

## Laulima's Quick Create & Respondus, plus working with Question Pools

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### Respondus:

Respondus is a software application free for UH faculty/staff to create quizzes, download categories and quizzes from WebCT as well as create test files for copy and pasting into Laulima's Quick Create assessment feature. Respondus can save you hours on each assessment or survey project due to its friendly user interface.

To view additional information about Respondus, where to download and how to use it with WebCT or Laulima go to:

<http://www.hawaii.edu/talent/webctfacultysupport/tutorials.htm>

### Laulma Quick Create:

The Quick Create feature is a fast way to create a quiz by copying and pasting from a document or text file. The following is the necessary file structure your document must be in to successfully paste into Laulima:

- Question number, followed by a period and a single space
- Point value within parenthesis
- Question
- Distracters/choices indicated with an a, b, c, followed by a period and a space
- Correct response represented by an asterisk

```
1. (1.0 point)
Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs,
and David?
a. Donatello
b. Leonardo da Vinci
c. Glotto
*d. Michaelangelo

2. (1.0 point)
This German composer is known for the following works:
Christmas Oratorio, and the Brandenburg Concertos.
a. Handel
b. Beethoven
c. Mozart
*d. Bach
e. Brahms

3. (1.0 point)
Who authored Summa theologica?
a. Martin Luther
*b. Thomas Aquinas
c. St. Augustine
d. John Calvin
```

**NOTE:** *only true/false, multiple or single answer multiple choice, fill in the blank and short essay formats can be used with Laulma's Quick Create feature*

One can type this structure directly in Word or Text editor or if you have an existing WebCT course with a set of quizzes in place, use Respondus and easily save the file as a word or text document. Respondus can be set to self-create or produce this structure for you.

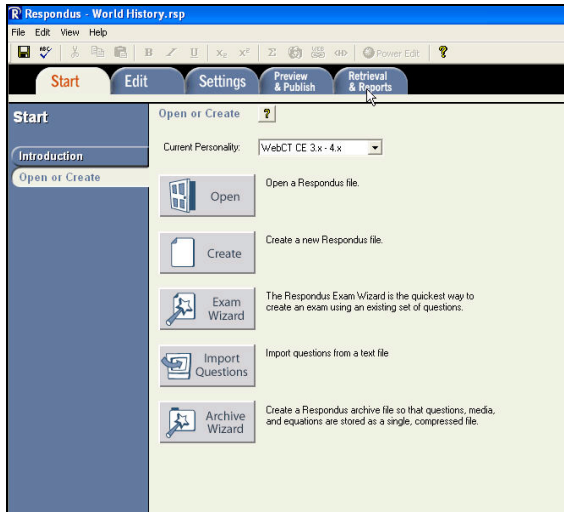
## Retrieving Quizzes and/or Categories from an existing WebCT Course

For the purpose of this workshop I will be illustrating how to connect to a WebCT course to retrieve existing quizzes only.

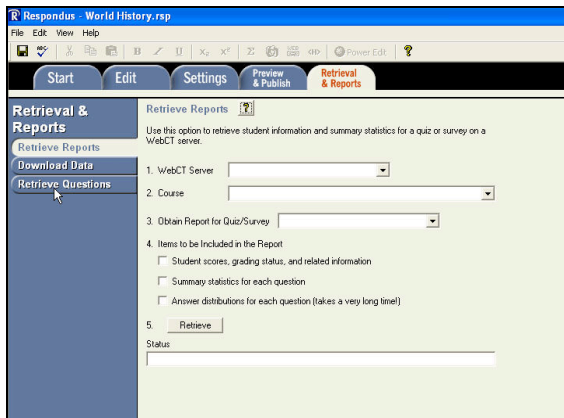
Please refer to the Respondus Tutorial for detailed instruction on installing and using Respondus for quiz development:

<http://www.hawaii.edu/talent/webctfacultysupport/tutorials.htm>

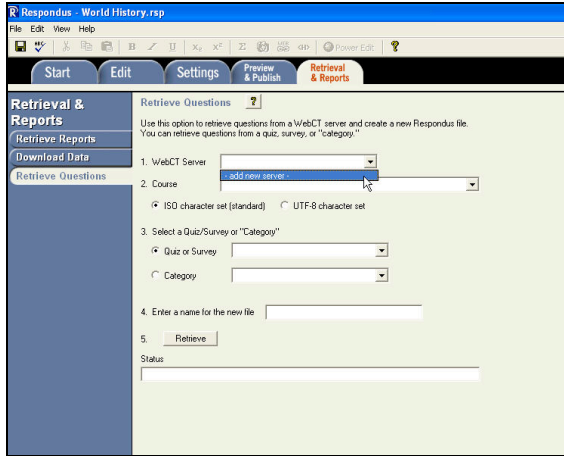
1. Open Respondus and click the "Retrieval & Reports" tab



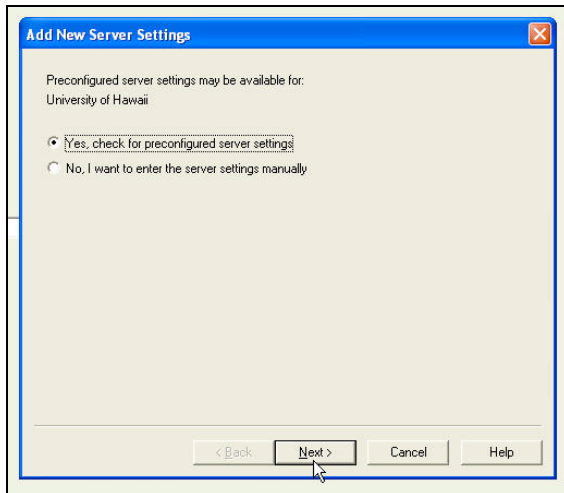
2. On the left select the button for "Retrieve Questions"



