Tutorial Setting Up QUIZ in PutraBLAST

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Page

A.   Introduction

This document is developed by the Centre for Academic Development (CADe), at Universiti Putra Malaysia (CADe) to guide academic staffs in UPM to use the QUIZ function in PutraBLAST for the implementation of online assessment. Note that online assessment can be conducted within an online technology (using online exam tools, or face to face online such as live interview/demonstration) or used as a submission medium (where the product being assessed is developed beforehand). The document is prepared to support the UPM Virtual Learning and eAssessment Guide released on 14 April 2020.

The purpose of this document is to restraint question integrity in e-Assessment. This document contains EIGHT (8) sections, namely Introduction, Tips for Preserving Assessment Integrity, Developing Online Exam/Test/QUIZ using QUIZ function in PutraBLAST, Reviewing and managing attempts, Reusing existing questions, Backup a QUIZ, Reusing existing QUIZ, and Sharing QUIZ across courses.
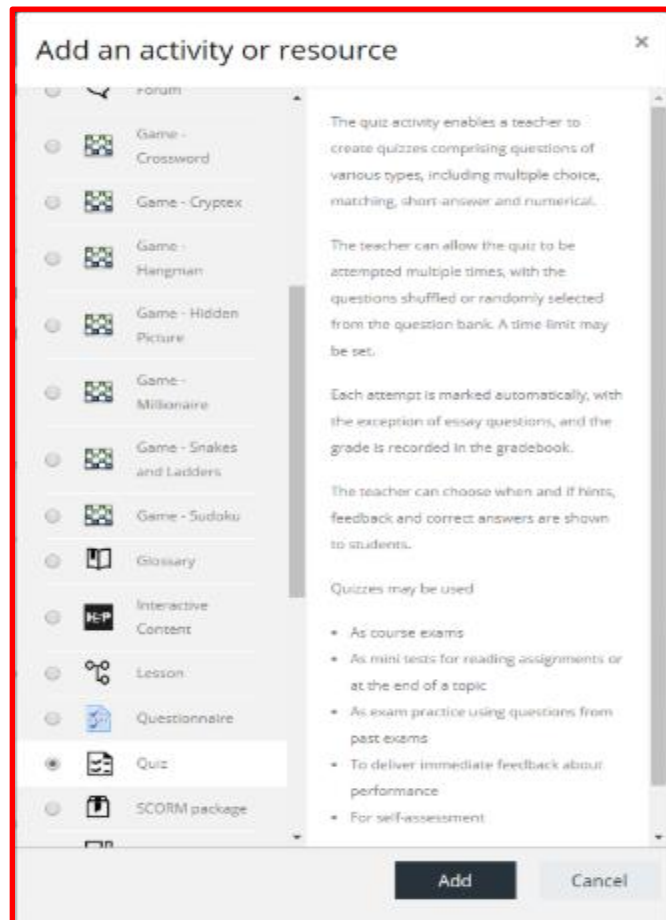
B.   Tips for Preserving Assessment Integrity

1.   Specify timing of QUIZ visibility.
2.   Use question shuffling.
3.   Set 1 question per page.
4.   Use deferred feedback option.
5.   Set the password for assessment attempts (beware this might cause glitches eg communicating the password and students might forget the password).
6.   Lecturer must give at least 3 days notice to the students prior to the online.
7.   Draft your question, test your answer and prepare for moderation.
8.   Use Online Attendance function (optional).
9.   To setup new QUIZ using existing questions, reuse from the question bank. Or, use Import function.
10. For courses with many groups, the QUIZ and questions can be shared across groups (use Backup and Restore functions). It is advised that the transfer of the QUIZ and questions are through a zip file and password encrypted.

C. **Developing Online Exam/Test/QUIZ using QUIZ function in PutraBLAST**

1. Setting up the QUIZ using the following steps

   a) Click Add Activity > QUIZ. There are 15 types of questions that can be created using the QUIZ function.

Types of Questions in Quiz

- Multiple Choice
- True/False
- Matching
- Short Answer
- Numerical
- Essay
- Calculation
- Calculated Multichoice
- Calculated Simple
- Embedded answers (Cloze)
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image
- Select missing words
- Random short answer matching

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b) Specify the assessment name (eg Test1) and description (if needed).

