

## Module 10A - Creating Assessments

### Working with AT&S - Workflows

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

"Assignments, Tests and Surveys" (AT&S) is an assessment engine that enables you to author, publish, manage, grade, and administer tests, quizzes, assignments, surveys and other assessments. AT&S can be accessed by clicking on the *Assignments, Tests & Survey* link on the left menu of sites.

Students use AT&S to take assessments and review their scores and instructor's evaluation comments.

#### WorkFlows

The very first time you enter AT&S, it will look like the example below.



AT&S offers you a couple of different workflows. Depending on your needs or assessments that you need to build and assign in your course sites, you may find one or the other easier to work with.

#### Option 1: Working from the Assessments view:

1. Go to *Assessments* and click on Add.
2. Select the type of assessment you want to create: Test, Assignment, or Survey.
3. Decide if your assessment will have points or not. By default, this setting is checked (set to be worth points).
4. Click on "Add" to author a question (i.e. essay, true / false, etc.)

Note: For assignments, one essay question may be all that you need. For tests, quizzes, exams, or surveys, you will probably need to add more than one question. Click on "Add Another" to keep adding questions to your assessment. The questions will also be added to a pool for you by the system automatically.

5. Add point values to your questions.
6. Preview and Test Drive your Assessment (*Test Drive*)
7. Publish the assessment to make it available / visible to students.
8. Once submissions have been received, grade student work (*Grading*)

#### Option 2: Working from the Question Pools view:

If you plan to develop large question pools to select or draw from them in your assessments, you may find it more efficient to begin by building 'banks' of questions for each assessment that you administer. The workflow of creating and administering assessments starting from the Question Pools area is as follows:

1. Create question pools (*Question Pools*)
2. Add questions to question pools (*Question Pools*)
3. Add an assessment (*Assessments*)
4. Select or draw questions from your pools (*Assessments*)
5. Test drive the assessment (*Test Drive*)
6. If necessary, edit your questions (*Question Pools* or *from Assessments*)
7. Publish the assessment (*Assessments*)
8. Once submissions have been received, grade student work (*Grading*)

The following sections will go into detail for each step of the process.

07/10/2010

Assessment Types

---

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

**Assessment Types**

To get started, click on the Assessments link at the menu bar. If you have not created any assessments before, the list is going to be empty, so just click on the **Add** link at the action menu.

The **Edit Assessment** page appears. You can now see what assessment types are supported.

**Type**

- Test
- Assignment
- Survey

**Points**

This Test is worth points.

**Title**

 [Edit Instructions](#)

 [Manage Parts](#)



**Questions**

 Add
 Select
 Draw
 Move To Part
 Remove

*No Questions*

Total Questions: **0**

Total Points: **0.0**

 Done
 Save

ID: 204180

*Created by Vivie Sinou, Jun 20, 2010 3:09 PM*

*Last Modified by Vivie Sinou, Jun 20, 2010 3:09 PM*

Three assessment types are supported.

**Type**

- Test
- Assignment
- Survey

There is basically no major difference between the *Test* and *Assignment* "type" of assessment outside of the semantic meaning placed on the terms. Likewise, the terms *quiz*, *test*, and *exam* fall under the "Test" category. The difference between them is semantic and often reflects the weight or grade value each is worth (i.e. quizzes are often worth fewer points than exams), and the stress they cause on students (i.e. exams tend to cover more material and are high-stakes).

AT&S does take into consideration the type of assessment that you administer and will customize the system messages to have the appropriate wording. Likewise, if an assessment has only one question, there won't be next and prev or a table of content. And, in assignments, there is no option for 'strict' order, since it's not an exam where order is essential.

Further, if an assessment's type is set to "assignment," the default review settings for new assignments are set to 'manual' and 'upon submission'. This enables students to get back into an assignment in Review to see its instructions and what they submitted (inline or attachments). They won't see grader comments or scores until their assignment submission and scores are released, however. They will see a note that the assignment is not yet graded.

A survey has unique characteristics (i.e. anonymity) and will be discussed in detail later. Each assessment type is distinguished by a unique icon in AT&S, to help instructors and students differentiate the assessment types.

Points or no Points

Instructors have the option to publish assessments that are worth points or have no point value. By default, the setting is checked. You may assign homework for practice but it will not count for a grade. In this case, you want to uncheck the box.

**Type**

Test

Assignment

Survey

**Points**

This Assignment is worth points.

**Title**

Lab #2

If the "is worth points" box is checked, but you forget to assign points to your assessment, AT&S will alert you.

07/08/2010

Adding Instructions

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

[Adding & Editing Instructions](#)

First, add an assessment. From the Assessments view, click on Add and then choose an assessment type. Second, give your assessment a title. This can be modified later, if needed.

Next, add instructions by clicking on the "Edit Instructions" link, located just below the title field.

**Type**

Test

Assignment

Survey

**Points**

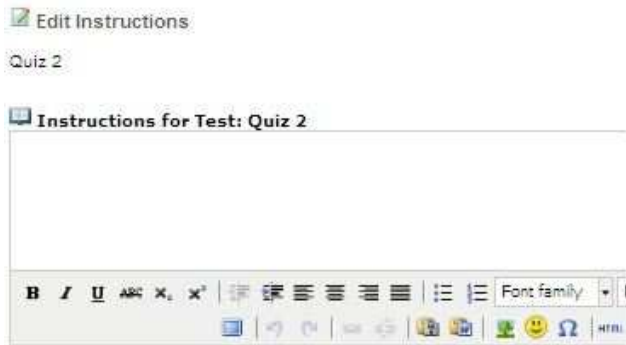
This Test is worth points.

**Title**

[Edit Instructions](#)

[Manage Parts](#)

From "Edit Instructions," you get one convenient screen to add instructions for the assessment and its parts.



Instructions are optional. You may add and revise the instructions in your assessments at any time. Even if your assessments are open to students, you can still return to them to make revisions, as necessary.

If your assessment has several parts, click on Manage Parts to add instructions specific to each section / part.

**Important:** Please keep in mind that the instructions are NOT the same thing as your actual assignment or body of your exam questions! The instructions is information that you want students to see BEFORE they access your actual assessment. It is what they will see in the "Begin" screen. An example of instructions that you may include is things like: This is an open book exam. Or, for this assignment, you may work with a classmate, etc.

If you have 1-question assessments, there will be no need for part instructions. Just leave the instructions screens blank. There will be no mention of "parts" in student view, as a result. In fact, in "Assignments," you may not need to add any instructions at all, as you will probably tell students what to do in the actual assignment.

06/20/2010

## Adding Questions to Assessments

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

### Adding New Questions to Assessments

Now, you are ready to add questions to your assessment. Click on Add (see circled icon below).



If you are adding an 'Assignment,' it is very likely that you will add only one question (i.e. a short answer or essay question). However, if you are creating a quiz or a survey, you will probably author many questions.

You may author questions on-the-fly when adding assignments, tests or surveys by clicking on Add (and Add Another). You don't have to author pools first. When you author new questions from the Assessments view, AT&S creates a pool automatically for you and places the questions there, as well. The pool becomes a master copy of your questions that you can reuse to create new assessments, as desired, without affecting a published assessment. The title of the auto-pool is the same as the title of your assessment so that you can find it easily in your pools. This is another way to build question pools.

### Default Questions By Assessment Type

When you click on "Add" to author a new question in your assessments, depending on what assessment you are working with, AT&S will present you with default choices that hopefully will make your workflow more efficient.

- If you are authoring a test, upon Add, the default question type presented is multiple-choice.
- If you are authoring an assignment, upon Add, the default question type presented is 'essay'.
- If you are authoring a survey, upon Add, the default question type presented is 'likert-scale'.

Upon clicking "Add another" question, AT&S knows what you authored just prior to it, and will present you with the same question type.

When you click on Add a question, the second half of the screen is populated with the fields for you to author the question and add it to your assessment (and automatically to a pool).

**Question Type**

Multiple Choice  
 True / False  
 Essay  
 Fill In The Blank  
 Matching  
 Likert Scale  
 Task

**Survey**

Click to make this a survey question

**Question**

---

**Answer**

True  
 False

You may change a question type at any time (see radio buttons in the above screen shot).

**Important:** Please be careful when changing a question type as you will lose details from components of an authored question if the new question type does not have the same components (i.e. when changing a multiple-choice question to essay, the feedback, hints will be preserved but the 'choices' will be lost, as essay questions don't have choice).

[Editing Authored Questions](#)

Once you add questions and click on Done, they are added in the order authored in the main Edit Assessments view. You can preview a question by clicking on the 'view' icon to the right of the question. To make modifications to questions, just click on the question itself. Notice that questions are hot links.