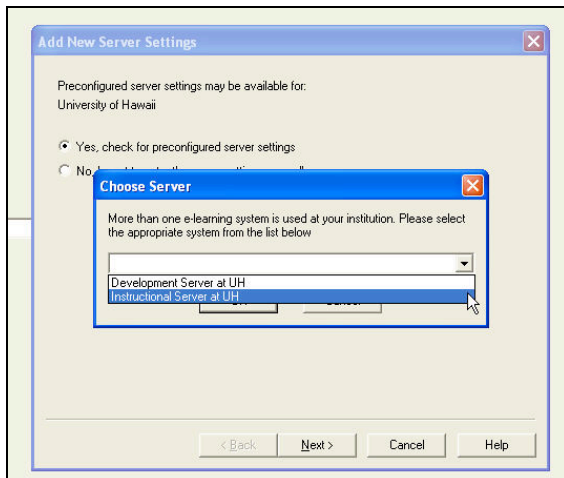
### 3. Step 1: select to "Add new server"



### 4. Choose the option for "Yes, check for preconfigured server settings" and click "Next"



### 5. Select either a course on the Development or Instructional server and click "Next"

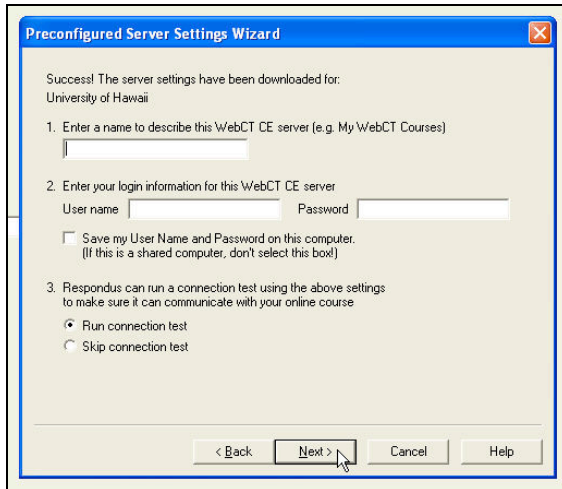


6. Using the text blocks:

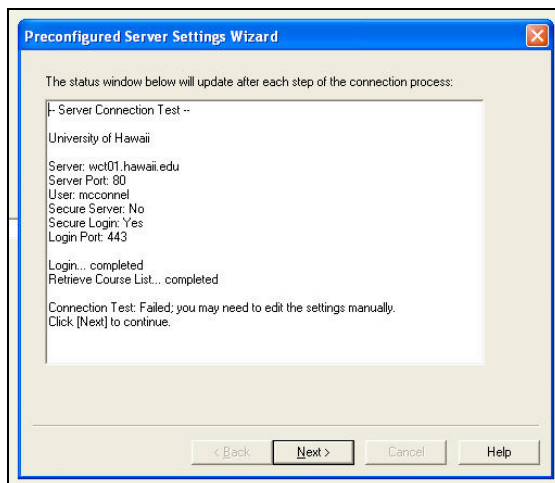
**Step 1:** enter the name of the server (Instructional or Development)

**Step 2:** enter your UH username and password and check the box for "Save username/password"

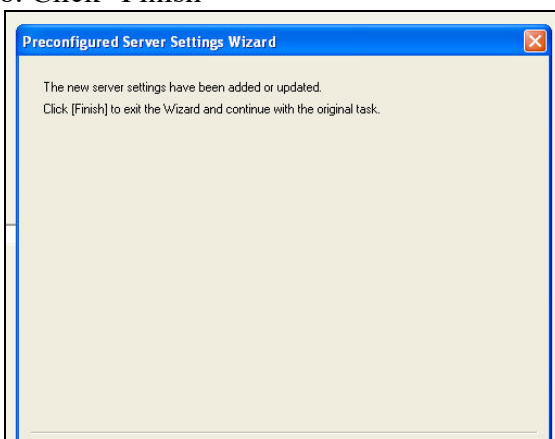
**Step 3:** leave as is and then click "Next"



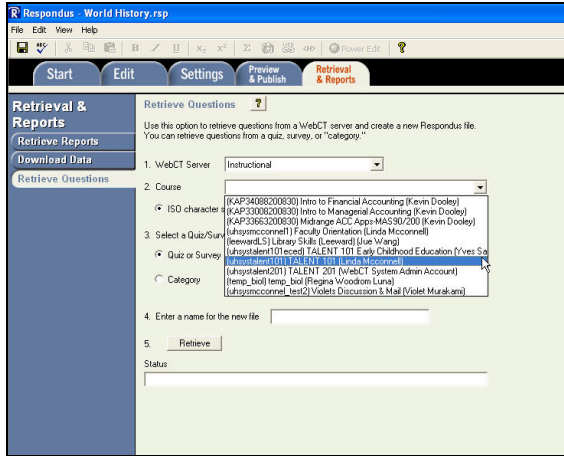
7. If you get a "Connection Test: Failed" indicator, **ignore** and click "Next"



