

Tests & Quizzes Tool

At the end of this tutorial, you will be able to answer the following questions:

What is the Tests & Quizzes / Tests & Surveys tool?	1
How do I submit an assessment (i.e. test or quiz)?.....	4
How do I view the feedback on my assessment (i.e. test or quiz)?	10

Note:

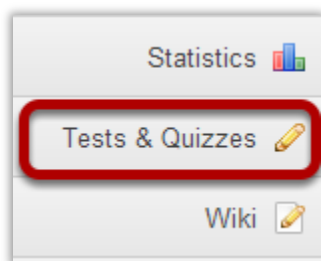
- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Tests & Quizzes / Tests & Surveys tool?




The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file. The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.




Tests & Quizzes tool landing page. (Student View)

 **OCE101 001 SU14: Tests & Quizzes**  

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title 	Time Limit	Due Date/Time
Module 01 Quiz	20 min	2014-Mar-02 04:51 PM
Module 02 Quiz	20 min	2014-Mar-09 04:54 PM

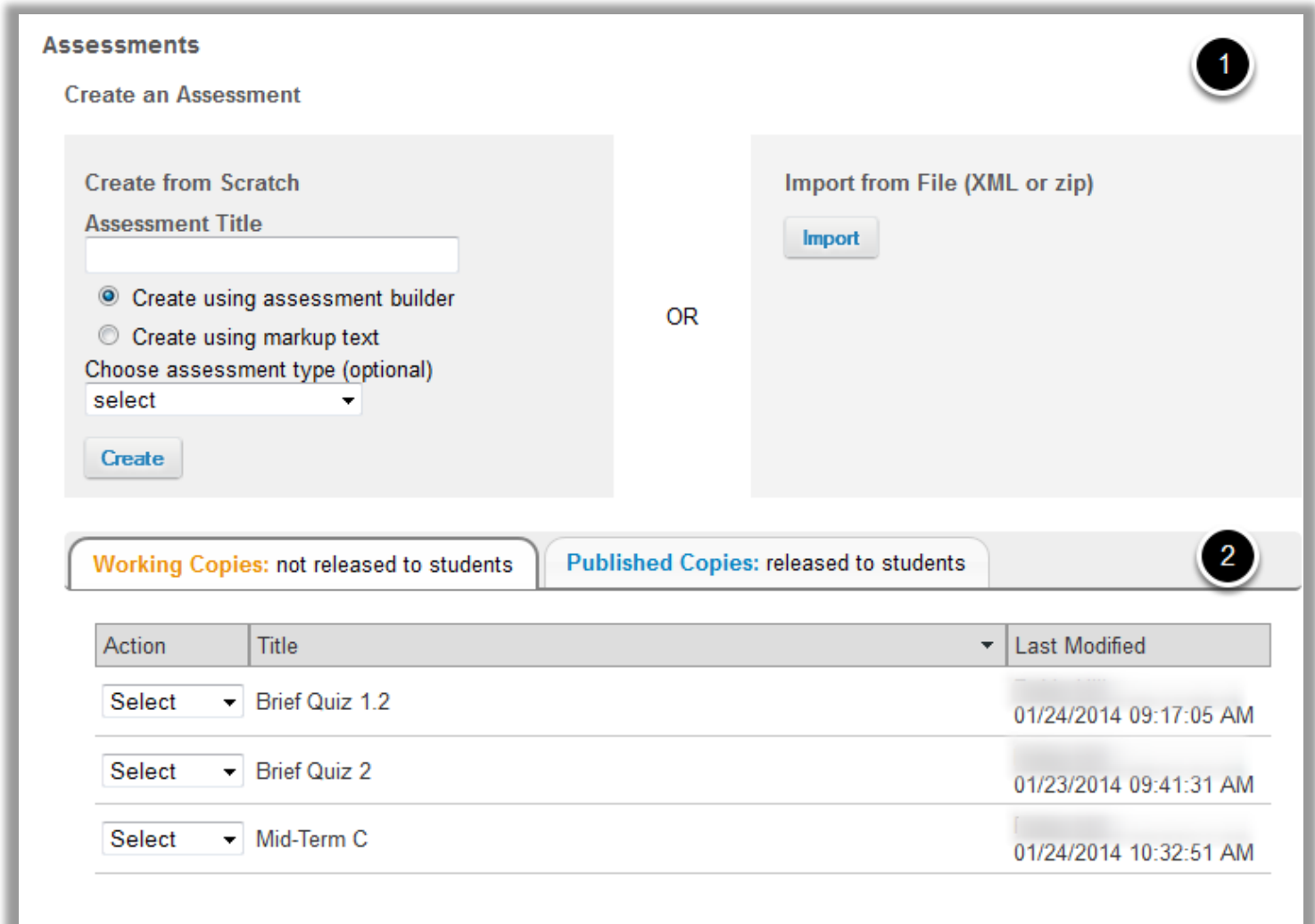
Submitted Assessments

[View All Submissions/Scores |](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
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Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)



