

Self-reflection paper

Grading action: Choose... (1)

Select	Fullname	ID number	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Final grade
<input type="checkbox"/>	Student LEE	t004	Submitted for grading	80.00 / 100.00 (3)		2018-08-21 13:53	Lee_self-reflection paper.pdf (2)	Comments (0)			

The changed grade is shown as follows:

<input type="checkbox"/>	Student LEE	t004	Submitted for grading Graded	80.00 / 100.00		2018-08-21 13:53	Lee_self-reflection paper.pdf	Comments (0)			
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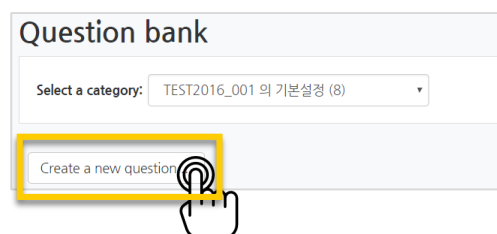
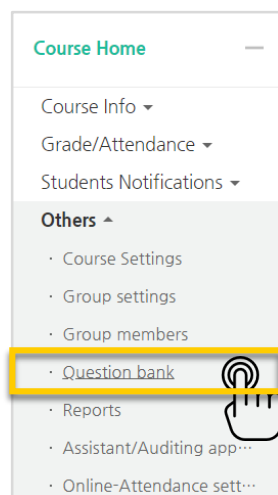
5. Create Question Bank

Quiz(Test) is developed through two steps: 1) Input test items to my "Question Bank", and 2) Add "Quiz" to the course page in order students to reply in a specific date and time. Each step is described below:

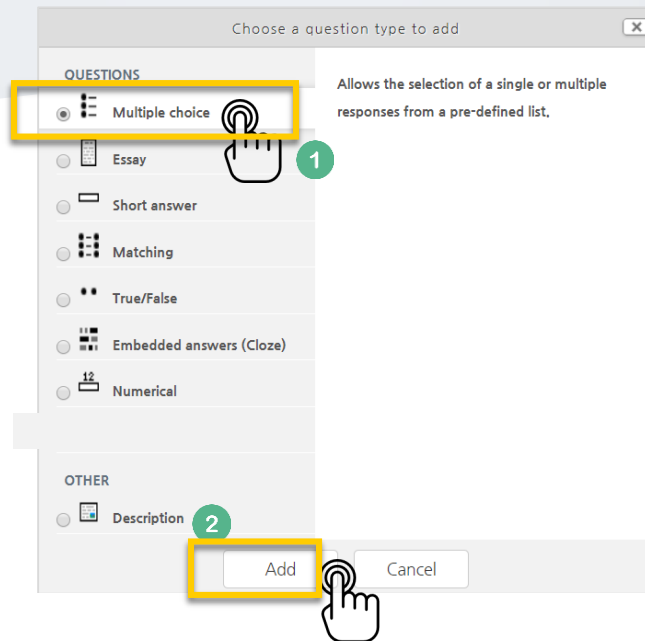
1) Input Test items to my "Question Bank"

* You can reuse test items saved in Question Bank in other courses.

First, click "Question bank" below "Others", belonging to "Course Home" menu located at the left-side of the screen. Then, in the opening page, select a category and click "Create a new question".



Select the type of the test item which you want to create and click "Add" button.



Write "question name" and "question text". Question name(ex: Midterm Q-1) is to differentiate the question from others. Also, specify the mark of the question by inputting the score to "Default mark".

Write all choices including right and wrong answers. Then, set the grade as "100%" for the right options and "None for the other options.

Choice 1

Grade: 100%

Choice 2

Grade: None

After you input all choices of the question, click "Save and continue" button to record the question to "Question Bank". Continue to create other questions with the same method.

Question bank

Select a category: TEST2016_001 의 기본설정 (9)

Create a new question ...

