USING BEACHBOARD FOR ONLINE ASSESSMENTS

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FEATURES AND RECOMMENDATIONS FOR ASSESSING STUDENTS USING BEACHBOARD

BeachBoard Academic Integrity Features

- Disable Right Click
- Turn off BeachBoard notifications while in an exam.
- Time your exam.
- Use BeachBoard to automatically shut down exams when time is over.
- Randomize answers choices between students.
- Randomize test questions between students.
- Use BeachBoard's Question Library to randomly select assessment questions for each student.

All of these features are recommended to be used to minimize academic dishonesty as much as possible. Each of these features will be reviewed in this manual.

Recommendations

Use Zoom to monitor your students while taking a synchronous exam in conjunction with the above features to maximize the academic integrity of your exams while teaching online.

- Set-up your assessment to be at a specified time and date.
- Require all students to take the exam at this time.
- Request that students log-in to Zoom during the exam period.
- You can monitor their progress by setting up an email notification to let you know when a student completes their exam. (Optional Advanced Options – Email Notification)
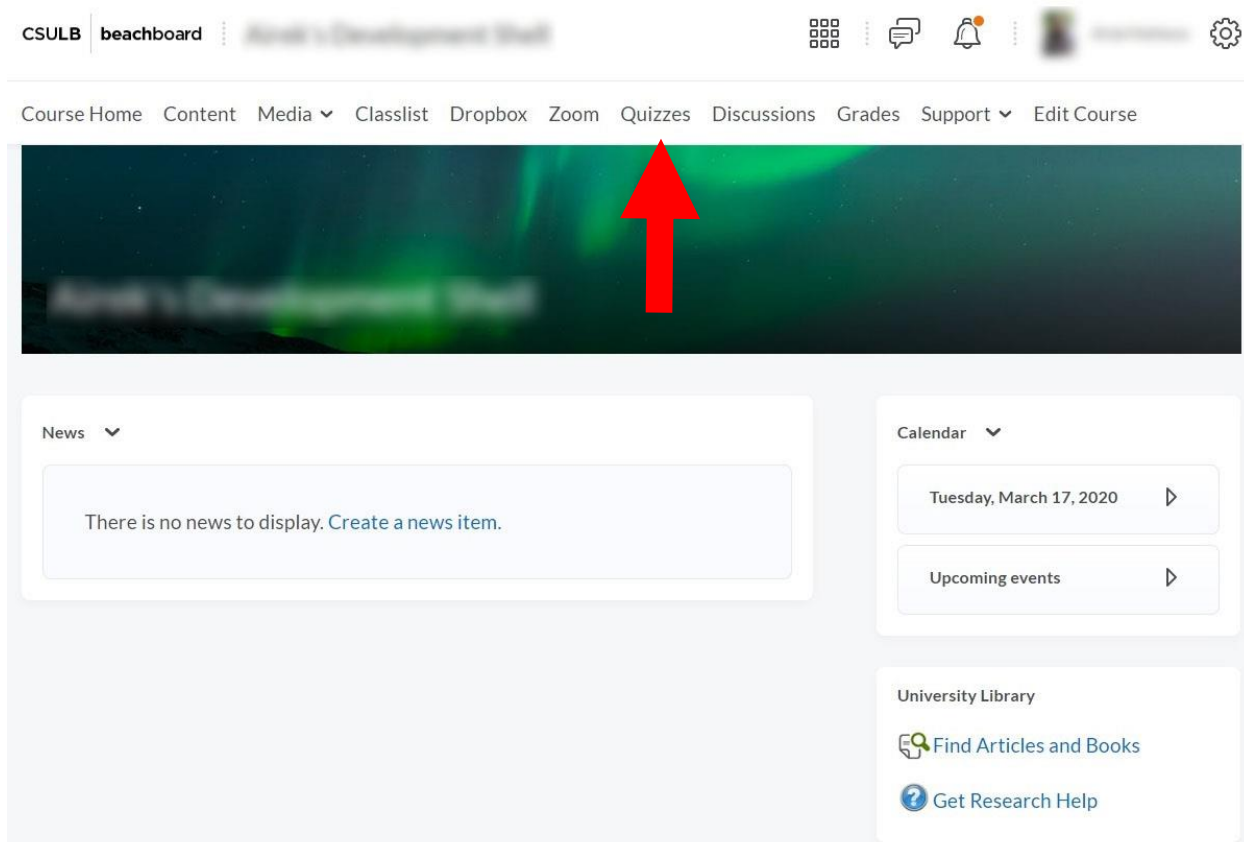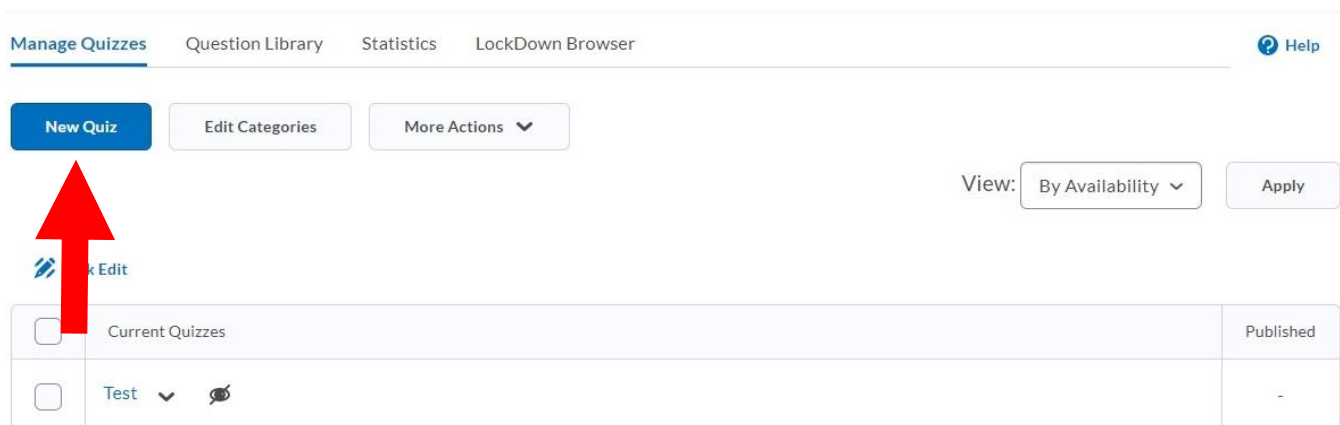
NAVIGATING TO QUIZZES

