COURSELINK QUIZZES TOOL

Getting started with CourseLink Series

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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

• Benefits of Online Quizzes
• Quizzes Tool Basics
  – Question Library
  – Question Types
  – Manage Quizzes
• Creating CourseLink Quizzes
  – Accessing the Quizzes Tool
  – Adding Questions
  – Building Quizzes
• Where to Find Quizzes Support
• Question & Answer Period
Benefits of Online Quizzes
**Benefits to Students**

Quizzing in general provides several student benefits, such as:
- Evaluating subject comprehension (knowledge checks)
- Providing added motivation to study course materials
- Allowing focus on smaller segments of course material
- Improving knowledge retention

Online quizzes also provide additional benefits such as:
- Flexible start times
- Quicker turnaround times for quiz results
- Automatic question-level feedback to allow reflection
**Benefits for Instructors**

Well designed online quizzes also provide additional benefits to instructors, such as:

- Reduced grading time due to automatic assessment for most question types
- Simplified accommodation requests (granting extra time, alternative test dates)
- Access to analytic data post-quiz to examine:
  - Where students are struggling
  - What questions or course content may need adjustments
Online Quizzing Considerations

• Maintaining academic integrity for online quizzes can be difficult, but you have options:
  – Leverage features like question pools, question shuffling, answer option shuffling, etc.
  – Just because a quiz is “online”, doesn’t mean it can’t be delivered during class time
  – Remote quiz invigilation using Teams or Zoom is an option for smaller courses
  – Make low-stakes quizzes open book (but limit time)
• CourseLink’s Quizzes tool is reliable, student devices are not
  – Be prepared for potential student technical issues and have a plan on how to handle them
  – Try to run quizzes when CourseLink Support is open!
QUIZZES TOOL BASICS
WHAT IS THE COURSELINK QUIZZES TOOL?

CourseLink’s Quizzes tool allows for the creation of online quizzes populated with questions of varying types (TF, MC, FIB, etc.)

The Quizzes tool is comprised of two main components:

1. **Question Library**: The repository where instructors/TAs add and store questions
2. **Manage Quizzes**: Where instructors/TAs create, edit and assess quizzes
**What is the Question Library?**

- Stores questions for use in any quiz in the course site
- Questions can be created directly in Question Library or **imported** to it from properly formatted file
- Folders and subfolders (called sections) can be created to organize questions in the Question Library
- Should be used to leverage the Question Pool option
- Highly recommended that questions be created in the Question Library, not directly in the quiz
  - Avoids accidental deletion when deleting a quiz
  - Allows questions to be used in multiple quizzes (e.g., Quiz 1, Midterm 1, Final Exam)
  - Keeps questions in sync (an edit to a question carries over to all quizzes where it appears)
WHAT IS THE QUESTION LIBRARY?

Helpful Options for Importing Questions:

• CourseLink Support will accept Word documents that are formatted as per Respondus 4.0 to import to your course site

• Algonquin College provides a free online tool for creating properly formatted questions for import to the Question Library
**QUESTION LIBRARY EXAMPLE**
WHAT TYPES OF QUESTIONS CAN BE ADDED?

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

NOTE:
Written Response is the only question type that does not include an automatic grading option.

Watch D2L’s Overview of Question Types
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
WHAT IS MANAGE QUIZZES?

• The component of the Quizzes tool that instructors use to create, edit and **assess** quizzes
  – Most questions are assessed automatically (only Written Response requires manual grading)
• Instructors/TAs creating or editing a quiz determine:
  – When a quiz can be accessed
  – Time allowed to for students complete a quiz
  – How many attempts are allowed (and which is graded)
  – What students can see after the quiz (score, right/wrong answers, etc.)
  – Which grade item is linked to the quiz
MANAGE QUIZZES EXAMPLE
COURSELINK QUIZ - CREATE/EDIT EXAMPLE
CREATING COURSELINK QUIZZES
WHERE IS THE QUIZZES TOOL?

- Quizzes is **not** on the default navigation bar
  - Instructors and TAs can access Quizzes through **Course Admin**
  - However, for students to access Quizzes, it must be added to the course navigation bar!
1. Select **Add Links**
2. Search for **Quizzes** or scroll through list
3. Select the box and click **Add**
4. Drag and drop to move the Quizzes link (we recommend between Discussions and Grades)
5. **Save and Close**
ACCESSING THE QUIZZES TOOL

• Once Quizzes has been added to the navigation bar, click the new **Quizzes** link to access the tool

• It can also still be accessed from the **Course Admin** link
**Adding Questions to the Question Library**

- From the Quizzes tool, select the **Question Library** option.

