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Learning Objectives

After completing this lesson, you will be able to:

- Understand the use and purpose of the dropbox tool.
- Create, edit, and grade a quiz, as well as run reports regarding the quizzes you create.
- Create a survey.
- Create, manage, and use self-assessments.

Dropbox

To access the Dropbox tool, click the Dropbox link on your course navigation bar.

Tip: If you have dropbox folders that are associated with the Grades tool or Groups tool you can also access the Dropbox tool from those areas.

The Dropbox tool replaces the need for students to mail, fax, email, or physically deliver assignments to their instructors. Students simply submit (upload) electronic versions of their assignments to the appropriate dropbox folder in the learning environment.

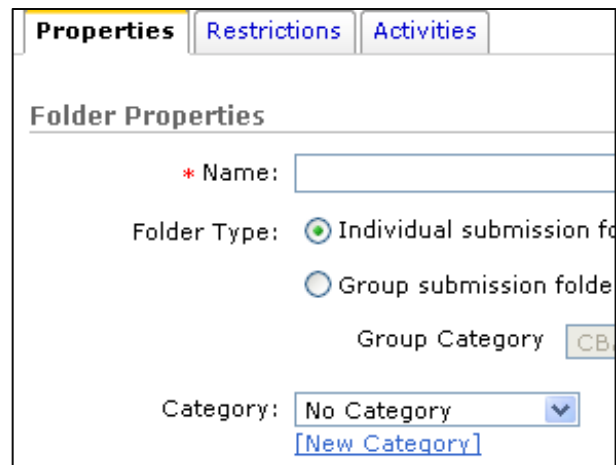


As an instructor you can set up separate dropbox folders for each of your assignments and restrict access to the folders by date and time, group membership, or special access permissions. Once assignments are submitted, you can download assignments as zip files, sort assignments by student, check submission times, grade assignments, leave feedback, and return submissions with comments, all from within the Dropbox tool.

Create a Dropbox Category

A category is a subunit of a folder that is used to assist in organization. Click the New Category link to create a new category. You can organize your dropbox folders into categories to make it easier for students to navigate the dropbox. For example, you could create separate categories for each course unit or for different types of assignments.

To create a new category, you first have to click the **New Folder** link. On the page that appears, you will then have the option to put the folder you are creating in a new category by clicking the **New**



Category link under the category dropdown menu.

Create a Dropbox Folder

Dropbox folders are where students submit assignments. You can set up dropbox folders for each of your assignments and set start dates, end dates, and release conditions; set up special access; and associate folders with competency activities. First, make sure you are on the main **Dropbox** page.

1. Click **New Folder** from the Folder List page
2. Enter a Name for the folder.
3. Choose a Folder Type:

- Individual submission folder: Select this option if you want each student to submit their own assignment.
- Group submission folder: Select this option if you want one assignment submitted per group. You must associate the folder with a Group Category.

Note: Group dropbox areas are marked on the Folder List page with the Group Submissions for icon. Any group member can submit a file for a group dropbox.

4. Assign the folder to a Category, if desired.
5. Associate the folder with a Grade Item if you want submitted assignments to be tied to an item in your grade book. Click the New Grade Item link to create a new grade item for the assignment. Right below grade item, add point value.
6. Add any instructions about submitting the assignment in the Custom Instructions text box.
7. Attach any files that you want to make available to students from the dropbox folder (for example, a sample lab report).
8. Submission Options. Under the submission options section there will be a few options as to how your student's submissions will be made. Select the option you would like and click save.
9. Click **Save**.

Permissions & Restrictions

Restrictions are useful when you want to apply start and end dates for dropbox submission.

1. Click the **Restrictions** tab.
2. Select the appropriate date options:
 - a. **Only allow submissions after this date -**
Use this option if you do not want students to access a folder before a project is assigned.

- b. **Only allow submissions before this date** - Use this option if you want to prevent students from submitting assignments after a due date.

Release Conditions

Release conditions allow you to associate a dropbox folder with other items in the learning environment. For example, you could require that students meet some criteria, such as reading a set of lecture notes in the Content

tool, before they can submit an assignment to the dropbox folder. Or, you could make submission of material to the dropbox folder the criteria for accessing some other item, like a quiz.

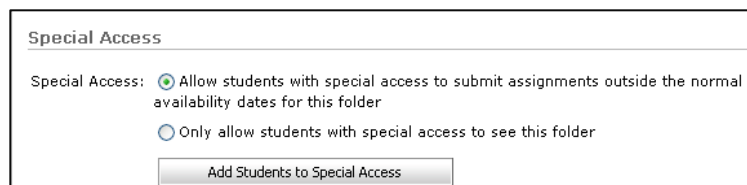


1. Select **Restrictions** tab,
2. In the **Additional Release Conditions** section, click either **Attach Existing** or **Create and Attach**.

Special Permission

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for students who require remedial help or who are submitting work beyond the original

scope of the assignment. You can also add special access after a folders end date has passed for students who have a legitimate excuse for missing the deadline or for students you want to submit additional material.

