

# Quiz/Survey Tool

## Adding the Quiz/Survey Tool

1. On the course homepage or on an organizer page, click the button "Add Page or Tool"



2. Under the heading "Evaluation & Activity Tools" click on Quizzes/Surveys. The screen below will appear.

Homepage > Basic Control Panel > Add Page or Tool > **Add Quizzes/Surveys**

### Add Quizzes/Surveys

1. Enter a title for this item:
2. Decide where to show the link to this item.
  - On the *Course Menu*, visible on all pages. Link will appear as text.
  - On an *Organizer Page*:
  - Link shows item title
  - Link shows icon (select below)
    - Use default icon
    - Use custom icon

Choose icon:
3. Add this item to your course.

3. Enter a title for the page
4. Click the check box: *On the Course Menu* if you wish to have a link to the Quiz/Survey tool on the Course Menu.

5. Click the check box: *On an Organizer page* if you wish an icon to be displayed on an Organizer Page and scroll to select the Organizer
6. The defaults of "Link shows item title" and "Link show icon" add the item title and icon to the link in the Organizer Page
7. There is a default icon associated with every Page or Tool. The default setting is to use that icon. So you may ignore the remainder of the form.
8. Click on Add and the Quiz Tool will be added to your course.

## Building a Question Database

The easiest and most effective way to set up a quiz is by creating a database with questions to select from before creating the actual quiz. The database allows you to organize questions by chapter, topic, date or however you like, simplifying the process of setting more than one quiz throughout the course. The database is initially empty and waiting to be populated by the questions you enter.

### 1 Adding questions to the database

In WebCT there are five question formats that you can develop: **Multiple Choice**, **Matching**, **Calculated**, **Short Answer**, and **Paragraph**. Each type of question has its own specific settings and strengths. One important difference is that Paragraph (or essay) questions cannot be graded automatically by the program. If you include a Paragraph question you will have to manually evaluate each student's quiz submission whereas with other question types choice you can, if you choose to, have the students notified of their grades immediately as they complete a quiz. Thus you should choose the format that is appropriate and convenient for the type of question posed.

#### **Creating a category:**

Categories are sets in which you group questions together to facilitate the way you manage them. For instance you can create a category named "Chapter 1" where you can store all questions from chapter one of your course. That way when you later create a quiz to test students on the contents of this chapter you simply pull questions from this category.

1. From the Course Menu or Course Homepage click on the link to the Quiz tool you just added, then click on the link "Question Database".

The screenshot shows the WebCT interface for managing quizzes. At the top, there is a navigation bar with "Homepage > Assignments & Tests > Quizzes". Below this, the "Quizzes/Surveys" section is visible, with a red box highlighting the "Question Database" link. The main content area displays a search bar with "All quizzes and surveys" selected, a "Go" button, and a date/time stamp "November 11, 2004 3:37pm". Below the search bar, there is a list of quizzes, with "Unit 1 quiz" selected. The "Unit 1 quiz" entry shows "Availability: November 1, 2004 6:15pm - Unlimited", "Duration: Unlimited", "Points: / 100", and "Results: Submissions Detail Reports Summary". On the right side, there is a sidebar with "Actions" and "Organize" sections. The "Actions" section includes buttons for "Create quiz", "Create survey", "Create label", "Edit", "Delete", and "Edit titles". The "Organize" section includes "Indent: More" and "Move item up by: 1" with "Go" buttons.

2. Once you get to the Question Database page, on the Actions panel to the right, under the heading "Options: Category" click on Create Category:



3. Enter the category title

**Create Category**

\*Category title:

\*Required fields.

4. Click on Create and the new category will be created

### Types of questions

- Multiple choice: students select either one or multiple correct answers to a question.
- Matching: students match items in two columns.
- Calculated: students answer a mathematical question. You specify the mathematical formula and the set of variables, along with a range of values for each variable. A set of answers is generated for a randomly selected set of variables.
- Short answer: students enter a word or short phrase, which is then matched against the possible answers.
- Paragraph: students answer in a longer, essay-type format. The designer or the teaching assistant must grade this type of question manually. For more information, please refer to Grading Quizzes.

