

INTRODUCING THE COURSELINK QUIZ PRINTING TOOL

(OpenEd Toolbox)

UNIVERSITY
of GUELPH

OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

Owen Wooding,
Instructional Technology Specialist

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

- **Use Case Examples for Printing CourseLink Quizzes**
- **CourseLink Quiz Printing Tool Basics**
 - What is the Quiz Printing Tool?
 - How to Access the OpenEd Toolbox
 - Print Criteria Settings
 - Downloading and Printing a Quiz
- **Limitations of the Quiz Printing Tool**
- **Where to Find Support**
- **Question & Answer Period**

USE CASES FOR PRINTING COURSELINK QUIZZES

UNIVERSITY
of GUELPH

OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

PRINTING COURSELINK QUIZZES?

Printing CourseLink quizzes may seem counter-intuitive, after all a CourseLink quiz offers many advantages over handwritten quizzes:

- Automatic grading (most question types)
- No need to decipher poor student handwriting
- Academic integrity features like Question Pools, Shuffling, Answer Option Randomization, etc.
- Access to analytic data for examining student performance and quiz design

USE CASES FOR PRINTING QUIZZES

While CourseLink's Quizzes tool a great option for online assessment, there may be times when having the ability to create a printable version would come in handy.

Let's explore 2 specific use cases:

- **Accommodation Requests**
 - Student with accessibility needs
 - Student doesn't want to use Respondus Monitor
- **Transitioning an online quiz to a paper-based quiz**
 - This can be done in conjunction with Gradescope as well!

USE CASE 1: STUDENT ACCOMMODATION REQUESTS

Scenarios:

- A. The SAS Office contacts you to inform you that a student in your course cannot take your quiz online due to an accessibility need and requires a handwritten alternative.
- B. A student exercises their right to an alternative format if you are using Respondus Monitor.

Previous Solution:

You could either:

- Manually re-create the CourseLink Quiz in MS Word
- Create an alternative assignment meeting the same learning outcomes and provide it to the student

USE CASE 1:

STUDENT ACCOMMODATION REQUESTS

New Option – Quiz Printing Tool

OpenEd's CourseLink Quiz Printing Tool allows you to create a printable Word Document version of any of your CourseLink quizzes in just a few minutes.

Solution:

1. Access the OpenEd Toolbox
2. Select the Quiz Printing Tool (under Miscellaneous)
3. Select the course site and quiz
4. Set your Print Criteria options (if required)
5. Download the quiz, open it in Word, review and make edits (if required), and print a copy to provide the SAS Office, Testing Centre, or directly to the student

USE CASE 2: TRANSITIONING AN ONLINE QUIZ TO PAPER-BASED

Scenario:

You have designed a midterm or final exam for a course that was previously offered remotely that is now being offered in-person. Without the ability to use Respondus Monitor for academic integrity, you want to move that test to paper.

Previous Solution:

You could either:

- Manually re-create the CourseLink Exam/Midterm in Word
- Design an entirely new version of the Exam/Midterm

**In both cases you would also need to manually assess all the questions for each student*

USE CASE 2: TRANSITIONING AN ONLINE QUIZ TO PAPER-BASED

New Option – Quiz Printing Tool (+ Gradescope):

Use the CourseLink Quiz Printing to create a printable Word Document version of the Midterm or Exam and optionally upload the document to a Gradescope Exam Assignment to allow for more efficient grading of completed tests.

Solution:

1. Get a copy of your Midterm/Final Exam quiz from in MS Word format from the CourseLink Quiz Printing Tool
2. Ensure that formatting is correct and will work as an [outline for Gradescope's Exam Assignment type](#) for assessment (modify as required)
3. Print and deliver the exams to students, collect them, scan them, and upload them to [Gradescope for grading](#)

COURSELINK QUIZ PRINTING TOOL BASICS

UNIVERSITY
of GUELPH

OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

COURSELINK QUIZ PRINTING TOOL BASICS

You might be thinking: “This all sound great, where’s the print button in CourseLink?”

Unfortunately, there isn’t a print quiz option in CourseLink’s Quiz tool, and to date the creators of CourseLink, D2L, have not indicated they plan to add that option.

Luckily, OpenEd has been able to leverage the CourseLink API to build our own tool that allows UofG and GH instructors the ability to export their quizzes to MS Word for printing!

WHAT DOES THE QUIZ PRINTING TOOL DO?

It allows users to select a quiz from any course where they are an instructor and export it in a properly formatted Word document that includes questions, answer options, and question-level point value indicators.