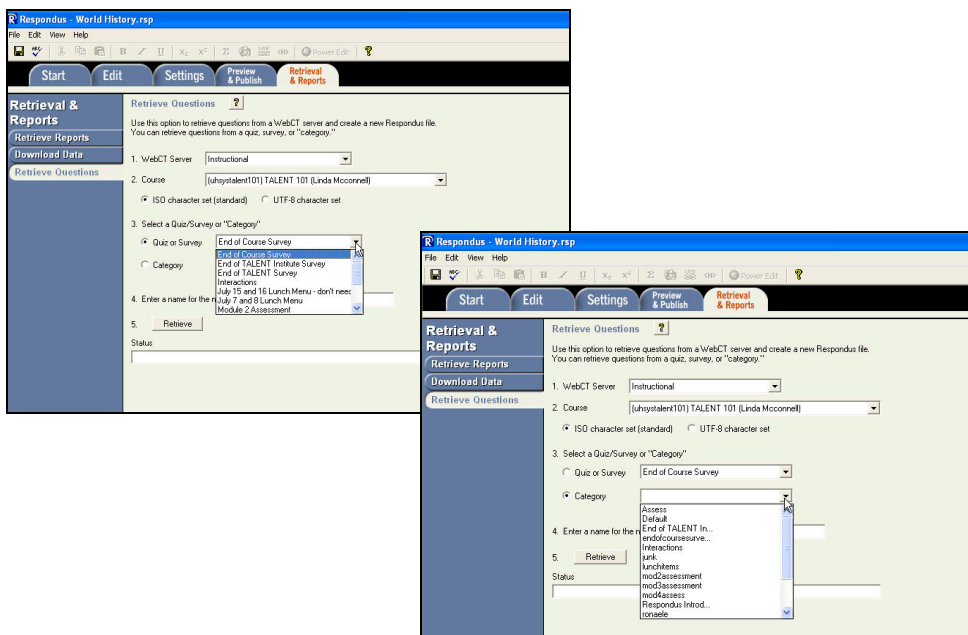
8. Click "Finish"



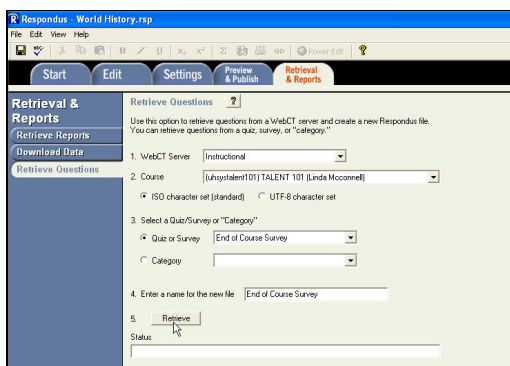
## 9. Step 2: use the pull down menu and choose a course



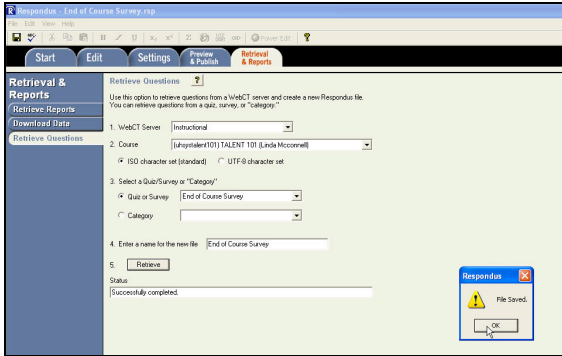
## 10. Step 3: use either the first pull down menu to select just a quiz OR the second pull down menu to select an entire quiz category



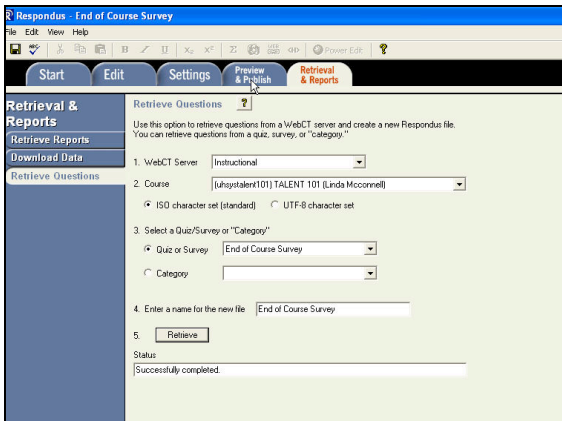
## 11. Step 4: enter a title (the quiz or category will be downloaded and stored in Respondus for future use) and click "Retrieve"



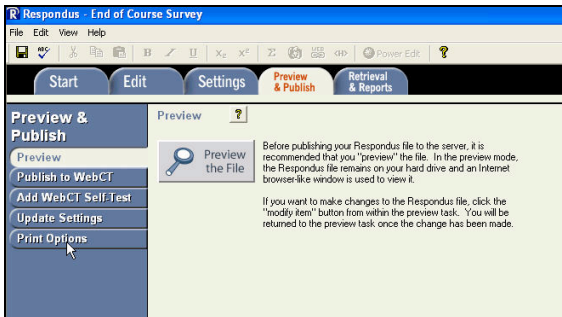
12. Click "OK" to save the retrieved file



