

UVA ARTICLES CONTRIB

Table of Contents

Tests & Quizzes	9
What is the Tests & Quizzes tool?	10
Essential Tips for Taking Online Tests in UVACollab.....	13
How do I take a test, quiz, or survey?	24
Best Practices for Delivering Online Tests & Quizzes	35
Frequently Asked Questions about Tests & Quizzes	42
What types of questions can I incorporate into my assessments?.....	46
How do I create an assessment in Tests & Quizzes?	53
How do I create a new assessment using markup text or cut and paste?	57
How do I add a new question (with the assessment builder)?.....	64
What is a minimum point value?.....	70
How do I create a multiple choice question?.....	71
How do I create a true false question?.....	84
How do I create a short answer/essay question?	91
How do I create a file upload question?.....	98
How do I create a matching question?	104
How do I create a fill in the blank question?.....	114
How do I create a numeric response question?.....	123
How do I create a calculated question?.....	130
How do I create a student audio response question?.....	140
How do I create a survey question?.....	147
How do I create a survey - matrix of choices question?.....	153
How do I add an image in an assessment question?	161
How do I use and edit assessment parts?	166
How do I set up a random question set?	176
How do I change the numbering of assessment questions or parts?.....	183
How do I edit assessment question point values?.....	188
How do I inspect and adjust the settings of an assessment?.....	193
How do I edit my assessment title or description, or add an Honor Pledge check box?.....	198
What are the Availability and Submissions options for an assessment?	201
What are the Grading and Feedback options for an assessment?	210

How do I adjust the layout and appearance of an assessment?	218
How do I duplicate an assessment (i.e. test or quiz)?.....	223
How do I preview an assessment (i.e. test or quiz)?	226
How do I print an assessment (i.e. test or quiz)?	229
How do I give specific students an assessment with different settings (e.g., extra time)?	233
How do I publish an assessment (i.e. test or quiz)?	238
How do I export and import assessments?	244
What is a question pool?	250
How do I add, copy, move, or remove a question pool?	253
How do I add a question to a question pool?.....	259
How do I copy questions to an assessment from a question pool?	264
How do I import a question pool?.....	269
How do I share or revoke access to a question pool?	272
How do I transfer ownership of a question pool?.....	277
How do I allow a student to retake a test or quiz?.....	281
How do I grade in Tests & Quizzes?	285
How do I grade Tests & Quizzes submissions by student?.....	291
How do I grade Tests & Quizzes submissions by question?	300
How do I download submissions to file upload questions?	304
How do I export a spreadsheet with assessment scores and student responses?	313
How do I give the same score (e.g., 0) to all students with no submission to an assessment?.....	316
How do I view statistics about a completed assessment?	321
What is the Tests & Quizzes Event Log?	336
What is the Tests & Quizzes User Activity Report?.....	339
What information is in a Tests & Quizzes email notification?	342
What notifications can I get when I submit a test or quiz?	345
How does Automatic Submission work in Tests & Quizzes?	348
How do I view the feedback on my assessment (i.e., test or quiz)?	361
Gradebook	369
What is the Gradebook tool?	370
How do I set up my Gradebook?	373

How do I add an item to the Gradebook?	382
How do I edit or delete a gradebook item?	387
How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?	392
How do I enter and/or edit grades in Gradebook?	396
How do I exclude a grade for a particular student in Gradebook?	403
How does extra credit work in Gradebook?	408
How are grades calculated in a points Gradebook?	416
How does a points Gradebook calculate automatically dropped grades?	421
How do I display the course grade to students in Gradebook?	426
How do I override a course grade in Gradebook?	430
How do I view the course grade override log in Gradebook?	434
How can instructors customize their Gradebook display?	437
How do I view grade statistics?	446
How do I view an individual student's grades?	449
How do I export grades from Gradebook?	454
How do I format my file for importing grades into Gradebook?	460
How do I import grades into Gradebook?	464
How do I export grades from Gradebook to SIS?	469
How do I restrict Gradebook permissions for Teaching Assistants?	475
How do I view my grades in the Gradebook?	484
Sign Up	487
What is the Sign Up tool?	488
What are Sign Up meeting types?	490
How can I use the Sign Up tool in my site?	493
How do I view meetings in Sign Up?	496
How do I create a meeting?	500
How do I copy a meeting?	514
How do I edit a meeting?	517
How do participants sign up for meetings?	524
How do I export meeting data?	532
How do I manually add participants to meetings?	542
How do I add meetings to the site's Calendar?	549

Discussions (formerly Forums)	552
What is the Discussions tool?	553
How do I create a forum?.....	555
How do I create a topic?	563
How do I organize forums and topics?	572
How do I navigate forums and topics?	577
How do I post to a forum?	589
How do I reply to a forum post (in a conversation)?.....	593
How do I delete a forum post?	598
What makes a forum post count as read?	601
How do I email a forum post author?.....	605
How do I moderate a topic?.....	607
How do I grade discussion forums?.....	615
How do I move a thread to a different topic?.....	625
How do I delete a topic?	629
How do I delete a forum?.....	633
How do I modify forum Template Settings?	637
How do I watch or subscribe to forums?	641
Tests & Quizzes	643
What is the Tests & Quizzes tool?	644
Essential Tips for Taking Online Tests in UVACollab.....	647
How do I take a test, quiz, or survey?	658
Best Practices for Delivering Online Tests & Quizzes.....	669
Frequently Asked Questions about Tests & Quizzes	676
What types of questions can I incorporate into my assessments?.....	680
How do I create an assessment in Tests & Quizzes?	687
How do I create a new assessment using markup text or cut and paste?	691
How do I add a new question (with the assessment builder)?.....	698
What is a minimum point value?.....	704
How do I create a multiple choice question?.....	705
How do I create a true false question?.....	718
How do I create a short answer/essay question?	725

How do I create a file upload question?.....	732
How do I create a matching question?	738
How do I create a fill in the blank question?.....	748
How do I create a numeric response question?.....	757
How do I create a calculated question?.....	764
How do I create a student audio response question?	774
How do I create a survey question?	781
How do I create a survey - matrix of choices question?.....	787
How do I add an image in an assessment question?	795
How do I use and edit assessment parts?	800
How do I set up a random question set?	810
How do I change the numbering of assessment questions or parts?.....	817
How do I edit assessment question point values?	822
How do I inspect and adjust the settings of an assessment?	827
How do I edit my assessment title or description, or add an Honor Pledge check box?	832
What are the Availability and Submissions options for an assessment?	835
What are the Grading and Feedback options for an assessment?	844
How do I adjust the layout and appearance of an assessment?	852
How do I duplicate an assessment (i.e. test or quiz)?.....	857
How do I preview an assessment (i.e. test or quiz)?	860
How do I print an assessment (i.e. test or quiz)?	863
How do I give specific students an assessment with different settings (e.g., extra time)?	867
How do I publish an assessment (i.e. test or quiz)?	872
How do I export and import assessments?	878
What is a question pool?	884
How do I add, copy, move, or remove a question pool?	887
How do I add a question to a question pool?.....	893
How do I copy questions to an assessment from a question pool?	898
How do I import a question pool?.....	903
How do I share or revoke access to a question pool?	906
How do I transfer ownership of a question pool?.....	911
How do I allow a student to retake a test or quiz?.....	915

How do I grade in Tests & Quizzes?	919
How do I grade Tests & Quizzes submissions by student?	925
How do I grade Tests & Quizzes submissions by question?	934
How do I download submissions to file upload questions?	938
How do I export a spreadsheet with assessment scores and student responses?	947
How do I give the same score (e.g., 0) to all students with no submission to an assessment?	950
How do I view statistics about a completed assessment?	955
What is the Tests & Quizzes Event Log?	970
What is the Tests & Quizzes User Activity Report?	973
What information is in a Tests & Quizzes email notification?	976
What notifications can I get when I submit a test or quiz?	979
How does Automatic Submission work in Tests & Quizzes?	982
How do I view the feedback on my assessment (i.e., test or quiz)?	995
Quota Increases	1003
How do I increase a site's Resources quota?	1004
How do I increase a person's or site's File Drop quota?	1010
VoiceThread	1016
What is the VoiceThread tool?	1017
How do I add a VoiceThread assignment to a lesson page?	1019
How do I add a VoiceThread link to a lesson page?	1028
Online Meetings (Zoom)	1034
What is the Online Meetings tool?	1035
Tips for Teaching Online in Zoom	1036
How do I schedule online meetings?	1042
How do I set up online office hours in Zoom?	1048
Tips for Attending Class in Zoom	1053
How do I join a scheduled online meeting?	1059
How do I access a recording of an online meeting?	1062
How can I add an audio transcript to my Zoom recording?	1067
How do I use a phone or tablet as a whiteboard in Zoom?	1073
Media Gallery	1092

What is the Media Gallery tool?.....	1093
Kaltura Features List	1094
Kaltura Features Chart	1097
How do I change the display and playback speed of media?	1100
How do I upload a video, image, or audio file to Media Gallery?.....	1109
How do I record a PowerPoint presentation with Personal Capture?.....	1116
How do I upload an image or video to My Media from a phone or tablet?.....	1129
How do I automatically generate and edit captions in My Media?	1139
How do I publish video or audio files in Media Gallery?	1151
How do I embed a Media Gallery file in the Rich-Text Editor?	1155
How do I set up a video or audio assignment using Media Gallery?	1158
How do I submit a Personal Capture file to an assignment or assessment?	1163
How do I upload and submit a video or audio file to an assignment or assessment?...1176	
How do I copy embed code for public display on the web?	1184
What is an in-video quiz, and how can I use it?	1193
How do I create an in-video quiz?	1200
How do I enable cookies to view my media gallery?	1214
Confluence Wiki	1225
What is the Confluence Wiki tool?.....	1226
How do I create a new Confluence space?	1227
SensusAccess	1233
What is the SensusAccess tool?.....	1234
How do I convert a document using SensusAccess?	1236
Piazza.....	1245
What is the Piazza tool?	1246

Tests & Quizzes

What is the Tests & Quizzes tool?

Tests & Quizzes allows you to create online assessments, including tests, quizzes, assignments with automatically-graded questions, and anonymous surveys, for delivery to students or other groups.

Tests & Quizzes offers many settings to control how assessments are delivered, such as dates and time limits, assessment layout, and feedback provided to participants.

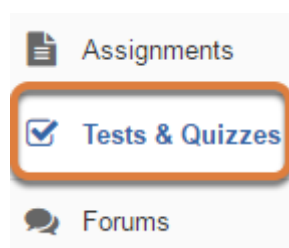
Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Tests & Quizzes Features

Tests & Quizzes allows [site administrators](#) to:

- Create online assessments, assignments, and surveys.
- Select from a wide variety of question types and automatic scoring settings.
- Randomize questions and/or answer options within questions.
- Create question pools to save and reuse questions.
- Automatically generate assessments from a random selection of questions in a question pool.
- Control access to assessments using dates and time limits.
- Release assessments to specific groups or anonymous users.
- Review submission scores and answer statistics.
- Grade by student or by question.
- Specify what types of feedback will be delivered and when.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes main page (Student View)

Assessments

1 Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 7	10 min	2018-03-19 11:59 PM
Quiz 8	10 min	2018-03-26 11:59 PM

2 Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores View Only Recorded Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Essay Test*	n/a	85	Immediate			
			Feedback	85	n/a	2018-02-28 4:38 PM
Quiz 1*	n/a	n/a	Immediate			
			Feedback	n/a	2 min 7 sec	2018-03-02 11:11 AM

The student view of *Tests & Quizzes* includes two sections:

1. *Take an Assessment* - Assessments currently available for you to take, their time limit (if they have a time limit) and their due date/time,
2. *Submitted Assessments* - Assessments you have submitted, with scores and **Feedback** links if your instructor has made feedback available.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the *Due Date/Time* shown in red. Assessments which are not currently available do not show up in the *Take an Assessment* list at all.

For more information on taking assessments and viewing feedback, see:

- [Essential Tips for Taking Online Tests in UVaCollab](#)
- [How do I submit an assessment \(i.e., test or quiz\)?](#)
- [How do I view the feedback on my assessment \(i.e., test or quiz\)?](#)

Tests & Quizzes main page (Instructor View)

Assessments

Assessment Types

Question Pools

Event Log

User Activity Report

1

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

OR

Import from File (XML or ZIP)

Import

2

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action --	Essay Test	Tiffany Stull	2018-02-28 3:08 PM
-- Select Action --	Quiz 1	Tiffany Stull	2018-07-19 3:35 PM

The instructor view of *Tests & Quizzes* includes:

- Options for creating a new assessment,
- Two tabs that will include assessments which have been created and published: **Working Copies** (drafts that can be edited) and **Published Copies** (assessments that will be or have been made available to students).

For more information about authoring and administering assessments, see:

- [Best Practices for Delivering Online Tests & Quizzes](#)
- [How do I create an assessment in Tests & Quizzes?](#)
- [What types of questions can I incorporate into my assessments?](#)

Essential Tips for Taking Online Tests in UVACollab

Taking tests can be stressful and taking online tests can be especially so, particularly when technical issues arise. The following guidelines will help you avoid the most common technical difficulties while taking online tests in UVACollab and ensure that your work is submitted successfully.

Use a supported browser and close unneeded applications.



Using an unsupported browser or enabling browser add-ons can introduce unexpected behaviors, **including lost test answers!**

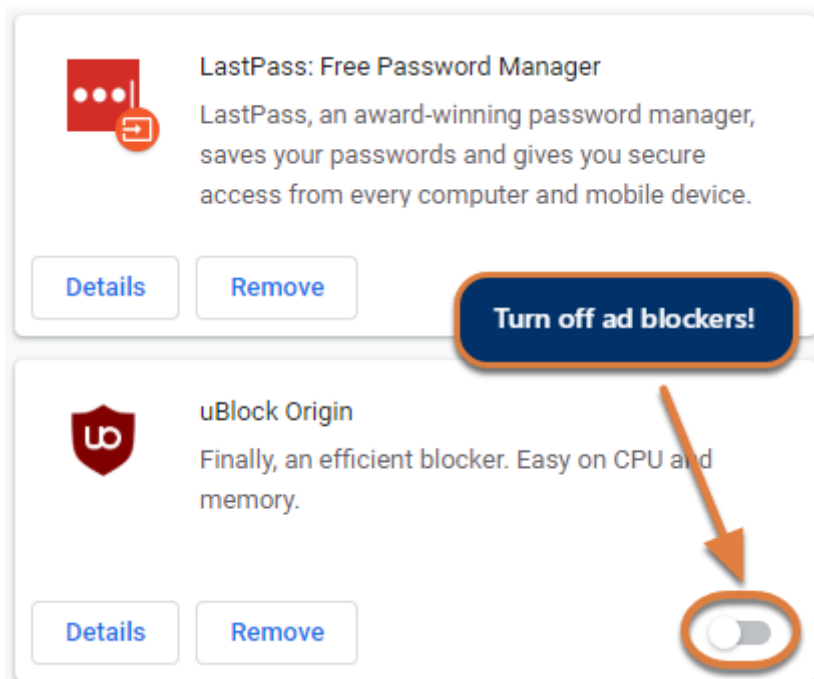
DO:

- Use a supported browser. **Google Chrome, Safari, or Internet Explorer** on **laptop or desktop computers** are the **ONLY** supported browsers for UVACollab. Browsers on **mobile devices** (phones and tablets) are NOT supported.
- **Close unneeded applications and processes** running on your computer to reduce network interference.

DON'T:

- Don't use Opera or another unsupported browser, such as a browser on a mobile device (phone or tablet), while taking a high-stakes test or exam! ***Problems with lost data have been reported by students who used unsupported browsers while taking online tests in UVACollab.***
- Don't use mobile devices to avoid submission problems.

Disable ad blockers and browser extensions.



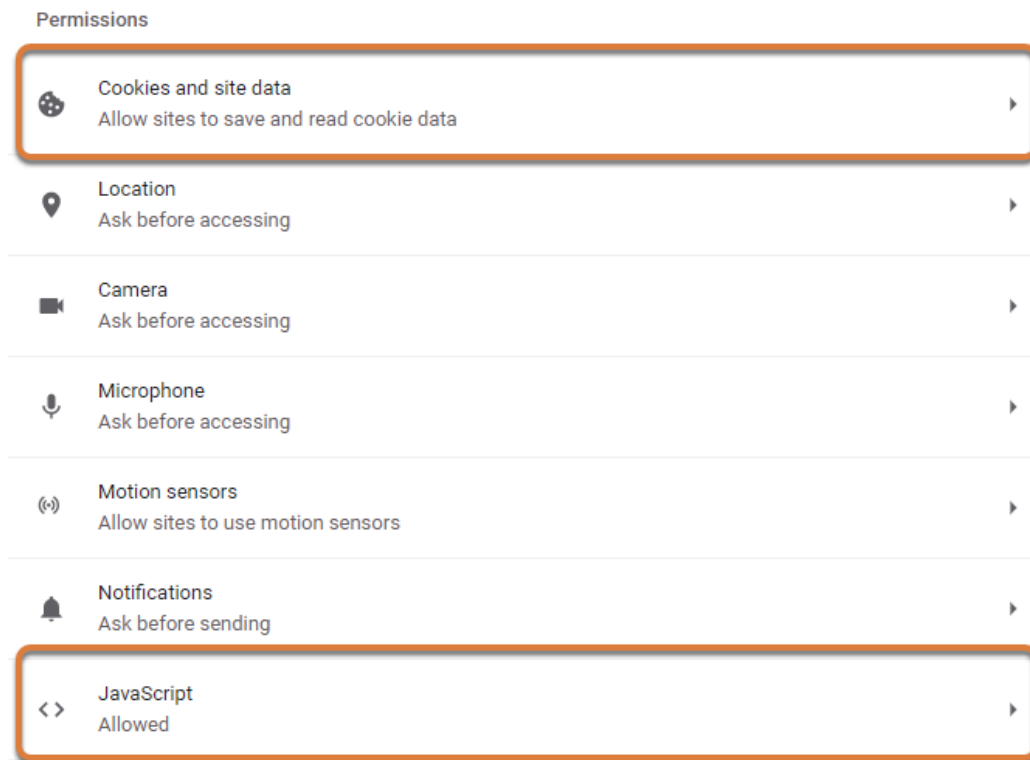
DO:

Temporarily disable browser add-ons, extensions, and plugins, **especially ad blockers**, before beginning an online test. Instructions to disable browser extensions can be found on the following web pages:

- [Google Chrome - Install and manage extensions \(opens new window\)](#)
- [Safari - Disable plug-ins \(opens new window\)](#)
- [Internet Explorer - Disable add-ons \(opens new window\)](#)

! IMPORTANT: Ad blockers may interfere with loading content in tests! Turn them **off** before your test to avoid issues!

Make sure JavaScript and cookies are enabled in your browser.



JavaScript is required for *Tests & Quizzes* to function correctly. If JavaScript is disabled in your browser, you are likely to encounter multiple issues with taking and submitting a test.

Additionally, if your instructor includes media such as audio or video files in your test, you will need to have cookies enabled in the browser for the media to display.

DO:

- **Before** starting a test, make sure JavaScript is enabled in your browser. Here's a website where you can check whether JavaScript is working, and find instructions to enable it if not: [Check or enable JavaScript \(opens new window\)](#).
- Follow the steps in [How do I enable cookies to view my media gallery?](#) to enable cookies in your browser.

Verify your internet connectivity.



Use the most reliable Internet connection available when you are taking an online test.

DO:

- Ensure that your computer and internet connection are configured correctly. See the [ITS Online Readiness Checklist \(opens new window\)](#) for more information. You can access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button to check the quality of your connection to UVA networks.
- Use [UVaAnywhere \(opens new window\)](#) for off-grounds connections before starting to take a test. This will ensure your [NetBadge session \(opens new window\)](#) doesn't expire during a test.
- Turn off cell phones and other network devices such as video game consoles, internet-capable TVs, etc., or set them to **Airplane mode** to reduce network congestion and interference. We also recommend asking others in your household **not** to use devices that will consume internet bandwidth while you are taking a test. **Note:** Some devices, such as video game consoles, may remain connected to the internet in sleep mode and continue to use internet bandwidth even when you don't realize it!

AVOID:

Avoid having multiple devices connected to the internet during a test.

What if I lose my network connection while taking a test?

If you lose network access while taking a test and there is still time left to complete it, return to the course site and go back into the test. You should be able to pick up where you left off.

! **Important: Unsaved** answers may be lost if your network connection is dropped.

Avoid Using Mobile Devices.



Tests & Quizzes does not yet have a mobile interface, therefore...

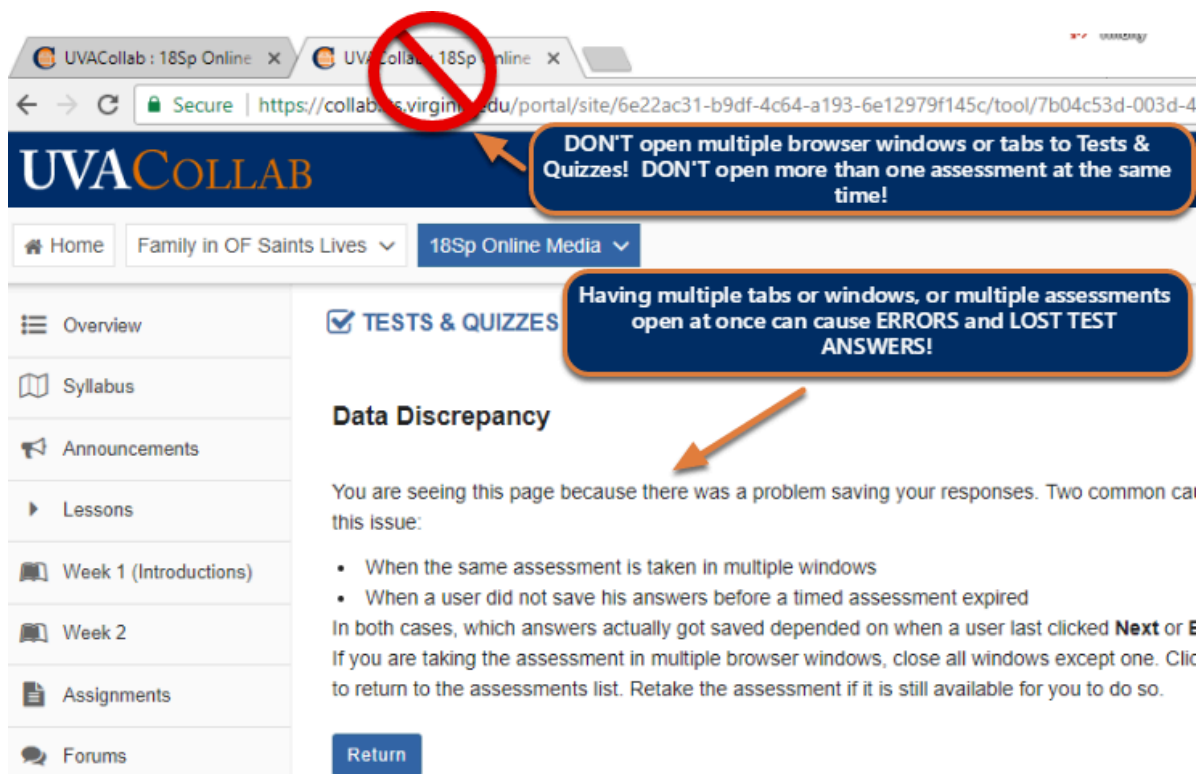
DO:

- Use a laptop or desktop computer instead of a mobile device (phone OR tablet) to take an online test or quiz.
- Ensure that all mobile devices are either **shut off** or in **Airplane mode**.

DON'T:

Don't use a mobile device to take an online test.

Preserve your submission answers - Don't open multiple browser windows or tabs!



Accessing *Tests & Quizzes* in multiple browser windows or tabs, or being logged into UVACollab on more than one device (computer or mobile device) at once, can result in completely losing your test submission answers!

Why is this important? Multiple browser windows or tabs share the same session to a test, thus a window or tab with no responses may auto-submit after you submit your answers in the primary window and overwrite your responses!

DO:

- Log out of UVACollab on ALL devices (computers and mobile devices) completely prior to taking an online test. On a laptop or desktop computer, open only ONE browser window or tab and log into UVACollab to access the test.
- **Submit OR Save and Exit** one test or quiz BEFORE starting another one!

DON'T:

Don't open more than one browser window or tab to *Tests & Quizzes* or to your online test while taking a test in UVACollab.

Taking an open resource test?

REMEMBER: You CANNOT have multiple windows open to *Tests & Quizzes*!

Trying to **review feedback from a previous assessment** while taking a test can cause **errors, including lost test answers!**

INSTEAD, BEFORE YOU START THE TEST:

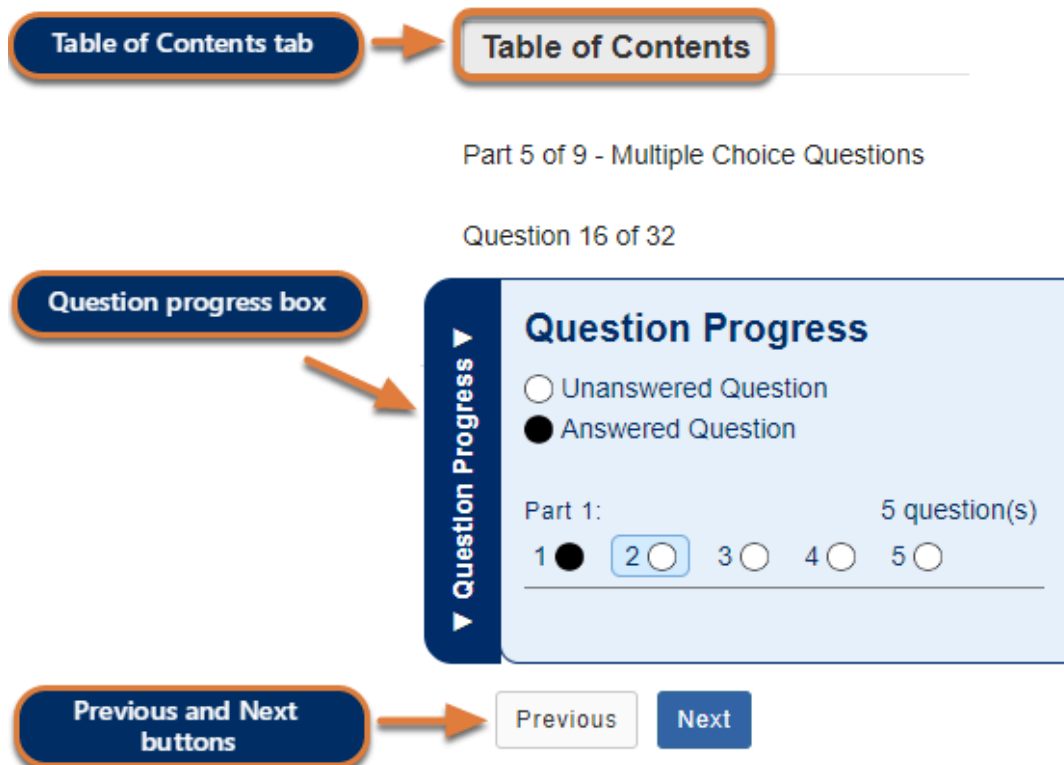
Save past Feedback as a PDF (See image below for screen shots of steps.)

1. Click the **Feedback** link for the previous assessment.
2. Using your internet browser's Print function, select **Print**.
3. Choose to print/save the page as a **PDF**.
4. On your local computer, **open the PDF, DO NOT** open a new window to *Tests & Quizzes*.

The screenshots show the following steps:

- Step 1:** A table with columns: Title, Statistics, Recorded Score, Feedback Available. It lists 'Essay Test*' and 'Quiz 1*'. The 'Feedback' link for 'Quiz 1*' is highlighted with a blue circle and the number 1.
- Step 2:** A browser's print menu is open. The 'Print...' option is highlighted with a blue circle and the number 2.
- Step 3:** A print dialog box is shown. The 'Save as PDF' option is highlighted with a blue circle and the number 3.
- Step 4:** The resulting PDF document is shown. It contains the text of 'Question 1 of 10' and the 'Feedback' link. A blue circle with the number 4 is in the top left corner of the PDF window.

Use the Built-in Navigation.



You can avoid losing your work or encountering errors by following these important navigation guidelines.

DO:

- **Use the built-in navigation** in *Tests & Quizzes* to move between screens.
- **Use the question links** in the *Table of Contents* or the **question progress box** to jump to a question.
- **Single-click** links and buttons and be patient while a new screen loads.

DON'T:

- **Don't use the browser's Back and Forward buttons** to navigate an online test. Using the browser's navigation can produce unexpected results, including loss of data!
- **Don't double-click** buttons and links! Double-clicking will actually slow down screen loads and could produce errors.
- **Don't navigate away from a test without saving or submitting your content!** A timer on a timed test will **NOT** pause if you exit the test, so be sure to return to your test as soon as possible if it is timed!

Save Your Work Often.



Save your work as you go to avoid lost work due to Internet connection interruptions or other technical issues.

DO:

- Select the **Save** button at the bottom of each screen after answering each question.
- **Save** your work **often**!

How often should I save my work?

If the test displays *one question per page*, your answer will be saved automatically when you select **Next** and move to the next question.

If the test displays *multiple questions on the same page*, scroll down to the bottom and **select Save periodically** to protect yourself from losing answers if a technical problem occurs.

If the test contains an essay question that takes time to answer, **select Save periodically** to save your work.

My test has a time limit. Will the timer continue to count down if I Save and Exit the test?

Be aware that the timer keeps running while you are out of the test, so try to return to the test as quickly as possible. If you are still taking a test when the timer expires, it will automatically save your answers and submit when the time limit is reached.

! Important: If you navigate away from the test screen without submitting and before the timer expires, any unsaved answers will be lost! Save your work often!

Verify Your Submission Confirmation Screen.

Submission Quiz 3

Course Name	18Sp Intro Writing Course
Creator	Tiffany Stull
Assessment Title	Quiz 3
Number of submissions remaining	0 out of 1
Confirmation Number	1787076-87111-tls6u-stu4-Thu Jul 26 16:02:44 EDT 2018
Submitted	07/26/2018

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

Upon selecting **Submit for Grading**, wait for the submission confirmation screen to appear to ensure that your submission was successful.

DO:

- Select the **Submit for Grading** button.
- Select the **second confirmation Submit for Grading** button on the *Assessment Submission Warning* screen.
- **Wait for the submission confirmation screen** to appear before closing your browser or navigating away from the test.

DON'T:

- **Don't navigate away** from *Tests & Quizzes* or close your browser before the confirmation screen appears.

Get Help.



Contact collab-support@virginia.edu as soon as you encounter an error or discover a problem with your online test submission.

DO INCLUDE:

- Your computing ID.
- The title of your course.
- The name of your instructor.
- The title of the test.
- The date and approximate time of your submission or occurrence of an issue.
- A description of the problem, to include the internet browser you are using, and its version (if known).
- Information about your internet connection speed, if the issue involves pages loading slowly. Access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button. Copy the details from the speed test, as well as the date and time of the speed test to include in your email.

How do I take a test, quiz, or survey?

When an assessment is available to take, you may be able to access the assessment in one or more of the following ways, depending on how your instructor set up the assessment:

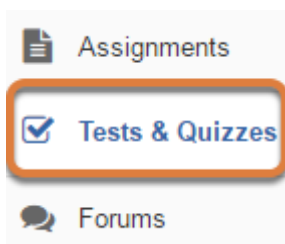
- [Go to the *Tests & Quizzes* tool \(assessments are typically accessed via *Tests & Quizzes*\).](#)
- [Select a link to the assessment embedded within another page of the site \(e.g., the *Syllabus* or *Lessons*\).](#)
- [Access a link your instructor provides in email.](#)

💡 To avoid potential problems during an assessment, it is recommended that you read and follow the [Essential Tips for Taking Online Tests in UVaCollab](#).

Access the assessment.

Access the assessment via the Tests & Quizzes tool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of the site.

Select the assessment.

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 3	10 min	2018-07-27 12:00 AM
Quiz 4	10 min	2018-08-06 11:59 PM

In the *Take an Assessment* section, select the **title** of the assessment.

- Note:** Assessments that are past the due date but still available for you to submit late will appear in the list with the *Due Date/Time* shown in red.
- Assessments which are no longer available do not display in the *Take an Assessment* list at all.

Access the assessment via a link in another tool (e.g. Syllabus, Lessons).

IMPORTANT: Don't forget to submit your midterm exam by the end of next week!



Instructors may create links to assessments in other tools in their site, such as *Syllabus* or *Lessons*. The image above shows an example of a link to an exam on a lesson page.

- Note:** An assessment accessed via a link on a lesson page may open:
- Within the lesson page window,
 - Or in a new browser window or tab.

Access the assessment via an email link.

Subject [18Sp Intro Writing Course] "Quiz 4" is available on 07/06/2018 05:10:00 PM

9:35 AM

To collab-tier2@virginia.edu★

Before starting this quiz, remember to review the Essential Tips for Taking Online Tests in the UVACollab Help as part of your study process!

"Quiz 4" is available on 07/06/2018 05:10:00 PM to the entire class at <https://collab.its.virginia.edu/samigo-app/servlet/Login?id=8a062e44-ee5e-47fe-805e-3ef261842ded1532698523712>

It is due 08/06/2018 11:59:00 PM.

The time limit is 0 hr, 10 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

Find this assessment at the "18Sp Intro Writing Course" site on <https://collab.its.virginia.edu/portal>.

An instructor may send an email notifying students when an assessment will be available. The email will contain a link to the assessment. At the **available** date indicated in the email, you can access the link in your internet browser and take the assessment.

You can see an example of an email sent from the *Tests & Quizzes* tool in the image above, with the link outlined in orange.

i Note: If you go to the link for an assessment that is not yet available to take, the following message will display: *You do not have permission to access this assessment. If you believe this is in error, please contact collab-support@virginia.edu or your instructor.*

Start taking the test or quiz.

Begin Assessment

"Quiz 4" for 18Sp Intro Writing Course

This assessment is **due Monday, 2018-Aug-06 11:59 PM.**

Once you click "Begin Assessment," you will have **10 minutes or until Monday, 2018-Aug-06 11:59 PM whichever is shorter** to complete this assessment. It will be **submitted at that time**, regardless of whether you have answered all the questions.

You can submit this assessment 1 time(s).

1 ☒ **Honor Pledge: I will neither give nor receive aid on this assessment.**

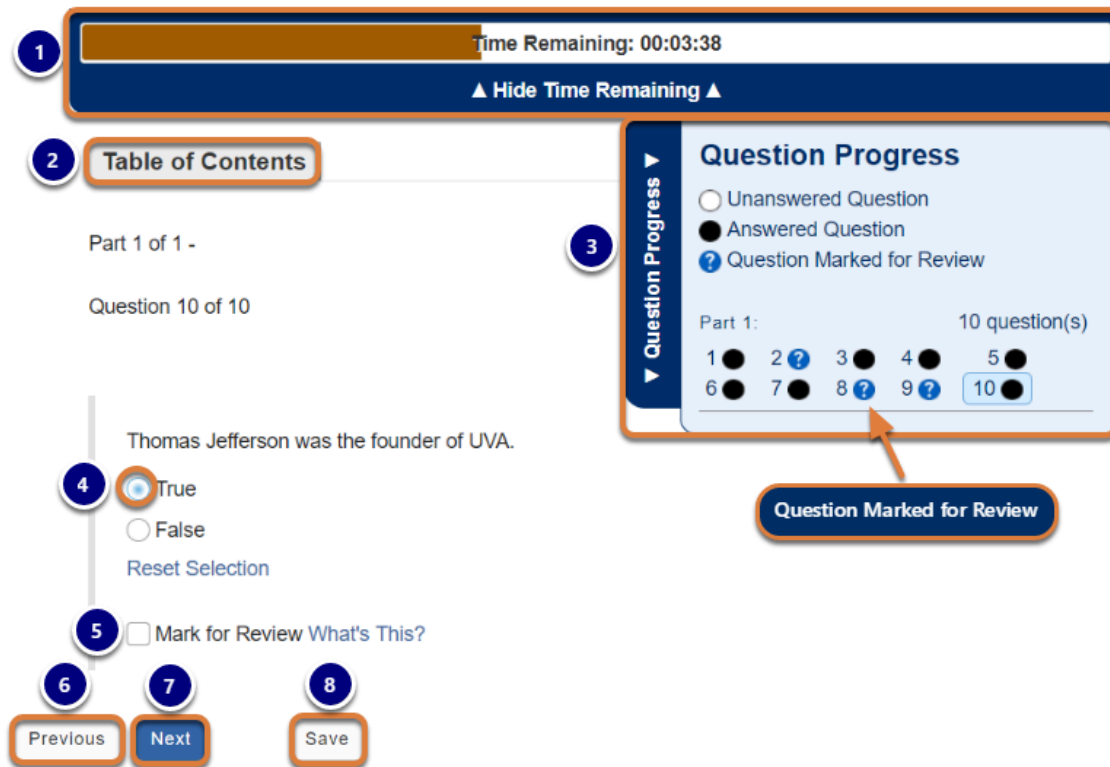
2 **Begin Assessment** Cancel

The *Begin Assessment* screen displays information about the assessment, such as its due date, the time allowed for the assessment, and the number of submissions allowed. Instructors may include additional directions for test-takers on the *Begin Assessment* screen.

1. If an **Honor Pledge** check box displays, select the check box to agree to the Honor Pledge.
2. When you are ready to start your assessment, select **Begin Assessment**.

Important: Make sure that you are ready to begin your assessment before selecting **Begin Assessment**. If it is a timed assessment, you will need to submit it within the time limit or it will be automatically saved and submitted when the time expires. You **cannot** pause the timer once it starts.

Answer each question.



Depending on how your instructor has configured the assessment settings, one or more of the following may display:

1. **Timer Bar (Timed Assessments Only):**

- Displays the time remaining.
- Moves up and down as you scroll on the screen.
- To hide or show the timer bar, select **Hide/Show Time Remaining**.
- When 10% of the time is left on the assessment, an alert indicates how many minutes or seconds remain.

2. **Table of Contents** tab: Access the **Table of Contents** to view a summary of all questions and jump to a specific question in the assessment.

3. **Question Progress Bar:**

- Displays if the assessment includes one question on each page.
- Indicates how many questions are in each part of the assessment and which questions are answered or unanswered.
- To jump to a question, select a question number in the progress bar.
- To show or hide the progress bar, select the **Question Progress** tab.

4. **Question(s):**

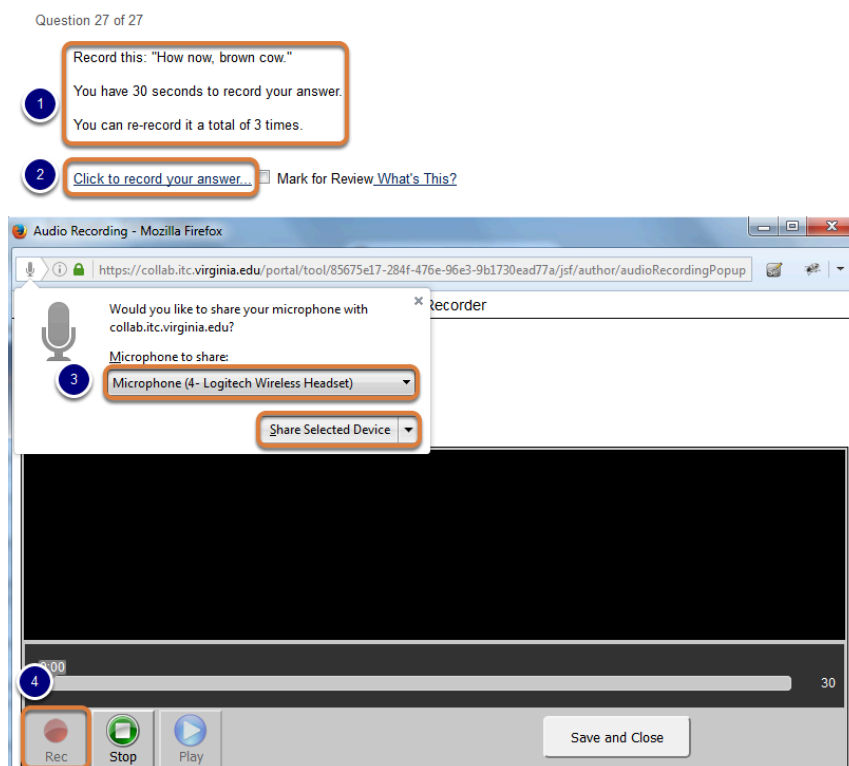
- One or more will display.
- Select your response(s) to each question or enter it in the field(s) provided.

5. **Mark for Review:**

- Select the check box to identify a question you may want to return to later to check your answer.
 - Marked questions will be indicated with question mark (?) icons in the **Question Progress Bar** and/or the **Table of Contents**.
6. **Previous** button: Saves your answer(s) and goes back to the previous question page.
 7. **Next** button: Saves your answer(s) and advances to the next question page.
 8. **Save** button: Saves your answer(s) and remains on the same screen.

Notes about specific question types:

Audio Recording Questions



Use the **Chrome** browser to record your response to an **Audio Recording** question. You will also need a working microphone and speakers to answer this question type.

1. Note the following limitations:
 - How much time you have to record your answer
 - How many times you can re-record the answer
2. Select the **Click to record your answer...** link to open the recording window.
3. Share your recording device:
 - A microphone should be selected by default. If your connected microphone is not selected, select the microphone from the drop-down menu.
 - Choose **Share Selected Device**.

4. Once a device is selected, the **Rec** button will become active and you can click it to start recording.

Numeric Response Questions

Accepted characters: numbers, decimal point markers (period or comma), sign indicators (-), spaces (e.g., as thousands separator, 5 000), "E" or "e" (used in scientific notation).

NOTE: For scientific notation, a period **MUST** be used as the decimal point marker.

Complex numbers should be in the form (a + bi) where "a" and "b" need to have explicitly stated values.

For example: {1+1i} is valid whereas {1+i} is not. {0+9i} is valid whereas {9i} is not.

Enter the correct numbers in the sequence below:

998, 999, , 1001,

Incorrect Answer - Comma is a decimal separator.

Correct Answer

Numeric Response questions require that you format your answers correctly. The **Accepted characters** list displays above every **Numeric Response** question.

Warning: Commas are decimal separators in many countries. Because UVACollab supports multiple languages, entering a **comma** in a **Numeric Response** question will work the same way as a **period**.

For example, entering **1,000** (with a comma after the **1** and before the **0s**) in a **Numeric Response** question is the same as entering the number **1.000** or **1**.

Fill-in-the-Blank Questions

Question 4 of 6

UVA was founded in this year:

Fill-in-the-Blank questions also require correct formatting for your answer to be marked as correct.

Your instructor can specify how strict the formatting should be for your response. **Fill-in-the-Blank** questions may be:

- **Case sensitive** - Uppercase and lowercase letters must be used correctly.
- **Mutually exclusive** - If there are multiple blanks in the same question, entering an identical answer in each blank will count the question as incorrect.

i Example of a mutually exclusive question:

Male and female children are also called ___ and ___.

Correct answer: boys and girls OR girls and boys

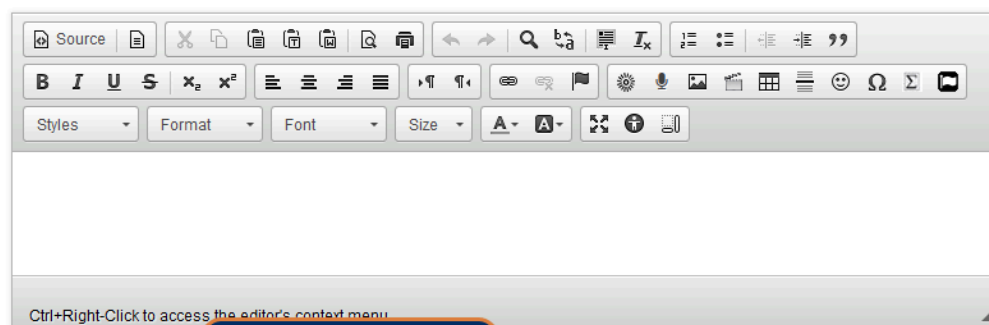
Half credit: boys and boys OR girls and girls

Short Answer/Essay Questions

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermark:

Maximum number of characters (including HTML tags added by text editor): 32,000



Save often when working on lengthy responses!

Previous Next Save Exit

When typing a response to a **Short Answer/Essay** question, remember to select **Save** often to save your work!

Saving your work will help preserve your data in the event of an [idle session timeout](#) or an interruption in internet connectivity.

Submit for Grading.

Question 6 of 6

10.0 Points

Thomas Jefferson was the founder of UVA.

☐ Mark for Review What's This?

Previous

Next

Save

1
Submit for Grading

Table of Contents Total Score: 100Points

Key:

☐ Unanswered Question

☒ Answered Question

☒ Question Marked for Review

Click on the arrow below to see or hide the list of questions

Part 1 - - 6/6 Answered Question, 100.0 Points

- 1. Select all the people below who were once students at UVA. (10.0 Points)
- 2. Thomas Jefferson was the founder of UVA. (10.0 Points)
- 3. Which of these is a building on grounds at UVA? (10.0 Points)
- 4. UVA was founded in this year: _____. (10.0 Points)
- 5. Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here. (50.0 Points)
- 2. _____ was the founder of UVA. (10.0 Points)

Submit for Grading Save


The **Submit for Grading** button displays in two places:

1. On the last page of the assessment,
2. On the *Table of Contents* page, if it was made available in the assessment settings.

When you have answered all of the questions in the assessment and are ready to turn it in, go to one of these pages and select **Submit for Grading**.

Confirm submission.

Assessment Submission Warning

 You are about to submit this assessment for grading.

Click **Submit for Grading** if you really want to submit for grading.

Otherwise, click **Previous** to return to the previous screen.

Course Name 18Sp Intro Writing Course

Creator Tiffany Stull

Assessment Title Quiz 4

Submit for Grading

Previous

You will be prompted to confirm that you are ready to submit the assessment.

Be sure to select **Submit for Grading** on the *Assessment Submission Warning* screen to finalize your submission!

View Submission Information and exit the assessment.

Submission Quiz 4

Course Name	18Sp Intro Writing Course
Creator	Tiffany Stull
Assessment Title	Quiz 4
Number of submissions remaining	0 out of 1
Confirmation Number	1787130-87273-tls6u-stu2-Fri Jul 27 09:57:52 EDT 2018
Submitted	07/27/2018

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

Once you submit, you will be taken to a *Submission Information* page with a *Confirmation Number* for your submission.

Depending on how you accessed the assessment, do one of the following to exit it:

- Accessed via the *Tests & Quizzes* tool - Select **Continue** to return to the *Tests & Quizzes* page.
- Accessed via a link on a lesson page, which opened the assessment within *Lessons* - Select **Return to Lessons**.
- Accessed via a link and the assessment opened in its own tab or window - Close the tab or window in which it was open.

Best Practices for Delivering Online Tests & Quizzes

Observing the following best practices will help to ensure the successful delivery of online tests to your students.

Offer a Practice Test.

DO:

- Offer a practice test to your students each semester to acquaint your students with the process of accessing, taking, and submitting tests.
- Include the types of questions you will ask on a real test or quiz, e.g., multiple choice, true/false, short answer/essay, etc.
- If you plan to include attached files or images, or LaTeX math in your real test, include these in the practice test as well.
- Use settings similar to those you will use on a real test or quiz, e.g., timed tests vs. untimed tests, multiple vs. single submissions allowed, etc.
- If you plan to use the **student audio response** question type, create a practice test that will allow students to test their microphone and speakers before launching the real exam.

DON'T:

Don't assume your students are familiar with taking online tests using the *Tests & Quizzes* tool!

Request a Review of Your Test Settings.

DO:

- Invite the UVACollab support team (collab-support@virginia.edu) to review your settings before you publish your test to avoid unexpected outcomes. [Email us](#) with the **title of your site and assessment**, and we'll be happy to look it over for you!
- Enable the option to **display each question on a separate web page** to force saving answers when students advance to the next question. (Recommended setting.)

Use the recommended layout setting of one question per page.

Layout and Appearance

Navigation

- ☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)
- ☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

- ☒ Each Question is on a separate Web page
- ☐ Each Part is on a separate Web page
- ☐ The complete Assessment is displayed on one Web page

The default layout setting to display **Each question on a separate Web page** is ***strongly recommended*** for the following reasons:

- **Students' answers will be saved** as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons. This **greatly reduces** the risk of losing their answers if they experience an interruption in their internet connectivity or other issue.
- Each page will take **less time to load** with one question on it.

Important: Any questions that include file attachments, images, or embedded audio or video files should be placed on their own web page, as having multiple embedded media items on a page may make the page fail to load on a poor internet connection.

Tip: If you have any questions about layout settings in your test (for example, if you need to group together a couple questions on a page with a reading passage using [assessment parts](#)), please [email the UVACollab support team](#) with the **title of your site and assessment** so we can assist you.

Don't make the exam window too short.

▼ Availability and Submissions

Assessment released to: Entire Site ▼

The number of submissions allowed: ☐ Unlimited ☒ Only 1 submissions allowed

It is available: 04/04/2020 12:00 am

It is due: 04/04/2020 11:59 pm and has a time limit of ☒ 01 hrs. 30 min.

Late submissions accepted? ☒ No, not after due date ☐ Yes, until

Students get one chance to submit after due date if they haven't already submitted.

The quality of student internet connections will vary by service provider, time of day, and competing activity on their network. For this reason, we recommend leaving several hours between the **available date** and **due date** to allow students to start a test at a time when their internet connection is more stable. If you need to restrict the amount of time allowed to take the test, set a time limit (described below).

Set a time limit.

Settings - Final Exam

► About this Assessment

▼ Availability and Submissions

Assessment released to: Entire Site ▼

The number of submissions allowed: ☐ Unlimited ☒ Only 1 submissions allowed

It is available: 12/18/2019 09:00 am

It is due: 12/18/2019 11:00 am and has a time limit of ☒ 02 hrs. 00 min.

To restrict the amount of time a student has to complete a test, you may enable a **time limit** in the settings.

Advantages of a time limit:

- A bar indicating how much time is left displays to students during the test. The time remaining is restricted by the latest submission date allowed for the test (the **due date**, or if late submissions are allowed, the **late submissions accepted until** date).
- When the time is up, a student's work in progress will be automatically **saved and submitted**.

i **Note:** Enabling the **Autosubmit** feature is **not** recommended for tests with a time limit because autosubmit does **not** save students' work before submitting. It only submits work that students saved **before** the latest submission date allowed for the test.

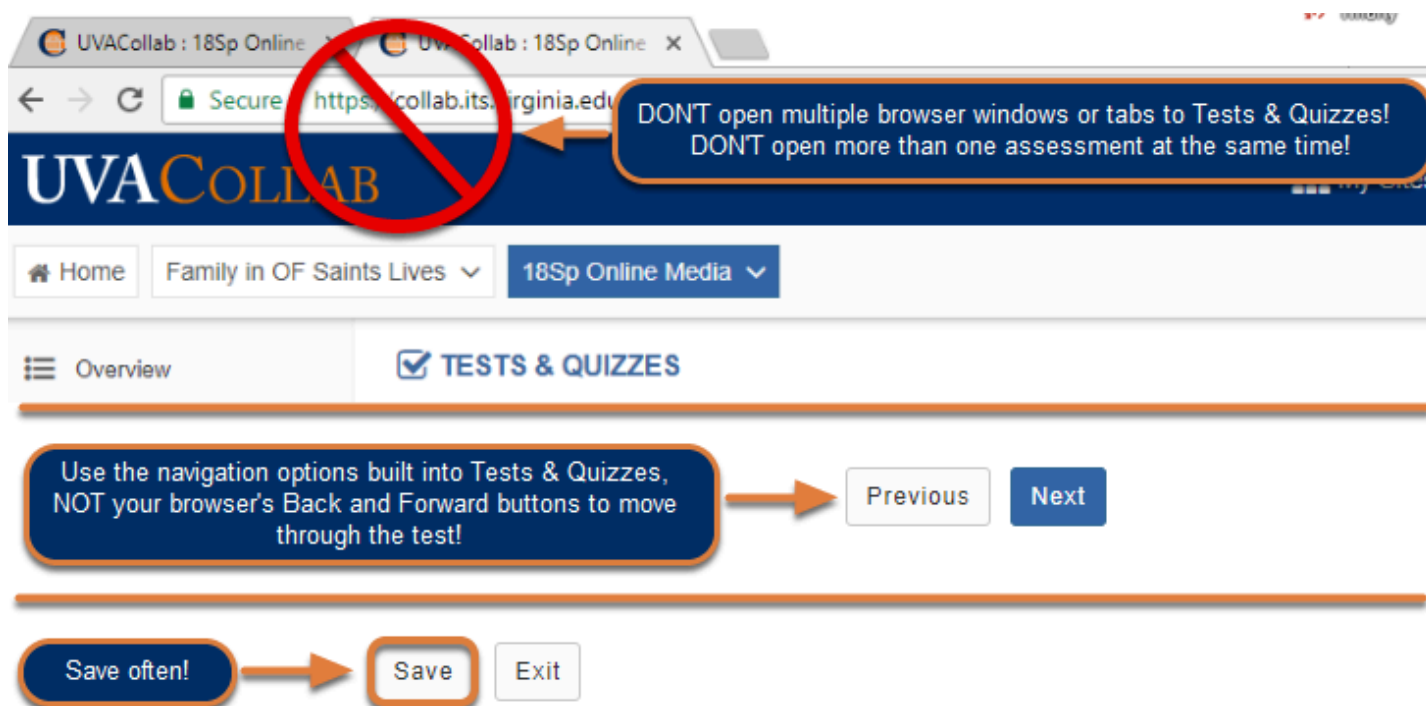
Make sure accessibility accommodations are in place.



If a student has a special need for online tests, such as a requirement for extra time or alternative text for images, coordinate with the [Student Disability Access Center \(opens new window\)](#) to ensure that everything is set up for the student to take the test.

To allow for time or date accommodations, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

Remind Students to Observe Essential Test-Taking Tips.



BEFORE EVERY TEST, REMIND YOUR STUDENTS TO:

- Review and observe the [Essential Tips for Taking Online Tests in UVACollab](#) to avoid technical issues and improve probability of successful submissions.
- Verify they have a **stable network connection** before starting a test.
- Set their phones in **Airplane mode** to minimize load on the wireless network while test-taking.
- **Shut down all other applications & activities** on their computer during a test.
- These tips are useful for instructors, too!

WARN YOUR STUDENTS:

- **Don't use mobile devices to take tests!**
- **Don't open multiple browser tabs or windows to the *Tests & Quizzes* tool** while taking a test! Doing so can **cause errors**, including **lost test answers!**
- **Don't use the browser's Back or Forward buttons** to navigate an online test. Using the browser's navigation can produce unexpected results, including **lost answers!**
- **Don't double-click buttons and links!** Double-clicking will actually slow down screen loads and could produce errors.
- **Don't navigate away from a test without saving or submitting your content!** A timer on a timed test will **NOT** pause if you exit the test, so be sure to return to your test as soon as possible if it is timed!

Offering an open resource test?

REMEMBER: Students cannot have multiple tabs or windows open to *Tests & Quizzes*!

Trying to **review feedback from a previous assessment** while taking a test can cause **errors, including lost test answers!**

INSTEAD, BEFORE THEY START THE NEW TEST:

Save past Feedback as a PDF (See image below for screen shots of steps.)

1. Click the **Feedback** link for the previous assessment.
2. Using their internet browser's Print function, select **Print**.
3. Choose to print/save the page as a **PDF**.
4. On their local computer, **open the PDF, DO NOT** open a new window to *Tests & Quizzes*.

| View All Submissions/Scores | View Only Recorded Scores

Title	Statistics	Recorded Score	Feedback Available
Essay Test*	n/a	85	Immediate
Feedback			
Quiz 1*	n/a	n/a	Immediate

Question 1 of 10

Using the verbs provided, write five and others with être. Verbes: aller, Je suis allé à la plage.

J'ai rendu visite à mes parents.

Print

Total: 8 pages

Destination: Save as PDF

Part 1 of 1 -

Question 1 of 10

Using the verbs provided, write five sentences in the passé composé to describe your vacation. Remember that some verbs will be conjugated with avoir and others with être arriver, dormir, partir delpour, rester, revenir, sortir, visiter.

Je suis allé à la plage.

J'ai rendu visite à mes parents.

Get Help.



Contact collab-support@virginia.edu if you have questions or need assistance with *Tests & Quizzes*, or if you discover a problem with an online test submission.

If you are reporting an issue for a student, please include as many details as possible. Helpful information would include each student's name, UVA computing ID, the internet browser they are using, and its version (if known).

DO INCLUDE:

- Your UVA computing ID.
- The title of your course.
- The title of the test.
- The date and approximate time of the occurrence of an issue.
- A description of the problem.
- If a student has encountered an issue, the student's name and UVA computing ID.
- If a student has encountered an issue, any information they can provide regarding the issue, to include the internet browser they are using, and its version (if known).
- Information about your or the student's internet connection speed, if the issue involves pages loading slowly. You or the student can access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button. Copy the details from the speed test, as well as the date and time of the speed test to include in your email.

Frequently Asked Questions about Tests & Quizzes

This article lists the most frequently asked questions about features in *Tests & Quizzes*, with links to articles that describe how to use these features.

I just want students to download my exam and upload their answers! How can they do that?

Question 1 of 1

50.0 Points

Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here.



Exam1Instructions-Prompts.doc 46 KB

File:

Browse...

Upload

You may create an entire assessment as a single document, such as a Word file, and require students to download the document, enter their answers using an application on their computer, then save and upload back the modified file.

To do this, add a **file upload** question to your assessment, as described in [How do I create a file upload question?](#) While creating the question:

1. For the *Answer Point Value*, enter the total point value desired for the assessment.
2. In the question text, give students instructions to download the attached document, answer the questions, and upload back their response, for example:

"Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here."

3. Use the **Add Attachments** button to attach a file with the questions.

How do I add an image in a test question?

Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)



- ☒ A. European Union
- ☐ B. United Kingdom
- ☐ C. United States of America
- ☐ D. France

Follow the steps in [How do I add an image in an assessment question?](#)

How do I randomize questions and answers within my test?

Question Ordering

- ☐ As listed on Assessment Questions page
- ☒ Random within Part

There are three options for randomization within an assessment:

1. **Randomize multiple choice answers:** You may randomize the order in which multiple choice answers appear. Answer randomization must be set on a per-question basis when you are creating or editing the question, as some instructors include answer options like **A and B are correct** or **None of the Above** where randomization doesn't work. You can find steps to randomize answers in [How do I create a multiple choice question?](#)
2. **Randomize question order:** You may randomize questions in an assessment [part](#). Please see [How do I use and edit assessment parts?](#)

3. **Create a random question set:** If you have a set of questions that all test the same knowledge, and should be worth the same point value as one another, you may add those questions to a [question pool](#). Then, you may create a [part](#) in your test where questions are [randomly drawn](#) from the question pool. For example, if you create a pool of 50 questions, 25 questions could be randomly selected from those 50 each time a student takes the exam. You can find information about setting up a random question set in the following articles:
- [What is a question pool?](#)
 - [How do I add a question to a question pool?](#)
 - [How do I set up a random question set?](#)



Note: Answer options in **matching questions** are always randomized automatically. See [How do I create a matching question?](#) for more information.



How do I restrict when a test can be taken, and the time allowed?



▼ Availability and Submissions

Assessment released to:

The number of submissions allowed: ☐ Unlimited ☒ Only submissions allowed

It is available:  

It is due:   and has a time limit of ☒ hrs. min.

Late submissions accepted? ☐ No, not after due date ☒ Yes, until  

Students get one chance to submit after due date if they haven't already submitted.

Use an assessment's **Settings** to specify when it will be available for students to take and how much time they have to complete the assessment from the moment they start it. You can find detailed steps in the following articles:

- [How do I inspect and adjust the settings of an assessment?](#)
- [What are the Availability and Submissions options for an assessment?](#)

How do I give students extra time or different dates on an

exam?

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	Modified Date
-- Select Action --	History of UVA Quiz 1	Active	0	0	Entire Site	2020-03-26	2020-03-30	Tiffany Stull	2020-03-26 5:04 PM
-- Select Action --	History of UVA Quiz 1 - Extra Time	Active	0	0	1 Selected Group <ul style="list-style-type: none">Extra Time	2020-03-26	2020-03-30	Tiffany Stull	2020-03-26 5:03 PM

If some students in your class need accommodations for extra time on an exam, or if you want to release an exam to different groups of students in your site at different times, you can do that by following the steps in [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

What types of questions can I incorporate into my assessments?

Below is a quick reference list of the different types of questions you can add to assessments, with links to articles on how to create each type of question.

For more information on authoring assessments, see [How do I create an assessment in Tests & Quizzes?](#)

***Note:** The images below show how the questions are presented to students when they take the test.*

Multiple Choice

Multiple Choice, Single Selection

Choose the correct noun to complete the sentence: "Je veux manger parce que j'ai..."

- ☐ A. soif
- ☒ B. faim
- ☐ C. peur

Multiple Choice, Multiple Selection

Which of the following are even numbers? Select all the correct answers.

- ☐ A. 3
- ☒ B. 2
- ☐ C. 15
- ☒ D. 6
- ☒ E. 12

A [multiple choice](#) question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or allow multiple selections for a correct answer.

True False

Thomas Jefferson is the founder of UVA.

- ☒ True
☐ False

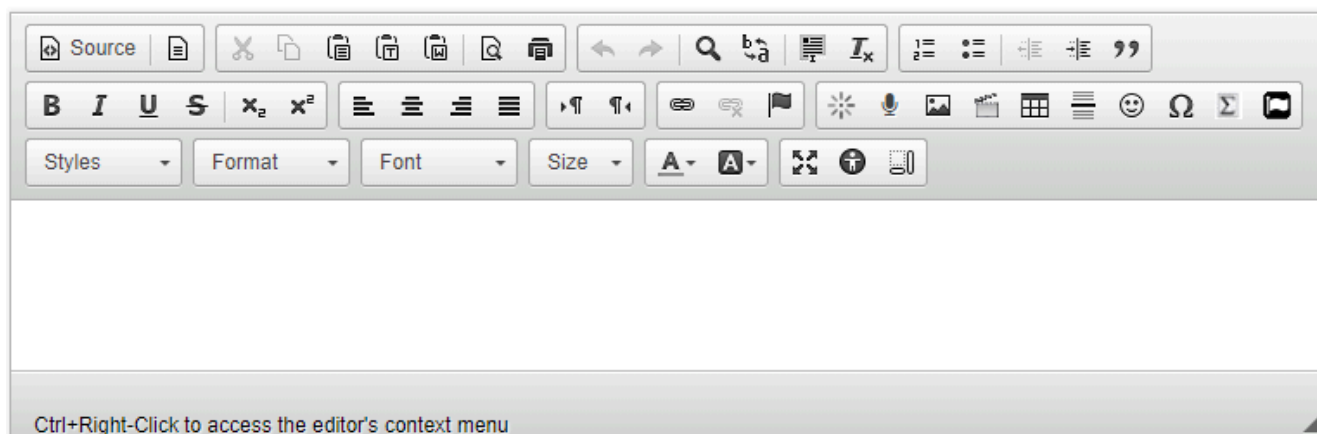
A [true false](#) question requires students to indicate whether a statement is true or false.

Short Answer/Essay

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)

Maximum number of characters (including HTML tags added by text editor): 32,000



A [short answer or essay](#) question requires students to enter an answer in the [Rich-Text Editor](#). They can enter text or embed links, images or other media.

Note: Short answer or essay questions must be manually graded.

File Upload

Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here.

 [Exam1Instructions-Prompts.doc](#) 46 KB

Click "Browse" to locate your file and then click "Upload" to upload your file.

(Maximum file size: 40MB)

File:

No file selected.

A [file upload](#) question requires students to upload a file for their response. For example, create an essay question using the file upload question type to have students submit a Word document containing their response.



Note: File upload questions must be manually graded.

Matching

Match the types of output with the software you use to create them.

- A. Word
- B. Powerpoint
- C. Excel
- D. None of the Above

Matching Items

A	▼	1. Papers
C	▼	2. Spreadsheets
B	▼	3. Presentations
select	▼	4. Fun internet games

select

A

B

C

D

A [matching](#) question includes a numbered list of choices and a corresponding drop-down list of matches.

Fill in the Blank

Susan has two kids, a sister and a brother. One child is a

girl

 and one is a

A [fill in the blank](#) question presents students with a sentence or paragraph that includes text boxes where they will enter missing text.

Numeric Response

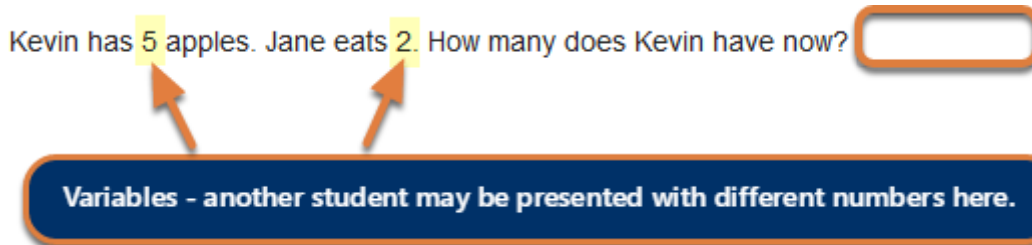
[Click to see additional instructions](#)

Enter the correct numbers in the following sequence:

2, 4, , 8, , 12

A [numeric response](#) question is similar to a fill in the blank question; numeric response presents students with a sentence, paragraph, or formula that includes text boxes where they must enter numbers to fill in the blanks.

Calculated Question

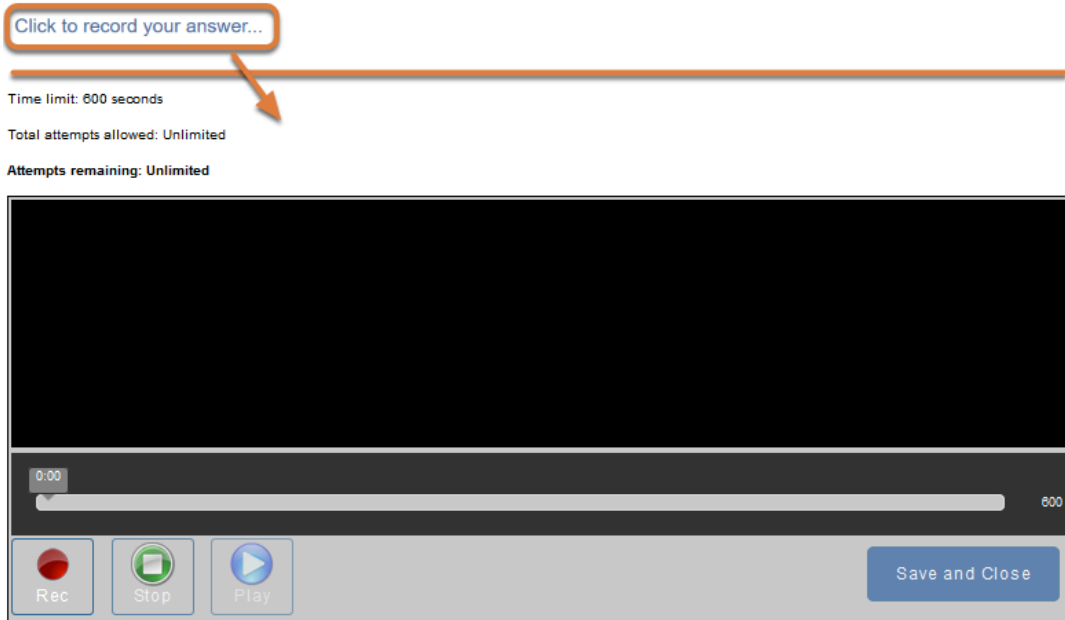


A [calculated question](#) includes variables randomly pulled from a range you specify. It is similar to numeric response in that it presents students with a sentence, paragraph, or formula that includes text boxes where they must enter numbers to solve the problem.


Student Audio Response

Record this: "How now, brown cow."

You can re-record as many times as you like.



A [student audio response](#) question requires students to record audio for their answer using a microphone. Students must select a link to open the audio recorder.


 **Note:** Student audio response questions must be manually graded.

Survey

I learned a great deal in this course.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Undecided
- ☒ Agree
- ☐ Strongly agree

A [survey](#) question can have a simple yes or no response, or require participants to select a response from a range of options, such as strongly disagree to strongly agree or a scale of 1-5.

 **Note:** Survey questions cannot be graded; they will always be worth 0 points in a graded assessment.

Survey - Matrix of Choices

For each of the following course elements state whether you

5. Strongly agree that it helps you learn
4. Agree that it helps you learn
3. Neither agree nor disagree that it helps you learn
2. Disagree that it helps you learn
1. Strongly disagree that it helps you learn

Select the appropriate number for each course element

	5	4	3	2	1
Class activities and exercises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lecture videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab quizzes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Textbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA office hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor office hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A [survey - matrix of choices](#) question provides participants with a table where they must select options for each row from corresponding columns.



Note: To award students points for responding to a survey - matrix of choices question, it must be manually graded.

How do I create an assessment in Tests & Quizzes?

The *Tests & Quizzes* tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests or assignments, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to the *Gradebook*.

The following steps are required to create an assessment and make it available to students:

1. [Begin creating the assessment, or import an assessment from a file.](#)
2. [Add at least one question to your assessment.](#)
3. [Configure assessment settings.](#)
4. [Publish the assessment.](#)

This article discusses the first step above: creating an assessment.

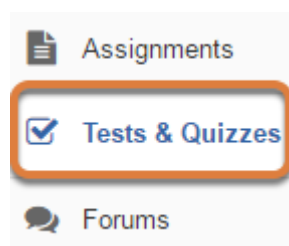
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Create an Assessment.

The screenshot displays the 'Create an Assessment' interface. On the left, the 'Create from Scratch' section includes an 'Assessment Title' text box, two radio button options: 'Create using assessment builder' (selected and highlighted with a blue circle and orange border, labeled '1') and 'Create using markup text' (highlighted with an orange border, labeled '2'), a 'Choose assessment type (optional)' dropdown menu with 'select' as the current choice, and a 'Create' button. On the right, separated by an 'OR' label, is the 'Import from File (XML or ZIP)' section, which features an 'Import' button highlighted with a blue circle and orange border, labeled '3'.

You can add an assessment in one of three ways:

1. [Use the assessment builder to create the assessment \(below\)](#) - This is the most commonly used method. The first step is to title your assessment. After entering a title, you are taken to the question editing screen to begin adding questions.
2. [Create an assessment using markup text or cut and paste](#) - This option allows you to type questions or cut and paste them from a text file or Microsoft Word document into a text box. Questions must be formatted in the same way as the examples provided on the *Create Assessment/Question Pool* page where you enter the questions. After the questions are added, you can use the assessment builder to edit them and select additional question settings.
3. [Import an assessment from a file](#) - If you have a format-compliant assessment file that was exported from a UVACollab site, provided by a textbook publisher, or authored in another learning management system such as Blackboard or Moodle, you may be able to use the import feature to import it into your site for editing and use.

Create an assessment with the assessment builder.

Create an Assessment

OF

The screenshot shows a light blue form titled 'Create an Assessment'. It contains the following elements:

- Create from Scratch**: A section header.
- Assessment Title**: A text input field containing 'Quiz 1', highlighted with a blue circle and the number 1.
- Create using assessment builder**: A radio button option, highlighted with a blue circle and the number 2.
- Create using markup text**: A radio button option.
- Choose assessment type (optional)**: A dropdown menu with 'select' as the current selection.
- Create**: A blue button, highlighted with a blue circle and the number 3.

At the bottom of the form, there are two tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'.

1. In the *Create from Scratch* box, enter an **Assessment Title** for your new assessment.
2. By default, the **Create using assessment builder** option is selected. When using the assessment builder, you create questions one by one. Alternatively, if you have already written assessment questions in a word processing program such as Microsoft Word, you may be able to create your assessment more easily by cutting and pasting the questions as described in the article [How do I create an assessment using markup text or cut and paste?](#)
3. Select **Create**.

Note: You cannot have more than one assessment with the same title.

Start adding questions.

Questions: Quiz 1

0 Existing Questions - 0 total points

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

Part ▼ Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Add Question ▼

[Update Points](#)

[Update Order](#)

You will be taken to the *Questions* screen. For the next step in creating your assessment, see [How do I add a new question \(with the assessment builder\)?](#)

How do I create a new assessment using markup text or cut and paste?

If you have created an assessment in a word processing program or text editor such as Microsoft Word or Notepad, you can use the **markup text** option to copy and paste your text and create assessment questions from it.

***Note:** In order to create an assessment using markup text, you will need to format questions per the instructions provided on the Create Assessment/Question Pool screen where you enter the question text.*

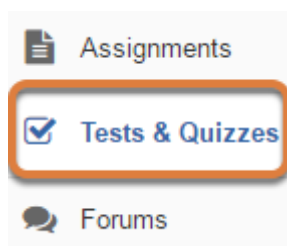
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Create your assessment.

The screenshot shows a light blue box titled "Create an Assessment". Inside, the section "Create from Scratch" is highlighted. Step 1 points to the "Assessment Title" field, which contains "Quiz 1". Step 2 points to the "Create using markup text" radio button, which is selected. Step 3 points to the "Create" button. Below the radio buttons is a dropdown menu labeled "Choose assessment type (optional)" with "select" as the current choice.

Create an Assessment

Create from Scratch

1 Assessment Title Quiz 1

2 ☐ Create using assessment builder
☒ Create using markup text

Choose assessment type (optional) select ▼

3 Create

In the *Create from Scratch* box:

1. Enter a title for the assessment.
2. Select the **Create using markup text** radio button.
3. Select **Create**.

Edit the assessment's Name or Description (optional).

The screenshot shows a form with two fields. The first field is labeled "Name" and contains the text "Quiz 1". The second field is labeled "Description" and is empty.

Name Quiz 1

Description

On the *Create Assessment/Question Pool* screen, you can edit the **Name** and **Description** of the assessment by entering text in the appropriate field.

Refer to formatting instructions.

Instructions & Examples

General Instructions

Multiple Choice

Multiple Correct Answer

Fill in the Blank

Short Essay

Instructions: No answer should be provided for this question type.

Example:

4. (18 points)

Explain the purpose of education.

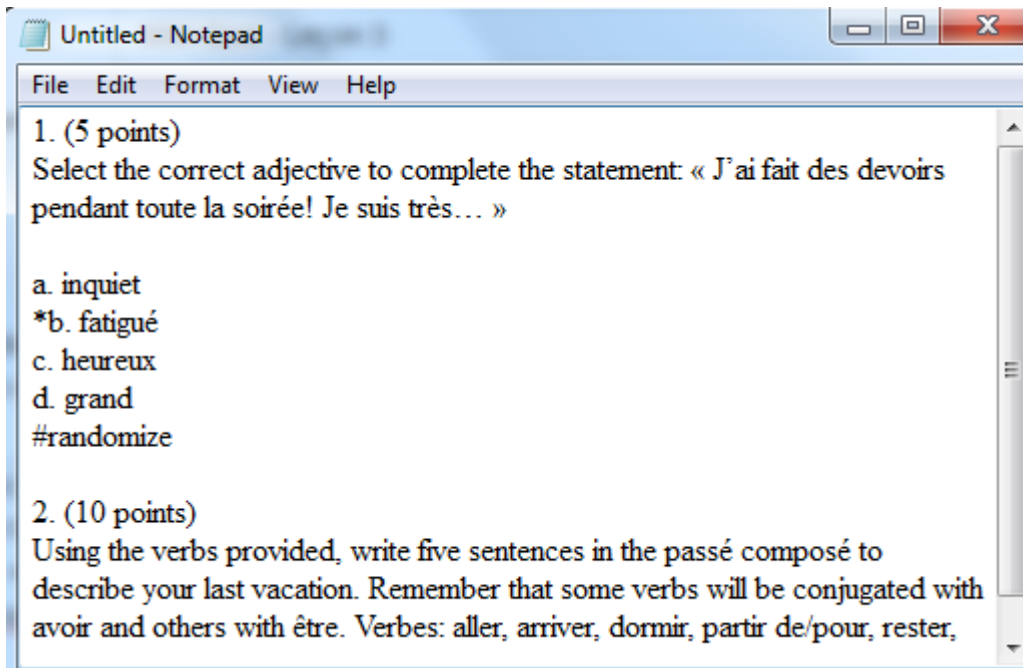
True/False

Fill in Numeric

Your questions must be written in a specific format. There is a list of *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Select **General Instructions** or a question type from the *Instructions & Examples* to see examples of questions with the correct formatting. Pictured above is the instructions list with the *Short Essay* question instructions expanded.

Note: Some question types, for example **file upload** and **student audio response** questions, cannot be authored using markup text. However, you can author these questions in markup text as if they were **short answer/essay** questions, and edit the questions to change their type after the assessment is created.

Tip: Write your questions in advance.



- 💡 You may find it convenient to prepare questions in advance and then copy and paste them into the **Questions** area. Refer to the *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Following the required formatting, author your questions in a text editor. Then, copy and paste the questions into the text box.

Enter your questions.

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

1

1. (5 points)
Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »

a. inquiet
*b. fatigué
c. heureux
d. grand
#randomize

< Back

Next >

2

Instructions & Examples

[General Instructions](#)

[Multiple Choice](#)

[Multiple Correct Answer](#)

[Fill in the Blank](#)

[Short Essay](#)

[True/False](#)

[Fill in Numeric](#)

1. Type or paste your questions into the **Questions** box.
2. Select **Next**.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »	Multiple Choice	5		<input type="checkbox"/> a. inquiet <input checked="" type="checkbox"/> b. fatigué <input type="checkbox"/> c. heureux <input type="checkbox"/> d. grand	
2	Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.	Short Essay	10			

1

2

< Back Create Assessment Create Question Pool

Check that your questions meet your expectations. The questions will display in a table indicating the following:

- The question *number*,
- Text of the *Question*,
- The *Question Type* (e.g. multiple choice, short essay),
- The question's *Points*,
- *Discount* points - for **multiple choice, single selection** or **true false** questions only, discount indicates the amount of points the students will get deducted from their total assessment score if they select an incorrect answer,
- For automatically-graded questions such as multiple choice or fill in the blank, the *Answers*,
- Any *Feedback* you added while authoring the question.

1. If everything looks correct, select **Create Assessment** to create a new assessment.
2. Alternatively, you may select **Create Question Pool** to create a new [question pool](#) instead of a new assessment.

Continue editing your assessment.

Edit the assessment to confirm that the questions were created with the desired settings, change their question type and/or add question settings that are not available when authoring

using markup text. Make further changes as described in [How do I add a new question \(with the assessment builder\)?](#)



Tip: Remember that you will need to [publish your assessment](#) before students can view and submit it.

How do I add a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

Choose how to view the steps.

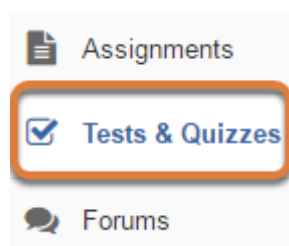
- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

Quiz 1

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

Working Copies: not released to students

Published Copies: released to students

OF

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

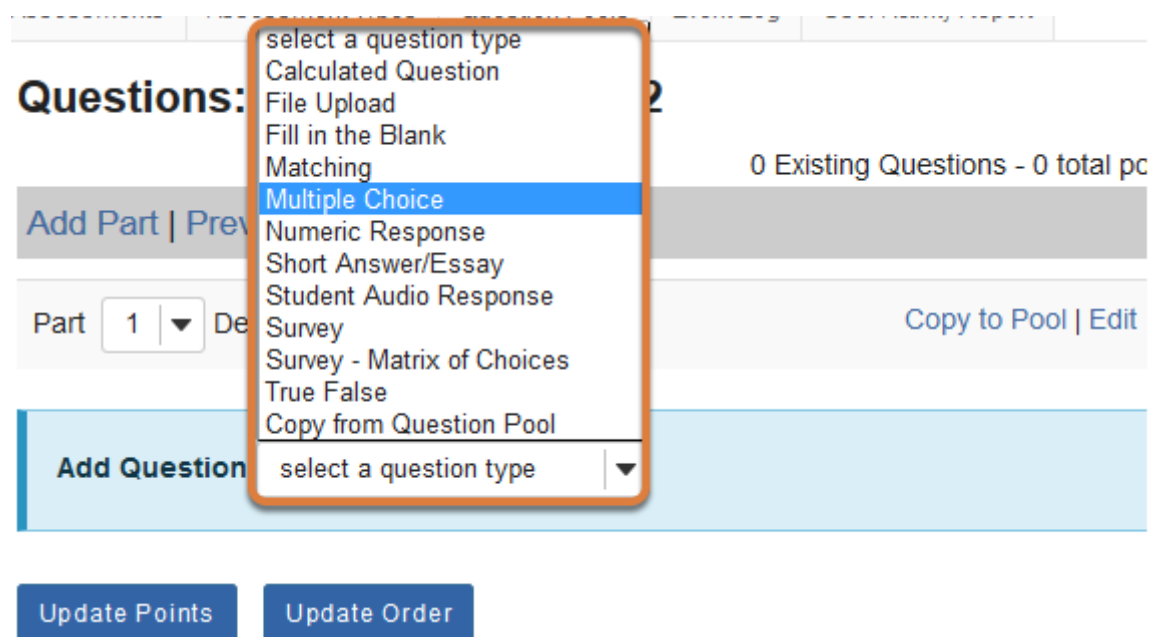
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Add a question.



The screenshot shows the 'Questions' screen with a dropdown menu open for 'Add Question'. The menu lists various question types: Calculated Question, File Upload, Fill in the Blank, Matching, Multiple Choice (highlighted), Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. Below the menu, there are buttons for 'Update Points' and 'Update Order'.

On the *Questions* screen, use the *Add Question* menu to **select a question type** and add a question to your assessment.


- Note:** For more information and links to articles about adding specific types of questions, see [What types of questions can I incorporate into my assessments?](#)

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* for this question. Except for **survey** questions, which cannot be graded, questions may be worth any point value. In the example pictured above, the question is worth 10 points.

 **Tip:** An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).


Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

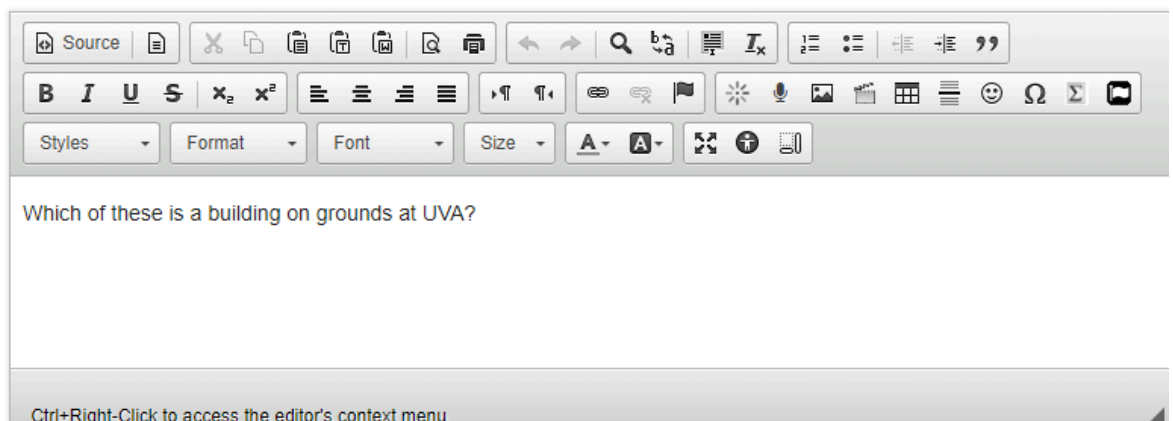
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

 **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Require rationale. (Optional)

Require Rationale

☐ Yes

☒ No

For a multiple choice or true false question, select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to Question Pool

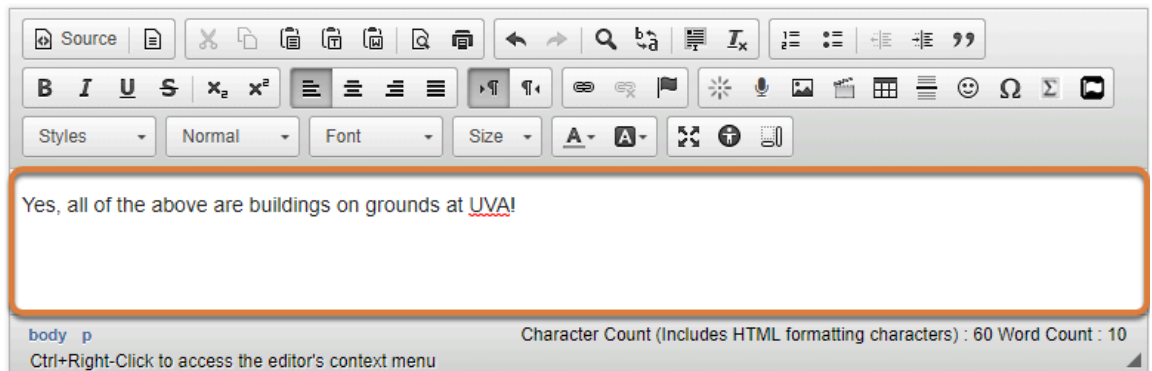
Select a pool name (optional) ▼

To add this question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Add feedback.

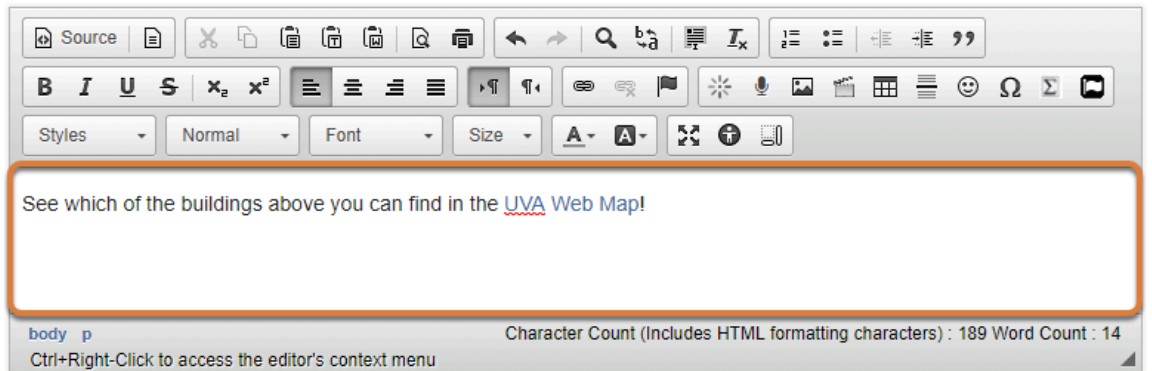
Correct Answer Feedback (optional)



Yes, all of the above are buildings on grounds at [UVA!](#)

body p Character Count (Includes HTML formatting characters) : 60 Word Count : 10
Ctrl+Right-Click to access the editor's context menu

Incorrect Answer Feedback (optional)



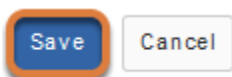
See which of the buildings above you can find in the [UVA Web Map!](#)

body p Character Count (Includes HTML formatting characters) : 189 Word Count : 14
Ctrl+Right-Click to access the editor's context menu

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Save your question.



Save Cancel

When all of the question parameters are specified to your satisfaction, select **Save**.

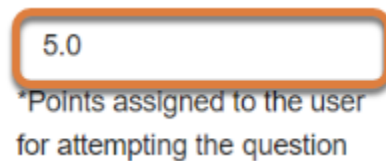
What is a minimum point value?

The *Minimum Point Value* option allows you to automatically award points to students who enter any answer for a question, regardless of their answer.

This option is especially helpful for short answer questions designed to assess student engagement and participation.

How do I add a minimum point value?

Minimum Point Value
(optional)



5.0

*Points assigned to the user
for attempting the question

When you are authoring or editing any of the following types of questions, you will be able to add a minimum point value (select a link below to access the Help article with steps to create that type of question):

- [Short Answer/Essay](#)
- [Matching](#)
- [Multiple Choice](#)
- [True False](#)
- [Fill in the Blank](#)
- [Numeric Response](#)

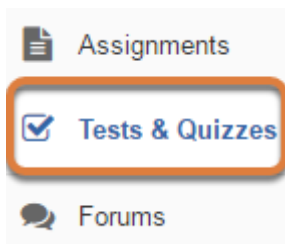
How do I create a multiple choice question?

A multiple choice question provides pre-written choices from which the student will select. You can create three types of multiple choice questions:

1. [Single Correct - All the points are awarded to one correct answer.](#)
2. [Multiple Correct, Single Selection - Students select a single answer option, with more than one possible correct answer.](#)
3. [Multiple Correct, Multiple Selection - More than one answer selection is required for a correct answer.](#)

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

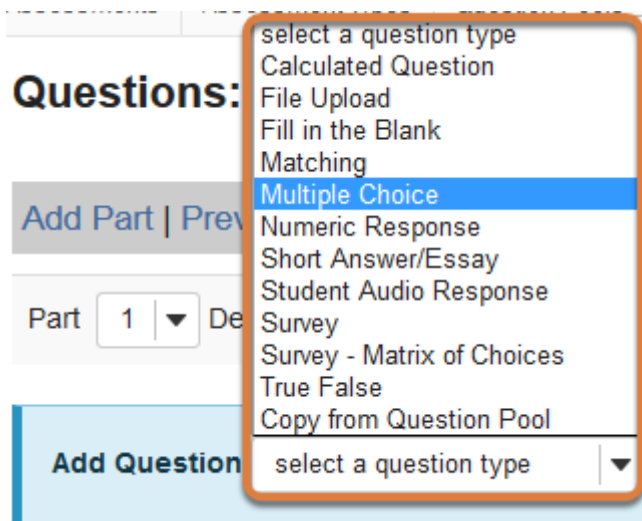
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Multiple Choice from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Multiple Choice**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

The *Minimum Point Value* option is available for the following types of multiple choice questions:

- **Single Correct**, when **Partial Credit** is NOT enabled
- **Multiple Correct, Single Selection**

Choose the answer configuration.

Answer (What's This?)

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

☐ Multiple Correct, Single Selection

☐ Multiple Correct, Multiple Selection

Single Correct

By default, **Single Correct** is selected. All the question's points are granted to the one correct answer. Students select their answer with a radio button.

Single Correct answer options

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

Single Correct questions have two additional scoring options:

- **Enable Negative Marking** - If you enable negative marking and enter any value other than **0** in the *Points deducted for incorrect answer* box, students who select any incorrect answer for the question will have those points deducted from their total assessment score.
- **Enable Partial Credit** - Partial credit allows a percentage of the question's points to be awarded for selecting an incorrect but still partially acceptable answer. See the step below, [Add Partial Credit percentage\(s\)](#), for more information on using partial credit.

Multiple Correct, Single Selection

To indicate more than one answer selection as correct, but require students to select only one answer (with a radio button), choose **Multiple Correct, Single Selection**.

Multiple Correct, Single Selection answer options

☒ Multiple Correct, Single Selection

Points deducted for incorrect answer

Multiple Correct, Single Selection questions allow for negative marking. If you enter any value other than **0** in the *Points deducted for incorrect answer* box, students who select any incorrect answer for the question will have those points deducted from their total assessment score.

Multiple Correct, Multiple Selection

A **Multiple Correct, Multiple Selection** question includes several correct choices that must be selected for full credit.

Multiple Correct, Multiple Selection answer options

☒ Multiple Correct, Multiple Selection

☒ Correct minus Incorrect

☐ All or Nothing

There are two options for awarding points to a **Multiple Correct, Multiple Selection** question:

1. **Correct minus Incorrect** (selected by default) means that selecting any correct answer will add points up to the total points possible. Selecting an incorrect answer will deduct points.
2. **All or Nothing** grants points for a fully correct answer only; any other combination of selected and empty check boxes earns no points.

i Note: The lowest possible total point value for a **Multiple Correct, Multiple Selection** question cannot be less than zero, even though a question could have a negative point value based on the **Correct minus Incorrect** grading logic. Below is an example of a **Correct minus Incorrect** question's scoring:

Which of the following are even numbers? (The question is worth 9 points.)

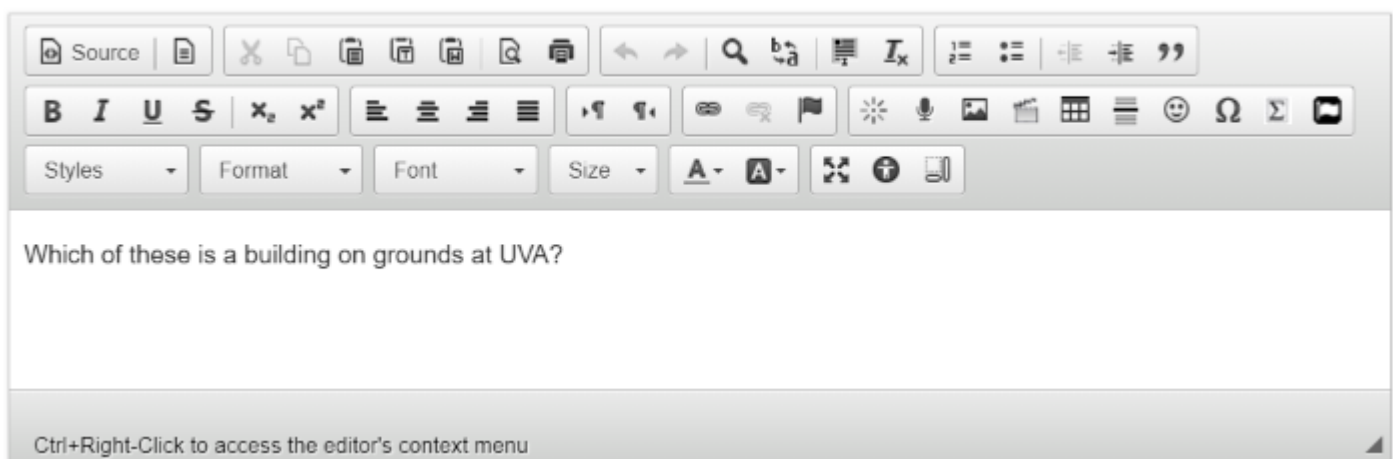
Answer options: 2, 4, 6, 15.

- If the student selects 2, 4, and 6, they get 9 points. (Selecting all three correct answers gives full credit.)

- If the student selects only 2 and 4, they get 6 points. (Selecting two correct answers, but failing to select the third correct answer, gives partial credit of 6 points.)
- If they select 2, 4, and 15, they get 3 points (Selecting two correct answers gives 6 points, but selecting the wrong answer deducts 3 points, for a resulting score of 6 - 3 = 3 points.)
- If they only select 15, they get 0 points. (Only selecting the wrong answer gives no credit.)

Enter the question text.

Question Text



Which of these is a building on grounds at UVA?

Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

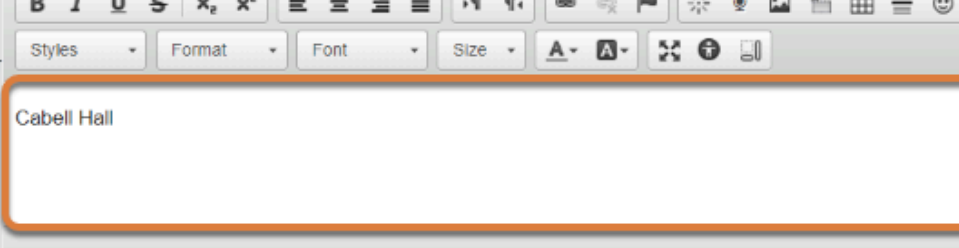
Create the answers.

Enter the answer options.

Correct Answer

☐ A

Remove



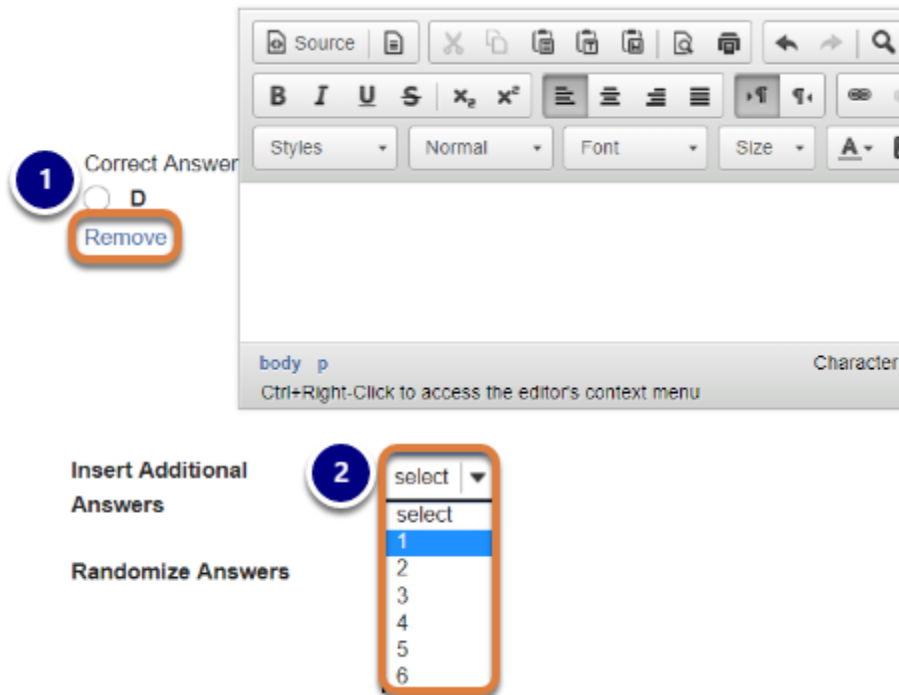
The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, etc.) and alignment. Below the toolbar are four dropdown menus: 'Styles', 'Format', 'Font', and 'Size'. The main text area contains the text 'Cabell Hall'. At the bottom of the editor, a status bar reads 'Ctrl+Right-Click to access the editor's context menu'.

Cabell Hall

Ctrl+Right-Click to access the editor's context menu

Four answer choices are available by default. Enter each possible answer choice in one of the [Rich-Text Editors](#) provided.

Add or remove answer options.



1. To include fewer than four choices, leave the corresponding editor(s) blank or select the **Remove** link under an answer letter.
2. To add more choices, use the **Insert Additional Answers** menu to indicate the number of additional choices needed.

Select the correct answer(s).

