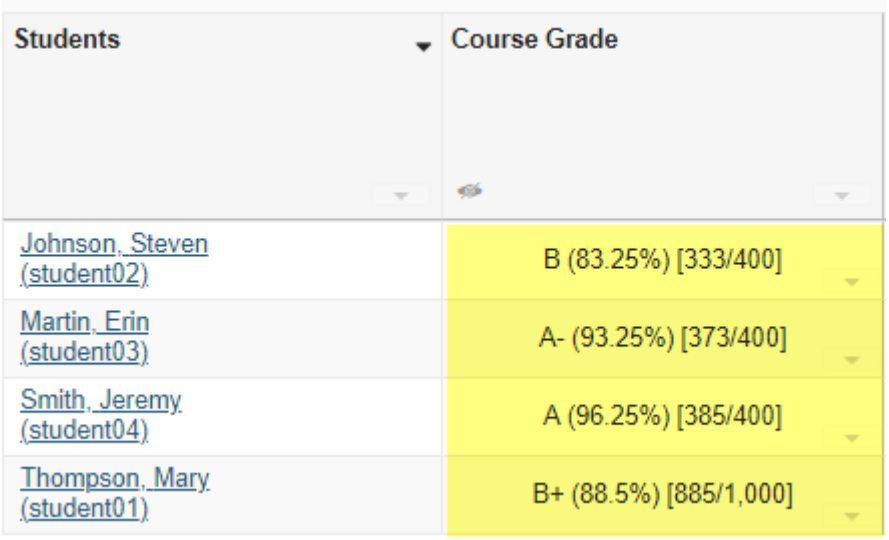
Show/hide course grade points.



If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points.**

Note: This option is not available if Categories and Weighting is selected.

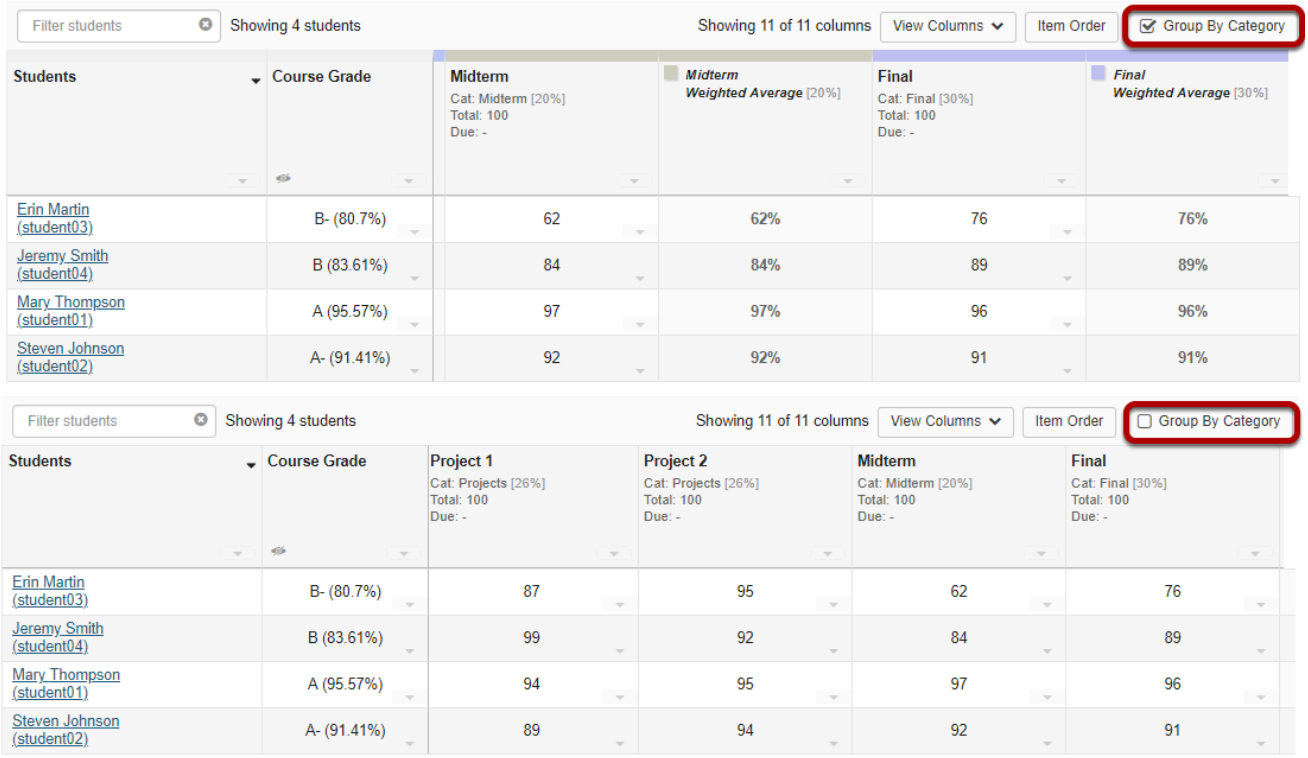
Points will display.



Students	Course Grade
Johnson, Steven (student02)	B (83.25%) [333/400]
Martin, Erin (student03)	A- (93.25%) [373/400]
Smith, Jeremy (student04)	A (96.25%) [385/400]
Thompson, Mary (student01)	B+ (88.5%) [885/1,000]

*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.



Filter students | Showing 4 students | Showing 11 of 11 columns | View Columns | Item Order | Group By Category

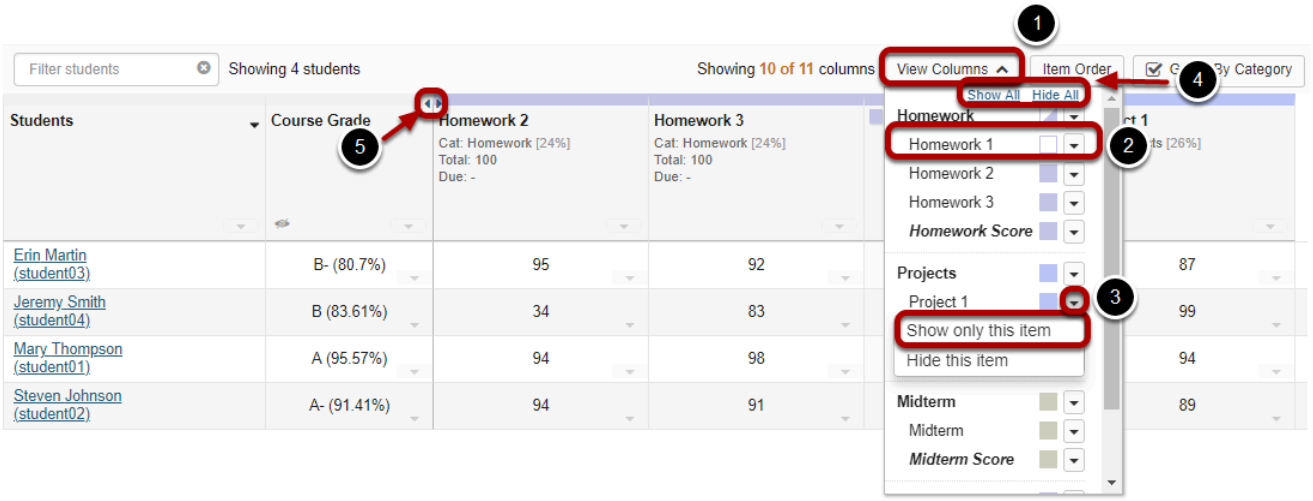
Students	Course Grade	Midterm Cat: Midterm [20%] Total: 100 Due: -	*Midterm Weighted Average* [20%]	Final Cat: Final [30%] Total: 100 Due: -	*Final Weighted Average* [30%]
Erin Martin (student03)	B- (80.7%)	62	62%	76	76%
Jeremy Smith (student04)	B (83.61%)	84	84%	89	89%
Mary Thompson (student01)	A (95.57%)	97	97%	96	96%
Steven Johnson (student02)	A- (91.41%)	92	92%	91	91%

Filter students | Showing 4 students | Showing 11 of 11 columns | View Columns | Item Order | Group By Category

Students	Course Grade	Project 1 Cat: Projects [26%] Total: 100 Due: -	Project 2 Cat: Projects [26%] Total: 100 Due: -	Midterm Cat: Midterm [20%] Total: 100 Due: -	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)	87	95	62	76
Jeremy Smith (student04)	B (83.61%)	99	92	84	89
Mary Thompson (student01)	A (95.57%)	94	95	97	96
Steven Johnson (student02)	A- (91.41%)	89	94	92	91

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

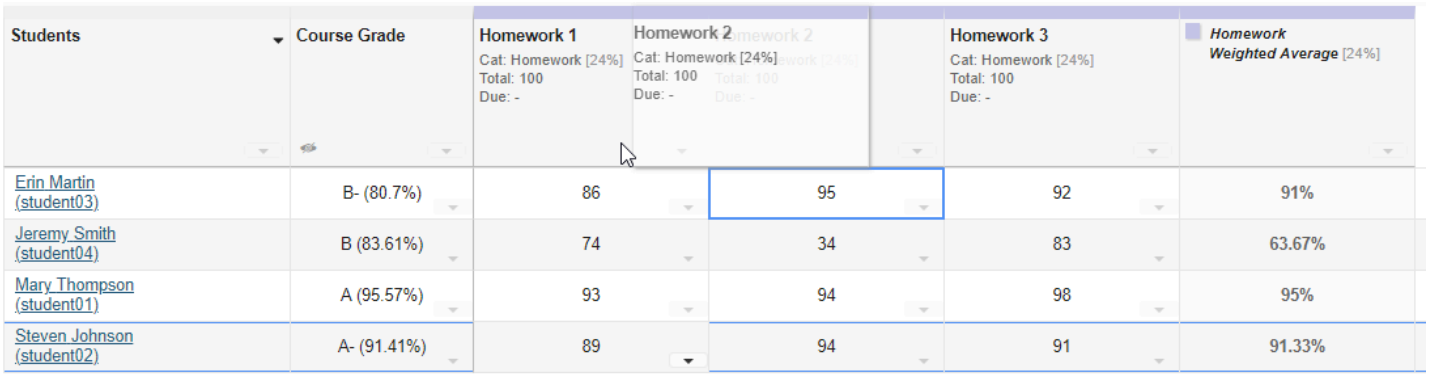
Show/Hide Items.



1. Click **View Columns** to select which items you want displayed in your current view of the Gradebook.
2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.
3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

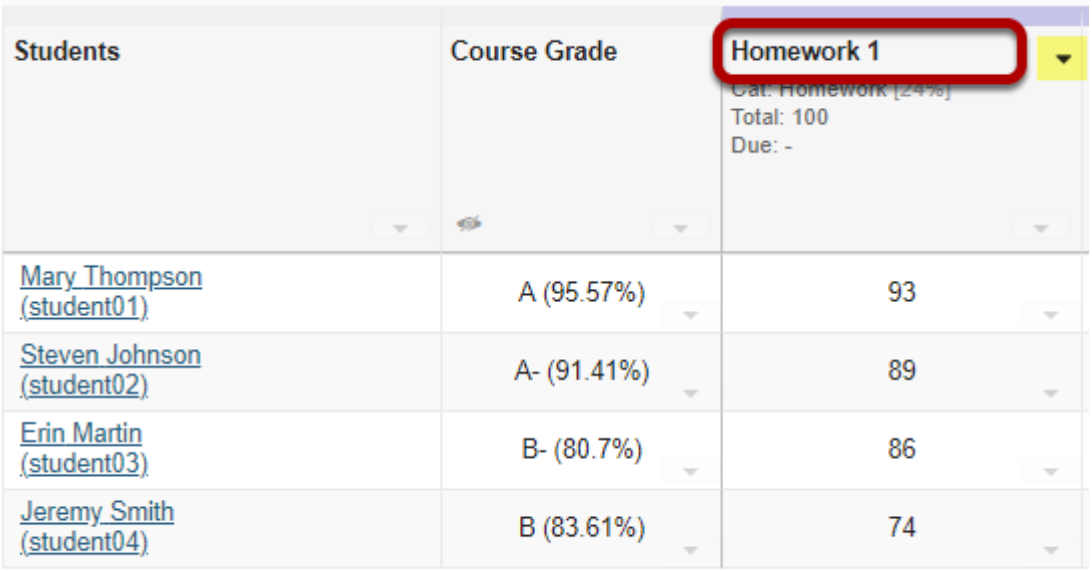
Drag and Drop to reorder columns.



You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Sorting by a gradebook column.

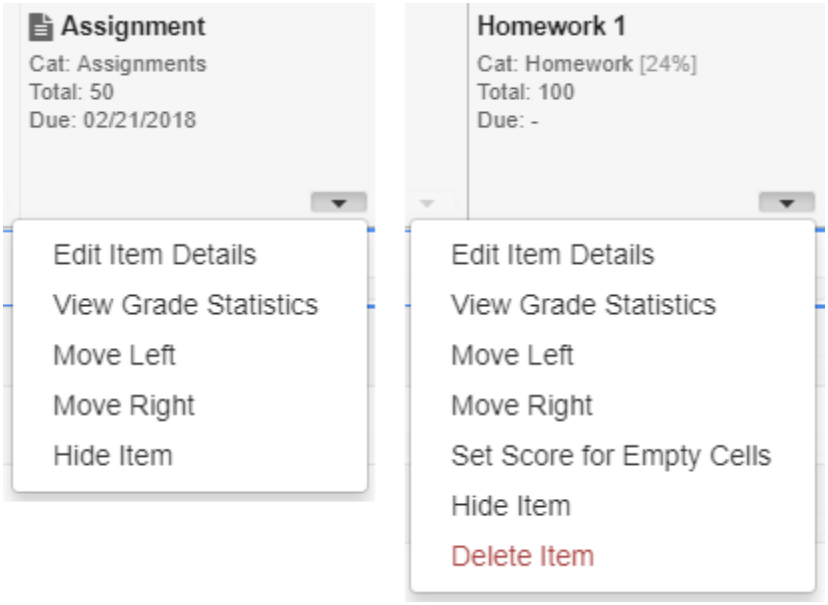


To sort the list by grade for specific grade item, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.

What actions can instructors perform on individual gradebook items?

Gradebook item actions.



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

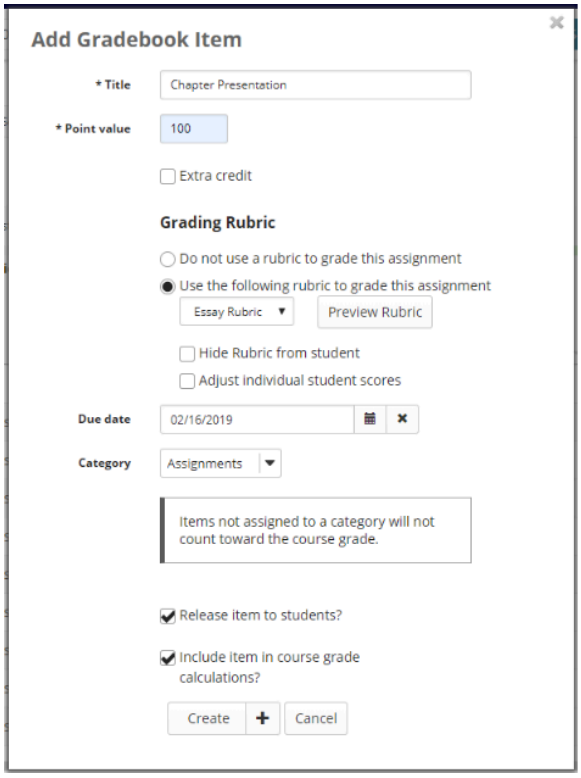
All gradebook items allow you to:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item

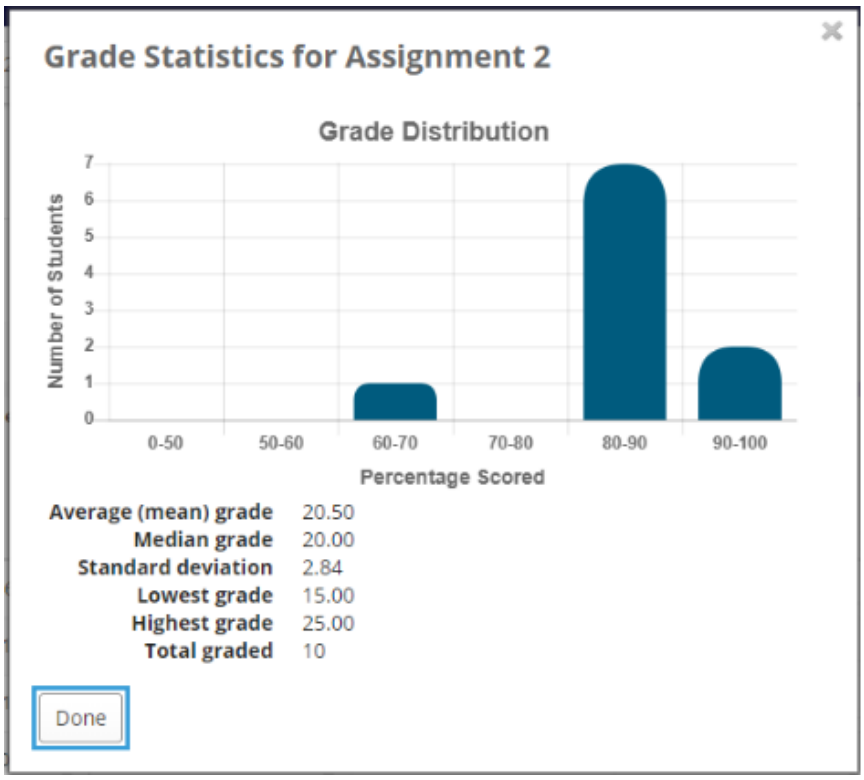
Edit Item Details



The **Edit Item Details** option allows you to make changes to extra credit, grading rubric, category, release, and grade calculation settings.

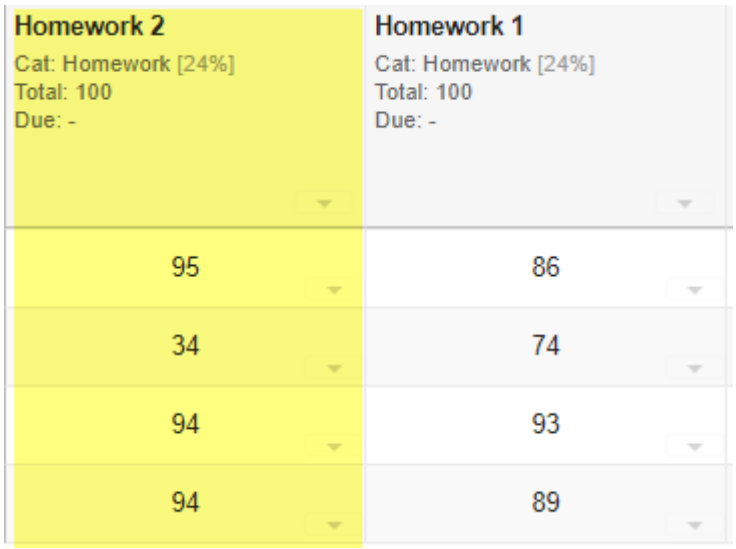
For Gradebook-created items, you may also modify the title, point value, and due date. For items coming from other tools, those details must be modified within the origin tool.

View Grade Statistics.



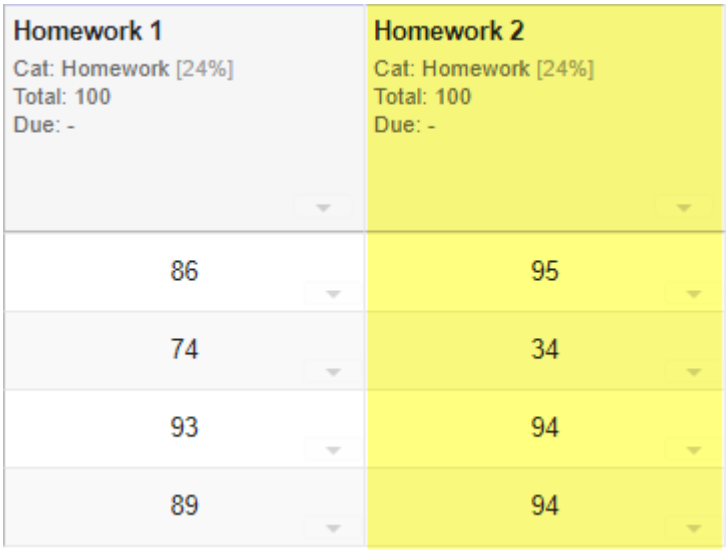
The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

Move Left.