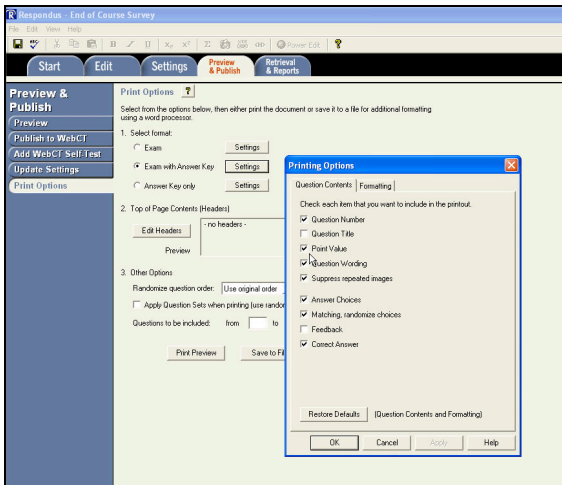
13. Click the "Preview & Publish" tab



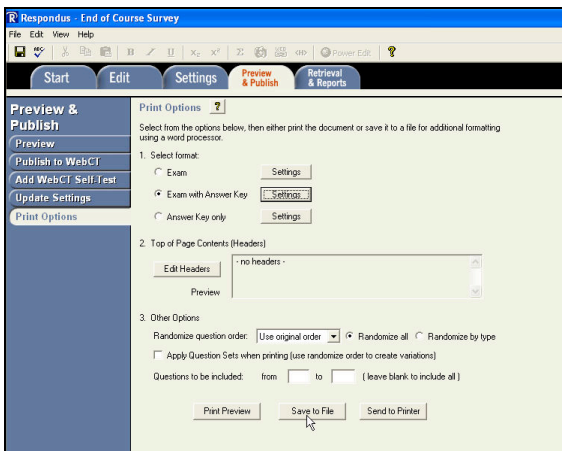
14. On the right select the button for "Print Options"



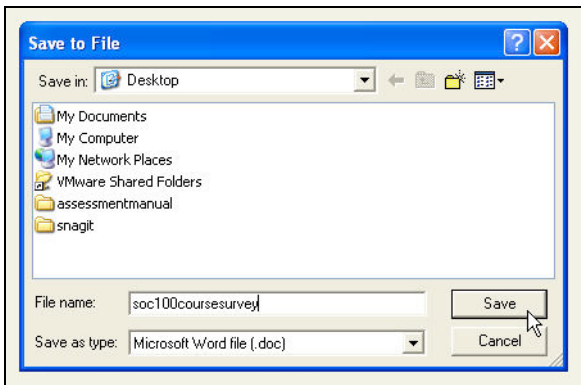
15. This step is to set the correct text structure; **Step 1:** select the second radio button for "Exam with Answer Key", click the "Settings" button and verify that the checkbox for "Point Value" is selected and click OK



16. SKIP steps 2 and 3, click the button for "Save to File"



17. Select a location on your computer to save the document file (I usually save to the desktop) and click "Save"



That completes the process of retrieving an existing quiz and/or category from a WebCT course. The file that is saved to your computer should now be in the correct format. To verify, open the file, it should look similar to the following:

```

1. (1.0 point)
Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs,
and David?

    a. Donatello
    b. Leonardo da Vinci
    c. Giotto
    *d. Michaelangelo

2. (1.0 point)
This German composer is known for the following works:
Christmas Oratorio, and the Brandenburg Concertos.

    a. Handel
    b. Beethoven
    c. Mozart
    *d. Bach
    e. Brahms

3. (1.0 point)
Who authored Summa theologica?

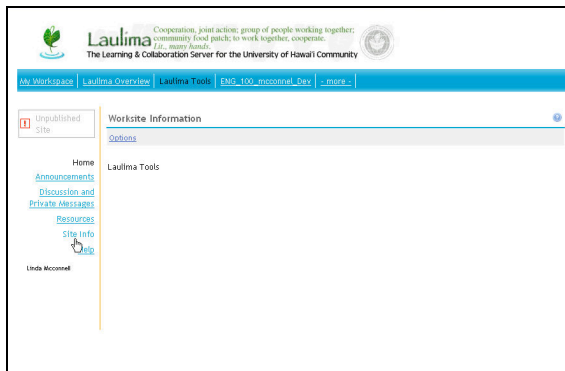
    a. Martin Luther
    *b. Thomas Aquinas
    c. St. Augustine
    d. John Calvin
    
```

**NOTE:** *Matching and any inserted images will not copy and paste correctly into Laulima's Quick Create area.*

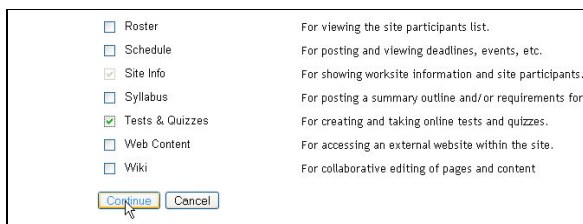
*This question format, plus any questions containing an image, if pasted will automatically turn into Essay type questions, so you may want to choose to remove them at this point by just deleting them from the Word file and re-save the file.*

### Laulima's Quick Create Feature (copy & paste)

1. Log into Laulima (<https://laulima.hawaii.edu>), select a Course in the course tab and click "Site Info" (we need to add the Test & Quizzes tool to the course)



2. Select the menu bar link for "Edit Tools", scroll down the list of tools and check the box for "Tests & Quizzes" and click "Continue"