Correct Answer
☐ C
[Remove](#)

Source

Styles

Format

Font

Size

A

A

Monroe Hall

Ctrl+Right-Click to access the editor's context menu

Correct Answer
☒ D
[Remove](#)

Source

Styles

Format

Font

Size

A

A

All of the Above

Ctrl+Right-Click to access the editor's context menu

Indicate the *Correct Answer* by selecting the corresponding radio button or check box(es).

Add Partial Credit percentage(s) for Single Correct question. (Optional)

Correct Answer
☐ C
[Remove](#)

Source

Styles

Format

Font

Size

A

A

Monroe Hall

Ctrl+Right-Click to access the editor's context menu

% Value
25

Correct Answer
☐ D
[Remove](#)

Source

Styles

Format

Font

Size

A

A

All of the Above

Ctrl+Right-Click to access the editor's context menu

% Value
100%

Reset Score Values


If your question has a **Single Correct** answer and you selected [Enable Partial Credit](#), enter the percentage of points to grant to the selection of any incorrect answer(s) in the % *Value* box(es) for the corresponding answer(s).

 **Note:** Selecting the [Reset Score Values](#) link resets all incorrect answers' values to **0**.

Choose whether or not to randomize answers.

Randomize
Answers ☐ Yes
☒ No

The default setting is **No** for randomizing answers. For answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

 **Tip:** Remember that if your answer choices contain items like "All of the above," or "A and B are correct," randomizing the order could cause confusion with the answer key.

Require rationale. (Optional)

Require
Rationale ☐ Yes
☒ No

The default setting is **No** for requiring rationale. Select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

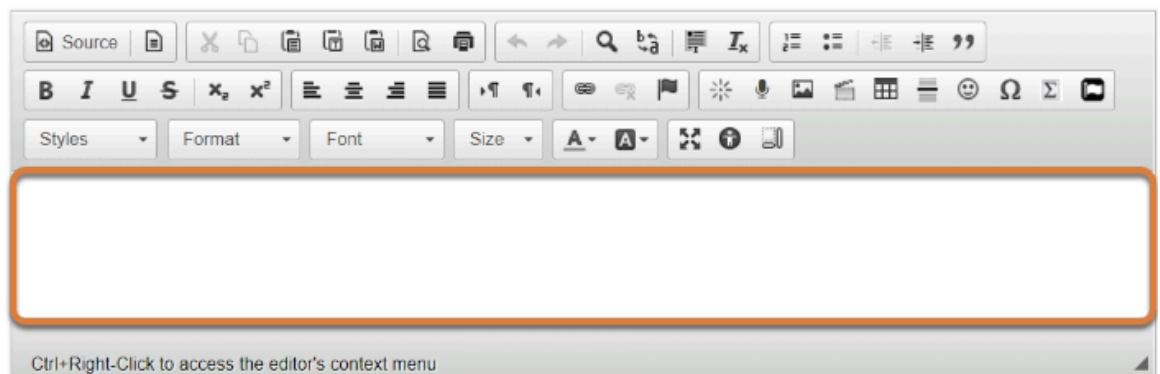
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

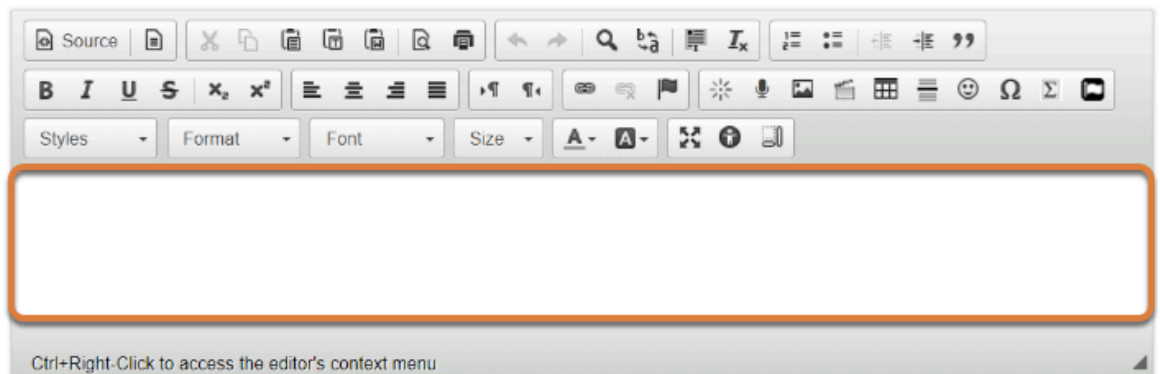
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

The image shows a rich text editor interface for adding feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and other formatting options. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. A large, empty text area is outlined with an orange border, intended for entering feedback text. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

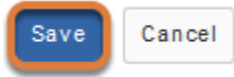
Incorrect Answer
Feedback (optional)

This image shows the same rich text editor interface as the one above, but for incorrect answer feedback. It includes the same toolbar, dropdown menus, and a large, empty text area outlined with an orange border for entering feedback. The bottom label "Ctrl+Right-Click to access the editor's context menu" is also present.

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

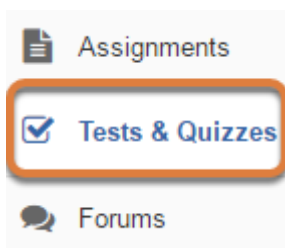


How do I create a true false question?

A true false question requires students to indicate whether a statement is true or false.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

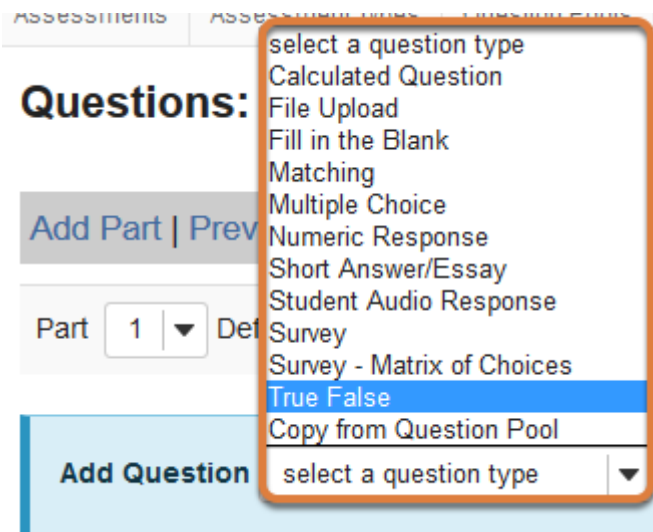
Action	Title
<div><div>-- Select Action --</div><div>Edit</div></div>	Quiz 1
<div><div>-- Select Action --</div><div>Preview</div></div>	Quiz 2
<div><div>-- Select Action --</div><div>Print</div></div>	Quiz 3
<div><div>-- Select Action --</div><div>Settings</div></div>	Quiz 4
<div><div>-- Select Action --</div><div>Publish</div></div>	Quiz 5
<div><div>-- Select Action --</div><div>Duplicate</div></div>	
<div><div>-- Select Action --</div><div>Export</div></div>	
<div><div>-- Select Action --</div><div>Remove</div></div>	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select True False from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **True False**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question incorrectly. Students who leave the answer blank will not receive the minimum point value.

Deduct point(s) for an incorrect answer. (Optional)

Points deducted for incorrect answer

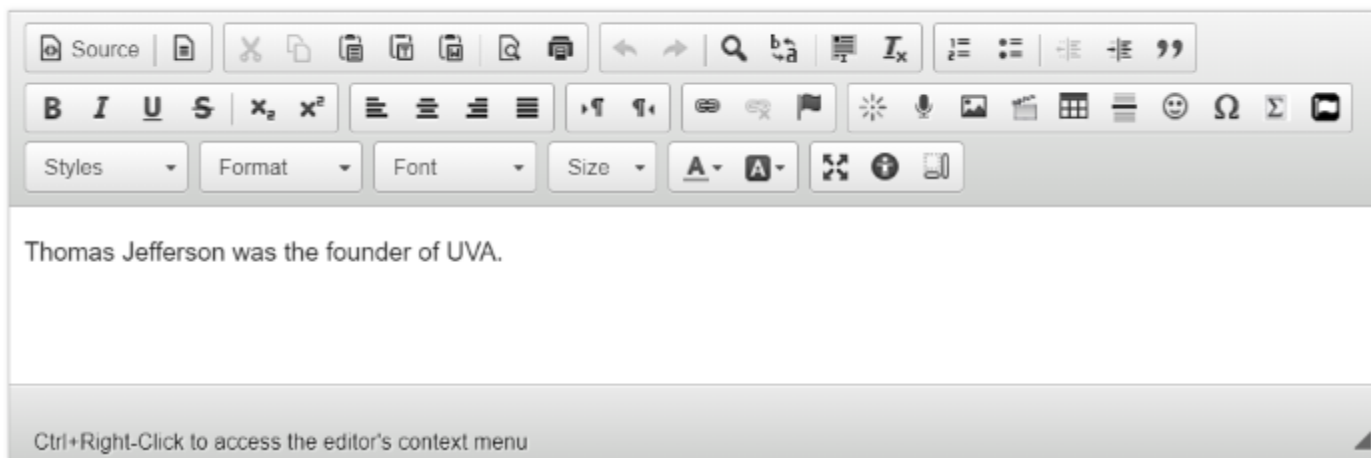
0.0

Optional. Pertains
only to 'True False'
or 'Multiple Choice,
Single Correct'
questions.

If you enter any point value other than **0** in the *Points deducted for incorrect answer* box, students who select the incorrect answer for the question will have those points deducted from their total assessment score.

Enter the question text.

Question Text



Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the correct answer.

Answer

☒ True ☐ False

Indicate either **True** or **False** as the correct response.

Require rationale. (Optional)

Required Rationale

☐ Yes ☒ No

The default setting is **No** for required rationale. Select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

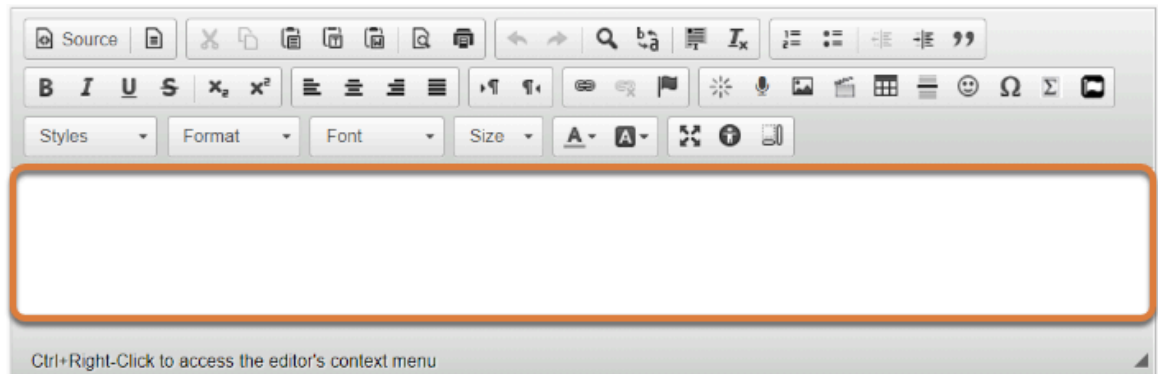
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

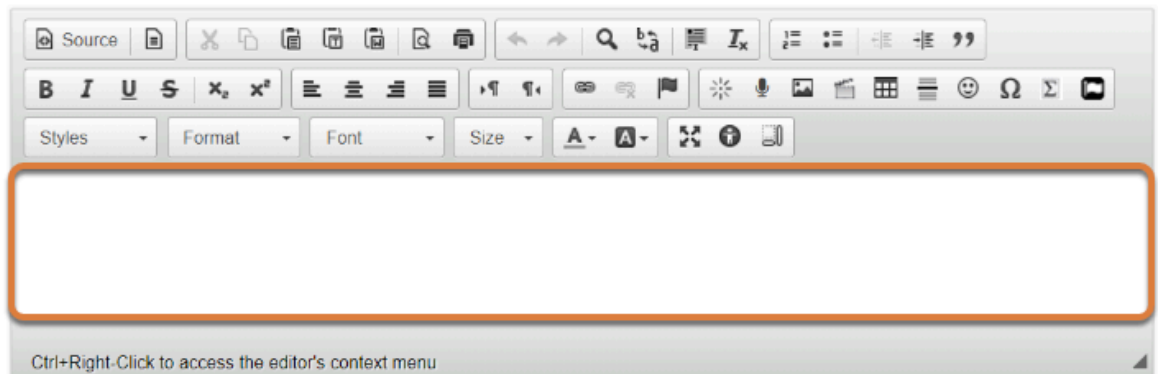
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface with a toolbar at the top containing icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and quote. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. The main area is a large empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

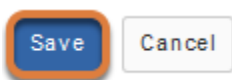
Incorrect Answer
Feedback (optional)

A rich text editor interface identical to the one above, with a toolbar, dropdown menus, and a large empty text box with an orange border. A small text label at the bottom reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons: a blue "Save" button with a white border and a grey "Cancel" button.

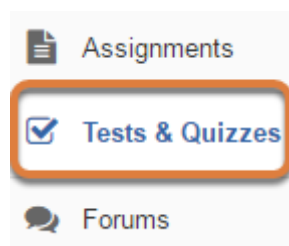
How do I create a short answer/essay question?

A short answer or essay question provides students with a text field in which they enter the answer. This type of question must be manually graded, unless you award full credit using a minimum point value.

💡 To have students upload a Word document in response to an essay question, use a [file upload](#) question instead.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

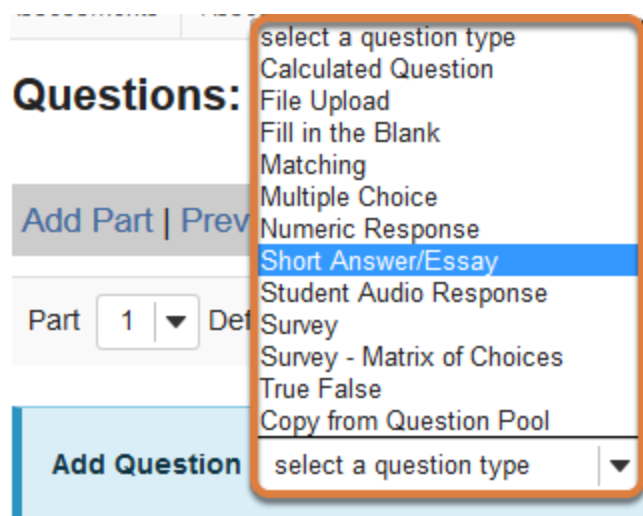
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Short Answer/Essay from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Short Answer/Essay**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

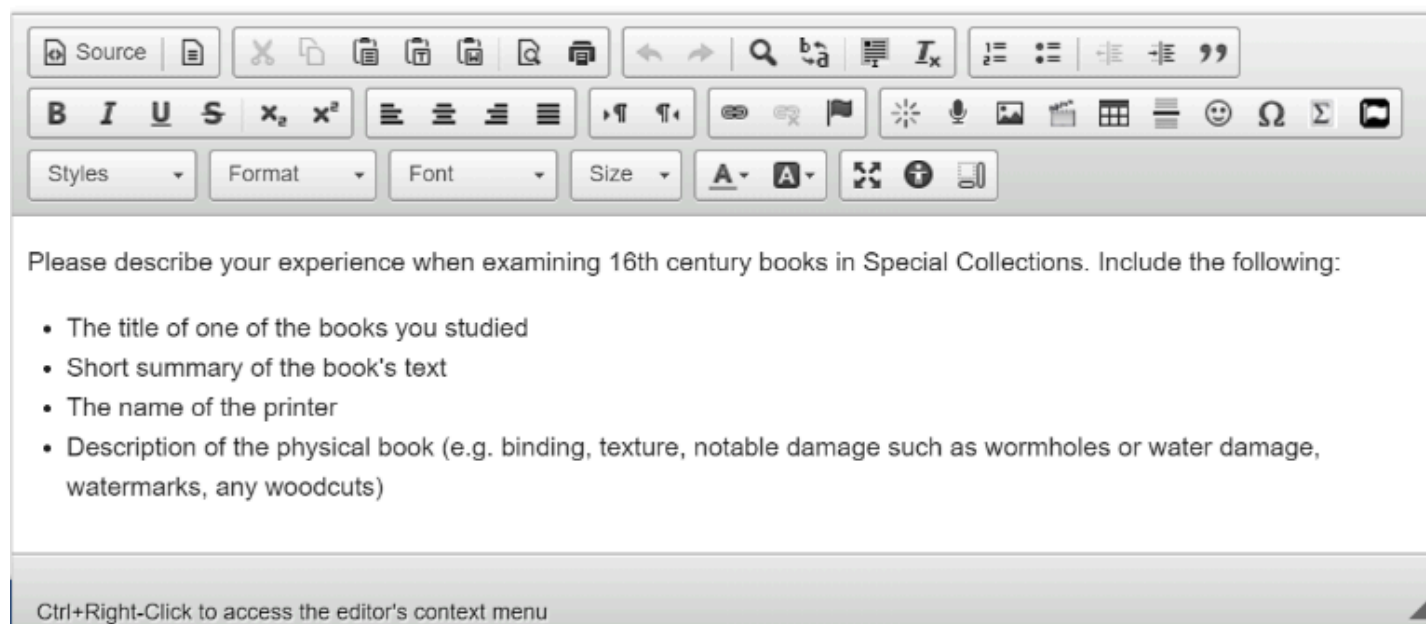
*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students points for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

💡 Use case: The minimum point value might be used for questions designed to assess student engagement and participation.

Enter the question text.

Question Text



The screenshot shows a rich-text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert table, insert image, insert video, insert audio, insert code, and other functions. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main text area contains the following text: 'Please describe your experience when examining 16th century books in Special Collections. Include the following:' followed by a bulleted list: '• The title of one of the books you studied', '• Short summary of the book's text', '• The name of the printer', and '• Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)'. At the bottom of the editor, there is a footer that reads 'Ctrl+Right-Click to access the editor's context menu'.

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▼

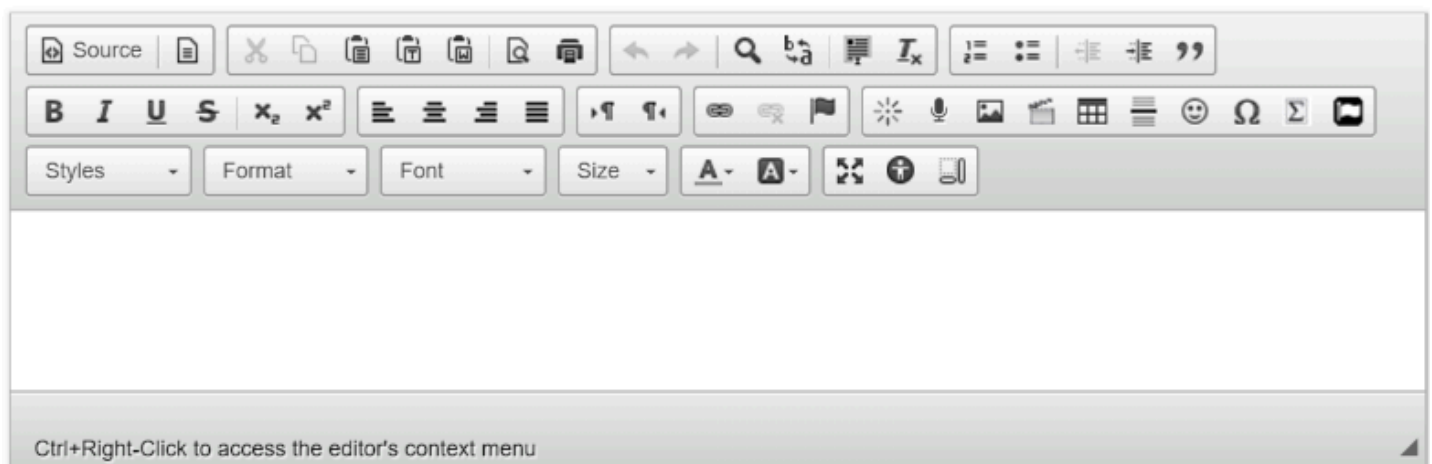
To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide a model answer. (Optional)

Provide a model answer as a guide for students.

Model Short Answer (optional)



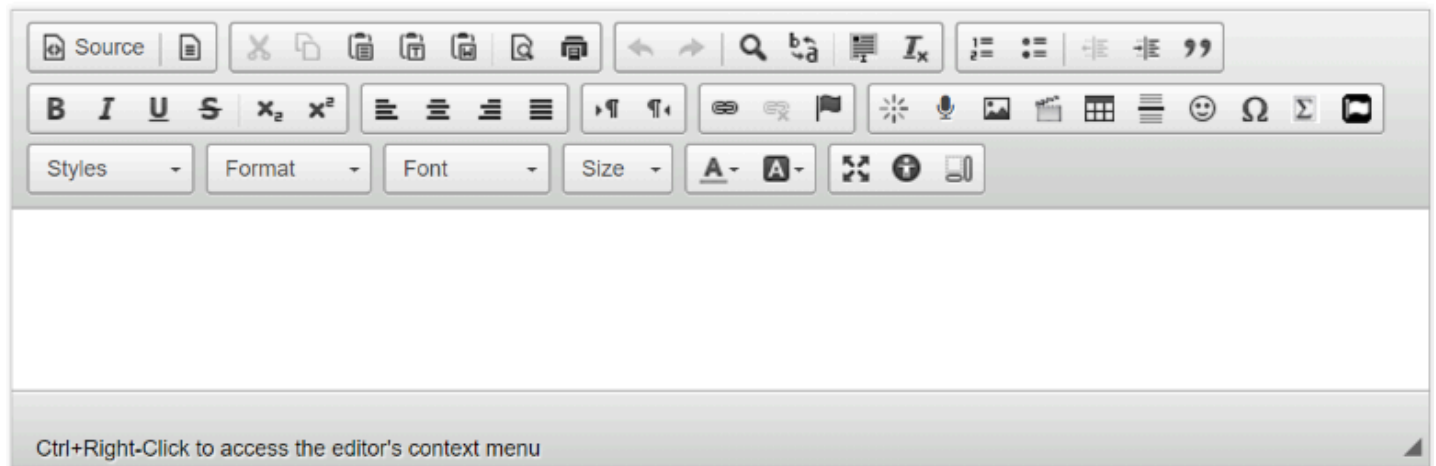
The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, search, and spell check. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty white box. At the bottom of the editor, there is a small grey bar with the text 'Ctrl+Right-Click to access the editor's context menu' and a small triangle icon on the right.

Provide a *Model Short Answer* as [Question-Level Feedback](#) to show students a generic version of the expected answer.

Note: If you include a model answer here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Provide feedback. (Optional)

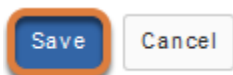
Feedback (optional)



You may include additional [Feedback](#) which you can make available to all students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



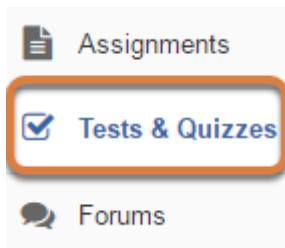
How do I create a file upload question?

A file upload question requires students to upload a file for their response. For example, you can create an essay question using the file upload question type to have students submit a Word document containing their response.

Note: *This type of question must be manually graded.*

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

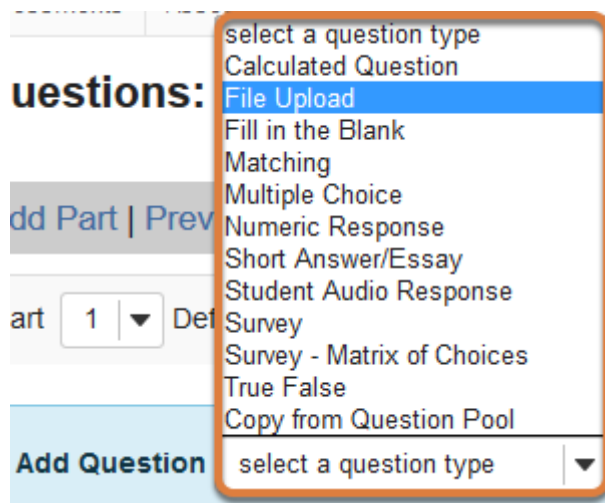
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select File Upload from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **File Upload**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

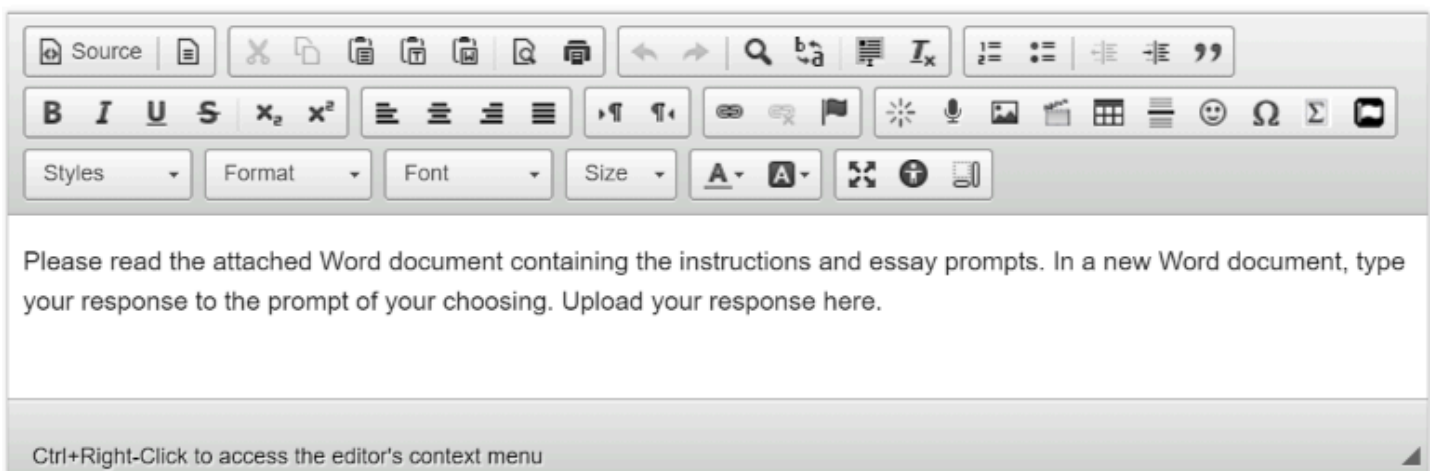
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



The screenshot shows a rich-text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, search, and print. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color selection tools for text and background. The main text area contains the placeholder text: "Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here." At the bottom of the editor, a small grey bar contains the text "Ctrl+Right-Click to access the editor's context menu".

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

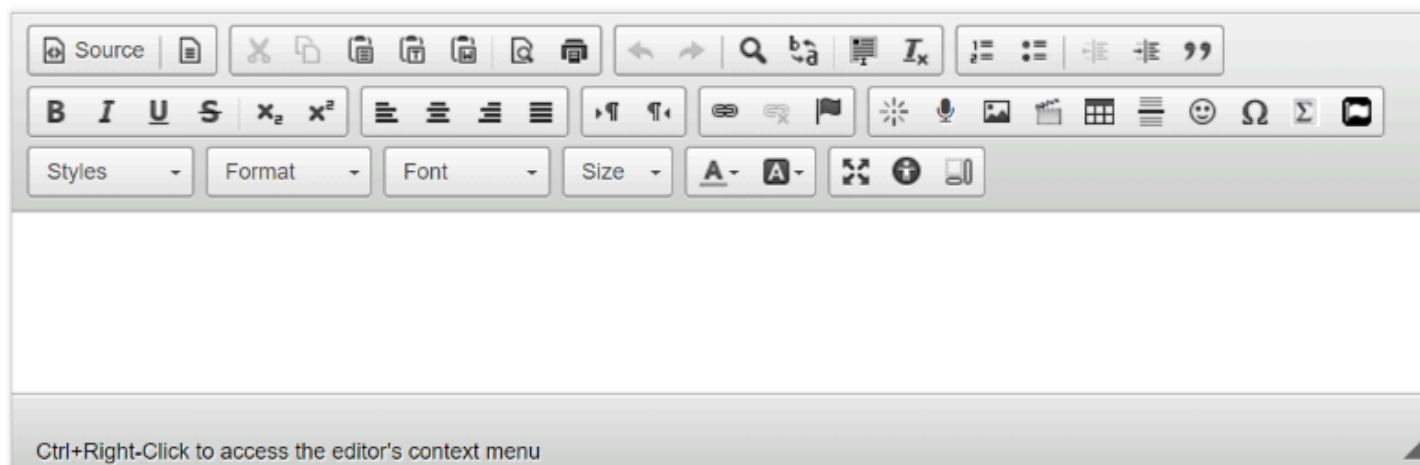
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

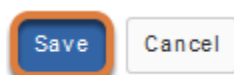
Feedback (optional)



You may add [Feedback](#) which you can make available to all students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

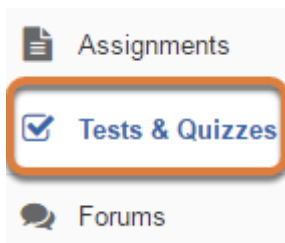


How do I create a matching question?

A matching question includes a numbered list of choices and a corresponding drop-down list of matches.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

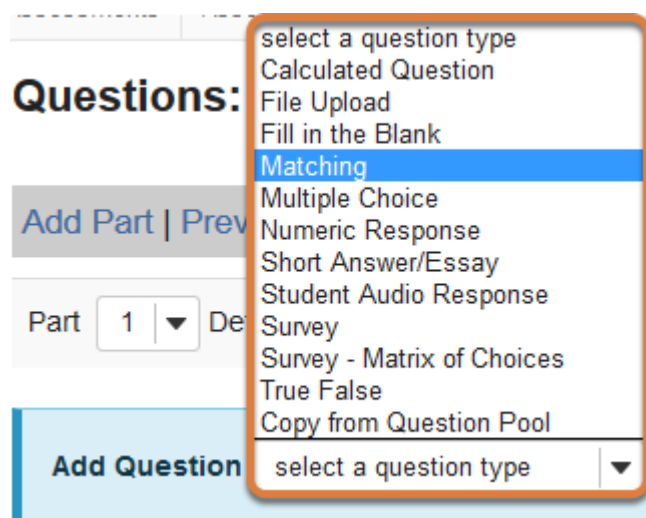
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Matching from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Matching**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

i **Note:** Students who would normally score fewer points than the minimum will receive the minimum value. Students who would score higher than the minimum, whether or not they receive full credit, will receive the points they earned. Below is an example of scoring for a matching question with a *Minimum Point Value* added:

Match synonyms. (The question is worth 10 points, with a minimum value of 5 points.)

1. **Choice:** They are, **Match:** They're
2. **Choice:** It is, **Match:** It's
3. **Choice:** Belonging to it, **Match:** Its

- If the student answers any part of the question (they select a match for one or more of the three choices) and all answers they selected are incorrect, they get the minimum value, 5 points (normally, they would get 0 points).
- If the student makes one correct match and two incorrect matches, they get the minimum value, 5 points (normally, selecting one correct answer would award $10/3 = 3.33$ points).
- If the student makes two correct matches and one incorrect match, they get 6.67 points $[(10/3) * 2 = 6.67 \text{ points}]$.
- If the student correctly matches all parts of the question, they get full credit, 10 points.

Enter the question text.

Question Text

Enter the text of your question into the *Question Text* box.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

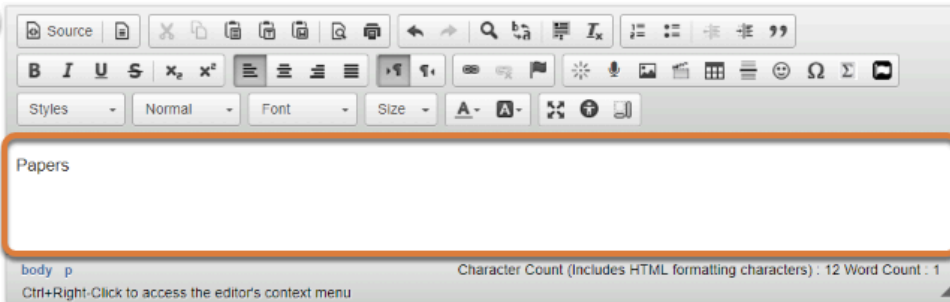
Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Add a Choice and Match and save the pairing.

Choice

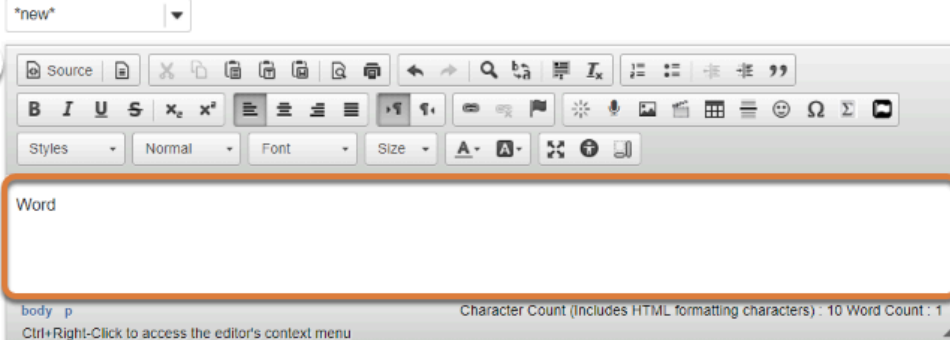
1



Match

new

2



3

Save Pairing

1. Enter a *Choice* in the [Rich-Text Editor](#).
2. By default ***new*** is selected as the *Match*. Enter a correct answer option for the *Match*.
3. Select **Save Pairing**.

Note: The text entered in the *Choice* field will be assigned a number (**1, 2, 3**, etc.). The text in the *Match* field will be **randomly** assigned a letter (**A, B, C**, etc.) that students must select from a drop-down list to match it to the corresponding choice(s). Except for the option ***None of the Above***, *Match* answers are randomized for each student taking the assessment.

It is strongly recommended that you do **not** enter a single number (e.g., **1**) or letter (e.g., **A**) in either the *Choice* or *Match* field, as doing so will confuse students. For example, if you need students to identify regions of an image, you might use *Match* options like **Region 1, Region 2, Region 3**. That way, if the answers are randomly sorted as follows, a student who gets that order will not be confused:

- A. Region 2**
- B. Region 3**
- C. Region 1**

View new Choice and Match pairing.

Add/Edit Pairing and Optional Feedback

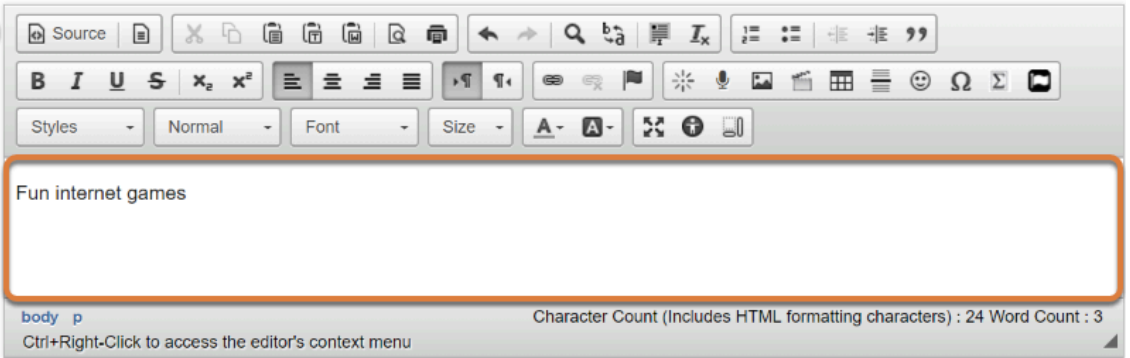
	Choice	Match	
1	Papers	Word	Edit Remove

Once a pairing has been saved, the *Choice* and *Match* will display under *Add/Edit Pairing and Optional Feedback*.

Add additional Choices and Matches as desired.

Choice

1



Match

2

None of the Above

3

[Save Pairing](#)

1. Enter a new matching item in the *Choice* field.
2. From the *Match* drop-down menu, select:
 - ***new*** to enter a new option for the match,
 - The **number** of an *Existing* match to pair the new *Choice* with a previously saved *Match*,
 - Or ***None of the Above*** to add this as an option underneath the other choices.
3. Select **Save Pairing**.

Note:

- Matches that were originally entered as ***new*** are displayed in a random order to students when they take the assessment.

- If an **Existing match** or ***None of the Above*** is selected from the *Match* drop-down menu while creating or editing a pairing, you cannot type in a *Match*.

Edit a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

Select the **Edit** link to the right of a *Match* in the list to edit the pairing.

Edit the Choice and Match, and save changes to the pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Currently Editing
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	"None of the Above"	Edit Remove

Choice

Match

2
Save Pairing

While you are editing a pairing, the text *Currently Editing* will display to the right of the *Match* in the *Add/Edit Pairing and Optional Feedback* list.

1. Make changes to the *Choice* and/or *Match* as desired.
2. Select **Save Pairing**.

Remove a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

To delete a pairing, select the **Remove** link to the right of the pairing in the *Add/Edit Pairing and Optional Feedback* list.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

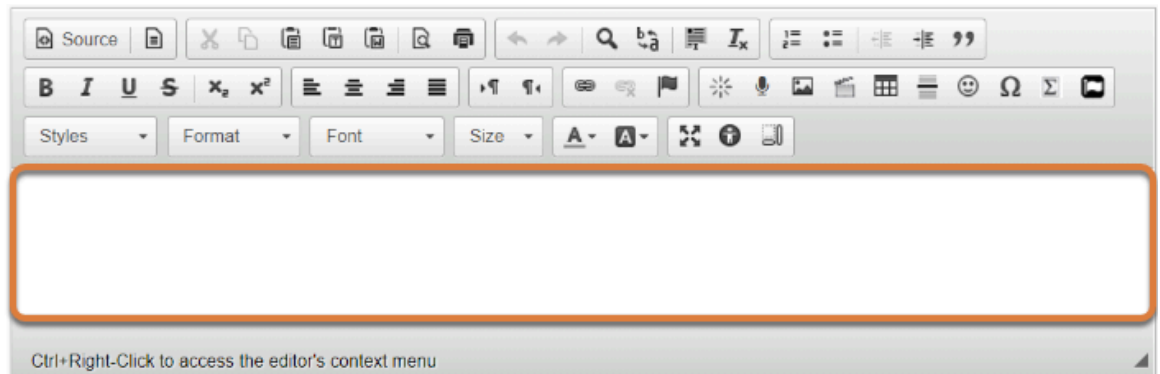
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

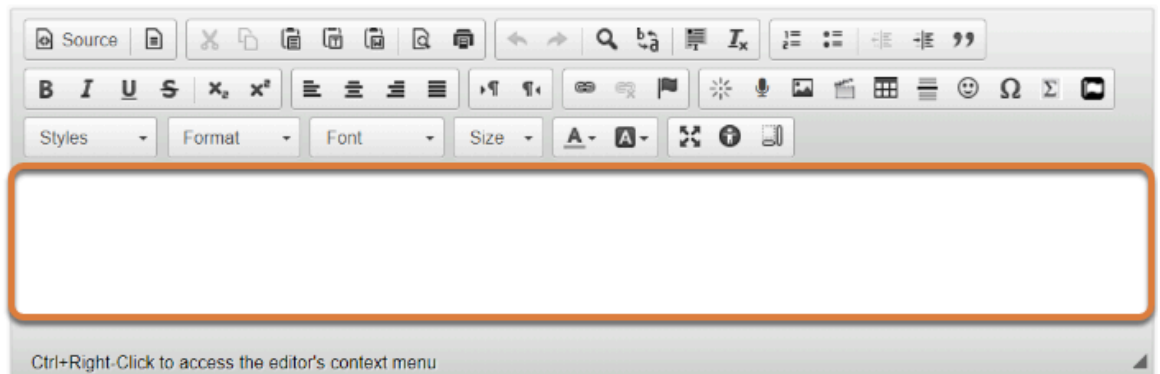
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

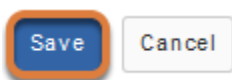
Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button with a white border.

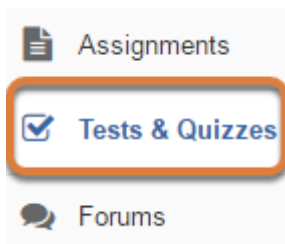
How do I create a fill in the blank question?

A fill in the blank question presents students with a sentence or paragraph that includes text boxes where they will enter missing text. You can specify one or more possible correct answers for each blank. You can also choose how restrictive the correct responses must be; for example, blanks in the question can be *case sensitive*, so students must match the correct answers exactly with respect to upper and lower case letters.

Note: To have students to fill in the blanks with numbers, where the correct answer can be any value within a specified range of numbers, use a [numeric response](#) question instead.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

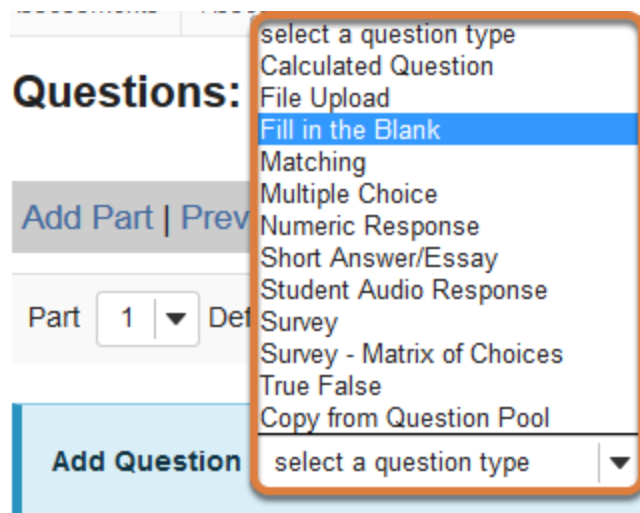
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Fill in the Blank from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Fill in the Blank**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

i Note: The total point value of a fill in the blank question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

Enter the question text.

Question Text

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are|They're} very happy.

Insert an asterisk (*) for one or more required wildcard characters.

Example: It's raining {c*} and {d*s}.

Susan has two kids, a sister and a brother. One child is a {boy|girl} and one is a {boy|girl} .


Ctrl+Right-Click to access the editor's context menu

1. Note the instructions for *Defining Answers* for fill in the blank questions. Where blanks should appear in the text, enter the possible answer(s) in between **curly brackets { }**, for example: {answer}.

For a blank to have more than one possible correct answer, use a **pipe |** in between each correct answer option, for example: {answer 1 | answer 2 | answer 3}.

You can also use an asterisk to accept any set of letters, numbers, or symbols as correct. For example, if you enter {ans*}, any of the following responses would be correct: answer, ans (autonomic nervous system), ansi.

2. Enter the Question Text into the [Rich-Text Editor](#).

 **Tip:** Some instructors use fill in the blank questions with the correct answer {*} for homework questions where students must submit a very short answer (for example, a few words). Anything a student types in the box will be marked correct.

Select options to make answer requirements more or less restrictive, if desired.

The **case sensitive** and **mutually exclusive** options make answer requirements more strict. The **ignore spaces** option allows students to add or omit spaces in their responses and the answer will still be marked correct. See below for more information about each of these options.

Case sensitive?

☐ Case sensitive?

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

Check the **Case sensitive?** box to require that a student's response match the correct answer exactly with respect to upper and lower case letters.

Example of a case sensitive question:

Question seen by student: The University of Virginia was founded in 1819 by ____.

Question when authored: The University of Virginia was founded in 1819 by {Thomas Jefferson}.

Correct answer: Thomas Jefferson

Incorrect answer: thomas jefferson

Mutually exclusive?

☐ Mutually exclusive?

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails.

Half correct answer: heads, heads.

Check the **Mutually exclusive?** box if the question has more than one blank with the same answer options, and a student must supply a different answer in each blank for the submission to be correct.

i Example of a mutually exclusive question:

Question seen by student: Male and female children are also called ___ and ___.

Question when authored: Male and female children are also called {boys | girls} and {boys | girls}.

Correct answer: boys and girls OR girls and boys

Half credit: boys and boys OR girls and girls

Ignore Spaces?

☐ **Ignore spaces?**

When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters.

Example: If the correct answer is " $2 * \sin(x - m)$ ", the following are marked as correct: " $2*\sin(x-m)$ ", " $2*\sin(x - m)$ ", etc.

Check the **Ignore spaces?** box to accept an answer as correct whether or not the student enters spaces in their response.

i Example of a question that ignores spaces:

Question seen by student: Freezing temperature is ___ Fahrenheit.

Question when authored: Freezing temperature is {32 degrees} Fahrenheit.

Some possible correct answers: 32 degrees, 32degrees, 32 _degrees, 32 degrees _

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

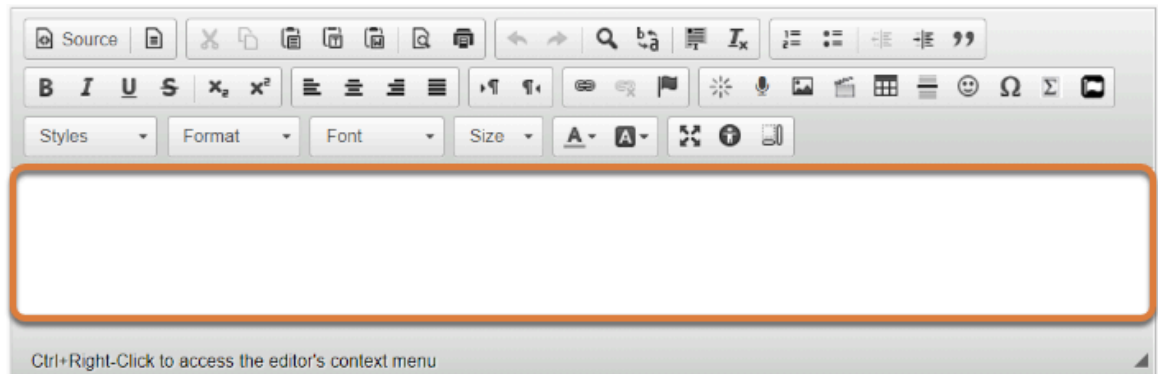
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

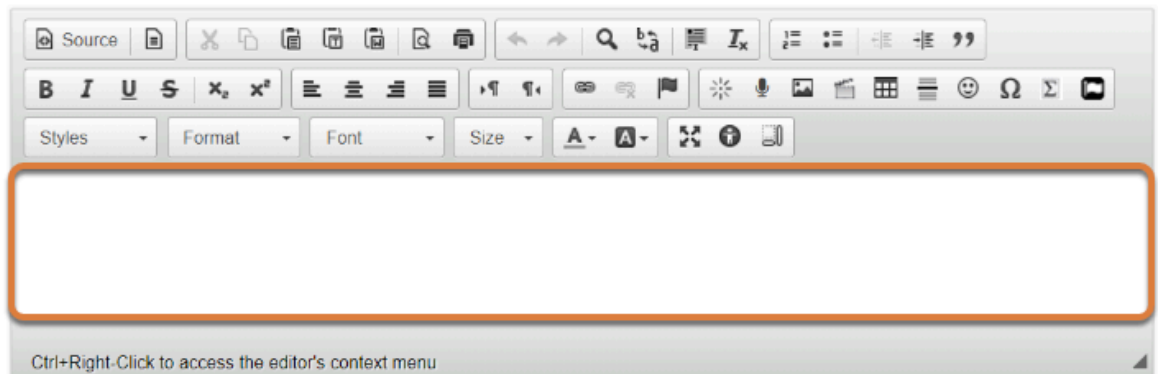
Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)



A rich text editor interface for providing feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

Incorrect Answer
Feedback (optional)

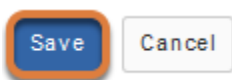


A rich text editor interface for providing feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button with a white border. The "Save" button is highlighted with an orange border.

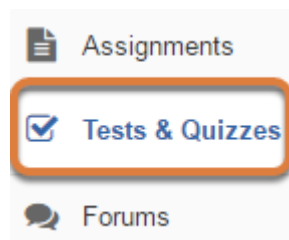
How do I create a numeric response question?

A numeric response question is similar to a [fill in the blank](#) question; numeric response presents students with a sentence, paragraph, or formula that includes text boxes where they will enter numbers to fill in the blanks. You can specify a number or range of numbers as the correct answer for each blank. You may also use scientific notation or a complex number in an answer.

Note: Numeric response questions require answers to be correctly formatted as numbers. To include text or punctuation in an answer or allow multiple correct answers for a question, use a [fill in the blank](#) question instead.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

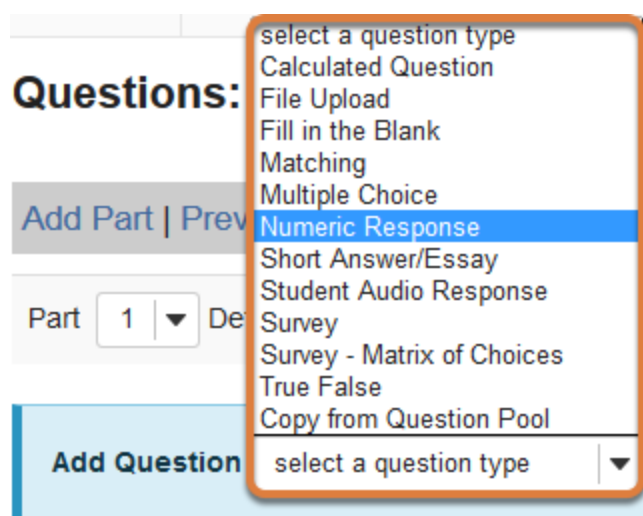
Action	Title
<div><div>-- Select Action --</div><div>Edit</div></div>	Quiz 1
<div><div>-- Select Action --</div><div>Preview</div></div>	Quiz 2
<div><div>-- Select Action --</div><div>Print</div></div>	Quiz 3
<div><div>-- Select Action --</div><div>Settings</div></div>	Quiz 4
<div><div>-- Select Action --</div><div>Publish</div></div>	Quiz 5
<div><div>-- Select Action --</div><div>Duplicate</div></div>	
<div><div>-- Select Action --</div><div>Export</div></div>	
<div><div>-- Select Action --</div><div>Remove</div></div>	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Numeric Response from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Numeric Response**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

i Note: The total point value of a numeric response question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

Enter the question text.

Question Text

1

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3 \times 3 = \{9\}$.

Range: Insert a pipe "|" between a range of values.

Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.

Scientific notation: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent.

Example: {6.022E23} to express Avogadro's number.

Complex numbers should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values.

Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: $3/10 = \{30\}\%$

(Only 30 will need to be entered in the blank response field.)

When defining a range of values, the value preceding the pipe "|" must be smaller than the value after

2

Enter the correct numbers in the following sequence: 2, 4, {6}, 8, {10}, 12

Ctrl+Right-Click to access the editor's context menu

1. Note the instructions for *Defining Answers* and *Acceptable Characters* for numeric response questions. Where blanks should appear in the text, enter the possible answer(s) in between **curly brackets {}**, for example: {1}.

To accept any number within a range of numbers as correct, use a **pipe |** in between the lesser and greater values, for example: {1 | 5}.

Scientific notation can be used with a period as the decimal point marker and the letter "E" or "e" for exponent, for example: {6.022E23} for Avogadro's number.

Finally, you can include complex numbers in the form of $\{a+bi\}$ where "a" and "b" are defined numeric values, for example: {1+1i}.

Only numbers, decimal point markers (period OR comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed as correct answers. For scientific notation, a period MUST be used as the decimal point marker.

2. Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

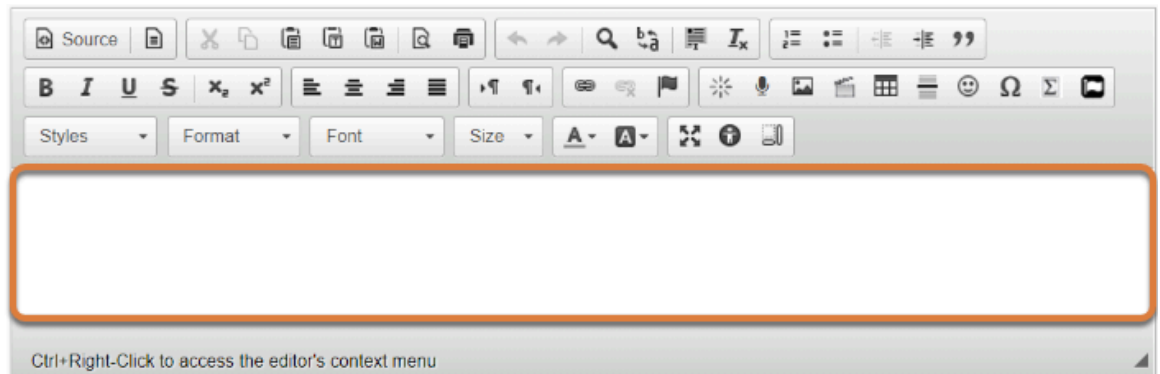
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

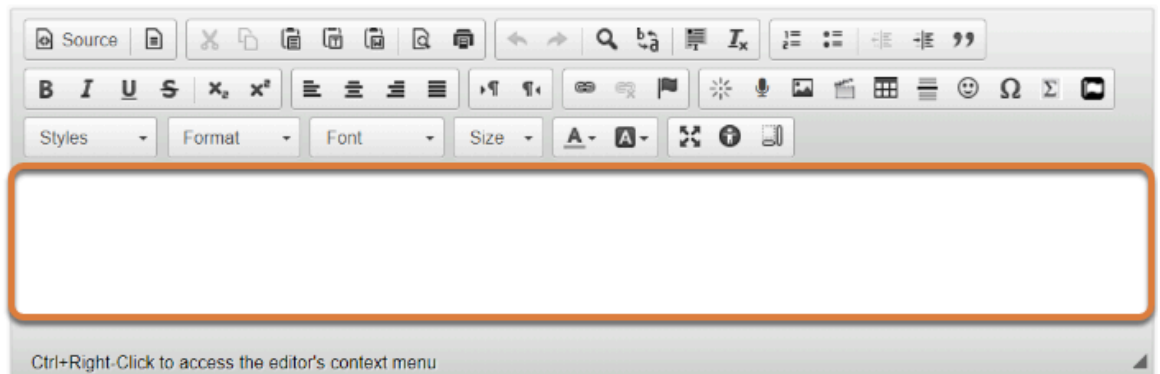
Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)



A rich text editor interface for providing feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

Incorrect Answer
Feedback (optional)

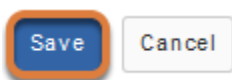


A rich text editor interface for providing feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



Two buttons: "Save" (highlighted with an orange border) and "Cancel".

How do I create a calculated question?

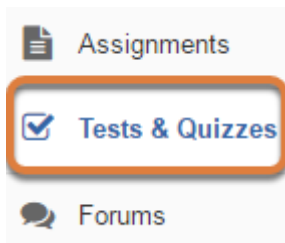
A calculated question is similar to [numeric response](#) in that it presents students with a sentence, paragraph, or formula that includes text boxes where they will enter numbers to fill in the blanks. Unlike [numeric response](#), calculated questions can have different numbers and answers for each student who takes the assessment.

There are four parts to a calculated question that you define (three required and one optional):

1. [Question text](#),
2. [Variable\(s\) in the question](#),
3. [Formula\(s\)](#),
4. [Calculation\(s\) \(optional\)](#).

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

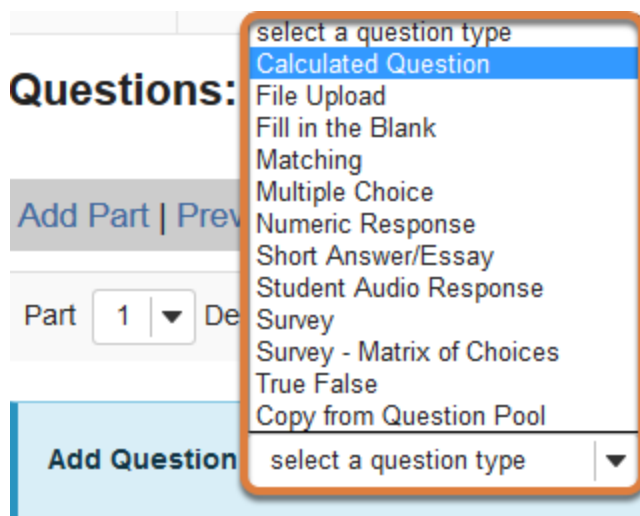
Action	Title
<div><div>-- Select Action --</div><div>Edit</div></div>	Quiz 1
<div><div>-- Select Action --</div><div>Preview</div></div>	Quiz 2
<div><div>-- Select Action --</div><div>Print</div></div>	Quiz 3
<div><div>-- Select Action --</div><div>Settings</div></div>	Quiz 4
<div><div>-- Select Action --</div><div>Publish</div></div>	Quiz 5
<div><div>-- Select Action --</div><div>Duplicate</div></div>	
<div><div>-- Select Action --</div><div>Export</div></div>	
<div><div>-- Select Action --</div><div>Remove</div></div>	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Calculated Question from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Calculated Question**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Note: The total point value of a calculated question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

$\{x\} + \{y\} = \{\{z\}\}$

body p Character Count (Includes HTML formatting characters) : 23 Word Count : 0
Ctrl+Right-Click to access the editor's context menu

Following the formatting described in the examples below, [Basic Question Structure](#) and [Advanced Calculations](#), enter the *Question Text* into the [Rich-Text Editor](#).

Basic Question Structure

To display a variable value in your question text, enter the variable letter in **curly brackets { }**, for example: {x}. When a student takes the assessment, a number randomly selected from a range you will define replaces the variable.

Insert a letter in **double curly brackets {{ }}**, for example: {{z}}, within the question text to define a text box where a student will enter a response.

Basic Question Examples

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
$\{x\} - \{y\} = \{\{z\}\}$	x = Min: 1, Max: 10, Decimal Places: defaults to 3 y = Min: 1, Max: 5, Decimal Places: defaults to 3	$z = \{x\} - \{y\}$	Defaults to 0.01.	5.012 - 1.950 = —
Kevin has {x} apples. Jane eats {y}. Now Kevin has {{z}} apples.	x = Min: 5, Max: 10, Decimal Places: 0 y = Min: 1, Max: 5, Decimal Places: 0	$z = \{x\} - \{y\}$	0 to require the exact number with no decimal places.	Kevin has 5 apples. Jane eats 1. Now Kevin has ___ apples.

Advanced Calculations

You can also add a *calculation* in **double square brackets [[]]**, for example: $[[\{a\} + \{b\}]]$. A calculation is a numerical value constructed from variables. Some uses of calculations include:

- Students must solve for each variable in the calculation.
- Calculations are part of a variable data set. Students must solve for the union and intersection of the set.
- Students use the calculation's value to solve for mean and standard deviation of a variable data set.

Advanced Question Examples

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
$\frac{[\{a\} + \{b\} + \{c\} + \{d\}]}{4}$ is the mean of the following sequence: $\{a\}$, $\{b\}$, $\{c\}$, D . $D = \{\{x\}\}$	<p>$a = \text{Min: } 1, \text{Max: } 10, \text{Decimal Places: } 0$</p> <p>$b = \text{Min: } 11, \text{Max: } 15, \text{Decimal Places: } 0$</p> <p>$c = \text{Min: } 16, \text{Max: } 20, \text{Decimal Places: } 0$</p> <p>$d = \text{Min: } 21, \text{Max: } 25, \text{Decimal Places: } 0$</p>	$x = \{d\}$	Defaults to 0.01.	15.25 is the mean of the following sequence: 5, 13, 20, D . $D = \underline{\hspace{1cm}}$
<p>A couple spends $\{x\}\%$ of their monthly income on food. Their combined monthly income is $\\$[\{y\} + \{z\}]$. The husband eats twice as much food as his wife. The wife eats $\\$\{w\}$ worth of food per month.</p> <p>The cost of food she eats comprises $[\frac{(100 * ((\{x\}/100) * (\{y\} + \{z\}))/3)}{\{y\}}]\%$ of her monthly income. Her monthly income is $\{\{a\}\}$. Her husband's monthly income is $\{\{b\}\}$.</p>	<p>$x = \text{Min: } 9, \text{Max: } 17, \text{Decimal Places: } 0$</p> <p>$y = \text{Min: } 3000, \text{Max: } 4000, \text{Decimal Places: } 2$</p> <p>$z = \text{Min: } 3000, \text{Max: } 4000, \text{Decimal Places: } 2$</p>	<p>$a = \{y\}$</p> <p>$b = \{z\}$</p> <p>$w = \frac{((\{x\}/100) * (\{y\} + \{z\}))}{3}$</p>	<p>0.01 to allow for rounding.</p> <p>For example, if the correct answer is \$3032.755, setting a tolerance of 0.01 accepts any value in the range of \$3032.74 to \$3032.76 as the correct answer.</p>	<p>A couple spends 14% of their monthly income on food. Their combined monthly income is \$7723.65. The husband eats twice as much food as his wife. The wife eats \$<u> </u> worth of food per month.</p> <p>The cost of food she</p>

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
				eats comprises 9.34799% of her monthly income. Her monthly income is _____. Her husband's monthly income is _____.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the Extract Variables, Calculations, and Formulas from Question Text button.

Extract Variables, Calculations, and Formulas from Question Text

After you extract the variables and formulas, you will be able to define ranges of values for each variable and the formula that will generate each correct answer.

Define ranges of variable values.

Variables

Variable Name	Min	Max	Decimal Places
x	1 20	2 50	3 3
y	10	30	3

Under *Variables*, for each variable in the question text:

1. In the *Min* column, enter each variable's minimum value.
2. In the *Max* column, enter each variable's maximum value.
3. Under *Decimal Places*, select how many decimal places you want the number to have (0 to 10). The default is **3** *Decimal Places*.

When each student takes the test, a randomly selected number in the range of values will display for a given student. For example:

Question text: $\{x\} + \{y\} = \{\{z\}\}$

The *Min* value for **x** is **20**, the *Max* value for **x** is **50**, and **3** *Decimal Places* are selected.

The *Min* value for **y** is **10**, the *Max* value for **y** is **30**, and **3** *Decimal Places* are selected.

One student's question: $40.015 + 25.025 = \underline{\hspace{1cm}}$

Another student's question: $30.123 + 14.345 = \underline{\hspace{1cm}}$

Enter the formula(s).

Formula Name	Formula	Tolerance	Decimal Places
z	1 $\{x\} + \{y\}$	2 0.01	3 3

1. Enter the mathematical expression for each *Formula*, inserting the variables where needed as letters in between **curly brackets { }**. For example:

The question text is *Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}*

The *Formula* for **z** is **$\{x\} - \{y\}$**

2. Enter the desired *Tolerance*. The correct answer to a calculated question is the *Formula's* value calculated by *Tests & Quizzes* **plus or minus** the *Tolerance*. The default *Tolerance* is

0.01. For example, if the correct answer is 2.055, the default accepts any value between 2.04 and 2.06 as correct.

3. Select how many *Decimal Places* students must include in their answer. The default is **3** *Decimal Places*.

i Note: Your formulas can contain the following math operators, functions, and constants:

- **Operators:** + - * / ^ ()
- **Functions:** SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SQRT, LOG10, and LN
- **Constants:** PI (3.14...) and e (2.718...)

Review Calculations, if any were entered.

Calculations

You can also define Calculations in the question text. Place double brackets around the Calculation (e.g. `[[3 + 2]]`). You may use variables inside Calculations (e.g. `[[{a} + {b}]]`). These calculations can help the student to answer the question. They can also help instructor to check that the question is correctly defined before publishing it

Calculation	Sample		Status
{x}+{y}	3+2	5	OK

If you added any *Calculations* in the question text, you can review a sample of how one might look in the test under *Calculations*.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

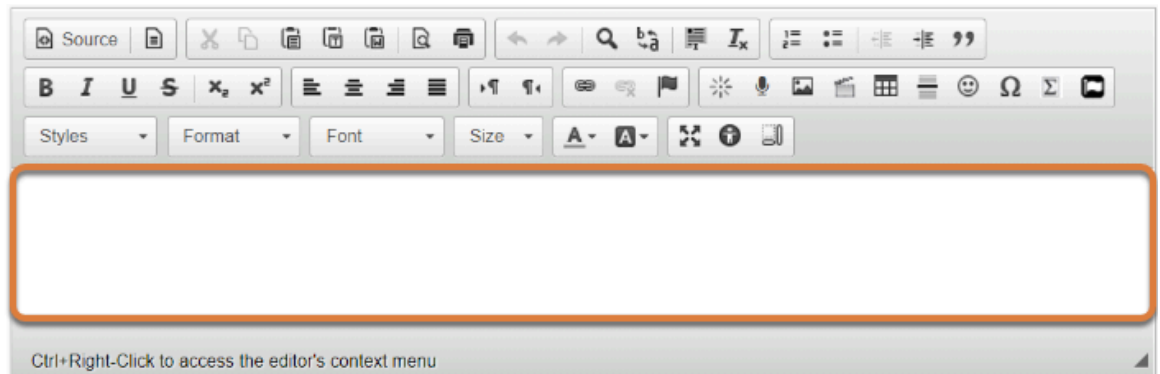
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

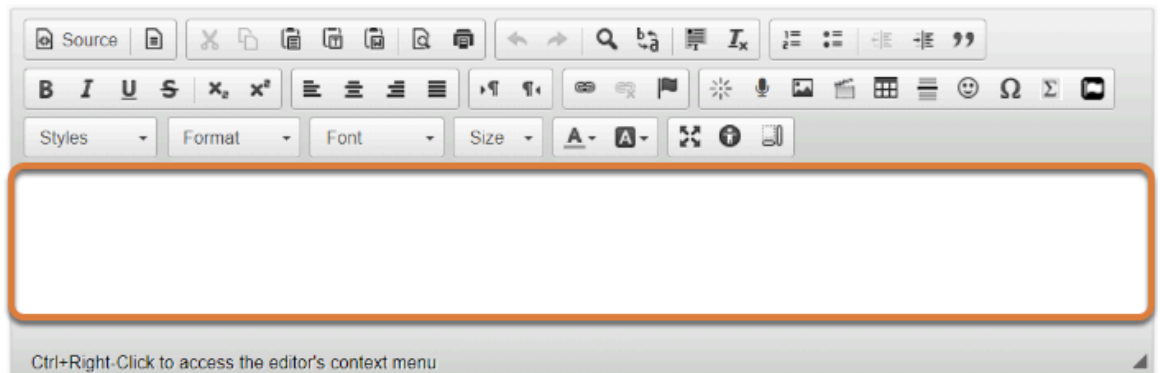
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, unlink all, insert link, insert image, insert video, insert audio, insert table, insert code, insert quote, insert smiley, insert link, insert unlink, insert help, and insert print. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. The main area is a large text input field with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, unlink all, insert link, insert image, insert video, insert audio, insert table, insert code, insert quote, insert smiley, insert link, insert unlink, insert help, and insert print. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. The main area is a large text input field with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons: a blue "Save" button with a white border and a white "Cancel" button with a grey border.

How do I create a student audio response question?

A student audio response question requires students to record audio for their answer using a microphone.

Note:

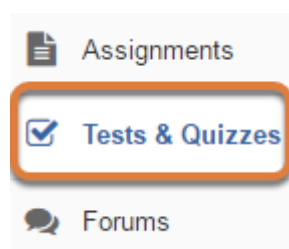
- Students should use the **Chrome** browser to [record their answer](#). Please remind your students that they will need a working microphone and speakers to answer this question. It is very helpful to [offer an audio response practice test](#) first.

When it is time for you to play back and grade student submissions to the student audio response, it is also recommended that you use **Chrome**.

- This type of question must be manually graded.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

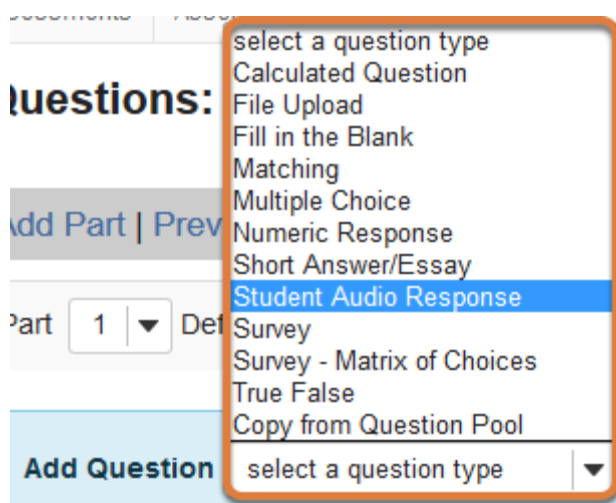
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Student Audio Response from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Student Audio Response**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text

Source

Recite the first four lines of Juliet's famous balcony passage beginning with "O Romeo, Romeo..."

body p

Character Count (Includes HTML formatting characters) : 103 Word Count : 14

Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Add a time allowance.


Time allowed (seconds): Indicate how long student has to record answer

600

The *Time allowed* indicates the maximum amount of **time** in **seconds** a student has to record their response. The default is **30** seconds.

Specify how many times students can re-record.

Number of attempts



Select a *Number of attempts* from the drop-down menu to restrict how many times a student can re-record their answer. The default is **Unlimited**. To limit recording attempts, choose a **number** between **1** and **10**.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

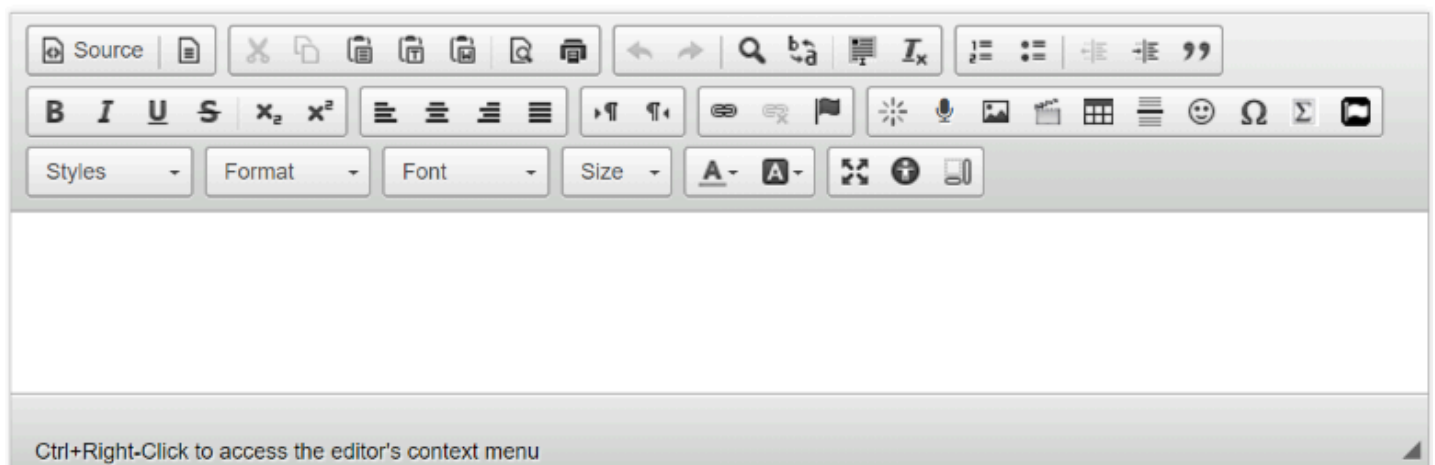
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

Feedback (optional)

A screenshot of a rich text editor interface. The top section contains a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, search, and spell check. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area is a large, empty text box. At the bottom, there is a footer bar with the text 'Ctrl+Right-Click to access the editor's context menu' and a small triangle icon on the right.

You may include [Feedback](#) which you can make available to all students.

i **Note:** If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



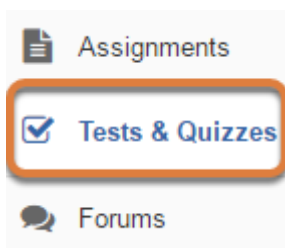
How do I create a survey question?

A survey question can have a simple yes or no response, or require participants to select a response from a range of options, such as strongly disagree to strongly agree or a scale of 1-5.

***Note:** Survey questions cannot be graded; they will always be worth 0 points in a graded assessment.*

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

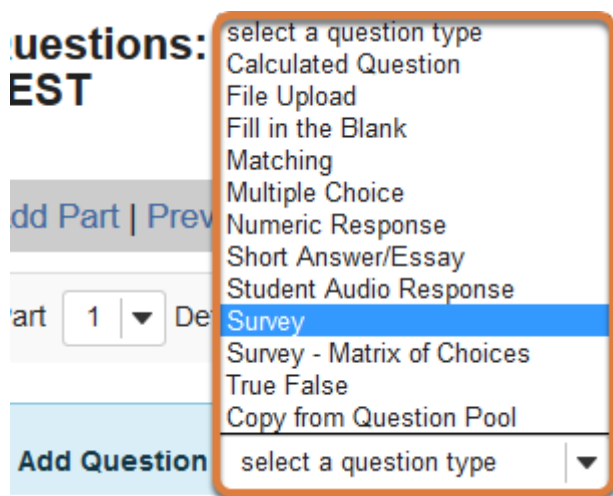
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Survey from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Survey**.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

Note:

- Survey questions cannot be graded and will always be worth **0 points**.

- To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the type of answer.

Answer

- ☐ Yes, No
- ☐ Disagree, Agree
- ☐ Disagree, Undecided, Agree
- ☐ Below Average -> Above Average
- ☐ Strongly Disagree -> Strongly Agree
- ☐ Unacceptable -> Excellent
- ☐ 1 -> 5
- ☐ 1 -> 10

Under *Answer*, choose the answer type. Options include **Yes or No**, ranges from **Strongly Disagree to Strongly Agree**, and number scales such as **1-5**.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

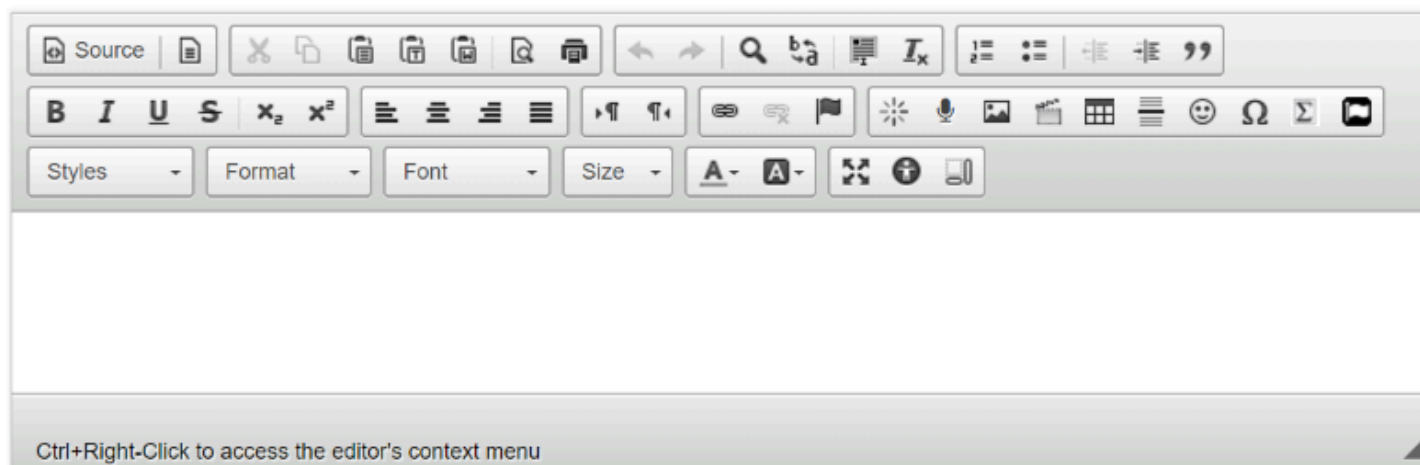
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

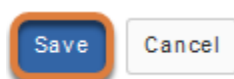
Feedback (optional)



You may add [Feedback](#) which you can make available to survey participants.

Note: If you include feedback here, you will also need to make it available in the [Feedback Settings](#), and participants will need to be able to access the assessment's feedback within your UVACollab site (i.e., feedback will not be available for an [anonymous survey](#)).

Select Save.



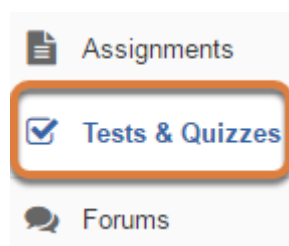
How do I create a survey - matrix of choices question?

A survey - matrix of choices question provides participants with a table where they must select options for each row from corresponding columns.

Note: To award students points for this type of question, it must be manually graded.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

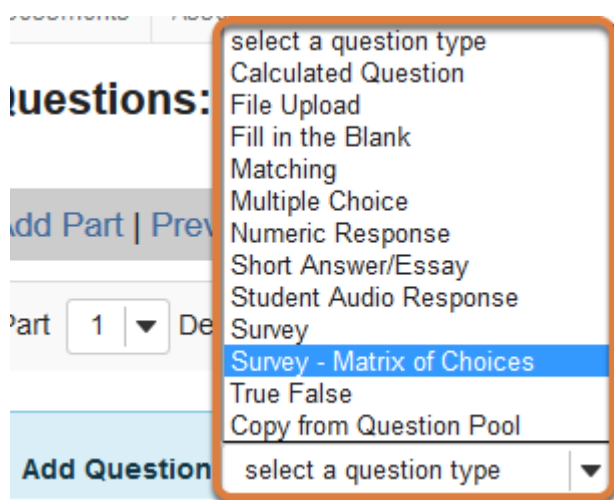
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Survey - Matrix of Choices from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Survey - Matrix of Choices**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

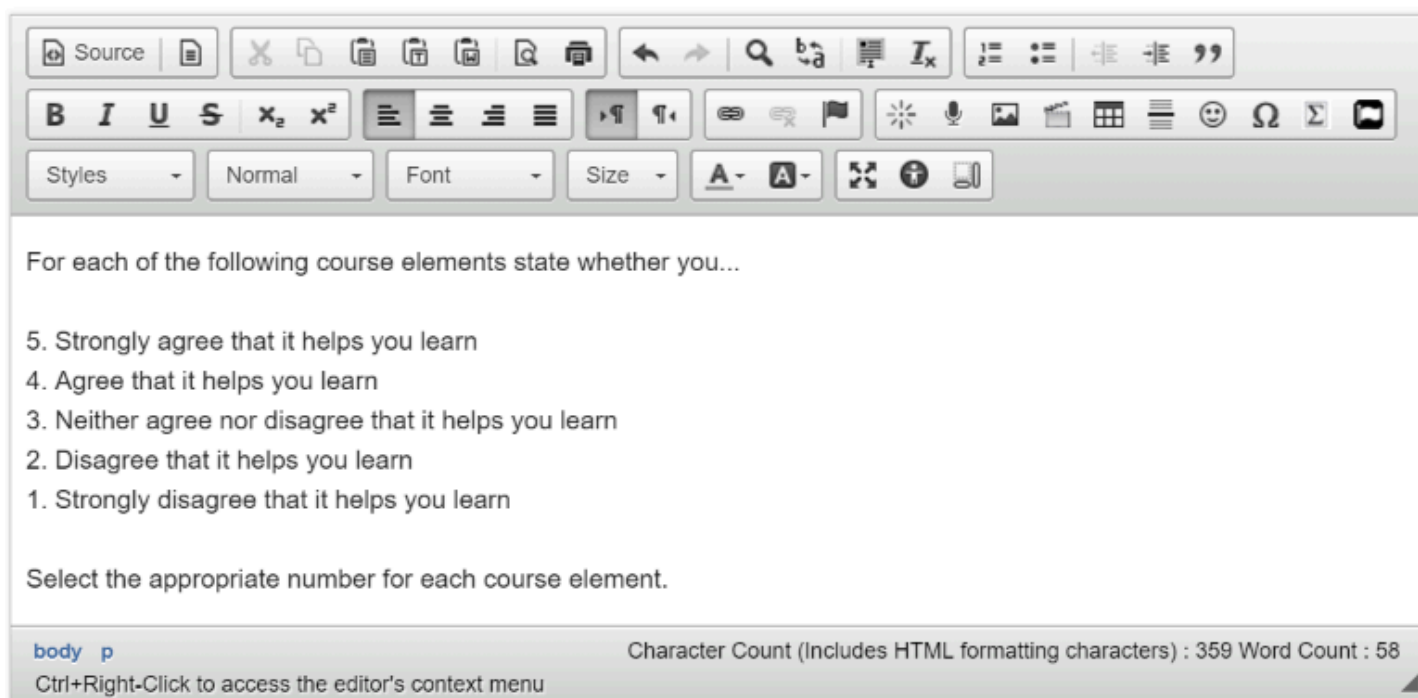
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



The screenshot shows a rich-text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, search, and spell check. Below the toolbar, the text area contains the following content:

For each of the following course elements state whether you...

5. Strongly agree that it helps you learn
4. Agree that it helps you learn
3. Neither agree nor disagree that it helps you learn
2. Disagree that it helps you learn
1. Strongly disagree that it helps you learn

Select the appropriate number for each course element.

body p Character Count (Includes HTML formatting characters) : 359 Word Count : 58
Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Enter Answer options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

Class activities and exercises
Class notes
Lecture videos
Lab quizzes
Lab notes
Textbooks

Column Choices (press "Return" key after each choice)

5
4
3
2
1

Under *Answer*, enter the desired **Row Choices** and **Column Choices** in the corresponding fields, pressing the **Return** or **Enter** key on your keyboard in between each choice so each is on a separate line.

Restrict responses. (Optional)

☐ Allow Only One Response per Column(forced ranking)

Select **Allow Only One Response per Column (forced ranking)** to prevent the same column choice from being selected for more than one row.

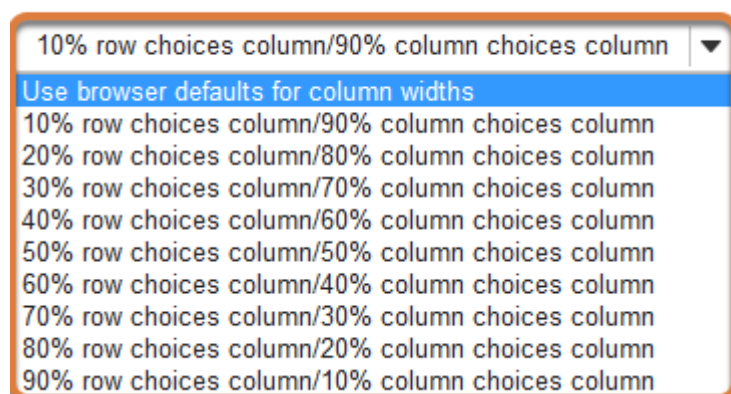
Allow comments. (Optional)

☐ **Add Comment Field**

Select **Add Comment Field** to provide a text box where participants can enter comments to explain their selected choices.

Choose the width for columns and rows in the table of choices.

Relative Widths of Columns



10% row choices column/90% column choices column ▼

Use browser defaults for column widths

10% row choices column/90% column choices column

20% row choices column/80% column choices column

30% row choices column/70% column choices column

40% row choices column/60% column choices column

50% row choices column/50% column choices column


60% row choices column/40% column choices column

70% row choices column/30% column choices column

80% row choices column/20% column choices column

90% row choices column/10% column choices column

The drop-down menu for *Relative Widths of Columns* is available to regulate column and row **width**. The widths are in percentages. The default is **Use browser defaults for column widths**.

 **Tip:** If there are many column choices or the text of each column choice is long, the question's table will display better with smaller relative widths of row choices, for example **20% row choices column/80% column choices column**. However, if there are very few column choices and the text of the row choices is long, an option like **80% row choices column/20% column choices column** is more appropriate.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

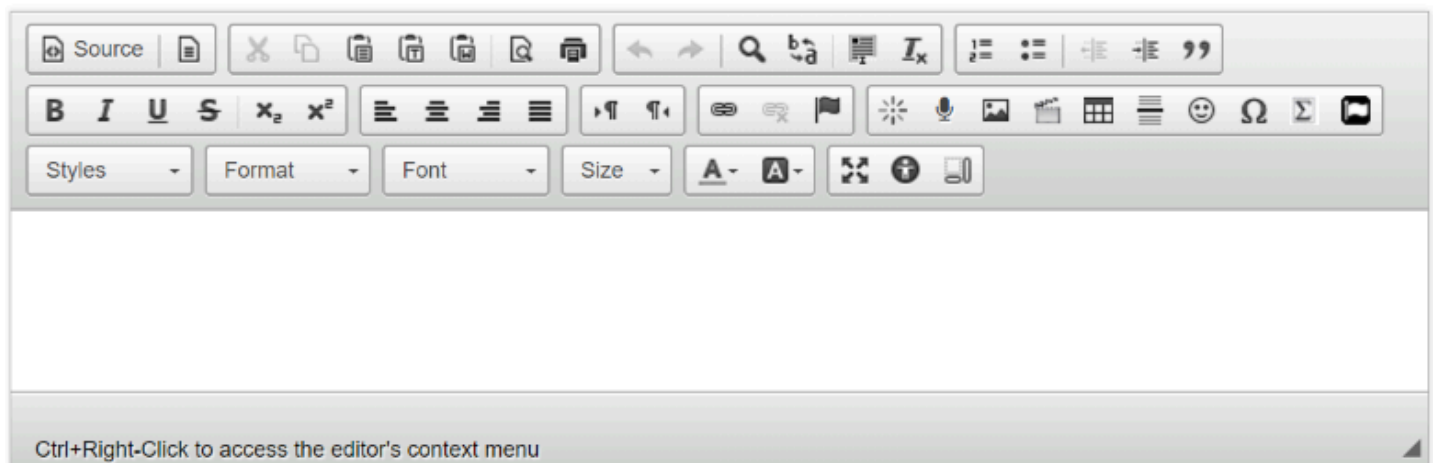
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

Feedback (optional)

The image shows a rich text editor interface for adding feedback. It features a top toolbar with icons for source code, undo, redo, copy, paste, link, unlink, list, indent, outdent, and other formatting options. Below the toolbar is a row of buttons for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), and superscript (x²). Further down are buttons for text color, background color, font size, and font family. The main area is a large, empty text box for entering feedback. At the bottom, there is a footer that reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Feedback](#) which you can make available to survey participants.

Note: If you include feedback here, you will also need to make it available in the [Feedback Settings](#), and participants will need to be able to access the assessment's feedback within your UVACollab site (i.e., feedback will not be available for an [anonymous survey](#)).

Select Save.



How do I add an image in an assessment question?

You can add an image to an assessment question in either of the following ways:

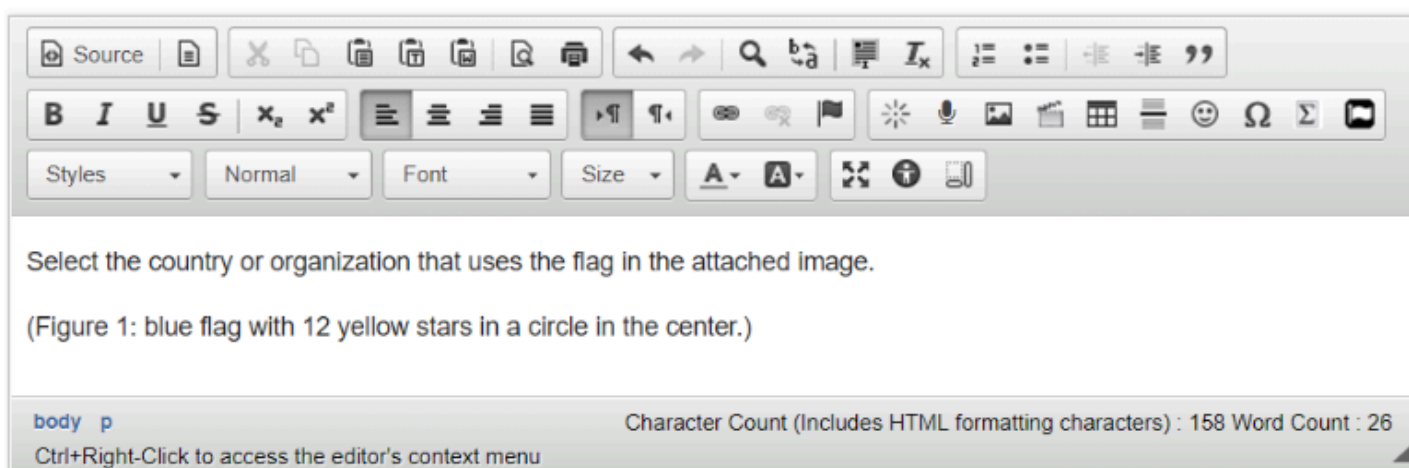
1. [Attach the image to the question text.](#)
2. [Embed the image in the question or answer text using the Rich-Text Editor.](#)

This article summarizes the steps needed to add images, with links to articles providing more detailed steps.

! **Note:** Descriptive text alternatives should be added to images used in assessments, especially if students need to be able to interpret the images to answer the questions. For more information about adding text alternatives, see [How can I make images more accessible?](#)

Attach an image to a question.

Question Text



Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)

body p Character Count (Includes HTML formatting characters) : 158 Word Count : 26

Ctrl+Right-Click to access the editor's context menu

Attachments

 Figure1.jpg (11 KB)

Add / Remove Attachments

While creating or editing assessment questions, you can add attachments. For more information about adding attachments to assessment questions, see [How do I add a new question \(with the assessment builder\)?](#)

Tip: Use a .jpg, .png, or .gif image.

Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)



- ☒ A. European Union
- ☐ B. United Kingdom
- ☐ C. United States of America
- ☐ D. France

💡 If your image is saved in **.jpg**, **.png**, or **.gif** format, it will display for students on the page while they are taking the assessment.

Embed an image in the question or answer text.

Create a hidden folder that allows access to its contents via links.



Go to the *Resources* tool and add a folder with the setting **Hide this folder but allow access to its contents**. For steps to add this setting to a folder, see [How do I hide Resources files and folders?](#)

💡 **Tip:** For added security on your image folder, you may also follow the [steps to set availability dates/times on the folder](#) to the same dates as your assessment, such that the folder will have the following settings:

- **Hide this folder but allow access to its contents**
- **From:** [Enter the same date as the **available date** for your assessment.]
- **Until:** [Enter the same date as the **latest submission date** (either the **due date**, or the **late submission date**, if late submissions are allowed) for your assessment, unless you also want to release feedback and show the images in the feedback.]

For steps to set assessment availability dates, see [How do I inspect and adjust the settings of an assessment?](#)

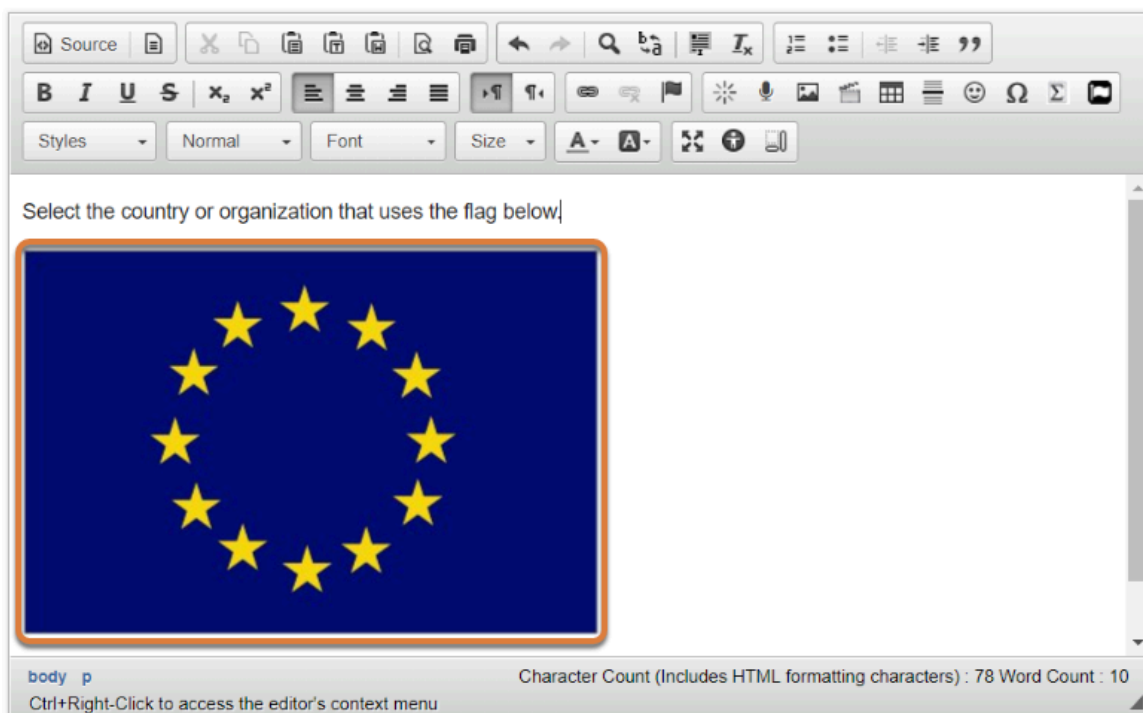
Upload the image(s) to the hidden folder.



Upload the image to the hidden folder, making sure that the image itself is **visible**. For steps to upload files, see [How do I upload files to Resources or File Drop?](#)

Embed the image in the question or answer text.

Question Text



While authoring or editing a question, use the [Rich-Text Editor](#) to embed the image in your question or answer text, and include appropriate **alternative text** for the image. For steps to create assessment questions, embed images using the editor, and make images accessible, see:

- [How do I add a new question \(with the assessment builder\)?](#)
- [How do I embed an image in the Rich-Text Editor?](#)
- [How can I make images more accessible?](#)

! **IMPORTANT:** The assessment **Preview** option does not provide an exact view from a student perspective. For example, instructors will still be able to see images embedded in questions while students may not be able to see them.

Image visibility is managed in the *Resources* tool of the site in which they are stored (which could be a different site). To ensure that students can view images embedded in questions, check that the following permissions are **NOT** set on affected folders or files in *Resources*:

- **Hide this folder and its contents** (setting on the folder)
- **Hide this item** (setting on an individual image file)

Additionally, if your images are stored in a **different UVACollab site** than your course site, for example, in your **Home** site, follow the [steps to make the folder viewable by all logged-in users](#).

💡 Tip: If this is your first time using embedded images in a test or quiz, we recommend [emailing UVACollab Support](#) with the **title of your site and assessment**, and we can spot-check a few of your images to see if their permissions are configured correctly.

How do I use and edit assessment parts?

All assessments are subdivided into parts, but often consist of only one part that comprises all the questions. Each part has its own title, questions, optional information and attachments (for resources or directions), and question ordering.

Assessment parts are often used to group together questions associated with a case study or reading passage, specific types of questions, or [randomly drawn](#) questions.

When you create a new assessment, a part titled *Default* is created automatically. If you leave it named *Default*, that title will not appear on your assessment. You can add questions to the *Default* part, or you can add your own parts.

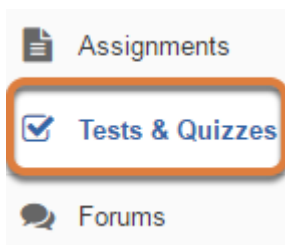
New parts will be listed in the order you create them. You can reorder parts within an assessment and edit each part individually.

This article describes how to do the following:

- [Edit an existing part or add a new part.](#)
- [Enter part information and options.](#)
- [Reorder parts.](#)
- [Remove parts.](#)

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Parts may be added to or edited in any assessment in the **Working Copies** tab. Before anyone accesses an assessment in **Published Copies** to take it, part information or numbering may be edited.

Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Action	Title
-- Select Action --	Quiz 1
Edit	Quiz 2
Preview	
Print	Quiz 3
Settings	
Publish	Quiz 4
Duplicate	
Export	Quiz 5
Remove	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Edit an existing part or add a new part.

You can edit the *Default* part in your assessment or create a new part to add questions.

Edit a part.

Add Part | Preview | Print | Settings | Publish

Part 1 ▼ Default - 10 questions Copy to Pool **Edit**

To modify the title, information or settings in an existing part, select the **Edit** link to the right of the part title.

Or add a part.

Add Part | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Select the **Add Part** link at the top of the screen to add a new part.

i **Note:** The **Add Part** option is only available for assessments in the **Working Copies** tab.

Enter part information and options.

Enter a part title.

* **Title**

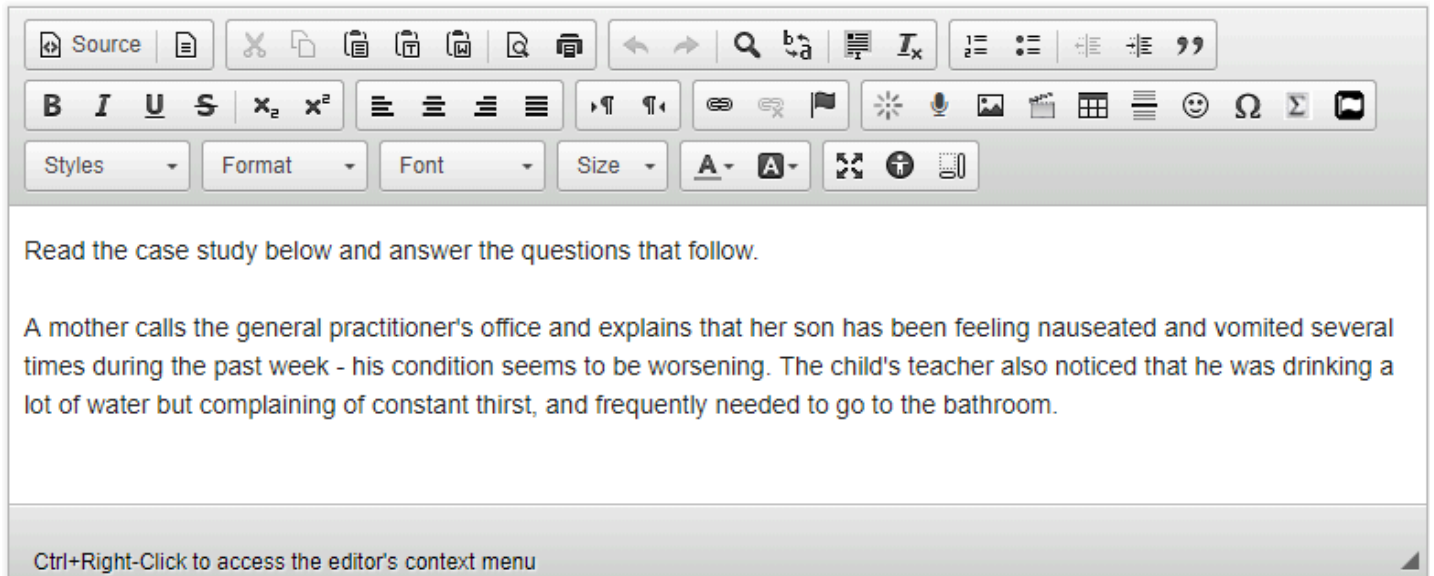
Case Study #1

NOTE: Part titles of "Default" will not be visible to assessment takers.