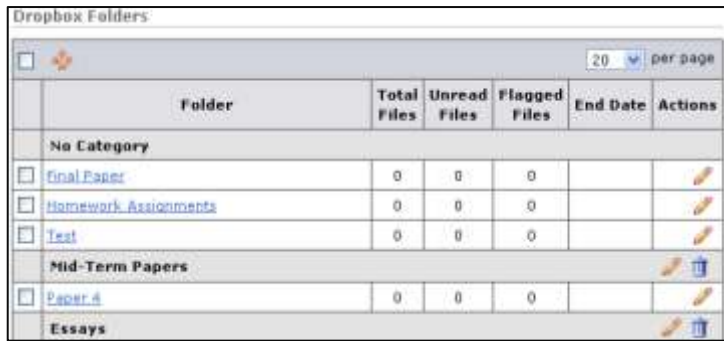


1. Under the **Restrictions** tab, select either:
 - a. Allow everyone to see this folder, but apply special access for users listed
 - b. Only allow access to this folder, but only certain users selected can see the folder. For the rest it invisible.
2. Click the **Add Users to Special Access** button.
3. Select the Date Availability you want for the special access students.
4. Use the **View By** and **Search For** options to locate the students you want to give special access to.
5. Select the boxes beside the appropriate students' names in the grid.
6. Click **Add Selected**.

Once you have added special access permissions for students they are listed in the Special Access section. You can edit or delete students' special access by clicking the Edit or Delete icons beside their names.

Edit Folders

1. From the Dropbox folder list link, click the **Edit** icon beside the folder you want to edit.
2. Update the Properties, Restrictions, or Activities tab, as desired.
3. Click **Save**.



Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
No Category					
<input type="checkbox"/> Final Paper	0	0	0		
<input type="checkbox"/> Homework Assignments	0	0	0		
<input type="checkbox"/> Test	0	0	0		
Mid-Term Papers					
<input type="checkbox"/> Paper 4	0	0	0		
Essays					

You can edit multiple drop box folders at once.

1. From the Dropbox folder list link, select the dropbox folders you want to edit.
2. Click the **Edit** icon at the top or bottom of the page.
3. Update the appropriate fields.
 - a. Note: Selecting the “Display in Schedule” checkbox adds Submissions dates to the “events widget”.
4. Click **Save**.

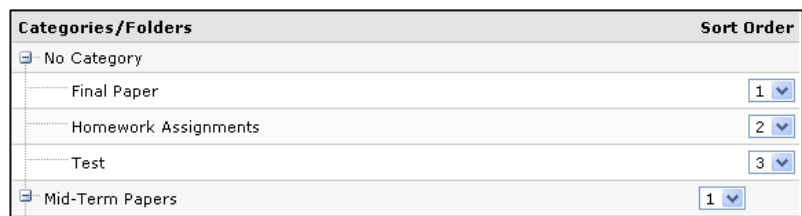
Edit Categories

1. On the Dropbox folder list link, click the **Edit** icon beside the name of the category you want to edit.
2. Edit the Name of the category.
3. Click **Save**.

Reorder Folders & Categories



Click the **Re-Order** button on the **Dropbox** page. You will now be taken to a page where you can change the order of categories and folders by assigning them new order numbers. The positions of other folders will adjust automatically to accommodate your changes.



Categories/Folders	Sort Order
<input type="checkbox"/> No Category	
Final Paper	1
Homework Assignments	2
Test	3
<input type="checkbox"/> Mid-Term Papers	1

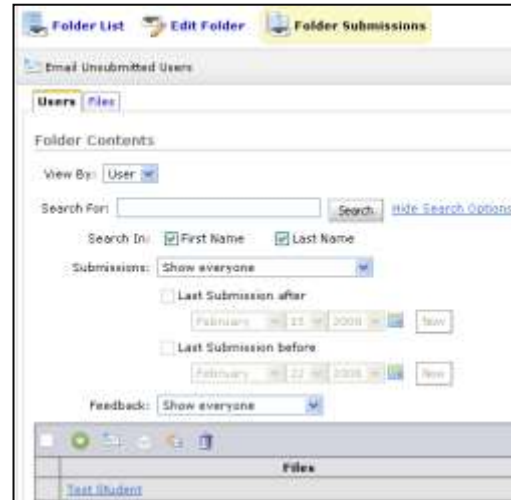
Delete Folders & Categories

To delete folders, check the boxes corresponding to the folders you want to delete. Then, click the **Delete** button to delete the appropriate folders. To delete categories, simply click the delete icon corresponding to the appropriate category. Please note that deleting a category does not delete its folders. Folders from the deleted category are simply moved to the **No Category** area.

View Submitted Files

The Dropbox folder list provides a summary of the Total Files, Unread Files, and Flagged Files within each folder. To view the files, including when they were submitted, use the **Folder Submissions** page.