### Creating a question

In our example we will be creating Multiple Choice type of questions, other type of questions are created in a similar fashion. To start adding questions to the database, from the Quiz Tool page, under "Designer Options" view:

1. Click on the link "Questions Database"

2. On the right pane, under the heading "Options: Question" choose the type of question you are creating, as below, and click Go

**Options: Question**

Create question:

Multiple choice

Multiple choice  
Matching  
Calculated  
Short answer  
Paragraph  
Import questions from file

Default

3. Choose the category to which the question will be added

#### Multiple Choice Question

**Question**

Category: Unit 1

\*Title: Default  
Unit 1

\*Question:

Equation: Create equation

Format:  HTML  Text

Image:

4. Enter the question title in the Title box. The question title serves only for the instructor to be able to identify a question without having to open it. Generally, you would choose the title to contain keywords of the question. The title will not be visible to students.
5. Enter the actual question in the Question box

#### Multiple Choice Question

**Question**

Category: Unit 1

\*Title: mascots

\*Question: UTA's mascots are \_\_\_\_\_.

Equation: Create equation

Format:  HTML  Text

Image:

6. The option "Equation" allows you to add equations to the question.

7. The Format options allow you specify whether you have used HTML tags to format the question or you simply used plain text. HTML consists of tags that allow you to change the appearance of text on the viewer's browser; you can change the color, font, etc. For instance by enclosing text with <b> and </b> tags the text will be seen **bold**.
8. Image allows you to add an image to the question. Clicking on "Browse.." will let you specify the image to add
9. Now you will have to specify whether this question requires one or multiple answers in "Allow students to choose". For multiple questions, different answers can be assigned partial values like 30%.

Settings	
Allow students to choose:	<input checked="" type="radio"/> One answer <input type="radio"/> Multiple answers
Scoring:	<input checked="" type="radio"/> Cumulative <input type="radio"/> All or nothing
Allow negative score:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Answer layout:	<input checked="" type="radio"/> Vertical <input type="radio"/> Horizontal
Answer order:	<input type="radio"/> Randomized <input checked="" type="radio"/> As listed below
Indices:	<input type="radio"/> Numbers <input checked="" type="radio"/> Letters

10. You must also choose the scoring method. The number of answers you allow students choose will have an affect on your scoring method. If you choose "Cumulative" the values of all of the answers a student chooses will be added up. If you choose "All or nothing" students must select all of the correct answers in order to receive any credit for the question. If you allow students to select only one answer use the "Cumulative" setting.
11. You may choose to allow a negative score, especially when evaluating a multiple choice question. This occurs if you decide to assign a negative value to a particularly incorrect answer. If you choose not to allow negative scores, then any negative score for a question will be set to zero.
12. You then choose whether you want answers to appear one following another in vertical order point form or whether you would like them displayed horizontally side by side.
13. Next you choose whether you want the answers to be displayed for each student in the order you have entered them or randomly. If you choose randomly, different students will see the answers in different order. It is best to display answers randomly as a measure to avoid plagiarism.
14. Indices let you specify whether answers should be labeled with numbers as 1, 2, 3 and so forth or with letters as a, b, c and so on.
15. By default WebCT provides five answer boxes for you to use. You don't have to use all of them and you can also use **More answers** to generate more answer boxes if you need them.

In the "Answer 1:" box you record the first answer the students will have available to them. Again, you have the choice of "HTML" or "Text" formats for each answer. The checkbox on the left side is used to designate the correct answer. If you check this box it will default to receiving a "Value (%)" of 100 if this answer is selected. You can also bypass the checkbox and key in a "Value (%)" manually. This would allow you to designate an answer that, although not the best answer, might be worth partial credit (50% for example). It also allows you designate multiple answers that add up to 100% in a cumulative grading scheme. Notice that the value placed on the answers is expressed as a percentage. You will assign an actual point value later when you add the question into a specific quiz. The feedback area, which can also be formatted as "HTML" or "Text", allows you to present feedback to the student if they choose this particular answer. It might be an explanation of why the answer is right or wrong, a reference to a location the

student can look to find the correct answer, or hints on how to find additional information about the topic. You will have the option of presenting this feedback to the student immediately after completion of the quiz. This feedback is optional.

**Answers**

Answer 1:  Correct answer

Sam and Samantha Maverick

Format:  HTML  Text

Value (%):

Feedback 1: Congratulations! This is the correct answer.

Format:  HTML  Text

16. The “General feedback” area again allows you to provide information to all students regardless of the answer or answers they have selected. This feedback area is also optional.

17. When you have entered all answers click save button at the bottom of the page.

\*Required fields.