Enter a **Title** into the text box provided.

Add information. (Optional)

Information



The screenshot shows a rich text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link and unlink, undo, redo, and search. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by more icons for text color, background color, link, unlink, and a link icon. The main text area contains the following text:


Read the case study below and answer the questions that follow.

A mother calls the general practitioner's office and explains that her son has been feeling nauseated and vomited several times during the past week - his condition seems to be worsening. The child's teacher also noticed that he was drinking a lot of water but complaining of constant thirst, and frequently needed to go to the bathroom.

At the bottom of the editor, a small text box says: Ctrl+Right-Click to access the editor's context menu.

You may enter a brief description or instructions into the *Information* field.

When students are taking the assessment, the part information will display at the top of each page in that part.

 **Tip:** If you are using a part to group together questions corresponding to a reading passage or case study, you can enter the reading or case study in the part information.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

To provide additional resources related to the part or its questions, select **Add Attachments** to browse for and upload a file.

Select the part type.

Type

- ☒ Questions authored one-by-one
- ☐ Random draw from question pool

The part's *Type* determines how questions will be added to the part. The default part type is **Questions authored one-by-one**, where you add each question individually to the assessment.

If you have created a [question pool](#), you can choose the option **Random draw from question pool**. This will randomly select a number of questions you specify from your pool.

Additional options are available for each type of part (see below).

i Note: You can only add parts or edit the part type in any assessment in the **Working Copies** tab.

Select additional part options.

Options for a part with questions authored one-by-one.

Options

Question Ordering

- ☒ As listed on Assessment Questions page
- ☐ Random within Part

In a part with questions authored one-by-one, you can choose whether questions should display for students in the order they are shown on the *Questions* editing screen (**As listed on the Assessment Questions page** - the default option) or if questions should be displayed in a random order when each student takes the test (**Random within Part**).

Options for a random draw part.

Select the pool, number of questions, and type of randomization.

Randomization

1 * Draw question(s) from

2

3 ☒ A student's questions are randomized each time an assessment is submitted
☐ A student's questions are randomized once for all submissions

Under *Randomization*:

1. Enter the **number of questions** desired into the text box provided.
2. Select the **question pool** from the drop-down menu listing available pools.
3. Select whether **A student's questions are randomized each time an assessment is submitted** (i.e., if you allow multiple submissions or a [retake](#), the student may see different questions for each submission) or **once for all submissions** (i.e., if the same student submits the assessment multiple times, that student always gets the same questions).

Enter a point value for randomly drawn questions.

Scoring

1 * Correct answers are worth point(s).

2 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

Under *Scoring*:

1. Enter a number of **point(s)** into the *Correct answers are worth* box. A point value is required.
2. If desired, enter a point value to penalize students for incorrect guesses to true false and multiple choice, single correct questions. In the *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct* box, enter how many **point(s)** to deduct from a student's score for each incorrect answer.

Note: Point values entered here override any value that was saved for individual questions in a corresponding question pool.

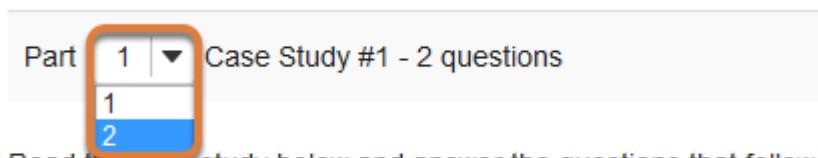
Save the part information.



Select **Save**.

Reorder parts.

Select a part number.



Read the case study below and answer the questions that follow.

New parts will be listed on the assessment editing screen in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down menu next to *Part*.

For example, if there are three parts, you can make the third part appear first by changing the drop-down from **3** to **1**. Other parts will be automatically reordered once the order is updated. The example pictured above will exchange the places of **Parts 1** and **2**.

Select Update Order.



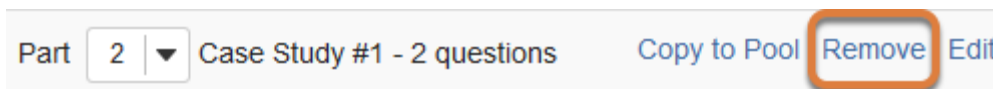
At the bottom of the screen, select **Update Order** to save changes to the part order.

Remove parts.

You can remove a part and its questions altogether or remove the part as a section and move its questions to a different part.

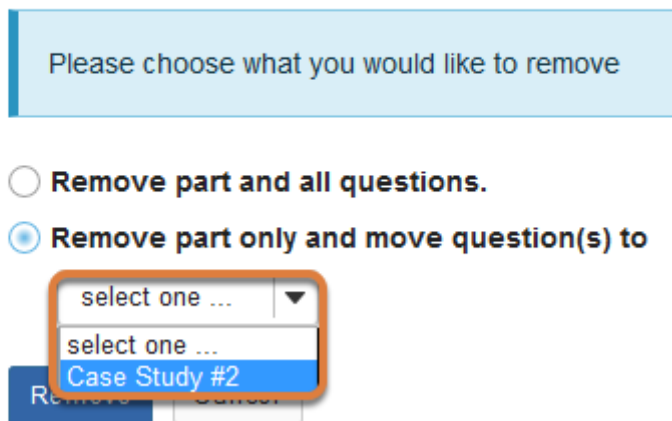
Note: The first part listed on the editing screen will not have the **Remove** option. To remove the first part, you must switch its order with another part you have created.

To the right of the part's title, select **Remove**.



Choose to remove all questions, or move the questions to another part.

Remove Part Confirmation

A screenshot of a confirmation dialog box titled 'Remove Part Confirmation'. Inside the dialog, there is a light blue box with the text 'Please choose what you would like to remove'. Below this, there are two radio button options. The first option is 'Remove part and all questions.' and the second option is 'Remove part only and move question(s) to', which is selected. Below the second option is a dropdown menu with 'select one ...' and a downward arrow. The dropdown menu is open, showing a list with 'select one ...' and 'Case Study #2' (which is highlighted in blue). Below the dropdown menu, there are two buttons: 'Remove' and 'Cancel'.

On *Remove Part Confirmation* screen, choose between the following:

- **Remove part and all questions.** (This is the default option.)
- **Remove part only and move question(s) to** (Use the accompanying drop-down menu to choose another part where the questions will be moved.)

Select Remove.



Select **Remove** to confirm (or select **Cancel** to exit without removing the part or questions).

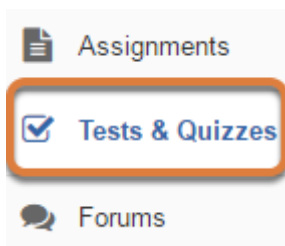
How do I set up a random question set?

You can create an assessment from a number of questions randomly drawn from a [question pool](#). Depending on how many questions are in the pool and how many are drawn from it, different students may get different questions when they take the assessment.

Note: You must create a question pool before setting up a random question set in an assessment. Please see the following articles for more information:

- [How do I add, copy, move, or remove a question pool?](#)
- [How do I add a question to a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Random question sets may be added to any assessment in the **Working Copies** tab. Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div>Edit</div></div>	Quiz 1
<div><div>-- Select Action --</div><div>Preview</div></div>	Quiz 2
<div><div>-- Select Action --</div><div>Print</div></div>	Quiz 3
<div><div>-- Select Action --</div><div>Settings</div></div>	Quiz 4
<div><div>-- Select Action --</div><div>Publish</div></div>	Quiz 5
<div><div>-- Select Action --</div><div>Duplicate</div></div>	
<div><div>-- Select Action --</div><div>Export</div></div>	
<div><div>-- Select Action --</div><div>Remove</div></div>	

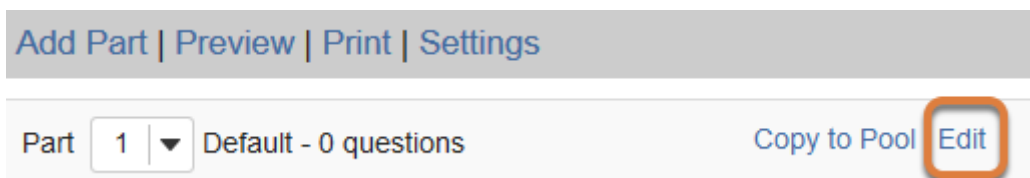
In the **Working Copies** tab, select **Edit** from the *Action* drop-down menu for the assessment.

Note: You cannot add a new random question set to any assessment in the **Published Copies** tab.

Edit an existing part or add a new part.

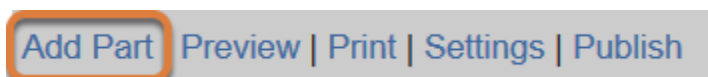
An assessment [part](#) is used to draw questions from a [question pool](#). You can edit the *Default* part in your assessment or create a new part to add questions.

Edit a part.



You can create a random question set using an existing part that has no questions or a part which has already been set up with the *Random draw* setting. Select **Edit** to the right of the part title.

OR add a part.



Select the **Add Part** link at the top of the screen to add a new part.

Enter a part title and optional information.

If your part does not yet have a title, enter a part title.

* **Title**

Case Study #1

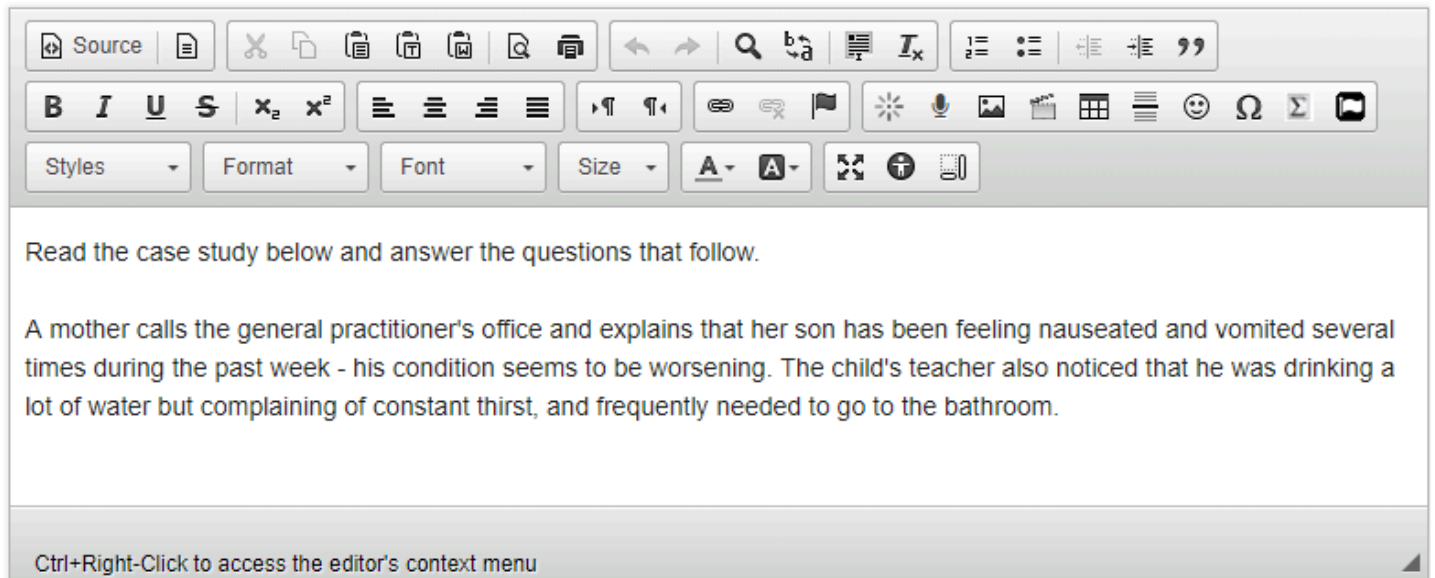
NOTE: Part titles of "Default" will not be visible to assessment takers.

Enter a **Title** into the text box provided.

Note: If the part title is *Default*, the title will not display for assessment takers.

Add information. (Optional)

Information



The screenshot shows a rich text editor interface for the 'Information' field. It features a top toolbar with icons for source, undo, redo, search, and various text formatting options like bold, italic, underline, and strikethrough. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by more formatting icons like text color, background color, and alignment. The main text area contains the following content:

Read the case study below and answer the questions that follow.

A mother calls the general practitioner's office and explains that her son has been feeling nauseated and vomited several times during the past week - his condition seems to be worsening. The child's teacher also noticed that he was drinking a lot of water but complaining of constant thirst, and frequently needed to go to the bathroom.

At the bottom of the editor, a footer reads: 'Ctrl+Right-Click to access the editor's context menu'.

You may enter a brief description or instructions into the *Information* field.

When students are taking the assessment, the part information will display at the top of each page in that part.

Tip: If you are using a part to group together questions corresponding to a reading passage or case study, you can enter the reading or case study in the part information.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the part or its questions, select **Add Attachments** to browse for and upload a file.

Select Random draw from question pool.

Type

- ☐ Questions authored one-by-one
- ☒ Random draw from question pool

For the part *Type*, choose **Random draw from question pool**.

Select the pool, number of questions, and type of randomization.

Randomization

1 * Draw question(s) from


2 Questions Grouped by Type: Matching Questions (10 questions) ▼

3 ☒ A student's questions are randomized each time an assessment is submitted

☐ A student's questions are randomized once for all submissions

Under *Randomization*:

1. Enter the **number of questions** desired into the text box provided.
2. Select the **question pool** from the drop-down menu listing available pools.
3. Select whether **A student's questions are randomized each time an assessment is submitted** (i.e., if you allow multiple submissions or a [retake](#), the student may see different questions for each submission) or **once for all submissions** (i.e., if the same student submits the assessment multiple times, that student always gets the same questions).

 **Tip:** The questions in the pool you select should all test the same knowledge, but with different wording or examples. Depending on how many questions are available in the selected pool, and how many are drawn, different students may receive completely different questions.

Enter a point value for each question.

- Scoring

- 1 * Correct answers are worth point(s).
- 2 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

1. Enter a number of **point(s)** into the *Correct answers are worth* box. A point value is required.
2. If desired, enter a point value to penalize students for incorrect guesses to true false and multiple choice, single correct questions. In the *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct* box, enter how many **point(s)** to deduct from a student's score for each incorrect answer.

Note: Point values entered here override any value that was saved for individual questions in a corresponding question pool.

Save the part information.

Select **Save** (or select **Cancel** to exit without saving changes).

View assessment.

5 Existing Questions - 50 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part Random draw from Matching Questions - 5 questions

[Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, **Matching Questions**, on **Tuesday, June 27, 2017 at 10:26:29 AM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

You will be returned to the assessment editing screen with the *Random draw* question set shown.

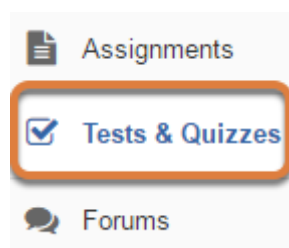
If you add or modify any questions in the question pool, select **Update Questions** to the right of the part title to update the questions drawn for the assessment part.

To add more random question sets or any specific questions that all students should answer when taking the assessment, create new parts for the additional questions as described in [How do I use and edit assessment parts?](#)

How do I change the numbering of assessment questions or parts?

You can edit an assessment to reorder its questions or [parts](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the assessment to edit.

Working Copies: not released to students

Published Copies: released to students

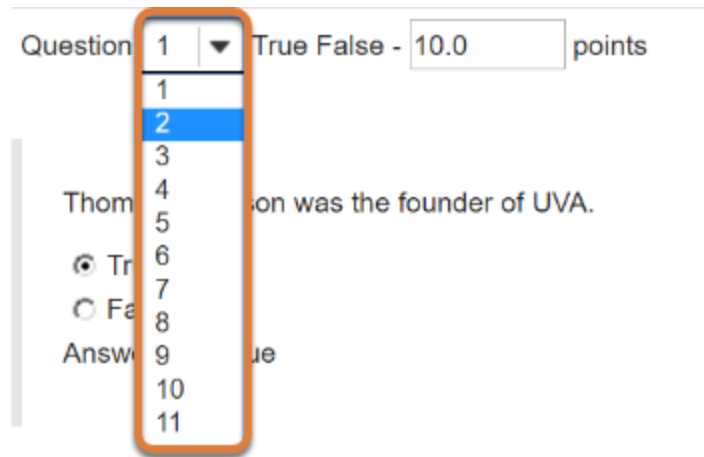
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note: Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

Change the numbering for a question.

Select a Question number.



The screenshot shows a question editor interface. At the top, there is a label "Question" followed by a dropdown menu currently showing "1". To the right of the dropdown is a text input field containing "True False - 10.0" and the word "points". Below the dropdown menu, a list of numbers from 1 to 11 is visible, with the number "2" highlighted in blue. To the left of this list, the text "Thom" and "on was the founder of UVA." is partially visible. Below the list, there are radio buttons for "True" and "False", and a label "Answer" followed by the word "ue".

Locate the question to be renumbered. From the *Question number* drop-down menu, choose a new number. In the example pictured above, *Question 1* is being changed to **2**.

Select Update Order.



The screenshot shows two buttons side-by-side. The left button is labeled "Update Points" and the right button is labeled "Update Order". The "Update Order" button is highlighted with an orange border.

At the bottom of the screen, select the **Update Order** button to save changes to the question order.

Other question numbers adjust automatically.

Question 1 ▼ Multiple Correct, Multiple Selection - 10.0

Select all the people below who were once students at UVA.

- ☒ A. Georgia O'Keeffe
- ☒ B. Edgar Allen Poe
- ☒ C. Tina Fey
- ☐ D. Thomas Jefferson

Answer Key:A,B,C

Question 2 ▼ True False - 10.0 points

Thomas Jefferson was the founder of UVA.

- ☒ True
- ☐ False

Answer Key:True

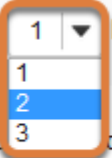
Question 3 ▼ Single Correct - 10.0 points

The question with the edited number will move into the selected position, before or after the other assessment questions.

Change the numbering for a part.

If the assessment is organized into multiple [parts](#), you can reorder the parts.

Select a Part number.



Part 1 ▼ Random draw from Voila Lecon 1 - 5 questions [Update Questions](#)

The questions for this part were generated from the question pool, **Voila Lecon 1**, on **1** Questions or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish**

[Add Question](#) ▼

Part 2 ▼ Random draw from Voila Lecon 2 - 5 questions [Update Questions](#)

The questions for this part were generated from the question pool, **Voila Lecon 2**, on **1** Questions or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish**

Locate the assessment part to be renumbered. From the *Part number* drop-down menu, choose a new number. In the example pictured above, *Part 1* is being changed to **2**.

Select Update Order.

[Update Points](#) [Update Order](#)

At the bottom of the screen, select the **Update Order** button to save changes to the part order.

Other part numbers adjust automatically.

Part Random draw from Voila Lecon 2 - 5 questions

The questions for this part were generated from the question pool. Click **Questions** or click **Edit** for this Part and then click **Save**. Click

Add Question

Part Random draw from Voila Lecon 1 - 5 questions

The questions for this part were generated from the question pool. Click **Questions** or click **Edit** for this Part and then click **Save**. Click

Add Question

Part Random draw from Voila Lecon 3 - 5 questions

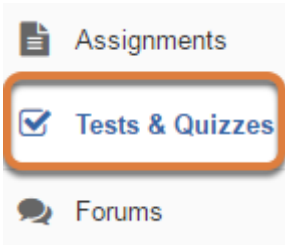
The part with the edited number will move into the selected position, before or after the other assessment parts.

How do I edit assessment question point values?

If questions were added to an assessment individually, you can edit the point value of a question either from the assessment editing screen or from the individual question's editing screen.

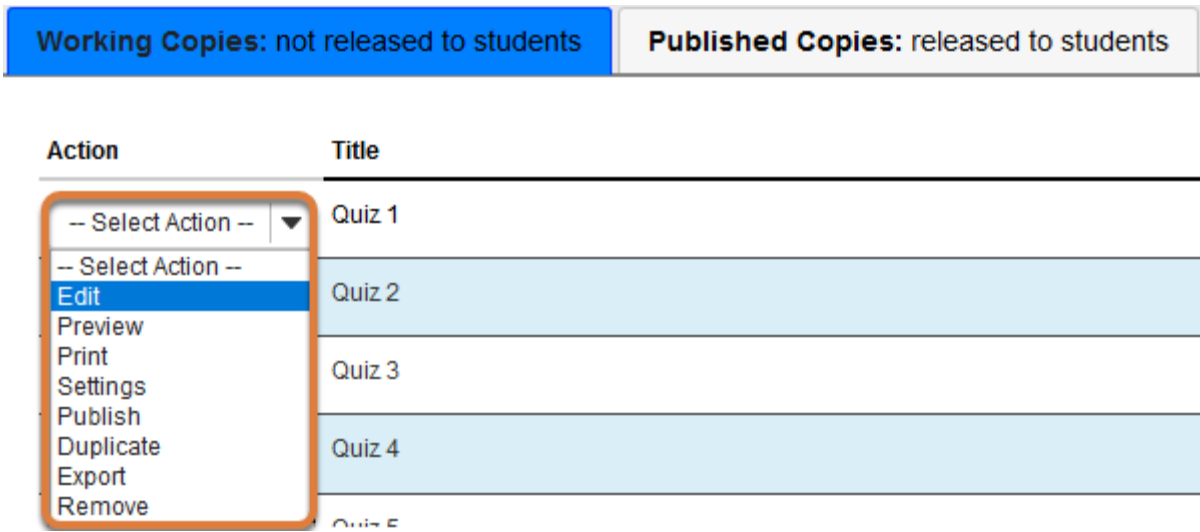
If questions were [randomly drawn](#), you will need to edit the *Part* of the assessment in which they appear to change the point value for each question in that part.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the assessment to edit.



Select **Edit** from the *Action* drop-down menu for the assessment.

Note: Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

Edit question point values on the assessment editing screen.

Enter new point values in the points text box(es).

Question 1 ▼ Short Answer/Essay - 25 points

Using the verbs provided, write five sentences in the past tense using the verbs with être. Verbes: aller, arriver, dormir, partir de/à

Question 2 ▼ Single Correct - 10.0 points

Select Update Points.

Update Points

Update Order

At the bottom of the list of questions, select **Update Points**.

Edit a question's point value on the question editing screen.

To the right of the question to edit, select the Edit link.

Question 1 ▼ Short Answer/Essay - 10.0 points [Remove](#) [Edit](#)

Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Edit the Answer Point Value.

Answer Point Value

10

In the **Answer Point Value** box, enter the new point value for the question.

For a true false or multiple choice, single correct question, edit the negative marking value. (Optional)

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

0.0

☐ Enable Partial Credit

2

[Reset to Default Grading Logic](#)

For **true false** or **multiple choice, single correct** questions, you can deduct point(s) from students' assessment scores when they select incorrect answers. If negative marking was enabled, you can edit the point value to deduct.

1. Enter a new point value in the *Points deducted for incorrect answer* text box.
2. Or to remove *Negative Marking*, select the **Reset to Default Grading Logic** link.

Select Save.

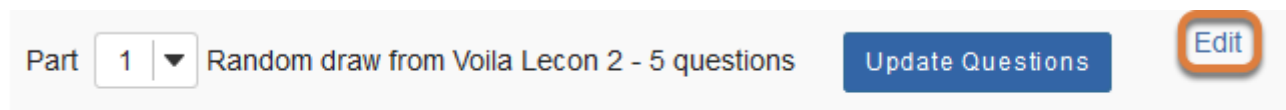


Either at the top or bottom of the screen, select **Save**.

Edit the point values of questions in a random draw part.

If your assessment questions are [randomly drawn from a question pool](#), edit the *Part* of the assessment in which they appear to change their point values.

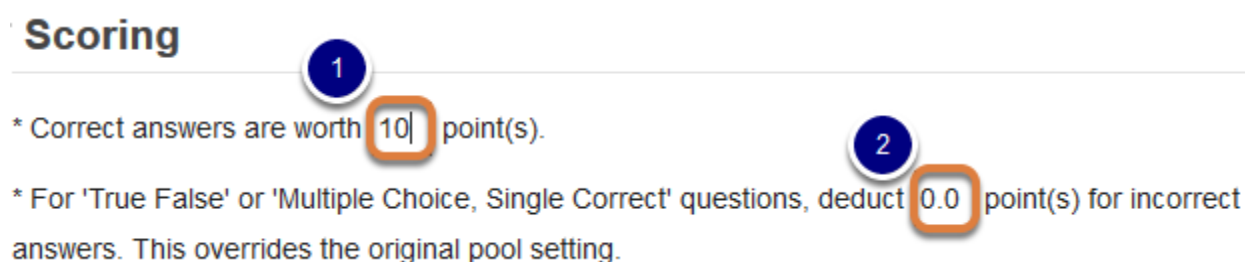
Select Edit for the Part.



The questions for this part were generated from the question pool, **Voila Lecon 2**, on **Tuesday, June 27, 2017 at 2:15:53 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

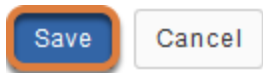
To the right of the *Part* that contains the questions, select **Edit**.

Under Scoring, edit the questions' point value.



1. In the *Scoring* section of the page, enter a new **point(s)** value in the *Correct answers are worth* text box.
2. For **true false** or **multiple choice, single correct** questions, you can deduct point(s) from students' assessment scores when they select incorrect answers. If desired, in the text box provided *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct ___ point(s) for incorrect answers*, enter a new **point(s)** value to deduct.

Select Save.




At the bottom of the screen, select **Save**.

How do I inspect and adjust the settings of an assessment?

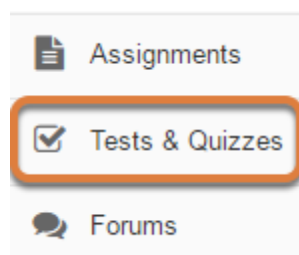
The settings of a test or quiz are complex, and offer many options. This overview includes steps to access the **Settings** page and outlines the sections of the **Settings** page with links to step-by-step articles for editing each section.

For information on editing specific settings, see:

- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

 **Tip:** Invite the UVACollab support team to review your settings before you publish your test to avoid unexpected outcomes. [Email us](#) with the **title of your site and assessment**, and we'll be happy to look it over for you!

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

Select **Settings** from the *Action* drop-down menu for the assessment.

Alternatively, access assessment settings from the edit assessment screen.

Questions: Quiz 1

Add Part | Preview | Print

Settings

Publish

Part

1

Default - 1 question

Add Question

select a question type

Question

1

Matching -

10.0

points

If you are currently editing an assessment, select the **Settings** link at the top of the *Questions* screen.

Editing settings in Working or Published Copies

You can modify the settings of any assessment listed under **Working Copies**. When you publish an assessment, a copy is created and listed under **Published Copies**.

After you have published an assessment, modifying the settings in the unpublished version under **Working Copies** will NOT affect the settings in the published version under **Published Copies**.

! Avoid modifying the settings of a published assessment while testing is in progress.

Settings options

Settings - Exam 1

[Expand All](#)

- 1 About this Assessment
- 2 Availability and Submissions
- 3 Grading and Feedback
- 4 Layout and Appearance

[Save Settings and Publish](#) [Save](#) [Cancel](#)

There are four sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Grading and Feedback**
4. **Layout and Appearance**

Select the section title in the *Settings* screen to expand or collapse that section OR select the **Expand All** link to open all the sections at once.

Below is a summary of the options available in each of these sections, and links to articles that describe the options in greater detail.

About this Assessment

In the **About this Assessment** section, you may edit the **Title** of your assessment or add a **Description** that displays before students begin taking the assessment. You may also require students to agree to the **Honor Pledge** before they can begin the assessment. For more information on this section and its options, see [How do I edit my assessment title or description, or add an Honor Pledge checkbox?](#)

Availability and Submissions

In **Availability and Submissions**, you may:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Select whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Select whether to receive email notifications when students submit the assessment.
7. Select whether or not to display the questions' point values while students are taking the assessment.
8. Require a customized **Assessment Password** that students will have to type in at the start of the assessment to take it (usually used for proctored tests in a classroom).

For more information on this section and its options, see [What are the Availability and Submissions options for an assessment?](#)

Grading and Feedback

In **Grading and Feedback**, you may:

1. Choose whether graders see the students' names when grading.
2. Select whether or not to send grades to the *Gradebook* tool.
3. Select which score is recorded, if a student is allowed to make more than one submission (also applies to [retakes](#)).
4. Indicate if and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g., their answers, correct answers, assessment scores).

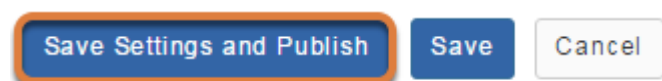
For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#)

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple [parts](#).

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#)

Save Settings and publish the assessment.



When the assessment settings are ready, and the questions are in place, select **Save Settings and Publish** to publish the assessment so your students can take it. For more information, see [How do I publish an assessment \(i.e. test or quiz\)?](#)

Alternatively, if you are not ready to publish the assessment, select **Save** to save your settings selections.

i **Note:** When modifying the settings of an assessment in **Published Copies**, only the **Save** and **Cancel** buttons are available.

How do I edit my assessment title or description, or add an Honor Pledge checkbox?

In the **About this Assessment** section of the assessment **Settings**, you can edit an assessment's title or description, or require students to agree to the Honor pledge before beginning their assessment.

For information on editing additional settings, see:

- [How do I inspect and adjust the settings of an assessment?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select About this Assessment.

Settings - Exam 1

1

2 Expand All

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Grading and Feedback
- ▶ Layout and Appearance

Save Settings and Publish Save Cancel

1. Select **About this Assessment** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

About this Assessment

▼ About this Assessment

Assessment Type

Creator Tiffany Stull

Title 1 Quiz 1

Description/Intro (optional) 2


Honor Pledge 3 ☒ Require students to agree to honor pledge before beginning assessment

Attachments No Attachment(s) yet 4 Add Attachments

The following options are available:

1. Edit the assessment's **Title**.

2. Add a **Description/Intro** to display on the *Begin Assessment* screen.
3. **Require students to agree to honor pledge before beginning assessment** is enabled by default. When this option is enabled, students must check a box to agree to the Honor code before beginning their assessment.
4. To provide additional resources related to the assessment, select **Add Attachments** to browse for and upload a file.

 **Important:** All information and attachments added in **About this Assessment** are displayed to students BEFORE they begin taking the assessment.

For steps to have students review an attached file for a part of an assessment or a question AFTER they have started taking the assessment, see one of the following articles:

- [Add an attachment to a part.](#)
- [Add an attachment to a question.](#)

What are the Availability and Submissions options for an assessment?

In **Availability and Submissions**, you can set who should take the assessment, availability dates, and how many submissions are allowed.

For information on editing additional settings, see:

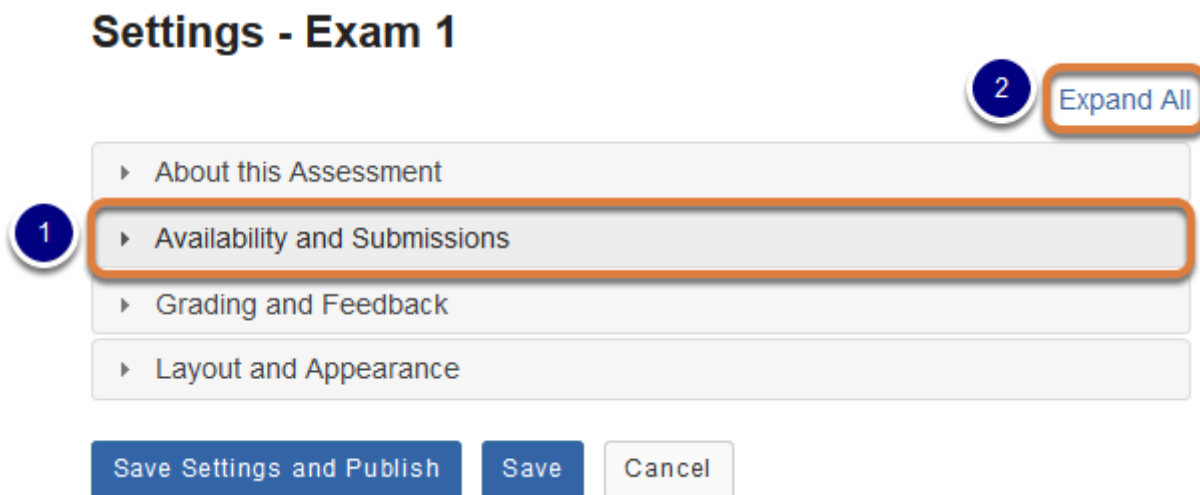
- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

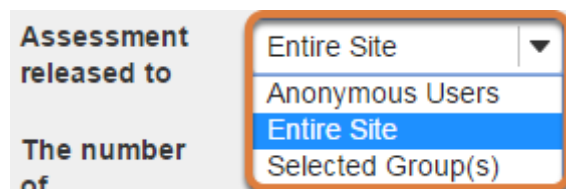
Select Availability and Submissions.



When you access the *Settings* page, the **Availability and Submissions** options are expanded by default. If they are not displaying:

1. Select the section title on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Assessment Released to




By default, the assessment will be released to the **Entire Site**.

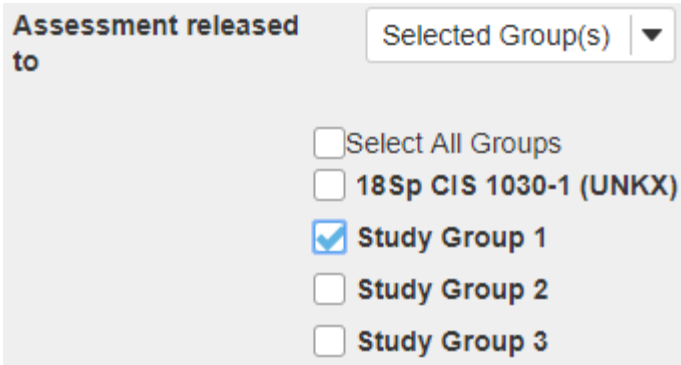
Alternatively, you can release the assessment to [Anonymous Users](#) or [Selected Group\(s\)](#) within your site. Select one of these options from the drop-down menu.

Note: You cannot change the **Assessment Released To** option on any published assessment.

Selected Group(s)

If [groups](#) exist in your site, you can release an assessment to selected groups.

 **Tip:** Use groups to release assessments to specific site participants, for example students who need extra time on a timed assessment. For more information, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)



Assessment released to

Selected Group(s) ▼

- ☐ Select All Groups
- ☐ 18Sp CIS 1030-1 (UNKX)
- ☒ Study Group 1
- ☐ Study Group 2
- ☐ Study Group 3


After choosing **Selected Group(s)**, the groups in your site will display. Select the groups who should submit the assessment.

Anonymous Users

You can use the **Anonymous Users** option to create anonymous surveys. An example of an anonymous survey is the [Electronic Teaching Analysis Poll \(eTAP\)](#), which can be used to collect mid-semester feedback from your students for your course.

Additional considerations:

- If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's *Tests & Quizzes* tool. [The URL will be presented when you publish the assessment.](#)
- You can make anonymous surveys available to anyone. Login access to UVACollab is not required.
- Anyone to whom you provide the link to an anonymous survey can submit it as many times as they like.

 **Note:** No information identifying who submitted the assessment is recorded in an anonymous survey.

Number of submissions allowed


The number of submissions allowed

☐ Unlimited



☒ Only submissions allowed



By default, only **1** submission is allowed. Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

 **Tip:** Unlimited submissions can be used for self-assessment, practice tests, or drills.

 **Note:** When multiple submissions are allowed, each submission is a unique, new copy of the assessment with its own time limit (if it is timed).

Availability Dates

It is available 1  

It is due 2   4

Late submissions accepted?

Autosubmit 3

Email Notification

Question Scores

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time

Hour

Minute

The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.



You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time. If you enter a date manually, it will need to be in the following format: **month/day/year hours:minutes am or pm**. For example, to make an assessment available on May 22, 2017 at 12:00 PM, you would enter **05/22/2017 12:00 pm** into the **available date** field.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions** (see below for [accepting late submissions](#)). If late submissions are allowed, any submissions after the due date will be marked as LATE.
3. When you select any date field, the date-picker will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.
4. If, after selecting a date, you decide that you would like to leave any of the date fields **blank** (e.g. have no due date for the assessment), select the **red X icon** next to the corresponding date field to delete the date.

Late submissions accepted?

1

Late submissions accepted?

☐ No, not after due date
 ☒ Yes, until



Students get one chance to submit after due date if they haven't already submitted.

2

[Theatre](#) mst3k Student 07/14/2016 0 0
[Mystery](#)
[Email](#) 10:31:28 AM
LATE

1. Under *Late submissions accepted?* you can accept late submissions by selecting **Yes, until**, then entering a **late submission date** in the adjacent date field. By default, late submissions are not accepted. You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time. If you enter a date manually, it will need to be in the following format: **month/day/year hours:minutes am or pm**. For example, to allow late submissions until July 27, 2018, 1:04 PM, you would enter **07/27/2018 01:04 pm** into the **late submission date** field.
2. If you do allow late submissions, submissions that come in after the due date will be marked **LATE** in capitalized red letters after their *Submit Date*.

Note: Even if you allow multiple submissions, only ONE late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment

has a time limit of ☒ 00 ▼ hrs. 10 ▼ min.

To make a timed assessment, select the **has a time limit of** check box and select a time limit in **hours (hrs.)** and **minutes (min.)** from the respective drop-down menus.

Advantages of a time limit:

- A bar indicating how much time remains displays to students during the test. The time remaining is restricted by the latest submission date allowed for the test (the **due date**, or if late submissions are allowed, the **late submission date**).
- When the time is up, a student's work in progress will be automatically **saved and submitted**.

! **Important:** If you are offering a test or quiz in class, setting a **time limit** ensures that students' work is saved and submitted when the time limit expires, or at the latest submission date, whichever comes first. For example, if your exam begins at 9:00 am and ends at 11:00 am, set a **time limit** equal to the amount of time between the available and due dates, i.e., **2 hrs. 00 min.**

i **Note:** When a student selects **Begin Assessment** to start taking a timed test, the timer begins counting down and cannot be paused. Similarly, extending or removing a time limit on an in-progress assessment will NOT extend the timer for students who have already begun taking the test; the assessment will be saved and submitted for them at the expiration of the original timer.

Automatic submission

Autosubmit ☒ Autosubmit saved student work after latest acceptance date, unless student has previously submitted

The **Autosubmit** setting forces the submission of **saved** assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest submission date allowed.

Please note that **Autosubmit** does **not** save student work before submitting. Only work the **student** saved **before** the latest submission date will be included in an automatic submission.

To enable this option, check the box to **Autosubmit saved student work after latest acceptance date**.

For more information, see [How does Automatic Submission work in Tests & Quizzes?](#)

Email Notification


Email Notification
☐ Yes - send me an email for every submission
☐ Yes - send me one email digest each day
☒ No - I do not want to receive any emails
Would you like to receive notifications when students submit this assessment?

By default, the notification option is **No - I do not want to receive any emails**. To receive email notifications when students submit the assessment, select **Yes - Send me an email for every submission** or **Yes - Send me one email digest each day**.

Question Scores

Question Scores
☒ Show question point value during assessment
☐ Hide question point value during assessment

By default, the option **Show question point value during assessment** is selected. Select **Hide question point value during assessment** to prevent students from seeing the questions' point values while they take the assessment.

 **Tip:** If you have assigned any **multiple choice, multiple selection** questions a point value equal to the number of correct answers, hiding the questions' point values will prevent students from guessing how many answers are correct.

Exam security by password (Optional)

1

▼ Ensure students take exams from specific location

Allow only specified IP Addresses

Use one IP address per line. An asterisk(*) can stand for any single subnet.
Examples: 171.64.139.* or 171.64.*.*

Secondary Password

2

Assessment Password

► Add message that students will see after submission

You may create a *Secondary Password* for added security on your assessment. The password is typically provided by a proctor in a classroom or testing center, so students must be present to enter the assessment.

1. Select **Ensure students take exams from specific location** to expand that section.
2. Enter the desired password in the *Assessment Password* field.

Note:

- The **Assessment Password** is for this specific assessment, NOT the instructor's or the student's login information.
- If you have accidentally added a *Secondary Password* in the **Assessment Password** field, and your students cannot access the assessment, you can remove it by going to the **Published Copies** tab in *Tests & Quizzes*, selecting **Settings** for the assessment, deleting the erroneous password, and selecting **Save**.

Submission message (Optional)

▼ Add message that students will see after submission

Submission Message

1

body p
Ctrl+Right-Click to access the editor's context menu

Final Page URL

2

Validate URL

To enter a message that will display to a student once they submit the assessment, select **Add message that students will see after submission**.

1. Enter the *Submission Message* in the field provided.
2. You may also enter a **Final Page URL** to be displayed after submission. Select **Validate URL** to confirm adding the URL.

What are the Grading and Feedback options for an assessment?

Grading and Feedback settings include options to:

- Send grades to *Gradebook* (or *Gradebook Classic*),
- Specify the score that is recorded if a student has multiple submissions, and
- Set the types of feedback you will make available to students.

For information on editing additional settings, see:

- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action --<div>Edit Preview Print Settings Publish Duplicate Export Remove</div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select Grading and Feedback.

Settings - Exam 1

2 Expand All

1

▸ About this Assessment

▸ Availability and Submissions

▸ Grading and Feedback

▸ Layout and Appearance

Save Settings and Publish

Save

Cancel

1. Select **Grading and Feedback** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Recorded Score

If multiple
submissions,
record the

☒ highest score

☐ last score

☐ average score

If multiple submissions or a [retake](#) are allowed, the recorded score determines which submission is counted for the student's assessment grade. Options include:

- The submission with the **highest score** (selected by default),
- The score of the **last** submission,
- Or an **average** of all scores submitted.

Anonymous Grading

Anonymous
Grading

☐ Hide student identity from grader

The default grading setting is to show students' identities to graders. Select **Hide student identity from grader** to display anonymous submission ID numbers on the assessment's *Scores* screens instead of students' names. This allows for unbiased grading of student submissions.

You CAN change the **Anonymous Grading** setting after grading to display the students' names with their submissions.

Note: The **Anonymous Grading** setting differs from the option to [release the assessment to Anonymous Users](#). Use **Anonymous Users** to deliver a completely anonymous survey such as midterm feedback.

Gradebook Options

Gradebook
Options

☐ Send assessment score to Gradebook immediately, regardless of options below

Select the check box, **Send assessment score to Gradebook immediately, regardless of options below**, to include assessment scores in the Gradebook's course grade calculation.

When this option is selected, assessment scores will be sent to the Gradebook on submission.

To postpone availability of assessment scores to students in the Gradebook, wait until you have graded all question responses, then return to **Grading and Feedback** settings for the published assessment and enable this setting.

Note: If an existing item in the *Gradebook* has a title identical to the assessment's title, the score cannot be sent to the gradebook. You will need to edit the title of either the assessment or the conflicting gradebook item.

Feedback Authoring

Set how feedback
will be authored

- ☒ Question-Level Feedback
☐ Selection-Level (A,B,C...) Feedback
☐ Both

[Question-Level Feedback](#) (enabled by default) allows the instructor to provide feedback for correct and/or incorrect answers for each question.

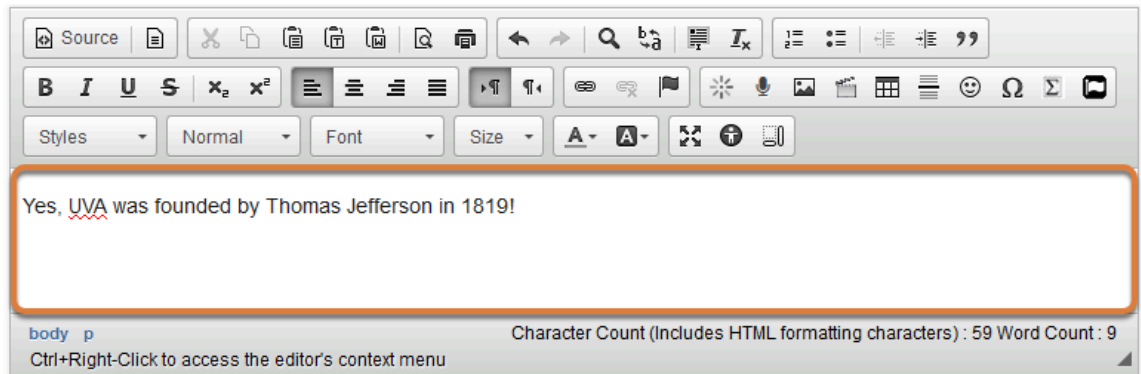
[Selection-Level Feedback](#) allows for feedback per answer choice.

Select **Both** to be able to author feedback at both the question and selection levels.

Note: You must select either **Selection-Level Feedback** or **Both** BEFORE authoring or editing a question to add feedback at the selection level.

Feedback authoring with Question-Level Feedback enabled

**Correct Answer
Feedback (optional)**

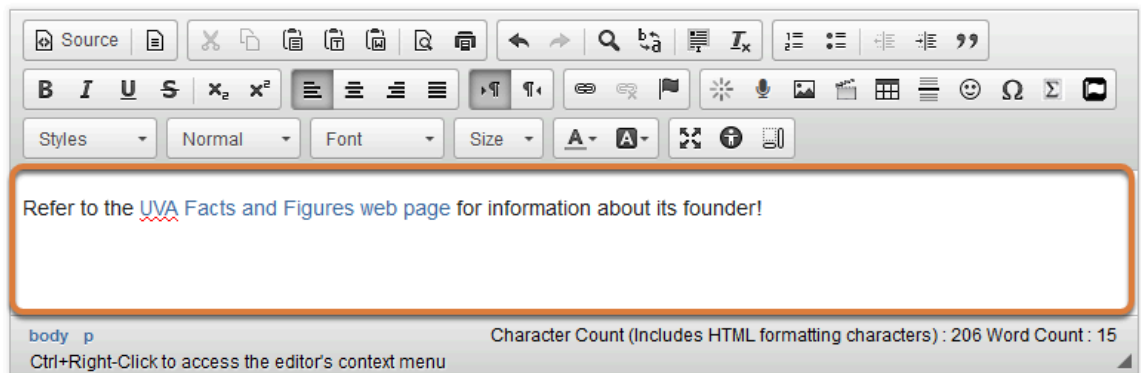


This screenshot shows the feedback editor for the correct answer. It features a rich text toolbar with options for bold, italic, underline, strikethrough, subscript, and superscript, as well as alignment, indentation, and list creation. The text area contains the sentence "Yes, UVA was founded by Thomas Jefferson in 1819!". The status bar at the bottom indicates "body p", "Character Count (Includes HTML formatting characters) : 59", and "Word Count : 9".

Yes, UVA was founded by Thomas Jefferson in 1819!

body p Character Count (Includes HTML formatting characters) : 59 Word Count : 9
Ctrl+Right-Click to access the editor's context menu

**Incorrect Answer
Feedback (optional)**



This screenshot shows the feedback editor for the incorrect answer. It features the same rich text toolbar as the correct answer editor. The text area contains the sentence "Refer to the UVA Facts and Figures web page for information about its founder!". The status bar at the bottom indicates "body p", "Character Count (Includes HTML formatting characters) : 206", and "Word Count : 15".

Refer to the UVA Facts and Figures web page for information about its founder!

body p Character Count (Includes HTML formatting characters) : 206 Word Count : 15
Ctrl+Right-Click to access the editor's context menu

If you have chosen either **Question-Level Feedback** or **Both**, you can enter *Correct* or *Incorrect Answer Feedback* when authoring or editing a question.

Feedback authoring with Selection-Level Feedback enabled

Correct Answer
☒ A
[Remove](#)

Thomas Jefferson

body p Character Count (Includes HTML formatting characters) : 26 Word Count : 2
Ctrl+Right-Click to access the editor's context menu

Feedback (optional)

Yes, Thomas Jefferson was the founder of UVA!

body p Character Count (Includes HTML formatting characters) : 55 Word Count : 8
Ctrl+Right-Click to access the editor's context menu

If you have chosen either **Selection-Level Feedback** or **Both**, you can enter *Feedback* for each answer option when authoring or editing a question. This feedback can be displayed to students who select the corresponding answer.



Note: For steps to author questions, see [How do I add a new question \(with the assessment builder\)?](#)



Tip: If you have already created a question without **Selection-Level Feedback** available, enable this setting, then edit the question to add feedback for selections.

Types of Feedback

Set the type of feedback a student receives	<input checked="" type="radio"/> No Feedback will be displayed to the student
	<input type="radio"/> Immediate Feedback
	<input type="radio"/> Feedback on submission
	<input type="radio"/> Feedback will be displayed to the student on a specific date
Set advanced feedback options	<input type="radio"/> Only Release Student's Assessment Scores (questions not shown)
	<input checked="" type="radio"/> Release Questions and the following
	<input type="checkbox"/> Student Response
	<input type="checkbox"/> Correct Response
	<input type="checkbox"/> Question-Level Feedback
	<input type="checkbox"/> Selection-Level Feedback
	<input type="checkbox"/> Grader's Comments
	<input type="checkbox"/> Student's Question and Part Scores
	<input type="checkbox"/> Student's Assessment Scores
	<input type="checkbox"/> Statistics and Histograms

The *type of feedback a student receives* controls if and when students are able to see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate Feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to the student as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback at the date and time specified.

! WARNING: If you select **Feedback on a specific date** and set the date BEFORE the latest submission date for the assessment, any student taking the assessment after the feedback date will have access to **Immediate Feedback**.

Tips:

- If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date**. For the latter,

selecting a date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.

- You can change the feedback settings after an assessment has been completed by going to **Published Copies** tab in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment. Many instructors prefer to select **No Feedback** and edit the assessment settings after they are done grading to release the grades.

Feedback Options

Set advanced feedback options

☐ Only Release Student's Assessment Scores (questions not shown)

☒ Release Questions and the following

- ☒ Student Response
- ☒ Correct Response
- ☒ Question-Level Feedback
- ☒ Selection-Level Feedback
- ☒ Grader's Comments
- ☒ Student's Question and Part Scores
- ☒ Student's Assessment Scores
- ☒ Statistics and Histograms

If you have enabled feedback, you need to select the types of feedback to release to students:

- Choose **Only Release Student's Assessment Scores** so students only see their grade on the assessment, not individual questions.
- Choose **Release Questions and the following** and select the items to make available to students from the list below. For more information on the feedback options, see below.

When you release the assessment questions, you can also select to display one or more of the following:

1. **Student Response:** The answer the student entered in response to a question.
Recommended to allow students to verify their answers.
2. **Correct Response:** The *Answer Key* for automatically graded questions, e.g., multiple choice or true false. You can see an example of an *Answer Key* in [How do I view the feedback on my assessment \(i.e. test or quiz\)?](#)
3. **Student's Assessment Scores:** The student's total point score for the assessment.
4. **Student's Question and Part Scores:** How many points the student received on each question and [part](#).

5. **Question-Level Feedback:** Text you entered in the *Correct Answer* and *Incorrect Answer* feedback boxes. For more information on **Question-Level Feedback**, see above: [Feedback Authoring: Question-Level Feedback](#).
6. **Selection-Level Feedback:** Text you entered in the selection-level *Feedback* boxes. For more information on **Selection-Level Feedback**, see above: [Feedback Authoring: Selection-Level Feedback](#).
7. **Grader's Comments:** Comments you enter in the *Scores* screens for students. For more information on entering comments, see [How do I grade Tests & Quizzes?](#) *Graders can enter comments for the overall assessment and/or for individual questions. To display individual question comments, **Student Response** must also be selected.*
8. **Statistics and Histograms:** The assessment's *Statistics* screen. For instructor access to statistics, follow the steps in [How do I view statistics about a completed assessment?](#)

How do I adjust the layout and appearance of an assessment?

Layout and Appearance options control the overall look and feel of an assessment for students, such as how they navigate from one question to another and how the questions are numbered if the assessment has [multiple parts](#).

For information on editing additional settings, see:

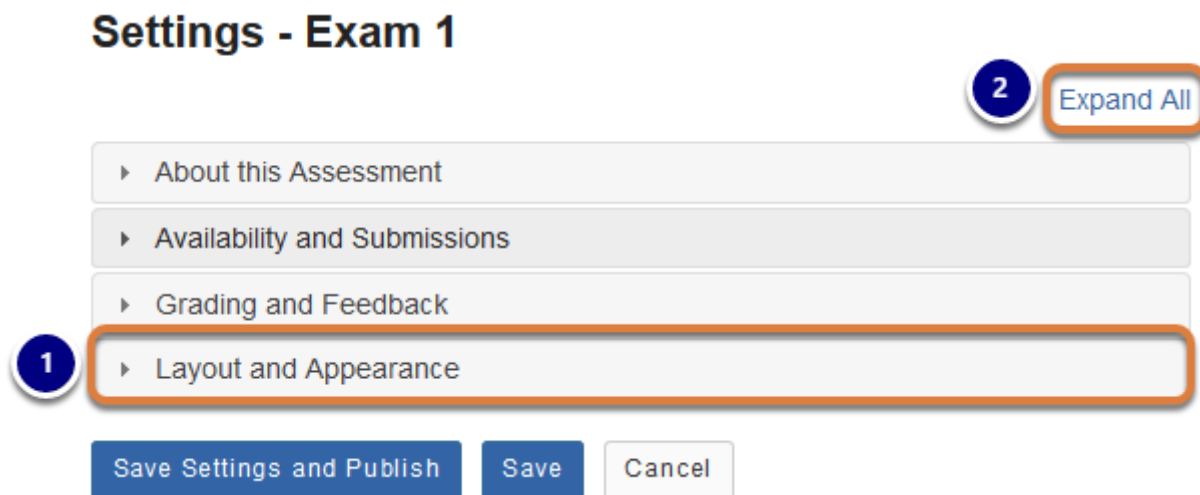
- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

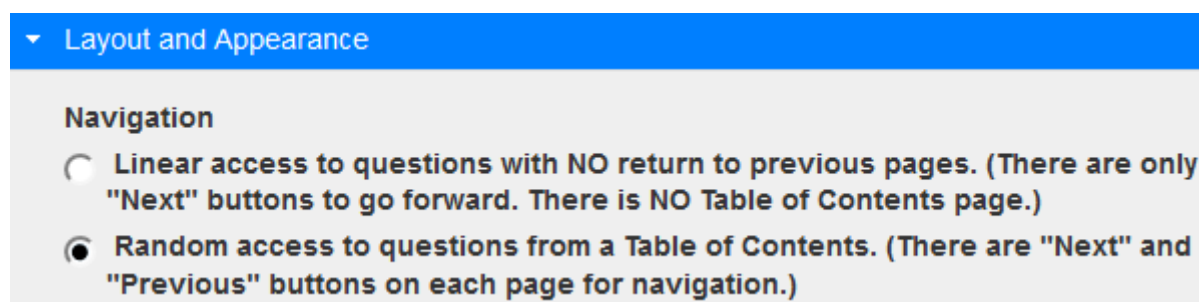
For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select Layout and Appearance.



1. Select **Layout and Appearance** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Navigation



Navigation controls how students proceed through the assessment.

The default is **Random access** where students can navigate the assessment with **Next** and **Previous** buttons, as well as a **Table of Contents**.

The **Linear access** option only allows students to go forward using the **Next** button. They cannot revisit earlier questions or use a **Table of Contents** to jump to questions.

Question Layout

Question Layout

- ☒ Each Question is on a separate Web page
- ☐ Each Part is on a separate Web page
- ☐ The complete Assessment is displayed on one Web page

The default layout option is to display **Each question on a separate Web page**. This is the **recommended setting**, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If the assessment has been separated into multiple parts, the second option can be used to display **Each Part on a separate Web page**. To display **The complete Assessment on one Web page**, select the third choice.

! **WARNING:** If you choose **The complete Assessment is displayed on one Web page**, students **MUST** click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work, for example if they experience an [Idle Session Timeout](#).

Numbering

Numbering

- ☒ Continuous numbering between parts
- ☐ Restart numbering for each part

By default, if your assessment has [multiple parts](#), questions are presented sequentially with **Continuous numbering between parts**.

If you select **Restart numbering for each part**, questions are numbered with the part number, then the question number.

Add checkboxes next to questions so they can be marked for review

Mark for Review

- ☒ Add checkboxes next to questions so they can be marked for review

If the assessment allows **Random access to questions from a Table of Contents**, you can **Add checkboxes next to questions so they can be marked for review**. **Mark for Review** allows students to identify questions they may want to revisit before submitting their assessment.

Sample student view of a question with Mark for Review enabled

Mini-Quiz Leçon 2

Table of Contents

Part 1 of 1 -

Question 2 of 10

Question Progress

- ☐ Unanswered Question
- ☒ Answered Question
- ☒ Question Marked for Review

Part 1: 10 question(s)

1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

Bonjour! Comment vous appelez-vous?

- ☐ A. De Paris.
- ☐ B. Oui, monsieur.
- ☒ C. Bonjour! Je m'appelle Mireille. Et vous?
- ☐ D. Bien, merci.

Reset Selection

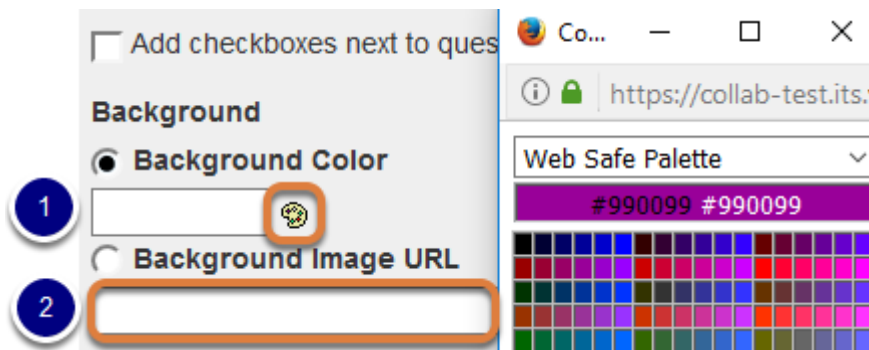
☒ **Mark for Review** What's This?

Indication of marked question

Student option to Mark for Review

i When a student selects the **Mark for Review** check box under a question, the *Question Progress* box and the *Table of Contents* display a **question mark icon (?)** for *Questions Marked for Review* so they can easily locate and navigate to marked questions.

Change background? (Optional)




You can choose a color or image for the background here.

1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

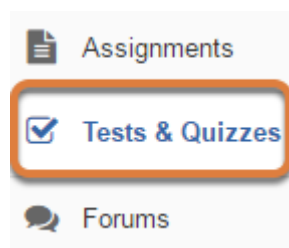
! **Important:** The color of the text in an assessment is **black**. For accessibility, only light-colored backgrounds should be selected so that they have sufficient [color contrast](#) with the black text.

How do I duplicate an assessment (i.e. test or quiz)?

You can make multiple copies of an assessment in the same site.

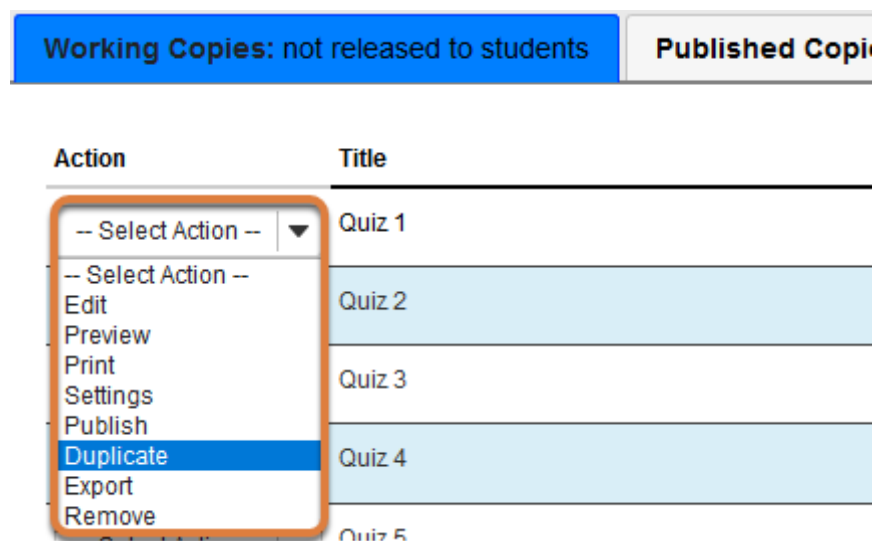
 **Tip:** Duplicate an assessment to release a copy to specific site participants, for example students who need extra time on a timed assessment. For more information, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

Go to Tests & Quizzes.




Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select Duplicate.



In the **Working Copies** tab of *Tests & Quizzes*, select **Duplicate** from the *Action* drop-down menu for the assessment.

 **Note:** You cannot duplicate assessments in the **Published Copies** tab.

Confirm duplication.

Duplicate Assessment Confirmation

Are you sure you want to duplicate this assessment titled "Quiz 1"?

Duplicate

Cancel

On the *Duplicate Assessment Confirmation* screen, select **Duplicate**.

View duplicated assessment.

Working Copies: not released to students


Action	Title
<div>-- Select Action --</div>	Quiz 1
<div>-- Select Action --</div>	Quiz 1 - Copy #1
<div>-- Select Action --</div>	Quiz 2

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz 1**, for the first time, the copy will be titled **Quiz 1 - Copy #1**. If you duplicate the original **Quiz 1** again without editing the title of **Quiz 1 - Copy #1**, the newly duplicated assessment will be titled **Quiz 1 - Copy #2**.

Edit the duplicated assessment's settings.

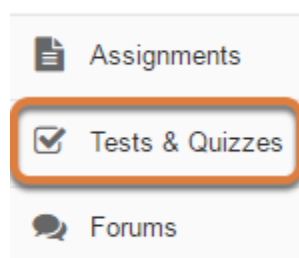
Edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in [How do I inspect and adjust the settings of an assessment?](#)

 **Note:** If you have duplicated an assessment to allow some students extra time, and those students will see both the original and the extra time copy of the assessment listed in *Tests & Quizzes*, it is recommended that you change the duplicated assessment's title so the students can easily identify which copy they should submit. For example, if the original assessment is titled **Quiz 1**, you might name the duplicated assessment **Quiz 1 Extra Time**.

How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment by using the **Preview** option in the *Action* menu, or by using a non-UVA guest email account to access your site as a student and submit the assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Preview from the Action menu.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

From the *Tests & Quizzes* tool home screen, select **Preview** from the *Action* drop-down menu for the assessment.

Note: The **Preview** option is available in both the **Working Copies** and **Published Copies** tabs.

Preview the assessment.

i Assessment Preview - This is an example student view of this assessment done

Begin Assessment

"Quiz 1" for 18Sp Intro Writing Course

This assessment is **due Monday, 2018-Mar-05 11:59 PM**.

Once you click "Begin Assessment," you will have **10 minutes or until Monday, 2018-Mar** assessment. It will be **submitted at that time**, regardless of whether you have answered all questions. You can submit this assessment 1 time(s).

Begin Assessment

Cancel

Walk through the preview of your assessment, starting with the *Begin Assessment* screen.

Note: The preview does not allow you to save answers, submit the assessment or see how feedback displays for students.

Or access your site using a non-UVA guest account.

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 5	n/a	2018-07-19 11:59 PM

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submiss

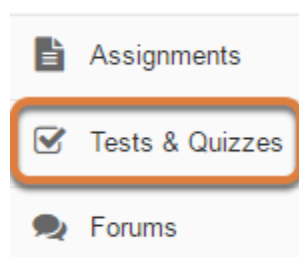
View All Submissions/Scores View Only Recorded Scores					
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time
Essay Test*	n/a	85	Immediate		
			Feedback	85	n/a

You can access the *Tests & Quizzes* tool and submit an assessment by adding your non-UVA email address to your site as a *Student* and logging in with this guest email account. For steps to do so, see [How do I check what students or members can see and do in my site?](#)

How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an *Answer Key*.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select Print from the Action menu.

Working Copies: not released to students

Published Copies: released to students

Action	Title
-- Select Action --	Quiz 1
-- Select Action --	Quiz 2
Edit	
Preview	
Print	Quiz 3
Settings	
Publish	
Duplicate	Quiz 4
Export	
Remove	Quiz 5

From the *Tests & Quizzes* tool home screen, select **Print** from the *Action* drop-down menu for the assessment.

Note: The **Print** option is available in both the **Working Copies** and **Published Copies** tabs.

Or select Print on the Questions screen.

Questions: Quiz 1

Add Part | Preview **Print** Settings | Publish

Part 1 ▼ Default - 10 questions

Add Question select a question type ▼

If you are currently editing the assessment to print, select **Print** at the top of the *Questions* screen.

Select print options.

1 ☐ Show Answer Key

2 ☐ Show Answer Key with Feedback

3 ☒ Show Description/Intro, Part's Title & Information

4 ☐ Show Numbered Sequences

5 Font Size: Medium ▼

Apply Settings Print Download PDF

X-Small
Small
Medium
Large
X-Large

Select the content to include in the printout. The following options are available:

1. **Show Answer Key** - Include the answers for automatically-graded questions.
2. **Show Answer Key with Feedback** - If you have added [feedback](#) when authoring a question, print the feedback along with the answer to the question.
3. **Show Description/Intro, Part's Title & Information** - Selected by default, this option displays the title of each [part](#) of the assessment above questions in that part; if you have not

edited or added any parts, *Part 1* will display. Any content added in the [Description/Intro](#) box of the *Settings* page will also be included.

4. **Show Numbered Sequences** - Display a number in front of each question.
5. **Font Size** - By default, the font size for text in the printout is **Medium**. To increase or decrease the font size, select the desired size from the drop-down menu.

Apply Settings.

☒ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☒ Show Numbered Sequences

Font Size: Medium ▼

Apply Settings Print HTML Download PDF

If you made any changes to the default print settings, select **Apply Settings**.

Preview document to print.

Name: _____
Score: _____ / _____

Quiz 1

Part 1

- 1 Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Answer Point Value: 1.0 points

Model Short Answer: -----

- 2 Tom, Lindsey, Jody, Scott, et Jim sont des étudiants. Tom a deux chiens, Lindsey a un chien, Jody a trois chats, Scott a douze poissons, et Jim a un chien. Ensemble, les étudiants ont combien d'animaux, et combien de chiens?

○ A. 19, 4

Scroll down on the *Print* screen to preview the printout with your selected options.

Note: Some question types do not display in a printout as they do for a student taking a test. For example, a **calculated question** does not print numerical values because it may present different numbers to each student based on its variables. Instead, the formula is printed, e.g. $\{x\} + \{y\} = \{z\}$.

Print or download PDF.

☒ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☒ Show Numbered Sequences

Font Size: Medium ▼

1 2

Apply Settings Print HTML Download PDF

1. At the top of the screen, select **Print HTML** to print the assessment using your default printer.
2. Or select **Download PDF** to save the page as a PDF document.

How do I give specific students an assessment with different settings (e.g., extra time)?

Some students in your class may need different assessment settings from others, for example, a student could require accommodations for extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. You can duplicate an assessment and edit the settings in the second copy of the assessment to tailor these settings to specific needs.

The following steps are needed to create an assessment copy with different settings (each step is linked to the relevant Help article):

1. [Have or create a group containing the student\(s\) who need the specific settings.](#) (Course rosters are automatically treated as groups).
2. [On the Working Copies tab of Tests & Quizzes, duplicate the assessment.](#)
3. [Edit the settings in the new copy of the assessment.](#)
4. [Publish the assessment.](#)

Choose how to view the steps.

- [Watch a video for giving specific students extra time on an assessment.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Create a group containing the student(s) who need specific settings.

*Group Title

Description

☐ Allow members to see the other members of this group

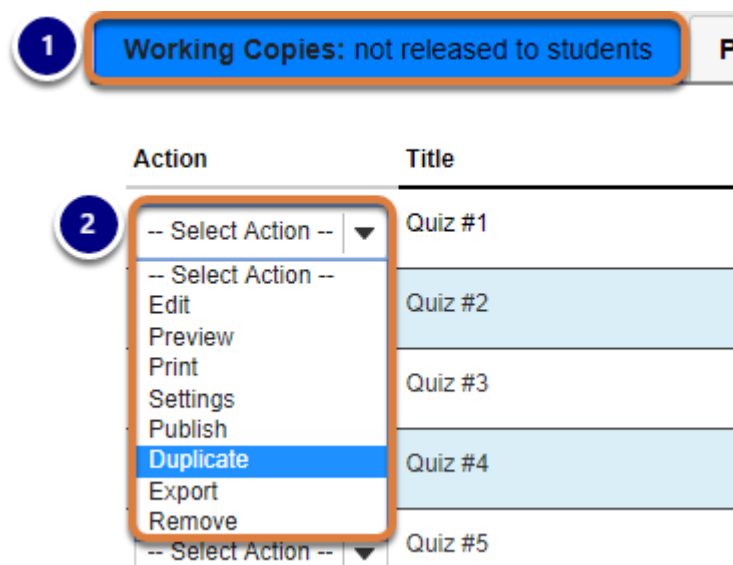
Joinable set:

Membership

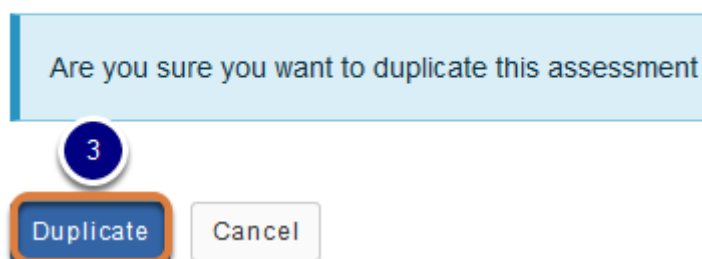
Site Member List		Group Member List
<div>Role: Former Student</div> <div>Role: Instructor</div> <div>Role: Secondary Instructor</div> <div>Role: Student</div>	<div>></div>	<div>Student, One (tls6u-stu1)</div>

If you do not already have the student(s) who need different settings in a group (e.g. roster), go to the *Site Settings* tool in your site, and select **Manage Groups** to create a group containing just the student(s) whose exam settings should be different. Illustrated steps to create a group can be found in the article [How do I create groups?](#)

Duplicate the assessment.



Duplicate Assessment Confirmation



1. Go to the **Working Copies** tab in *Tests & Quizzes*.
2. Select **Duplicate** from the *Action* drop-down menu for the assessment.
3. On the *Duplicate Assessment Confirmation* screen, select **Duplicate**.

Edit the new assessment's settings.

Working Copies: not released to students

Action	Title
-- Select Action --	Quiz #1
-- Select Action --	Quiz #1 - Copy #1
-- Select Action --	Quiz #2
-- Select Action --	Quiz #3
-- Select Action --	Quiz #4
-- Select Action --	Quiz #5

The duplicated assessment will have the title of the original assessment followed by a *Copy #*. For example, if the original assessment's title is **Quiz #1**, the duplicate's title will be **Quiz #1 - Copy #1**.

Select **Settings** from the *Action* drop-down menu for the duplicated assessment.

Edit the assessment's title.

1 **About this Assessment**

Assessment Type

Creator Tiffany Stull

Title 2 **Quiz #1 - Extra Time**

1. Select **About this Assessment**.
2. Modify the **Title** to make it meaningful to the students who will be taking it. For example, if **Quiz #1** is the assessment issued to the whole class, and you are making a copy for students who need extra time, name the new assessment **Quiz #1 - Extra Time**.

Illustrated steps for editing assessment details can be found in the article [How do I edit my assessment title or description?](#)

Assign the assessment to the student(s) who need to take it.

1 Availability and Submissions

2 Assessment released to Selected Group(s)

3 ☒ Extra Time

☐ Select All Groups

☐ 17 Su CIS 1030-1 (UNKX)

1. Select **Availability and Submissions**.
2. From the *Assessment released to* drop-down menu, choose **Selected Group(s)**.
3. Select the check box(es) for group(s) who should submit the assessment with the new settings.

Edit other settings as needed.

It is available 07/24/2017 05:00 pm

It is due 07/31/2017 05:00 pm and has a time limit of ☒ 00 hrs. 15 min.

Late submissions accepted? ☒ No, not after due date ☐ Yes, until

Students get one chance to submit after due date if they haven't already submitted.

Edit other settings by following the steps outlined in [How do I inspect and adjust the settings of an assessment?](#)

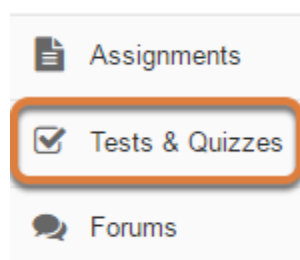
Publish the assessment.

When your settings are adjusted according to the needs of the test-takers for this copy of the assessment, follow the steps in [How do I publish an assessment \(i.e. test or quiz\)?](#) to make it available to them on the **available date** you specified.

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can access it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Publish with current settings.

If you are sure the current settings are appropriate, you can publish the assessment from either the *Action* menu or the edit assessment screen.

Note: It is recommended to [review and adjust settings in the Working Copies tab before publishing](#), to ensure that students cannot start taking the assessment with the incorrect settings.

Publish from the Action menu.

Working Copies: not released to students

Published Copies

Action	Title
-- Select Action --	Quiz 1
-- Select Action --	Quiz 2
Edit	
Preview	
Print	Quiz 3
Settings	
Publish	Quiz 4
Duplicate	
Export	
Remove	Quiz 5

In the **Working Copies** tab, select **Publish** from the *Action* drop-down menu for the assessment.

Or select Publish on the Questions screen.

Add Part | Preview | Print | Settings | **Publish**

Part 1 | Default - 10 questions

Add Question select a question type

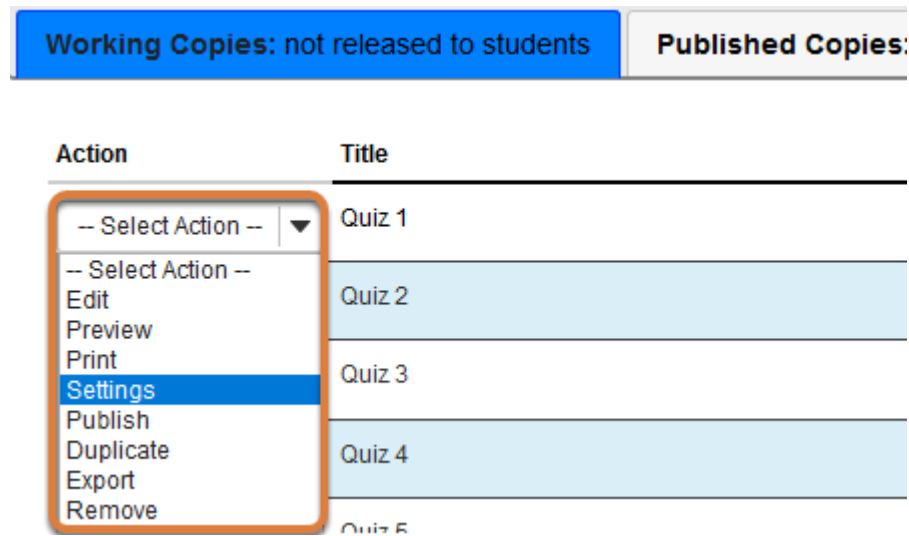
Question 1 | True False - 10.0 points

If you are currently editing the assessment, select **Publish** at the top of the *Questions* screen.

Edit the settings and then publish.

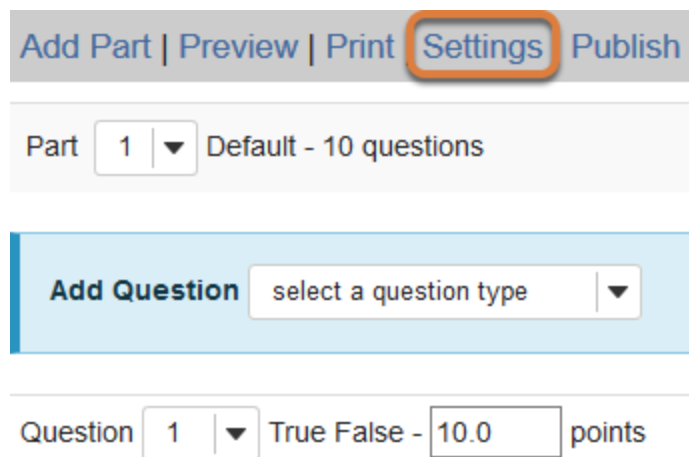
To verify and/or edit the assessment's settings before it is published, publish it from the assessment *Settings* screen.

Access assessment settings from the Tests & Quizzes tool home screen.



In the **Working Copies** tab, select **Settings** from the *Action* drop-down menu for the assessment.

Or select Settings on the Questions screen.

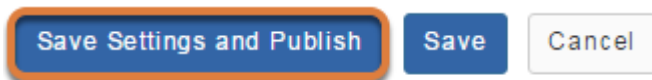


If you are currently editing the assessment, select **Settings** at the top of the *Questions* screen.

Adjust the settings as desired.

For information about editing settings, see [How do I inspect and adjust the settings of an assessment?](#)

Save settings and publish.



Once you have completed your settings selections, scroll to the bottom of the page and select **Save Settings and Publish**.

Review and confirm publishing the assessment.

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students. Click **Cancel** to wait or **Edit Settings** to modify settings.

A screenshot of the 'Publish Assessment' screen. It features three buttons at the top: 'Cancel', 'Edit Settings', and 'Publish' (highlighted with an orange border). To the right of the 'Publish' button is a dropdown menu showing 'without notification' (highlighted with an orange border). Below these is a checkbox labeled 'display due date on Calendar' which is checked (highlighted with an orange border). The main content area contains the following text: '"Quiz 3" is available on 07/24/2018 12:00:00 PM to the entire class at https://collab.its.virginia.edu/samigo-app/servlet/Login?id=8a062e44-ee5e-47fe-805e-3ef261842ded1532030130633'. Below this, it says 'It is due 07/30/2018 11:59:00 PM.' followed by 'The time limit is 0 hr, 10 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).' and finally 'Student will receive feedback on submission.' Numbered callouts are present: 1 points to the 'without notification' dropdown, 2 points to the 'display due date on Calendar' checkbox, and 3 points to the 'Publish' button.

Review the information on the *Publish Assessment* screen to check that the availability dates, time limit (if any) and feedback settings are as desired.

1. You can notify students via email when you publish the assessment. The default setting is to publish **without notification**. Selecting **and send notification below to students** sends the email on publication, NOT on the available date of the assessment.
2. If your assessment has a due date and the *Calendar* tool has been added to your site, the option **display due date on Calendar** is selected by default. To prevent the date from displaying on the *Calendar*, deselect this option.
3. Select **Publish** to confirm.

 **Note:**

- The email notification contains a link to the assessment. If the assessment is not yet available, and students try to access the link in the email, they will get an error saying they do not have permission to take the assessment.
- To make additional changes to the settings before publishing, select **Edit Settings**.

View published assessment.

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 | Archived: not open to students to take

1

2

3

4

5

6

7

8

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 3	Inactive	0	0	Entire Site	2018-07-24	2018-07-30	Tiffany Stull	2018-07-19 3:57 PM
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-07-10	2018-07-16	Tiffany Stull	2018-07-19 3:42 PM
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-07-02	2018-07-09	Tiffany Stull	2018-07-19 3:40 PM
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-07-16	2018-07-23	Tiffany Stull	2018-07-19 3:50 PM

A copy of the assessment will be placed in the **Published Copies** tab. Published assessments are listed with the following information:

1. *Status* - Whether the assessment is *Active* (available to students) or *Inactive* (unavailable to students).
2. *In Progress* - How many assessments have been started but not submitted.
3. *Submitted* - The number of students who have submitted the assessment. If there are submissions, you can select the number to [access the Scores screens](#).
4. *Release To* - The group(s) to whom the assessment has been made available. Depending on your assessment settings, this column will display: *Entire Site*, *Selected Group(s)* (click the *Selected Group(s)* link to see to which groups the assessment has been made available), or *Anonymous Users*.
5. *Release Date* - When the assessment becomes available.
6. *Due Date* - When the assessment is due.
7. *Last Modified* - The instructor or site administrator who last modified the assessment.
8. *Modified Date* - The date and time when it was last edited.

Note:

- If your assessment was published in a site where there are NO active *Students* or *Members* as participants, the assessment's status will remain *Inactive* until a participant is added in the *Student* or *Member* role.
- A copy of your assessment will remain in the **Working Copies** tab after it is published. It is recommended to keep the copy of the assessment in **Working Copies** because you cannot [export](#) or [duplicate](#) published assessments for reuse.

How do I export and import assessments?

You can **Export** an assessment created in *Tests & Quizzes* to download and save it as a file on your computer. You can also **Import**, or upload, a format-compliant file to create an assessment.

Three export formats are available:

- **QTI v 1.2** - an XML file of assessment settings and question text
- **Content Packaging** - a zip file of assessment settings, question text, links, images, or other attached files
- **Markup Text** - question text that you can copy and paste into the [Create from markup text](#) screen when creating an assessment

The format you choose will depend on whether you wish to capture links and attachments, and on the import capabilities of the intended destination.

***Tip:** Some textbook publishers provide question banks that you can import into Tests & Quizzes. You may also be able to import questions that were authored in other learning management systems, such as Blackboard or Moodle. See the [steps below about importing assessments](#) for more information.*

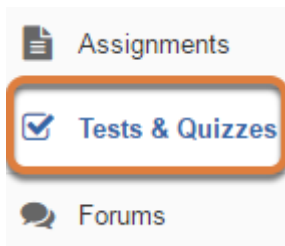
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Export an assessment.

Exporting an assessment will create a new file on your computer, suitable for saving for further use or importing to another university's learning management system.

Select the assessment.

Working Copies: not released to students

Action	Title
-- Select Action --	Quiz 1
-- Select Action -- Edit	Quiz 2
Preview	Quiz 3
Print	Quiz 4
Settings	Quiz 5
Publish	
Duplicate	
Export	
Remove	

In the **Working Copies** tab, select **Export** from the *Action* drop-down menu for the assessment.

Note: You cannot export assessments in the **Published Copies** tab.

Choose the export type and export.

Export Assessment - Quiz 1

Choose the type of export you would like to do, IMS QTI-compliant XML , IMS Content Packaging or Markup text, and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop. Have in mind that if you choose markup text language there are items that cannot be exported, for example feedback components.

Note: Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

Choose export type:

1

☒ QTI v 1.2
☐ Content Packaging
☐ Markup text

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

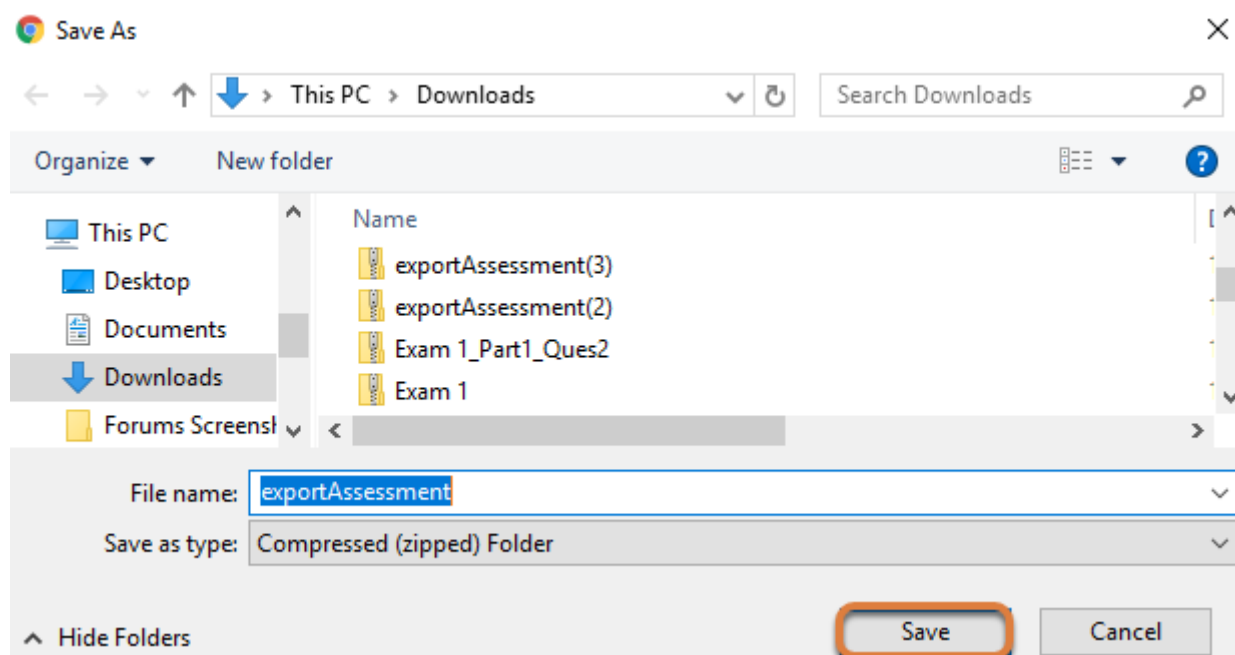
Important: Tests that contain **Multiple Choice**, **Multiple Selection** questions with **All or Nothing** selected do not retain this setting on import to another site. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.

2

Export Cancel

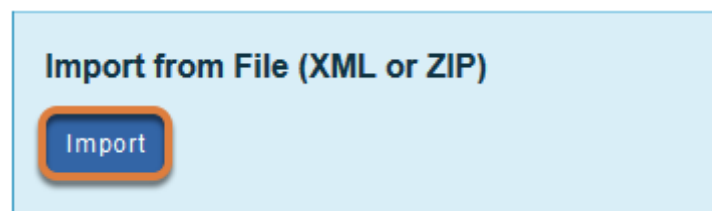
1. Select the export type from the three options described below.
 - **QTI v 1.2** creates an XML file of an assessment's settings and question text; it does NOT capture links, images, or other attached files.
 - **Content Packaging** creates a zip file with an assessment's settings and content, including questions, links, images and/or other attached files.
 - **Markup text** exports basic question text only; it does NOT capture some advanced question settings (for example, partial credit for Multiple Choice questions), or links, images, or attached files. You can copy and paste questions from an exported **Markup text** file into the [Create from markup text](#) screen when creating a new assessment.
2. Select the **Export** button.

Download the file.



The prompts and steps for downloading the file will depend on your internet browser. Save the file to your computer.

Import an assessment.



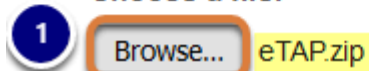
Under *Import from File (XML or ZIP)*, select **Import**.

Select your file, then Import.

Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

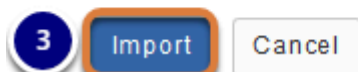
Choose a file:



This file is an:

- 2 ☒ **Export from this (or other Sakai) system**
☐ **Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)**

Important: Tests that contain **Multiple Choice**, **Multiple Selection** questions with **All or Nothing** selected do not retain this setting on import to another site. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.



1. **Browse** to the file on your computer and open it. Once selected, the file name will display next to the button.
2. Select the radio button indicating the file's source for correct processing:
 - If your assessment has been exported from a UVACollab site or another university's [Sakai system \(opens new window\)](#), select **Export from this (or other Sakai) system**.
 - If your questions or assessment were provided by a textbook publisher or authored in a learning management system other than Sakai, for example in Blackboard or Moodle, use the **Export from Respondus** option.
3. Select **Import**.

View your assessment.

Working Copies: not released to students

Pub

Action	Title
<div><div>-- Select Action --</div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Electronic Teaching Analysis Poll
	Quiz 1
	Quiz 2
	Quiz 3

In the **Working Copies** tab of *Tests & Quizzes*, the imported assessment will be available. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select **Settings** to change the title and other settings.

Note: Assessments that contain **multiple choice**, **multiple selection** questions with **All or Nothing** selected do not retain this setting on import. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.

What is a question pool?

A question pool is a set of questions, identified by a name, which belongs to you (not a course or collaboration site). You can share a question pool with others, and others can share theirs with you.

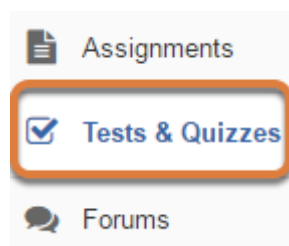
When you are ready to create an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for [random draw](#) assessments. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a [part](#) to your assessment which draws from that pool.

To organize your questions, you can subdivide question pools into subpools.

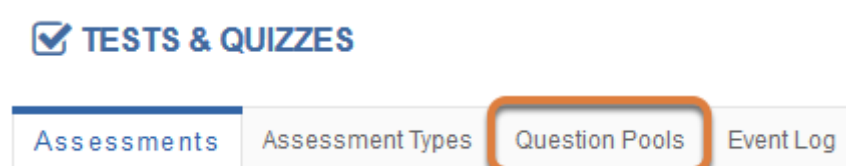
Note: If you [include images in the body of test questions](#) using the Rich-Text Editor (inline, **not** as attachments), and store the questions in question pools, the links to images will **not** automatically update when you copy the images from one site to another. Therefore, if you have images stored in a site of which your students are not a member, the images must be made **Public** for them to see the pictures in the questions drawn from those pools.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.








Select the Question Pools tab.




Question Pool Example.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools
 Questions Grouped by Type Add Subpool Copy Move Share	Tiffany Stull	01/06/2016	2	8
 Audio Questions Add Subpool Copy Move	Tiffany Stull	01/06/2016	3	0
 Calculated Questions Add Subpool Copy Move	Tiffany Stull	06/14/2016	0	2
 Advanced Calculated Questions Add Subpool Copy Move	Tiffany Stull	08/01/2017	1	0
 Simple Calculated Questions Add Subpool Copy Move	Tiffany Stull	08/01/2017	3	0
 Essay Questions Add Subpool Copy Move	Tiffany Stull	05/31/2017	4	0

Pictured above is a question pool, **Questions Grouped by Type**, which contains two questions at the top level and several subpools, including **Audio Questions**, **Calculated Questions**, and **Essay Questions**. Each subpool has questions of its own, and **Calculated Questions** has two subpools of its own: **Advanced Calculated Questions** and **Simple Calculated Questions**.

 **Tip:** A question pool can contain both questions of its own and subpools. To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) to the left of the pool's or higher-level subpool's title.

The *Question Pools* list includes question pools you have authored and question pools that have been shared with you by other authors.

 **Note:** Question pools are not identified by a course or collaboration site title, as they are associated with a specific owner.

Contents of a question pool.

Pool Name

Owner Tiffany Stull

2 Subpools

1

Pool Name	Owner	Last Modified	Questions	Subpools
▶ Essay Questions <input type="button" value="Add Subpool"/> <input type="button" value="Copy"/> <input type="button" value="Move"/> <input type="button" value="Remove"/>	Tiffany Stull	08/01/2017	1	0
▶ Matching Questions <input type="button" value="Add Subpool"/> <input type="button" value="Copy"/> <input type="button" value="Move"/> <input type="button" value="Remove"/>	Tiffany Stull	08/01/2017	10	0

2

2 Questions

3

☐

Question Text

Question Type

<input checked="" type="checkbox"/> Edit Question 1 : I thought the concepts for this chapter were well-explained and I was able to understand them. <input type="button" value="Copy"/> <input type="button" value="Move"/>	Survey
<input type="checkbox"/> Edit Question 2 : On my honor as a student, I have neither given nor received aid on this assignment/examination. <input type="button" value="Copy"/> <input type="button" value="Move"/>	True False

Selecting the name of the pool reveals its subpools and questions. Pictured above are the subpools and questions in a question pool named **Chapter 1 Questions**.

From a question pool's page:

1. Subpools and questions can be added with the **Add Subpool** or **Add Question** links.
2. Subpools can be removed with the **Remove** links.
3. To move, copy, or remove questions from the pool, select the check box to the left of the question, then select **Remove**, **Copy** or **Move** at the top of the list of questions.

For more information on working with question pools, see the following articles:

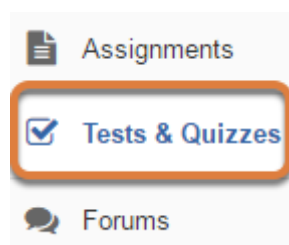
- [How do I add, copy, move, or remove a question pool?](#)
- [How do I add a question to a question pool?](#)
- [How do I copy questions to an assessment from a question pool?](#)

How do I add, copy, move, or remove a question pool?

Create question pools and/or subpools to store and organize questions for use in assessments.

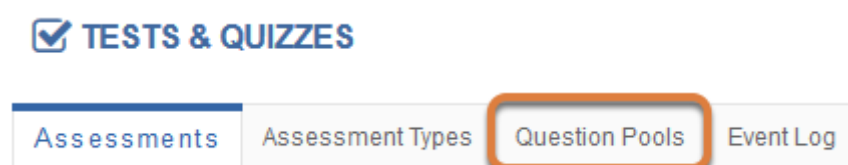
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.



Add a question pool.


Add a new question pool as a container for questions.

Select Add New Pool.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name

▶  Chapter 1 Questions
Add Subpool | Copy | Move | Share

▶  Questions Grouped by Type
Add Subpool | Copy | Move | Share

Any question pools already available to you will show. Select the **Add New Pool** link above the list of available pools.

Enter the pool details and Save.

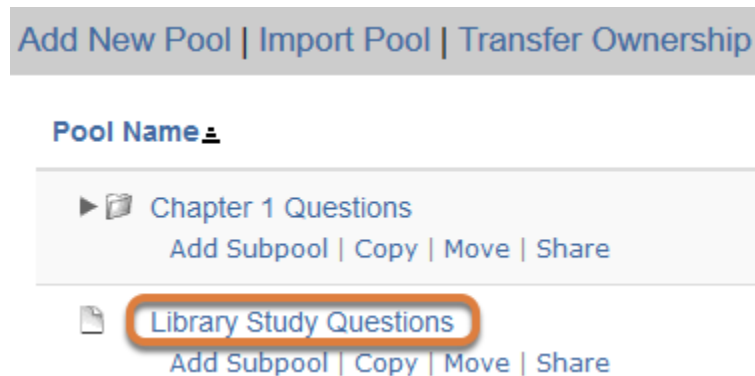
Add Pool

Required items marked with *.

Pool Name*	<div>1</div> <input type="text" value="Library Study Questions"/>
Owner	Tiffany Stull
Department/Group	<input type="text"/>
Description	<div>2</div> <input type="text" value="Essay questions about examining rare books in Special Collections"/>
Objectives	<input type="text"/>
Keywords	<input type="text"/>
<div>3</div>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

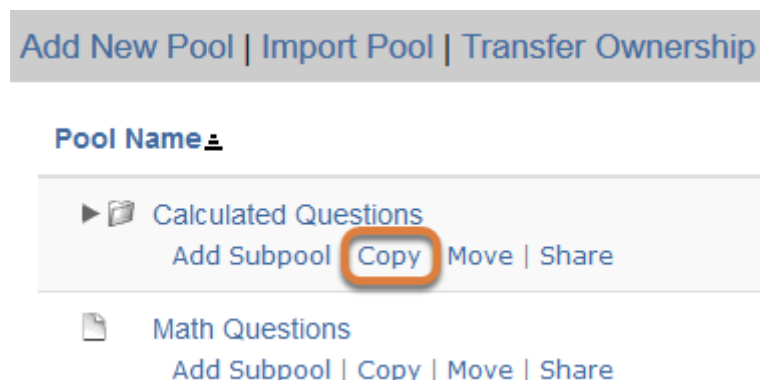
1. Enter the **Pool Name**.
2. Add an optional **Description** or other information about the pool.
3. Select **Save**.

The question pool is ready for adding questions.



To open the pool for authoring and editing of questions, select its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy or move a question pool or subpool.



On the *Question Pools* screen, select **Copy** or **Move** under the name of the pool or subpool. In the example pictured above, we select **Copy** under **Calculated Questions**.

Select where to place the pool or subpool.

Copy Pool

Select the destination pool(s) for Calculated Questions

☐ Question Pools TOP

2

Pool Name

☒ Math Questions

☐ 1 Questions Grouped by Type

☐ Voila Quiz Questions





3

Copy Cancel

1. To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's title.
2. Check the box for the destination of the copied or moved pool (e.g., **Math Questions**).
Select an existing question pool to make the copied or moved pool into a subpool of the selected pool, or select **Question Pools TOP** to create the copy or move the pool to the top level.
3. Select the **Copy** or **Move** button. The available button depends on the action you have chosen to take. In the example pictured above, we are copying the question pool, so the button says **Copy**.

View the new question pool list.

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner
 Calculated Questions Add Subpool Copy Move Share	Tiffany Stull
  Math Questions Add Subpool Copy Move Share	Tiffany Stull
 Calculated Questions Add Subpool Copy Move	Tiffany Stull

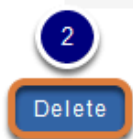
The list on the *Question Pools* page has changed, reflecting the new arrangement.

When we select the **arrow** icon (**Toggle Tree**) in the example pictured above, the **Calculated Questions** pool has been copied as a subpool of **Math Questions**. In the case of a copy, the original question pool remains.

Remove question pool(s) or subpool(s).

Select the pool(s) or subpool(s) to remove.

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 Calculated Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	2	 
 Math Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	1	<input type="checkbox"/>
 Questions Grouped by Type Add Subpool Copy Move Share	Tiffany Stull	01/06/2016	2	8	<input type="checkbox"/>
 Voila Quiz Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	3	<input type="checkbox"/>



1. On the *Question Pools* screen, select the check box(es) in the **Delete?** column for the pool(s) or subpool(s) to delete.
2. At the bottom of the page, select **Delete**.

Select Remove to confirm.

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

Pools to be removed:

- Calculated Questions

Remove

Cancel

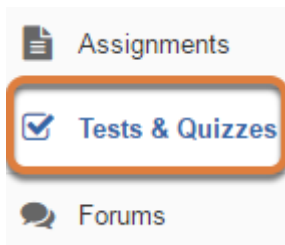
How do I add a question to a question pool?

You can add a question to a pool directly, or save a copy of a question to a pool while you are authoring or editing questions in an assessment, as described below:

- [Add a question directly to a pool.](#)
- [Copy all questions in an assessment's part to a pool.](#)
- [Copy an individual question to a pool while authoring an assessment.](#)

For more information about question pools, see [What is a question pool?](#)

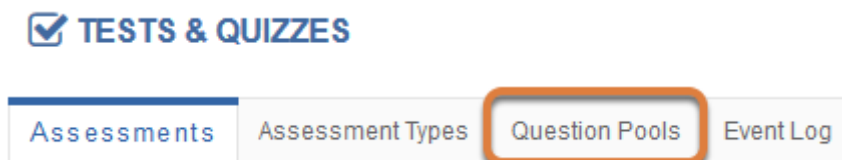
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Add a question directly to a pool.