The **Move Left** option moves the selected item one column to the left.

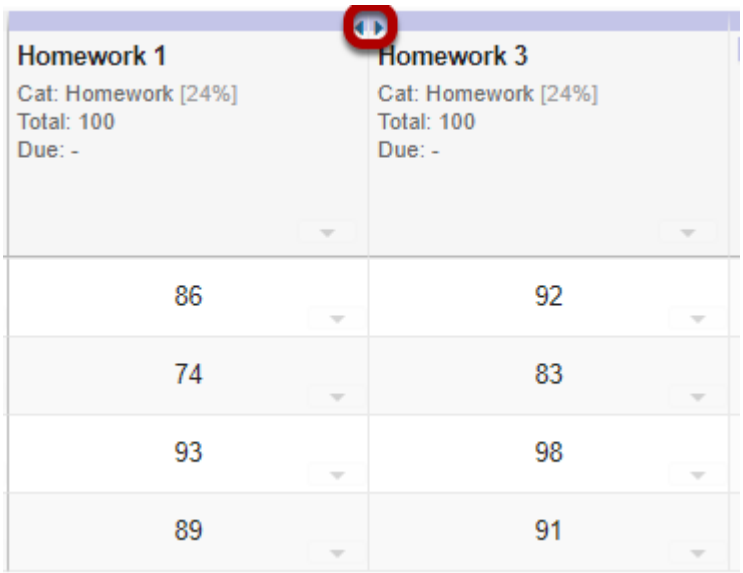
Move Right.



Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -
86	95
74	34
93	94
89	94

The **Move Right** option moves the selected item one column to the right.

Hide Item.

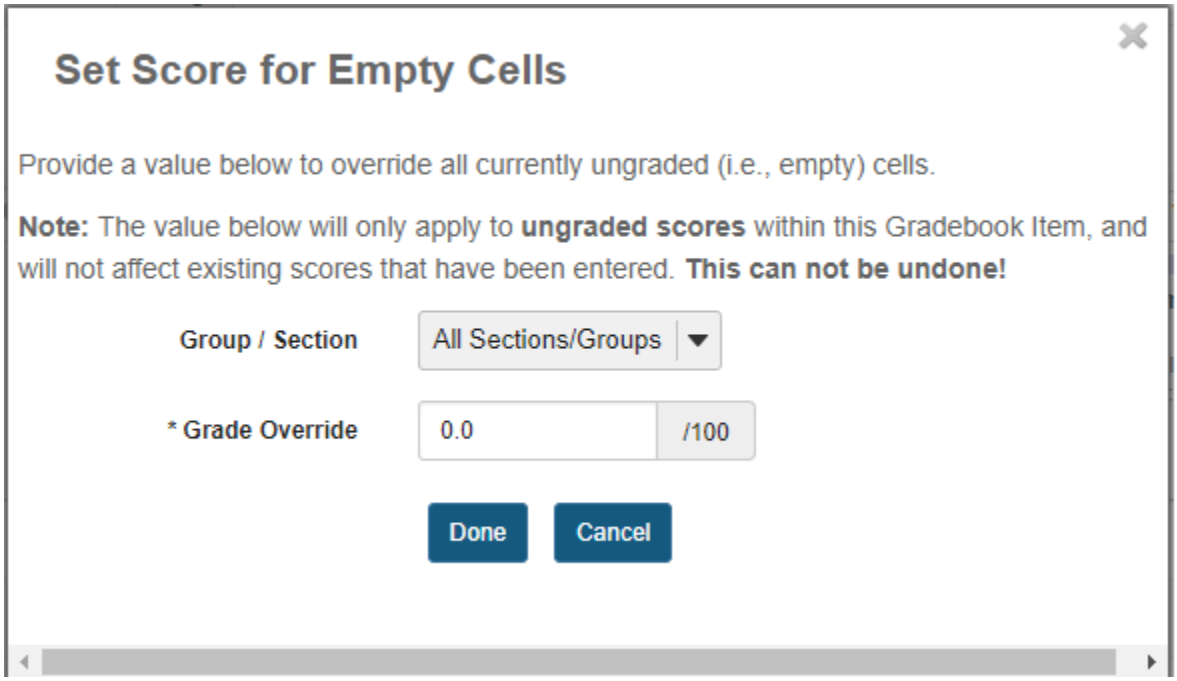


Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -
86	92
74	83
93	98
89	91

The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

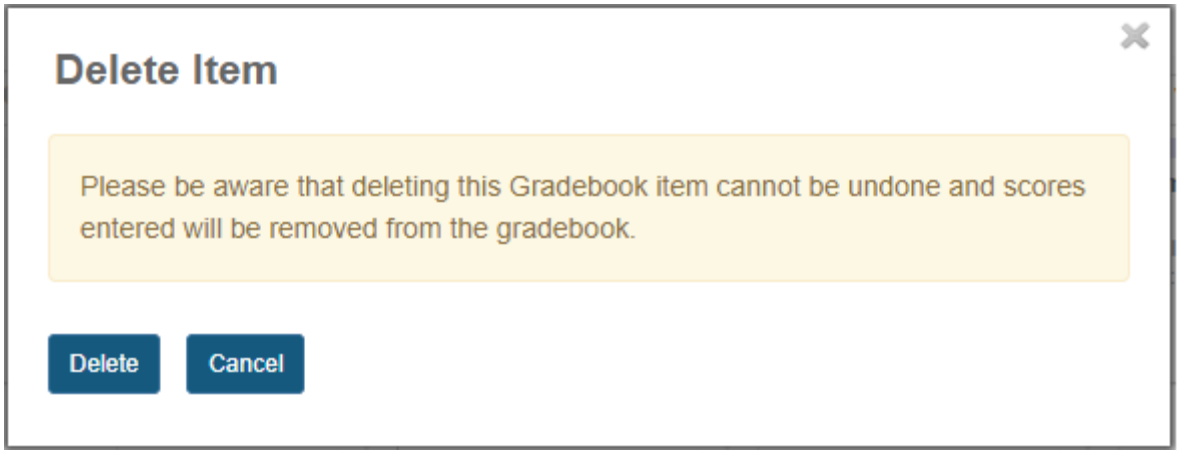
Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

Set Score for Empty Cells.



For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item.

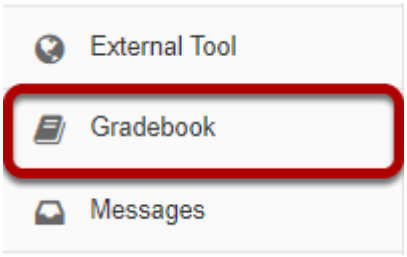


For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone! There is no UNDO button for deleting a grade item and its scores from the Gradebook.

How do instructors view and print individual student grades?

Go to Gradebook.



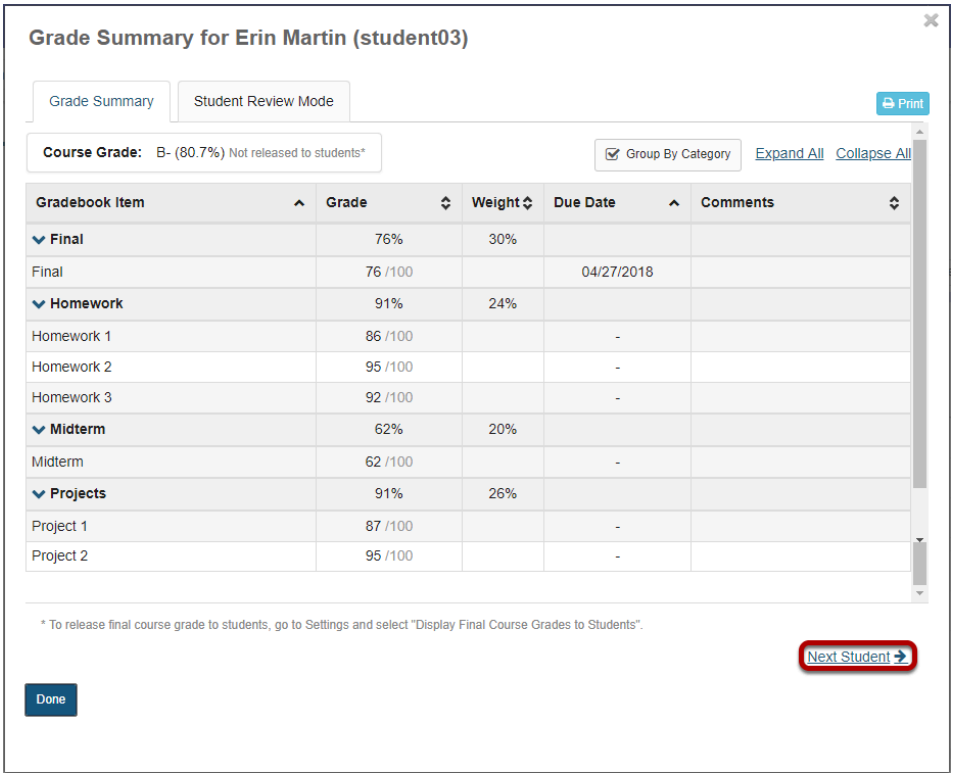
Select the **Gradebook** tool from the Tool Menu of your site.

Select the student's name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	*Homework Weighted Average* [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

To view all grades for a single student, click on the student's name.

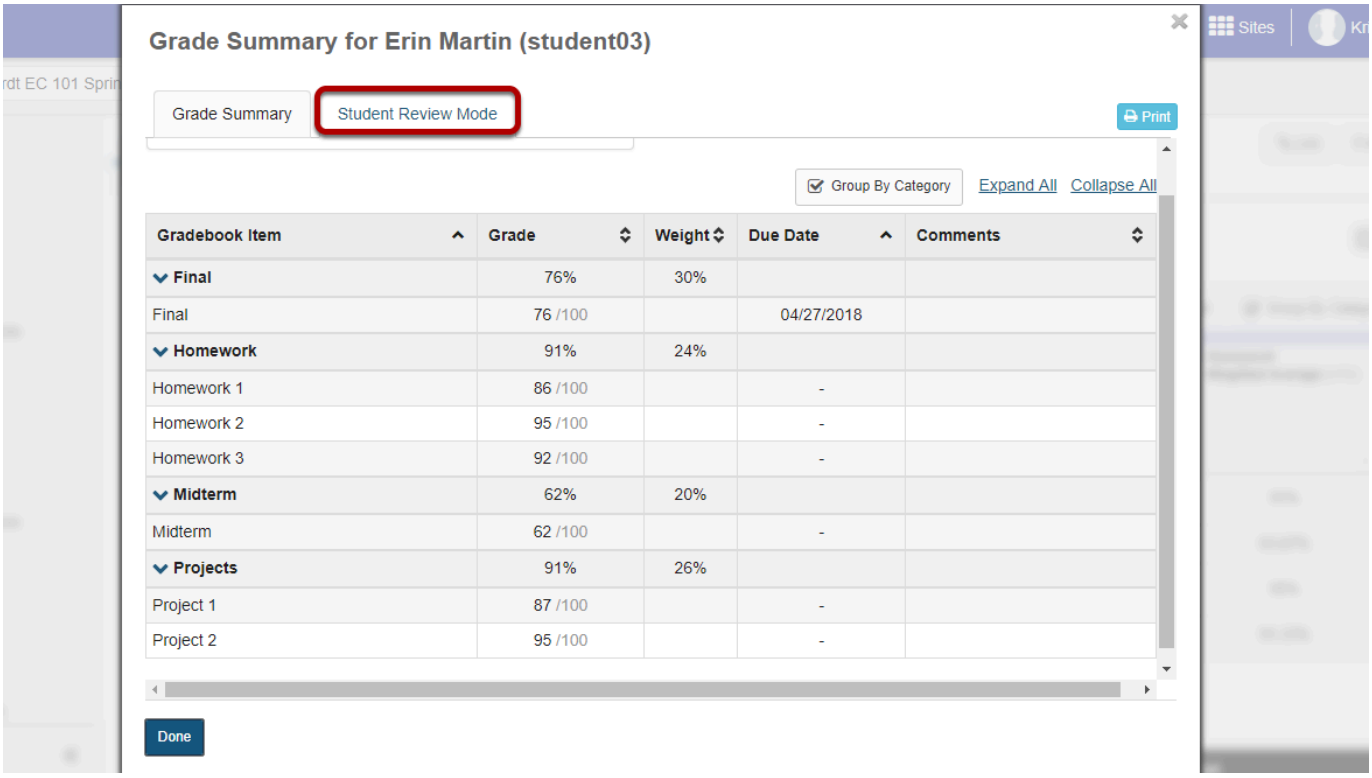
The student's individual grade summary will appear.



The individual grade summary is the same information a student sees when he or she views their grades.

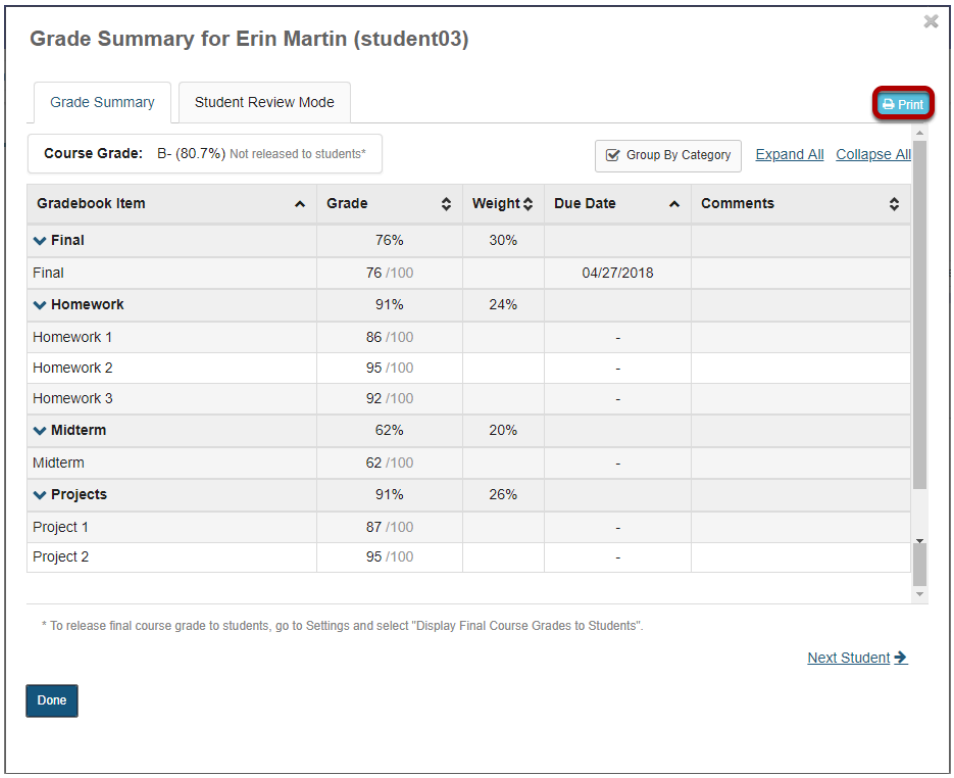
You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode.



If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

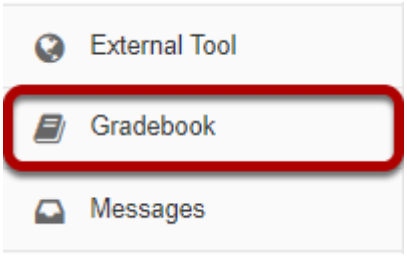
Printing individual student grades.



Click the **Print** button in the individual grade summary screen to print an individual student's grades.

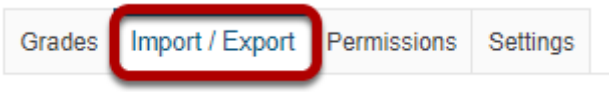
How do I export grades from Gradebook?

Go to Gradebook.

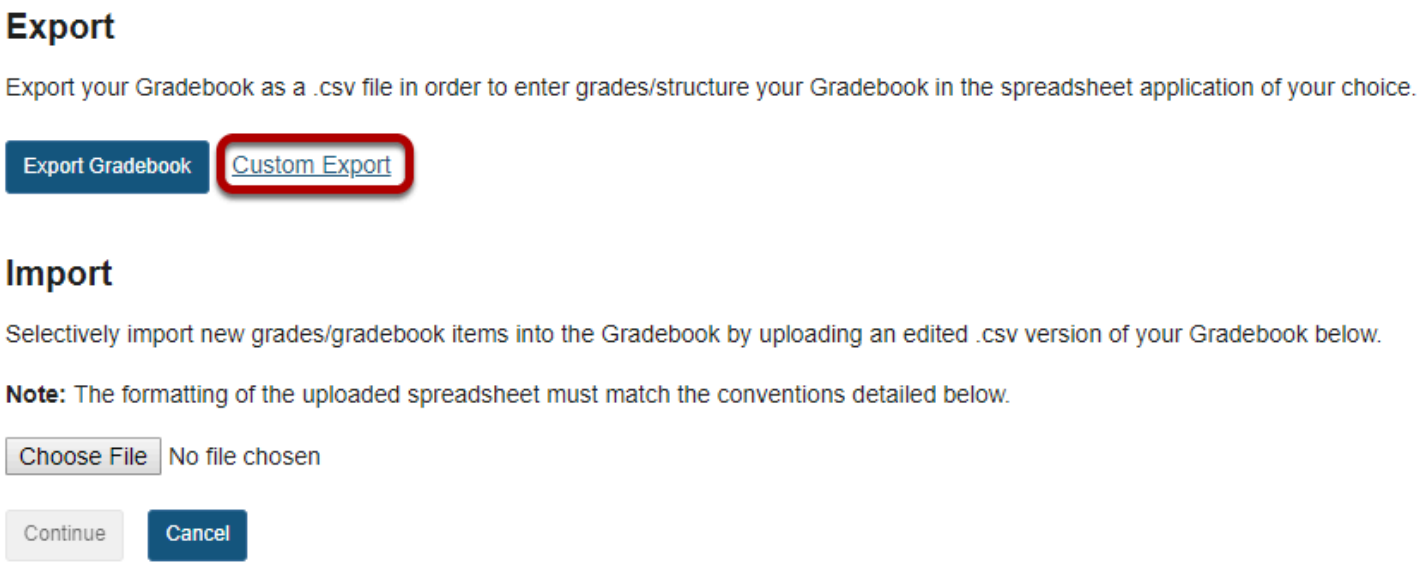


Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.

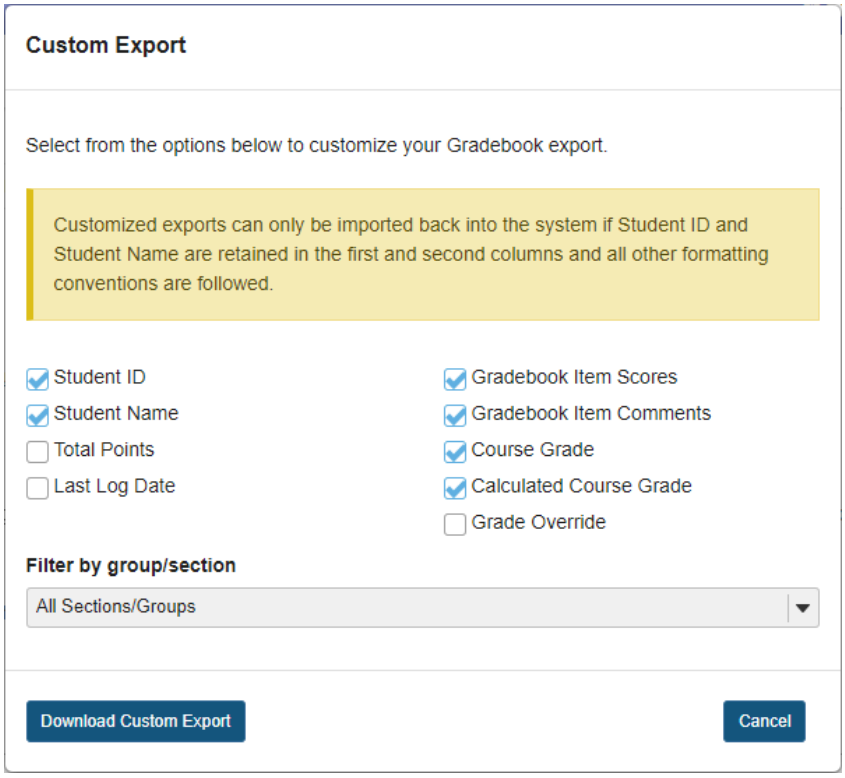


Select Custom Export. (Optional)



You may set the options for customized exports by clicking the **Custom Export** link.