1. From you course homepage select the "Quizzes" tab.

2. Once you are on the "Quizzes" page you will see the option to create a new question or manage your current assessments. Select "New Quiz" to build a new assessment.

BEACHBOARRD ASSESSMENT PROPERTIES

1. For this guide we will assume we are creating a brand new assessment. Start by giving your quiz a name. You need to do this first in order to fill in other portions of the test. For now we will scroll past the "Quiz Questions" section to the "Description and Introduction Section".

New Quiz

| Properties | Restrictions | Assessment | Objectives | Submission Views | Reports Setup |

General

Name *

[   ] ⬅

Category

[no category ⌄]   [add category] ⊘

Quiz Questions

This quiz is empty.

[Add/Edit Questions]

2. Now we will look at the Description/Introduction portion of setting up an assessment. This is an opportunity for you to provide students with relevant information about the quiz/test.
   a. Description: this is shown to students before an assessment becomes available. This could be a description of what the assessment covers or other information you feel is relevant prior to the assessment.
   b. Introduction: this shown right before students start the assessment. Here you can provide students with test directions or other information you feel is relevant for the assessment.

Description / Introduction

▼ Collapse description / introduction

Description
○ on ● off ❓

Introduction
○ on ● off ❓

3. At the bottom of the first page there are some features that you may want to consider using.
    a. **Allow hints:** select this if you want to provide students with hints.
    b. **Disable right-click**: this feature makes it harder for students to print or save assessment questions.
        i. <u>**Tech-savy students will find a way around this; however, this feature will make it harder for most students to save assessment questions.**</u>
        ii. This feature is not compatible with Macs when using Internet Explorer or Safari.
    c. **Disable pager and alerts**: this feature turns off BeachBoard pager and alerts while a student is taking an assessment.
    d. **Notification Email**: if you enter your email you can receive a notification whenever a user completes an assessment.