**Questions**

Order	Description	Type
<b>Part 1</b>		
<input type="checkbox"/> 1	An instructor may choose to use Chat for office hours.	True / False
<input type="checkbox"/> 2	In order to send a private message within the course to the instructor you would	Multiple Choice
<input type="checkbox"/> 3	Introductions & Ground Rules After completing the tasks of this unit, return here and submit	Essay

*editable!*

**Important Notes:**

The changes that you make to questions will propagate automatically to the pools they belong to, and in all other assessments where the questions are used - if and only if the assessment is NOT yet published. If your assessment is published, then any corrections you make to its questions, point value, answer key, etc. will not propagate to the pool or other published

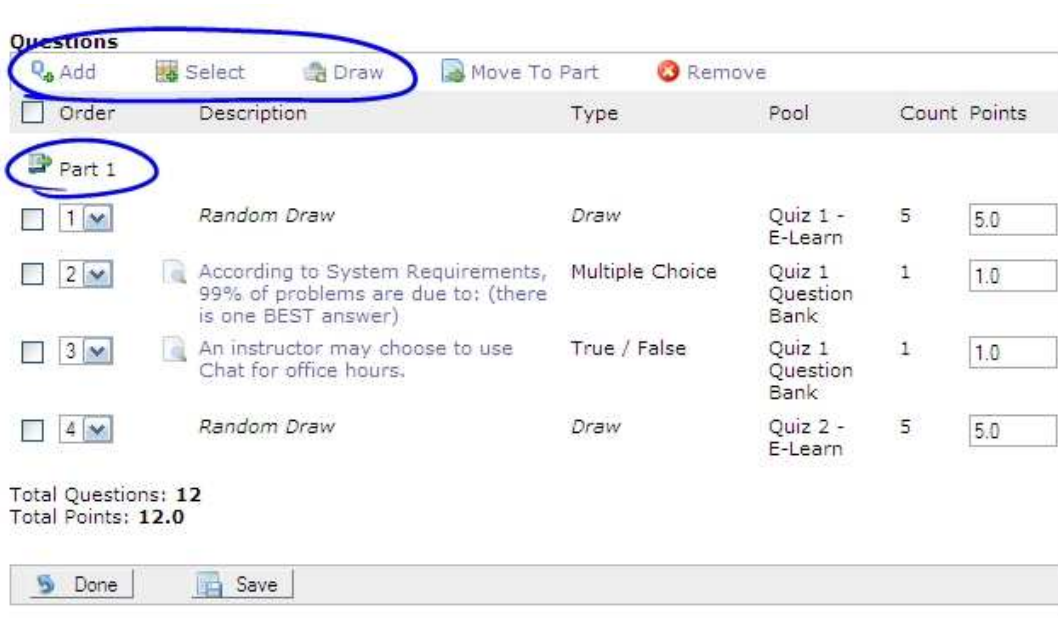
assessments where the questions may be used. If you find errors in published assessments and fix them, please make the corrections in all instances of the questions used in your course (pools and other assessments).

Please be sure to preview your assessments closely and test-drive them PRIOR to publishing them. Changes to questions can be made, but it is always best to not make changes to assessments after some students may have access them.

[Adding Existing Questions to Assessments](#)

If you have authored questions in pools, you may pick manually specific questions from one or more pools and add them to your assessments. Additionally, you may add draws from one or more pools.

These actions are accomplished with the Add, Select, and Draw action links (see below screen shot).



In the above example, AT&S will draw randomly five (5) questions from two different pools and to present all students with two specific questions. In the draws, students will get random questions from the selected pools.

Once questions and / or draws have been added to an assessment, the total number of questions included in the assessment and how many points it is worth will show right above the *Done* and *Save* buttons.

Also, you can specify the order that you want the draws and questions that you selected from pools or authored from scratch to be presented to your students during delivery. You can set the order by changing the number sequence in the drop down menus (see above screen shot) and clicking on *Save* or *Done*.

More details on selecting and drawing questions from pools in the next sections.

06/20/2010

Selecting Questions from Pools

Licensed under Creative Commons 2008-2011, Etudes, Inc.

[Selecting Questions From Your Pools](#)

The Select option allows you to choose specific questions from your pools that you would like ALL students to get.

To select questions manually, click on the **Select** link on the Edit Assessment page.

Check the box to the **left** of a question you want to be on the assessment for all students.

Pool: Quiz 1 - E-Learn Type: Multiple Choice Assessment Questions

Viewing 1 - 13 of 13

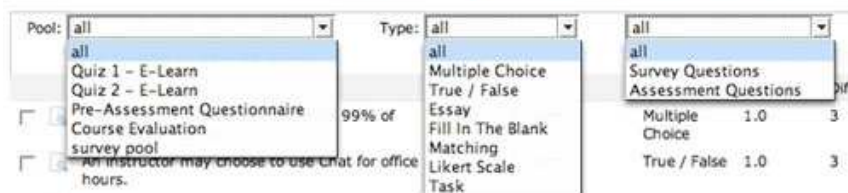
Question	Pool	Type	Points	Difficulty
<input type="checkbox"/> According to System Requirements, 99% of problems are due to...	Quiz 1 - E-Learn	Multiple Choice	1.0	3
<input checked="" type="checkbox"/> In order to send a private message within the course to the ...	Quiz 1 - E-Learn	Multiple Choice	1.0	3
<input type="checkbox"/> The quickest way to find new messages in Discussions is to c...	Quiz 1 - E-Learn	Multiple Choice	1.0	3
<input checked="" type="checkbox"/> The Schedule tool in ETUDES is most similar to:	Quiz 1 - E-Learn	Multiple Choice	1.0	3
<input checked="" type="checkbox"/> The Schedule tool is essentially a calendar that can be view...	Quiz 1 - E-Learn	Multiple Choice	1.0	3

If you're not sure if it's the question you want for sure, click on the **View Question icon** (looks like a page with a magnifying glass) to preview the entire question. Click Return on that page to return to this list of questions.

If you have many questions in your pools, you can narrow down by using the **sort feature** and sort your questions by pool, question type, point value, or even alphabetically, by question. To sort, click on the header row of the question, pool, type, or points.

Another, more efficient way to find questions quickly is to use the **filtering** provided.

### Filter by Pool, Type, Survey/Assessment



Look at the drop-down menu and select the pool from where you want to select questions. Additionally, choose the type of question you want (i.e. multiple choice or essay). The software will shift through all your questions and will display just those that match your criteria. You are now ready to browse through them and make your selections.

Once you've selected manually all the questions you want, click the **Done** button at the bottom of the page.

You're returned to the Edit Assessment page. The questions you've selected are listed.

07/06/10

#### Drawing Randomly from Pools

Licensed under Creative Commons 2008-2011, Etudes, Inc.

#### Adding "Draws" to Your Assessments

The add **Draw** option allows you to select a set of random questions from one or more of your pools and add them in your assessments.

When you include 'draws' in your assessment, each student will receive a random set of questions from your pools. Random draws are also beneficial for practice skills tests and multiple tries. If you want students to practice learning some terminology, for example, random draws from large question pools will ensure that they get served different questions every time they take your practice quizzes.

Additionally, if the assessment is set up so students can attempt multiple tries, they will **not** get the exact same random draw questions each time they take the assessment. How different each test will be with every try depends on the size of your pool. The larger your pools, the higher the randomization possible and choice of questions that can be drawn from to be presented to students.

To add a draw detail to your assessment, click on the **Draw** link on the Edit Assessment page.

All the pools in your course site are listed. To the right of the pool title, there is a column which shows how many questions are available in each pool. Other columns show how many points questions are worth and their difficulty. Note that you can sort by pool title and points.

In the box to the left of the pool titles, add how many questions you'd like to draw from each pool. If you go over the number of questions that are available in the pool, you will get a warning that your selection is invalid.

Click **Done** at the bottom of the page after making your choices.

Insert how many you want

Draw	Pool	Description	Questions	Points	Difficulty
<input type="text" value="2"/>	Chapter 1 - Easy		5	3.0	1
<input type="text" value=""/>	Chapter 1 - Hard		2	7.0	5
<input type="text" value="3"/>	Chapter 1 - Medium		5	5.0	3

Total questions drawn overall: 5

Shows how many available

**NOTES:**

If you are assembling a "Test" with a random draw detail that is calling questions from a pool that has both assessment and survey questions in it, only the assessment questions will be listed in the add a draw component.

Likewise, if you are creating a survey with a draw component that is calling questions from a mixed pool (assessment and survey questions), only the survey questions will be listed in the add draws screen.

07/06/10

Assigning Points to Questions

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

In AT&S, you can set or change the point value of questions for a specific assessment. Note that the fields in the "Points" column for questions OR draws are editable. If you have authored questions in pools and you have assigned point values to them in your pools, when you select these questions in your assessments, the point values from your pools are assigned to the questions by default. However, you can override the question point values for a specific assessment at any time (even if the assessment is published and students have started taking it). The system will auto-adjust the scores.

Any changes to point values you make in the questions of a specific assessment affect the assessment only, and not any other assessments were the questions are used nor the point value of the pools. Change them in all locations, if desired.

Questions may have different point values in the various assessments where they are used.

