General Overview of Creating a Quiz:

1. Add the Quiz tool to your course (p. 1)
2. Create the Quiz Title (p. 2)
3. Add Questions to the Question Database (p. 3)
   a. create the questions within WebCT or (p. 4)
   b. import quiz questions built in Notepad (p. 12)
4. Add questions to the quiz from the Question Database (p. 15)
5. Set the Quiz settings (p. 16)
6. Preview Quiz (pp. 16 and 23)
Enter a title

Decide where to show the link

Choose Add

The Quiz Tool has been added.

Choose the Quiz Tool

2. Create the Quiz Title

Choose Create quiz
Enter a title for the quiz

Choose Create

Quiz title has been created

3. Add Questions to Question Database

Click-on Question Database

Select Create category
3a. Creating Questions

Multiple Choice:

Under Create question:
select Multiple choice
Choose Go
Category: Select the correct category, from the drop down window, to which the question will be added.

Title: Enter the question title.

Question: Enter the question.

(by selecting HTML format, HTML tags can be used to add bolding, italics (shown) and color to the text)

The equation editor can be used to enter an equation to the question.

An image can also be used in the question.

Settings: Select the appropriate settings.
Answers: enter the answer in the answer box →

Indicate the correct answer by clicking ☑ Correct answer →

Indicate the value to be given the correct answer →

Enter feedback for the answer, if desired, in the feedback box. →

General Feedback: to provide feedback that pertains to the question →

If more answers are required, choose More answers →

When all answers have been entered, choose Save →

The question has been added. →
Matching:

Under Create question: select Matching

Choose Go

Title: Enter the question title

Question: Enter the question

(selecting HTML format, HTML tags can be used to add bolding, italics and color to the text)

The equation editor can be used to enter an equation to the question.

An image can also be used in the question.
**Settings:** Indicate the marking scheme

**Preview columns:**
Indicate whether to preview the columns; yes is required for long answer (see student view below)

```
Match the state with its capital city.

Preview columns: Yes

Preview columns student view

Yes

No
```

```
Match the state with its capital city.

Matching pairs:

<table>
<thead>
<tr>
<th>Illinois</th>
<th>Match Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td>Match Little Rock</td>
</tr>
<tr>
<td>Alabama</td>
<td>Match Montgomery</td>
</tr>
<tr>
<td>Colorado</td>
<td>Match Denver</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Match Harrisburg</td>
</tr>
</tbody>
</table>
```

```
Grade Close
```

```
Match the state with its capital city.

Matching pairs:

<table>
<thead>
<tr>
<th>Illinois</th>
<th>Choose match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td>Choose match</td>
</tr>
<tr>
<td>Alabama</td>
<td>Choose match</td>
</tr>
<tr>
<td>Colorado</td>
<td>Choose match</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Choose match</td>
</tr>
</tbody>
</table>
```

```
Grade Close
```
Matching Pairs:

Answer type: Select an answer type, short answer or long answer, for both parts of the pair.

Match/with : Enter the matching pairs

If more answers are needed choose More answers

Student view examples:

Long answer for both pairs

Short answer/long answer

Short answer for both pairs

Long answer/short answer

TIP: To increase the difficulty of the question, include items that have no match by entering more items in one column than the other.
**General Feedback:** Enter comments about the question.

When question is completed, choose **Save**.

**Short Answer:**

Under Create question: select Short Answer.

Choose **Go**.

**Question:** Enter Title and Question.

**Settings:**

Number of answerboxes, select number from drop-down menu.

Indicate case sensitivity.
| **Answers:** in answer box enter answer text | **Indicate the value of the answer** |
| **Select the width of the answer box** | **Grading option: select from the drop-down list** |
| **Equals:** students’ response required to exactly match the specific answer | **Contains:** students’ response required to contain at least part of the specified answer |
| **Regular expression:** For more information on Perl and regular expressions, please see www.perl.org | **General Feedback:** Enter feedback for the question |
| **When question is completed, choose Save** |
3b. Import Questions from Notepad (.txt file)

From the Quizzes/Surveys page, click on Question Database

Choose
Import questions from file

Choose
Browse
Choose **Browse**

Select the appropriate .txt file

Choose **Open**

Select the appropriate folder to upload the .txt file into

Choose **Upload**
Choose **Import** ➤

The file is imported.