Select the Question Pools tab.

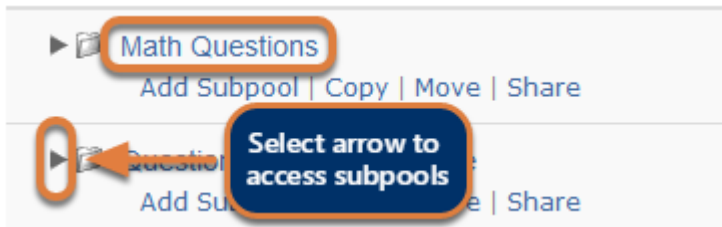


Select the pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 



Select the **name** of the pool or subpool where the questions will be added.

Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

Select Add Question.



Pool Name

Owner Tiffany Stull

[Update](#)

1 Subpool

[Add Subpool](#)

Pool Name 	Owner	Last Modified	Questions	Subpools
 Calculated Questions Add Subpool Copy Move Remove	Tiffany Stull	08/01/2017	0	2

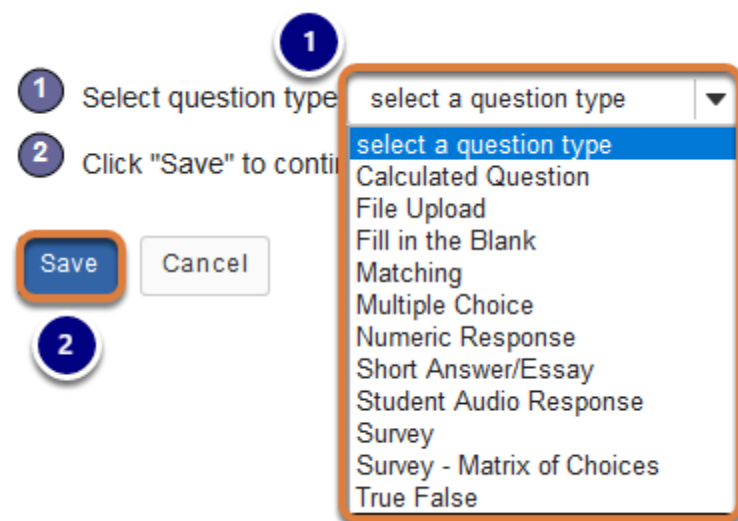
0 Questions

[Add Question](#)

[Remove](#) | [Copy](#) | [Move](#)

The question pool details will be displayed. In the *Questions* section, select **Add Question**.

Select the question type.



1. From the *Select question type* menu, choose the type of question to create.
2. Select **Save**.

Note: You can find more information about the available question types in [What types of questions can I incorporate into my assessments?](#)

Or add question(s) to a pool while creating or editing an assessment.

Copy all questions in an assessment's part to a pool.

When you are creating or editing an assessment, you can copy all the questions from a part of the assessment to a pool.

Select Copy to Pool.

Questions: Quiz 1

10 Existing Questions - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part Default - 10 questions

[Copy to Pool](#) [Edit](#)

[Add Question](#)

To the right of the assessment part, select the **Copy to Pool** link.

Select the pool(s) for the copied questions.

Copy Question

Select the destination pool(s) for

Pool Name

<input type="checkbox"/>	▶ Math Questions
<input type="checkbox"/>	▶ Question
<input checked="" type="checkbox"/>	▶ Voila Quiz Questions
<input checked="" type="checkbox"/>	Voila Lecon 1
<input type="checkbox"/>	Voila Lecon 2
<input type="checkbox"/>	Voila Lecon 3

Copy **Cancel**

1. Check the box(es) for any pool(s) or subpool(s) where copies of the questions should be placed.
2. Select **Copy**.

i Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

Copy an individual question to a pool while authoring an assessment.

Assign to
Question Pool

Select a pool name (optional) ▼

While creating a new question or editing an existing question, you can save a copy of it to a pool you have created. To do so, **Select a pool name** from the *Assign to Question Pool* drop-down menu.

i Note: For more information about creating assessments and questions, see:

- [How do I create an assessment in Tests & Quizzes?](#)
- [How do I add a new question \(with the assessment builder\)?](#)

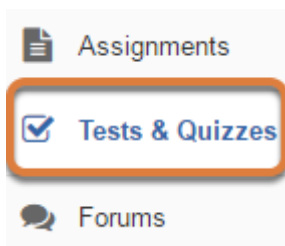
How do I copy questions to an assessment from a question pool?

If you have saved some questions to a question pool, you can copy them to an assessment to specify different point values for each question and the order in which the questions appear.

For more information about question pools, see [What is a question pool?](#)

Note: If your pool contains questions that all test the same knowledge, but with different wording or examples, you can create an assessment with questions selected randomly from the pool, as described in [How do I set up a random question set?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

A question may be copied from a question pool into any assessment. Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note: Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

From the Add Question menu, select Copy from Question Pool.

Questions: Quiz 1

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

Part ▼ Default - 0 questions

Add Question

[Update Points](#)

select a question type ▼

select a question type

Calculated Question

File Upload

Fill in the Blank

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices




True False

Copy from Question Pool

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions
 Questions Grouped by Type	Tiffany Stull	01/06/2016	3
 Matching Questions	Tiffany Stull	06/14/2016	12
 Multiple Choice Questions	Tiffany Stull	06/14/2016	12

Select the **name** of the pool or subpool from which to copy questions.

Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

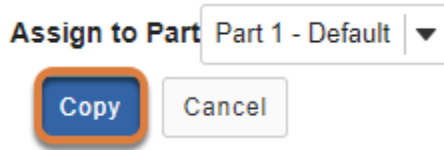
Select the question(s).

Question Text	Question Type	Copy? Select
Edit Question 1 : Bonjour! Comment vous appelez-vous?	Multiple Choice	<input type="checkbox"/>
Edit Question 2 : Choose a logical beginning to this sentence: "___ aller au cinéma"	Multiple Choice	<input checked="" type="checkbox"/>
Edit Question 3 : Choose the correct noun to complete the sentence: "Je veux manger parce que j'ai..."	Multiple Choice	<input checked="" type="checkbox"/>

In the *Copy?* column, check the corresponding box(es) for the question(s) to copy. You can either:

1. Check the **Select all** box at the top of the column,
2. OR check a box to the right of a specific question.

Select Copy.



At the bottom of the screen, select **Copy**.

Note: If your assessment has multiple [parts](#), you may use the **Assign to Part** drop-down menu to add the question(s) to a specific part.

How do I import a question pool?

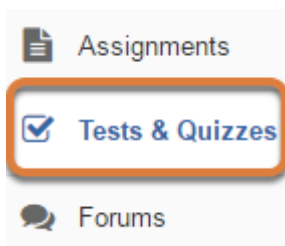
You can import a question pool from an IMS QTI-compliant XML (**QTI v 1.2**) file created by exporting an assessment from a UVACollab site, provided by a publisher, or exported from another system.

To be able to import questions directly into a question pool, an assessment must have been exported as **QTI v 1.2**, NOT **Content Packaging**. Alternatively, you can import an assessment, and add the questions to a question pool from the assessment editing screen.

For more information about question pools, see [What is a question pool?](#)

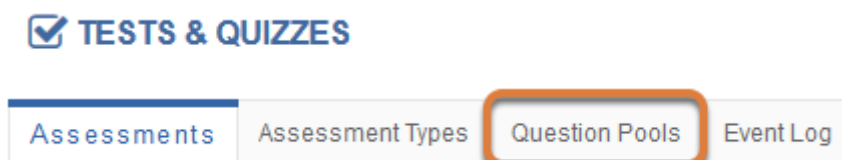
Note: *There is currently no way to export question pools, but questions can be exported in the form of an assessment.*

Go to Tests & Quizzes.



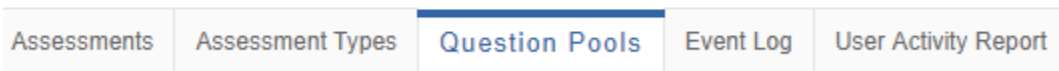
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.



Select Import Pool.

TESTS & QUIZZES



Question Pools

Add New Pool **Import Pool** Transfer Ownership

Select the **Import** link above the list of existing question pools.

Select your file, then Import.

TESTS & QUIZZES

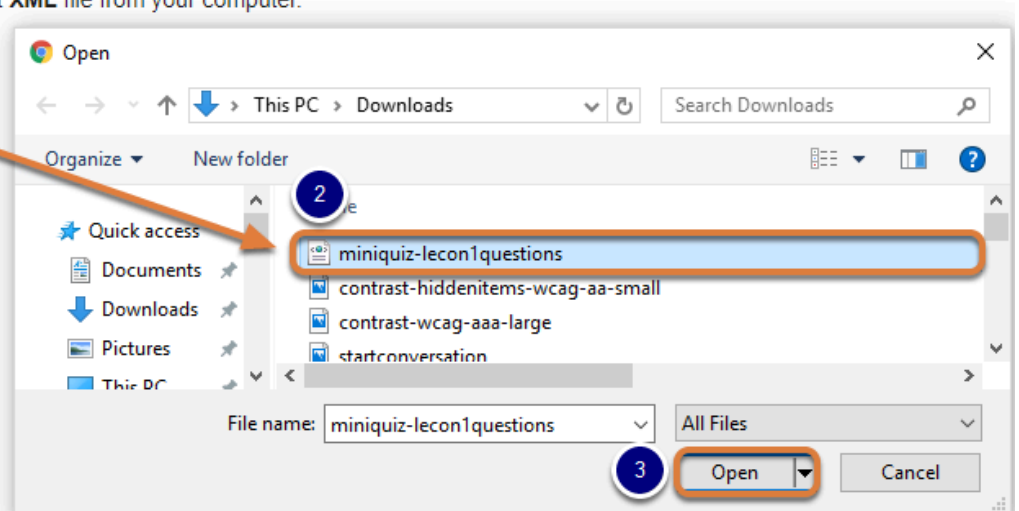
Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

1 **Choose File** No file chosen

Import Cancel

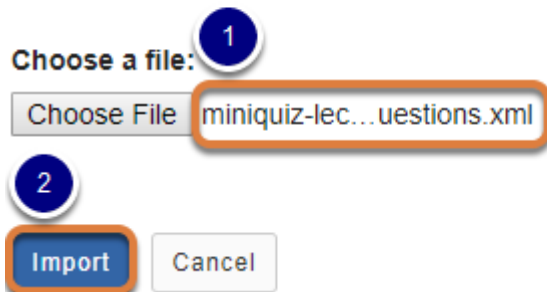


1. Use the **Choose File** button to browse for the XML file to upload from your computer.
2. Select the **QTI v 1.2 XML** file on your computer.
3. Select to **Open** or **Choose** the file (the name of the option will depend on your internet browser and computer operating system). Pictured above is a file being selected in Chrome on a Windows computer.

Select Import.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.



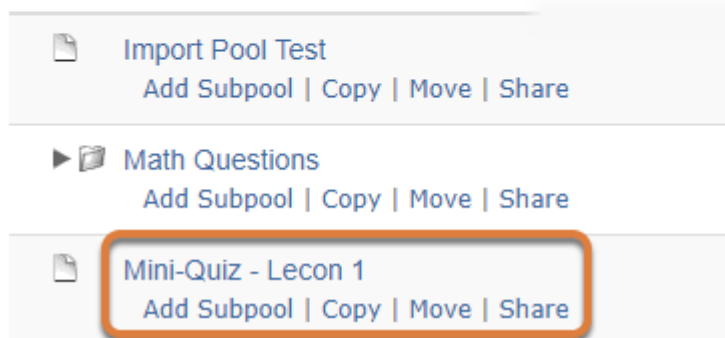
1. When the file to import is selected, its name will display next to the **Choose File** button.
2. Select **Import**.

View the imported question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name ▾



You will be returned to the *Question Pools* page with the newly created pool in your list of question pools. The new pool will have the title of the original downloaded assessment or question bank, not a title from your external file name.

How do I share or revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other [instructors or administrators](#) in a site where you can create assessments.

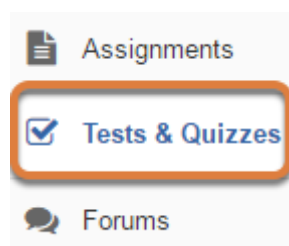
When a question pool is shared with you, you can access the pool from any site where you have permission to create assessments.

For steps to share or revoke access to a question pool, see below:

- [Share a pool](#)
- [Revoke access to a pool](#)

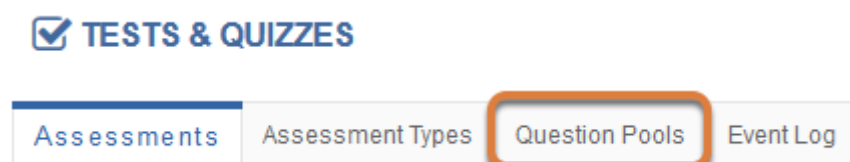
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.




Select Share.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer C](#)

Pool Name 

 **Import Pool Test**
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

▶  **Math Questions**
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

▶  **Questions Grouped by Type**
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

Under the name of the pool, select **Share**.

Grant access.

Site Members without access to Math Questions

Name 	Role	Grant access
PI Instructor	Instructor	<input checked="" type="checkbox"/>
PI-G Instructor	Instructor	<input type="checkbox"/>
PI-P Instructor	Instructor	<input type="checkbox"/>
SI Instructor	Secondary Instructor	<input type="checkbox"/>
SI-A Instructor	Secondary Instructor	<input type="checkbox"/>
TA Assistant	Teaching Assistant	<input checked="" type="checkbox"/>
TA-A Assistant	Teaching Assistant	<input type="checkbox"/>

2

Update

Cancel

1. Site participants with whom you can share the question pool are listed under *Site Members without access to [Pool Name]*, where *[Pool Name]* is the name of your question pool. In the




Grant Access column, select the check box(es) for the individual(s) with whom to share the pool.

2. At the bottom of the page, select **Update**.

Anyone with whom you share the pool is an author.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 		Owner
 1 Discussion Section Questions Add Subpool Copy Move Share		TA-A Assistant
	 2 Import Pool Test	2 Tiffany Stull
3	Copy Remove me	

Your pool will now be available in the *Question Pools* list of each person with whom you shared it and they have full editing privileges in the question pool. However, they cannot delete your pool or share it with anyone else.

For someone who has been granted access to a pool:

1. The shared pool and the questions in it can be edited by clicking on its name.
2. The *Owner* column displays the pool owner's name. The pool owner can revoke access to their pool at any time (see below for [how to revoke access](#)).
3. The person who has been granted access to the pool can **Copy** the whole pool or some of its questions to another pool, or remove the shared pool from their own *Question Pools* list by selecting **Remove me**.

 **Tip:** If you want to share a question pool but are afraid of the sharing recipient modifying or deleting your questions, [copy the question pool](#) first and share the new copy of the pool.

Revoke access to a question pool.

The owner of a shared question pool can remove other people from it at any time.

Select Share.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer C](#)

Pool Name



Import Pool Test

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Math Questions

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Questions Grouped by Type

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)


Under the name of the pool, select **Share**.

Revoke access.

Site Members with access to Math Questions

Name	Role 	Revoke access
TA Assistant	Teaching Assistant	<input type="checkbox"/>
PI Instructor	Instructor	<input checked="" type="checkbox"/>
Tiffany Stull	Instructor	<input type="checkbox"/>
Mystery Theatre	anonymous_access	<input type="checkbox"/>

Site Members without access to Math Questions

Name 	Role	Grant access
PI-G Instructor	Instructor	<input type="checkbox"/>
PI-P Instructor	Instructor	<input type="checkbox"/>
SI Instructor	Secondary Instructor	<input type="checkbox"/>
SI-A Instructor	Secondary Instructor	<input type="checkbox"/>
Trisha Gordon	Secondary Instructor	<input type="checkbox"/>

2

Update

Cancel

1. Site participants with whom the question pool is shared are listed under *Site Members with access to [Pool Name]*, where *[Pool Name]* is the name of your question pool. In the *Revoke*

access column, select the check box(es) for the individual(s) with whom to stop sharing the pool.

2. At the bottom of the page, select **Update**.

Note: Some people with access to a question pool might not be instructors in the current site.

Site Members with access to Math Questions

Name	Role	Revoke access
1 Assistant	Teaching Assistant	<input type="checkbox"/>
TA-A Assistant	Student	<input type="checkbox"/>
PI Instructor	Instructor	<input type="checkbox"/>
2 y Stull	Instructor	<input type="checkbox"/>
Mystery Theatre	anonymous_access	<input type="checkbox"/>

This Student is a Teaching Assistant in another UVACollab site where you shared the question pool with them.

The pool is shared with this instructor, who is not a member of the UVACollab site where you are viewing the question pool.

- i** Unlike assessments in *Tests & Quizzes*, which are stored in specific UVACollab sites, you can view question pools in any site where you have an administrative role (i.e., *Instructor*, *Secondary Instructor*, or *Teaching Assistant* in a **course site**, *Owner* or *Administrator* in a **collaboration site**).

This means that if you share a question pool via *Tests & Quizzes* in one UVACollab site, then you access the same question pool via a **different** UVACollab site, some people with access to the pool may be listed with a different *Role* than an administrative role. For example:

1. You might have a *Teaching Assistant* (TA) with whom you share a question pool in one of your course sites. Your TA is also a student taking another class you teach. You access the question pool in the site where the TA is a student. In the *Role* column, *Student* displays.
2. If you shared a question pool with someone who is not a member of the UVACollab site from which you have currently accessed the pool, that person will be listed with the role of *anonymous_access*.

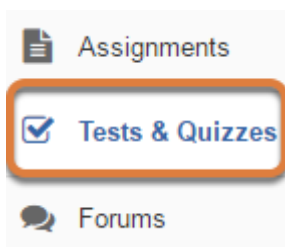
How do I transfer ownership of a question pool?

You can give a question pool or subpool that you have created to someone else.

For steps to share a question pool with someone and retain ownership of the pool, see [How do I share or revoke access to a question pool?](#)

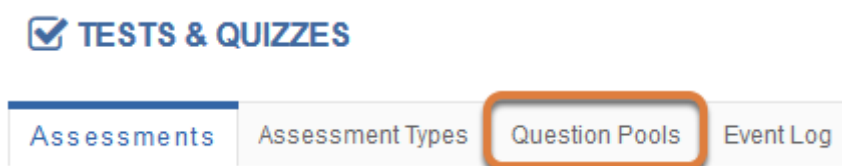
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.




Select the Question Pools tab.



Select Transfer Ownership.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Own
 Import Pool Test Add Subpool Copy Move Share	Tiffa
 Math Questions Add Subpool Copy Move Share	Tiffa

Select the pool(s) or subpool(s) to transfer.

Transfer Ownership

☐ Select All Pools 1

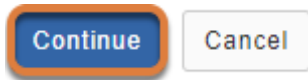
Pool Name 
<input type="checkbox"/> Import Pool Test
<input checked="" type="checkbox"/> Math Questions
<input checked="" type="checkbox"/> Calculated Questions
<input checked="" type="checkbox"/> Advanced Calculated Questions 2
<input checked="" type="checkbox"/> Simple Calculated Questions
<input checked="" type="checkbox"/> Numeric Response Questions
<input type="checkbox"/> Questions Grouped by Type

Check the box(es) for the pool(s) or subpool(s) to transfer. You can either:

1. Check the **Select All Pools** box above the table,
2. OR check a box to the right of a specific pool or subpool.

Note: If you select to transfer a pool that includes subpools, its subpools will automatically be selected.

At the bottom of the page, select Continue.



Enter the user ID of the pool recipient.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

1

2

1. In the box provided, enter the **user ID** of the selected question pool's new owner. Their user ID will be their UVA computing ID (e.g., **mst3k**) or their email address if they are a non-UVA guest participant.
2. Select **Continue**.

Confirm the transfer.

Transfer Ownership

1

Ownership of the following pools will be transferred to **Mystery Theatre (mst3k)**

2

Pool Name	Owner	Last Modified	Questions	Subpools
Math Questions	Tiffany Stull	08/01/2017	0	2
Calculated Questions	Tiffany Stull	08/01/2017	0	2
Advanced Calculated Questions	Tiffany Stull	08/01/2017	2	0
Simple Calculated Questions	Tiffany Stull	08/01/2017	3	0
Numeric Response Questions	Tiffany Stull	01/02/2018	2	0

3

Transfer Ownership

Back

Cancel

A summary page will display:

1. The person to whom the pool(s) will be transferred,
2. A table listing the question pool(s) and/or subpool(s) to be transferred, their current owner, last modified date, and the number of questions and subpools contained within each pool/subpool.
3. At the bottom of the page, select **Transfer Ownership** to confirm.

View remaining question pools and subpools.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Own](#)

Pool Name 



Import Pool Test

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Questions Grouped by Type

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

Transferred pool used to be here.

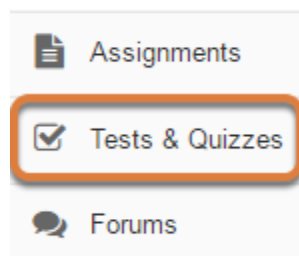


You will be returned to your list of question pools. The transferred pool(s) and/or subpool(s) will no longer be available to you.

How do I allow a student to retake a test or quiz?

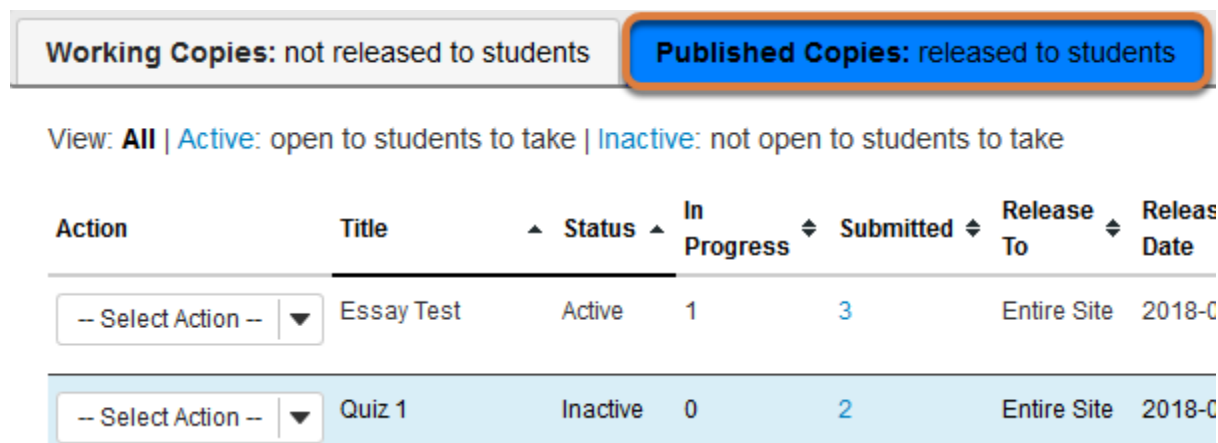
If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

A screenshot of a web interface showing two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students'. The 'Published Copies' tab is selected and highlighted with an orange box. Below the tabs, there is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. Below the filter is a table with the following data:

Action	Title	Status	In Progress	Submitted	Release To	Release Date
<div>-- Select Action --</div>	Essay Test	Active	1	3	Entire Site	2018-0
<div>-- Select Action --</div>	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div></div>	Essay Test	Active	1	3	Entire Site	2018-0
	Quiz 1	Inactive	0	2	Entire Site	2018-0
	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Submission Status tab.

Submission Status: Essay Test

Submission Status

Total Scores

Questions


Statistics

Under the student's name, select Allow retake.

Max Score Possible: 100

View Entire Site ▼

Search Student name or ID Find Clear

Name 	UserID
Student, Five Email Allow retake?	tls6u-stu5
Student, Four Email Allow retake?	tls6u-stu4
Student, One Email	tls6u-stu1

The list of students will display. Under the name of the student who needs to retake the assessment, select **Allow retake?**

Note:

- An assessment must be **Active** (i.e., the **due** or **late submission** date must be in the future) for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?](#)
- If a student has an incomplete submission with time available on it, they can continue taking the assessment. The instructor will not have the option to **Allow retake** for that student.
- Allowing a retake gives the student a new, blank copy of the assessment to take.

Select Retake to confirm.

Retake Assessment

Are you sure you want to allow Five Student to submit one more time?

Retake

Cancel

On the *Retake Assessment* screen, select **Retake** to confirm allowing the retake.

View Submission Status.

Submission Status

Total Scores

Questions

Statistics

Item A

Max Score Possible: 100

View

Entire Site



Search

Student name or ID

Find

Clear

Student with new submission available

Name	UserID
Student, Five Email	tls6u-stu5
Student, Four Email Allow retake?	tls6u-stu4

You will be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the assessment.

How do I grade in Tests & Quizzes?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

- [View Frequently Asked Questions about grading tests and quizzes.](#)
- [Skip to the steps for entering score adjustments and comments.](#)

For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I give same score \(e.g., 0\) to all students with no submission to an assessment?](#)
- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)
- [How do I download submissions to File Upload questions?](#)
- [How do I export a spreadsheet with assessment scores and student responses?](#)

Frequently Asked Questions

- 1. My assessment grades are not displaying in the Gradebook! How do I get them there?**
To send your assessment scores to the *Gradebook* so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in *Tests & Quizzes*, see [What are the Grading and Feedback options for an assessment?](#)
- 2. How do I give a grade to students with no submission?**
Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you will need to enter a 0 for their grade. You can either assign a zero to a specific student who did not submit, as described below: [Enter score adjustment and comments](#), or you can [give same score \(e.g., 0\) to all students with no submission to an assessment](#).
- 3. I accidentally gave a student a grade for a quiz they should not have taken. How do I fix it?**
Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

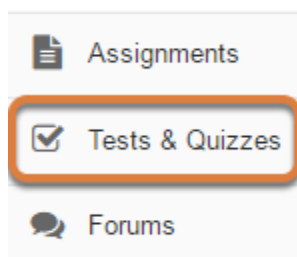
How do I view and adjust scores?

- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

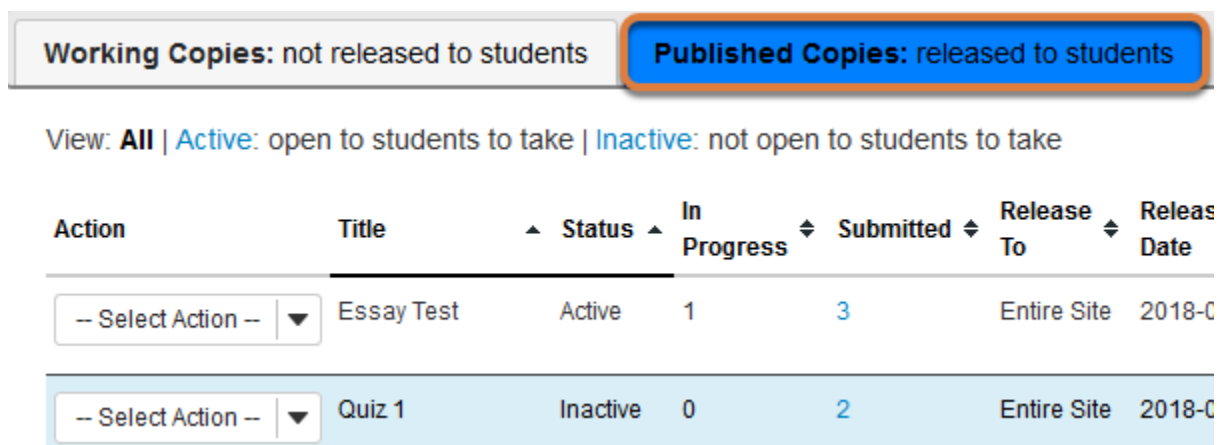
Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

A screenshot of the 'Published Copies' tab in a web application. At the top, there are two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students', with the latter being selected and highlighted with an orange border. Below the tabs, there is a view selector: 'View: All | Active: open to students to take | Inactive: not open to students to take'. Below this is a table with columns: Action, Title, Status, In Progress, Submitted, Release To, and Release Date. The table contains two rows: 'Essay Test' (Active, 1 In Progress, 3 Submitted, Entire Site, 2018-0) and 'Quiz 1' (Inactive, 0 In Progress, 2 Submitted, Entire Site, 2018-0). The 'Quiz 1' row is highlighted with a light blue background.

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action -- ▼	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action -- ▼	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div>	Essay Test	Active	1	3	Entire Site	2018-01-01
	Quiz 1	Inactive	0	2	Entire Site	2018-01-01
	Quiz 2	Inactive	0	0	Entire Site	2018-01-01

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

View Total Scores.

Max Score Possible: 100

Apply This Score

to all participants with "No Submission".

View

Highest Submission

 for

Entire Site

Search

Student name or ID

Find

Clear

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

Once students have submitted an assessment, the *Total Scores* screen displays the initial score each student received for auto-graded questions (such as multiple choice and true false).

You will need to manually score other question types such as short answer/essay questions, file uploads, and audio recordings. After grading these questions, the scoring changes will be reflected on the *Total Scores* screen.

For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)

Display multiple submissions for student(s) (Optional).

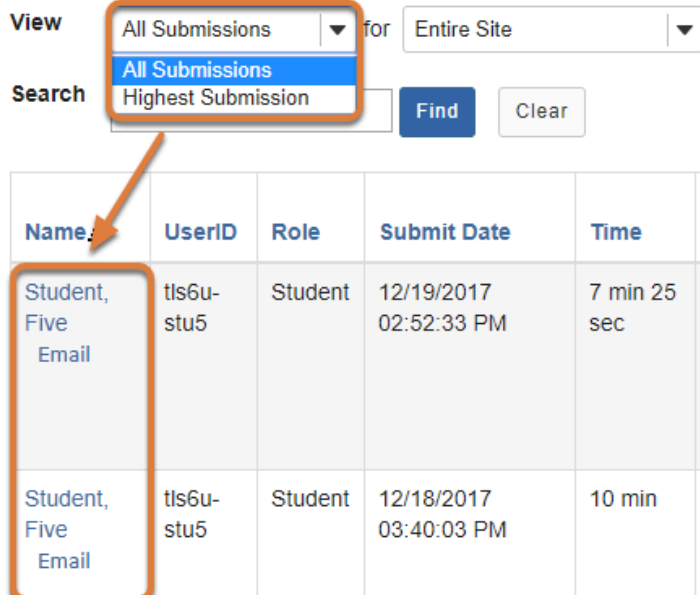
Max Score Possible: 100

Apply This Score to all participants with "No

Submission".

View for

Search
 Find **Clear**




Names	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Five Email	tls6u-stu5	Student	12/18/2017 03:40:03 PM	10 min	48

By default, the submission that displays for each student will be based on your assessment's [Recorded Score](#) setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Enter score adjustment and comments.

Name 	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90	<input type="text" value="0.0"/>	90	<div><div></div><div>Add Attachments</div></div>
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	<div><div>Requires student submission</div></div>
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	80 1	<input type="text" value="5"/>	80 2	<div><div>5 bonus points from extra credit question.</div><div>3 Add Attachments</div></div>

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the *Adjustment* column to add or subtract points from the student's overall score. The *Final Score* column will display the adjusted score after you save your changes. For a student who did not submit, but should receive a score of 0, enter a 0 in the *Adjustment* column.
2. If desired, you can use the *Comments for Student* column to provide additional feedback.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Note:

- For students to access any comments or attachments you add, **Grader's Comments** will need to be selected in the [Feedback Settings](#).
- Comments cannot be added within the *Tests & Quizzes* tool for students with no submission and they do not have access to feedback for assessments they did not submit. To provide comments to a student with no submission, you might upload a file with comments to their folder in [File Drop](#). To print an answer key to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)

Save your changes.



Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

How do I grade Tests & Quizzes submissions by student?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

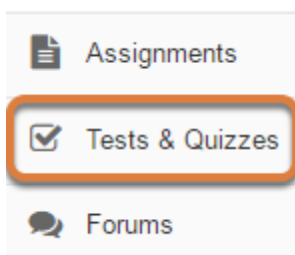
For information on other grading options, such as how to enter scores for students who did not submit, or how to grade by question, see [How do I grade Tests & Quizzes?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

View Total Scores.

Max Score Possible: 100

Apply This Score to all participants with "No Submission".

View for

Search

Name 	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

Once students have submitted an assessment, the *Total Scores* screen displays the initial score each student received for auto-graded questions (such as multiple choice and true false).

You will need to manually score other question types such as short answer/essay questions, file uploads, and audio recordings. After grading these questions, the scoring changes will be reflected on the *Total Scores* screen.

Display multiple submissions for student(s) (Optional).

Max Score Possible: 100

Apply This Score to all participants with "No

Submission".

View for

Search
 Find **Clear**



Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Five Email	tls6u-stu5	Student	12/18/2017 03:40:03 PM	10 min	48

By default, the submission that displays for each student will be based on your assessment's [Recorded Score](#) setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Select a student.

Max Score Possible: 100

Apply This Score to all participants with "No Submission".

View for

Search **Find**

Name 	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	80

Select the student's name to view their submission.

Note: If a student has made multiple submissions to the assessment, you must select the student's name to the left of a specific submission to view it.

View and enter grades/comments for the individual student.

On the individual student's submission screen, you may enter or modify grades and comments for any of the questions in the assessment as described below. You may also add attachments to provide additional feedback for a particular question if desired.

Note:

- To allow students to access comments entered for the assessment overall, **Grader's Comments** will need to be selected in the [Feedback Settings](#). To allow students to see

comments or attachments you enter for a specific question, **Grader's Comments** AND **Student Response** will need to be selected in the [Feedback Settings](#).

- Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

Enter comments for the assessment overall.

One Student

Submission Status	Total Scores	Questions	Statistics
-------------------	--------------	-----------	------------

Essay Test

Comments for
Student:



You can use the *Comments for Student* box at the top of the student's grading screen to add comments regarding the student's performance.

View and enter grades and comments for individual questions.

Each question will display with the automatic score the student received and the student's response. Automatically-graded questions, such as Multiple Choice, True False, and Matching, will also include an *Answer Key*.

Enter grades and comments for manually-graded questions.

2
Question 1 of 10: 0.0 / 10.0 Points

1
Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

1
Je suis allé à Richmond où j'ai joué au football américain avec mes amis. Je suis allé au cinéma et j'ai vu le nouveau Star Wars. J'ai parti de chez moi pour rendre visite à mes parents. Quand je suis arrivé chez eux, j'ai dormi toute la journée.

3
Comments for Student:


Attachments

No Attachment(s) yet

Add Attachments 4

For manually-graded questions, including short answer/essay, file upload, or student audio response questions, the automatic score will always be **0 points**.

1. Review the student's response to the question. Responses display for the different types of questions as follows:
 - **Short Answer/Essay** - The student's answer will display underneath the question text.
 - **File Upload** - A link will be available that you can select to download the submitted files.
 - **Student Audio Response** - Depending on your internet browser settings, you will either have the option to play back the student's response underneath the question text or download the file to play in a media player on your computer.
2. Enter a score in the corresponding *Points* box.
3. If desired, you can use the *Comments for Student* box to provide feedback on their answer.
4. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

 **Tip:** You can download file upload submissions from multiple students simultaneously by following the steps in [How do I download submissions to file upload questions?](#)

View and/or edit automatically-graded questions' scores and add comments (optional).

Question 10 of 10: / 10.0 Points

Le 14 juillet est la Fête Nationale de France.

☒ True
☐ False

Answer Key: True

Comments for Student:

Attachments

No Attachment(s) yet

Add Attachments

1. If desired, you can modify an automatically-graded score by entering a new score in the corresponding *Points* box.
2. You can use the *Comments for Student* box to provide feedback on their answer.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Save your changes.

Update Cancel

Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

View new scores.

Max Score Possible: 100

Apply This Score

to all participants with "No

Submission".

View

Highest Submission



for

Entire Site



Search

Student name or ID

Find

Clear

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

On the *Total Scores* screen, the student's score will now include the points awarded for manually-graded questions.

How do I grade Tests & Quizzes submissions by question?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

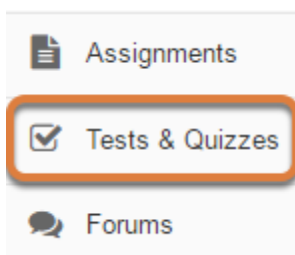
For information on other grading options, such as how to enter scores for students who did not submit, or how to grade by student, see [How do I grade Tests & Quizzes?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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

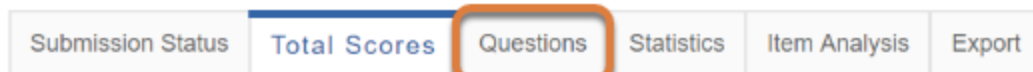
View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

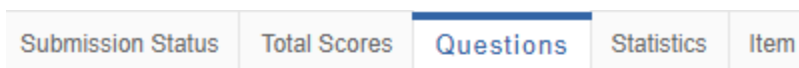
Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Questions tab.



Select the question.



Part 1: **Q1** | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10

Part 1: Question 1 - Short Answer/Essay (10.0 Points)

Using the verbs provided, write five sentences in the passé conjugated with avoir and others with être. Verbes: aller, ar

From the list of question numbers, select the question to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Enter grades and/or comments.

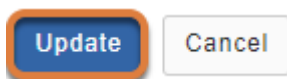
Name 	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Student, Five Email	tls6u-stu5	Student	12/19/2017	10	Je suis allé à Richmond ou j'ai joué au football américain avec mes amis. Je suis allé au cinéma et j'ai vu le nouveau Star Wars. J'ai parti de chez moi pour rendre visite à mes parents. Quand je suis arrivé chez eux, j'ai dormi toute la journée.	Bon travail! 
Student, One Email	tls6u-stu1	Student	12/18/2017	9.5	Je suis allé au cinéma avec mes amis. Je suis resté chez moi. J'ai dormi beaucoup! J'ai visité ma grand-mère. J'ai parti pour la plage.	Good job on the conjugations! Minus 0.5 points for using the false cognate - <u>visiter</u> is for a place, <u>rendre visite à</u> is for a person. 

1. In the *Score* column, enter the points each student received for the question.
2. If desired, you can use the *Comments for Student* column to provide feedback on their answer.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Note:

- If you are grading a file upload question, you can [download all students' submissions at once to grade them](#).
- For students to see any comments or attachments you add, **Grader's Comments AND Student Response** will need to be selected in the [Feedback Settings](#).
- Comments cannot be added within the *Tests & Quizzes* tool for students with no submission and they do not have access to feedback for assessments they did not submit. To provide comments to a student with no submission, you might upload a file with comments to their folder in [File Drop](#). To print an answer key to an assessment to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)

Save your changes.



Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

How do I download submissions to file upload questions?

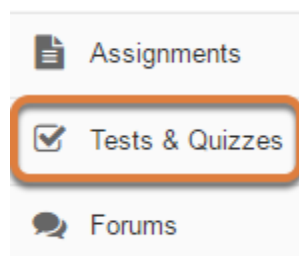
If your assessment has **file upload** questions, you can download all submissions to them simultaneously (e.g., to add inline comments, or for ease of reading certain types of files from your computer.)

You can either:

- [Download submissions to multiple file upload questions simultaneously.](#)
- [Or download all submissions to a specific file upload question. If your assessment allowed for multiple submissions, or a student submitted a retake, use this option to download all submissions from every student.](#)

For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

-- Select Action --

-- Select Action --

Scores

Edit

Preview

Print

Settings

Remove

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

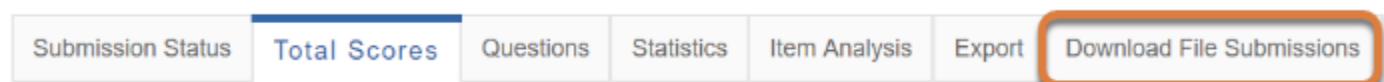
Download submissions to multiple file upload questions simultaneously.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), downloading submissions to multiple questions will only obtain the files from one of each student's attempts. The files that get downloaded for a particular student depend on the assessment's [Recorded Score](#) setting and whether or not other questions were awarded points in any of the student's attempts, as follows:

- **Highest score recorded AND at least one question was graded (either automatically or manually) in at least one submission:** Files downloaded will be those that were uploaded to the submission currently having the most points assigned to it.
- **Highest score recorded and no submissions have grades:** Files downloaded will be from the student's most recent submission to the assessment.
- **Last score recorded:** Files downloaded will be from the student's most recent submission to the assessment.
- **Average score recorded:** Files downloaded will be from the student's most recent submission to the assessment.

To download files uploaded during multiple attempts at the assessment, use the method described below to [Download all submissions to a specific file upload question](#).

Select the Download File Submissions tab.



Note: The **Download File Submissions** tab is only available in an assessment's grading screens if the assessment includes at least one file upload question.

Select question(s) and download their submissions.

Download responses to

1

☐ Part 1: Question 1 - File Upload

Upload an essay in which you describe your experience with the book.

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, cover, etc.)

☐ Part 1: Question 1 - File Upload

Please read the attached Word document containing the questions and choose your response. Upload your response here.

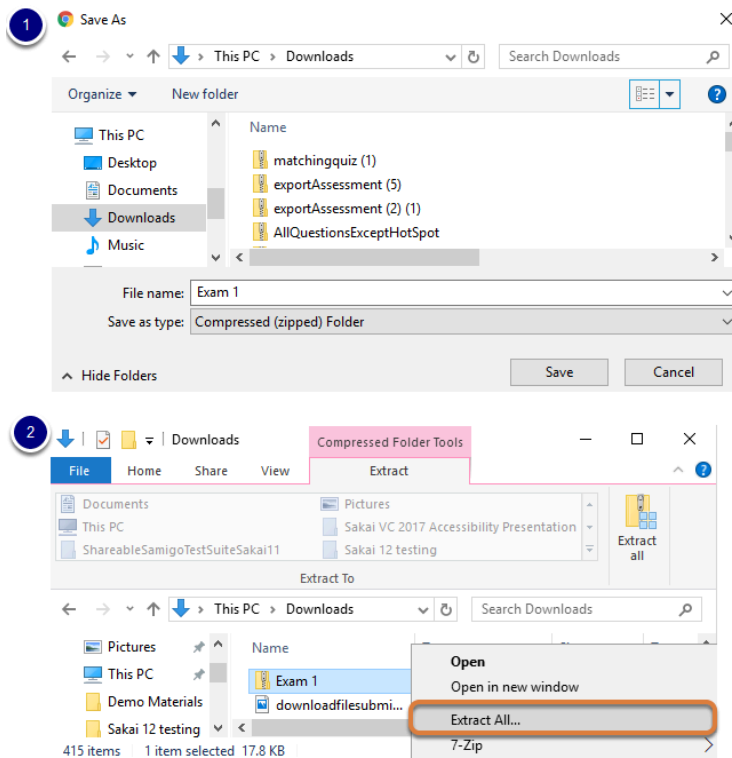
2 ☒ for entire site

☐ for selected section(s)/group(s)

3

1. Use the **Select All** link to select all file upload questions in the assessment to download responses OR select the check box(es) for specific question(s) containing submissions to download.
2. By default, submissions for all site participants are downloaded. To download submissions from specific course rosters or groups, choose **for selected section(s)/group(s)**, then select the group(s) whose submissions should be downloaded.
3. Select **Download**.

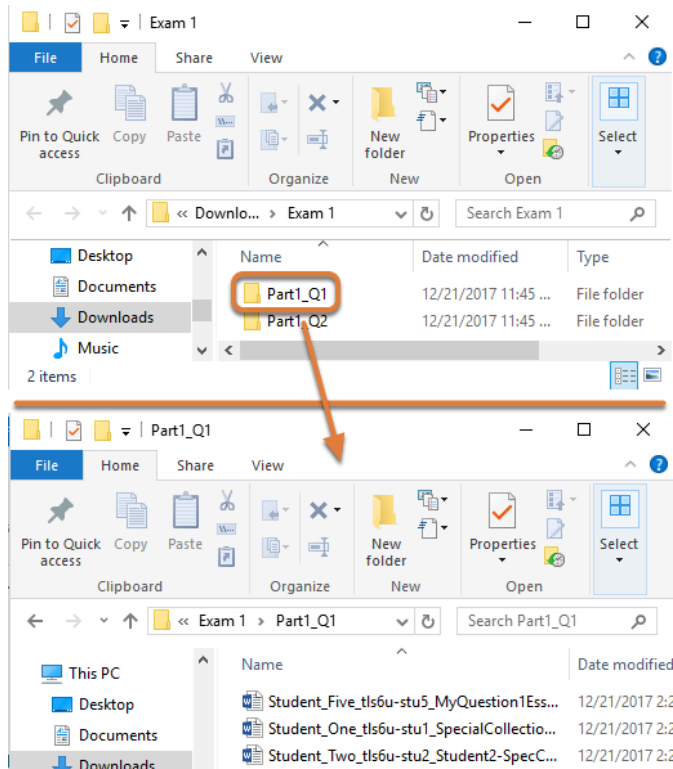
Save and unzip the ZIP file.



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file.

Note: How you unzip the file depends on your computer's operating system and configuration. Pictured above is a file being unzipped in Windows 10 by right-clicking on it and choosing **Extract All...** For a screen shot of a file being unzipped on a Mac, see the step below: [Save and unzip the ZIP file.](#)

Open the folder to access submissions.

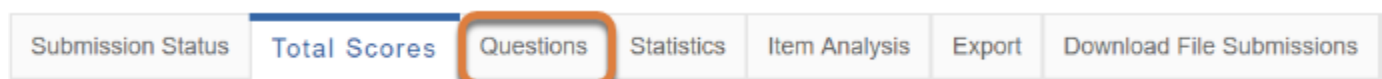


The unzipped folder contains a folder for each question with downloaded submissions. The folder name is the [part](#) of the assessment where the question is located, followed by an underscore, a letter Q, and the question number within the part (e.g., **Part1_Q1**).

Inside each question folder, each file is identified with the student's last and first name, followed by an underscore, then the student's user ID (UVA computing ID or non-UVA guest email account), another underscore, and the original name of the file they uploaded (e.g., **Student_Five_tls6u-stu5_MyQuestion1Essay.docx**).

Download all submissions to a specific file upload question.

Select the Questions tab.



Select the file upload question.

Submission Status Total Scores **Questions** Statistics

Part 1: Q1 **Q2**

Part 1: Question 2 - File Upload (50.0 Points)

From the list of question numbers, select the question from which to download responses. Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**).

Display multiple submissions for student(s). (Optional)

View **All Submissions** for Entire Site

Download Responses Search Student name or ID Find Clear

Viewing 1 - 4 of 4 items

|< < Show all > >|

Point 1

Name	UserID	Role	Date	Score	Student Response
Student, Five Email	tls6u-stu5	Student	12/21/2017	0	EssayPrompt2.docx(11.53 KB)
Student, One Email	tls6u-stu1	Student	12/21/2017	0	Student1-EssayPrompt1.docx(11.5 KB)
Student, One Email	tls6u-stu1	Student	12/21/2017	0	Student1-EssayPrompt1.docx(11.5 KB)

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can download all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Select Download Responses.

View for

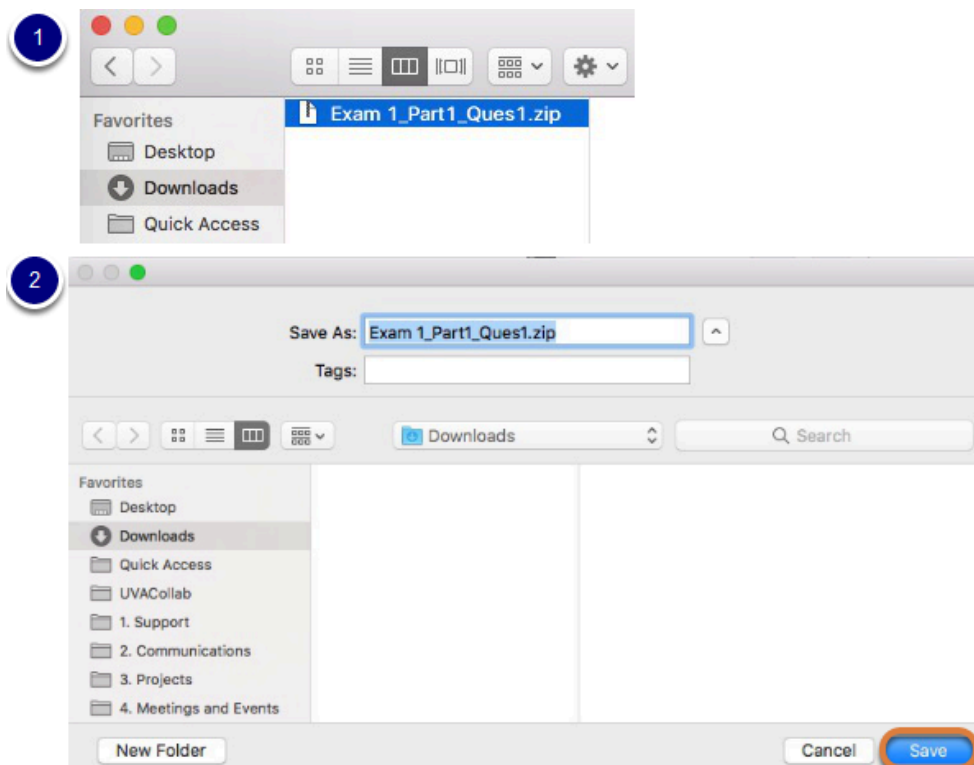
Download Responses Search

Viewing 1 - 4 of 4 items

Point 1

Name	UserID	Role	Date	Score	Stu
Student, Five Email	tls6u-stu5	Student	12/21/2017	<input type="text" value="0"/>	Ess

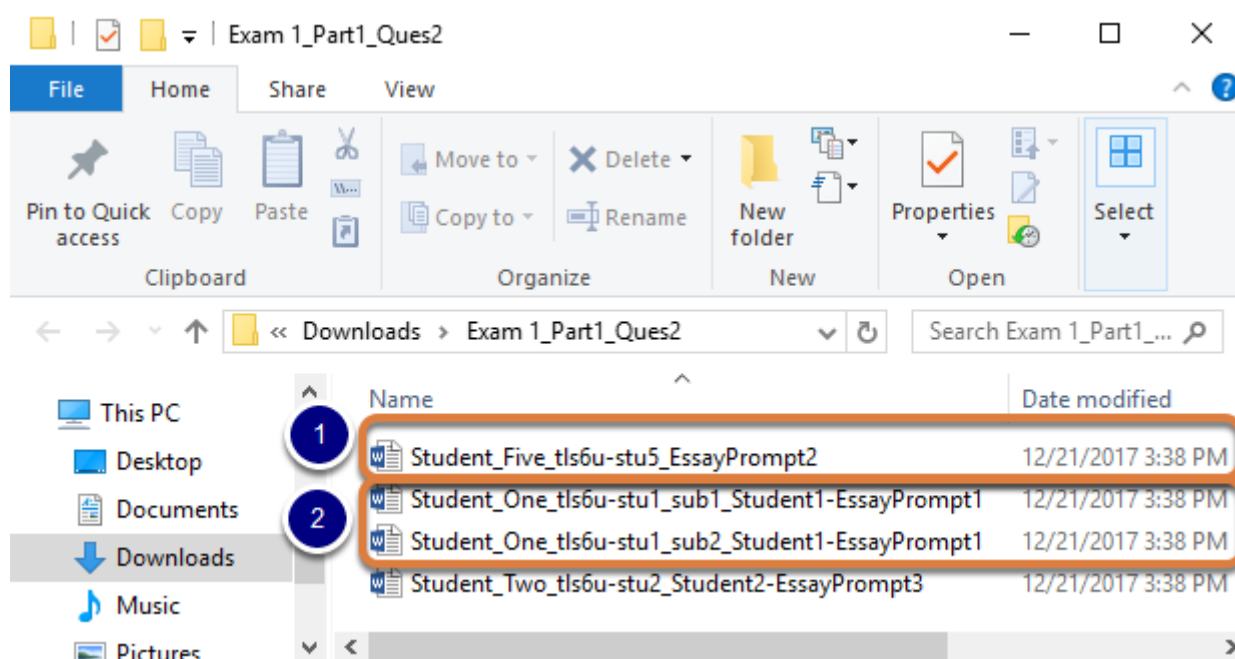
Save and unzip the ZIP file.



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file.

Note: How you unzip the file depends on your computer's operating system and configuration. Pictured above is a file being unzipped on a Mac by double-clicking on it. For a screen shot of a file being unzipped on a Windows computer, see the step above: [Save and unzip the ZIP file.](#)

Open the folder to access submissions.



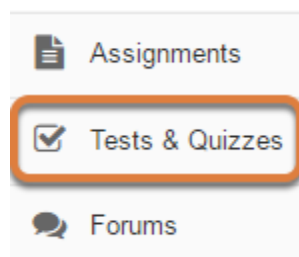
1. Inside the folder, each file is identified with the student's last and first name, followed by an underscore, then the student's user ID (UVA computing ID or non-UVA guest email account), another underscore, and the original name of the file they uploaded (e.g., **Student_Five_tls6u-stu5_EssayPrompt2.docx**).
2. If you chose **View All Submissions** before downloading the files, and a student submitted the assessment more than once, files uploaded by that student will also include **sub** and the number of the submission where each file was uploaded. For example, if a student named **One Student** has two submissions, with one file uploaded during each submission, the file names might be: **Student_One_tls6u-stu1_sub1_Student1-EssayPrompt1.docx** and **Student_One_tls6u-stu1_sub2_Student1-EssayPrompt1.docx**.

How do I export a spreadsheet with assessment scores and student responses?

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the [Total Scores](#) screen.

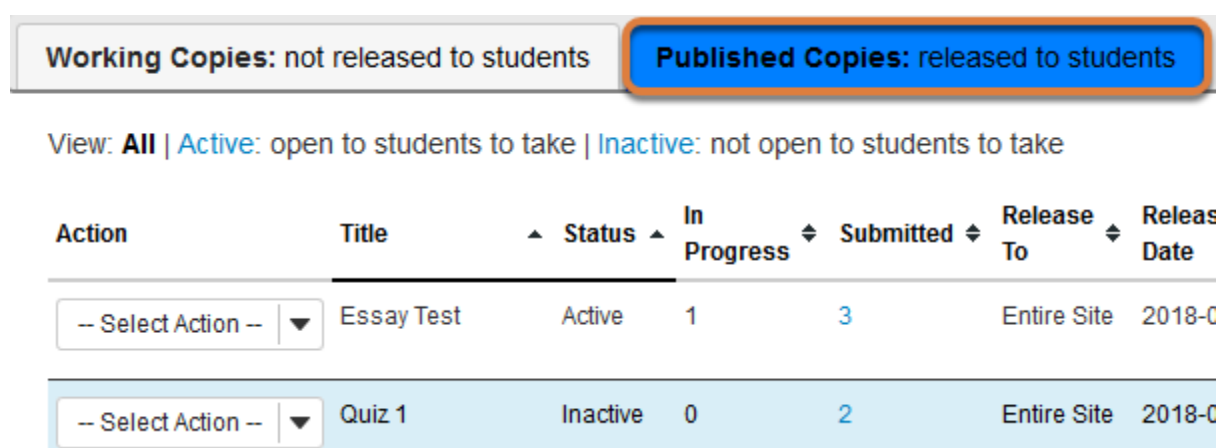
For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

A screenshot of a web interface showing two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students', with the latter highlighted by an orange border. Below the tabs is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. A table follows with columns: Action, Title, Status, In Progress, Submitted, Release To, and Release Date. The table contains two rows: 'Essay Test' (Active, 1 In Progress, 3 Submitted, Entire Site, 2018-0) and 'Quiz 1' (Inactive, 0 In Progress, 2 Submitted, Entire Site, 2018-0).

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div></div>	Essay Test	Active	1	3	Entire Site	2018-0
	Quiz 1	Inactive	0	2	Entire Site	2018-0
	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Export tab.

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

On the following screen, select Export.

Submission Status

Total Scores

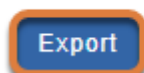
Questions

Statistics

Item Analysis

Export

Click Export to export and download all assessment responses in Excel format.



Select the **Export** button.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

1	2	3	4	5	6		
A	B	C	D	E	F	G	H
Last Name	First Name	User Name	Order of Submission	Final Score	Grader's Comments	Part 1, Question 1	Part 1, Question 2
Student	Five	tls6u-stu5	1	48		Je suis a	
Student	Five	tls6u-stu5	2	100		Je suis alle	Bon travail
Student	Four	tls6u-stu4	No submission				
Student	One	tls6u-stu1	1	89.5		Je suis alle	Good job c
Student	Three	tls6u-stu3	No submission				
Student	Two	tls6u-stu2	1	80		Je suis alle	

The resulting spreadsheet includes:

1. The students' names,
2. The students' user names (the student's UVA computing ID, or their email address if they are a non-UVA guest participant),
3. The number of the assessment submission (if multiple submissions were allowed),
4. The students' final scores for the test,
5. Any *Grader's comments* you entered for students in the *Total Scores* screen,
6. The students' responses to each question.



Note: Certain question types, such as **file upload** questions and **student audio response** questions, will not be able to display answers in the spreadsheet.

How do I give the same score (e.g., 0) to all students with no submission to an assessment?

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

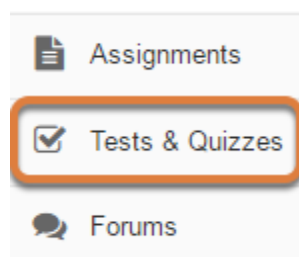
Video Guide

Step-by-Step Instructions

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

For information on manually grading individual student submissions or questions, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Enter a score to assign to all students with No Submission.

Max Score Possible: 100

Apply This Score

to all participants with "No Submission".

View Highest Submission ▼ for Entire Site ▼

Search

Find Clear

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-

Enter a point value, e.g. 0, in the box to *Apply this score to all participants with "No Submission"*.

Select Apply This Score.

Max Score Possible: 100

Apply This Score to all participants with "No Submission".

View for

Search

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-

Selecting **Apply this score** saves the change to the score of ALL students with *No Submission*.

! **WARNING:** Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment using this feature, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

View scores.

View Highest Submission ▼ for Entire Site ▼

Search Student name or ID Find Clear

Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100	0.0	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-	0	0
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5	0.0	89.5
Student, Three Email	tls6u-stu3	Student	No Submission	n/a	-	0	0

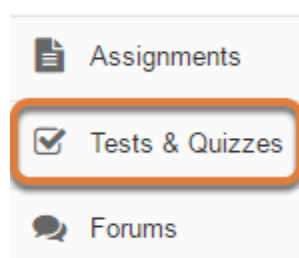
All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

How do I view statistics about a completed assessment?

You can view statistical information about student submissions to an assessment, such as average scores and standard deviation.

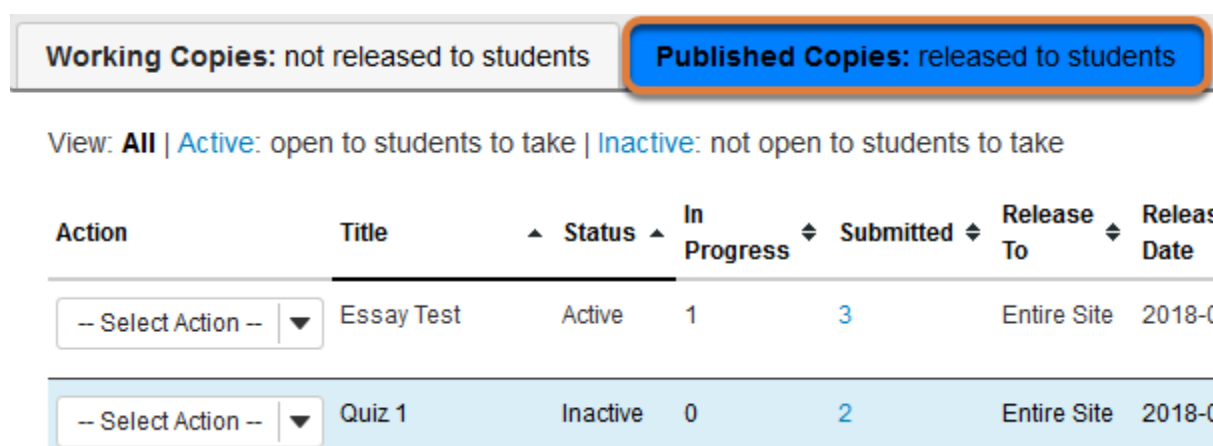
For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

A screenshot of a web interface showing two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students'. The 'Published Copies' tab is selected and highlighted with an orange border. Below the tabs, there is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. Below the filter is a table with the following columns: Action, Title, Status, In Progress, Submitted, Release To, and Release Date. The table contains two rows of data.

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action -- ▼	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action -- ▼	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div></div>	Essay Test	Active	1	3	Entire Site	2018-0
	Quiz 1	Inactive	0	2	Entire Site	2018-0
	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Statistics tab.

Submission Status

Total Scores

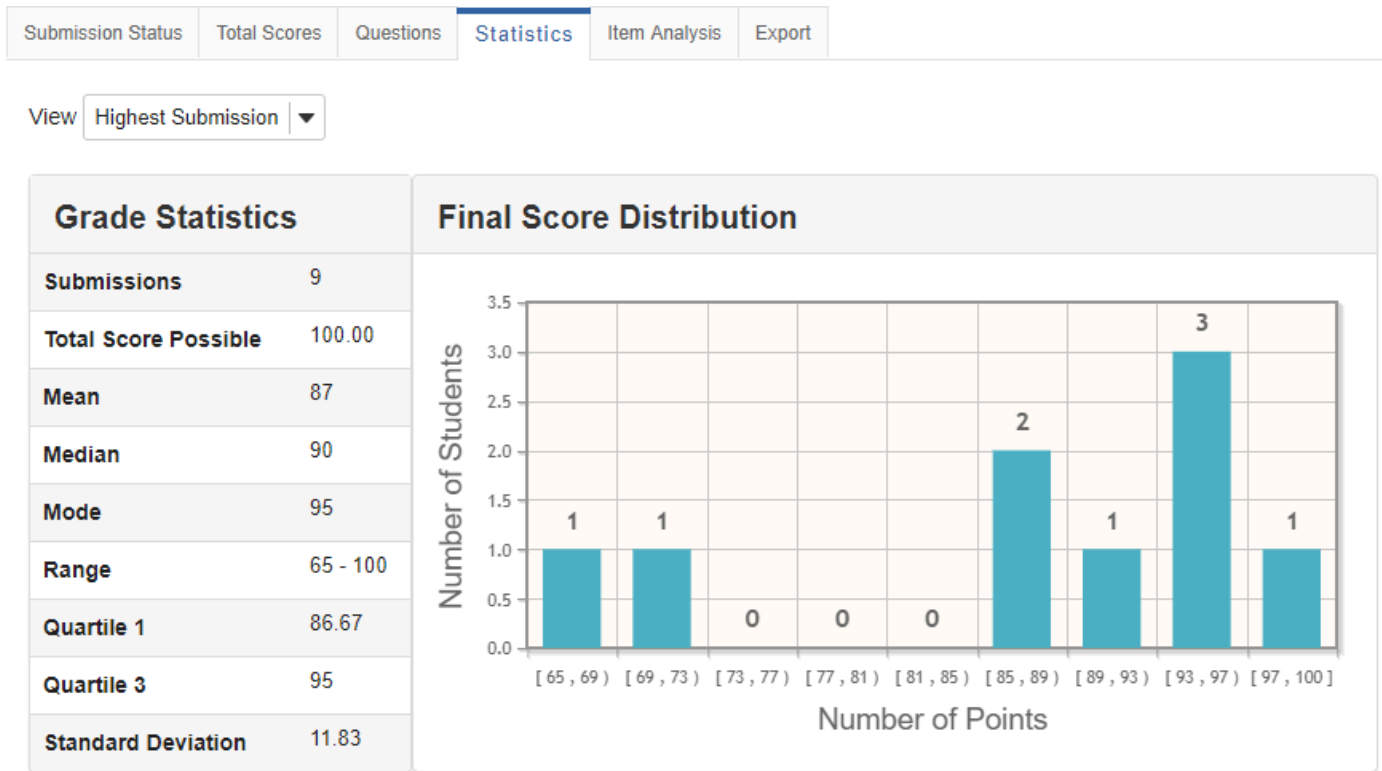
Questions

Statistics

Item Analysis

Export

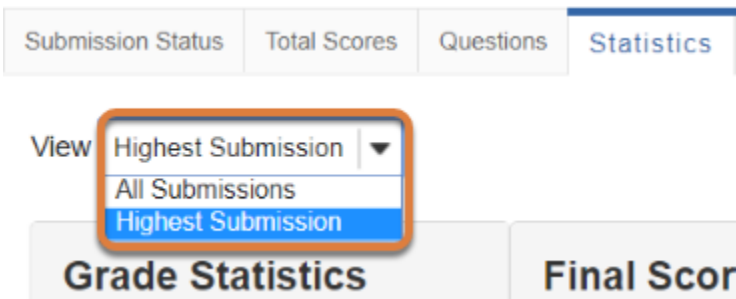
View Statistics page.



The *Statistics* page displays information including the number of students who submitted the assessment, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered automatically-graded questions correctly.

Below are descriptions of the various elements on this page.

View Options



If the assessment allowed multiple submissions, or a student submitted a [retake](#), two *View* options may be available on the *Statistics* page:

- The **Highest** or **Last Submission**
- **All Submissions**

Available view options depend on the assessment's [Recorded Score](#) setting; for example, if the **highest score** was recorded, the **Highest Submission** displays by default. If the **average score** was recorded, **All Submissions** will be the only option available on the *Statistics* page.

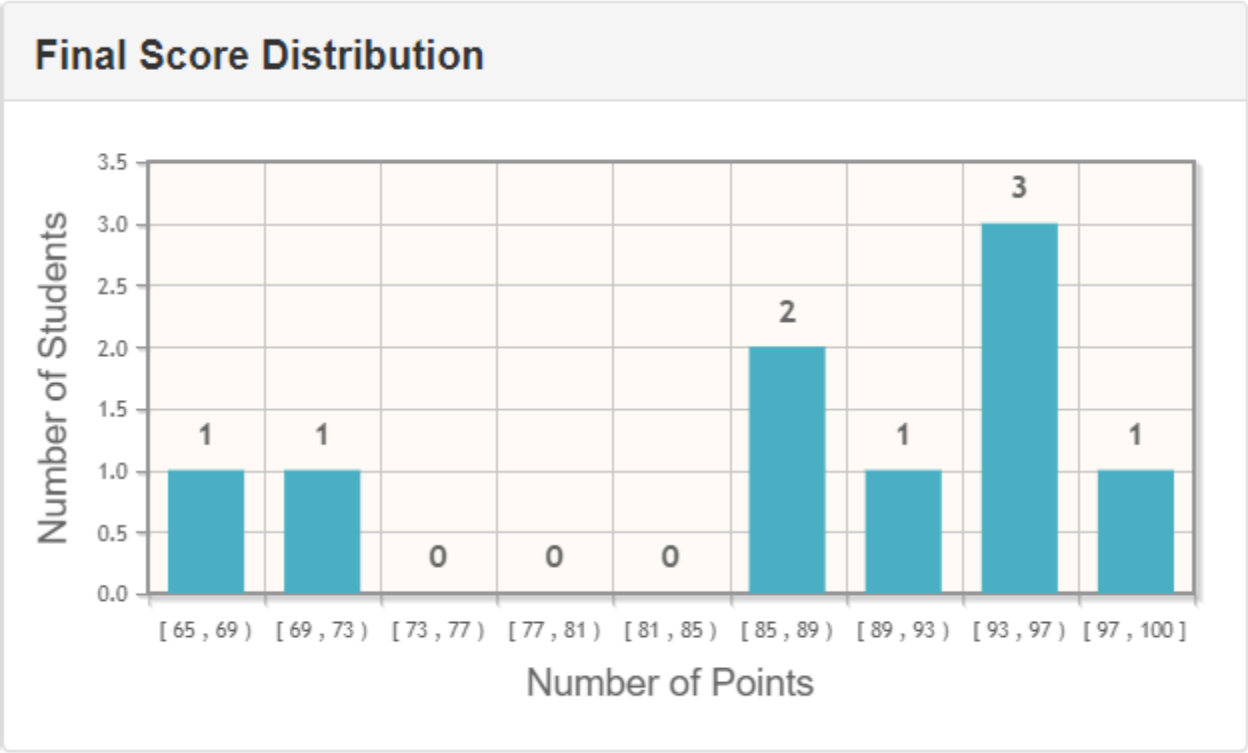
Grade Statistics

Grade Statistics		
1	Submissions	9
2	Total Score Possible	100.00
3	Mean	87
4	Median	90
5	Mode	95
6	Range	65 - 100
7	Quartile 1	86.67
8	Quartile 3	95
9	Standard Deviation	11.83

The *Grade Statistics* table includes the following. Example values below are for a quiz where 9 students earned the following scores: 65, 70, 86.67, 88, 90, 93.34, 95, 95, 100.

1. **Submissions:** The total number of student submissions to the assessment, e.g., 9.
2. **Total Score Possible:** The assessment's total point value, e.g., 100.
3. **Mean:** The average of all the scores students earned, e.g., 87.
4. **Median:** The middle score among the set of scores that students earned, e.g., 90.
5. **Mode:** The score that was earned by the most students, e.g., 95. More than one value may display for the *Mode* if the same number of students earned different scores.
6. **Range:** The lowest and highest scores that students earned, e.g., 65 - 100.
7. **Quartile 1:** When all the students' scores are listed in order from least to greatest, the middle number in the lower half of the scores earned, e.g., 86.67.
8. **Quartile 3:** When all the students' scores are listed in order from least to greatest, the middle number in the upper half of the scores earned, e.g., 95.
9. **Standard Deviation:** A value that indicates how much most students' scores vary from the average (mean) score. For example, with a *Standard Deviation* of 11.83, students in the class tended to earn an average of approximately 11.83 points more or less than the mean of 87 points.

Final Score Distribution



The *Final Score Distribution* graph is a bar chart which indicates how many students earned final scores that fall within the ranges of point values indicated.

Ranges of point values are displayed in **open** and **closed** intervals. In the graph pictured above:

- Where the *Number of Points* is **[65,69)**, and the *Number of Students* indicated on the bar is **1**, **one student earned a score starting at 65** (closed interval), **and less than 69 points** (open interval).
- Where the *Number of Points* is **[97,100]**, and the *Number of Students* indicated on the bar is **1**, **one student earned a score starting at 97 through 100 points** (closed interval).

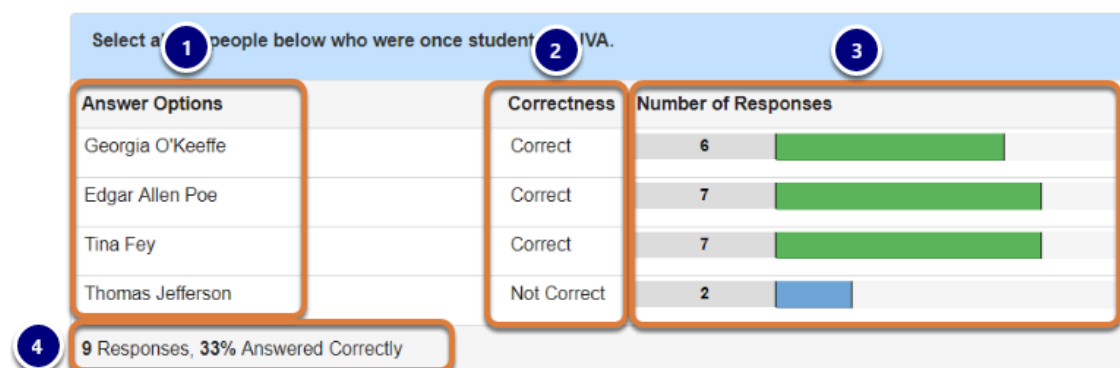
i **Note:** Score adjustments entered on the *Total Scores* screen for students with *No Submission* will not be included in the *Final Score Distribution*.

Individual Question Statistics

The information displayed for each question depends on the type of question.



Multiple Choice and True False

Part 1, Question 2 (Multiple Correct, Multiple Selection)



Part 1, Question 3 (True/False Question)

Thomas Jefferson was the founder of UVA.

Answer Options	Correctness	Number of Responses
True	Correct	9 
False	Not Correct	0 

9 Responses, 100% Answered Correctly



For each **multiple choice** and **true false** question, the following information is displayed:

1. **Answer Options:** Answers students could select.
2. **Correctness:** Whether the corresponding answer option was **correct** or **not correct**.
3. **Number of Responses:** The **number of students** who selected a particular answer option, along with a **progress bar** indicating the percentage of students who selected that answer option when responding to the question.
4. **How many students answered** the question, and of those who answered, the **percentage** who selected all correct answers (and no incorrect answers, for **multiple choice, multiple selection**).

Fill in the Blank and Numeric Response

Part 1, Question 4 (Numeric Response)

Enter **1** correct numbers in the following sequence: 2, 4, ____, & **2** ____, 12

Answer Options	Number of Correct Responses
6	6 
10	5 

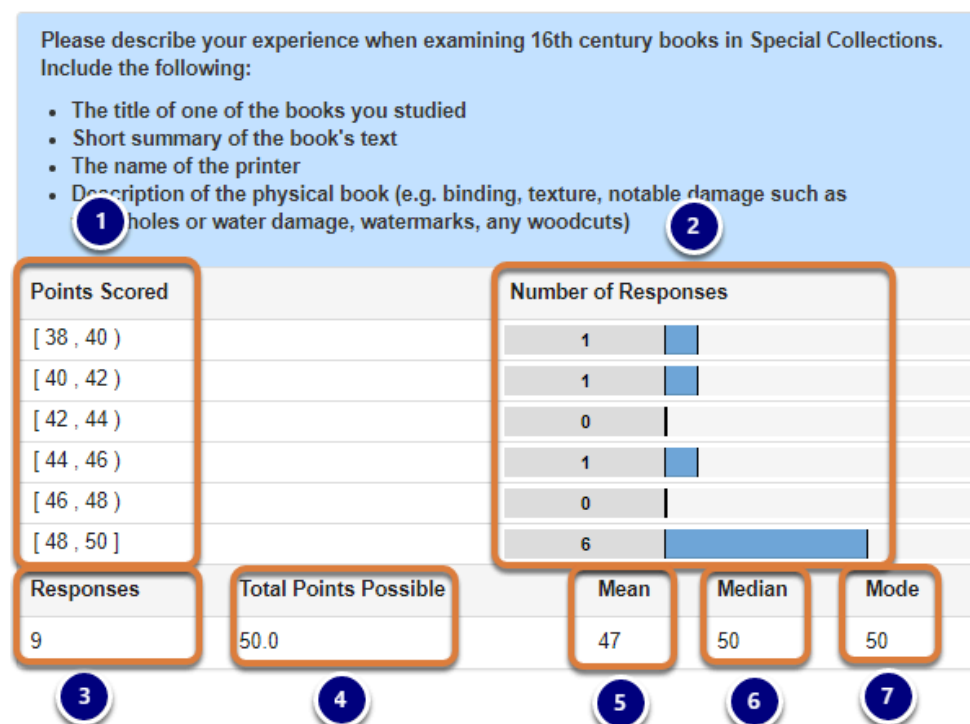
3 8 Responses, 62% Answered Correctly

For each **fill in the blank** and **numeric response** question, the following information is displayed:

1. **Answer Options:** Possible correct answers.
2. **Number of Responses:** The **number of students** who correctly filled in the blank corresponding to the answer option(s) shown for that blank, along with a **progress bar** indicating the percentage of students who correctly filled in that blank when responding to the question.
3. **How many students answered** the question, and of those who answered, the **percentage** who entered correct answers for all the blanks.

Manually-Graded Questions

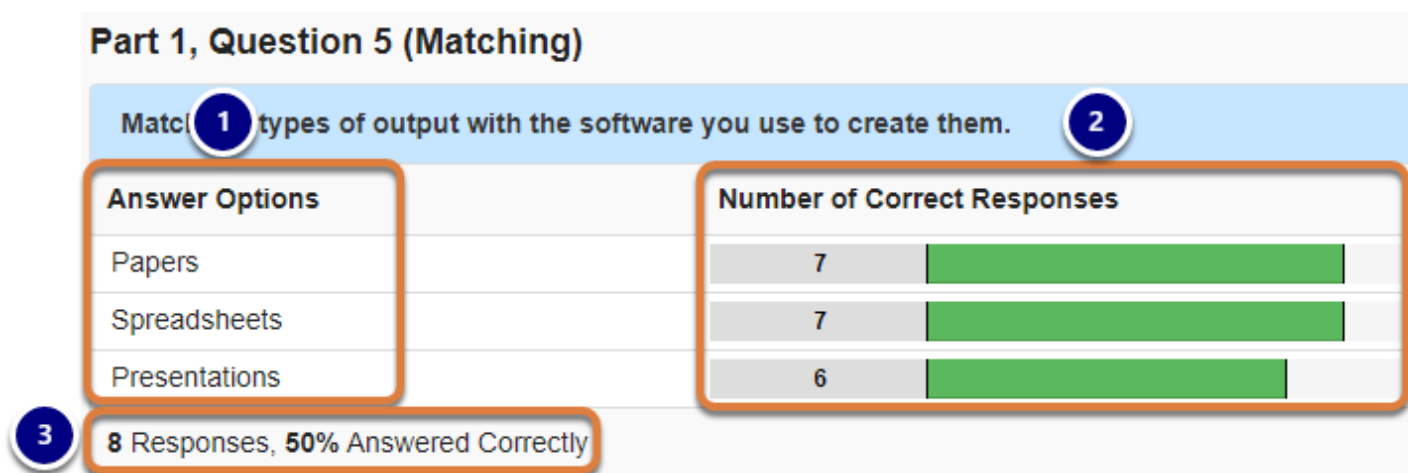
Part 1, Question 6 (Short Answer/Essay)



For each manually-graded question, such as a **short answer/essay**, **student audio response**, or **file upload** question, the following information is displayed:

1. **Points Scored:** Ranges of possible point values.
2. **Number of Responses:** How many students earned a score that falls within the specified range of points, along with a **progress bar** indicating the percentage of students who earned scores in that range when responding to the question.
3. **Responses:** How many students submitted the assessment.
4. **Total Points Possible:** The question's point value.
5. **Mean:** The average of all the scores students earned for the question.
6. **Median:** The middle score among the set of scores that students earned for the question.
7. **Mode:** The score that was earned by the most students for the question. More than one value may display for the *Mode* if the same number of students earned different scores.

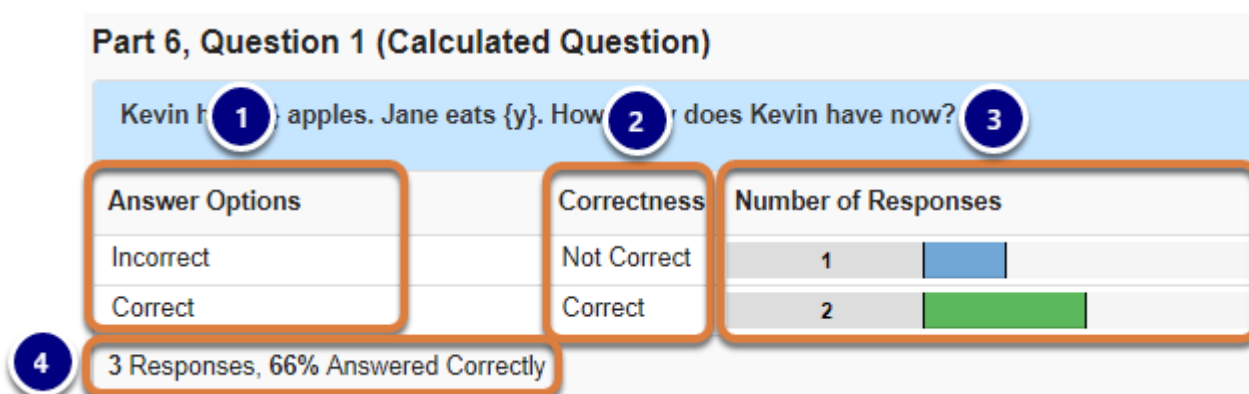
Matching



For a **matching** question, the following information is displayed:

1. **Answer Options:** The choices for which students must select matching responses.
2. **Number of Correct Responses:** The **number of students** who selected the correct match for the corresponding choice, along with a **progress bar** indicating the percentage of students who selected a correct match for that choice when responding to the question.
3. **How many students answered** the question, and of those who answered, the **percentage** who made correct matches for all choices.

Calculated Questions

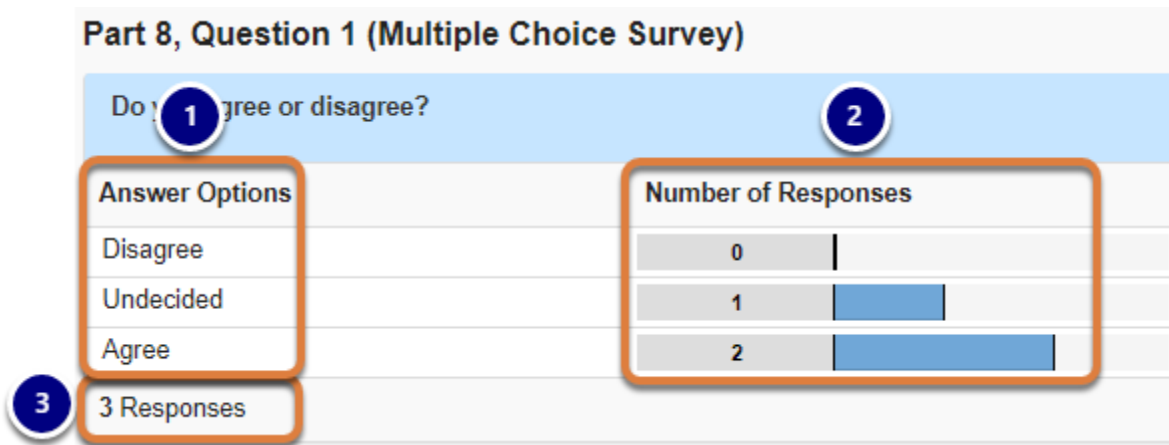


For a **calculated question**, the following information is displayed:

1. **Answer Options:** As different students may have to answer the same **calculated question** with different values, the answer options shown are **correct** and **incorrect**.
2. **Correctness:** Whether the answer was **correct** or **not correct**.
3. **Number of Responses:** The **number of students** who entered the correct or incorrect answer, along with a **progress bar** indicating the percentage of students who answered correctly or incorrectly when responding to the question.

4. **How many students answered** the question, and of those who answered, the **percentage** who entered correct answers for all the blanks.

Survey Questions



For each **survey** question, the following are displayed:

1. **Answer Options:** Possible answers.
2. **Number of Responses:** The **number of students** who selected that answer, along with a **progress bar** to indicate the percentage of students who selected that answer option when responding to the question.
3. **How many students answered** that question.

Survey - Matrix of Choices

Part 8, Question 2 (Survey: Matrix of Choices)

For each of the following course elements state whether you:

- Strongly agree that it helps you learn.
- Agree that it helps you learn.
- Neither agree nor disagree that it helps you learn.
- Disagree that it helps you learn.
- Strongly disagree that it helps you learn.

Select the appropriate number for each course element.

Answer Options	Answer Key												
Class activities and exercises	<table border="1"><thead><tr><th>Match</th><th>Number of Responses</th></tr></thead><tbody><tr><td>1</td><td>1</td></tr><tr><td>5</td><td>1</td></tr><tr><td>2</td><td>0</td></tr><tr><td>3</td><td>1</td></tr><tr><td>4</td><td>0</td></tr></tbody></table>	Match	Number of Responses	1	1	5	1	2	0	3	1	4	0
Match	Number of Responses												
1	1												
5	1												
2	0												
3	1												
4	0												
Lab quizzes	<table border="1"><thead><tr><th>Match</th><th>Number of Responses</th></tr></thead><tbody><tr><td>1</td><td>0</td></tr><tr><td>5</td><td>0</td></tr><tr><td>2</td><td>0</td></tr><tr><td>3</td><td>0</td></tr><tr><td>4</td><td>2</td></tr></tbody></table>	Match	Number of Responses	1	0	5	0	2	0	3	0	4	2
Match	Number of Responses												
1	0												
5	0												
2	0												
3	0												
4	2												
Lecture videos	<table border="1"><thead><tr><th>Match</th><th>Number of Responses</th></tr></thead><tbody><tr><td>1</td><td>0</td></tr><tr><td>5</td><td>0</td></tr><tr><td>2</td><td>0</td></tr><tr><td>3</td><td>3</td></tr><tr><td>4</td><td>0</td></tr></tbody></table>	Match	Number of Responses	1	0	5	0	2	0	3	3	4	0
Match	Number of Responses												
1	0												
5	0												
2	0												
3	3												
4	0												
Lab notes	<table border="1"><thead><tr><th>Match</th><th>Number of Responses</th></tr></thead><tbody><tr><td>1</td><td>0</td></tr><tr><td>5</td><td>0</td></tr><tr><td>2</td><td>0</td></tr><tr><td>3</td><td>1</td></tr><tr><td>4</td><td>2</td></tr></tbody></table>	Match	Number of Responses	1	0	5	0	2	0	3	1	4	2
Match	Number of Responses												
1	0												
5	0												
2	0												
3	1												
4	2												
Instructor office hours	<table border="1"><thead><tr><th>Match</th><th>Number of Responses</th></tr></thead><tbody><tr><td>1</td><td>0</td></tr><tr><td>5</td><td>1</td></tr><tr><td>2</td><td>0</td></tr><tr><td>3</td><td>2</td></tr><tr><td>4</td><td>0</td></tr></tbody></table>	Match	Number of Responses	1	0	5	1	2	0	3	2	4	0
Match	Number of Responses												
1	0												
5	1												
2	0												
3	2												
4	0												

4 Responses

For each **survey - matrix of choices** question, the following are displayed:

- Answer Options:** The answers that appear on the first column of the matrix.
- Answer Key:** For each answer option, there is a smaller table with the following columns:
 - Match:** The possible answers you can select from the other columns of the matrix.
 - Number of Responses:** The **number of students** who selected that answer, along with a **progress bar** to indicate the percentage of students who selected that answer option when responding to the question.
- How many students answered** that question.

Select the Item Analysis tab.

Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export
-------------------	--------------	-----------	------------	---------------	--------

View Item Analysis page.

Submission Status Total Scores Questions Statistics Item Analysis Export											
View Highest Submission ▼											
Question	Question Text	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	Thomas Jefferson was the founder of UVA.	9	88	100	50	0.5	0	8	1		
Q2	Which of these is a building on grounds at UVA?	8	62	100	0	1.0	1	1	1	1	5
Q3	Select all the people below who were once students at UVA.	9	66	100	50	0.5	0	9	8	8	2

If your assessment has automatically-graded questions, such as **multiple choice**, **true false**, and **fill in the blank** questions, the *Item Analysis* page gives a quick table overview of their statistics.

View Options

Submission Status Total Scores Questions Statistics Item Analysis											
View Highest Submission ▼											
Highest Submission											
All Submissions											

If the assessment allowed multiple submissions, or a student submitted a [retake](#), two *View* options may be available on the *Item Analysis* page:

- The **Highest** or **Last Submission**
- **All Submissions**

Available view options depend on the assessment's [Recorded Score](#) setting; for example, if the **highest score** was recorded, the **Highest Submission** displays by default. If the **average score** was recorded, **All Submissions** will be the only option available on the *Item Analysis* page.

Item Analysis Information

Item Analysis: Extra Credit Quiz

Submission Status Total Scores Questions Statistics **Item Analysis** Export

View: Highest Submission

Question	Question Text	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	7	2		
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	1	1	2	5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0	8	7	8	4
Q4	Enter the correct numbers in the following sequence: 2, 4, ____, 8, ____, 12	9	55	50	50	0.0	0	6	5		
Q5	Match the types of output with the software you use to create them.	8	50	100	0	1.0	0	8	7	6	
Q7	$\{x\}^2 = \{y\}$	9	66	0	0	0.0	0	3	6		

Question 6, a short answer/essay question, is skipped

The *Item Analysis* table includes the following columns:

- Question** - Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**). If the assessment was organized into [multiple parts](#), the part number is included with the letter **P** (e.g., **P1-Q1**, **P1-Q2**, **P2-Q1**). Manually-graded questions, such as short answer/essay and student audio response questions, are not displayed at all. Pictured above is an *Item Analysis* page for a quiz with 7 questions, where only **Q1-Q5** and **Q7** are shown, because question 6 is a short answer/essay question.
- Question Text** - The text of each question.
- N** - The number of students who submitted answers to the question.
- % Correct: Whole Group** - Out of all the students who answered the question, how many of them answered correctly.
- % Correct: Upper 27%** - Out of the 27% of students who got the highest scores for the assessment overall, how many answered the question correctly.
- % Correct: Lower 27%** - Out of the 27% of students who got the lowest scores for the assessment overall, how many answered the question correctly.
- Discrim** - The discrimination index (from -1 to 1) is a measure of how well a question distinguishes between high-scoring students and low-scoring students. For more information, see the section below: [How can I use Discrim to evaluate assessment questions?](#)
- No Answer** - How many students who submitted the assessment skipped the question.
- Answers** - The columns with letters, e.g., **A**, **B**, **C**, **D**, have a slightly different meaning depending on the type of question. For more information, see the section below: [What do the letters in the table mean?](#)

Frequently Asked Questions about Item Analysis

How can I use Discrim to evaluate assessment questions?

Question	Question Text	N	% Correct:	% Correct:	% Correct:	Discrim	No Answer	A	B	C	D
			Whole Group	Upper 27%	Lower 27%						
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	7	2		
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	1	1	2	5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0	8	7	8	4

The discrimination index is calculated based on the number of correct answers to the question that were submitted by the upper 27% and the lower 27% of students who submitted the assessment. Discrimination may be used to evaluate the effectiveness of a question as follows:

- A positive discrimination index of at least 0.2 is desirable. A positive number indicates that students who got high scores on the assessment also tended to answer the question correctly, and students with low scores tended to answer the question incorrectly.
- A discrimination index of 0 means all students answered the question correctly.
- A negative number suggests that there may be an issue with the question, such as an error in the answer key. A negative number indicates that the students with the highest scores on the assessment overall tended to answer the question incorrectly, while the students with the lowest scores tended to answer the question correctly.

What do the letters in the table mean?

Question	Question Text	N	% Correct:	% Correct:	% Correct:	Discrim	No Answer		A	B	C	D
			Whole Group	Upper 27%	Lower 27%							
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	1	7	2		
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	2	1	1	2	5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0		8	7	8	4
Q4	Enter the correct numbers in the following sequence: 2, 4, ____, 8, ____, 12	9	55	50	50	0.0	0	3	6	5		
Q5	Match the types of output with the software you use to create them.	8	50	100	0	1.0	0	4	8	7	6	
Q7	$\{x\}^2 = \{y\}$	9	66	0	0	0.0	0	5	3	6		

You can read the letters in the *Item Analysis* table as follows:

1. **True False Questions:** A is **true** and B is **false**. The **number** of students who submitted the correct answer is in **bold** text.
2. **Multiple Choice Questions:** Each letter is an answer option. When the **number** under a letter column is in **bold** text, the corresponding answer option is a correct answer (some multiple choice questions have more than one correct answer option).

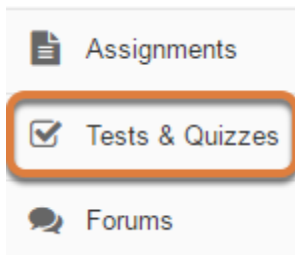
3. **Fill in the Blank** or **Numeric Response Questions:** Each letter corresponds to a blank, and the number under it is the number of students who entered a correct answer for that blank.
4. **Matching Questions:** Each letter corresponds to a matching item, and the number under it is the number of students who selected the correct match for that item.
5. **Calculated Questions:** **A** is **incorrect** and **B** is **correct**. The **number** of students who submitted a correct answer is also in **bold** text.

What is the Tests & Quizzes Event Log?

The *Event Log* displays certain activities for all *Tests & Quizzes* assessments in a site.

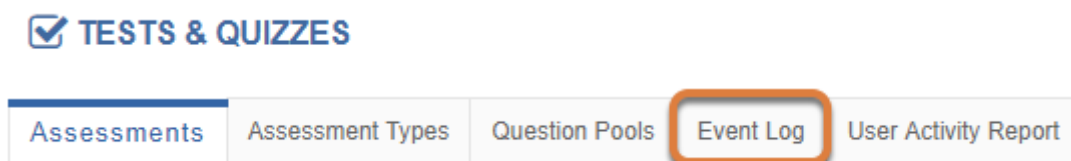
Events recorded include (for each participant): when the site participant started the assessment (date and time), when the assessment was submitted (date and time), and the duration of the assessment session in minutes (rounded **up** to the nearest minute). If the log entry includes a submission, the *Errors* column will display how the assessment was submitted: by the student or site member (*User submit*), by the expiration of a timer on a timed assessment (*Timer submit*), or by the [Automatic submission](#) feature (*Auto submit*).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Event Log tab.



View event data.

19Su Quiz Stats Log

< Previous

1 log by Title: A 2 ssments 3 4 5 6 7 Search

Title	Name	Entry Date	Date Submitted	Duration	Errors	IP Address
Quiz 6 - Even... ⓘ	Student, Three (tts6u-stu3)	12/09/2019 03:45:44 PM	12/11/2019 12:45:03 PM	2700 minutes	No Errors (User submit)	172.23.232.91, 172.18.33.123, 216.30.181.183
Quiz 4 - Even... ⓘ	Student, Three (tts6u-stu3)	12/09/2019 03:34:57 PM	12/09/2019 05:35:30 PM	121 minutes	No Errors (Timer submit)	172.23.232.91
Quiz 6 - Even... ⓘ	Student, Two (tts6u-stu2)	12/09/2019 03:15:31 PM			No Submission	172.23.232.91, 174.226.132.254
Quiz 5 - Even... ⓘ	Student, Two (tts6u-stu2)	12/09/2019 03:15:14 PM	12/09/2019 04:00:03 PM	45 minutes	No Errors (Auto submit)	172.23.232.91

When at least one site participant has begun taking an assessment, the *Event Log* contains a table with the following columns:

1. **Title:** The first 13 characters in the assessment's title, with an **info (letter i)** icon. If the title is longer than 13 characters, you may hover over the **info** icon with a mouse to display the full assessment title.
2. **Name:** The name of the person taking the assessment.
3. **Entry Date:** When the **Begin Assessment** button was clicked to start the assessment.
4. **Date Submitted:** If the assessment was submitted, the date when it was submitted.
5. **Duration:** How much time elapsed between when the site participant began taking the assessment and when it was actually submitted, rounded **up** to the nearest minute.

The duration might NOT be an accurate indicator of how much time a student actually spent working on an assessment, especially if the assessment was submitted by the expiration of a timer on a timed assessment (*Timer submit*), or by the [Automatic submission](#) feature (*Auto submit*). For these submissions:

- *Timer submit - Tests & Quizzes* does not indicate whether the student took the full amount of time allotted, or whether they exited the assessment before the time expired. It takes about a minute for a timer to automatically submit a timed assessment. When a *Timer submit* is recorded, the *Duration* column will indicate that the assessment took 1 minute longer than the time allotted.
- *Auto submit* - Several days may pass between when a student saves their work on an assessment and when an automatic submission occurs. The *Submit Date* on the [Total Scores](#) screen shows when the student last saved content in the assessment, so comparing the *Entry Date* from the *Event Log* to the *Total Scores* screen's *Submit Date* might give a better idea of how much time the student spent on the test.

6. Errors:

- If the assessment was submitted, *No Errors* displays, along with the method by which it was submitted. Submission methods include:

- *User submit* - The student manually submitted the assessment by clicking **Submit for Grading** on the *Assessment Submission Warning* screen.
 - *Timer submit* - On a timed test, the expiration of the timer automatically saved and submitted the student's work.
 - *Auto submit* - A student started an assessment with the [Automatic submission](#) feature enabled, but they did not confirm submitting it. Any work the student saved (or a blank assessment, if nothing was saved) was submitted by the Autosubmit process.
 - If the assessment was [restricted to specific IP addresses](#), and a student attempted to take it while connected to the internet on a different IP address than those listed in the assessment settings, *IP Access Error* displays.
 - If the instructor created an *Assessment Password* for a student to enter before accessing the exam, and the password was entered incorrectly, *Password Access Error* displays.
7. **IP Address:** The IP Address(es) where the student was connected while taking the assessment.

Note: If there are no submissions recorded for any assessment, the table will display **No results found**.

Navigate, search, or sort log entries.

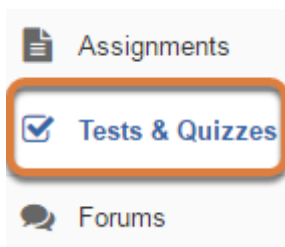
Title	Entry Date	Date Submitted	Duration	Errors	IP Address
Quiz 6	03/02/2018 03:11:35 PM	03/02/2018 03:13:17 PM	2 minutes	No Errors (User submit)	
Quiz 3	03/02/2018 02:40:34 PM	03/02/2018 02:41:33 PM	1 minute	No Errors (User submit)	
Quiz 5	03/02/2018 01:37:03 PM	03/02/2018 01:47:33 PM	11 minutes	No Errors (User submit)	

1. To view data for a specific test or quiz, use the *Filter log by Title* drop-down menu to choose its title.
2. By default, entries in the log are sorted by *Entry Date*, with the assessments begun most recently at the top of the list. Select a column heading (**Title**, **Name**, **Entry Date**, **Date Submitted**) to sort the entries by the information in that column. Select the same heading again to switch between ascending and descending order.
3. Search the log data for a specific student's assessment attempts by entering their **user ID** (i.e., **UVA computing ID** or **non-UVA guest email address**) or **name** in the *Search by User ID or Name* field and selecting the **Search** button.
4. When there are more than 20 entries in the *Event Log*, use the **Next >** and **< Previous** buttons above the search box to navigate from one page of entries to another.

What is the Tests & Quizzes User Activity Report?

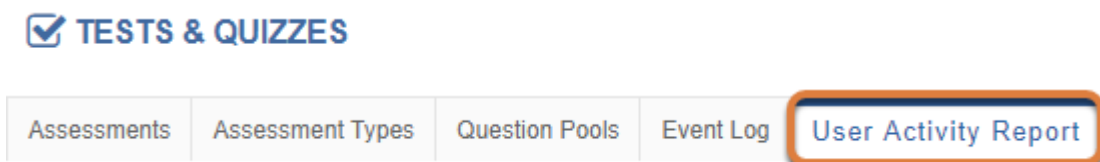
The *User Activity Report* allows an instructor to view a list of all assessment submissions for a specific student, with a link to grade each submission.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.