**Questions**

<input type="checkbox"/>	Order	Description	Type	Pool	Count	Points
<b>Part 1</b>						
<input type="checkbox"/>	1	Random Draw	Draw	Quiz 1 - E-Learn	5	<input type="text" value="20"/>
<input type="checkbox"/>	2	According to System Requirements, 99% of problems are due to: (there is one BEST answer)	Multiple Choice	Quiz 1 Question Bank	1	<input type="text" value="5"/>
<input type="checkbox"/>	3	An instructor may choose to use Chat for office hours.	True / False	Quiz 1 Question Bank	1	<input type="text" value="5"/>
<input type="checkbox"/>	4	Random Draw	Draw	Quiz 2 - E-Learn	5	<input type="text" value="20"/>

Total Questions: 12  
Total Points: 50

If you override point values in questions or draws and change your mind and delete the points from the fields, the default points from the pools will auto-populate the points field of the questions or draws.

07/06/10

Manage Assessment Parts

Licensed under Creative Commons 2008-2011, Etudes, Inc.

Assessment Parts

When you author, select or draw random questions to add to an assessment, you can also choose in **which** part to put them in at the same time.

**For Part**

New Part  
 Part 1  
 Part 2

**Question Type**

Multiple Choice  
 True / False  
 Essay  
 Fill In The Blank  
 Matching  
 Likert Scale  
 Task

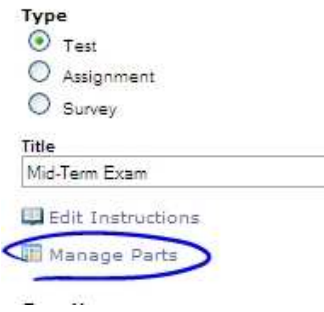
You don't have to use this feature if you don't want to group your assessment questions into parts. It is a choice and a feature that allows you to group your questions into parts as you author or select them (i.e. by topic, chapter, difficulty, objective versus essay questions, etc.). You can keep clicking on Add, Select, Draw, or Add Another, **without** changing the "For Part" selection. By default all of your questions will be added to "Part 1" (created and selected for you). You may return later, prior to publishing your assessment, to group your questions into parts.

In some of your assessments, you may have only one part, while in others, you may want to add several parts. As you will find, one part can be used for a complex assessment, calling questions from all your pools!

You can randomly draw questions from pools, or select questions manually, one at a time, to add to your assessments. The assessment can include questions from many pools. You can have many parts on your assessment, and each part can contain questions from any number of pools.

[Manage Parts](#)

If you like to group your assessments into parts, AT&S offers you a view where you can order parts, title them, or even remove them. To access the "Manage Parts" view, click on its link just below your assessment title.



**Here is a sample "Manage Parts"**



**view:**

Under *Manage Parts*, you can see how many points each part is worth and how many questions it has.

Additionally, you can add or edit titles for your parts. You may also leave part titles blank. If you do so, they will be simply listed as Part 1, Part 2, etc. in delivery / student view. Under *Manage Parts*, you may also delete parts. Please keep in mind that if you delete a part, the part AND its questions will be removed from your assessment! This is not a 'deep' delete, however. The questions still exist in your question pools and you can select them again and add them back to your assessment, if you deleted a part in error.

Also, under *Manage Parts*, you can set the order of your parts (see drop-down numeric menus in the "Order" column). As always, click on *Done* or *Save* at the bottom to accept your changes.

Finally, this view offers the ability to shuffle the components of your parts.

More about shuffling and question ordering in the next section.

[Moving Questions From One Part to Another](#)

You may check individual questions and / or draws and choose to move them into another part. It could be that you designed an assessment without thinking in terms of 'parts' but later wish to group the questions into distinct parts by topic, chapter, difficulty, objective versus essays, etc. Just check the questions or draws and click on "Move to Part". Choose the part to move them into and complete the process.

**Questions**

<input type="checkbox"/>	Order	Description	Type
<b>Part 1</b>			
<input checked="" type="checkbox"/>	1	Random Draw	Draw
<input type="checkbox"/>	2	According to System Requirements, 99% of problems are due to: (there is one BEST answer)	Multiple Choice
<input type="checkbox"/>	3	An instructor may choose to use Chat for office hours.	True / False
<input checked="" type="checkbox"/>	4	Random Draw	Draw

07/06/10

Question Ordering & Shuffling

---

Licensed under Creative Commons 2008-2011, Etudes, Inc.

**Ordering Questions**

Once you have added questions or draws to an assessment, you can order how you want them to appear for students. Set the number in the drop-down menus to set the order to the position you want.

<input type="checkbox"/>	1	Random Draw	Draw
<input type="checkbox"/>	2	According to System Requirements, 99% of problems are due to: (there is one BEST answer)	Multiple Choice
<input type="checkbox"/>	3	An instructor may choose to use Chat for office hours.	True / False
<input type="checkbox"/>	4	Random Draw	Draw

Total Questions: **12**  
Total Points: **12.0**

When you are finished, click on **Done** at the bottom of the page to return to your list of Assessments.

You will set the dates of the assessment, and publish your assessment from that page.

[Shuffling or Preserving Order](#)

Under the "Manage Parts" view, AT&S allows you to **shuffle** questions within a part.

**Manage Parts**  
Mid-Term Exam

**Edit Instructions**

Order	Title	Shuffle	Summary	Points
<input type="checkbox"/> 1	Objective Part	<input checked="" type="checkbox"/>	12 questions, 1 draw, 2 selections	50.0
<input type="checkbox"/> 2	Essay Part	<input type="checkbox"/>	2 questions, 0 draws, 2 selections	150.0

Done Save

In the above example, the assessment is set to shuffle the components (questions and draws) of part 1, whereas in the second part, the two essay questions are set to be presented to students as authored or listed in the edit assessment view. If shuffle is not checked, then part details come in their order.

As AT&S supports 'hybrid' parts (a part can consist of single questions and draws) that have the option to be shuffled or not, order is important. Part detail, for both manually selected or added questions and draws, is preserved.

07/06/10

**Publish Settings**

Licensed under Creative Commons 2008-2011, Etudes, Inc.

**Set Dates**

You can set open and due dates for your exams either from the Assessment List or within Publish Settings.

Assessments | Question Pools | Grading | Test Drive

**Assessments**

Type	Title	Open Date	Due Date	Accept Until	Publish
<input checked="" type="checkbox"/>	Reflection: Introductions & Ground Rules	Jul 6, 2010 6:00 AM	Jul 7, 2010 11:45 PM	Jul 9, 2010 11:45 PM	
<input type="checkbox"/>	Reflection: Module 01 - Gateway Overview	Jul 6, 2010 6:00 AM	Jul 7, 2010 11:45 PM	Jul 9, 2010 11:45 PM	
<input type="checkbox"/>	Reflection: Module 02 - Announcements	Jul 6, 2010 6:00 AM	Jul 7, 2010 11:47 PM	Jul 9, 2010 11:45 PM	
<input type="checkbox"/>	Reflection: Module 03 - Schedule Events	Jul 6, 2010 6:00 AM	Jul 7, 2010 11:45 PM	Jul 9, 2010 11:45 PM	
<input type="checkbox"/>	Reflection: Module 04 - Chat Assignment	Jul 7, 2010 6:00 AM	Jul 9, 2010 12:00 PM	Jul 12, 2010 11:45 PM	

To set dates on the Assessment List page, click on the calendar widget to the right of the date box. Enter the time and then click on the date.

After setting all the dates, be **sure** to click the **Save** button at the bottom of the page.

**Publish Settings**

Before students can take an assessment, **it must be published**. To set your delivery options for an assessment prior to publishing it, click on the settings icon in the Publish column of the assessment.

**Publish**

The gear icon with the green check mark indicates an assessment is already published, whereas the other icon indicates that an assessment is not yet published (*plain gear icon*).



Once an assessment is published, you can unpublish it at any time, even after submissions have been received. When you unpublish an assessment, it will be removed from the student list, grading view of AT&S, and the gradebook.

You can publish an assessment from two different locations:

1. Check the box to the left of the assessment and then click on the Publish icon on the action menu. This will add a green check box on the gear icon under the Publish column, indicating that the assessment is now published and available to students. They can see it in their view, though they may not be able to access it, if it is not yet open. You may check and publish several or all assessments at the same time by using the "Publish" button.
2. Alternatively, you can click on the gear / settings in the Publish column for any assessment, adjust the settings for your assessment and click on Publish at the bottom of the settings view. This workflow is the recommended path for publishing new assessments, as it invites you to think about the presentation and delivery settings for your assessments prior to publishing them. Once you have administered the assessments a few terms and you have solidified the desired settings, then following the publication process under #1 is more efficient.

Regardless of what process you follow, you can change all settings and make revisions to assessments after they are published. Most changes are allowed, with the exception of adding or deleting questions and parts.

The settings listed in the section below can be altered at any time, even after submissions have been received. For example, if you change the due date or the number of tries allowed, the changes will be reflected in all students' views, whether they've submitted the assessment or if they have not yet started it.

### Assessment Types

At the top of the publish settings page, you can select an assessment **'type.'** Your choices are Test, Assignment or Survey. The 'type' for an assessment can be set in this view or when adding / editing an assessment.

#### Type

- Test  
 Assignment  
 Survey

You can change a "Test" to "Assignment" and vice versa, or to "Survey" type at any time, even after students have begun submitting tests or assignments. However, you cannot change a "Survey" to another type, as surveys are by design anonymous and permitting them to be changed would compromise the integrity of the anonymity, as "Tests" and "Assignments" reveal the names of submitters.

