Laulima: Tasks, Tests and Surveys Tool Quickstart Guide

Introduction ..... pg. 01
Tests & Quizzes or Tasks, Tests and Surveys? ..... pg. 01
Anatomy of the Tasks, Tests and Surveys Tool ..... pg. 01
Creating an Assessment ..... pg. 01
- The Question Pool Method - Create a Question Pool ..... pg. 02
  - Note: On Import Link in Question Pools ..... pg. 02
- Create a (Multiple Choice) Question in a Question Pool ..... pg. 03
- Create a Question Pool and Questions via Copy and Paste ..... pg. 06
- Create a Question Within An Assessment ..... pg. 07
- Create an Assessment ..... pg. 08
  - Note: On Random Draw ..... pg. 08

Publishing an Assessment ..... pg. 10
- Special Access to an Assessment ..... pg. 12

Taking a Sample Tasks, Tests and Surveys Assessment ..... pg. 13
Checking/Grading a Submission ..... pg. 15

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Laulima: Tasks, Tests and Surveys Tool Quickstart Guide

Introduction

This quickstart guide covers Laulima's Tasks, Tests and Surveys tool, aka. Mneme (or abbreviated TTS, sometimes ATS). This guide is not meant to be a comprehensive guide, rather a brief document to orient someone new to the tool. Tasks, Tests and Surveys is a tool to create and administer tests and can also deliver assignments (tasks) and (anonymous) surveys in Laulima. Only the testing functions of this tool will be covered in this guide. This tool does not come installed by default in a Laulima site space, so if you want to add it, you can go to "Site Info" on the left, choose "Edit Tools" near the top, and check the box next to this tool and scroll to the bottom and click to update.

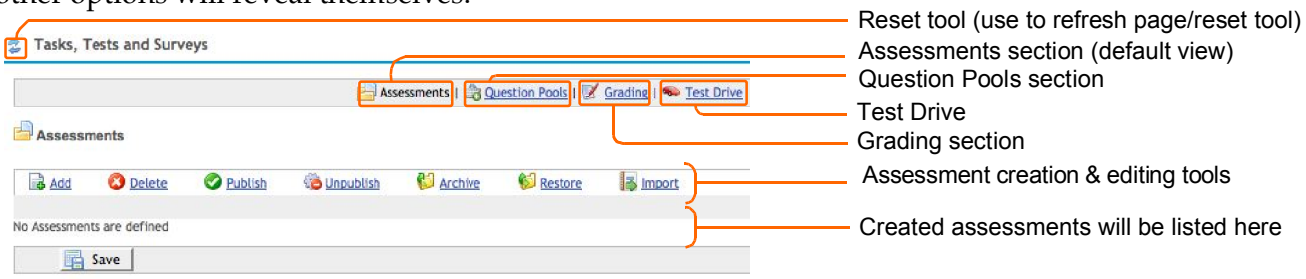
Tests & Quizzes or Tasks, Tests and Surveys?

There are two tools available in Laulima to administer tests, Tests & Quizzes and Tasks, Tests and Surveys. We advise anyone interested in doing tests in Laulima to check out and try both tools, which you ultimately want to use may come down to personal "taste". Tests & Quizzes provides several options to import and export tests, while Tasks, Tests and Surveys provides less options for this. Although there are different ways to create a question, Tasks, Tests and Surveys is based on question pools for creating a quiz. More security settings are available in Tests & Quizzes' settings and there is also more statistical information about each submission in this tool versus Tasks, Tests and Surveys.

Tasks, Tests and Surveys does allow for arguably more flexibility to change settings after a test is published. Although Tests & Quizzes allow for a person to retake a test, Tasks, Tests and Surveys allows the person administering a test to provide for special access settings for individual takers to allow for more time, etc.

Anatomy of the Task, Tests and Surveys Tool

When you first access the Tasks, Tests and Surveys tool, there is not much to see. As you add content, other options will reveal themselves.



Near the top of the tool, there are links to the indivdual sections of the tool. Mainly the Assessments area where you can create and edit the assessments; and the Question Pools area where you have pools of questions from which you can draw from to assemble a test. There are also links to the Grading section and to "Test Drive" (try a simulated view of your assessments) an active assessment.

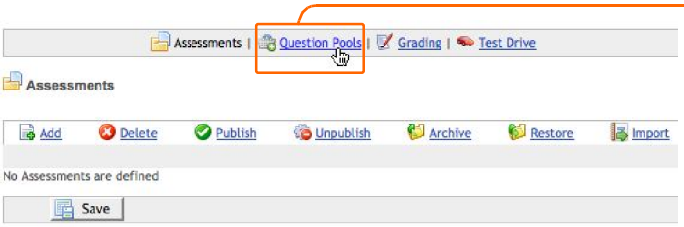
Below the sections are links to create tasks, tests or surveys and other editing functions which will largely not be covered in this document.

Creating An Assessment

There are more than one way to create questions in Tasks, Tests and Surveys, but basically an assessment in Tasks, Tests and Surveys, are based on the Question Pools. The general way is that you create the questions, then make a "shell" of an assessment and add the questions from the pools into that. You can also create questions in an assessment "shell", but a copy of those questions will be made in the Question Pools area in a new Question Pools folder.Tasks and surveys are created in much the same way.

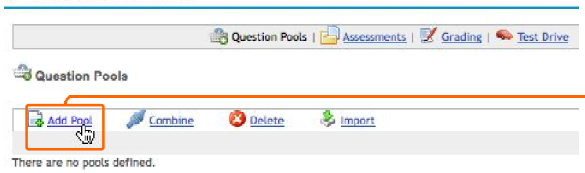
The Question Pool Method - Create a Question Pool

First, create a question pool and at least one question in that pool to create an assessment. Start by clicking to get into the "Question Pools" section and create a question pool.



1 Click "Question Pools" to enter that section

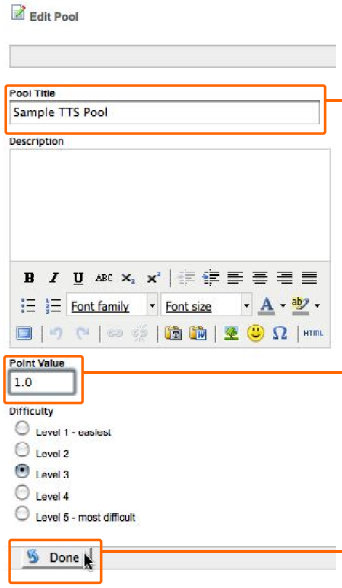
You will be taken to the Question Pools section. If you haven't been in that section before it will be empty somewhat like the Assessments section was. In Tasks, Tests and Surveys the question pools are associated with the site only (in Tests & Quizzes they are associated with the user's account). To create a new pool to contain questions, click "Add Pool".



2 Click "Add Pool" to create a new question pool

Note: The "Import" link in this section allows you to bring the questions or question pools in from the Tests & Quizzes (listed in the tool as T&Q), other Tasks, Tests and Surveys (ATI), Assignments from tool any other course you have ownership in, Plus QTI files. This is another way to get question pools into Tasks, Tests and Surveys. New in this version is the ability to copy from formatted text to create a Question Pool (pg. 06).

Type in a name for the pool in the "Pool Title" field. If you want any of the questions to have points associated with them, fill that number in the "Point Value" field. Keep in mind that each question in the pool will have the same point value assigned to them. If you want to change the point value of a question, you need to edit the pool and all of the questions in that pool will have their values changed as well. When you are done, click the "Done" button.



