

WebCT Quickstart: Sheet H - Creating a simple quiz

This will provide you with a short and introduction to the Assessment tool.

For instructions on other question types etc see the documentation at:
http://www.abdn.ac.uk/webct/01_Assessments_CE6_InstructorPLWCT.doc

Create a link to the Assessments tool

1. Click on the **Build** tab
2. Click **Manage Course – Tools**
3. Tick the box next to **Assessments**
4. Scroll down and click **Save**. The Assessments link will appear on the left hand menu of your course.

Create an assessment

1. Click on the **Assessments** button in the left hand menu.
2. Click **Create Assessment**.
3. Enter a name for the assessment in the **Title** box and click **Save**.

Create a question category

1. Click on the name of the quiz to go to it
2. Click **Create Questions – Multiple Choice**
3. Type a title in the title box
4. Type the question text in the box provided
5. In each answer box, type an answer choice
6. Tick the **Correct Response** box next to the correct answer
7. Scroll down and click **Save**
8. Adjust the points for the question and click **Update Total**

Proceed to add more questions in the same way.

Releasing your quiz to students

Until you allow access your quiz will be unavailable to students. You can release your quiz using the Edit Settings pag, where you can also set release criteria, eg: dates available, attempts allowed, whether results available immediately etc. For the purposes of this example make the following changes:

1. Click on the **Assessments** button in the left-hand menu.
2. Next to the name of your quiz, click the **Actionlinks icon** (a square grey box with an arrow)
1. Click **Edit Properties**
2. Click **Show Item**
3. Scroll down to Attempts. Set **Attempts Allowed** to **Unlimited** (to allow you to try out the quiz)
4. Under Student Score, select **Release the score once the quiz has been submitted**.

5. At 'If multiple attempts are allowed, display the score of the following attempt as the Student's grade:', select **Last**.
6. Scroll down and click **Save**

Try out your Quiz

Log on as a student and complete the quiz

1. Click on the **Student View** tab
2. Click on **Assessments**, then the name of the assessment
3. Click **Begin Assessment**.
4. Click **Save answer** as you complete each question.
5. Click **Finish** to submit the quiz for grading.
6. Click **View Attempt to view your results**.

View the results as the tutor

- 1 Click on the **Teach** tab
- 2 Click on **Assessments**
- 3 Click on the test name
- 4 Click **View Submissions**
- 5 Click the entry in the **Attempts column** to view the student submission
- 6 Click **Cancel**.

You can also generate reports on multiple submissions: click on the grey Actionlinks button next to the quiz name and click View Reports.