### Delivery Dates

Delivery dates can be set on the Assessments list page or the publish settings page.

**Open**

**Due**

**Accept Until**

The easiest way to set your delivery dates is to use the calendar widget. If you want to establish a grace period within which students can submit work late, you can enter an "Accept Until" date that is later than the due date. Submissions will be accepted past the due date and up to the "Accept Until" date, but they will be marked late ("- Late" in red) in Grading.

If you leave the Accept Until field empty, assessments will not be accepted after the due date.

Note: Students do not see the "Accept Until" date anywhere. It is up to you to tell them that you've set a grace period.

### Tries

Assign how many tries you will allow students to have. Select Unlimited if there is no limit.

**Tries**  
 Number of Tries   
 Unlimited

### Time Limit:

If your assessment has a time limit, check that radio button and set the limit. Otherwise, leave it as untimed.

If you're unsure exactly how to insert the time, click on the *Instructions* link, which will show examples of how to format your time. Click close when you're done.

**Time Limit** Untimed Timed [Instructions](#)

The format for setting time limit is:

**hh:mm (hour min)**

**Examples:**

- 01:00 - 1 hour
- 01:30 - 1 hour, 30 minutes
- 00:30 - half hour
- 50:00 - 50 hours
- 00:90 - 1 hour, 30 minutes (it will be changed to 01:30)

 [Close](#)**Review Options**

These settings affect what students will be able to see in *Review* after they submit the assessment.

 **Release Submissions & Grades**

- Automatic release
- Manual release

 **Model Answer**

- Show for released submissions in review

**Send to Gradebook**

- Send to Gradebook

**Anonymous Grading**

- Suppress user name while grading

 **Password (optional)****Make Review Available**

- *Upon submission* shows review immediately after students submit their assessment.
- *Upon release* shows after instructor grades and releases graded submissions.
- *After date* shows review at a specific time that you set.
- *Never* means students cannot see review unless you change this option later to something else.

**Show Answer Key & Item Scores**

- *For all answers* allows students to see which answer is correct or incorrect and how they did on each.
- *Only for correct answers* will not show the correct answer key nor scores for questions a student missed.
- *Never* means students won't have access to review at all. They will not have access to the assessment questions, their responses, answer key, scores, feedback, or anything. There will be no hot link to Review.

**Show Feedback** allows students to read any additional feedback that you included when authoring the questions.

**Grading Options**

This is where you make choices about grading assessments and their listing in the gradebook.

**Release Grades**

- Automatic release  
 Manual release

**Send to Gradebook**

- Send to Gradebook

**Anonymous Grading**

- Suppress user name while grading

**Password (optional)**


- [Automatic Release](#) means that the assessment will be auto-scored by the system and the results will be returned to students automatically. If there are any essay questions in an assessment and it is set to 'automatic release,' students will see the scores of the objective questions, but essays will have to be manually graded. Students will see a partial score for the assessment until you grade the essays and release the submissions.
- [Manual Release](#) means that grades are not returned to students until after the instructor releases them. A combination setting of "upon submission" with "manual release" is a desirable setting for assignments and essays, as it will allow students to review the assessment and what they submitted after they turn it in, even if it not yet graded.
- [Model Answer](#) is a setting that allows instructors to show a model answer or solution to students in review, after scores and evaluation comments are released. Students can get in to view an assignment and what they submitted immediately upon submission, but the model answer (if the setting is checked and a model answer is provided in the questions) will be shown (optionally) \*after\* scores and submissions are released to students by the instructor.
- [Send to gradebook](#) enters a column for this assessment in the gradebook and sends results to the gradebook.
- [Anonymous grading](#) allows you to grade assessments without knowing which submission was made by which student. This setting can be reversed by unchecking the anonymous grading check box at any time. Surveys are *always* anonymous and, once published, cannot be reverted to reveal student names.
- [Password](#) is an option for additional security and control of delivery of assessments, possibly at a proctoring facility or classroom. If you include a password, then students must type in the password before accessing the assessment. This is in addition to their standard login into the system.

**Receiving Results Via Email**

You can define an email address under the Settings of an assessment if you would like to receive the results when the assessment closes. If you are co-teaching, or have TA's in your class, you may set more than one email address. Separate them with a comma.

**Send to Gradebook**

- Send to Gradebook

**Anonymous Grading**

- Suppress user name while grading

**Automatically Email Results**

Send results email to these addresses (comma separated)

someone@aol.com

This does not include attachment submissions. This is for inline submissions and objective exams only.

**Presentation Settings**

The settings in this section affect the presentation of an assessment. They can be changed at any time, even if an assessment is published, has student submissions, or test-taking is in progress.

**Honor Pledge:** If you require students to accept an honor pledge stating they did not receive nor give assistance, check the box. Once checked, students will not be able to begin the assessment until the *Accept* the honor pledge.

**Hints:** If you want students to see the hints that you included when you authored your questions, check the hints check box and they will be made available to students while taking the assessment.

This feature gives you great flexibility in that you can allow hints in low-stakes quizzes, but disable them under 'Settings / Publish' when using the same questions in a high-stakes exam. Same questions -- different "show hint" option.

**Navigation:** Choose "**Flexible Order**" if you want to allow students to answer the assessment's question in whatever order they want. This is the typical navigation setting for assessments, and it is the default. It is learner-friendly, allowing students to work on what they know first. If learners are unsure about the answer to a question, they can mark it for review and return to it later before submitting their work. They can proceed to the next question and return to unanswered questions at a later time. Learners have previous and next buttons to move about and access to a Table of Contents to jump to any questions they want to revisit. They can change their answers.

If you choose "**Strict Order**," it means that students will be able to see and answer a question only once. Students do not have previous buttons in "Strict Order" assessments, and no Table of Contents. They cannot go back to review answered questions or change their answers. This navigation option is used typically in high-stakes exams.

**Layout:** You can select how you want questions to be displayed in your assessment: **one question per page, one part per page, or all questions on a single page.**

Setting your assessment to display **one question per page** is **highly recommended** as if students lose their internet connection or if they experience browser or computer issues, they will not lose their answers. When students answer one question per page, when they click on 'Next', their answer is saved. But, when many questions are on one page, the responses are not saved until the student clicks on Next, Continue Later, Table of Contents, or Finish.

For short surveys and quizzes, choosing to display them on one page is efficient. If there are technical issues, not much is lost. Students can answer the questions again. If the assessment includes dozens of questions, having them all on one page and losing one's responses can be frustrating, particularly if there is a pressing deadline.

**Part Numbering:** If you have several parts on your assessment, choose if you want question numbering to be continuous across parts, or if you want questions to start over at one (1) with the first question of each part.

Note: Continuous numbering + no part titles will blend all the parts together, and will show no separate screens when a new part starts.

**Final Message:** Type in a message you want students to see (if any) once they've clicked on *Finish* and submitted their work.

Summary Settings

Once you've made all your settings choices, at the bottom of the page there is a summary of what your assessment consists of.

**Summary**

This Assignment consists of:

- 1 Parts
- 1 Questions
- 100.0 total points

Done
Save
Test Drive
Publish

**Presentation**

**Honor Pledge**  
 Require users to accept

**Hints**  
 Show during delivery

**Navigation**  
 Flexible Order  
 Strict Order

**Layout**  
 One Question Per Page  
 One Part Per Page  
 All questions on one page

**Part Numbering**  
 Continuous  
 Restart on each part

**Final Message**

Type message here if desired.

Click on the *Publish* button if you're ready to publish the assessment, or on the Save button if you want to keep the settings you've chosen but aren't ready to publish.

**Important:**

Before you click on *Publish*, it is strongly recommended that you click on *Test-Drive* to view the assessment from the student perspective and catch and fix any errors in point value or question text before you publish it. Although you can still make changes after students have accessed your assessments, it is best to not make changes on them.

01/21/11

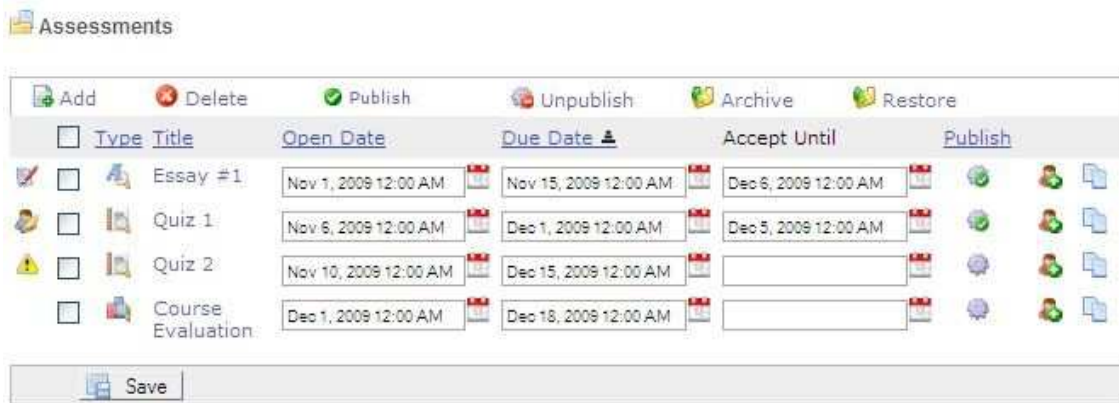
Manage Assessments

Licensed under Creative Commons 2008-2011, Etudes, Inc.

