

My.Wartburg... *Tips to make your teaching life easier!*

Online Quiz or Test Options

Quick & Simple:

Step 1

- If not already in your quiz or test, go to Coursework and click on your quiz or test
- Click on **Edit this assignment**
- Click on **Step Two: Online Assignment Options** (green bar)

Step 2

▲ Step Two: **Online Assignment Options** (Optional, Click to close)

Test review: Students can view their test:

a Show students the correct answers to missed questions:

Turn off all test review access after:

b Time limit: Leave blank for no time limit

Pagination: **c**

Section order: Shuffle sections, creating a random order for each student

Lock out: Lock students out if they leave the test screen
Otherwise they can return to an interrupted attempt and keep working

Extra credit: Allow better-than-perfect scores (e.g. 105/100)
Otherwise extra credit will only raise scores to a maximum of 100%

Security: Password: If entered, students without this password can't take the test

d Require that students use the Jenzabar Lockdown Browser for this test
This browser locks down the test environment, ensuring that students CANNOT take screenshots, copy/paste, print, view other websites, or use other applications (like instant messenger or email) while taking the test.

Require the Jenzabar Lockdown Browser for reviewing a completed test

Retakes: Let students retake this test times after their first attempt

These retakes are used to automatically give **all students** multiple attempts. You can always grant individual retakes to specific students regardless of this setting.

Retake waiting period

The waiting period is how long a student must wait after finishing an attempt before starting another one. Leave it blank to allow retakes immediately.

Show in-progress grade updates **e**

This setting allows students to see their current grade recalculated after each attempt. Otherwise they will not see a grade until after the test has been turned in, as per the settings above. This setting is only meaningful if your entire test is scored automatically.

When taken more than one time, the final grade for this assignment should be the:

- a) **Test review:** Leave defaults or set as you wish
- b) If you want to put a **time limit** on the test, this is where you put it. Type the number of minutes, hours, or days in the blank box and then use the down arrow to choose minutes, hours, or days.
- c) **Pagination** is where you can choose how many [sections (multiple choice, true/false, etc.), questions (one or five per page), or none (all on one page)] you want to show on a page before a student has to click to go to the next question. It is suggested that you choose either the one or five. If it is a long test or quiz, and you choose to show a lot of questions per page, the system might time out before the student gets finished.
- d) **Security:** The password option can be somewhat of a hassle but effective for in class quizzes and avoiding students not in class to take the quiz. The LockDown Browser is effective. There are student directions as they must follow steps prior to taking the quiz or test.
- e) If you do not want students to engage in **Retakes**, leave at default. Otherwise, choose how many attempts students can engage in. If allowing retakes, determine if there is a waiting period and how the final grade for the assignment should be calculated (i.e. average, highest). Another option is to **Show in-progress grade updates**. This setting displays the students current grade after each attempt.

Step 3

Instructions & Files

- a) The first box is a Description box: The description is an (optional) concise introduction to the assignment. It is shown in the students' assignment list,

so it shouldn't be long. The description is shown at all times that the assignment is visible.

- b) The second box is an Instructions box: The instructions are an (optional) description of what your expectations are for the assignment and how your students should complete it. The instructions are only shown when the assignment is open and able to be worked on.
- c) There is also a link **Add a File** that allows you to upload a file to add information you might want a student to read before taking the test or quiz.

Note to students:

- When finished with the quiz or test students must click on **Submit for Grading**