Question	Created by	Last modified by
Midterm Q-1	MASTER 21 August 2018, 16:46 PM	MASTER 21 August 2018, 16:46 PM

5.1. Multiple Choice

Multiple-choice is a question type in which students choose the correct answer among options. When you create a multiple-choice question, you need to write the options as well. So that, the result of a multiple-choice questions is automatically calculated.

General

Category: TEST2016_001 의 기본설정 (9)

Question name: Put question name

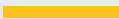
Question text: Write question content here

Default mark: 1 Points obtained for correct answer

One or multiple answers: One answer only

Shuffle the choices?

Number the choices: 1., 2., 3., ...



Input all choices for the question, including correct answer

Choice 1

Grade 100%

"100%" for correct answer,
"None" for wrong answer

Choice 2

Grade None

Lastly, click

Save changes

button to complete test item development.



5.2. Essay

Essay type enables a response of a few sentences or paragraphs. The test taker writes the response freely. The instructor or a grader must grade responses to this kind of questions manually.

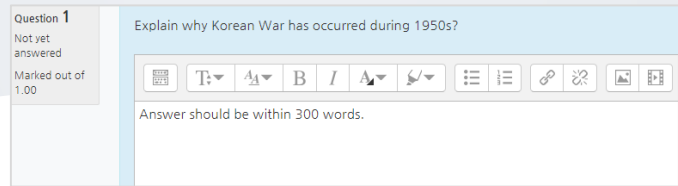
The screenshot shows the 'General' settings for an Essay question. The 'Category' is set to 'TEST2016_001 의 기본설정 (9)'. The 'Question name' field contains 'Question name here'. The 'Question text' field is a large text area with a rich text editor toolbar above it, containing 'Question text here'. The 'Default mark' is set to '1', with the label 'Points obtained for correct answer' next to it. The 'One or multiple answers?' dropdown is set to 'One answer only'. The 'Shuffle the choices?' checkbox is checked. The 'Number the choices?' dropdown is set to '1., 2., 3., ...'.

You can configure various settings of essay response, including response format, the size of response box, whether allowing attachments, so on. Besides, you can identify a response template, which will be displayed in the response input box when the student type an answer.

The screenshot shows the 'Response Options' settings. The 'Response format' is set to 'HTML editor'. The 'Require text' dropdown is set to 'Require the student to enter text'. The 'Input box size' is set to '15 lines'. The 'Allow attachments' dropdown is set to 'No'. The 'Require attachments' dropdown is set to 'Attachments are optional'.

The screenshot shows the 'Response Template' settings. The 'Response template' field contains a rich text editor toolbar and the text 'Answer should be within 300 words.'

The text you input to “response template” will appear to students as follows:



The screenshot shows a question editor interface. On the left, a sidebar displays 'Question 1', 'Not yet answered', and 'Marked out of 1.00'. The main area contains the question text 'Explain why Korean War has occurred during 1950s?'. Below the question is a rich text editor with a toolbar containing icons for text color, background color, bold, italic, text color, link, unlink, image, and table. The editor contains the text 'Answer should be within 300 words.' and a large empty text area for the response template.

Finally, click [Save changes](#) button to complete test item creation.

5.3. Short Answer

Short answer is a question type which enables a response of one or a few words that is graded by comparing against various model answers. So, possible correct answers are inputted and the score is automatically displayed after the quiz is finished.

General

Category: TEST2016_001 의 기본설정 (11)

Question name*: Question name

Question text*: Question text here

Default mark*: 1

Case sensitivity: No, case is unimportant

Then, input all partial and 100% correct answers with their grading percentage. (Ex. 100% grade for fully correct answer, 50% for partially correct answer)

* It is much better If you input the words with their short and long names.
(Ex. Answer 1: U.K. / Answer 2: United Kingdoms)

Answers

Answer 1: [Text Input] Grade: None

Answer 2: [Text Input] Grade: None

Answer 3: [Text Input] Grade: None


Then, click

Save changes

button to complete test item creation in short-answer type.

