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Part 4
Assessment
This section covers:
• Creating categories to organize quiz content
• Working with WebCT's question templates
• Linking questions to a quiz
• Manual grading of a quiz

Our default template for your course has WebCT's quiz tool on an organizer page listed as "Evaluation Tools". Click on the icon for "Evaluation Tools".

Click on the "Quiz" icon to begin working with WebCT's Quiz Tool.
The standard student "View" should look similar to the following.

In the black menu bar, click on the radio button for "Designer Options". This reveals a screen similar to the following.

WebCT organizes it's Quiz Tool into three sections: **Question Database** (where you create and store your questions), **Quiz and Survey Management** (where you add quizzes and surveys to your course), and **Quiz Editor** (where you link questions from the Question Database to your quiz or survey).
As a new user, an easy approach to creating a quiz would be a sequence of creating a set of questions, creating a "Quiz" that will contain all of your questions, then add selected questions to that "Quiz".

To begin, click on the text link for "Add questions to the database" under the "Questions Database" tab.

For organization, it is a good idea to create "Categories" (folders) to help organize your questions. In the "Manage Categories" sections, click on the radio button for "Add category", fill out the title (in this case we are creating a category called "Pretest"), then click on the "Go" button.
When done selecting "Go", WebCT will tell you there are no questions in your newly created category, thus we need to add some.

- **Multiple Choice**: student selects either one or multiple correct answers to a question.
- **Matching**: student matches items in two columns.
- **Calculated**: student answers a mathematical question. You specify the mathematical formula and the set of variables, along with a range of values for each. A set of answers is generated for a randomly selected set of variables.
- **Short Answer**: student enters a word or short phrase, which is then matched against possible answers.
- **Paragraph**: student answers in a longer, essay-type format. The designer or the teaching assistant must grade this type of question manually.

WebCT has 5 question templates that can be used in either a quiz or a survey.
To begin, click on the radio button to "Add new question to database", select "Multiple Choice" (default), then click on the "Go" button.

The resulting screen should look similar to the following. Enter a title, then your question. Leave the Settings section at the default.
In the Answers section list possible answers *(distracters or alternatives)* for your Multiple Choice question, in this case we listed 3. WebCT defaults to providing 5 answer boxes, you can have more by selecting the "More Answers" button at the bottom of the template screen.

Once answers have been typed in, scroll to the bottom of the screen and click the "Save" button.
The screen should look similar to the following. Clicking on the text link for "Internet Skills" allows you to edit the question. Click on the icon for the magnifying glass to preview your question.

To test the scoring of your question, answer the question and click on the "Grade" button.

Rate your level of Internet skills

- 1. High
- 2. Average
- 3. Low

Grade
Your screen should look similar to the following.

As is, WebCT is not determining the correct or incorrect answer, so a student would get a 0%. Let's provide a little bit more information (feedback) for this student by editing our question template.

Click on the "Close" button, then select the text link for the title of the Multiple Choice question you just added.

Once inside the Multiple Choice template, scroll down and locate the CORRECT answer (solution) to your question.
Click inside the checkbox to indicate to WebCT that this is the solution. WebCT will add a 100% value to that question.

You can also add feedback to your answers by typing in the "Feedback" box under each "Answer" section, in this case we added "Excellent" for feedback to the solution.

Scroll down and click the "Save" button.
Now let's look at the new scoring scheme by selecting the icon for the *magnifying glass* and grading the question. Your screen should look similar to the following.

![Score 100%](image)

When using the Feedback box, it might be more beneficial for the student to develop feedback that is more instructional.

![Feedback Box](image)
Now let's try adding another question to our "Pretest" category. Select the radio button for "Add new question to database" and use the pull down menu to select "Matching", then click the "Go" button.
Your screen should look similar to the following. Add a title, then your question.

Under "Matching pairs", type in the correct matches (premises and responses), WebCT basically juggles them up when presented to the student. Click the "Save" button.

To preview, click the magnifying glass icon.

Make the appropriate matches and click the "Grade" button.
Now let's add a "Calculated" question to our "Pretest" category. Select the radio button for "Add new question to database", use the pull down menu and select "Calculated", then click the "Go" button.