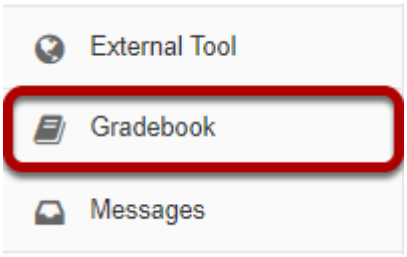
Choose the items you would like to include in your export.



Click Download Custom Export.

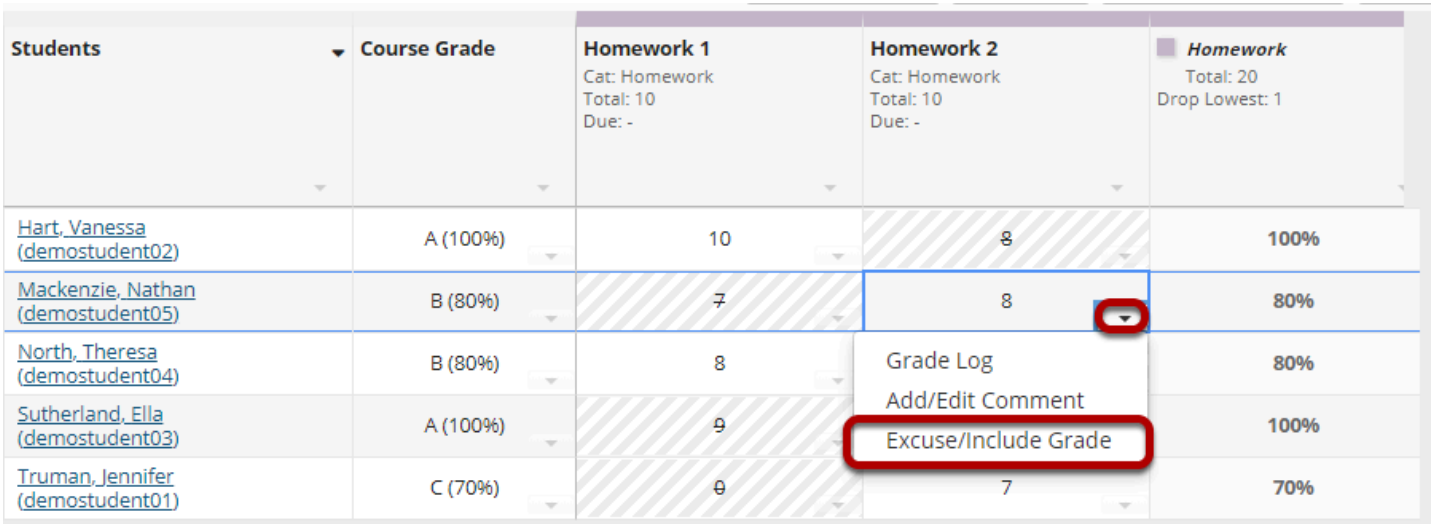
How do I exclude a grade for a specific student?

Go to Gradebook.

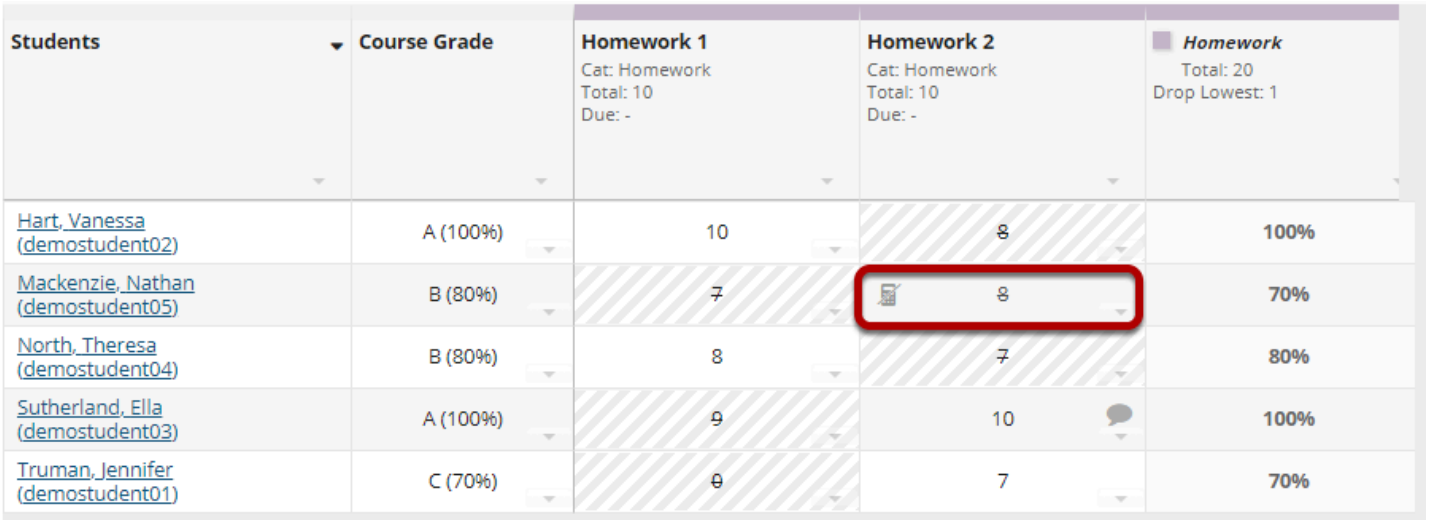


Select the **Gradebook** tool from the Tool Menu of your site.

For the gradebook item that you want to excuse, select the down arrow within the cell for the student's grade and choose Excuse/Include Grade.



The individual grade will be excluded from course grade calculations.



Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	*Homework* Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	~~8~~	**100%**
Mackenzie, Nathan (demostudent05)	B (80%)	~~7~~	~~8~~	**70%**
North, Theresa (demostudent04)	B (80%)	8	~~7~~	**80%**
Sutherland, Ella (demostudent03)	A (100%)	~~9~~	10	**100%**
Truman, Jennifer (demostudent01)	C (70%)	~~0~~	7	**70%**

Note: The excluded grade cell will show a calculator icon with a diagonal line through it and the score itself will be in strikethrough font, indicating that it has been excluded.

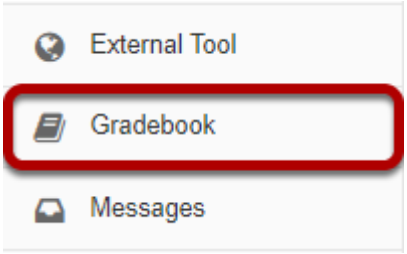
How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing gradebook item information in your site.

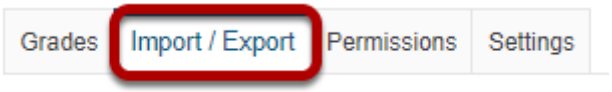
Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.

Go to Gradebook.

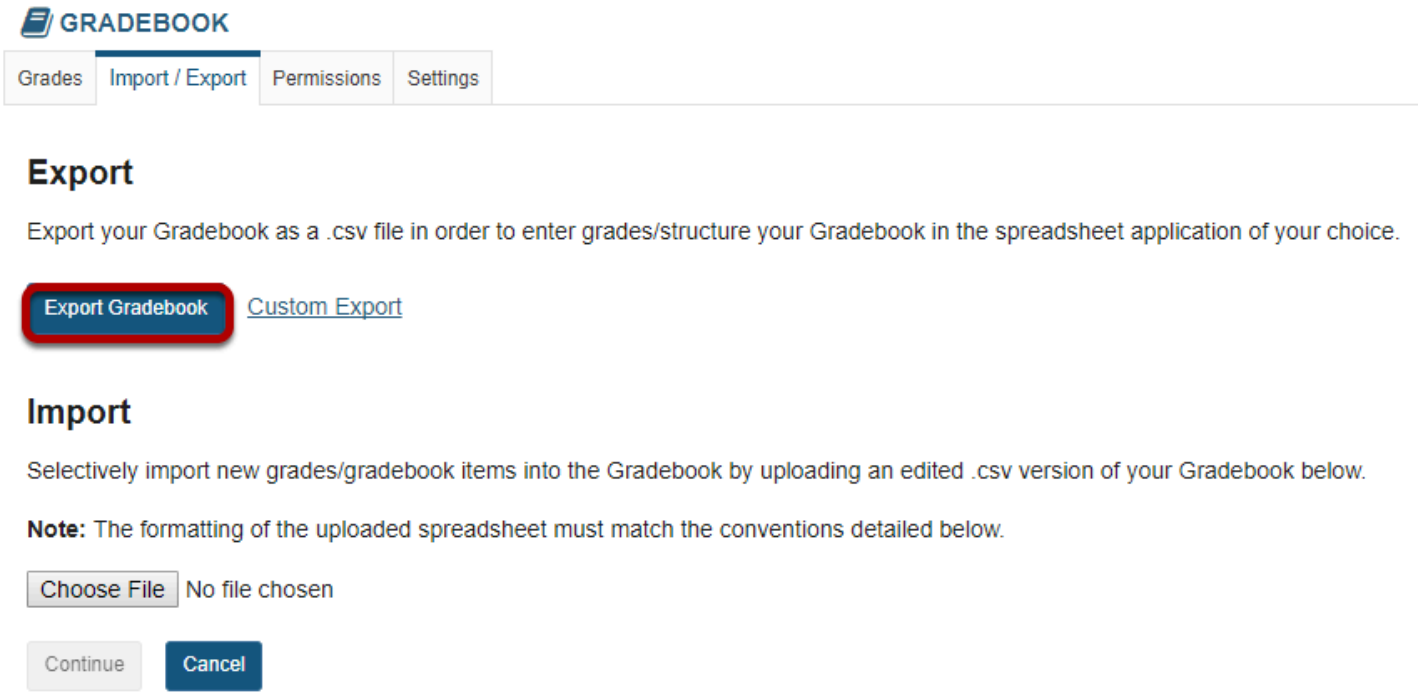


Select the **Gradebook** tool from the Tool Menu of your site.

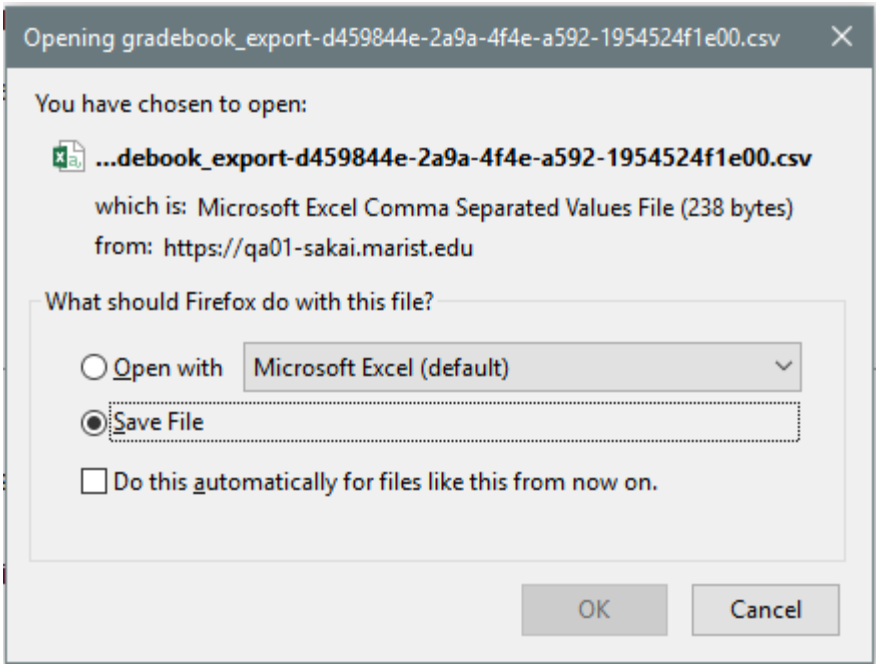
Click Import/Export.



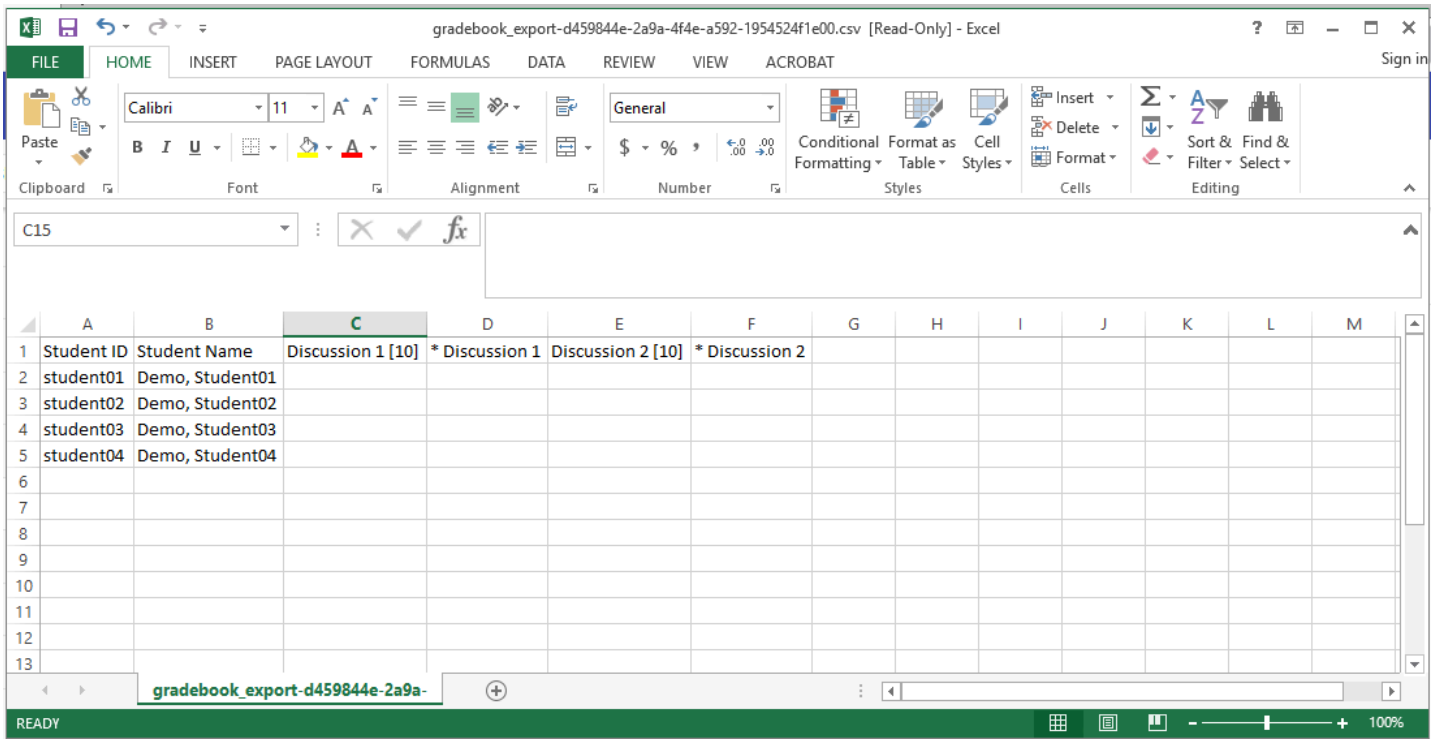
Click Export Gradebook.



The export will download as a .csv file.

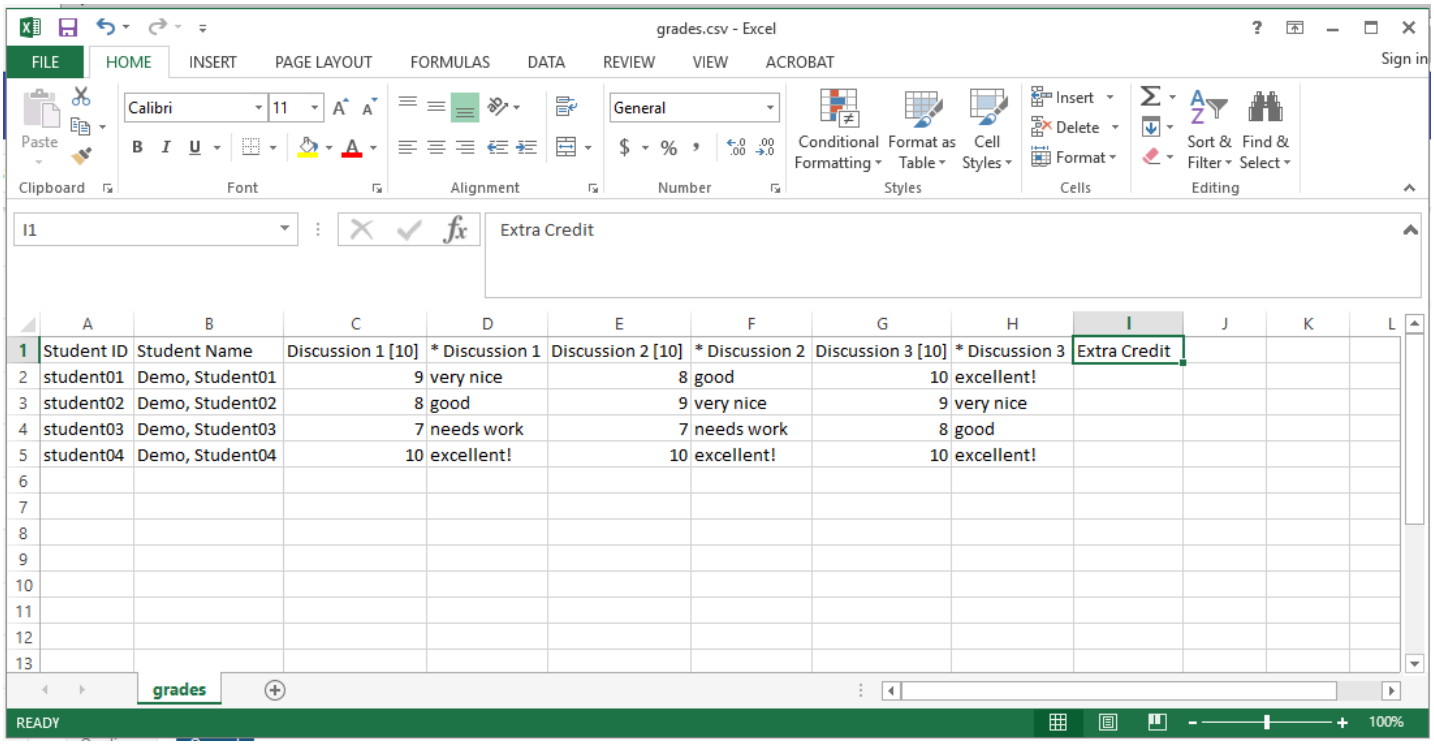


Open the file in your preferred spreadsheet application.



Student ID	Student Name	Discussion 1 [10]	* Discussion 1	Discussion 2 [10]	* Discussion 2
student01	Demo, Student01				
student02	Demo, Student02				
student03	Demo, Student03				
student04	Demo, Student04				

Add columns, grades, and/or feedback as needed, and save your file.