It also provides options for:

- Printing an Answer Key
- Including Rich Text (bold, italic, superscript, etc.)
- Including a quiz's Description, Header, Footer, and Section Placeholders
- Hiding Question Hints
- Including Unsupported Question Types

HOW TO ACCESS THE COURSELINK QUIZ PRINTING TOOL

While we can't simply add a print button to the CourseLink interface, we have created a suite of tools that extend the functionality of CourseLink called the **OpenEd Toolbox**.

To access the OpenEd Toolbox, follow these steps:

1. Access: <https://toolbox.opened.uoguelph.ca/>
2. Authenticate using your central login id and password
3. If you are not already logged into CourseLink, you will be asked to login there as well
4. When prompted, allow OpenEd Toolbox to access your CourseLink information (continue button)



OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

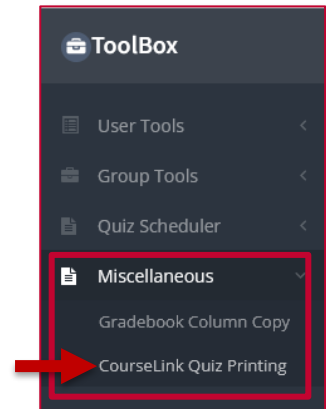
Application OpenEd Toolbox v1.0 by CourseLink @ the University of Guelph is trying to access your information. Would you like to proceed?

Do not ask me again for this application

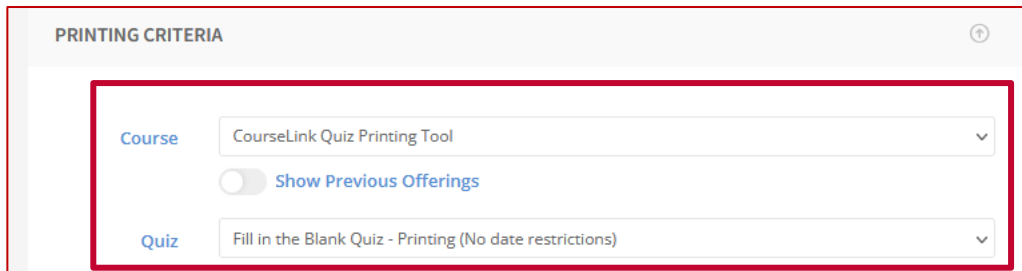
Continue

HOW TO SELECT A QUIZ FROM A COURSE SITE

Once in the ToolBox, simply select **Miscellaneous** from the left menu, then select **CourseLink Quiz Printing**



Instructors can then use the menu options to select the **Course*** and the **Quiz**

A screenshot of a 'PRINTING CRITERIA' form. The form has two dropdown menus: 'Course' and 'Quiz'. The 'Course' dropdown is set to 'CourseLink Quiz Printing Tool' and the 'Quiz' dropdown is set to 'Fill in the Blank Quiz - Printing (No date restrictions)'. A red box highlights both dropdown menus. There is also a toggle switch for 'Show Previous Offerings' which is currently turned off.

**Note: You will have access to any quizzes on course sites where you have an instructor-level role.*

SETTING PRINT CRITERIA OPTIONS

There are several options available prior to downloading and printing your quiz. Certain options will only appear if they are applicable to your quiz.

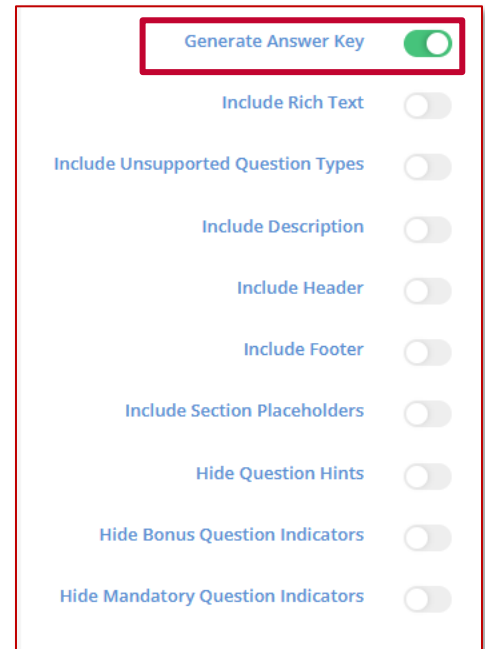
Generate Answer Key	<input type="checkbox"/>
Include Rich Text	<input type="checkbox"/>
<i>Disabled - Formatting (e.g., bold, italic, superscript, etc.) from CourseLink will be removed and questions will be styled as plain text.</i>	
Include Unsupported Question Types	<input type="checkbox"/>
Include Description	<input type="checkbox"/>
Include Header	<input type="checkbox"/>
Include Footer	<input type="checkbox"/>
Include Section Placeholders	<input type="checkbox"/>
Hide Question Hints	<input type="checkbox"/>

PRINT CRITERIA OPTION: GENERATE ANSWER KEY

When enabled, the Generate Answer Key option will include an answer key along with the printable quiz file when the Create File option is selected.

