

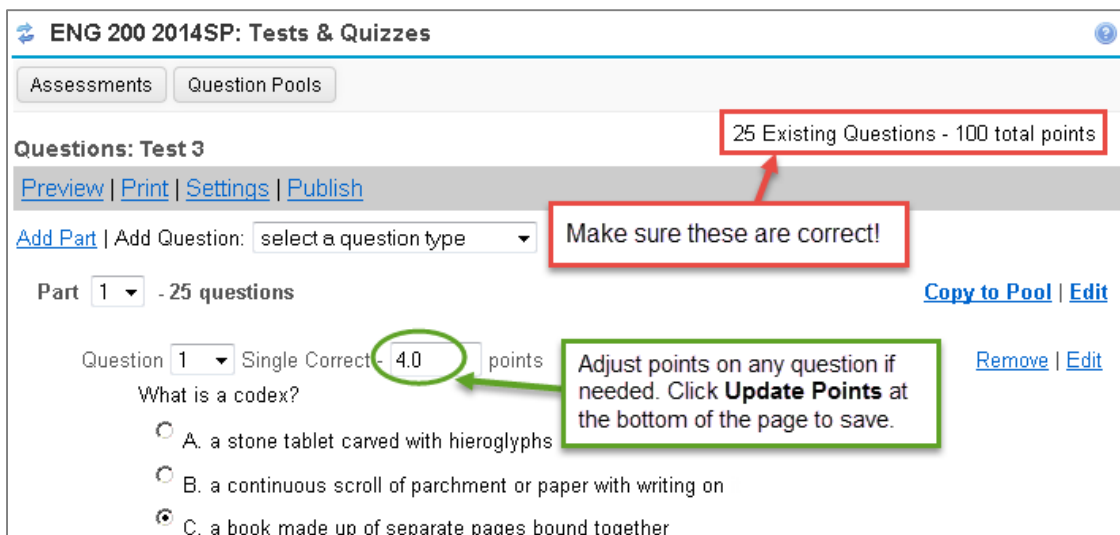
# How to Publish a Test or Quiz in Sakai

After creating an online test or quiz in Sakai, you must publish it so students can see it and take it. The basic steps are:

- Review the assessment for accuracy (make sure total points are correct)
- Choose test settings carefully
- Publish the assessment

## Step 1: Review the assessment for accuracy

1. In your Sakai site, click on Tests & Quizzes. In the "Working Copies" area at the bottom, locate the assessment you want to publish.
2. To the left of the assessment title, click **Select** and choose **Edit**. The test questions are displayed.
3. In the upper right, check to make sure the number of **questions** and **total points** are correct.




**TIP:** If the number of questions or total points are incorrect, you could be missing a question or forgot to enter a point value on one or more questions. You can adjust the point value of any question on this screen if needed, and then click **Update Points** at the bottom to save.


4. Scroll down and review each question. Check for typos and make sure answers are marked correctly on each question. If you need to make changes, click **Edit** to the right of a question, make corrections, then click **Save**.


## Step 2: Choose test settings

Before publishing a test, there are many **Settings** you must review and select. Choosing the right settings is very important – it can help minimize technical problems for students and can even deter cheating.

1. In Tests & Quizzes, click the **Assessments** button at the top (or click **Reset** ) to make sure you're on the main screen.
2. In the "Working Copies" area, to the left of an assessment's title, click **Select** and choose **Settings**.


**NOTE:** Settings can also be accessed from the assessment editor screen (pictured in Step 1 above).


3. The **Settings** screen contains a dozen or so categories. 
- You can **click on any category** to open that section and view/select options.  
See below for recommended settings.


 Items marked with a green check are critical and highly recommended!



 **Assessment Introduction**

- You can change the assessment **Title**, if needed.
-  Enter a **Description/Intro**. Students will see what you type here BEFORE they start taking the test. Helpful information might include: what the test covers, what students should do to prepare, type of questions, etc.