Adding a new Quiz to Section 6 ⊘

▷ Expand all

▽ General

Name ⓘ

Description

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☐ Display description on course page ⓘ

c) Specify the timing (when can the students access to answer and duration for the assessment). Set also how the answer is being submitted.

Timing

Open the quiz	❓	14 ⬍	April ⬍	2020 ⬍	18 ⬍	21 ⬍	📅	☐ Enable
Close the quiz		14 ⬍	April ⬍	2020 ⬍	18 ⬍	21 ⬍	📅	☐ Enable
Time limit	❓	0	minutes ⬍	☐ Enable				
When time expires	❓	Open attempts are submitted automatically ⬍						

d) Specify the grade information as follows, or change if necessary. You can further specify the marks for each question when you are building the question later.

Grade

Grade category	❓	Uncategorised ⬍
Grade to pass	❓	
Attempts allowed		Unlimited ⬍
Grading method	❓	Highest grade ⬍

e) Specify the layout. It is recommended that only 1 question is displayed in each question so it is more challenging for the students to copy the question for cheating. There are 2 options for navigations (Free and sequential). It is recommended to ALLOW free navigation so students can check their answers before submission.

Layout

New page	❓	Every question ⬍
Navigation method	❗❓	Free ⬍

Show less...

f) Set question behavior. It is recommended to ALLOW shuffling, use deferred feedback (so the feedback is only available after certain period), set NO for each attempt builds on last.

g) You may change the review options, but the default is good enough.

h) You may set the password on attempts if you wish, but beware of glitches e.g. students forgot the passwords. You may ignore the delay between attempts, as to economize answering time.

i) You may opt to give feedback, but for assessment of learning e.g., test and exam, this may be ignored.
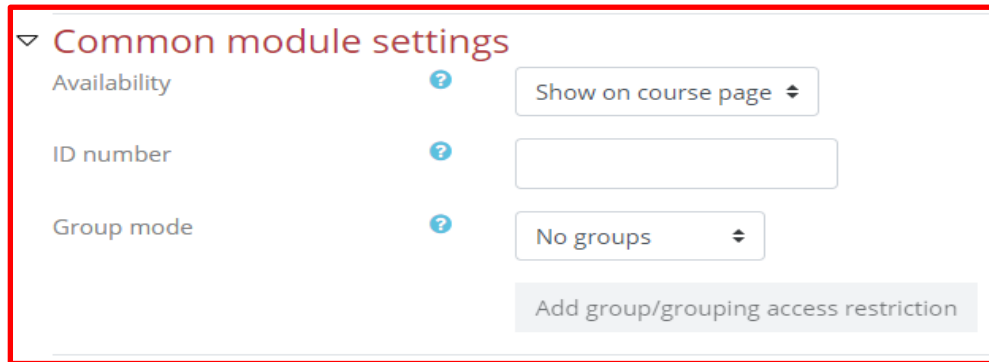
j) Set the assessment to be visible on the course page.

▽ **Common module settings**
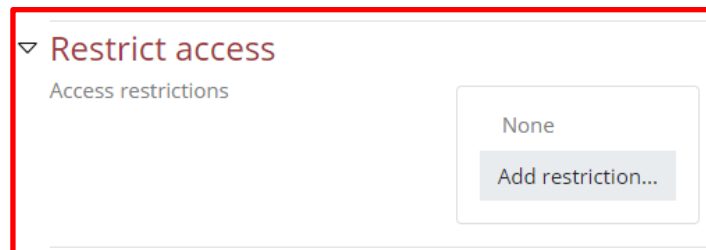
Availability	❓	Show on course page ⬍
ID number	❓	
Group mode	❓	No groups ⬍
		Add group/grouping access restriction