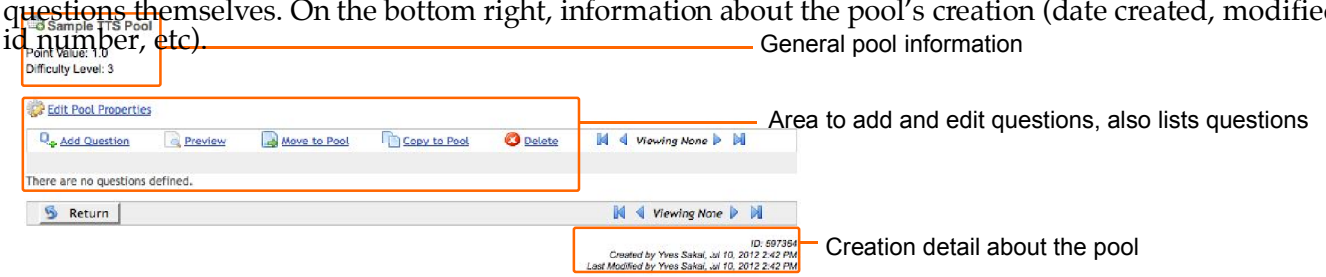
3 Enter a name for your pool in the "Pool Title" field

4 Give the pool a numerical value in the "Point Value" field. Each question in the pool will have this same value

5 Click "Done" to save the pool

Create a Question Pool (cont'd)

You will now be in your newly created question pool. Near the top will be information about the pool such as the name and point value. In the middle links to create and edit questions and eventually the questions themselves. On the bottom right, information about the pool's creation (date created, modified, id number, etc).



If you want to edit the question pool settings after you are done with it (eg. edit the point value), click the pencil and gear icon to the right of the question pool name under the Edit column in the main "Question Pools" section. Clicking on the question pool name will show you it's contents. In the main Question Pools view you can also see the amount of questions in each pool and how much points each question is worth in the pool.

Create a (Multiple Choice) Question in a Question Pool

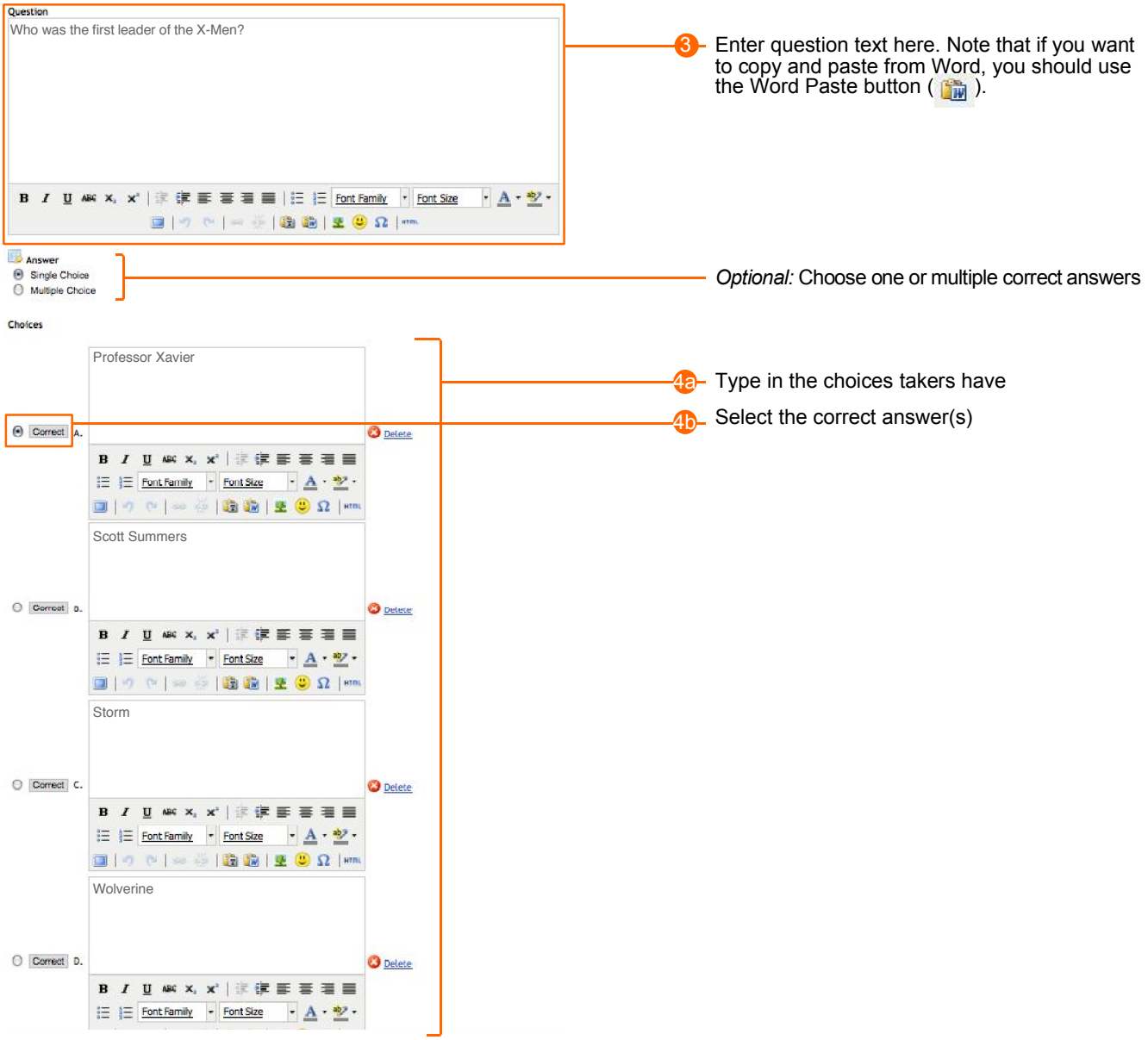
To start creating a question in the question pool, click "Add Question" link within the Question Pool.

The next screen will show you the types of questions you can create (and the interface to start creating one) and by default Multiple Choice is selected. Selecting a different type of question will show you different templates below the choices.

Note that the "Essay" type will need to be graded manually and not by Laulima. The "Task" option is for assignment type assessments.

Create a (Multiple Choice) Question in a Question Pool (cont'd)

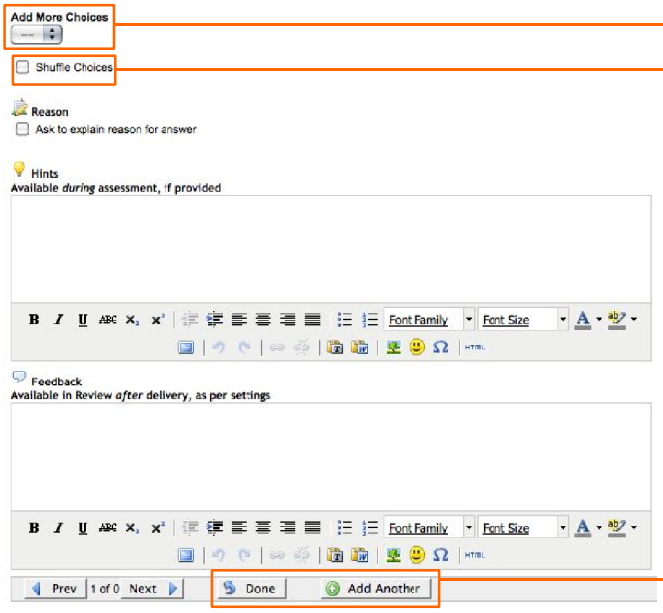
The template for creating a question is displayed below the list of question types. For the multiple choice type, click in the "Question" field and type in your question. Under "Choices" type in your choices. To the left of the correct answer (or answers if you choose "Multiple Choice" for correct answer) mark it as so in the "Correct" column.



The multiple choice question template continues on the next page…

Create a (Multiple Choice) Question (cont'd)

Continuing with the multiple choice template, you can add more choices by selecting the popup for that. You can also choose to shuffle the choices when the taker takes the test (so different takers will have the choices rearranged). When you are finished composing your question, click "Done" (also you can click to add another question).



