

COURSELINK BASICS: ASSESSMENTS

Exploring the Dropbox and Quizzes Tools

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LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.

AGENDA

Basics, features & limitations, as well as common uses of:

- Dropbox
- Quizzes

Demos of each tool, including

- Where to find them
- How to use them
- Tips and tricks along the way

Wrap Up

- Where to find support
- Question & Answer Period

ASSESSMENT TOOLS

Dropbox & Quizzes

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WHY DOES THE ASSESSMENTS SESSION FOCUS ON THESE 2 TOOLS?

While other CourseLink tools can be used for assessment (e.g., grades and discussions), these 2 tools:

- Are the most frequently used assessment tools
- Offer two distinct ways to assess students:
 - **Dropbox**
 - Submission of an assignment by a due date to be manually assessed by instructors/TAs
 - **Quizzes**
 - A time-restricted assessment of knowledge & understanding that can be auto-graded (most question types)

DROPBOX

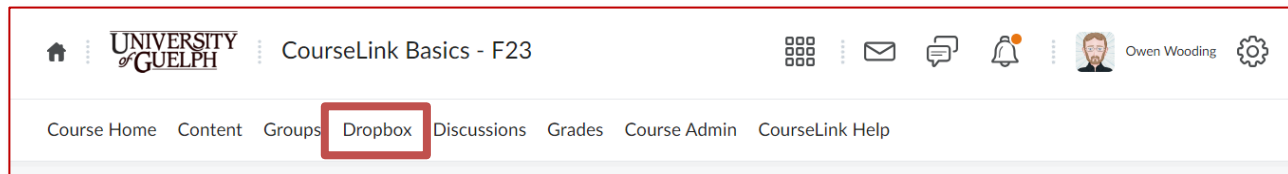
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DROPBOX: BASICS

- The Dropbox tool is one of the default tools that appears as a link on every course site's navigation bar



- Dropbox folders are typically created for each assignment

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Demo Assignment 1 ▼ 🔑 Due on Sep 16, 2023 11:59 PM		1/13	1/13	1/13
<input type="checkbox"/>	Demo Assignment 2 ▼ Due on Oct 1, 2023 11:59 PM		0/13	0/13	0/13

Note: The Dropbox tool is called "Assignments" at most other institutions. If you have used the Assignments tool in the Brightspace LMS before, that is the same tool.

DROPBOX:

FEATURES AND LIMITATIONS

- Allows students to submit files, text, or links for assessment
- Can be used for individual assignments or group assignments (all group members receive the same grade)
- Each folder can be set with a start date, due date, & end date
- Allows markup of student-submitted documents
- Links with grade items (1 folder to 1 grade item)
- Can be used with the rubrics tool for faster, more consistent assessment
- Available integration with Turnitin for similarity checking
- Students receive a “submission receipt” via email when they complete the submission process
- Limited to a maximum upload of 1 GB (not recommended)

DROPBOX:

COMMON USES

- Collecting and assessing individual student work (essays, case studies, outlines, etc.)
- Collecting and assessing group projects (groups defined by the CourseLink Groups tool)
- Not limited to only file-submission assessments, students can also:
 - Enter text directly (weekly reflection type assignments)
 - Submit a link to video hosted elsewhere (e.g., YouTube)
- Additional no submission required options for instructors:
 - Observed in person & On paper submission
 - Great options for assessing group work with feedback

DEMO: DROPBOX TOOL

- **Create a Dropbox folder**
 - Link with a grade item
 - Add a due date and end date
 - Grant special access to a student
 - Explore default submission options
 - Add a rubric for assessment
 - Enable Turnitin for similarity checking
- **Assess Dropbox folder submissions**
 - Annotations and markup
 - Assessing with a rubric
 - Adding overall feedback
 - Publish vs. Save Draft

