Quiz Tool Tips for iLearn

When setting up the quiz, there are some things to double-check. This document covers only some of the settings that could impact your quiz.

Properties Tab

This tab covers the basic quiz information and Questions.

1. Best practice is about five (5) questions per page on a test. Consider using the **Question per page** option to put a smaller number of questions on each page.
2. If you have questions that answer other questions later in the quiz, you can choose the **Paging** option to prevent student's from moving backwards through the pages. *This should be setup with the Question per page option. If all questions are on one page, the option has no effect.*
3. Have a grouping of questions that are not a question pool and are not in sections? If so, you can choose the **Shuffle questions at the quiz level** option. *This does not apply to a folder/section in the quiz unless it is checked at the section level in the quiz or when imported from the Question Library.*
4. To make sure questions in a section folder are shuffled, you will select the **Shuffle questions in this section** option when creating or editing the section.
5. When creating matching question sets, consider limiting them to no more than six (6) questions per set. Scrolling through a large number of items in a matching set becomes tedious and difficult with larger numbers of items.

Restrictions Tab

This tab covers the dates, time limits and other restrictions for the quiz.

1. Make sure to go to the **Restrictions** tab to set the appropriate dates of availability and time limits.
2. If you see an icon with an eyeball with a slash through it (👁), you still have the **Hide from Users** option checked and your dates will be irrelevant.
3. By entering a **Due Date** and **End Date** and selecting **Display in Calendar**, you are giving students another notification to let them know when the Quiz/Test/Exam will be available.
4. If you are wanting to prevent people from taking an exam outside your class (if you have a lab reserved), you can choose to enter a **Password** that must be entered prior to accessing the quiz. *Some faculty have students leave their backpacks, purses, phones and Wi-Fi enabled watches at the front of the room and then reveal the password to those in attendance.*
5. Make sure to set your **Timing** information. If you want them to have a **time limit**, enter the amount of minutes they have to complete the exam, the **grace period** (think for technical difficulties or slow connections, they don't see this time listed on their posted time) and choose **Enforced Time Limit**. This opens a few more options to choose from about the **Exceeded Time Limit Behavior.**
   a. **Allow the student to continue working** – this just shows a message to you that they exceeded their time limit.
   b. **Prevent student from making further changes** – this will disallow the student to save any more work after the deadline and only allow them to submit the exam.
   c. **Allow the student to continue working, but automatically score the attempt as a zero after the extended deadline** – it will mark the exam as a 0 and will let you know which questions were answered after the deadline.
6. Have a question about a student's quiz attempt? You can view their attempt details by going to the Quiz list, choose the drop-down **arrow to the right of the Quiz**, select **Grade** and then **select the**

student's attempt you want to view. Here you will see a **Quizzes Event Log** link at the top. This details when they accessed the quiz, entered and saved answers, if they exceeded any time limits, IP Address and when it was submitted.

7. Have a student who needs a different day and/or time or time limit? You can set different settings for students who need it under the Restrictions tab, under the **Special Access** area.
8. Choose **Allow selected users special access to this quiz** for Special Access. If you choose the Allow only users with special access to see this quiz option, only the students with special access will see the quiz.
9. You do not need to go in and select every student for Special Access. This is only for the few with different access criteria.

Assessment Tab

This tab covers how the assessment will be handled.

1. If you want the attempt to be graded automatically, make sure to choose **Allow attempt to be set as graded immediately upon completion**.
2. If you are looking to link this to the grades area, make sure to select a **Grade Item** in the drop-down from the Grades area and check **Allow automatic export to grades**.
3. You can set more than one attempt on this tab and how to calculate the grades.

Submission Views

This tab covers what the students will see after the quiz is over. The **Default View** shows a message that tells the student that their exam was successfully submitted.

1. To show students more information you have a couple options,
   a. Edit the **Default View** so they can see the desired feedback immediately after the quiz, or
   b. Add an **Additional View** to set what feedback will be available and when it is released.

Attempt Issues

Once the quiz begins and student's have taken it, any changes will only take affect for people who have not taken the quiz.

Some issues you might run into:

1. My student had an issue with their attempt and they need to take it again.
   a. You can either delete their original attempt by going to the Quiz – select **Grade** in the drop-down menu – select the checkbox to the left of their attempt and click the **Reset** option, or
   b. You can select the **Special Access** area and give them a second attempt.
   c. If the original quiz dates have expired, you will need to adjust the dates in the **Special Access** area for that student's additional attempt.
2. The quiz didn't grade automatically!
   a. Just make sure that you go to the **Assessments** tab and that the options mentioned in the Assessment tab area are all selected.
3. The quiz isn't showing for the students!
   a. First, make sure the **Hidden from Users** option is not checked on the Restrictions tab.
   b. Double check the dates are correct.
   c. If you used Special Access, make sure you have the **Allow selected users special access to this quiz** option checked.

Lockdown Browser or Respondus Monitor

This allows you to enable Lockdown Browser or Respondus Monitor on your quiz.

- Lockdown Browser – a custom browser that locks down the testing environment within an LMS.
- Respondus Monitor – uses Lockdown Browser, a student's webcam and video analytics to prevent cheating during non-proctored exams. This option requires the student to pay $15 per year for the license. ***The $15 fee is currently waived until May 31, 2020 ***

To enable, you will go to **Assessments** – **Quizzes** and at the top of the page there is a **Lockdown Browser** link. Select this link and it will take you to the area to enable the options. *For more information about Lockdown Browser and Respondus Monitor, check out the CITL site.*

STUDENT DOWNLOADS: To give the students a chance to download the software prior to the actual quiz/exam, create a fake test with Lockdown Browser (and Monitor, if you are using it) enabled. Add one simple question to the fake quiz and make it unlimited attempts. No other settings are necessary. This will be less stressful to students to try it out on a no-stakes quiz.

STUDENTS WITH WEBCAM ISSUES: Please contact the CITL and we will help you look at your options for this type of situation.

There are other ways to encourage students to honor their Academic Oath of Integrity. You can build your Question Library and create Question Pools that choose a selected number of random questions for each student. You can also randomize your question answers. If you need assistance with this or would like to know more, please let us know.

Icons Associated with the Quiz Tool

- Hidden from Users

- Users with Special Access

- Associated with a Grade Item

- There are students exempted from this quiz

- A release condition is set requiring a student to complete another task before getting access

- Password is required to access the quiz

- A quiz is restricted to a specific IP range