Assessments

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder

Create using markup text

Choose assessment type (optional)

select

Create

OR

Import from File (XML or zip)

Import

Working Copies: not released to students | **Published Copies:** released to students

Action	Title	Last Modified
Select	Brief Quiz 1.2	01/24/2014 09:17:05 AM
Select	Brief Quiz 2	01/23/2014 09:41:31 AM
Select	Mid-Term C	01/24/2014 10:32:51 AM

On entry, the Tests & Quizzes tool shows a two-part interface:

- Options for creating a new assessment.
- A list of existing assessments, the Working Copies (under development) and Published Copies (deployed to students) on different tabs.

How do I submit an assessment (i.e. test or quiz)?

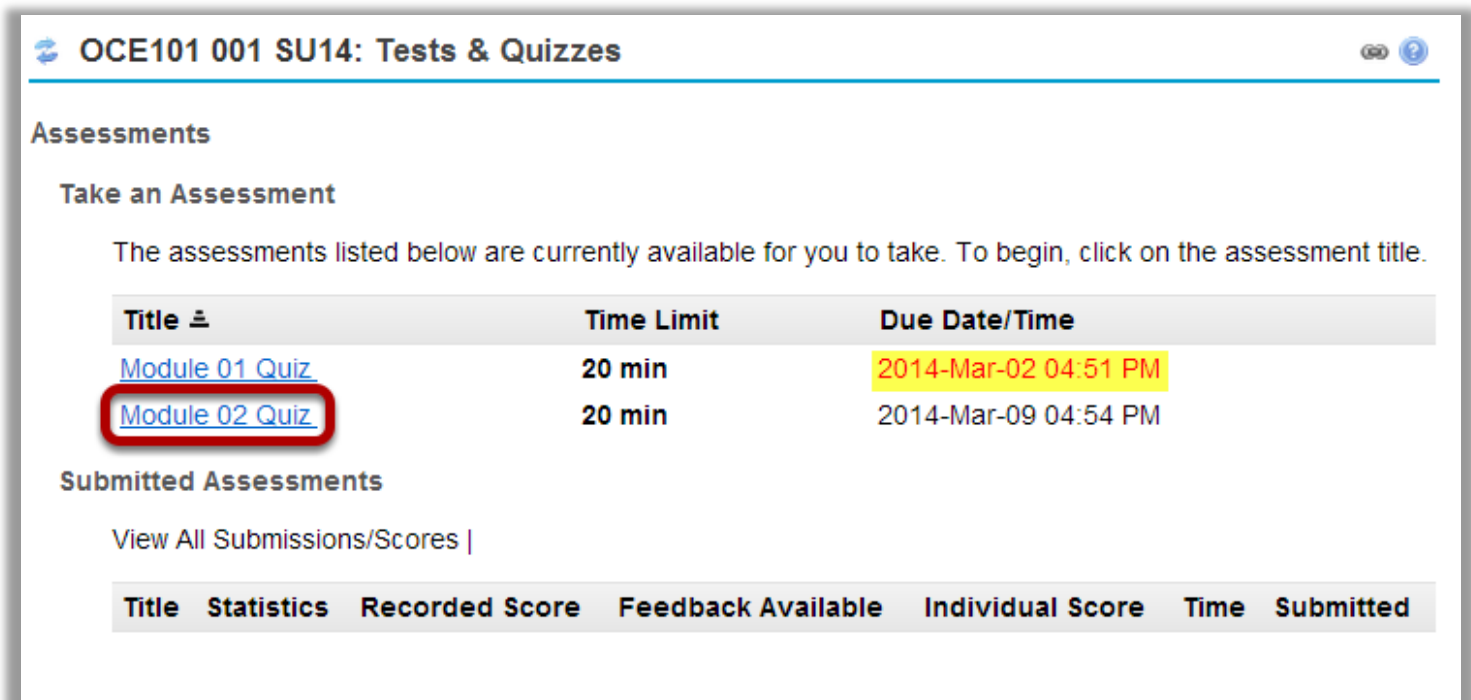
Test-Taking Tips – In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you **DO NOT** have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- **DO NOT** use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the *Begin Assessment* button **ONCE** when starting a test.
- Make sure that you only click on the *Submit for Grading* button **ONCE** when submitting a test.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the title of the assessment.



