



Tests & Quizzes Quick Create

This handout will tell you how to create an assessment (such as a test or quiz) in the Tests & Quizzes tool using the “quick create” approach. With the “quick create” approach, you can enter all of the assessment questions in a single box using specific punctuation to create different question types. This approach is an easy way to create multiple choice, fill-in-the-blank, true/false, and short essay questions.

To create an assessment using the “quick create” approach:

1. **Name the Assessment**
2. **Enter and Format Questions**
3. **Create the Assessment**
4. **Configure Settings**

Name the Assessment

1. Access the site in which you want to add an assessment by clicking **My Sites** in the top menu bar and clicking the site title.
2. In the left menu column, click **Tests & Quizzes**.
3. Under “Create a new assessment,” select an assessment type from the dropdown menu if desired.
4. Enter the assessment title in the *Title* field.
5. Click the **Quick Create** button.
6. Under Assessment/Question Pool information, enter a description if desired.

Enter and Format Questions

See the last pages of this document for formatting and the different types of questions available.

1. In the Questions section, enter questions and answers as necessary.

Note: You may either type the question and answer content directly into the box or paste the content into the box from a Word or text document.

2. Format the questions and answers using the required punctuation listed under Instructions & Examples to the right of the Questions box.

Note: Be sure to follow the instructions exactly.

Note: An easy way to use the exact formatting is to copy the question type example, paste it into the Questions box, and then replace the example content with your own.

3. Click the **Next** button to continue, or click the **Back** button to return to the previous screen.

Create the Assessment

1. On the validation screen, review the questions, answers, and formatting for correctness.
2. Click the **Create Assessment** button.

Note: Once you have created the assessment, you will return to the Assessments screen automatically.

Configure Settings

1. In the Core Assessments section, click **Settings** under the title of the assessment you have just created.

On the assessment settings screen, you will see up to 13 sections of options. Which options are editable depends on which assessment type you chose when you named the assessment.

You can open or close all sections by clicking the Open or Close link under the screen title. You can open and close individual sections by clicking the triangle icon that corresponds with each section title.

There are three settings sections that should always check and modify according to the purpose of your assessment. These sections are **Assessment Organization**, **Feedback**, and **Grading**.

Assessment Organization

The Assessment Organization section contains options that allow you to manage navigation, question layout, and numbering for the assessment. The least restrictive combination of settings will create an assessment that functions as a paper-based assessment would. To achieve this format: under Navigation, click the radio button next to “Random access...,” and under Question Layout, click the radio button next to “The complete Assessment...” to display the complete assessment on one page.

Feedback

The Feedback section has an immediate feedback option that is only suitable for self-assessment. In most assessment types, this option is selected by default, and failure to change it would result in students viewing answers to the questions as they take the assessment. Unless the assessment is intended for self-study, it is recommended that you click the radio button next to “Feedback will be displayed to the student at a specific date” and enter a date for the feedback to be released using the calendar icon. This option is preferred over “Feedback on submission” because you control the release of feedback and can ensure fairness by releasing the feedback only after everyone has taken the assessment.

Grading

The Grading section options allow you to specify the anonymity of students, whether to send grades to the Gradebook, and how to handle multiple submissions. Under Students' Identities, "Anonymous grading only" is selected by default, ensuring fairness by preventing those grading essays and short answer questions from knowing the students' identities. Click the radio button next to "Grades sent to Gradebook" under Gradebook Options will send the scores to the Gradebook tool, where you can associate the assessment with a Gradebook item.

2. When you have finished configuring the assessment settings, click the **Save Settings** button. Or, click the **Cancel** button to return to the Tests & Quizzes main page without saving the assessment settings.

Note: It is not recommended that you click the **Save Settings and Publish** button because if you publish the assessment, you will not be able to modify the settings again. Before publishing, it is recommended that you preview and take the assessment to verify that it appears and functions as expected.

3. On the Tests and Quizzes main page, click the assessment title.
4. In the menu bar, click **Preview Assessment**.
5. On the preview screen, click the **Begin Assessment** button.
6. If you need to change the assessment settings, click the **done** button.
7. When you are returned to the assessment page, click **Settings** in the menu bar and change the settings as necessary.
8. When you are satisfied with the settings, you can publish the assessment through the Settings page by clicking the **Save Settings and Publish** button.
9. Click the **Publish** button on the confirmation screen.

Note that you can create your own assessment template. This is especially useful if you give the same type of assessment often and do not want to change the settings every time you give it. To create a template:

1. In the top menu bar on the Tests & Quizzes main page, click **Assessment Types**.
2. Under "Create a new assessment type," enter a title for the template in the *Title* field.
3. Click the **Create** button.
4. Modify the settings as necessary.
5. Click the **Save** button.

Quiz Question Types & Formatting

In order for the questions and answers to be correctly parsed, it's crucial to distinguish between questions. To accomplish this, each question must begin with one of the following:

- The word 'Question', followed by a number, followed by the number of points to assign enclosed in parentheses, as in 'Question 23 (10 points)'.
- The word 'Question', followed by this same parenthetical indication of points, as in 'Question (10 points)'.
- The word 'Question', followed by a number, as in 'Question 1'. In this case, zero points will be assigned to that question.
- A number, followed by a period, followed by the same parenthetical indication of points to assign, as in '1. (10 points)'
- A number, followed by a period, in which case zero points will be assigned to that question.

The text of the question itself may be placed on this same line or below it, and should be followed by answers in the appropriate format for that question type. The parser will use this format to deduce the question type of the question.

Multiple Choice

Instructions: Each answer should begin with its appropriate letter, in alphabetic order. The correct answer should be prefixed with an asterisk (*). For example:

1. (10 points)
Who was the first president of the United States?
*a. Washington
b. Jefferson
c. Lincoln
d. Clinton

Multiple Correct Answer

Instructions: Each answer should begin with it's appropriate letter, in alphabetic order. The correct answer should be prefixed with an asterisk (*). For example:

2. (15 points)
Which of the writers below were American citizens at some point in their lives?
*a. Bill Faulkner
b. Ginny Woolf
*c. Tom Eliot

Fill in the Blank

Scholar: <http://learn.vt.edu/>

Online Course Systems (OCS): <http://www.edtech.vt.edu/ocs/>

Faculty Development Institute (FDI): <http://www.fdi.vt.edu/>

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Instructions: The correct answer should be prefixed with an asterisk (*). For example:

3. (5 points)

What color is a violet? _____

*Blue

Short Essay

Instructions: No answer should be provided for this question type. For example:

4. (18 points)

Explain the purpose of education.

True/False

Instructions: The correct answer should be prefixed with an asterisk (*). The incorrect answer can also be included, as below, though this is not necessary. Be sure that True and False have a capital letter. Do not precede True/False with (a) (b). For example:

5. (7 points)

The sky is blue.

*True

False