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Page Header / Footer

▷ Expand page header / footer

Optional Advanced Properties

▼ Collapse optional advanced properties

☐ Allow hints

☐ Disable right click ❓

☐ Disable pager and alerts ❓

Notification Email

[   ] ❓

Save and Close   Save   Cancel

Remember to save your changes once you are done with this page.

BEACHBOARD ASSESSMENT RESTRICTIONS

1. Next we will start to implement some restrictions for the assessment. Click on the "Restrictions" tab at the top of the screen.
   a. **Hide From Users**: this will hide your assessment until you are ready to open it.
   b. **Due Date**: you can establish a due date for an assessment. This is useful if you want to give students more time to complete an assessment.
   c. **Availability**: this outlines when the quiz/test will be available for students to complete the assessment. Enter the start date and time along with the end date and time. This feature is especially useful for synchronous exams. BeachBoard will automatically open and close the assessment.
   d. **Display in Calendar**: check this box if you want to have the assessment display on students BeachBoard Calendars.

2. Continuing with restrictions next we have:
   a. **Release Conditions**: you can use this feature to ensure students perform certain class activities before an assessment becomes available (e.g. complete certain module(s), activities, etc.)
   b. **Security Options and Optional Advanced Restrictions**: these options are for advanced users and for the sake of this guide will not be covered.

Release Conditions

| Attach Existing | Create and Attach | 🗑 Remove All Conditions |

There are no conditions attached to this item.

Security Options

Respondus LockDown Browser

Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

☐ Required to take this quiz

☐ Required to view quiz feedback and results

Optional Advanced Restrictions

▼ Collapse optional advanced restrictions

Password

[   ] ❓

IP Restriction (IPv4)

IP Range Start	IP Range End	Delete	❓
No IP Ranges have been defined for this Quiz.			

Add new IP Range

3. Now we will review the timing options available in BeachBoard.
   a. **Recommended Time Limit**: this setting allows you to set the recommended amount of time for the assessment with an option to show a clock for students. This is the more flexible option; however, you will be able to see how much time was spent of the assessment once a student completes it.
   b. **Enforced Time Limit**: this setting allows you to set firm time limits for an exam.
      i. **Time Limit**: this sets how much time will be allotted for the exam.
      ii. **Grace Period**: this sets the amount of time you are willing to allow students to go over the time limit (e.g. a student who hasn't completed the test will be given 5 minutes to complete the question they are on.)
      iii. **Exceeded Time Limit Behavior**: here you will select what you would like to happen when the grace period has ended.
         1. **Allow student to continue working**: this will allow students to continue the assessment and their quiz/test will be flagged for exceeding the time limit.
         2. **Prevent the student from making further changes**: this option will lock the exam and force students to submit their exam as is.
         3. **Zero Option**: this option will allow students to continue working but will record their grade as "0" for exceeding the time limit.

Timing

(●) Recommended Time Limit   (○) Enforced Time Limit

[120] minute(s)

Will be displayed before the quiz starts

[ ] Show clock

Timing

(○) Recommended Time Limit   (●) Enforced Time Limit

Time Limit   Grace Period

[120] minute(s)   [5] minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

(●) Allow the student to continue working
(○) Prevent the student from making further changes
(○) Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

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BEACHBOARD SPECIAL ACCESS

1. Special Access allows you to give select users access to quizzes that may require accommodations outside of the normal quiz parameters.
   a. **Allow selected users special access to this quiz**: this option allows you to provide certain students with special access to the quiz.
   b. **Allow only users with special access to see this quiz**: this options allows only students with special access to see and take the quiz.

Special Access

Type of Access
- ● Allow selected users special access to this quiz
- ○ Allow only users with special access to see this quiz

Add Users to Special Access

2. Once you've made a selection in Step 9 you will need to fill out the following information.
   a. **Due Date**: use this feature to assign a due date for the assessment. This is a good option when you want to provide students with a deadline for the assessment.
   b. **Availability**: use this feature to make the assessment available for a certain amount of time. This is a good option for synchronous test.