OCE101 001 SU14: Tests & Quizzes

Assessments

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Module 01 Quiz	20 min	2014-Mar-02 04:51 PM
Module 02 Quiz	20 min	2014-Mar-09 04:54 PM

Submitted Assessments

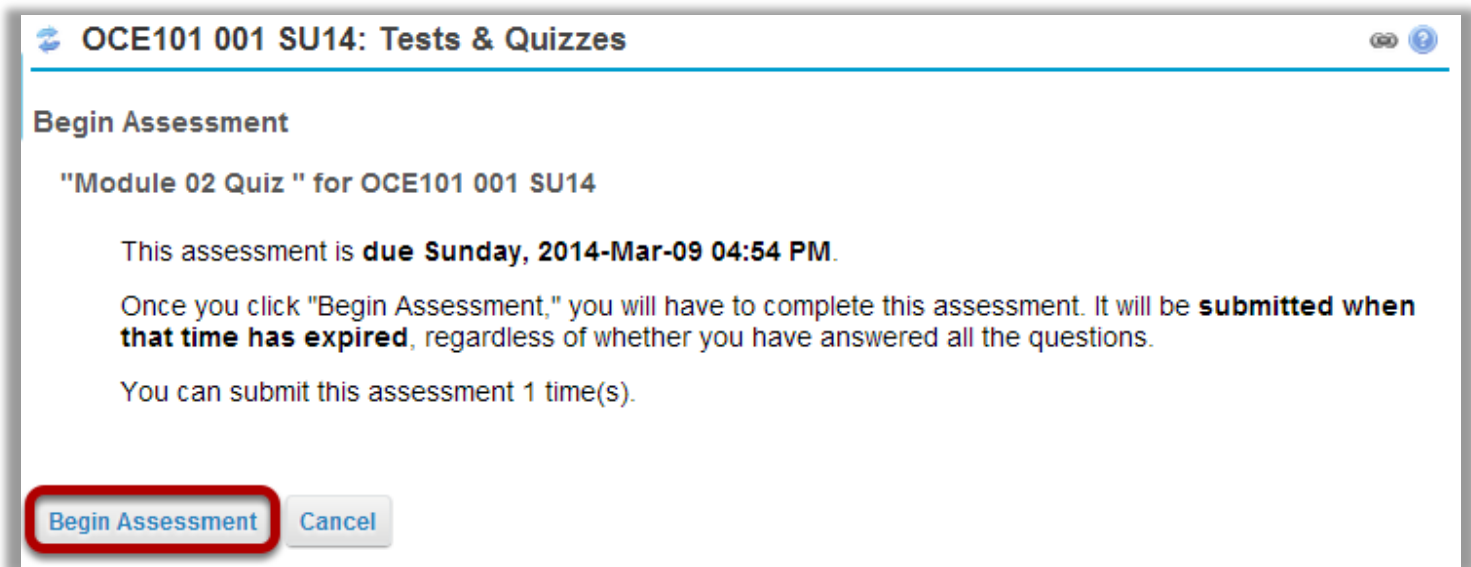
[View All Submissions/Scores |](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
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In the **Take an Assessment** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are no longer available do not show up in the Take an Assessment list at all.

Begin assessment.