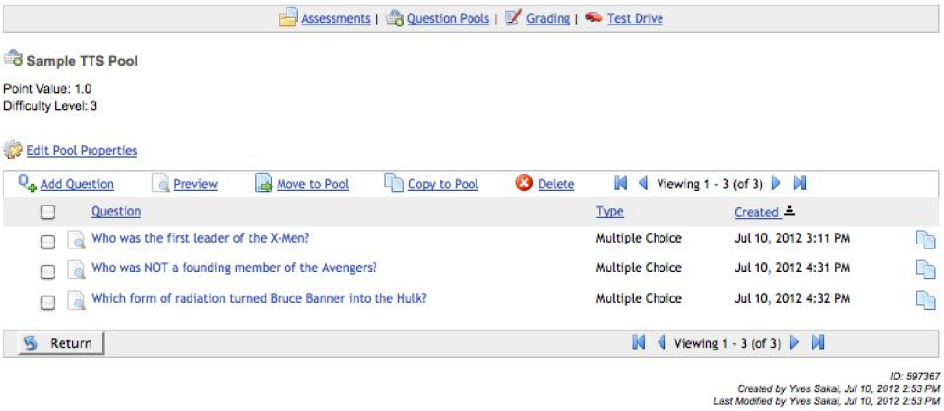
Optional: You can add more choices

Optional: You can shuffle choices for takers

4c Click "Done" to finish or "Add Another" to start a new question

When you are done, you can look at the contents of the question pool (if you are not in the pool, you can go to the "Question Pools" section then click on the name of the pool). In the sample below there are several questions listed. By default they are listed alphabetically by the start of the question. You can temporarily sort the view by clicking on the column headings. You can also see the question type for each question.

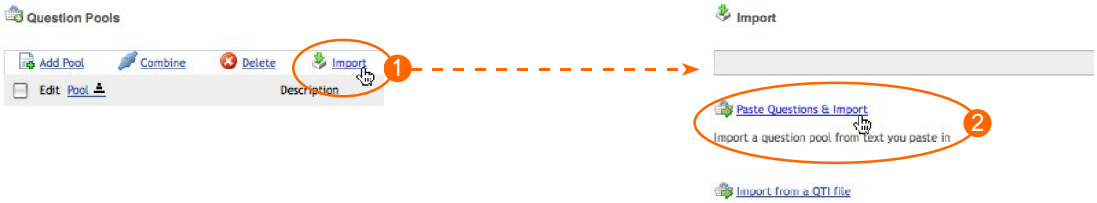
If you want to use any of the functions above the questions (eg. move to another pool, delete, etc), check the box next to the question(s) you want to affect, then click the function you want to take effect. The paper and magnifying glass icon lets you see a preview of the question, while clicking on the title of the question allows you to edit the question. The two paper icon to the right is to duplicate the question.



Create a Question Pool and Questions via Copy and Paste

You can also create a Question Pool and questions within it by typing information into a text document (or directly into the field provided) formatted in a specific way (in plain text), then copying and pasting it into the tool.

To start, click "Import" in the Question Pools section. Then select "Paste Questions & Import".



You will then be provided an area to paste the questions. The format you need to have the text in is as follows:

1. Include the following three (optional) properties at the top of your questions to set the title, description, and the point value of each question of your new pool.

Title:
Description:
Points:

If no title is included, an "Untitled" pool is created. If no points are included, the importer will assign the value of zero (0) to the pool. Description is optional, too.

The colon is required. A space may or may not follow the colon. Case insensitive.

2. Seperate each question with a blank line. Each question and its elements are a group. A blank line signals the start of a new question.

3. An asterisk (*) must precede correct choices, with no space between the asterisk and the correct choice. If there is no correct choice indicated, the question will be viewed as a fill-in type.

4. You must use letters or numbers for your question choices. A period and a space must follow that letter or number (eg. a. choice1).

5. Do not number your questions.

These are essential. More options are available at the following page:
http://etudes.org/mneme/paste-and-import-instructions.htm

Question types need to be formatted in the following ways:

Multiple Choice

Who was the first president of the United States?
*a. Washington
b. Jefferson
c. Lincoln
d. Obama

Multiple Choice, Multiple Answers

Which are colors in the United States flag?
*a. Red
b. Puce
c. Purple
*d. Blue

Create a Question Pool and Questions via Copy and Paste (cont'd)
Question types need to be formatted in the following ways (cont'd):

Fill in the Blank
The correct answer is listed in curly braces { }, variations separated by a pipe |.

What is the color of a lemon? {yellow}

Essay
No answer should be provided for this question type

Describe what distributed learning is.

True/False
Preceeding letters or numbers are optional.

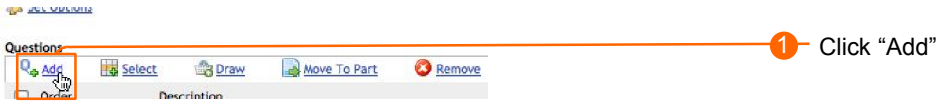
Earth's atmosphere is mostly nitrogen.
*True
False

Matching
Match in brackets [ ].

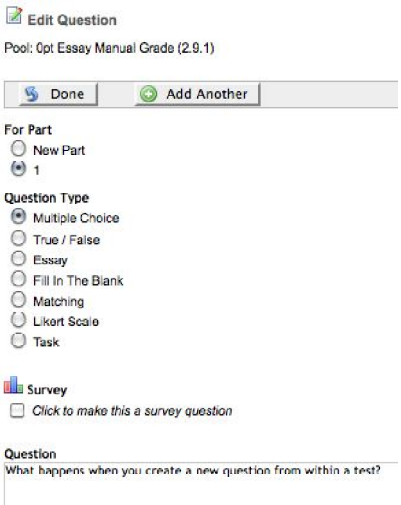
Match sound with the animal.
[Moo] 1. Cow
[Cluck] 2. Chicken
[Oink] 3. Pig

Create a Question Within an Assessment
New to this version of Tasks, Tests and Surveys is the ability to create questions within an assessment. Note that when these questions are created from within an assessment, a copy of the question will be created in a newly created quesion pool. Editing the questions within the assessment, will not be reflected in the question that is in the question pool.

To do this, you would start by creating an assessment (pg. xx) or use an existing non-published test and start by clicking the "Add" link.



You will be presented by the same question creation process that you would go through using the "Add" in the Question Pools section. Please refer to the rest of the process starting on page 03.

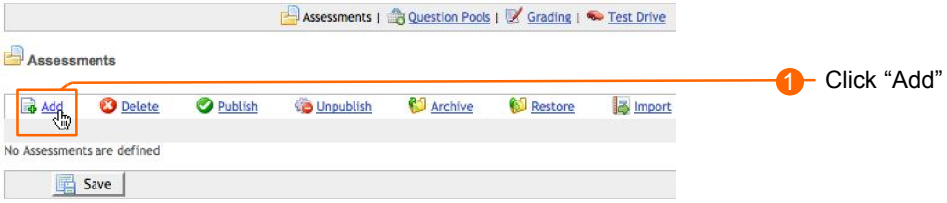


As mentioned previous, when you do this a new question pool is created. This new pool is titled the name of the test you created the question in. If you already have a same named pool, you would then have two.