k) You may restrict access to the assessment if necessary (e.g., students have filled up the Online Attendance, but note that the attendance will be automatically recorded in the system's log).
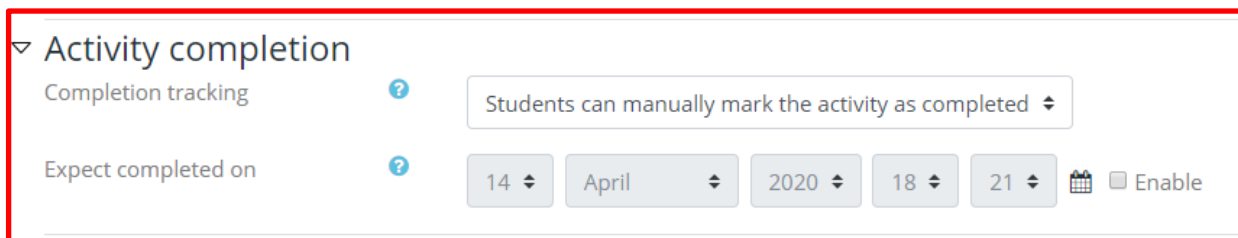
▽ **Restrict access**

Access restrictions

None

Add restriction...

l) If the Activity completion option for your course is activated (you can enable it in the course setting, which is under the Administration block on the left side of the course page).

▽ **Activity completion**

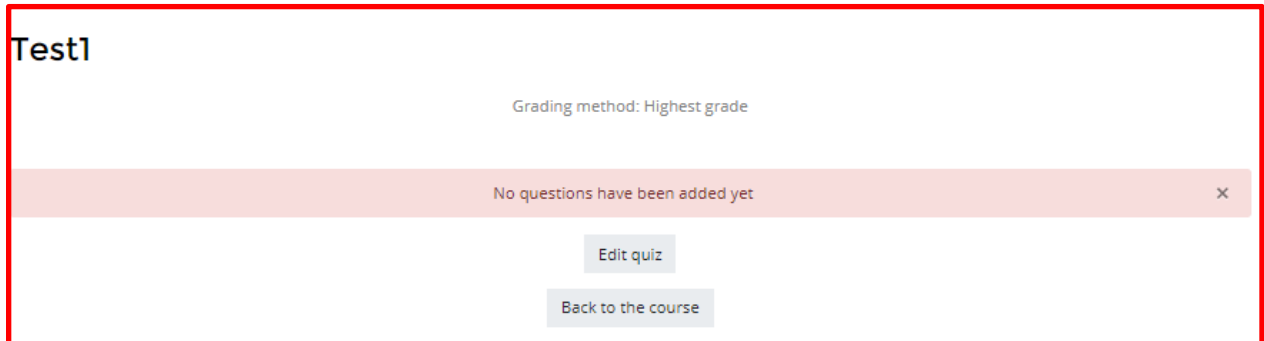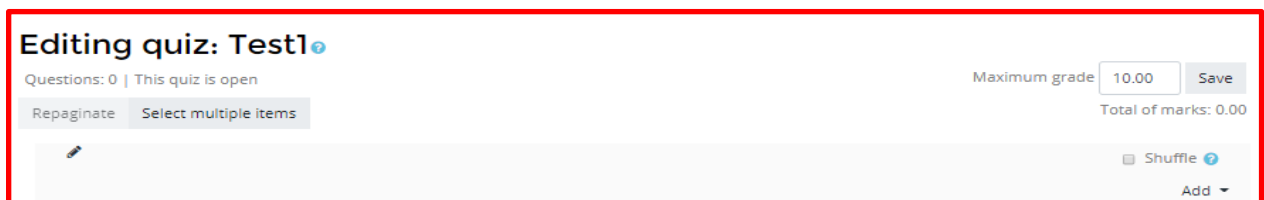|		
Completion tracking	❓	Students can manually mark the activity as completed ⬍
Expect completed on	❓	14 ⬍ April ⬍ 2020 ⬍ 18 ⬍ 21 ⬍ 📅 ☐ Enable

m) Don't forget to save your setting!

