COURSELINK TOOL SPOTLIGHT: QUIZZES

New Quiz Building Experience

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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

• Brief Review of the Quizzes Tool
  – Question Library
  – Question Types
  – Manage Quizzes (Create/Edit)

• New Quiz Building Experience
  – Why a New Experience?
  – Exploring the New Interface
  – Removed Features

• Creating Quizzes via the New Experience
  – Quiz Building Workflow Demo

• Where to Find Quizzes Support
• Question & Answer Period
BRIEF REVIEW OF THE QUIZZES TOOL
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?
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- Each course site on CourseLink has a Question Library
- Stores questions for use in the course site’s quizzes and surveys
- Folders and subfolders (called sections) can be created to organize questions
- Questions from the Question Library can be used to leverage the Question Pool option in quizzes
  - E.g., select 10 questions at random from a pool of 50 questions for each student
WHY USE THE QUESTION LIBRARY?

Creating questions in the Question Library rather than directly in the quiz:

- Helps avoid accidental question deletion
- Allows the same questions to be used across multiple quizzes (e.g., Quiz 1, Midterm 1, Final Exam)
- Keeps questions in sync (an edit to a question can carry over to all areas where it appears)
- Improves academic integrity (Question Pools)
- Helps build questions banks over time since Question Libraries can be copied from one course to another
- Allows questions to be imported from properly formatted files
IMPORTING QUIZ QUESTIONS

There are two great options for importing questions into a CourseLink Question Library:

1. CourseLink Support will accept Word documents that are formatted as per Respondus 4.0 to import to your course site on your behalf
2. Algonquin College provides a free online tool for creating properly formatted questions for import

In some cases, you may also receive a properly formatted file from a publisher with a bank of questions you can import.
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
IS THE QUESTION LIBRARY BEING UPDATED?

• **No** – The Question Library is **NOT** affected by the move to the new quiz building experience.
WHAT IS MANAGE QUIZZES?

Manage Quizzes

Question Library  Statistics  LockDown Browser

New Quiz  Edit Categories  More Actions  

View:  By Category  Apply

Bulk Edit

<table>
<thead>
<tr>
<th>Without Category</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Quiz</td>
<td></td>
</tr>
</tbody>
</table>
| Due on Sep 18, 2020 6:00 PM  
Available on Sep 14, 2020 12:00 AM |           |
| Week 2 Quiz      |           |
| Due on Oct 2, 2020 11:30 PM  
Available on Sep 21, 2020 12:00 PM |           |
| Week 3 Pre-test  |           |
| Due on Jan 22, 2020 10:00 PM  
Available on Jan 22, 2020 9:00 AM until Jan 24, 2020 7:00 PM |           |
| Week 3 Post-test |           |
| Available on Jun 24, 2020 7:00 PM until Jun 25, 2020 7:00 PM |           |
| Practice Quiz W1-4 |           |

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WHAT IS MANAGE QUIZZES?

• The component of the Quizzes tool that instructors use to:
  – Create new quizzes
  – Edit existing quizzes
  – Assess student quiz attempts (mostly auto-graded)

• Manage Quizzes is the component of the Quizzes tool that is impacted by the new quiz building experience
  – Note: The new quiz building experience impacts the workflow for the Create and Edit process, but NOT the Assessment process
NEW QUIZ BUILDING EXPERIENCE
COURSELINK QUIZZES – OLD EXPERIENCE

Edit Quiz - Practice Test

General
Name *
Practice Test
Category
no category  [add category]  

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

Page Name
1  Q1. Something described as 'tactile' means that it relat...

Save and Close  Save  Cancel
COURSELINK QUIZZES – NEW EXPERIENCE
WHY A NEW EXPERIENCE?

CourseLink is built on the Brightspace by D2L Learning Management System (LMS), and they are in the process of updating various tools to:

- **Improve user experience and accessibility**
  - Single page access to all options & assistive technology friendly
- **Create consistent experiences**
  - A similar interface to creating a Dropbox folder
- **Simplify language**
  - Confusing or dated terms have been removed or updated
- **Provide Grade Item Consistency**
  - Automatic grade item creation with the correct max points value

*The Quizzes tool’s quiz building experience is just the latest update. Previous updates included: Content, Dropbox, and Rubrics. The creation experience for Discussions will be next.*
**Is the New Experience Optional?**