Special Access Properties
Due Date
☐ Has Due Date
| 3/24/2020 | 6:06 PM | Now |
United States - Los Angeles

Availability
☐ Has Start Date
| 3/17/2020 | 11:06 AM | Now |
United States - Los Angeles

☐ Has End Date
| 3/24/2020 | 6:06 PM | Now |
United States - Los Angeles

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3. After you have determined the due date and availability. You can determine how much time should be allotted for the assessment.

   a. **Timing**

      i. **No Changes**: this option will keep the same settings as the original quiz.

      ii. **Recommended Time Limit**: this setting allows you to set the recommended amount of time for the assessment with an option to show a clock for students. This is the more flexible option; however, you will be able to see how much time was spent of the assessment once a student completes it.

      iii. **Enforced Time Limit**: this feature is the same as step 8b. Fill in the parameters you would like to use for the assessment. Refer back to step 8b for an explanation on each option.

Timing

○ No changes ○ Recommended Time Limit ⦿ Enforced time limit

Time Limit

| 120 | minute(s)

☐ Assign an alternative grace period

Grace Period

| 5 | minute(s) before flagged as exceeded time limit

☐ Assign an alternative behaviour for exceeding the time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

⦿ Allow the student to continue working
○ Prevent the student from making further changes
○ Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

4. After you have made your time selections now you need to make arrangements for assessment attempts.
   a. **Attempts**: this option allows you to set how many times a student can attempt a quiz. First, check the "Override Attempts Allowed" box and then set the number of attempts you would like to have students have.
   b. You can select between 2-10 attempts and once you do select apply.
   c. A new menu will pop up. Here you need to determine the score (as a percentage) that will qualify a student for another attempt (e.g. a min score of 0% and max score of 80%). For each attempt you will need to indicate the score range that will release another attempt for students.

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Attempts

☑ Override attempts allowed

Attempts Allowed

| 4 ⌄ | Apply |

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min: [   ] % Max: [   ] % on Attempt 1

Attempt 3 - Min: [   ] % Max: [   ] % on Attempt 2

Attempt 4 - Min: [   ] % Max: [   ] % on Attempt 3

5. Finally you will need to select the users who will have special access to the quiz. Indicate those students here. After you have made your selections for each heading make sure to select "Add Special Access" once you're done.

   a. **Users**: search for the users you wish to provide special access to.

Users

| Search For... 🔍 | Show Search Options |

| ☐ | First Name ▲ , Last Name, Org Defined ID |
| ☐ | Airek Mathews (Id: 018834437) |

BEACHBOARD ASSESSMENT OPTIONS

The assessment properties will cover items such as grading your assessment, assessment attempts (separate from the special access ones), grade calculation, and will conclude the main set-up of an assessment.

1. Click on the "Assessment" tab which is to the right of the "Restrictions" tab. Now we will need to make selections for the following:

    a. **Automatic Grade**: checking this box will turn on the automatic grading system to grade question the system can handle (e.g. multiple choice, true/false questions, etc.). As soon as a student completes an attempt the system will grade the quiz and present the score. (We suggest turning this feature on if you will allow students multiple attempts on an assessment or if you want the assessment to be immediately graded.)

2. Next we will attach this assessment to the gradebook using a "Grade Item"

    a. Add Grade Item: selecting this will allow you to create a new Grade Item to be included in the gradebook.

        i. **Name**: you are required to give the assessment a name. Provide a name in this field.

        ii. **Short Name**: if the name is long you can provide a short name that will fit in the gradebook here.

        iii. **Category**: if you have previously set-up categories for your assessments you can select the group in this drop-down menu. If you have not leave this field as-is.

        iv. **Description**: click the "Show Description" link to provide a description of the assessment and if you want students to see it as well you can check the "Allow users to view grade item description" box.