To add more questions follow steps 2 through 17 until you have all questions added.

### Create Paragraph Questions

Paragraph questions, or essay questions, are designed to allow you to solicit longer, openended responses from students. Because of the nature of the question itself, WebCT cannot grade these questions automatically. If you include a paragraph question in a quiz you will have to manually grade your students' responses.

To begin building a Paragraph question, first from the Question Database, under "Create question" to the right of the screen choose Paragraph and click Go. Select the category to which it should be added, supply a Title. Next you must supply the question itself. This is what the students will view when they take your quiz. You may format your question as either “HTML” or “Text”. The “Text” format will ignore HTML commands and use a fixed width font to display the question. In most cases you will want to select “HTML”.

You may also attach an equation from the Equation Editor and a graphic image file that will be displayed immediately below the question text when presented to the students. This image would have to be uploaded to your WebCT course in order to display it here.

Category:

\*Title:

\*Question:

Equation:

The Settings area affects only the size of the box presented to the student to record their answer in. The student isn't limited to this amount of space, however. They can enter a larger answer than the box will display at one time.

### Settings

Answerbox size:  lines long  columns wide

The Answer area includes an optional "Pre-fill answer box" feature. Anything you enter in this area automatically is entered at the beginning of a student's response. It's also optional for the student, as they can choose to erase this part of the entry if they want to. This pre-fill feature can accomplish two goals:

- 1) it can save time for the student by entering the beginning of the first sentence for them, and
- 2) it can allow you to "lead" the student toward a particular type of response.

Pre-fill answerbox:

With the introduction of computers

We've already mentioned that the Paragraph question cannot be automatically graded, so what's the point of filling in a "Correct answer"? First, it's optional, so you don't have to fill in a correct answer. However, this field can also accomplish two goals:

- 1) it provides a correct response for the student to compare against immediately after the quiz is submitted (if you choose to give this feedback), and
- 2) it gives you a correct response for reference which is displayed next to the student's response during the grading process.

When all fields and settings have been completed to your satisfaction, click Save.

What does the student see? Below is the format for a Paragraph question with an answer pre-fill in place.

In modern days computers have become part our daily life. In a paragraph discuss how computers are shaping the way we do things in society.

With the introduction of computers

## Creating a quiz

Now that we have created questions and stored in the database, we can create a quiz that makes use of those questions:

1. From your course Homepage or Course Menu click on the link to the Quiz/Survey tool
2. On the Actions panel to the right, under "Options" click on Create quiz
3. Enter a title for the quiz

- The option Template allows you to choose whether the quiz uses questions from a previous quiz or survey or it is a new quiz to which you will assign questions later.
- Click on Create and the quiz will be created.

### Create Quiz

\*Title:

Template:  Base this quiz on a template

Template:

Do not use another quiz or survey as a template

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\*Required fields.

- Click on the title of the quiz you just created

**Quizzes/Surveys** | **Question Database**  
 To view additional Quiz, Question and Student Information, click on Submissions, Detail, Reports or Summary.

1 Available | 0 Due soon

Display:   November 12, 2004 10:18am

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**Practice Quiz**  
 Availability: ~~Unavailable~~  
 Duration: Unlimited | Points: / ---  
 Results:

- Click on Add questions and the questions database window will pop up

### Question Browser

Select questions. Tip: To preview a question, click . To edit a question, click the question's title.

Name	Type
<input type="checkbox"/> <b>Default</b>	
<input type="checkbox"/> UTA mascots	MC
<input checked="" type="checkbox"/> What's UTA's color?	MC
<input type="checkbox"/> <b>Unit 1</b>	
<input type="checkbox"/> Mascots	MC
<input type="checkbox"/> UTA Distance Education	MC

**Create Question** | To add a new question, select the question type and click **Create**. After creating the question, select it in the list above and click **Add selected**.

Question type:

Select the questions that you would like to add to **Practice Quiz**.

|

- Click on the category you want to select questions from
- Check all questions from that category you intend to add

10. Click on Add selected, and the questions will be added to the quiz
11. Now, on the main window, assign marks for each of the questions

**- Course Menu -** Homepage > Assignments & Tests > Quizzes > **Quiz Editor**

**Quiz Editor: Practice Quiz**

Quiz editor [Submissions](#) [Detail](#) [Reports](#) [Summary](#)

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title. To assign points for each question, enter a number in the Points Field next to each question, then click **Update total**.

