

Assessments



Fact sheet

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Build Teach Student View

The **Assessments Tool** is used to deliver online tests on course content.

QUESTION TYPES

You have the option to choose between calculated, combination, fill in the blank, jumbled sentence, matching, multiple choice, paragraph, short answer and true or false.

- **True – False:** students are presented with a question and must select whether the question is true or false.
- **Multiple Choice:** students are presented with a question and a list of options from which they must select one or more correct answers.
- **Combination Multiple:** students are presented with a question and a list of options from which they must choose the combination of items that are correct.
- **Fill in the Blank:** students are presented with a question containing blank spaces and must provide the missing text.
- **Jumbled Sentence:** students are presented with a sentence with missing words and they must select the correct words.
- **Matching questions:** students are presented with two lists and must match items from the first list to the second.
- **Paragraph:** students answer a question in paragraph or essay format.
- **Short Answer:** students are presented with a question that they must answer in the form of a word or phrase.
- **Calculated:** students are required to apply mathematical operations to answer the question. Each student receives a unique number set for solving the problem.

1. Create category

- Under Course tools, click on **Assessments**.
- Click on **Question database**.
- Click on **Create Category**.
- Type in title and click **Save**.

2. Create questions

- Click on **Create Questions**.
- A drop-down list will appear with the question types.
- Choose the applicable **Question type** and complete the screen.
- If you want to save the question, click **Save**.

ASSESSMENTS

1. Create assessment

- Under Course tools, click on **Assessments**.
- Click on **Create Assessment**.
- Enter a **title and description**.
- Decide on the **type of assessment** e.g. Quiz, Survey or Self test.
- Under **Template**, select whether or not you want to base this assessment on an existing one. The following settings apply:
 - *Base on an existing assessment example* – if you want to repeat the same questions and settings in a new assessment.
 - *Apply assessment settings only* – use the previous settings but on new questions.
 - *Do not use another assessment as a template* – add new questions and settings.
- Click **Save** and **Add Questions**.



REMEMBER

If you are not sure about the assessments, please contact your Instructional Designer.

Roles:

Work on the **Build Tab** when you want to add new questions or a new survey/ quiz/ self test

Work on the **Teach Tab** when you need to manage activities such as reviewing work, giving marks etc.

You can create the following types of assessments:

Quiz: A quiz is an online test that students complete and submit for marks. The marks are recorded in the **Grade Book**.

Survey: A survey is an online questionnaire that students complete and submit anonymously. You can use surveys to allow students to give feedback or opinions.

Self test: A self test is an online test that students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in the **Grade Book**.



2. Add questions to assessment

- Click on **Add to Assessment**.
- Select Existing question / Question Set from the drop-down menu.
 - **Existing Questions** – to add selected questions.
 - **Question Set** – example: students have to complete 5 random questions selected from the 10 questions in the set.
 - **Part** – organise questions in the assessment (Designer/Instructor view only).
- Select the questions by clicking in the tick boxes in front of the question title.
- Click on **Add Selected**.

3. Change the marks

- The marks are displayed in the points column.
- The default setting per question is 10 points – change it if necessary.
- Click on **Update total**.

ASSESSMENT SETTINGS

- Under Course tools, click on **Assessments**.
- Click on the Action menu and select **Edit properties**.
- Complete the settings as required.
- Click **Save Values**.

Build

Teach

Student View

ASSESSMENT MANAGER

The **Assessment Manager** tool allows you to view and grade student submissions, and run reports to compare the performance of students.

- Click on **Assessment Manager** from the Instructor tools.
- The tool allows you to view the following:

Assessment Manager

Graded Not Graded Not Submitted All

Not graded quizzes

- Click on the **Not graded** tab.
- Click on the **title of the assessment**.
- Click on the action menu and select the **Grade all** attempts of this question option.
- Click on the **student's attempt 1**.
- Enter the score, click on **Save** and view member list.

Note

If you are not sure of any of the settings, please contact your Instructional Designer.