Create an Assessment

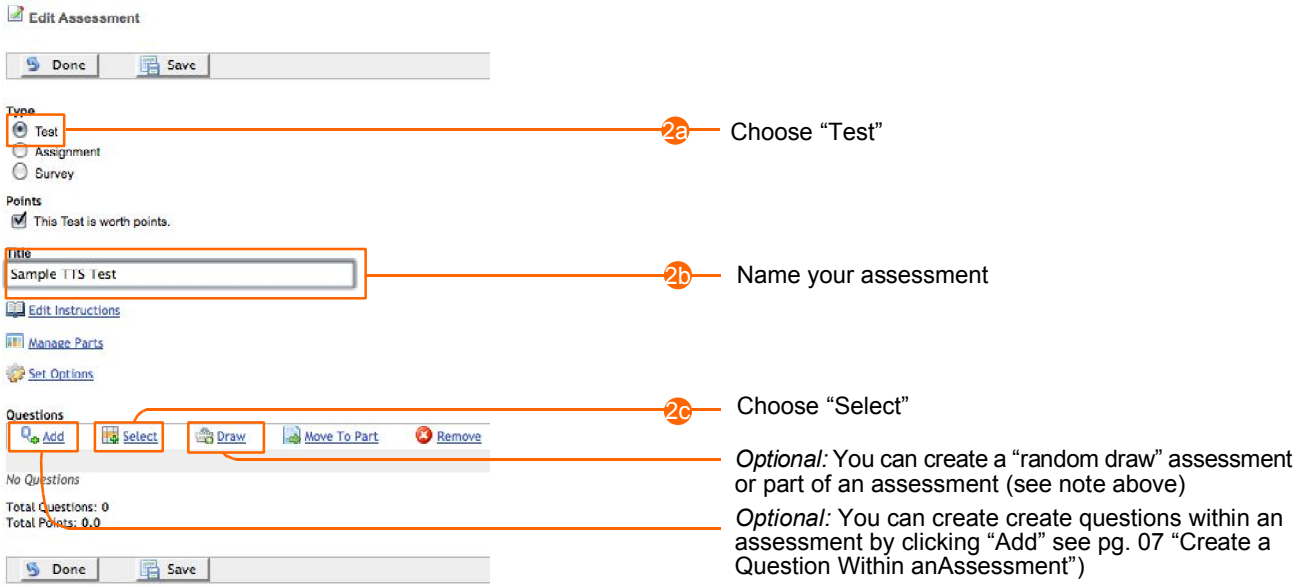
When you have your question pool(s) and question(s) set up, you are ready to create your assessment or you can create questions within an assessment.

To start, make sure you are in the "Assessments" section, then click "Add".



On the next screen you have the opportunity to choose if you are making a test, assignment or survey (totally anonymous). Choose "Test". Provide the name of the assessment in the "Title" field. In this example, click "Select" to select the questions from a question pool.

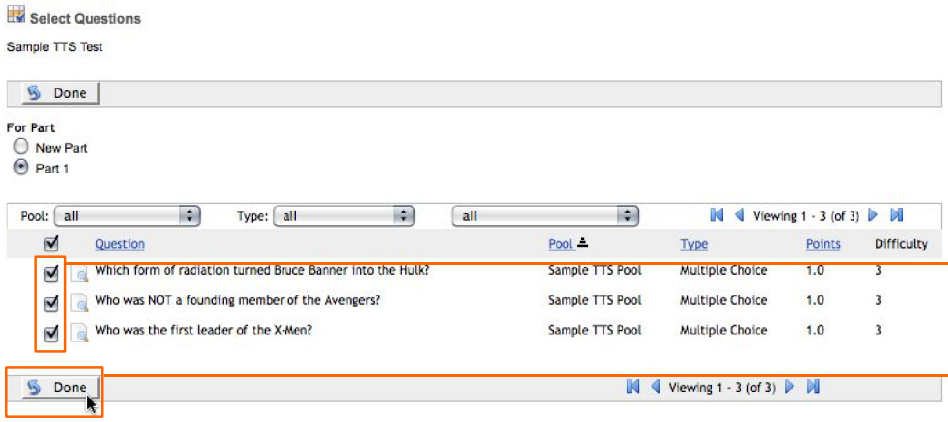
> Note on Random Draw: You can make the assessment a random draw at this point by clicking the "Draw" link. This would randomize the delivery of the questions. This involves choosing how many questions you want delivered from the pools you have. Also, you can limit the randomization to one part of an assessment if you want to have multiple sections.



The container for the questions has been created and a part/section to hold them is displayed to you. Click "Select" if you are using question pools; "Add" if you are creating questions within the test (pg. 07). The following steps are for using question pools.

Create an Assessment (cont'd)

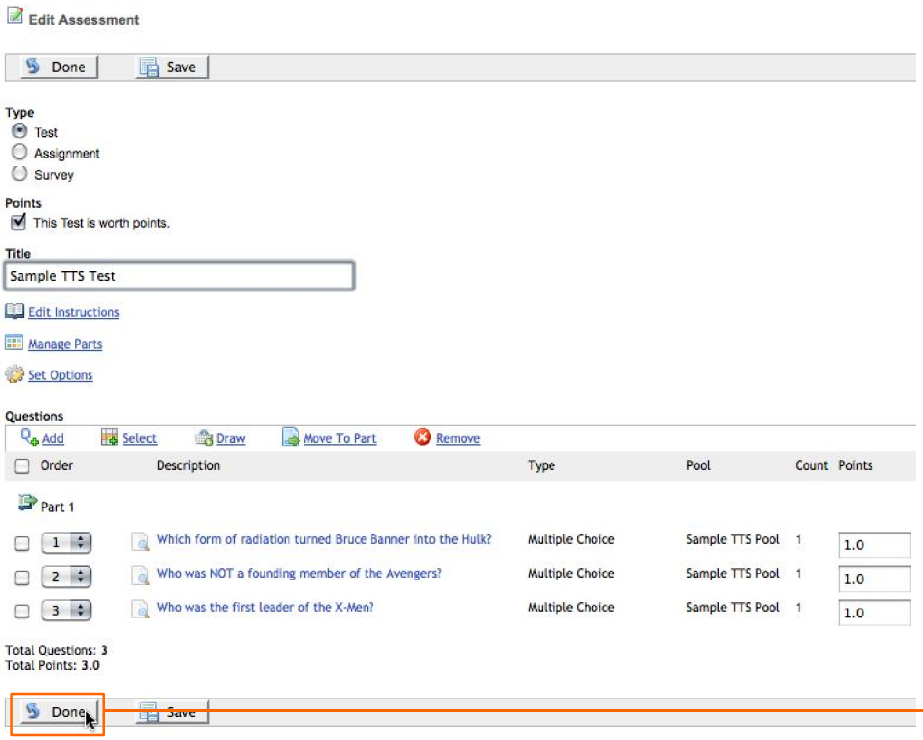
You will be shown the questions that you can choose from. The questions will be displayed alphabetically. If you have a lot of questions you can use the popup menus above the list of questions to filter by pool or type. Check the boxes to the left of the questions you want. When you are finished selecting the questions, click "Done".



4a Choose the questions you want

4b Click "Done"

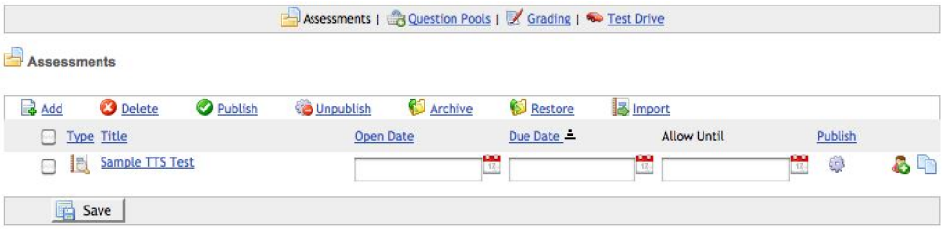
The assessment part will now be displayed to you. Note that you can change the order of the questions. The magnifying glass icons will show previews of the questions. If you did a Random Draw, you won't see the questions (since it is random, but it will indicate which pool(s) are being drawn from). You can also edit the questions by clicking the question titles and change the points, but those will not reflect in the original question pool's questions and values. You can click "Done".