5.4. True/False

True/False type is used for asking whether the given sentence/expression is true or false.

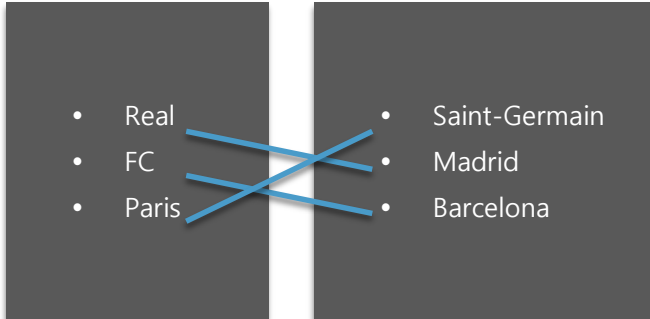


The screenshot shows the 'General' tab of a question editor. The 'Category' dropdown is set to 'TEST2016_001 의 기본설정 (11)'. The 'Question name' field contains 'Question name here'. The 'Question text' field is a rich text editor with a toolbar and contains 'Question text here'. The 'Default mark' field is set to '1'. The 'Correct answer' dropdown is set to 'False'. There are blue links for 'Points obtained for correct answer' and 'Select whether correct answer is "TRUE" or "FALSE"'. Yellow boxes highlight the 'Question name', 'Question text', 'Default mark', and 'Correct answer' fields.

Then, click [Save changes](#) button to complete test item creation in True-False type.

5.5. Matching

Matching is a question type where the answer to each of a number of sub-question must be selected from a list of possibilities.



General

Category: TEST2016_001 의 기본설정 (11)

Question name*: Question name here

Question text*: Question text here

Default mark*: 1 Points obtained for correct answer

Shuffle

Input the related answers and questions below. It requires 2 questions and 3 answers at least.

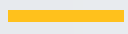
Answers

Available choices You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1: Ex France

Answer: Ex Paris

Save changes



Then, click

button to complete test item creation in matching type.

5.6. Embedded Answers (Cloze)

Embedded answer is a question type where a sentence or paragraph including various blanks test takers need to fill in is displayed. It requires a special code when creating it. Therefore, please refer to codes with their examples.

In order to create blanks in the text, please use the following the code types according to question type you want to add, as shown in their examples:

Question type	Code	Example
Short answer	{Grade(Number):SHORTANSWER:=Correct answer}	Capital of France is{1:SHORTANSWER:=Paris}
Multiple choice	{Grade(Number):MULTICHOICE=Correct answer#OK ~Wrong answer#Wrong}	Capital of England is{1:MULTICHOICE:=London#OK ~Paris#Wrong~Ankra#Wrong}
Numerical	{Grade(Number):NUMERICAL:= Correct answer: Error range}	

Then, click [Save changes](#) button to complete test item creation in matching type.

An example to embedded question is as follows:

Question 1

Not yet answered

Marked out of 2.00

Capital of France is .

The capital of England, another Europe country, is .

Start again

Save

Fill in correct responses

Submit and finish

Close preview

5.7. Numerical

Numerical question type is similar to short answer. However, test takers can answer numerical questions with only numbers.

General

Category: TEST2016_001 의 기본설정 (9)

Question name: Put question name

Question text: Write question content here

Default mark: 1 Points obtained for correct answer

Fill in each possible answer with its error scope and grade degree.

Ex: grade is 100% for fully correct answer, 50% for partially correct answer, etc.

