

AUTO GRADING EXAMS & QUIZZES

Auto grading quizzes include true/false, multiple-choice, multi-select, ordering and matching. Short answer and fill in the blank questions can be auto graded but can result in errors due to spelling or word choice errors.

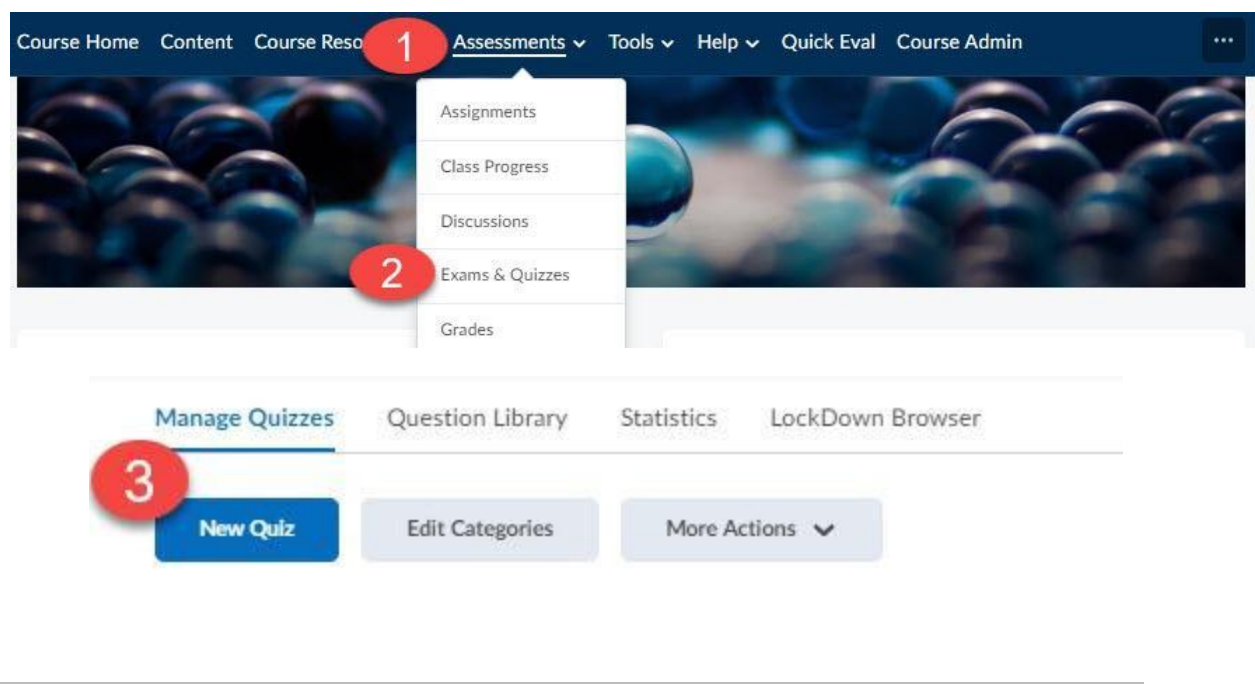
Quiz questions can be created in the Question Library and imported into quizzes individually or as a pool of questions OR Quiz questions can be created while building a new quiz.

To create a self grading quiz as a new quiz:

1. Click "Assessments" in the navbar.
2. Choose "Exams & Quizzes".
3. Click the "New Quiz" button. The quiz settings will open in the **Properties Tab**.
4. Provide a clear name for your quiz. Be consistent with naming protocol in your syllabus/content area and grades area.
5. Creating a category here is optional and is specific to the quiz area (this is NOT how to connect a quiz to a grades category).
6. Add your quiz questions.
7. Select any additional options.
8. Scroll back up and select the **Restrictions Tab**. Set any quiz restrictions. This tab is where you will set optional date restrictions and a time limit.
9. Scroll back up and select the **Assessment Tab**. For students to see their grade upon completion and have the score exported to the gradebook check the Automatic Grade option, connect to a Grade Item (or create one now) and check Auto Export to Grades. This tab is also where you will set the number of attempts allowed.

10. The **Submission Views Tab** is where you set the information shown to learners upon completion. The **default** setting is learners will see grades immediately and questions **will not be shown**.
11. **Save and Close.**

NOTE - Learners can view any written feedback for quizzes in the Exams & Quizzes area (Steps 1 & 2) and clicking the "Feedback" option.



Properties Tab

New Quiz ▾

3 **Properties** Restrictions Assessment Objectives Submission Views Reports Setup

General

4 Name *

5 Category no category ▾ [add category] ⓘ

Quiz Questions

This quiz is empty.

6 Add/Edit Question

Description / Introduction

7 ▶ Expand description / introduction

Page Header / Footer

▶ Expand page header / footer

Optional Advanced Properties

▼ Collapse optional advanced properties

Restrictions Tab

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

8

☐ Hide from Users

Due Date

☐ Has Due Date

9/18/2020 5:03 PM Now

Canada - Toronto

Availability

☐ Has Start Date

9/11/2020 1:03 PM Now

Canada - Toronto

☐ Has End Date

9/18/2020 5:03 PM Now

Canada - Toronto

☐ Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Security Options

Respondus LockDown Browser

Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

☐ Required to take this quiz

Date Restrictions - optional

Scroll down for time limit options

Assessment Tab

Properties Restrictions **Assessment** Objectives Submission Views Reports Setup

Assessment

Automatic Grade 

☒ Allow attempt to be set as graded immediately upon completion ?

Grade Item 

t Fri [add grade item] ?

Auto Export to Grades 

☒ Allow automatic export to grades ?

Student View Preview

100 % ▾

ePortfolio Artifacts

☐ Allow users to add the result of this quiz to their ePortfolio ?

Attempts

Attempts Allowed ? 

1 ▾ Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

Highest Attempt ▾