Edit Quiz - Test ⌄

Properties   Restrictions   Assessment   Objectives   Submission Views   Reports Setup

Assessment

Automatic Grade

☐ Allow attempt to be set as graded immediately upon completion ⑦

Grade Item

None ⌄   [add grade item] ⑦

New Grade Item

General

Type
Numeric

Name *
[   ]

Short Name
[   ] ⑦

Category
None ⌄

▷ Show Description

Grading

[Save]   [Cancel]

New Grade Item

▼ Hide Description

Description

▶ 📷 🔗 ▼	Paragraph ⌄	⋯

☐ Allow users to view grade item description

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3. To complete the Grade Item set-up we will complete the following items:
   a. **Maximum Points**: assign the maximum point value for the quiz here.
   b. **Selectable Options**
      i. **Can Exceed**: select this item if you want student's grade to be able to exceed the established guidelines. You will only use this option if you plan to provide students with bonus questions.
      ii. **Bonus**: turn this option on if you plan to ask students bonus questions. With this feature and the previous one on students' scores will be allowed to exceed to maximum number points that was established.
      iii. **Exclude item from final grade**: if you do not want the score for this assessment to be used for calculating a final grade, select this option.
   c. **Grade Scheme**: you can leave this option as the default "percentage". It is the only option.
   d. **Restrictions**
      i. Hide: you can select this option to hide the grade item from students. They will not be able to see their final assessment grade.
      ii. Availability: you can make a grade item availability for a certain period of time. You can enter the dates and time here.

After you have made all your adjustments select the blue "Save" button at the bottom of the window.

New Grade Item

Grading

Maximum Points *

10

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme

-- Default Scheme -- (Percentage) ⌄

New Grade Item

Grade Scheme

-- Default Scheme -- (Percentage) ⌄

Restrictions

Hide from Users

Availability

Has Start Date

3/18/2020   2:28 AM   Now

United States - Los Angeles

Has End Date

3/25/2020   9:28 AM   Now

United States - Los Angeles

✓ Display In Calendar

4. Continuing with the assessment options we will review
   a. **Auto Export to Grades**: this feature will export automatically graded assessment grades to the gradebook.
   b. **Student View Preview**: leave this as the default setting. This option shows how student grades will be displayed. Score/Total Score

Auto Export to Grades

Allow automatic export to grades

Student View Preview

- / -   ⌄

5. Lastly we will complete the set-up of assessment options with the following:
    a. **ePortfolio Artifacts**: this will allow users to post their quiz results to their portfolio with limited information certified by BeachBoard.
    b. **Attempts**
        i. This option allows you to set how many times a student can attempt a quiz. First, check the "Override Attempts Allowed" box and then set the number of attempts you would like to have students have.
        ii. You can select between 2-10 attempts and once you do select apply.
        iii. A new menu will pop up. Here you need to determine the score (as a percentage) that will qualify a student for another attempt (e.g. a min score of 0% and max score of 80%). For each attempt you will need to indicate the score range that will release another attempt for students.
    c. **Overall Grade Calculation**: select how you want Beachboard to determine the final grade for an assessment by select which attempt(s) should be used.
        i. Highest Attempt
        ii. Lowest Attempt
        iii. Average of All Attempts
        iv. First Attempt
        v. Last Attempt

ePortfolio Artifacts

☐ Allow users to add the result of this quiz to their ePortfolio ❓

Attempts

Attempts Allowed ❓

| 1 ⌄ | Apply |

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

| Highest Attempt ⌄ |

| **Save and Close** | Save | Cancel |

ENTERING ASSESSMENT QUESTIONS

Use the BeachBoard question editor to upload questions into your assessment: BeachBoard Question Editor.

BeachBoard Question Editor

1. While creating your assessment you can use the BeachBoard question editor to load your questions for an assessment. You will need to go back to the "Properties" tab and select "Add/Edit" Questions.

New Quiz

| Properties | Restrictions | Assessment | Objectives | Submission Views | Reports Setup |

General

Name*

Category

no category ∨   [add category] ⓘ

Quiz Questions

This quiz is empty.

Add/Edit Questions

2. You will be taken to a screen where you need to select how you would like to create your assessment questions. For the purpose of this section we will select the BeachBoard Editor.

Ready to begin adding quiz content?

Click the Add or Import button to get started

Add ⌄

Import ⌄

3. Click the "Add" button followed by new question. A list will populate and you can select the type of question you would like to add. For this guide we will use a "Multiple Choice" question as an example.

