

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.



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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

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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

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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

Question Library - Final Exam SA and others

Settings Help

Final Exam SA and others

New Import Done Editing Questions

Move Delete Order Edit Values Publish to LOR

<input type="checkbox"/>	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Parental tube	WR	3	7		Mar 25, 2020 11:44 AM
<input type="checkbox"/>	Cranial and spinal nerves	WR	3	7		Mar 25, 2020 11:44 AM
<input type="checkbox"/>	Hypothalamus: role	WR	3	7		Mar 25, 2020 11:44 AM
<input type="checkbox"/>	Hippocampus	WR	3	7		Mar 25, 2020 11:44 AM
<input type="checkbox"/>	Neurodevelopment	WB	4	7		Mar 25, 2020 1:24 PM
<input type="checkbox"/>	Thoracic nuclei	MAT	3	2		Mar 25, 2020 11:44 AM
<input type="checkbox"/>	The following diagram is a stained cross-section through the brainstem. Name the region of the brainstem shown as well as the 2 parts indicated by arrows.	WR	4	1		Mar 25, 2020 1:28 PM

Total: 7 Questions

20 per page



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.



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

Manage Quizzes Question Library Statistics LockDown Browser [Help](#)

[New Quiz](#) [Edit Categories](#) [More Actions](#) ▾

View: [By Category](#) ▾ [Apply](#)

[Bulk Edit](#)

<input type="checkbox"/>	Without Category	Published
<input type="checkbox"/>	Week 1 Quiz ▾ Due on Sep 18, 2020 6:00 PM Available on Sep 14, 2020 12:00 AM	-
<input type="checkbox"/>	Week 2 Quiz ▾ Due on Oct 2, 2020 11:30 PM Available on Sep 21, 2020 12:00 PM	-
<input type="checkbox"/>	Week 3 Pre-test ▾ Due on Jun 22, 2020 10:00 PM Available on Jun 22, 2020 9:00 AM until Jun 24, 2020 7:00 PM	-
<input type="checkbox"/>	Week 3 Post-test ▾  Available on Jun 24, 2020 7:00 PM until Jun 25, 2020 7:00 PM	-
<input type="checkbox"/>	Practice Quiz W1-4 ▾ 	-

COURSELINK QUIZ - CREATE/EDIT EXAMPLE

[← Back to Manage Quizzes](#) Demo Quiz (with Written Response question)

Name *

Demo Quiz (with Written Response question)

Grade Out Of 27 points | [In Grade Book](#) | [🔒](#)

Due Date 10/6/2021 11:59 PM

Description

Questions [Eq](#) [Preview](#)

[Add Existing](#) [Create New](#) Total Points 27

Select All [Add](#) [Move to](#) [More Actions](#)

1 The cow says moo. 1 point
True or False • Also in Example Quiz (with Written Response question)

2 A dog makes the following sound: 1 point
Multiple Choice • Also in Example Quiz (with Written Response question)

3 Discuss whether the institutions that supported the Golden Age of capitalism may have been incapable of sustaining growth in the longer term. 25 points
Written Response • Also in Example Quiz (with Written Response question)

Availability Dates & Conditions

Always available
1 user with special access

Timing & Display

Enforced time limit (1 minute)
Paging applied

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

2 result displays

CREATING COURSELINK QUIZZES

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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!

The image shows a screenshot of a course navigation bar and a dialog box. The navigation bar includes links for Course Home, Content, Groups, Dropbox, Discussions, Grades, Course Admin, and CourseLink Help. A blue menu icon is visible in the top right corner. Below the navigation bar, there are sections for Announcements and Updates. A dialog box titled 'Create a Copy?' is open, asking if the user wants to create a copy of a shared navbar. The dialog box has a close button (X) in the top right corner. The text in the dialog box reads: 'This navbar is shared. Do you want to create a copy of it and set it to Active so you can customize it for your course?'. There are two buttons at the bottom: 'Yes! I'll work with a copy of the navbar' and 'Cancel'.

Course Home Content Groups Dropbox Discussions Grades Course Admin CourseLink Help

Announcements ▾

Updates ▾

14 Unread Discussion Posts

Customize This Navbar

Manage All Course Navbars

Create a Copy? X

This navbar is shared. Do you want to create a copy of it and set it to Active so you can customize it for your course?

