

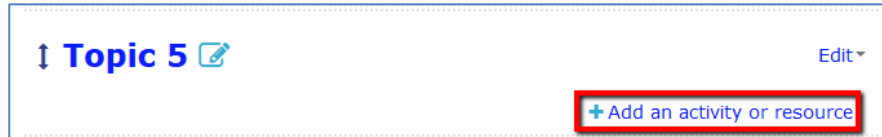
Quizzes - 3.2 - Setting Up a Quiz

Overview

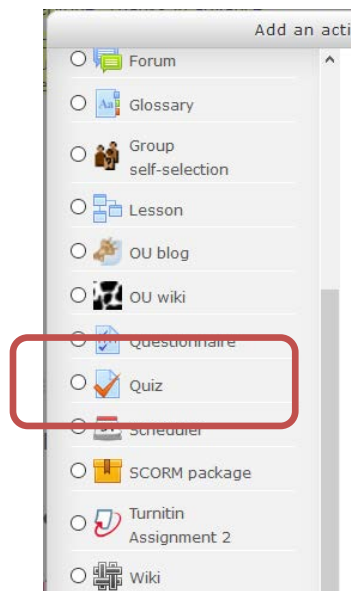
- Quizzes can include anything you can put on a web page.
- You can set the number of attempts, the method of grading multiple attempts and set a time limit on your quiz.
- Quiz questions can be shuffled randomly.
- You can determine when and if hints, feedback and correct answers are shown.
- Questions can be imported from another Learning Management System or Microsoft Word using a program called Respondus, or the book publishers test bank.
 - If your textbook is commonly used, the publisher test bank may already be in the [Respondus test bank network](#), which will simplify the import into CC.
- Questions are housed in a question bank.
 - They can be categorized and used in more than one quiz.
- Creating a quiz is done in two parts:
 - Create the quiz shell/settings.
 - Add questions, either directly or from the question bank.
 - If questions are in categories, a random number of questions from a category can be included in a quiz.

Create the quiz shell

1. Log onto Cougar Courses and go to the main page of your course.
2. Click the **Turn editing on** button on the right.
3. Go to the section where you wish to add the Quiz.
4. Click the **Add an activity or resource** link at the bottom right of the topic.



5. Scroll down the list of Activities/Resources and click on Quiz.
6. Click the **Add** button.



7. **Name** your quiz. It is a good idea to put the quiz date in the title.

A screenshot of the "General" settings for a quiz. The "Name*" field contains the text "Check Your Knowledge - Chapters 1-4, Due 3/20". The "Description" field contains the text: "You have 3 attempts on this quiz. Your final score will be an average of the score on all 3. You have 20 minutes to take the quiz. Once you submit your answers you will not be able to attempt the quiz until 8 hours have passed." Below this text, there are two lines of bolded instructions: "Use this time to review the chapters related to missed questions." and "Note: the questions are different for each quiz attempt!". At the bottom left, there is a checkbox labeled "Display description on course page" which is currently unchecked.

8. In the **Description** field, type any quiz instructions or information such as number of attempts permitted or time limits.

Quiz Timing

9. **Open the quiz:** Determines when the quiz will initially be available to students. Click the “**Enable**” checkbox, then **select the dates and times**. The time is in hours(military time), then minutes.
10. **Close the quiz:** When the quiz will close. Click the “**Enable**” checkbox, then **select the dates and times**. The time is in hours(military time), then minutes.
11. **Time limit:** This determines how long the student has to complete the quiz once they begin their attempt. To set a time limit on the quiz attempt, click the “**Enable**” checkbox, then **set the number of minutes/hours**.

The screenshot shows the 'Timing' settings panel with the following configurations:

- Open the quiz:** 4 hours, August, 2017, 12:02, Enable
- Close the quiz:** 4 hours, August, 2017, 12:02, Enable
- Time limit:** 0 minutes, Enable
- When time expires:** Open attempts are submitted automatically
- Submission grace period:** 1 minutes, Enable

12. Be sure the “When time expires” field is set to **open attempts are submitted automatically**.

Grading and Attempts Allowed

13. If using categories in your gradebook, select the appropriate **grade category** for the quiz.
14. Select the **number of attempts** the student will be allowed for the quiz. This can range from 1 to unlimited.
 - Select the **method for calculating the final quiz grade** when multiple attempts are allowed.