1. Select either the **Users** tab or **Files** tab depending on whether you want to view and search submissions by user or file name.
2. Enter search criteria in the **Search For** field to narrow the list of submissions. Click **Advanced Search Options** to refine your search.

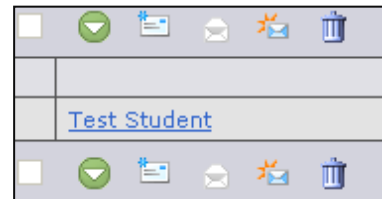


Download Files

In order to download files, you must be on the **Folder Submissions** page. If you are downloading one individual assignment, click on the name of the file you want to open. Use your browser's save dialog box to open or save the file.

You can download multiple files at once. To do so, do one of the following:

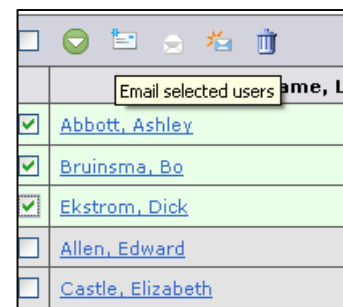
- On the Users tab, select the students or groups you want to download assignments for.
 - On the Files tab, select the files you want to download.
1. Click the **Download submissions** icon (green circle with down arrow on it) at the bottom of the list.
 2. Click the name of the zip file that is created.
 - a. Note: The file you're trying to download will download in a .zip file if you click the green arrow. If you click on the file name itself, you will download the file according to its file extension.
 3. Use your browser's save dialog to save the file to the appropriate location.



Notes: Files are renamed to include the student or groups' name and submission time when you download them.

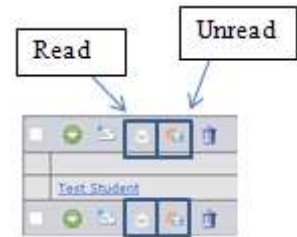
Email Students

You may wish to email students regarding their submitted students. To do this, you must be on the **Folder Submission** page. You can email an individual student by clicking their name. Also, you can select multiple students by checking the boxes next to their name and then clicking the email icon (envelope with blue plus sign) on the action bar at the top of the list.



Mark Assignments as Read/Unread

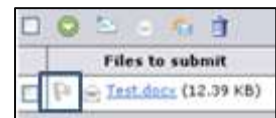
- From the Folder Submissions page, select them by participant name (all) or file (single) under the participant in the users tab, click the **Read** or **Unread** icon beside the name of the file you want to mark.
- Under the files tab, select the files you want to mark as read or unread, and click the **Display submissions for selected users as unread** or **Display submissions for selected users as read** icons at the top or bottom of the list.



Note: When a file is opened or downloaded it is automatically marked as read.

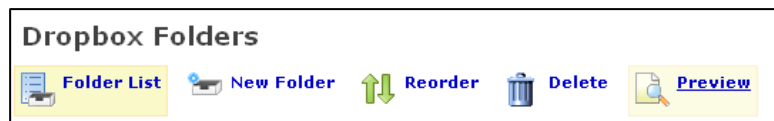
Flag Assignments

To flag a submission as significant or in need of further review, click the **Flagged** or **Unflagged** icon beside its name on the **Folder Submissions** page.



Note: You can use the **Files** tab to search for flagged submissions

Leave Feedback & Grade



The Leave Feedback page under the dropbox page allows you to leave a student feedback on their performance. You can also input a grade for assignments linked to a grade item and select a rubric level for assignments linked to an activity.

1. From the **Folder Submissions** page, first locate the student and selected work and click the **Leave Feedback** link beside the name of the student you want to leave feedback for.
2. Enter Feedback, if desired.
3. Attach any files you want to associate with the feedback.
4. Enter the student's score on the assignment.
5. Click **Save**.

Dropbox Preview

Use Preview

The preview option allows you to view the Dropbox tool as a student sees it. You can go through the steps that students go through to submit files, review their submissions, and check for grades and feedback.

You can make a preview submission visible on the Submissions page, but you cannot assign feedback, grades, or rubric scores to it because it is not tied to a real student.

To use the preview option, click **Preview** on the “Dropbox Folders” list.

Submit File as a Student

1. While in preview, click the name of the folder you want to submit an assignment to.
2. Click the **Add a File** button.
 - a. Browse for the file you want to submit. You can attach files from your local computer or storage device, or from a personal or group locker.
 - b. Click **Upload**.
3. Enter any Comments you want to submit with the file.
4. Select the **Allow this preview submission to be available in the Dropbox** option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.
5. Click **Upload** to submit the file.



See Submissions as a Student

1. While in preview mode, go to the main folders list page of the dropbox.
2. Click the **History** toolbar option.
3. Select the folder you want to review.
4. A list of files displays, including: submission dates, comments, and read status.



Exit Preview

Click the **Exit Preview** button at the top of the page.