Select the User Activity Report tab.



Select a student.

User Activity Report:

View Student Student, Five ▾

Title 


Essay Test	82750
Quiz 4	82756

Select the **student's name** from the *View Student* menu.

View student assessment activity.

User Activity Report: One Student

View Student Student, One ▾

Title 	Assessment ID	Submit Date	Percentage	Score/Total Points
Essay Test	82750	02/28/2018 04:38:02 PM	85%	85/100
Quiz 1	82748	02/28/2018 03:46:27 PM	84%	8.4/10
Quiz 1	82748	03/02/2018 11:11:06 AM	90%	9/10
Quiz 2	82749	02/28/2018 03:50:45 PM	100%	10/10
Quiz 2	82749	02/28/2018 04:08:05 PM	90%	9/10
Quiz 3	82752	02/28/2018 04:28:26 PM	74%	7.4/10

The assessment's title, ID, submission date, and grade in percentage and points earned will be displayed for all of the assessments the selected student has taken.

By default, entries are sorted by the assessment's **Title**. Select a column heading (**Title**, **Assessment ID**, or **Submit Date**) to sort the entries by the information in that column. Select the same heading again to switch between ascending and descending order.

Selecting the title of the assessment will take you to the [Grade](#) screen for the individual student submission.

What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of email notifications you can receive for submissions from *Tests & Quizzes*. The notifications correspond to the ways in which an assessment can be submitted:

1. **Manual submission:** A student selects **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submission.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission:** An instructor has configured an assessment to Autosubmit saved student work. A student saves content in the assessment and exits it before the latest submission date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

Content of all notifications

```
Site Title      : 16F CIS 1030-1 (UNKX)
Assessment     : Quiz #1

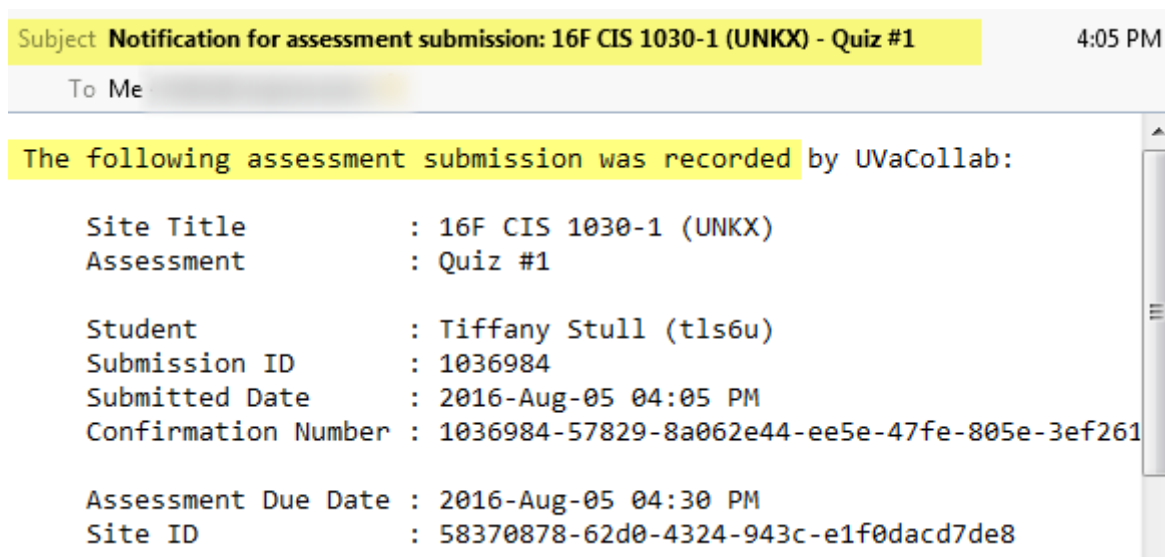
Student        : Tiffany Stull (tls6u)
Submission ID  : 1036984
Submitted Date : 2016-Aug-05 04:05 PM
Confirmation Number : 1036984-57829-8a062e44-ee5e-47fe-805e-3ef261842ded-Fri Aug 05 16:05:43 EDT 2016

Assessment Due Date : 2016-Aug-05 04:30 PM
Site ID         : 58370878-62d0-4324-943c-e1f0dacd7de8
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken,
- The title of the assessment,
- The student's name and UVA computing ID or non-UVA guest email address,
- A submission ID for the assessment,
- The date the assessment was submitted,
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment),
- The assessment due date (if the instructor or site administrator selected one),
- The site ID (this is the ID that appears in the link to the UVACollab site where the assessment was taken).

Manual submission

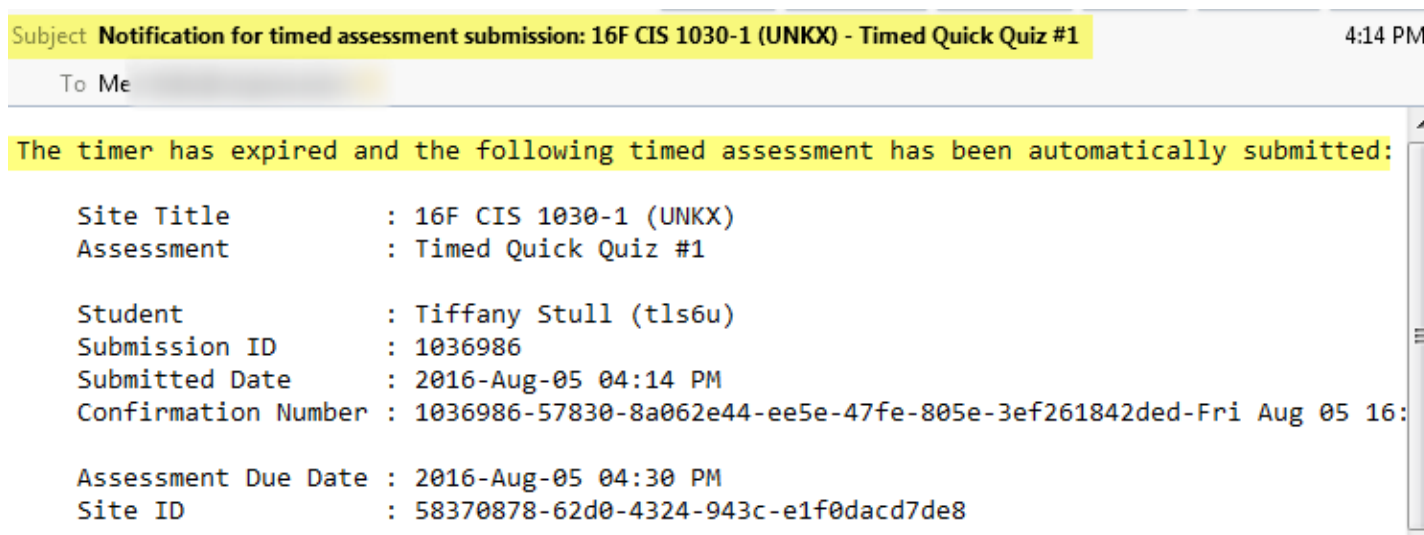


A **manual submission** occurs when a student selects **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submission.

The subject of the email for a manually submitted assessment: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment submission was recorded*

Timer submission

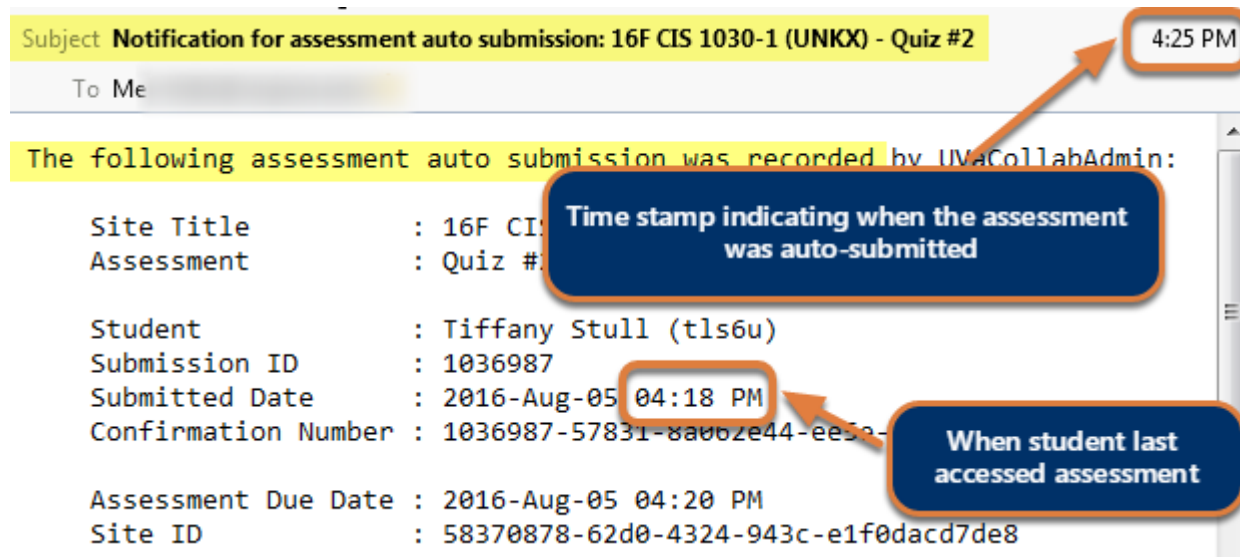


A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The timer has expired and the following timed assessment has been automatically submitted*

Automatic submission



An **automatic submission** can occur when an instructor has configured an assessment to [Autosubmit saved student work](#). A student saves content in the assessment and exits it before the latest submission date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment auto submission was recorded*

What notifications can I get when I submit a test or quiz?

Below are screen shots with examples of the email notifications you can receive from *Tests & Quizzes*. The notifications correspond to the ways in which an assessment can be submitted:

1. **Manual submission:** You select **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submitting an assessment.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for you.
3. **Automatic submission:** You can get an automatic submission if your instructor has enabled the Autosubmit feature for the assessment. You save content in the assessment, and exit the assessment before it is due. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

Content of all notifications

```
Site Title      : 16F CIS 1030-1 (UNKX)
Assessment     : Quiz #1

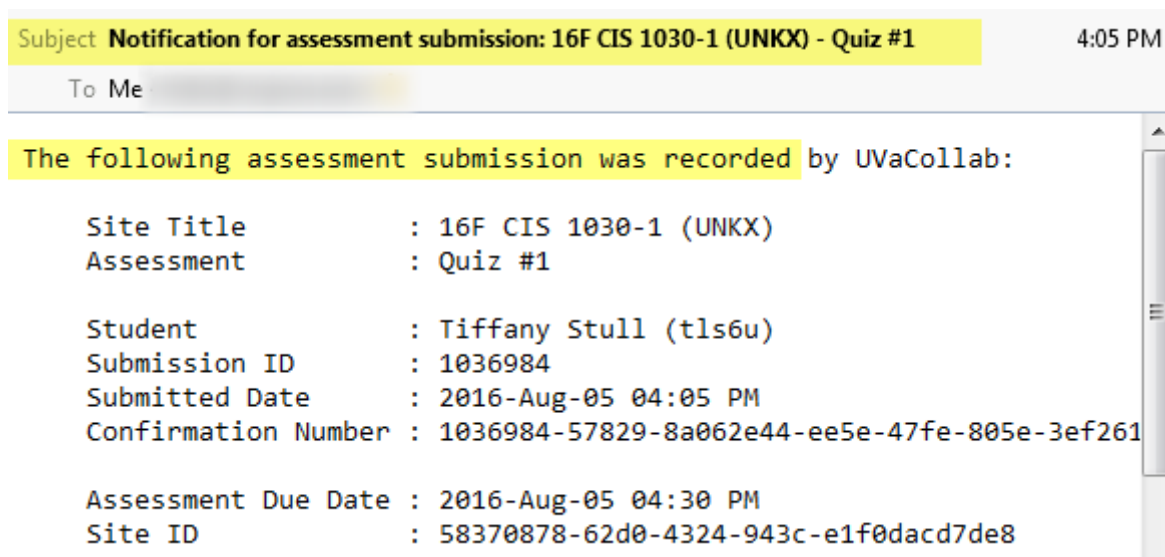
Student        : Tiffany Stull (tls6u)
Submission ID   : 1036984
Submitted Date  : 2016-Aug-05 04:05 PM
Confirmation Number : 1036984-57829-8a062e44-ee5e-47fe-805e-3ef261842ded-Fri Aug 05 16:05:43 EDT 2016

Assessment Due Date : 2016-Aug-05 04:30 PM
Site ID         : 58370878-62d0-4324-943c-e1f0dacd7de8
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken,
- The title of the assessment,
- Your name and UVA ID or non-UVA email address,
- A submission ID for the assessment
- The date the assessment was submitted,
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after you submit an assessment),
- The assessment due date (if the instructor or site administrator selected one),
- The site ID (this is the ID that appears in the link to the UVACollab site where the assessment was taken).

Manual submission

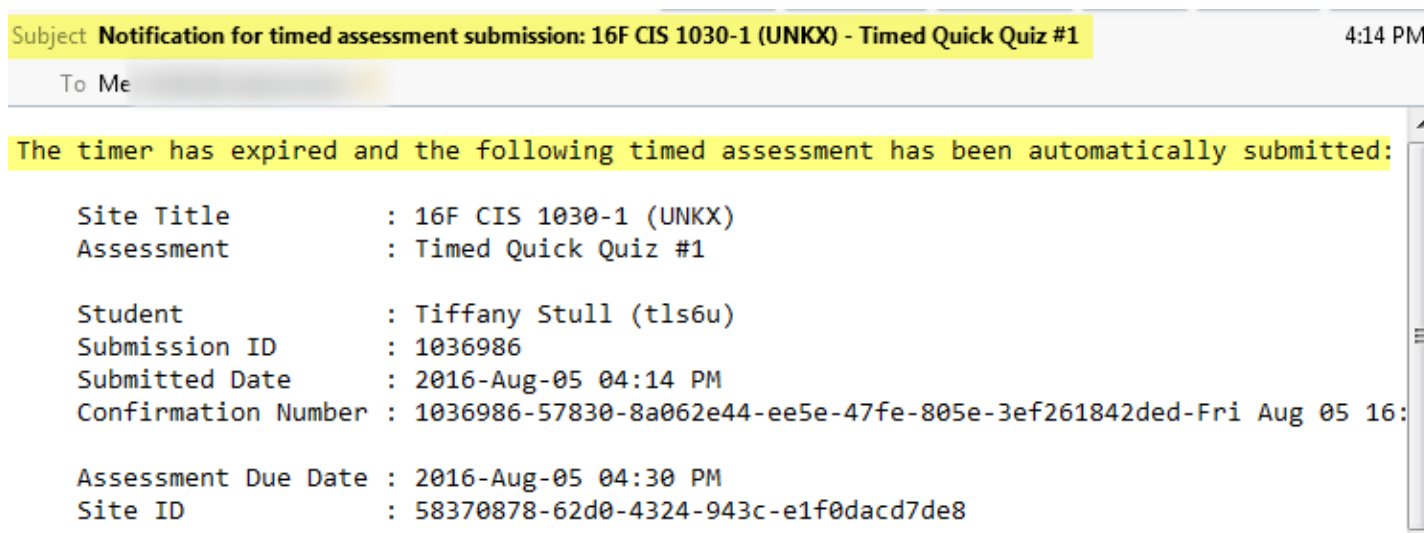


A **manual submission** occurs when you select **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment submission was recorded*

Timer submission

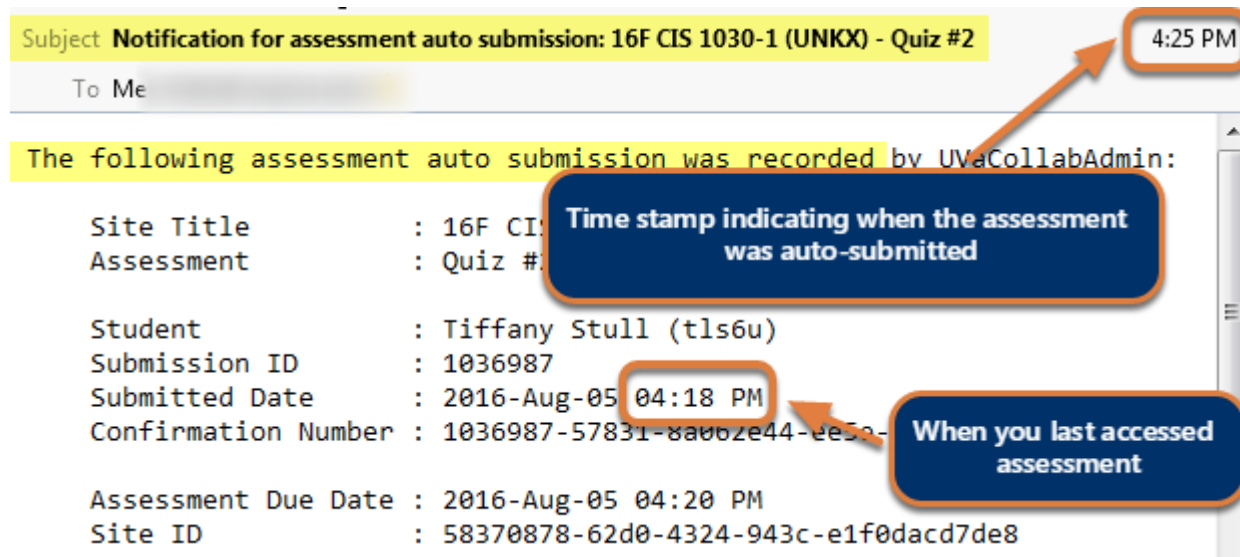


A **timer submission** occurs when a timer expires on a timed assessment. The timer automatically submits the assessment for you.

The subject of the email for a timed assessment submission: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The timer has expired and the following timed assessment has been automatically submitted*

Automatic submission



You can get an **automatic submission** if your instructor has enabled the Autosubmit feature for the assessment. You save content in the assessment, and exit the assessment before it is due. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time you accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment auto submission was recorded*

How does Automatic Submission work in Tests & Quizzes?

You can use the **Automatic Submission (Autosubmit)** feature to retrieve a student's saved work in an untimed assessment when the student failed to submit it. You may enable **Autosubmit** to force the submission of tests or quizzes that remain *In Progress* after the assessment's latest submission date has passed.

Unlike a timed assessment, the **Automatic Submission** process will **not** automatically save work; rather, it will only automatically **submit** answers that have already been saved by the student.


For in-class assessments, it is recommended to set a **time limit** instead of using **Autosubmit**. For more information, see the [Best Practices for Delivering Online Tests & Quizzes](#).

For detailed information and steps to enable **Autosubmit**, see below:

- [When should I use Autosubmit?](#)
- [How does automatic submission work?](#)
- [How do I enable Autosubmit on an assessment that students have not taken?](#)
- [How do I trigger Autosubmit on a completed assessment?](#)

When should I use Autosubmit?

The **Autosubmit** feature is useful for **untimed** assessments that are available for students to take over a relatively long time period (e.g., 24 hours), and assessments that remain *In Progress* after their latest submission date has passed.

 **Important:** Please note that **Autosubmit** does **not** save student work before submitting. If you are using **Autosubmit**, students should be advised to **save** their work often.

How does automatic submission work?

Every 5 minutes, behind the scenes of UVACollab, an automated process checks:

1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Is it past the **latest submission date** for this assessment?
3. Did this student select **Begin Assessment**, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

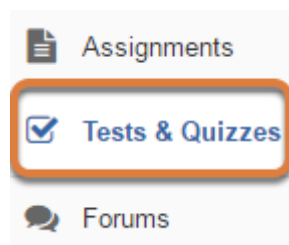
If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the [Total Scores](#) screen within 5 minutes after the **latest submission date** passes.

Any assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

i Note: Timed assessments are automatically saved and submitted when the timer expires, so you do not need to enable **Autosubmit** for a timed assessment. For more information, see the section above: [When should I use Autosubmit?](#)

How do I enable Autosubmit on an assessment that students have not taken?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

1 Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
2 -- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

1. Go to the **Working Copies** tab if your assessment is not yet published. If your assessment is already published, go the **Published Copies** tab.
2. Select **Settings** from the *Action* drop-down menu for the assessment.

! Avoid modifying the settings of a published assessment while testing is in progress. Instead, wait until the latest submission date has passed.

Alternatively, access assessment settings from the edit assessment screen.

Questions: Quiz 1

Add Part | Preview | Print **Settings** | Publish

Part 1 ▼ Default - 1 question

Add Question select a question type ▼

Question 1 ▼ Matching - 10.0 points

If you are currently editing an assessment, select the **Settings** link at the top of the *Questions* screen.

Verify dates and select the Autosubmit option.

► About this Assessment

▼ Availability and Submissions

Assessment released to Entire Site ▼

The number of submissions allowed
☐ Unlimited
☒ Only 1 submissions allowed

It is available 01/15/2018 12:00 am

It is due 1 01/22/2018 11:59 pm and has a time limit of 00 hrs. 00 min.

Late submissions accepted?
☐ No, not after due date
☒ Yes, until 01/23/2018 11:59 pm

Students get one chance to submit after due date if they haven't already submitted.

Autosubmit 2 ☒
Autosubmit saved student work after latest acceptance date, unless student has previously submitted

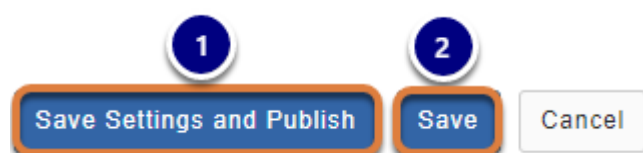
By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Make sure that the **due** and/or **late submissions accepted** date fields have dates entered in them. If late submissions are not allowed, select **No, not after due date**. Assessments will be automatically submitted at the **latest submission date**.

If the dates are incorrect, make adjustments as needed. For more information about date formatting and entering dates, see the Help article [Availability and Submissions: Availability Dates](#).

2. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.

Save settings and/or publish the assessment.



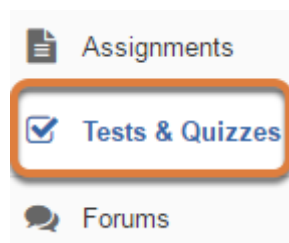
To save your changes:

1. **Working Copies:** If your assessment is ready to be made available to students, select **Save Settings and Publish**. For more information, see [How do I publish an assessment \(i.e. test or quiz\)?](#) Alternatively, if you are not ready to publish the assessment, select **Save** to save your settings selections.
2. **Published Copies:** Select **Save**.

How do I trigger Autosubmit on a completed assessment?

You can enable **Autosubmit** on a published assessment that students have taken. Doing so will complete submissions remaining *In Progress*.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	2	1	Entire Site	2018-03-05
-- Select Action --	Quiz 2	Active	0	0	Entire Site	2018-03-05

Edit the settings.

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
-- Select Action --	Essay Test	Active	2	1	Entire Site	2018-
-- Select Action --	Quiz 2	Active	0	0	Entire Site	2018-
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-

Select **Settings** from the *Action* drop-down menu for the assessment.

⚠ Avoid modifying the settings of a published assessment while testing is in progress. Instead, wait until the final submission date has passed.

If the latest submission date is in the past, verify dates and select Autosubmit.

By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Verify that the **due** and/or **late submissions accepted** date fields have dates entered in them. Assessments will be automatically submitted at the **latest submission date**. If the **latest submission date** is in the past, assessments will be automatically submitted the next time the **Automatic Submission** process runs; this occurs once every 5 minutes.
2. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.

Select Save.

At the bottom of the screen, select **Save**.

Or select the Autosubmit option, then Stop Accepting Now.

If the assessment's **latest submission date** is in the future, but you would like to prevent more students from submitting and automatically submit *In Progress* assessments, you can use the option **Stop Accepting Now**.

By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.
2. Select **Stop Accepting Now**.

Warning: You should **ONLY** use this option if you are sure that students are not currently working on the assessments in progress. Stopping and automatically submitting an active assessment will submit it immediately without warning; the student will not be able to save their work before it submits.

Confirm to Stop Accepting.

Stop Accepting Now

This assessment will no longer be available to take. Stop Accepting Now will override any future Available or Due Date. Are you sure you want to proceed?

Stop Accepting

Cancel

You will be shown a warning indicating that the assessment will no longer be available for students to take. If you are sure you do not want to accept any more student submissions, select **Stop Accepting** to confirm.

Wait for submissions to become available.

Working Copies: not released to students

Published Copies: released to students

View: A

Before Automatic Submission

Active: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	3	1	Entire Site	2020-01-01
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2020-01-01

Working Copies: not released to students

Published Copies: released to students

View: A

After Automatic Submission

Active: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Inactive	0	4	Entire Site	2020-01-01
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2020-01-01

The **Automatic Submission** process runs once every 5 minutes. If you have enabled **Autosubmit** and your assessment's **latest submission date** is in the past OR if you selected

Stop Accepting Now, *In Progress* assessments will be automatically submitted the next time the **Automatic Submission** process runs.

After the *In Progress* assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

I enabled Autosubmit; why are some assessments still listed In Progress?

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	R D
-- Select Action --	Essay Test	Inactive	1	3	Entire Site	20
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	20

You might still see *In Progress* assessments after you enabled **Autosubmit** AND waited for 5-10 minutes after the **latest submission date** if:

1. The assessment allowed multiple submissions, or a student was allowed a [retake](#), and a student who already submitted the assessment started but did not complete a new submission. The **Automatic Submission** process will only submit a student's assessment if they do not have any previous submissions already recorded for that assessment. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the **Automatic Submission** feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to [trigger Autosubmit again on the completed assessment](#).

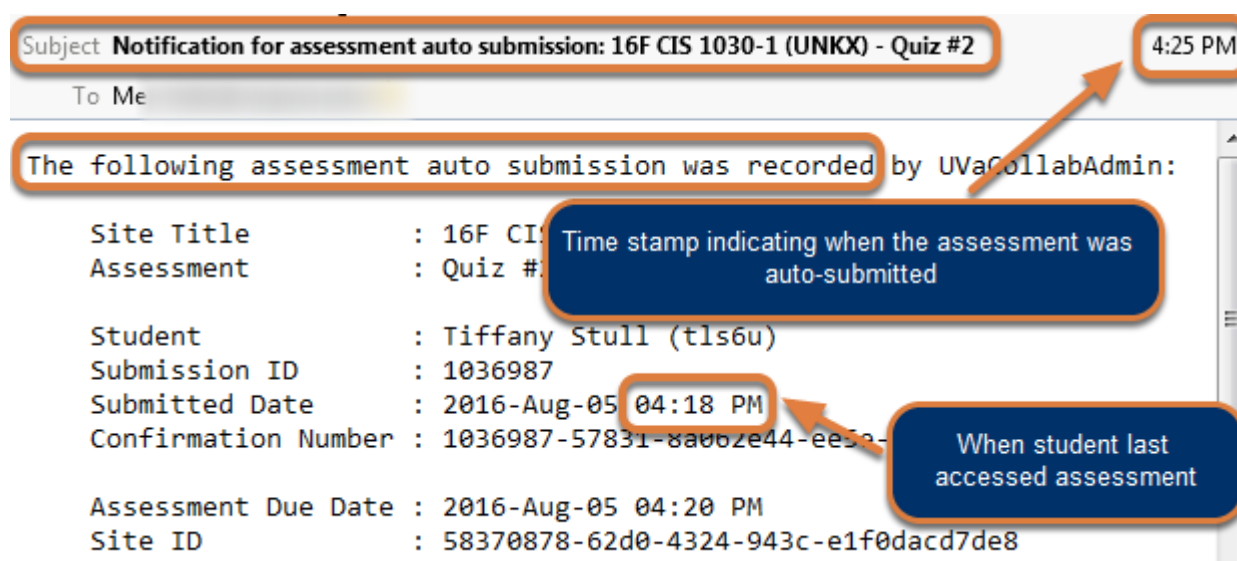
How do automatic submissions display?

Name	UserID	Role	Submit Date
Student, One Email	tls6u-stu1	Student	03/05/2018 12:42:47 PM AUTO-SUBMIT

Instructors access automatic submissions from the [Total Scores](#) screen just as they would any other assessment submission.

The examples below illustrate how automatic submissions display in a submission email notification sent by *Tests & Quizzes* and in an instructor's view of *Tests & Quizzes*.

Example of email notification for Automatic Submission



In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*




The first line of the email notification includes: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?](#)

Examples of automatic submissions on the Total Scores screen

View for










Search

Name 	UserID	Role	Submit Date	Score
Student, Five Email	tls6u-stu5	Student 	03/12/2018 06:41:05 PM AUTO-SUBMIT	0
Student, Four Email	tls6u-stu4	Student 	03/12/2018 05:54:24 PM AUTO-SUBMIT	0

1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged in the *Submit Date* column with the text *AUTO-SUBMIT*.
2. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Autosubmit** feature.

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?](#)

Examples of automatic submissions in the Event Log

Filter log by Title: <input type="text" value="All assessments"/>					<input type="button" value="See"/>
Title	Name	Entry Date	Date Submitted	Duration	Errors 
Essay Test 	Student, One (tls6u-stu1)	03/05/2018 12:42:14 PM	03/07/2018 12:00:02 AM	2118 minutes	No Errors (Auto submit)
Essay Test 	Student, Four (tls6u-stu4)	03/12/2018 05:09:10 PM	03/13/2018 01:00:02 PM	1191 minutes	No Errors (Auto submit)
Essay Test 	Student, Five (tls6u-stu5)	03/12/2018 05:11:32 PM	03/13/2018 01:00:02 PM	1189 minutes	No Errors (Auto submit)
Quiz 1 	Student, Two (tls6u-stu2)	03/05/2018 11:36:29 AM	03/05/2018 11:47:02 AM	11 minutes	No Errors (Timer submit)
Quiz 1 	Student, One (tls6u-stu1)	03/05/2018 11:28:37 AM	03/05/2018 11:35:14 AM	7 minutes	No Errors (User submit)

In the *Tests & Quizzes Event Log*:


1. The *Date Submitted* column displays when the automatic submission occurred.


2. The *Duration* column indicates how much time elapsed between when the student began taking the assessment and when it was actually submitted, NOT how much time the student actually spent working on the assessment.
3. The *Errors* column indicates *No Errors (Auto submit)*.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?](#)

How do I view the feedback on my assessment (i.e., test or quiz)?

If your instructor has selected to make feedback available in an assessment's settings, you can access the feedback within the *Tests & Quizzes* tool.

 **Tip:** Feedback can **only** be viewed within *Tests & Quizzes*, regardless of how you accessed the test.

 **Test scores seem low?** Short answer/essay, file upload, and audio response questions must be manually graded by your instructor. When your instructor grades these questions and awards points for them, your overall test score will be adjusted accordingly.

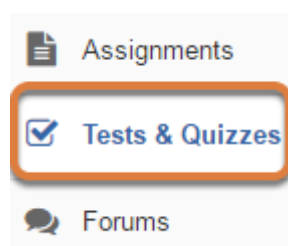
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of the site.

View all submissions and scores for assessments.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions 1 as View Only Recorded Scores 2 3 4 5					
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time Submitted
Essay Test	n/a	n/a	n/a		
				n/a	2018-02-28 4:38 PM
Quiz 1	n/a	9 (Highest)	Immediate		
			Feedback	9	2 min 7 sec 2018-03-02 11:11 AM
			Feedback	8.4	9 min 6 sec 2018-02-28 3:46 PM
Quiz 2*	n/a	9 (Last)	2018-03-02 12:00 AM		
			Feedback	9	10 min 2018-02-28 4:08 PM
			Feedback	10	10 min 2018-02-28 3:50 PM
Quiz 3	n/a	(Average)	2018-03-12 12:00 AM		
					10 min 2018-02-28 4:39 PM
					1 min 37 sec 2018-02-28 4:28 PM
Quiz 4	n/a	n/a	2018-03-26 12:00 AM		
				n/a	1 min 2 sec 2018-02-28 4:35 PM

The **Submitted Assessments** section gives a summary view of tests and quizzes you have taken.

1. The *Recorded Score* column displays:

- **N/A** if the score has not been made available and there is only one submission to the test,
- Your **final grade** for the assessment if the score is available,
- **(Highest), (Last)** or **(Average)** if you completed multiple submissions or a retake, but the score has NOT been made available.

Note: The recorded score depends on the assessment settings specified by your instructor, and it will be either the highest score, the last score, or an average of all submissions' scores.

2. The *Feedback Available* column displays:

- **N/A** if no additional feedback is available,
- A **Feedback** link, if feedback was made available on submission or on a date in the past,
- A **date**, if feedback will be available at a future date.

3. The *Individual Score* column displays:

- **N/A** if the score has not been made available,
- Your **grade for each submission** of the assessment if the score is available,
- Nothing, if you completed multiple submissions or a retake, but the score will be available at a future date.

4. The *Time* column displays:
 - **N/A** if no feedback is available,
 - How much time elapsed between when you started the test and when it was submitted, if feedback has been made available.
5. The *Submitted* column displays the date and time each submission was recorded.

View only recorded scores (Optional).

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available is available at the time shown. If feedback is available for particular submissions, it will be shown.

View All Submissions/Scores View Only Recorded Scores			
Title	Statistics	Recorded Score	Feedback Available
Essay Test	n/a	n/a	n/a

View All Submissions/Scores View Only Recorded Scores			
Title	Statistics	Recorded Score	Feedback Available
Essay Test	n/a	n/a	n/a
Quiz 1	n/a	9 (Highest)	In Progress

1. When viewing *All Submissions/Scores*, select the **View Only Recorded Scores** link to view only your recorded scores.
2. When viewing only recorded scores, select **View All Submissions/Scores** to access all the scores and feedback for assessments you have taken.

Access additional feedback for an assessment.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), a time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions".

View All Submissions/Scores View Only Recorded Scores				
Title	Statistics	Recorded Score	Feedback Available	Individual Score
Essay Test*	n/a	85	Immediate	
			Feedback	85
Quiz 1	n/a	9 (Highest)	Immediate	
			Feedback	9
			Feedback	8.4

In the **Submitted Assessments** section, select the **Feedback** link for the submission.

Review your assessment feedback.

Match synonyms in the list below.

- A. It's
- B. Belonging to him
- C. Its
- D. They're
- E. There
- F. None of the Above

Matching Items

- ✓ 1. They are
Feedback: Correct
- ✗ 2. It is
Feedback: Remember: When discussing possessives, for the word "it", "it's not" where the apostrophe belongs! Please review Lesson 2 about commonly confused contractions.
- ✗ 3. Belonging to it
Feedback: Be careful of that apostrophe! Please review Lesson 2 about commonly confused contractions.
- ✓ 4. His
Feedback: Correct
- ✗ 5. The location of something
Feedback: Please review Lesson 2 about commonly confused contractions.
- ✓ 6. Hers
- ✓ 7. Their

Answer Key: 1:D, 2:A, 3:C, 4:B, 5:E, 6:F, 7:F

Feedback: You answered incorrectly!

Comment: I see that you used "it's" and "its" correctly in the essay question below. Are these more difficult here because there is no context for them? Please review the lesson indicated in the Feedback and speak with me during my office hours if you need additional assistance.

The feedback your instructor has chosen to release to students will be displayed. Types of feedback that may be available include the following (select the type of feedback below to skip to a more detailed description):

- **Assessment questions** - the questions are always shown when accessing a **Feedback** link.
- **Your answer** to each question.
Note: If your instructor did not select to show your answers, it may seem that your submission is blank, even if you submitted answers!
- **Correct or incorrect answer feedback** for each question. This can also include specific feedback depending on the answers you selected for automatically-graded questions.
- **An Answer Key** that indicates which answers are correct and which are incorrect.
- **Comments** - additional feedback your instructor entered while grading your assessment.

Types of Feedback

Your answer

Question 1 of 10

1.0 Points

1 Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Je suis allé à la plage.

J'ai rendu visite à mes parents.

Je suis allé au cinéma où j'ai vu le film Bladerunner.

J'ai dormi beaucoup!

J'ai lu beaucoup de livres.

Question 2 of 10

1.0 Points

2 Tom, Lindsey, Jody, Scott, et Jim sont des étudiants. Tom a deux chiens, Lindsey a un chien, Jody a trois chats, Scott a douze poissons, et Jim a un chien. Ensemble, les étudiants ont combien d'animaux, et combien de chiens?

☒ A. 19, 4

☐ B. 19, 6

☐ C. 25, 4

If your instructor has made your answers available, they will display underneath the question text.

Pictured above are two examples of questions with student responses visible:

1. A *Short Answer/Essay* question displays the student's answer underneath the question text.
2. A *Multiple Choice* question indicates the answer selected with a filled-in radio button.

Correct or incorrect answer feedback

Match synonyms in the list below.

- A. It's
- B. Belonging to him
- C. Its
- D. They're
- E. There
- F. None of the Above

Matching Items

- ✓ D 1. They are
Feedback: Correct
- ✗ C 2. It is
Feedback: Remember: When discussing possessives, for the word "it", "it's not" where the apostrophe belongs! Please review Lesson 2 about commonly confused contractions.
- ✗ A 3. Belonging to it
Feedback: Be careful of that apostrophe! Please review Lesson 2 about commonly confused contractions.
- ✓ B 4. His
Feedback: Correct
- ✗ D 5. The location of something
Feedback: Please review Lesson 2 about commonly confused contractions.
- ✓ F 6. Hers
- ✓ F 7. Their

2
Answer Key: 1:D, 2:A, 3:C, 4:B, 5:E, 6:F, 7:F

Feedback: You answered incorrectly!

Correct or incorrect answer feedback can be made available by an instructor:

1. For each item in an automatically-graded question,
2. And/or for the question overall.

This type of feedback is always preceded by the word **Feedback**.

Pictured above is feedback for a *Matching* question with both types of correct and incorrect answer feedback. The instructor has made feedback available for several individual matching items, as well as for the question.

Answer Key

Match the article with the corresponding noun.

A. des
B. du
C. une
D. None of the Above

Matching Items

1		C	1. pomme
		A	2. frites
2		D	3. pain
		A	4. bananes
		B	5. sandwich

3 **Answer Key:** 1:C, 2:A, 3:B, 4:A, 5:D

An **Answer Key** includes:

1. **Green checkmark** icons to the left of correct answers,
2. **Red X** icons to the left of incorrect answers,
3. The *Answer Key* underneath the question with correct answers listed.

Pictured above is feedback for a *Matching* question where a student made several correct and several incorrect matches. The correct matches for items 1, 2, and 4 display **green checkmark** icons. The incorrect matches for items 3 and 5 show **red X** icons. Underneath the question is the *Answer Key*: 1:C, 2:A, 3:B, 4:A, 5:D.

Comments

Question 1 of 2

40.0/ 50.0 Points

Upload an essay in which you describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)

File:

Browse...

Upload

[StudentOne-BookEssay.docx](#)(11.49 KB)

Comment: You did a great job describing the book! I liked the details about the woodcuts and watermarks you examined, as well as the thorough description of provenance. See the attached file for detailed comments.

[StudentOne-BookEssay-InstructorComments.docx](#) (11 KB)

While instructors are grading an assessment, they can include additional comments, either about the assessment overall or about individual questions. Comments will be preceded by the word **Comment:** on the *Feedback* screen.

Comments about the overall assessment display at the top of the *Feedback* screen. Comments about an individual question display underneath the question. As part of the comments, instructors can upload attached files. If a file is attached, a link with the file name will appear in the corresponding *Comment* section. Clicking this link will either open the file in a new tab or window, or download it to your computer, depending on your internet browser preferences.

Pictured above is feedback for a *File Upload* question where a student has been asked to upload a Word document with an essay response. The instructor has added comments about the student's answer, and uploaded a file attachment with additional editing notes for the student to review.

Gradebook


What is the Gradebook tool?

The *Gradebook* allows instructors to list course assignments and enter corresponding scores and comments to make them available to students. See below for an [example instructor view of the gradebook](#).

Students can view their own grades and comments in the *Gradebook*. See below for an [example student view of the gradebook](#).

Course grades are automatically calculated and may be exported to the [Student Information System \(SIS\) \(opens new window\)](#). Final course grades are **only** available to students in SIS.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

 **Gradebook Classic** will continue to be available for use until the next system upgrade in 2020.

-
- [Watch a video](#)
 - [Read about the features](#)
-

Video Description

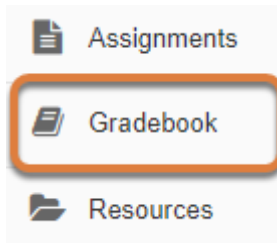
Gradebook Features

The *Gradebook* allows instructors to:

- Enter grades and comments in an easy-to-use spreadsheet view. **(New feature!)**
- Restrict permissions so *Teaching Assistants* can only grade specific rosters or groups of students. **(New feature!)**
- Import grades from a spreadsheet (CSV) file.
- Export grades as a spreadsheet (CSV) file.
- Create extra credit items and/or categories.
- Organize grades into categories, and use categories to:

- Assign a weight to the category,
- Automatically drop grades in a specific category.

To access this tool, select Gradebook from the Tool Menu in your site.



Gradebook main page (Instructor View)

The screenshot shows the Gradebook main page with the following elements highlighted by numbered callouts:

- Add Gradebook Item**: A button at the top left.
- Display options**: A row containing 'All Sections/Groups', 'Showing 3 students', 'Showing 6 of 6 items', 'Show/Hide Items', and 'Group By Category'.
- Students list**: A column with a 'Filter students' box and a list of students: 'Student, One (t1s6u-stu1)', 'Student, Three (t1s6u-stu3)', and 'Student, Two (t1s6u-stu2)'.
- Course Grade**: A column showing grades: 'B+', 'A', and 'B-'.
- Category Title**: A header for 'Assignments [60%]'.
- Gradebook items**: Columns for 'Assignment 1' and 'Assignment 2' showing scores (8, 7, 10) and a 'Comments available' button.
- Category average**: A column showing averages: '80%', '100%', and '80%'.

The instructor view of *Gradebook* (*Grades* screen) displays:

1. **Add Gradebook Item**,
2. **Display options**:
 - **All Sections/Groups**: Select to display students in a specific roster or group,
 - **Show/Hide Items**: Show or hide gradebook items,
 - **Group By Category**, if categories were added in the **Settings**,
3. **Students** list, with a **Filter students** box to search for students by name or user ID (UVA computing ID or non-UVA email address),
4. **Course Grade** column,
5. **Category Title**, if items are grouped by category,
6. **Gradebook items**, including grades that have been entered, and **Comments** icons to display comments,
7. **Category average**, for items in a category.

For more information about setting up your gradebook and creating gradebook items, see:

- [How do I set up my Gradebook?](#)
- [How do I add an item to the Gradebook?](#)

Note: If a gradebook has categories, but items have not yet been assigned to a category, these items will display under the title *Uncategorized*.

Gradebook main page (Student View)

Grade Report for One Student

1 Print

2 ☒ Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments Drop Lowest: 1	80%	60%		
Assignment 1	8 / 10		-	The main ideas were very well-developed and thoughtfully organized. Please see additional comments in the document attached in the assignment.
Assignment 2	7 / 10		-	Good job defining your terms and developing your argument! Please see additional comments in the document attached in the assignment, and review the MLA Handbook for proper citation format.
Quizzes Drop Lowest: 1	98%	40%		
Quiz 1	46 / 50		03/01/2019	
Quiz 2	49 / 50		03/15/2019	

The student view of *Gradebook (Grade Report)* includes:

1. A **Print** button,
2. **Display options**, if categories exist:
 - **Group by Category**,
 - **Expand All**: Show items in all categories,
 - **Collapse All**: Hide items in all categories to only display category averages.
3. **Gradebook items**, with options to sort by **Grade**, **Due Date**, or instructor **Comments**.

For more information on viewing grades, see: [How do I view my grades in the Gradebook?](#)

How do I set up my Gradebook?

The *Gradebook* is the hub for all graded activities and points earned in your site. There are several settings you can set up for your *Gradebook*, such as

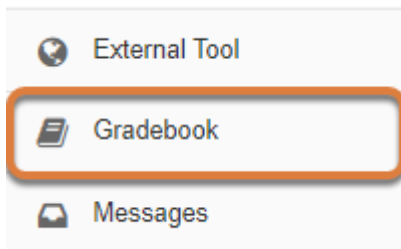
- [Grade Entry](#) in points or percentages,
- [Grade Release Rules](#),
- [Categories and Weighting](#), and
- [Grading Schema](#).

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

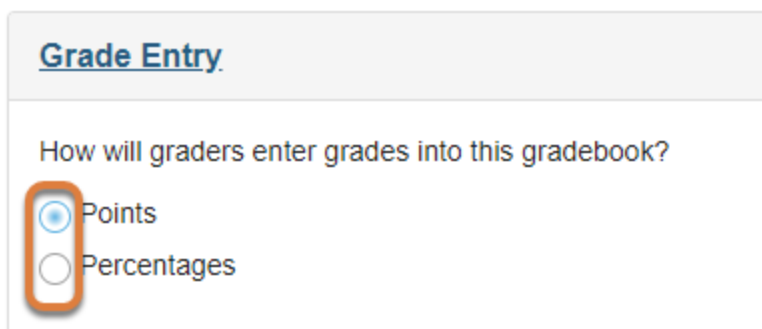
Select the Settings tab.



The screenshot shows a navigation bar with four tabs: 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Settings' tab is selected and highlighted with an orange border. Below the tabs, the 'Settings' section is titled. On the right side of this section, there are links for 'Expand All' and 'Collapse All'. The main content area contains four expandable sections: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. At the bottom of the settings area, there are two buttons: 'Save Changes' and 'Cancel'.


Review and edit settings.

Grade Entry



The screenshot shows the 'Grade Entry' section of the settings. It has a title bar 'Grade Entry' with a blue link icon. Below the title bar, the question 'How will graders enter grades into this gradebook?' is displayed. There are two radio button options: 'Points' and 'Percentages'. The 'Points' radio button is selected and highlighted with an orange border.

You may select either a **Points**-based or a **Percentages**-based gradebook, depending on your preferred method for entering grades.

 **Tip:** Refer to the article on [How are grades calculated in Gradebook?](#) for insights on how these grade entry options affect overall grade calculations in the *Gradebook*.


Grade Release Rules

Grade Release Rules

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

The **Display released Gradebook items to students** option is enabled by default to allow students to view all released items in the gradebook. It is recommended to leave this global setting enabled to ensure that any items released to students will be visible to students.

 **Tip:** Individual items may be hidden or released when you [create](#) or [edit gradebook items](#).

Categories and Weighting

Categories & Weighting

- ☒ No categories
☐ Categories only
☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

You can choose to have **No categories**, **Categories only**, or **Categories & weighting** in your gradebook.

- **No categories** - Uses simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings or automatic dropping of items.

- **Categories only** - Groups similar gradebook items, e.g., all homework, or all projects. This option also supports dropping the lowest or highest grades, or keeping the highest grades within categories.
- **Categories & weighting** - Groups items and applies a weight to the average score of items within each category. This option also supports dropping the lowest or highest grades, or keeping the highest grades within categories.

For more information, see [How are grades calculated in Gradebook?](#)

Important: Categories require at least one gradebook item in order to enter grades, since grades can only be assigned for items.

Tip: In order to drop grades, you must select either **Categories only** or **Categories & weighting**.

Categories only

Categories & Weighting

☐ No categories
☒ **Categories only**
☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
 If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Remove
2	Discussions	<input type="checkbox"/>	1 item(s)	<button>Remove</button>
	Assignments	<input type="checkbox"/>	2 item(s)	<button>Remove</button>

3 Add a category

1. Select the radio button for **Categories only**.
2. Add a title in the *Category* column.
3. To add more categories, click on the **Add a Category** button, then repeat step #2.

Categories & weighting

Categories & Weighting

☐ No categories
☐ Categories only
☒ **Categories & weighting**

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	%	Extra Credit	Gradebook Items	Remove
Discussions	20	<input type="checkbox"/>	1 item(s)	Remove
Assignments	80	<input type="checkbox"/>	2 item(s)	Remove
Total:	100%			
Add a category				

1. Select the radio button for **Categories & Weighting**.
2. Add a title in the *Category* column.
3. Enter the percentage weighting for each category into the **%** column.
4. The **Total** field displays a running total of all category weights.
5. Select **Add a category** to add and enter titles and weights for new categories.

Note: The percentage of all categories taken together must total 100% (or more, if an Extra Credit category is used).

Enable drop lowest and/or keep highest. (Optional)

Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

1 ☒ Drop highest ☒ Drop lowest ☒ Keep highest


To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	1 item(s)	0	2	0	Remove
	Assignments	80	<input type="checkbox"/>	2 item(s)	0	0	1	Remove
Total:	100%							

Add a category

If you selected either **Categories only** or **Categories & weighting**, the options to enable drop/keep will appear. All items within a given category must have the same score value in order to use the drop/keep options for that category.

- Select the checkbox for each of the desired drop/keep options.
 - Drop Highest:** Automatically drops the highest score(s) among items in a category.
 - Drop Lowest:** Automatically drops the lowest score(s) among items in a category.
 - Keep Highest:** Similar to **Drop Lowest**, but works in reverse to automatically keep the highest score(s) among items in the category (e.g., in a category with 10 items, you may elect to keep the highest 9 grades).
- In the appropriate column, enter the number of items in each category that you wish to drop or keep.

 **Tip:** For information about dropping or keeping grades, see the sections [Categories with Drop Lowest/Highest](#) and [Categories with Keep Highest](#) in the article about calculating grades.

Create an extra credit category (Optional).

Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.


☐ Drop highest ☒ Drop lowest ☒ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.


	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Discussions	20	<input type="checkbox"/>	1 item(s)	0	2	0	Remove
☰	Assignments	80	<input type="checkbox"/>	2 item(s)	0	0	1	Remove
☰	Bonus	0	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove
Total:	100%							

Add a category

To designate an **Extra Credit** category, select the checkbox in the *Extra Credit* column next to the category. Extra credit items will be added to the student's total grade, but unearned extra credit points do not detract from the overall grade in this category, if not completed. For more information on extra credit, see [How does extra credit work?](#)

 **Tip:** Gradebook items may be designated as Extra Credit, however, you cannot have an extra credit item within an extra credit category.

Reorder categories.

	Category	%	Extra Credit	Gradebook Items	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	1 item(s)	2	0	Remove
☰	Bonus	0	<input checked="" type="checkbox"/>	0 item(s)	0	0	Remove
Total:	100%						

You may drag and drop to reorder categories. Click on the **reorder** icon to the left of the category and drag it to the new location.

Delete categories.

	Category	%	Extra Credit	Gradebook Items	Drop Lowest	Keep Highest	Remove
☰	Discussions	20	<input type="checkbox"/>	1 item(s)	2	0	Remove
☰	Assignments	80	<input type="checkbox"/>	2 item(s)	0	1	Remove
☰	Bonus	0	<input checked="" type="checkbox"/>	0 item(s)	0	0	Remove
Total:	100%						

To delete a category, select the **Remove** button for that category.

Grading Schema

Verify that the grading scale matches your syllabus and/or the minimum grade thresholds used by your school or department.

Grading Schema

Grade Type UG-GRD ▼

Used by: 19J CIS 1010-1 (UNKX), Manual

Grade	Minimum %
A+	100
A	95
A-	90
B+	87
B	83

GRA-SUS
 GRD-NON
 LAW-AUD
 LAW-BMT
 LAW-CNC
 LAW-GRD
 LAW-NOG
 LAW-NON
 LAW-PNP
 LAW-SUS
 MED-AUD
 MED-BMT
 MED-GRD
 MED-NOG
 MED-PNP
 MED-SUS
 UG-ANC
 UG-AUD
 UG-BMT
 UG-CNC
☒ UG-GRD
 UG-NOG
 UG-NON
 UG-SUS

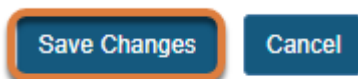
1. Choose the correct **Grade Type** for your students from the menu of all grading types in use at UVA. The default grading type is **UG-GRD** (undergraduate graded). For steps to check

which **Grade Type** your students require, see [Show or hide grading schemas](#) in the [article about customizing your Gradebook display](#).

2. The default grading schema values for the selected grading type are displayed. To customize the score threshold for any of the grade levels, enter the desired value into the corresponding fields. (Optional)

i Note: Gradebook minimum percentages will not round up to the next highest letter grade, e.g., 89.9 will calculate a course grade of B+, rather than rounding up to an A. You may adjust your minimum threshold values to calculate course grades per your grading scale, as needed.

Save your changes.



Once you've finished with your gradebook setup, select the **Save Changes** button at the bottom to apply and save your changes.

How do I add an item to the Gradebook?

Gradebook items are required to enter grades in the *Gradebook*. Add individual items within the *Gradebook* tool to enter grades for:

- Assignments, assessments, or projects completed outside of UVACollab
- Graded discussions from the [Forums](#) tool.
- Participation
- Attendance

Note: Those in the *Teaching Assistant* role in course sites do not have permission to add gradebook items.

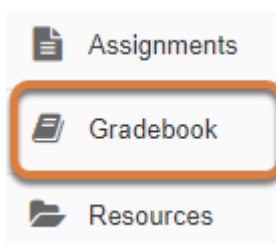
Tip: Grades for assignments and assessments can be sent directly to the *Gradebook* when adding or editing an assignment in the *Assignments* tool, configuring assessment settings in *Tests & Quizzes*, or creating or editing graded items in *Lessons*. For more information, see: [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

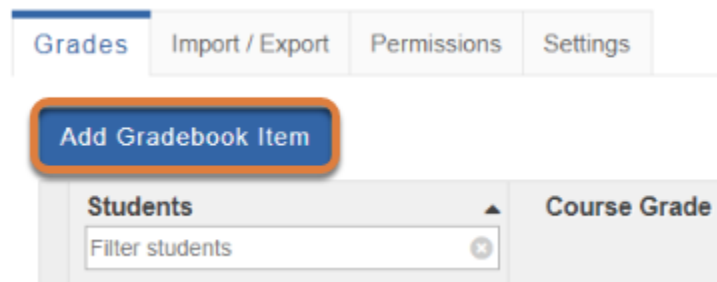
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Add Gradebook Item.



Select the **Add Gradebook Item** button.

Configure the item's settings.

A screenshot of the 'Add Gradebook Item' configuration window. The window has a title bar with a close button (X). The title 'Add Gradebook Item' is at the top left. Below the title, there are seven numbered steps: 1. Title: A text input field containing 'Homework 1'. 2. Point value: A text input field containing '10'. 3. Extra credit: A checkbox that is unchecked. 4. Due date: A date picker showing '01/21/2019'. 5. Category: A dropdown menu showing 'Assignments (40%)'. Below the dropdown, there is a note: 'Items not assigned to a category will not count toward the course grade.' 6. Release item to students?: A checkbox that is checked. 7. Include item in course grade calculations?: A checkbox that is checked. At the bottom of the form, there are two buttons: 'Create' and 'Cancel'. A horizontal scrollbar is visible at the bottom of the window.

In the *Add Gradebook Item* window:

1. Enter a **Title**.
2. If your gradebook uses **Points** (default setting), enter the **Point value** for the item. If your gradebook uses **Percentages**, enter the **Relative weight** of the item.
3. To designate an item as **Extra credit**, select the corresponding check box. For more information on extra credit, see [How does extra credit work in Gradebook?](#)
4. Optionally, enter a **Due date** in the format **month/day/year**. For example, to set the **Due date** to January 21, 2019, enter **01/21/2019**.

Alternatively, click on the **calendar** icon to display the date-picker. Choose a date by clicking on it in the calendar, or by clicking **Now**. When your date is selected, click **Done**.

5. If your gradebook has categories, select the appropriate **Category** for the item.
6. To allow students to view their grades for this item, select **Release item to students?**
7. Select **Include item in course grade calculations?** to add the item's scores in the course grade.
8. Select **Create**.

View gradebook item(s).

The screenshot shows the 'Grades' page in Canvas LMS. At the top, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. A green notification banner at the top left contains a blue circle with the number '1' and the text 'Gradebook item 'Homework 1' has been created.' Below this, a blue button labeled 'Add Gradebook Item' is next to the text 'All changes saved.' The main area shows a table with columns for 'Students', 'Course Gr', and 'Assignments [40%]'. A blue circle with the number '2' is placed over the 'Homework 1' item in the 'Assignments' column. The 'Homework 1' item details show 'Total: 10' and 'Due: 01/21/2019'. The table lists two students: 'Student, Five (t1s6u-stu5)' and 'Student, Four (t1s6u-stu4)', both with a grade of '-'. A 'Show/Hide Items' dropdown is visible in the top right of the table area.

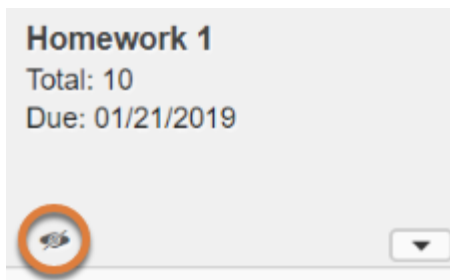
You will be returned to the *Grades* screen, where:

1. A message displays at the top of the screen indicating that the item has been created,
2. The newly-added item appears in the *Grades* table. If the gradebook is grouped by category, the item will appear in the category selected when the item was created.

Icons displayed with specific item settings

Depending on the gradebook item's settings, one or more of the following icons may be included in the item details.

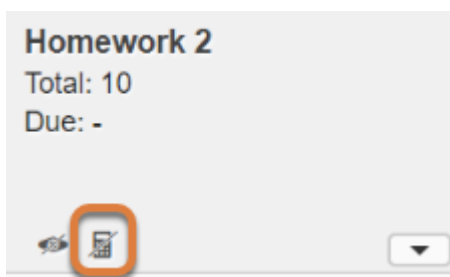
Eyeball with a slash indicates the Gradebook item is not visible to students.



If the option **Release item to students?** was NOT selected when the gradebook item was created, an **eyeball with a slash** icon displays.

i **Note:** To release a hidden item to students, follow the [steps to edit the gradebook item](#).

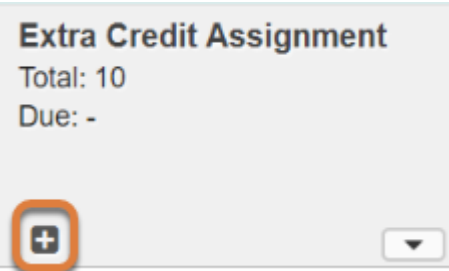
Calculator with a slash indicates the Gradebook item is not included in the course grade calculation.




If the option **Include item in course grade calculations?** was NOT selected when the gradebook item was created, a **calculator with a slash** icon displays.

i **Note:** To count an item that is not currently included in the course grade calculation, follow the [steps to edit the gradebook item](#).













Plus sign (+) indicates that This is an Extra Credit Gradebook Item.




If the **Extra credit** option was selected when the gradebook item was created, a **plus sign (+)** icon displays.

 For more information about **extra credit** items, see [How does extra credit work in Gradebook?](#)

Tool icon and padlock indicate that the Gradebook item is coming from Tests & Quizzes, Assignments, or Lessons.

e Grade		 Essay 1 Total: 50 Due: 11/21/2018	 Quiz 1 Total: 10 Due: -	 Lesson 1 Knowledge Check Total: 10 Due: -
B		 37.5	 8	 8
			 7	 0
			 5	 10
			 10	

 Go to the Assignments tool to edit scores for this item.

For information about the icons that display with gradebook items added to *Gradebook* from other tools, see [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

How do I edit or delete a gradebook item?

Edit a gradebook item to make changes to its original settings. For example, you can change whether an item's grades are released (available) to students, or assign an item to a category to include it in the course grade calculation.

Delete a gradebook item to **permanently remove** the item and **all** associated grades.

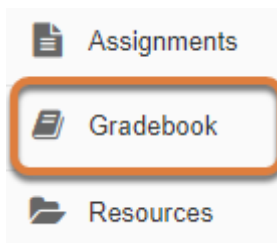
***Note:** Those in the Teaching Assistant role in course sites do not have permission to edit or delete gradebook items.*

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

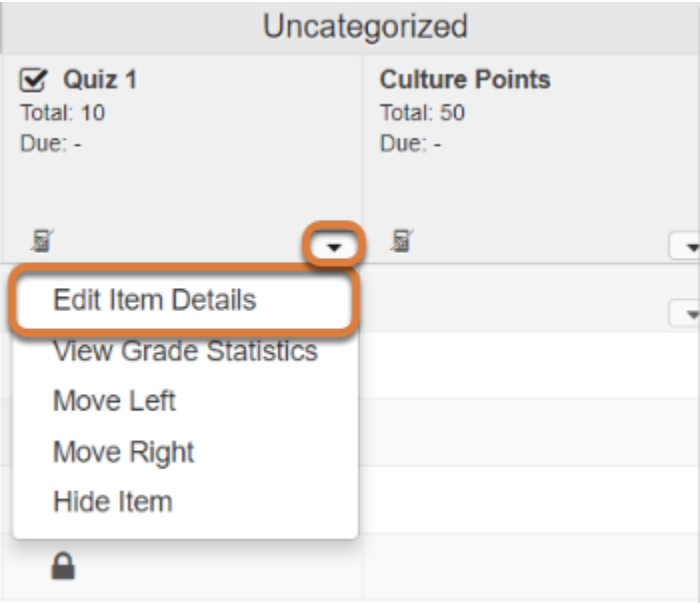
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Edit item details.



Select the **down arrow** icon (**Open menu for [item title] column**), then **Edit Item Details**.
In the example pictured above, **Quiz 1** is being edited.

Edit the gradebook item.

Edit Gradebook Item ✕

Please go to Tests & Quizzes to edit the title, points, and due date, or to remove the item from the Gradebook.

Title

Quiz 1

Point value

10

☐ Extra credit

Due date

mm/dd/yyyy

📅 ✕

Category

Uncategorized

Uncategorized

Quizzes (30%)

Assignments (20%)

Presentation (20%)

Final Exam (20%)

Textbook Questions (10%)

☐ Include item in course grade calculations?

2

Save Changes

Cancel

In the *Edit Gradebook Item* window:

1. Make the desired changes.
2. **Save Changes.**

In the example pictured above, an instructor selects **Quizzes (30%)** from the *Category* menu to assign **Quiz 1** to that category and include the quiz in the course grade calculation.

Note: Titles, point values, and due dates of assignments or assessments added to the *Gradebook* from *Assignments, Tests & Quizzes*, or *Lessons* must be edited within the tool of origin. For more information, see: [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

View edited item.

Quizzes [30%]			
Quiz 1	Quiz 2	Quiz 3	
Total: 10 Due: 03/04/2019	Total: 10 Due: -	Total: 10 Due: -	
8	9	9.5	
7	8	0	
5	8	7	
10	5	9	

You will be returned to the *Grades* page with the edited item displayed.

Delete a gradebook item.

Presentation [20%]		
Presentation Proposal Total: 10 Due: -	Presentation Slides Total: 10 Due: -	Presentation (Slides & Delivery) Total: 30 Due: -
8		
7		
5		
9		
7.5		

▼

Edit Item Details

View Grade Statistics

Move Left

Move Right

Hide Item

Set Score for Empty Cells

Delete Item

Select the **down arrow** icon (**Open menu for [item title] column**), then **Delete Item**.

Note: The **Delete Item** option is not available for items added to the *Gradebook* from *Assignments, Tests & Quizzes, or Lessons*. For information about removing these items, see: [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

Confirm deletion.

Delete Item

1

Please be aware that deleting this Gradebook item cannot be undone and scores entered will be removed from the gradebook.

2

Delete

Cancel

1. In the *Delete Item* window, note the warning: **Please be aware that deleting this Gradebook item cannot be undone and scores entered will be removed from the gradebook.**
2. If you are **sure** you want to **permanently** delete the item and **all associated scores**, select **Delete** to confirm.

View Gradebook.

Presentation [20%]	
Presentation Proposal Total: 10 Due: -	Presentation (Slides & Delivery) Total: 30 Due: -
8	
7	
5	
9	
7.5	

Deleted item was here

You will be returned to the *Grades* page with the deleted item no longer available.

How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?

Grades for assignments and assessments can be sent directly to the *Gradebook* when adding or editing an assignment in the *Assignments* tool, configuring assessment settings in *Tests & Quizzes*, or creating or editing graded items in *Lessons*.

This article summarizes how assignments or assessments from other tools work with *Gradebook* and provides links to related articles describing how to add these items, enter grades, and edit or remove the gradebook items.

Add an item to Gradebook from another tool.

You can add items from *Assignments*, *Tests & Quizzes*, or *Lessons* to *Gradebook* when you create them, or you can edit items later to send their grades to the *Gradebook*. For more information, see:

- **Assignments:** [How do I add an assignment?](#) or [How do I edit an existing assignment?](#)
- **Tests & Quizzes:** [What are the Grading and Feedback options for an assessment?](#)
- **Lessons:**
 - **Lessons** questions: [How do I add a question to a lesson page?](#)
 - **Lessons** comments: [How do I allow comments to be posted on a lesson page?](#)
 - **Lesson pages students create:** [How do I allow students to add content to lessons?](#)

Grade items in other tools.













Grades from *Assignments*, *Tests & Quizzes*, and *Lessons* are entered and edited in the corresponding tools. For steps to grade in these tools, see:



- [How do I grade an assignment?](#)
- [How do I grade Tests & Quizzes?](#)



Note: After grades are entered in *Assignments*, the grades must be **released** to students in *Assignments* before they will appear in the *Gradebook*. For more information, see [How do I release assignment grades?](#)

View grades from other items in Gradebook.

Grade	1  Essay 1 Total: 50 Due: 11/21/2018	 Quiz 1 Total: 10 Due: -	 Lesson 1 Knowledge Check Total: 10 Due: -
B	2  37.5	 8	 8
		 7	 0
		 5	 10
		 10	


 Go to the Assignments tool to edit scores for this item.

1. If an item was added to the *Gradebook* from another tool (*Assignments*, *Tests & Quizzes*, or *Lessons*), an icon corresponding to that tool will display to the left of the gradebook item title:
 - **Paper** icon: **Gradebook item coming from Assignments**
 - **Check mark** icon: **Gradebook item coming from Tests & Quizzes**
 - **Open book** icon: **Gradebook item coming from Lesson Builder**
2. A **padlock** icon will display with each grade in the corresponding column, indicating that you must go to the appropriate tool to edit grades. For example, if the item was added from *Assignments*, selecting the **padlock** will display the message: **Go to the Assignments tool to edit scores for this item.**

Edit or remove Gradebook items from other tools.

How you edit a gradebook item from another tool depends on which settings you need to edit. Gradebook items from other tools must be removed from the *Gradebook* in their tools of origin.

Edit item settings in Gradebook.

Edit Gradebook Item



Please go to Tests & Quizzes to edit the title, points, and due date, or to remove the item from the Gradebook.

Title

Point value

☐ Extra credit

Due date

Category

Uncategorized

Uncategorized

Quizzes (30%)

Assignments (20%)

Presentation (20%)

Final Exam (20%)

Textbook Questions (10%)

Category will not count

☐ Include item in course grade calculations?

The following settings for gradebook items added by other tools can be edited within *Gradebook*:

- **Category** - If your *Gradebook* is set up with categories, you can add the item to a category, or move it to a different category.
- **Release item to students?** - You can make the item visible to students within *Gradebook*.
- **Include item in course grade calculations?** - Include or exclude the item's grade from the course grade calculation.

For steps to edit these settings, see: [How do I edit or delete a gradebook item?](#)

Note:

- In a gradebook with categories, items must be associated with a category to be included in the course grade calculation. Assessments added to *Gradebook* from *Tests & Quizzes* must be edited to associate them with a category.
- If you disable the **Release item to students?** setting in *Gradebook*, the grades for that item may still be available to students in the original tool. For example, grades for assignments must be **released** to students in *Assignments* for their grades to appear in the *Gradebook*. For more information, see [How do I release assignment grades?](#)

Edit item settings in other tools and/or remove items from Gradebook.

Titles, point values, and due dates of assignments or assessments added to the *Gradebook* from *Assignments, Tests & Quizzes*, or *Lessons* must be edited within the tool of origin.

Editing an assignment's or assessment's settings in its tool of origin will also allow you remove the item from the *Gradebook*. For more information, see:

- **Assignments:** [How do I edit an existing assignment?](#)
- **Tests & Quizzes:** [What are the Grading and Feedback options for an assessment?](#)
- **Lessons:**
 - **Lessons** questions: [How do I add a question to a lesson page?](#)
 - **Lessons** comments: [How do I allow comments to be posted on a lesson page?](#)
 - **Lesson pages students create:** [How do I allow students to add content to lessons?](#)

How do I enter and/or edit grades in Gradebook?

You may enter grades and/or comments in the *Gradebook* for any items created using the **Add Gradebook Item** option.

Note: For steps to add items, see [How do I add an item to the Gradebook?](#)

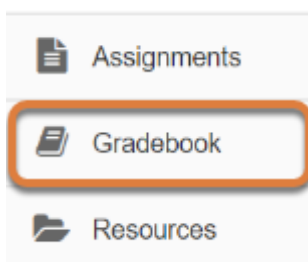
💡 **Tip:** Grades that are being sent to *Gradebook* from other tools, such as *Assignments* or *Tests & Quizzes*, are managed within their respective tools. You do not need to enter or edit them via *Gradebook*. For more information, see [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)

Grades Import / Export Permissions Settings

Add Gradebook Item All changes saved.

All Sections/Groups Showing 5 students Showing 6 of 6 items Show/Hide Items

Students Filter students

	Course Grade	Week 1 Homework Total: 25 Due: 12/12/2018	Week 1 Quiz Total: 100 Due: -	Mid-Term Exam Total: 100 Due: 12/12/2018
> Student, Five (mai4n-stu5)	A-	25	90	
> Student, Four (mai4n-stu4)	D+	17		
> Student, One (mai4n-stu1)	B-	20	80	
> Student, Three (mai4n-stu3)	A-	25	85	
> Student, Two (mai4n-stu2)	F	10		







Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook display by:

1. **Sections/Groups:** Select the desired section/roster or group from the drop-down menu.
2. **Students:** Type all or part of a student's name in the *Filter students* box to display a specific student.

Enter grades.

[Add Gradebook Item](#) All changes saved.

All Sections/Groups ▼ Showing 5 students Showing 6 of 6 items [Show](#)

Students	Course Grade	 Week 1 Homework Total: 25 Due: 12/12/2018	Week 1 Quiz Total: 100 Due: -
Filter students			
> Student, Five (mai4n-stu5)	A-	 25	90
> Student, Four (mai4n-stu4)	D+ ▼	 17	<input type="text"/> /100 ▼
> Student, One (mai4n-stu1)	B-	 20	80
> Student, Three (mai4n-stu3)	A-	 25	85
> Student, Two (mai4n-stu2)	F	 10	

All the existing gradebook items in your site are shown in a spreadsheet.

To enter a grade, click within the appropriate cell, or use the **Tab** key on your keyboard to select a cell, then the **Enter** key, to display the score entry field.

You may click out of the cell, use the **Enter** key, or use the **up** or **down arrow** keys to navigate to different cells. *Gradebook* supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with an icon next to the item's title in the column header indicate that the **gradebook item is coming from another tool**, e.g., *Assignments*. Gray **padlock** icons in the cells, highlighted in the image above, indicate that you must **go to the specified tool to edit scores**. You cannot edit those grades from the *Gradebook*, although you can view them there.

To enter or edit grades for items such as these, see:

- [How do I grade an assignment?](#)
- [How do I grade Tests & Quizzes?](#)

Set score for empty cells.

Add Gradebook Item All changes saved.

All Sections/Groups ▾ Showing 5 students Showing 6 of 6 items Show/Hide Items ▾

Students	Course Grade	Week 1 Homework Total: 25 Due: 12/12/2018	Week 1 Quiz Total: 100 Due: -	Mid-Term Exam Total: 100 Due: 12/12/2018
Student, Five (mai4n-stu5)	A-	25		
Student, Four (mai4n-stu4)	D+	17		
Student, One (mai4n-stu1)	B-	20		
Student, Three (mai4n-stu3)	A-	25		
Student, Two (mai4n-stu2)	F	10		

1. Click the down arrow icon in the column header row for the item you want to set the score for.

2. Select the **Set Score for Empty Cells** option from the menu.

To set a score for all empty cells for a specific gradebook item:

1. Select the **down arrow** icon within the column header row to **open the menu for the item's column**.
2. Select the **Set Score for Empty Cells** option.

Set the desired score.

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section All Sections/Groups ▾

* Grade Override 1 0.0 /100

2 Done Cancel

1. Enter the desired score in the *Grade Override* box.
2. Select **Done**.

View grade log.

All Sections/Groups ▼ Showing 5 students		Showing 6 of 6 items		Show/Hide Items ▼	<input type="checkbox"/> Group
Students	Course Grade	Week 1 Homework Total: 25 Due: 12/12/2018	Week 1 Quiz Total: 100 Due: -	Mid-Term Exam Total: 100 Due: 12/12/2018	
Filter students					
Student, Five (mai4n-stu5)	A-	25	90		
Student, Four (mai4n-stu4)	D+	17			
Student, One (mai4n-stu1)	B-	20	80		
Student, Three (mai4n-stu3)	A-	25			
Student, Two (mai4n-stu2)	F	10			

To view the grade log:

1. Select the **down arrow** icon to **open the menu for the student in the assignment's cell**.
2. Select the **Grade Log** option.

The grade log will display.

Grade Log for One Student (mai4n-stu1)

12/05/2018 14:03 - Score set to **80** by Michele Irvine

12/05/2018 14:03 - Score set to **75** by Michele Irvine

12/05/2018 13:21 - Score set to **70** by Michele Irvine

Done

The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the name of the instructor who made the change.

Add/edit comments.

All Sections/Groups ▼ Showing 5 students		Showing 6 of 6 items Show/Hide Items ▼ <input type="checkbox"/> Group			
Students	Course Grade	Week 1 Homework Total: 25 Due: 12/12/2018	Week 1 Quiz Total: 100 Due: -	Mid-Term Exam Total: 100 Due: 12/12/2018	
Filter students					
Student, Five (mai4n-stu5)	A-	25	90		
Student, Four (mai4n-stu4)	D+	17			
Student, One (mai4n-stu1)	B-	20	80		
Student, Three (mai4n-stu3)	A-	25			
Student, Two (mai4n-stu2)	F	10			

To enter comments along with the score:

1. Select the **down arrow** icon to **open the menu for the student in the assignment's cell**.
2. Select the **Add/Edit Comment** option.

Enter your comment and select Save Comment.

Comment for One Student (mai4n-stu1) - Week 1 Quiz

Nice work!

Save Comment

Cancel

View comment icon.

All Sections/Groups ▼		Showing 5 students		Showing 6 of 6 items		Show/Hide Items ▼
Students		Course Grade	Week 1 Homework	Week 1 Quiz	Mid-Term Exam	
Filter students			Total: 25 Due: 12/12/2018	Total: 100 Due: -	Total: 100 Due: 12/12/2018	
> Student, Five (mai4n-stu5)		A-	25	90		
> Student, Four (mai4n-stu4)		D+	17			
> Student, One (mai4n-stu1)		B-	20	80		
> Student, Three (mai4n-stu3)		A-	25	85		
> Student, Two (mai4n-stu2)		F	10			

The **Comments** icon will display within the cell, indicating that there is an instructor comment associated with the score. Select the **Comments** icon to view the comment.

How do I exclude a grade for a particular student in Gradebook?

Unlike *Gradebook Classic*, *Gradebook* does not yet have an option to exclude a grade for a specific student. However, you can use the **Grade Exclusion** feature in *Gradebook Classic* to remove an erroneous grade from any student's final grade calculation in both *Gradebook Classic* and *Gradebook*.

Note:


- Gradebook offers several options for automatically dropping grades from specific categories. For more information on these options, see the [step to enable dropping or keeping grades](#) in [How do I set up my Gradebook?](#)
- If the grade you want to exclude was entered directly into a Gradebook item (vs coming from Tests & Quizzes), you can simply remove the grade from consideration by deleting it in Gradebook. For more information about deleting grades, see [How do I enter and/or edit grades in Gradebook?](#)

What kind of situation would warrant a Grade Exclusion?

A student who receives extra time on a quiz accidentally submits two versions of the quiz:

1. The extended-time quiz released to students who need extra time (see also note, below),
2. And the version of the quiz that was released to the entire class.

If both quiz scores are being sent to the *Gradebook* from *Tests & Quizzes*, the student's final grade will include both quiz grades. Thus, the erroneous grade will need to be excluded from the final grade calculation.

 **Note:** Refer to the article on [creating assessments with different settings for specific students](#) for information on granting extra time to a student.

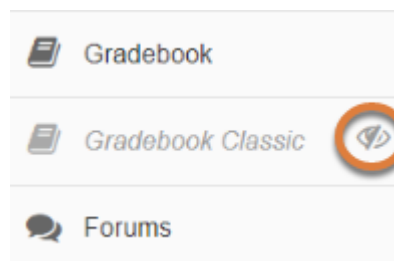
Add Gradebook Classic to your site.

☒ **Gradebook**
Enter and calculate grades, with optional features including weighted categories and export to SIS.

☒ **Gradebook Classic**
Input, compute, and store grade information and distribute it to students online and export final course grades to SIS

Follow the steps in [How do I add a tool to my site?](#) to add *Gradebook Classic* to your site.

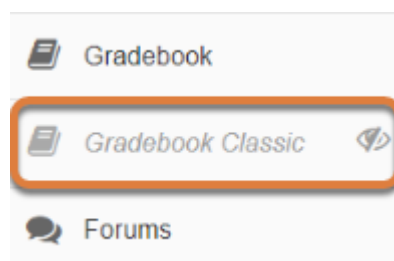
Hide Gradebook Classic from students.



So students are not confused by seeing two *Gradebook* tools in the site (both tools present the same information to students), follow the steps in [How do I hide or show items in the Tool Menu?](#) to hide the *Gradebook Classic* tool.

Exclude the grade in Gradebook Classic.

Go to Gradebook Classic.






Select the **Gradebook Classic** tool from the Tool Menu in your site.

Select the Gradebook item.

▼ Title*		Class Avg**
Assignments		
▼ Essays		92%
First Essay - Draft 1	Edit	18.4/20
▼ Exams		
In-Class Exam 1	Edit	
▼ Quizzes		65.5%
Practice Quiz	Edit	65.5/100
Quiz 1	Edit	

Select the **Title** of the gradebook item where you would like to exclude a student's grade; in the example pictured above, we have selected the **Practice Quiz**.

Select the grade to exclude and save changes.



Student Name 	Student ID	Log	Points		Excluded from Grade ?	Comments	Edit >>
Student, Five	tls6u-stu5		0	1	<input checked="" type="checkbox"/>		
Student, Four	tls6u-stu4		98		<input type="checkbox"/>		
Student, One	tls6u-stu1		100		<input type="checkbox"/>		
Student, Three	tls6u-stu3		85		<input type="checkbox"/>		
Student, Two	tls6u-stu2		79		<input type="checkbox"/>		






1. To the right of the grade to exclude, select the **Excluded from Grade?** check box.
2. Save the changes to the grade exclusions. The text of the button to select will differ depending on the origin of the gradebook item:
 - If your gradebook item was added by another tool, such as *Tests & Quizzes*, select **Update Grade Exclusions**.
 - If the grades for your gradebook item were entered directly into *Gradebook* or *Gradebook Classic*, select **Save Changes**.

Note: You can remove an existing grade exclusion by unchecking the **Excluded from Grade?** box, then saving.

View the excluded grade in Gradebook Classic.

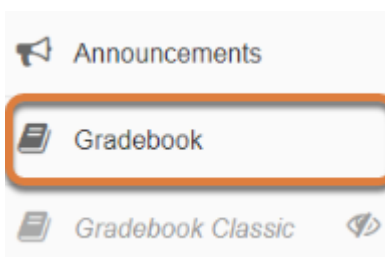
Student Name 	Student ID	Log	Points	Excluded from Grade ?	Co
Student, Five	tls6u-stu5	 1 0		<input checked="" type="checkbox"/>	
Student, Four	tls6u-stu4		98	<input type="checkbox"/>	

Student Name 	Student ID	Log	Points	Excluded from Grade ?	Co
Student, Five	tls6u-stu5		0	<input checked="" type="checkbox"/>	
Student, Four	tls6u-stu4	2	Grade Log: Five Student 		
Student, One	tls6u-stu1	1/8/19 2:11:19 PM Score Set to 0.0 (Excluded) by Tiffany Stull			

1. Under the *Points* or *Percentage* column, the excluded grade will be indicated with a **strikethrough**.
2. If you click on the **Log** icon to the left of the grade, the log will indicate that the score was set to *(Excluded)*.








View the excluded grade in Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Excluded grades display with strikethrough text and icon(s).

Quizzes		
Practice Quiz	Quiz 1	In-Class Quiz 1
Total: 100 Due: 01/10/2019		Total: 100 Due: -
Excluded grade from Tests & Quizzes		
 0		Excluded grade entered directly in Gradebook
 98		99.5
 100		 85

In *Gradebook*, an excluded grade will display with a **strikethrough** and a **calculator** icon in its cell, indicating that the *Gradebook* item score has been excluded from course grade calculations by *Gradebook Classic*.

Note: If the gradebook item is also added to the *Gradebook* from another tool, such as *Tests & Quizzes*, a **lock** icon indicating where you need to go to edit scores for the item will also appear in the cell. For more information about items added to *Gradebook* from other tools, see [How do I add and edit gradebook items from Assignments, Tests & Quizzes, or Lessons?](#)

Edit grade exclusions.

[To add more grade exclusions or remove an existing grade exclusion, use *Gradebook Classic*, as described above.](#)

How does extra credit work in Gradebook?

The **Extra credit** feature in *Gradebook* can be enabled for:

- [Gradebook items](#) or
- [Categories](#).

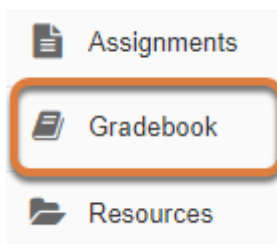
When you designate an item or a category as **Extra credit**, the point value of those items are excluded from the total points possible to be earned in the *Gradebook*. Instead, extra credit points are added on top of the overall grade. Conversely, overall grades will not affect students who do not earn extra credit points.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Set Extra Credit on a gradebook item.

Edit Details on the gradebook item.

Students	Course Grade	Paper 3	Paper 2
Filter students		Total: 15 Due: -	Total: 15 Due: 09/18/2018
Student, Five (psg3a-stu5)	IN	15	
Student, Four (psg3a-stu4)	S	14	
Student, One (psg3a-stu1)	U	13	
Student, Three (psg3a-stu3)	S	12	
Student, Two (psg3a-stu2)	S	10	

- 1. Select an item's drop-down menu.
- 2. Select **Edit Item Details**.

1. Select an item's drop-down menu.
2. Select **Edit Item Details**.

Select Extra Credit and Save Changes.

Edit Gradebook Item

* Title

* Point value

1 ☒ Extra credit

Due date

☒ Release item to students?

☒ Include item in course grade calculations?

2

1. Enable the **Extra credit** option.
2. Select **Save Changes**.

Tip: The extra credit option may also be set when [adding a new gradebook item](#).

Extra credit item

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: Extra Credit items within weighted categories

Students	Course Grade	Assignments [40%]				Assignments	Quizzes [40%]		
		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Extra Credit Assignment Total: 10 Due: -		Quiz 2 Total: 20 Due: -	Quiz 1 Total: 10 Due: -	Quizzes
Student, Five (ts6u-stu5)	A+ (110%)	10	10	10	10	133.33%	17	9	86.67%
Student, Four (ts6u-stu4)	B (86.67%)	9	8	8	2	90%	17	8	83.33%
Student, One (ts6u-stu1)	B+ (89.17%)	10	10	10	0	100%	15	8.5	78.33%

In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

Example scenario: In an Assignments category worth 40% of the course grade, there are 3 regular assignments and 1 extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, their category average is 133.33%.

The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

i It is important that you DO NOT add individual items extra credit within an extra credit category. Doing so will render those items as optional within the category. Extra credit items in an extra credit category will have no effect on the overall grade, whether points are given or not.

Example: Extra Credit item in gradebook with no categories

Students	Course Grade	Extra Credit Quiz Total: 10 Due: -	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 10 Due: -
Filter students				
Student, Five (psg3a-stu5)	A+ [30/20] (150%)	10	10	10
Student, Four (psg3a-stu4)	A+ [20/20] (100%)		10	10
Student, One (psg3a-stu1)	-			
Student, Three (psg3a-stu3)	-			
Student, Two (psg3a-stu2)	-			

Course grade 150% due to extra credit quiz

An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

💡 **Example scenario:** In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., 2 quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

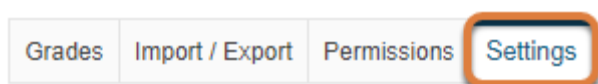
An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Set Extra credit at the category level.

An extra credit category can be useful if your gradebook includes weighting, or if you have several extra credit items that you want to group together into a category.

Any items placed into an extra credit category are automatically omitted from the total points possible for the course grade; however, any points earned for items within an extra credit category are included in the course grade calculation.

Select Settings.



Select the **Settings** tab.

Select Extra Credit and Save Changes.

Settings

[Expand All](#) [Collapse All](#)

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

- ☐ No categories
☒ Categories only
☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Remove
☰	Assignments	<input type="checkbox"/>	3 items(s)	<button>Remove</button>
☰	Quizzes	<input type="checkbox"/>	4 items(s)	<button>Remove</button>
☰	Extra Credit	<input checked="" type="checkbox"/>	3 items(s)	<button>Remove</button>

Add a category

[Grading Schema](#)

Save Changes

Cancel

On the *Settings* tab, select the check the box in the **Extra Credit** column next to an existing category or add a new category and enable the **Extra Credit** option for it. Then, click **Save Changes**.



Note: Categories only or Categories & weighting must be enabled in the gradebook's *Settings*.

Extra credit category

Example: Extra credit with weighted categories.


		+ Extra Credit [5%]			
Students	Course Grade	Culture Points Total: 10 Due: -	Movie Write-Up Total: 10 Due: -	Guest Lecture Write-Up Total: 10 Due: -	Extra Credit
Student, Five (t1s6u-stu5)	A+ (105%)	10	10	10	100%
Student, Four (t1s6u-stu4)	B+ (87.96%)	5	0	0	16.67%
Student, One (t1s6u-stu1)	B+ (88.1%)	0	0	0	0%

Example extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows: Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for their course grade.

Example: Extra credit category only

		+ Extra Credit			
Students	Course Grade	Culture Points Total: 10 Due: -	Movie Write-Up Total: 10 Due: -	Guest Lecture Write-Up Total: 10 Due: -	Extra Credit
Student, Five (t1s6u-stu5)	A+ [130/100] (130%)	10	10	10	100%
Student, Four (t1s6u-stu4)	A- [93/100] (93%)	5	0	0	16.67%
Student, One (t1s6u-stu1)	B [85/100] (85%)	0	0	0	0%

 **Example extra credit category scenario:** The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.


Additional Resources

For more information on adding items and/or categories to the gradebook, see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)

How are grades calculated in a points Gradebook?

Course grade calculations depend on your *Gradebook's* organization and grade entry setting, points (described here) or percentages:

- **No categories (default)** - Each gradebook item is assigned a simple point value. The course grade is determined by the student's total score divided by the total points possible.
- **Categories only** - Categories are used to group gradebook items, where items are assigned a simple point or percentage value. Similar to a gradebook with **No categories**, the course grade is determined by the student's total score divided by the total points possible. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.
- **Categories & weighting** - Items are grouped into categories, where each category is assigned a percentage of the course grade. The total score of all items in a category will comprise the category's percentage of the course grade. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.

 **Tip:** To award students extra credit points, you can create **extra credit** items or categories, as described in [How does extra credit work in Gradebook?](#)

-
- [Watch a video](#)
 - [Read about how grades are calculated](#)
-

Video Guide

Calculations and Examples

No categories

Students	Course Grade	Homework 1	Homework 2
Filter students		Total: 10 Due: -	Total: 10 Due: -
	Course grade when all items are graded		
Student, Five (tls6u-stu5)	A- [72/80] (90%)	8	9
Student, Four (tls6u-stu4)	B+ [70/80] (87.5%)	9	7
Student, One (tls6u-stu1)	B [68/80] (85%)	10	8
Student, Three (tls6u-stu3)	B [59/70] (84.29%)	8	Ungraded item

In a default gradebook with **No categories**, course grades are calculated for each student by dividing the sum of their scores received for all graded items by the total points possible for those items.

In the example pictured above, Student Five earned a total of 72 points out of 80 total points possible. His course grade is $72/80 = 0.90$ (90%).

Note: Ungraded items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.

In the example pictured above, most students were graded out of **80** total points. However, Student Three has not received a grade for Homework 2 (10 points possible). Thus, her course grade is $59/70 = 0.8429$ (84.29%).

Categories only

Students	Course Grade	Assignments			Quizzes	
Filter students		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignments Drop Lowest: 1	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -
Student, One (tts6u-stu1)	A [38/40] (95%)	10	8	9		19
Student, Three (tts6u-stu3)	D+ [27/40] (67.5%)	7	9	90%	0	18
Student, Two (tts6u-stu2)	B+ [35.5/40] (88.75%)	8	7	80%	10	17.5

With **Categories only**, course grades are calculated the same as in a [gradebook with No categories \(described above\)](#). However, if all items in a category have the same total point value, you can automatically drop the lowest or highest grades, or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

For more information on grade calculations when grades are dropped/kept, see [How does a points Gradebook calculate automatically dropped grades?](#)

Note: You must assign each item to a category for the item to be included in students' course grades.

Ungraded items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.

Categories & Weighting

Use **Categories & weighting** to group gradebook items into categories, and weight each category as a percentage of the total course grade. The sum total of all category percentages must equal **100%** (or more, if there is an **Extra Credit** category - for more information, see [How does extra credit work in Gradebook?](#))

For example, if **Exams** are worth **20%** of the course grade, the **Exams** category (**20%**) could include a **Midterm Exam** (50 points) and **Final Exam** (100 points).

Each student's **course grade** is the sum of the categories' **weighted averages**. See below for additional information about dropping and keeping grades, and example calculations.

Note: You must assign each item to a category for the item to be included in students' course grades.

Ungraded items are **not included** in a student's course grade. If any grade entry is left blank, the total points possible within the category are reduced by the point value(s) of the ungraded item(s) for that student.

Dropping and keeping grades

If all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

For more information on grade calculations when grades are dropped/kept, see [How does a points Gradebook calculate automatically dropped grades?](#)

Categories & Weighting - Example Calculations

Below is an example of how a *Gradebook* with three weighted categories, **Exams** (20%), **Assignments** (40%), and **Quizzes** (40%), would calculate a student's grade.

Students	Course Grade	Exams [20%]		Exams Category Average	Assignments [40%]	
		Final Exam Total: 100 Due: -	Midterm Exam Total: 50 Due: -		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -
Student, One (t1s6u-stu1)	B- (82%)	95	40	90%	8.5	
Student, Three (t1s6u-stu3)	A (95.93%)	85	48	88.67%	9.5	9
Student, Two (t1s6u-stu2)	B- (80%)	78	42	80%	8	9

The Gradebook calculates the weighted average in each category by:

1. Totaling the **student's scores** for all graded items in the category.

In the example pictured above, in **Exams**, Student One earned: **Final Exam** (95 points) + **Midterm Exam** (40 points) = **135 points**.

2. Totaling the **point values** for all graded items in the category.

Final Exam (95 points) + **Midterm Exam** (40 points) = **150 total points**.

3. Dividing the **student's score** by the **total points**, then **multiplying that number by 100**, to determine the **category average**:


Student One's **category average** in **Exams** is **90%**:

- $135/150 = 0.90$
- $0.90 \times 100 = \mathbf{90\%}$

4. Applying the **weight** to the **category average**.

Because the **Exams** category is worth **20%** of the course grade, Student One's **weighted average** is **18**:

- To get 20% of a number, multiply the number by 0.2.
- $90 \times 0.2 = \mathbf{18}$

 **Tip:** The **category average** is shown in a column to the right of the gradebook items in that category.

The Gradebook totals the weighted averages to produce the course grade.

If Student One received a **category average** of **75%** for **Assignments** and **85%** for **Quizzes**, his **course grade** is **82%**, calculated as follows:

- **Exams** (20%) weighted average (shown above) = **18**
- **Assignments** (40%) weighted average = $0.4 \times 75 = \mathbf{30}$
- **Quizzes** (40%) weighted average = $0.4 \times 85 = \mathbf{34}$
- **Course Grade** = $18 + 30 + 34 = \mathbf{82}$

How does a points Gradebook calculate automatically dropped grades?

If your *Gradebook* is set up to use either **Categories only** or **Categories & weighting**, the *Gradebook* has the following options for automatically dropping grades:

- **Drop Lowest** - drops the specified number of lowest grade(s) in the category for each student
- **Drop Highest** - drops the specified number of highest grade(s) in the category for each student
- **Keep Highest** - keeps the specified number of grade(s) in the category for each student, and drops any lower grade(s)

Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

When using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

Below is an example of how course grades are calculated when grades are dropped/kept.

Note: All gradebook items in the category must have the same point value to enable the drop/keep options for that category.

💡 **Tip:** For more information about course grade calculations, see [How are grades calculated in a points Gradebook?](#)

For steps to enable dropping/keeping grades in your *Gradebook*, see [How do I set up my Gradebook?](#)

Overview of Example Gradebook

Category		Quizzes [40%]			Assignments [60%]		
Students	Course Grade	Quiz 1 Total: 50 Due: -	Quiz 2 Total: 50 Due: -	Quizzes Drop Lowest: 1	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -
Student, One (t1s6u-stu1)	A- (90.2%)	46	48	96%	8	7	9%
Student, Three (t1s6u-stu3)	A (95.0%)	48	39	96%	9.5	10	97.5%
Student, Two (t1s6u-stu2)	B- (82.4%)	35	43	86%	9	8	80%

Pictured above is a gradebook with two weighted categories: **Quizzes (40%)** and **Assignments (60%)**. The **Quizzes** category drops the lowest grade, and includes two quizzes, each worth 50 points. The **Assignments** category keeps the two highest grades, and includes three assignments, each worth 10 points. The total points possible in each category are:

- **Quizzes - 50 points** (The lowest 50-point quiz grade is dropped, so 50 points are included in the course grade calculation.)
- **Assignments - 20 points** (The two highest 10-point assignment grades are kept, for a total of 20 points.)

The sections below describe how grades are calculated within each category, and how the course grade will be calculated in this example *Gradebook with Categories & weighting*.

Example Calculations - Drop Lowest/Highest

		Quizzes [40%]		
Students	Course Grade	Quiz 1	Quiz 2	Quizzes
		Total: 50 Due: -	Total: 50	Drop Lowest: 1
			Grade included in calculations	Category Average
Student, One (t1s6u-stu1)	A- (90.2%)	45	49	98%
Student, Three (t1s6u-stu3)	A (96.9%)	48	30	96%

In the **Quizzes** category, **Student One** received the following grades:

- **Quiz 1** (45 points) (lowest grade - dropped)
- **Quiz 2** (49 points)

Student One's category average for **Quizzes** is **98%**:

- $49/50 \text{ points} = 0.98$

Example Calculations - Keep Highest

When using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded. The example below demonstrates how the student's category average is affected by entering the third assignment grade in the **Assignments** category with the setting **Keep Highest: 2**.

Before all grades are entered

		Assignments [60%]			
Students	Course Grade	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2 Category Average
		Two highest grades being kept			
Student, One (t1s6u-stu1)	B (84.2%)	8	7		75%
Student, Three (t1s6u-stu3)	A (96.9%)	9.5	10		97.5%

Before the third assignment grade is entered, **Student One** received the following grades in **Assignments**:

Assignments:

- **Assignment 1** (8 points) (1st highest grade - kept)
- **Assignment 2** (7 points) (2nd highest grade - kept)

No grades are dropped yet because we have used the **Keep Highest** option, so Student One's **Assignments** grade is **75%**:

- $8 + 7 = 15$ points earned
- $15/20$ points = **0.75**

Note: If **Drop Lowest** were used instead, Student One's **Assignments** grade would have been calculated as only 8 points earned out of 10 points (**80%**).

After all grades are entered

		Assignments [60%]			
Students	Course Grade	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2 Category Average
		High grade being kept	Lowest grade being dropped	High grade being kept	
Student, One (t1s6u-stu1)	A- (90.2%)	8	7	9	85%
Student, Three (t1s6u-stu3)	A (96.9%)	9.5	10	8	97.5%

Now we enter the third assignment grade. The highest two assignment grades are kept, so the lowest assignment grade (**Assignment 2**) is dropped:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (lowest grade - dropped)
- **Assignment 3** (9 points) (2nd highest grade - kept)

Student One's **Assignments** grade is now **85%**:

- $8 + 9 = 17$ points earned
- $17/20$ points = **0.85**

Keeping the highest grades instead of dropping the lowest grades ensures that Student One's grade is calculated out of the same number of total points (**20 points**) both before and after entering the third assignment grade.

i Note: If **Drop Lowest** were used instead, Student One's **Assignments** grade would have been calculated out of **10 points** (the grade from **Assignment 1** only) before entering the third assignment grade, and **20 points** (the grades from **Assignment 1** + **Assignment 3**) after entering the grade.

Course Grade Calculations with Weighting

Students	Course Grade
Filter students	
Student, One (tls6u-stu1)	A- (90.2%)
Student, Three (tls6u-stu3)	A (96.9%)
Student, Two (tls6u-stu2)	C+ (79.4%)

When the *Gradebook* applies the weights to the categories, Student One's course grade is **90.2%**, calculated as follows:

- **Quizzes** (40%) weighted average = $0.4 \times 98 = 39.2$
- **Assignments** (60%) weighted average = $0.6 \times 85 = 51$
- **Course Grade** = $39.2 + 51 = 90.2$

i **Note:** In a *Gradebook* with **Categories only**, the sum of the points the student received in all categories will be divided by the total points possible; there will be no step at the end to weight the category averages.

How do I display the course grade to students in Gradebook?

The option to display course grade information to students is **only** available in the *Gradebook* tool. By default, this option is disabled. When enabled, the calculated course grade display to students includes a letter grade (A, B-, C+, etc), the current total grade percentage (e.g., 89%), and/or total points earned (e.g., 89/100).

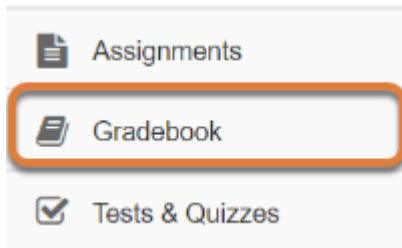
It is important that grades are kept up to date in order for students to see an accurate calculation of their overall course grade.