The screenshot shows the 'Grade' settings panel with the following configurations:

- Grade category:** Not categorized
- Grade to pass:** 0.00
- Attempts allowed:** 2
- Grading method:** Highest grade

Question Layout

15. **Layout:** Determines number of questions per page. If changing from the default, select the Repaginate now box.
Note: Limiting the number of questions per page to 5 or less has several advantages:
 - a. saves the student’s answers each time they advance to the next page, minimizing potential data loss in case of technical problems.
 - b. reduces the possibility of cheating in the classroom
 - c. makes it more difficult for remote users to photograph the questions
16. **Navigation method:** Free allows a student to skip ahead and return to previous pages. Sequential requires the student to progress in order.

The screenshot shows the 'Layout' settings panel with the following configurations:

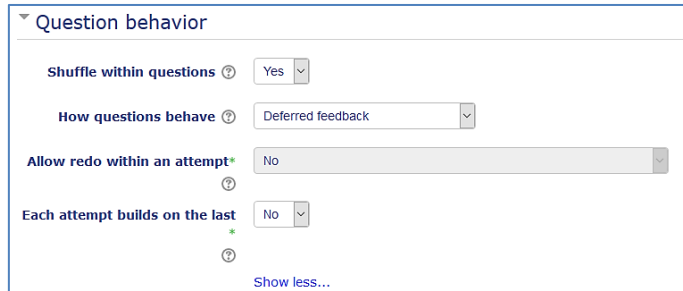
- New page:** Every question, Repaginate now
- Navigation method:** Free

[Show less...](#)

Settings for Question Behavior

17. Shuffle within questions

- **Yes** – Randomly shuffles the order of the answers within the question.
- **NO**- Answers are shown in the order written.



Question behavior

Shuffle within questions

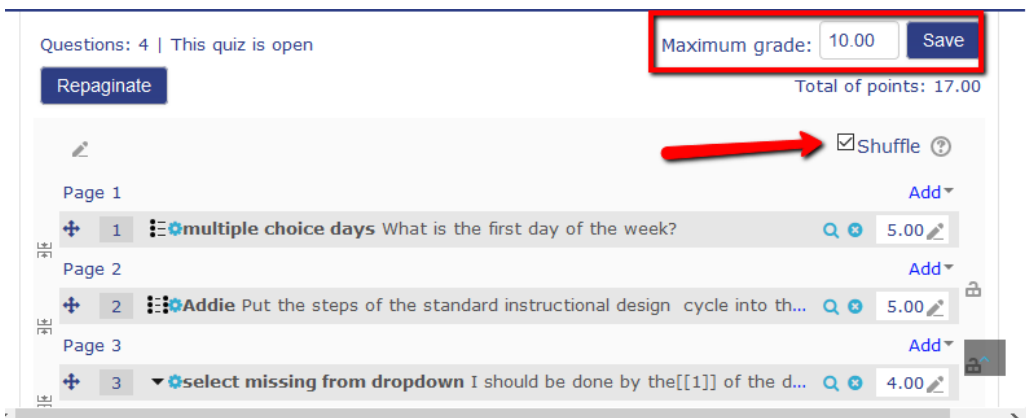
How questions behave

Allow redo within an attempt*

Each attempt builds on the last

Show less...

18. **Shuffling the order of the questions** for each attempt is setup on the question page. To access this page, click the quiz link, then click Edit quiz in the Administration block.



Questions: 4 | This quiz is open

Maximum grade: 10.00 Save

Repaginate

Total of points: 17.00

Page 1

1 multiple choice days What is the first day of the week? 5.00

Page 2

2 Addie Put the steps of the standard instructional design cycle into th... 5.00

Page 3

3 select missing from dropdown I should be done by the[[1]] of the d... 4.00

19. **How Questions Behave – Options** – See *How Questions Behave* document for a thorough explanation of each option. **The default is deferred feedback.** Students must enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

Review Options

This section controls what information students will be shown when they review their quiz, and the timeframe during which the review is available.

IMPORTANT: You must select *Points* in the final column, in order for the score to be displayed in the gradebook. If the quiz doesn't have a close date, this state is never reached and the score isn't displayed.