**Assessments List Page**

Once you've created some assessments, they will be listed on the Assessments List page.

You can add more assessments, delete those that have no submissions, publish or unpublish assessments, and archive/restore any assessments on this page. There are action icons that allow you to view, establish your settings and publish assessments, set special access, and duplicate assessments. And you can easily set assessment open and due dates for all assessments from the list page at once. This section covers the behavior and use of these functions.



**Icons – Icons – Icons**

When you look at the rows on the Assessment List page, there are several icons in each row, each affiliated with that assessment. The screen shot to the right shows these icons with the title and dates portions removed.

Let's describe what these icons are for, starting with the left-most column.

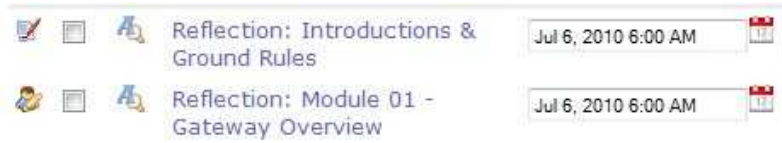


**Little Fellow or red pen icon:**

This icon indicates that the assessment has submissions. It is labeled 'Live' on the screen shot because at least one person has submitted the quiz. Once an assessment has submissions, it cannot be deleted, but it can be unpublished and archived, if desired. You can go directly to Grade Submissions for this assessment by clicking on the "Live" fellow with the grading pen icon to access and evaluate submissions for this specific assessment.

The live fellow icon indicates that your submissions have been graded - either automatically by the system (for objective assessments) or by you. If submissions are awaiting you to grade them, you will see a red pen icon in place of the little person icon.

In the example below, the first assessment has submissions that need to be graded, as indicated by the red icon. Everything has been graded in the second assessment.



This column may also show a **yield** sign, indicating there is something invalid with the assessment. If you've chosen more questions from a pool than it has or if you have parts with no questions, or if you have an assessment with no title, or you have forgotten to assign points, you'll see that yield sign. You'll need to fix the problems before the assessment can be published. This is to protect you from publishing assessments with serious problems.

**Type:** The Type column shows if the assessment is a test, survey, or an assignment. You can sort items by type. Also, you can **preview** the assessment by clicking on the Type icon. This is a preview (not a test drive). All the questions will be on one page, along with your answer key to preview them. After you click on the Preview / Type icon to the left of an assessment's title to preview it, you can click on Next to move to the next one, and so on, until you have previewed all of your assessments. This feature allows you to preview all assessments - published or not.

**Publish:** This is where you establish your settings and publish an assessment. Just remember that if it has the green check icon, it's published, and if it is the plain gear / settings icon, it's not published.

**Special Access:** Clicking on this icon allows you to add special access privileges (i.e. more time, more tries, later due date, etc.) for one or more students. It will be described in more detail below.

**Duplicate:** Clicking on the Duplicate icon will create a virtually identical assessment. The only differences are: 1) a new ID number, 2) the new one will NOT be published, even if the original was, and 3) the title of the duplicate will include information on when it was copied, date and time.

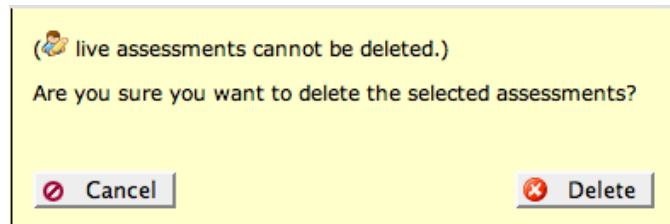
**What Else Happens on this Page?**



**Add:** Click on the *Add* link to create your assessment.

**Delete:** Delete assessments by checking in the box to the left of the title, and then click on the Delete link. Only assessments which have not been started by a student can be deleted (no submissions yet).

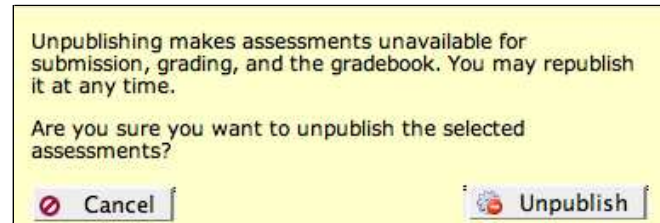
**Publish:** Check the box to the left of the assessment and then click on the Publish icon on the action menu. This will add a green check box on the gear icon under the Publish column, indicating that the assessment is now published and available to students. They can see the assessment in their view, though they may not be able to access it, if it is not yet open. You



may check and publish several or all assessments at the same time by using the "Publish" button.

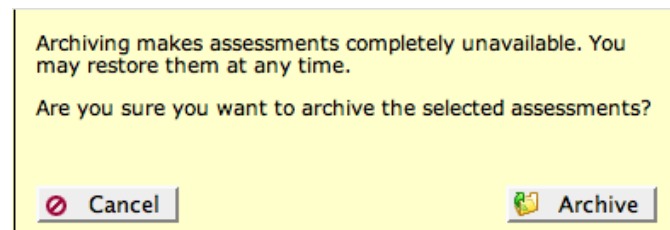
**Unpublish:** You can unpublish an assessment by checking the box and clicking on the Unpublish link. Live assessments can be unpublished. Unpublished assessments are not seen by students, whether they've been submitted or not. Unpublished assessments are also removed from the Grading section of AT&S.

Also, when an assessment is unpublished, its entry and points are removed from the Gradebook. However, if you republish an assessment that you unpublished in error, the item and grades will be restored in the gradebook, and in the Grading area of AT&S.




**Archive:** Selecting an assessment and clicking the Archive link will remove it from your view, as well as student view, if it were published. As archived items become unpublished, they will be removed from Grading and the Gradebook as well.

When you archive a published assessment that had submissions, you will not lose those records. Upon restoration, they will be available in Grading again.





**Restore:** If you decide that you want to restore an assessment that you've banished to the archives, you can always get it back by clicking on the Restore link. Check the item(s) you want to restore and then OK.

The item is back on the Assessment List page. However, it is unpublished, so you'll have to publish it again if you want students to view/take it, or for the grades to be sent to the Gradebook.

 **Restore**

Select Assessments to Restore

	View	Title	Date Archived
<input type="checkbox"/>		Quiz Chapter 3	Nov 27, 2007 3:00:54 PM
<input checked="" type="checkbox"/>		Midterm	Nov 27, 2007 3:00:54 PM

OK  Cancel

**Special Access**

There may be times when you want to have different access privileges and settings for one or more students. This is particularly important for accommodating students with disabilities. Perhaps you have a student who needs extra time on an exam, or maybe someone has a great excuse for needing to take the exam at a different time than you've set. This feature allows you to be flexible and accommodating.

When that is the case, you'll want to use the Special Access feature.

As explained above, you access the Special Access feature by clicking on the small "head" icon on the right side of Assessment list. At first the Special Access page indicates none has been defined yet.

Click on the **Add** link.



First, select the student to whom you are assigning special settings. If there is more than one to have the same settings, select them all.

Next, change the existing settings to indicate what should be special for this student. You can change more than one setting.

Finally, click the **Done** button at the bottom of the page to have the new settings take effect.

**Name(s)**  
 1 - select student

**Open**  
 2 - make changes

**Due**

**Accept until**

**Time Limit**  
 Untimed  
 Timed

**Tries**  
 Unlimited  
 Number of Tries

**Password (optional)**

3 - click Done

Upon clicking **Done**, you are returned to the Special Access list. Students you chose in step 1 above are now listed. Next to their names it shows what their new settings are.

Click on the **Return** button at the bottom of the page to go back to the Assessment List page.



07/06/10

### Import Assessments Selectively

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

Import from site allows you to import all the tests, assignments, and surveys from one site to another. What if you needed to import only one or two assignments? To do that, you want to use the "Import" function that is available under Assessments in AT&S.

Step 1: Click on Import.

Assessments | Question Pools | Grading | Test Drive

Assessments

Open Date	Due Date	Accept Until	Actions
Mar 7, 2011 6:00 AM	Mar 9, 2011 11:45 PM	Mar 11, 2011 11:45 PM	<a href="#">Delete</a> <a href="#">Publish</a> <a href="#">Unpublish</a> <a href="#">Archive</a> <a href="#">Restore</a> <a href="#">Import</a>
Mar 7, 2011 6:00 AM	Mar 9, 2011 11:46 PM	Mar 11, 2011 11:45 PM	<a href="#">Delete</a> <a href="#">Publish</a> <a href="#">Unpublish</a> <a href="#">Archive</a> <a href="#">Restore</a> <a href="#">Import</a>

Step 2: Clicking on Import will take you to a view where you can select the site to import from.

Select a site and click on OK at the bottom.