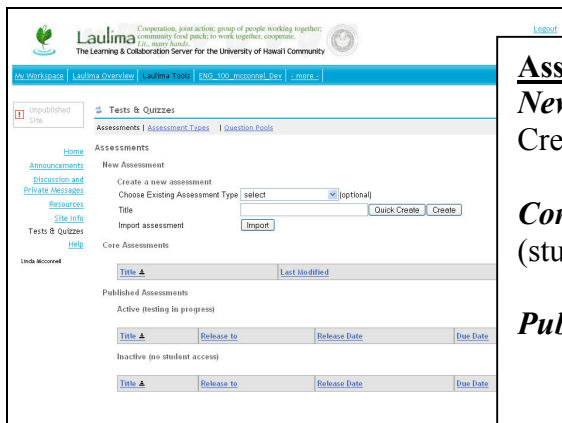




### 3. Click "Finish"



### 4. Select the text link in the Course Menu for "Tests & Quizzes"



#### Assessments Overview:

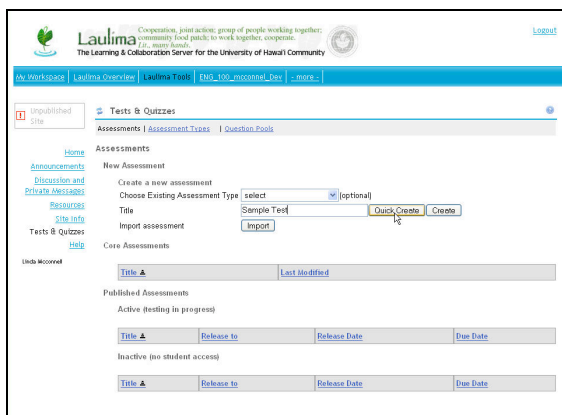
**New Assessment** - used for Quick Create or to Create a quiz (students do not see this area)

**Core Assessment** - Instructors Quiz list (students do not see this area)

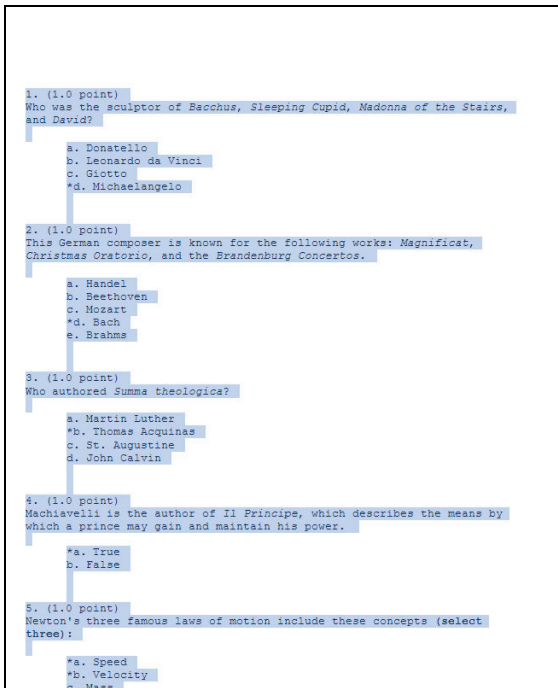
#### **Published Assessment**

- **Active** - List of "published" or released quizzes (students only see the quizzes that currently released)
- **Inactive** - List of "unpublished" or completed quizzes

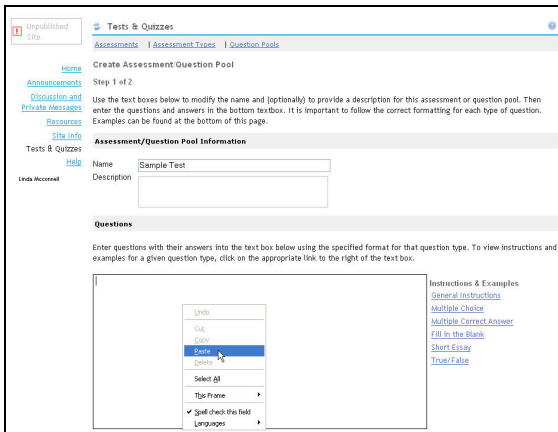
### 5. Enter a title for your quiz in the Title text block and click "Quick Create"



6. Minimize the browser window in order to see the computer desktop, open the Word document and select All and Copy (use the mouse to right click, select all and copy OR click on Edit in the file menu, choose select all and copy)



7. Maximize the browser window and in the "Questions" text block, use the mouse, right click and paste or use the browsers file menu and select Edit and Paste



## 8. Scroll down and click Next

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

a. Nigeria  
b. Trinidad and Tobago  
c. Haiti  
d. Kenya  
e. Angola

15. (1.0 point)  
The remains of the Inca empire can be found in the modern-day country of \_\_\_\_\_.

Correct Answer(s):  
a. Peru

< Back   Next >

## 9. Determine whether you want to create a Quiz or a Question Pool

**Quiz** is a specific pre-set of questions

**Question Pool** is a set or group of questions that can be used for creating a quiz

**\*\*If you are copying and pasting a Quiz select the button for "Create Assessment"**

**\*\*If you are copying and pasting a group of questions to be used later in creating a quiz select the button for "Create Question Pool"**

12 In 1946, J. Presper Eckert and John Mauchly created the first large general-purpose electronic computer. It was given the name \_\_\_\_\_ . Correct Answer(s): Short Essay 1.0

13 In 1803, the U.S. negotiated the Louisiana Purchase from \_\_\_\_\_ for 215 million. With this purchase, the U.S. doubles its domain, increasing its territory by 827,000 sq. mi. (2,144,500 sq km), from the Mississippi River to the Rockies and from the Gulf of Mexico to British North America. Multiple Choice 1.0

14 In 1803, \_\_\_\_\_ was the first black nation to gain independence from European colonial rule. Multiple Choice 1.0

15 The remains of the Inca empire can be found in the modern-day country of \_\_\_\_\_ . Correct Answer(s): Short Essay 1.0

< Back   Create Assessment   Create Question Pool

## Setting a Quiz for Access

If you selected to "Create Assessment" you can now do settings to set the quiz for student access. Click on "Settings" under the quiz title.