Save and return to course   **Save and display**   Cancel

2. After finishing the setup, you need to create the question. You can build new question, or reuse an existing question bank.
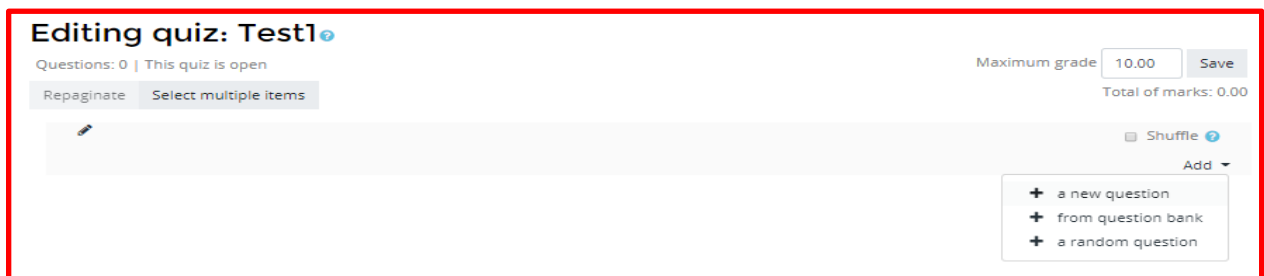
    a) Click the Edit QUIZ button.

Test1

Grading method: Highest grade

No questions have been added yet   ✕

Edit quiz

Back to the course

    b) The default maximum grade is 10 marks.You can adjust this according to your requirements.

Editing quiz: Test1 ❓
Questions: 0 | This quiz is open   Maximum grade   10.00   Save
Repaginate   Select multiple items   Total of marks: 0.00

✎   ☐ Shuffle ❓
     Add ▾

    c) Click the Add button and choose how you want to create the question. This tutorial focuses on new question construction.

Editing quiz: Test1 ❓
Questions: 0 | This quiz is open   Maximum grade   10.00   Save
Repaginate   Select multiple items   Total of marks: 0.00

✎   ☐ Shuffle ❓
     Add ▾

     ➕ a new question
     ➕ from question bank
     ➕ a random question

d) Choose the question type. Generally all question setup are similar and the steps in the question development wizard is easy to follow. This tutorial shows examples using Multiple choice question construction.
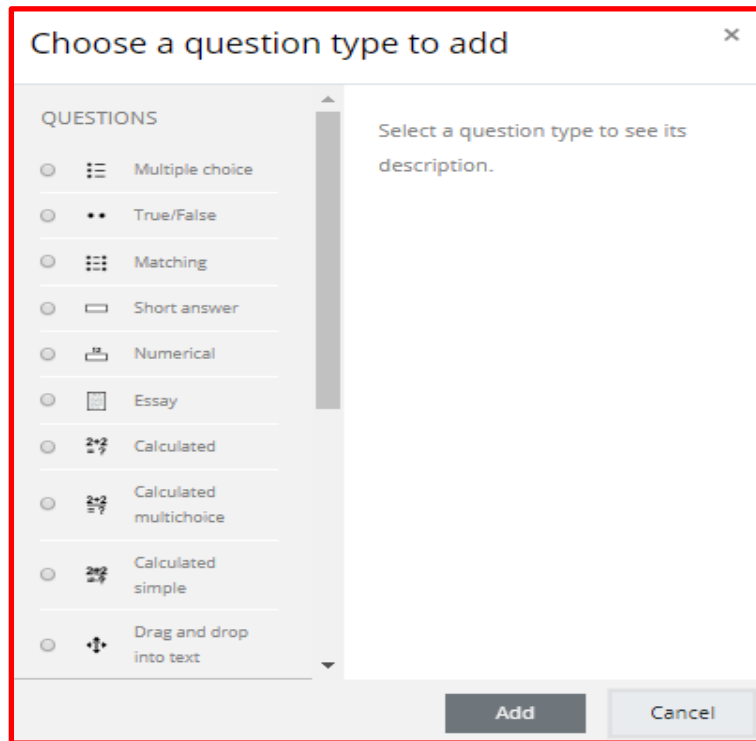
e) The following figure shows the option for Multiple choice question construction. The Question name can be the question number (it will not be displayed to the students, so even the question is shuffled, it will not be easy for the students to cheat). In the Question text box, write the instruction and question. Image, audio and video can also be inserted here.

f) There are 2 options for multiple choice question creation: One answer or multiple answers. It is advisable that the question instruction indicates how many answer should be selected by the student. For the multiple choice question, at least 2 choices must be filled up. For assessment of learning purpose (which carries grade in the course), the grade for the correct answer can be assigned as 100%. Lecturer can choose to provide feedback or not, but it is recommended that this option is left blank for examination. Once you are done, SAVE the question.