Course Grade Checklist

For the overall course grade to be calculated correctly, the following steps will need to be taken. For more details, see [How are grades calculated in a points Gradebook?](#)

1. **Categories and weighting** must be enabled to group and weight items, e.g., all assignments together are worth 20% of the overall course grade. See [How do I set up my Gradebook?](#)
2. If some categories should drop grades, e.g., the lowest quiz grade is dropped, the appropriate drop or keep settings must be enabled. See [How does a points Gradebook calculate automatically dropped grades?](#)
3. All gradebook items must be visible to students and included in the course grade calculation. See [How do I edit or delete a gradebook item?](#)
4. If you are using either **Categories and weighting** or **Categories only**, gradebook items must not be in the *Unassigned* section. Add each item to the appropriate category to include it in the course grade calculation. See [How do I edit or delete a gradebook item?](#)
5. All gradebook items that should be included in the course grade calculation must have grades entered, with **0** entered for incomplete items for which the student should receive a 0 (see also #5 below). **Ungraded** items are **not included** in a student's course grade. For steps to enter grades, see [How do I enter and/or edit grades in Gradebook?](#)
6. Grades that need to be excluded from the grade calculation for a particular student must be left blank or excluded by following the steps in [How do I exclude a grade for a particular student in Gradebook?](#)

Select Gradebook from the Tool Menu in your site.

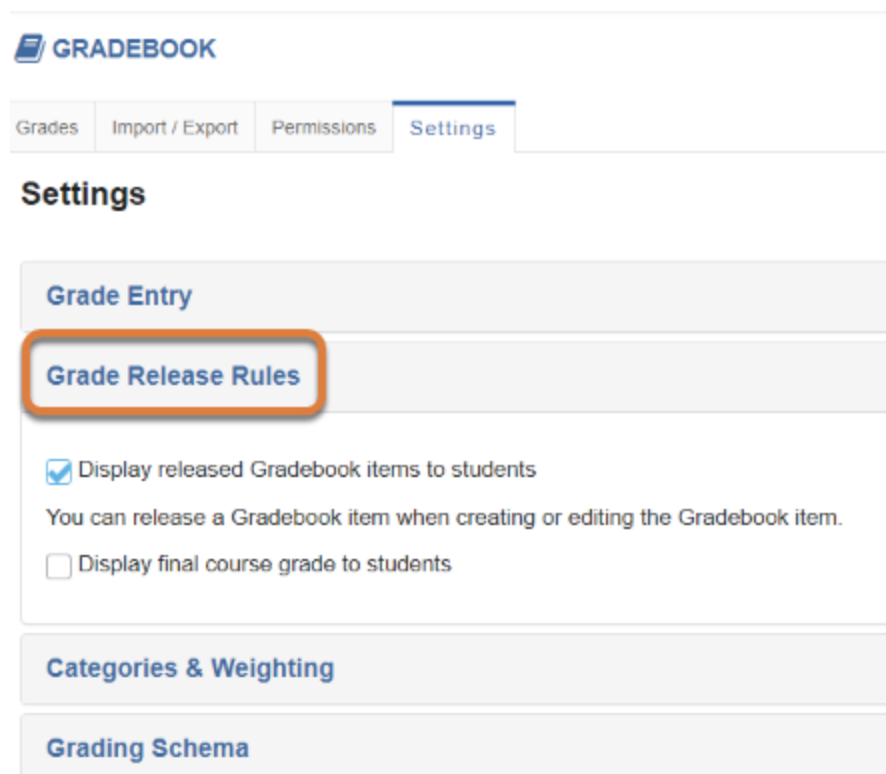


Select the **Gradebook** tool from the Tool Menu of your site.

Select the Settings tab.



Expand Grade Release Rules.



GRADEBOOK

Grades Import / Export Permissions **Settings**

Settings

Grade Entry

Grade Release Rules

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

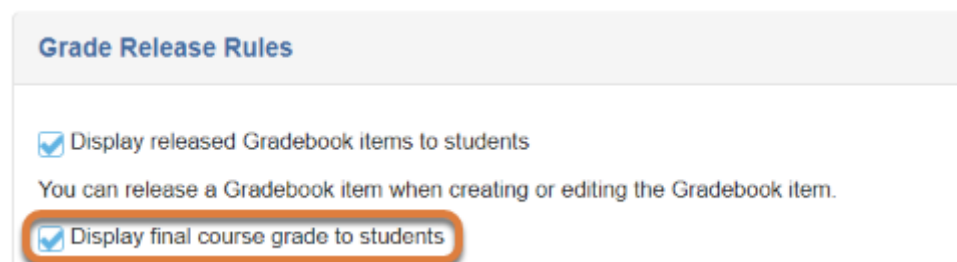
☐ Display final course grade to students

Categories & Weighting

Grading Schema

Click **Grade Release Rules** to expand the section.

Select Display final course grade to students.



Grade Release Rules

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

☒ Display final course grade to students

Select the checkbox to **Display final course grade to students**.

Choose course grade format.

Grade Release Rules

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

☒ Display final course grade to students

Choose the options for formatting the course grade. You must choose at least one option.
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

☒ Percentage

☒ Points

Preview 88% [176/200]

Choose **Percentage**, **Points** or both.

A course letter grade will display along with either the percentage the student has earned, the points earned out of the possible total or both. Select which option(s) you would like to use. *Preview* shows an example of how your selection will appear to students.

i **Note:** *Points* will not be available if your *Gradebook* is configured with *Categories and Weighting*.

💡 **Tip:** To see how the final grade information will be displayed to students, see the Help article, [How do I view an individual student's grades?](#)

How do I override a course grade in Gradebook?

Instructors can manually override the final course grade calculated by Gradebook.

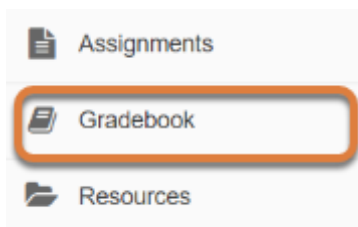
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Within the student's Course Grade cell, select the down arrow and choose Course Grade Override.

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Students	Course Grade
Filter students	
Student, Five (mai4n-stu5)	A+
Student, Four (mai4n-stu4)	B+
Student, One (mai4n-stu1)	A-
Student, Three (mai4n-stu3)	Course Grade Override
Student, Two (mai4n-stu2)	F

In this example, we are selecting *Course Grade Override* for **Student, One (mai4n-stu1)**.

Enter override score and save.

Course Grade Override(s) for One Student (mai4n-stu1)

To provide an override for the final course grade(s), enter the grade(s) into the fields below. You may enter both + and - grades.

To remove an override and revert to the corresponding calculated grade, clear that override field.

Student Name	Student ID	Total
One Student	mai4n-stu1	90%

Scheme	Roster(s)	Grade	Logs
UG-GRD	1192_x1021, 1192_x1022	A-	<div><div>1</div><div>2</div></div> <div><div>A+</div><div>A</div><div>A-</div><div>B+</div><div>B</div><div>B-</div><div>C+</div><div>C</div><div>C-</div><div>D+</div><div>D</div><div>D-</div><div>F</div><div>IN</div></div> <div>View</div>

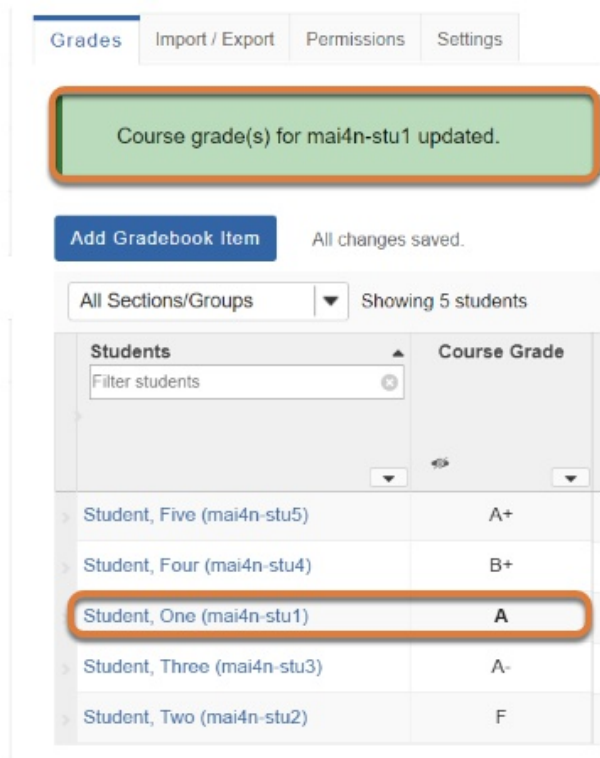
Save Course Grade Override(s)

Cancel

- 1. From the Override drop down menu, select the new course grade to replace the auto-calculated grade.
- 2. Click **Save Course Grade Override(s)**.

NOTE: When manually entering a course grade, you will only be able to select the appropriate grade type for the student. For example, if the student is registered for the class as GRD, only letter grades with + (plus sign) or - (minus sign) will be available. If the student is enrolled as CNC (Credit/No Credit), you will only have CR or NC to enter. See [Default Grading Basis Thresholds](#) for more information.

Confirmation of override.



A message indicating that the course grade has been changed will appear at the top of the *Grades* page in Gradebook.

The course grade will be bold to indicate a manual override.

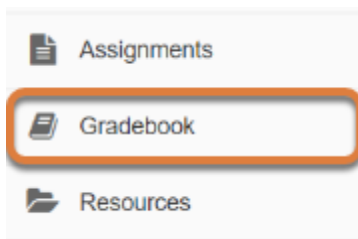
How do I view the course grade override log in Gradebook?

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

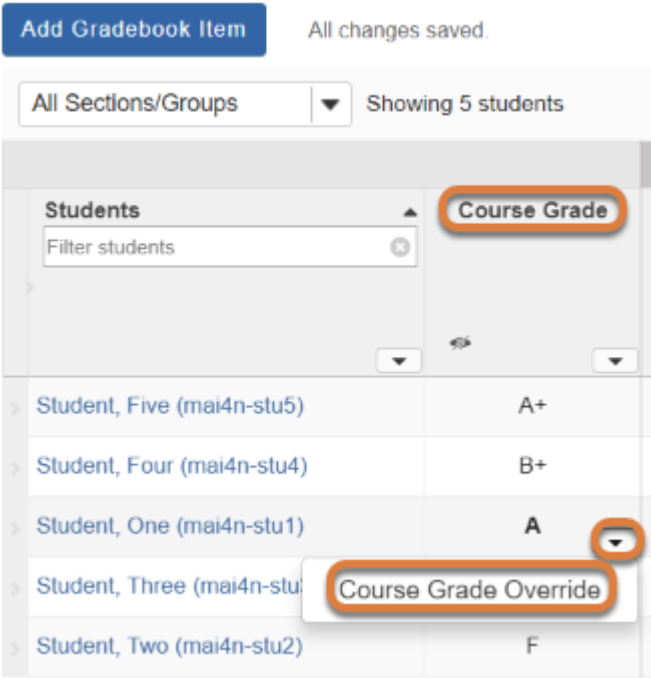
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Within the student's Course Grade cell, select the down arrow and choose Course Grade Override.



In this example above, we are selecting the down arrow for **Student, One (mai4n-stu1)**.

Click the View button under the Logs column.

Course Grade Override(s) for One Student (mai4n-stu1)

To provide an override for the final course grade(s), enter the desired letter grades into the fields below. You may enter both + and - grades.

To remove an override and revert to the corresponding calculated letter grade, clear that override field.

Student Name	Student ID	Total Score
One Student	mai4n-stu1	90%

Scheme	Roster(s)	Grade	Override	Logs
UG-GRD	1192_x1021, 1192_x1022	A-	A	<div>View</div>

Save Course Grade Override(s)

Cancel

Course Grade Override Log will display.

Course Grade Override Log for One Student (mai4n-stu1), UG-GRD

12/10/2018 10:36 - Course Grade set to **A** by mai4n

Done

The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the UVA computing ID of the user that made the change.

Click **Done** to exit the log and return to *Course Override* page for the student.

How can instructors customize their Gradebook display?

Gradebook offers the following options for instructor to customize how it displays for them:

- [Filtering the list of students](#),
- [Ordering the list of students by first or last name, or grades](#),
- [Showing or hiding the total score](#),
- [Showing or hiding the grading schemas](#),
- [Grouping or ungrouping items by category](#) (in a gradebook with categories),
- [Showing or hiding gradebook items](#),
- [Reordering items](#).

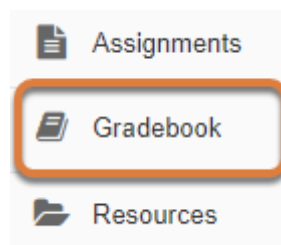
Note: These display changes do not affect the student view of Gradebook. For information about the student view, see: [How do students view their grades in the Gradebook?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Filter the list of students.

The screenshot shows a web interface for viewing student lists. At the top, a dropdown menu (labeled 1) is open, showing options: 'All Sections/Groups', 'All Sections/Groups', '18F CIS 1030-1 (UNKX)', 'Group 1' (highlighted), and 'Group 2'. To the right of this menu, it says 'Showing 5 students'. Below the menu, there is a table with columns: 'Students', 'Course Grade', and 'Final Exam'. The 'Students' column has a search box (labeled 2) containing the text 'one'. The table shows one student: 'Student, One (tls6u-stu1)' with a grade of 'B- (82%)' and a final exam score of '95'.

Students	Course Grade	Final Exam
Student, One (tls6u-stu1)	B- (82%)	95

1. From the *Filter by group/section* menu, which displays **All Sections/Groups** by default, select a **roster** or **group** to display only students from that group.
2. Alternatively, in the *Filter students* box, enter part or all of a **student's name** or **user ID** (UVA computing ID or non-UVA email address) to display only matching results in the list.

Reorder the list of students.

Sort students by name.

The screenshot shows two side-by-side views of the student list interface. On the left, a dropdown menu (labeled 1) is open, showing options: 'Students', 'Filter students', 'Order By First Name' (labeled 2), 'Order By Last Name', 'Order By Grade', 'Order By ID', and 'Order By Email'. On the right, the same interface is shown, but the 'Order By Last Name' option is selected (labeled 3). The table shows three students: 'Student, Four (tls6u-stu4)', 'Four Student (tls6u-stu4)', and 'One Student (tls6u-stu1)'.

Students	Course Grade
Student, Four (tls6u-stu4)	A- (91.07%)
Four Student (tls6u-stu4)	C (73.47%)
One Student (tls6u-stu1)	B- (82%)

By default, students are sorted alphabetically by **last name**, in **ascending** order (A-Z).

1. Select **Students** at the top of the students column to change the sort order from ascending to descending, or vice versa.
2. To sort students by first name, select the **down arrow** icon (**Open menu for the students column**), then **Order by First Name**.
3. If students are sorted alphabetically by **first name**, select the **down arrow** icon (**Open menu for the students column**), then **Order by Last Name**, to reorder them again.

Sort by grades.

Students		Assignments [40%]	
Filter students	Course Grade ▲	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -
Student, Four (tls6u-stu4)	C	8.5	9
Student, Two (tls6u-stu2)	C+	9	8
Student, One (tls6u-stu1)	B-	6	8
Student, Five (tls6u-stu5)	A-	9	9.5
Student, Three (tls6u-stu3)	A-	9	10

Select the **title of a column** to sort by its grades (low to high scores). Select the **title of the column** again to reverse the order (high to low scores). The list can be sorted by:

1. **Course Grade** (shown in the image above),
2. Or the grades in a specific **gradebook item**.

Show or hide total score.

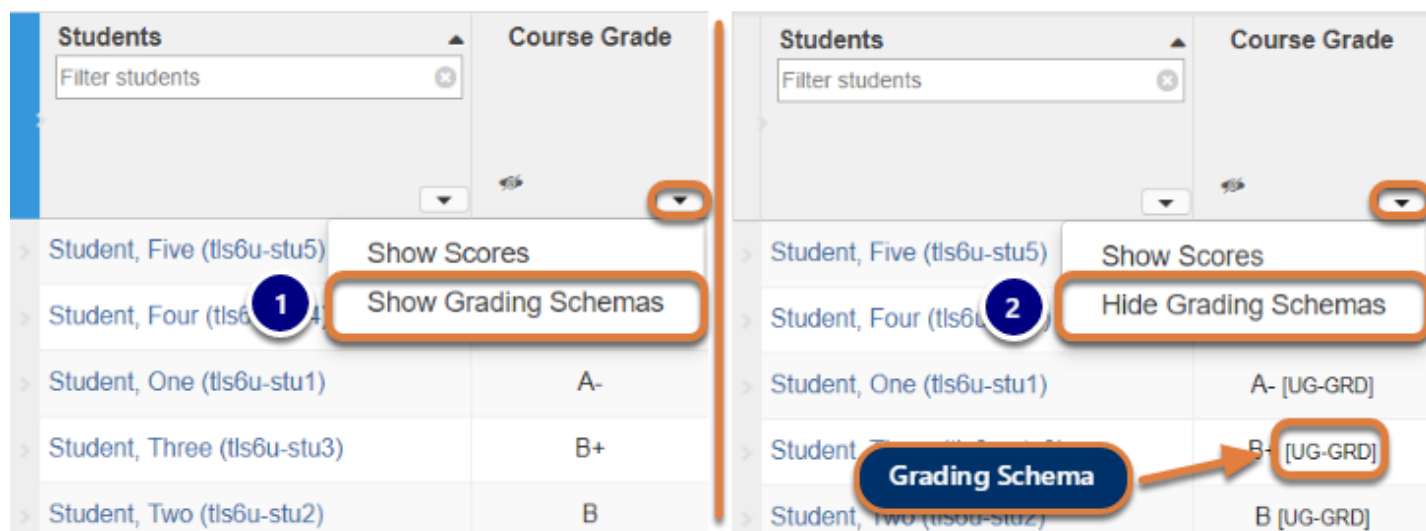
The image shows two side-by-side screenshots of a gradebook interface. Both screenshots have a 'Students' column on the left and a 'Course Grade' column on the right. In the left screenshot, a dropdown menu is open for the 'Course Grade' column, showing 'Show Scores' and 'Show Grading Schemas'. A blue circle with the number '1' is next to the 'Show Scores' option. In the right screenshot, the dropdown menu is open, showing 'Hide Scores' and 'Show Grading Schemas'. A blue circle with the number '2' is next to the 'Hide Scores' option. A blue box with the text 'Score (Gradebook with No categories)' has an arrow pointing to the 'Show Scores' option in the right screenshot. The 'Course Grade' column in the right screenshot shows scores like '[70/80] (87.5%)' and '[68/80] (85%)' next to letter grades like 'B' and 'C+'.

1. In the *Course Grade* column, select the **down arrow** icon (**Open menu for Course Grade column**), then **Show Scores**. The total score will display under each letter grade as follows, depending on how your gradebook is set up:
 - **No categories** - [Points the student received / total points] (Calculated Percentage), e.g., [68/80] (85%)
 - **Categories only** - [Points the student received / total points] (Calculated Percentage), e.g., [68/80] (85%)
 - **Categories and weighting** - (Calculated Percentage), e.g., (85%)
2. If scores are shown, select the **down arrow** icon (**Open menu for Course Grade column**), then **Hide Scores**.

Note:

- For more information about course grade calculations, see [How are grades calculated in Gradebook?](#)
- **Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.

Show or hide grading schemas.



Grading schemas are the scales on which final grades are based. The most common grading schema is **UG-GRD** (undergraduate graded), which uses a letter grade scale of A-F.

The grading schema used for a student is defined by:

- The degree the student is pursuing, e.g., undergraduate (**UG**) or graduate (**GRA**),
- The SIS *Grading Basis* for the roster in which they enrolled, e.g., graded (**GRD**), audit (**AUD**), or credit/no credit (**CNC**).

To show or hide each student's grading schema:

1. In the *Course Grade* column, select the **down arrow** icon (**Open menu for Course Grade column**), then **Show Grading Schemas**.
2. If grading schemas are shown, select the **down arrow** icon (**Open menu for Course Grade column**), then **Hide Grading Schemas**.

Group or ungroup items by category.

Showing 9 of 9 items					<input checked="" type="checkbox"/> Group By Category	
Exams [20%]			Assignments [40%]			
Final Exam Total: 100 Due: -	Midterm Exam Total: 50 Due: -	Exams	Assignment 1 Total: 10 Due: 12/17/2018	Assignment 2 Total: 10 Due: -		
▼	▼	▼	▼	▼		
85	48	88.67%	8	9		
77	35	74.67%	0	8.5		
95	40	90%	8.5	6		
Categories hidden					Showing 9 of 9 items	
					<input type="checkbox"/> Group By Category	
Final Exam Total: 100 Due: -	Midterm Exam Total: 50 Due: -	Assignment 1 Total: 10 Due: 12/17/2018	Assignment 2 Total: 10 Due: -	Quizzes Total: 100 Due: -		
▼	▼	▼	▼	▼		
85	48	8	9	95		
77	35	0	8.5	88		

By default, if your gradebook has categories, category groupings will display. Select the **Group by Category** button to hide or show the categories.

Show or hide gradebook items.

Showing 7 of 9 items

Show/Hide Items ^

Group By Category

2 Show All Hide All

Exams

Final Exam

Midterm Exam

Exams Score

Assignments

Assignment 1

Assignment 2

Assignment 3

Assignments Score

Quizzes

Quizzes

Quizzes Score

Assignments [40%]

Assignment 1

Total: 10

Due: 12/17/2018

Course	Item	Score	Grade
A-	Assignment 1	8	88.3
C	Assignment 2	0	58.3
B-	Assignment 3	8.5	75
A-	Assignment 4	9.5	95

1. Select the **Show/Hide Items** menu to choose which gradebook items to display.
2. To **Show All** or **Hide All** items, select the corresponding link.
3. Visible items display with colored squares in the menu. Select an item to hide it.
4. Hidden items display with empty squares. Select an item to make it visible.
5. In a gradebook with categories, the category title displays a half-filled square in the menu if some items in that category are visible, while the category's other items are hidden.
6. In the *Grades* table, two arrows display in place of hidden items. If you are using a mouse, you can click on the arrows to show the items.

Important: Showing and hiding items in this menu does **not** affect gradebook item visibility for students. For grades to be visible to students:

- The gradebook item must be **released to students**,
- Released items are **visible** in the gradebook settings.

For information about releasing grades, see [How do I edit or delete a gradebook item?](#)

Reorder items.

You can move gradebook items left or right to place them in a specific order.

Note: When viewing items grouped by category, you can only reorder items within their category. For steps to reorder categories, see [How do I set up my Gradebook?](#)

Drag and drop reorder

Exams [20%]				
Course Grade	Final Exam Total: 100 Due: -	Midterm Exam Total: 50 Due: -		Exams
A-		85	48	88.67%
C		77	35	74.67%
B-		95	40	90%

Exams [20%]				
Course Grade	Midterm Exam Total: 50 Due: -	Final Exam Total: 100 Due: -		Exams
A-	48	85		88.67%
C	35	77		74.67%
B-	40	95		90%

If you are using a mouse, you can drag and drop columns to reorder them.

Move Left

Midterm Exam	Final Exam
Total: 50	Total: 100
Due: -	Due: -
48	
35	
40	
48	
42	

Edit Item Details

View Grade Statistics

Move Left

Move Right

Hide Item

Set Score for Empty Cells

Delete Item

To move an item to the left, select the **down arrow** icon (**Open menu for [item title] column**), then **Move Left**.

Move Right

Midterm Exam	Final Exam
Total: 50	Total: 100
Due: -	Due: -
48	
35	
40	
48	
42	

Edit Item Details

View Grade Statistics

Move Left

Move Right

Hide Item

Set Score for Empty Cells

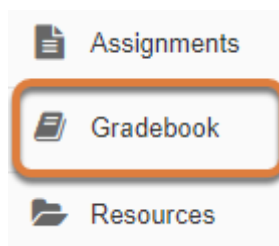
Delete Item

To move an item to the right, select the **down arrow** icon (**Open menu for [item title] column**), then **Move Right**.

How do I view grade statistics?

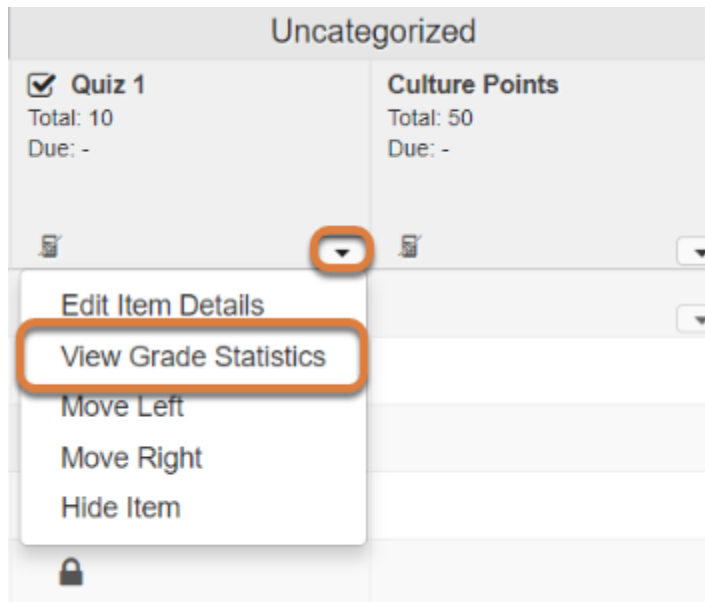
Instructors can view statistics for students' grades in an assignment or assessment, including a bar graph of the score distribution.

Go to Gradebook.



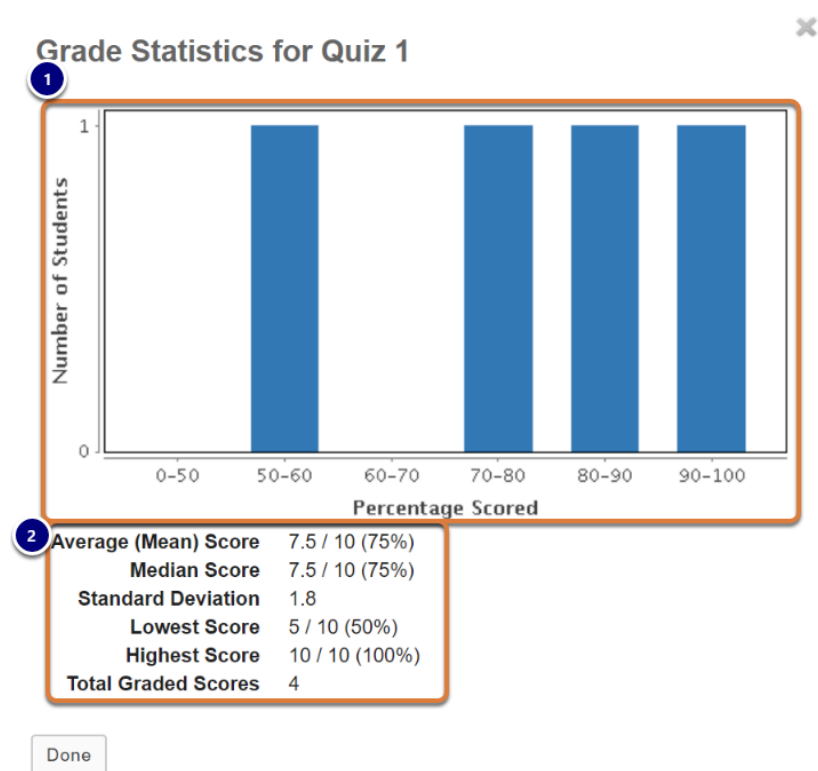
Select the **Gradebook** tool from the Tool Menu of your site.

Select View Grade Statistics.



Select the **down arrow** icon (**Open menu for [item title] column**), then **View Grade Statistics**.

View the statistics.

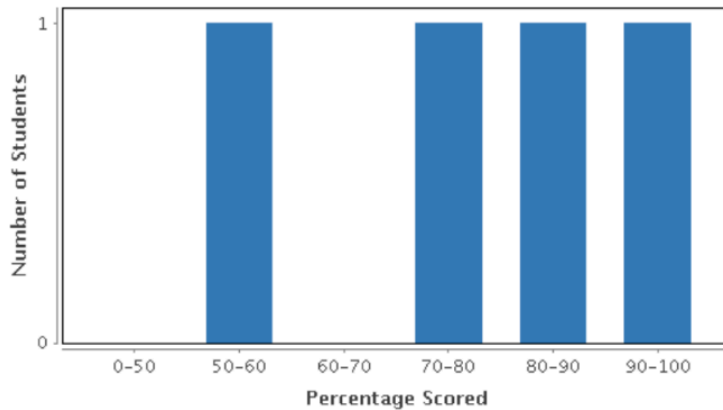


The *Grade Statistics* window displays the following:

1. A visual bar graph of the score distribution.
2. A list of statistics, including the *Average (Mean) Score*, *Median Score*, *Standard Deviation*, the *Lowest and Highest Scores*, and the *Total Graded Scores*.

Close the Grade Statistics window.

Grade Statistics for Quiz 1



Average (Mean) Score 7.5 / 10 (75%)
Median Score 7.5 / 10 (75%)
Standard Deviation 1.8
Lowest Score 5 / 10 (50%)
Highest Score 10 / 10 (100%)
Total Graded Scores 4

2

Done

To close the *Grade Statistics* window, either:

1. Select the **X** icon in the upper-right corner of the window,
2. Or select **Done**.

How do I view an individual student's grades?

Instructors can view each student's grade report in two formats:

- **Grade Summary:** A view of all grades (including a calculated course grade and hidden gradebook items) presented in a similar format to how the *Gradebook* displays for students.
- **Student Review Mode:** A preview of the student's view of *Gradebook*.

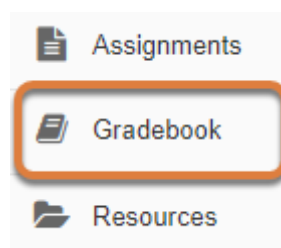
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the student.

		Assignments [20%]	
Students	Course Grade	In-Class Assignment	Assignment 1
Filter students		Total: 10 Due: -	Total: 5 Due: 10/19/2018
Student, Five (tls6u-stu5)	A-	7.5	3.6
Student, Four (tls6u-stu4)	B-	7.08	4.5

Select the student's name.

View Grade Summary.

Grade Summary for Five Student (tls6u-stu5)

1 Grade Summary 2 Student Review Mode

Course Grade: B+ (89.87%)

Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	72%	20%		
Assignment 1	3.6 /5		10/19/2018	Please refer to the feedback document I attached in the assignment.
In-Class Assignment	7.5 /10		-	
Final Exam	-	20%		
Final Exam			-	
Presentation	80%	20%		
Presentation (Slides & Delivery)			-	
Presentation Outline	4 /5		-	
Presentation Proposal	8 /10		-	Nice work! Your abstract was very clear and concise. As we discussed in class, please work on integrating more evidence from your sources for the final version.

Next Student →

Done


The *Grade Summary* screen includes two tabs:

1. **Grade Summary** (displayed by default),
2. **Student Review Mode**.

Both tabs display a student's grade report in a similar format to how the *Gradebook* displays for the student; however:

- The **Grade Summary** tab displays **all** of the student's grades, including a calculated course grade and grades for gradebook items not currently released to students.
- The **Student Review** mode is a preview of the *Gradebook* as it displays for the student.

[An example comparison view is provided below.](#)

 **Tip:** The *Grade Summary* offers the same options available to students for sorting their grades. For additional information, see [How do students view their grades in the Gradebook?](#)

Example: Grade Summary and Student Review Mode tabs.

Grade Summary		Student Review Mode	
1 Course Grade: B+ (89.87%)		No calculated course grade	
Gradebook Item	Grade	Gradebook Item	Grade
▼ Assignments	72%	▼ Assignments	72%
Assignment 1	3.6 /5	Assignment 1	3.6 /5
2 In-Class Assignment	7.5 /10	Only released gradebook items are visible	
▼ Final Exam	-		
Final Exam	-	▼ Final Exam	-
		▼ Presentation	80%

In the example pictured above, the **Grade Summary** tab includes:

1. The student's calculated *Course Grade: B+ (89.97%)*
2. A gradebook item, **In-Class Assignment**, which is not currently included in the course grade calculation or released to students.

The **Student Review Mode** omits both the *Course Grade* and the hidden assignment.

 **Note:** Final course grades are **only** available to students in the [Student Information System \(SIS\)](#) (opens new window).

Print a student's grades.

Grade Summary for Four Student (tls6u-stu4)

Grade Summary

Student Review Mode

Print

Course Grade: B (81.25%)

☒ Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
----------------	-------	--------	----------	----------

Select the **Print** button to print the current view of the student's grade report (either **Grade Summary** or **Student Review Mode**).

Access another student's Grade Summary.

Grade Summary for Four Student (tls6u-stu4)

Grade Summary

Student Review Mode

Print

Course Grade: B (81.25%)

☒ Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Assignments	90%	20%		
Assignment 1	4.5 /5		10/19/2018	
In-Class Assignment	7.08 /10		-	
▼ Final Exam	-	20%		
Final Exam			-	
▼ Presentation	80%	20%		
Presentation (Slides & Delivery)			-	
Presentation Outline	5 /5		-	

← Previous Student


Next Student →

Done

On the **Grade Summary** tab, select the **Previous Student** or **Next Student** link to access the *Grade Summary* for the previous or next student listed in the gradebook.

Note: Only one of these links is available if you are viewing the *Grade Summary* for the first or last student in the list.

Close the Grade Summary window.


Grade Summary for Four Student (tls6u-stu4) 1 

[Grade Summary](#) [Student Review Mode](#) [Print](#)

Course Grade: B (81.25%) ☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Assignments	90%	20%		
Assignment 1	4.5 /5		10/19/2018	
In-Class Assignment	7.08 /10		-	
Final Exam	-	20%		
Final Exam			-	
Presentation	80%	20%		
Presentation (Slides & Delivery)			-	
Presentation Outline	5 /5		-	

[Previous Student](#) [Next Student](#)

2 

To close the *Grade Summary* window, either:

1. Select the **X** icon in the upper-right corner of the window,
2. Or select **Done**.

How do I export grades from Gradebook?

Instructors may obtain a file in the proper import format by first **exporting** from the *Gradebook* and then using that file as a template. By exporting directly from the *Gradebook*, the file will contain the student information in your site, as well as any existing gradebook item information.

There are two options for exporting your gradebook:

- **[Export Gradebook](#)** - A basic export includes all the students' names and IDs, and the grades and comments entered for each gradebook item.
- **[Custom Export](#)** - This option allows you to select additional items to include in the export, such as the total points, course grade, and course grade overrides. You can use a spreadsheet with grade overrides to import final letter grades to the *Gradebook*. **Custom Export** also has an option to download grades for a specific group of students, instead of the entire class.

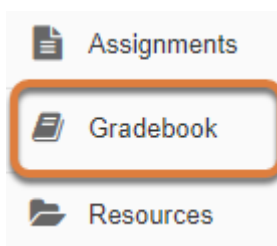
Use the exported file for offline management of grades OR for quickly creating several gradebook items at once. For more information on importing, see [How do I format my file for importing grades into Gradebook?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

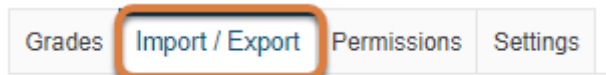
Step-by-Step Instructions

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

Select the Import/Export tab.

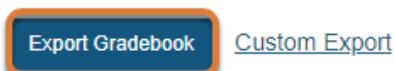


Use the Export Gradebook option.

Select Export Gradebook.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

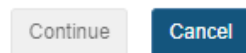


Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen




Select the **Export Gradebook** button to download the gradebook to your local computer.

View the spreadsheet.

A	B	C	D	E	F	G	H
Student ID	# Student Name	Assignment 1 [10]	* Assignment 1	Assignment 2 [10]	* Assignment 2	Quiz 1 [100]	* Quiz 1
tls6u-stu5	Student, Five	8		7.5 (drop)		85	
tls6u-stu4	Student, Four	9 (drop)		10		90	
tls6u-stu1	Student, One	8.5		8 (drop)		80	
tls6u-stu3	Student, Three	7.5 (drop)		8		74	
tls6u-stu2	Student, Two	9 (drop)		10		89	

Open the downloaded file in a spreadsheet application, e.g., Microsoft Excel. The spreadsheet contains columns for:

1. **Student ID**
2. **Student Name**
3. Two columns for each item added:
 - **Grades:** Total point value is in square brackets after the item title, e.g., **Mid-Term Exam [100]**.
 - **Comments:** Item title is preceded by an asterisk (*), e.g., *** Mid-Term Exam**.

 **Tip:** If your gradebook includes a category that drops or keeps lowest/highest grades, dropped grades are indicated with *(drop)*. If you excluded specific students' grades from the course grade calculation using *Gradebook Classic*, excluded grades are indicated with *(excl)*. For more information about dropped or excluded grades, see [How does a points Gradebook calculate automatically dropped grades?](#) or [How do I exclude a grade for a particular student in Gradebook?](#)

Use the Custom Export option.

Select Custom Export.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Import


Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

No file chosen

Select the **Custom Export** link to create a formatted spreadsheet which includes columns to be used for the *Final Letter Grade Import*, or to limit the grades downloaded to students in a specific group.

Choose the items to include in your export.

Custom Export 

Select from the options below to customize your Gradebook export.

Customized exports can only be imported back into the system if Student ID and Student Name are retained in the first and second columns and all other formatting conventions are followed.

Note: fields marked with an asterisk (*) below **cannot** be imported back into the system.

<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Gradebook Item Scores
<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Gradebook Item Comments
<input checked="" type="checkbox"/> Course Grade *	<input checked="" type="checkbox"/> Grading Schema(s) *
<input checked="" type="checkbox"/> Calculated Course Grade *	<input checked="" type="checkbox"/> Course Grade Override(s)
	<input checked="" type="checkbox"/> Course Grade Override Date *

1

2 Filter by group/section

All Sections/Groups

All Sections/Groups

19Sp CIS 1030-1 (UNKX)

19Sp CIS 1030-2 (UNKX)

Team 1

Team 2

Download Custom Export

Cancel

By default, **Student Name**, **Student ID**, **Gradebook Item Scores** and **Gradebook Item Comments** are included in the export.

- Select any of the following checkboxes to add data to the exported file:
 - Course Grade:** The letter grade calculated by the *Gradebook*, based on your *Gradebook* settings.
 - Grading Schema(s):** A list of *Grading Schemas* for the students in the site (see the note below for more information on grading schemas).
 - Calculated Course Grade:** The numeric grade calculated by the *Gradebook*.
 - Course Grade Override(s):** Any letter grades that were entered to override the *Gradebook's* calculated *Course Grade*.
 - Course Grade Override Date:** The last date when a grade override was entered.
- By default, grades for **All Sections/Groups** (i.e., all students in the site) are included in the export. To limit the downloaded grades to a specific roster or group of students, select the appropriate group from the *Filter by group/section* menu.

 **Tip:** Include **Student ID** and **Course Grade Override(s)** to use the spreadsheet for *Final Letter Grade Import*.

Note: Grading schemas are the scales on which final grades are based. The most common grading schema is **UG-GRD** (undergraduate graded), which uses a letter grade scale of A-F.

The grading schema used for a student is defined by:

- The degree the student is pursuing, e.g., undergraduate (**UG**) or graduate (**GRA**),
- The SIS *Grading Basis* for the roster in which they enrolled, e.g., graded (**GRD**), audit (**AUD**), or credit/no credit (**CNC**).

Select Download Custom Export.

Download Custom Export

View custom spreadsheet.


A	B	C	D	E	F	G	H	I	J	K	L	M	N
Student ID	Student Name	Assignment 1 [10]	* Assignment 1	Assignment 2 [10]	* Assignment 2	Quiz 1 [100]	* Quiz 1	# Total Points	# Calculated Grade	# Grading Schemas	# Course Grade	UG-GRD	# Course Grade Override Date
tls6u-stu5	Student, Five	8		7.5 (drop)		85		93	84.55	UG-GRD	B		
tls6u-stu4	Student, Four	9 (drop)			10	90		100	90.91	UG-GRD	A-		
tls6u-stu1	Student, One	8.5		8 (drop)		80		88.5	80.45	UG-GRD	B-		
tls6u-stu3	Student, Three	7.5 (drop)			8	74		82	74.55	UG-GRD	C		
tls6u-stu2	Student, Two	9 (drop)			10	89		99	90	UG-GRD	A-		

Open the downloaded file in a spreadsheet application, e.g., Microsoft Excel. With all options selected, the custom spreadsheet contains columns for:


1. **Student ID**
2. **Student Name**
3. Two columns for each item added:
 - **Grades:** Total point value is in square brackets after the item title, e.g., **Week 1 Quiz [100]**
 - **Comments:** Item title is preceded by an asterisk (*), e.g., *** Week 1 Quiz**.
4. **Total Points:** The total points the student earned (This column is not included in an export from a *Gradebook* with **Categories and weighting** enabled).
5. **Calculated Grade:** The percentage grade calculated by the *Gradebook*.
6. **Grading Schemas:** A list of *Grading Schemas* for the students in the site (see the note above for more information on grading schemas).
7. **Course Grade:** The letter grade calculated by the *Gradebook*, based on your *Gradebook* settings.
8. **Grade Override(s):** The heading for the *Grade Override(s)* column will have the *Grading Schema* for the roster added to the site. In the example spreadsheet pictured above, it is

UG-GRD which represents an undergraduate graded roster. UG = Undergraduate and GRD = graded.

9. **Course Grade Override Date:** The last date when a grade override was entered.

 **Tip:** If your gradebook includes a category that drops or keeps lowest/highest grades, dropped grades are indicated with *(drop)*. If you excluded specific students' grades from the course grade calculation using *Gradebook Classic*, excluded grades are indicated with *(excl)*.

For more information about dropped or excluded grades, see [How does a points Gradebook calculate automatically dropped grades?](#) or [How do I exclude a grade for a particular student in Gradebook?](#)

 **Note:** A **Grade Override(s)** column will be created for each different *Grading Schema* added to the site. For example, if you have added an undergraduate roster and a graduate level roster to the same site, two Grade Override(s) columns will be exported, **UG** (Undergraduate) and **GRA** (Graduate).

How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing gradebook item information in your site. See [How do I export grades from Gradebook?](#) for information on exporting.

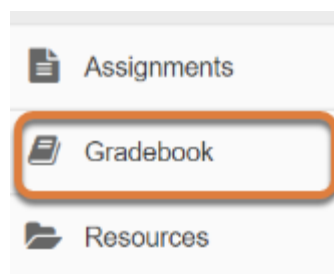
Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

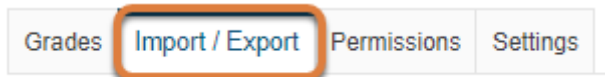
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Export Gradebook.



Export

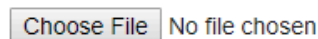
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



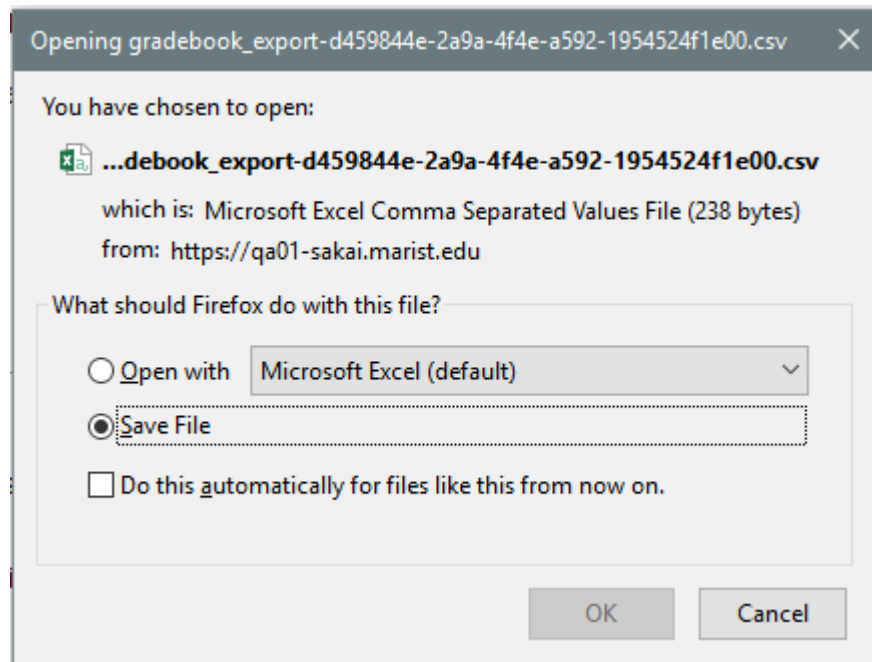
Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.



The export will download as a .csv file.



Open the file in your preferred spreadsheet application.

	A	B	C	D	E	F	G	H
1	Student ID	Student Name	Week 1 Homework [25]	* Week 1 Homework	Week 1 Quiz [100]	* Week 1 Quiz	Mid-Term Exam [100]	* Mid-Term Exam
2	mai4n-stu5	Student, Five	25			90		
3	mai4n-stu4	Student, Four	17					
4	mai4n-stu1	Student, One	20			80 Nice work!		
5	mai4n-stu3	Student, Three	25			85		
6	mai4n-stu2	Student, Two	10					
7								
8								
9								
10								

The spreadsheet will contain the student information (first two columns) and a column for each item already added to Gradebook.

Add columns, grades, and/or feedback to the file.

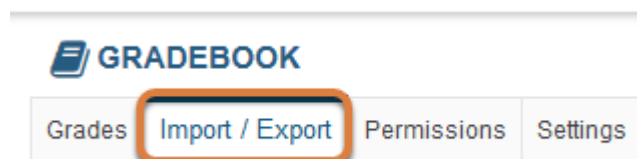
	A	B	C	D	E	F	G	H
1	Student ID	Student Name	Week 1 Homework [25]	* Week 1 Homework	Week 1 Quiz [100]	* Week 1 Quiz	Week 2 Quiz [100]	* Week 2 Quiz
2	mai4n-stu5	Student, Five	25			90		
3	mai4n-stu4	Student, Four	17					
4	mai4n-stu1	Student, One	20			80 Nice work!		
5	mai4n-stu3	Student, Three	25			85		
6	mai4n-stu2	Student, Two	10					

To add new items, and associated grades/feedback, follow the formatting conventions below:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. New gradebook items are added by inserting columns into your file. The total points for the item should be entered between square brackets [100], after the title. In Column G in the example pictured above, we are adding the item **Week 2 Quiz**, worth 100 points.
3. Comments for an item can be included by adding a column whose title is prefixed with an asterisk (*). Column H, titled *** Week 2 Quiz**, would contain the comments.

Save any changes made to the spreadsheet, keeping the spreadsheet as a CSV file.

Return to Import/Export tab to import file.



For more information on importing your items into Gradebook, see [How do I import grades into Gradebook?](#)

How do I import grades into Gradebook?

A spreadsheet can be imported into Gradebook to add gradebook items, grades and comments.

The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data.

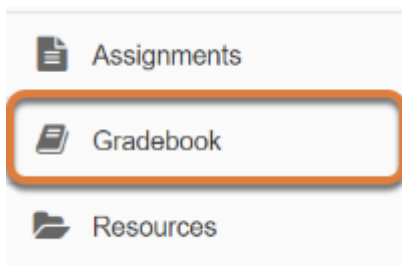
See [How do I format my file for importing grades into Gradebook?](#) for more information.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

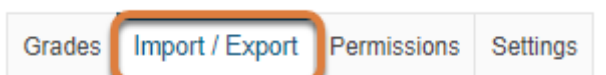
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Choose File.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Export Gradebook](#) [Custom Export](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

No file chosen

Click the **Choose File** button to browse for and select your import file.

Click Continue.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Export Gradebook](#) [Custom Export](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

grades.csv

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

☐ Hide items with no changes

<input checked="" type="checkbox"/>	Title	Points	Status
<input type="checkbox"/>	Week 1 Homework	25	From Assignments
	+ comments		From Assignments
1 <input checked="" type="checkbox"/>	Week 1 Quiz	100	No changes
<input checked="" type="checkbox"/>	Week 2 Quiz	100	Update
	+ comments		Update
<input checked="" type="checkbox"/>	Week 3 Quiz	100	New
	+ comments		New
<input type="checkbox"/>	Mid-Term Exam	100	From Tests & Quizzes
	+ comments		From Tests & Quizzes

If selecting new items, you will be asked to confirm their settings on the following screen(s).




2

A summary of changes will be previewed for you.

1. Check the box next to each of the items you would like to create or update.
2. Click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New item options.

New Item Creation (1 of 1)

Title	<input type="text" value="Week 3 Quiz"/>
Point value	<input type="text" value="100"/>
	<input type="checkbox"/> Extra credit
Due date	<input type="text" value="mm/dd/yyyy"/>  
Category	<input type="text" value="Weekly Quizzes (20%)"/> 
Items not assigned to a category will not count toward the course grade.	
	<input checked="" type="checkbox"/> Release item to students?
	<input checked="" type="checkbox"/> Include item in course grade calculations?

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

i The title and point value for the new item will be pre-filled with information from the spreadsheet. Options that can be edited include, *Due Date* (optional), *Category* (if Categories are used in Gradebook), *Release item to students?* and *Include item in course grade calculations?*

Click Finish.

Grades

Import / Export

Permissions

Settings

Confirmation

Upon clicking **Finish**, you will be completing the following import actions:

Updating Scores for Existing Gradebook Item(s):

Week 2 Quiz

+ comments

Creating New Gradebook Item(s):

Week 3 Quiz

+ comments

Back

Finish

Cancel

A confirmation page showing any new or updated items will appear. Click **Finish** to proceed.

Import confirmation.

Grades

Import / Export

Permissions

Settings

Gradebook items imported successfully!

Add Gradebook Item

All changes saved.

All Sections/Groups

Showing 5 students

Showing 4 of 8 Items

Show/Hide Items

Group By Category

		Weekly Quizzes [20%]			
Students	Course Grade	Week 1 Quiz	Week 2 Quiz	Week 3 Quiz	Weekly Quizzes
Filter students		Total: 100 Due: -	Total: 100 Due: -	Total: 100 Due: -	
Student, Five (mai4n-stu5)	A+	90	100	100	100%
Student, Four (mai4n-stu4)	B+		100	100	100%
Student, One (mai4n-stu1)	A-	80	95	95	95%
Student, Three (mai4n-stu3)	A-	85	82	82	85%
Student, Two (mai4n-stu2)	F		0	0	0%

You will receive a confirmation message on the *Grades* page once your spreadsheet has been imported successfully.

How do I export grades from Gradebook to SIS?

One of the features available in the *Gradebook* is the ability to export a file with the final letter grade information and import that file into SIS. This feature is available whether you have used *Gradebook* throughout the semester OR have calculated the final grade in a spreadsheet that has been uploaded into the *Gradebook* tool.

Before exporting the final grade information, you want to be sure that the steps below are followed to ensure that your students' work is properly recorded and that the course grade calculation is correct.

1. **Check that all desired Gradebook items have been included in the course grade**
- On the *Grades* page, an item that is **not included in the course grade calculation** will show a **calculator with a slash** icon in the header for its grade column under the item's point value and due date. To edit a gradebook item and include it in the course grade, follow the steps in [How do I edit or delete a gradebook item?](#)
2. **Check that grades are entered correctly** - The final course grade calculation does not include **ungraded** items. An empty box under a gradebook item's column indicates that no grade was entered for that student. If any students missed an assignment or test, you must change that grade to a **zero** to have it count against their grade. However, if you allowed a student to skip an assignment or test, a missing grade is not a problem (and should not be changed). For steps to enter grades, see [How do I enter and/or edit grades in Gradebook?](#)
3. **Be sure that all individual items are assigned to a category** - If you have created categories in *Gradebook*, items that have not been assigned to a category will not be included in the course grade calculation. Scroll to the far right of the *Grades* window and look for any items listed under a heading of *Uncategorized*. Follow the [steps to edit a gradebook item](#) to assign it to the appropriate category.
4. **Verify that the grading scale is set correctly for all the students in your site** - Steps for modifying grading scales are found in [How do I set up my Gradebook?](#) under the [Grading Schema](#) section.

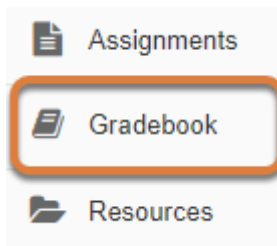
When you are ready to export grades, follow the steps below.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

Review the final letter grades.

On the main *Grades* page, the *Course Grade* column indicates each student's letter grade. You may use the **Show Scores** option to check these grades. You may also override a grade, if needed.

Show scores.

The image shows two screenshots of a gradebook interface. The left screenshot shows a dropdown menu open for the 'Course Grade' column, with 'Show Scores' highlighted. The right screenshot shows the 'Show Scores' button highlighted, with an arrow pointing to the score '(88%)' displayed next to a letter grade 'B+' in the 'Course Grade' column.

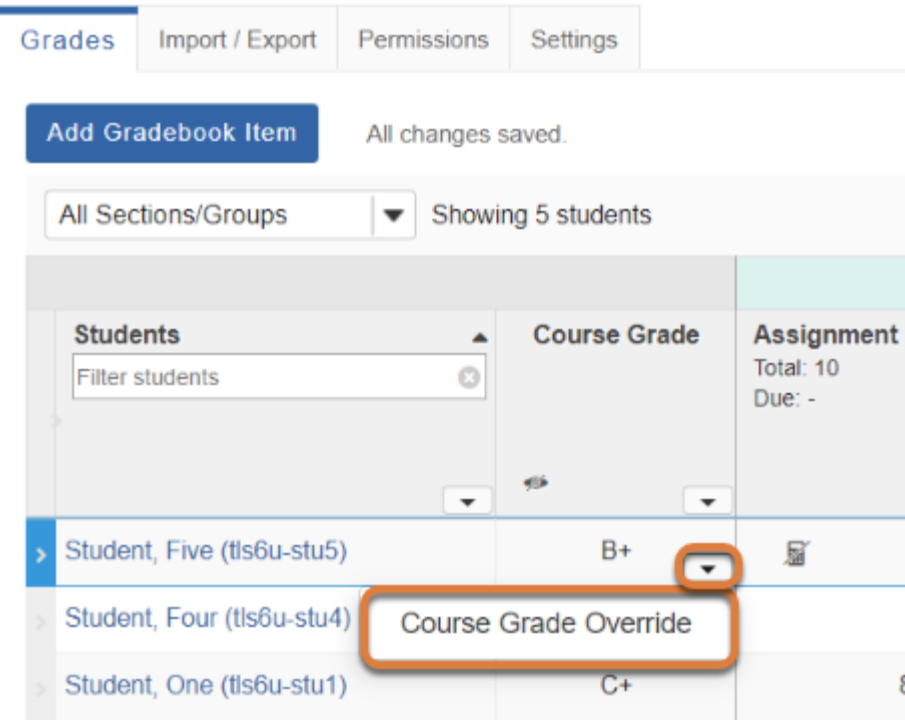
Students	Course Grade
Student, Five (tls6u-stu5)	B+ (88%)
Student, Four (tls6u-stu4)	A- (91.39%)
Student, One (tls6u-stu1)	C+ (79.72%)
Student, Three (tls6u-stu3)	A-

In the *Course Grade* column, select the **down arrow** icon to **open the menu for the Course Grade column**, then **Show Scores**. The total score will display under each letter grade as follows, depending on how your gradebook is set up:

- **No categories** - [Points the student received / total points] (Calculated Percentage), e.g., [44/50] (88%)
- **Categories only** - [Points the student received / total points] (Calculated Percentage), e.g., [44/50] (88%)
- **Categories and weighting** - (Calculated Percentage), e.g., (88%)

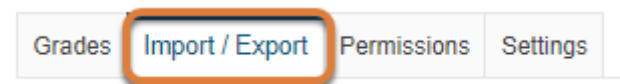
Note: For more information about course grade calculations, see [How are grades calculated in Gradebook?](#)

Override a grade.



If you need to manually adjust a student's final letter grade, follow the steps in [How do I override a course grade in Gradebook?](#)

Select the Import/Export tab.



Export to SIS.

Grades

Import / Export

Permissions

Settings

Export

Export your Gradebook as a .csv file in order to enter grades/structu

Export Gradebook

Custom Export

Import

Selectively import new grades/gradebook items into the Gradebook

Note: The formatting of the uploaded spreadsheet must match the c

Choose File

No file chosen

Continue

Cancel

Export Final Grades

Export your final course grades to the Student Information System.

Export to SIS

Under the *Export Final Grades* section, select the **Export to SIS** button.

Note: You must be an instructor or teaching assistant with permission to enter grades in SIS for the export option to be available.

Wait for the export to complete.

Export Final Grades

Export your final course grades to the Student Information System.

Export to SIS

While the grades are exporting, the **Export to SIS** button will be inactive (grayed out) and a small spinner will appear to the right of the button. Wait for this process to complete.

Go to SIS.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook

Custom Export

Import

Selectively import new grades/gradebook

Note: The formatting of the uploaded spreadsheet will be preserved.

Choose File

No file chosen

Continue

Cancel

Successfully exported final grades for 2 rosters:

- 19Sp CIS 1030-1 (UNKX)
- 19Sp CIS 1030-2 (UNKX)

Go to SIS

Done

Export Final Grades

Export your final course grades to the Student Information System.

Export to SIS

A window will pop up indicating that the final grades were exported for the roster(s) in your site. Select the **Go to SIS** button to access the [Student Information System \(SIS\) \(opens new window\)](#) where you will import and approve grades for posting. Select **Done** to exit the window.



Note: A separate file is exported for each graded roster in your site.

Log into SIS to import and approve grades for posting.

Steps for importing the grade file and approving grades in SIS for posting can be found on the ITS page, [Student Information System \(SIS\): Grading in the SIS](#), under **Option 2**, Step #5.

How do I restrict Gradebook permissions for Teaching Assistants?

Anyone in the *Teaching Assistant* role can enter and edit grades for gradebook items that *Instructors* or *Secondary Instructors* have created.

Instructors may restrict permissions for specified teaching assistants to:

- Hide the students' course grades from a teaching assistant.
- Display grades to a teaching assistant, but not allow them to enter or edit grades.
- Allow a teaching assistant to only view or enter grades for specific rosters or groups of students.
- Allow a teaching assistant to only view or enter grades for items in specific gradebook categories (if items have been placed in categories).
- Remove all permissions so teaching assistants cannot view or enter any grades.

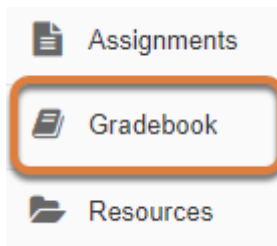
Note: Those in the **Teaching Assistant** role cannot be given permission to create or edit gradebook items, edit gradebook Settings, import or export spreadsheets from the Gradebook, or export grades to SIS. You may grant permission to any teaching assistants who need to perform these tasks by changing their role to **Secondary Instructor**, as described in [How do I change participant roles within a site?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

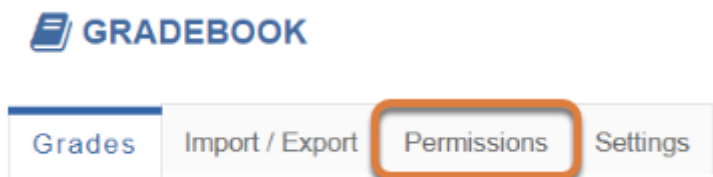
Step-by-Step Instructions

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the Permissions tab.

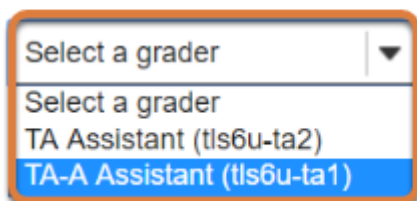


Select a teaching assistant.

Grader Permissions

Grading permissions can be restricted for each grader. **modifying these rules overrides the default**

Select a grader to edit



From the **Select a grader** menu, choose the teaching assistant whose permissions should be restricted.

Modify the grading rules as needed.

Grading rules can be applied for each individual in the *Teaching Assistant* role in a site. Several permission rules can be set for the same teaching assistant. For example, you can allow a teaching assistant to view all students' grades, but only enter grades for students in a specific roster or group.

Prevent a teaching assistant from viewing the course grade.

TA-A Assistant (tls6u-ta1) ▼

☒ Allow grader to see course grade for selected section(s) below.

Can Grade ▼ All Categories ▼ in All Sections/Groups ▼ Remove

Add Rule

By default, the option **Allow grader to see course grade for the selected section(s) below** is enabled. Uncheck the box to hide the calculated course grade from the teaching assistant.

Allow a teaching assistant to view, but not enter grades.

TA-A Assistant (tls6u-ta1) ▼

☒ Allow grader to see course grade for selected section(s) below.

Can Grade ▼ All Categories ▼ in All Sections/Groups ▼ Remove

View
Grade

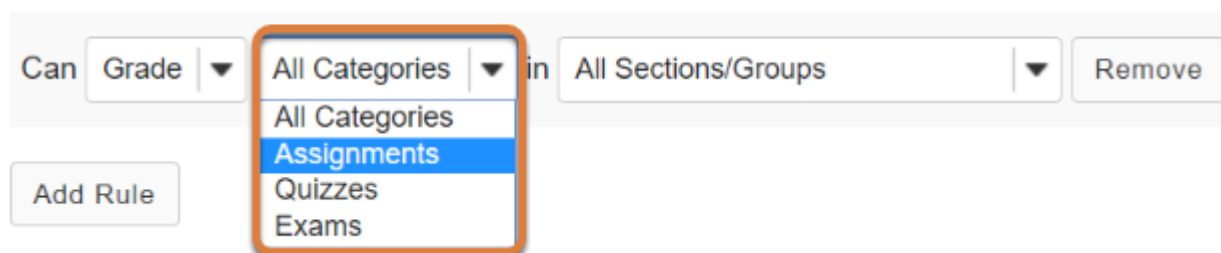
Add Rule

To prevent a teaching assistant from entering grades, select the **Grade** menu and change the option to **View**.

Set permissions for specific categories (if gradebook items are in

categories).

☒ Allow grader to see course grade for selected section(s) below.



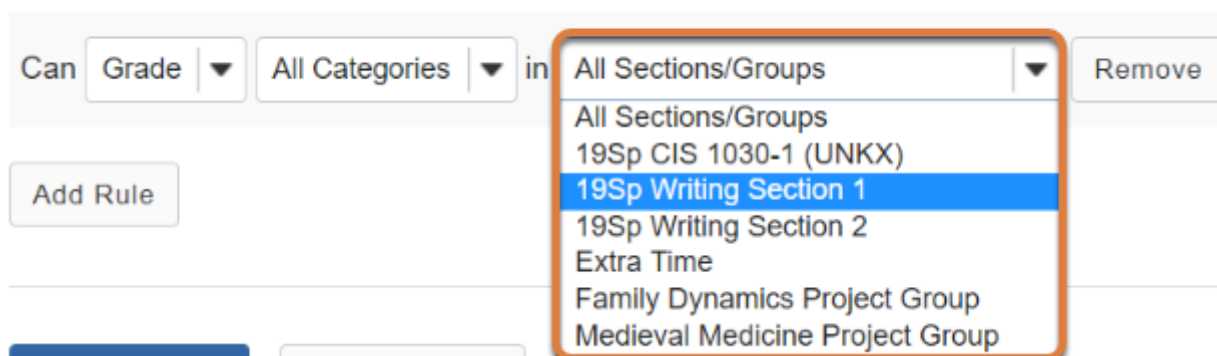
The screenshot shows a form with a 'Can' label, a 'Grade' dropdown, and an 'All Categories' dropdown. The 'All Categories' dropdown is open, showing a list of options: 'All Categories', 'Assignments' (highlighted in blue), 'Quizzes', and 'Exams'. To the right of the 'All Categories' dropdown is an 'in' label, followed by an 'All Sections/Groups' dropdown and a 'Remove' button. Below the 'All Categories' dropdown is an 'Add Rule' button.

If your gradebook has been set up with **Categories only** or **Categories & weighting**, the default permissions for teaching assistants apply to **All Categories**. You can restrict a teaching assistant's ability to view or enter grades in a specific category by selecting a category from the drop-down menu.

Note: If you restrict a teaching assistant's ability to view or grade items in specific categories, they may also be able to view *Uncategorized* items. To be included in the course grade calculation, gradebook items should be added to a category when they are created or edited. For more information, see [How do I add an item to the Gradebook?](#) or [How do I edit or delete a gradebook item?](#)

Only allow teaching assistants to view or edit grades for specific rosters or groups of students.

☒ Allow grader to see course grade for selected section(s) below.



The screenshot shows a form with a 'Can' label, a 'Grade' dropdown, and an 'All Categories' dropdown. The 'All Categories' dropdown is open, showing a list of options: 'All Sections/Groups', '19Sp CIS 1030-1 (UNKX)', '19Sp Writing Section 1' (highlighted in blue), '19Sp Writing Section 2', 'Extra Time', 'Family Dynamics Project Group', and 'Medieval Medicine Project Group'. To the right of the 'All Categories' dropdown is an 'in' label, followed by an 'All Sections/Groups' dropdown and a 'Remove' button. Below the 'All Categories' dropdown is an 'Add Rule' button.

Default permissions for teaching assistants apply to **All Sections/Groups** (i.e., all students in the site). You can restrict a teaching assistant's ability to view or enter grades for specific rosters or groups of students by selecting a roster or group from the drop-down menu.

Add more rules.

The screenshot shows a permissions configuration interface. At the top, a dropdown menu displays 'TA-A Assistant (tls6u-ta1)'. Below this, a checkbox is checked with the label 'Allow grader to see course grade for selected section(s) below.'. Underneath, there are two rule entries. The first rule is 'Can View All Categories in All Sections/Groups' with a 'Remove' button. The second rule is 'Can Grade All Categories in 19Sp Writing Section 1' with a 'Remove' button. A blue circle with the number '2' is next to the second rule. At the bottom left, there is a blue circle with the number '1' next to an 'Add Rule' button, which is highlighted with an orange border.

1. Select **Add Rule**.
2. Select the desired options for the new rule.

In the example pictured above, TA-A Assistant is being given the following permissions:

- **View All Categories** in **All Sections/Groups**.
- **Grade All Categories** in **19Sp Writing Section 1**.


This means that TA-A will be able to view all the grades in the *Gradebook*, but only enter grades for students in her discussion section. See below for an [example of how these permissions affect the teaching assistant's view](#) of the gradebook.

Manage existing permissions.

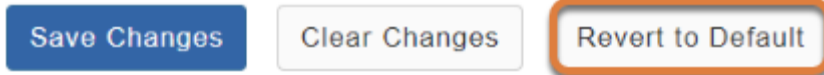
Remove permissions.

The screenshot shows the same permissions configuration interface. The checkbox 'Allow grader to see course grade for selected section(s) below.' is checked. Below it, there is one rule entry: 'Can Grade All Categories in All Sections/Groups' with a 'Remove' button. The 'Remove' button is highlighted with an orange border. At the bottom left, there is an 'Add Rule' button.

To remove a permissions rule, select **Remove**.

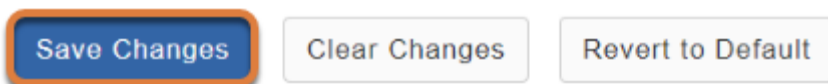
 **Tip:** If you remove the last available permissions rule for a teaching assistant, they will not be able to view or enter any grades in the *Gradebook*.

Revert to default permissions.




To restore a teaching assistant's permissions to default to allow them to view and enter grades in all categories for all students, select **Revert to Default**.

Save changes.



When you have selected the desired permissions for the teaching assistant, select **Save Changes** to confirm.

 **Note:** Save changes to a teaching assistant's permissions before selecting a different teaching assistant from the **grader** menu, or the changes will not be saved.

Changes are saved.

Grades

Import / Export

Permissions

Settings

The permissions were successfully updated.

Grader Permissions

Grading permissions can be restricted for each teaching assistant in this site. To restrict permissions, **modifying these rules overrides the default permission and restricts their capabilities**.

Select a grader to edit

TA-A Assistant (t1s6u-ta1) ▼

☒ Allow grader to see course grade for selected section(s) below.

Can View ▼ All Categories ▼ in All Sections/Groups ▼ Remove

Can Grade ▼ All Categories ▼ in 19Sp Writing Section 1 ▼ Remove

After saving changes, a message will display at the top of the screen indicating that the permissions were successfully updated.

Examples: Gradebook display for Teaching Assistants with permissions restrictions

Example 1: View all grades, but only grade students in a specific roster or group

Grades

All changes saved.

Available Sections/Groups ▾ Showing 5 students Showing 6 of 6 items Show/Hide Items ▾ ☒ Group By Category

Students		Assignments [40%]			Quizzes [40%]
Course Grade		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignments	In-Class Quiz 1 Total: 10 Due: -
Filter students					
Student, Five (tts6u-stu5)		B-	9	8	8
Student, Four (tts6u-stu4)		A-	9.5	10	8.5
Student, One (tts6u-stu1)		B	8	75%	9.5
Student, Three (tts6u-stu3)		B	7.5	9	8.5
Student, Two (tts6u-stu2)		-		-	

Student Four's grades are locked because TA-A does not have permission to edit them

Student One's grades can be edited because Student One is in 19Sp Writing Section 1

Pictured above is TA-A Assistant's view of the *Gradebook* after she was given the following permissions:

- **View All Categories** in **All Sections/Groups**.
- **Grade All Categories** in **19Sp Writing Section 1**.

She can view all students' grades. However, in each grade cell for students who are not in her discussion section, there is a **lock** icon, indicating that she has **insufficient privileges to edit the score**. TA-A can enter grades for her students.

Example 2: Grade specific students in a specific category only

Grades

All changes saved.

19Sp Writing Section 2 Showing 2 students

Showing 6 of 6 items Show/Hide Items Group By Category

		Assignments [40%]			Uncategorized
Students	Course Grade	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignments	In-Class Quiz 1 Total: 10 Due: -
Filter students					
Student, Four (t1s6u-stu4)	A-	9.5	10	97.5%	
Student, Two (t1s6u-stu2)	B	8	8/10	85%	

Pictured above is TA-B Assistant's view of the *Gradebook* after she was given the following permission: **Grade Assignments** in **19Sp Writing Section 2**.

Although the gradebook contains three categories (**Assignments**, **Quizzes**, and **Exams**), TA-B can only view and enter grades in the **Assignments** category for the two students in her discussion section. An *Uncategorized* item also exists, but TA-B cannot view or enter any grades in it.

Example 3: All permissions removed


Grades

You do not have permission to view the gradebook. Please contact your instructor.

All of TA-C Assistant's permissions have been removed, so when he accesses the *Gradebook* tool, he gets a message that he does not have permission to view it.

How do I view my grades in the Gradebook?

Instructors may use the *Gradebook* to provide grades and feedback to students for their course work in UVACollab.

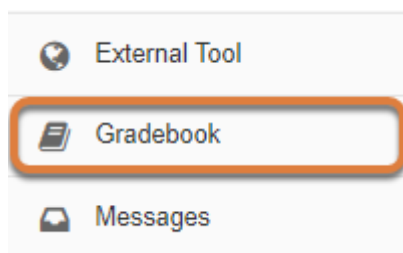
 **Tip:** Course grades are only visible to students in the Student Information System (SIS) at the end of each semester after final grades have been approved and posted. For more information, visit the [SIS FAQ for Students \(opens in new window\)](#).

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Gradebook.




Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.

<div> <div>1</div> <input checked="" type="checkbox"/> Group By Category <div>Expand All Collapse All</div> </div>					
2	Gradebook Item	Grade	Weight	Due Date	Comments
3	▼ Assignments	75%	20%		
4	Assignment 1	8 /10		-	5 The main ideas were very well-developed and thoughtfully organized. Please see additional comments in the document attached in the assignment.
	Assignment 2	7 /10		-	Good job defining your terms and developing your argument! Please see additional comments in the document attached in the assignment, and review the MLA Handbook for proper citation format.
	► Presentation	6 80%	7 20%		
	▼ Quizzes Drop Lowest: 1	92.5%	30%		
	Quiz 1	8 8 /10		03/04/2019	
	Quiz 2	9 /10		-	
	Quiz 3	9.5 /10		-	
	▼ Uncategorized	-			
	Culture Points			-	

The sample *Grade Report* pictured above includes:

- Display options:** When categories are used, you may use the **Group by Category** and **Expand All/Collapse All** options to show or hide gradebook items or categories.
- Options to sort grade report data:** The *Grade Report* displays **Gradebook Items**, **Grades**, **Weights** (for categories, if used), **Due Dates** (if used), and **Comments** (also see Tip, below). Select a column heading to sort grade report data by that criteria.
- Category headings:** Use a **Category heading** to expand and collapse the view of items within the category.
- Gradebook items:** Each gradebook item represents an assignment, quiz, or other graded activity. When categories are used, several items may be associated with each category. In this example, there are two items in the **Assignments** category.
- Comments:** If a grader provided comments for a gradebook item, they will display in the *Comments* column.
- Category averages:** In a gradebook with categories, the percentage grade for items in each category displays in the *Grade* column corresponding to the category heading.
- Category weights:** If an instructor is using *Categories and Weighting*, the *Weight* column displays the percentage value of each category toward the overall course grade. In this example, the Presentation category is worth 20% of the total course grade.
- Dropped or excluded grades:** A **calculator** icon indicates that an item's grade is *excluded from the course grade calculations*, and the corresponding grade displays with strikethrough text. In this example, **Quiz 1**'s grade is dropped because the **Quizzes** category drops the lowest grade.

 **Tip:** While grader comments will appear in the *Gradebook* for items such as assignments and forum discussions, remember that additional instructor feedback and/or graded file attachments may also be available, e.g., in *Assignments or Forums*.

Sign Up

What is the Sign Up tool?

Sign Up allows you to create online sign-up sheets.

Popular uses of the *Sign Up* tool include scheduling:

- Advising sessions,
- Office hours,
- In-class presentations,
- Clinical rotations in medical or nursing classes.

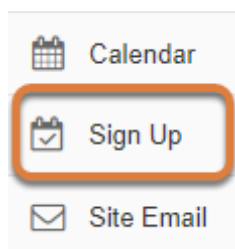
Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Sign Up Features

Sign Up includes options to specify:

- **Availability:** Restrict sign-up to participants from specific rosters or groups, or allow participants from multiple UVACollab sites to sign up for the same meeting.
- **Participants:** Allow participants to choose their own time slots, or manually assign participants to slots.
- **Meeting Types:** Indicate if your meeting has one or several time slots.
- **Meeting Frequency:** Schedule one-time or recurring meetings.
- **Wait Lists:** If a time slot is full, allow participants to add themselves to a wait list for that time slot. If someone who was previously signed up for the time slot cancels their sign-up, the next person in the wait list will be signed up for that slot, and they will receive an email to let them know that they have been signed up.
- **Email Notifications:** Receive notifications when participants sign up for meetings, send notifications when meetings are modified, and have a reminder email sent automatically to participants the day before the meeting.
- **Calendar Integration:** Add a meeting to your UVACollab site's *Calendar*, or download an iCal file you can use to add a meeting to a calendar program, such as Microsoft Outlook.

To access this tool, select Sign Up from the Tool Menu in your site.



What are Sign Up meeting types?

There are three types of events or meetings:

- **Open meetings**
- **Single slot meetings**
- **Multiple slot meetings**


The images in this article show how each type of meeting displays for site participants during the time period when they are able to sign up for the meeting.

Note:

- *All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?](#) for more information on the meeting settings.*
- *Once a **Sign Up** event is published, you cannot change the **Meeting Type** by choosing to [Modify](#) the meeting.*

Open meetings.

Meeting Details

Title:	Extra Credit Opportunity - UDL Presentation
Organizer:	Tiffany Stull
Location:	Small Special Collections Library Auditorium
Meeting Date:	Tuesday, May 15, 2018
Time Period:	4:00 PM - 5:00 PM
iCalendar link:	 Download
Available To:	▶ Show site(s)/group(s) details
Description:	As an optional extra credit assignment, you can attend the Universal Design in Learning presentation and write a short (1-2 paragraph) description of what you learned and how you might apply it in your work.

This is an open session meeting. No sign-up is required.

This option creates a single time slot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

Single slot.

Meeting Details

Title:	↻ Film Screening - Audio Description movie
Organizer:	Tiffany Stull
Location:	Dathel and John Georges Student Center, Clemons Library
Meeting Date:	Friday, May 18, 2018
Time Period:	5:00 PM - 6:00 PM
Sign-up Begins:	Friday, May 11, 2018, 5:52 PM
Sign-up Ends:	Friday, May 18, 2018, 5:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	Please sign up to attend at least one of the screenings for the movie about Audio Description. You are required to participate in class discussion about the movie and write a response paper.

▲ [Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
5:00 PM - 6:00 PM	20	Private		Sign Up

A single time slot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

Multiple slots.

Meeting Details

Title:	↻ Summer Office Hours
Organizer:	PI Instructor
Location:	Cabell 302
Meeting Date:	Monday, May 21, 2018
Time Period:	10:00 AM - 12:00 PM
Sign-up Begins:	Friday, May 11, 2018, 5:39 PM
Sign-up Ends:	Sunday, May 20, 2018, 12:00 PM
Available To:	► Show site(s)/group(s) details
Description:	I will typically be available in the office on Mondays. If you would like to meet with me, please sign up at least a day before to ensure that I am there.

▲ [Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 10:30 AM	1	Private		Sign Up
10:30 AM - 11:00 AM	1	Private		Sign Up
11:00 AM - 11:30 AM	1	Private		Sign Up

A single time span can be divided into any number of time slots of equal length, under a single meeting name. For example, a two-hour meeting could have four 30-minute time slots, three 40-minute slots, or eight 15-minute slots. The time slots can also be defined at irregular times over different days.

For each slot, a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of time slots can be removed or modified individually.

How can I use the Sign Up tool in my site?

The *Sign Up* tool can be used in a variety of ways. The list below explains some, but is by no means exhaustive.

For instructions to create a meeting, see [How do I create a meeting?](#)

Schedule special office hours.

To hold an advance sign-up for special office hours on a problem set, including students from two different classes: choose a day, define a block of time, set up multiple slots available to both sites' members, and then adjust the time slots as desired. For example, suppose you want to schedule a 3-hour block of time for office hours with some 15-minute slots, some 30-minute slots, and a 15-minute gap for a break:

1. Make sure that the *Sign Up* tool is available in both course sites.
2. Set up a 3-hour meeting called "Office Hours - Problem Set" with 15-minute time slots according to the [instructions for creating a meeting with multiple slots](#). In the *Available To* options, leave the current site checked and open the **Other Sites** list to select the other course's site (which must also have the *Sign Up* tool), as well.
3. After you get the initial allocation of time slots, select **Advanced user-defined time slots**, then **Create Timeslot(s)**.
4. Adjust the time slots as needed. Edit the *Start* and *End Times* to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
5. Publish the event to invite the students of both classes to sign up. The entry will appear to them under a single title "Office Hours - Problem Set" with several time slots specified by start and end times.

Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups:

1. **Recurring Method:** Set up a **single slot** recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake. See the [steps to create a single slot meeting in the article on creating meetings](#).
2. **Multiple-slot Method:** Create one meeting using **Advanced user-defined timeslots**, specifying additional new time slots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options. You can choose to prevent an individual student from signing up for more than one. See the [steps to create a meeting with multiple slots in the article on creating meetings](#).

You can also ask the students to indicate the topics of their presentations by typing them in the *Comment* box when they sign up.

Estimate attendees for a review session.

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

Schedule a multi-day meeting.

To set up a two-day recurring meeting, use the **Advanced user-defined timeslots**, following the [instructions to specify the meeting frequency when creating the meeting](#). For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week, from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, titled “Fri-Sat Campus Consult,” with the appropriate location and description.
2. Select the **Advanced user-defined timeslots** and specify the first week’s time slots, e.g., Friday, April 1st, 4:00 – 6:00 PM, and Saturday, April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant, as participants will be added manually. Delete extra time slots using the **red X (delete the timeslot)** icon.
3. For the meeting frequency, select **Biweekly** and specify an end date of Sunday, July 31st.
4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, etc.).
5. Select **Assign participants and publish** and select the participants for both time slots. On the *Assign Participants* page, check the box **Yes, assign participants to the same timeslot for all occurrences**, then click **Publish**. In each resulting meeting, if desired, select the time slot and lock against further participant sign-up.

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

Solicit input on preferred meeting dates.

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials—define a weekly time by soliciting input from the participants on several choices. Select the optimal choice, and copy that time slot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the [instructions for editing a meeting](#). Here is the detailed procedure:

1. Using a representative week, such as the first week of the term, create a new meeting for each possible time slot across the various weekdays, and ask the participants to sign up for

all candidate meetings that they can attend on a weekly basis. You might name these meetings "Tutorial Option Monday, 3-5," "Tutorial Option Thursday, 9-11," and so forth.

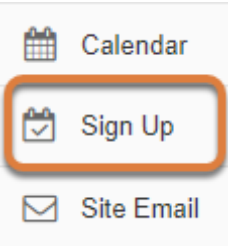
Select **Single slot**, and **Unlimited number of participants** for these meetings.

2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular time slot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Select the chosen candidate meeting and choose **Copy**. The **Meeting Frequency** setting can be switched to **Weekly**, and the *End After* date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with **Remove**.
3. Any of the separate meetings can be modified, if it becomes necessary. To make the entire series visible, in the *Meetings* list, click the **plus sign (+)** (**Expand recurring meetings**) icon. Select the title of the meeting to edit. Then, select **Modify**. At the top of the *Modify Meeting* page, select **Modify current meeting only**.

How do I view meetings in Sign Up?

By default, the main *Sign Up* page displays all future meetings, and recurring meetings are collapsed (only the first meeting session in the series is shown). You may use the **View** options on the page to access additional meeting sessions.

Go to Sign Up.





Select **Sign Up** from the Tool Menu in your site.

View Meetings page.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: **1** All Future Meetings By category: **2** All **3** ☐ Expand all recurring meetings.

4	Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
5	 Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library		Fri, 5/11/18	5:00 PM - 6:00 PM	Closed	<input type="checkbox"/>
	Extra Credit Opportunity - UDL Presentation	Tiffany Stull	Small Special Collections Library Auditorium		Tue, 5/15/18	4:00 PM - 5:00 PM	Sign-up Not Req	<input type="checkbox"/>
6	 Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
	Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/28/18	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
	Summer Office Hours	PI Instructor	Cabell 302		Mon, 6/4/18	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>

The *Sign Up* tool displays the list of meetings, if any, already created in the site.

1. By default, **All Future Meetings** will be displayed. You can display other meetings by selecting options in the *View* drop-down menu. For example, to include all past meetings, choose **All** in the *View* menu.

2. If meeting organizers have created optional categories for meetings, you can select a **category title** from the *By category* menu to filter your view and only include meetings in a specific category.
3. To display all sessions of all recurring meetings, select the check box **Expand recurring meetings**.
4. The site's meetings are listed in a table that includes the **Meeting Title, Organizer, Location, Category, Date, Time, Status** (*Available, Closed, or Sign-up Not Required*), and a check box to **Remove** a meeting. Meetings can be sorted by selecting one of the table headings (e.g., **Date**).
5. If a recurring meeting is available and you have not selected to expand all recurring meetings, you may view additional meeting sessions by selecting the **plus sign (+) (Expand recurring Meetings)** icon next to the **Meeting Title**.
6. If a specific recurring meeting's sessions have been expanded, the **plus sign (+) (Expand recurring Meetings)** icon next to the title of the first session in the list will change into a **minus sign (-) (Collapse recurring Meetings)**. You may select this icon to hide the additional meeting sessions.

Select a **Meeting Title** to access the *Meeting Details*.

View Meeting Details and add participants.

The *Meeting Details* page displays the settings and time slots for a particular meeting.

Modify, copy, export, or print a meeting or download an iCalendar file.

The screenshot shows the 'Meeting Details' page for a meeting titled 'Summer Office Hours'. At the top, there are four buttons: 'Modify' (1), 'Copy' (2), 'Export as Excel' (3), and 'Print' (4). Below these, the 'Meeting Details' section lists various information. A 'Time Period' of '10:00 AM - 12:00 PM' is highlighted with a blue circle and the number 5. An 'iCalendar link' section contains a 'Download' button, also highlighted with a blue circle and the number 5. The 'Sign-up Ends' date is 'Sunday, May 20, 2018, 12:00 PM'. The 'Available To' field is highlighted with a blue circle and the number 6, and it contains a link 'Show site(s)/group(s) details'. The 'Description' at the bottom states: 'I will typically be available in the office on Mondays. If you would like to meet with me, please sign up at least a day before to ensure that I am there.'

Meeting Details

Title: Summer Office Hours

Organizer: PI Instructor

Location: Cabell 302

Category:

Meeting Date: Monday, May 21, 2018

Time Period: 10:00 AM - 12:00 PM

iCalendar link: [Download](#)

Sign-up Begins: Friday, May 11, 2018, 5:39 PM

Sign-up Ends: Sunday, May 20, 2018, 12:00 PM

Available To: [Show site\(s\)/group\(s\) details](#)

Description: I will typically be available in the office on Mondays. If you would like to meet with me, please sign up at least a day before to ensure that I am there.

In the first half of the *Meeting Details* page, you may select any of the following options:

1. **Modify** to edit the meeting; for more information, see [How do I edit a meeting?](#)
2. **Copy** to create a duplicate meeting; for more information, see [How do I copy a meeting?](#)
3. **Export as Excel** to export an Excel spreadsheet with meeting details; for more information, see [How do I export meeting data?](#)
4. Or **Print** to print the *Meeting Details* page.
5. Additionally, you can obtain an iCalendar file of the meeting that you can add to an external calendar such as an Outlook or Google calendar. To the right of *iCalendar link*, select **Download** and save the calendar file to your computer.
6. To the right of *Available To*, you can select **Show site(s)/group(s) details** if you want to confirm in which UVACollab site(s) and/or groups participants can sign up for the event.

View time slots and participants.

Email Notification: ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide n](#)

1 Time Slot	2 Max # of Participants	3 Participants (Email all)	Wait List
10:00 AM - 10:30 AM	1	Student, One + Add Participant	Student, Three + Add Participant
10:30 AM - 11:00 AM	1	Student, Four + Add Participant	+ Add Participant
11:00 AM - 11:30 AM	1	+ Add Participant	+ Add Participant
11:30 AM - 12:00 PM	1	Student, Five + Add Participant	+ Add Participant

The second half of the *Meeting Details* page includes an *Email Notification* option to make participants aware of changes if you modify the meeting, and a table listing time slots and participants.

For each time slot in the table, the following information is available:

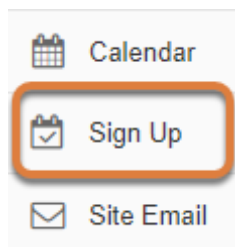
1. **Time Slot:** The **Start** and **End Time** for the slot.
2. **Max # of Participants:** The maximum number of participants allowed to sign up for the slot. Instructors and site administrators can manually override this number by adding more participants in a slot. For steps to do this, see [How do I manually add participants to meetings?](#)
3. **Participants and Wait List:** A list of the individuals who are signed up for a time slot or its wait list, and options to add, remove or edit the participants.

For information about modifying time slots or participants, see [Edit a meeting: Lock or cancel sign-up and add or remove participants.](#)

How do I create a meeting?

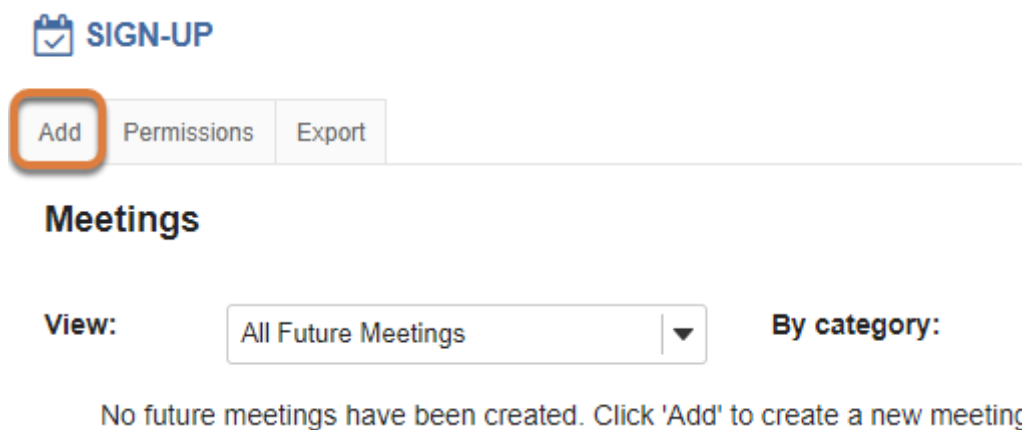
Sign Up offers many options for specifying the location, dates and times, and format of your meeting. Meetings may also be added to a UVACollab site's *Calendar* and send email reminders to meeting coordinators and participants who are signed up.

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Select Add.




Enter a Title.

Create New Meeting: Basic Information

To create a meeting, enter the required information and click **Next**.

* indicates required information.

Title:*

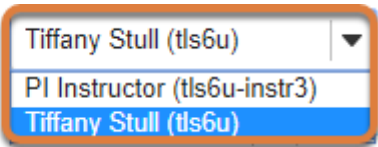
Office Hours

You will be taken to the *Create New Meeting* page where you can enter basic information for your meeting.

Enter a **Title** that will identify the meeting in the site's list of meetings. For accessibility, you should use [meaningful text](#) for the title.

Change organizer. (Optional)

Organizer:

Tiffany Stull (tls6u)

PI Instructor (tls6u-instr3)

Tiffany Stull (tls6u)

Location:*


By default, the meeting organizer is the person who creates the *Sign Up* event. If there is more than one instructor or site administrator, you may select a different organizer in the *Organizer* drop-down menu.

Enter a location for the event.

Options for entering a location differ depending on whether or not your site has existing meetings in it.

Enter a location in a site with no meetings.

Location:*

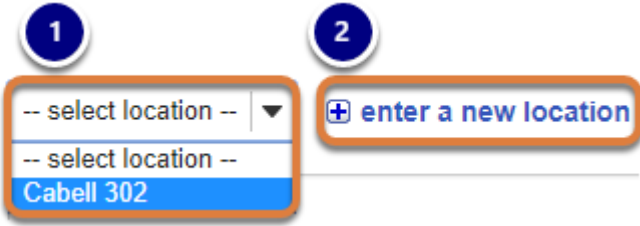
Cabell 302

If you are creating a meeting in the site's *Sign Up* tool for the first time, type the location for the meeting in the box provided.

Select or enter a location in a site with previously created meetings.

Location:*


Category:



The image shows a form with two fields. The 'Location:*' field has a dropdown menu with the text '-- select location --' and a button with a plus sign and the text 'enter a new location'. The 'Category:' field is empty. A blue box highlights the 'Cabell 302' option in the dropdown menu. A blue circle with the number '1' is above the dropdown, and a blue circle with the number '2' is above the 'enter a new location' button.

If a meeting was previously created in this site's *Sign Up* tool, a *Location* drop-down menu will be available and pre-populated with locations used in past meetings for you to select. Either:

1. Select a location from the drop-down menu,
2. Or select **enter new location** to access a text box where you can enter a new location.

 **Tip:** If your event has no physical location, you might enter "Online" or the title or URL of a meeting session into the **Location** box.

Enter a Category. (Optional)

Category:

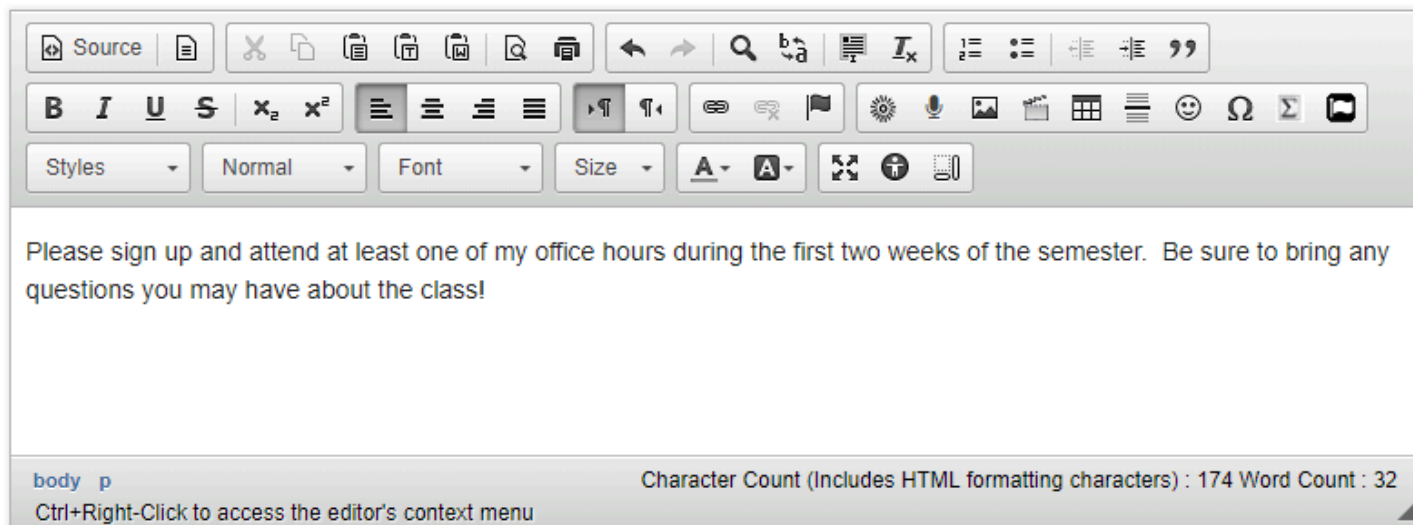


The image shows a form with a 'Category:' label and a button with the text 'Get Extra Help'.

If you have multiple events in the *Sign Up* tool, they can be sorted by **Category** to group similar events.

Enter a Description of the meeting or event. (Optional)

Description:



Please sign up and attend at least one of my office hours during the first two weeks of the semester. Be sure to bring any questions you may have about the class!



body p Character Count (Includes HTML formatting characters) : 174 Word Count : 32
Ctrl+Right-Click to access the editor's context menu

Add Attachments. (Optional)

Add Attachments

You may select the **Add Attachments** button to browse for and attach a file. For example, if you would like your meeting participants to review a document before your meeting, you might add it as an attachment.

Enter Start and End Times.

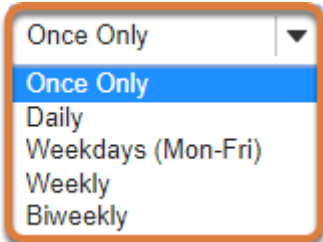
Start Time:*	22	August ▼	2018		10	:	00	AM ▼
End Time:*	22	August ▼	2018		12	:	00	PM ▼

In the *Start Time* and *End Time* boxes, enter the dates and times when the meeting will begin and end.

To set the dates, you can either type the **day** and **year** in the corresponding boxes and use the **month** drop-down menu to select the month or you can select the **calendar** icon to access a calendar where you select a date.

To set the meeting times, enter the **hour** and **minutes** in the corresponding boxes and select the **AM/PM** drop-down.

Select Meeting Frequency.


Meeting Frequency:* 




Sign-up begins:



Sign-up ends:

The options in the *Meeting Frequency* drop-down menu allow you to set up recurring meetings. Selection of a meeting frequency other than **Once Only** will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

Select when to end a recurring meeting.

Meeting Frequency:* 

   0 occurrences

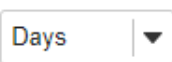
 11 December 2018 


If you selected any *Meeting Frequency* other than **Once Only**, options will become available to indicate when to end the recurring meeting.

1. By default, the meeting is set to *End After* a number of **occurrences**. Type the number of meetings you want in the box provided.
2. Alternatively, you can select to end the meeting after a certain date, then enter the desired date.

In the example pictured above, an instructor is creating an event for Office Hours. The *Meeting Frequency* has been set to **Weekly** and the *End After* date is after the course's final exam, **11 December**.


Select begin and end times for sign-up.

Sign-up begins:  before meeting begins 10:00 AM, Thursday, August 16, 2018

Sign-up ends:  before meeting finishes 11:00 AM, Wednesday, August 22, 2018

Next to *Sign-up begins*, enter the time at which the meeting should be open to allow potential participants to sign up for it. Before then, participants will not have an active **Sign Up** button for a meeting timeslot. The default is to allow participants to sign up for the meeting **6 Days** before it begins. To allow immediate sign-up, choose **Start Now** instead of **Minutes**, **Hours**, or **Days** from the drop-down menu for when *Sign-up begins*.

Next to *Sign-up ends*, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured in **Minutes**, **Hours**, or **Days** from the scheduled meeting end, allowing people to sign up even after the meeting has started, when that is appropriate.

 **Note:** Sign-up begin and end times are not available for open meetings, for which no sign-up is required.

Take Attendance.

Attendance:



Attendance will be taken (you can track attendance to this meeting if selected)

If you wish to take attendance for this meeting, select the **Attendance will be taken** check box.

Specify meeting availability.

Available To:*

☒ 18Sp Online Media (Current Site)

1 ☐ Study Group 1
☐ Study Group 3
☐ 18Sp CIS 1030-1 (UNKX)
☐ Web Accessibility Project - Group 1
☐ Study Group 2

2 ☒ Other Sites

☐ Other Sites

☐ 14F French Testing Site
☐ Test group 2
☐ 14F CIS 1030-2 (UNKX)
☐ Test group 1

3 ☒ 15F ASCIT test
☐ Group B
☐ 15F CIS 1030-1 (UNKX)
☐ Group A
☐ 15F Online Media

1. The *Available To* options determine who can sign up for the meeting. By checking the box next to any specific group(s) or roster(s) instead of the **Current Site**, you can limit sign-up to members of the selected group(s).
2. Select **Other Sites** to expand a list of other sites in which you are an instructor or administrator, in which the *Sign Up* tool also appears.
3. You can extend the sign-up offer to members of any of these additional site(s) by selecting the appropriate check box(es). You can select an entire additional site to make the sign-up available to all its members or select specific groups within the site to make it available to just those in the selected groups.

Choose Meeting Type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See [What are Sign Up meeting types?](#) for more information.

Note: Once a *Sign Up* event is published, you cannot change the **Meeting Type** by choosing to modify the meeting.