Tests & Quizzes

Assessments | Assessment Types | Question Pools

Assessments

New Assessment

Create a new assessment

Choose Existing Assessment Type  (optional)

Title

Import assessment

Core Assessments

Title	Last Modified
Sample Test	02/29/2008

Published Assessments

Active (testing in progress)

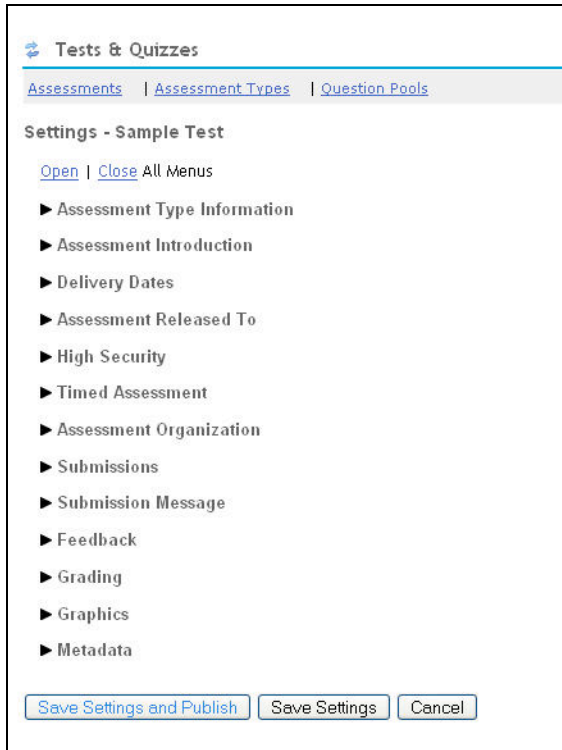
Title	Release to	Release Date	Due Date
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Inactive (no student access)

Title	Release to	Release Date	Due Date
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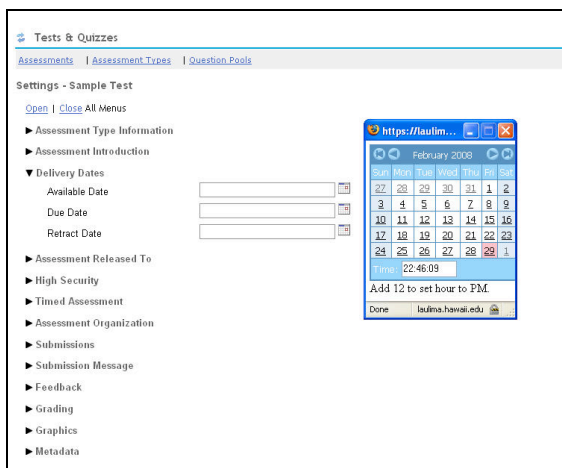
2. The Settings area has many options to control when and how long students have to take a quiz as well as what type of feedback they see upon submission

For the purpose of this workshop I will concentrate on Delivery Dates, Timed Assessment, and Feedback sections only.



3. 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)



4. **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

Tests & Quizzes

Assessments | Assessment Types | Question Pools

Settings - Sample Test

Open | Close All Menus

- ▶ Assessment Type Information
- ▶ Assessment Introduction
- ▼ Delivery Dates
  - Available Date: 02/29/2008 10:46:09 PM
  - Due Date: 03/04/2008 10:46:58 PM
  - Retract Date: [ ]
- ▶ High Security
- ▼ Timed Assessment
  - Timed Assessment with Time Limit: 00 hrs. 30 min.
  - Assessment will be submitted automatically when time is up

## 5. Feedback:

### ***Feedback Authoring:***

Question Level - feedback given based on correct or incorrect selection

Selection Level - feedback given based on distracter selection

### ***Feedback Delivery:***

Immediate - a link "Show feedback" becomes available to students during the quiz (good for self testing)

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)

***Feedback Components:*** type of feedback students are allowed to view

▼ Feedback

Feedback Authoring

- Question-Level Feedback
- Selection-Level (A,B,C...) Feedback
- Both

Feedback Delivery

- Immediate Feedback
- No Feedback will be displayed to the student
- Feedback will be displayed to the student on [ ]

Feedback Components Students Can See

- Student Response
- Correct Response
- Student's Assessment Scores
- Student's Question and Part Scores

▶ Grading

6. 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

**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*

The screenshot shows the 'Feedback' settings panel. It is divided into three sections: 'Feedback Authoring', 'Feedback Delivery', and 'Feedback Components Students Can See'. Under 'Feedback Authoring', 'Both' is selected. Under 'Feedback Delivery', 'Feedback will be displayed to the student at a specific date' is selected, with a date/time picker set to '03/05/2008 10:50:40 PM'. Under 'Feedback Components Students Can See', all checkboxes are checked: Student Response, Correct Response, Student's Assessment Scores, Student's Question and Part Scores, Question-Level Feedback, Selection-Level Feedback, Grader's Comments, and Statistics and Histograms. Below these sections are expandable sections for 'Grading', 'Graphics', and 'Metadata'. At the bottom are three buttons: 'Save Settings and Publish', 'Save Settings', and 'Cancel'.

7. 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.

The screenshot shows the 'Tests & Quizzes' interface. It has a navigation bar with 'Assessments | Assessment Types | Question Pools'. Below is a 'New Assessment' section with options to 'Create a new assessment' or 'Import assessment'. The 'Core Assessments' section contains a table with one entry: 'Sample Test' with a 'Last Modified' date of '02/29/2008'. The 'Published Assessments' section is active and contains a table with one entry: 'Sample Test' with 'Release to' 'Lafina Tools', 'Release Date' '02/29/2008', and 'Exp. Date' '03/04/2008'. A black arrow points to the 'Sample Test' entry in the Published Assessments table.