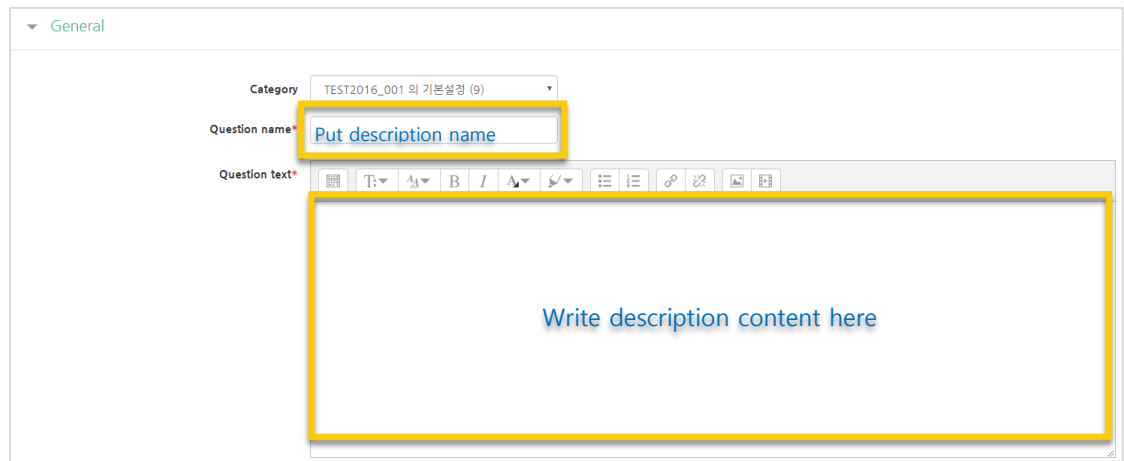
Answers

Answer 1	<input type="text"/>	Error	<input type="text" value="0"/>	Grade	None
Answer 2	<input type="text"/>	Error	<input type="text" value="0"/>	Grade	None
Answer 3	<input type="text"/>	Error	<input type="text" value="0"/>	Grade	None

Then, click [Save changes](#) button to complete to create test item in numerical form.

5.8. Description

Description can be used when you need to make announcement about the quiz(test), inform about quiz start and finish time, input explanations needed for some questions.

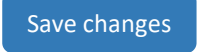


General

Category: TEST2016_001 외 기본설정 (9)

Question name*: Put description name

Question text*: Write description content here


Then, click  button to finish to create a description as a test item.

5.9. (Common/Advanced) Penalty For Each Incorrect Try

In a quiz (test) where test taker is able to answer the same question more than one time, you can deduct the grade for each incorrect answer.

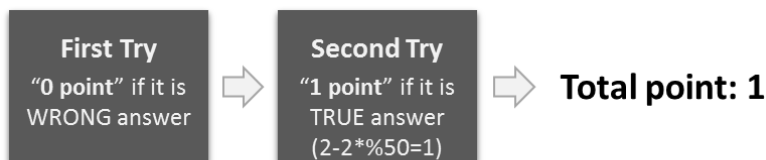
* It is available for multiple choice, short answer, matching, embedded and numerical type of questions.

Multiple tries

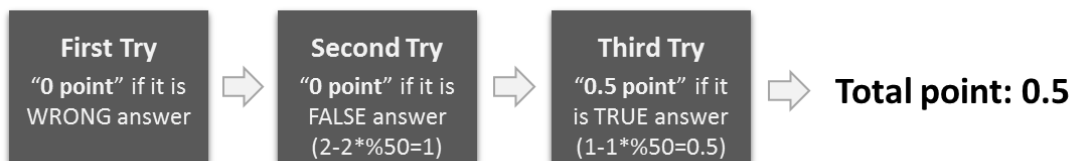
Penalty for each incorrect try  0%

Ex: Let's assume there is a quiz giving 2 points for each correct answer. If we set the above place as 50%, the points for a question will be deducted for getting each wrong answer, as follows:

For the one who finds correct answer in "second" try:



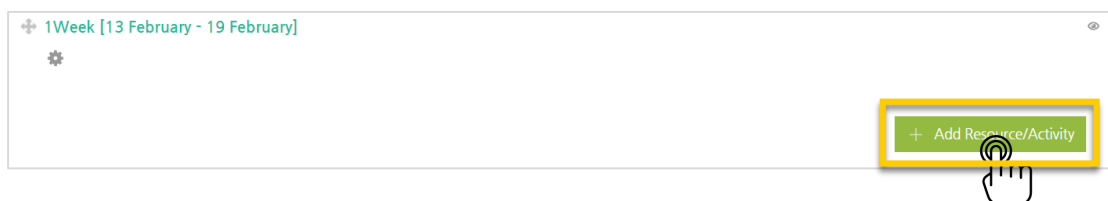
For the one who finds correct answer in "third" try:



6. Create Quiz

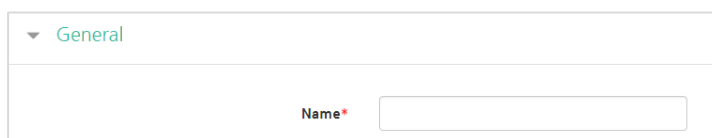
In order to create a quiz(test, online exam) activity, follow these steps:

Click "Add Resource/Activity" button around the section where you want to add the quiz.



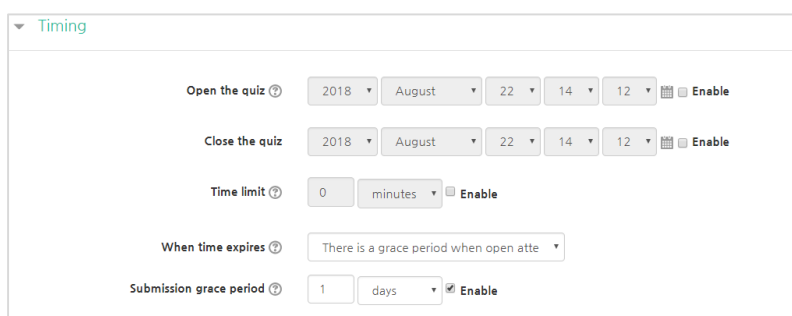
In the opening panel, click "Quiz" button, showed with .

Then, you need the configure quiz settings. First, give a name (Ex: MIDTERM QUIZ)

A screenshot of the 'General' configuration panel. It has a dropdown arrow on the left and the word 'General' in green. Below this is a text input field with the label 'Name*' in red.

After clicking "Enable" button on the right side, set the opening and close date and time of the quiz and identify time limit to perform quiz.

*If you do not set any time/date, anyone will be able to access and take to the quiz anytime.

A screenshot of the 'Timing' configuration panel. It has a dropdown arrow on the left and the word 'Timing' in green. The panel contains several settings: 'Open the quiz' with date and time pickers (2018, August, 22, 14, 12) and an 'Enable' checkbox; 'Close the quiz' with similar date and time pickers and an 'Enable' checkbox; 'Time limit' with a value of '0' and a unit of 'minutes', plus an 'Enable' checkbox; 'When time expires' with a dropdown menu showing 'There is a grace period when open atte'; and 'Submission grace period' with a value of '1' and a unit of 'days', plus an 'Enable' checkbox.

Set quiz grade. Especially, it is important to set how many attempts will be allowed for the test takers. Change "Unlimited" option as you wish.

Grade

Grade category [?]

Grade to pass [?]

Attempts allowed [?]

Grading method [?]

You can identify the review options of the quiz for the test takers by utilizing “Review options” section. Quizzes can be set in such a way that test takers check their grades, the number of attempts, right answers while performing the quiz, right after they finish the quiz or after the quiz close date.

*Its general use is to put a check to “Marks” option in “After the quiz closed” area.

Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt [?]	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Marks [?]	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Right answer [?]	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer

After you click “Save changes” button, the newly created quiz will be displayed like as follows. Now we need to add quiz items(questions) to this quiz. For this, click “Edit quiz” button.