Open meeting

Meeting Type:*

- ☒ Open meeting (no sign-up required)
- ☐ Single slot
- ☐ Multiple slots

This option creates a single time slot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

Single slot

Meeting Type:*

- ☐ Open meeting (no sign-up required)
- ☒ Single slot
- ☐ Multiple slots

1 ☒ Max # of Participants

2 ☐ Unlimited number of participants

10

A single time slot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

1. If you select a **Max # of Participants**,
2. Enter the number of participants allowed in the box provided. The default is **10**.

Multiple slots

Meeting Type:*

☐ Open meeting (no sign-up required)

☐ Single slot

☒ Multiple slots

1 Number of slots available for sign-up: 4

2 Number of participants per time slot: 1

3 Estimate duration per time slot (min): 30

4 ☐ Advanced user-defined timeslots

You can create a meeting with multiple time slots that take place at regular intervals, or customize the time slots to create a meeting with slots at different times over several days.

1. *Number of slots available for sign-up:* Enter the number of individual time slots over which to divide the meeting time. The default is **4**.
2. *Number of participants per slot:* Enter the number of people who can sign up for each slot. The default is **1**.
3. *Estimate duration per time slot (min):* This figure, displayed in red, is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the **Number of slots** is defined to be 4, and the start and end times of the meeting span two hours, the duration will be set to **30** minutes (120 minutes divided by 4).

If you enter a number of slots that does not divide the period evenly, you will receive a warning message after you move to the next page in the sign-up creation process and the total time span will be automatically adjusted. For example, if you select a time period that lasts **2 hours** and enter **7** for the number of slots, the duration per time slot will be adjusted to **17 minutes**. Accordingly, the meeting time period is automatically changed to **1 hour 59 minutes**.

4. Alternatively, you can edit the automatically-created time slots by [selecting **Advanced user-defined timeslots**, as described below](#).

Advanced user-defined timeslots

☒ Multiple slots

Number of slots available for sign-up:

Number of participants per time slot:

1 Estimate duration per time slot (min):

☒ Advanced user-defined timeslots

[Create Timeslot\(s\)](#) 2

Define Custom Timeslots

3	Start Time	End Time	Max # Of Participants
X	22 August 2018 10:00 AM	22 August 2018 10:30 AM	1
X	22 August 2018 10:30 AM	22 August 2018 11:00 AM	1
4 X	22 August 2018 11:00 AM	22 August 2018 11:30 AM	1
X	22 August 2018 11:30 AM	22 August 2018 12:00 PM	1

5 [Add a new timeslot.](#)

6 ☒ Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

7

1. Select the **Advanced user-defined timeslots** check box to be able to define a multiple-slot meeting as a set of irregular time slot choices. Time slots can be set over several days at different times.
2. Select the **Create Timeslot(s)** link that appears when the box is checked.
3. Edit the **Start** and **End Times** and **Max # of participants** for each time slot as needed.
4. Delete extraneous time slot(s) by clicking the **red X icon (delete the timeslot)**.
5. To create an additional time slot, select the **Add a new timeslot** link.
6. If the [Calendar](#) tool was included in your site, the check box **Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart** is automatically selected. Deselect it if you do not want the adjacent time slots to display as separate calendar events.
7. Select **Continue** to save the time slots you selected, or **Cancel** to exit without editing the timeslots. You will then be returned to the *Create New Meeting* page.

Select Next.

Once you have selected your *Meeting Type* and time slots, select **Next** at the bottom of the page.

Review the Meeting Summary and select additional settings.

You will be taken to the *Meeting Summary* page where you can review the meeting settings, select notification and/or calendar preferences, and indicate whether to include a Wait List when available slots are filled or allow participants to add comments during sign-up.

Review basic settings.

Meeting Summary

Title:	↻ Office Hours
Organizer:	Tiffany Stull (tIsGu)
Description:	Please sign up and attend at least one of my office hours during the first two weeks of the semester. Be sure to bring any questions you may have about the class!
Start Time:	Wednesday, August 22, 2018, 10:00 AM
End Time:	Wednesday, August 22, 2018, 12:00 PM
Meeting Frequency:	Weekly
Repeats Until:	Tuesday, December 11, 2018
Location:	Cabell 302
Category:	
Sign-up Begins:	Thursday, August 16, 2018, 10:00 AM
Sign-up Ends:	Wednesday, August 22, 2018, 11:00 AM
Meeting Type:	Multiple slots
Number of Time Slots:	4
Duration of Each Time Slot (min):	30
Max # of Participants per Time Slot:	1
Attendance:	OFF
Available To:	18Sp Online Media (Site Level)

The first half of the *Meeting Summary* page, pictured above, lists the details of the meeting, including its *Title*, *Start Time*, *End Time*, and *Frequency*. Review these settings to make sure they are correct.

Modify display and notification settings as needed.

The image shows a form with six numbered steps, each with a label and a set of options. Step 1: 'Display Participant Names:' with a checkbox 'Yes, display names of participants to others.' Step 2: 'Meeting Coordinators:' with checkboxes 'Instructor, PI' and 'Stull, Tiffany', where 'Stull, Tiffany' is checked. Step 3: 'Notifications of participant actions:' with a checkbox 'Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.' Step 4: 'Announce Availability:' with a checkbox 'Yes, send an email notification to:' and two radio buttons 'All potential participants' and 'Selected meeting coordinators', where 'Selected meeting coordinators' is selected. Step 5: 'Default Notification setting:' with a checkbox 'Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.' Step 6: 'Other Default Settings:' with a button 'Show the other default settings'.

1 **Display Participant Names:** ☐ Yes, display names of participants to others.

2 **Meeting Coordinators:** ☐ Instructor, PI
☒ Stull, Tiffany

3 **Notifications of participant actions:** ☐ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

4 **Announce Availability:** ☐ Yes, send an email notification to:
☐ All potential participants
☒ Selected meeting coordinators

5 **Default Notification setting:** ☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.

6 **Other Default Settings:** [Show the other default settings](#)

The second half of the *Meeting Summary* page includes options for displaying participants and receiving email notifications.

1. *Display Participant Names:* By default, participants cannot see who else is signed up for the event. Check the box to **display names of participants to others**.
2. *Meeting Coordinators:* Select the coordinators (instructors or site administrators) to receive notifications, if enabled.
3. *Notifications of participant actions:* For selected meeting coordinators to receive notifications, check the box, **Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment**.
4. *Announce Availability:* Choose **Yes, send an email notification to**, then select whether you would like to notify **All potential participants** or just **Selected meeting coordinators** to send an email announcing that the meeting has been published.
5. *Default Notification setting:* Choosing **Yes** will automatically check the box on the meeting page: **Yes, send email to notify the related participant(s) about the changes that have been made**. This option sends an email notification to participants whom you add to the attendance list or remove from it.
6. *Other Default Settings:* Select [Show the other default settings](#), described below, to view additional meeting options.

Other Default Settings

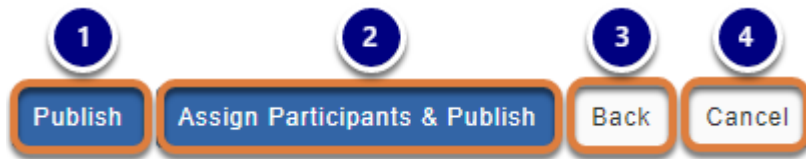
Other Default Settings: [▼ Hide the other default settings](#)

1 Allow Wait List:	<input checked="" type="checkbox"/>	Yes, add Wait List option. Participants can join Wait List.
2 Allow Adding Comment:	<input checked="" type="checkbox"/>	Yes, participant can add a comment during sign-up.
3 User ID Input Mode:	<input type="checkbox"/>	Yes, I want to use User ID input mode for adding participants.
4 Auto Reminder:	<input checked="" type="checkbox"/>	Yes, send email to remind attendee of the meeting, one day in advance.
5 Publish to Calendar:	<input checked="" type="checkbox"/>	Yes, publish the meeting to the Calendar tool.
6 Create groups for timeslots	<input type="checkbox"/>	Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
7 Max # of time slots per participant:	1 ▼	Yes, allow participants to sign up for more than one time slot.

Other settings include:

1. *Allow Wait List:* **Yes, add a Wait List option** is selected by default. When the time slots for the meeting are full, a Wait List will be kept, and participants can join the Wait List if this meeting is filled to capacity. If an existing participant cancels their sign-up and their slot becomes available, the first person on the Wait List will be automatically signed up for that time slot and receive email notification to let them know.
2. *Allow Adding Comment:* The option **Yes, participant can add a comment during sign-up** is selected by default. This option presents participants with a text box where they can add a comment when they sign up for the event.
3. *User ID Input Mode:* If you choose **Yes, I want to use User ID input mode for adding participants**, you will need to type in a participant's UVA computing id or a non-UVA participant's email address rather than choosing from a drop-down list of names when you manually add a participant to the event. This may be useful for sites with many members where the drop-down list is very long.
4. *Auto Reminder:* **Yes, send email to remind attendee of the meeting, one day in advance** is selected by default.
5. *Publish to Calendar:* If a [Calendar](#) tool has been added to your site, **Yes, publish the meeting to the Calendar tool** is selected by default. The event will appear on the calendar for site members, regardless of whether they are signed up to attend.
6. *Create groups for timeslots:* Selecting **Yes, create a group for each timeslot** automatically generates [groups](#) in your site. Groups will be created with titles containing SIGNUP, the name of the event, the slot number, and the event date. For example, if a meeting that takes place on August 22, 2018 is titled **Presentation** and contains two groups, the group titles would be **SIGNUP_Presentation -slot 1 _08/22/18**, and **SIGNUP_Presentation -slot 2 _08/22/18**.
7. *Max # of time slots per participant:* By default, each participant can only sign up for one time slot. Select a **number** from the drop-down list to **allow participants to sign up for more than one time slot**.

Publish your meeting or go back edit its basic settings.



The publication options allow you to create the meeting and allow participants to select their own time slots or to assign participants to time slots immediately when publishing the meeting.

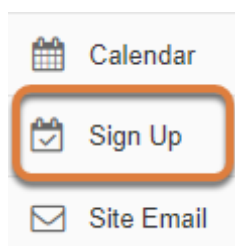
1. Select **Publish** to publish the event and allow participants to select their own time slots.
2. Select **Assign Participants & Publish** if you want to publish the event and manually assign participants. If you do not choose to assign participants at this time, you may do so later by viewing the *Meeting Details* and clicking the **Add Participant** link.
3. Alternatively, if you want to make changes to the basic configuration of your meeting, select the **Back** button to go back to the *Create New Meeting* page.
4. Or select **Cancel** to quit without creating the meeting.

How do I copy a meeting?

You may copy a *Sign Up* event to create a new meeting with similar settings.

Note: In a copied meeting, some settings will not be available to edit. You cannot copy a meeting with multiple slots to create a new single-slot meeting, for instance.

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Select a Meeting Title.

Meetings


Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings ▼ **By category:** /

Meeting Title	Organizer	Location	Cate
<input checked="" type="checkbox"/> Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library	
Extra Credit Opportunity - UDL Presentation	Tiffany Stull	Small Special Collections Library Auditorium	
<input checked="" type="checkbox"/> Summer Office Hours	PI Instructor	Cabell 302	

Select Copy.

 SIGN-UP

Copy	Export as Excel	 Print
------	-----------------	---

Modify settings for the new meeting.

Copy this Meeting

* indicates required information.

Title:*

Film Screening - Audio Description movie

Organizer:

Tiffany Stull (tls6u)

Location:*

Dathel and John Georges Student Center, Clemons Library

[+ enter a new location](#)

Category:

-- select category --

[+ enter a new category](#)

On the *Copy this Meeting* page, edit the settings for the new meeting as desired, including the title if you want a new meeting name. For more information on which settings you can change, see [How do I edit a meeting?](#)

Select whether to copy participants (Optional).

**Keep Current
Participants:**

☐ Yes, keep all the participant(s) in their corresponding time slots.

By default, meeting participants are not added to the new copy of the meeting. If anyone was signed up for the meeting you are copying, you can select **Yes, keep all the participant(s) in their corresponding time slots** to copy participants as well.

Publish the meeting to the calendar (Optional).

**Publish to
Calendar:**

☒ Yes, publish the meeting to the Calendar tool.

If a [Calendar](#) tool has been added to your site, **Yes, publish the meeting to the Calendar tool** is selected by default. The event will appear on the calendar for site members, regardless of whether they are signed up to attend.

Announce meeting availability (Optional).

**Announce
Availability:**

☐ Yes, send an email notification to:

☒ All potential participants

☐ Selected meeting coordinators and participants currently signed up

Choose **Yes, send an email notification to**, then select whether you would like to notify **All potential participants** or **Selected meeting coordinators and participants currently signed up** to send an email announcing that the meeting has been published.

Publish the new meeting.

Publish New Meeting

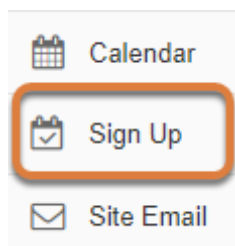
Cancel

To save the settings and create the new meeting, scroll to the bottom of the page and select **Publish New Meeting**.

How do I edit a meeting?

You may edit the participants signed up for a meeting, the available time slots, and the meeting details.

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Select a Meeting Title.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings ▼ **By category:** /

Meeting Title	Organizer	Location	Cate
+ Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library	
Extra Credit Opportunity - UDL Presentation	Tiffany Stull	Small Special Collections Library Auditorium	
+ Summer Office Hours	PI Instructor	Cabell 302	

Lock or cancel sign-up and add or remove participants.














You will be taken to the *Meeting Details* page which includes a table listing time slots and participants. You can edit the time slots or participants and notify participants of changes.

Notify participants of changes.

Email Notification: ☒ Yes, send email to notify the related participant(s) about the changes that have been made.


Above the table listing time slots is an *Email notification* check box. Whether or not the option, **Yes, send email to notify the related participant(s) about the changes that have been made**, will be selected by default depends on the settings selected during the creation of the meeting. Select the check box to send email notification if you make changes to the meeting.

Add, remove, or edit participants.

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 10:30 AM	1	 Add Participant	 Add Participant
10:30 AM - 11:00 AM	1	  Student, One  Add Participant	  Student, Three  Add Participant
11:00 AM - 11:30 AM	1	   Student, Four  Add Participant	 Add Participant

1. Select the **Add Participant** link to add a participant to a time slot or wait list. For complete steps to add participants, see [How do I manually add participants to meetings?](#)
2. Select the **red circle with a dash (-) (Click to delete the participant)** icon, then select **OK** on the confirmation message that pops up to remove someone who has signed up.
3. Select the **paper with a pencil (Click to edit the participant)** icon to move the participant to another time slot or replace them with a different participant. [See below for additional information about editing a participant.](#)

Edit the participant.

Time Slot	Max # of Participants	Participants (Email all)
10:00 AM - 10:30 AM	1	 Add Participant
10:30 AM - 11:00 AM	1	   Student, One  Add Participant
11:00 AM - 11:30 AM	1	   Student, Two <div><div>1 <input type="radio"/> Move <input checked="" type="radio"/> Replace <input type="radio"/> Swap</div><div>2 Replaced with Student, Four ▼</div><div>3 <input type="button" value="OK"/> <input type="button" value="Cancel"/></div></div>

If you selected the **paper with a pencil (Click to edit the participant)** icon:

1. Choose whether to **Move** the participant to another available time slot, **Replace** them with a different participant (which will remove the individual being replaced from the participant list), or **Swap** them with a participant who has been signed up for a different time slot. By default, **Replace** is selected.
2. Depending on whether you chose to **Move** a participant to a different time slot or **Replace** or **Swap** them with a different participant, a drop-down menu will be available to select either the **new time slot** (if **Move** was selected) or the **new participant** (if **Replace** or **Swap** was selected). Select the time slot where the participant should be moved or the person with whom to replace or swap the participant.
3. Select **OK** to make the change.

Lock or cancel time slots.

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 10:30 AM	1	Student, One Add Participant	Student, Four Add Participant
10:30 AM - 11:00 AM			
2 Lock - prevent participant sign-up	1	Student, Three Add Participant	Add Participant
3 Cancel - delete the timeslot			
11:00 AM - 11:30 AM	1	Add Participant	Add Participant
11:30 AM - 12:00 PM	1	Student, Five Add Participant	Add Participant

1. Select a **Time Slot**.
2. Select **Lock - prevent participant sign-up** to block additional participants from signing up.
3. Select **Cancel - delete the timeslot** to remove it.

Edit the Meeting Details.



Meeting Details

Title: Summer Office Hours
Organizer: PI Instructor
Location: Cabell 302
Category:
Meeting Date: Monday, May 21, 2018
Time Period: 10:00 AM - 12:00 PM
iCalendar link: [Download](#)
Sign-up Begins: Friday, May 11, 2018, 5:39 PM
Sign-up Ends: Sunday, May 20, 2018, 12:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)

To change the settings of the meeting, select the **Modify** tab at the top of the *Meeting Details* page.

i **Note:** Once a *Sign Up* event is published, you cannot change the **Meeting Type** when editing the meeting.

Modify settings and publish.

The options described in [How do I create a meeting?](#) will be shown for editing the settings of your choice.

Select modification option (for recurring meetings only).

Modify Options:*

- ☒ **Modify all future recurring meetings.**
- ☐ **Modify current meeting only. Meeting becomes single slot.**

If you are editing a recurring meeting, the option **Modify all future recurring meetings** is selected by default. You can choose to limit the change by selecting **Modify current meeting only** (this will cause the current meeting to display in the *Meetings* list as a separate event).

i **Note:** This option is not available for meetings that were initially created with a frequency of **Once Only**.

Edit basic details as needed.

Start Time:*

21	May	▼	2018		10	:	00	AM	▼
----	-----	---	------	--	----	---	----	----	---

End Time:*

21	May	▼	2018		12	:	00	PM	▼
----	-----	---	------	--	----	---	----	----	---

Sign-up Begins:

9	Days	▼	before meeting begins	10:00 AM, Saturday, May 12, 2018
---	------	---	-----------------------	----------------------------------

Sign-up Ends:

1	Days	▼	before meeting finishes	12:00 PM, Sunday, May 20, 2018
---	------	---	-------------------------	--------------------------------

Attendance:

☐ **Attendance will be taken** (you can track attendance to this meeting if selected)

Adjust basic meeting details, including the *Start* and *End Times* and when *Sign-up Begins* and *Ends*, as needed.

Edit time slots.

Meeting Type:*

- ☐ Open meeting (no sign-up required)
- ☐ Single slot
- ☒ Multiple slots

Number of slots available for sign-up:	4
Number of participants per time slot:	1
Estimate duration per time slot (min):	0

1

2

☒ Advanced user-defined timeslots [Edit Timeslot\(s\)](#)

You cannot change the *Meeting Type* of a published meeting, but you can combine, remove, or add time slots:

1. Select **Advanced user-defined timeslots** (if not already specified for this meeting).
2. Select the **Edit Timeslot(s)** link that appears.

For complete steps to customize time slots, see [Create a meeting: Advanced user-defined timeslots](#).

Edit notification and other settings as needed.

Show Participants To Public:

☐ Yes, display names of participants to others.

Notifications of participant actions:

☐ Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators:

☐ Instructor, PI

☒ Stull, Tiffany

Email Notification:

1 ☒ Yes, send an email notification about these changes to:

2 ☐ All potential participants

☒ Only participants currently signed up

☐ Selected meeting coordinators

Other Default Settings:

► [Show the other default settings](#)

Select email notification and other settings as needed. For a complete description of these options, see [Create a meeting: Modify display and notification settings](#).

If you are modifying a meeting that already has participants signed up, the following *Email Notification* options are recommended:

1. Select **Yes, send an email notification about these changes to.**
2. Choose to notify either **All potential participants** or **Only participants currently signed up**.

Publish the changes.

When you are finished making changes, scroll to the bottom of the page and select **Publish Modification**.

How do participants sign up for meetings?

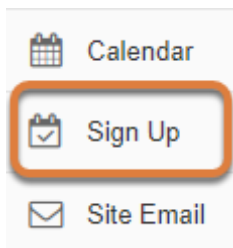
The steps and images below demonstrate how students in a course site, or members of a collaboration site, access and sign up for meetings.

- [Watch a video](#)
- [Follow the step-by-step instructions](#)

Video Guide


Step-by-Step Instructions

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

View Meetings page.

 SIGN-UP



Export

Help

Meetings

To sign up for a meeting, click the meeting title.

1 View: **2** All Future Meetings **3** By category: All ☐ Expand all recurring meetings.

4	Meeting Title	Organizer	Location	Category	Date ▴	Time	Status
5	 Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library		Fri, 5/18/18	5:00 PM - 6:00 PM	Available
6	 Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 AM - 12:00 PM	Signed up
	Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/28/18	10:00 AM - 12:00 PM	Available
	Summer Office Hours	PI Instructor	Cabell 302		Mon, 6/4/18	10:00 AM - 12:00 PM	Closed

On entry, the *Sign Up* tool displays the list of meetings, if any, already created in the site.

1. By default, **All Future Meetings** will be displayed. You can display other meetings by selecting options in the *View* drop-down menu. For example, to include all past meetings, choose **All** in the *View* menu.
2. If meeting organizers have created optional categories for meetings, you can select a **category title** from the *By category* menu to filter your view and only include meetings in a specific category.
3. To display all sessions of all recurring meetings, select the check box **Expand recurring meetings**.
4. The site's meetings are listed in a table that includes the **Meeting Title, Organizer, Location, Category, Date, Time, and Status** (such as *Available, Signed Up*, or *Closed*). Meetings can be sorted by selecting one of the table headings (e.g., **Date**).
5. If a recurring meeting is available and you have not selected to expand all recurring meetings, you can view additional meeting sessions by selecting the **plus sign (+)** icon (**Expand recurring Meetings**) next to the **Meeting Title**.
6. If a specific recurring meeting's sessions have been expanded, the **plus sign (+)** icon (**Expand recurring Meetings**) next to the title of the first session in the list will change into a **minus sign (-)** (**Collapse recurring Meetings**). You can select the **minus sign (-)** icon (**Collapse recurring Meetings**) to hide the additional meeting sessions.

Select a meeting.

Meetings

To sign up for a meeting, click the meeting title.

View: **By category:** ☐ Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status
Extra Credit Opportunity - UDL Presentation	Tiffany Stull	Small Special Collections Library Auditorium		Tue, 5/15/18	4:00 PM - 5:00 PM	Sign-up Not Req
Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library		Fri, 5/18/18	5:00 PM - 6:00 PM	Available
Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 AM - 12:00 PM	Available
Office Hours	Tiffany Stull	Cabell 302		Wed, 8/22/18	10:00 AM - 12:00 PM	Available on 8/16/18

Select a **Meeting Title** to access the meeting details.

Note: If the ability to sign up is not yet available, the *Status* column will indicate the date when you can start signing up.

Export, print or view meeting details.

The screenshot shows a web interface for meeting details. At the top, there is a 'SIGN-UP' button with a calendar icon. Below it, there are two buttons: 'Export as Excel' and 'Print'. A third callout points to the 'Meeting Details' section, which contains the following information:

Title:	↻ Summer Office Hours
Organizer:	PI Instructor
Location:	Cabell 302
Meeting Date:	Monday, May 21, 2018
Time Period:	10:00 AM - 12:00 PM
Sign-up Begins:	Friday, May 11, 2018, 5:39 PM
Sign-up Ends:	Sunday, May 20, 2018, 12:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	I will typically be available in the office on Mondays. If you would like to meet with me, please sign up at least a day before to ensure that I am there.

At the top of the *Meeting Details* page, you can:

1. Select **Export** to save an Excel file with the meeting information to your local computer. For a description of the data included in the export, see [How do I export meeting data?](#)
2. Select **Print** to print the meeting details.
3. View the meeting details, including the location, meeting dates and times, and when sign-up begins and ends.

Select a time slot or wait list.

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 10:30 AM	1	Private	1	Sign Up
10:30 AM - 11:00 AM	None	Private	2	Join Wait List
 11:00 AM - 11:30 AM	Locked	Private	3	Sign Up
11:30 AM - 12:00 PM	None	Private		Join Wait List

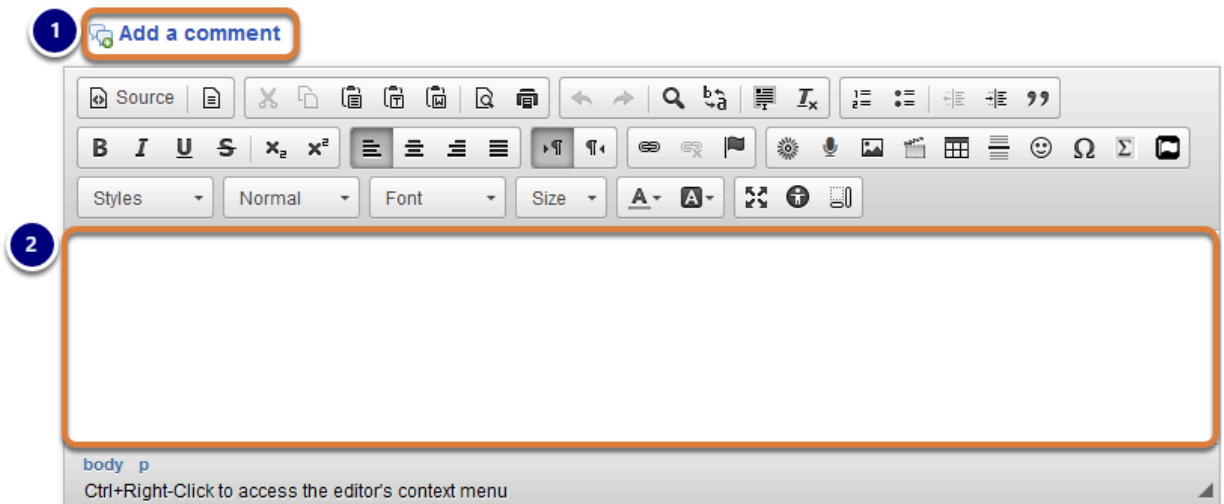
Below the meeting details, a table lists the time slots for the meeting.

1. To sign up for an available slot, select the **Sign Up** button beside the **Time Slot** you want.
2. If the meeting is full and the meeting organizer has created the meeting with a **Wait List**, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees and notified by email.
3. If the *Action* column for a time slot contains an inactive (grayed out and unable to be selected) **Sign Up** or **Join Wait List** button, the slot is either full with no wait list available or *Locked*. If a time slot is locked, a meeting organizer has chosen to prevent more participants from signing up for that slot.

Add a comment. (Optional)

Complete Sign-Up

Title: Summer Office Hours
Location: Cabell 302
Time Slot: 10:00 AM - 10:30 AM, Monday, May 21, 2018
Participant Name: Four Student



You will be taken to the *Complete Sign-Up* page. If the meeting organizer has selected the option to allow participants to add comments, an **Add a comment** link will be available. To add a comment that will be seen only by meeting organizers (instructors or site administrators):



1. Select the **Add a comment** link.
2. Enter your message in the editor that appears.

Select Finish.



At the bottom of the page, select **Finish** to confirm signing up.

View your status.

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 10:30 AM	None	Private	1 Signed up 	Cancel Sign-up
10:30 AM - 11:00 AM	None 1 On Wait List	Private	2 On Wait List	Remove from Wait List
 11:00 AM - 11:30 AM	Locked	Private		
11:30 AM - 12:00 PM	None	Private		Join Wait List



Calendar icon to add meeting to your calendar

You will be returned to the *Meeting Details* page. The *Your Status* column for the time slot will indicate either:

1. *Signed up* if you are listed as a participant,
2. Or *On Wait List* if you are on the wait list for the time slot.

Note: If you are listed as *Signed up*, a **calendar** icon will display next to where it says *Signed up* that allows you to **Add this timeslot to your personal calendar**. You can select this icon to download an iCalendar file of the meeting to add it to an external calendar such as a Microsoft Outlook or Google calendar.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 10:30 AM	None	Private	Signed up 	1 Cancel Sign-up
10:30 AM - 11:00 AM	None 1 On Wait List	Private	On Wait List	2 Remove from Wait List
 11:00 AM - 11:30 AM	Locked	Private		Sign Up
11:30 AM - 12:00 PM	None	Private		Join Wait List

If the option to sign up is still available for the event, you may cancel the appointment or remove yourself from the wait list by selecting:

1. **Cancel Sign-up,**
2. Or **Remove from Wait List.**

How do I export meeting data?

The **Export** option provides a spreadsheet containing information about a set of meetings or a single meeting, including the list of those who have signed up.

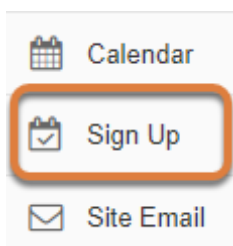
Choosing to **Export** a set of meetings generates a **.xls** file that can be opened in Excel or a similar spreadsheet application to show the following sheets:

- **Attendees' Schedules** (available to [site administrators](#) only): A sheet with columns that show information about the attendees and event(s), including the names of attendees, appointment times, number of attendees in a given time slot, and duration of each appointment in minutes.
- **Events Overview**: If more than one meeting is exported, a list of all selected meetings as they appear in the *Meetings* page.
- A sheet with the **Title** of each selected meeting, which includes the meeting details, list of participants, and any comments that participants entered when they signed up.
- An **Attendance** list (available to instructors or site administrators only), if you have taken attendance for an event.

You can either:


- [Export data for a set of meetings](#)
- [Or export data for a single meeting.](#)

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Export a set of meetings.

 **SIGN-UP**



AddPermissionsExport

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:All Future Meetings

By category:AI

Meeting Title	Organizer	Location
 Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library
 Summer Office Hours	PI Instructor	Cabell 302

On the main *Meetings* page, select the **Export** tab.

View Export Meetings page.

1


Instructor/Administrator View

Export Meetings

Select the meetings and then click the Export button.

View:

All Future Meetings

<input type="checkbox"/> All	Meeting Title	Organizer
<input type="checkbox"/> 	Film Screening - Audio	Tiffany

2

Student/Member View

Export Meetings

Select the meetings and then click the Export button.

View:

View Meetings I Am Signed U

By c:

<input type="checkbox"/> All	Meeting Title	Organizer
	Summer Office Hours	PI Instructor

By default, the *Export Meetings* page displays different meetings depending on your role in the site:

1. If you are in an administrative role (e.g., an instructor in a course site or administrator in a collaboration site), **All Future Meetings** display.

- For students in course sites or members in collaboration sites, **Meetings I am Signed Up For** display.

Show additional or fewer meetings (Optional).

Export Meetings

Select the meetings and then click the Export button.

View: 1 All Future Meetings By category: 2 All 3 ☐ Expand all recurring meetings.

<input type="checkbox"/>	Meeting	Location	Category	Date	Time
<input type="checkbox"/>	Film S...	Dathel and John Georges Student Center, Clemons Library		Fri, 5/18/18	5:00 PM - 6:00 P

If desired, you can change the view as follows:

- In the *View* drop-down menu, select another option. For example, to include all past meetings, choose **All** in the *View* menu.
- If meeting organizers have created optional categories for meetings, you can select a **category title** from the *By category* menu to filter your view and only include meetings in a specific category.
- To display all sessions of all recurring meetings, select the check box **Expand recurring meetings**.

Select the meetings desired, then Export as Excel.

Export Meetings

Select the meetings and then click the Export button.

View: By category:

	Meeting Title	Organizer	Location
1 <input type="checkbox"/>	All		
2 <input checked="" type="checkbox"/>	Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library
<input checked="" type="checkbox"/>	Summer Office Hours	PI Instructor	Cabell 302
<input type="checkbox"/>	Office Hours	Tiffany Stull	Cabell 302

[Check All - Clear All](#)

3 [Export as Excel](#) [Back](#)

1. To export all meetings shown, select the **All** check box at the top of the table listing meetings,
2. OR check the box next to each meeting you would like to export.
3. Select **Export as Excel**.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet with multiple meetings.

	A	B	C	D	E	F
1	Event Name	Attendee Name	Attendees' User ID	Email	Site Title	Appointment Time
2	Film Screening - Audio Descri	Assistant, Ta-a	tls6u-ta1	collab.test.mail+tls6u-ta1@gr	18Sp Online Media	May 18, 2018 5:00 pm
3	Summer Office Hours	Student, Four	tls6u-stu4	collab.test.mail+tls6u-stu4@g	18Sp Online Media	May 21, 2018 10:00 am
4	Summer Office Hours	Student, One	tls6u-stu1	collab.test.mail+tls6u-stu1@g	18Sp Online Media	May 21, 2018 10:30 am
5	Summer Office Hours	Student, Five	tls6u-stu5	collab.test.mail+stu5@g	18Sp Online Media	May 21, 2018 11:30 am
6						

[Attendees' Schedules](#) [Events Overview](#) [Film Screening - Audio Desc \(1\)](#) [Summer Office Hours \(2\)](#) [Attendance](#) [+](#)

The resulting spreadsheet includes two or more of the following tabs, depending on your role in the site.

1. If you are in an administrative role (e.g., an instructor in a course site or administrator in a collaboration site), an **Attendees' Schedules** tab will be available with information about

the attendees, such as their user ID (UVA computing ID or non-UVA email address) and email address.

- For all site participants, an **Events Overview** tab listing selected meetings will display.
- For all site participants, a tab with the **Meeting Title** and meeting details will display for each selected meeting.
- If you are in an administrative role (e.g., an instructor in a course site or administrator in a collaboration site) and you have chosen to take attendance for any of the exported meetings, an **Attendance** list will be available.

View Attendees' Schedules tab on a spreadsheet with multiple meetings.

	A	B	C	D	E	F	G
1	Event Name	Attendee Name	Attendees' User ID	Email	Site Title	Appointment Time	Duration (min)
2	Film Screening - Audio Descr	Assistant, Ta-a	tls6u-ta1	collab.test.mail+tls6u-ta1@gr	18Sp Online Media	May 18, 2018 5:00 pm	60
3	Summer Office Hours	Student, Four	tls6u-stu4	collab.test.mail+tls6u-stu4@g	18Sp Online Media	May 21, 2018 10:00 am	30
4	Summer Office Hours	Student, One	tls6u-stu1	collab.test.mail+tls6u-stu1@g	18Sp Online Media	May 21, 2018 10:30 am	30
5	Summer Office Hours	Student, Five	tls6u-stu5	collab.test.mail+tls6u-stu5@g	18Sp Online Media	May 21, 2018 11:30 am	30

Attendees' Schedules Events Overview Film Screening - Audio Desc (1) Summer Office Ho ...

If you are an instructor or site administrator, the **Attendees' Schedules** tab of the spreadsheet displays information about the attendees, including the name of each event they are attending, their user ID (UVA computing ID or non-UVA email address), email address, the title of the UVACollab site where they signed up for the event, their appointment time and its duration.

View the Events Overview tab on a spreadsheet with multiple meetings.

	A	B	C	D	E	F	G
1	Events Overview						
2							
3	Viewer:	Tiffany Stull					
4	Site Title:	18Sp Online Media					
5							
6	Meeting Title	Organizer	Location	Category	Date	Time	Status
7	Film Screening - Audio	Tiffany Stull	orges Student Center, Clemons Libra		Fri, 5/18/18	5:00 pm - 6:00 pm	Available
8	Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 am - 12:00 pm	Full
9	Film Screening - Audio	Tiffany Stull	orges Student Center, Clemons Libra		Fri, 5/25/18	5:00 pm - 6:00 pm	Available
10	Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/28/18	10:00 am - 12:00 pm	Available
11	Summer Office Hours	PI Instructor	Cabell 302		Mon, 6/4/18	10:00 am - 12:00 pm	Available
12	Summer Office Hours	PI Instructor	Cabell 302		Mon, 6/11/18	10:00 am - 12:00 pm	Available
13	Summer Office Hours	PI Instructor	Cabell 302		Mon, 6/18/18	10:00 am - 12:00 pm	Available

Attendees' Schedules **Events Overview** Film Screening - Audio Desc (1) Summer Office Ho ...

At the bottom of the spreadsheet, select the **Events Overview** tab to view the list of events you exported, their dates and times.

View a Meeting tab on a spreadsheet with multiple meetings.

A	B	C	D	E	F	G	H
1		Film Screening - Audio Description movie					
2		(Time zone: America/New York)					
3	2	Organizer:	Tiffany Stull				
4		Meeting Date:	May 18, 2018				
5		Time Period:	5:00 pm - 6:00 pm				
6		Sign-up Begins:	May 11, 2018, 5:52 pm				
7		Sign-up Ends:	May 18, 2018, 5:00 pm				
8		Available To:	18Sp Online Media (Site Level)				
9		Description:	Please sign up to attend at least one of the screenings for the movie about Audio Description. You are required to participate in class discussion about the movie and write a response paper.				
10		Attachments:	no attachment				
11							
12	3	Time Slot	Max # of Participants	Participants	Participants User IDs	Wait List	
13		5:00 pm - 6:00 pm	20	Assistant, Ta-a	tls6u-ta1		
14							
15							
16	4	Meeting Participants' Comments					
17							
18		There are no participant comments.					
19							
		Attendees' Schedules	Events Over	1	Film Screening - Audio Desc (1)	Summer Office Ho ...	

- At the bottom of the spreadsheet, select a tab with a **Meeting Title** to view the following information:
- Meeting details, such as the organizer, date(s) and times of the meeting, and when sign-up begins and ends,
- The time slots for the meeting and who is signed up for them,
- Meeting Participants' Comments*, if attendees added comments while signing up.

Note: Students in course sites and members in collaboration sites will not be able to see the names of other attendees unless a meeting organizer has indicated in the meeting settings that attendees can see who else is signed up. Additionally, students/members will not be able to see comments submitted by other meeting participants.

View Attendance tab on a spreadsheet with multiple meetings.

	A	B	C	D	E	F	G	H	I	J	K	L
1	UserID	Summer Office Hours										
2	tls6u-stu5	0	←	Absent								
3	tls6u-stu1	0										
4	tls6u-stu4	1	←	Present								
5												
6												
Attendees' Schedules Events Overview Film Screening - Audio Desc (1) Summer Office Hours (2) Attendance												

If you are an instructor or site administrator and any of the exported meetings had attendance enabled in their settings, you can select the **Attendance** tab at the bottom of the spreadsheet to view an attendance list for these meetings.

If you took attendance in the *Sign Up* tool, absent participants (i.e., those who were not selected when attendance was taken) will be indicated in the spreadsheet with the number **0**. Those marked as present will be indicated with the number **1**.

Export a single meeting.

Meetings

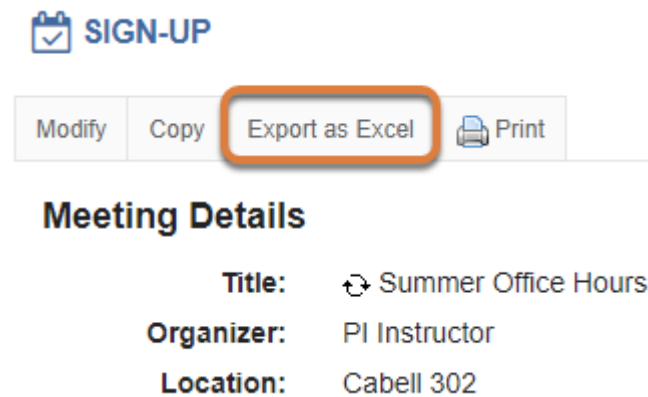
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All ☐ Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status
Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library		Fri, 5/18/18	5:00 PM - 6:00 PM	Available
Summer Office Hours	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 AM - 12:00 PM	Full
Office Hours	Tiffany Stull	Cabell 302		Wed, 8/22/18	10:00 AM - 12:00 PM	Available on 8/16/18

On the main *Meetings* page, select a **Meeting Title** to access the meeting details.

Select Export as Excel.



On the *Meeting Details* screen, select **Export as Excel**.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet with a single meeting.

C	D	E	F
Summer Office Hours			
(Time zone: America/New_York)			
Organizer:	PI Instructor		
Meeting Date:	May 21, 2018		
Time Period:	10:00 am - 12:00 pm		
Sign-up Begins:	May 11, 2018, 5:39 pm		
Sign-up Ends:	May 20, 2018, 12:00 pm		
Available To:	185p Online Media (Site Level)		
Description:	I will typically be available in the office on Mondays. If you would least a day before to ensure that I am there.		
Attachments:	no attachment		
Time Slot			
10:00 am - 10:30 am		Max # of Participants	Participants
10:30 am - 11:00 am		1	Student, Four
11:00 am - 11:30 am		1	Student, One
11:30 am - 12:00 pm		1	Student, Five
Meeting Participants' Comments			
There are no participant comments.			
1		2	
Summer Office Hours		Attendees' Schedules	

The resulting spreadsheet includes one or two tabs, depending on your role in the site.

1. For all site participants, a tab with the **Meeting Title** and meeting details will display.

View Attendees' Schedules tab on a spreadsheet with one meeting.

	A	B	C	D	E	F	G
1	Event Name	Attendee Name	Attendees' User ID	Email	Site Title	Appointment Time	Duration (min)
2	Summer Office Hours	Student, Four	tls6u-stu4	collab.test.mai	18Sp Online Media	May 21, 2018 10:00 am	30
3	Summer Office Hours	Student, One	tls6u-stu1	collab.test.mai	18Sp Online Media	May 21, 2018 10:30 am	30
4	Summer Office Hours	Student, Five	tls6u-stu5	collab.test.mai	18Sp Online Media	May 21, 2018 11:30 am	30
5							

Summer Office Hours Attendees' Schedules

If you are an instructor or site administrator, you can select the **Attendees' Schedules** tab at the bottom of the spreadsheet to view information about attendees, including their user ID (UVA computing ID or non-UVA email address), email address, the title of the UVACollab site where they signed up for the event, their appointment time and its duration.

View Attendance tab on a spreadsheet with one meeting.

	A	B	C	D	E	F
1	UserID	Summer Office Hours				
2	tls6u-stu5	0	Absent			
3	tls6u-stu1	0				
4	tls6u-stu4	1	Present			
5						

Summer Office Hours Attendees' Schedules Attendance

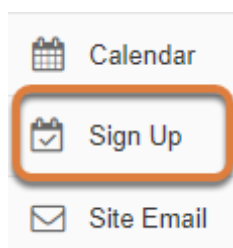
If you are an instructor or site administrator and the meeting had attendance enabled in its settings, you can select the **Attendance** tab at the bottom of the spreadsheet to view an attendance list for the meeting.

If you took attendance in the *Sign Up* tool, absent participants (i.e., those who were not selected when attendance was taken) will be indicated in the spreadsheet with the number **0**. Those marked as present will be indicated with the number **1**.

How do I manually add participants to meetings?

You may add participants to a meeting while creating it, or to an existing meeting.

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Add participants while creating a new meeting.

You can add participants during the process of creating a meeting. See [How do I create a meeting?](#) for more information on adding a new meeting.

Choose if you would like User ID Input (Optional).

1 Other Default Settings: [▶ Show the other default settings](#)

Other Default Settings: [▼ Hide the other default settings](#)

Allow Wait List: ☒ Yes, add Wait List option. Participants can join Wait List.

Allow Adding Comment: ☒ Yes, participant can add a comment during sign-up.

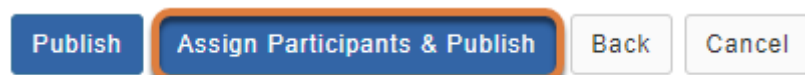
2 User ID Input Mode: ☒ Yes, I want to use User ID input mode for adding participants.

Auto Reminder: ☒ Yes, send email to remind attendee of the meeting, one day in advance.

The default mode of adding participants to a meeting is to select a name from a drop-down menu of potential participants. If you would prefer to type in participants' UVA computing IDs or non-UVA email addresses to select them instead, you can choose the **User ID Input Mode** option, as follows:

1. On the *Meeting Summary* page, select **Show the other default settings**.
2. Check the box next to *User ID Input Mode: Yes, I want to use User ID input mode for adding participants*.

Assign Participants and Publish.

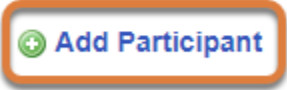



When you are done reviewing the settings for your new meeting, select **Assign Participants & Publish**.

Select Add Participant.

Assign Participants

Meeting Date: Monday, May 21, 2018, 12:00 PM

Time Slot	Max # of Participants	Participants
12:00 PM - 12:30 PM	4	
12:30 PM - 1:00 PM	4	

Next to the time slot where you would like to add a participant, select **Add Participant**.

Select a participant from the drop-down menu.

Assign Participants

Meeting Date: Monday, May 21, 2018, 12:00 PM

Time Slot	Max # of Participants	Participants
12:00 PM - 12:30 PM	4	<div>1 <input type="text" value="Select a Participant"/></div> <div>2 <input type="button" value="OK"/> <input type="button" value="Cancel"/></div>
12:30 PM - 1:00 PM	4	<input type="button" value="+ Add Participant"/>

1. Select the **name of a participant** from the *Select a Participant* drop-down menu.
2. Select **OK**.

Or, if the option User ID Input Mode was selected, enter a UVA computing ID or non-UVA email address.

Assign Participants

Meeting Date: Monday, May 21, 2018, 12:00 PM

Time Slot	Max # of Participants	Participants
12:00 PM - 12:30 PM	4	<div>1 Enter User ID or email address <input type="text" value="tls6u-stu1"/></div> <div>2 <input type="button" value="OK"/> <input type="button" value="Cancel"/></div>
12:30 PM - 1:00 PM	4	<input type="button" value="+ Add Participant"/>

1. Enter the UVA computing ID or non-UVA email address of a participant in the *Enter User ID or email address box*.
2. Select **OK**.

Verify Participant Selection and Publish.

Assign Participants

Meeting Date: Monday, May 21, 2018, 12:00 PM

Time Slot	Max # of Participants	Participants
12:00 PM - 12:30 PM	4	<div>1</div> <div>- Student, One</div>
		<div>- Student, Three</div>
		<div>+ Add Participant</div>
12:30 PM - 1:00 PM	4	<div>- Student, Four</div>
		<div>+ Add Participant</div>

*Note: - If you click the **Back** button, all pre-assigned participants will be lost.

- Meeting organizer can assign greater than specified maximum number of participants, if desired.

- Click 'Publish' to finalize the meeting(s) creation process.

2

Publish

Back

Cancel

1. Selected participants' names will display with a **red circle with a dash (-)** icon that you may **Click to delete the participant**.
2. Once you have verified that you want to add the participants, select **Publish**.

Add participants to an existing meeting.

Select the meeting.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:

All Future Meetings

 By category:

All

☐ Expand all re

Meeting Title	Organizer	Location	Category	Date	Time
<div><div></div>Film Screening - Audio Description movie</div>	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library		Fri, 5/18/18	5:00 PM - 6:00 PM
<div><div></div>Summer Office Hours</div>	PI Instructor	Cabell 302		Mon, 5/21/18	10:00 AM - 12:00 PM

Select a **Meeting Title** to access the *Meeting Details*.

Choose email notification, if desired.

Email Notification:

☒











 Yes, send email to notify the related participant(s) about the changes that have been made.

▲ Hid

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 10:30 AM	1	<div><div></div> Add Participant</div>	<div><div></div> Add Participant</div>
10:30 AM - 11:00 AM	1	<div><div></div> Student, One <div><div></div> Add Participant</div></div>	<div><div></div> Add Participant</div>

You can notify participants that they are being added to the event. To do so, check the *Email Notification* box: **Yes, send email to notify the related participant(s) about the changes that have been made.**




Select Add Participant.

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 10:30 AM	1	 Add Participant	 Add Participant
10:30 AM - 11:00 AM	1	   Student, One  Add Participant	 Add Participant
 11:00 AM - 11:30 AM	1	 Add Participant	 Add Participant

Next to the desired time slot, select **Add Participant**.

Note: If a time slot is full and a wait list has been enabled for the meeting, you will also have the option to choose **Add Participant** under the Wait List column for that time slot.

Select a participant from the drop-down menu.

Time Slot	Max # of Participants	Participants (Email all)
10:00 AM - 10:30 AM	1	<div><div>1</div><div>Select</div><div>Student, Three</div><div>2</div><div><div>OK</div><div>Cancel</div></div></div>
10:30 AM - 11:00 AM	1	   Student, One  Add Participant

1. Select the **name of a participant** from the *Select* drop-down menu.
2. Select **OK**.

Or, if the option **User ID Input Mode** was selected, enter a UVA computing ID or non-UVA email address.

Time Slot	Max # of Participants	Participants (Email all)
10:00 AM - 10:30 AM	1	<div> <div>1</div> <div>Enter User ID or email address</div> <div>tls6u-stu3</div> <div>2</div> <div>OK</div> <div>Cancel</div> </div>
10:30 AM - 11:00 AM	1	<div> <div>Student, One</div> <div>Add Participant</div> </div>

1. Enter the UVA computing ID or non-UVA email address of a participant in the *Enter User ID or email address* box.
2. Select **OK**.

View/Edit Participant Selection.

Time Slot	Max # of Participants	Participants (Email all)
10:00 AM - 10:30 AM	1	<div> <div>1</div> <div> <div> <div>Student, Three</div> <div>Add Participant</div> </div> </div> </div>
10:30 AM - 11:00 AM	1	<div> <div>2</div> <div> <div>Student, One</div> <div>Add Participant</div> </div> </div>

Participants' names will display with two icons:

1. A **paper with a pencil** icon that you may **Click to edit the participant**,
2. A **red circle with a dash (-)** icon that you may **Click to delete the participant**.

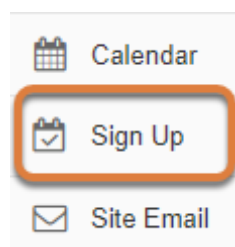
For more information about editing or removing participants, see [Edit a meeting: Add, remove or edit participants](#).

How do I add meetings to the site's Calendar?

By default, if you have a *Calendar* tool in your site before you create a meeting in the *Sign-up* tool, the meeting will be added to the *Calendar*. See [How do I create a meeting?](#) for more information on this and other default options.

If you create a meeting without the *Calendar* tool in the site, but add the tool later, you may edit the meeting to add it to the calendar.

Go to Sign Up.



Select **Sign Up** from the Tool Menu in your site.

Select the Meeting Title.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:

All Future Meetings



By category:



Meeting Title	Organizer	Location	Date
+ Film Screening - Audio Description movie	Tiffany Stull	Dathel and John Georges Student Center, Clemons Library	
Extra Credit Opportunity - UDL Presentation	Tiffany Stull	Small Special Collections Library Auditorium	
+ Summer Office Hours	PI Instructor	Cabell 302	

Select Modify.

 **SIGN-UP**

Modify


Copy

Export as Excel



Print

Meeting Details

Title:  Summer Office Hours


Organizer: PI Instructor

Location: Cabell 302

Category:


Meeting Date: Monday, May 21, 2018

Time Period: 10:00 AM - 12:00 PM

iCalendar link:  [Download](#)

Sign-up Begins: Friday, May 11, 2018, 5:39 PM

Sign-up Ends: Sunday, May 20, 2018, 12:00 PM

Available To:  [Show site\(s\)/group\(s\) details](#)

To change the settings of the meeting, select the **Modify** tab at the top of the *Meeting Details* page.

Select Show the other default settings.

Other Default
Settings:

► Show the other default settings

The options described in [How do I create a meeting?](#) will be shown for editing the settings of your choice.

Scroll down on the page to the *Other Default Settings* section and select the **Show the other default settings** link.

Select Yes, publish the meeting to the Calendar tool.

Other Default
Settings:

▼ Hide the other default settings

Allow Wait List:

☒ Yes, add Wait List option. Participants can join Wait List.

Allow Adding
Comment:

☒ Yes, participant can add a comment during sign-up.

User ID Input Mode:

☐ Yes, I want to use User ID input mode for adding participants.

Auto Reminder:

☒ Yes, send email to remind attendee of the meeting, one day in advance.

Publish to Calendar:

☒ Yes, publish the meeting to the Calendar tool.

Create groups for
timeslots

☐ Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups

Default Notification
setting:

☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.

Max # of time slots per
participant:

1 ▼ Yes, allow participants to sign up for more than one time slot.

The default settings options will display. Select the check box, **Yes, publish the meeting to the Calendar tool.**

Publish the change.

Publish Modification

Cancel

Scroll to the bottom of the page and select **Publish Modification.**

Discussions (formerly Forums)

What is the Discussions tool?

The *Discussions* tool allows instructors or site administrators to create an unlimited number of discussion forums, and is integrated closely with other tools such as *Lessons*, *Gradebook*, and *Resources*.

A **Forum** is a mandatory category or grouping for topics. **Topics**, which are created within forums, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. By default, conversations can be created by [site administrators](#) and students or site members inside of a topic.

Note: A forum with the name of the site and a topic titled "General Discussion" are created by default.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

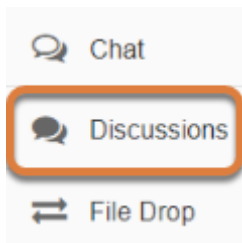
Discussions Features

Some of the features in the *Discussions* tool include:

- **Grading:** Interactions can be assigned a point value and sent to the *Gradebook* with comments.
- **Availability dates:** Forums and topics can be released according to specified dates.
- **Moderation:** Instructors and site administrators can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's *Overview* page (select **Overview** on the site's Tool Menu), you can see how many unread messages or posts you have in *Discussions*. From your **Home** site, you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive no notification.
- **Statistics:** Forum statistics are available for [site administrators](#) to determine the participation level of individual users. Site administrators can also read all of a particular participant's posts using this feature.
- **Post before reading option:** Site administrators can require participants to submit their posts to a topic before they have permission to read the responses of others.

- **Group awareness:** Site administrators can change **Forum Settings** and **Topic Settings** in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to specific forums or topics:** Using the [Rich-Text Editor](#), site administrators can link from other tools to individual forums or topics.
- **Composing messages:** The [Rich-Text Editor](#) allows you to enter text and include links or embedded media in your posts. You can add attachments to any message by uploading files or linking to items in *Resources*.
- **Quoted text:** Use the **Insert Original Text** option to insert the previous post into your response.
- **Email the author of a message:** Site administrators can directly email the author of a posting from within the *Forums* tool.

To access this tool, select Discussions from the Tool Menu in your site.



How do I create a forum?

The *Discussions* tool is organized by **Forums**, **Topics**, and **Conversations**.

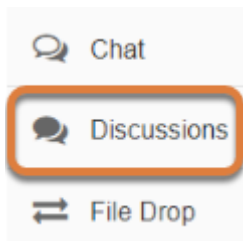
- A **Forum** is a mandatory category or grouping for topics. There may be more than one **Forum** in the course or collaboration site.
- **Topics** are required within **Forums** in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a **Topic**.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

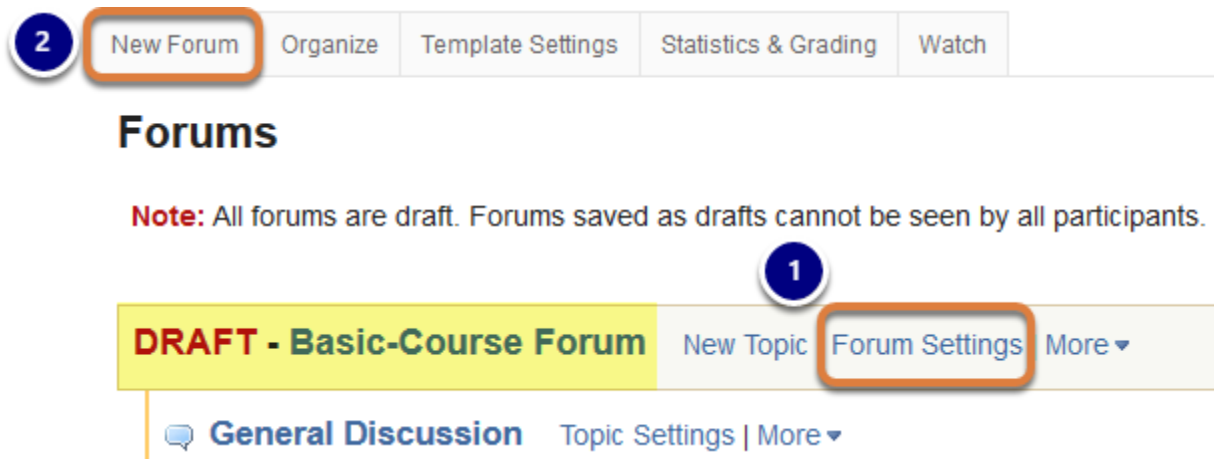
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Select the New Forum tab.



By default, new sites are populated with a single **Forum** titled after the name of the site, and containing one topic for **General Discussion**. If you used a Site Template when creating your site, the default **Forum** will be in draft form, and named based on the template's title (e.g., **Basic-Course Forum**).

1. The default forum and topic may be edited for posting messages. Select **Forum Settings** to edit the default forum.
2. You may also [add more topics](#) to the existing forum, or add a new forum. Select the **New Forum** tab to add a new forum.

Title the forum.

Forum Settings

Required items marked with *

* Forum Title

Weekly Reactions

Forum Titles are required. Give the forum a title that easily identifies the types of topics expected within it. Remember that users post messages within topics, not forums. Forums are a grouping or classification of topics.

Enter a short description. (Optional)

Short Description (255 characters max) 165 chars remain

Post your answers to weekly reaction questions here and comment on each other's responses.

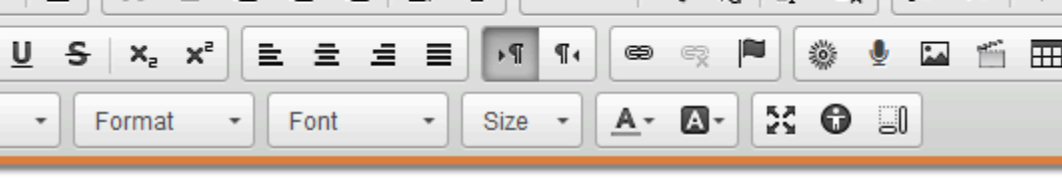
Resize text box

If desired, enter a description into the text box provided. The *Short Description* field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to site participants when they view the *Discussions* tool.

Note: You can resize the *Short Description* box by clicking in the lower right-hand corner of the box and dragging it bigger or smaller.

Enter a detailed description. (Optional)

Description



Questions related to the use of animated gifs online:

- Have you seen images like this online before?
- Where have you seen them?
- How are they used (some possible examples: advertising, news, games, private or public discussion)?
- Why do you think animated gifs like these are becoming increasingly prevalent online?

Other examples of similar images:

body

Ctrl+Right-Click to access the editor's context menu

To provide more detailed instructions for posting in this forum, use the *Description* field to enter the information. The *Description* field includes the **Rich-Text Editor** and allows for more

advanced formatting options. Site participants will be able to view the description by clicking a [View Full Description](#) link on the main page of *Discussions*.

Add attachment(s). (Optional)

Attachments

No attachments yet

Add attachments

You can attach files as part of the forum description. Click the **Add attachments** button to browse for and select a file. Site participants will be able to download attachments by clicking a [View Attachment\(s\)](#) link on the main page of *Discussions*.

Check or remove attachments.

Attachments

Title		Size	Type
 Quality_Forum_Postings.docx	Remove	13313	application/vnd.openxmlformats-officedocument.wordprocessingml.document

After a file is attached, the file name, size (in bytes), and type of file will be displayed. A **Remove** link is available to remove an attachment.

Select forum posting options.

Forum Posting

- ☐ Lock forum (disable forum postings)
- ☐ Moderate topics in forum
- ☐ Require users to post before reading

There are several forum posting options from which to choose. Any settings selected here will apply to all of the **Topics** within this **Forum** by default. (However, these may be overridden in the *Topic Settings* of an individual **Topic** if desired.)

- **Lock forum:** Locking the forum prevents participants from posting messages in it. However, they can continue to read existing messages.
- **Moderate topics in forum:** This option means all messages posted within topics in this forum must be approved by the instructor or site administrator before they can be accessed by other members.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.

Select availability.

Availability

- ☒ Show immediately
- ☐ Specify dates to open (show) and/or close (hide)

The default option is to **Show immediately**. You can also choose to **Specify dates to open (show) and/or close (hide)**.

If you set availability dates for a forum, all topics and content in that forum will be hidden when the forum is not open. Alternatively, you can [set availability dates for individual topics](#) within the forum to have each topic open or close at different dates.

Note: Choosing to **Specify dates to open (show) and/or close (hide)** is different from choosing to **Lock** a forum. Site participants will not be able to see a hidden forum at all, but they can read messages that were previously posted to topics in a forum you lock.

Automatically mark all messages as read. (Optional)

Mark All Messages in Conversations Read

☐ Automatically mark all messages in a conversation as read

The default option is unchecked, requiring site participants to mark each post as read after reading. Selecting this option will **mark all messages in a conversation**, or thread, as **read**, as soon as a participant accesses the conversation.

Select a gradebook item to grade the forum. (Optional)

Grading

Gradebook item:

▼ **Permissions**

Role

Select a Gradebook item ▼

Select a Gradebook item

Introductions

Week 1 - Popular animated gifs

Week 2 - Cartoons

Week 3 - Make your own!

You can **Select a Gradebook item** to grade the forum in [Gradebook Classic](#).

Note: You must have created a [Gradebook item](#) prior to the creation of the forum for this option to be available. If there are no Gradebook items available, you can continue with the creation of the forum and return to edit the **Forum Settings** after you create a Gradebook item.

Tip: Some instructors prefer to [select a gradebook item for each individual topic](#) to grade at the topic level instead.

View Permissions.

▼ **Permissions**

In most cases, the default forum permissions are appropriate. By default, instructors and site administrators are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their **Own** messages.

Modify Permissions.

▼ Permissions

Role	Permission Level	
Former Student	1 Contributor	Customize
Instructor	Owner	2 Customize
Secondary Instructor	Owner	Customize
Student	Contributor	3 Customize

3

☐ New Forum

☐ New Topic

☒ New Conversation

☒ Reply

☐ Post to Gradebook

☐ Change Settings

☒ Read

☒ Mark as Read

☐ Moderate Messages

☐ Identify Anonymous Authors

Edit Messages

☐ None

☒ Own

☐ All

Delete Messages

☐ None

☒ Own

☐ All

Forum permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. **Author**, **Contributor**, **None**, **Non-editing Author**, **Owner**, **Reviewer**).
2. Click the **Customize** button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select **Customize** for the *Student* role, then select **None** under the *Edit Messages* or *Delete Messages* column.

Note: Group permissions display if [groups](#) have been created.

Save and add topic.

Save

Save Settings & Add Topic

Save Draft

Cancel

Once completed, scroll to the bottom of the page and click the **Save Settings & Add Topic** button. If you prefer to create your topic(s) for the forum later, you can click **Save** or **Save Draft**; however, a forum with no topic added will not be available to site participants.

See [How do I create a topic?](#) for more information about topic settings options.


How do I create a topic?

Topic settings are very similar to forum settings except that these settings apply to a [single topic](#), not all of the topics in the forum. At least one **Topic** must be created within a **Forum** in order for site participants to be able to post, read, and reply to messages.

The following options, which are not found in a **Forum's** settings, are available in a **Topic's** settings:

- You can create an anonymous topic, where general site participants cannot see the identities of those who post messages in that topic.
- If you have created [groups](#) in your site, you can **Automatically create topics for groups**.

***Tip:** To keep all of the same settings that were selected for the **Forum** in the topic, just specify a title and (optionally) a description for the new **Topic**.*

 If you have just created a forum and clicked **Save Settings & Add Topic**, skip to the following step: [Title the topic](#).

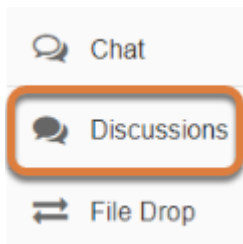
Choose how to view the steps.

- [Watch a video](#).
- [Follow the step-by-step instructions](#).

Video Guide

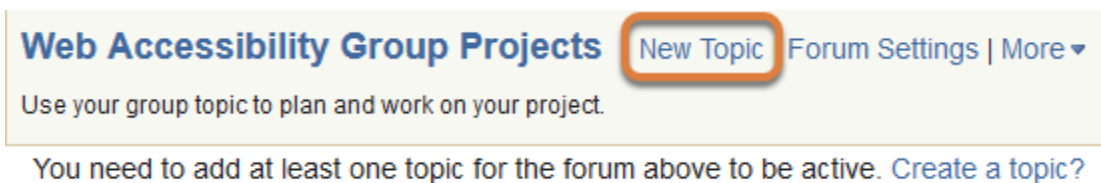
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Select New Topic.

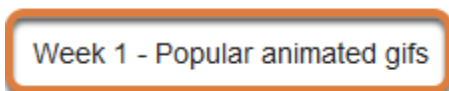


To the right of the forum title where you would like to add a topic, select **New Topic**.

Note: If you have just created a forum and it has no topics yet, you can also click **Create a topic?** underneath the forum title.

Title the topic.

* Topic Title



Topic Titles are required. Give the topic a title that easily identifies the types of discussions expected within it.

Enter a short description. (Optional)

Short Description (255 characters max) 78 chars remain

Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along with some more information about the image and discussion questions.

Resize text box

If desired, enter a description into the text box provided. The *Short Description* field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to site participants when they view the *Discussions* tool.

Note: You can resize the *Short Description* box by clicking in the lower right-hand corner of the box and dragging it bigger or smaller.

Enter a detailed description. (Optional)

Description

Source

Source

Rich-Text Editor

Source

Rich-Text Editor

Questions related to the use of animated gifs online:

- Have you seen images like this online before?
- Where have you seen them?
- How are they used (some possible examples: advertising, news, games, private or public discussion)?
- Why do you think animated gifs like these are becoming increasingly prevalent online?

Other examples of similar images:

body

Ctrl+Right-Click to access the editor's context menu

To provide more detailed instructions for posting in this topic, use the *Description* field to enter the information. The *Description* field includes the [Rich-Text Editor](#) and allows for more

advanced formatting options. Site participants will be able to view the description by clicking a [View Full Description](#) link on the main page of *Discussions*.

Add attachment(s). (Optional)

Attachments

No attachments yet

Add attachments

You can attach files as part of the topic description. Click the **Add attachments** button to browse for and select a file. Site participants will be able to download attachments by clicking a [View Attachment\(s\)](#) link on the main page of *Discussions*.

Check or remove attachments.

Attachments

Title		Size	Type
 Quality_Forum_Postings.docx	Remove	13313	application/vnd.openxmlformats-officedocument.wordprocessingml.document

After a file is attached, the file name, size (in bytes), and type of file will be displayed. A **Remove** link is available to remove an attachment.

Select topic posting options.

Topic Posting

- ☐ Lock Topic (Disable topic postings)
- ☐ Moderate Topic
- ☐ Require users to post before reading
- ☐ Posts are anonymous

This setting cannot be changed after topic creation.

There are several topic posting options from which to choose:

- **Lock Topic:** Locking the topic prevents participants from posting messages in it. However, they can continue to read existing messages.
- **Moderate Topic:** This option means all messages posted within this topic must be approved by the instructor or site administrator before they can be accessed by other members.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.
- **Posts are anonymous:** In an anonymous topic, the identities of those who post messages will be hidden from general site participants. Students in course sites and members in collaboration sites will see anonymous ID numbers with other people's messages, rather than seeing the posters' names, UVA computing IDs, guest account email addresses, or profile photos. Anyone who has **Owner** permissions in the anonymous topic, including instructors, teaching assistants, site owners and administrators, will be able to see the identities of all participants by default.

i Note: After a topic is created, its anonymity setting cannot be changed. However, in an existing anonymous topic, instructors and site administrators can [modify individual role or group permissions](#) within the topic settings if they would like to hide or show posters' identities to additional site participants.

Select availability.

Availability

- ☒ Show immediately
- ☐ Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**. You can also choose to **Specify dates to open (show) and/or close (hide)**.

If you'd like to have ALL topics within a forum open and close at the same times, you can [select the dates for the forum](#) instead.

i Note: Choosing to **Specify dates to open (show) and/or close (hide)** is different from choosing to **Lock** a topic. Site participants will not be able to see a hidden topic at all, but they can read messages that were previously posted to a locked topic.

Automatically mark all messages as read. (Optional)

Mark All Messages in Conversations Read



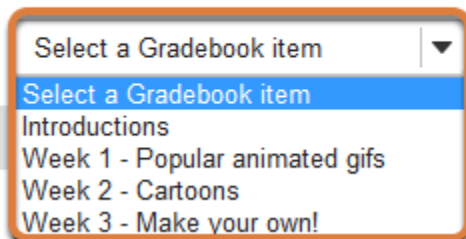
Automatically mark all messages in a conversation as read

The default option is unchecked, requiring site participants to mark each post as read after reading. Selecting this option will **mark all messages in a conversation**, or thread, as **read**, as soon as a participant accesses the conversation.

Select a gradebook item to grade the topic. (Optional)

Grading

Gradebook item:



Select a Gradebook item

- Select a Gradebook item
- Introductions
- Week 1 - Popular animated gifs
- Week 2 - Cartoons
- Week 3 - Make your own!

▼ Permissions

Role

You can **Select a Gradebook item** to grade the topic in [Gradebook Classic](#).

Note: You must have created a [Gradebook item](#) prior to the creation of the topic for this option to be available. If there are no Gradebook items available, you can continue with the creation of the topic and return to edit the **Topic Settings** after you create a Gradebook item.

Automatically create topics for groups.

Automatically Create Topics

☐ Create one topic

☒ Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below.

Permissions are configured automatically. ([More?](#))

☐ 17Sp CIS 1030-1 (UNKX)

☒ Team-1

☒ Team-2

☒ Team-3

To create multiple, private group topic areas, select the radio button for **Automatically create topics for groups** and then check the box next to each group for which a topic should be created.

All roles that have **Contributor** permissions by default (e.g. students in course sites and members in collaboration sites) will be assigned to the permission level of **None** in automatically created topics. Each group will be set to **Contributor** in their own group's topic and **None** in other automatically created topics. These permissions prevent participants who are not members of a group from accessing that group's topic.

Important:

- You should NOT modify any topic permissions before automatically creating topics for groups, or the permissions in the automatically-created topics will be incorrect!
- You must have [existing groups](#) in your site to create topics for groups.

View Permissions.

▼ Permissions

If you are creating only one topic (and not multiple group topics), you can view and modify the topic permissions.

In most cases, the default topic permissions are appropriate. By default, instructors and site administrators are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete messages, modify permissions, edit the topic description and other settings, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their **Own** messages.

Modify Permissions.

▼ Permissions

Role	Permission Level	
Former Student	1 Contributor	Customize
Instructor	Owner	2 Customize
Secondary Instructor	Owner	Customize
Student	Contributor	3 Customize

3

☐ New Forum
☐ New Topic
☒ New Conversation
☒ Reply
☐ Post to Gradebook

☐ Change Settings
☒ Read
☒ Mark as Read
☐ Moderate Messages
☐ Identify Anonymous Authors

Edit Messages

☐ None
☒ Own
☐ All

Delete Messages

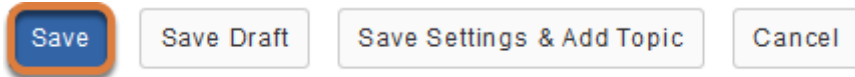
☐ None
☒ Own
☐ All

Topic permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. **Author**, **Contributor**, **None**, **Non-editing Author**, **Owner**, **Reviewer**).
2. Click the **Customize** button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select **Customize** for the *Student* role, then select **None** under the *Edit Messages* or *Delete Messages* column.

Note: Group permissions display if [groups](#) have been created.

Save.



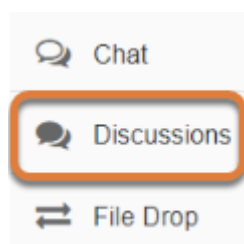
If this completes the topic(s) to be added to the forum, click on the **Save** button at the bottom of the screen to save your *Topic Settings*.

To add another topic to the same forum, click on the **Save Settings & Add Topic** button instead.

How do I organize forums and topics?

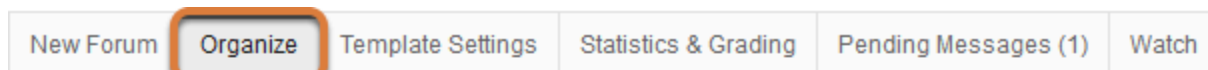
By default, the most recently created **forum** displays at the top of the *Discussions* main page and the most recently created **topic** displays at the top of the list of topics within its forum. **Forums** and **topics** may be rearranged to change the order in which discussions are listed.

Go to Discussions.




Select **Discussions** from the Tool Menu in your site.


Select the Organize tab.




Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More ▼](#)

 **Week 2 - Popular animated gifs** **1 unread** of 5 messages [Topic Settings](#) | [More](#)
Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along v
[▶ View Full Description](#)

 **Week 1 - Cartoons & Memes** **1 unread** of 2 messages (Moderated) [Topic Setting](#)
Submit links to/examples of your favorite online cartoons or memes and describe and discuss them. Ple;

 **Introductions** 0 unread of 1 message [Topic Settings](#) | [More ▼](#)
Please introduce yourself briefly. Some things you might include: year in school, area of study, why you're

Select the appropriate number next to a forum's or topic's title.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

Weekly Discussions

- 1 ▾ Week 2 - Popular animated gifs
- 1 ▾ Week 1 - Cartoons & Memes
- 2 ▾
- 3 ▾ Introductions

Group topics

- 1 ▾ Group discussion - Advertising Discussion Group 1
- 2 ▾ Group discussion - Advertising Discussion Group 2

From the **number** drop-down menu corresponding to the forum or topic you would like to move, choose a new number.

In the example pictured above, the *Week 2 - Popular animated gifs* topic is being moved from position **1** in its forum (the top of the list of topics) to position **3** (the bottom of the list of topics).

Other forum or topic numbers adjust automatically.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower nu

1 | ▼ **Weekly Discussions**

3 | **Week 2 - Popular animated gifs**

1 | **Week 1 - Cartoons & Memes**

2 | **Introductions**

2 | ▼ **Group topics**

1 | ▼ **Group discussion - Advertising Discussion Group 1**

2 | ▼ **Group discussion - Advertising Discussion Group 2**

If you are reordering a forum, the position numbers of other forums will automatically change as needed. Similarly, if you are reordering a topic, other topics within the same forum will have their position numbers automatically changed.

Reorder other forums or topics as needed.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower nu



The screenshot shows a forum management interface with a list of forums and topics. Each item has a reorderable number in a small box to its left. The items are:

- Weekly Discussions** (Number: 1)
- Week 2 - Popular animated gifs** (Number: 3)
- Week 1 - Cartoons & Memes** (Number: 1, highlighted with an orange box)
- Introductions** (Number: 1)
- Group topics** (Number: 2)
- Group discussion - Advertising Discussion Group 1** (Number: 1)
- Group discussion - Advertising Discussion Group 2** (Number: 2)

The number '1' for 'Week 1 - Cartoons & Memes' is being changed to '2' in the example shown.

You can renumber multiple forums or multiple topics within the same forum at the same time by selecting the new number of an automatically renumbered forum or topic and changing it to a different number.

In the example pictured above, the *Week 1 - Cartoons & Memes* topic is being moved from the automatically-assigned position **1** in its forum (the top of the list of topics) to position **2** (the middle of the list of topics).

At the bottom of the page, select Save.



Save Cancel

View reordered forums and topics.

New order of topics selected from the number menus on the Organize Forums and Topics page

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More ▼](#)

- 1 Introductions** 0 unread of 1 message [Topic Settings](#) | [More ▼](#)
Please introduce yourself briefly. Some things you might include: year in school, area of st
- 2 Week 1 - Cartoons & Memes** 1 unread of 2 messages (Moderated)
Submit links to/examples of your favorite online cartoons or memes and describe and dis
- 3 Week 2 - Popular animated gifs** 1 unread of 5 messages [Topic Se](#)
Included in the Full Description for this discussion topic is a picture of a cat playing a video

The reordered forums and/or topics will be displayed in the order selected on the *Organize Forums and Topics* page.

How do I navigate forums and topics?

When working in the *Discussions* tool, it is **strongly recommended** that you use the **site navigation**, NOT the **back** and **forward** buttons in your web browser.

Additionally, you should compose messages or grade using only ONE browser window or tab. Making changes in one tab or window, such as writing a post, and then moving to a different tab or window that was open before you made those changes may cause you to lose the content you were attempting to submit and/or encounter an error.

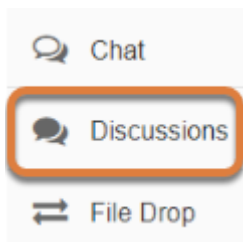
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

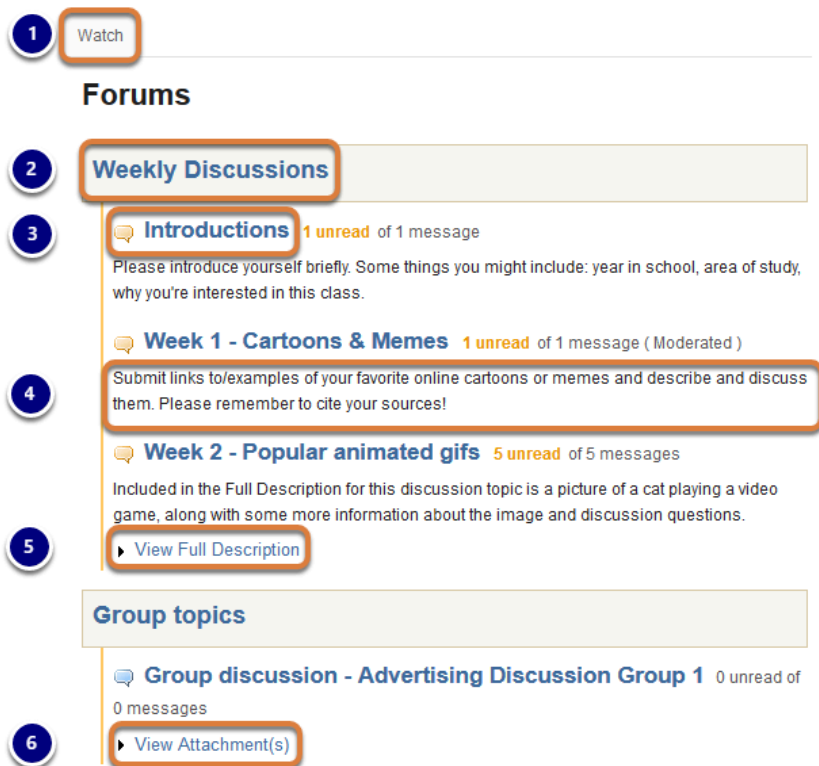
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Main page content



The main *Discussions* page can include the following:

1. **Watch** tab - In each UVACollab site, you can choose to [watch forums](#) to receive email notifications when people post to them.
2. **Forums** - A forum is an organizational unit that groups topics within the site. The forum title will appear in bold and in a larger font than the topic titles indented beneath it.
3. **Topics** - Each topic contains **Conversations**, threads of forum posts. To the right of a topic's title, the number of messages that have been posted in the topic displays, along with how many of them are marked as unread.
4. **Short Descriptions** - The creator of a forum or topic can choose to add descriptive text that displays underneath the forum or topic title. Instructors may use a short description to display discussion questions or other instructions for posting.
5. **View Full Description** links - The creator of a forum or topic can also add a longer description to it, including text formatting, images, or videos. Select **View Full Description** to display this additional information.
6. **View Attachment(s)** links - If the creator of a forum or topic has added any attachments to their forum or topic description, you can view attachments to expand a list of links to download them.

Note: Access to forums or topics can be restricted by dates (i.e., a forum or topic is only visible during a specific time period) or limited to specific groups in a site. If you cannot find a forum or topic, it may be hidden.

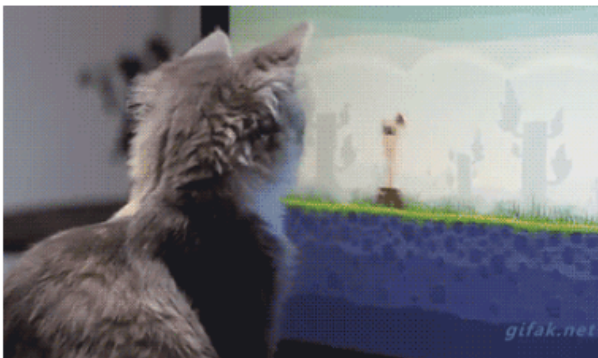
Example of a topic displaying a Full Description

Week 2 - Popular animated gifs 3 unread of 5 messages Topic Settings | More▼

Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along with some more information about the image and discussion questions.

▼ View Full Description

This is a cat playing the *Angry Birds* game. This animated gif was taken off of a Reddit forum. Please discuss the image and the prevalence and use of similar images online. Below the image are some possible discussion questions to give you ideas for what to mention.



Questions related to the use of animated gifs online:


- Have you seen images like this online before?
- Where have you seen them?
- How are they used (some possible examples: advertising, news, games, private or public discussion)?
- Why do you think animated gifs like these are becoming increasingly prevalent online?


When you select a **View Full Description** link for a forum or topic, the **Full Description** displays, as in the image above.


Select a forum.

Forums

Weekly Discussions

 **Introductions** 1 unread of 1 message
Please introduce yourself briefly. Some things you might include: year in school, area

 **Week 1 - Cartoons & Memes** 1 unread of 1 message (Moderated)
Submit links to/examples of your favorite online cartoons or memes and describe and

 **Week 2 - Popular animated gifs** 5 unread of 5 messages

Select the **title of a forum** to enter that forum.

Or select a topic within the forum.

Forums

Weekly Discussions

 **Introductions** 1 unread of 1 message
Please introduce yourself briefly. Some things you might include: year in school, area

 **Week 1 - Cartoons & Memes** 1 unread of 1 message (Moderated)
Submit links to/examples of your favorite online cartoons or memes and describe and

 **Week 2 - Popular animated gifs** 5 unread of 5 messages
Included in the Full Description for this discussion topic is a picture of a cat playing a v

Select the **title of a topic** to enter that topic.

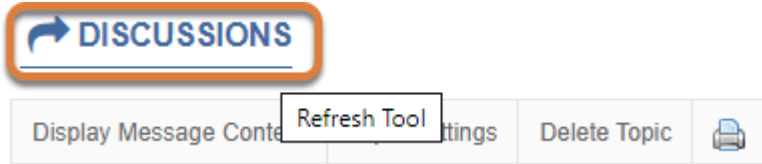
Navigate away from a forum or topic.

Two navigation tools are available in *Discussions* to navigate away from a specific forum or topic:

1. The **Discussions (Refresh Tool)** link
2. Breadcrumb navigation

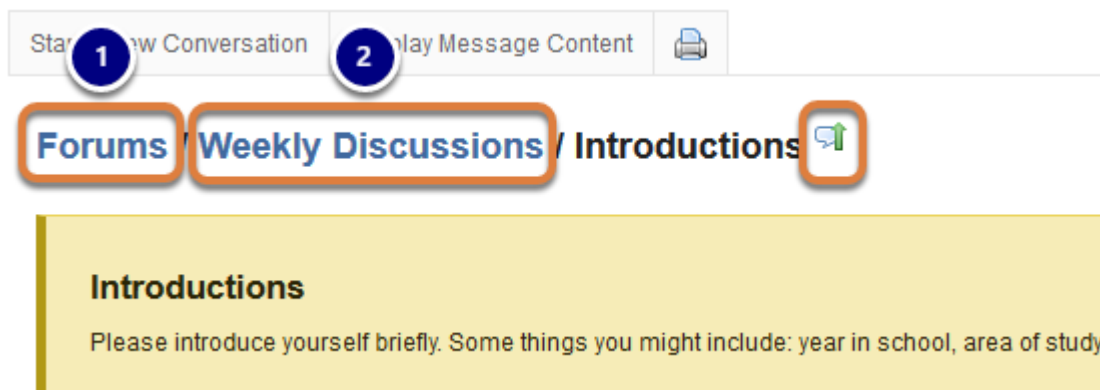
See below for detailed descriptions and screen shots of each of these navigation tools.

Return to the main page of Discussions.



Select the **Discussions (Refresh Tool)** link on any page in the tool to return to the main *Discussions* page.

Navigate with breadcrumbs.



After entering a forum or topic, your location is displayed above the **forum** or **topic title**. The list that includes the forum and topic, also known as a *breadcrumb trail*, contains links to return to previous pages.

1. Selecting the **Forums** link will take you back to the main page of *Discussions*.
2. When viewing a specific topic, you can navigate back to the forum that contains the topic by selecting the **forum title**, or by selecting the **speech bubble with an up arrow** icon to **Go up one level**.

In the example pictured above, the breadcrumb trail, **Forums / Weekly Discussions / Introductions**, indicates that you are currently viewing the **Introductions** topic within the **Weekly Discussions** forum.

View and access conversations in a topic.

Forums / Weekly Discussions / Week 2 - Popular animated gifs

< Previous Topic

Next Topic >

Week 2 - Popular animated gifs

Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along with some more information about the image and discussion questions.

► [View Full Description](#)

Move Thread(s)

Conversation	Authored By	Date
<input type="checkbox"/> ► Sharing personal videos as animated gifs 1 unread of 2 messages	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 3:44 PM
► Examples of similar animated gifs 0 unread of 2 messages	Tiffany Stull (tls6u)	Oct 26, 2016 4:20 PM
Animated gifs let you share video easily 0 unread of 1 message	Mystery Theatre (mst3k)	Oct 28, 2016 9:41 AM

When you access a topic, a list of conversations will display with their authors and dates when they were posted. Each conversation will indicate how many messages it contains and how many of them are marked as unread. Any messages you post are automatically counted as read.

You can sort conversations and access message content using buttons and links on the topic page. These buttons and links are described below.

Sort conversations.

1 Conversation	2 Authored By	3 Date
<input type="checkbox"/> ► Sharing personal videos as animated gifs 1 unread of 2 messages	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 3:44 PM
► Examples of similar animated gifs 0 unread of 2 messages	Tiffany Stull (tls6u)	Oct 26, 2016 4:20 PM
Animated gifs let you share video easily 0 unread of 1 message	Mystery Theatre (mst3k)	Oct 28, 2016 9:41 AM

You can select one of the following links to sort conversations in the list alphabetically by the conversations' subjects or authors, or in chronological order:

1. **Conversation** to **Sort by conversation**,
2. **Authored By** to **Sort by author**,
3. **Date** to **Sort by date**.

By default, conversations are sorted by **date**, with the most recently posted at the bottom. You can select any of the sorting links to sort conversations in reverse order (e.g., selecting **Date** when the most recent conversations are at the bottom will reverse the order so the most recent are at the top of the list).

Expand conversations.

The screenshot shows a table of conversations. Annotations include:

- Expand All**: A button at the top left.
- Expand list of messages in conversation**: A callout pointing to the expand icon (a right-pointing arrow) next to the conversation titled "Sharing personal videos as animated gifs".
- Collapse list of messages in conversation**: A callout pointing to the collapse icon (a down-pointing arrow) next to the conversation titled "Examples of similar animated gifs".

Conversation	Authored By	Date
Sharing personal videos as animated gifs unread of 2 messages	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 3:44 PM
Examples of similar animated gifs unread of 1 message	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 4:28 PM
Re: Examples of similar animated gifs	Mystery Theatre (mst3k)	Oct 28, 2016 9:41 AM

You can select the **arrow (Expand or Collapse)** icons and **Expand All/Collapse All** to expand or collapse the list of messages in conversations. Selecting to **Expand** posts will display the subject line of each message in the conversation.

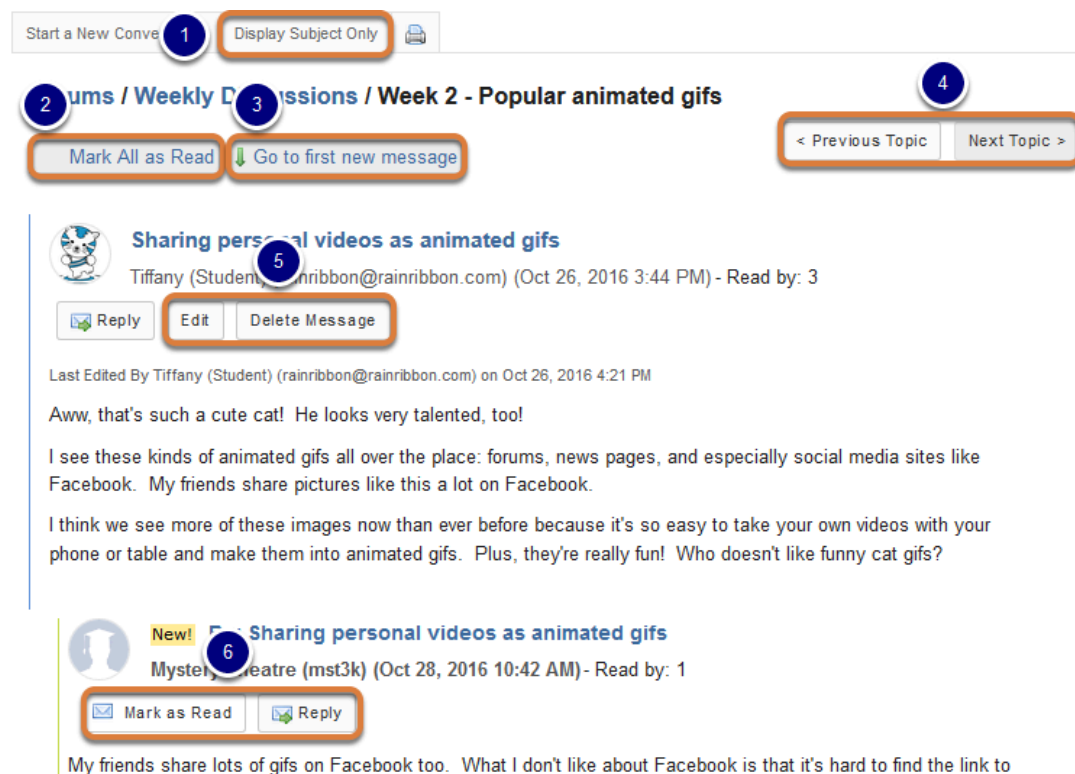
Display content of all messages in the topic.

The screenshot shows a button labeled "Display Message Content" with a printer icon, which is highlighted with an orange border.

Two tabs near the top of the screen will allow you to access all the messages from any conversations posted in the topic:

- **Display Message Content** - Click this tab to access all the messages in the topic. Depending on the topic's settings, you may have access to links to reply to messages and mark them as read. By default, students and site members can reply to messages.
- **Print** - Click this tab to see all the messages in the topic in a plainer print view, with no buttons to reply or mark messages as read.

Example of a topic with message content displayed




After selecting **Display Message Content**, a topic will resemble the screen shot above.

1. Select **Display Subject Only** to return your topic view to the list of conversations' subject lines.
2. Depending on the topic settings, you may have a button available to you to **Mark All as Read**. This will count all messages in the topic as read.
3. A link will also be available to **Go to first new message**. This link will take you to the first unread message in the topic.
4. If other topics exist in the same forum, buttons will be available to go to the **< Previous Topic** or the **Next Topic >**.
5. Depending on the topic settings, you may find buttons to do the following, **Edit** or **Delete** your own messages;
6. **Mark as Read** (for messages posted by others) or **Reply** to messages.


For more information on replying to messages, see [How do I reply to a forum post \(in a conversation\)?](#)

Example of a topic's print view

 Send To Printer

Close Window

Forums / Weekly Discussions / Week 2 - Popular animated gifs


 **Sharing personal videos as animated gifs** - Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 3:44 PM)

Last Edited By Tiffany (Student) (rainribbon@rainribbon.com) on Oct 26, 2016 4:21 PM

Aww, that's such a cute cat! He looks very talented, too!

I see these kinds of animated gifs all over the place: forums, news pages, and especially social media sites like Facebook. My friends share pictures like this a lot on Facebook.

I think we see more of these images now than ever before because it's so easy to take your own videos with your phone or table and make them into animated gifs. Plus, they're really fun! Who doesn't like funny cat gifs?

 **Examples of similar animated gifs** - Tiffany Stull (tls6u) (Oct 26, 2016 4:20 PM)


If you have examples of similar animated gifs, share them here. Be sure to follow the guidelines for citation as described in the [MLA Handbook for Writers of Research Papers \(http://www.mla.org/store/CID24/PID363\)](http://www.mla.org/store/CID24/PID363) when posting your examples.


After selecting the **Print** button, the content of all the messages in the topic, with the messages' subjects, authors, and dates, will pop up in a new browser tab or window. You can click **Send to Printer** if you'd like to print the messages.

Topics with reading and posting restrictions

Depending on a topic's settings, you may not be able to access posts in it until after you post your own message or an instructor or site administrator approves messages in a moderated topic. Additionally, in an anonymous topic, you won't see the identities of others who post messages. Below are descriptions of topics with these settings.

Requirement to post before reading

[Start a New Conversation](#) [Display Message Content](#) 


Forums / Weekly Discussions / Week 2 - Popular animated gifs 

Week 2 - Popular animated gifs

Included in the Full Description for this discussion topic is a picture of a cat p
some more information about the image and discussion questions.


► [View Full Description](#)

[Move Thread\(s\)](#)

 You must post to this topic before you can view any messages

If you select a topic where you have not yet posted, and the following message displays: *You must post to this topic before you can view any messages*, it means that you must start a conversation and submit your own message before you can read other participants' posts.

Select **Start a New Conversation** to begin. For more information on posting in *Discussions*, see [How do I post to a forum?](#)

 **Note:** By default, students in course sites and members in collaboration sites have the ability to start new conversations in forum topics. If you do not see a button present to **Start a New Conversation**, an instructor or site administrator may have disabled this option for the selected topic.

Moderated topics

Week 1 - Cartoons & Memes (Moderated)

Submit links to/examples of your favorite online cartoons or memes and describe and discuss them. Please remember to cite your sources!

Move Thread(s)

	Conversation	Authored By	Date
2	Pending Grammar Cat 0 unread of 1 message	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 3:45 PM
	New! Austin Powers Autocorrect Meme 1 unread of 1 message	Mystery Theatre (mst3k)	Oct 26, 2016 5:41 PM

1. When viewing a moderated topic, the text: (*Moderated*) displays to the right of the **topic title**.
2. When you first post a message in a moderated topic, it will be labeled with *Pending* to the left of its title. This means that an instructor or site administrator will need to approve it for it to be visible to other site participants.

Anonymous topics

Confidential Topic

If you'd prefer not to ask a question in front of the class, but would like to hear responses from other students as well as instructors/TAs, you can post it here.

Move Thread(s)

Conversation		Authored By	Date
<input type="checkbox"/>	New! Accessibility article 1 unread of 1 message	12E0EA	Jun 21, 2017 1:06 PM
<input type="checkbox"/>	Help with citing sources 0 unread of 1 message	3BF462 (me)	Jun 21, 2017 1:08 PM

In an anonymous topic, authors' identities are hidden by default from students in course sites and members in collaboration sites. The author's name and profile image that normally display with messages are replaced with a randomly generated posting ID number. The text: *(me)* displays to the right of the posting ID for any messages you authored.

How do I post to a forum?

Forums are organizational units that group topics within the site. You cannot post directly to a forum; you must first enter a topic and post your message there.

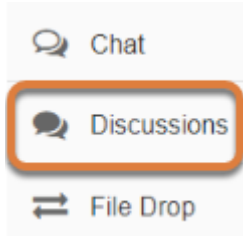
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

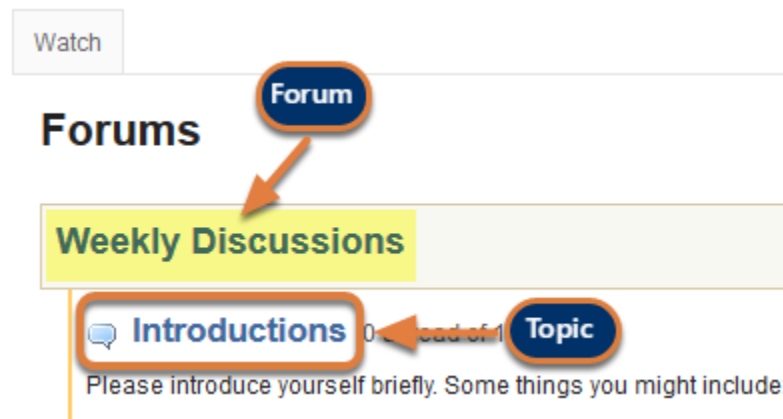
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

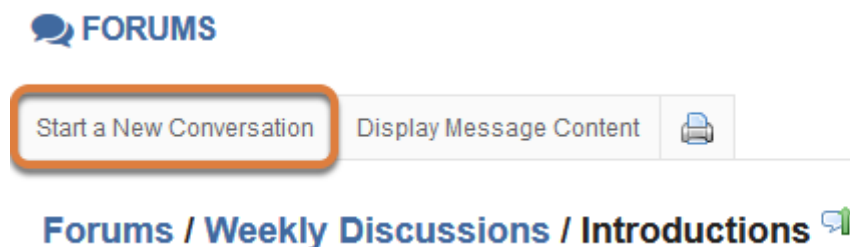
Choose a topic.



Select the **title of a topic** to access the topic.

Note: Topics are indented underneath the forum where they are located.

Select Start a New Conversation.



After you select the **Start a New Conversation** tab, the message composition window will appear.


Note: You must have appropriate permissions in the topic to start new conversations. By default, students in course sites and members in collaboration sites can start conversations.