Create a Quiz: Overview

Creating quizzes for your course involves a series of steps. The basic procedure can be broken down into the following parts:

1. Create your quiz questions
 - a. You can create questions in either (A) the Question Library; (B) by importing them from a text file utilizing Respondus or (C) creating them directly within the quiz.
2. Create a quiz
3. Preview and release the quiz

Question Library

The Question Library is a central, shared repository for the questions you create, copy, and import. By creating questions in the Question Library you make them available to any number of quizzes, surveys, and self-assessments. Use the Question Library to build an archive of questions that can be reused and shared, thus avoiding the tedium of re-inputting shared questions.

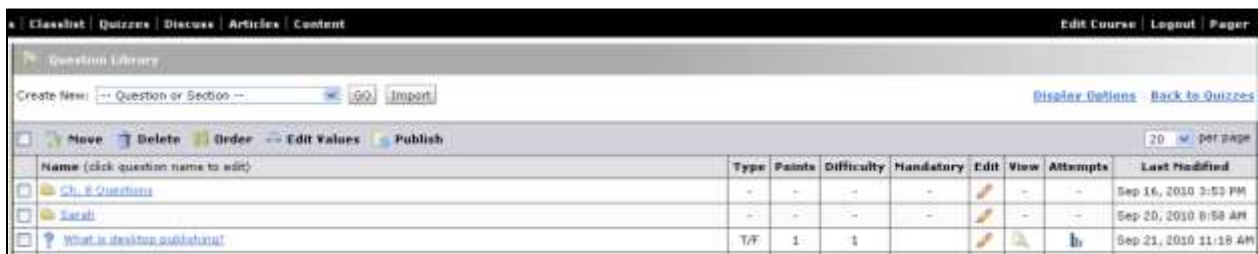
Best Practice: While it is possible to create questions from within a quiz, rather than from the Question Library, it is strongly recommended that you create all of your questions in the Library and then add them to your quizzes.

Access the Question Library

From your course home page, click the Quizzes link in the course navigation bar. The Manage Quizzes page will appear. From here, locate and click the Question Library. The Questions Library page will appear.



There are two ways to populate your question library with quiz questions:



1. Create questions within the Question Library or from within a quiz.
2. Import questions using Respondus software or basic course import.

Question Library Sections

Think of the sections in the Question Library as file folders in which you can store and organize groups of questions. For example, you might create a "multiple choice" section where you would put all your multiple choice questions or a section containing all questions related to a specific topic, such as "Theoretical Fundamentals".

Having your questions organized in sections is also useful when you create a quiz. Instead of importing the questions one at a time you can import a whole section of questions into a quiz at the same time.

To create new sections:

1. Go to the Question Library
2. In the **Create New** drop-down list, select **Section** and click **Go**



Question Library Questions

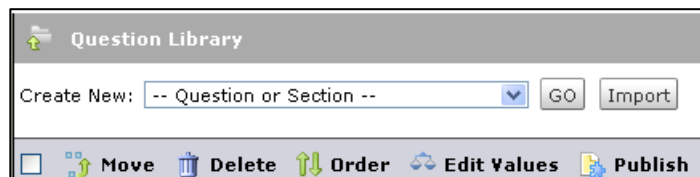
1. Go to the Question Library
2. In the **Create New** drop-down list, select the applicable question type and click **Go**

The following features apply to all question types in the quizzes tool:

- All question types have an optional **Title** field. If you do not enter a title, the system will take the first 20 characters from the question text and enter it as the title. The title is only displayed in the quiz tool and not to students taking the quiz.
- Many question types give you the option of inserting an image. Click the **Add a File** button beside the **Image** field to insert an image.
- If you would like question feedback displayed to the users, enter your feedback in the **Question Feedback** area.
- To display hints, enter the text in the **Question Hint** field.
- You have access to the HTML Editor, preview, and spell-check features in each question text field. Click **Preview** to view your question as it will appear during use and grading. Click **Save** to save the question and return to the main page, **Save and Copy** to save the question and create a new question of the same type and that retains the copied properties, or click **Save and New** to continue creating questions of the same type.

Question Library Tools

After you have created or imported quiz sections and questions, you can then manage them in the Question Library.



The following options are displayed at the top of the Questions Library page once you have created sections or questions:

- **Create New Question or Section** drop-down list. All of the following appear when you have added and selected questions/sections
- **Import** – Use to import questions from an existing quiz or test file.
- **Move** – Allows you to select folders or questions and move them into different folders for organization.
- **Delete** – Allows you to delete the selected questions or folders.
- **Order** – Allows you to place folders and questions in an order that you prefer.
- **Edit Values** – Use to quickly edit the points, make certain questions mandatory and the difficulty level of questions.
- **Display Options** – Use to set your display preferences for the Question Library page.