Answer Keys Details:

- A copy of the quiz with correct answers indicated at the question level
- Answers for MC, MS, TF, and Short Answer
- Answers are highlighted in yellow
- Both a quiz Word document and an answer key Word document are downloaded in a single Zip (.zip) file



ANSWER KEY FILE EXAMPLE

Question 24 [3 point(s)]

Multiple selection (type 04), with enumeration style 5

HINT: *All or Nothing, random order.*

All or Nothing

- A. Option 01
- B. **Option 04**
- C. Option 07
- D. Option 05
- E. **Option 02**
- F. **Option 06**
- G. Option 03

Question 25 [2 point(s)]

Multiple selection (type 04), with enumeration style 6

HINT: *Correct Selections, random order.*

Correct answers

- Option 01**
- Option 03**
- Option 02

Question 26 [1 point(s)]

BONUS

Short answer (type 08).

HINT: *One response*

Learners receive part marks per blank

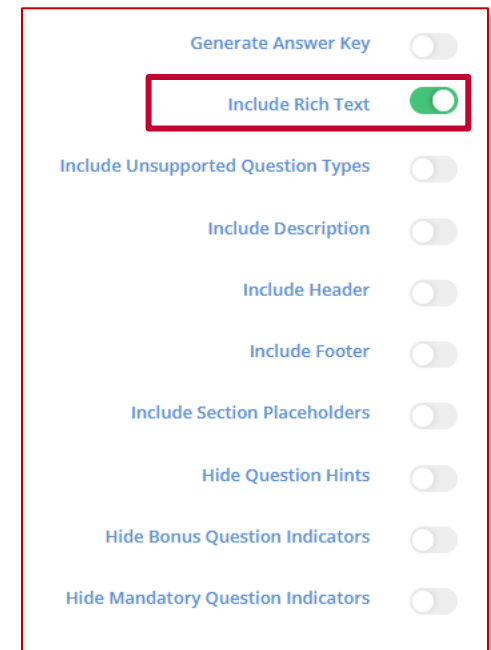
Answer

PRINT CRITERIA OPTION: INCLUDE RICH TEXT

When enabled, the Include Rich Text option will retain the formatting used for questions in the CourseLink quiz such as bold, italic, underline, superscript, etc.

Enabling Rich Text - Limitations

- Questions may span across pages (e.g., Q4 starts on page 3 and carries over to page 4)
- Enumeration will not be applied (e.g., multiple choice questions will not include a., b., c., etc.)
- Typically requires additional formatting after download



PRINT CRITERIA OPTION: INCLUDE UNSUPPORTED QUESTION TYPES

The Quiz Printing Tool does not work for all question types.

If your quiz includes unsupported types an indicator will appear:

Quiz

CourseLink Quiz Print Test Sample (No date restrictions) ▼

The selected quiz has configurations that are not yet fully supported by this tool

Enabling this option includes the question numbers, points, and question text for unsupported question types in the file, but without corresponding answer options.

Generate Answer Key

Include Rich Text

Include Unsupported Question Types

Include Description

Include Header

Include Footer

Include Section Placeholders

Hide Question Hints

Hide Bonus Question Indicators

Hide Mandatory Question Indicators

UNSUPPORTED QUESTION TYPES

The following Question Types are not supported by the Quiz Printing Tool:

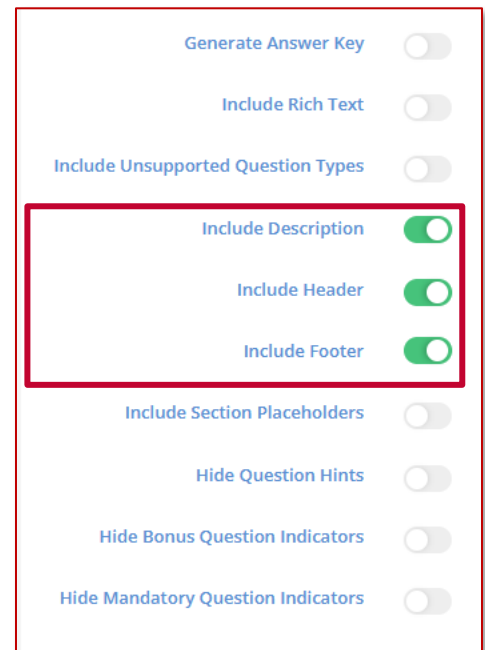
- Matching
- Ordering
- Arithmetic
- Significant Figures

PRINT CRITERIA OPTIONS: INCLUDE DESCRIPTION, HEADER, AND FOOTER

These 3 settings all work the same way.