Review options ?			
During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Points ?	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Points
<input type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Timing of Review

- **During the attempt** is only available when "How questions behave" field above is set to 'Immediate feedback', 'Immediate feedback with CBM' or 'Interactive with multiple tries'. If set to one of these options then a 'Check' button will appear below the answer and the student can receive immediate feedback after submitting the answer.
- **Immediately after the attempt** means within 2 minutes of the student clicking "submit all and finish".
- **Later, while the quiz is still open** means after 2 minutes, but before the close date (if the quiz does not have a close date, this phase never ends).
- **After the quiz is closed** means what it says (you never get here for quizzes without a close date).

Tip: Checking any of the boxes in a timeframe column reveals the test to the student. For example, to allow students to see their quiz immediately after taking it but not later, make sure none of the boxes in "Later" or "After" columns are checked. The student will be able to see their grade later or after, but not get into the quiz.

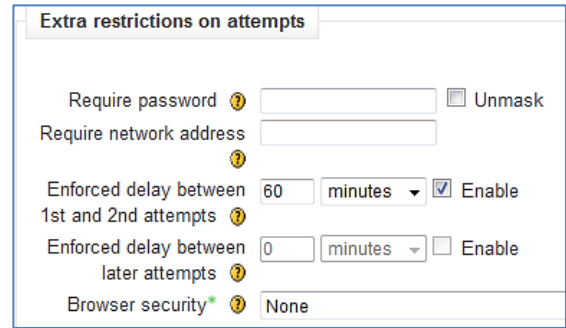
Review Options

The options of information that can be controlled are:


- **The attempt** - Will show how the student responded to each question. If you do not select this option, the only other options that will be available to select are Marks and Overall feedback.
- **Whether correct** - Displays whether the student's response to each question is correct or incorrect, but does not identify the correct answer.
- **Points** - Reveals the points/score awarded to the student and the grade for the quiz.
- **Specific feedback** - Will show the feedback to the answer, as you wrote it when adding the question to the quiz.
- **General feedback** - Displays the general feedback you wrote for the whole question. You can use the general feedback to give students some background to what knowledge the question was testing.
- **Right answer** - Reveals the correct answers and whether the student answered correctly or not (See note below).
- **Overall feedback** - Displays feedback for the entire quiz as set in the quiz settings (See note below).


Extra restrictions on attempts (click show more to display all)


20. **Require password:** Allows you to choose a password students must enter to access the exam.
21. **Enforced delay between 1st and 2nd attempts:** If you are allowing multiple quiz attempts, enable and use this setting to determine how long students must wait between the time they submit the first attempt and they start the second attempt.
22. **Enforced delay between later attempts:** If you are allowing more than two attempts, use this to set the delay before the next, and each successive attempt.
23. **Browser security:** If "Full screen pop-up with some JavaScript security" is selected,
 - The quiz will only start if the student has a JavaScript-enabled web-browser
 - The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls
 - Students are prevented, as far as is possible, from using facilities like copy and paste
 - **Safe Exam Browser is installed in the computer labs. This is a more robust option. For more information, [See Using the Safe Exam Browser](#)**
24. **Allow quiz to be attempted offline using the mobile app:** If enabled, a mobile app user can download the quiz and attempt it offline. Note: it is not possible for a quiz to be attempted offline if it has a time limit, or requires a network address, or uses any question behavior other than deferred feedback.





Extra restrictions on attempts

Require password  Unmask

Require network address 

Enforced delay between 1st and 2nd attempts  60 minutes Enable

Enforced delay between later attempts  0 minutes Enable

Browser security*  None

Overall Feedback

See [How Questions Behave](#) document for a thorough explanation of each option.

Restrict Access

Do not add a "Date" restriction if you have set the quiz timing above.
For information about the other fields, see: [Setting Conditions for Access to Activities](#).

Activity completion

For information about these fields, see: [How to Track Student Completion of Resources and Activities](#).

25. Scroll to the bottom. Select:
 - **Save and display** button to add questions now.
 - **Save and return** to course to add questions later.

Adding Questions

If the questions you want to add to your quiz are already in the question bank, see: *Adding Quiz Questions from the Question Bank.*

If you need to create these questions, see *Creating Quiz Questions.*