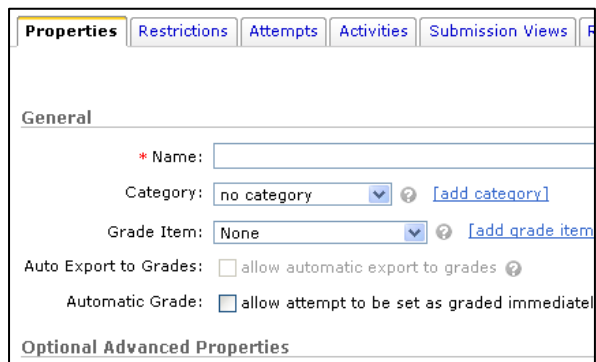
Create a Quiz

Click on the **Quizzes** link on the navigation bar. Click the **New** icon to create a new quiz.

Quiz Properties

The **Properties** tab will display by default when you create or edit a quiz.

1. Enter a name for your quiz in the **Name** field.
2. You can create categories to group your quizzes together by adding categories and then selecting them from the **Category** drop-down list (optional).
3. If you would like this quiz to be linked to a grade item, select the item from the **Grade Item** drop-down list or create a new grade item by clicking the **add grade item** link. If you choose to use the grade item, you then have the option of having attempt scores automatically exported to the grade book (next option).
4. Select the box next to **Automatic Grade** to allow the quiz attempt grade to be seen immediately after the participant has completed and submitted the quiz. The displayed score is limited by what the system can auto-grade. This setting must be turned on for grades to be automatically sent to the gradebook and for the default submission view to be released to students when they complete an attempt. *Please note that short answer and essay quizzes and exams CANNOT be auto graded.*
5. Optional Advanced Properties:
 - a. Check **Hints** to enable question hints. The actual hints must be set up within each question.
 - b. Enter your email address in the **Notification Email** field if you would like to be notified when a participant submits a quiz for marking.
 - c. Check **Disable Right-Click** and **Disable Pager Access** to prevent users from utilizing these features while they are taking the quiz.
6. In the Messages properties enter a message that will be displayed to users prior to quiz availability in the **Description** field.
7. Enter text in the **Introduction Message** field to display a message to users immediately before they start the quiz.
8. If you would like to add a page header and footer, enter the text into the proper fields.
9. Click **Save Quiz**.



The screenshot shows the 'Properties' tab of a quiz configuration interface. It features several tabs: 'Properties', 'Restrictions', 'Attempts', 'Activities', 'Submission Views', and 'R'. The 'General' section includes a text input for '* Name:', a dropdown for 'Category' (currently 'no category') with an '[add category]' link, a dropdown for 'Grade Item' (currently 'None') with an '[add grade item]' link, and two checkboxes: 'Auto Export to Grades' (unchecked) and 'Automatic Grade' (unchecked). Below this is the 'Optional Advanced Properties' section.

Quiz Restrictions

Use the options located under the Restrictions tab to set up the availability and timing of your quiz.

1. Click on the **Restrictions** tab.
2. Change the **Status** and set the **Start** and **End Dates**.

- a. Users can only see quizzes that have been set to **Active** status.
 - b. If you don't want to set a start or end date, just leave the boxes unchecked.
3. Add release conditions in the Additional Conditions section (if applicable). Release conditions allow you to set requirements that students must meet before they can view the quiz.
 - a. Example: You could create a release condition that requires students to view a certain content topic before they can view the quiz.
4. Click **Attach Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
5. Click **Create and Attach** to create a new release condition and associate it with this quiz.
 - a. Note: You must save your quiz before you can add release conditions
6. Open **Optional Advanced Restrictions** to add extra restrictions to your quiz.
 - a. To require students to enter a password in order to access a quiz, enter a password in the **Password** field.
 - b. To restrict quiz access to users from a certain location, enter an IP address in the **IP Restriction** fields.
 - c. In the **Timing** section, set a time limit for your quiz by typing the applicable number of minutes in the **Time Limit** field. The default time limit is 120 minutes. Choose to enforce the time limit or show a clock by checking the corresponding boxes.
 - d. Type a **Grace Period** in the text field. This value determines how many minutes the user has after the time limit has expired to submit their quiz before it is flagged as late.
 - e. Late Submissions:
 - f. **Select Allow for normal submissions** to let users submit quizzes even if the time limit and grace period have expired. Submissions after the grace period will be flagged as late.
 - g. If you select **Use Late Limit** and select an amount of time, users are given a grade of zero if they submit the quiz after the time limit + grace period + late limit period.
 - h. Select **Auto-Submit Attempt** to have the system automatically submits a quiz after the specified time limit and grace period have expired.
7. Click **Save Quiz**.

Warning: When the **Auto-Submit Attempt** option is active, the system submits all questions saved before the time limit plus the grace period has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Participants must ensure that they are saving their answers before the time limit expires.

Advanced Availability

Use the Special Access feature to override the availability and timing settings of a quiz for specified users. Special access is setup in the Restrictions tab of a quiz.

Advanced Availability

Advanced Availability: Allow selected users special access to this quiz
 Allow only users with special access to see this quiz

[Add Users to Special Access](#)

1. First, you must be under the **Restrictions** tab.
2. Click the **Add Users Special Access** button to add special access permissions.