Yes! I'll work with a copy of the navbar Cancel

EDIT THE NAVIGATION BAR

Edit Navbar

Name *

Course Default - Copy

▶ [Edit description](#)

Links

Course Home Content Groups Dropbox Discussions Quizzes Grades Course Admin CourseLink Help

Quizzes

Add Links

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


Course Home Content Groups Dropbox Discussions **Quizzes** Grades Course Admin CourseLink Help


- It can also still be accessed from the **Course Admin** link


Course Home Content Groups Dropbox Discussions Quizzes Grades **Course Admin** CourseLink Help


Assessment


 Awards


 Dropbox


 Quick Eval

 Self Assessments

 Checklists

 Grades

 **Quizzes**

 Surveys

 Competencies

 Learning Outcomes

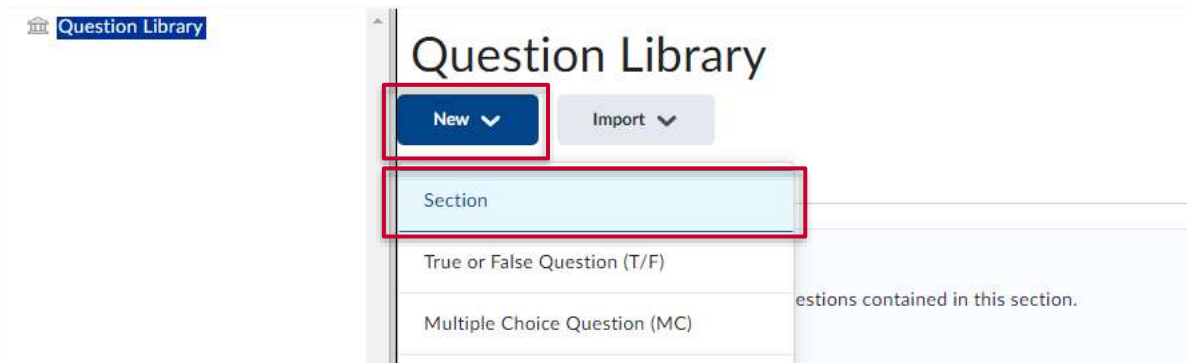
 Rubrics

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

← Back to Question Library

Section Title *

 Hide Section Title from learners

Section Text

A description for this section that will appear to students if the section (folder) imported to a quiz, unless the Hide Section Text from learners option is enabled.

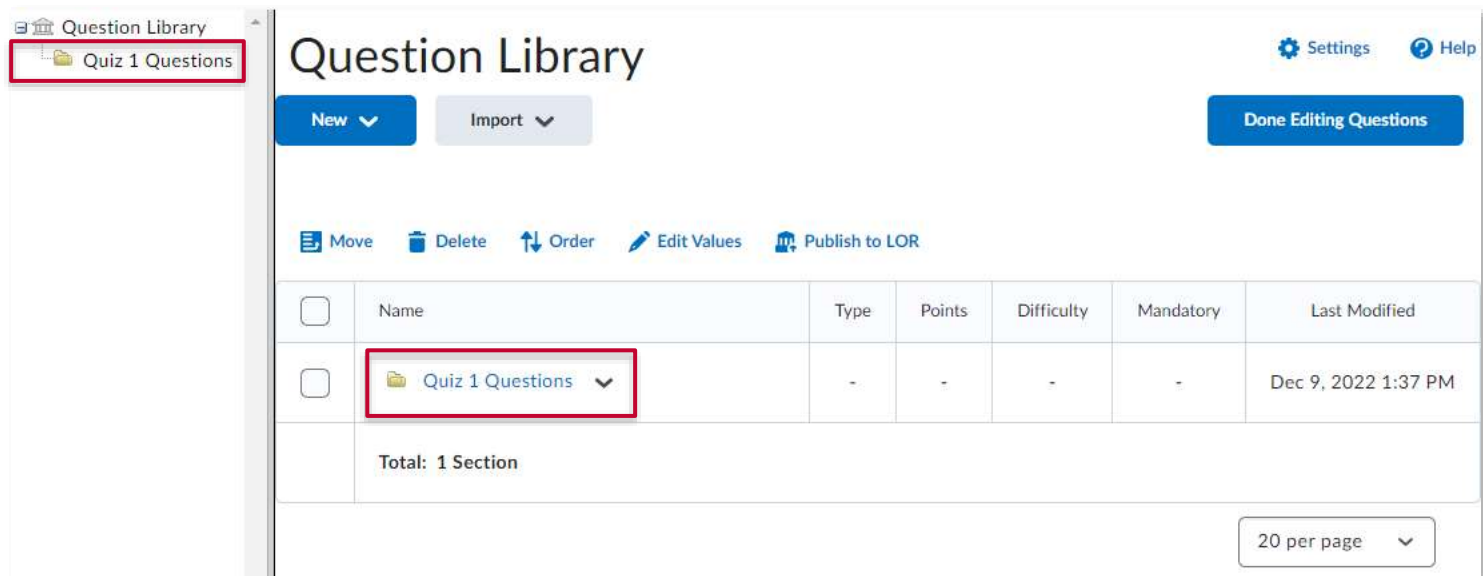
 Hide Section Text from learners
 Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Quiz 1 Questions