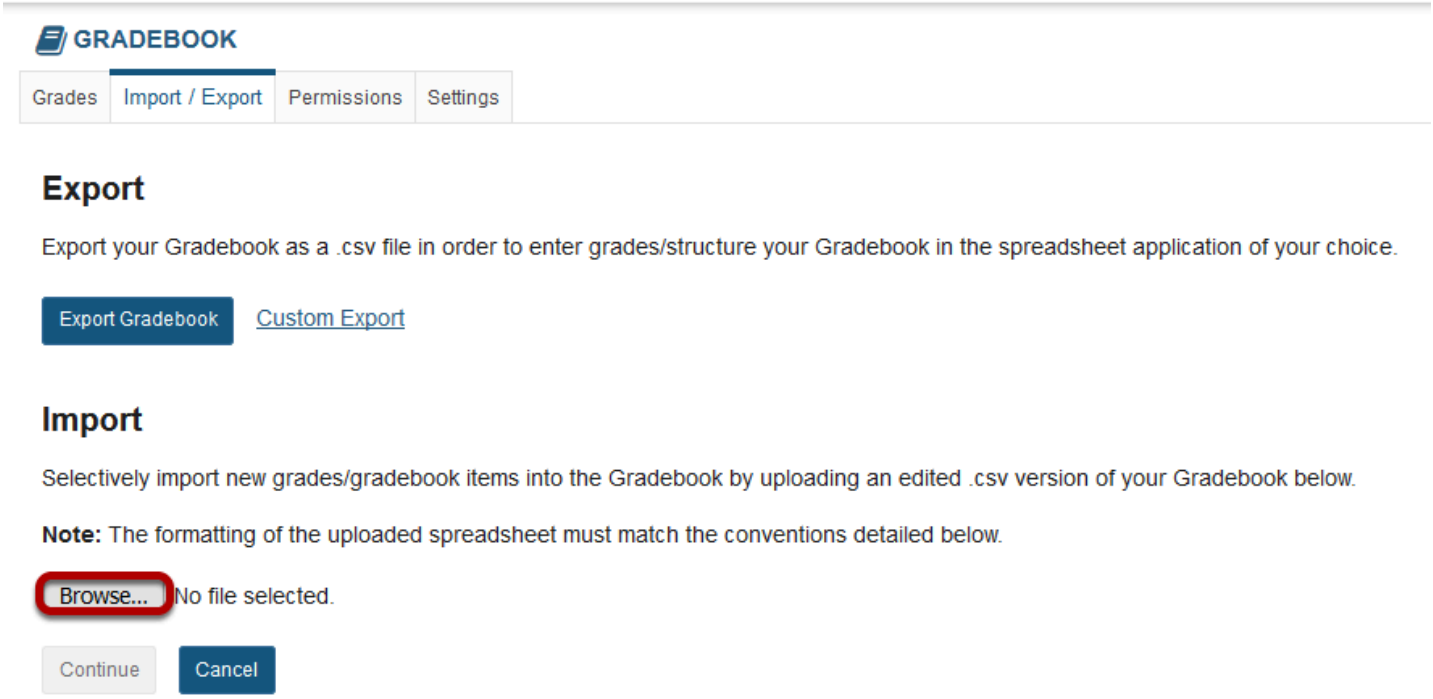
Student ID	Student Name	Discussion 1 [10]	* Discussion 1	Discussion 2 [10]	* Discussion 2	Discussion 3 [10]	* Discussion 3	Extra Credit
student01	Demo, Student01	9	very nice	8	good	10	excellent!	
student02	Demo, Student02	8	good	9	very nice	9	very nice	
student03	Demo, Student03	7	needs work	7	needs work	8	good	
student04	Demo, Student04	10	excellent!	10	excellent!	10	excellent!	

The import file must be in .csv file format. Also, be sure to use the following conventions:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. Gradebook Items/Assignments may include points by wrapping the points in [ ] after the title, e.g. "Assignment 1 [50]".
3. Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
4. Columns that cannot be re-imported are prefixed with #.

Note: You may add new items to the gradebook by including new columns in your file. If you add any new columns without a point value in brackets, Sakai will prompt you to indicate the number of points upon import.

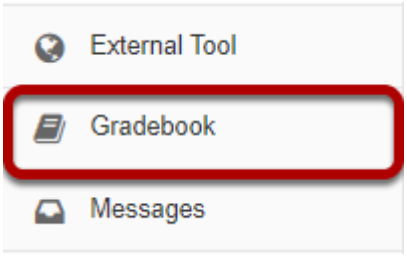
Return to Gradebook > Import/Export to browse for and select your import file.



For more information on importing your items into Gradebook, see How do I import grades into Gradebook?

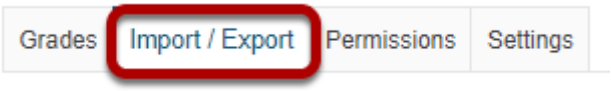
How do I import grades into Gradebook?

Go to Gradebook.

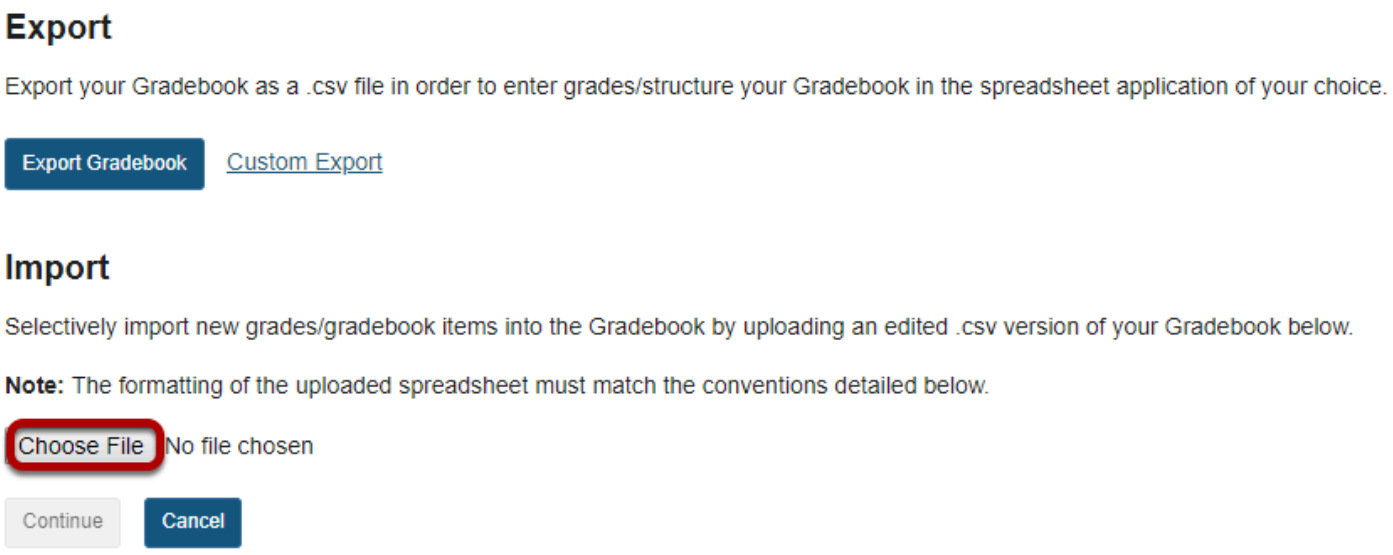


Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



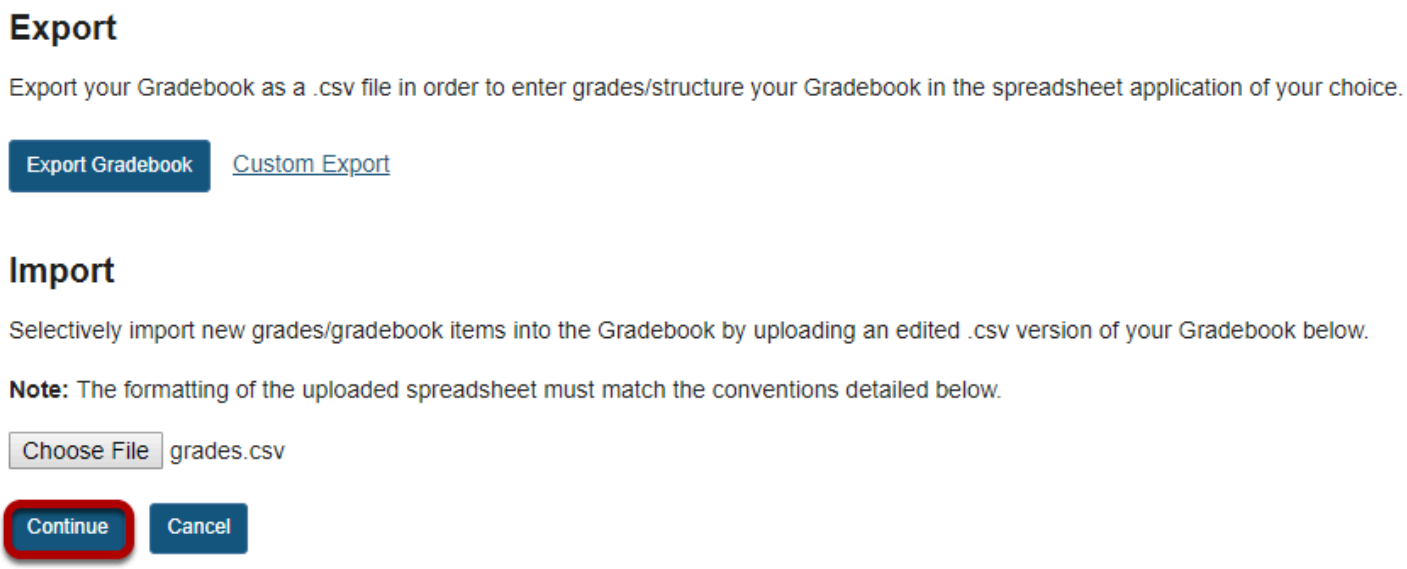
Click Choose File.



Click the **Choose File** button to browse for and select your import file.

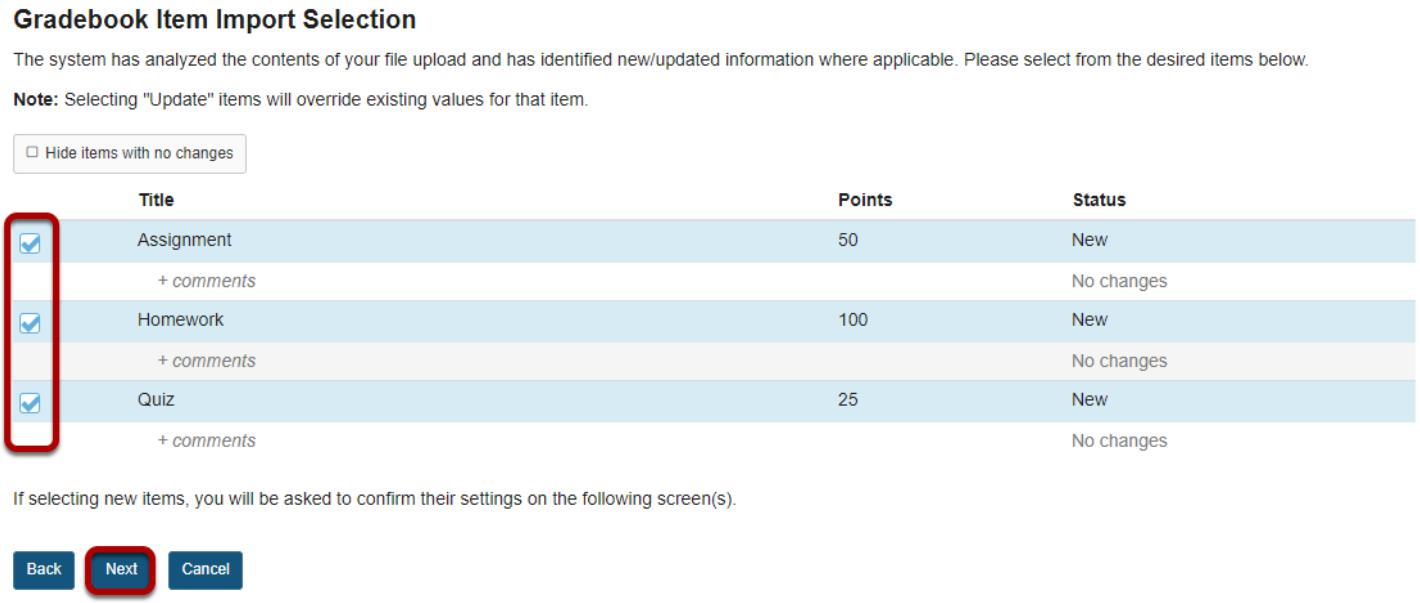
Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. See [How do I format my file for importing grades into Gradebook?] for more information.

Click Continue.



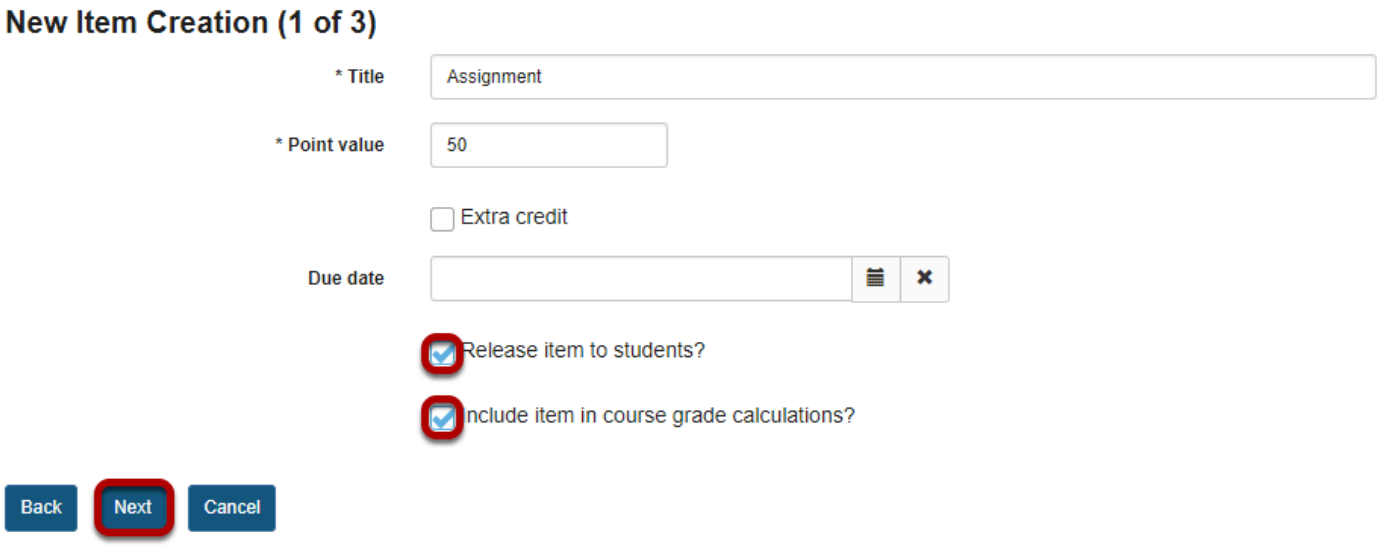
After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.



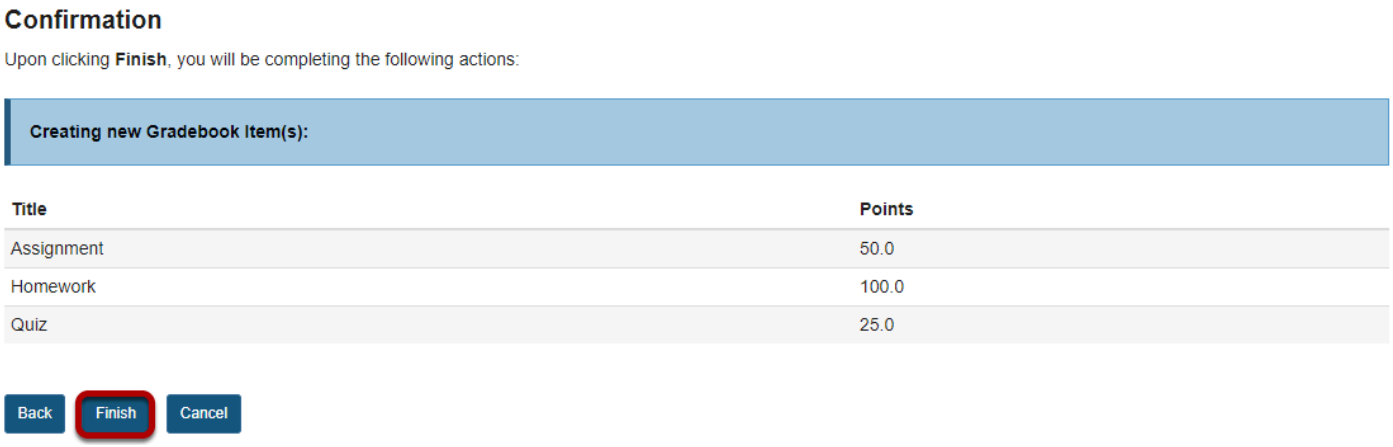
A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New item options.

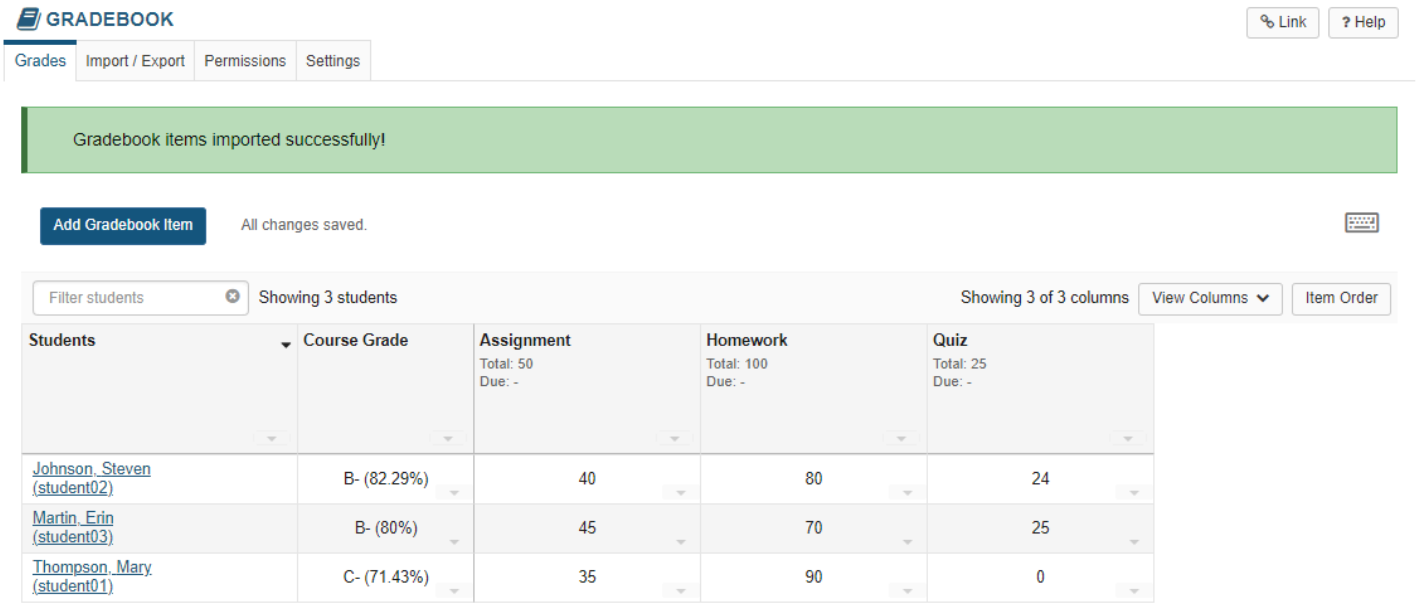


If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Click Finish.



Import confirmation.



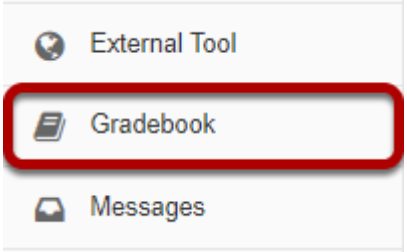
You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook?

Notes:

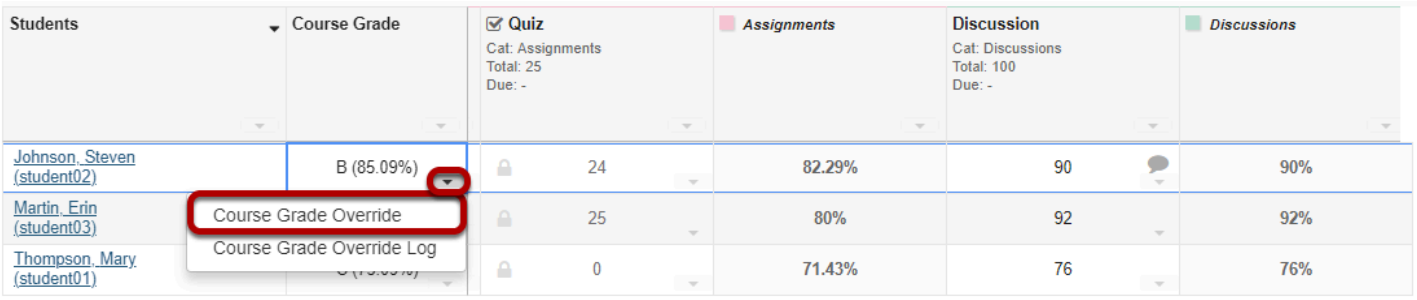
- *When manually entering a course grade, you must use the appropriate grade type for the gradebook schema you have selected. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.*
- *A numerical value for the override can be entered, however the value will be mapped to the letter grade scale. For example if the letter grade scale is set so the minimum % for an A grade is 95 then entering a numerical value of 97 will be mapped to 95%.*

Go to Gradebook.