g) You can PREVIEW the question or DELETE the question. You can also adjust the maximum grade. Make sure you SAVE the QUIZ!
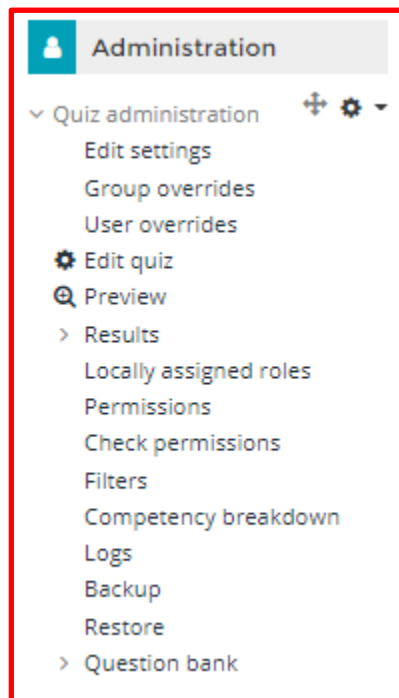

h) You can then preview the QUIZ to ensure the flow and double check on any mistake.

i) You are also advisable to preview by switching your role to Student. Access this by clicking on your name at the top right of the page. You may navigate and attempt the assessment.

Dashboard | Profile Grades Messages Preferences Log out | Switch role to...

Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

Non-editing teacher

Student

Guest

Cancel
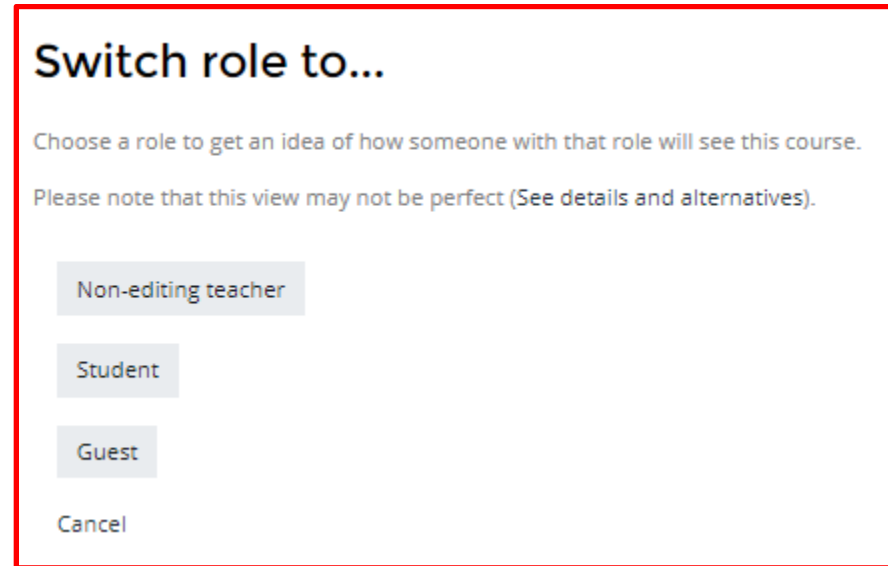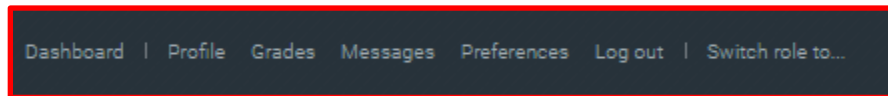
j) To check or edit the QUIZ, use the function Edit QUIZ which can be found in the Administration Block at the bottom left of your page.