Proofread questions. To make changes, select cancel and edit original file. If no changes, are needed, scroll to the bottom of the page.

Choose **Continue** ➤

The questions are now imported into the question database.
4. Add Questions to the Quiz from the Question Database

From the Quizzes/Surveys page:

Click-on the quiz in which to add questions

Choose Add questions

Select the questions to be added to the quiz by clicking in the selection box

Or to select all questions in a folder, select the beside the folder.

After selecting all the questions to be added, choose Add selected
Assign points to each question.

When all points have been assigned, choose Update total.

The total points available for the quiz are displayed.

The quiz can be previewed by choosing Preview quiz.

5. Set the Quiz Settings

From the Quiz List, select the name of the quiz to work on, choose Edit quiz settings.
### Basic Settings

Applies to all quizzes:

- **Quiz title (required),**
- **Display question titles,**
- **How the questions are delivered to students,**
- **The time limit on quiz,**
- **How many attempts at quiz are allowed,**
- **The minimum amount of time between attempts on quiz**

### Availability

Applies to all quizzes.

Specify date and time quiz will become available or will no longer be available.

Choose to allow or deny access immediately.
Selective Release (optional)

**Note:** Leave this entire section blank to release the quiz to all students.

To release the quiz only to a certain student or students, choose **Select**

Select the appropriate student(s)

Choose **Update**

The WebCT id for the selected students will display in the **Release to:** textbox.

To release the quiz based on specific criteria that must be met before the quiz is made available, select the column, quiz, survey or assignment from the drop-down menu.
From the second Release based on: drop-down list, select the release criteria

Enter the specified numeric or alphabetical value or specified text string.

To hide the quiz from students who do not meet the selective release criteria, select the ✓ at Hide:

Security (optional)

To restrict quiz access to students in a proctored setting, In Proctor password: enter a password.

Important: Be sure to give the proctor the password in advance. Without it, the student will not be able to access the quiz.
Submission (optional)

To provide a message to students verifying correct submission of their quiz, enter a message in the textbox.

To receive an email after each student quiz, enter an email address in the textbox.

Results

Student score: If multiple attempts are allowed, indicate which attempt to use for the students' grade.

Student score release: Select how to release the quiz results to students:

To release quiz results without any restrictions, select:

(Note: If the quiz contains questions that must be graded manually, students see a partially graded quiz score.)
To release quiz results only when all questions have been graded, select:

To release quiz results when the availability period ends without restriction, select:

To release quiz results when the availability period ends and only if all questions have been graded, select:

To restrict students from seeing the quiz results, select:

**Release column:**

To allow students to see their grades in *My Grades*, select  **Yes**

To keep students from seeing their grades in *My Grades*, select  **No**
**Student results display:**

To display questions as they appear in the quiz, select a) Show the question text for each question.

To display the student's response for each question, select:

To display how students' responses are graded, select:

To display how students' responses are graded as well as the points available for each question, select:

To display the correct response for each question, select:

To display the general feedback for each question, select: f) Show the feedback for each question.

**Note:** If options a) b) and c) are also selected, students also see feedback about answers.

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<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Show the question text for each question.</td>
</tr>
<tr>
<td>b)</td>
<td>Show the student's response for each question.</td>
</tr>
<tr>
<td>c)</td>
<td>Show the evaluation of the student's response only.</td>
</tr>
<tr>
<td>d)</td>
<td>Show the full evaluation of each question.</td>
</tr>
<tr>
<td>e)</td>
<td>Show the correct answer for each question.</td>
</tr>
<tr>
<td>f)</td>
<td>Show the feedback for each question.</td>
</tr>
<tr>
<td>g)</td>
<td>Show the student's score for each question.</td>
</tr>
<tr>
<td>h)</td>
<td>Show all the grader's comments for the quiz.</td>
</tr>
<tr>
<td>i)</td>
<td>Show the student's total score for the quiz.</td>
</tr>
</tbody>
</table>

*Required fields.*
To display students' scores for each question, select:

To display all the grader's comments for the quiz, select:

To display students' total scores for the quiz, select:

After all settings are set, choose **Update**

To preview the quiz, select **Preview quiz**

The quiz preview