3. Check the boxes beside any of the special access types, and fill in the appropriate fields. Special access can include a unique start and end date, time limit, grace period, and submission requirements. For example, if you wish to provide an extended grace period to users that have special access, check **Assign special grace period** and fill in the applicable time limit (in minutes) in the **Grade Period** text box.
4. Check the boxes beside the students you want to assign special access to.
5. Click **Add Selected**.

Quiz Attempts

Here you can specify attempts and overall grade calculations

1. Click on the **Attempts** tab.
2. Choose the number of attempts allowed from the drop-down list.
3. Choose which attempt will be included in the grade calculation from the **Overall Grade Calculation** drop-down list. The attempt calculated can be the highest, lowest, first, last, or average.
4. If you choose to allow more than one attempt and not unlimited attempts, you have the option of setting **Advanced Attempt Conditions**. Use the advanced attempt conditions to restrict the user from access attempts until they have achieved a specific score on the previous attempt.
5. Click **Save**.

Submission Views

Use the options in the Submission Views tab to give feedback to students after they submit a quiz attempt.

1. Click the **Submission Views** tab from within a quiz.
2. The details of the default submission view are displayed.
3. To change the default view, click the **Default View** link. The Edit Submission Views page displays.
4. Type a **Message** to display to students once they have submitted a quiz.
5. Use the **Show Question** options to determine what elements of answered questions users see. Click **Yes** and choose an option from the **Show Questions** list. You have the following options:
 - a. **Show questions answered incorrectly** – Only shows students questions that they answered incorrectly.
 - b. **Show questions answered correctly** – Only shows students questions that they answered correctly.
 - c. **Show all questions without user responses** – Shows all of the quiz questions the student did not answer.
 - d. **Show all questions with user responses** – Shows all of the quiz questions to the student that they answered.
 - e. **Show question answers** – Shows the answers next to each question that appears. Answers will not appear for questions that are not displayed.
 - f. **Show questions score and out of score** – Shows the score achieved and out of values for each question that appears.

6. Or, click **No** in order to not allow any questions to be visible to students after they submit their quiz.
7. **Show attempt scores and overall attempt score** – When this option is set, students are able to see their score as soon as they submit their attempt. The score displayed is reliant on what the system can auto-grade.
8. Check **Show class average** and/or **Show score distribution** to display these statistics to students after they submit their quiz.

Important! The **default view** is the submission view for ALL of your quizzes. If you change the properties of the default view (for example, allowing students to view answers immediately after they have submitted their quizzes), those properties will be applied to all other quizzes/exams. If you want to change the submission view for a particular quiz, select **Add Additional View** and follow the steps outlined above.

Note that the Additional Views are cumulative; that is, if you create more than one view for a quiz, the properties you have chosen for each Additional View will be applied to that quiz. To delete additional views, check the box next to the appropriate view and click on the **delete** icon.

Finally, remember that only the student's most recent submission will be displayed to the student immediately after the quiz. Should a student wish to view other attempts (assuming multiple attempts are allowed), the student will need to select **Quizzes** from the navigation bar, select the appropriate quiz, and then select **Submissions**.

Quiz Layout & Questions

Use the **Layout/Questions** tab to add (or remove) questions or sections to your quiz.

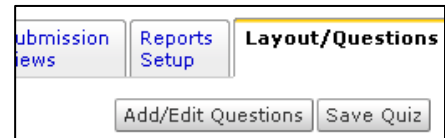
1. Click on the **Layout/Questions** tab from within a quiz.
2. Click the **Add/Edit Questions** button.
3. Create Sections for your quiz by choosing **Section** from the **Create New** drop-down list and click **Go** or Import questions from your Question Library by clicking the **Import** icon.
4. If you clicked **Important, Choose Question Library** in the **Source Collection** drop-down list.
 - a. In the **Source Section** drop-down list, choose **Collection Root** to show all of the questions and sections in your Question Library, or choose a specific section. Questions from your library display on the page.

- b. Check the boxes beside the questions you want to import.
 - c. Click **Save** *OR* create questions in your quiz using the **Create New** drop-down list.
 - d. Click **Back to Quiz Layout/Questions** to return to the Layout/Questions tab.
 - e. Set how many questions will be displayed to students per page by typing the desired value in the **Questions Per Page** entry box and clicking **Go**.
 - f. To manually insert a page break in the quiz, click on the small grey arrow between the questions where you want the page break to be. The grey arrow and line will turn blue, indicating the page break.
 - i. *Tip* Using a small number of questions per page reduces page load time.
5. Click **Save Quiz**.

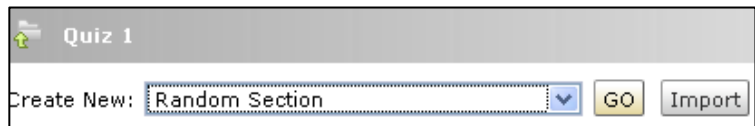
Note: You can also reorder questions (change the order in which they are presented) from the question library. You can take a set of questions that you want to have put randomly on a quiz that students are allowed to take more than once and have the quiz

Random Questions

You can make a quiz that contains random question. Click on the **Layout/Questions** tab from within a quiz.



