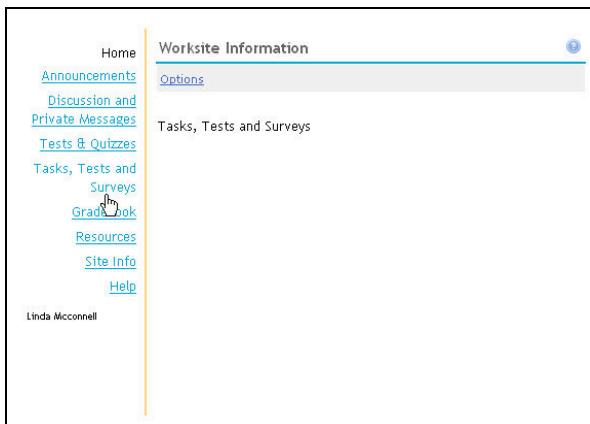


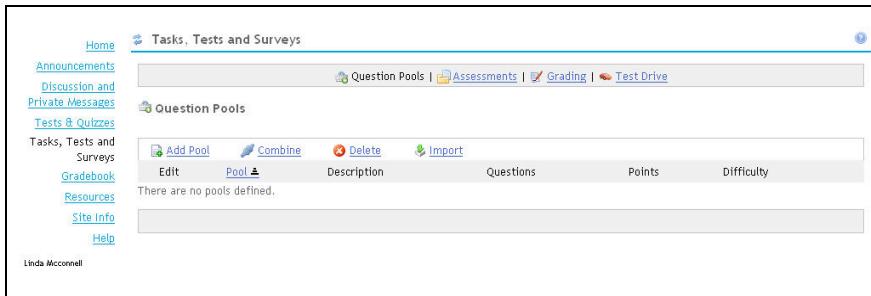
## Tasks, Tests and Surveys

Tasks, Tests and Surveys can be used to create online assessments for delivery via a web interface to your student.

To begin using Tasks, Tests and Surveys you must add the tool to your course (Site Info > Edit Tools > select Tasks, Tests and Surveys > click Continue > click Finish). Enter the new assessment area by clicking on the link in the Course Menu.

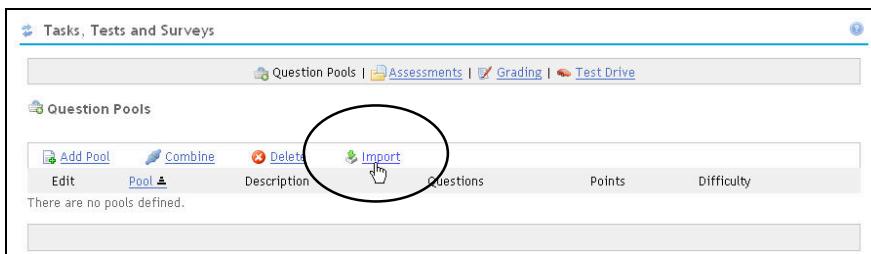


Tasks, Tests and Surveys works by first creating or importing a Pool of questions based on how many points you want to give for each question added to the pool, creating a quiz, selecting how many questions to pull from the question pool and setting it to be published or released to students.

