

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.

The screenshot displays the 'Edit Assessment Properties' page in the 'Build' tab. The left sidebar contains 'Course Tools' (Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Goals (H), Learning Modules, Local Content (H), Mail, Media Library, Roster, Search, Syllabus, Web Links, Who's Online, Ecommunity (H)) and 'Designer Tools' (Manage Course, File Manager, Grading Forms, Selective Release). The main content area is titled 'Edit Assessment Properties' and includes the following sections:

- Title:** A text input field containing 'Sample xyz'.
- Description:** A large text area.
- Item Visibility:** Radio buttons for 'Show Item' and 'Hide Item'.
- Grade Book column name:** A text input field containing 'Sample xyz' with a note: 'The Grade Book column name appears in Grade Book as a column header for this assessment.'
- Question delivery:** Radio buttons for 'Deliver questions all at once.', 'Deliver questions one at a time and allow questions to be revisited.', and 'Deliver questions one at a time and do not allow questions to be revisited.' A checked checkbox for 'Display question titles.'
- Display Assessment:** Radio buttons for 'In the same browser window' and 'In a new browser window'.
- Duration:** Radio buttons for 'Unlimited', 'Time: 1 Units: Hour(s)', and 'Disallow answer submission if time has expired.'

Three callout boxes provide additional information:

- Question delivery:** You can deliver the quiz questions all at once or one at a time, and decide if students can revisit a question.
- Display Assessment:** 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.
- Duration:** 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.

Sandbox Testing - 100 Acre Woods

Build Teach Student View

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals (H)
- Learning Modules
- Local Content (H)
- Mail
- Media Library
- Roster
- Search
- Syllabus
- Web Links
- Who's Online
- Ecommunity (H)

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

***Attempts**

Allowed attempts: 1

Randomize questions in a question set for each attempt

Minimum attempt time: 0 Units: Minute(s)

Student score

- Release the score after the assessment has been submitted.
- Release the score after the assessment has been submitted and all of the questions have been graded.
- Release the score after the availability period has ended.
- Release the score after the availability period has ended and all of the questions have been graded.
- Do not release the score.

If multiple attempts are allowed, display the score of the following attempt as the Student's grade: First

Statistics release

Release statistics to Students after releasing the score.

Goals

Associate goals with this assessment.

Select Goals

More Options (Click on the arrow icons to expand or collapse these optional settings.)

- Dates Available**
- Results Properties**
- Submission Properties**
- Security Properties**
- Custom Instructions**

Save Cancel

*Required fields

Done

Solve PC issues: 1 important message

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.

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Designer Tools

- Manage Course
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Select Goals

More Options (Click on the arrow icons to expand or collapse these optional settings.)

Dates Available

Start Time: 1/24/2011 3:45 PM

End Time: Unlimited

1/24/2011 3:47 PM

End Time indicates when a Student can no longer access the assessment. However, if the assessment is available for a specific date and time, the End Time will be ignored.

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria and dates are met.

Results Properties

Student results display:

- 1. Show the question text.
- a) Show the Student's response for each question.
 - i) Show the percentage value of the Student's answer.
 - ii) Show the correct answer.
 - iii) Show the correct answer and the percentage value of the Student's answer.
- 2. Show the feedback for each question.
- 3. Show the Student's score for each question.
- 4. Show the Student's total score for the assessment.
- 5. Show the grader comments for the assessment.

E-mail results to:

Submission Properties

Security Properties

Custom Instructions

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.

Build Teach Student View Sandbox Testing - 100 Acre Woods

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Designer Tools

- Manage Course
- File Manager
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- Selective Release

Statistics release

Release statistics to Students after releasing the score.

Goals

Associate goals with this assessment.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

Dates Available

Results Properties

Submission Properties

Submission message:

E-mail submissions: Send a copy of each Student's submission via e-mail to:

Security Properties

Proctor password:
A Student must enter this password to access the assessment.

Browser Restriction
Check this box to restrict this assessment so it can only be taken with the Respondus LockDown Browser.

IP address:

IP address mask:

If Students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If Students' machines do not need to match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.

Custom Instructions

*Required fields

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.

Done

Webcourses@UCF FAQs and How-To Page:

- Directions on how to use Webcourses@UCF tools
 - <http://teach.ucf.edu/resources/intro-webcoursesucf/faq/>
 - 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

Edit a Question After Students Have Started an Assessment

To update a question after students have started taking an assessment:

1. Click the *Build* tab.
2. Click *Assessments*.
3. Click on the title of the assessment you wish to edit.
4. Click on the title of the question you wish to edit.
5. Make any changes to the question that you require.
6. Click the *Save* button. A prompt will appear explaining that the question is in use by one or more assessments.
7. Click *OK*. **Note:** Any students who take the assessment after you have saved the changes will be automatically graded according to the revised question.
8. Click the *Teach* tab.
9. Under *Instructor Tools*, click the *Assessment Manager*. The *Assessment Manager* page will appear.
10. Click on the *Graded* tab.
11. Click the *ActionLinks* icon next to the assessment which contains the question you edited. A menu will appear.
12. Click *Grade Outdated Attempts*.

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*.