1. Locate and click add/edit questions button
2. Find **“create new”** and select **“random selection”** from the drop down and hit **“GO”**
3. Name the section
 - a. You are able to add images, comments and a message as well while creating or editing.
4. Click **Save**. You will then be taken to a list of questions/folders
5. Click the folder that is named after the random section you just created. Click the **Import** button.
6. Under **“Source Section”** located the folder that has the questions you’d like (i.e. choose the “Collection Root” to use questions from there).
7. Select the questions you would like and then click **save**.
8. Once saved you will be redirected back to your random folder with the questions you just imported. At the top of the page, you are allowed to set how many questions the quiz will randomly show per quiz and how many points each question is worth. Once you have added the correct numbers click **save**




Note: If you plan on using the bonus or mandatory question options, it is



not accessible while using “Random Section” questions.


Bonus Quiz Questions

To create bonus quiz questions, from the Layout/Questions tab while editing your quiz, or from the Add/Edit page. From either location:

1. Click the  **Edit Values** button.
2. Check the box in the **Bonus** column beside the questions you would like to assign a bonus value.
3. Click **Save**. The selected questions will now display a green checkmark in the **Bonus** column.
4. The bonus value will be equal to the point value assigned to that quiz question.

Mandatory Questions

If you mark a question Mandatory, students cannot submit the quiz until they have attempted to answer the question.

1. On the Layout/Questions tab, click the  **Edit Values** button.
2. Select the **Mandatory** checkbox beside the questions you want to force students to answer.
3. Click **Save**.

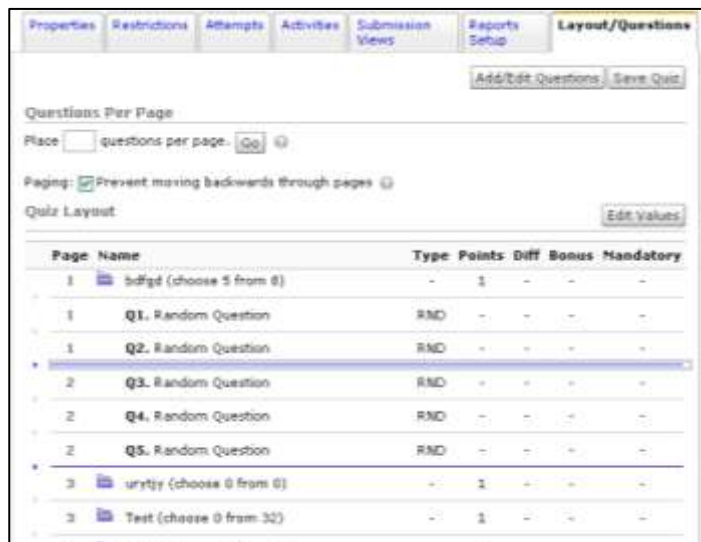
Notes: If a quiz is set to automatically submit after a time limit, it will be submitted even if mandatory questions have not been completed. Mandatory question cannot be used in conjunction with the Prevent Moving Backwards setting.

Prevent Moving Backwards


You can prevent students from returning to previous pages as they complete a quiz, so that they can only move forward until they reach the end of the quiz.

4. On the Layout/Questions tab, click the grey lines between questions to divide your quiz into pages.
5. Select the Prevent moving backwards through pages checkbox.
6. Click **Save Quiz**.

Note: This setting cannot be used if your quiz has any mandatory questions.



Grade a Quiz

From the main Quizzes page, click the  **Grade** icon next to the quiz you want to grade. You are presented with 2 options for grading quizzes:

- Grade by Attempts
- Grade by Question (item analysis)

The options are displayed in tabs. By selecting the appropriate tab, you have the ability to grade be either attempts or questions.


Grade by Attempt

The users who have submitted results for your current quiz are listed and you can access their quiz attempts and overall results by clicking on the name of their quiz attempt (for example, “attempt 1”).

Attempt	First Name	Last Name	Completed	Score	%	G
attempt 1	Gary	Larson	Jan 3, 2008 3:26 PM	1 / 4	(25%)	

1. Click on the quiz attempt you wish to grade. The user’s entire quiz is displayed including question data, the user’s answers and the correct answers. If a user’s answer is correct it will appear with a checkmark and if it is wrong it will be displayed with an X.
2. Overall quiz feedback can be left for the use by typing in the **Attempt Comments** textbox.
3. You can give user feedback on any individual question by clicking **Add Feedback** below the question.
4. If you wish to override and existing auto-grade, enter a new value in the **Score** textbox.
5. After you have finished manually grading the quiz, click the **Re-Calculate** button.
6. Click the **Save Results** button.

Grade by Question

1. While grading a quiz, click the Questions tab to view quiz responses broken down by question.
2. Click on a question title to view statistics on and/or re-grade that question. The next page will display a percentage breakdown (question analysis) of how users responded to the question, and the date of the most recent response.
3. Select the  **Grade** icon to modify the grade for the current question. Other information displayed in the question analysis includes the quiz version, question text and options, the number of responses for each option, and the question value at the top of the page.