 **Delivery Dates**


- **Available Date** is the start date of the exam window. Students will not be able to see the assessment before this date.
  -  **Due Date** is the end date for the exam window and is displayed to students. Students will NOT be able to submit after this date UNLESS you allow late submissions (see *Submissions* below). If late submissions are allowed, any submissions after the due date will be marked as **LATE**.
  - **Retract Date** applies only if you allow late submissions. Students will not be able to see the assessment after this date. If you accept late submissions, this would be the final cut-off for accepting late tests. The retract date is NOT displayed to students.
- Note:** If you want an assessment to always be open, you may leave the date fields blank.
- TIP:** Do not use midnight as a deadline as it can cause confusion. (To a computer, midnight on Dec 31 is actually 12:00 AM on Jan 1.) For a late-night deadline, instead use 11:30 PM or 11:55 PM.

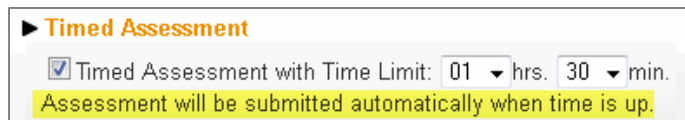
 **Assessment Released To**

 **High Security**

**You can safely ignore these categories**

 **Timed Assessment**

-  **Be sure to set a time limit** for all important tests! Just check the box and select a time limit.



**Why is a time limit important?** In Sakai, students can enter a test, look at the questions, go away and study, and come back later and take the test. If you set a time limit, students will have a restricted window of time to complete the test after they first look at it. The timer starts as soon as they look at the test and continues running even if they leave Sakai. The test is automatically submitted when the time limit is up.

## ▶ Assessment Organization

✓ **Navigation:** Random access is recommended.

**Note:** Linear access means students can only move forward; they cannot go back and review. Random access means students can go forward/back and can jump to any question using a Table of Contents link.

✓ **Question layout:** ALWAYS choose “each question is on a separate web page” !!!

This will ensure that students' answers are saved while taking the test. With this setting, each time a student clicks to move to the next question, his/her answers are saved.

## ▶ Mark for Review

- **Add Mark for Review feature:** Check this if you want to allow students to mark questions to go back to. Students will be able to mark questions they aren't sure about and jump back to them via the Table of Contents to review before submitting.

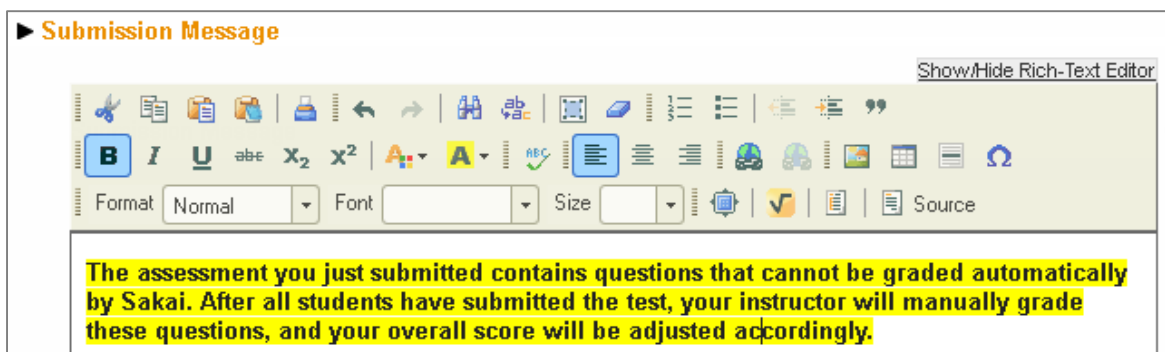
**Note:** You cannot use this feature if Linear access navigation is selected (in "Assessment Organization" above).

## ▶ Submissions

- **Number of submissions allowed:** By default, a student can submit an assessment **only 1 time**. This is the recommended setting for most assessments and for ALL important tests and quizzes.
- ✓ **Late Handling:** Choose whether you will accept tests after the due date. If late submissions are allowed, tests submitted after the due date will be marked as **LATE**.
- **Automatic submissions:** This applies only to tests that do not have a time limit. If your test is untimed, you should check this box. Then, if a student takes the test but forgets to submit it, his test will be submitted automatically after the retract date. (Timed tests submit automatically when the timer runs out, regardless of this setting.)

## ▶ Submission Message

- You can enter a message here that students will see as soon as they submit the assessment.  
**TIP:** If the test has short answer/essay questions, a message like the one below can reduce student questions. (We recommend using the rich-text editor to highlight the message so students will see it!)



The screenshot shows the 'Submission Message' field in Sakai. It features a rich-text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the message text is displayed and highlighted in yellow. The message reads: "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."