Your screen should look similar to the following. Enter a title, type in your question, and supply the correct formula using {} to contain each variable.

**Note:** when typing the question, variables are used as place holders for numbers that WebCT will present to the student.
Click the "Analyze variables" button after entering the formula. WebCT adds a "Variables" section to your template. Enter minimum and maximum numbers you want WebCT to present to students for any given variable in your formula.

For example, in this case for the "X" variable we set the minimum number to be 21 with the maximum set at 27. For the "Y", we have the minimum at 14 with the maximum set to 21.

Click on "Generate random answer set" button.
WebCT will calculate a number set based on the minimum and maximum numbers typed in for each variable.

Scroll down the template screen and click on the "Save" button. Let's preview this question by selecting the icon for the magnifying glass.

How many feet would one travel if they went around a rectangle block that was 23ft. long by 18ft. wide?

Answer

Note, that WebCT placed in numbers for the "X" and "Y" variables. These numbers will be different each time the question is presented, up to a previously set limit (default Number set is 10).

Let's add another question to our "Pretest" category.
Select the radio button for "Add new question to database", use the pull down menu and click on "Short answer", then select the "Go" button.

Inside the template, add a title, and then pose your question.

Make sure you select “2” for the "Number of answerboxes" since in the question we are asking for TWO answers.
Add possible solutions (answers) in the "Answers" section, providing a % value for each. In this case we added 2 acceptable answers and gave them a value of 50%.

<table>
<thead>
<tr>
<th>Answers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer 1</strong></td>
<td></td>
</tr>
<tr>
<td>netscape</td>
<td></td>
</tr>
<tr>
<td>Value (%) [50]</td>
<td>Width 2.0</td>
</tr>
<tr>
<td>Grading option</td>
<td>Equals</td>
</tr>
<tr>
<td>Allow in answerbox</td>
<td>Alt</td>
</tr>
<tr>
<td><strong>Answer 2</strong></td>
<td></td>
</tr>
<tr>
<td>IE</td>
<td></td>
</tr>
<tr>
<td>Value (%) [50]</td>
<td>Width 2.0</td>
</tr>
<tr>
<td>Grading option</td>
<td>Equals</td>
</tr>
<tr>
<td>Allow in answerbox</td>
<td>Alt</td>
</tr>
</tbody>
</table>

Scroll down and click the "Save" button. To preview, click on the magnifying glass icon and grade.

List 2 different web browsers.

<table>
<thead>
<tr>
<th>No.</th>
<th>Student response</th>
<th>Grade</th>
<th>Correct answer (Value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>netscape</td>
<td>50%</td>
<td>netscape (50%), IE (50%)</td>
</tr>
<tr>
<td>2.</td>
<td>ie</td>
<td>50%</td>
<td>netscape (50%), IE (50%)</td>
</tr>
</tbody>
</table>

**Score** 100 %

WebCT will only accept "netscape" and "IE" as answers to this question, all others will receive a 0% score. *It is best to make Short Answer questions specific, so that there is only a single acceptable response.*
The last question type to add is "Paragraph", select the radio button for "Add question to database", use the pull down menu and click on "Paragraph", then select the "Go" button.

Add a title, then pose your essay type question, click "Save".

*Note:
"Pre-fill answerbox" is for providing a "starter" for students.

"Correct answer" aids the instructor in grading.

Neither area needs to be filled in order for the question to be presented.
To preview, click on the icon for the magnifying glass.

In the above preview, a so called "starter" is presented to the student.

There are several questions added to the "Pretest" category. Let's now add a quiz and link (add) these questions to it. Select the text link for "Quizzes/Surveys".
From the "Quiz and Survey Management" area, click on the radio button for "Add quiz".

Your screen should look similar to the following. Type in a title, in this case "Pretest", then click the "Add" button.
Your screen should look similar to the following. At this point "Pretest" is just an empty text link, there are no questions attached. To link the questions contained in the "Pretest" category, click on the "Pretest" title.

