

<p>► Login & Turn Editing On</p>
<p>1. In IE or FireFox, go to : http://smccd.mrooms.net/ Log in using your G number and 6-digit birthdate MMDDYY. (You can change this.) 2. Select link and click Turn Editing On button</p>
<p>► Quiz Features & Set Up Podcast 61</p>
<p>The Quiz tool lets you create quizzes with different question types, randomly generate quizzes from pools of questions, time quizzes by minutes or by date & hour, allow students to retake quizzes multiple times and receive feedback, and have the computer score and send results to the grade book.</p> <p>Setting up quizzes is a two-step procedure.</p> <ol style="list-style-type: none"> 1. Create bank of questions (and assign to categories) 2. Create quiz and add questions to it.
<p>► Make Question Categories Podcast 62</p>
<p>Select the Questions link from the Admin block. Make categories to organize your test questions.</p> <ol style="list-style-type: none"> 1. Category: enter a name; 2. Category Info: enter a brief description; 3. Publish: "Yes" shares category to other faculty using SMCCD WebAccess.; 4. Action: Add. (Repeat for each category name.)
<p>► Add a Question & Edit Settings Podcast 63</p>
<p>Select Questions tab to add a question one at a time: Category: Select a category Create new question: Select a question type. Use the help ? icon to read specifics about types. Name: let name indicate subject or topic Question: enter text, images or equation (*See TEX in Faculty Tutorials or "Special Characters") Default question grade: (can be changed later) Penalty factor: pt deduction wrong ans -adaptive mode One or multiple: answer may be correct Shuffle Answers: (optional) Available options: enter options and feedback student reads when results are returned.</p>

<p>Grade (menu): <i>Single option correct-</i> select 100% <i>Multiple options correct-</i> select percentage of 100 for multiple correct options (e.g. if A,B and C are correct, then each is worth 33.333%)</p>
<p>► Batch Import Questions Podcast 64</p>
<p>Select Import tab and Import questions from file (link). Write your quiz using the Aiken (or GIFT) format and save as text file. See help icon to view formats.</p>
<p>► Create a Quiz Podcast 65</p>
<p>Select the Quiz option from Add an activity menu.</p> <ol style="list-style-type: none"> 1. Name: Create a name for the quiz; 2. Introduction Text: write specific instructions for the quiz. 3. Open/Close Quiz Time: set time 4. Time Limit: (optional) 5. Questions per page: unlimited (all or 1 per page?) 6. Shuffle Questions: randomize order 7. Shuffle within question: shuffles options (discourages cheating) 8. Attempts Allowed: no (yes – for practice) 9. Each attempt builds on last: no (yes – practice) 10. Grading Method: highest (first, last, average) 11. Adaptive Mode: allows multiple responses to a question within the same quiz attempt. 12. Apply penalties: if in adaptive mode, determine if points should be subtracted for incorrect responses. 13. Save Changes
<p>► Move Questions to Quiz Podcast 66</p>
<p>After adding several questions, manage them with: Checkboxes: select one or more questions to: Add to quiz: this option moves questions to quiz Delete: this option removes questions! Move to: select item in category menu, then click Order: adjust the order of question. Grade: set the points for each question. Preview tab: Select to see you quiz, take it and check scoring and feedback After a student has taken the quiz, no changes can be made. (If necessary, delete existing student attempts in Results tab to make further changes.)</p>

<p>► Add a Survey Podcast 67</p>
<p>Select Feedback from the Add an activity menu in the section where you would like to add the survey.</p> <ol style="list-style-type: none"> 1. Name: Create a name for the feedback/survey; 2. Description: write a brief instruction 3. Open/Close Time: set time 4. Record user names: determine if the information should be kept anonymous 5. Show analysis to user: randomize order 6. Send email notification: "yes" if you wish notification that a survey was filled out. 7. Multiple submit: usually set to "no" 8. Page after submit: Write a thank you or include a redirect page link. Save Changes
<p>► Add a Question Podcast 68</p>
<p>Select the Edit Questions button</p> <p>Add question to activity (menu) select a question type. (note variations: radio, checkbox, menu, rated)</p> <p>Multiple Choice Multiple Answers Enter the question. Enter each answer on a separate line. (You can do this in a text file, then copy answers into the box.) Position: indicate question number - pull-down menu</p> <p>Multiple Choice Single Answer Enter the question. Enter each answer on a separate line. Position: indicate question number - pull-down menu</p> <p>Long Text Answer: Enter question, indicate text box size and question position within survey.</p> <p>To add a follow-up comment box to a question, place a "multiple choice question" before a "Long text answer" question. Use the template option to duplicate surveys. Keep all questions less than 55 characters!</p>
<p>► View Surveys Podcast 69</p>
<p>Select Surveys in the Activity block View individual responses: Select Analysis link to see graphs. Click Export to Excel to download data.</p>