Import Assessments

Select a site for import

- CTI 100 GP SU09
- CTI 100 GP SU10
- CTI 101 HB SP09
- CTI 101 HB SU09

Step 3: You will now see a list of all the assessments that you have in that site. Check the boxes of the assessments that you'd like to have copies of in your destination (current) site. Click on OK at the bottom to continue.

Import Assessments

Select assessments to import into this site

- Select All
- Course Evaluation
- Unit 1: Welcome & Getting Started
- Unit 2: Building Community
- Unit 3: Focusing on You As a Teacher
- Unit 4: Good Practice In The Online Classroom
- Unit 5: Planning Your Online Course
- Unit 6: Translating Content To Online
- Unit 7: Effectiveness of Online Courses

A copy of the selected assessment(s) will be imported over, along with its master pool.

4/10/2011

Working with Surveys

AT&S supports creating, publishing, and administering surveys.

Although similar to other assessment types, surveys are different from tests, quizzes, and assignments in several ways:

- surveys have no answer key
- surveys are never scored
- surveys are always anonymous
- once published, you cannot change a survey to test or assignment

[Survey Questions](#)

First, when creating a pool for survey questions, make it worth 0 points.

**Pool Title**  
survey pool

**Description**  
mixed question: survey & objective

**Point Value**  
0.0

**Difficulty**

- Level 1 - easiest
- Level 2
- Level 3
- Level 4
- Level 5 - most difficult

**Done**

**When creating a pool for survey questions, make it worth 0 points.**

Even if you enter a point value for a pool that contains survey questions (and possibly assessment questions), if the survey questions are used in a survey, no points will be assigned to any of the questions in the published survey.

It is best to create unique pools for survey questions.

When you create questions, you can mark it as a survey type by clicking on the survey check box. Survey questions, by design, will be worth 0 points, even if the question is in a pool that has a point value.

**Edit Question**

Course Evaluation

Point Value: 0.0  
Difficulty Level: 3

**Note:**  
**No points on this essay question**

Essay

**Survey**

This is a survey question

**Question**

What I liked best about this course was . . .

You will not be setting an answer key in survey questions, as there is no right or wrong answer on surveys.

It is acceptable to mix assessment questions and survey questions in a single pool. However, remember that any question marked as a survey will not have a point value, whereas assessment questions will be worth the point value of the pool. *In other words, if you have a pool with a point value of 5, all Likert-Scale questions and all other survey questions will be worth 0 points, while assessment questions in the pool will be worth 5 points each.*

When you look at a list of questions within a pool, the icon to the left of a question will indicate if the question is an assessment or survey question. You can have True/False, Multiple Choice, survey questions, etc. in a single pool.

**survey pool**  
 Point Value: 0.0  
 Difficulty Level: 3

**Mixed Pool**

Some survey questions      Different types

[Add Question](#)   [Move to Pool](#)   [Copy to Pool](#)   [Delete](#)

Viewing 1 - 6 of 6

Question	Type
<input type="checkbox"/> I learned a lot about pets in this class	True / False
<input type="checkbox"/> The best thing about this class was:	Essay
<input type="checkbox"/> The book was . . .	Multiple Choice
<input type="checkbox"/> The instructor was well-prepared.	Likert Scale
<input type="checkbox"/> The think I liked least about this class was:	Essay
<input type="checkbox"/> This course was . . .	Likert Scale

[Return](#)

[Create a Survey](#)

Begin by clicking on the **Assessments** link at the menu bar, and then click the **Add** link.

Choose the **Survey** type and give this survey a title. Add instructions if you want.

**Type**

- Test
- Assignment
- Survey

**Choose Survey type**

**Title**

Sample Survey

The workflow for adding questions to surveys is the same as that of tests or assignments. You may author and add new questions, select existing questions, or draw random survey questions from your pools.

[Add Draws in Surveys](#)

If you click on Draw to add random survey questions to your Survey, you will all your pools. In the Draw fields on the left, enter in the number of survey questions you want to draw from a pool.

Draw	Pool	Description	Questions
<input type="checkbox"/>		Course Evaluation	8
<input checked="" type="checkbox"/>	6	Pre-Assessment Questionnaire	20
<input checked="" type="checkbox"/>	1	Quiz 1 - E-Learn	20
<input type="checkbox"/>		Quiz 2 - E-Learn	15
<input checked="" type="checkbox"/>	3	survey pool mixed question: survey & objective	4

Total Questions: **10**

**When drawing from a pool with mixed questions, only the survey questions will be listed to draw from**

If you created a pool that includes assessment and survey questions, only the number of survey questions will be listed. Look at the number of questions available to find out the maximum you can draw from.

Since this has been identified as a survey, no points will be assigned.

Click **Done** when you're finished.

[Selecting Questions From Pools](#)

To select survey questions that you have authored and stored in pools, click on the **Select** link. You will see a list of ALL your questions in ALL pools. You may decide to filter out questions to make it easier to find the ones you want. In addition to filtering by pool and type, you can filter to list only **survey** questions.

**Filter by Pool, Type, Survey/Assessment**

If you select and include assessment questions in your surveys, they will be like pop quizzes in the middle of the survey. However, remember that on a survey, these assessment questions will have no point value.

Check the box next to questions you want to include on your survey and click **Done** at the bottom.

If you want to reorganize the questions you've selected, use the drop-down number lists to sort.

If you click on Select again to choose more questions for your assessment, you'll see check marks next to questions you've already chosen.

**Checks indicate question has already been chosen**

<input type="checkbox"/>		Suppose an instructor created a one-hour timed test that clo...	Quiz 2 - E-Learn	True / False	1.0
<input checked="" type="checkbox"/>		The best thing about this class was:	survey pool	Essay	0.0
<input checked="" type="checkbox"/>		The book was . . .	survey pool	Multiple Choice	0.0
<input type="checkbox"/>		The content of this course was...	Course Evaluation	Likert Scale	0.0
<input type="checkbox"/>		The discussion tool allows you to attach files, embed images...	Quiz 1 - E-Learn	True / False	1.0
<input type="checkbox"/>		The instructor responded to questions in a timely manner a...	Course Evaluation	Likert Scale	0.0
<input checked="" type="checkbox"/>		The instructor was well-prepared.	survey pool	Likert Scale	0.0

If you add another Draw, be sure not to go over the number of questions still available. If you do, you'll get a warning sign indicating the problem. You'll need to fix the incorrect draw number before continuing.

When you're done creating your survey, click the Done button at the bottom of the page to return to the assessment list. Notice the unique icon for surveys in the "Type" column.

Type	Open Date	Due Date	Accept Until	Publish	Special Access	Duplicate
<input type="checkbox"/> Module 14 - Gradebook	Mar 20, 2008 6:00 AM	Mar 24, 2008 11:45 PM	Mar 26, 2008 11:45 PM			
<input type="checkbox"/> Week 2 Quiz	Mar 20, 2008 6:00 AM	Mar 24, 2008 11:45 PM				
<input type="checkbox"/> Feedback Survey	Mar 21, 2008 6:00 AM	Mar 27, 2008 11:45 PM				
<input type="checkbox"/> Final Exam	Mar 21, 2008 6:00 AM	Mar 27, 2008 11:45 PM				

**Publish Survey**

As with other types of assessments, when you're finished creating a survey, you'll need to publish it to make it available to your students. The procedure is the same as described in the prior section on publishing. Click the publish icon on the assessments list page, set your options, and click on the Publish button at the bottom of the page.

**Note:** As is recommended with all assessments, it is a good idea to **test drive your survey prior to publishing** it so that you can catch any errors in your questions and fix them. Once the survey is published, it is locked, and any subsequent changes to the text of question in the pools will not be reflected in published surveys where the questions are used.

There are a few differences between assessments and surveys:

- Once you've published a survey, you cannot changes its type to test or assignment.
- Submissions are anonymous by default and you cannot uncheck anonymous to see user names.
- There is no option to send grades to the Gradebook.
- There is no point value listed in the survey summary information.

**Other Points About Surveys**

- View survey results by clicking on **Summary of Data** link on **Grading** page.
- Review submissions and send back evaluation comments to students.
- Instructor can set special access privileges for individual students if necessary.

07/06/10

**Test Drive**

Licensed under Creative Commons 2008-2011, Etudes, Inc.

Once you've created an assessment, you can Test Drive it to see what the student experience will be.

In the links at the top of the window, click on **Test Drive**.

Assessments | Question Pools | Grading | **Test Drive**

**Assessments**

Type	Title	Status	Open	Due	Time Limit	Tries	Finished	Grade
A	Introductions & Ground Rules Begin	Closed	Mar 10, 2008 6:00 AM	Mar 12, 2008 11:00 PM	∞	0 / 1	-	-
A	Module 01 - The Gateway Begin	Closed	Mar 10, 2008 6:00 AM	Mar 12, 2008 11:15 PM	∞	0 / 1	-	-

Alternatively, you can access Test Drive from a button at the bottom of the Publish / Settings view.

**Summary**

This Test consists of:

- 1 Parts
- 4 Questions
- 4.0 total points

Save **Test Drive** Publish

The *Test Drive* list page looks just as it will to students.

