

## Sakai Tests & Quizzes

With the Tests & Quizzes tool, you can create online tests, practice exercises, surveys, and other forms of assessment. Question types can include multiple choice, fill in the blank, matching, essay, and more. Tests can be imported from Blackboard and from other sources. There are many settings for customizing delivery of your assessment. Grades can be sent to the Sakai gradebook, and statistics are available for each individual question and for the overall assessment.

### Enable the Test & Quizzes Tool

Before you can start using Tests & Quizzes, you must enable or “turn on” the tool in your course site.

To enable the Test & Quizzes tool:

1. In your course site on Sakai, go to **Site Info** and click **Edit Tools** at the top.
2. In the list of tools, locate the **Tests & Quizzes** tool, and click to place a check beside it.
3. Click **Continue** two times, then click **Finish**. The tool is now added to your main course menu.

### Assessments Page

When you click on Tests & Quizzes in your course menu, you are taken to the Assessments page. From here you can...

- create a new assessment
- import an assessment (must be IMS QTI-compatible XML file)
- access all of your assessments (Working Copies)
- view assessments you have released to students (Published Copies)
- grade and view results for assessments students have submitted (Published Copies)

**Note:** This is **NOT** where you import tests from Blackboard. See page 10 for a link to instructions on importing tests from Blackboard.

Action	Title	Last Modified
Select	Quiz 1	Karen McPhaul 08/13/2012 03:02:58 PM
Select	Quiz 10	Karen McPhaul 10/17/2012 01:02:41 PM
Select	Quiz 11	Karen McPhaul 08/13/2012 03:12:55 PM

## Create a new assessment

On the Assessments page, there are two options for creating a new assessment “from scratch”:

**Create from Scratch**

Assessment Title  
Quiz 1

Create using assessment builder

Create using markup text

Create

Option 1: Create using assessment builder  
Create questions one at a time in Sakai  
(see below)

Option 2: Create using markup text  
Compose your test in a text editor (following a  
special format), then paste it into Sakai  
(see page 4)

To begin creating a new assessment:

1. Enter a title for your assessment
2. Select which way you want to build it
3. Click **Create**

**A note about parts:** Assessments can have multiple parts or sections. When you create a new assessment, a part called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment. You can begin adding questions immediately to the "Default" part, or you can add your own parts. Parts can be used to break a large test into sections or to group questions that reference a single diagram or text passage. Parts can also be used to draw randomized questions from a pool. But in many cases, the automatically created "Default" part may be all you need. **Click “Edit” to the right of any part to see options for randomizing questions.**

### Option 1: Create using assessment builder

If you selected “create using assessment builder” you’ll see an assessment editor page onto which you can add questions. To add a question, click on a drop-down menu to “select a question type.”

The options that appear next depend on the type of question you are adding. To change the type of question, choose another selection from the "Change Question Type" drop-down menu. Options common to most question types include:

- **Answer Point Value:** Specify the point value for each response in a question, or specify 0 (zero) for a survey or ungraded question.
- **Question Text:** State the actual question to be asked.
- **Answer:** Indicate the correct answer or answers.
- **Assign to Part:** If you have created your own parts, you may assign a question to any of those parts; otherwise, it will be assigned to the default part.
- **Assign to Question Pool (optional):** You can add a question to a pool that you've created.
- **Feedback (optional):** Provide feedback for a correct or incorrect response to the question (question-level feedback).

Questions: Quiz 1

[Preview](#) | [Print](#) | [Settings](#)

[Add Part](#) | Add Question: select a question type

Part 1 | Default - 0 questions

Insert New Question: select a question type

[Update Points](#)

- Multiple Choice
- Survey
- Survey - Matrix of Choices
- Short Answer/Essay
- Fill in the Blank
- Numeric Response
- Matching
- True False
- Audio Recording
- File Upload
- Copy from Question Pool

## Sakai Question Types

The Test & Quizzes tool has many question types, each with specific properties and uses. All question types have a text editor for entering the question and the ability to add attachments for supplemental material. They also have the options of requiring rationale for answers given and of giving a variety of feedback on multiple levels.

**Multiple Choice** allows for the selection of an answer between 2 and 8 possibilities. There can be one correct answer or multiple correct answers. The answers can appear in the order you specify or can be randomized.

**Survey** specifies the range of answers possible for the question. Answers can be Yes/No; Disagree/Agree; Disagree/Undecided/Agree; or a range from Below Average to Average; Strongly Disagree to Strongly Agree; Unacceptable to Excellent; one to five; or one to ten. *This question type does not have the ability to require rationale from respondents.*

**Survey: Matrix of choices** allows you to create a series of row and column choices that allow for a single response in each row.