<input type="checkbox"/>	No.	Points	Select	Questions
<input type="checkbox"/>	1	<input type="text" value="2"/>	---	Mascots
<input type="checkbox"/>	2	<input type="text" value="2"/>	---	UTA Distance Education
<b>Total: 0</b>		<input type="button" value="Update total"/>		

12. Click on Update total
13. Now to finish setting up the quiz click on "Edit quiz settings" on the Actions panel to the right of the screen.

**Actions**

indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

**Options**

14. Checking the "Question titles" box will make the question title visible to the student, which is unnecessary.

## Quiz Settings: Practice Quiz

For information on how to use quiz settings, click Help in the top menu bar.

<b>Basic Settings</b>	
*Quiz title:	<input type="text" value="Practice Quiz"/>
Question titles:	<input type="checkbox"/> Show the question titles when students view the quiz.
Question delivery:	<input checked="" type="radio"/> Deliver all the questions at once. <input type="radio"/> Deliver one question at a time, where any question can be revisited. <input type="radio"/> Deliver one question at a time, where students must answer or skip each question to proceed. Once a question has been answered or skipped it cannot be revisited.
Quiz duration:	<input type="text"/> <input type="text" value="minute(s)"/> <input type="button" value="v"/> <input type="checkbox"/> Disallow answer submission if time has expired.
Attempts allowed:	<input type="text" value="1"/> <input type="button" value="v"/>
Attempts separation:	Minimum time between attempts: <input type="text"/> <input type="text" value="minute(s)"/> <input type="button" value="v"/>

"**Question delivery**" specifies whether the student should see all questions at once or one question at a time

"**Quiz duration**" allows you to specify the time in minutes, hours, or days a student is allowed to take answering the quiz. Checking the box below it disables submission of answers when time has expired.

You can set up the number of attempts a student is allowed to have at a quiz. While enabling more than one attempt allows students to improve their performance on a quiz, it also gives room for plagiarism.

Perhaps the most important feature to set up is the availability dates. "Available after" specifies the starting date at which students will be able to access the quiz. "Available until" sets the time and date at which the quiz will be made unavailable. To set any of these values to the current date and time press the "Allow access now" or "Deny access now" respectively.

<b>Availability</b>	
Available after:	<input type="text" value="October"/> <input type="button" value="v"/> <input type="text" value="20"/> <input type="button" value="v"/> <input type="text" value="2003"/> <input type="button" value="v"/> <input type="text" value="07pm"/> <input type="button" value="v"/> <input type="text" value="40"/> <input type="button" value="v"/> <input type="button" value="Allow access now"/>
Available until:	<input type="text" value="--"/> <input type="button" value="v"/> <input type="text" value="--"/> <input type="button" value="v"/> <input type="text" value="--"/> <input type="button" value="v"/> <input type="text" value="12am"/> <input type="button" value="v"/> <input type="text" value="00"/> <input type="button" value="v"/> <input type="button" value="Deny access now"/>

Selective Release allows you to make the quiz available only to students you choose. You may ignore the Security section.

<b>Selective Release</b>	
Release to:	<input type="text"/> <input type="button" value="Select"/>
Release based on:	<input type="text" value="---"/> <input type="button" value="v"/> <input type="text" value="Contains"/> <input type="button" value="v"/> <input type="text"/>
Hide:	<input type="checkbox"/> Remove this quiz from quiz/survey lists if students do not meet the selective release criteria.

In the Results section you can set whether students get immediate access to their quiz scores, how the results are displayed and so forth.

**Results**

Student score: If multiple attempts are allowed, use the  score for the student's grade.

Student score release: Allow students to review their submitted Quiz. Show the Quiz score if it has been graded or partially graded.

- Release the score once the quiz has been submitted.
- Release the score once the quiz has been submitted *and* all the questions have been graded.
- Release the score once the availability period has ended.
- Release the score once the availability period has ended *and* all the questions have been graded.
- Do not release the score.

Release column: Release the Quiz column so students can see their grade in the MyGrades tool. You can also control the release of this column from the Manage Students page. (See Manage Course > Manage Students.)