MIDTERM QUIZ

Attempts allowed: 1
 This quiz opened at 2018-08-22 14:51
 This quiz will close at 2018-08-22 20:51
 Time limit: 30 mins

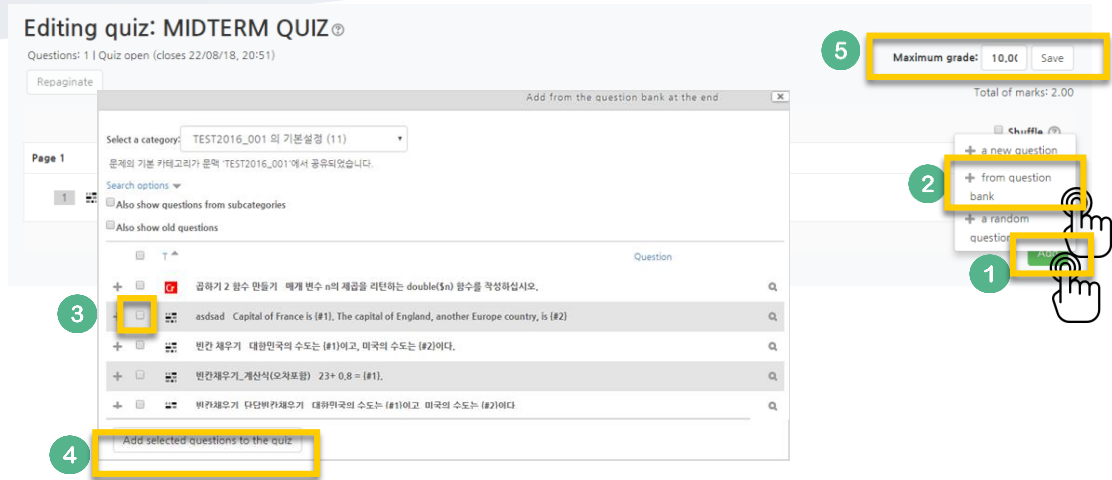
No questions have been added yet

[Edit](#)

[Back to the course](#)

You can add test items(questions) by creating new ones or by bringing questions from the “Question Bank”. To add questions from question bank, First, click “Add” button on the right-side of the screen and then click “+from question bank” option. Thus, the saved questions to question bank will be displayed in a new page. Select the questions you want to add to the quiz and click “Add selected questions to the quiz” button below the page.

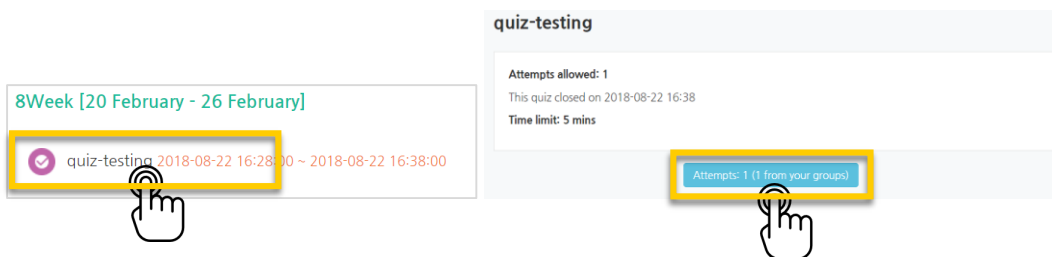
After that, specify the maximum score and click "Save" button. Thus, the quiz activity creation will be completed.



7. Grade Quiz

After the quiz ended, you can grade test takers' responses. For this,

First click that quiz in the course homepage and then click "Attempts".



To review and grade student's responses, click "not yet graded" on the far-right side of the student name.

*The questions like multiple-choice questions in which answers are defined in advance are marked automatically.

		Download table data as		Excel spreadsheet	Download			
	Fullname	ID number	State	Started on	Completed	Time taken	Grade/10.00	
	Student PARK Review attemptQ	t005	Finished	22-08-2018, 16:34:02	22-08-2018, 16:34:28	26 secs	Not yet graded	
Overall average								

Then, review student responses and grade them. You can also give a comment. For this, click "Make comment or override mark" button of the question and then input its mark