4c Click "Done"

Create an Assessment (cont'd)

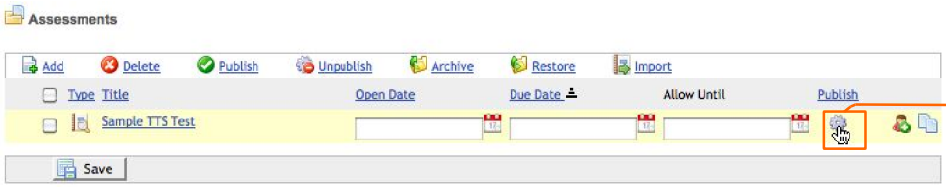
The assessment has been created and is now visible in the main "Assessments" area. If you click on the title you can go back to the edit assessment area. If you click the magnifying glass to the left of the title, you can see a preview of the assessment. Note that takers cannot yet see this since the assessment has not been published. If it were, you would see a green checkmark over the gear icon in the "Publish" column (on the right).



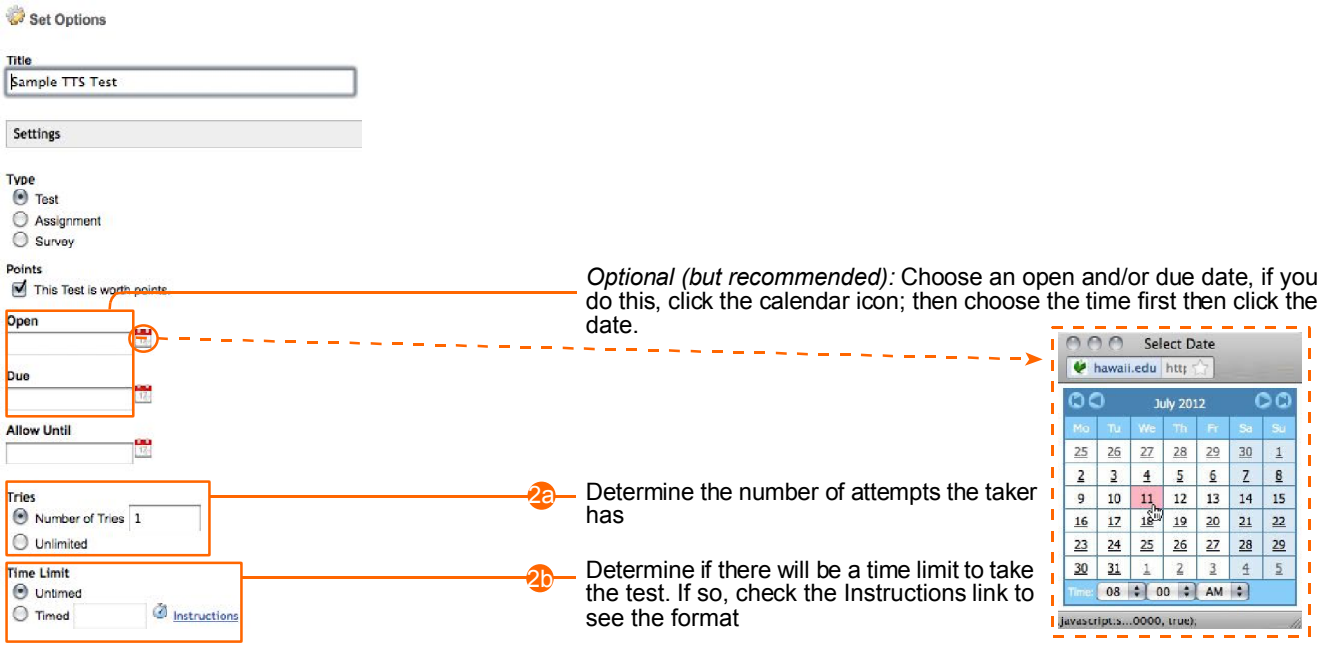
Publishing an Assessment

As previously mentioned, in order for the assessment taker to see your assessment, you need to publish it. This involves selecting the delivery settings for the assessment, then purposefully publishing it.

Click on the "Publish" gear icon to the right of the assessment you want to publish.

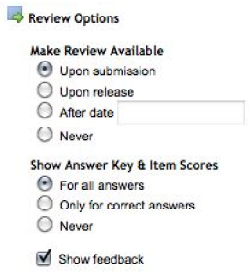


You will be in the publishing options area. There are many options to choose from. Only a few key points will be featured. Set the open and close dates (use the calendar icon, choose a time *first*, then click on the date). Select a number of tries and choose a time limit if you want one.

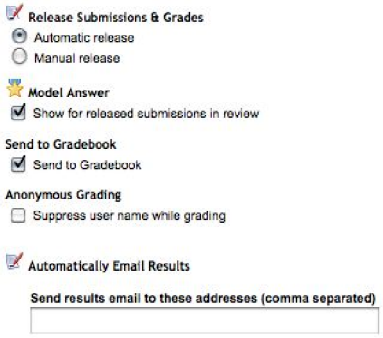


Publishing an Assessment (cont'd)

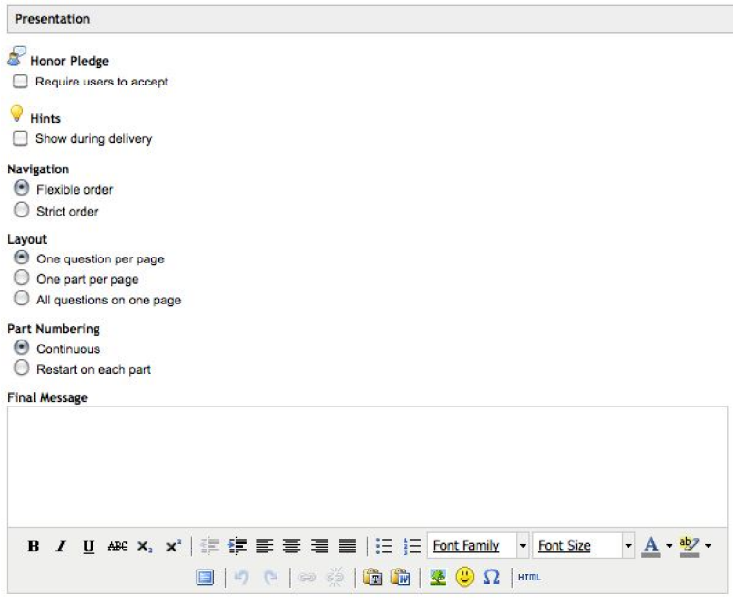
The next section gives you review options for the assessment. The review allow the taker to see the results of the assessment (if you allow it). You can also choose to show feedback for the answers. Note that by default review is available right after the taker submits and "Show Answer Key & Item Scores" for all answers is chosen.



You can set the grades to be released automatically or manually (defaults to automatically) and if you have the Gradebook tool installed, you have the option to send the grades there. You can also require that a user type in a password to start the assessment.

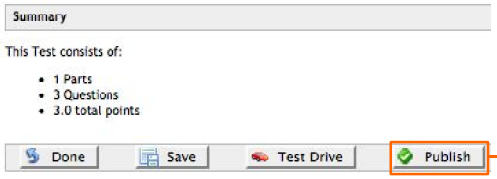


Continuing to set options in the assement's Publishing area, the next section (Presentation) gives you options to set how the taker sees and navigates the assessment. Note that "Strict order" will not allow a taker to go back to previous questions. We suggest using "One question per page" for the Layout as this saves the answers when proceeding to the next question.

