Laulima's Tests & Quizzes Tool

Importing questions from a text document:
(for multiple-choice and true/false questions)
If you have your test questions on a text document, such as a Word document, you can copy and paste all your questions at one time into the Tests & Quizzes tool.

Your questions must be in this format:

```
1. Flutterfly is the original name for which insect?
*a. butterfly
b. moth
c. fly

2. Albert Michelson determined the exact speed of light?
*True
False

3. Didaskaleinophobia is the fear of?
a. animals
*b. school
c. heights
d. crowds
```

After formatting your questions, go into the course to Tests & Quizzes

To the right of "Create assessment (enter title)" enter a title in the text box then select "Create using markup text". Click "Create"

On the next page, copy/paste the questions into the large box below "Questions".

On the following page, verify your questions then click "Create Question Pool"

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Answers
1	Flutterfly is the original name for which insect?	Multiple Choice	0	☑ a. butterfly ☐ b. moth ☐ c. fly
2	Albert Michelson determined the exact speed of light?	Multiple Choice	0	☑ a. True ☐ b. False
3	Didaskaleinophobia is the fear of?	Multiple Choice	0	☐ a. animals ☑ b. school ☐ c. heights ☐ d. crowds

[< Back] [Create Assessment] [Create Question Pool]

You should now see your newly created question pool listed in the "Questions Pools" area

⇄ Tests & Quizzes

Assessments | Assessment Types | Question Pools

Question Pools

Add New Pool | Import

Pool Name ▲	Creator	Last Modified	Questions	Subpools	Remove?
Midterm Questions Add	Copy	Move	Matt Parcon	06/04/2009	3	0	☐
Quiz 1 Pool Add	Copy	Move	Matt Parcon	08/28/2008	3	0	☐
Special Symbols Add	Copy	Move	Matt Parcon	10/16/2008	0	0	☐
TALENT test Add	Copy	Move	Matt Parcon	04/07/2009	10	0	☐

[Update]

Creating a Quiz using question pools:
Pools can also be used to create question sets in which randomly drawn questions can be pulled. For example, create a quiz based on 10 questions using a Question Pool that contains a set of 50 questions. The quiz will randomly draw 10 questions from the pool of 50.

1. Create a Quiz via Assessments by entering a title in the Title text block and click "Create".

2. Click "Edit"

3. Scroll down the page and select the radio button for "Random draw from question pool".

4. Use the pull down menu next to "Pool name" and select the desired pool

5. In the text box next to "Number of questions" type in how many questions you would like to have drawn from the pool and click "Save"

Quiz Settings:

To set the open date, due date, and other such settings for a quiz, click the drop-down menu to the right of that quiz. If you have already published the quiz, be sure that you change the settings next to the quiz under the "Published Assessments" area.
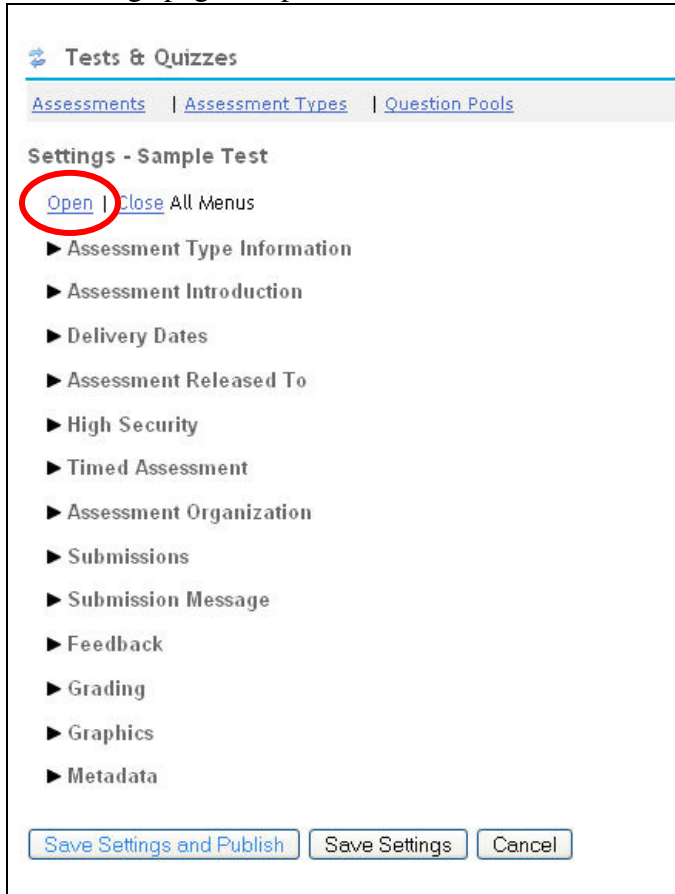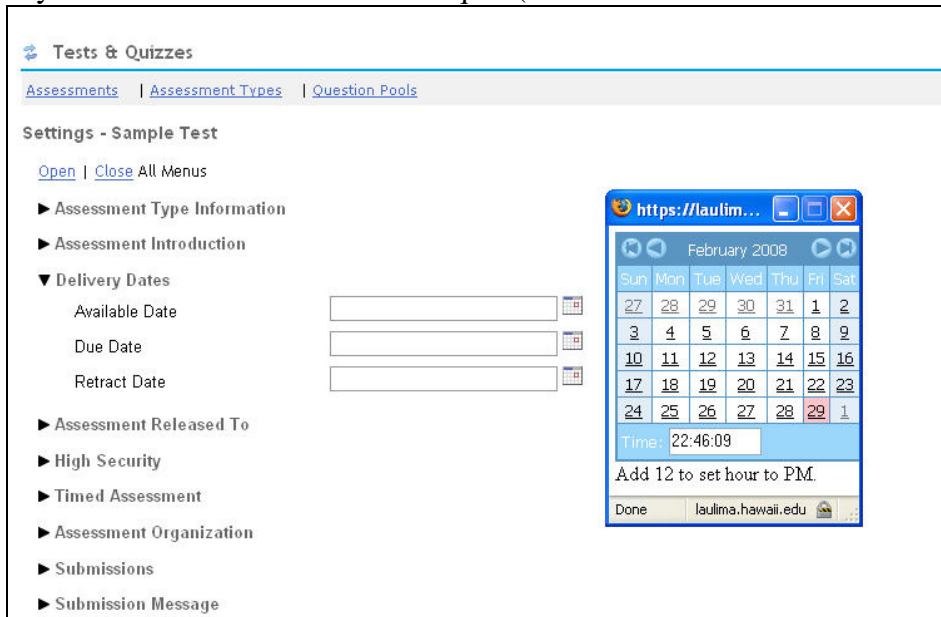
Click the Black arrows to open a specific setting section OR click "Open" at the top of the Settings page to open all sections at once.

Delivery Dates: for both Available and Due Date areas use the calendar icon to select a day and time to release/submit the quiz (double click on date in calendar to insert)

Timed Assessment: check the checkbox to open up this section, use pull down menus to select hours and minutes students have to complete the quiz.

Feedback:
- Immediate Feedback - a link "Show feedback" becomes available to students during the quiz (good for self testing)
- Feedback on submission – Feedback will be available after quiz is submitted
- No Feedback - no feedback will be shown at any time
- Feedback displayed at a certain date - feedback shown at a set date/time (best option)

When all setting selections have been completed choose to either:
Save Settings and Publish - this option will allow access to the quiz right now based on your availability settings
Save Settings - this will just save what you have entered into the settings area so you can return and edit if needed prior to actually publishing the quiz

If you select "Save Settings and Publish", the next page will be the Check Settings and Add Notification page.

You can publish the quiz without notification or click the drop-down menu and select "and send notification below to students". This will send an email notification to all students UH email or whatever email they have specified in their account settings.

NOTE: *once a quiz has been published the only way to take it back, for example if you notice an error, is to RETRACT it using the "Retract Now" button within Settings > Delivery Dates*

Once a quiz has been published **and** becomes available based on the Availability setting a "copy" will be viewable and accessible to students within the Published Assessments area.

Prior to the quizzes availability students will see nothing.