Ready to begin adding quiz content?

Click the Add or Import button to get started

Add ⌄

Import ⌄

< New Questi...

True or False

Multiple Choice

Multi-Select

Written Response

Short Answer

4. You will be taken to a screen where you can fill in your first question information.
    a. **Question Text**: use this space to enter your assessment question.
    b. **Answers**: you will be presented with a field to insert the answer(s) to the question that you posed. ([Click this link to see question types.](#))
    c. **Add Answer**: use this option if you need additional answer fields.
    d. **Randomize answers for each student**: this feature randomizes the answers for students taking the assessment ensuring that all students do not receive the answers in the same order.
        i. We recommend turning this feature on.
    e. **Points**: indicate the number of points that the question is worth.

5. There are additional quiz options that you have access to as well.
    a. **Add Feedback**: this field allows you to provide feedback to the student after the quiz has been submitted.
    b. **Add Hint**: you can add a question hint using this option. Should students choose they can select to have the hint displayed. When you are setting up the quiz make sure that you have turned this feature on in order to use it.
    c. **Add Short Description**: provide a short description of the question for students.
    d. **Add Custom Weights**: this allows you to set the weight of each answer.
    e. **Add Enumeration**: this option allows you to select if you would like the answers to be enumerated (e.g. 1,2,3 or A,B.C).
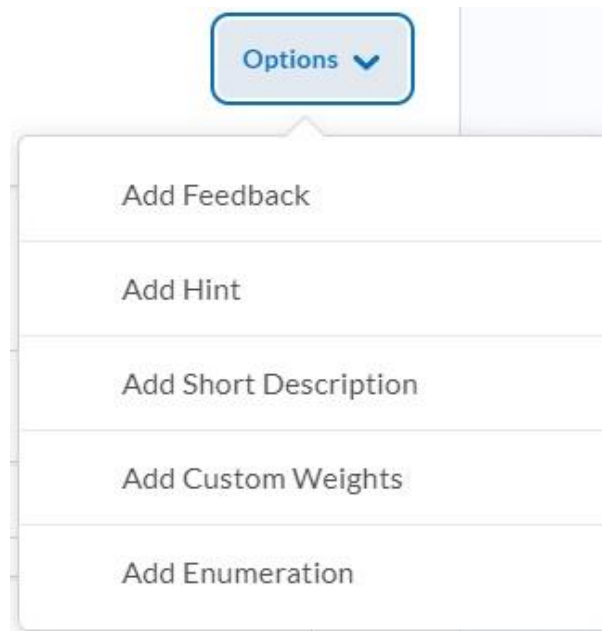
Once you are done you can click "Save" to save the question. If you select the small carrot for the drop down menu you can use "Save and New" to save the question and start a new one **OR** "Save and Copy" to save and copy the question to be used elsewhere (another course).

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6. Once you have saved the question you will be taken to this screen where you can either add more questions or return back to the test settings. Once you have added all your question select "Back to Settings for Test"

7. Once you are taken back to the "Edit Quiz" page you will return to a screen where the "Quiz Questions" heading now has additional features.

   These options will not appear until you have loaded one assessment question.

   a. **Questions Per Page**: you can select the number of questions that appears on a page. For maximum academic integrity we recommend one question per page in conjunction with additional security features (Paging & Shuffling).
   b. **Paging**: this restricts students from going back to previous questions. In a typical setting this is allowed however, to reduce instances of academic dishonesty online **we recommend that this feature be turn on**.
   c. **Shuffling Questions**: this feature will ensure that students receive the questions in a shuffled manner, meaning, not all students will receive assessment questions in the same order. **We recommend that this feature be turned on for assessments.**

Quiz Questions

Questions per page: [　　　]　[Apply]　❓

Paging: [　] Prevent moving backwards through pages　❓

[　] Shuffle questions at the quiz level
    Also shuffles sections at the quiz level. Does not cascade to sub-sections.

