

Using the Quiz Tool in WebCT

1. Adding the tool to your course

- From the *Control Panel*, click **Add page or tool**
- Add **Quizzes/Surveys**

Add Page or Tool
Select a page or tool to add to your course.
 Use a wizard when available

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector

- Enter a title
- Select where to have the icon displayed
- Click **Add**

Add Quizzes/Surveys

1. Enter a title for this item:
2. Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:

Link shows item title
 Link shows icon (select below)

Use default icon
 Use custom icon

Choose icon:

3. Add this item to your course.

NOTE: You only need to add the quiz tool to the course ONCE, then you will add all your quizzes to this one page.

2. Adding a quiz to the tool

- From the *Quiz* page, click **Create quiz**.

Actions
✚ indicates a selection is required from the main frame.

Options

- Give a title to the quiz. Click **Create**.

Create Quiz

*Title:

Template: Base this quiz on a template

Template:

Do not use another quiz or survey as a template

*Required fields.

- The quiz will now be listed on the *Quizzes/Surveys* screen. Click the radio button in front of the quiz. Select the **Edit** button.

Quizzes/Surveys Question Database

To view additional Quiz, Question and Student Information, click on Submissions, Detail, Reports or Summary.

0 Available 0 Due soon

Display: March 2, 2005 10:20am

New quiz

Availability: Unavailable

Duration: Unlimited Points: / ---

Results:

Actions
(*) indicates a selection is required from the main frame.

Options

3. Adding questions to your quiz

- The screen will now read that no questions have been added yet. Click on **Add questions**

Actions
(*) indicates a selection is required from the main frame.
(*) indicates multiple selections are allowed.

Options

- The *Question Browser (database)* screen opens.

Question Browser
Select questions. Tip: To preview a question, click . To edit a question, click the question's title.

Name	Type
<input type="checkbox"/> Copyright	
<input type="checkbox"/> Default	
<input type="checkbox"/> Sample Calculated	C
<input type="checkbox"/> Sample Matching	M
<input type="checkbox"/> Sample MC	MC
<input type="checkbox"/> Sample Paragraph	P
<input type="checkbox"/> Sample Short Answer1	S
<input type="checkbox"/> Sample Short Answer2	S
<input type="checkbox"/> SOCWORK	

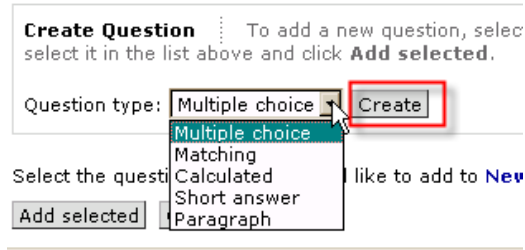
Create Question To add a new question, select the question type and click **Create**. After creating the question, select it in the list above and click **Add selected**.

Question type:

Select the questions that you would like to add to **Copyright**.

- The Question Database has all the questions you have created for your quizzes and surveys. They are organized in folders according to the category names that you create. You can select from these questions or you can create new questions one at a time. *See the [About the Question Database](#) handout for more details on working with the Question Database.*
- Select type of question from *Question type* drop down box
 - Multiple Choice
 - Matching
 - Calculated
 - Short answer
 - Paragraph

- Click **Create** button



Refer to the *Creating Quiz and Survey Questions* handout for details on creating each type of question.

- After creating all your questions, **Add questions to quiz**
 - **Click in checkboxes** in front of questions
 - Click **Add Selected** button at bottom of screen



- **Assign points** to questions
 - **Type values** into boxes
 - Click **Update total**

No.	Points	Select	Questions
<input type="checkbox"/> 1	<input type="text"/>	---	<input type="checkbox"/> Sample Calculated
<input type="checkbox"/> 2	<input type="text"/>	---	<input type="checkbox"/> Sample Matching
<input type="checkbox"/> 3	<input type="text"/>	---	<input type="checkbox"/> Sample MC
<input type="checkbox"/> 4	<input type="text"/>	---	<input type="checkbox"/> Sample Paragraph
<input type="checkbox"/> 5	<input type="text"/>	---	<input type="checkbox"/> Sample Short Answer1
<input type="checkbox"/> 6	<input type="text"/>	---	<input type="checkbox"/> Sample Short Answer2
Total: 0		<input type="button" value="Update total"/>	

- You can rearrange the question order
 - **Click in the checkbox** in front of the question
 - Move up or down in order
 - Select number of lines from drop box
 - Click **Go**

Organize

Move item up by:

Move item down by:

- Preview the Quiz
 - Click on **Preview Quiz** button
 - **NOTE:** This lets you see how the test looks. To actually take the test and see if it works properly, you will need a student identity.

Actions

indicates a selection is required from the main frame.

indicates multiple selections are allowed.

Options

Add question alternates

Remove question

Refer to the *Editing Quiz Settings* handout to Release the quiz to your students