With regard to the following statements...

	I strongly agree with this statement	I agree with this statement somewhat	I have no opinion regarding this statement	I disagree with this statement somewhat	I strongly disagree with this statement
The instructor was responsive to the needs of each student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor demonstrated mastery of the course material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor made himself/herself available to the students outside of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Short Answer/Essay** questions are open-ended. Students compose answers in a text box with formatting tools available. The instructor must manually grade these items. A grade of zero is assigned for these items until manually graded. A model answer can be provided for standard feedback.

**Fill in the Blank** gives text with one or more words removed and prompts the student to fill in the missing word(s).

**Numeric Response** works like Fill in the Blank, except the inputs are numerical.

**Matching** requires participants to pair selections from one list with their corresponding selections from a second list based on a question. Each list must have the same number of items. *This question type does not have the ability to require rationale.*

**True/False** asks a question which can be answered as either true or false.

**Audio Recording** allows answers via audio recording. You can specify how long (in seconds) an answer can be and how many times the participant can re-record an answer.

**File Upload** requires a file as submission. This type of question does not give a text editor for responses within Sakai.

**Copy from Question Pool** uses a question already existing in one of your question pools.

## Option 2: Create using markup text

Choosing to create an assessment “using markup text” allows you to compose the assessment in a text editor (such as Notepad or WordPad) and paste it into Sakai. This method works for these question types: Multiple Choice, Multiple Correct Answer, Fill in the Blank, True/False, and Short Answer/Essay.

**You must follow a very specific format when composing questions.** Instructions and examples can be found here: [How can I format questions correctly for the markup text option?](#)

We recommend that you NOT compose questions in a full-featured word processor such as Microsoft Word, as it tends to add its own incompatible formatting. Instead, use a simpler text editing tool such as Notepad or WordPad.

*To create an assessment using markup text:*

1. In the main menu of your course site, click on **Tests & Quizzes**.  
(Then click “Reset” to make sure you are on the opening page of the tool.)
2. In the “Create from scratch” box, enter a title for your assessment and select “create using markup text”. Then click **Create**.
3. In the lower right area of the page, you’ll find instructions and examples for formatting your questions in a text editor.
4. After composing your questions in the proper format, paste them into the large **Questions** box. Then click **Next**.

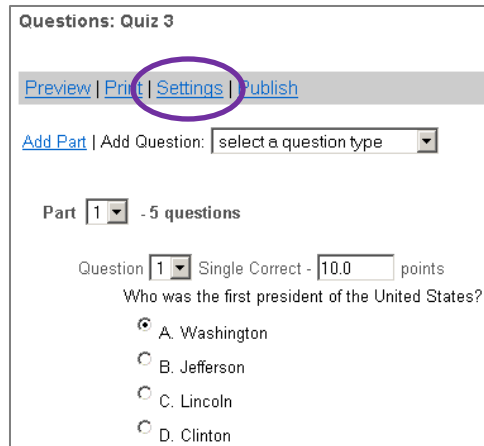
The screenshot displays the assessment creation tool interface. At the top, there is a 'Name' field containing 'Quiz 3' and a 'Description' field. Below this is the 'Questions' section, which contains a text box with instructions: 'Enter questions with their answers into the text box below using the specified format for that question type. To view and examples for a given question type, click on the appropriate link to the right of the text box.' The text box contains three sample questions with their answers: 1. (10 points) Who was the first president of the United States? \*a. Washington, b. Jefferson, c. Lincoln, d. Clinton; 2. (10 points) Which of the writers below were American citizens at some point in their lives? \*a. William Faulkner, b. Virginia Woolf, \*c. T.S. Eliot; 3. (10 points) What color is the sun? \_\_\_\_\_ \*yellow. To the right of the text box is an 'Instructions & Examples' section with links for 'General Instructions', 'Multiple Choice', 'Multiple Correct Answer', 'Fill in the Blank', 'Short Essay', and 'True/False'. At the bottom, there are '< Back' and 'Next >' buttons. Two purple callout boxes are overlaid on the image: one pointing to the 'Questions' text box with the text 'Paste your formatted questions here', and another pointing to the 'Instructions & Examples' section with the text 'Follow formatting instructions found here'.