[Add/Edit Questions]　[Edit Values]

Page	Name	Type	Points	Diff	Bonus	Mandatory
1	Q1. Test	MC	1	1		
		Total	1			

USING THE QUESTION LIBRARY

The question library allows additional security for maintaining academic integrity. You can load your assessment questions into the question library and let the system randomly select questions to assign to student for the exam. This means that if you load 20 questions into the library and only require 10 questions then the system will randomly select from the pool of 20 questions 10 questions for a student to answer. This ensures that all students are not receiving the same set of questions.

We recommend that test questions are loaded into the question library in order to randomize the questions that students receive. For best practice create at least 10 additional questions (the more the better) in addition to how many question you intend to ask during an exam. For example if you intend to ask 20 questions you should prepare 30 questions for your assessment to allow for randomization of questions. Again, the more the better randomization you will be able to achieve minimizing instances of academic dishonesty.

The information below will cover how to set-up the questions using the question library. You will still follow this guide for assessment set-up from pages 3-19.

1. From the course homepage select the "Quizzes" tab.

2. Once you are on the quizzes page you will see a tab named "Question Library". Select it.

3. You will be brought to this screen where you can begin to generate questions for your assessment.

4. Select "New" and choose the type of question you intend to use. For the same of this guide we will continue using a Multiple Choice type of question. Once selected you will be taken to the question screen where you can insert question information.

5. Once you have all of your question populated you need to return to the "Question Library" Screen by saving your question.

6. Once you are at the main "Question Library" screen select "Done Editing".

Question Library

7. Once you select "Done Editing Questions" you will be taken back to the "Manage Quizzes" screen where you can now create a new quiz or load the question library into a quiz. For the sake of this guide we will load the questions into the assessment that was already prepared using the above steps. See Pages X-X for setting up a quiz.

8. At the "Manage Quizzes" Screen select the assessment that you prepared.

9. On the "Edit Quiz" screen you will select "Add/Edit Questions" under the "Quiz Questions" option.

New Quiz ⌄

Properties	Restrictions	Assessment	Objectives	Submission Views	Reports Setup

General

Name *

[   ]

Category

[no category ⌄]   [add category]   ❓

Quiz Questions

This quiz is empty.

[Add/Edit Questions]

10. You will be taken to the "Quiz Content" screen. Here you can select the "Add" button then "Question Pool"
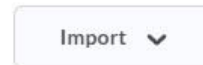
11. You will be taken to the question pool set-up page where you will need to fill in information.
    a. **Question Pool Title**: give the question pool a name for the particular exam you are going to administer.
    b. **Number of Questions to Select**: enter the number of question you would like the system to use for the exam.
    c. **Points Per Question**: enter the number of points will each question be worth.
    d. **Browse Question Library**: once you have filled in all the other information select this option to select the questions to include in the pool for the exam.

< Back to Test

Question Pool Title *

Number of Questions to Select *   Points per Question *

          from 0

Browse Question Library

Save   Cancel

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12. Enter the required information then select "Browse Question Library" to bring up the questions available in the library. Select the question you want to include in the assessment then select "Add" at the bottom of the page.

Browse Question Library

Search question text...

Source: Question Library   Filter   Sort

5 questions

Test Question 1	Multiple Choice	1 point
Test Question 2	Multiple Choice	1 point
Test Question 3	Matching	1 point
Test Question 4	True or False	1 point
Test Question 5	Fill in the Blanks	1 point

Add   Cancel

13. Once you are back at the question pool set-up page you can review the questions being used. You will notice that the "Number of Questions to Select" has updated to show "3 from 5". This indicated that the system will select the number of questions you indicated (in this case 3) from the total number of questions selected (in this case 5).

From this screen select "Save".

‹ Back to Test

Question Pool Title *

Test

Number of Questions to Select *   Points per Question *

3   from 5   5

Browse Question Library

Test Question 1   ✕
Multiple Choice • Also in Question Library

Test Question 2   ✕
Multiple Choice • Also in Question Library

Test Question 3   ✕
Matching • Also in Question Library

Test Question 4   ✕
True or False • Also in Question Library

Test Question 5   ✕
Fill in the Blanks • Also in Question Library

Save   Cancel

14. You will be taken to a summary page where you can verify the number of questions being selected and the total point value. Make sure this information is correct then select "Back to Settings for Test".