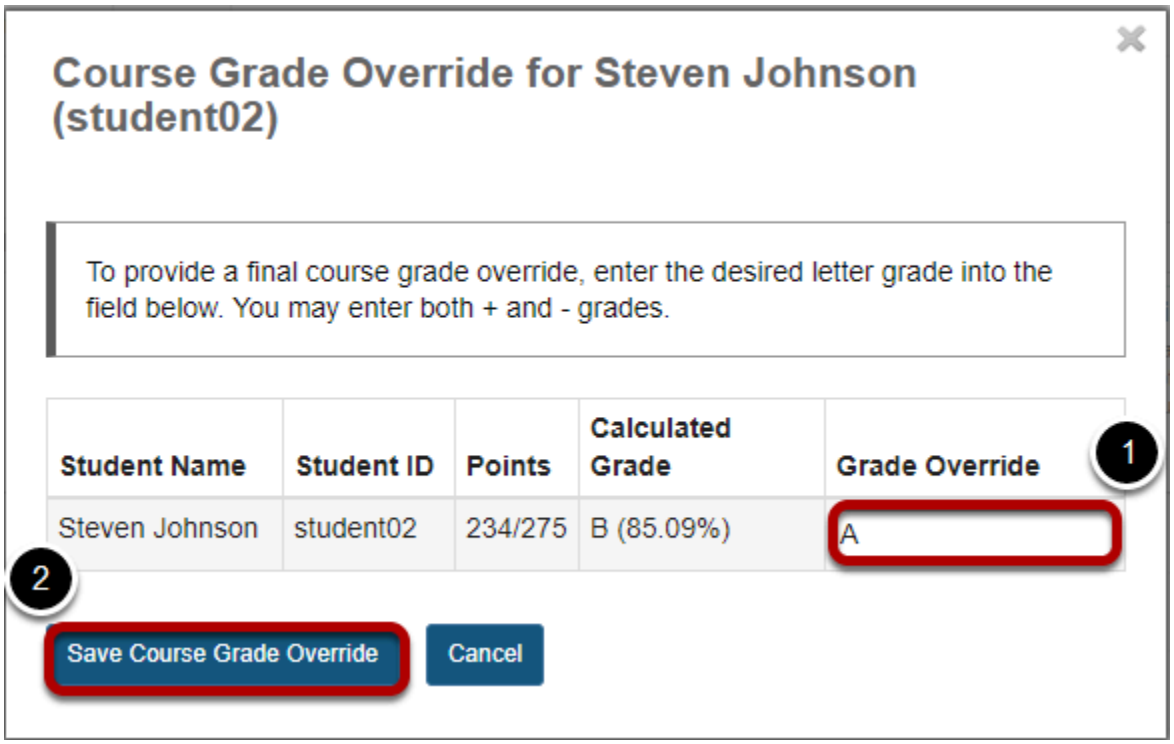


Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.



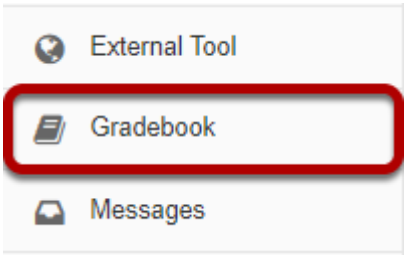
Enter override score and save.



1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

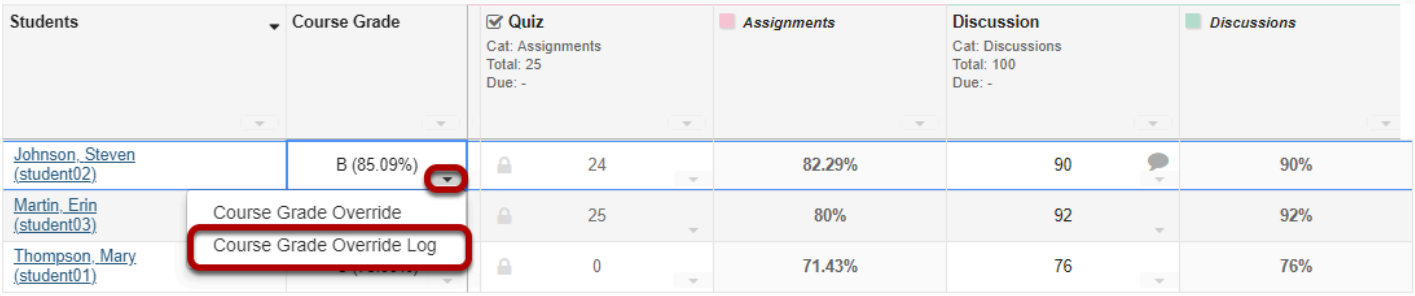
How do I view the course grade override log in Gradebook?

Go to Gradebook.

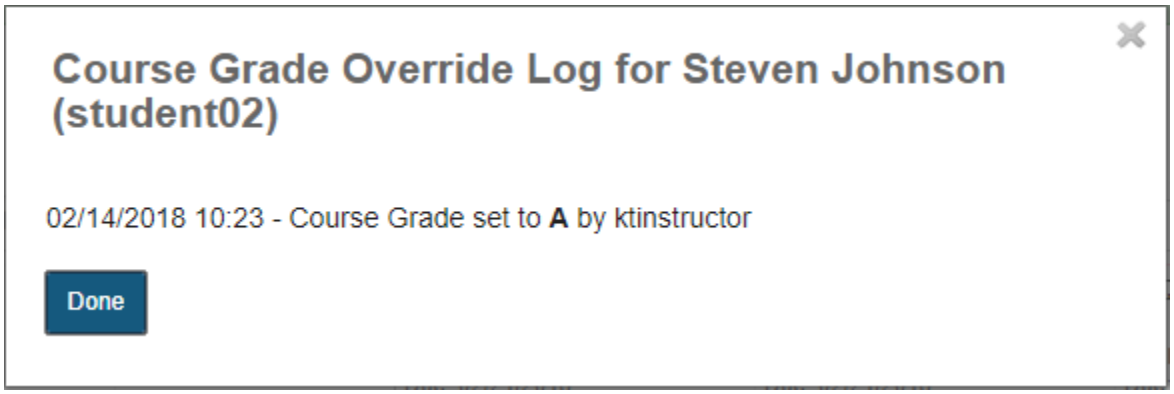


Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override Log.



The log will display.

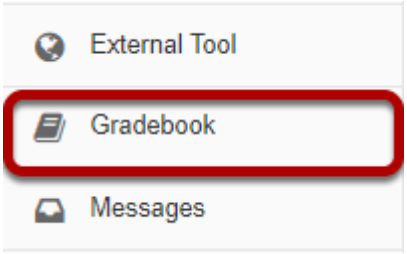


The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

How do I set all ungraded items to zero in Gradebook?

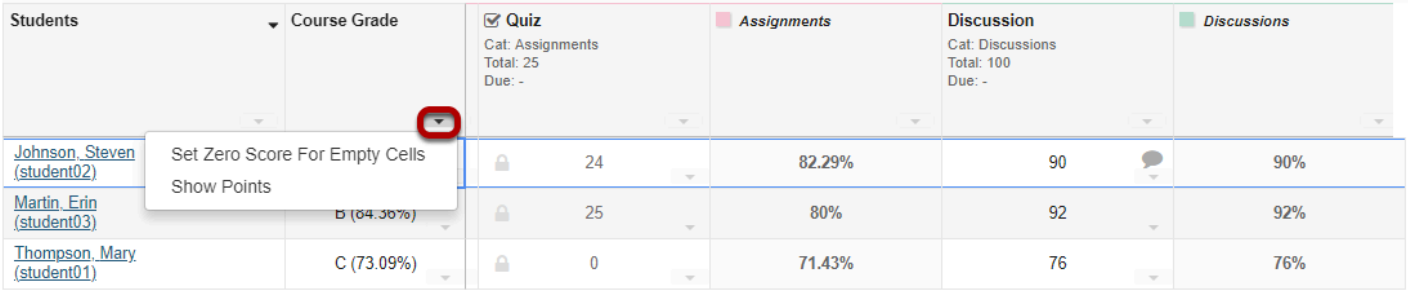
Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to Gradebook.

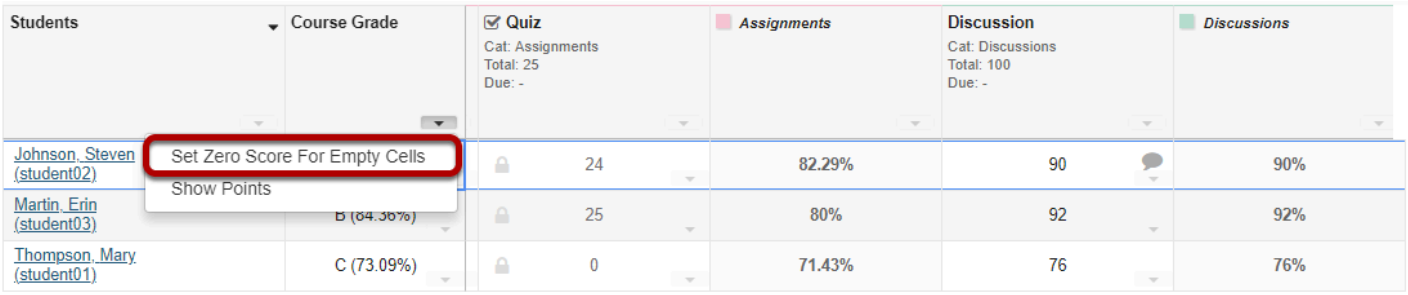


Select the **Gradebook** tool from the Tool Menu of your site.

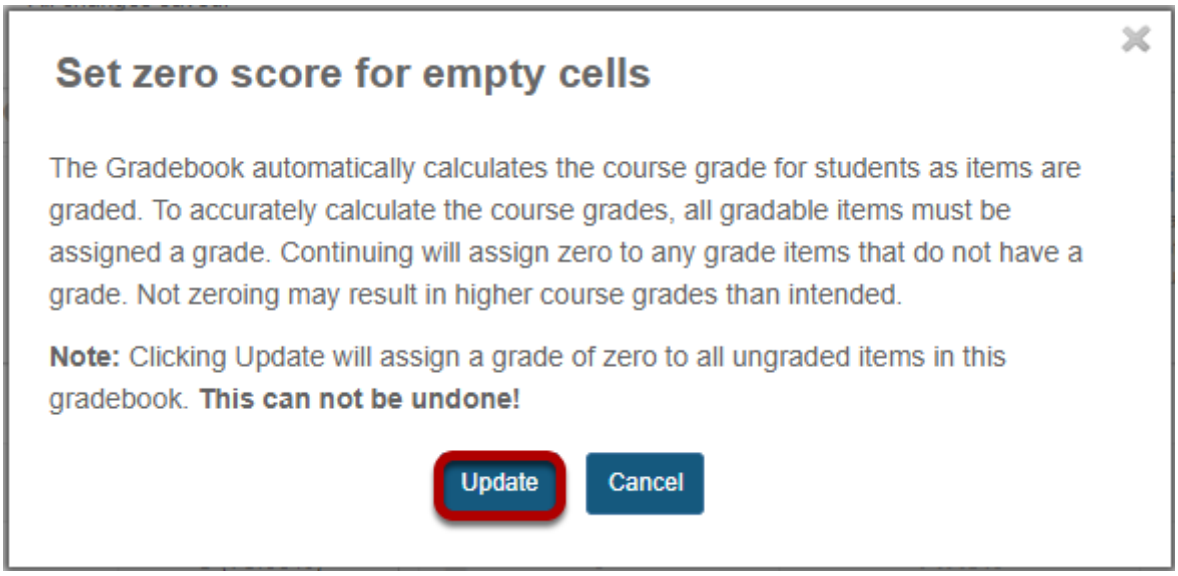
Select the down arrow in the Course Grades column.



Click Set Zero Score for Empty Cells.



Click Update.



You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

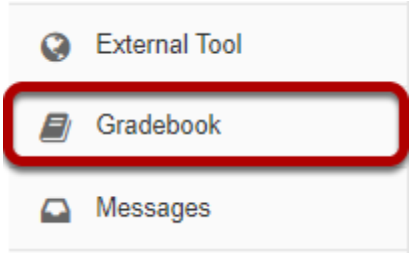
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see How do I set up my Gradebook? or How do I add items to the Gradebook?

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

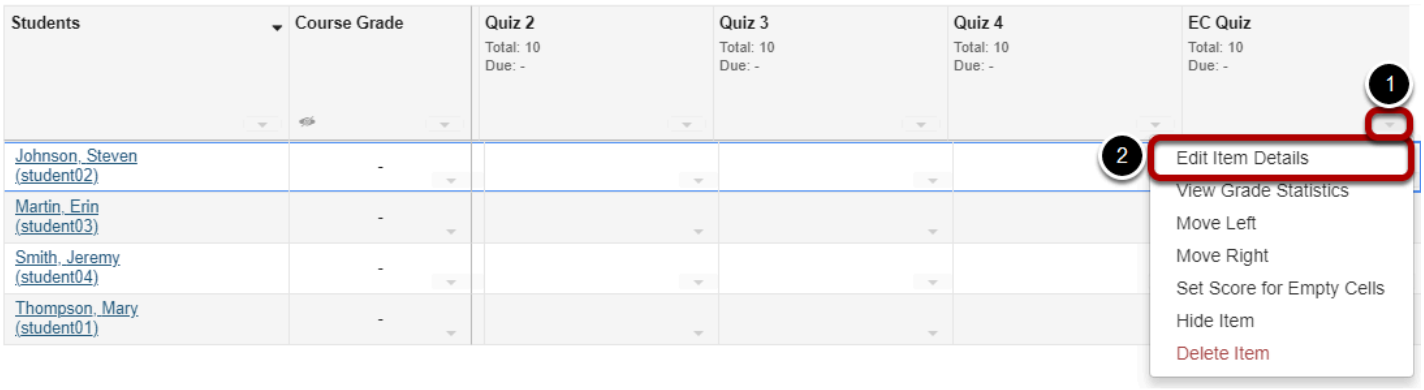
Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

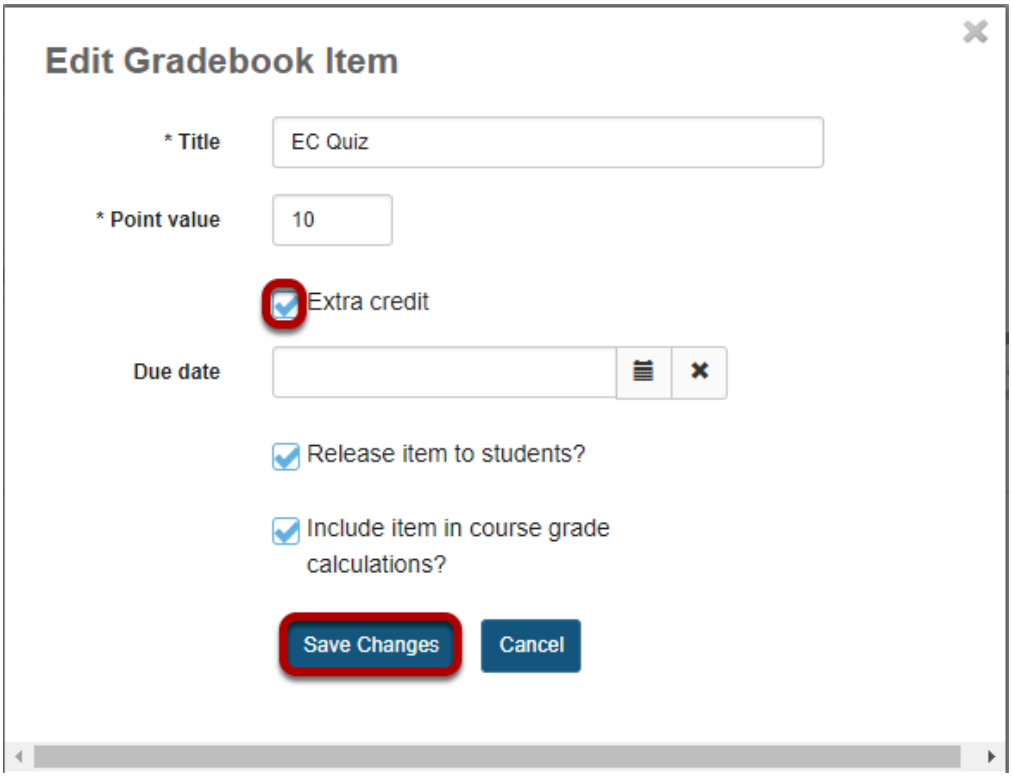
Setting EC at the item level.



1. Select an item's drop-down menu.

2. Select **Edit Item Details**.

Check the box next to Extra Credit and click Save Changes.

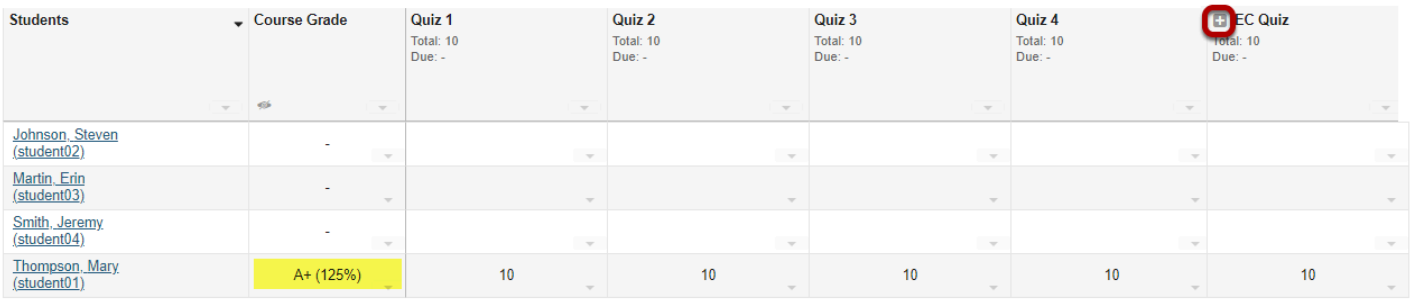


Tip: The extra credit option may also be set when adding a new gradebook item.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.



An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

Example scenario: In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., 2 quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Example: EC items within weighted categories.

Students	Course Grade	Assignment 1 Cat: Assignments [40%] Total: 10 Due: -	Assignment 2 Cat: Assignments [40%] Total: 10 Due: -	Assignment 3 Cat: Assignments [40%] Total: 10 Due: -	EC Assignment Cat: Assignments [40%] Total: 10 Due: -	*Assignments Weighted Average* [40%]
Johnson, Steven (student02)	-					-
Martin, Erin (student03)	-					-
Smith, Jeremy (student04)	-					-
Thompson, Mary (student01)	A+ (128.33%)	10	10	10	10	133.33%

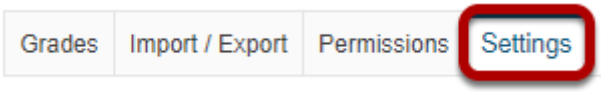
In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

Example scenario: In an Assignments category worth 40% of the course grade, there are 3 regular assignments and 1 extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, their category average is 133.33%.

