Using the Assessments Tool in Webcourses@UCF

When assessments are created in Webcourses@UCF, you then have the option to edit the quiz settings. While in the Build tab, go to Assessments and select Edit Properties from the action menu next to the quiz you want to edit.

You can deliver the quiz questions all at once or one at a time, and decide if students can revisit a question.

Setting the quiz to open in the same browser window makes it more difficult for students to review course notes and materials when taking the quiz.

Setting time limits for quizzes that is consistent with the difficulty of the material being assessed is one way to minimize the opportunities for cheating.
You can choose to randomize questions for every attempt granted – this is especially useful if you use question sets. Theoretically, no two quizzes would be exactly the same.

Multiple options for score release helps to diminish the amount of information available until the quiz period has ended.
Making quizzes available for specific dates and times also limits how long the quiz materials are accessible to students. If you use alternate quizzes, you can even identify which groups of students take the quiz at what time by using selective release criteria.

Limiting the release of incorrect answers until after the quiz period is one way to diminish answer sharing during quiz availability.
For more advanced security, you can restrict assessments to specific computers by limiting the IP address. This is useful if you want to force students to use lab computers, for example, where Respondus Lockdown Browser is being utilized. For fully web-based classes, however, you must take into account geographical distance and appropriate proctoring facilities.
Webcourses@UCF FAQs and How-To Page:
- Directions on how to use Webcourses@UCF tools
  - Includes additional task instructions for the Assessments tool to create quizzes **directly** in Webcourses@UCF
  - Includes task instructions related to course administration, assessments, assignments, etc.
  - Includes video tutorials for tool tasks related to the grade book, managing your course, and discussions

Sample Instructions
Sample Instructions

Assessments

Access Assessment Tracking

Copy an Assessment and Change the Title

Create a Question Set (to Randomize the Order of Questions)

One technique to discourage students from sharing answers during online testing is to randomize the order in which questions appear. To do this, Webcourses@UCF allows you to create Question Sets:

1. Click the Build tab.
2. Click Assessments.
3. Click Go to Question Database...
4. Click Create Category.
5. Enter a name for the Category (Ex. Einstein Question Set)
6. Click Save.
7. Click Create Questions and select the type of question you'd like to use for the question set.
8. Set the title of the question and answers. Scroll down and you'll see a More Options area. Click on More Options.
9. Where it says "Specify an existing category:" click the drop-down menu and select the Category name you just created.
10. Click Save.
11. Repeat the process of adding questions to the Category.

To add a Question Set to an Assessment:

1. Click Assessments.
2. Click the assessment to which you want to add the question set.
3. Click Add to Assessment.
4. Select Question Set.
5. Click the + icon next to the Question Set you wish to import (Note: if there is a - icon then skip this step).
6. You will now see the questions in that question set. Click the check box next to each question you wish to add.
7. Click Add Selected.