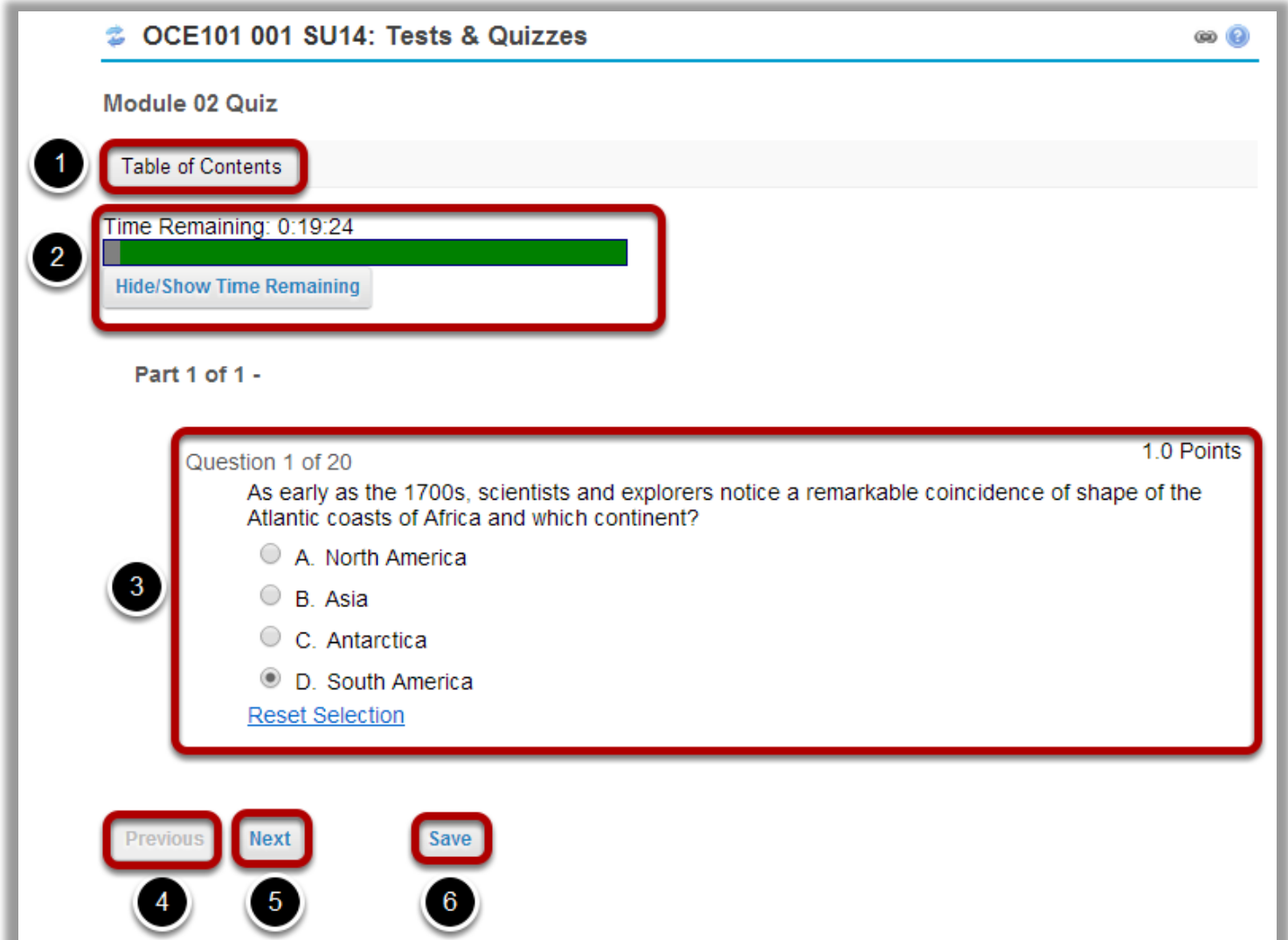


An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

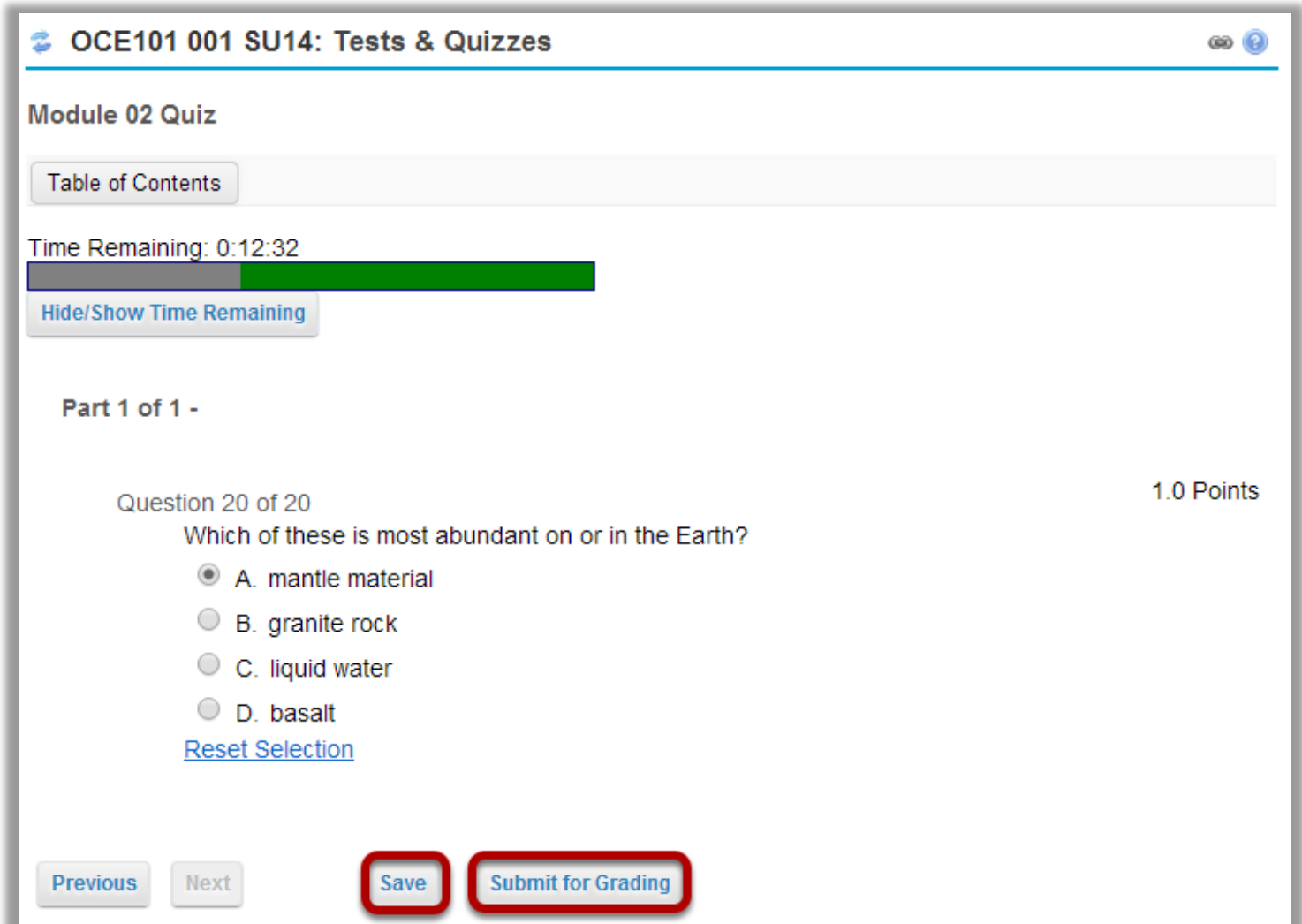


The screenshot shows a quiz interface for 'OCE101 001 SU14: Tests & Quizzes'. At the top, there is a 'Module 02 Quiz' section. Below this, there are three numbered callouts: 1. A 'Table of Contents' button. 2. A 'Time Remaining: 0:19:24' display with a green progress bar and a 'Hide/Show Time Remaining' button. 3. A question box containing 'Question 1 of 20' (worth 1.0 Points) with the text 'As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?' and four radio button options: A. North America, B. Asia, C. Antarctica, and D. South America. Below the question box are three buttons: 'Previous', 'Next', and 'Save'. At the bottom, there are four numbered callouts: 4. 'Previous' button, 5. 'Next' button, and 6. 'Save' button.

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the Time Remaining count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.

5. After you have answered the question, click **Next** to save your response and advance to the next question.
6. You may also click **Save** on any question to save your answer.