- Begin by creating **sections** (folders) that correspond to the organizational system you want to use.
**Adding Questions to the Question Library**

- Create a section folder
  - Note – if an entire folder is imported to a quiz, the settings selected here will also carry over to the quiz
ADDING QUESTIONS TO THE QUESTION LIBRARY

• The section folder will appear in the Question Library
• Click on the folder to add questions inside that folder
ADDITION QUESTIONS TO THE QUESTION LIBRARY

• There are two options to add questions:
  – Select **New**, then choose the type of question (MC, TF, FIB, etc.) you want to add
  – Select **Import** and select **Upload a File** to add questions from a properly formatted csv file
**Adding Questions to the Question Library**

- Once created, your questions will appear in the section (folder) you selected in the Question Library.

**Note:** The question creation steps and import process will be covered in the demo.
CREATING A NEW QUIZ

• Click on the **New Quiz** button from **Manage Quizzes**

![Image of New Quiz button](image)

• Next, you will see the “new quiz building experience”
  – Note that this experience is on by default
  – It can be disabled, but that is expected to end by S23
  – Similar to the Dropbox creation experience
  – Streamlines the creation process by keeping all the options on a single page
  – We recommend creating quizzes in the new quiz building experience
The Quiz Builder has 4 main areas of focus:
1. Details
2. Settings
3. Questions
4. Save & Visibility
**New Quiz Building Experience – Quiz Details**

- **Name** – Title of the quiz (e.g., Quiz 1)
- **Grade Out Of** – Points auto-populates when questions are added
- **Not in Grade Book** - Add after questions are added (assessed quiz)
- **Description** (Optional) - Provide additional details to students
- **Due Date** - Do not use! (use Start Date and End Date options instead)
New Quiz Building Experience – Settings: Availability Dates & Conditions

- **Start Date** – Access to start the quiz begins
- **End Date** – Access to start/continue a quiz ends
- **Release Conditions** – Only show the quiz if...
- **Special Access** – Allow specific students:
  - Different start/end dates
  - More/less time to complete the quiz
  - More/less attempts
- **Password**
  - Students must know the password to access the quiz
- **IP Restrictions**
  - The quiz can only be started from a specific IP address
NEW QUIZ BUILDING EXPERIENCE – SETTINGS: TIMING & DISPLAY

- **Timing** – Time allowed to complete the quiz
- **Paging** – How many questions appear at once
- **Shuffle Quiz** – Questions and sections appear in a random order for each student
- **Display**
  - Allow Hints (if available)
  - Disable Email, Instant Messages, & Alerts
- **Header and Footer** – Add text at the top or bottom of each quiz page
  - Add “SAS” to Footer to auto-apply SAS extra time accommodations (UofG only)
NEW QUIZ BUILDING EXPERIENCE – SETTINGS: ATTEMPTS & COMPLETION

• **Attempts** – How many attempts are students allowed and which should count as graded (default = 1 attempt)
• **Category** – Add the quiz to a category (for purposes of organization)
• **Notification Email** – Enter an email address to receive an email each time a student submits
**New Quiz Building Experience – Settings: Evaluation & Feedback**

- **Auto-publish attempt results immediately upon completion** – Allow students to see their score after submission
- **Synchronize to grade book on publish** – Send the scores from the quiz to the associated grade item when published
- **When published, display to learners**
  - **Attempt grade** – when disabled students will not see their score in the quizzes tool even when published
  - **And...** - Select additional feedback release options such as show wrong/right questions, correct answers, etc.
- **Learning Objectives**
  - Associate quiz with learning objectives
  - Legacy Tool – unlikely to use
NEW QUIZ BUILDING EXPERIENCE – QUESTIONS

- **Add Existing** – Allows you to import questions from the Question Library
- **Create New** – Allows you to create questions directly in the quiz (not recommended) or create a Question Pool folder
- **Question Area** – Displays any questions that have been added to the quiz as well as their point values and the overall quiz score
- **Preview** – Allows you to see the quiz and take it just as a student would while bypassing restrictions such as start/end dates

Ready to begin adding quiz content?

Click Add Existing or Create New to get started
QUIZ CREATION DEMO

• In this demonstration I will:
  – Add Quizzes to the Navigation Bar
  – Use the Question Library to:
    • Create a section and add 3 question types manually (TF, MC, and Written Response)
    • Demonstrate the import from file option
  – Use Manage Quizzes to:
    • Create a new quiz
    • Set Availability, Timing, Attempts, and Feedback
    • Link the quiz to a grade item
QUIZZES TOOL SUPPORT AND RESOURCES
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Online Resources
• OpenEd Documentation & Support - Quizzes: https://support.opened.uoguelph.ca/instructors/courselink/tools/content/instructor-tool-quizzes
• Automated Quiz Extension Tool (students with SAS accommodations) https://support.opened.uoguelph.ca/instructors/courselink/tools/content/automated-quiz-extension-tool

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
QUIZZES TOOL WEBINARS

Upcoming

• CourseLink Tool Spotlight: Quizzes (New Quiz Building Experience) – Jan. 24th – 2 – 3 pm
  Registration: https://opened.uoguelph.ca/instructor-resources/winter-2023-programming#CourseLink

Recorded

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