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Knowledge Base > Info for Instructors & Site Organizers >

Creating templates in the Tests & Quizzes tool: suggestions and examples

Vivie Sinou of Foothill College offers the following advice about creating custom templates in the Tests & Quizzes tool.

Creating custom templates can be useful if you give quizzes, skills tests, and exams on a regular basis. Each template may have unique settings pre-defined to meet different testing needs and defaults. Here are some examples of how you might want to have different templates already set up with different settings:

PRACTICE QUIZ TEMPLATE

- not time limited
- unlimited resubmissions
- allow late submissions
- immediate feedback
- don't send to gradebook

WEEKLY QUIZ TEMPLATE

- no time limit
- 2 submissions allowed
- no late submissions
- feedback at a specific date (1 day after due date)
- send to gradebook

EXAM TEMPLATE

- timed (2 hours)
- only 1 submission allowed
- no late submissions
- no feedback
- do not send to gradebook (you then release the grades to the GB when you want)

These are just some examples of custom templates. If you have templates with pre-defined settings and know that you will want EXACTLY the same settings every time, then it can save you lots of time. The only thing you would need to do is set your delivery dates and grading options.

When creating custom templates, you must select the defaults you want (radio buttons, mostly) and MUST check the "editable" boxes for the section or you won't be able to make modifications under settings.

Also, remember that **what you are doing with the template** is setting **whether these options can be edited** for each test. So when you create a template where you've checked that the delivery dates can be edited, you're not setting the actual delivery date. You are just setting that the delivery date can be edited by you when you will be publishing an assessment.

If all of this is too much for you, forget about custom templates. Just go through all the options of "Settings" for your assessment carefully prior to publishing an assessment, every time.

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Knowledge Base > [Info for Instructors & Site Organizers](#) >

Creating templates in the Tests & Quizzes tool: more suggestions and examples

At the 6th Sakai Conference (Atlanta, GA, Dec. 2006), Mark Brierley of Stanford University presented a session on the Tests & Quizzes tool. As part of his presentation, he gave the following examples of settings and practices that might apply to various types of assessment and learning instruments.

Online Test

- Random order of questions and random draw from question pools to provide a unique test for each student.
- Timed test-taking during access window; auto-submit at end of time period.
- One submission only per student.
- High Security with IP addresses restricted and a secondary password; proctored.
- No late submissions accepted.
- Scores transferred to Gradebook.

Self-Study Questions

- Immediate feedback
- Random access to Questions.
- Provide table of contents and marked for review list.
- No record of score in Gradebook.
- No due date; always available to student.
- Unlimited submissions allowed.

Homework/Problem Sets

- Publish with multiple release and due dates for different sections.
- Provide multiple methods for handling late submissions.
- Allow students to save work and return to it during the assignment period.
- Provide auto-grading with methods for diagnosing learning problems.
- Instructors view histograms and statistics for quick-reviews of student aggregate performance.
- Use pools for organizing questions for reuse.

Essay and Project Submission

- Use file upload question type; allows students to submit any type of document.
- Grader can download student submissions and upload marked-up files to return to students.
- Grades can be sent to Gradebook.

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Knowledge Base

Knowledge Base > [Info for Instructors & Site Organizers](#) >

Important considerations for providing feedback via the Tests & Quizzes tool

Vivie Sinou of Foothills College offers the following guidance on giving feedback via the Tests & Quizzes tool.

Feedback Delivery

When you design the test, you choose when you want feedback released to students:

- Immediate feedback = while taking the test
- At a specific date = from that date/time forward feedback is available
- No feedback = none available to students

So if you have included feedback to questions, AND have checked the boxes (under settings) for the types of feedback you want to give students, AND immediate or at a specific date (and have included a date!), students will be able to view your feedback based on your settings.

Important: At first glance, it seems that students can receive immediate feedback WHILE they are taking a test. However, if you select immediate feedback check the following settings:

- Student's Assessment Scores
- Grader's Comments
- Student's Question Scores
- but NOT CHECK Correct Response,

they can see how they did as soon as they submit, but **not** have access to Correct Responses (leave unchecked) during the test.

