COURSELINK QUIZZES TOOL

Reading Week Series

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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 is located within the Between the Lake Treaty (1792); the treaty lands and territory of the Mississaugas of the Credit. Today, this land continues 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, the Truth and Reconciliation Commission’s Calls to Action, and our collective responsibility to the land on which we work and learn.
AGENDA

• The Basics
  – Create a quiz shell
  – Add questions
    • From question bank
    • Within quiz
  – Grading and assessment options

• Advanced Options
  – Shuffle questions
  – Question pools
  – Submission views

• Support & Resources
THE BASICS

Getting started with CourseLink Quizzes
WHERE IS THE QUIZZES TOOL?

- Quizzes is not in the default navigation bar
  - Instructors and TAs can access through Course Admin
- For students to access, Quizzes does need to be added to the course navigation bar
EDIT THE NAVIGATION BAR

1. Select **Add Links**
2. Search for **Quizzes** or scroll through list
3. Click **Add**
4. Drag and drop to place Quizzes between Discussions and Grades
5. **Save and Close**
GETTING STARTED

You haven't created any quizzes. Click New Quiz to add a new quiz.
CREATE A NEW QUIZ SHELL

New Quiz

General

Name *

Category

no category [add category]?

Quiz Questions

This quiz is empty.

Add/Edit Questions
CREATE A NEW QUIZ - PROPERTIES

Description
- Expand Description

Page Header / Footer
- Expand page header / footer

Optional Advanced Properties
- Collapse optional advanced properties
- Allow hints
- Disable right-click
- Disable Email, Instant Messages and alerts

Notification Email

Save and Close  Save  Cancel
Note: Quiz Availability controls when a student can access the quiz. The End Date does not immediately stop a student in progress attempt.
CREATE A NEW QUIZ - RESTRICTIONS

Optional Advanced Restrictions

Timing
- Recommended Time Limit
- Enforced Time Limit

120 minute(s)
Will be displayed before the quiz starts

Show clock

Special Access

Type of Access
- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close  Save  Cancel
HOW RESTRICTIONS WORK TOGETHER

Example 1:

• Quiz start date/time at 9:00 am
• Quiz end date/time at 11:00 am
• Enforced time limit of 120 minutes (2 hours)

Student A starts writing at **9:00 am**. They will have until **11:00 am** to finish the assessment, completing the assessment before the end date/time.

Student B starts writing at **10:45 am**. They will have until **12:45 pm** to finish the assessment. If they run into technical issues after 11:00 am, they will require assistance from CourseLink Support to reenter the quiz.
HOW RESTRICTIONS WORK TOGETHER

Example 2:

• Quiz start date/time at 9:00 am
• Quiz end date/time at 10:00 pm
• Enforced time limit of 120 minutes (2 hours), no grace period

Student A starts at **10:00 am**. They have until **12:00 pm** to finish the assessment, however they don’t submit until **12:02 pm**. Their quiz shows they exceeded the time limit.
Note: The auto-publish feature should only be turned on for quizzes that contain objective-type questions (i.e., MC, T/F, matching).
CREATE A NEW QUIZ - ASSESSMENT

Attempts

Attempts Allowed

1

Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Retake Incorrect Questions Only

On new attempts, only allow answers for previously incorrect questions

Overall Grade Calculation

Highest Attempt
WHAT TYPES OF QUESTIONS CAN I ADD?

- True or False
- Multiple Choice
- Multi-Select
- Written Response
- Short Answer
- Multi-Short Answer
- Fill in the Blanks
- Matching
- Ordering
- Arithmetic
- Significant Figures
Question Library

- Sample Question Types
- Simple MC Questions
- Respondus LockDown Browser Storage - DO NOT DELETE

Total: 3 Sections

Last Modified:
- Feb 9, 2022 10:01 AM
- Feb 17, 2022 1:41 PM
- Feb 9, 2022 10:06 AM
WHY USE THE QUESTION LIBRARY?