Administration

∨ Quiz administration
  Edit settings
  Group overrides
  User overrides
⚙ Edit quiz
🔍 Preview
> Results
  Locally assigned roles
  Permissions
  Check permissions
  Filters
  Competency breakdown
  Logs
  Backup
  Restore
> Question bank

D. **Reviewing and managing attempts**

a) After confirming that the question is in the correct order and has no mistake, you can check the students' attempts. Each access to the QUIZ is automatically recorded and accessible by clicking the RESULTS menu in the Administration block which is displayed on the bottom left of the course page.
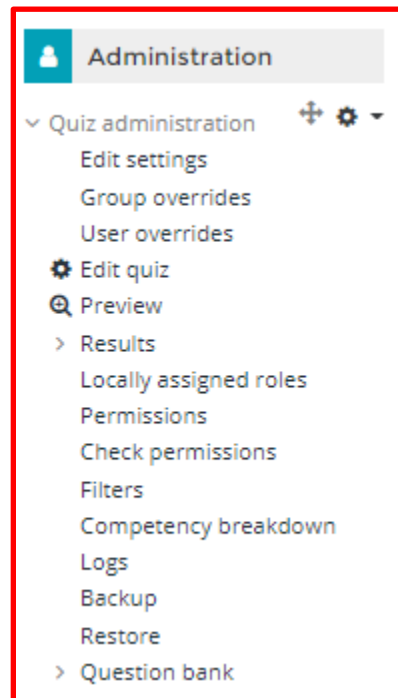
b) Once you click the RESULTS menu, you can choose to review the attempts. Any student who attempted the assessment will be recorded, even when the student has not finished the assessment and the answer is not formally submitted. Anytime the student changes the answer, the system will update this automatically.

c) The record of each attempt will be displayed as a report and can be downloaded. This automation provides contingency mechanism for students who are not fully ready with the submission but has suddenly face any emergency situation e.g., disconnected from internet, electric cut or the system crashes.

Further down the page you will see a breakdown of the individual student responses, including: the student's name their email address the state of the attempt (i.e. whether the attempt is finished or still in progress) the start and completion dates and times for the attempt the overall time it took to complete the attempt an overall grade for the attempt If the marks for each question option is set to yes, you will also see a breakdown of the individual marks for each question per student*. A green tick indicates that the response was correct, an amber tick indicates that the response was partially correct and a red cross indicates that the response was incorrect – each of these can be clicked on to open up a pop-up window containing the student's response to that specific question. The marks awarded are shown to the right of each response. Any questions that require manual grading (e.g. short answer) will state that the question requires grading. Click requires grading to assign a mark to any manually graded questions. You can open and review any completed attempt either by clicking on review attempt beneath the student's name or by clicking on their overall grade

d) The downloaded report shows the answer and the score for each question. The list of students can also be used as an attendance record.

e) You can also use the LOGs menu to view all activities regarding the QUIZ.
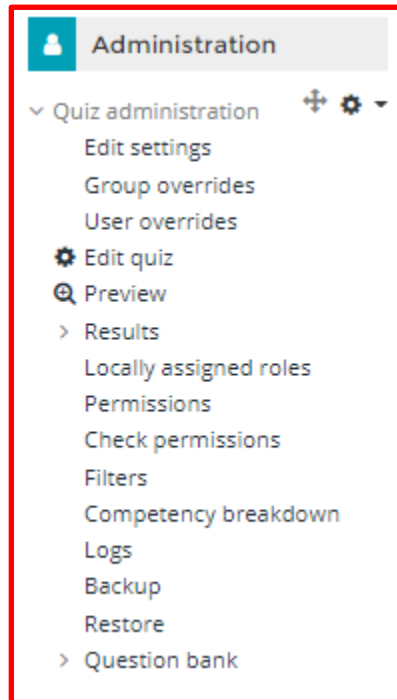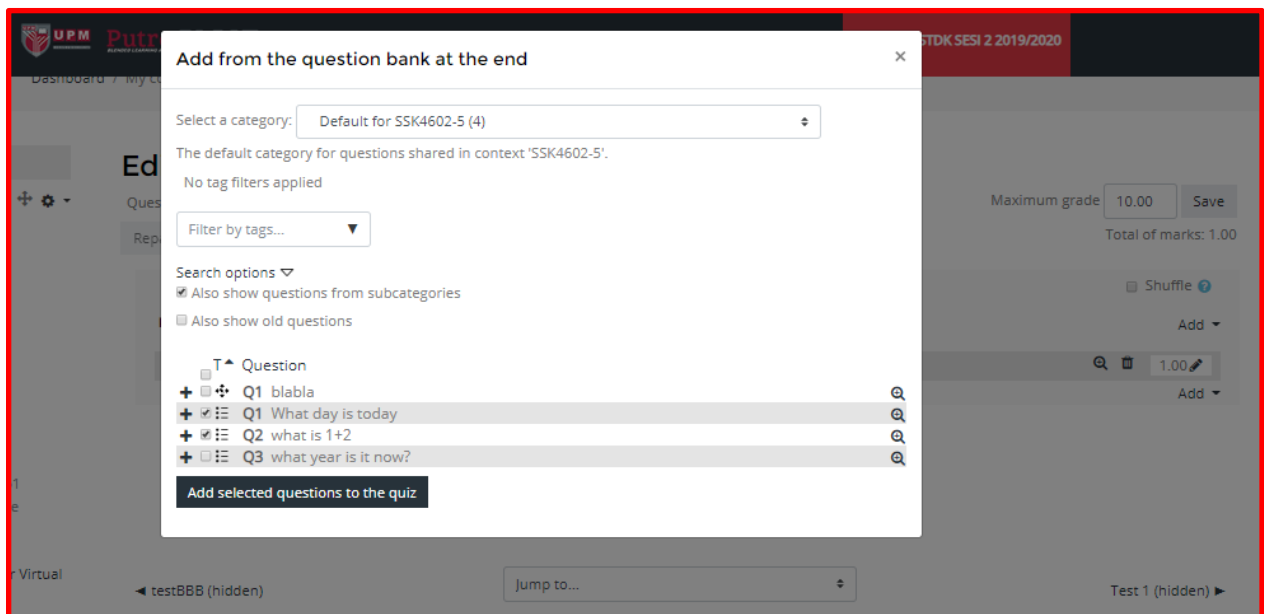
E. Reusing existing questions

