

Create a Quiz “Shell”

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To add a quiz to the course *Lessons* tab:

1. Within the course, select the **Lessons** tab.
2. Select the **Add Content** link in the toolbar.
3. Select the **Quiz** link. The New Quiz settings area appears.

The screenshot shows the 'New Quiz' dialog box. At the top, there is a title bar with a small icon and the text 'New Quiz'. Below the title bar, there are two radio buttons for 'Settings': 'Normal' (selected) and 'Advanced'. A horizontal row of tabs is visible: 'Content' (selected), 'Access', 'Delivery', 'Submission', 'Review', and 'Assignment'. Under the 'Content' tab, there is a section titled 'Page Settings' which contains three input fields: 'Title', 'Subtitle', and 'Directions'. Below these fields is a large text area labeled 'HTML Editor' with a 'Check Spelling' button. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

On the Content Tab

1. Enter a **Title** for the quiz (required).
2. Optionally enter a **Subtitle**, such as due time, total points, etc.

Note: You may use the **HTML Editor** window to do simple formatting such as bold, bullets, etc.

On the Access Tab

1. **User Tracking** is an optional setting and is used to track when users view or access the quiz. To track student access, select **Students Only** from the pull-down menu.
2. If all users are not allowed to view the content item, select the **Do not allow users to view this item** check box.
3. By default, **Viewable By** is set to **Students**. To hide the quiz from students, e.g., if you are creating content that will not be used until later in the course, set **Viewable By** to users with higher rights, such as **Course Editors** (usually refers to the professor of the course).

4. Optionally specify a **Password** to restrict access to the quiz.
5. **Team Access** is set to **All Teams** by default. If you have created course teams, you can optionally restrict access to a particular team or teams by selecting **Selected Teams** from the pull-down menu, then checking the box next to each desired team.

On the Delivery Tab

1. Select the **Take Quiz** delivery setting. This setting is enabled by default.
2. Select the **Display Mode**. The default setting is **All Questions**.
3. Optionally select the scramble option for questions.
4. Optionally select the scramble option for choices.
5. Optionally enter a **Time Limit** in minutes.
6. The **Automatically submit when time limit expires** will not allow students to enter more answers when the **Time Limit** is up. Students will have to submit what they have or not to submit the quiz at all.

On the Submission Tab

1. Select the **Max Attempts** students will be permitted to take the quiz. The default is one (1) attempt.
2. The **Validation** setting determines whether ANGEL checks for incomplete items in a quiz. The default value is **Warn about incomplete items**. The other selections are **Do not allow incomplete items** and **Do not check for incomplete items**.

On the Review Tab

1. The **User Review** setting determines whether students can review scores and answer keys on previous quiz attempts. The default value is **Full review**. If you choose the **Full Review Options**, all options are selected by default, but you can uncheck the items from review.
2. The **Summary only** option will only display earned points, possible points, and the earned percentage.

On the Assignment Tab

The Assignment tab helps you link the grade of this quiz to ANGEL online gradebook. This can be complicated. If you'd like to do so, please contact *Qi Dunsworth* at 898-6537.

Add Questions to a Quiz

To add questions to a quiz, please click on the question mark button on <http://angel.psu.edu> and do a keyword search with *add quiz questions*. The search results will return instructions for adding different types of questions.

Tips for Creating the Quiz “Shell”

1. Select the **Do not allow users to view this item** to hide a quiz which is a “work-in-progress.” This setting is also useful for quizzes that are being used as “question banks” or for future quizzes that should not yet be made available to students.
2. The **Team Access** option is useful for distributing multiple versions of a quiz (i.e., two versions of a quiz, one for every other seat in a computer lab, etc.).
3. The **Password** field supports proctored quizzing through the process of *a)* password protecting a quiz and *b)* providing the password to each designated proctor. The student would be required to schedule and meet with the proctor to take the quiz. At quiz time, the proctor would provide the password and observe the student during the quiz to ensure rules are followed (e.g., time limit, use of notes, etc.).
4. The **Start Date** and **End Date** settings (**Advanced** mode) are useful for limiting the “window of time” that a quiz is available. You have to select both **Start Date** and **End Date** to make it effective. In combination with the **Time Limit Automatically submit when time limit expires** options available on the **Delivery** tab, this approach is very useful for take-home quizzes, to decrease the amount of time available for unwanted student collaboration or sharing of printed copies of the quiz.