5. On the next screen, review the questions and answers. If you see errors, you can click the **Back** button at the BOTTOM (not your browser’s back button) and make any needed changes.
6. When you are satisfied with the questions and answers, click **Create Assessment** or **Create Pool** to save them in the desired area of Tests & Quizzes.  
(Note: Questions can now be edited, if needed, within the assessment or pool.)

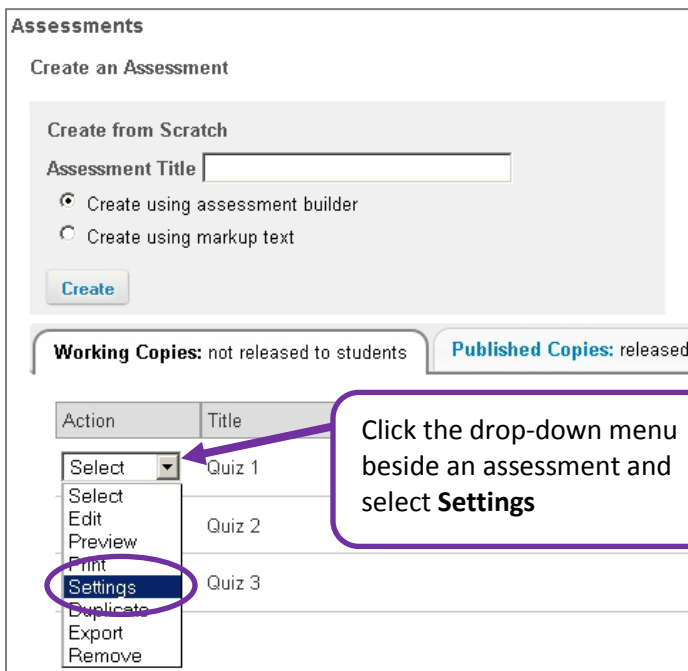
## Select Settings and Publish an Assessment

In Sakai, to make an assessment available for students to take, you must “publish” the assessment. Before publishing, there are many settings to review and select.

An assessment’s settings can be accessed from the assessment editor screen (where you add individual questions to a test)...



... or from the main Assessments page (which lists all tests and quizzes)...



On the main Assessments page, beside each assessment is a drop-down menu that lets you to edit the test, preview it, print it, select settings, and more.

The Settings screen for any assessment lists a dozen or so categories. Click on a category to see specific options and make selections.



## Recommended Settings

**Note:** You must select settings for each assessment before making it available to students. Settings that you choose (or change) on one assessment do not affect settings on other assessments.

Assessment Introduction	<i>Optional</i>	You may wish to type in a brief description/intro, which will appear to students before they begin the test.
<b>Delivery Dates</b>	<b>IMPORTANT</b>	<ul style="list-style-type: none"> <li>Set the date and time the assessment will become available to students and also the due date.</li> <li>NOTE: "Retract date" applies only if you allow late submissions (see "Submissions" below). This is the final end date after which students can no longer access the test.</li> </ul>
Assessment Released To	<i>Not needed</i>	
High Security	<i>Not needed</i>	
<b>Timed Assessment</b>	<b>IMPORTANT</b>	There is no "force completion" in Sakai. Thus it is critical to <b>set a time limit for all assessments</b> (except for low-stakes exercises or self-assessments). If no time limit is set, students will be able to access the test, view the questions, and come back later to take the test. The time limit gives them a set amount of time to complete the test once they have viewed it. <b>The test will submit automatically when the time limit is reached.</b>
Assessment organization	<i>Optional</i>	<ul style="list-style-type: none"> <li>For Question layout, the default ("Each question is on a separate Web page") is recommended.</li> <li>For Navigation, choose "Linear access" if you do not want students to go backwards or jump ahead; or choose "Random access" to allow students to see a previous button and/or to jump around using Table of Contents.</li> </ul>
Mark for Review	<i>Optional</i>	Provides a way for students to mark questions while taking the test so they can review them before submitting.
<b>Submissions</b>	<b>IMPORTANT!</b>	<ul style="list-style-type: none"> <li>"Number of Submissions Allowed" is UNLIMITED by default and <b>should be changed to 1</b> for most assessments.</li> <li>For "Late Handling", choose whether students can submit tests after the due date.</li> <li>For "Automatic Submissions", we recommend checking the box so that any saved but un-submitted tests will automatically submit on the due date or retract date.</li> </ul>
Submission Message	<i>Optional</i>	You can type a message that students will see when they submit. <b>TIP: If the test contains short answer/essay questions, we recommend adding a submission message like this:</b> <i>"The assessment you just submitted contains questions that cannot be graded automatically by Sakai. After all students have submitted the test, your instructor will manually grade these questions, and your overall score will be adjusted accordingly."</i>
<b>Feedback</b>	<b>IMPORTANT</b>	<ul style="list-style-type: none"> <li>Choose the types of feedback students will see and when.</li> <li><b>DO NOT select "immediate feedback"</b> for important tests – this displays feedback to students BEFORE they submit, allowing them to change their answers.</li> </ul>
<b>Grading</b>	<b>IMPORTANT</b>	Under Gradebook Options, be sure to <b>choose "Grades sent to Gradebook"</b> (unless the assessment does not count towards the student's grade).