- Yes
- No

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Student results display:

- a) Show the question text for each question.
- b) Show the student's response for each question. (requires: a)
- c) Show the evaluation of the student's response *only*. (requires: a, b; excludes: d)
- d) Show the full evaluation of each question. (requires: a, b; excludes: c)
- e) Show the correct answer for each question. (requires: a, b)
- f) Show the feedback for each question.
- g) Show the student's score for each question.
- h) Show all the grader's comments for the quiz.
- i) Show the student's total score for the quiz.

\*Required fields.

15. When satisfied with the settings, click on Update and the quiz will be ready.

You can preview the quiz by clicking on "Preview quiz" on the Actions panel to the right.

## Managing the Question Database

In the following paragraphs we will see that there are more tasks that can be accomplished from the Question Database.

When you access the Question Database, you will see questions under your default category. To change category or see questions in all categories use the "View" options under the Actions panel to the right.

### Question Database Quizzes/Surveys

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title.

Category: All

<input type="checkbox"/>	Title	Type	Category	Used By
<input type="checkbox"/>	Mascots	MC	Unit 1	Practice Quiz
<input type="checkbox"/>	UTA Distance Education	MC	Unit 1	Practice Quiz
<input type="checkbox"/>	UTA mascots	MC	Default	---
<input type="checkbox"/>	What's UTA's color?	MC	Default	---

### Actions

indicates a selection is required from the main frame.

indicates multiple selections are allowed.

### Options: Category

View:

All categories Go  
All categories Go  
Default  
Unit 1  
Edit category view

Delete:

Default Go

In the database, question titles appear as links. Clicking the link will open the question in the editor to allow you to make changes. When you open an existing question to make changes you see a new option that allows you to "Save as new". This option lets you open a question as a template for creating other similar questions while keeping the original question intact. If you use Save as new it's important to remember to give it a new title first. Otherwise you'll have two questions with the same title!

Save Save as new More answers Cancel  
\*Required fields:

Each question in your database also is presented with a spyglass icon (). This icon opens preview mode that allows you to view the question as a student would. It's a very valuable tool for checking your work while developing questions.

You will also notice a handy "Used By" column in the Questions Database. This quickly shows you which quiz a question is currently being used in. When you edit a question that is currently included in a quiz the quiz editor includes a section that lists those questions.

To remove a question from the database you need to check the desired question's box and under "Options: Question" click Delete questions. Press OK when the dialog box appears.

- Course Menu - Homepage > Assignments & Tests > Quizzes > Question Database

### Question Database Quizzes/Surveys

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title.

Category: All

<input type="checkbox"/>	Title	Type	Category	Used By
<input type="checkbox"/>	Mascots	MC	Unit 1	Practice Quiz
<input type="checkbox"/>	UTA Distance Education	MC	Unit 1	Practice Quiz
<input type="checkbox"/>	UTA mascots	MC	Default	---
<input checked="" type="checkbox"/>	What's UTA's color?	MC	Default	---

### Options: Question

Create question:

Multiple choice Go

Edit question

Delete questions

Import questions from file

Download questions

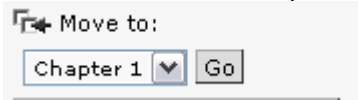
Move to:

Default Go

View question statistics

If you are reorganizing the database, and as such need to move questions from one category to another, check the desired questions, and under "Options: Question" to the right of the screen

follow to the "Move to" options and scroll to select the new category and click Go.



You can also download questions to store on your computer for later use on WebCT. Downloading question is as simple as selecting them and clicking on "Download questions", selecting the location to save the file on your computer. The complementary step to downloading questions is to import questions from your computer to WebCT. To do so you use the Import question from file button.

## Surveys

Surveys are anonymous tests for which no grades are assigned, but which provide you with statistics. Survey responses are automatically tabulated, and the results are summarized. As such surveys are identical to quizzes with the exception that they provide anonymity and no grading.

Tip: Because the results are anonymous, surveys are ideal for course evaluations or for canvassing opinions on an issue discussed in the course.

For our purposes, creating a survey will be just like creating a quiz. We first add the survey questions to the database. We then proceed to the Quiz/Survey tool and on the Actions panel to the right we click on Create survey ( [Create survey](#) ). Enter a title for the survey, and then choose whether you like to use questions from a previous survey or quiz with "Base this survey on a template" and choose the survey or quiz to use, or choose to create a new survey by selecting "Do not use another quiz or survey as a template". Click on Create and a survey will be created.

Now select the new Survey and click Edit. You can now add questions or edit survey settings as described in above.