15. Once you are back at the "Edit Quiz" page you will see that additional options have appeared under "Quiz Questions". One the question list you will see it says "Random Question" indicating the system will select a question at random.
    a. **Questions Per Page**: you can select the number of questions that appears on a page. For maximum academic integrity **we recommend one question per page in conjunction with additional security features (Paging & Shuffling)**.
    b. **Paging**: this restricts students from going back to previous questions. In a typical setting this is allowed however, to reduce instances of academic dishonesty online **we recommend that this feature be turn on**.
    c. **Shuffling Questions**: this feature will ensure that students receive the questions in a shuffled manner, meaning, not all students will receive assessment questions in the same order. **We recommend that this feature be turned on for assessments.**

Quiz Questions

Questions per page: [   ]   Apply   ❓

Paging: ☐ Prevent moving backwards through pages   ❓

☐ Shuffle questions at the quiz level
    Also shuffles sections at the quiz level. Does not cascade to sub-sections.

[Add/Edit Questions]   [Edit Values]

Page Name	Type	Points	Diff	Bonus	Mandatory
1 🐾 Test (3 from 5)	-	5	-	-	-
1 **Q1.** Random Question	RND	-	-	-	-
1 **Q2.** Random Question	RND	-	-	-	-
1 **Q3.** Random Question	RND	-	-	-	-
	Total	15			

16. Once you have made your selections be sure to save your assessment. Now you are done setting–up your assessment.

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OPTIONS AVAILIBLE FOR QUESTION TYPES

True False Questions

Add Feedback
Add Hint
Add Short Description
Add Enumeration

Multiple Choice Questions

Add Feedback
Add Hint
Add Short Description
Add Custom Weights
Add Enumeration

Fill in the Blanks

Insert Image
Add Feedback
Add Hint

Multi Select Question

Insert Image
Add Enumeration
Style of Display
Grading Options
Randomize Answers
Add Hint
Add Feedback

Written Response

Add Feedback
Add Hint
Add Short Description
Add Answer Key
Add Custom Response Box Size
Add Initial Text

Short Answer

Add Feedback
Add Hint
Add Short Description

Ordering Question

Insert an Image
Grading Options
Add Hint
Add Feedback

Multi-Short Answer

Insert Image
Input Boxes
Rows
Columns
Add Hit
Add Feedback

Arithmetic

Add Image
Formula
Answer Precision
Tolerance
Units
Evaluation Options
Add Hint
Add Feedback

Significant Figures

Add Image	Tolerance	Add Feedback
Formula	Units	
Significant Figures	Evaluation Options	
Answer Precision	Add Hint	

GLOSSARY OF QUESTION OPTIONS

Add Feedback – allows you to provide feedback to students regarding a question.

Add Hint – you can add a hint to your assessment questions if you feel students will need it.

Add Short Description – you can provide students with a short description about the question.

Add Enumeration – this feature lets you add numbering or lettering to answers (e.g. 1,23, or A,B,C)

Add Custom Weights – using this feature allows you to change the weight of answers.

Insert Image – where noted some question types allow you to upload an image.

Style of Display – you can change the way a question is displayed.

Grading Options – you can determine how strict the grading is for a question (All or Nothing, Equally Weighted, or Right Minus Wrong).

Randomize Answers – the potential answers are randomized so that all student do not receive them in the same order.

Add Answer Key – you can add an answer key to certain question types for grading purposes.

Add Custom Response Box Size – for written responses you can adjust the size of the field students will provide their answer (paragraph, sentence, essay).

Add Initial Text – you can use to start a response for students (written responses).

Input Boxes – adds additional boxes to questions with multiple answers.

Rows – allows you to add rows to an answer field.

Columns – allows you to add columns to answer field.

Formula – this feature allows you to insert basic equations into a question.

Answer Precision – this sets how precise an answer needs to be.

Tolerance – this establishes how much deviation you are willing to accept for an answer.

Units – this option allows you to set a particular unit of measure.

Significant Figures – set how many significant figures and answer should have.

Evaluation Options – allows you to make grammar selections.