After selecting Settings, click SAVE.

Save Settings and Publish

Save

Cancel

## Preview an Assessment

After selecting and saving settings, it is a good idea to PREVIEW the assessment before publishing it.

*To preview an assessment:*

1. In the main menu of your course site, click on **Tests & Quizzes**.  
(Then click “Reset” to make sure you are on the opening page of the tool.)
2. In the “Working Copies” section, click the drop-down menu beside the assessment you want to preview, and choose **Preview**.
3. Click **Begin Assessment** to start the test, and work your way through it as a student would.  
When you are finished, click **Done**.

Preview lets you check for errors or problems. It also reflects the display settings you chose. If you want, you can return to the Settings area, choose different options, run Preview again, and see the changes.

## Publish an Assessment

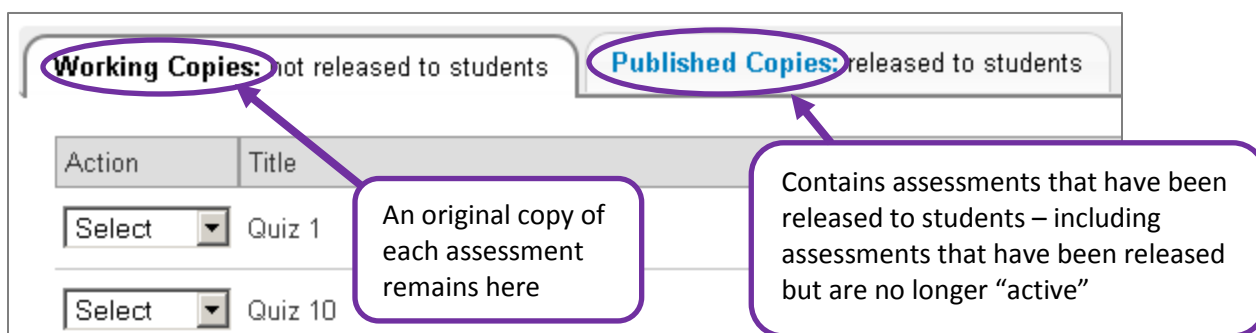
Publishing an assessment makes it available to students on the “Delivery Date” (and time) you specified in Settings.

*To publish an assessment:*

1. Go to the assessment’s **Settings**. (see page 5)
2. At the bottom, click **Save Settings and Publish**.
3. If you wish to notify students by email that a test is being published, you can choose “send notification below to students” from the drop-down menu.
4. Click **Publish**.

## Working Copies vs. Published Copies

When you publish an assessment, a copy of that assessment (with the settings you selected) is placed under the **Published Copies** tab on the main Assessments page. An “original” copy also remains under the **Working Copies** tab.



### IMPORTANT:

- Changes made to a test in **Working Copies** (or to its settings) will NOT affect the corresponding published copy.
- When content is copied from one course site to another, only the Working Copies of assessments are copied to the new course site.
- If you find an error on a published assessment, you should correct the error on both the Working Copy and the Published Copy. See “Advanced Topics” on page 10 for a link to instructions for changing a published assessment.

## Manage Submitted Assessments in Tests & Quizzes

Once students have submitted an assessment, you may view their submissions and various assessment statistics. You may also add comments, adjust grades on any question item, adjust a student's total score, etc. The main place to access these functions is the "Total Scores" screen in Tests & Quizzes.

To access the "Total Scores" screen:

1. In the main menu of your course site, click on **Tests & Quizzes**.  
(Then click "Reset" to make sure you are on the opening page of the tool.)
2. Click on the **Published Copies** tab to view a list of published assessments.
3. For each assessment, the "Submitted" column shows the number of tests that have been submitted. Click this number to go to the "Total Scores" screen. (Or, in the drop-down menu to the left of any assessment, choose "Scores.")

