This worksheet will guide you through the quiz tool. Upon completion of this worksheet, you should be able to:

- Create quiz questions and add them to the Question Library
- Create a new quiz with specific settings
- Customize your submissions view
- Generate quiz reports with statistics about questions and student performance

Begin

Go to http://elc.uga.edu and login using your myID. Select the eLC course you'd like to use for quiz creation. To create a quiz, we will first create the quiz questions in the Question Library.
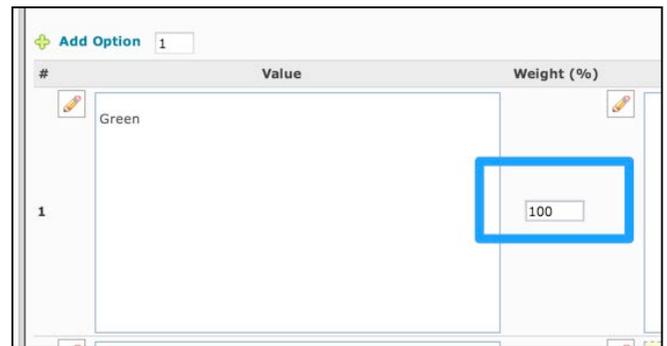
Creating Quiz Questions

1. Click on **Quizzes** in the Tools dropdown in the course navigation menu, then **Question Library** on the Quizzes menu.
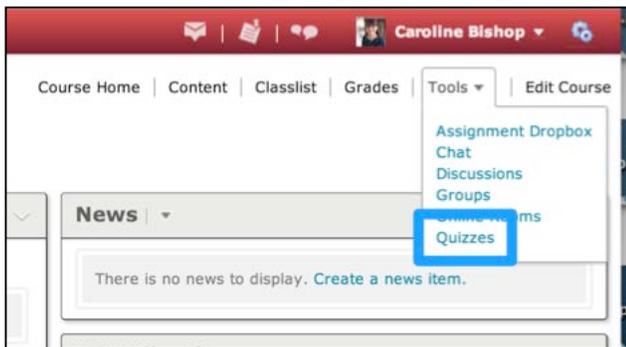
Now you are in the Question Library. Questions can be organized into sections. Creating sections helps you keep your questions organized for future use. Let's create a new section for the questions we are creating.
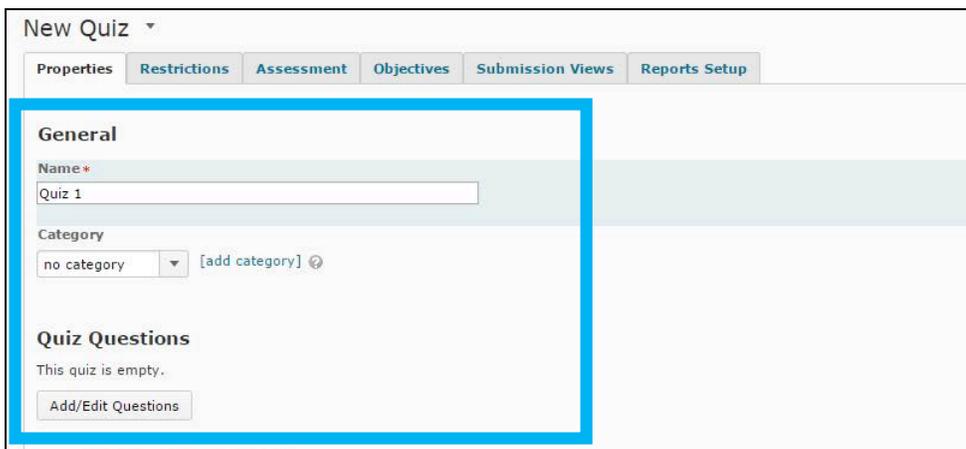
2. Click **New** ▼ and select **Section**. Give your section a name, and click **Save.**

3. Now that we've created a section, we can add questions. Click on your section, and then click **New**. Select a question type.

4. You must complete the points value and the Question Text for a multiple choice question.

5. When you are entering the answer options, give the correct answer a weight of 100% in the middle "weight" column. If you don't give one answer a weight of 100%, there will be no correct answer for this question.