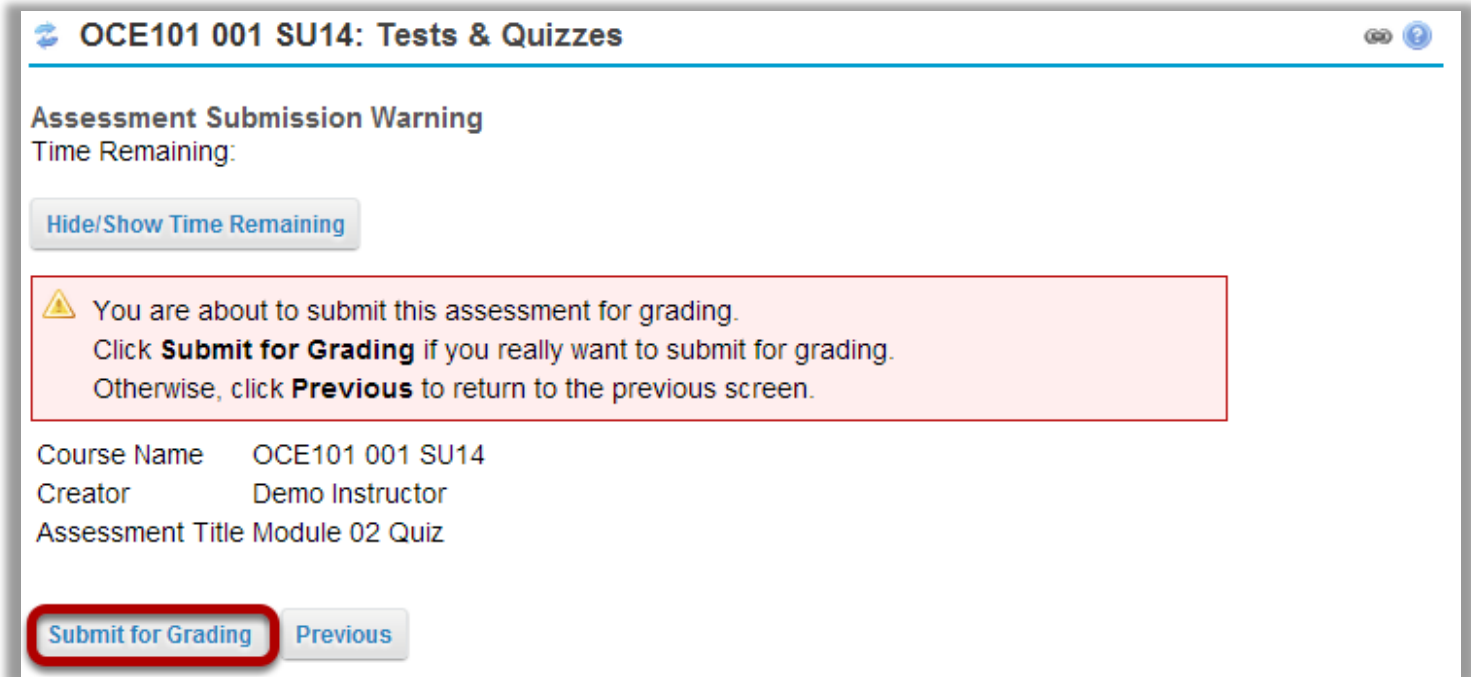
Save and Submit.



The screenshot shows a quiz interface for 'OCE101 001 SU14: Tests & Quizzes'. It displays 'Module 02 Quiz' with a 'Table of Contents' button. A timer shows 'Time Remaining: 0:12:32' with a progress bar. A 'Hide/Show Time Remaining' button is present. The current question is 'Part 1 of 1 - Question 20 of 20' worth '1.0 Points'. The question asks 'Which of these is most abundant on or in the Earth?' with four radio button options: A. mantle material (selected), B. granite rock, C. liquid water, and D. basalt. A 'Reset Selection' link is below the options. At the bottom, there are 'Previous', 'Next', 'Save', and 'Submit for Grading' buttons. The 'Save' and 'Submit for Grading' buttons are highlighted with red boxes.