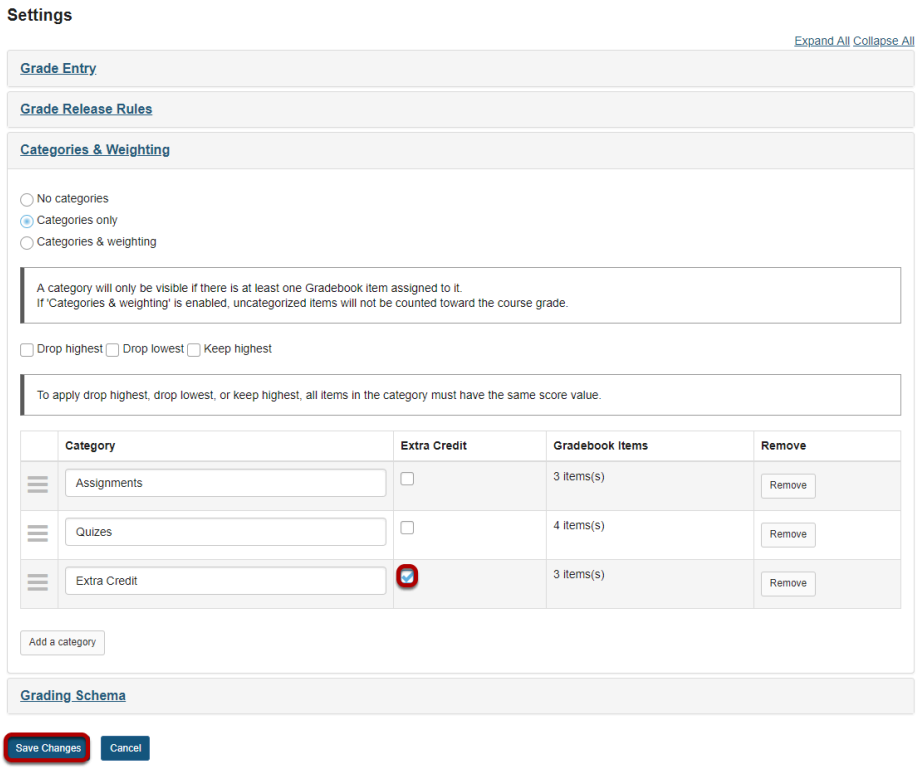
The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

Setting EC at the category level.



Click **Settings**.

Check the box next to Extra Credit and click Save Changes.



In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

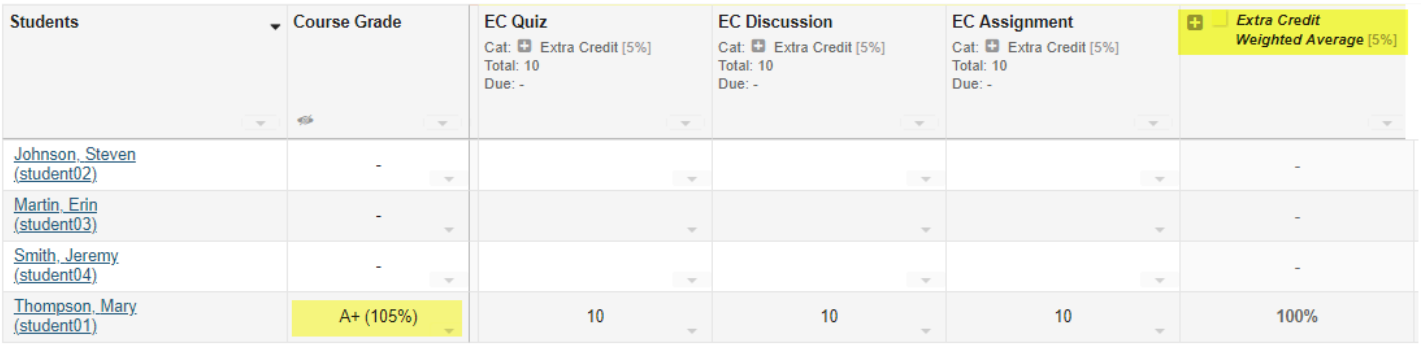
Example: EC category only.

Students	Course Grade	EC Quiz Cat: Extra Credit Total: 10 Due: -	EC Discussion Cat: Extra Credit Total: 10 Due: -	EC Assignment Cat: Extra Credit Total: 10 Due: -	*Extra Credit*
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (130%)	10	10	10	100%

Sample extra credit category scenario: The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.

Example: EC with weighted categories.



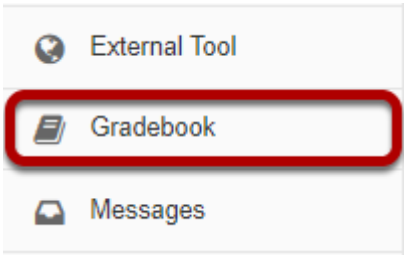
Students	Course Grade	EC Quiz Cat: Extra Credit [5%] Total: 10 Due: -	EC Discussion Cat: Extra Credit [5%] Total: 10 Due: -	EC Assignment Cat: Extra Credit [5%] Total: 10 Due: -	*Extra Credit Weighted Average* [5%]
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (105%)	10	10	10	100%

Sample extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows: Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for their course grade.

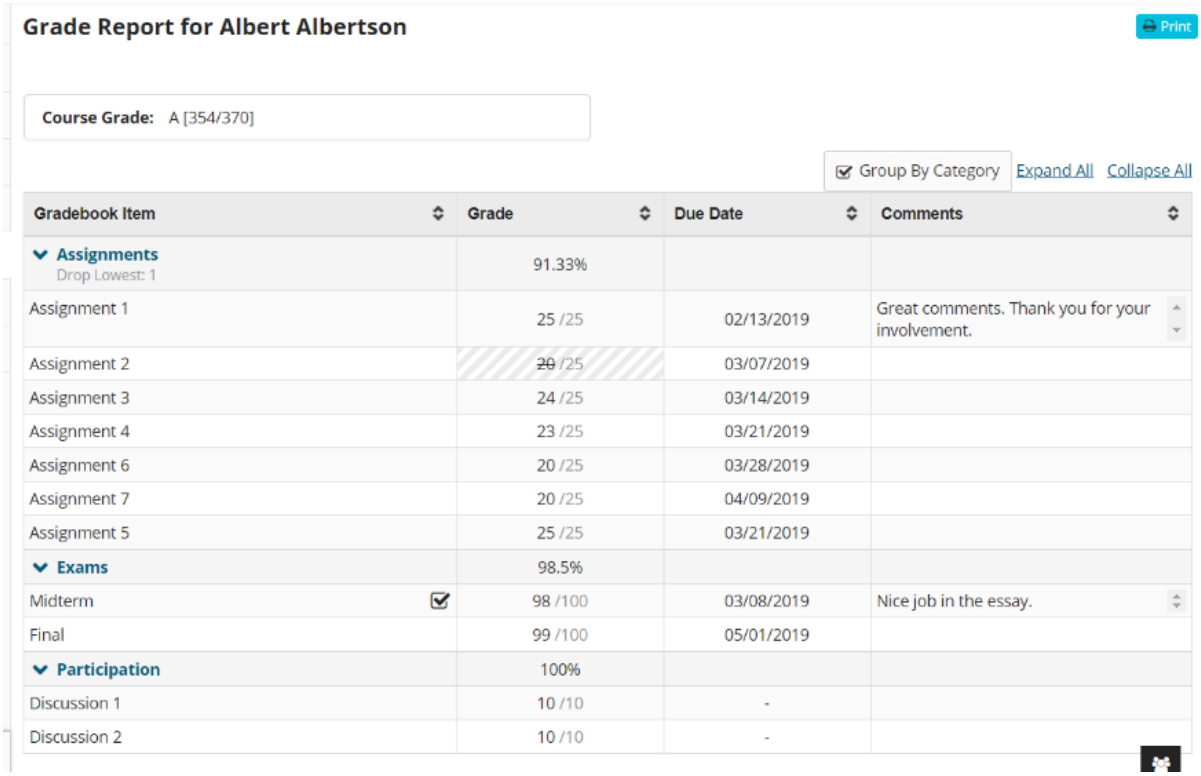
How do students view their grades in the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.



Grade Report for Albert Albertson — Print

Course Grade: A [354/370]

Group By Category | Expand All | Collapse All

Gradebook Item	Grade	Due Date	Comments
Assignments Drop Lowest: 1	91.33%		
Assignment 1	25 /25	02/13/2019	Great comments. Thank you for your involvement.
Assignment 2	~~20~~ /25	03/07/2019	
Assignment 3	24 /25	03/14/2019	
Assignment 4	23 /25	03/21/2019	
Assignment 6	20 /25	03/28/2019	
Assignment 7	20 /25	04/09/2019	
Assignment 5	25 /25	03/21/2019	
Exams	98.5%		
Midterm	98 /100	03/08/2019	Nice job in the essay.
Final	99 /100	05/01/2019	
Participation	100%		
Discussion 1	10 /10	-	
Discussion 2	10 /10	-	

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

Simple points-based Gradebook.

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article: How do I set up a simple points-based Gradebook?

Gradebook with categories for organization and/or dropping grades.

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all the quizzes into another category, and so on. Optionally, once categories have been set up you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article: How do I set up a Gradebook with categories for organization and/or dropping grades.

Gradebook with weighted categories.

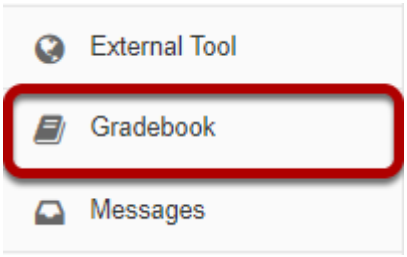
This type of Gradebook uses categories as well as weighting. For example, you might have an discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article: How do I set up a Gradebook with weighted categories?

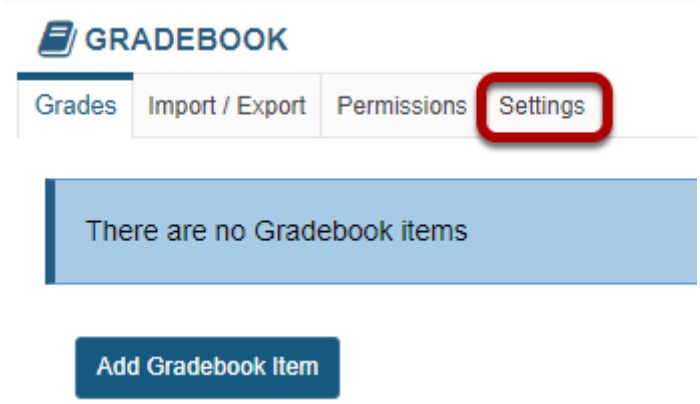
How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of gradebook setup, you cannot use the Group by Category option to organize the visual layout of your gradebook items. You also cannot drop scores automatically.

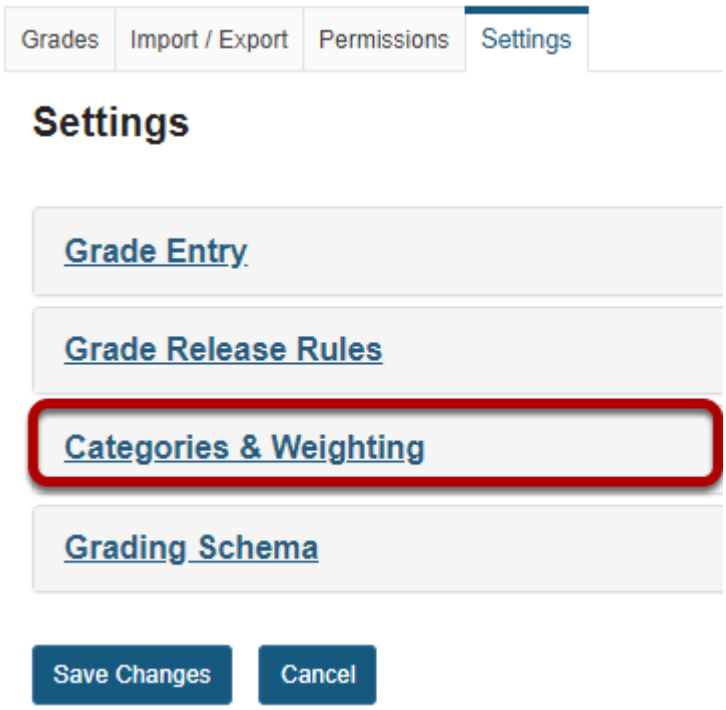
Go to Gradebook.



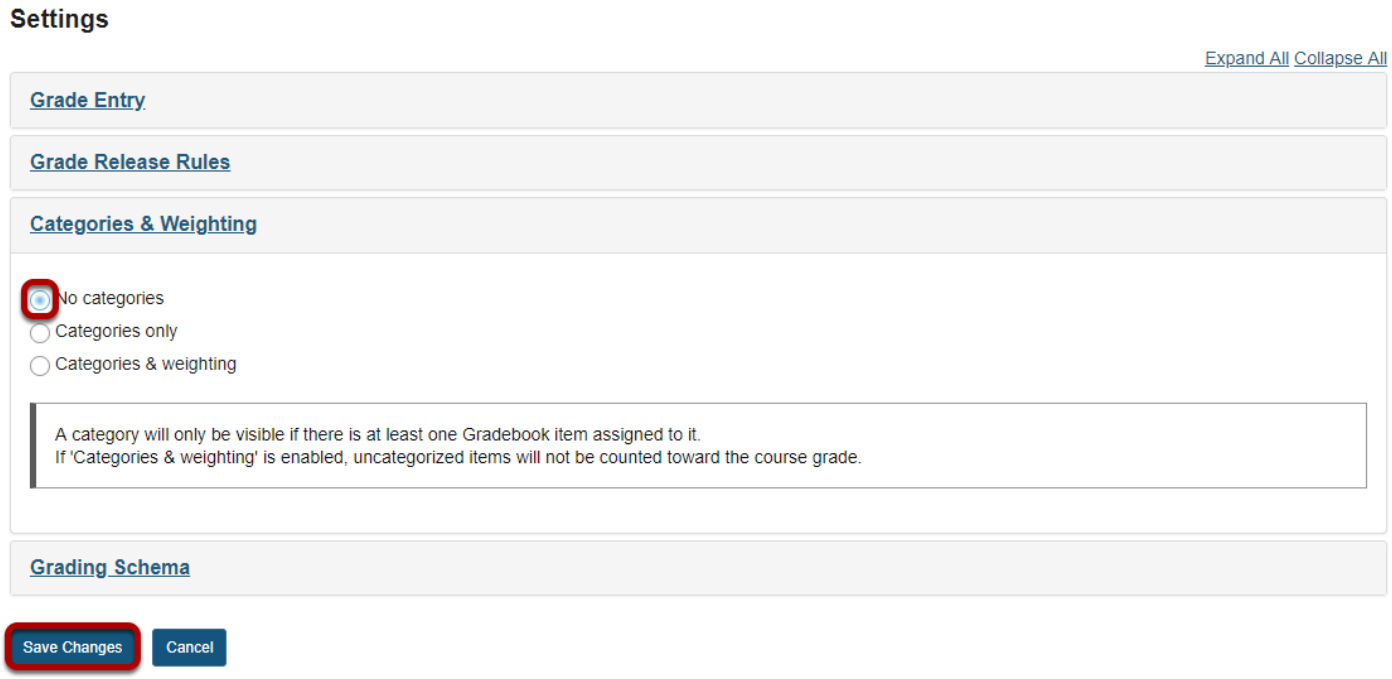
Click the Settings tab.



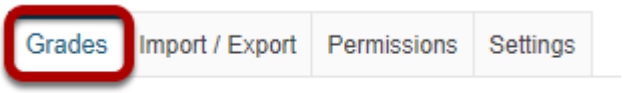
Click to expand the Categories and Weighting section.



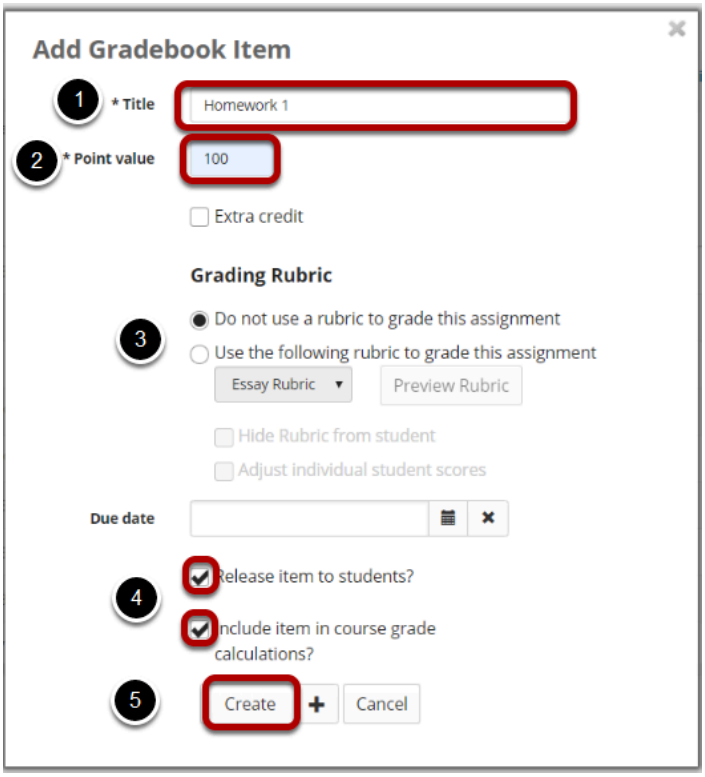
Select the No categories radio button and then click Save Changes.



Click the Grades tab.

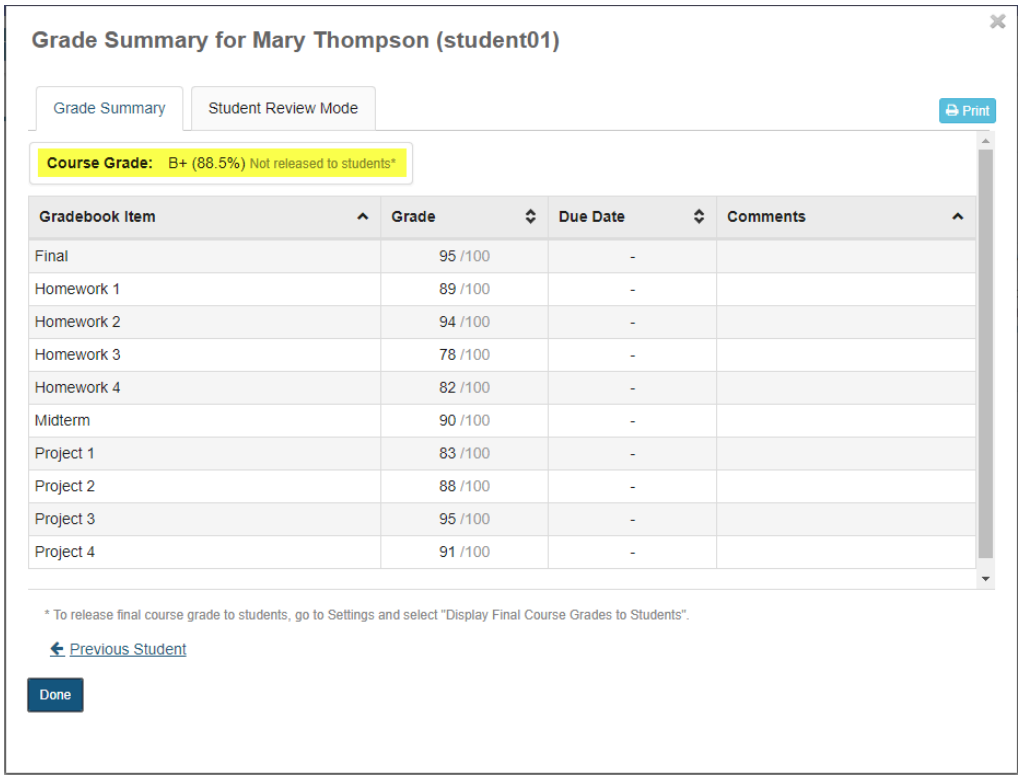


Click Add Gradebook Item to create items.



1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign points for every item based on their value towards the final grade (in our scenario they are all equal at 100 points).
3. Attach a rubric if you will be using one.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item as needed.
5. Click **Create** to save the item.

To test our scenario:



Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is (89+94+78+82+83+88+95+91+90+95)/1000 points. The student's overall grade average = 88.5%.

If you try this example and don't get the same results, you might want to go back and make sure that:

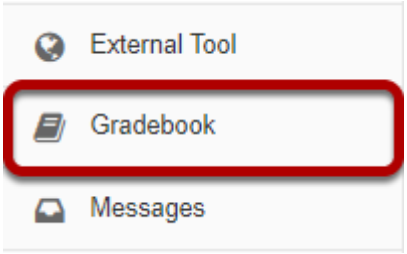
- Each gradebook item is worth 100 points.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).

- The student grades were entered correctly.