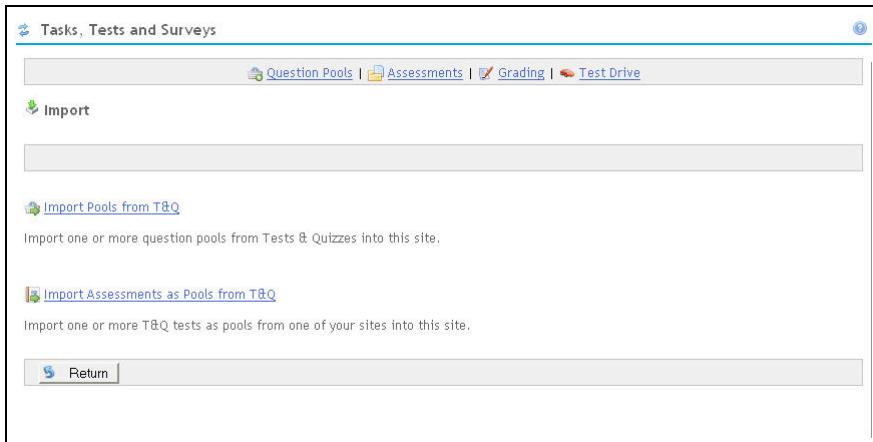


### Importing questions/pools from Tests & Quizzes:

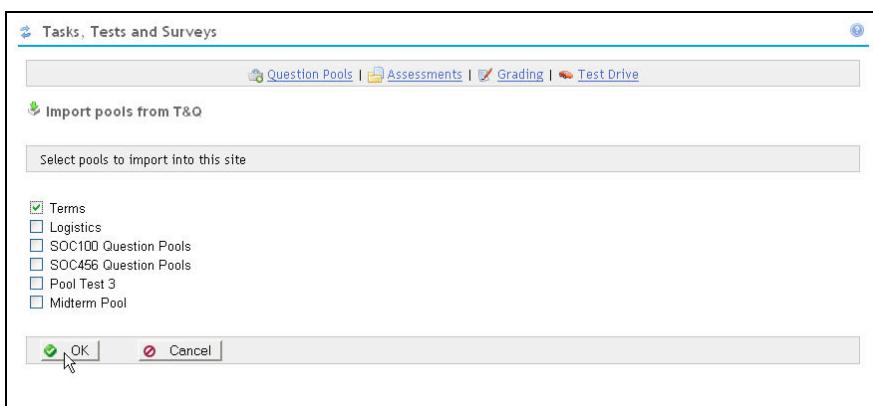
1. IF you have been using the Tests & Quizzes tool for assessment, you can "import" what you have created into Tasks, Tests and Surveys by clicking on "Import".



2. Click on the text links for either "Import Pools from T&Q" (if you have question pools created) OR "Import Assessments as Pools from T&Q".



3. In this case I am importing a question pool by selecting the checkbox(s) by what to import and click "OK".



4. Once imported you should see the pool name in the Question Pools list. By default the pool was assigned a point value of 1.

This means that every question contained in the pool is worth 1 point. The only way to change the point value is to edit the pool. *\*\*Pool point value is what sets the question points, you do not have the ability to edit points based on individual questions.*

Question Pools				
	Description	Questions	Points	Difficulty
Terms (Imported Apr 16, 2008 10:26:56 AM)		14	1.0	3

## Edit a Question Pool Point Value:

1. To increase how many points each question is worth in this pool from 1 to something else, click on the paper/pencil icon next to the pool title.

The screenshot shows the 'Question Pools' section of a software interface. A yellow highlight is applied to the row for 'Terms'. A black circle with a hand cursor is positioned over the edit icon (pencil icon) in the same row. The columns in the table are 'Description', 'Questions', 'Points', and 'Difficulty'. The 'Points' column for 'Terms' contains the value '1.0'.

2. Type in a new point value in the "Point Value" text block and click "Done".

The screenshot shows the 'Edit Pool' dialog box. It includes fields for 'Pool Title' (set to 'Terms'), 'Description' (empty), 'Point Value' (set to '1.0'), and 'Difficulty' (set to 'Level 3'). At the bottom is a 'Done' button.

## Edit create a Question Pool & add Questions:

1. Click on "Add Pool" from the Question Pools area.

The screenshot shows the 'Question Pools' section. A yellow highlight is applied to the 'Add Pool' button. The table columns are 'Description', 'Questions', 'Points', and 'Difficulty'. The 'Points' column for the first pool contains the value '1.0'.

2. Enter a Pool Title, Description (optional), Point Value, Level (by default it is set at 3) and click "Done".

The screenshot shows the 'Edit Pool' interface. At the top, there's a toolbar with icons for Question Pools, Assessments, Grading, and Test Drive. Below that is a 'Pool Title' field containing 'Unit 1 Pool - 5 point questions'. A 'Description' field is present but empty. Under 'Point Value', there's a dropdown menu with '5' selected. The 'Difficulty' section contains five radio buttons: 'Level 1 - easiest', 'Level 2', 'Level 3' (which is selected), 'Level 4', and 'Level 5 - most difficult'. At the bottom right is a 'Done' button.