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

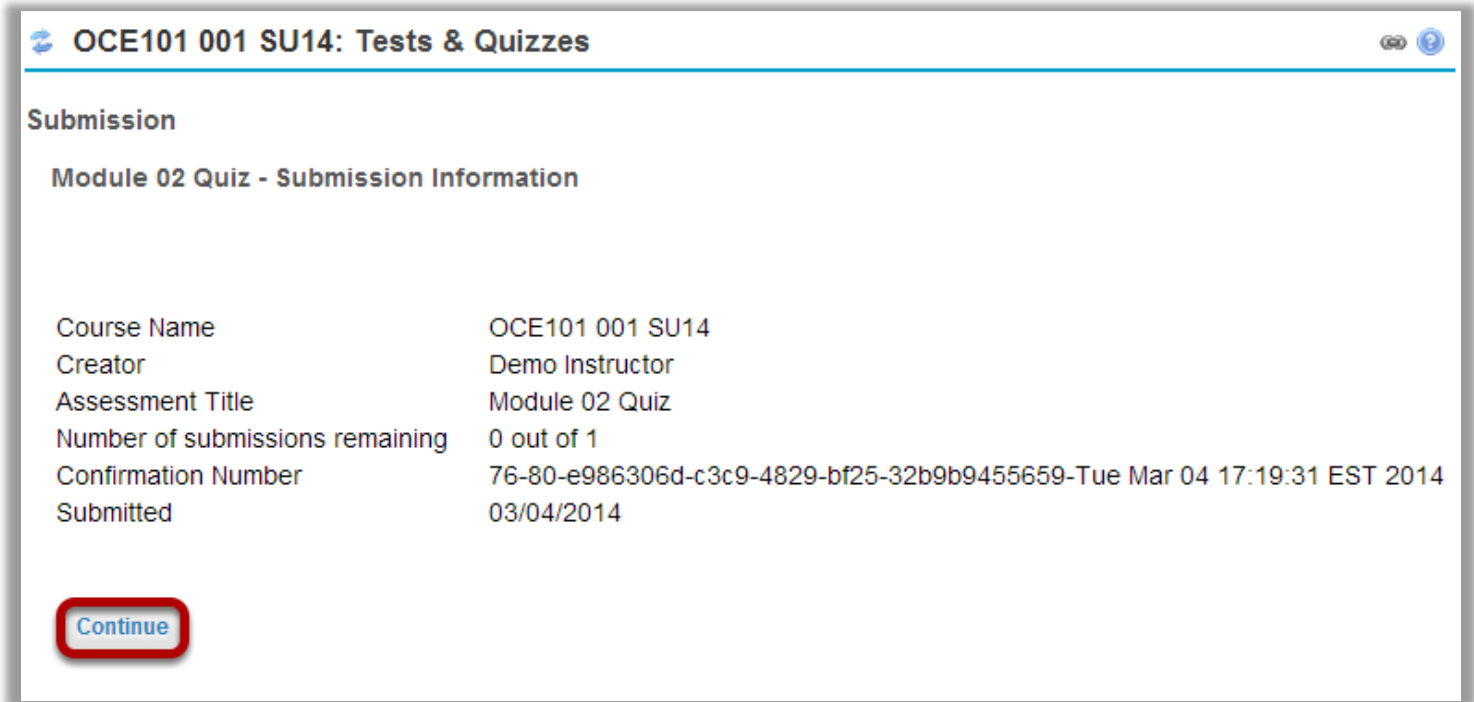
Confirm submission.



The screenshot shows the 'OCE101 001 SU14: Tests & Quizzes' interface. At the top, there is a title bar with a home icon, the course name, and a help icon. Below the title bar, the text 'Assessment Submission Warning' is displayed, followed by 'Time Remaining:'. A button labeled 'Hide/Show Time Remaining' is positioned below this text. A prominent warning box with a red border and a yellow triangle icon contains the following text: 'You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen.' Below the warning box, the course details are listed: 'Course Name OCE101 001 SU14', 'Creator Demo Instructor', and 'Assessment Title Module 02 Quiz'. At the bottom of the screen, two buttons are visible: 'Submit for Grading' (highlighted with a red border) and 'Previous'.

You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click **Continue**.



The screenshot shows a web browser window titled "OCE101 001 SU14: Tests & Quizzes". The page content is as follows:

Submission

Module 02 Quiz - Submission Information

Course Name	OCE101 001 SU14
Creator	Demo Instructor
Assessment Title	Module 02 Quiz
Number of submissions remaining	0 out of 1
Confirmation Number	76-80-e986306d-c3c9-4829-bf25-32b9b9455659-Tue Mar 04 17:19:31 EST 2014
Submitted	03/04/2014

A red-bordered button labeled "Continue" is located at the bottom left of the page.

Once you submit, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.