Click on **Ready to Begin** in the Status column or on **Begin** under the assessment title to get started. The assessment will open up for you to take. It will be **exactly** the same experience that your students will have.

Test Center: Taking: Quiz Chapter 1

Prev Table of Contents Next Continue Later Finish Instructions

Part 1 of 2 - Random Draw (max 10)

Question 1 of 8 (max 5)

Match the animal with its phyla.

Match	Choice
1. Chordata	Select A. Sponge
2. Platyhelminthes	Select B. Spider
3. Nematoda	Select C. Flat worm
4. Arthropod	Select D. Human
	E. Round Worm

Review

Check to review before finishing (will be flagged in Table of Contents)

Prev Table of Contents Next Continue Later Finish Instructions

**Test Driving Review**

If you've set the assessment for immediate review feedback after submission, you will be able to review how you did right after you click the Finish button. Depending on the review options you've established, you may be able to review how you did immediately, after a specific date, or never. You may be able to review what you got right or wrong, and how many points you earned. How much you are able to review depends on the settings of the assessment.

Feel free to play around with the settings of your assessment and test-drive it to see what students will see in Review.

[Question Pools](#) | [Assessments](#) | [Grading](#) | [Test Drive](#)

**Assessments**

Title	Status	Open	Due	Time Limit	Tries	Finished	Grade
Quiz Chapter 2 Try again	Finished (may try again)	Nov 9, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	-	1 / 10	Nov 27, 2007 2:36:01 PM	15 No Review
Quiz Chapter 1 Try again	Finished (may try again)	Nov 8, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	-	1 / 10	Nov 27, 2007 2:31:29 PM	35 Review

After reviewing your results, you will be returned to the Test Drive list of assessments.

**Differences Between Test Drive and an Actual Student Experience:**

- You can test drive unpublished assessments. Students don't see unpublished assessments.
- You can test drive an assessment as many times as you wish, regardless of the limit of tries you've set.
- You can test drive assessments that are closed.
- You will see your score in Review and list of assessments, but the score is **not** sent to the Gradebook.
- Instructor attempts are not included in the Summary of Data (statistics).

**Order of Assessments List**

Assessments are listed by due date so that items that require students' attention are listed at the top.

More specifically, the order of assessments is affected by the following:

- (1) In student view, assessments are listed based on due dates and then in alphabetical order.
- (2) The minute students BEGIN an assessment (possibly out of order, if many are open), and it is 'in progress,' it moves up to the top of the list, as it's something that they MUST attend to. "In-progress" assessments are high priority. Assessments whose 'accept until' (hard due date) is approaching are also high priority and will be marked with "Attention Required" for students to see easily.
- (3) The minute students 'finish' an assessment, it gets moved to the bottom of the list, as it's done with and should not clutter their assessments list of open ones that they should study for and take within the due date.

In summary, the finished, past due assessments are listed at the bottom and the newer, open ones are listed first, with the 'in progress' ones, particularly timed exams (where time is running out!), listed higher than any others.

07/06/2010

TinyMCE Editor

Licensed under Creative Commons 2008-2011, Etudes, Inc.



The editor used in AT&S for authoring questions, answers, grader comments, etc. is called TinyMCE.

The left-most icon on the TinyMCE toolbar is the full-screen toggle. If you want to open the editor box in a full window, click on this icon. A new window, consisting of just the editor box, appears, giving you the whole screen to compose. Click again on the icon to return to normal view.



The back and forward arrows allow you to **undo** actions and return back or forward a step. A few steps are remembered.



A number of standard font formatting buttons are available: **bold**, *italic*, underline, ~~strike thru~~, subscript and superscript.

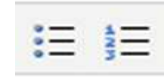


These icons justify your paragraphs:

Outdent, indent, left justify, center, right justify, and justify both edges.



Bulleting and numbering of paragraphs.



These icons allow you to link/unlink text and upload documents and media or insert images into the text window.



Authors can link to existing documents, media, or images on the web, or upload documents, media, and images using the hyperlink and image icons of the editor toolbar.

The following section covers how to use these functions.

### Inserting Hyperlinks to Web Pages or Web Documents

To create a hyperlink that points to a website or a document that exists on the internet, follow these steps:

1. Type the text you want to be a link and then select that text to highlight it.
2. Click on the link icon. The Insert/edit link box appears.

3. Type the URL into the box and set the target to open in new window. Make sure it's a valid URL and that you've included the "http://" part in the URL address.

To remove a hyperlink, highlight the text with the link and click the un-link icon on the tool bar.

### Uploading and Linking to Media and Documents

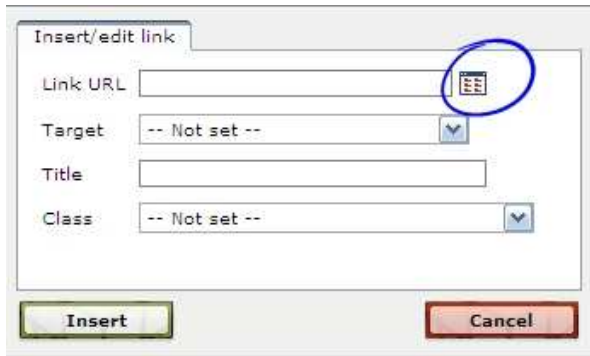
Following a similar process as above, you can also upload documents and media files from your desktop computer into text and use the hyperlink feature to link to them and allow your learners to open the resources.

1. Highlight the text that you want to link an uploaded document to.

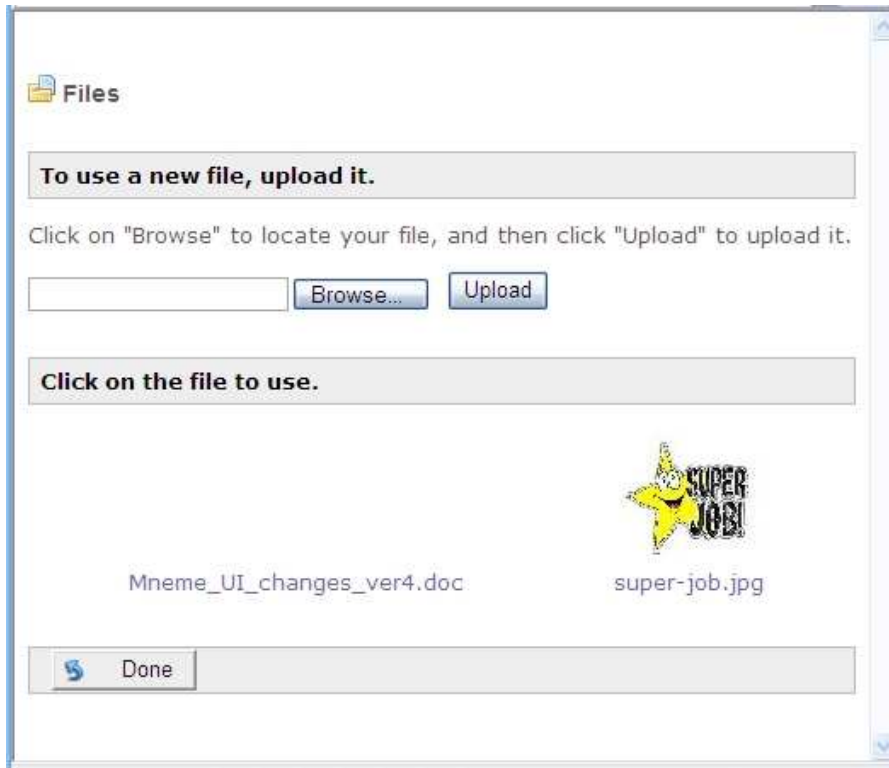
For example, you might type "View Unit 3 PowerPoint before taking this exam." You would then highlight "View Unit 3 PowerPoint" and then follow the next steps to upload and link to your PowerPoint document.

2. Click on the hyperlink icon. The dialog window will appear.

Click on the file / folder icon to upload a file from your computer.



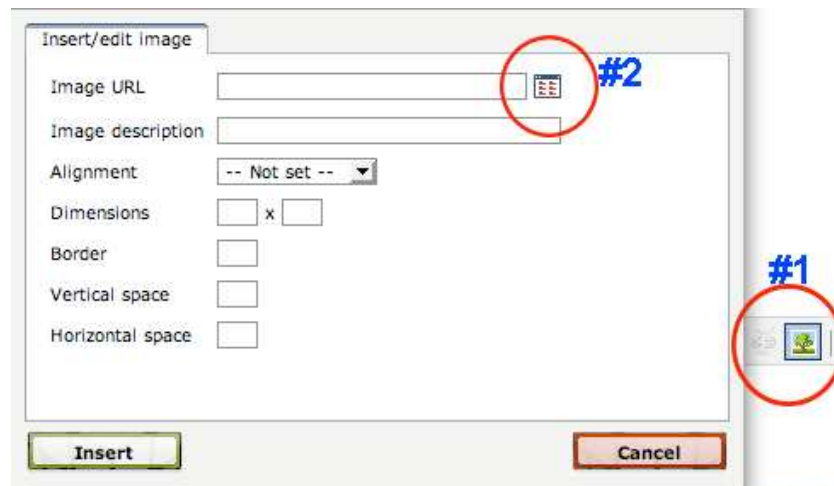
3. The following File Uploads dialog window will appear. Click on "Browse..." to select a document from your desktop and then click on Upload OR select a file that's already on the server. Click on Done.