## ▶ Feedback

- ✓ **Feedback delivery:** For strongest cheating deterrent, choose "**No Feedback will be displayed**". Or, you can choose for feedback to be displayed at a specific date, using a date when all students will have completed the test.

**TIP:** Do NOT choose "immediate feedback." This will show answers to students AS they are taking the test!

✓ **What feedback will students see?**

If you choose to display feedback, you must tell Sakai what feedback to display.

- **Only Release Student's Assessment Scores:** This selection will show students only their overall grade on the assessment. They will not see any info on individual questions.
- **Release Questions and the following:** If you select this option, you must also check the items that you want students to see. To provide full feedback, check everything except Statistics/Histograms.

<input type="radio"/> Only Release Student's Assessment Scores (questions not shown)	
<input checked="" type="radio"/> Release Questions and the following	
<input checked="" type="checkbox"/> Student Response	<input checked="" type="checkbox"/> Question-Level Feedback
<input checked="" type="checkbox"/> Correct Response	<input checked="" type="checkbox"/> Selection-Level Feedback
<input checked="" type="checkbox"/> Student's Assessment Scores	<input checked="" type="checkbox"/> Grader's Comments
<input checked="" type="checkbox"/> Student's Question and Part Scores	<input type="checkbox"/> Statistics and Histograms

**WARNING:** If you display detailed feedback to students, it will be shown on one page that students can easily print and/or share. We do not know of a way to prevent students from printing or sharing feedback.

## ▶ Grading

- ✓ **Gradebook Options:** Choose "Grades sent to Gradebook" (recommended), and Sakai will automatically create a Gradebook item for you and store the test grades there.

**TIP:** The Gradebook item Sakai creates will be "unassigned". If you are using categories, after publishing a test, you'll need to go into the Gradebook, click Edit beside the unassigned item, assign it to a category, check the option to include it in gradebook calculations, and save.

4. After reviewing and selecting all Settings, click **SAVE** at the bottom of the Settings page.

Save Settings and Publish	<b>Save</b>	Cancel
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### Step 4: Publish the assessment

1. On the main Tests & Quizzes screen, under Working Copies, locate the assessment to publish. To the left of the assessment's title, click **Select** and choose **Publish**.
2. The Publish Assessment screen presents a summary of your Settings. (Click Edit Settings if you need to change anything.) Here you can choose whether to display the due date on the class schedule (calendar), and you can opt to send an email notification to students letting them

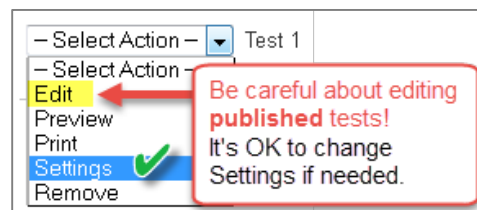
know that a test is being published. The notification will be sent immediately when you publish, not when the test becomes available.

3. When you're ready, click **Publish**.
4. In the **Published Copies** area, you will now see the published copy of your assessment. (An original copy remains under the **Working Copies** tab.) The published assessment will show a status of "Inactive" if the available date/time you specified in Settings is in the future.

Working Copies: not released to students		Published Copies: released to students					
View: <b>All</b>   <b>Active</b> : open to students to take   <b>Inactive</b> : not open to students to take							
Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date
- Select Action -	Test 1	Inactive	0	0	Entire Site	09/09/2014	09/12/2014

**IMPORTANT:**

- After publishing a test, do not delete the working copy! Working copies can be imported into future courses and re-used. (Published copies can NOT be imported into future courses.)
- Changes made to a test in Working Copies (or to its settings) will NOT affect the corresponding published copy.
- If you need to change Settings on a published test, you can do that, even if students have taken the test.
- Be cautious about editing a published test! If you edit a published test, the test will be retracted and taken offline. Students will not be able to see or take the test until you republish it.
- See "Advanced Topics" on the page linked below for information on editing and re-publishing a published assessment.



Now that you've published your test, students can begin taking it (after the available date/time). For instructions on viewing and grading students' tests, see **How to Grade a Test** at the link below.

For lots more info and handouts on using Sakai's Tests & Quizzes tool visit:  
[http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Assessments](http://courses.durhamtech.edu/wiki/index.php/Sakai_Assessments)