**Working Copies:** not released to students | **Published Copies:** released to students

View: **All** | **Active:** open to students to take | **Inactive:** not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
<ul style="list-style-type: none"> <li>- Select Action -</li> <li>- Select Action -</li> <li><b>Scores</b></li> <li>Edit</li> <li>Preview</li> <li>Print</li> <li>Settings</li> <li>Remove</li> </ul>	Quiz 10	Active	0	11	Entire Site	10/12/2012	10/18/2012	Karen McPhaul 10/12/2012 10:05:52 AM
	Quiz 1				Entire Site	08/12/2012	08/19/2012	Karen McPhaul 08/15/2012 04:09:14 PM

Click either place to see "Total Scores" screen

The "Total Scores" screen lists each student along with submit date and score:

**Total Scores : Quiz 1**  
All questions within this assessment have been automatically scored. This score is displayed under the "Score" column.

[Submission Status](#) | [Total Scores](#) | [Questions](#) | [Statistics](#) | [Item Analysis](#) | [Export](#)

Max Score Possible: 100  
**Apply This Score**  to all participants with "No Submission".

View: **All Sections/Groups** | **Highest Submission**

Search:  Student name or ID **Find** **Clear**

Viewing 1 - 3 of 3 items

Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
<a href="#">Bean, Anna</a> <a href="#">Email</a>	anna	Student	10/18/2012 05:34:51 PM	100	<input type="text" value="0.0"/>	100	Excellent work!
<a href="#">Durham, SampleStudent</a> <a href="#">Email</a>	dttccstudent_s	Student	10/18/2012 05:39:26 PM	75	<input type="text" value="2.0"/>	77	Two points added for extra credit assignment.
<a href="#">McPhaul, SampleStudent</a> <a href="#">Email</a>	mcphaulk1411_s	Student	10/18/2012 05:35:18 PM	88	<input type="text" value="0.0"/>	88	

Click any student's name to see detailed results

Enter points (+ or -) to adjust total score

You can enter general comments here



On the “Total Scores” screen you can adjust a student’s score and enter general comments.

- To adjust a student’s score, enter the points to add (or subtract) in the box under the "Adjustment" column. You may enter both positive and negative numbers. For example, entering "2" or "+2" would add two points to the student’s score. Entering "-2" would take away two points.
- You can type general comments for any student in the comments box.
- To save changes, click **Update** at the bottom of the screen.

From the “Total Scores” screen, click on any student’s name to view his or her detailed results – be sure to scroll down to see each question, the student's answer, and points awarded.

- For any question, you may change the points awarded and/or enter comments.
- If you make changes or add comments, click **Update** at the bottom of the screen to save. Otherwise, click Cancel.

### The Best Way to Manually Grade Questions

Some question types must be manually graded. Question types that require manual grading include Short Answer/Essay, File Upload, and Audio Recording. When you view the student submission, these question types will have a grade of zero. You may grade them by viewing each student’s submission, but you will have to scan through all of the questions looking for the ones that need manual grading.

An easier alternative is to go to the specific question, rather than go to each student submission.

*To grade questions that require manual grading:*

1. Access the “Total Scores” screen for a particular assessment. (See top of page 8 for instructions.)
2. In the menu bar at the top, click **Questions**. You will see each question listed as Q1, Q2, Q3, etc.
3. Click on the number of the question you want to grade. All submissions for that question are displayed and can be graded on this screen.

### Assign a “Zero” Grade to Students Who Did Not Submit

Tests & Quizzes does not automatically assign a score of zero when a student does not take an assessment. In lieu of a score, a dash is displayed, which is not included in grade calculations. This can result in a higher course grade for students who did not complete an assessment. A solution is to assign a grade (typically zero) to all students who did not submit, once the end date has passed.

*To assign a grade to students who did not submit the test:*

1. Access the “Total Scores” screen for a particular assessment. (See top of page 8 for instructions.)
2. In the top left area is a section that lets you apply a score to all students with no submission.

The screenshot shows the 'Total Scores : Quiz 4' interface. At the top, there is a navigation bar with links for 'Submission Status', 'Total Scores', 'Questions', 'Statistics', and 'Item Analysis'. Below this, it indicates 'Max Score Possible: 100'. A purple box highlights the 'Apply This Score' button and the text input field next to it, which contains the number '0'. The text next to the input field reads 'to all participants with "No Submission"'. Below the input field, there are two dropdown menus: 'View: All Sections/Groups' and 'Highest Submission'. At the bottom, there is a search bar with the placeholder text 'Student name or ID' and two buttons: 'Find' and 'Clear'.

3. Type in the grade for students who did not submit (typically a zero), then click **Apply This Score**.