WebCT will tell you, "no questions have been added to the quiz yet", which is true. Click on the radio button for "Add questions".
Selecting to "Add questions" will bring you to the "Questions Database". If you are not already in the correct category for "Pretest", select the radio button for "View category" and use the pull down menu to select "Pretest", then click the "Go" button.

Inside the "Pretest" category, select each question you would like added to the "Pretest" quiz by clicking in each checkbox. When done, select the radio button for "Add questions to Pretest", then click the "Go" button.
Let's add some points to each question to give the quiz a point value of 25. Type in "5" in the "Points" column for each question, then click on "Update total" button.

Notes:
adding points to Quiz

Your screen should look similar to the following. Basically, the questions have been linked from the "Questions Database" to the "Pretest" quiz (deleting questions from this area does NOT delete them from the Questions Database).
In order to modify settings for this quiz and release it to students, under “Options” select the radio button for “Quiz settings”, then click on the “Go” button.

Your screen should look similar to the following. To allow access to your students, you can either enter a specific month, day, and time or click on the "Allow access now" button to release the quiz at this exact time and date (in this case, we selected the "Allow Access now" button).

Scroll down the screen to the "Results" area.
In "Results", select the radio button for "Release the score once the quiz has been submitted". This selection provides the score and any available feedback. Click the "Update" button.

**NOTE:** since we have added a "Paragraph" question to our "Pretest" quiz we will need to manually grade that particular question before students can view the total quiz score. WebCT does NOT grade Paragraph formatted questions.

To take the "Pretest" quiz we need to "Release" the icon for "Evaluation Tools" (currently it at the default of Hidden) and enter our student account.

To return to the Homepage select "Home" in your "Breadcrumbs" or the "Homepage" text link in the "Course Menu".

From the Homepage, select "Designer Options" view, if not already selected, then select the icon for "Evaluation Tools". Under the header for "Modify select link", select the radio button for "Reveal", then click the "Go" button.
Once the icon is revealed, click on the icon for "Student View" and enter the name and password for your student account.

From your student account Homepage, click on the icon for "Evaluation Tools", then "Quiz". For students to take the quiz, click on the Quiz title.

WebCT will present a "Quiz Introduction" screen supplying directional information on how to answer questions and submit the quiz/survey successfully. Click the "Begin Quiz" button to start the quiz (Note: if the quiz is conditionally released based on a specific time limit, that time would begin once this button was selected).
Your screen should look similar to the following. The quiz is split into two frames, one containing the question and "Save answer" buttons, the other having red balls, indicating unanswered questions (these will turn to green stars once a question has been saved).

Answer all questions in "Pretest", making sure you select the "Save answer" button after each. Under the last question is a "Finish" button, select this after verifying all "red balls" have been turned to "green stars".
You will be presented with the following prompt, click "OK".

Once quiz is submitted you will get a screen similar to the following, click on "View Results" to view scores and any feedback.

Note: WebCT did not provide a score for the last question, which is in paragraph form.
To manually grade a quiz or a question in a quiz enter back into your designer course account. Click on "Evaluation Tools" icon on the Homepage, then click on "Quiz".

From "Quiz", select the radio button for "Designer Options", then select the text link for "Quiz and Survey Management".

Your screen should look similar to the following. Click on the "Submissions" text link for "Pretest".

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Notes:
Manual grading

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Your screen should look similar to this. Each student in the course will be listed. In the "No." column, click on the number link, in this case "1".

WebCT brings you into the quiz submitted by this particular student "peaches" in my case. Scroll down to the paragraph question (Question 5), then type in an appropriate score and add any feedback.

Scroll down and select the "Update grade" button.
For students to view a manually released score and feedback, they need to return to the quiz. Go back into your student account, click on "Evaluation Tools" then "Quiz", your screen should look similar to the following.

The "Attempts" section allows students to return to a submitted quiz in order to view any added feedback to a manually graded question, click on the text link for "Completed".

In the "Number" column, click on the text link for "1".

Scroll down to "Question 5" to view any given feedback.

Notes: viewing "manually graded" results (student view)