Title	Release to	Release Date	Exp. Date
Sample Test	Lafina Tools	02/29/2008	03/04/2008

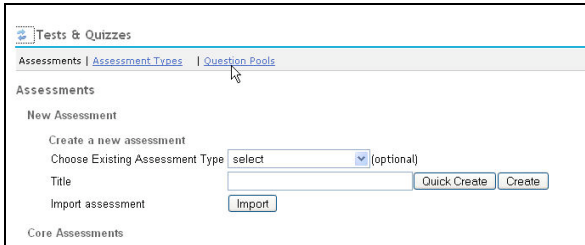
## Working with Question Pools

Question Pools are used to organize and store groups or sets of questions.

## Organize Questions using Question Pools

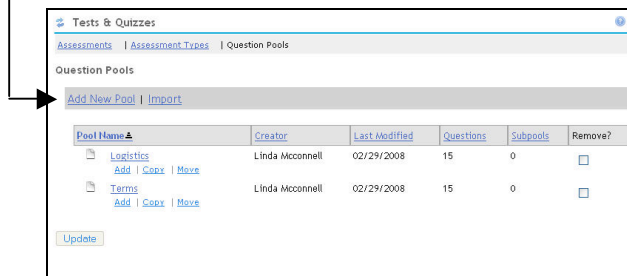
Question Pools are shared across your courses, so you may find it necessary at some point to organize your Question Pools based on perhaps course or even themes and or topics.

1. To organize pools, click on "Question Pools"

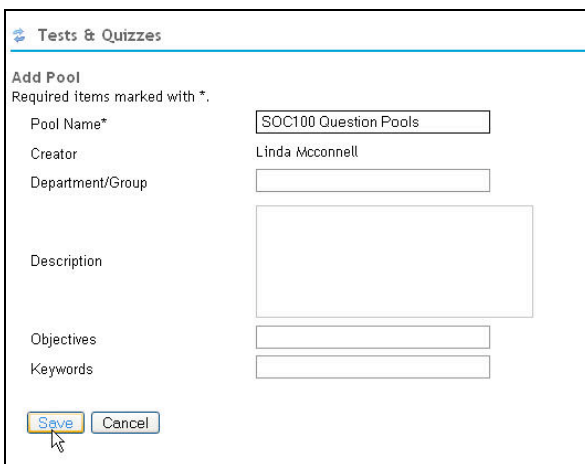


2. In the following image there are currently 2 pools, Logistics and Terms. Each pool contains 15 questions. The Logistics pool is only used in Soc100 quizzes, while Terms are used in another section. In order to better manage and edit these pools later I would rather visually see question pools based on course name. So, I want to create a couple of new pools based on course and move existing pools into it.

To create a pool click on "Add New Pool"

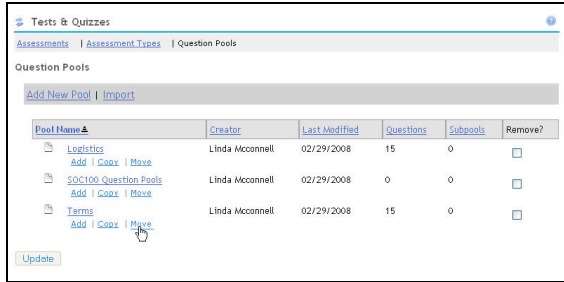


3. Enter desired title and click "Save"

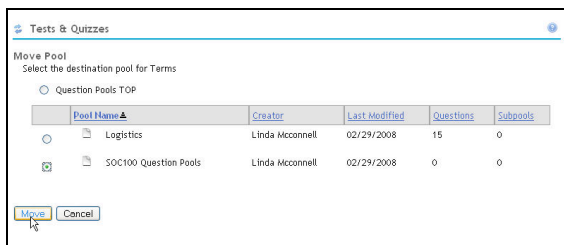


The screenshot shows the 'Add Pool' form. The 'Pool Name' field is filled with 'SOC100 Question Pools'. The 'Creator' field is filled with 'Linda Mcconnell'. The 'Department/Group' field is empty. The 'Description' field is empty. The 'Objectives' field is empty. The 'Keywords' field is empty. The 'Save' button is highlighted with a red arrow.

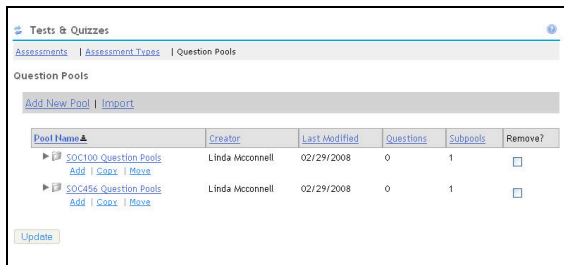
4. To move a pool, click on the "Move" text link under the pool title



5. Select the radio button next to the pool you would like to move it into and click "Move"



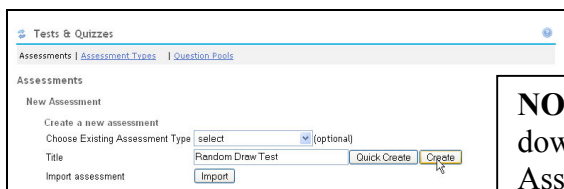
6. The following screen shot reflects my two new pools based on course which now contain their related sub-pools



### Using Question Pools to create Question Sets

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.