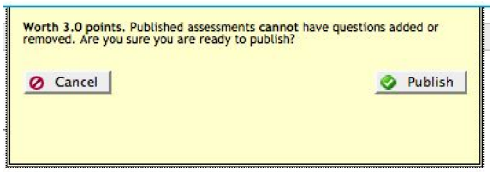


Publishing an Assessment (cont'd)

Onto the final section of Set Options portion of the assessment's Publication area shows a summary of the assessment and the Save/Test Drive/Publish buttons. Note that clicking Save will save the settings you chose, but will not make it available to takers. The Test Drive will allow you to simulate what a taker will experience. To make the assessment available, click "Publish".



A note will appear telling you that the structure of the test can't be altered once you publish it. Click "Publish" if you are ready to commit.



When your assessment is published a green check symbol will appear over the Publish gear icon. At that point, the taker will see it available given the open date/time has passed. If there is no green check symbol, the assessment will not be available.

Special Access to an Assessment

After you publish an assessment, you can choose to provide special access rules to some takers. To do this, click the icon next to the Publish icon that looks like a bust of a person.

The next screen is a page where you can add, delete, or edit special access takers. Since this is the first one, there is currently empty. Click "Add".

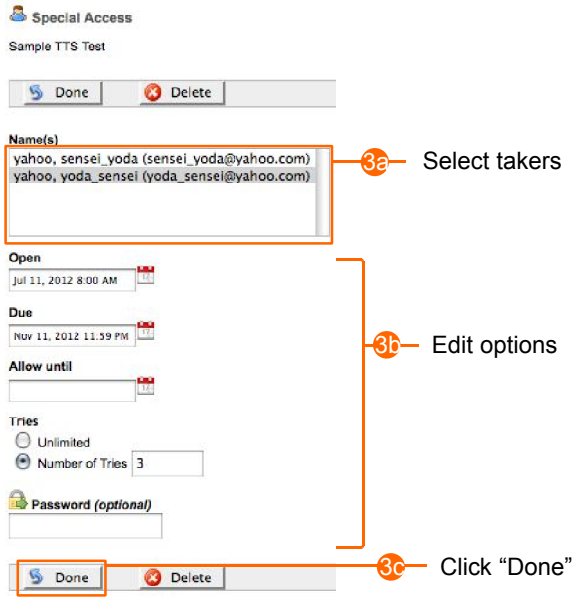
Special Access to an Assessment (cont'd)

You will then see the options you can set. What kinds of options you can set depends largely on what settings you set in your "normal" access assessment. For instance, in the "normal" assessment, there was no time limit, so the Special Access does not have a time limit option. If you want to assign a time limit for Special Access, set one also for the main assessment.

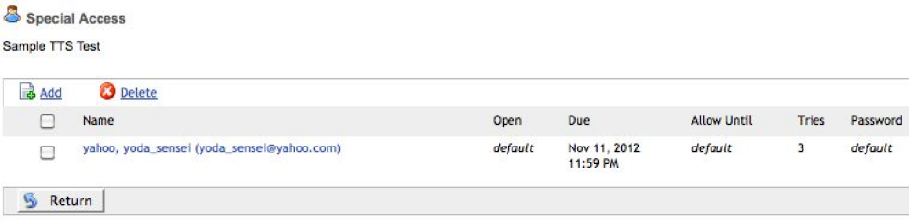
First, select the takers you want to give special access to, then adjust the other options that are available to you.

If you are using this to give a taker another attempt at an assessment, up the number if they already took it.

After you are done adjusting the settings, click "Done".



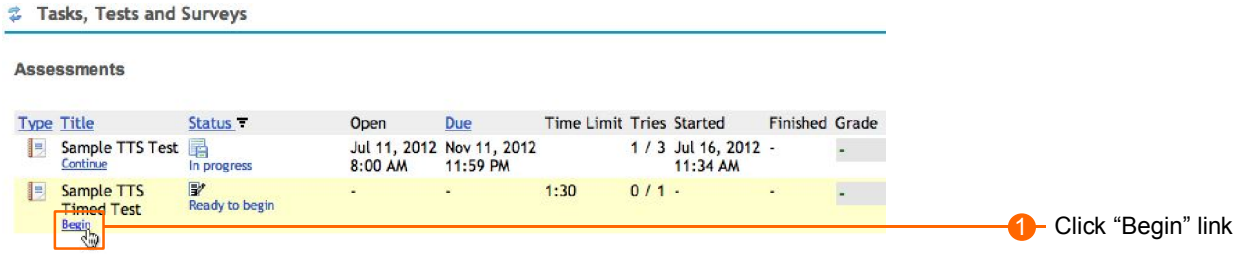
You can see the taker listed and some of the settings after you set them. You can edit the current settings here or add another one for that assessment if you choose.



After you set the special access settings, the icon for Special Access for that assessment will change from having a plus sign, to having a magnifying glass.

Taking a Sample Tasks, Tests and Surveys Assessment

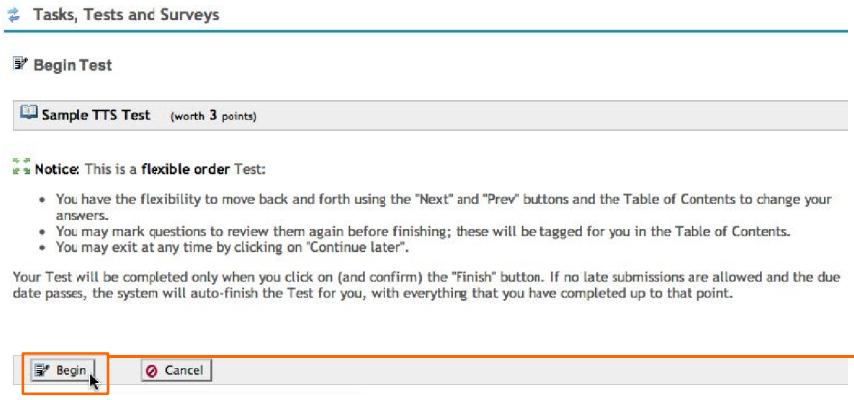
As a point of illustration, the following is a sample of the taker's experience taking a test in Tasks, Tests and Surveys assessment. Note you can see a similar experience in TTS' Test Drive or via the Student view pull down menu, or if you try it with a guest account. Under the assessments available to be taken, there will be a "Begin" link (if an assessment they started previously is still available, they will see "Continue"). Click "Begin".



Laulima: Tasks, Tests and Surveys Tool Quickstart Guide

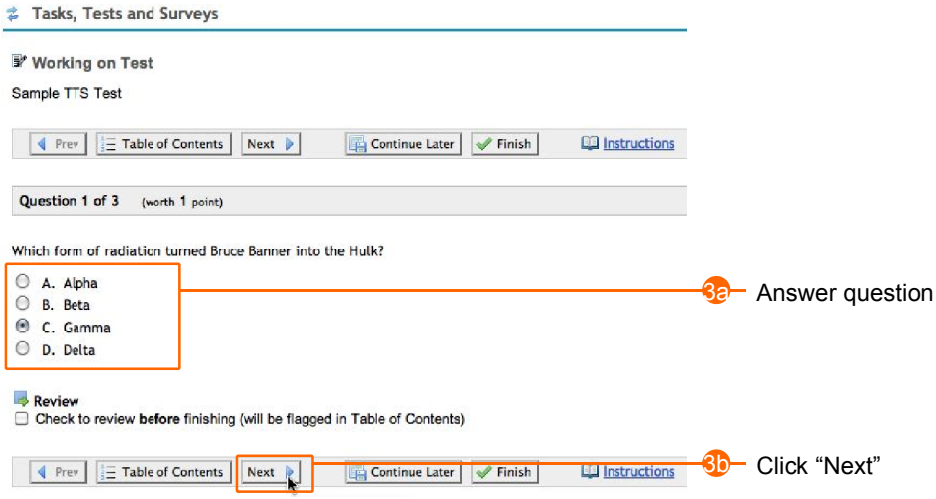
Taking a Sample Tasks, Tests and Surveys Assessment (cont'd)

The next screen shows instructions and notices about the assessment. Read it carefully, then click "Begin".