3. Add questions to the pool by clicking on "Add Question".

The screenshot shows the 'Unit 1 Pool - 5 point questions' page. It displays 'Point Value: 5.0' and 'Difficulty Level: 3'. Below these are buttons for 'Add Question' (which is highlighted with a cursor), 'Move to Pool', 'Copy to Pool', 'Delete', and 'Viewing Mode'. A message states 'There are no questions defined.' At the bottom is a 'Return' button.

4. Select the desired question format (you can only select one at a time) from the list and click "OK".

The screenshot shows a 'Select Question Type' dialog box. On the left, under 'Add Question', is a list of question formats: Multiple Choice (selected), True / False, Essay, Fill In The Blank, Matching, Likert Scale, and Task. At the bottom are 'OK' and 'Cancel' buttons. To the right of the dialog is a text box containing the following text:

This manual will cover 3 question formats:

1. Multiple-Choice
2. Matching
3. Task

## 1. Multiple Choice:

The screenshot shows the 'Edit Question' interface. At the top, it says 'Edit Question', 'Unit 1 Pool - 5 point questions', 'Point Value: 5.0', and 'Difficulty Level: 3'. Below that, under 'Multiple Choice', there is a survey question: '1. Who was the first president of the United States?'. The answer is 'Washington'. There are three distractors: 'Jefferson' and 'Lincoln'. Each item has a 'Correct' radio button next to it. At the bottom of the text area are rich text editor buttons for bold, italic, underline, etc.

Enter multiple-choice question in the Question text block.

You can use the button features at the bottom of the text area for:

- Formatting of text
- Inserting Images (*images are stored within Tasks, Tests and Surveys*)
- Adding symbols
- Manually typing in HTML

The screenshot shows the 'Choices' section of the 'Edit Question' interface. It lists three options: 'Washington' (marked as correct), 'Jefferson', and 'Lincoln'. Each option has a 'Correct' radio button next to it. A black oval highlights the 'Correct' radio button for 'Washington'. At the bottom of each choice is a rich text editor toolbar.

Select the radio button for either "Single" or "Multiple Choice" answers.

Proceed to enter all distractors and selecting which one is the correct response by clicking on the radio button for "Correct".

The screenshot shows a configuration panel for a question. It includes sections for 'Add More Choices' (checkbox), 'Shuffle Choices' (checkbox), 'Reason' (checkbox), 'Ask to explain reason for answer' (checkbox), 'Hints' (checkbox), and a text area containing 'Available during assessment, if provided: He could do no wrong....'. Below these are 'Feedback' and 'Feedback after delivery, as per settings' sections, both containing placeholder text. At the bottom are 'Done' and 'Add Another' buttons.

Select checkbox for "Shuffle Choices" only if you would like Laulima to re-organize choices every time the question is given.

Select checkbox for "Ask to explain reason for answer" only if you want students to enter their reasoning for their choice.

Enter a hint in the "Hints" text block (optional).

Enter feedback in the "Feedback" text block (optional).

Click "Done", or "Add Another" to add another question to the pool.

## 2. Matching:

Enter the matching question in the question text block.

The screenshot shows a question editor for a matching question. It includes a title 'Matching', a survey section with a checkbox 'Click to make this a survey question', and a question text block containing 'Match the State with the correct abbreviation.' Below the text block is a rich text editor toolbar.

Proceed to add the Choices and their CORRECT matches in the Choice and Match text blocks.

Choices	Match
A. Missouri	MO
B. Minnesota	MN
C. Maryland	MD
D. Michigan	M

Enter Hints (optional), Feedback (optional) and click either "Done" or "Add Another".

**Distractor Choice (optional)**

MA

Add More Pairs

**Hints**  
Available *during assessment, if provided*  
Abbreviations do not always match the first two letters of the State.