When enabled, the downloaded file will include the corresponding information from the quiz.

For example, if Include Description is enabled, the text from the Quiz's description field will display below the quiz title and before the first question.



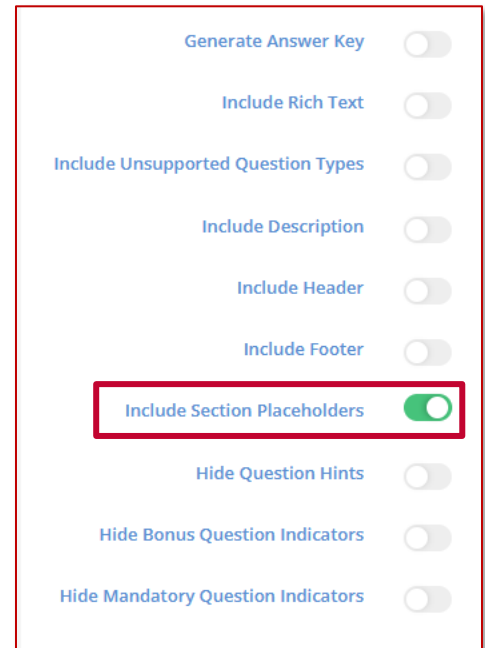
PRINT CRITERIA OPTION: INCLUDE SECTION PLACEHOLDERS

When enabled, the downloaded file will include a placeholder title and placeholder descriptive text for any sections used in the quiz.

It will NOT include the actual section title or description from the quiz but can be edited in the document.

Section Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque a dui placerat, aliquam ex eget, placerat enim. Proin sollicitudin mattis lacus, sed fermentum neque



A screenshot of a settings menu for a quiz. The menu items are listed on the left, and each has a toggle switch on the right. The 'Include Section Placeholders' option is highlighted with a red rectangular box, and its toggle switch is turned on (green). Other options include 'Generate Answer Key', 'Include Rich Text', 'Include Unsupported Question Types', 'Include Description', 'Include Header', 'Include Footer', 'Hide Question Hints', 'Hide Bonus Question Indicators', and 'Hide Mandatory Question Indicators', all of which have their toggle switches turned off (grey).

Generate Answer Key	<input type="checkbox"/>
Include Rich Text	<input type="checkbox"/>
Include Unsupported Question Types	<input type="checkbox"/>
Include Description	<input type="checkbox"/>
Include Header	<input type="checkbox"/>
Include Footer	<input type="checkbox"/>
Include Section Placeholders	<input checked="" type="checkbox"/>
Hide Question Hints	<input type="checkbox"/>
Hide Bonus Question Indicators	<input type="checkbox"/>
Hide Mandatory Question Indicators	<input type="checkbox"/>

PRINT CRITERIA OPTION: HIDE QUESTION HINTS

When enabled, the downloaded file will exclude question hints for any questions that have them applied.

Question 8 [1 point(s)]
BONUS **MANDATORY**

Multiple choice (type 01), with enumeration style 3

HINT: 2 Answers, random order.

- I. Option 01
- II. Option 04
- III. Option 02
- IV. Option 03

This setting option only appears if the selected quiz contains questions with hints.