2 Read instructions, then click "Begin" button

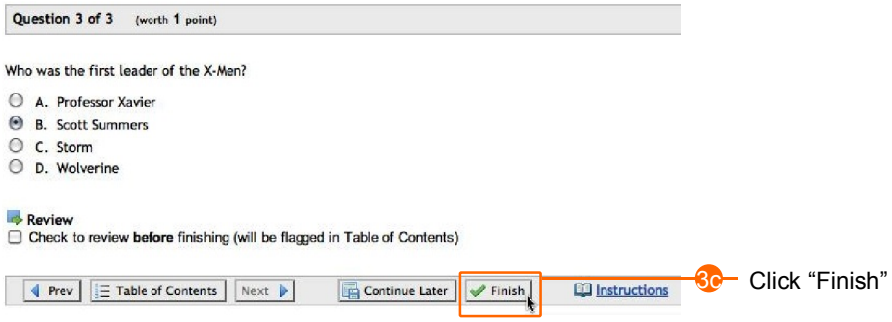
Again, this is a sample multiple choice test, your test may differ. Select answer(s), then click to go to the "Next" question. If all questions are on one page, it is recommended to occassionally click "Table of Contents" if available which would save progress (otherwise it is not saved until submission).



3a Answer question

3b Click "Next"

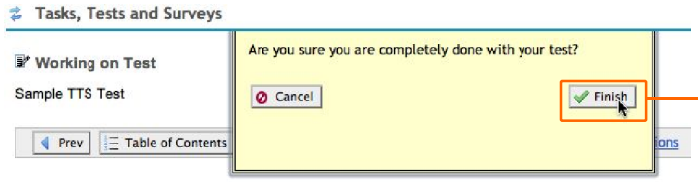
Proceed through the questions, answering them. When you get to the end of the assessment, click "Finish".



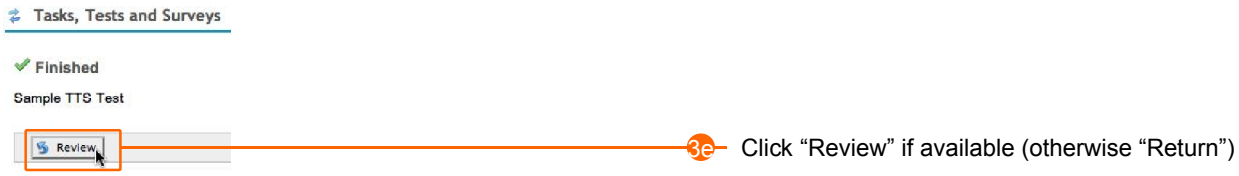
3c Click "Finish"

Taking a Sample Tasks, Tests and Surveys Assessment (cont'd)

You will be asked if you are completely done with the test, if so, verify by clicking "Finish" again.



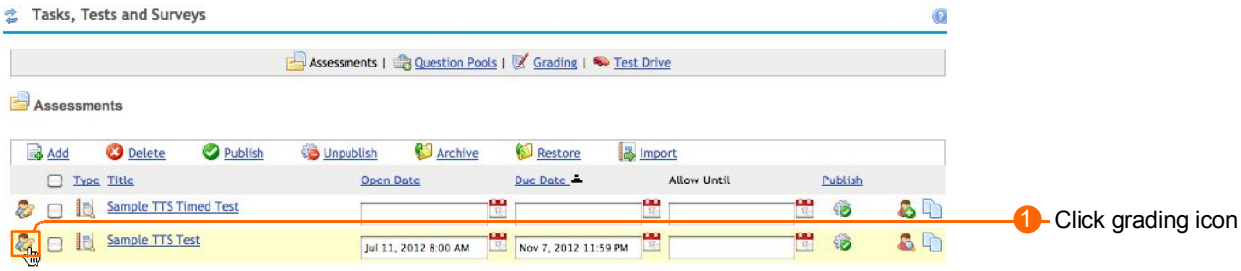
If a Review is available, click "Review" (otherwise it will say "Return"). Depending on the assessment settings, a summary of the results may appear.



If the results are released later, then they will see the "Review" link under the "Grade" column.

Checking/Grading a Submission

When there are submissions in an assessment, there will be an icon that looks like a person's bust with a pencil over it (if there is an essay type you need to grade manually, there will be a paper icon with a pencil over it) in the Assessments section. Click the grading icon next to the assessment you want to grade (you can also click the "Grading" link near the top of the page from other sections which will show you a list of gradable assessments).



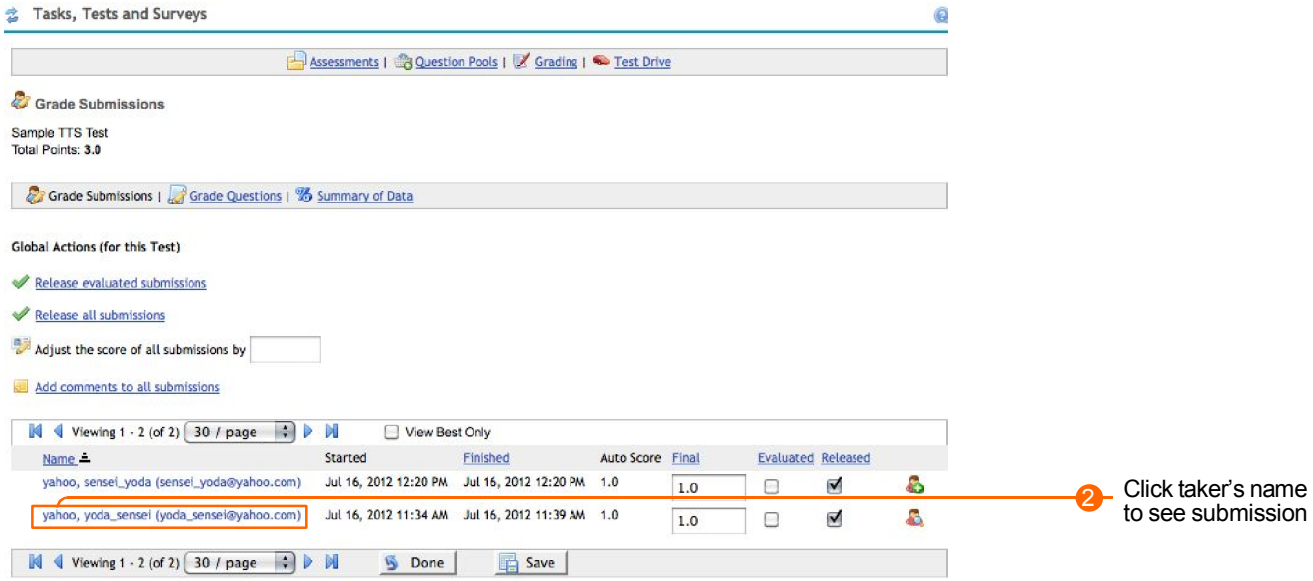
Checking/Grading a Submission

You will see a summary view of the submissions for that assessment. By default you are shown the "Grade Submissions" view. There are other major sections for this assessment along the top as well (Grade Questions, Summary of Data).

If you want to do something that affects all of the submissions for the assessment, you can choose one of the functions under "Global Actions (for this Test)".