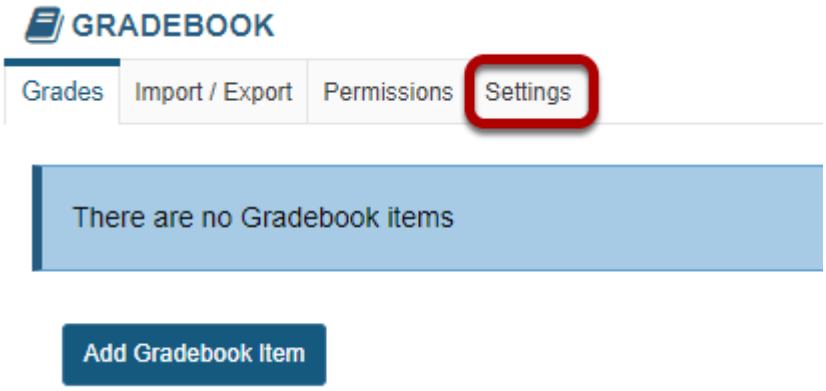
How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your gradebook items. In addition, you have the option to drop grades within categories if desired.

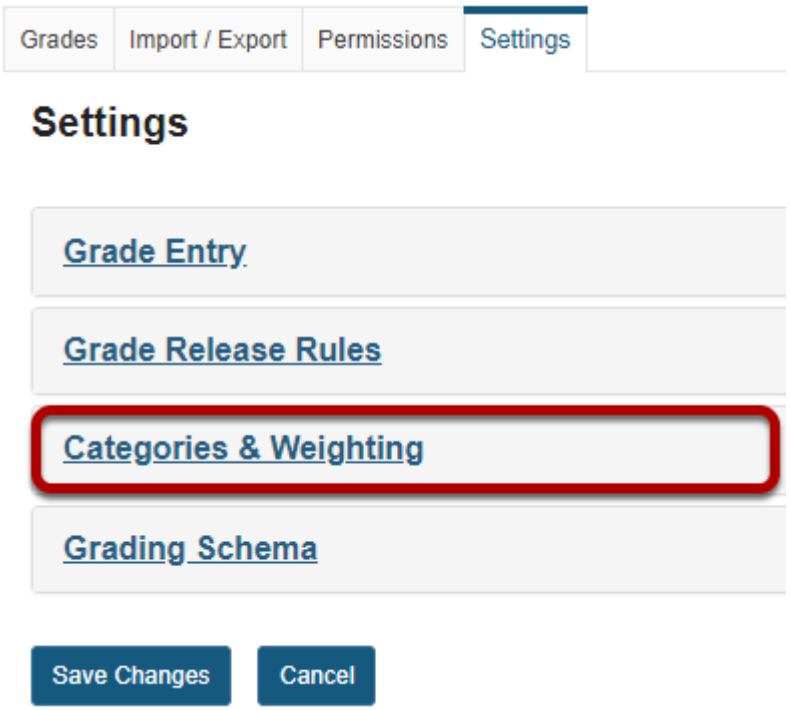
Go to Gradebook.



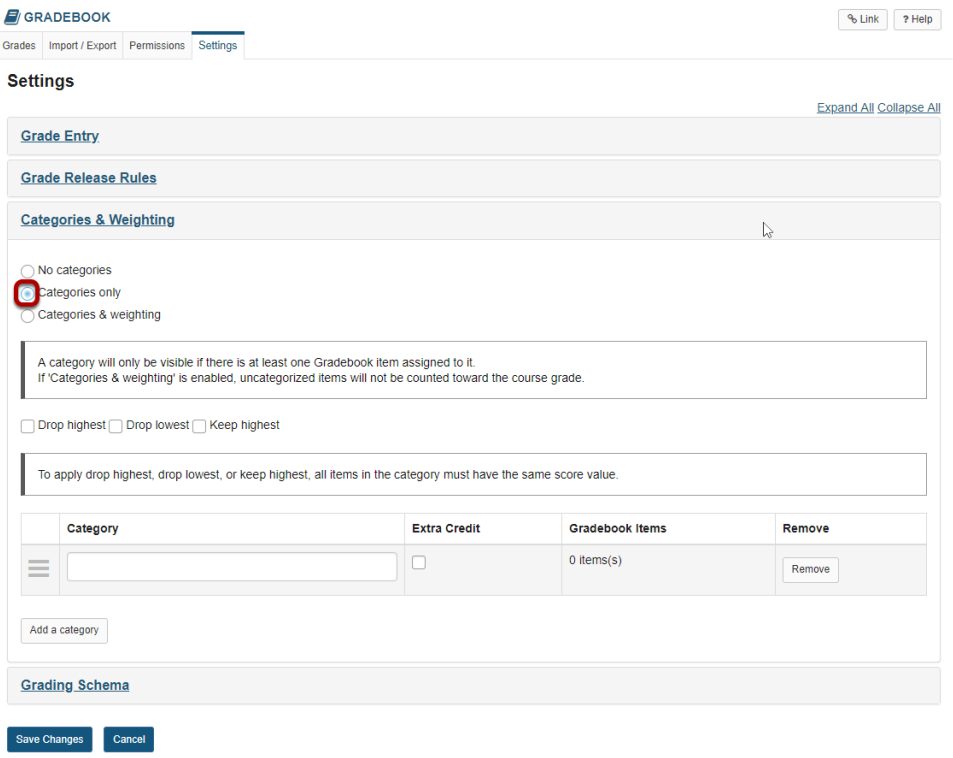
Click the Settings tab.



Click to expand the Categories and Weighting section.

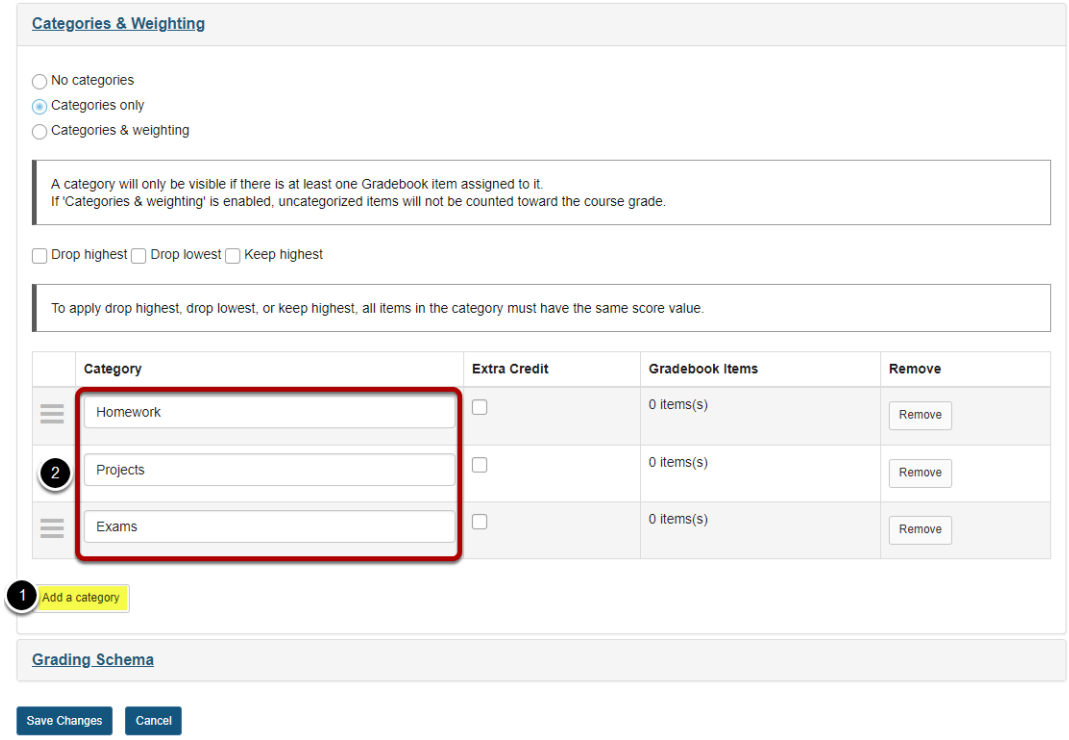


Select the Categories only radio button.



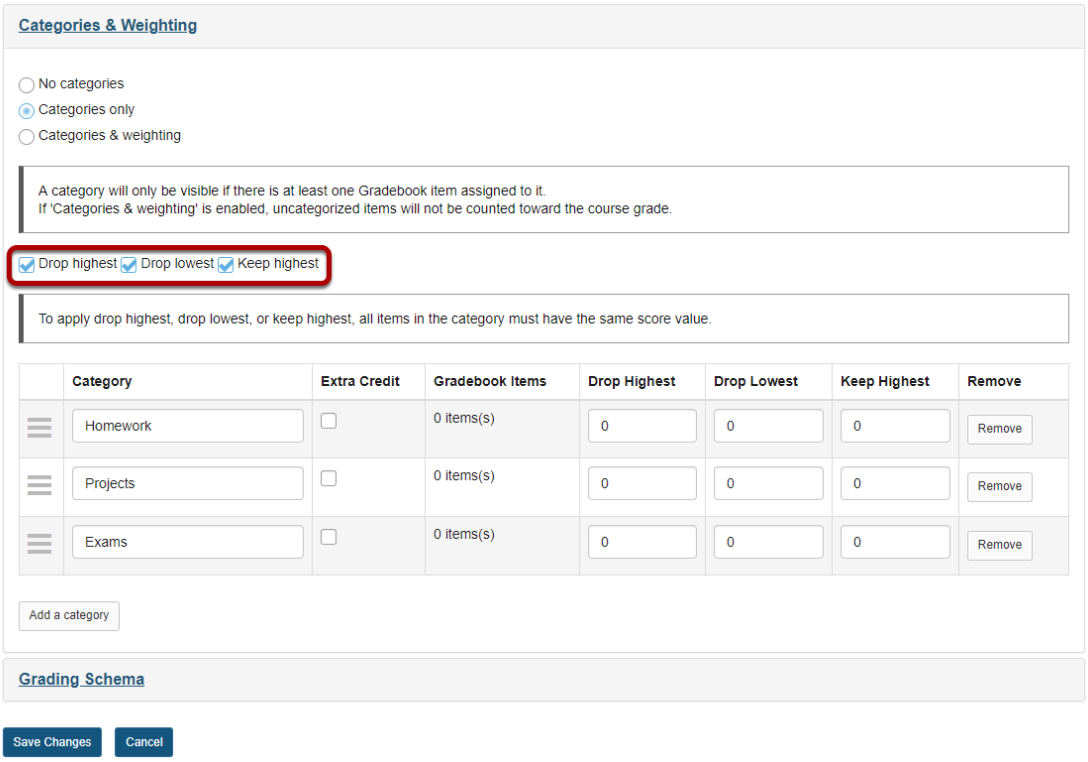
Additional options will display once you select categories only.

Enter categories.



1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

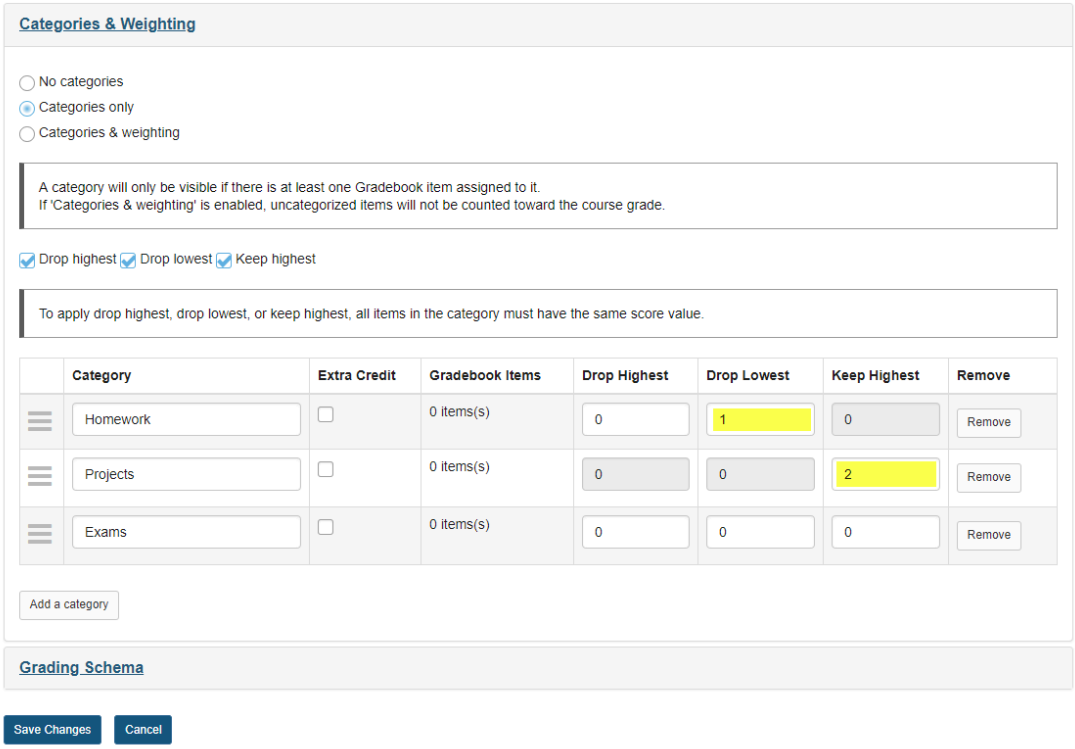
Enable drop highest, drop lowest, and/or keep highest. (Optional)



If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.

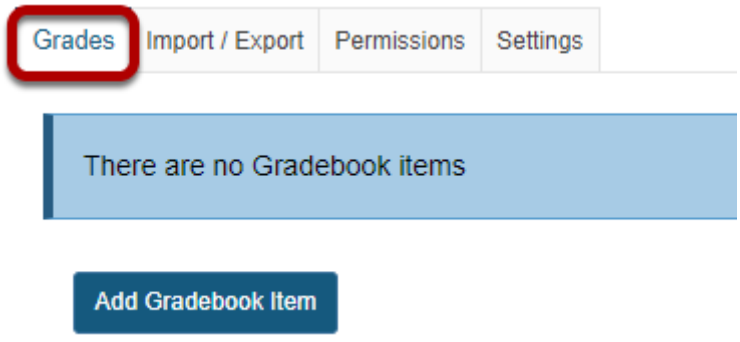
Note: In order to drop items within a category, all items in that category must be worth the same point value.

Indicate the number of items to be dropped or kept within each category.

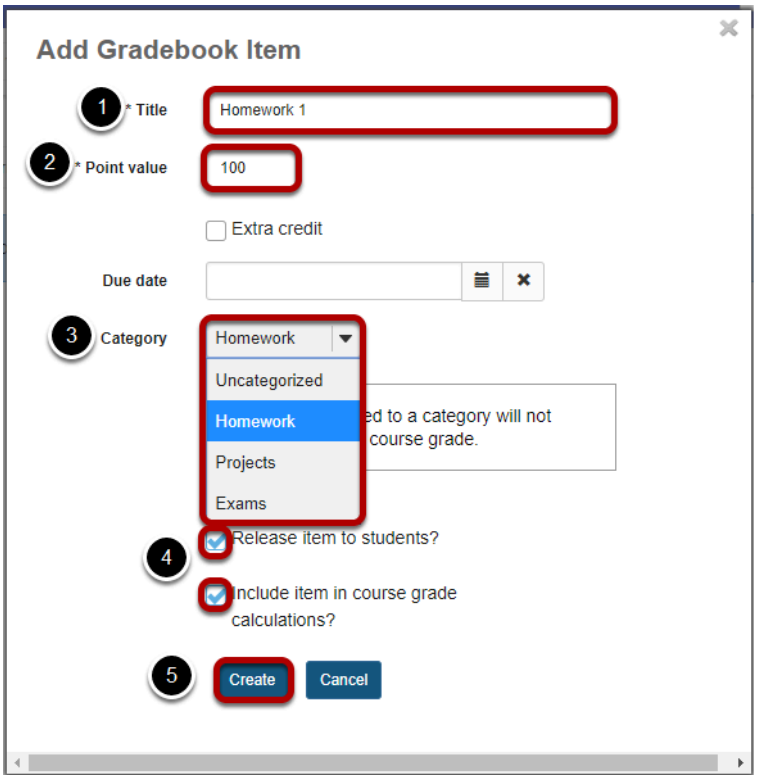


Click Save Changes.

Click the Grades tab.



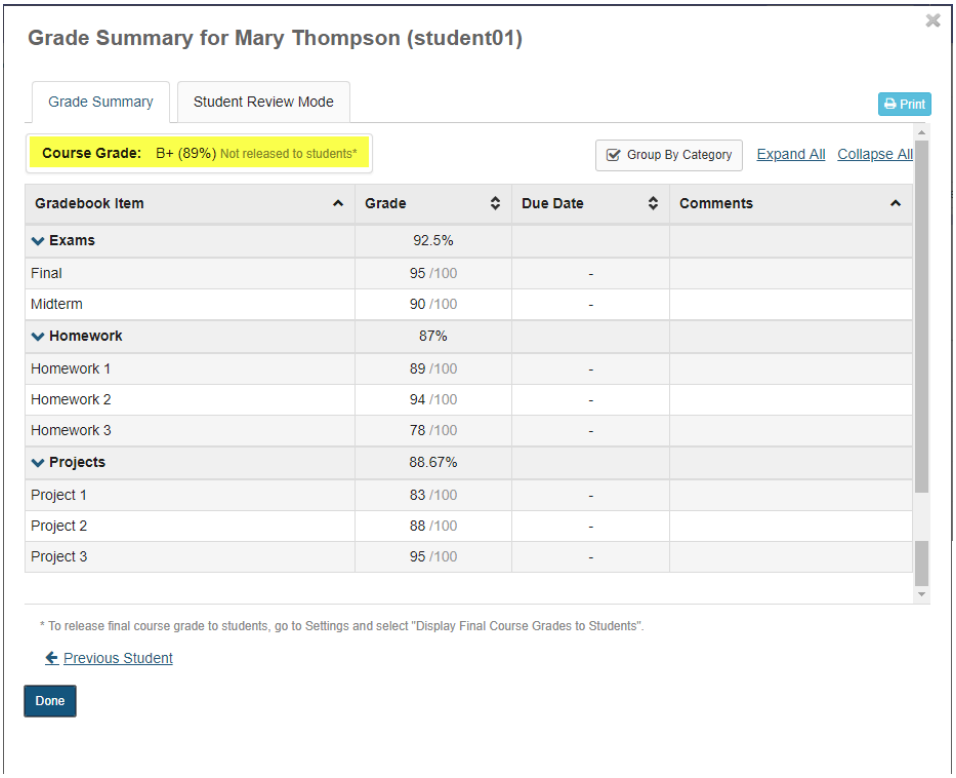
Click Add Gradebook Item to create items and associate them with the appropriate categories.



1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Project 3, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:



Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is (89+94+78+83+88+95+90+95)/800 points. The student's overall grade average = 89%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be (89+94+88+95+90+95)/600 points. The student's overall grade average = 91.83%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.

- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set up a Gradebook with categories and weighting?

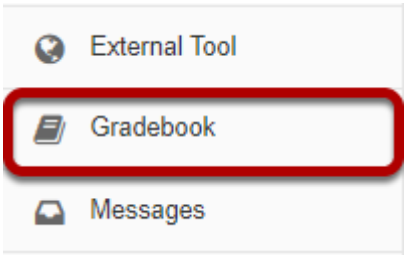
In this scenario we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

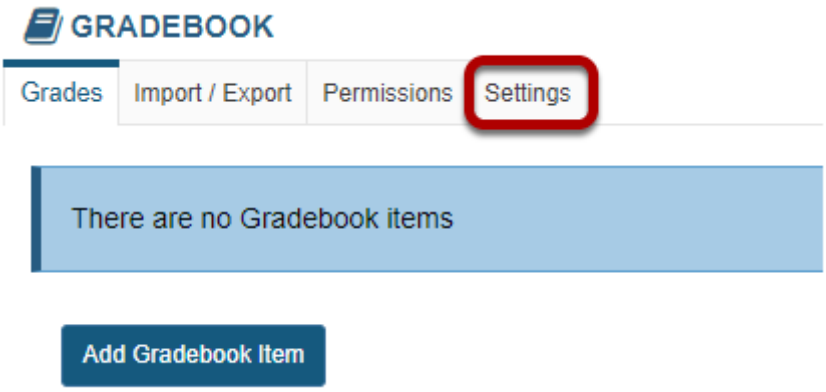
The percentages of all the weighting must add up to 100% .