**Yes** - When creating or editing quizzes, you may turn off the new experience and use the old one.

- While the ability to return to the old experience is currently available, we expect this option to be removed in the near future.
- *We recommend using the new experience now to ensure you are familiar with it when the old experience is no longer available.*
EXPLORING THE NEW QUIZ INTERFACE
Creating a Quiz / Editing an Existing Quiz

Nothing special needs to be done to enable the new quiz building experience – it is on by default

Creating a New Quiz:
• Click on the New Quiz button from Manage Quizzes

Editing an Existing Quiz:
• From Manage Quizzes, click the title of the existing quiz
TOGGling the EXPERIENCE ON/Off

If you have previously disabled the new experience, it can be reenabled by using the hidden option in the top-right:

1. New Quiz

2. Welcome to the new quiz create/edit experience!

The new experience is off.

Turning on the new quiz create/edit experience will change your quiz create/edit view. You can return to the classic quiz create/edit experience at any time.

Turn It on
Leave it off
The Quiz Creator 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 under availability instead
  - New options for creating synchronous and asynchronous quizzes are in development to make Due Date more relevant
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 range (e.g., **131.104.0.1** – **131.104.255.255** = UofG)
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 (if used) 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)
  - Note: The option to turn off the header/footer has been removed
**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 (e.g., “graded” and “ungraded”)
- **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 (Default = On)
- **Synchronize to grade book on publish** – Send the scores from the quiz to the associated grade item when published (Default = On)
- **When published, display to learners** (Submission Views)
  - **Attempt grade** – when disabled students will not see their score in the quizzes tool even when published (Default = On)
  - **And...** - Select additional feedback release options such as show wrong/right questions, correct answers, etc. (Default = No Questions)
- **Customize Quiz Results Display** – Add additional display windows (like adding additional submission views - old experience)
- **Learning Objectives**
  - Associate quiz with learning objectives (Legacy)
**NEW QUIZ BUILDING EXPERIENCE – QUESTIONS**

- **Add Existing** – Allows the import questions from the Question Library
- **Create New** – Allows the creation of questions *directly* in the quiz (not recommended) or the creation 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** – Take the quiz just as a student would while bypassing restrictions such as start/end dates

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**Questions**

- **Add Existing**
- **Create New**

**Ready to begin adding quiz content?**

Click Add Existing or Create New to get started
NEW QUIZ BUILDING EXPERIENCE – SETTINGS:

SAVE AND VISIBILITY

- **Save and Close** – Used to save all the changes and return to the Manage Quizzes page
- **Save / Cancel** – Save the changes and stay on the page or discard the changes and return to Manage Quizzes
- **Visibility Toggle** (Hidden by default)
  - **Hidden** – Quiz does not appear to students and will not appear even at the start date until manually toggled
  - **Visible** – Quiz is visible to students, but not accessible until the Start Date (if set)
Removed Features - New Quiz Building Experience

As part of the shift to the new quiz building experience some older features have been removed:

• Toggle Quiz Description On/Off
• Quiz Introductions (auto-moved to Description field)
• Toggle Page Header/Footer On/Off
• Student View Preview (grade display preview)
• EPortfolio Artifacts (add results to eP)
NEW QUIZ BUILDING EXPERIENCE DEMO

• In this demonstration I will:
  – Add Quizzes to the Navigation Bar
  – Use Manage Quizzes to:
    • Create a new quiz
    • Populate it with questions from the Question Library
    • Set Availability, Timing, Attempts, and Feedback
    • Link the quiz to a grade item
    • Toggle between the new and old quiz building experience
    • Edit the quiz
QUIZZES TOOL SUPPORT AND RESOURCES
**Quizzes Support & Resources**

**Online Resources**
- OpenEd Documentation & Support – Quizzes Tool
  [https://support.opened.uoguelph.ca/instructors/courselink/tools/content/instructor-tool-quizzes](https://support.opened.uoguelph.ca/instructors/courselink/tools/content/instructor-tool-quizzes)
- Automated Quiz Extension Tool (SAS accommodations)
  [https://support.opened.uoguelph.ca/instructors/courselink/tools/content/automated-quiz-extension-tool](https://support.opened.uoguelph.ca/instructors/courselink/tools/content/automated-quiz-extension-tool)
- Breakdown of the New Quiz Creation Experience (D2L Community Site)

**CourseLink Support**
- Email: courselink@uoguelph.ca
- Phone: x.56939

**Instructional Technology Specialist (ITS) Team**
- Email: insttech@uoguelph.ca
QUESTION & ANSWER PERIOD