QUIZZES

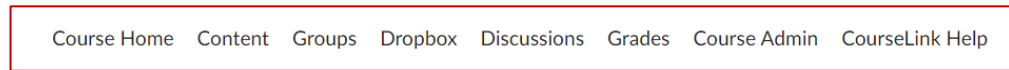
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QUIZZES: BASICS

- The Quizzes tool does not appear on the course navigation bar, but can be added to the navigation bar to allow easy access to students



- The Quizzes tool will display all quizzes for instructors and TAs, as well as all **visible** quizzes to students (they cannot access quizzes until the indicated start date)

<input type="checkbox"/>	Future Quizzes
<input type="checkbox"/>	Sample Quiz 1  Available on Sep 18, 2023 1:00 PM until Sep 18, 2023 2:00 PM
<input type="checkbox"/>	Sample Quiz 2   Available on Sep 25, 2023 1:00 PM until Sep 25, 2023 2:00 PM

QUIZZES:

FEATURES AND LIMITATIONS

- Can be associated with grade items, where quiz scores auto-populate the corresponding grade item
- There are [11 different question types](#) available (10 can be auto-graded)
- Written response questions **cannot** be auto-graded
- Questions can be created in the course site's Question Library or imported from properly formatted files
- Academic integrity features are available such as: randomizing question order, question pools, randomizing answer options, etc.
- Respondus LockDown browser can be enabled to prevent students from leaving the quiz on their device

QUIZZES:

ASYNCHRONOUS AND SYNCHRONOUS QUIZZES

- **Asynchronous quizzes [Default Option]**
 - Each student may begin their quiz attempt at any point during an access window with full time to complete
 - E.g., a student can start a 60-minute quiz any time between 2 and 6 pm and have the full hour to complete it
- **Synchronous quizzes [NEW]**
 - The quiz begins at a specific date and time and ends at a specific date and time for all students
 - E.g., quiz starts at 2pm and ends at 3pm for *all* students (if a student starts at 2:30 they only get a half hour to complete the quiz)

QUIZZES: COMMON USES

- **No stakes quizzes**
 - Ungraded
 - Typically created as asynchronous
 - Used to test comprehension (self assessment)
- **Low stakes quizzes**
 - Graded but worth only a small percentage
 - Typically created as asynchronous
 - Used to test understanding at certain points:
 - Weekly quizzes, unit quizzes, topic quizzes, etc.
- **High stakes quizzes**
 - Graded and worth a significant percentage
 - An opportunity to explore the new synchronous option
 - Comprehensive knowledge test (midterms or exams)

DEMO: QUIZZES TOOL

- Adding the Quizzes Link to the Navigation Bar
- Creating a Quiz
 - Setting the access window
 - Setting the time limit
 - Granting special access to students
 - Where to select the new synchronous quiz option
 - Setting student quiz review options
 - Populating with questions (Question Library)
- Assessing a Quiz
 - How to assess written response questions
 - Quiz statistics

SUPPORT AND RESOURCES

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SUPPORT & RESOURCES

OpenEd Documentation & Support Site:

- Dropbox Tool
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/dropbox>
- Quizzes Tool
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/instructor-tool-quizzes>

CourseLink Support

- Email: courselink@uoguelph.ca
- Phone: x.56939

Instructional Technology Specialist (ITS) Team

- Request a consultation: <https://bit.ly/UG-ITS-Consult>
- Email: insttech@uoguelph.ca



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RELATED PROGRAMMING:

CourseLink Basics Series

- Sep. 20 – Collaboration (Discussions and Groups)
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#Collaboration>
- Sep. 26 – Grading (Rubrics, Grades, Final Grades)
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#Grading>

October Programming

- Oct. 11 - Introducing the CourseLink Quiz Printing Tool
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#PrintingTool>
- Oct. 19 - Leveraging the New Synchronous Quizzes Option in CourseLink
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#SynchronousQuizzes>

Online Drop-In Support for Teaching and Learning Technology

<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#TLTTechnology>

- 2–3:30 pm on Sep. 27, Oct. 25, & Nov. 29 (last Wednesday each month) – No registration required!