• Organize questions into sections by:
  – Type
  – Topic
  – Difficulty
• Option to re-use questions on multiple quizzes
• Copy questions over from a previous year & continue adding new questions/refining previous ones

Note: We recommend creating all your questions in the question library and then adding to a quiz from there.
**Adding Questions to the Question Library**

1. Create questions within the question library
   - Good option for adding minimal questions
   - *i.e.*, adding a couple new questions to a section
2. Import from a file (CSV)
   - Requires a specific format
   - Template CSV available to download
3. Respondus 4.0 Quiz Tool
   - Formatted word document file provided to CourseLink
     Support for processing and upload
   - Ensure you provide questions in time for upload & addition to appropriate quiz(zes)
ADDING QUESTIONS TO A QUIZ

- Demo
QUIZ PREVIEW

• Allows you to view the quiz as a student would
• Useful to check for any weird formatting issues, any shuffling is working correctly, etc.
GRADING & ASSESSMENT OPTIONS

• **Objective questions (MC, T/F)**
  – Questions are auto graded by the system as they required you to provide a correct answer during creation
  – Auto-publish attempt results immediately upon completion
  – Automatically update evaluations in grade book when published

• **Short answer/written response questions**
  – Manually graded by instructor and/or TA
GRADING WRITTEN RESPONSE
ADVANCED OPTIONS
Taking Quizzes to the next level
ADVANCED OPTIONS

CourseLink Quizzes can be customized in many ways. Today, we’ll take a look at some of the more common options.

1. Randomize question order
2. Question pools
3. Submission views
FEATURE 1: SHUFFLE QUESTIONS

Quiz Questions

Questions per page: [ ] Apply

Paging: [ ] Prevent moving backwards through pages

[ ] Shuffle questions at the quiz level
   Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions  Edit Values

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Type</th>
<th>Points</th>
<th>Diff</th>
<th>Bonus</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Q1. Something described as ‘tactile’ means that it relat...</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q2. According to Greek mythology, after Pandora had open...</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q3. In which country will you find Machu Picchu?</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q4. From which country does pizza originate?</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q5. Where does the Wizard of Oz live?</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q6. Who composed ‘The Nutcracker’?</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Q7. Scurvy is a disease resulting from a deficiency of w...</td>
<td>MC</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 7
FEATURE 1: SHUFFLE QUESTIONS

What does the feature do?

• Not surprisingly, this will shuffle the order of the questions that are set up in the quiz
• Each student will receive the questions in a randomized order
• Student One might get question order 2, 3, 5, 1, 4 while Student Two might get question order 5, 3, 2, 4, 1
ENABLING SHUFFLE QUESTIONS

• This is one of the simplest features to turn on
• It takes one click of a check box on the Quiz Properties tab
• Steps:
  1. Go to Quizzes
  2. Select the quiz
  3. From the Properties Tab, scroll down to Quiz Questions
  4. Check the box for: Shuffle questions at the quiz level
  5. Press Save and Close
### SHUFFLE QUESTIONS – STUDENT VIEW

**Quiz 1**

<table>
<thead>
<tr>
<th></th>
<th>Student 1</th>
<th></th>
<th>Student 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Which of the following is a prime number?</td>
<td>A) 4</td>
<td>1. Which planet is larger than Earth?</td>
<td>A) Jupiter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B) 8</td>
<td></td>
<td>B) Mars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C) 9</td>
<td></td>
<td>C) Mercury</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D) 11</td>
<td></td>
<td>D) The Sun</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Student 1</th>
<th></th>
<th>Student 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Which planet is larger than Earth?</td>
<td>A) Jupiter</td>
<td>2. Which of the following is a prime number?</td>
<td>A) 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B) Mars</td>
<td></td>
<td>B) 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C) Mercury</td>
<td></td>
<td>C) 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D) The Sun</td>
<td></td>
<td>D) 11</td>
<td></td>
</tr>
</tbody>
</table>

- Students see no indication that the questions are in a different order
BENEFITS & CHALLENGES

• Benefits
  – Shuffling the question order increases the amount of time it takes to work with another student or group of students to share answers
  – If two students are taking the quiz online together, one student might ask “What was your answer to question 1”, to which the other student might say “B”. With the questions shuffled, they likely just received the wrong answer.

• Challenges
  – If quiz questions are intentionally structured to build up by type, topic, difficulty, etc., then this feature should not be used
  – This feature may make it more difficult to communicate with students about specific questions after a quiz – question 1 for one student is likely not question 1 for another student
FEATURE 2: QUESTION POOLS

Ready to begin adding quiz content?
Click the Add or Import button to get started

New Question
Section
  Question Pool
Add

Import
WHAT IS A QUESTION POOL?