**Feedback**  
Available in Review after delivery, as per settings  
Go to [http://www.usps.com/ncsc/lookups/abbr\\_state.txt](http://www.usps.com/ncsc/lookups/abbr_state.txt) to review all state abbreviations.

**Done**   **Add Another**

### **3. Tasks:**

Enter the task you would like students to perform (*this type of question can be used IF you are making your assessment more for an Assignment*), you could use this as an Essay type question OR have them upload something to you based on some instruction.

Edit Question

Unit 1 Pool - 5 point questions

Point Value: 5.0  
Difficulty Level: 3

Task

Survey  
 Click to make this a survey question

**Question**  
List the first 5 presidents of the United States in order of their run...

Under "Submissions" select how you would like the student response given:

*Inline only:* they can only type in the text block

*Inline or attachments:* they can type and add an attachment

*Attachment only:* they can only attach something

*No answer is expected for this question: perhaps it is a physical task of some kind in which a grade will be manually added later*

Submission

Inline only

Inline or attachments

Attachments only

No answer is expected for this question.

**Model answer (optional)**

The first five Presidents were:

1. George Washington
2. John Adams
3. Thomas Jefferson
4. James Madison
5. James Monroe



**Hints**  
Available *during assessment*, if provided  
Review Module 1 Resources under Presidents of the United States.

Type in a "model" or "perfect" answer in the "Model answer" textblock (optional). You could use this as your grading criteria.

Type in a Hint (optional) and click "Done" or "Add Another".



Once you have added all the questions to the pool, click "Done".

The screenshot shows the 'Question Pools' section of a learning management system. At the top, there are links for 'Question Pools', 'Assessments', 'Grading', and 'Test Drive'. Below this, a title 'Unit 1 Pool - 5 point questions' is displayed along with 'Point Value: 5.0' and 'Difficulty Level: 3'. A toolbar at the top of the list includes 'Add Question', 'Move to Pool', 'Copy to Pool', 'Delete', and navigation arrows. The main area lists four questions with their types and icons:

Question	Type
<input type="checkbox"/> 1. Who was the first president of the United States?	Multiple Choice
<input type="checkbox"/> Clinton and Obama are running for the Presidency in the rep...	True / False
<input type="checkbox"/> List the first 5 presidents of the United States in order o...	Task
<input type="checkbox"/> Match the State with the correct abbreviation.	Matching

A 'Return' button is located at the bottom left of the list area.

## Create an Assessment (Test, Assignment or Survey) & Pull Questions from Question Pool:

1. To add a test click on "Assessments".

The screenshot shows the 'Assessments' section. At the top, there are links for 'Question Pools', 'Assessments', 'Grading', and 'Test Drive'. A large circular highlight is placed over the 'Assessments' link. Below this, a title 'Unit 1 Pool - 5 point questions' is shown with 'Point Value: 5.0' and 'Difficulty Level: 3'. A toolbar includes 'Add', 'Delete', 'Unpublish', 'Archive', 'Restore', and buttons for 'Type', 'Title', 'Open Date', 'Due Date', 'Accept Until', and 'Publish'. A message 'No Assessments are defined' is displayed. A 'Save' button is at the bottom.

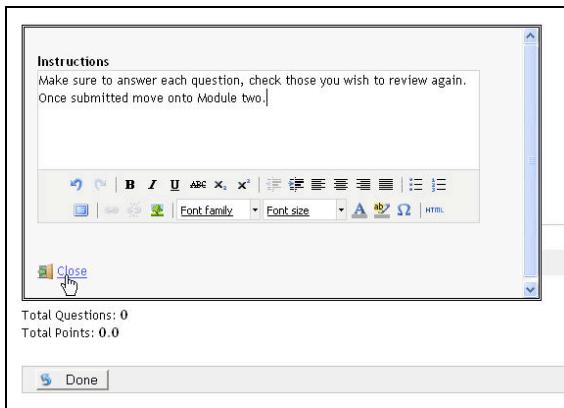
2. Click "Add".