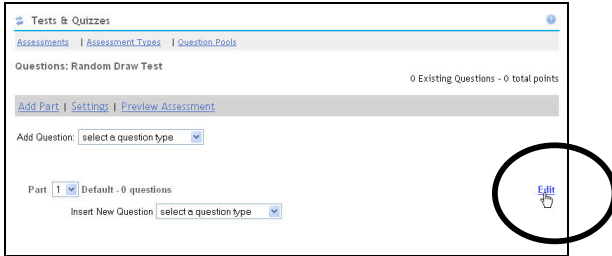
1. Create a Quiz via Assessments by entering a title in the Title text block and click "Create"



**NOTE:** you may not want to use the pull down menu for "Choose Existing Assessment Type" since they already have pre-configured Settings that cannot be altered

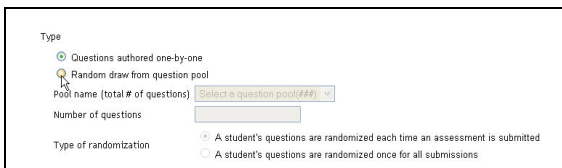


## 2. Click "Edit"



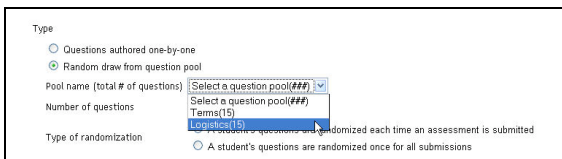
The screenshot shows the 'Tests & Quizzes' interface. At the top, there are tabs for 'Assessments', 'Assessment Types', and 'Question Pools'. Below this, it says 'Questions: Random Draw Test' and '0 Existing Questions - 0 total points'. There are three buttons: 'Add Part', 'Settings', and 'Preview Assessment'. Under 'Add Question', there is a dropdown menu 'select a question type'. Below that, 'Part 1' is selected, and 'Default - 0 questions' is shown. There is an 'Insert New Question' dropdown. The 'Edit' button is circled in black.

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



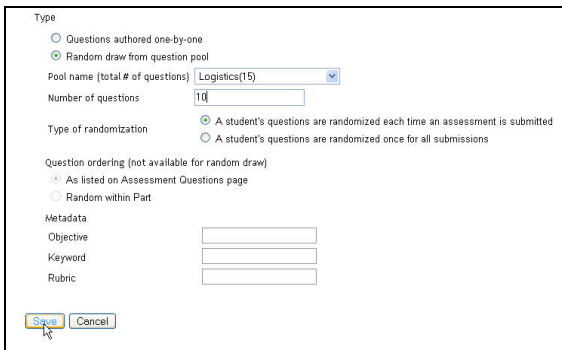
The screenshot shows the 'Type' section. There are two radio buttons: 'Questions authored one-by-one' (unselected) and 'Random draw from question pool' (selected). Below the radio buttons, there is a dropdown menu 'Select a question pool(###)' and a text box 'Number of questions'. There are also two radio buttons for 'Type of randomization': 'A student's questions are randomized each time an assessment is submitted' (selected) and 'A student's questions are randomized once for all submissions' (unselected).

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



The screenshot shows the 'Pool name' dropdown menu open. The menu is titled 'Select a question pool(###)' and contains two options: 'Terms(15)' and 'Logistics(15)'. The 'Logistics(15)' option is highlighted in blue. The 'Number of questions' text box is also visible.

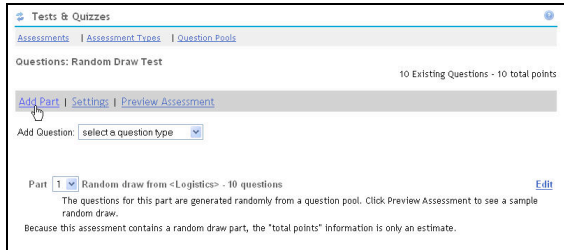
## 5. In the text box next to "Number of questions" type in how many questions you would like to have drawn from the pool and click "Save"



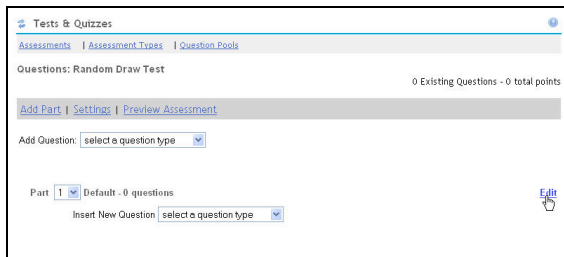
The screenshot shows the 'Number of questions' text box with '10' entered. The 'Pool name' dropdown is now set to 'Logistics(15)'. There are two radio buttons for 'Type of randomization': 'A student's questions are randomized each time an assessment is submitted' (selected) and 'A student's questions are randomized once for all submissions' (unselected). There is also a section for 'Question ordering' with two radio buttons: 'As listed on Assessment Questions page' (selected) and 'Random within Part' (unselected). Below this is a 'Metadata' section with three text boxes for 'Objective', 'Keyword', and 'Rubric'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted.

If you would prefer to use a certain number of questions from one pool and another set of questions from a different pool, add a "Part" to the quiz. A quiz can have an unlimited amount of "Parts" or sections.

1. To add a part to a quiz, click on "Add Part" (you can choose to add a part title, but if you title it "Default" students will not see any separation in the quiz)



2. Click on "Edit" next to your newly added Part and then proceed to follow the above steps to draw questions from a new selected pool



When you have completed adding questions, go to Settings to set availability and other access dates and information.