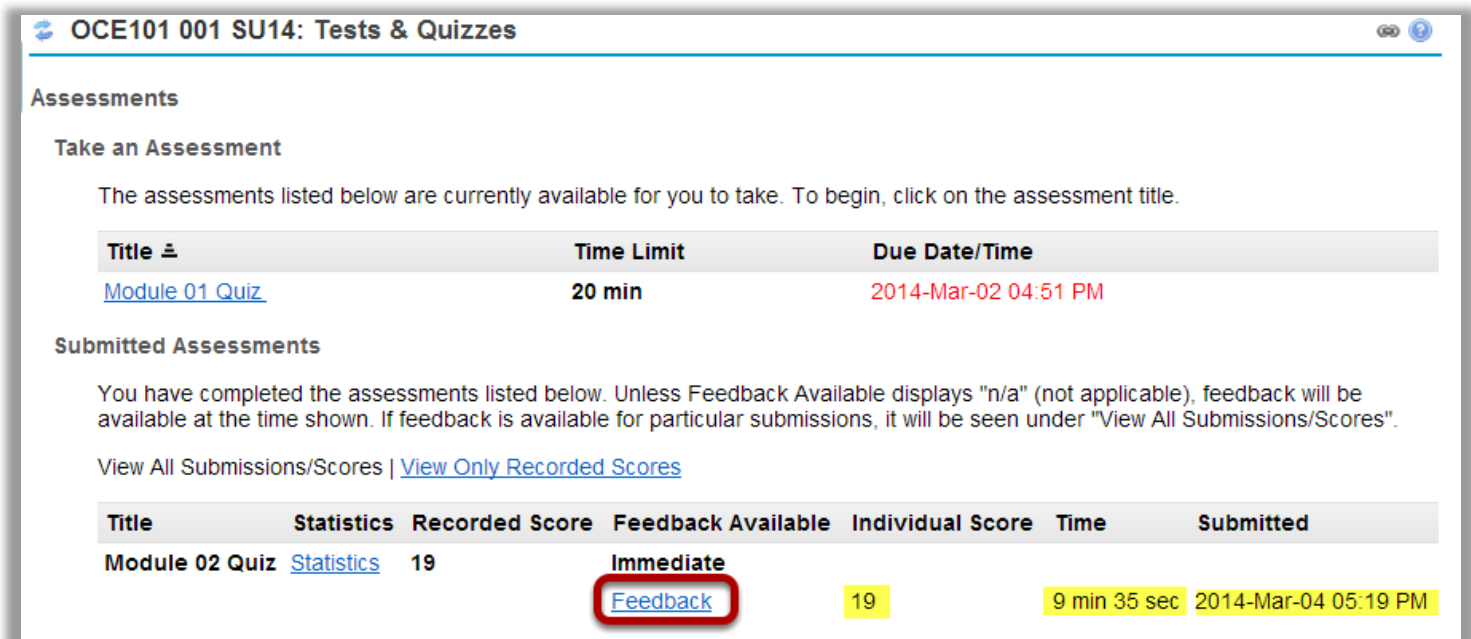
How do I view the feedback on my assessment (i.e. test or quiz)?

Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.



OCE101 001 SU14: Tests & Quizzes

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Module 01 Quiz	20 min	2014-Mar-02 04:51 PM

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores | [View Only Recorded Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Module 02 Quiz	Statistics	19	Immediate Feedback	19	9 min 35 sec	2014-Mar-04 05:19 PM

In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

OCE101 001 SU14: Tests & Quizzes

Module 02 Quiz

[Return to Assessment List](#)

Part 1 of 1 - 19.0/ 20.0 Points

Question 1 of 20 1.0/ 1.0 Points

As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?

- A. North America
- B. Asia
- C. Antarctica
- D. South America

✓

Answer Key: D

The feedback your instructor has chosen to release to students will be displayed.

Correct answers are marked with a green checkmark.

Question 2 of 20 1.0/ 1.0 Points

The outermost solid layer of the Earth that comprises both continental and oceanic crust is called the:

- A. Hydrosphere
- B. Lithosphere
- C. Aesthenosphere
- D. Outer Core

✓

Answer Key: B

Incorrect answers are marked with a red X.

Question 14 of 20 0.0/ 1.0 Points

Geologists believe that a new ocean basin is forming:

- A. along the East African divergent rift system.
- B. in the Red Sea.
- C. along the divergent zone between India and Asia.
- D. along the divergent zone between the Nazca Plate and the South American Plate.

Answer Key: D

Grader comments.

Question 3 of 20 0.0/ 1.0 Points

Earlier than 200 million years ago, the continents were joined into one supercontinent called:

- A. Pangaea
- B. Panthalassa
- C. Oceanus
- D. Tethys

Answer Key: A

Comment: Sample grader comments.

Grader comments (if applicable) show up below the question and answer key.