• Creates a section/folder in your quiz that can be populated by as many questions as you would like, but only deliver some of them to students at random
  – **For example:** A question pool with 50 questions that delivers 25 of those 50 questions to your students at random

• You may use as many different question pools in a quiz as you would like
  – **For example:** A question pool for topic A, another for topic B, etc. or a question pool for easy, another for difficult, etc.

• All questions in a question pool must have the same point value

• Questions for question pools should be created in/imported to the Question Library (not directly into the quiz)
CREATING A QUESTION POOL

1. Add all the questions you plan to use to the Question Pool to the Question Library
2. From the Quiz edit screen, use the Add/Edit Questions option from the Properties Tab
3. Add a new Question Pool to the quiz and select the questions you want to populate that Question Pool from your Question Library
4. Determine how many of those questions you want selected at random for each student
5. Determine how many points each of the questions from that pool should be worth
CREATING A QUESTION POOL

Question Pool Title *

Number of Questions to Select * Points per Question *

from 0

Browse Question Library

Save Cancel

According to Forrest Gump, "life was like..."

- a bouquet of roses
- a box of chocolates
- a bag of lemons
- a pizza

Fe is the chemical symbol for

- Francium
- Helium
- Zinc
- Iron
**QUESTION POOLS – STUDENT PERSPECTIVE**

- Students will see **no indication** that they are being served questions randomly from a pool
- The questions for each student are selected as soon as they press the Start Quiz button
- If you are allowing multiple attempts at the quiz, the student will receive a new random set of questions on the next attempt
BENEFITS & CHALLENGES

• **Benefits**
  – Academic integrity: Essentially creating a unique quiz (or portion of a quiz) for each student, which will make it very difficult to share questions and answers in the allotted time
  – Can be used in conjunction with the other features

• **Challenges**
  – Additional work: Pools should be populated with enough questions to ensure that there are as few duplicate questions as possible on each student’s quiz
  – Fairness: A student may randomly receive a disproportionate number of easy or difficult questions
FEATURE 3. SUBMISSIONS VIEWS

Default View
The following is the submission view that will be released to users

Default View
- Date: immediately
- Show Questions? No
- Statistics: none

Additional Views

Add Additional View

Save and Close
Submission Views

- Students see a default submission view immediately after submitting their quiz
  - “Your quiz has been submitted successfully.”
  - Score, if the quiz is set to auto-grade
- A quiz’s submission view settings can be altered to allow students to review their submission in greater detail, such as showing them what they got right or wrong and the correct answer
CREATE A NEW SUBMISSION VIEW

Default View
The following is the submission view that will be released to users

Default View
Date: immediately
Show Questions? No
Statistics: none

Additional Views

Add Additional View

Save and Close
CREATE A NEW SUBMISSION VIEW – NAME & DATE

Add View

View Properties

Name*

Demo View - Show incorrect responses

Message

View Restrictions

Date

📅 2/23/2022 9:53 AM
CREATE A NEW SUBMISSION VIEW - DETAILS

- Multiple options for showing questions
- Option to show answers is separate from showing questions
SUBMISSION VIEWS: HOW MUCH TO REVEAL?

• While this is a powerful self study aid, it is also how many quiz questions from a course end up online
• Once you reveal your questions via a submission view there is nothing stopping a student from taking a screen capture, taking a picture of it with their phone, copy/pasting the text, etc.
• Rather than revealing all the questions and correct answers, consider reviewing the quiz statistics and doing a lecture review of some of the more common concepts/outcomes (not specific questions) students struggled with most often
• This is especially important for high stakes quizzes such as midterms or exams
RESOURCES

• Quizzes – OpenEd Support & Documentation Site, https://support.opened.uoguelph.ca/instructors/courselink/tools/content/instructor-tool-quizzes

• Enabling Respondus in a Quiz, https://support.opened.uoguelph.ca/instructors/courselink/tutorials/content/enabling-respondus-in-a-quiz

• Automated Quiz Extension Tool, https://support.opened.uoguelph.ca/instructors/courselink/tools/content/automated-quiz-extension-tool

• Build Student Generated Question Banks (ITS Webinar), https://opened.uoguelph.ca/instructor-resources/rethink-your-assessments-for-remote-environments-with-ed-tech#QuestionBanks

• Quizzes that Promote Academic Integrity (ITS Webinar), https://opened.uoguelph.ca/instructor-resources/rethink-your-assessments-for-remote-environments-with-ed-tech#Quizzes
SUPPORT

CourseLink Technical Support
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