**Upload and Link to An Image**

Follow the steps below to upload an image into your compose window:

1. To upload an image, click on the tree / image icon.
2. The Insert/edit image box is similar to the insert link box. You can add an image URL to point to an image that exists somewhere on the internet or you can click on the file folders icon to upload an image from your computer.
3. Click "Browse..." to find the image you want to upload from your computer.



4. Upload the image. A thumbnail will appear in the dialog box.
5. Click on the image you just uploaded, or if you had previously uploaded the picture, click on that one.
6. Click Done at the bottom of the window. You'll be returned to the Insert/Edit image box.
7. Include Alt text in the box provided. This is required for accessibility. Screen Readers will read the description you've entered here to help blind learners.
8. Click Insert at the bottom of the window. Your image will show up in your editor box.

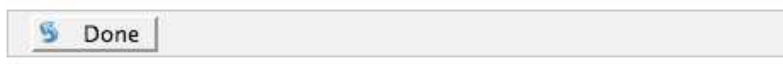
### Images

**To use a new file, upload it.**

Click on "Browse" to locate your file, and then click "Upload" to upload it.



**Click on the file to use.** #3 #4



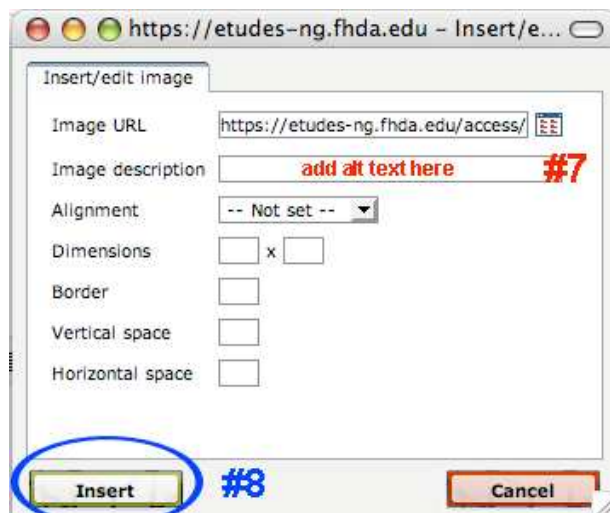
### Images

**To use a new file, upload it.**

Click on "Browse" to locate your file, and then click "Upload" to upload it.



**Click on the file to use.**



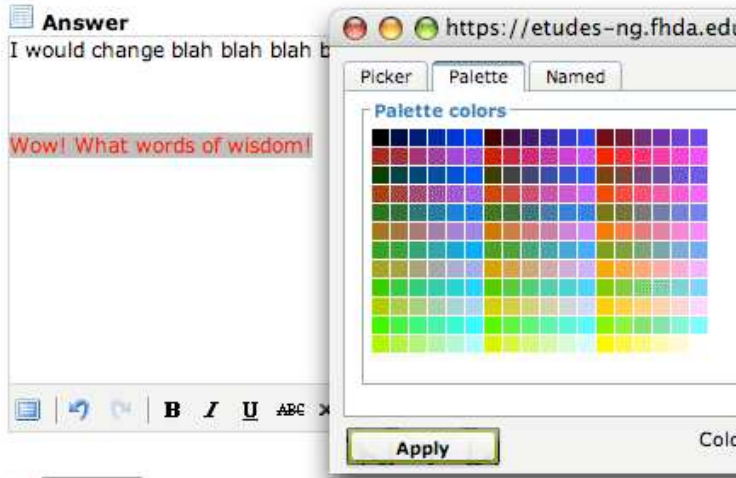
### Font Colors, Highlighting, and Special Characters:

The following action icons allow you to change font color, highlight text and insert special characters in your text.



### Font Color & Highlighting

To change the color of text, highlight it, and then click on the color picker. Select the color and click on Apply.



The color picker has 3 tabs:

- picker shows unlimited color choices - not all of which are considered web-safe
- Palette shows many choices - web-safe colors
- Named shows a limited set of colors that have names like Burnt Orange, Melon, etc.

Use whichever palette meets your needs best and you find easier to use.

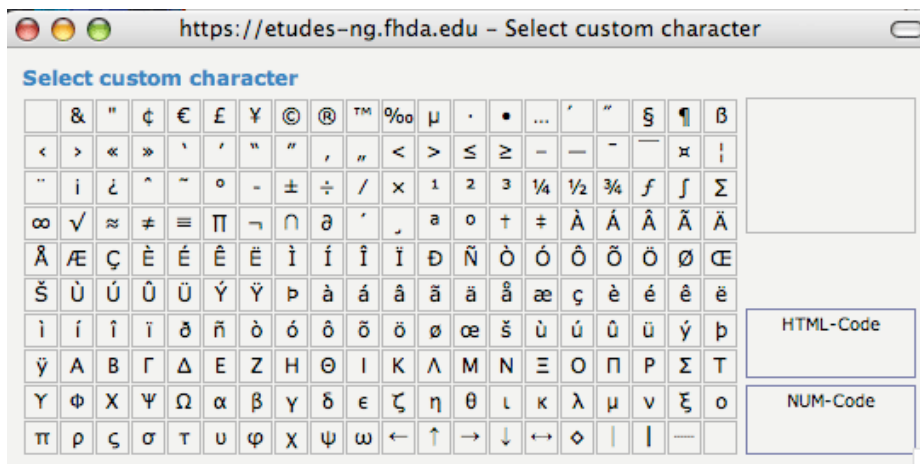
### Inserting Special Characters:

The special character function allows you to easily insert custom characters into your text.

For example, if you want to use a German word that uses an umlaut, just place your cursor where you want to insert the character, click the Special Character icon (Greek Omega letter) to open up the character box, and click on the desired letter.

The window closes after clicking on the character.

To insert another, click on the character function icon again to open the window and make a selection.



### Working with HTML Source:

If you prefer working in HTML, you can view your html source code by clicking on the last icon in the toolbar.



It opens up a new window with your text in HTML format when you can view and edit the source. The HTML function is often useful for troubleshooting and cleaning up bad HTML code, particularly from Word paste.

### TinyMCE Functions for Students:

Students will use the TinyMCE editor to respond to essay questions.

Students have the same editor functions as instructors, except that they do not have the ability to upload documents via the hyperlink icon nor can they upload images into the compose window.

If you want students to submit documents, you want to select the 'attachments' submission option. This will give students the upload attachments widget to upload their submissions (documents) as attachments.

07/06/2010

## Extra Credit in AT&S

---

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

One way to set up extra credit work is in the Assessments, Tests & Surveys (ATT&S) tool.

Extra credit assignments are created in AT&S just like any other assessment -- same process, workflow and settings. First, you want to create a pool for your extra credit work, add your extra credit questions in the pool, and then create extra credit assessments that call the questions you want from the pools. You want to be sure that your extra credit pool(s) are worth a very low total point value (i.e. 0.1 points), thus not affecting the grades for students who don't submit extra credit assignments.

In many ways, this is the preferred place for setting up extra credit assignments.

- The benefit of setting up extra credit assignments in AT&S is that you can include **extensive instructions** and set up the *conditions* for students to *submit extra credit work* (inline or as attachments) for the extra credit assignment - something that is not possible in the gradebook. In the gradebook, you have a place just for a title and due dates.
- Another benefit of AT&S for extra credit is that after students submit their extra credit assignments in AT&S, you have a place to evaluate their work, add evaluation comments for your students to see, and not just a score, like the gradebook allows. The gradebook offers instructors just a place to log scores. There is no place for students to submit anything online or receive and review comments from instructors in the Gradebook. However, **if you are looking just for a quick way to log scores for extra credit work**, the GB offers an efficient way to do it.
- Students then get to review your comments and scores for the additional extra-credit coursework that they submitted.

*(Please refer to the gradebook module about how to add an assignment item for extra credit there).*

07/06/2010

## Access Keys Support

---

*Licensed under Creative Commons 2008-2011, Etudes, Inc.*

Access key support is available in AT&S to make it easy for users to accomplish common actions with keyboard short-cut commands. Access keys are particularly beneficial for learners with disabilities (i.e. blind learners) who rely on the keyboard and can't use the mouse. Power users also find access keys convenient.

- In **Firefox**, access key support is achieved by holding down the **Shift + Alt** + pressing the **access key**.
- On **Internet Explorer**, access key support is achieved by pressing **Alt + access key**.

"Done" and "Save" buttons are available throughout AT&S to make it convenient for users to complete actions or save their work, without having to scroll all the way to the bottom of the views.

Access key support (keyboard short-cuts) is available for "Done," "Save" and "Return" everywhere they are used.

Save = [Access Key + s]

Done = [Access Key + d]

Return = [Access Key + r]

"Save" makes it convenient for instructors to save often while composing or grading. Be sure to use it often.

Information on other access keys support will be provided at a later time.

07/06/2010

---