Generate Answer Key

Include Rich Text

Include Unsupported Question Types

Include Description

Include Header

Include Footer

Include Section Placeholders

Hide Question Hints

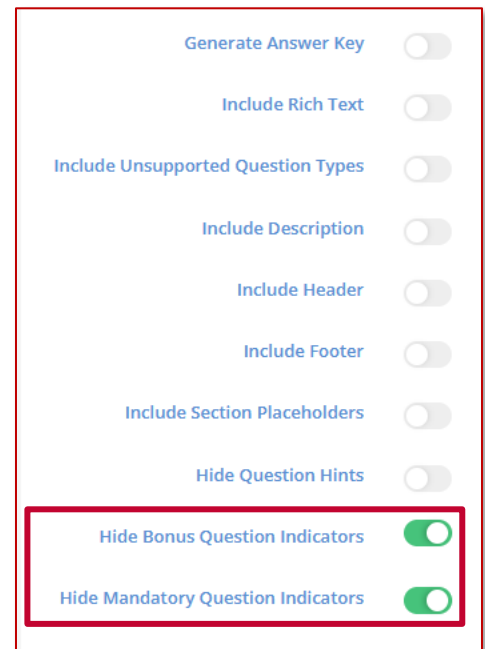
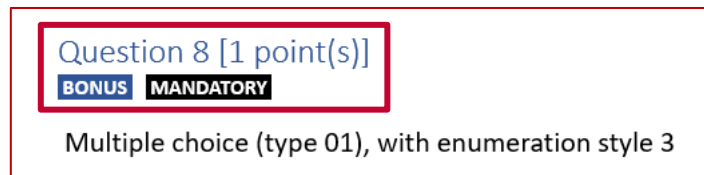
Hide Bonus Question Indicators

Hide Mandatory Question Indicators

PRINT CRITERIA OPTIONS: HIDE BONUS INDICATORS & MANDATORY INDICATORS

These 2 settings work the same way.

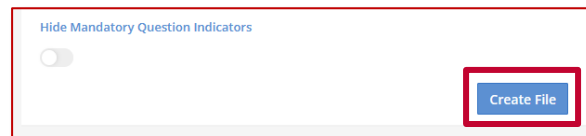
When enabled, the downloaded file will include the corresponding indicators for any questions that apply.



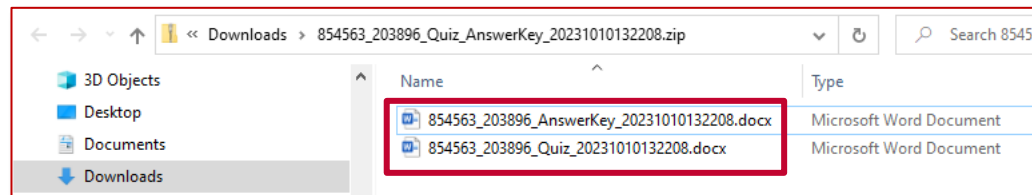
These setting options will only appear if a quiz contains questions with those features enabled.

CREATING, DOWNLOADING, & PRINTING THE QUIZ FILE

Once all the Print Criteria options have been set, the quiz file can be downloaded by selecting the Create File button.



The quiz will be downloaded as a MS Word (.docx) file. If creating a quiz file & an answer key, they will be downloaded as a single Zip (.zip) file with 2 MS Word files inside.



Once opened, you may edit the document (if required), save it, and ultimately print it out for distribution.

DEMO: COURSELINK QUIZ PRINTING TOOL

- Accessing the OpenEd Toolbox
- Locating the Quiz Printing Tool
- Selecting a Course and Quiz
- Reviewing the Settings Options
- Creating/Downloading the Quiz file
- Opening/Editing the file

LIMITATIONS OF THE QUIZ PRINTING TOOL

LIMITATIONS OF THE QUIZ PRINTING TOOL

While covering the various Print Criteria settings options available for creating a printable quiz file, we already touched on the following limitations:

- Enabling Rich Text will remove enumeration in the downloaded file and require manual formatting
 - It may also cause some questions to break across pages
- Certain question types are not supported (Matching, Ordering, Arithmetic, and Significant Figures)
- Section Titles and Descriptions are not imported, but placeholders can be included

ADDITIONAL LIMITATIONS

Please note there are **3 additional** limitations to consider:

- 1. Question Pools are not available**
If you are using Question Pools, it may be possible to create a copy or copies of the quiz with question pools removed for printing (CourseLink Support can assist)
- 2. Images attached to questions cannot be retrieved**
Images must be manually added to the Word file after downloading it
- 3. Quiz question order is not available (no shuffling)**
Questions will be grouped by section and displayed in the order that they are retrieved, even if shuffling is enabled

SUPPORT AND RESOURCES

UNIVERSITY
of GUELPH

OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

SUPPORT & RESOURCES

OpenEd Documentation & Support Site:

- OpenEd Toolbox
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/opened-toolbox>
- CourseLink Quiz Printing
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/opened-toolbox/#quizprinting>

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

RELATED PROGRAMMING:

Gradescope for Assessment of Handwritten Final Exams

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

- 2-3:30 pm on Thursday, November 16th

Online Drop-In Support for Teaching and Learning Technology

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

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