6. Click the **Add Option** ➕ Add Option [1] button to add additional answer options. Once you have entered the question and the answer options, click **Save.**

7. Now you are back in the Section you created. Click **Done Editing Questions** to leave the Section.

Creating a New Quiz and Importing Your Questions

1. Click the **Quizzes** link in the Tools dropdown in the course navigation, and Click **New Quiz.** Under the Properties tab, set the following setting:

   - **Category:** no category (this is for organizing the quizzes on the Quiz list)

2. To import your questions, click **Add/Edit Questions**.

3. Click *Import.* In the Import Source drop-down, choose *Existing Collection*
   In the Source Collection drop-down, choose *Question Library*
   In the Source Section, choose the section you created previously: *Quiz 1 Questions*
   Then, check all the questions you wish to import into your quiz*,* and click *Save.*

4. Click **Done Editing Questions** to return to the Quiz settings.

Quiz Settings

Now that we've created the quiz questions and the quiz, we need to make it active and adjust the settings for grading and submissions.

There are tabs across the top of the Manage Quiz page where you can manage your Quiz settings. Let's go over some of the essential quiz settings.

Edit Quiz - Quiz 1 ▾

| Properties | Restrictions | Assessment | Objectives | Submission Views | Reports Setup |

1. **Properties**
   - *Description / Introduction:* create a description or introduction of the quiz.

   - *Page Header / Footer:* create a page header or footer for the quiz.

   - *Optional Advanced Properties* (hints; disable right-click and pager access for security)

2. **Restrictions**
   - *Status*: Must select "Active" to release the quiz to students
     THIS IS VERY IMPORTANT!

   - *Dates:* Can assign a start and end date and display in the calendar.

   - *Release Conditions:* Can attach certain conditions that must occur before the quiz is released to the student

   - *Timing*: Set time limits, grace period, and late submissions

     o **No Time Limit**: Users can always submit quiz. Instructors can type in the recommended length for the quiz, but quizzes submitted after the Recommended Length will NOT have points deducted.

     o **Enforce a time limit**: Instructors can specify the time limit, grade period and late behavior.

- **Late Behavior**: Quizzes submitted after Time Limit + grace period expire will be marked as late. If the quiz is set up as "Quiz is flagged as late, but student can continue working", students can still work on the quiz. If "Quiz is flagged as late, and student is prevented from making further changes" is checked, any answers saved after the time limit + grace period expires will NOT be saved. If "quiz is flagged as late, but student can continue working. Quiz will automatically scored as zero after the specified limit" is checked, the student automatically received a zero on the quiz.

- *Special Access*: allow special access for certain users (students who missed a quiz; students who need extra time, etc)

3. Assessment

- *Automatic Grade*: check this if you want the quiz to be graded immediately upon completion

- *Grade Item*: Associate the quiz with a previously created grade item or create a new one. You must do this if you want to have the quiz automatically graded and sent to the gradebook.

- *Auto Export to Grade*: check this if you want to automatically send graded attempts to the gradebook. You must associate the quiz with a grade item to do this

- **Student View Preview:** Show student view preview. You can edit the display settings.

- *Attempts Allowed*: 1 - 10, or unlimited

- *Overall Grade Calculation*: Highest, Lowest, Average of all, First, Last

4. Submission Views

- You can edit how feedback is given to students after they submit a quiz attempt. The default view shows just the score and no questions/answers/.

- Click *Default View* to change the default view

  - Can edit message they see after quiz submission

  - Can show the questions with a variety of options

  - Can show their score

  - Can show statistics like class average and score distribution

- Click **Add Additional View** to add a view that is available for students for a limited amount of time.

  o Most settings are the same as default view.

  o Can limit the amount of time for which the view is available after the quiz is submitted.

In order for students to see information on the submissions view immediately after quiz submission, the quiz must be set to auto-grade. You can edit the submissions view after quizzes have been submitted, and eLC will refresh the submissions view for previously submitted quizzes (as long as they were auto-graded.)

Quiz Reports

Reports allow you to gather information about how students have performed on your quiz. They are customizable and printable.

1. Click on your quiz, click on the **Reports Setup** tab and click on **Add Report**.

2. Give your report a name. Then, select the type of report you want to generate. There are four options:

   - **Question statistics** - overall report for each question; class average, score distribution and percentage of correct responses

   - **Question details** - shows breakdown of all responses for each question and average grade on each question

   - **User statistics** - provides class average and score distribution info to see how class performed as a whole

   - **Attempt details** - allows you to view each user's actual quiz

   - **User Attempts** – includes the user's org defined id (810 number)

3. In the Release area, select immediately to release the report now, or select a date to release the report.

4. In the **Release Report To** area, check the boxes besides the roles you want to release the report to. You must select at least one role to make the report visible.

5. Click **Save Report**.

6. To view the report, click on the drop-down arrow next to the name of the quiz and choose **Reports** from the drop-down menu.

7. Click on the report you created. You can either **Generate a CSV Report** for download, or view the report on your computer by clicking **Generate HTML Report.** You can also select a report on a limited date range if you want.