A description for this section that will appear to students if the section (folder) imported to a quiz, unless the Hide Section Text from learners option is enabled.

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



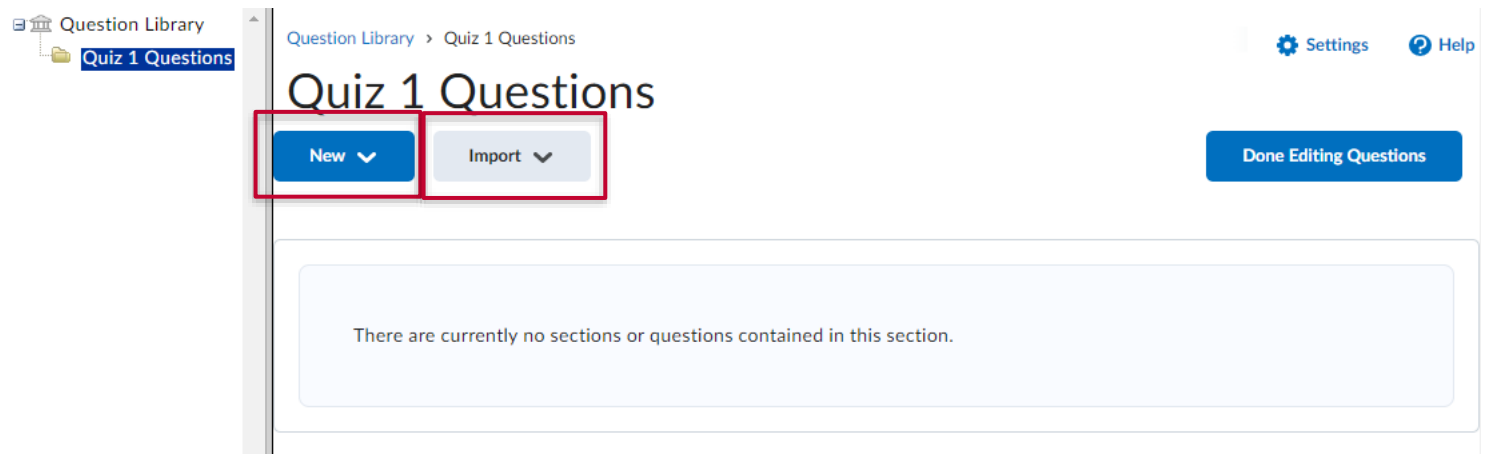
The screenshot displays the 'Question Library' interface. On the left, a sidebar shows a folder icon and the text 'Quiz 1 Questions', which is highlighted with a red box. The main area is titled 'Question Library' and includes buttons for 'New', 'Import', and 'Done Editing Questions'. Below these are icons for 'Move', 'Delete', 'Order', 'Edit Values', and 'Publish to LOR'. A table lists the library's contents:

<input type="checkbox"/>	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	 Quiz 1 Questions ▼	-	-	-	-	Dec 9, 2022 1:37 PM

Below the table, it states 'Total: 1 Section'. A dropdown menu at the bottom right is set to '20 per page'.