The screenshot shows the 'Edit Assessment' interface. At the top, there are links for 'Question Pools', 'Assessments', 'Grading', and 'Test Drive'. Below this, a title 'Edit Assessment' is displayed. A toolbar includes 'Edit', 'Delete', 'Unpublish', 'Archive', 'Restore', and buttons for 'Type', 'Title', 'Open Date', 'Due Date', 'Accept Until', and 'Publish'. A message 'No Assessments are defined' is shown. A 'Save' button is at the bottom. In the main area, there is a 'Type' section with radio buttons for 'Test' (selected), 'Assignment', and 'Survey'. A 'Title' field contains 'Module 1'. A blue link 'Add Instructions' is highlighted with a cursor. A 'Add Parts' section includes buttons for 'Add Manual Select', 'Add Random Draw', and 'Delete'. A table shows 'Order', 'Part', 'Summary', and 'Points' columns, with a note 'No Parts' and 'Total Questions: 0'.

3. Enter quiz title, if desired click on "Add Instructions".

This screenshot is identical to the previous one, showing the 'Edit Assessment' interface. The 'Add Instructions' button is highlighted with a cursor, indicating the step to click it.

4. If you chose to add instructions type them in the text block and click "Close".



5. You can either select to "Add Manual Select" which will allow you to pick specific questions from a pool OR "Add Random Draw" to select a pool to randomly draw all questions or a specific amount of questions.



#### **Random Draw:**

6. Enter the number of questions you would like to draw from the pools and click "Done".

A screenshot of the 'Tasks, Tests and Surveys' interface. At the top, there are links for 'Question Pools', 'Assessments', 'Grading', and 'Test Drive'. Below this is a 'Edit Part 1' section for 'Module 1'. A 'Part Title' input field is present. Underneath is a link 'Add Instructions'. The main area is titled 'Select questions from pools' and contains a table. The table has columns: 'Draw', 'Pool', 'Description', 'Questions', 'Points', and 'Difficulty'. It lists two pools: '10 Terms (Imported Apr 16, 2008 10:26:56 AM)' with 14 questions and 1.0 points, and '2 Unit 1 Pool - 5 point questions' with 4 questions and 5.0 points. At the bottom left is 'Total Questions: 12'. At the bottom right is a 'Done' button.

7. You can also add selected questions at this time by clicking on "Add Manual Select". Manually selected questions will be given to all students in the same order you placed them in within the quiz, while random draw questions will be juggled for each student.

Click "Done".

The screenshot shows the 'Edit Assessment' page. At the top, there are links for Question Pools, Assessments, Grading, and Test Drive. Below that is a 'Type' section with radio buttons for Test (selected), Assignment, and Survey. A 'Title' field contains 'Module 1'. Under 'Edit Instructions', there is a link. The 'Add Parts' section includes buttons for 'Add Manual Select' (with an arrow pointing to it), 'Add Random Draw', and 'Delete'. It lists one part: 'no title' (Random from Pools (12)): Unit 1 Pool - 5 point questions, Terms (imported Apr 16, 2008 10:26:56 AM) with a value of 20.0. Below this, it says 'Total Questions: 12' and 'Total Points: 20.0'. At the bottom is a 'Done' button.

### Publish Settings:

To set the quiz criteria for student access, click on the icon under the "Publish" column.

The screenshot shows the 'Assessments' page. At the top, there are links for Add, Delete, Unpublish, Archive, and Restore. Below that is a table with columns for Type, Title, Open Date, Due Date, Accept Until, and Publish. The row for 'Module 1' has a yellow background. In the 'Publish' column, there is a small icon of a person with a checkmark. At the bottom is a 'Save' button.

The screenshot shows the 'Tasks, Tests and Surveys' configuration page. It includes fields for 'Title' (Module 1), 'Type' (Test selected), 'Open' date (Apr 17, 2008 12:00 AM), 'Due' date (Apr 17, 2008 12:00 AM), 'Accept Until' (empty), 'Tries' (Number of Tries: 1 selected), and 'Time Limit' (Timed: 01:00). Arrows point from the 'Type' field to the first section of the right panel, and from the 'Open' and 'Due' fields to the second section.