It is easiest to set up your gradebook first, and then create or add items to the gradebook. But don't worry, if you have already set up your gradebook items (homework assignments, projects,etc), you can come back and do this setup later and then assign the gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

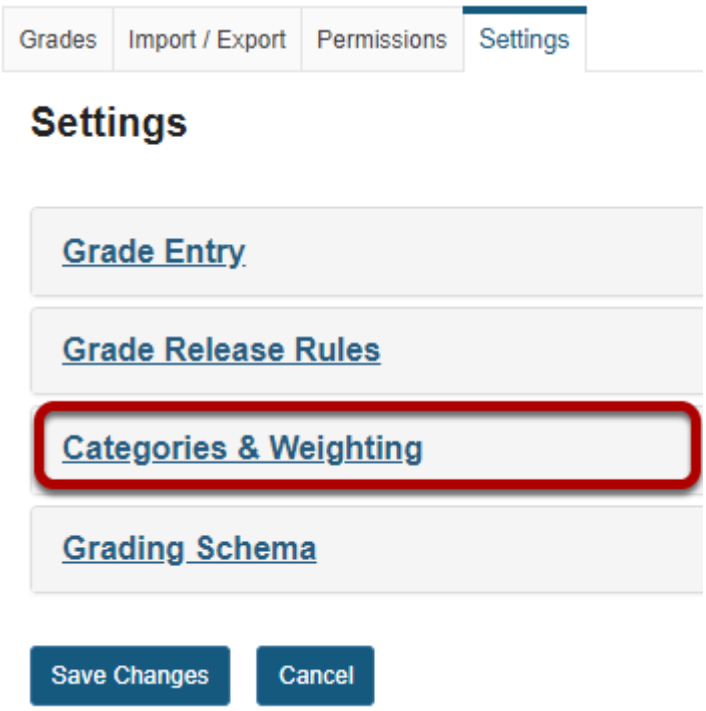
Go to Gradebook.



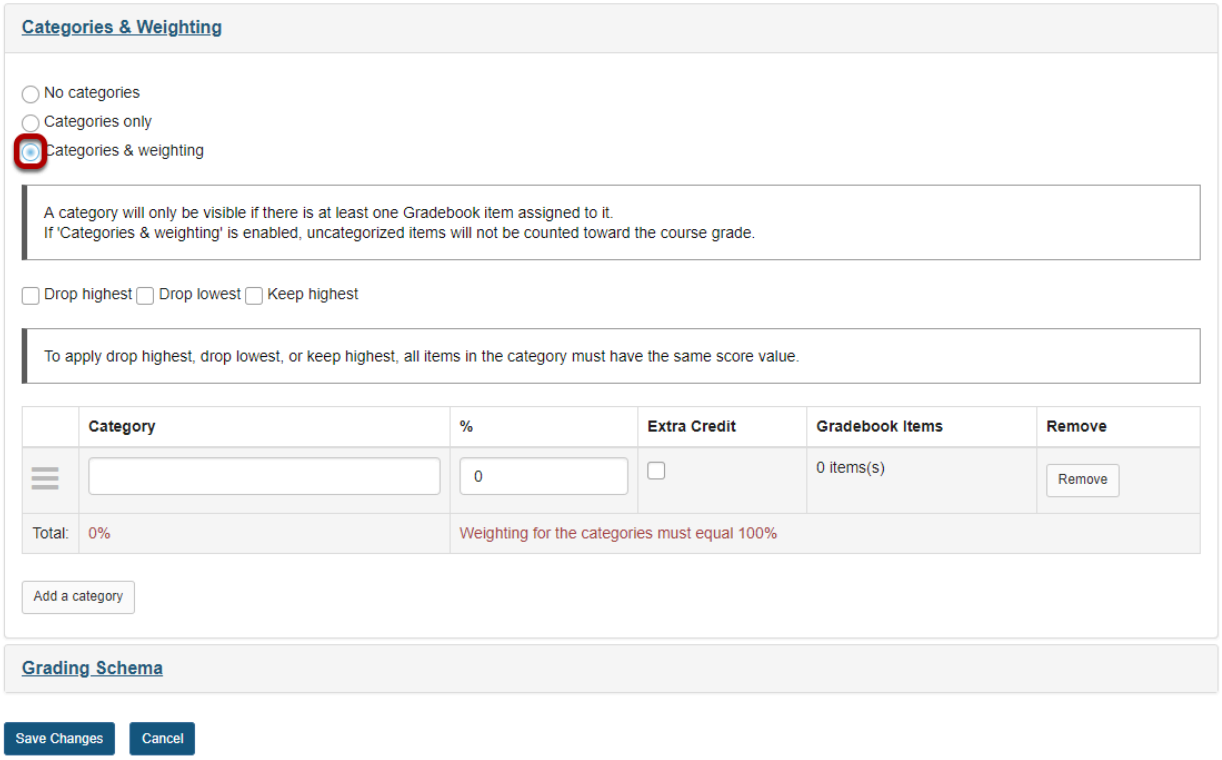
Click the Settings tab.



Click to expand the Categories and Weighting section.

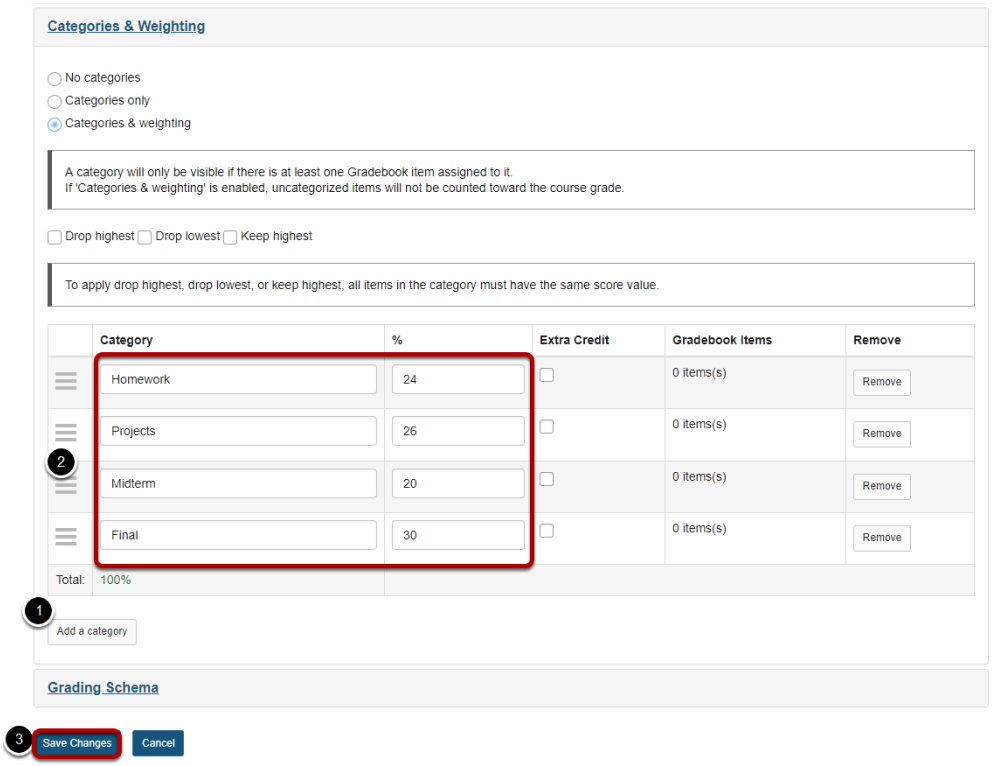


Select the Categories & weighting radio button.



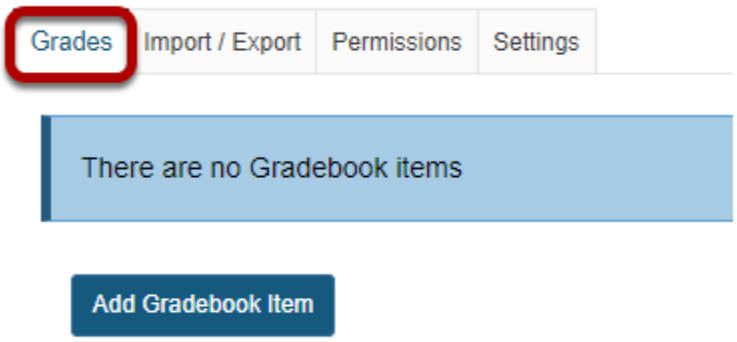
Additional options will display once you select categories and weighting.

Enter categories and percentage weighting.

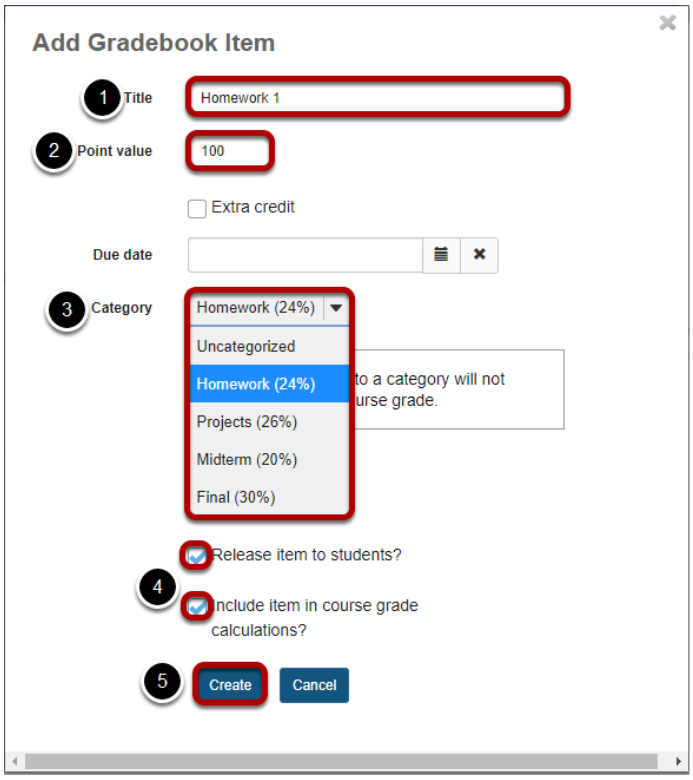


1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.
3. Click **Save Changes** when you finished adding categories.

Click the Grades tab.



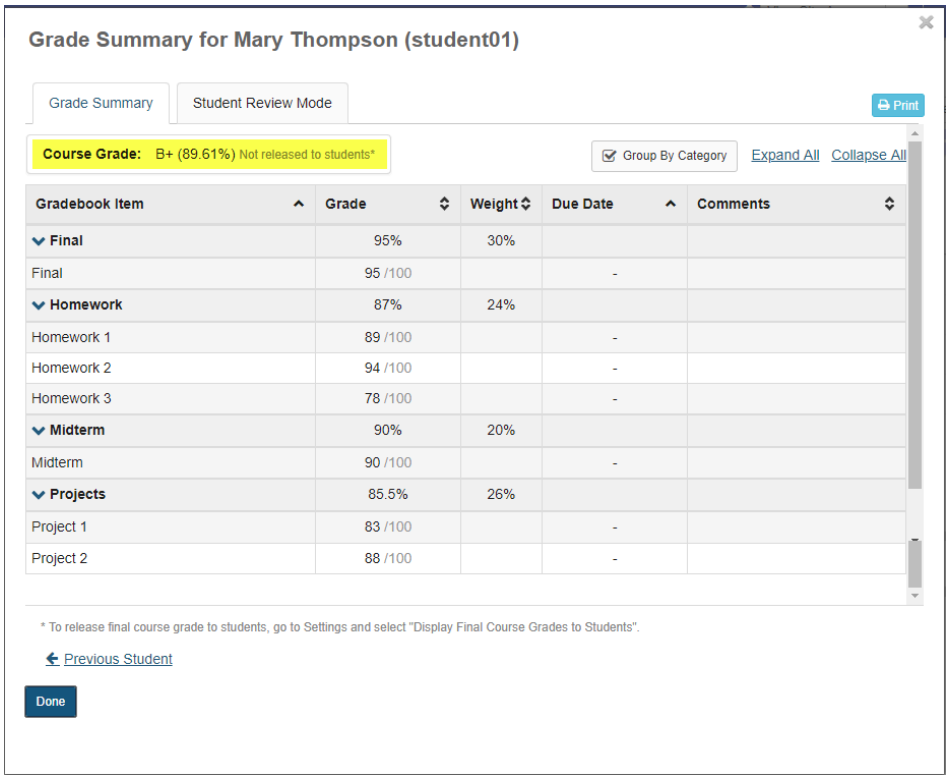
Click Add Gradebook Item to create items and associate them with the appropriate categories.



1. You will end up adding 7 gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one gradebook item but having all the grades accounted for at the category level is what allows us to control the weighting.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:



Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is (89+94+78)/ 300 points possible. Total = 87%
- The average of projects is (83+88)/200 points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score / points possible (90 / 100 and 95 / 100 respectively).

Now apply the weighting:

- (.87 homework * .24 weighting) = .2088
- (.8550 projects * .26 weighting) = .2223
- (.9 midterm * .20 weighting) = .18

- (.95 final * .30 weighting) = .2850
- Add them up = .8961 = 89.61%

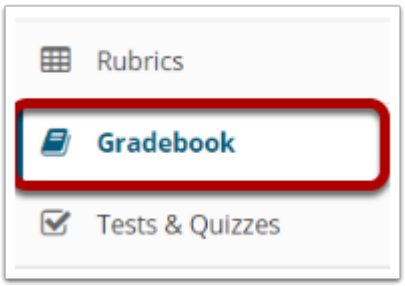
If you try this example and don’t get the same results you might want to go back and make sure that:

- The category weighting is set up with the scenario percentages.
- That each gradebook item is assigned to the correct category.
- That each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set empty cells to zero for a single grade item?

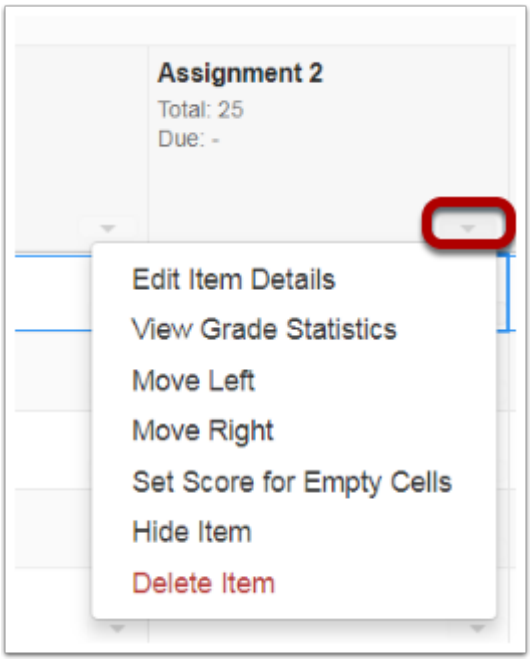
Note: Gradebook does not include ungraded items in the course grade calculation. Empty cells could result in a higher course grade average for a student. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher.

Go to Gradebook.

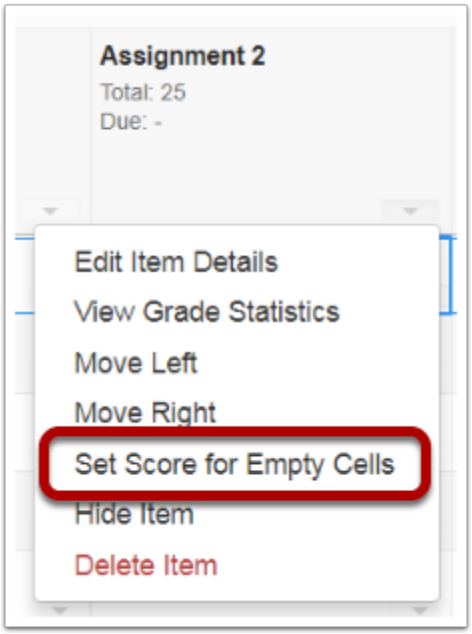


Select the Gradebook tool from the Tool Menu of your site.

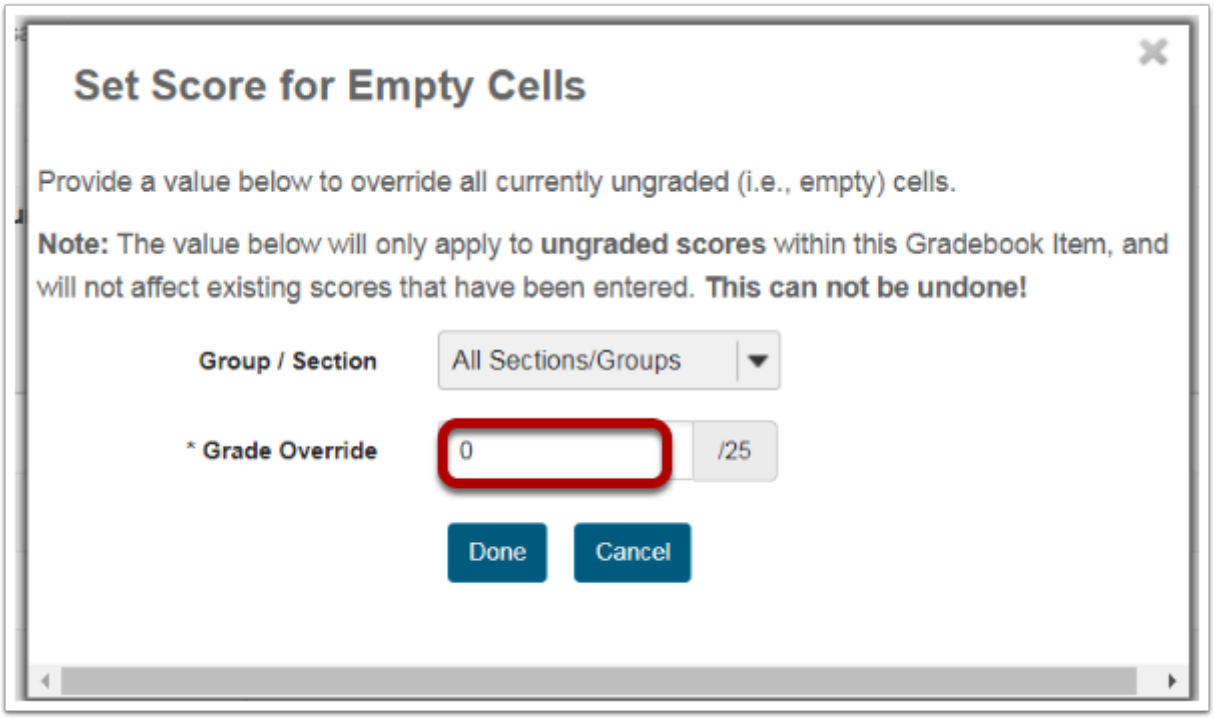
Find the grade item for which you want to assign zeros for missed work. Select the dropdown arrow in the grade item's column header.



Select Set Score for Empty Cells.

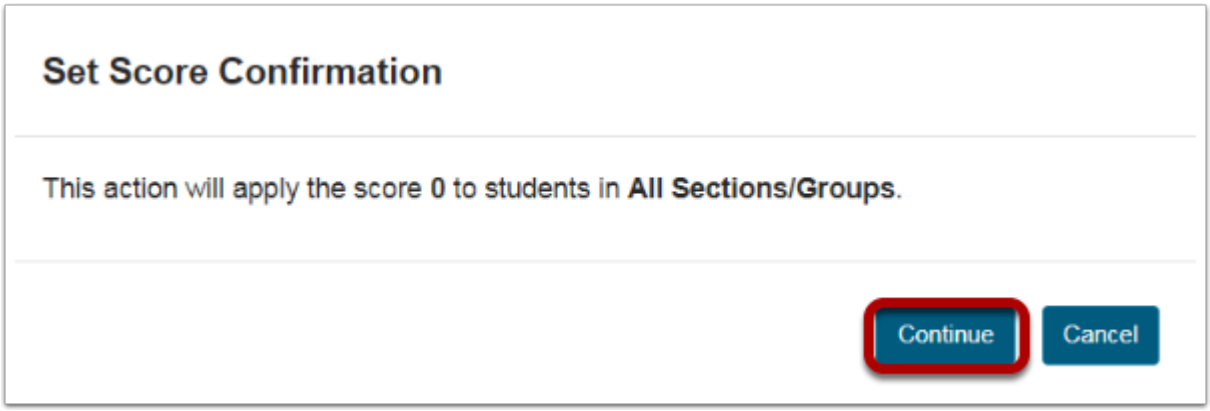


Enter the grade you will assign for empty cells.



Use the Group/Section dropdown menu to select a specific group or section to assign this grade to (optional). Then, enter the grade you will assign to all empty cells. Click Done to assign.

Click Continue.



Click Continue to confirm the score and section or groups you have chosen to update. These scores can be overwritten later if a

student turns in late work by clicking into the individual student's grade cell and entering the new grade.