

LMS – Quizzes

This document is to be used along with the video that shows how to create quizzes in the LMS system.

To create a quiz:

Go to the tab where you want to quiz to appear and “Add an Activity or Resource” and choose the “Quiz” option.

- Name the quiz
- Write a description/instructions
- Timing
 - Open/Close the Quiz: If enabled, the dates the quiz is open for students to take it
 - Time Limit: If enabled, it times the students and only gives them that time to take it. For example, giving them only 10 minutes to do the quiz
- Grade
 - Grade Category: VERY IMPORTANT! Be sure to choose the category where the quizzes are. I set up your gradebooks, so you should have all your assessment categories there.
 - Attempts Allowed: This is how many times the student can take/retake the quiz. You can make it unlimited, or limit it to 1 or 2 or more tries.
 - Grading Method: This is which grade is recorded if there are is more than 1 attempt allowed.
- Layout
 - This is how many questions show per page/screen.
- Question Behavior
 - Shuffle among questions: This means your questions will be auto-shuffled for each student, so they aren't in the same order every time. If you'd like questions to be in a particular order, click “no”. If the order is not important, click “yes.”
 - How questions behave: This is a question on feedback type. The default is “Deferred Feedback”, meaning the feedback you enter will be shown AFTER the quiz has been submitted by the student.
- Overall Feedback
 - Can be left blank
 - Can enter general feedback with grade thresholds. For example, “Great Job” for 100% and “Please take quiz again” for those under 80%.

To enter questions on the quiz:

- Go to the tab where you see the name of the quiz, and click on the quiz you'd like to add questions to. A new screen will come up. If you have no questions entered, you'll see a pink bar that says this. To add questions, click the “Edit Quiz” button in the middle of the page.
- To add a quiz question, click on the “Add” button to the right of the screen. A window will pop up to show you the question types.

- Click on the question type you want and “Add” and select “Add a New Question Type” from drop down menu.

Question Types:

Not all question types are covered here. Some, like the “calculated” types at the top have more to do with math and numbers. Others require more complicated usage of technology, so we’ll just be covering the main options that are most applicable to our courses.

****Quiz Question Tip: Be sure your instructions are REALLY clear! You can’t clarify for students while they’re taking it, like you may do in class!****

- **Essay:** This requires MANUAL grading, meaning you have to go in and grade it. This allows for a longer form answer from students.
- **Matching:** The LMS will auto-grade this type of question, meaning you put the answers and feedback into the LMS and you do not need to grade it. This is a question where you give multiple items in one category and ask students to match items from another category. For example, match the cities to the countries.
- **Multiple Choice:** The LMS will auto-grade this type. This is where you give a question and multiple options for an answer. There is only ONE correct answer. You can have the answer options shuffle. You need to be sure to provide multiple options and make the correct answer to have a grade of 100%; wrong answers can stay at a grade of “none”.
- **Ordering:** The LMS will auto-grade this type. This is where you give a list of things and students should put them in order. For example, putting words in alphabetical order. When entering the words, you need to enter them in the CORRECT order from top to bottom.
- **OU Multiple:** The LMS will auto-grade this type. This is similar to the multiple choice option, but you can have MORE THAN ONE correct answer. Be sure to click the “correct” box for those with the correct answer. You also need to enter incorrect options.
- **PodLL:** You must manually grade this question type. You can require students to give an answer via audio recording, video recording, or whiteboard. For audio/video, you can provide a time limit; for example, a 2-minute audio recording describing the weather. For the whiteboard, you can choose the size of the whiteboard.
- **Short Answer:** The LMS will auto-grade this type. This is where you give a question that has a specific answer, but you don’t want to provide options. For example, who is the author of a particular book (first & last name). You can give variations on an answer, so some responses may earn a grade of 100%, while others may be 80%. You can also just enter one option.
- **True/False:** The LMS will auto-grade this type. This is where you make a statement and the student determines whether it is true or false. Be sure to mark the “Correct Answer” as true or false, depending.
- **Shuffle:** On the main page with all your questions, if you click “Shuffle”, this will ensure questions are shuffled when shown to students.
- **Maximum Grade:** This shows the total points for the quiz. You can edit the total. There are also points next to each question; the total of the questions should match the total for the

quiz. You can edit the weight of each question. Be sure to hit “enter” after making changes to save.