Choose the type of assessment this is to be used for

- *Test*: graded exam
- *Assignment*: graded assignment
- *Survey*: not graded

Use the calendar icon to select when the assessment is "open" and "due".

Select how many times a student can submit the assessment.

Choose if there will be a time limit, if so, enter the time based on a HH:MM format.

The screenshot shows the 'Review Options' configuration page. It includes fields for 'Make Review Available' (Upon submission selected), 'Show Answer Key & Item Scores' (For all answers selected), 'Show feedback' (checkbox checked), 'Release Grades' (Automatic release selected), 'Send to Gradebook' (checkbox checked), 'Anonymous Grading' (checkbox unchecked), and 'Password (optional)' (empty input field). Arrows point from the 'Release Grades' field to the fifth section of the right panel, and from the 'Send to Gradebook' and 'Anonymous Grading' fields to the sixth section.

Select when students can review their submitted assessment:

- *Upon submission*

Once the assessment is submitted students can return for review

- *Upon release*

Once all manual grading is done and you have selected to "Release" the assessment, students can review

- *After date*

Only after the date entered students can review

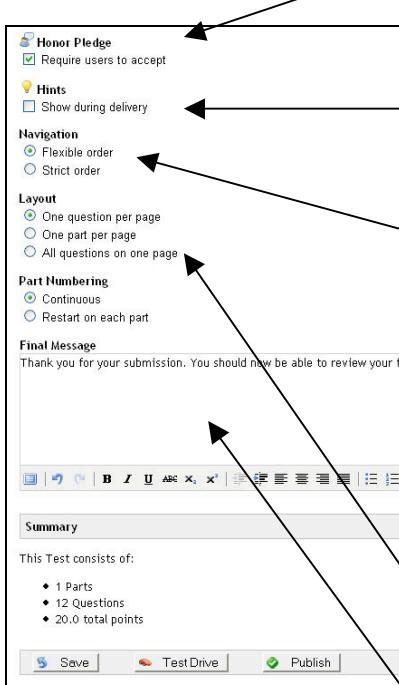
- *Never*

Students cannot review at all

Select what students will see in their review

Select either Auto or Manual release for grades: Manual release would be used for assessments that have essay, short answer or submission type questions.

IF you have added the Grade book tool to the course, you have the option to send the score to the grade book.



Honor Pledge: if selected students will have to agree to it prior to beginning assessment

Hints: choose if you want the "Hints" you added to be viewable by students in the assessment

#### Navigation:

- *Flexible*:

Students can go back and forth through assessment questions based on Layout choice \*\*if a student skips a question they will be warned about any skipped questions when they select "Finish"

- *Strict*:

Students can only go forward, one question at a time \*\*if a student skips a question they will NOT receive a warning about a missing answer when they select "Finish"

Layout: ONLY for "Flexible" navigation, choose how you would like questions presented to students

Type in a final message (optional)

Click "Save" when done.

### Test Drive:

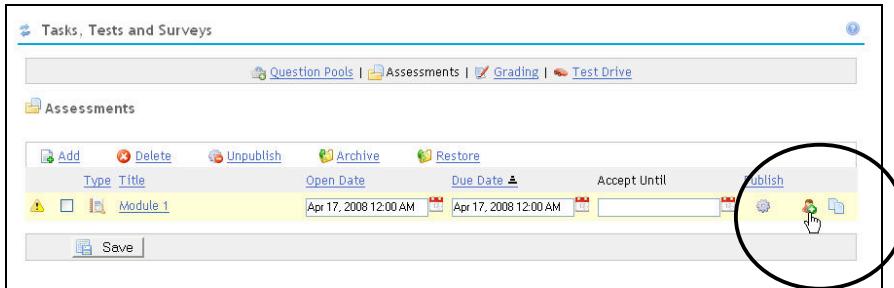
After the Publish settings have been saved, select to "Test Drive" the assessment. Test drive gives you the same experience a student would have when taking the quiz. This is a great way to preview your assessment before publishing.