Feedback Components Students Can See:

Student Response	If checked, students will see how they had responded to the question.
Correct Response	If checked, students will see what the correct answer is, if you allow immediate feedback or feedback on a specific date.
Student's Assessment Scores	If checked, students will see their score in the test (home page of T&Q tool). Otherwise, students will see 'n/a' in the scorebook. If you don't want students to see their scores, don't check this box. Also, don't forget to set 'none' under grading options to see their scores in the gradebook. When you are ready to show students how they did, select "send to gradebook." Tests & Quizzes are available for those who wish to limit exposure to scores in high-stakes exams.
Question-Level Feedback	At the end of each question, during the authoring process, you have two boxes available to you: Correct Answer (optional) and Incorrect Answer (optional). For example, under correct answer, you might say: "Awesome Job! Yes, as explained in..." And, for incorrect answer, you might say: "Not quite. Please review the section in module..."
Selection-Level Feedback	If you included corrective feedback at the end of each question, and have checked this box, students will see your corrective feedback. In multiple-choice and true/false, below each possible answer, there is a Feedback (optional) textbox where you can provide feedback to students with correct or incorrect feedback. For example, if you have a multiple-choice question and students click on A and that is incorrect, you might have in the Feedback (optional) textbox, "Not quite. Please review the section in module x, y, z where the concept of such and such is explained." If D, is the correct one, you might add in the Feedback (optional) box of D the following: "Awesome Job! Yes, as explained in..." If this box is then checked in your settings, your students will be able to see the feedback, provided that you allow feedback to be added.
Grader's Comments	The Tests & Quizzes tool allows you to adjust the students grade (take points off or give more for whatever reason) and add evaluative comments for your learners. When you click on Scores, a link that appears after at least one student has an assessment, you will see a Comments box next to each student's row. This is the Grader's comments box. You can add comments there, and if you do, you can allow students to see them. To do so, check the Grader's Comments box. Note: There may be cases where you use the grader's comments box to save notes about a student's work, and you don't want students to see that information. Then, don't check this box in your settings.
Student's Question Scores	Points students got for a question. If you check it, they get to see how they did at the individual question level, and not just the overall score.
Statistics and Histogram	If checked, students get an additional link "Statistics" with information on how they did as individuals and against the class. This is shown immediately after they submit an assessment, if you have clicked on "immediate" and right after the statistics page you chose that.

Setting Student Feedback for High-Stakes Exams:

If you are giving a high-stakes exam to students and you don't want them to receive any feedback, at least not until everyone has turned in the exam, do the following:

- 1) Under Feedback settings, set it to No Feedback

AND

2) Under Grading, set it to NOT send grades to gradebook.

Students will get absolutely no feedback.

THEN, after the due date has passed, you can go into the test settings and change the grading to send grades to the gradebook.

This will help prevent students from sharing information. These steps/settings may also be essential if you are giving exams that include essay and objective questions. You don't want the scores to go to the gradebook early, if you need time to grade the essays, panicking students who may think they didn't do set the feedback date to a week or so after the due date - whenever you think you will be realistically done grading the essay questions. Then, you can grading option from 'none' to 'send to gradebook' in the settings of the now inactive exam.

If you choose 'no feedback,' there is no way to enable it later should you decide that you want students to know how they did in each question.

More Feedback Information

- You may have to check all the feedback boxes, plus the statistics link, for the statistics to show for students.
- If you choose "feedback at a specific" date, be sure to add a date for feedback to be released. You'll be prompted to do so.
- Immediate does not mean "immediately after the exam." It means DURING the exam and afterwards. If you choose "immediate," during the test, a link "Show Feedback" that they can click while they answer the questions. The feedback you provide could simply be the correct answer or hint feedback boxes per correct/incorrect answer during authoring. When they finish the exam, they will have statistics available to them with feedback scores. How much is shown depends on what you check in the feedback settings. .
- If you choose to show feedback at a specific date, students will see a statistics link with their scores, feedback, etc. after the date/time is reached on what is checked and provided for feedback.
- In order for students to see their total score on the home page of Tests & Quizzes, you need to have checked "Student's Assessment Scores" under Students will see how they did (overall exam score), regardless of your feedback settings, if you have selected for scores to be sent to the gradebook settings > grading).
- If you don't want students to know their score at all until a later date that you determine, you can set your exam to:
 - No feedback
 - "None" for send to gradebook.
 - After everyone has taken the exam, and it is past due (in the inactive list), you can click on its settings link and change the "None" to "send under grading > Gradebook Options.

Other Important Settings/Choices:

- No Feedback/Immediate/Specific date feedback
- Send grades to gradebook or None

If you have set your exam to show feedback at a specific date and it was within the submission window, students can see immediately how they did. If you have not an objective exam and/or it includes essay questions, it's a good idea to set the feedback date to some time in the future when you know you will have finished grading the essays AND set the Grading Options to "None" so that partial points from the objective part does not go to the gradebook and make them panic thinking they failed. When you are done grading the essay questions, you can go to the settings link of the inactive test, and change the grading options to: send to gradebook.

Was this answer helpful? yes or no