ADDING 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



The screenshot displays the 'Question Library' interface. On the left, a sidebar shows 'Question Library' and 'Quiz 1 Questions'. The main content area is titled 'Quiz 1 Questions' and contains two buttons: 'New' and 'Import', both with dropdown arrows. These buttons are highlighted with red boxes. To the right of the buttons are 'Settings' and 'Help' links, and a 'Done Editing Questions' button. Below the buttons, a light blue box contains the text: 'There are currently no sections or questions contained in this section.'

ADDING QUESTIONS TO THE QUESTION LIBRARY

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

Question Library > Quiz 1 Questions

Quiz 1 Questions

New Import

Move Delete Order Edit Values Publish to LOR

<input type="checkbox"/>	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Which of the following is a prime number? ▾	MC	1	1		Dec 9, 2022 1:58 PM
<input type="checkbox"/>	Which of the following is a prime number? ▾	M-5	1	1		Dec 9, 2022 1:58 PM
<input type="checkbox"/>	Three (3) is a prime number. ▾	T/F	1	1		Dec 9, 2022 1:58 PM
<input type="checkbox"/>	Christmas falls on December ___ ▾	SA	1	1		Dec 9, 2022 1:58 PM
<input type="checkbox"/>	Tell me your life story ▾	SA	1	1		Dec 9, 2022 1:58 PM
<input type="checkbox"/>	Order the following numbers from least to greatest: ▾	ORD	1	1		Dec 9, 2022 1:58 PM

Total: 6 Questions

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**



- 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

NEW QUIZ BUILDING EXPERIENCE

The screenshot displays the quiz building interface with four numbered callouts:

- 1**: Details section, including fields for Name (Untitled), Grade Out Of (0 points), Not in Grade Book (checkbox), Due Date (calendar icon), and Description (text area).
- 2**: Settings sidebar on the right, including Availability Dates & Conditions (Always available), Timing & Display (No Time Limit), Attempts & Completion (1 attempt allowed), and Evaluation & Feedback (Auto-publish results, 1 result display).
- 3**: Questions section, featuring 'Add Existing' and 'Create New' buttons, a 'Preview' link, and a prompt: 'Ready to begin adding quiz content? Click Add Existing or Create New to get started.'
- 4**: Save & Visibility section, including 'Save and Close', 'Save', 'Cancel', and a 'Hidden' toggle switch.

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 *

Untitled

Grade Out Of

0 points

Not in Grade Book

Due Date

Description

Availability Dates & Conditions

Always available

Timing & Display

No Time Limit

Attempts & Completion

- **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

Availability Dates & Conditions

Start Date
M/D/YYYY

End Date
M/D/YYYY

Release Conditions
Users are not able to access or view the quiz unless they meet the release conditions.
[Add Release Condition](#)

Special Access
Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.
[Manage Special Access](#)

Password
Only users who enter this password will be granted access to write this quiz.

IP Restrictions
[Manage IP Restrictions](#)

Timing & Display
No Time Limit

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)

Availability Dates & Conditions

Always available

Timing & Display

Timing

No Time Limit

Manage Timing

Paging

All questions displayed together

Shuffle Quiz

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Display

Allow hints

Disable Email, Instant Messages, and Alerts within Brightspace

Header and Footer

Manage Header and Footer

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

Availability Dates & Conditions ▶

Always available

Timing & Display ▶

No Time Limit

Attempts & Completion ▼

Attempts

1 attempt allowed

Manage Attempts

Category

No category ▼

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

Evaluation & Feedback ▶

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

Name *

Timing & Display

No Time Limit

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

Auto-publish attempt results immediately upon completion

Synchronize to grade book on publish

When published, display to learners:

Attempt grade

and

No questions

Customize Quiz Results Displays

Learnin Objectives

No learnin Objectives

Manage Learning Objectives

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

The screenshot displays the 'Questions' section of a quiz building interface. At the top left, the word 'Questions' is followed by a 'Preview' button with a magnifying glass icon. Below this, there are two buttons: 'Add Existing' with a dropdown arrow and 'Create New' with a dropdown arrow. A large light blue box with a red border contains the text: 'Ready to begin adding quiz content?' and 'Click Add Existing or Create New to get started'. To the right, there are two expandable panels: 'Attempts & Completion' showing '1 attempt allowed' and 'Evaluation & Feedback' showing 'Auto-publish results' and '1 result display'.

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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QUIZZES SUPPORT & RESOURCES

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>