To Test Drive the assessment click on "Test Drive".

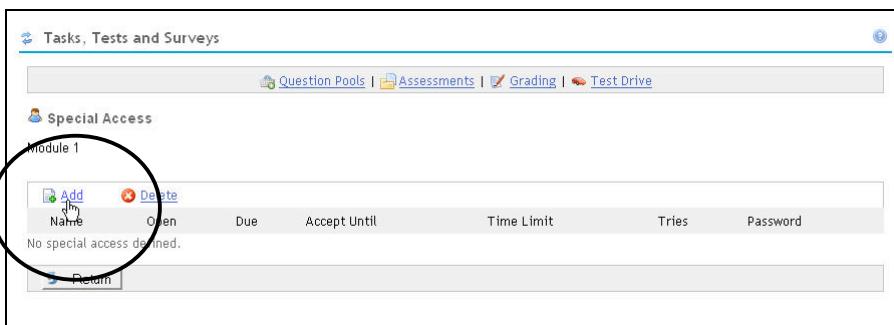


## Special Access:

1. You can choose to give special access for a quiz to a student or group of students based on a different date/time, time limit, etc than what other members of the course will have by clicking on the "Special Access" icon.



2. Click "Add".



3. Select a student (only 1 can be selected at one time) enter a new open/due dates, time limit, tries and click "Done".

A screenshot of the 'Special Access' configuration form for 'Module 1'. The form includes fields for 'Name(s)' (with 'Oliver, Rachael' and 'Parcon, Matt' listed), 'Open' (set to 'Apr 17, 2008 12:00 AM'), 'Due' (set to 'Apr 18, 2008 12:00 AM'), 'Accept until' (a dropdown menu), 'Time Limit' (radio buttons for 'Untimed' and 'Timed' with '1:30' selected), 'Tries' (radio buttons for 'Unlimited' and 'Number of Tries' with '1' selected), and a 'Password (optional)' field. A 'Done' button is at the bottom.

At this time you can select "Add" to add another student till all students that need special access have been accounted for OR click on "Assessments" to return to the assessment list.

The screenshot shows the 'Special Access' section of the 'Tasks, Tests and Surveys' application. At the top, there are links for 'Question Pools', 'Assessments' (which has a cursor pointing to it), 'Grading', and 'Test Drive'. Below this, the 'Special Access' module is shown with a table. The table has columns for Name, Open, Due, Accept Until, Time Limit, Tries, and Password. One row is present, showing 'Oliver, Rachael' with a checkmark in the Name column. The 'Accept Until' field contains '1:30'. At the bottom of the table is a 'Return' button.

To finalize the publishing process and release the assessment based on publish settings, click on the publish icon.

The screenshot shows the 'Assessments' section of the 'Tasks, Tests and Surveys' application. At the top, there are links for 'Question Pools', 'Assessments' (which has a cursor pointing to it), 'Grading', and 'Test Drive'. Below this, the 'Assessments' module is shown with a table. The table has columns for Type, Title, Open Date, Due Date, Accept Until, and Actions. One row is present, showing 'Module 1' with a checkmark in the Type column. The 'Open Date' is 'Apr 16, 2008 12:00 AM' and the 'Due Date' is 'Apr 18, 2008 12:00 AM'. The 'Accept Until' field is empty. In the 'Actions' column for 'Module 1', there is a 'Publish' icon (a blue square with a white hand cursor). This icon is circled in black.

Scroll down to the bottom of the screen and click "Publish".

The screenshot shows the 'Summary' page for 'Module 1'. At the top, it says 'Summary' and 'This Test consists of:'. Below this, there is a list: '1 Parts', '12 Questions', and '20.0 total points'. At the bottom, there are three buttons: 'Save', 'Test Drive', and 'Publish' (which has a cursor pointing to it).

Notice the checkmark next to the publish icon, this means the assessment is ready to go.