- **Preview:** Clicking “Preview” in the question editing window or on the magnifying glass on the main page, you can preview how the question will look to students.
- **Feedback:** For many of the questions, you give feedback on correct/wrong answers. This is not required, but can be helpful for student learning.
- **Delete a question:** Click the trashcan icon next to the question.

Grading:

Once students have completed and submitted quizzes, you can click on the name of the quiz from your course page and you will see the attempts at the top part of the page. Click on “Attempts:”.

Please Note: Your attempts as instructor will not show for grading! You’ll need to switch to “student” role to submit and see grading example!

- **Review whole quiz:** Click on “Review Attempt” for each student.
- **Auto-grading**
 - For question types that auto-grade, you will not need to review these or input grades for those questions.
 - You can create whole quizzes that are auto-graded for you.
 - Green checkmarks: When the student got the answer entirely correct
 - Blue boxes with checks: When the student got the answer partially correct
 - Red X: When the student got the answer wrong
 - The point percentage for each question is shown, along with the total if no manual grading is required.
- **Manual Grading**
 - For question types that require manual grading, you’ll see that no marks are assigned until you do so. It says “Requires Grading” for those questions.
 - For each student, click where it says “Requires Grading” and a new window will open. You will see the question and their answer.
 - Click “Make comment or override mark”.
 - You can add comments/feedback on their answer and provide the grade. There is a box that will be blank and tell you the total available points for that question.
 - Click “Save”.

LMS – Grading

This document is to be used along with the video that shows how to grade assignments in the LMS system.

Assignment Settings:

- Even if you've created your assignments already, you can change some of these administrative settings before you grade, if necessary.
- Gradebooks have already been set up with your course assessment categories.
- If you'd like to add an engagement/participation category if you do not have one, please let me know and I can assist with that.
- **Availability:** When these dates are enabled, you can select when students can begin to submit, when the due dates are, etc.
- **Submission Types:**
 - **Online Text:** The student types their assignment into an online text box instead of uploading files. You can enable a word limit on their assignment.
 - **File Submission:** The student uploads their assignment. It is good to choose the document type you are looking for (e.g., "Document" meaning .doc, .docx, .pdf.)
 - **Online PoodLL:** The student records an audio or video clip directly onto the platform. It is a good idea to set a time limit for these. Students can re-record multiple times before uploading. The whiteboard option lets them draw directly into the platform.
 - **Combination:** You can use more than one of these per assignment, but it is a good idea to limit this so students don't get confused about what you are looking for.
 - **Cloud Poodl & Online Audio Recording:** Don't select these as we don't have them; Online PoodLL covers these functions.
- **Feedback Types:** This is very important!
 - **Feedback Comments:** This enables a text editor box for you to provide comments and feedback to the student.
 - **Comment Inline:** This is a Yes/No drop down. If you do an "Online Text" assignment, this will copy/paste their answer into the Feedback Comments.
 - **Feedback Files:** I suggest not to use this, unless you plan on uploading files as feedback for the assignment.
 - **Annotate PDF:** If you have the students do a File Submission of a PDF, you can mark directly on it with the various tools. If it was a different type of submission type, you can still draw and create on a pdf they could see.
 - **Offline Grading:** We are not using this as everything will be in the LMS.
- **Grade:** Again, very important!
 - **Type:** "None" means you aren't giving a grade. "Scale" gives the options like "incomplete/complete". "Point" gives a weighted percentage and you enter the maximum grade. For example, a maximum grade of 100.
 - **Grade Category:** Choose the assessment category this belongs in, such as "Assignments" or "Participation."
 - The other settings can remain on default settings.

How to Grade an Assignment:

- Click on the assignment you want to grade.
- You will see a “Grading Summary”. This shows the number of participants in the course, the number of submitted assignments, and the number of assignments that still need to be graded.
- Click “View All Submissions” button
- You will see your class list and you can see who has submitted an assignment, when, etc.
- To grade a student’s assignment, click on “Grade” for that student.
- The type of feedback options that appear are created according to the settings you entered previously.
- For a grade, if you entered “Scale”, you will have a drop down menu with the options. If you entered “Point”, it will have a blank box and the total possible.
- At the bottom of the screen (hard to see), there is a box with a check to “Notify Students”. This will inform students that the assignment was graded.
- Top left corner says “View All Submissions.” This brings you back to the full class list.
- Click “Save Changes” to save your grade/feedback.
- Click “Save and Show Next” to save your grade/feedback and move to the next student.