1. Please replicate step 1 until 2(c) in section C.
2. To add new questions from the question bank, create/open the QUIZ and choose Add>from question bank.

3. Select the question(s) that you want to reuse, and click Add selected questions to the quiz.

4. All the selected questions will be displayed in the page. You may continue to edit any question, Add new question or make any necessary changes. Don't forget to SAVE the QUIZ!.

Editing quiz: Test1

Questions: 3 | This quiz is open

Repaginate   Select multiple items

Maximum grade   10.00   Save

Total of marks: 3.00

☐ Shuffle ❓

Page 1   Add ▾

  1   ⊕ ✿ Q1 blabla   🔍 🗑 1.00✏

Page 2   Add ▾

  2   ☰ ✿ Q2 what is 1+2   🔍 🗑 1.00✏

Page 3   Add ▾

  3   ☰ ✿ Q3 what year is it now?   🔍 🗑 1.00✏

                                                                    Add ▾

F.   Backing up a QUIZ

1.   A QUIZ can be backed up using the BACKUP function. The backed up file can be reused within the course, or in another course (this is practical for reusing materials in an archived course or when sharing the QUIZ with other groups in the course). Please use the BACKUP menu which can be found under the Administration Block at the bottom left of the page.

2.   Click the BACKUP menu. Follow the steps in the Backup Wizard, step 1 until step 5.

3. After you click Continue at the last step of the BACKUP process, the file will be listed under the User private backup area. This file can be downloaded into your hard disc to be restored within the course (into another QUIZ) or into another course.

G. Reusing EXISTING QUIZ

1. If you wish to reuse an EXISTING QUIZ, either from the same course, or from another course, please use the RESTORE menu which can be found under the Administration Block at the bottom left of the page. A quiz can be backed up (any file in .mbz format) using the BACKUP function, as explained in Section F.

2. Click the RESTORE menu. Under the Import a backup file section, choose a file to restore or drag and drop into the box. Then, click RESTORE.

3.   Follow step 1 until step 7 in the RESTORE Wizard.

4.   The quiz will be ready to be used.

H.   Sharing QUIZ across courses

1.   You need to perform the BACKUP process as explained in section F. When the file is ready, download into your computer. Then, use any ZIP application to compress the file and set a password.

2.   Email the zipped file to your friend. You should pass the password through a different communication medium e.g., call, text, another email.

3.   When your friend has received the zip file, the QUIZ file (in .MBZ format) can be restored into his/her course, as explained in section G.

-    **END OF DOCUMENT -**