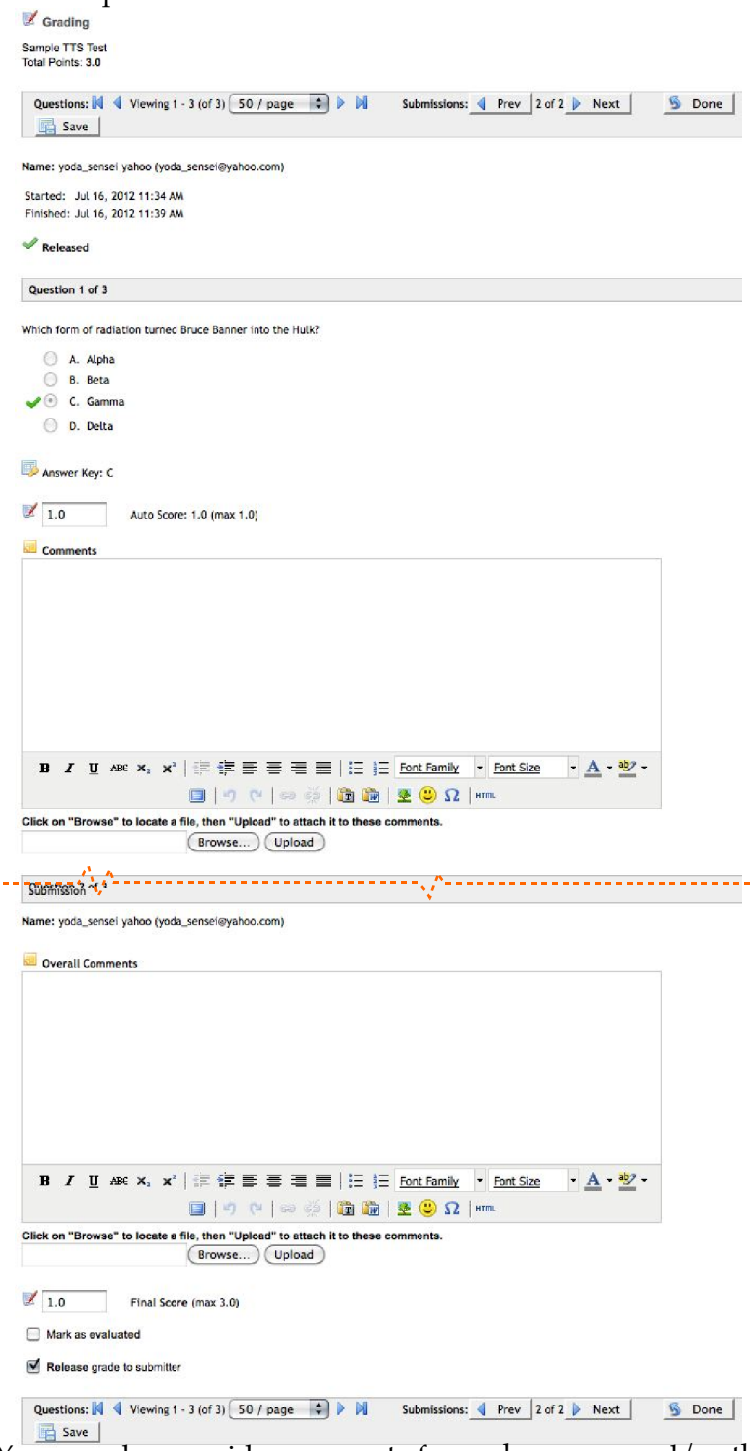
Below that, you can see a clickable link of the taker's name if they submitted an assessment, followed by the submission date and the auto-score if they aren't manually graded items. There are also fields to change the score. Note that "Released" means the taker can see the results of the assessment and may not be checked if your settings did not specify so. If students can submit multiple attempts you can choose see the results of the different attempts.

Click the taker's name to access details of that submission.



Checking/Grading a Submission (cont'd)

You will then be shown the taker's submission. You can see how long they took to take it, what answers they chose or composed and how Laulima scored it. You also have the opportunity to adjust the scores of each question or the final score of the assessment submission.

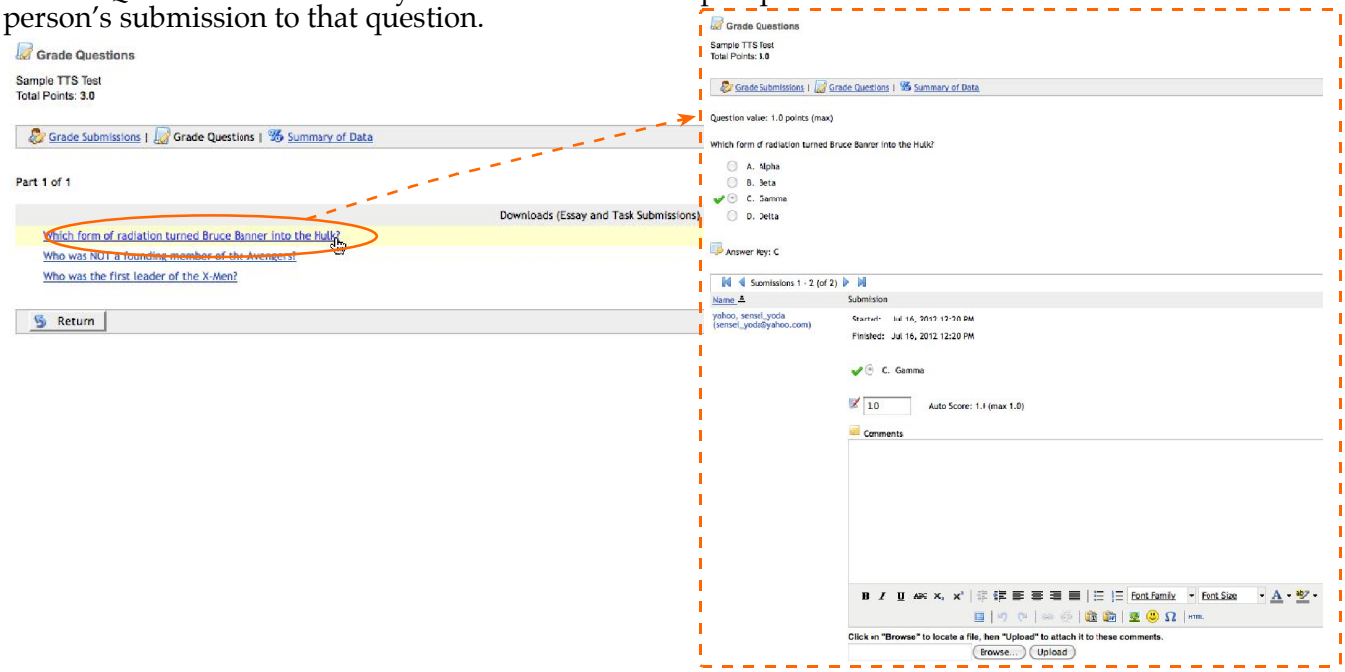
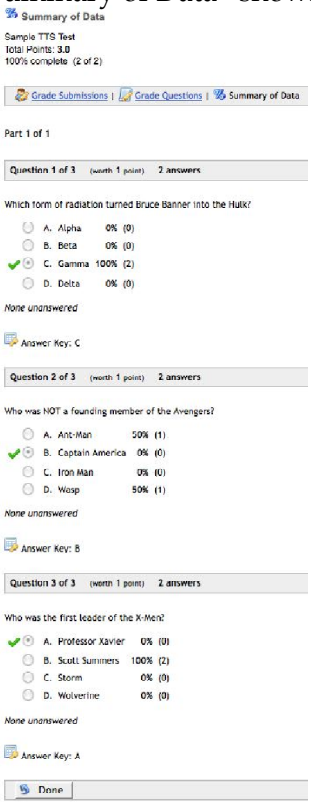


You can also provide comments for each answer and/or the entire submission. "Prev" or "Next" will take you to other submissions for this assessment, and "Done" will take you to the submission summary page.

Checking/Grading a Submission (cont'd)

The other sections linked from the grade submission summary page display more information about the submissions for the specific assessment.

"Grade Questions" will allow you to see submissions per question and also to edit the score for each person's submission to that question.



"Summary of Data" shows each question, how many responded, and what they responded with.