Name	Type	Points	Diff	Bonus	Mandatory
Q1. Today is Wednesday?	T/F	1	1		
Q2. Your D2L trainer's name is _____	FIB	1	1		
Q3. Today is the best day?	T/F	1	1		
Q4. Which of the following applies?	MC	1	1		

Note: Grading by type allows instructors to easily correct mistakes that may have occurred during the initial setup of quiz questions simply by overriding the original grades. For example, perhaps an error was made when creating a multiple choice question and students who completed the quiz received a grade value 0 for a question which they really should have received a grade value of 1 for. Grading by type will allow you to override grades for all users at once, instead of individually updating each quiz

attempt. You can also enter additional comments that will be displayed users when they view their quiz report.

Exporting Quiz Statistics

With the Learning Environment you can export quiz statistics and reports to a .csv file for data analysis. The .csv file contains all pertinent information on the quiz so that instructors, teaching assistants and external consultants can query, sort and evaluate the data without being connected to the learning environment.

1. From the Manage Quizzes page, click  Statistics icon besides a quiz name.
2. From the Quiz Statistics page, click the User Stats, Question Stats or Question Details tab to view statistics broken down by user or by question.
3. Click Export to save the quiz statistics as a CSV file on your computer.

User Stats – User Stats .csv files contain performance data by student, including: the user’s Student ID, username, first name, last name, quiz score, the value the quiz was graded out of, the user’s score as a percentage, and the class average.

Question States - Question Stats .csv files contain data about the average score on questions by points and percentage. The question title, text, bonus status, and difficulty level are included in the .csv file.

Question Details - Question Details .csv files contain detailed information about each question in the quiz, including a list of all of the answers provided for each quiz attempt, how many users chose each possible answer, the total number of responses, and the average score on the question. Question Details reports can help you evaluate trends in students’ answers and look for questions that were unclear or difficult for a number of students. The question title, text, bonus status, and difficulty level are included in the .csv file.

Drop a Low Grade

It is possible to drop a low grade. For example, maybe your gradebook has a category for quizzes and you want the lowest grade to be dropped.

Either while editing or creating a category in the gradebook, make sure you are on the **Properties** tab. Notice that there is a text field with the words “Number of lowest non-bonus items to drop for each user.” If you want to drop the very lowest grade, enter 1 in the text field. If you want to drop the two lowest grades, enter 2; etc.

Self-Assessments

You can create self-assessments to use as topics in your course content modules. Doing this allows students to judge how well they understand material as they work through it. In addition, feedback can be embedded into a self-assessment. Think of self-assessments as quizzes that will not be graded.



Each self-assessment belongs to a single course. To create a self-assessment, go to the course that you wish to create it in and click the Self Assessments link on the navigation bar. This will take you to the Self Assessments tool.

Note: If your course does not automatically have the self-assessment link in the navigations bar, you can easily add it. Go to **Edit Course, Navigation, USD Navigation Shell**, and then click the **Links** tab. From here you can add different links to your navigation bars.

Manage Self-Assessments

On the Manage Self Assessments page you can see all the self-assessments that have been created for your course. If there are no self-assessments associated with your course you will see the message “There are no self-assessments.” Furthermore, from the Manage Self-Assessments page you can choose to create a **new** self-assessment, **copy** an existing self-assessment, **reorder** the list of self-assessments and **delete** self-assessments.

Assess Students

Once a topic is configured for assessment, you can assess students from two places: inside the topic while reading messages or on the Assess Topic page. Assessing students from within the topic lets you read students' messages in context and evaluate as you perform other reading-related tasks (approving messages, marking messages read, replying, etc.). Assessing students from the Assess Topic page enables you to see topics scores for all students and view all of a student's messages together on one screen. Note: If a topic uses message approval, you must approve a message before you can assess it.

Surveys

Create surveys and use the included statistics tools to monitor current course trends and opinions, and assess user satisfaction. Survey results can be collected anonymously if desired.

The survey tool is an extremely useful tool used to create surveys and questionnaires within your course. It is an excellent way to solicit feedback from students regarding any aspect of your course. For example, it can be used as a method of delivering general course evaluations, mid-year reviews, or surveys associated with learning styles and preferences, etc.

To access the survey tool, click on the **Surveys** link on the top navigation bar. The **Survey List** displays surveys that are currently available. This is also the default view in Manage Surveys.

Note: If your course does not automatically have the survey link in the navigations bar, you can easily add it. Go to **Edit Course, Navigation, USD Navigation Shell**, and then click the **Links** tab. From here you can add different links to your navigation bars.

Most question types available to the Survey tool are similar to the questions available in the Quizzes tool. The Likert Question type is available exclusively for use in Surveys. A Likert Question is a statement and the respondent is asked to determine how much they agree or disagree with the given statement.