The screenshot shows the 'Assessments' section of the 'Tasks, Tests and Surveys' application. At the top, there are links for 'Question Pools', 'Assessments' (which has a cursor pointing to it), 'Grading', and 'Test Drive'. Below this, the 'Assessments' module is shown with a table. The table has columns for Type, Title, Open Date, Due Date, Accept Until, and Actions. One row is present, showing 'Module 1' with a checkmark in the Type column. The 'Open Date' is 'Apr 16, 2008 12:00 AM' and the 'Due Date' is 'Apr 18, 2008 12:00 AM'. The 'Accept Until' field is empty. In the 'Actions' column for 'Module 1', there is a 'Publish' icon (a blue square with a green checkmark). This icon is circled in black.

## **Edits AFTER Publishing:**

You are able to edit the assessment settings only. You cannot add additional questions or parts to a published assessment. \*\*Note, for "Surveys" you will not be able to ALTER the "Type" of assessment to something else within settings.

## **Grading:**

To either manually grade or view students submissions click on "Grading".

The screenshot shows a software interface titled 'Tasks, Tests and Surveys'. In the top navigation bar, there are links for 'Question Pools', 'Assessments', 'Grading' (which is circled in black), and 'Test Drive'. Below the navigation is a section titled 'Assessments' with a table. The table has columns for 'Type', 'Title', 'Open Date', 'Due Date', 'Accept Until', and 'Publish'. One row is visible, labeled 'Module 1' with dates 'Apr 16, 2008 12:00 AM' and 'Apr 18, 2008 12:00 AM'. At the bottom of the table is a 'Save' button.

Click on the assessment you would like to review.

The screenshot shows the 'Grading' page. At the top, there is a link to 'Grading'. Below it is a table with columns 'Title', 'Open Date', 'Due Date', and 'Status'. A single row is shown for 'Module 1' with the status 'Open'. The entire row for 'Module 1' is highlighted in yellow. A cursor is pointing at the 'Module 1' link in the 'Title' column.

Click on a student name.

The screenshot shows the 'Grade Submissions' page. At the top, there is a link to 'Grade Submissions'. Below it is a table with columns 'Name', 'Finished', 'Status', 'Tries', 'Auto Score', and 'Final'. Two rows are listed: 'Oliver, Rachael' (status 'Released') and 'Parcon, Matt' (status 'Not started'). The 'Name' column for 'Oliver, Rachael' is highlighted in yellow. A cursor is pointing at her name. At the bottom of the table is a 'Save' button.

- Scroll down through quiz, entering a score in the score boxes (you can also over ride a score) and add comments in the "Comments" text blocks (optional).

**Name:** Rachael Oliver  
**Submitted:** Apr 16, 2008 11:29 AM  
**✓ Released**

**Question 1 of 12**

Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?

A. Donatello  
 B. Leonardo da Vinci  
 C. Giotto  
 D. Michaelangelo

Answer Key: D

0.0      Auto Score: 0.0 (max 1.0)

Comments

Click on "Browse" to locate a file, then "Upload" to attach it to these comments.

Once you have finished either manually grading, over riding scores or entering comments click "Done".

**Final Score (max 20.0)** 10.5

Overall Comments  
You may need to review Module 1 carefully, then contact me for setting up a time for another test on this content.

Click on "Browse" to locate a file, then "Upload" to attach it to these comments.

Mark as evaluated  
 Release grade to submitter

**◀ Prev** **▶ Done** **Next ▶**

Tasks, Tests and Surveys

[Question Pools](#) | [Assessments](#) | [Grading](#) | [Test Drive](#)

Grade Submissions  
Module 1  
Total Points: 20.0

[Grade Submissions](#) | [Grade Questions](#) | [Summary of Data](#)

**Global Actions (for this Test)**

Release evaluated submissions  
 Release all submissions

Adjust the score of all submissions by

Add comments to all submissions

**Viewing 1 - 2 of 2** **30 / page**

Name	Status	Tries	Auto Score	Final
Oliver, Rachael	Released	1/1	10.5	<input type="text" value="10.5"/>

For students to view comments and review added scores click on either "Release evaluated submissions" OR "Release all submissions".