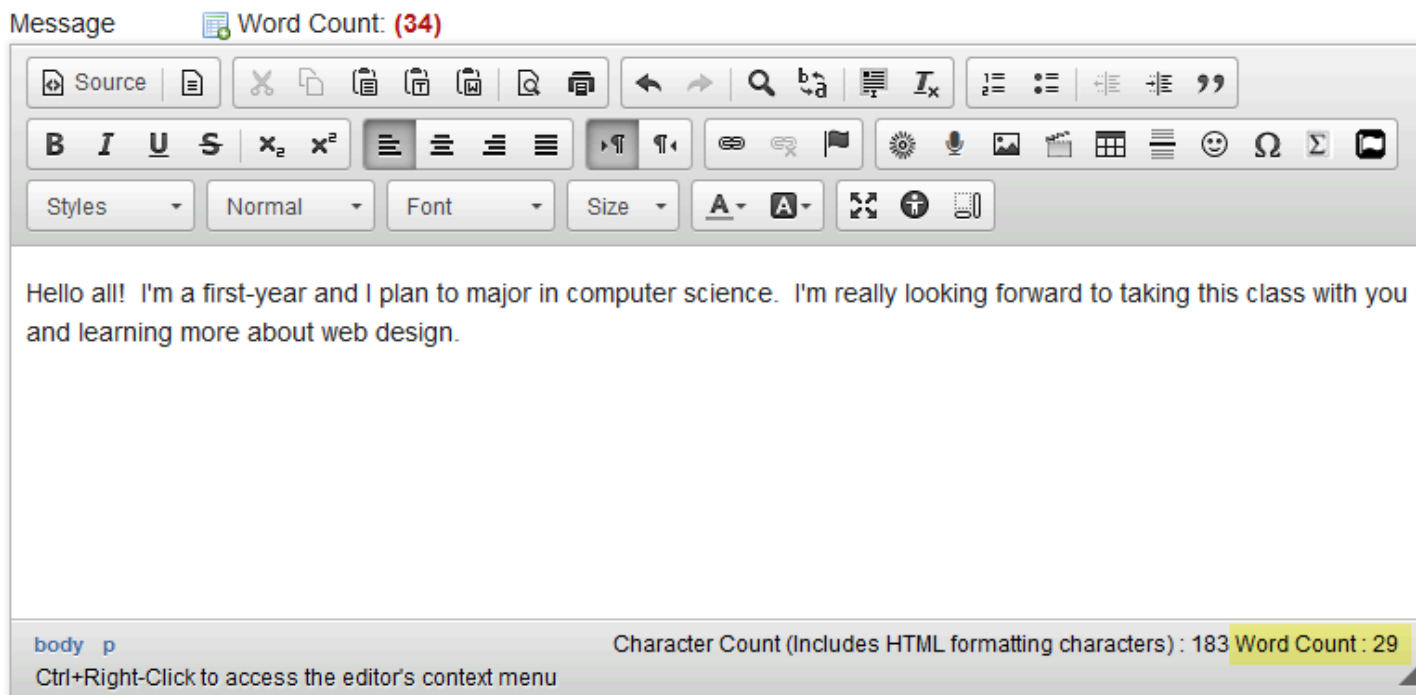
Enter a title.

* Title

Hi!

Enter a message.


Message  Word Count: **(34)**



Hello all! I'm a first-year and I plan to major in computer science. I'm really looking forward to taking this class with you and learning more about web design.

body p Character Count (Includes HTML formatting characters) : 183 Word Count : 29
Ctrl+Right-Click to access the editor's context menu

You can use the [Rich-Text Editor](#) to format your message or add other rich text content such as links or images.

 **Note:** The editor will keep track of word count in the lower right corner.

Add attachment(s). (Optional)

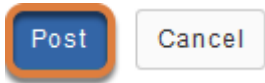
Attachments

No attachments yet

Add attachments

If desired, there is an option to attach files to the message. Click **Add attachments** to browse for and select your file.

Select Post.



After completing the message, select **Post**.

How do I reply to a forum post (in a conversation)?

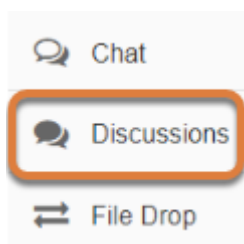
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

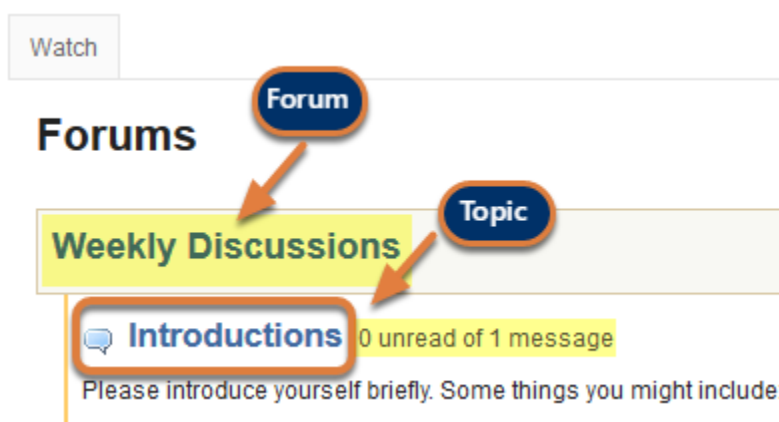
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Choose a topic.



Select the **title of a topic** to access the topic.

Note:

- Topics are indented underneath the forum where they are located.
- The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are marked as unread.

Select the title of an existing post to view the conversation.


Conversation	Authored By	Date
<input type="checkbox"/> Hello! 0 unread of 1 message	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 4:13 PM

Select Reply.

Reply to Initial Message 1

Forums / Weekly Discussions / Introductions / Hello!

View by Conversation < Previous Conversation Next Conversation >

**Hello!**
Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 4:13 PM) - Read by: 2

Reply 2 Mail

Grade

Edit

Delete Message

Hello all. I'm a second year majoring in computer science. I love internet games and graphic design. I'm interested in learning more about creating accessible content. I'm very excited to be taking this course and look forward to working and learning alongside all of you!

You have two different options for replying to a post within the *Discussions* tool:

1. Select **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Select the **Reply** button for a specific message to reply to that message. Use this option to reply to another person's response.



Compose your message.






















Replying to: Hello! Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 4:13 PM)
[Hide message you are replying to](#)
Hello all. I'm a second year majoring in computer science. I love internet games and graphic design. I'm interested in learning more about creating accessible content. I'm very excited to be taking this course and look forward to working and learning alongside all of you!

Required items marked with *

*** Reply Title**

Re: Hello!

Message  Insert original text  Word Count: (11)

 Source                    

The message to which you are replying will be displayed at the top. You can hide the message by selecting the **Hide message you are replying to** link.

Edit the reply title. (Optional)

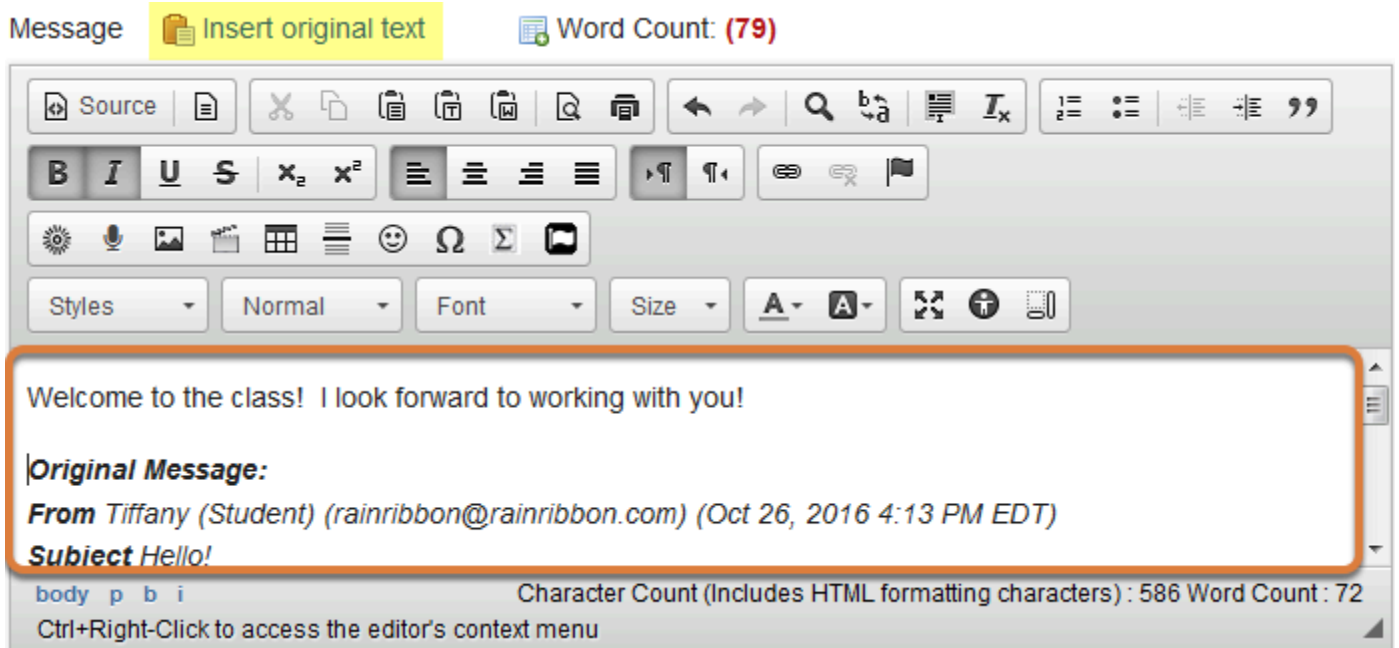
*** Reply Title**

Re: Hello!

The title will be taken from the initial message and prefilled for you, but you may modify it if you wish.

Enter your message.

Message [Insert original text](#) Word Count: (79)



Welcome to the class! I look forward to working with you!

Original Message:
From Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 4:13 PM EDT)
Subject Hello!

body p b i Character Count (Includes HTML formatting characters) : 586 Word Count : 72
Ctrl+Right-Click to access the editor's context menu

Use the [Rich-Text Editor](#) to compose your response.

Note: You may optionally select the [Insert original text](#) link above the editor area to quote the original message in your reply.

Add attachment(s). (Optional)

Attachments

No attachments yet

Add attachments

If desired, there is an option to attach files to the message. Select **Add attachments** to browse for and select your file.

Select Post.

Post

Cancel

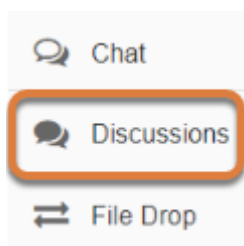
After you have finished your reply, select **Post** to add your message to the conversation.

How do I delete a forum post?

Users with appropriate permissions can delete posts in *Discussions*.

By default, those with *Contributor* permissions (e.g., students in course sites and members in collaboration sites) can delete their own posts. For more information on permissions, see the [steps for viewing and editing permissions in the article about creating a forum](#).

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Choose the topic that contains the post to delete.



Select the **title of a topic** to access the topic.


Note: Topics are indented underneath the forum where they are located.


Select the conversation.

Conversation	Authored By	Date
Sharing personal videos as animated gifs 1 unread of 4 messages	One Student (tls6u-stu1)	Apr 6, 2018 10:12 AM

Select the title of the first post in the **conversation** that contains the post to be deleted.


Select Delete Message.



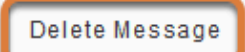
 **Re: Sharing personal videos as animated gifs**
Two Student (tls6u-stu2) (Apr 6, 2018 10:13 AM) - Read by: 3

 Reply

There is no Delete Message button for this post because another student authored it.

My friends share lots of gifs on Facebook too. What I don't like about Facebook is that it's hard to find the link to the original gif when it's posted from some other site. Sometimes a "like" will show you a picture but clicking on it to try to get to the source just takes you to someone else's Facebook page, and you can't even find the original post to find a source for the image.

 **Re: Sharing personal videos as animated gifs**
Five Student (tls6u-stu5) (Apr 6, 2018 10:15 AM) - Read by: 2

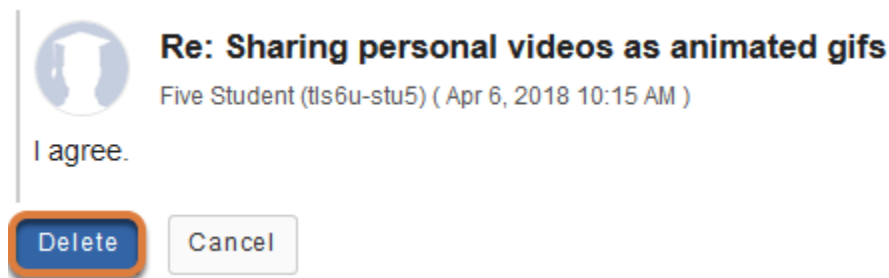
 Reply  Edit  Delete Message

I agree.

Select **Delete Message** by the post to remove.

Note: You must have appropriate permissions to delete the post. If you do not have permission to do so, the **Delete Message** link will not appear.

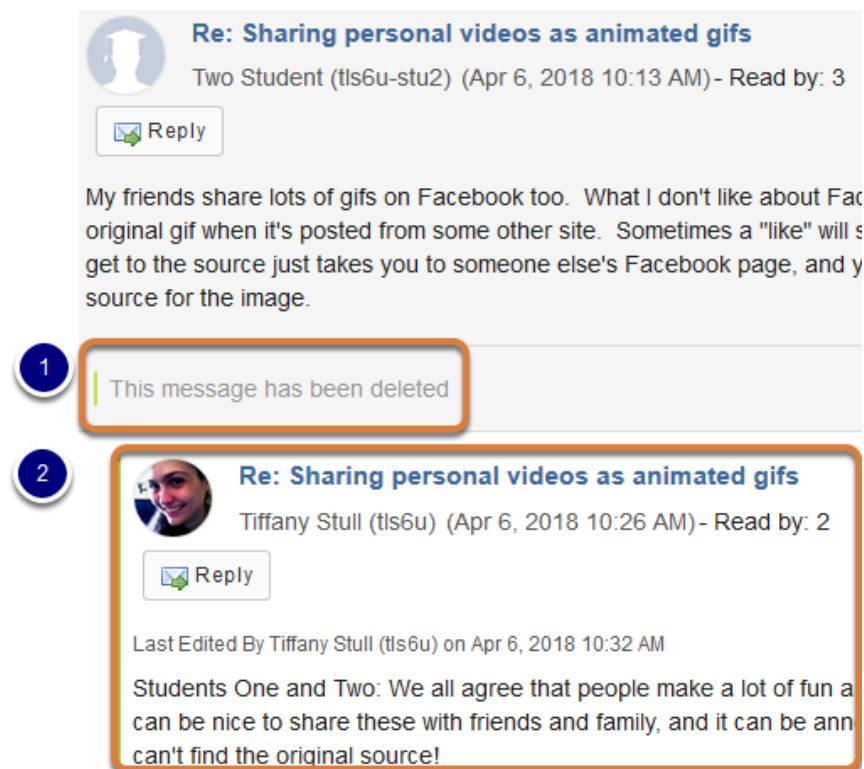
Confirm deleting it.



Select the **Delete** button to confirm.

Note: If the post being deleted was the only post in the conversation, the entire conversation will be removed from the forum topic.

View replies to a deleted message.



1. If responses have already been posted to a message you delete, placeholder text will remain, indicating that the message has been deleted.
2. You can still read replies to the deleted message.

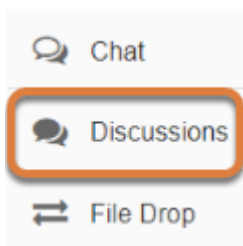
What makes a forum post count as read?

In the *Discussions* tool's *Statistics & Grading* screens, a post is counted as read if you do any of the following:

1. [Mark the post as read.](#)
2. [Access a conversation in a topic that was configured to **automatically mark all messages as read.**](#)
3. [Author the post.](#)
4. [Reply to the post.](#)

Mark a post as read.

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.



Select a topic.

Forums



Select the **title of a topic** with at least one unread message.

Select the title of an existing post to view the conversation.

Conversation	Authored By
New! Grammar Cat 1 unread of 1 message	 Tiffany (Student)
New! Austin Powers Autocorrect Meme 1 unread of 1 message	 Mystery Theatre

Mark message(s) as read.


FORUMS

Reply to Initial Message **1** **Mark All as Read** 



Forums / Weekly Discussions / Week 1 - Cartoons & Memes / Grammar Cat

View by Conversation ▼

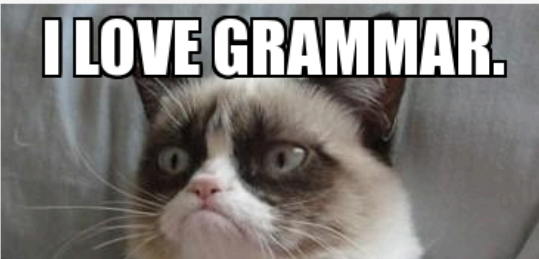
 [Go to first new message](#)

 **New! Grammar Cat**

Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 3:45 PM) - Read by: 3

2  **Mark as Read**  Reply

Last Edited By Tiffany (Student) (rainribbon@rainribbon.com) on Oct 26, 2016 5:12 PM



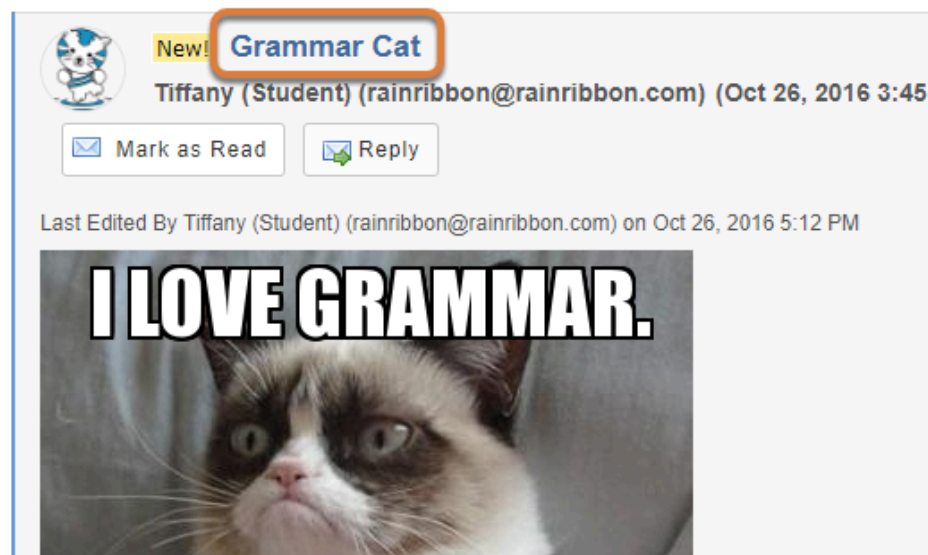
1. To mark all the messages in the conversation as read, select the **Mark All as Read** button near the top of the page.
2. To mark a specific message as read, select the **Mark as Read** button under the title of the message.

Or select an individual post.

Forums / Weekly Discussions / Week 1 - Cartoons & Memes

View by Conversation ▼

Go to first new message



Alternatively, you can select the **title of a post** to access that post by itself. Doing so will also mark the post as read.

Access a conversation in a topic where messages are automatically marked as read.

When instructors or site administrators create forum topics, they have an option to **Automatically mark all messages as read**. Selecting the title of any conversation in a topic with this setting enabled will mark all messages in the conversation as read.

For more information about this option, see [Create a topic - Automatically mark messages as read](#).

Author a post.

When you author a forum post, it also counts as a post you read.

For information about posting in *Discussions*, see [How do I post to a forum?](#)

Reply to a post.

Posts to which you reply are counted as read.

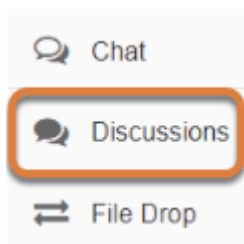
For information about replying to posts, see [How do I reply to a forum post \(in a conversation\)?](#)

How do I email a forum post author?

This outlines the process of contacting an author of a forum post by email.

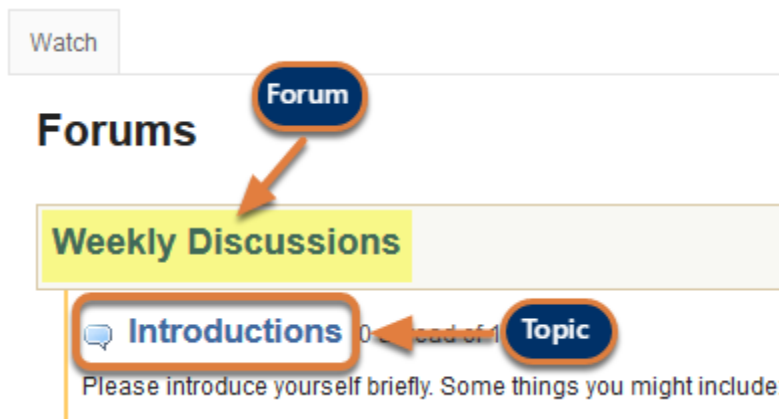
Note: This email option allows you to send a message to the author's external email address; it does not use any UVA Collab tool to send the message. You must have appropriate permissions in the site to be able to send email to the author of a forum post.

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Choose a topic.



Click on the **title of a topic** to access the topic.

Note: Topics are indented underneath the forum where they are located.

Select the Conversation.

Conversation	Authored By	Date
<input type="checkbox"/> Hello! 0 unread of 1 message	Tiffany (Student) (rainribbon@rainribbon.com)	Oct 26, 2016 4:13 PM

Select the title of a **conversation** where the person to whom you want to send email has posted a message.


Select the Email button.






[Forums](#) / [Weekly Discussions](#) / [Introductions](#) / **Hello!**

View by Conversation ▼

< Previous Conversation

Next Conversation >

**Hello!**
Tiffany (Student) (rainribbon@rainribbon.com) (Oct 26, 2016 4:13 PM) - Read by: 2

 Reply  **Email**  Grade  Edit  Delete Message


Hello all. I'm a second year majoring in computer science. I love internet games and graphic design. I'm interested in learning more about creating accessible content. I'm very excited to be taking this course and look forward to working and learning alongside all of you!

If you have permission to send email to those who post in *Forums*, an **Email** button will be available with each message. Select the **Email** button associated with one of the person's messages.

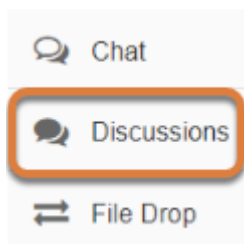
 **Note:** When you click on the **Email** button, your default email software will open to allow you to compose a message.

How do I moderate a topic?

A moderated topic requires a [site administrator](#) to review and approve each message submitted to that topic by a student or member before other site participants may read the message.

 **Tip:** If you have already created a topic with the **Moderate Topic** setting, skip to the following step: [View and Deny or Approve Pending messages](#).

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Select Topic Settings.

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More ▼](#)

Per our discussion in class, if someone has already begun a new thread in a topic, and you are presenting something similar, please reply to t

 **Week 1 - Popular animated gifs** 0 unread of 4 messages [Topic Settings](#) | [More ▼](#)

Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along with some more information about t

► [View Full Description and Attachment\(s\)](#)

 **Week 2 - Cartoons... and other funny stuff!** 0 unread of 0 messages [Topic Settings](#) [More ▼](#)

Submit links to/examples of your favorite online cartoons or memes and describe and discuss them. Please remember to cite your sources!

Select **Topic Settings** to edit the settings of a particular topic.

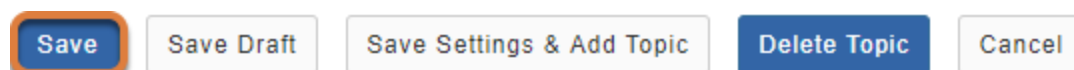
Check the box to Moderate Topic.

Topic Posting

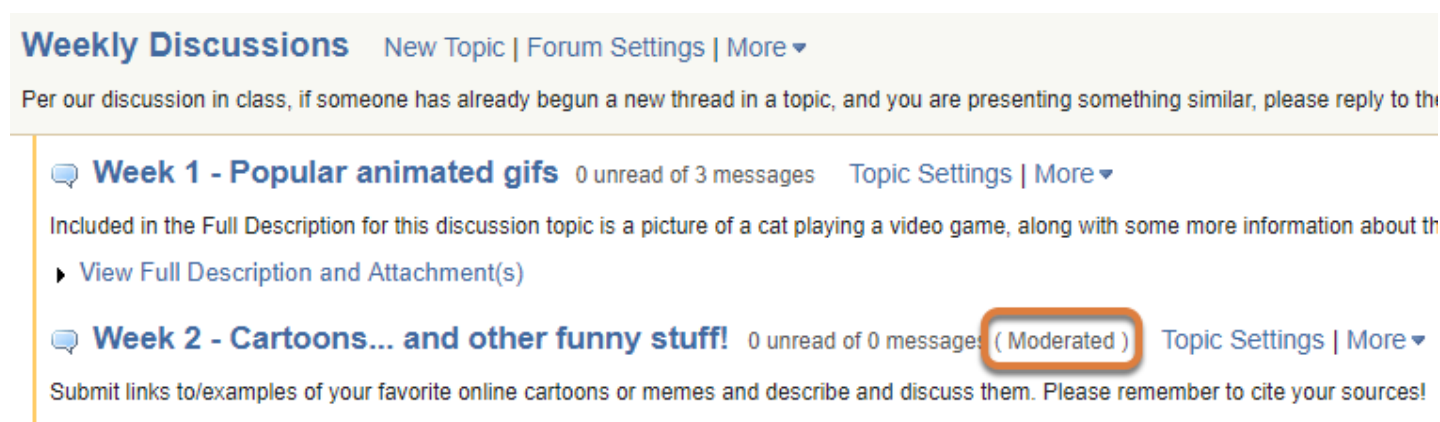
- ☐ Lock Topic (Disable topic postings)
- ☒ Moderate Topic
- ☐ Require users to post before reading

Under the *Topic Posting* section, select the **Moderate Topic** option.

At the bottom of the page, select Save.



View Moderated Topic.



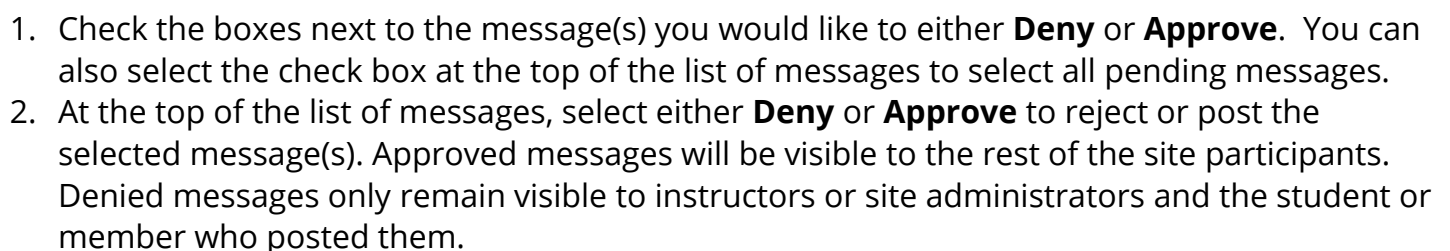
A Moderated topic will be marked with *(Moderated)* next to the number of messages that have been posted to the topic.

View and Deny or Approve Pending messages.

There are two ways in which you can access *Pending* messages to deny or approve them:

1. [Access pending messages via the Pending Messages tab.](#)
2. [OR Access pending messages via their conversations.](#)

On the main Forums page, select the Pending Messages tab.



Continue reviewing pending messages or view status message.

1 Forums / Messages Pending Approval

You cannot deny a message with comments from this view. If you wo message. You will then have the opportunity to add comments. If you to read before doing so.

<input type="checkbox"/>	<input type="button" value="✖ Deny"/> <input type="button" value="✔ Approve"/>
<input type="checkbox"/>	<p>Grammar Cat - One Student (tls6u-stu1) (Apr 6, 2018 12:35 PM)</p> <p>Last Edited By One Student (tls6u-stu1) on Apr 6, 2018 1:27 PM</p> <p>I attached a picture of a fun meme I found on Reddit. It's a</p>

FORUMS

New Forum	Organize	Template Settings	Statistics & Grading	Pendi
-----------	----------	-------------------	----------------------	-------

2 Selected message(s) denied.

1. If other messages are still pending approval after clicking **Deny or Approve** for the selected messages, the denied or approved messages will disappear from the *Messages Pending Approval* page and you can continue reviewing others on the page.
2. However, if there are no more pending messages, you will be returned to the *Forums* main page with a red notice indicating that the selected message(s) were either denied or approved.

OR Access Pending messages via their conversations.

Select the moderated topic.

The screenshot shows a forum header with 'Weekly Discussions' and a 'Forum' button. Below, a topic titled 'Week 1 - Popular animated gifs' is shown. A 'Moderated topic' label points to the 'Week 2 - Cartoons... and other funny stuff!' topic, which is highlighted with an orange box. The 'Week 2' topic is marked as 'Moderated' and has '0 unread of 3 messages'.

Select the **title of the moderated topic**.

Note: Topics are indented underneath the forum where they are located.

Select the pending message.


The screenshot shows a list of conversations. The first conversation is 'Power Meme' with '0 unread of 1 message'. The second conversation is 'Grammar Cat' with '0 unread of 1 message' and a 'Pending' status highlighted in green. The third conversation is 'Email Monster Cartoon' with '1 unread of 2 messages'. An 'Expand messages' button points to the 'Email Monster Cartoon' conversation. Below it, a message titled 'Re: Email Monster Cartoon' is shown with a 'New!' and 'Pending' status.

1. A message pending approval will display *Pending* highlighted in green next to it.
2. Select the title of the message to view it.

Note: The *Pending* marker displays to the left of its specific message. You may need to select the **arrow (Expand)** icon next to the first post in a conversation to expand the messages in that conversation and see the *Pending* markers for them.

Select Moderate.

↓ Go to first pending message



Pending **Grammar Cat**

One Student (t1s6u-stu1) (Apr 6, 2018 12:35 PM) - Rea

Email

Grade

Edit


Delete Message


Moderate


Last Edited By One Student (t1s6u-stu1) on Apr 6, 2018 1:43 PM


I attached a picture of a fun meme I found on Reddit. It's a grumpy


Deny or Approve the post.


 Delete


 Edit

 Grade

 Email


 Copy link

 Deny

 Approve

< Previous Message

Next Message >



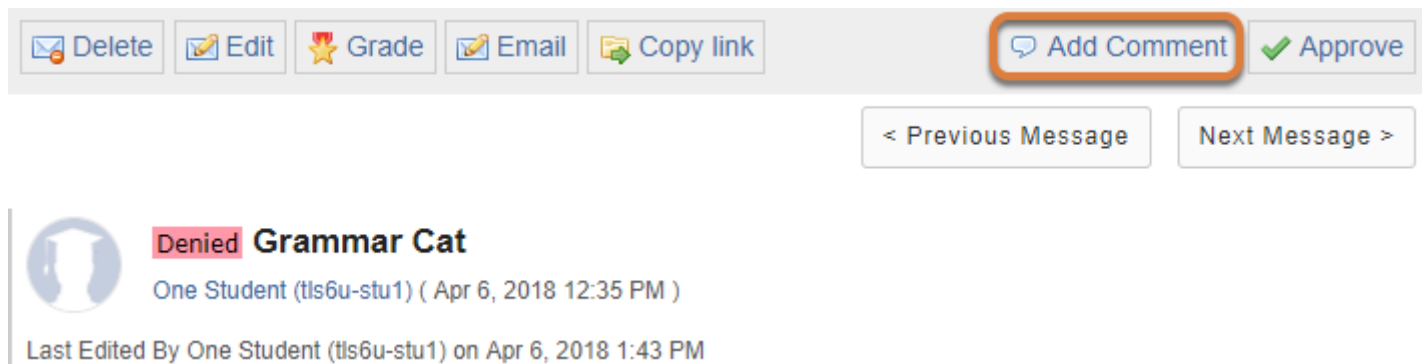
Pending **Grammar Cat**

One Student (t1s6u-stu1) (Apr 6, 2018 12:35 PM)

Last Edited By One Student (t1s6u-stu1) on Apr 6, 2018 1:43 PM

Select either **Deny** or **Approve** to reject or post selected messages. Approved messages will be visible to the rest of the site participants. Denied messages only remain visible to [site administrators](#) and the student or member who posted them.

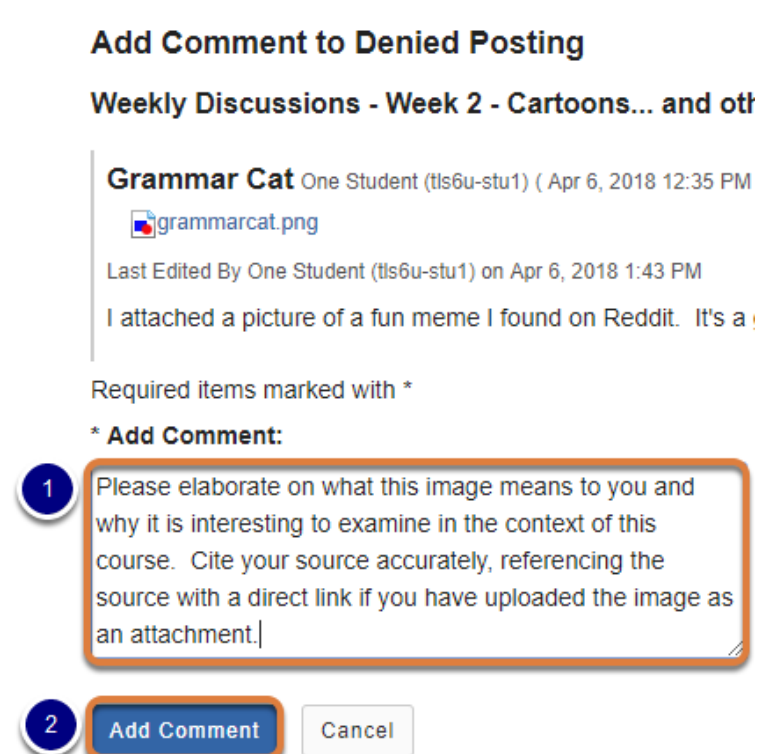
Comment on a denied message.



A screenshot of a web interface for a denied message. At the top, there is a horizontal toolbar with buttons: Delete, Edit, Grade, Email, Copy link, Add Comment (highlighted with an orange border), and Approve. Below the toolbar are two buttons: '< Previous Message' and 'Next Message >'. The message itself is titled 'Grammar Cat' with a 'Denied' status. It is attributed to 'One Student (tls6u-stu1)' and dated 'Apr 6, 2018 12:35 PM'. A note at the bottom states 'Last Edited By One Student (tls6u-stu1) on Apr 6, 2018 1:43 PM'.

If you have chosen to **Deny** a message, you may leave a comment for the site participant to indicate the reason it was denied. To leave a comment, select **Add Comment** when viewing the post.

Enter Comment.



A screenshot of the 'Add Comment' dialog box. The title is 'Add Comment to Denied Posting'. The context is 'Weekly Discussions - Week 2 - Cartoons... and oth'. The message being commented on is 'Grammar Cat' by 'One Student (tls6u-stu1)' from 'Apr 6, 2018 12:35 PM'. It includes a link to 'grammarcat.png' and a note 'Last Edited By One Student (tls6u-stu1) on Apr 6, 2018 1:43 PM'. The comment text is 'I attached a picture of a fun meme I found on Reddit. It's a'. Below the text, it says 'Required items marked with *'. The dialog has a section '* Add Comment:' with a text area containing the instruction: 'Please elaborate on what this image means to you and why it is interesting to examine in the context of this course. Cite your source accurately, referencing the source with a direct link if you have uploaded the image as an attachment.' At the bottom, there are two buttons: 'Add Comment' (highlighted with an orange border) and 'Cancel'.

1. Enter text in the *Add Comment* box.
2. Select **Add Comment**.

View Comment.



Denied Grammar Cat

One Student (tls6u-stu1) (Apr 6, 2018 12:35 PM)

Comment By Tiffany Stull

Please elaborate on what this image means to you and why it is interesting to examine in the context of this course. Cite your source accurately, referencing the source with a direct link if you have uploaded the image as an attachment.

Last Edited By One Student (tls6u-stu1) on Apr 6, 2018 1:43 PM

I attached a picture of a fun meme I found on Reddit. It's a grumpy cat saying "I love grammar. It makes people cry."

 [grammarmcat.png](#)

The comment is displayed above the denied message to [site administrators](#) and the participant who posted the denied message.

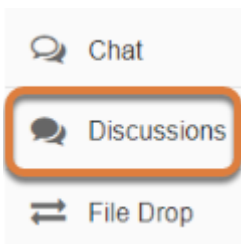
How do I grade discussion forums?

You can grade in the *Discussions* tool either:

- [By forum or topic](#)
- [Or by student.](#)

! **Important:** In order to grade in *Discussions*, you must have [added a gradebook item in Gradebook Classic](#) for each forum or topic to grade.

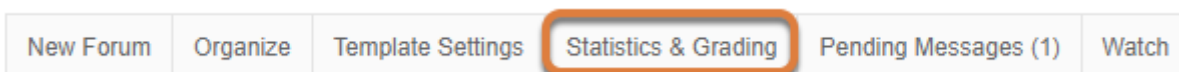
Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Grade posts by forum or topic.

Select Statistics & Grading.



On the *Discussions* main page, select the **Statistics & Grading** tab.

Select Statistics & Grading by Topic.

Forums / Statistics & Grading

Statistics & Grading by User

Statistics & Grading by Topic

Name	Authored	Read	Unread	Percent Read
Student, Five	1	4	1	80%
Student, Four	0	0	5	0%

Select a forum or topic to grade.

Forums / Statistics & Grading

Statistics & Grading by User | Statistics & Grading by Topic

Forum Title	Topic Title	Date	Total Messages
Weekly Discussions	Week 2 - Cartoons... and other funny stuff!	Apr 6, 2018 12:17 PM	4
Weekly Discussions	Week 3 - Make your own!	Jan 16, 2018 11:34 AM	0
Weekly Discussions	Week 1 - Popular animated gifs	Jan 16, 2018 11:34 AM	3
Group topics	Group discussion - Advertising Discussion Group 2	Jan 16, 2018 11:34 AM	0
Group topics	Group discussion - Advertising Discussion Group 1	Jan 16, 2018 11:34 AM	0

Select either a **forum title** or a **topic title** to grade that forum or topic. In the example pictured above, the topic **Week 2 - Cartoons... and other funny stuff!** is being selected to grade.

Note: The grading process is the same whether you grade at the forum or topic level. However, most faculty prefer to grade by topic, since a forum may contain several different topics and each student may post more than one message in the same topic.

Select a gradebook item if one is not already selected.

Grading / Weekly

- Cartoons... and other

Select a Gradebook item:

Week 1 - Popular animated gifs

Week 2 - Cartoons... and other funny stuff!

If you already selected a gradebook item when [creating or editing the forum or topic](#) you are grading, this item will appear by default in the *Select a Gradebook item* drop-down menu.

If you did not select a gradebook item when creating or editing the forum or topic, choose one from the drop-down menu.

View statistics for the forum or topic.


Forums / Statistics & Grading / Weekly Discussions / Week 2 - Select a Gradebook Item
Cartoons... and other funny stuff!

0	Apply Grade to all Ungraded					
1		2	3	4	5	
Name		Authored	Read	Unread	Percent Read	Week 2 - Cartoons... and other funny stuff! (10.0 points)
Student, Five	Details	1	1	1	50%	<input type="text"/>
Student, Four	Details	0	0	2	0%	<input type="text"/>
Student, One	Details	2	2	2	50%	<input type="text"/>
Student, Three	Details	0	0	2	0%	<input type="text"/>
Student, Two	Details	1	1	1	50%	<input type="text"/>
Stull, Tiffany	Details	0	3	1	75%	N/A

A list of site participants will display, with the following summary statistics for each user in the current forum or topic:

1. Participant's name,
2. Number of posts authored,
3. Number of posts marked as read,
4. Number of unread posts,
5. The percentage of posts the person read.

You may sort the participants by selecting any of the column headings: **Name**, **Authored**, **Read**, **Unread**, or **Percent Read**.

 **Tip:** For more information regarding the numbers of read and unread posts shown in these columns, see [What makes a forum post count as read?](#)

View posts.

Name		Authored	Read	Unread	Percent Read	Week 2 - Cartoons... and other funny stuff! (10.0 points possible)
Student, Five	Details	1	1	1	50%	<input type="text"/>
Student, Four	Details	0	0	2	0%	<input type="text"/>
Student, One	Details	2	2	2	50%	<input type="text"/>

Student, One (t1s6u-stu1)

Sort by Topic | Sort by Date

Word Count: (16)

Weekly Discussions / Week 2 - Cartoons... and other funny stuff! / Re: Email Monster Cartoon (Apr 6, 2018 1:56 PM)

I agree - that is an excellent cartoon and it sums up my feelings about email too!

Word Count: (85)

Weekly Discussions / Week 2 - Cartoons... and other funny stuff! / Grammar Cat (Apr 6, 2018 12:35 PM)

Comment By Tiffany Stull

Please elaborate on what this image means to you and why it is interesting to examine in the context of this course. Cite your source accurately, referencing the source with a direct link if you have uploaded the image as an attachment.

Last Edited By One Student (t1s6u-stu1) on Apr 6, 2018 1:43 PM

I attached a picture of a fun meme I found on Reddit. It's a grumpy cat saying "I love grammar. It makes people cry."

Close Window

1. To view someone's posts in the forum or topic, select the author's name.
2. A pop-up window will open showing the message(s) posted by that author. The *Word Count* in each post is also shown.
3. Select the **Close Window** button at either the top or bottom of the pop-up window to return to the grade entry screen.

Enter points.

Name		Authored	Read	Unread	Percent Read	Week 2 - Cartoons... and other funny stuff! (10.0 points possible)	Show Comments
Student, Five	Details	1	1	1	50%	<input type="text" value="5"/>	--Hidden--
Student, Four	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Student, One	Details	2	2	2	50%	<input type="text"/>	--Hidden--
Student, Three	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Student, Two	Details	1	1	1	50%	<input type="text"/>	--Hidden--
Stull, Tiffany	Details	0	4	0	100%	N/A	

No box is available to grade an instructor.

Enter **points** into the boxes in the grade entry column. The column heading includes the topic's *Title*, followed by the number of *points possible* in parentheses (e.g., *Week 2 - Cartoons... and other funny stuff! (10.0 points possible)*).

Note: Instructors and site administrators will be included in the participant list, but *N/A* will display in the grading column for them instead of a grade entry box.

Add Comments (Optional).

Name		Authored	Read	Unread	Percent Read	Week 2 - Cartoons... and other funny stuff! (10.0 points possible)	1 Show Comments
Student, Five	Details	1	1	1	50%		--Hidden--
Name		Authored	Read	Unread	Percent Read	Week 2 - Cartoons... and other funny stuff! (10.0 points possible)	Hide Comments
Student, Five	Details	1	1	1	50%	5	2 Excellent analysis, but you did not cite your source properly
Student, Four	Details	0	0	2	0%		

1. To add comments, select **Show Comments** to expand the comment boxes.
2. Enter your comments into the boxes provided.

Note: Grades and comments will be available to students in the *Gradebook* or *Gradebook Classic*, not the *Discussions* tool.

Apply Grade to all Ungraded.

1

0


2

Apply Grade to all Ungraded

Name		Authored	Read	Unread	Percent Read	Week 2 - Ca (10.0 points)
Student, One	Details	2	2	2	50%	3.0

To apply a single score to all ungraded items:

1. Enter the score to be applied in the text box above the table listing site participants.
2. Select **Apply Grade to all Ungraded**.

 **Tip:** This is a useful option to assign a grade of **0** to all students who did not post or the same grade to everyone who did.

Submit grades.

Submit Grades

Cancel Changes

After you have entered all of the grades and/or comments, be sure to scroll down to the bottom of the page and select **Submit Grades** to save your changes and send the grades to the gradebook.

Grade posts by student.

Select a student while viewing posts.

Week 1 - Popular animated gifs
Included in the Full Description for this discussion topic is a picture of a cat playing a video game, along with some more information about the image and discussion questions.
▶ [View Full Description and Attachment\(s\)](#)

Move Thread(s)

Conversation	Authored By	Date
<input type="checkbox"/> ▶ Sharing personal videos as animated gifs 0 unread of 3 messages	One Student (t1s6u-stu1)	Apr 6, 2018 10:12 AM

When you are viewing posts in *Discussions* either in a topic or a conversation, each student's name is linked to their posting statistics. Select a student's name.

Or, to access a list of all site participants, select **Statistics & Grading**.

FORUMS

New Forum	Organize	Template Settings	Statistics & Grading	Pending Messages (1)	Watch
-----------	----------	-------------------	---------------------------------	----------------------	-------

On the *Discussions* main page, select the **Statistics & Grading** tab.

Select a student.

For 1 posts / Statistics & Grad 2 Statistics 3 Reading by User | St 4 5 ps & G


Name	Authored	Read	Unread	Percent Read
Student, Five	1	4	1	80%
Student, Four	0	0	5	0%
Student, One	3	5	2	71%

A list of site participants will display, with the following summary statistics for each user:

1. Participant's name,
2. Number of posts authored,
3. Number of posts marked as read,
4. Number of unread posts,
5. The percentage of posts the person read.

You may sort the participants by selecting any of the column headings: **Name**, **Authored**, **Read**, **Unread**, or **Percent Read**.




Select a site participant's name to access posts authored and read by that participant.

 **Tip:** For more information regarding the numbers of read and unread posts shown in these columns, see [What makes a forum post count as read?](#)


Select Grade.

Messages Authored

Show Full Text for All Authored Messages

Forum Title	Topic Title	Date	Subject	
Weekly Discussions	Week 2 - Cartoons... and other funny stuff!	Apr 6, 2018 1:56 PM	Re: Email Monster Cartoon	 Grade [display in conversation]
Weekly Discussions	Week 2 - Cartoons... and other funny stuff!	Apr 6, 2018 12:35 PM	Grammar Cat	 Grade [display in conversation]
Weekly Discussions	Week 1 - Popular animated gifs	Apr 6, 2018 10:12 AM	Sharing personal videos as animated gifs	 Grade [display in conversation]

Next to the *Subject* of the post you would like to grade, select the **Grade** link.

 **Note:** When you select the **Grade** link, the post will be displayed in the grading window that pops up. You can also select the post's **Subject** to display the post individually, or the **[display in conversation]** link to display the post in its thread.

Enter and submit a grade and/or comments.

Grade Forum Message

Weekly Discussions - Week 1 - Popular animated gifs

Sharing personal videos as animated gifs One Student (tls6u-stu1) (Apr 6, 2018 10:12 AM)

Aww, that's such a cute cat! He looks very talented, too!

I see these kinds of animated gifs all over the place: forums, news pages, and especially social media sites like Facebook.

I think we see more of these images now than ever before because it's so easy to take your own videos with y they're really fun! Who doesn't like funny cat gifs?

Required items marked with *

* Gradebook items: 1 Week 1 - Popular animated gifs (10 points possible)

* Grade (Points Only): 2 8

3 Nice response. Can you think of any reasons why sharing videos as animated gifs might be problematic? For example, accessibility issues or privacy concerns?

Comments: 4

Submit Grade Cancel

In the *Grade Forum Message* window:

1. If you already selected a gradebook item when [creating or editing the forum or topic](#) you are grading, this item will appear by default in the *Select a Gradebook item* drop-down menu along with boxes to enter a grade and comments.

If you did not select a gradebook item when creating or editing the forum or topic, choose the **gradebook item** where grades will be recorded from the drop-down menu.

2. Enter a grade in the corresponding text box.
3. If desired, add *Comments*.
4. Select **Submit Grade**.

View confirmation.

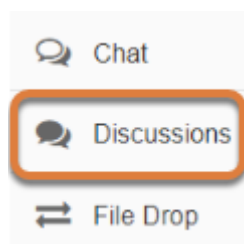
☒ Grade submission successful.

The *Grade Forum Message* window closes and a confirmation message indicating a successful grade submission briefly displays on the screen.

How do I move a thread to a different topic?

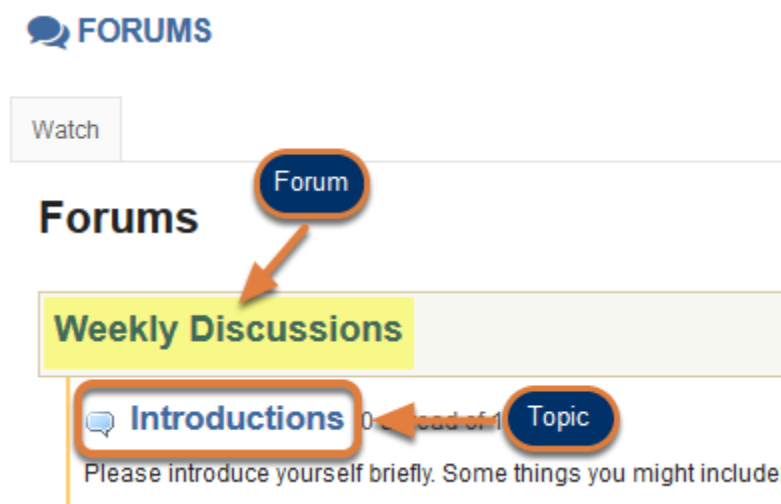
If you have permission to edit your posts, you may move a thread or conversation that you inadvertently posted in the wrong topic to a different topic. A [site administrator](#) may move any thread to a different topic.

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Choose the topic with the thread(s) to move.



Select the **title of a topic** to access the topic.

Note: Topics are indented underneath the forum where they are located.

Select the thread(s) to be moved.

Move Thread(s)

	Conversation	Authored By
<input checked="" type="checkbox"/>	Sharing personal videos as animated gifs 0 unread of 2 messages	Tiffany (Student)
<input type="checkbox"/>	Hello! 0 unread of 1 message	Tiffany (Student)

Check the box(es) for the conversation(s) to move.

Note: Check boxes are only available for conversations you have permission to move.

Above the list of conversations, select Move Thread(s).

Move Thread(s)

	Conversation
<input checked="" type="checkbox"/>	Sharing personal videos as animated gifs 0 unread of 2 messages

Select where to place the thread(s).

Move Thread(s)

The following conversation(s) will be moved from **Introductions** to the topic selected below:

- **Sharing personal videos as animated gifs**

1 ☐ Leave reminder about the move in the old topic

2 **Filter Topics**

By Name:

In Forum:

! Locked topics will not show up as available options

Topics (showing 6 of 6 topics)

- ☐ Introductions
- ☐ Week 1 - Cartoons & Memes
- 3 ☒ Week 2 - Popular animated gifs
- ☐ Group discussion - Advertising Discussion Group 1

After selecting the **Move Threads** button, a pop-up window will open with options pertaining to where you will move the selected thread(s). In the *Move Threads* window:

1. You may optionally select the check box to **Leave a reminder about the move in the old topic**. This will create a link in the old topic that takes you to a thread's new location. It is not selected by default.
2. You may filter topics by entering a topic's name in the *By Name* box or selecting a forum from the *In Forum* drop-down menu to find topics specific to that forum.
3. Select the radio button corresponding to the topic where the conversation belongs.

Confirm moving the thread(s).

Topics (showing 6 of 6 topics)

- ☐ Introductions
- ☐ Week 1 - Cartoons & Memes
- ☒ Week 2 - Popular animated gifs
- ☐ Group discussion - Advertising Discussion Group 1
- ☐ Group discussion - Advertising Discussion Group 2
- ☐ Confidential Topic

1 Cancel

Move Thread(s) to Selected Topic

2

Week 2 - Popular animated gifs

Included in the Full Description for this discussion topic is a picture of a cat playing a video

▶ [View Full Description](#)

Move Thread(s)

Moved conversation

Conversation

☐ ▶ [Sharing personal videos as animated gifs](#) 0 unread of 2 messages

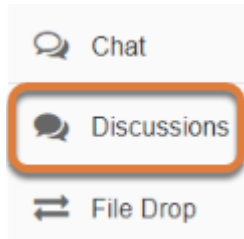
At the bottom of the *Move Thread(s)* window, select **Move Thread(s) to Selected Topic** to continue.

The *Move Thread(s)* window will close and you will be taken to the conversation's new topic.

How do I delete a topic?

If you have appropriate permissions in a discussion topic, you may delete it.

Go to Discussions.

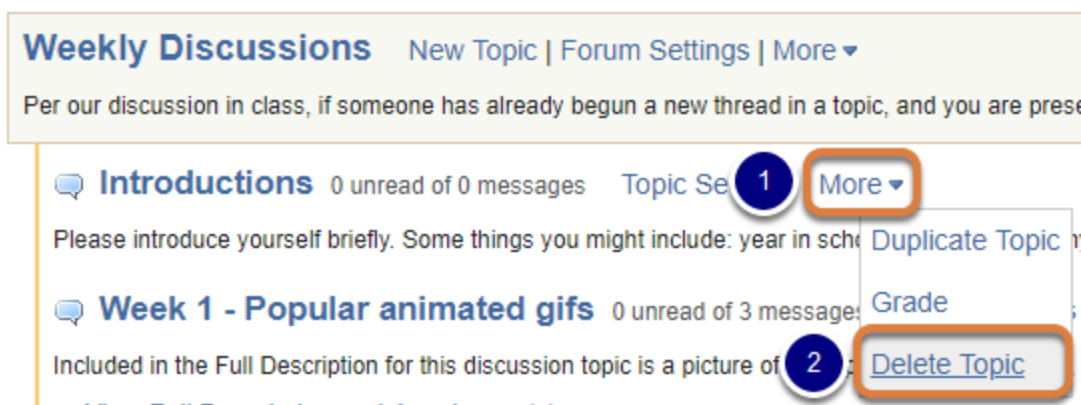


Select **Discussions** from the Tool Menu in your site.

Delete a topic from the Discussions main page.

Select More, then Delete Topic.

Forums



1. To the right of the topic, select the **More** link.
2. Select **Delete Topic**.

Confirm deleting the topic.

⚠ You are about to delete this topic and all of the messages associated with the topic.

🔒 **Introductions** (not moderated)

Please introduce yourself briefly. Some things you might include: year in school, area

▶ [Full Description](#)

Delete Topic

Cancel

You will be taken to a confirmation page with a warning: *You are about to delete this topic and all of the messages associated with the topic.* If you are sure you want to delete the topic, select **Delete Topic**.

⚠ **Warning:** You cannot restore a deleted topic or its posts.

View remaining forums and topics.

Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More](#) ▼

Per our discussion in class, if someone has already begun a new thread in a topic, and

💬 **Week 1 - Popular animated gifs** 0 unread of 3 messages To

Included in the Full Description for this discussion topic is a picture of a cat playing a

▶ [View Full Description and Attachment\(s\)](#)

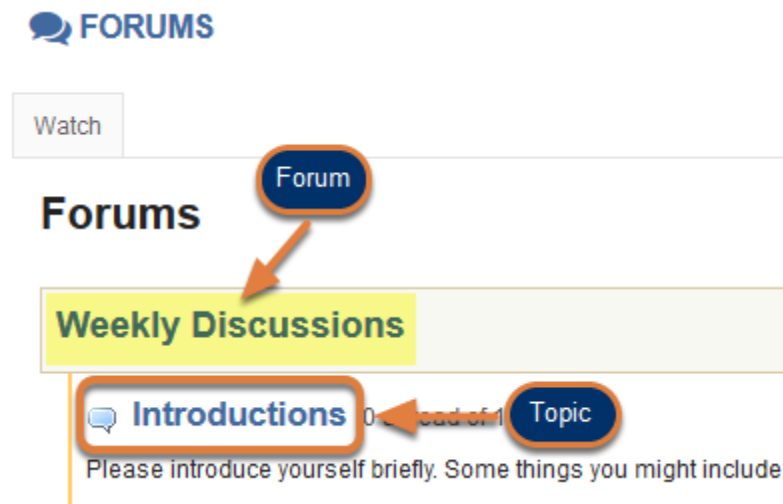
💬 **Week 2 - Cartoons... and other funny stuff!** 1 unread of

Submit links to/examples of your favorite online cartoons or memes and describe an

You will be returned to the *Discussions* main page with the deleted topic no longer present.

Or delete a topic from within the topic.

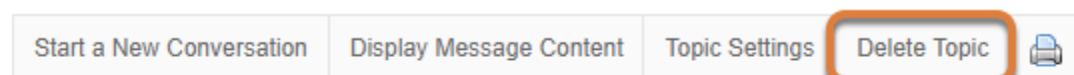
Select the topic to delete.



Select the **title of the topic** to delete.

Note: Topics are indented underneath the forum where they are located.

Select the Delete Topic tab.



[Forums](#) / [Weekly Discussions](#) / [Introductions](#) 

Confirm deleting the topic.

⚠ You are about to delete this topic and all of the messages associated with the topic.

🔒 **Introductions** (not moderated)

Please introduce yourself briefly. Some things you might include: year in school, area

▶ [Full Description](#)

Delete Topic

Cancel

You will be taken to a confirmation page with a warning: *You are about to delete this topic and all of the messages associated with the topic.* If you are sure you want to delete the topic, select **Delete Topic**.

⚠ **Warning:** You cannot restore a deleted topic or its posts.

View remaining forums and topics.

Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More](#) ▼

Per our discussion in class, if someone has already begun a new thread in a topic, and

💬 **Week 1 - Popular animated gifs** 0 unread of 3 messages To

Included in the Full Description for this discussion topic is a picture of a cat playing a

▶ [View Full Description and Attachment\(s\)](#)

💬 **Week 2 - Cartoons... and other funny stuff!** 1 unread of

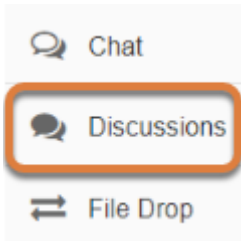
Submit links to/examples of your favorite online cartoons or memes and describe an

You will be returned to the *Discussions* main page with the deleted topic no longer present.

How do I delete a forum?

If you have appropriate permissions in a discussion forum, you may delete it.

Go to Discussions.

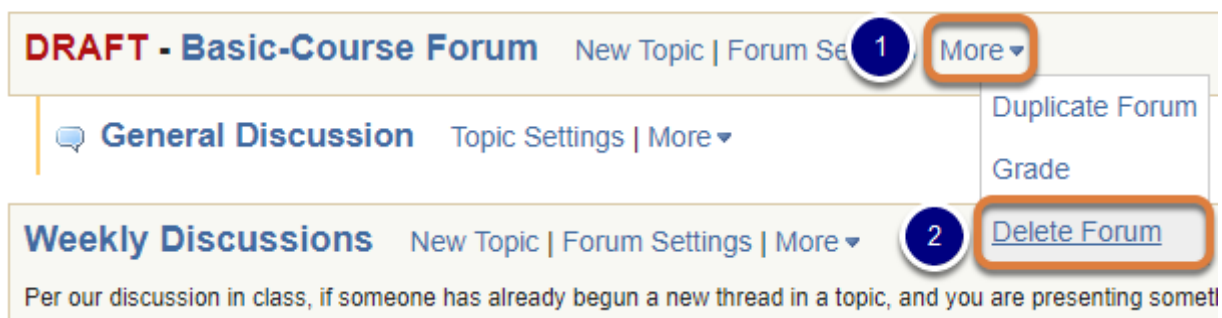


Select **Discussions** from the Tool Menu in your site.

Delete a forum from the Discussions main page.

Select More, then Delete Forum.

Forums



1. To the right of the forum, select the **More** link.
2. Select **Delete Forum**.

Confirm deleting the forum.

! You are about to delete all the topics and messages associated with the forum.

 **Basic-Course Forum** (not moderated)

► [Full Description](#)

Delete Forum

Cancel

You will be taken to a confirmation page with a warning: *You are about to delete all the topics and messages associated with the forum.* If you are sure you want to delete the forum, select **Delete Forum**.

! **Warning:** You cannot restore a deleted forum or its topics or posts.

View remaining forums and topics.

Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More](#) ▼

Per our discussion in class, if someone has already begun a new thread in a topic, and

 **Week 1 - Popular animated gifs** 0 unread of 3 messages To

Included in the Full Description for this discussion topic is a picture of a cat playing a

► [View Full Description and Attachment\(s\)](#)

 **Week 2 - Cartoons... and other funny stuff!** 1 unread of

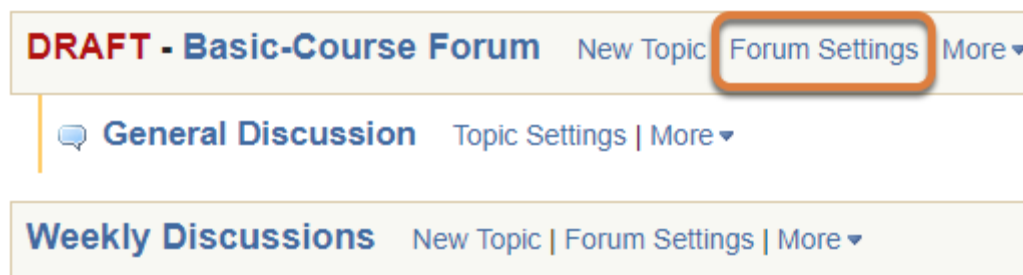
Submit links to/examples of your favorite online cartoons or memes and describe an

You will be returned to the *Forums* main page with the deleted forum no longer present.

Or delete a forum from the Forum Settings.

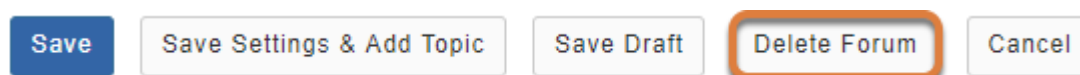
Select Forum Settings.

Forums



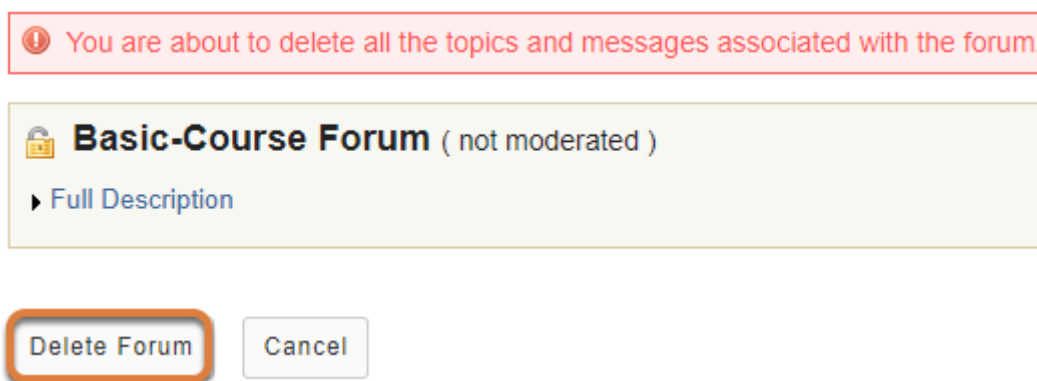
Select the **Forum Settings** link for the forum to delete.

Select Delete Forum.




Scroll down to bottom of the page and select **Delete Forum**.

Confirm deleting the forum.



You will be taken to a confirmation page with a warning: *You are about to delete all the topics and messages associated with the forum.* If you are sure you want to delete the forum, select **Delete Forum**.

 **Warning:** You cannot restore a deleted forum or its topics or posts.

View remaining forums and topics.

Forums

Weekly Discussions [New Topic](#) | [Forum Settings](#) | [More ▼](#)

Per our discussion in class, if someone has already begun a new thread in a topic, and

 **Week 1 - Popular animated gifs** 0 unread of 3 messages To

Included in the Full Description for this discussion topic is a picture of a cat playing a

► [View Full Description and Attachment\(s\)](#)

 **Week 2 - Cartoons... and other funny stuff!** 1 unread of

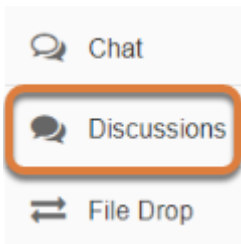
Submit links to/examples of your favorite online cartoons or memes and describe an

You will be returned to the *Discussions* main page with the deleted forum no longer present.

How do I modify forum Template Settings?

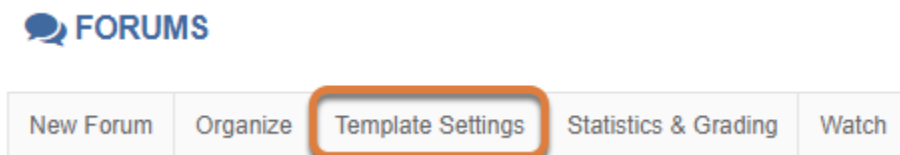
Template Settings control the default settings of each new forum created after the **Template Settings** have been changed. These settings can be overridden for a specific forum or topic by adjusting the **Forum Settings** or **Topic Settings**.

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Select the Template Settings tab.



Select Forum Posting settings.

Default Settings Template

Settings from this template will apply

Forum Posting

Moderate topics in forums

☐ Yes

☒ No

Require users to post before reading

☐ Yes

☒ No

The *Default Settings Template* allows you to enable the following *Forum Posting* options as default in newly created forums:

- **Moderate topics in forums:** This option means all messages posted within topics in this forum must be approved by the instructor or site administrator before they can be accessed by other members.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option for instructors who want students to respond to a discussion prompt before seeing other students' responses.

Select availability.

Availability

☒ Show immediately

☐ Specify dates to open (show) and/or close (hide)

The default option for forum availability is to **Show immediately**. You can also choose to **Specify dates to open (show) and/or close (hide)**.

If you specify availability dates for forums via the *Default Settings Template*, all topics and content in those forums will be hidden when the forums are not open. Alternatively, you can set [availability dates for individual forums](#) or [topics](#) to have each forum or topic open or close at different dates.

i Note: Choosing to **Specify dates to open (show) and/or close (hide)** is different from choosing to **Lock** a forum. Site participants will not be able to see a hidden forum at all, but they can read messages that were previously posted to topics in a forum you lock.

Select whether messages are automatically marked as read.

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

☐ Yes

☒ No

The default option for marking all messages in conversations as read is **No**, requiring site participants to mark each post as read after reading. Selecting **Yes** will **automatically mark all messages in a conversation**, or thread, as **read**, as soon as a participant accesses the conversation.

View Permissions.

▼ Permissions

The *Default Settings Template* allows you to set permissions for all forums created after the template is edited.

In most cases, the default forum permissions are appropriate. By default, instructors and site administrators are forum **Owners**, and all other site participants are **Contributors**. The forum owner may add and delete topics, modify permissions, edit the forum and topic descriptions, etc. Contributors may read, post and reply to messages. Contributors may also edit and delete their **Own** messages.

Modify Permissions.

▼ Permissions

Role	Permission Level
Former Student	<div>1</div> <div>Contributor</div> <div>Customize</div>
Instructor	<div>Owner</div> <div>2</div> <div>Customize</div>
Secondary Instructor	<div>Owner</div> <div>Customize</div>
Student	<div>Contributor</div> <div>3</div> <div><div><div><input type="checkbox"/> New Forum</div><div><input type="checkbox"/> New Topic</div><div><input checked="" type="checkbox"/> New Conversation</div><div><input checked="" type="checkbox"/> Reply</div><div><input type="checkbox"/> Post to Gradebook</div></div><div><div><input type="checkbox"/> Change Settings</div><div><input checked="" type="checkbox"/> Read</div><div><input checked="" type="checkbox"/> Mark as Read</div><div><input type="checkbox"/> Moderate Messages</div><div><input type="checkbox"/> Identify Anonymous Authors</div></div><div><div>Edit Messages</div><div><input type="radio"/> None</div><div><input checked="" type="radio"/> Own</div><div><input type="radio"/> All</div></div><div><div>Delete Messages</div><div><input type="radio"/> None</div><div><input checked="" type="radio"/> Own</div><div><input type="radio"/> All</div></div></div>

Forum permissions may be customized for different user roles, rosters, or groups within a site.

1. Select the drop-down menu next to each role or group to choose one of the pre-configured options (i.e. **Author**, **Contributor**, **None**, **Non-editing Author**, **Owner**, **Reviewer**).
2. Click the **Customize** button to the right to further expand the options for more granular custom permissions.
3. The default permissions allow contributors (the default role for students and collaboration site members) to post new conversations, read posts, reply to posts, mark posts as read, and edit and delete their own messages. You can add or revoke posting or reading privileges by selecting or deselecting the check boxes for those privileges. To prevent students from either editing or deleting their own messages, select **Customize** for the *Student* role, then select **None** under the *Edit Messages* or *Delete Messages* column.

Note: Group permissions display if [groups](#) have been created.

At the bottom of the page, select Save.

How do I watch or subscribe to forums?

The **Watch** option notifies you of recent posts on *Discussions*.

Note: New post notifications will be sent to your email address, not via the Messages tool.

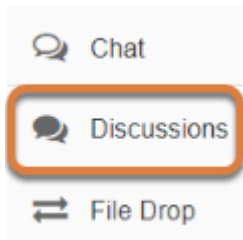
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

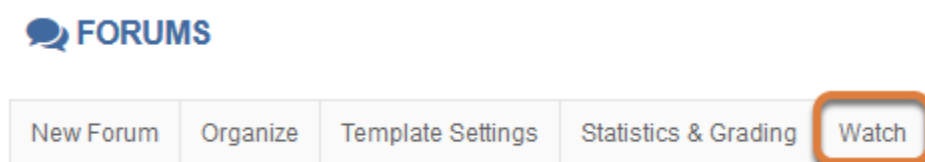
Step-by-Step Instructions

Go to Discussions.



Select **Discussions** from the Tool Menu in your site.

Select the Watch tab.



Choose your notification preference.

Watch Forums Options

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place.

- ☐ Send me an email whenever a new message is posted
- ☐ Send me an email when a conversation that I have contributed to receives a new message
- ☒ No notification

Select whether to receive email for every new message posted on the forums or every new message posted on a conversation to which you have contributed, or to turn off all notifications. The default is to receive **No notification**.

Select Save.

Tests & Quizzes

What is the Tests & Quizzes tool?

Tests & Quizzes allows you to create online assessments, including tests, quizzes, assignments with automatically-graded questions, and anonymous surveys, for delivery to students or other groups.

Tests & Quizzes offers many settings to control how assessments are delivered, such as dates and time limits, assessment layout, and feedback provided to participants.

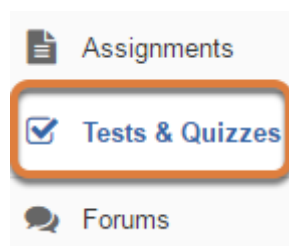
Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Tests & Quizzes Features

Tests & Quizzes allows [site administrators](#) to:

- Create online assessments, assignments, and surveys.
- Select from a wide variety of question types and automatic scoring settings.
- Randomize questions and/or answer options within questions.
- Create question pools to save and reuse questions.
- Automatically generate assessments from a random selection of questions in a question pool.
- Control access to assessments using dates and time limits.
- Release assessments to specific groups or anonymous users.
- Review submission scores and answer statistics.
- Grade by student or by question.
- Specify what types of feedback will be delivered and when.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes main page (Student View)

Assessments

1 Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 7	10 min	2018-03-19 11:59 PM
Quiz 8	10 min	2018-03-26 11:59 PM

2 Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores View Only Recorded Scores						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Essay Test*	n/a	85	Immediate			
			Feedback	85	n/a	2018-02-28 4:38 PM
Quiz 1*	n/a	n/a	Immediate			
			Feedback	n/a	2 min 7 sec	2018-03-02 11:11 AM

The student view of *Tests & Quizzes* includes two sections:

1. *Take an Assessment* - Assessments currently available for you to take, their time limit (if they have a time limit) and their due date/time,
2. *Submitted Assessments* - Assessments you have submitted, with scores and **Feedback** links if your instructor has made feedback available.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the *Due Date/Time* shown in red. Assessments which are not currently available do not show up in the *Take an Assessment* list at all.

For more information on taking assessments and viewing feedback, see:

- [Essential Tips for Taking Online Tests in UVaCollab](#)
- [How do I submit an assessment \(i.e., test or quiz\)?](#)
- [How do I view the feedback on my assessment \(i.e., test or quiz\)?](#)

Tests & Quizzes main page (Instructor View)

Assessments

Assessment Types

Question Pools

Event Log

User Activity Report

1

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

OR

Import from File (XML or ZIP)

Import

2

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
-- Select Action --	Essay Test	Tiffany Stull	2018-02-28 3:08 PM
-- Select Action --	Quiz 1	Tiffany Stull	2018-07-19 3:35 PM

The instructor view of *Tests & Quizzes* includes:

- Options for creating a new assessment,
- Two tabs that will include assessments which have been created and published: **Working Copies** (drafts that can be edited) and **Published Copies** (assessments that will be or have been made available to students).

For more information about authoring and administering assessments, see:

- [Best Practices for Delivering Online Tests & Quizzes](#)
- [How do I create an assessment in Tests & Quizzes?](#)
- [What types of questions can I incorporate into my assessments?](#)

Essential Tips for Taking Online Tests in UVACollab

Taking tests can be stressful and taking online tests can be especially so, particularly when technical issues arise. The following guidelines will help you avoid the most common technical difficulties while taking online tests in UVACollab and ensure that your work is submitted successfully.

Use a supported browser and close unneeded applications.



Using an unsupported browser or enabling browser add-ons can introduce unexpected behaviors, **including lost test answers!**

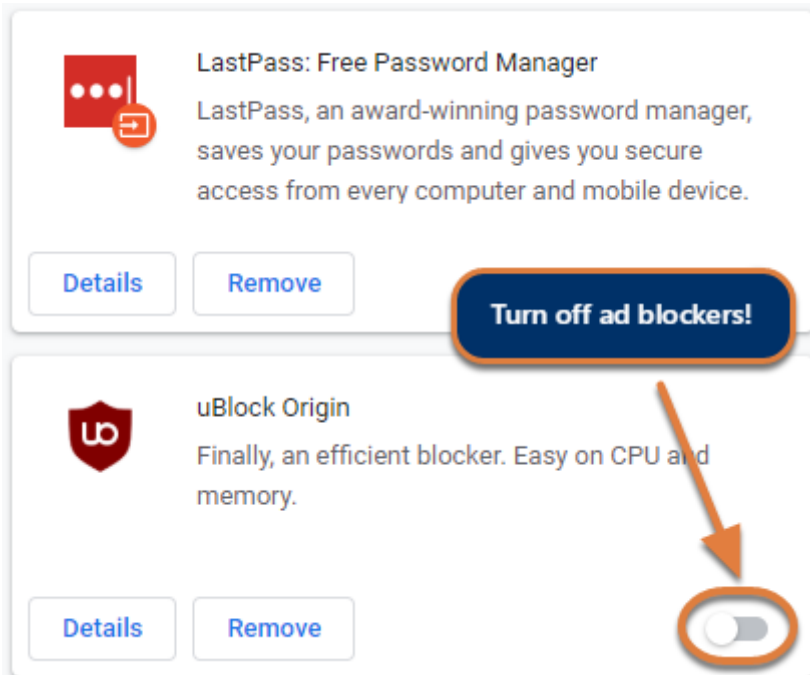
DO:

- Use a supported browser. **Google Chrome, Safari, or Internet Explorer** on **laptop or desktop computers** are the **ONLY** supported browsers for UVACollab. Browsers on **mobile devices** (phones and tablets) are NOT supported.
- **Close unneeded applications and processes** running on your computer to reduce network interference.

DON'T:

- Don't use Opera or another unsupported browser, such as a browser on a mobile device (phone or tablet), while taking a high-stakes test or exam! ***Problems with lost data have been reported by students who used unsupported browsers while taking online tests in UVACollab.***
- Don't use mobile devices to avoid submission problems.

Disable ad blockers and browser extensions.



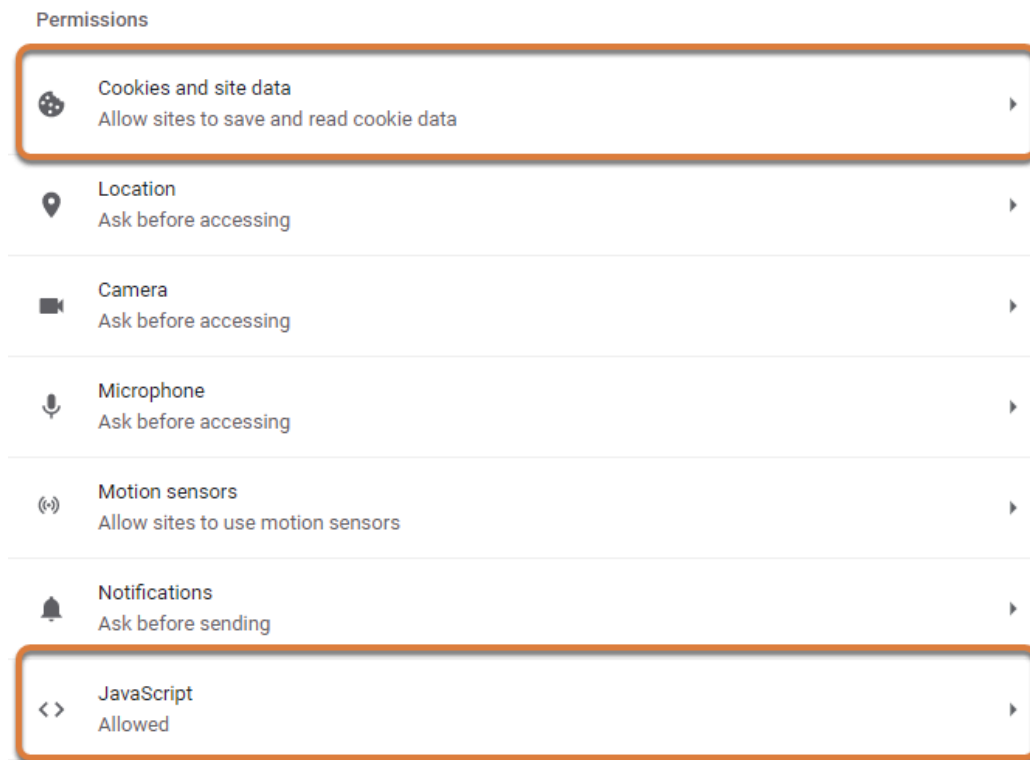
DO:

Temporarily disable browser add-ons, extensions, and plugins, **especially ad blockers**, before beginning an online test. Instructions to disable browser extensions can be found on the following web pages:

- [Google Chrome - Install and manage extensions \(opens new window\)](#)
- [Safari - Disable plug-ins \(opens new window\)](#)
- [Internet Explorer - Disable add-ons \(opens new window\)](#)

! IMPORTANT: Ad blockers may interfere with loading content in tests! Turn them **off** before your test to avoid issues!

Make sure JavaScript and cookies are enabled in your browser.



JavaScript is required for *Tests & Quizzes* to function correctly. If JavaScript is disabled in your browser, you are likely to encounter multiple issues with taking and submitting a test.

Additionally, if your instructor includes media such as audio or video files in your test, you will need to have cookies enabled in the browser for the media to display.

DO:

- **Before** starting a test, make sure JavaScript is enabled in your browser. Here's a website where you can check whether JavaScript is working, and find instructions to enable it if not: [Check or enable JavaScript \(opens new window\)](#).
- Follow the steps in [How do I enable cookies to view my media gallery?](#) to enable cookies in your browser.

Verify your internet connectivity.



Use the most reliable Internet connection available when you are taking an online test.

DO:

- Ensure that your computer and internet connection are configured correctly. See the [ITS Online Readiness Checklist \(opens new window\)](#) for more information. You can access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button to check the quality of your connection to UVA networks.
- Use [UVaAnywhere \(opens new window\)](#) for off-grounds connections before starting to take a test. This will ensure your [NetBadge session \(opens new window\)](#) doesn't expire during a test.
- Turn off cell phones and other network devices such as video game consoles, internet-capable TVs, etc., or set them to **Airplane mode** to reduce network congestion and interference. We also recommend asking others in your household **not** to use devices that will consume internet bandwidth while you are taking a test. **Note:** Some devices, such as video game consoles, may remain connected to the internet in sleep mode and continue to use internet bandwidth even when you don't realize it!

AVOID:

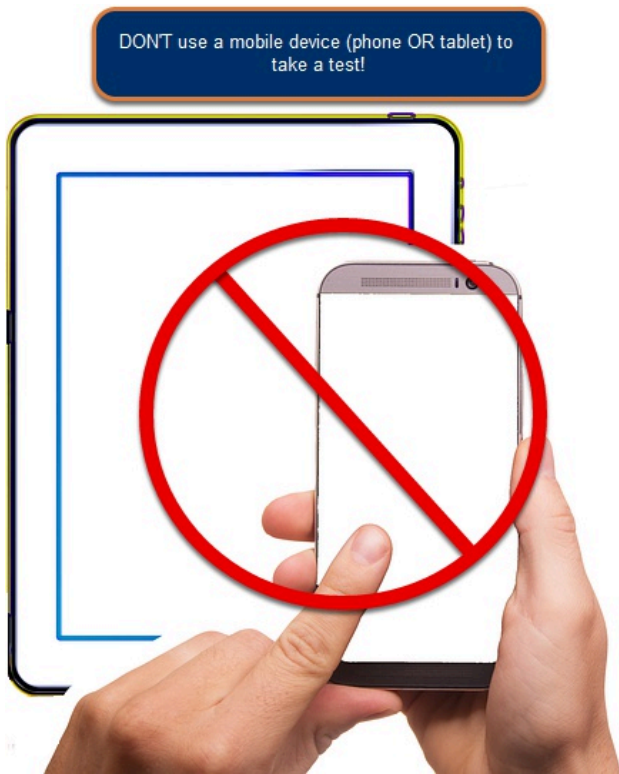
Avoid having multiple devices connected to the internet during a test.

What if I lose my network connection while taking a test?

If you lose network access while taking a test and there is still time left to complete it, return to the course site and go back into the test. You should be able to pick up where you left off.

! **Important: Unsaved** answers may be lost if your network connection is dropped.

Avoid Using Mobile Devices.



Tests & Quizzes does not yet have a mobile interface, therefore...

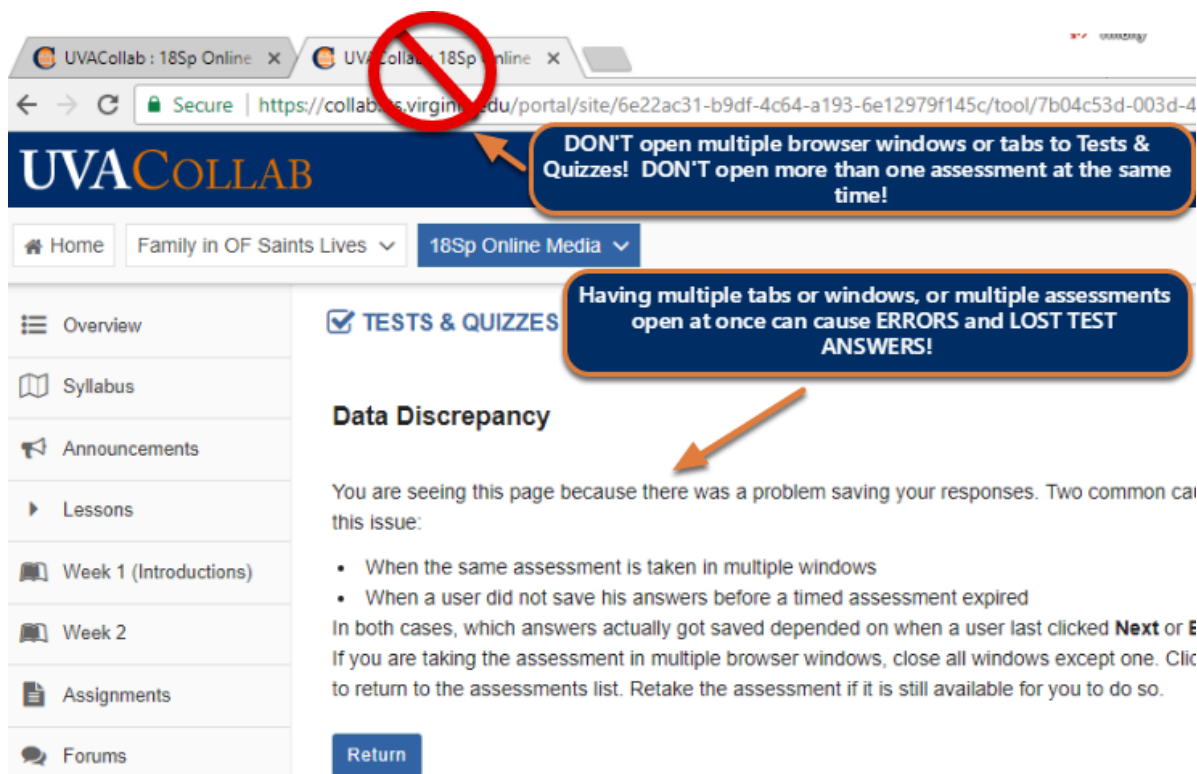
DO:

- Use a laptop or desktop computer instead of a mobile device (phone OR tablet) to take an online test or quiz.
- Ensure that all mobile devices are either **shut off** or in **Airplane mode**.

DON'T:

Don't use a mobile device to take an online test.

Preserve your submission answers - Don't open multiple browser windows or tabs!



Accessing *Tests & Quizzes* in multiple browser windows or tabs, or being logged into UVACollab on more than one device (computer or mobile device) at once, can result in completely losing your test submission answers!

Why is this important? Multiple browser windows or tabs share the same session to a test, thus a window or tab with no responses may auto-submit after you submit your answers in the primary window and overwrite your responses!

DO:

- Log out of UVACollab on ALL devices (computers and mobile devices) completely prior to taking an online test. On a laptop or desktop computer, open only ONE browser window or tab and log into UVACollab to access the test.
- **Submit OR Save and Exit** one test or quiz BEFORE starting another one!

DON'T:

Don't open more than one browser window or tab to *Tests & Quizzes* or to your online test while taking a test in UVACollab.

Taking an open resource test?

REMEMBER: You CANNOT have multiple windows open to *Tests & Quizzes*!

Trying to **review feedback from a previous assessment** while taking a test can cause **errors, including lost test answers!**

INSTEAD, BEFORE YOU START THE TEST:

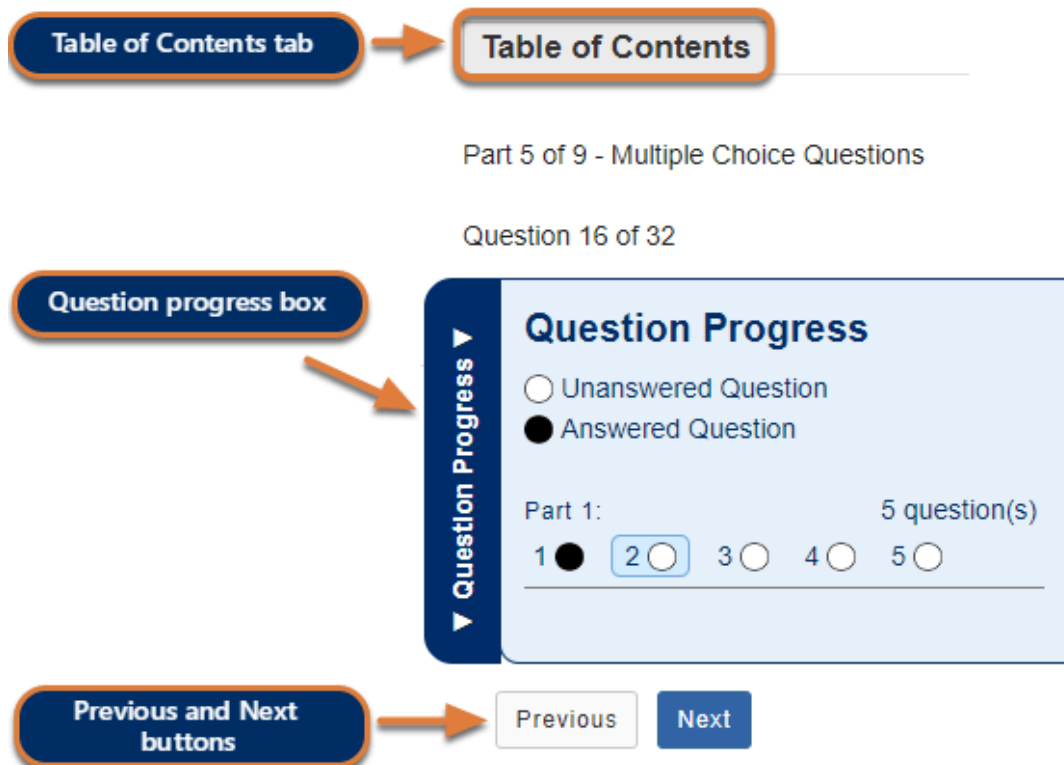
Save past Feedback as a PDF (See image below for screen shots of steps.)

1. Click the **Feedback** link for the previous assessment.
2. Using your internet browser's Print function, select **Print**.
3. Choose to print/save the page as a **PDF**.
4. On your local computer, **open the PDF, DO NOT** open a new window to *Tests & Quizzes*.

The screenshots show the following steps:

- Step 1:** A table with columns: Title, Statistics, Recorded Score, Feedback Available. It lists 'Essay Test*' and 'Quiz 1*'. The 'Feedback' link for 'Quiz 1*' is highlighted with a blue circle and the number 1.
- Step 2:** A browser's print menu is open. The 'Print...' option is highlighted with a blue circle and the number 2.
- Step 3:** A print dialog box is shown. The 'Save as PDF' option is highlighted with a blue circle and the number 3.
- Step 4:** A PDF document viewer is shown. The document content, which is the feedback for 'Quiz 1', is visible. A blue circle with the number 4 is placed over the viewer's toolbar.

Use the Built-in Navigation.



You can avoid losing your work or encountering errors by following these important navigation guidelines.

DO:

- **Use the built-in navigation** in *Tests & Quizzes* to move between screens.
- **Use the question links** in the *Table of Contents* or the **question progress box** to jump to a question.
- **Single-click** links and buttons and be patient while a new screen loads.

DON'T:

- **Don't use the browser's Back and Forward buttons** to navigate an online test. Using the browser's navigation can produce unexpected results, including loss of data!
- **Don't double-click** buttons and links! Double-clicking will actually slow down screen loads and could produce errors.
- **Don't navigate away from a test without saving or submitting your content!** A timer on a timed test will **NOT** pause if you exit the test, so be sure to return to your test as soon as possible if it is timed!

Save Your Work Often.



Save your work as you go to avoid lost work due to Internet connection interruptions or other technical issues.

DO:

- Select the **Save** button at the bottom of each screen after answering each question.
- **Save** your work **often**!

How often should I save my work?

If the test displays *one question per page*, your answer will be saved automatically when you select **Next** and move to the next question.

If the test displays *multiple questions on the same page*, scroll down to the bottom and **select Save periodically** to protect yourself from losing answers if a technical problem occurs.

If the test contains an essay question that takes time to answer, **select Save periodically** to save your work.

My test has a time limit. Will the timer continue to count down if I Save and Exit the test?

Be aware that the timer keeps running while you are out of the test, so try to return to the test as quickly as possible. If you are still taking a test when the timer expires, it will automatically save your answers and submit when the time limit is reached.

! Important: If you navigate away from the test screen without submitting and before the timer expires, any unsaved answers will be lost! Save your work often!

Verify Your Submission Confirmation Screen.

Submission Quiz 3

Course Name	18Sp Intro Writing Course
Creator	Tiffany Stull
Assessment Title	Quiz 3
Number of submissions remaining	0 out of 1
Confirmation Number	1787076-87111-tls6u-stu4-Thu Jul 26 16:02:44 EDT 2018
Submitted	07/26/2018

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

Upon selecting **Submit for Grading**, wait for the submission confirmation screen to appear to ensure that your submission was successful.

DO:

- Select the **Submit for Grading** button.
- Select the **second confirmation Submit for Grading** button on the *Assessment Submission Warning* screen.
- **Wait for the submission confirmation screen** to appear before closing your browser or navigating away from the test.

DON'T:

- **Don't navigate away** from *Tests & Quizzes* or close your browser before the confirmation screen appears.

Get Help.



Contact collab-support@virginia.edu as soon as you encounter an error or discover a problem with your online test submission.

DO INCLUDE:

- Your computing ID.
- The title of your course.
- The name of your instructor.
- The title of the test.
- The date and approximate time of your submission or occurrence of an issue.
- A description of the problem, to include the internet browser you are using, and its version (if known).
- Information about your internet connection speed, if the issue involves pages loading slowly. Access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button. Copy the details from the speed test, as well as the date and time of the speed test to include in your email.

How do I take a test, quiz, or survey?

When an assessment is available to take, you may be able to access the assessment in one or more of the following ways, depending on how your instructor set up the assessment:

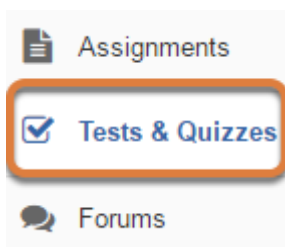
- [Go to the *Tests & Quizzes* tool \(assessments are typically accessed via *Tests & Quizzes*\).](#)
- [Select a link to the assessment embedded within another page of the site \(e.g., the *Syllabus* or *Lessons*\).](#)
- [Access a link your instructor provides in email.](#)

💡 To avoid potential problems during an assessment, it is recommended that you read and follow the [Essential Tips for Taking Online Tests in UVaCollab](#).

Access the assessment.

Access the assessment via the Tests & Quizzes tool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of the site.

Select the assessment.

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 3	10 min	2018-07-27 12:00 AM
Quiz 4	10 min	2018-08-06 11:59 PM

In the *Take an Assessment* section, select the **title** of the assessment.

- Note:** Assessments that are past the due date but still available for you to submit late will appear in the list with the *Due Date/Time* shown in red.
- Assessments which are no longer available do not display in the *Take an Assessment* list at all.

Access the assessment via a link in another tool (e.g. Syllabus, Lessons).

IMPORTANT: Don't forget to submit your midterm exam by the end of next week!



Instructors may create links to assessments in other tools in their site, such as *Syllabus* or *Lessons*. The image above shows an example of a link to an exam on a lesson page.

- Note:** An assessment accessed via a link on a lesson page may open:
- Within the lesson page window,
 - Or in a new browser window or tab.

Access the assessment via an email link.

Subject [18Sp Intro Writing Course] "Quiz 4" is available on 07/06/2018 05:10:00 PM

9:35 AM

To collab-tier2@virginia.edu★

Before starting this quiz, remember to review the Essential Tips for Taking Online Tests in the UVACollab Help as part of your study process!

"Quiz 4" is available on 07/06/2018 05:10:00 PM to the entire class at <https://collab.its.virginia.edu/samigo-app/servlet/Login?id=8a062e44-ee5e-47fe-805e-3ef261842ded1532698523712>

It is due 08/06/2018 11:59:00 PM.

The time limit is 0 hr, 10 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

Find this assessment at the "18Sp Intro Writing Course" site on <https://collab.its.virginia.edu/portal>.

An instructor may send an email notifying students when an assessment will be available. The email will contain a link to the assessment. At the **available** date indicated in the email, you can access the link in your internet browser and take the assessment.

You can see an example of an email sent from the *Tests & Quizzes* tool in the image above, with the link outlined in orange.

i Note: If you go to the link for an assessment that is not yet available to take, the following message will display: *You do not have permission to access this assessment. If you believe this is in error, please contact collab-support@virginia.edu or your instructor.*

Start taking the test or quiz.

Begin Assessment

"Quiz 4" for 18Sp Intro Writing Course

This assessment is **due Monday, 2018-Aug-06 11:59 PM**.

Once you click "Begin Assessment," you will have **10 minutes or until Monday, 2018-Aug-06 11:59 PM whichever is shorter** to complete this assessment. It will be **submitted at that time**, regardless of whether you have answered all the questions.

You can submit this assessment 1 time(s).

1



Honor Pledge: I will neither give nor receive aid on this assessment.

2

Begin Assessment

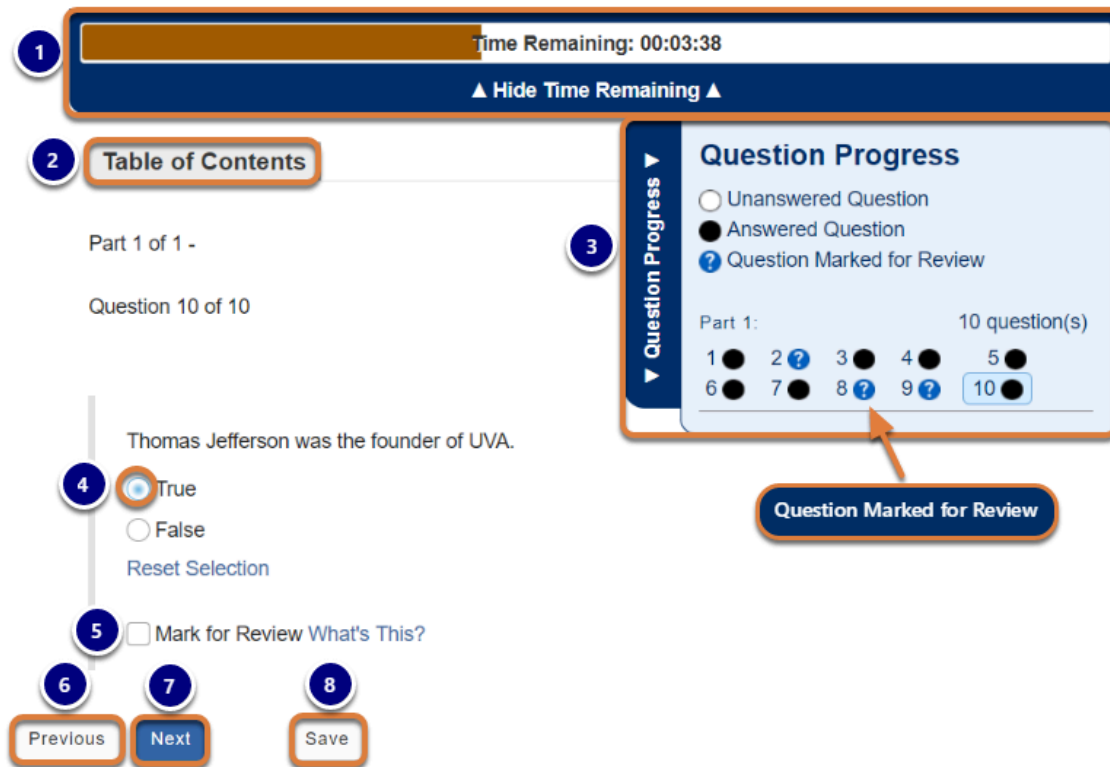
Cancel

The *Begin Assessment* screen displays information about the assessment, such as its due date, the time allowed for the assessment, and the number of submissions allowed. Instructors may include additional directions for test-takers on the *Begin Assessment* screen.

1. If an **Honor Pledge** check box displays, select the check box to agree to the Honor Pledge.
2. When you are ready to start your assessment, select **Begin Assessment**.

Important: Make sure that you are ready to begin your assessment before selecting **Begin Assessment**. If it is a timed assessment, you will need to submit it within the time limit or it will be automatically saved and submitted when the time expires. You **cannot** pause the timer once it starts.

Answer each question.



Depending on how your instructor has configured the assessment settings, one or more of the following may display:

1. **Timer Bar (Timed Assessments Only):**

- Displays the time remaining.
- Moves up and down as you scroll on the screen.
- To hide or show the timer bar, select **Hide/Show Time Remaining**.
- When 10% of the time is left on the assessment, an alert indicates how many minutes or seconds remain.

2. **Table of Contents** tab: Access the **Table of Contents** to view a summary of all questions and jump to a specific question in the assessment.

3. **Question Progress Bar:**

- Displays if the assessment includes one question on each page.
- Indicates how many questions are in each part of the assessment and which questions are answered or unanswered.
- To jump to a question, select a question number in the progress bar.
- To show or hide the progress bar, select the **Question Progress** tab.

4. **Question(s):**

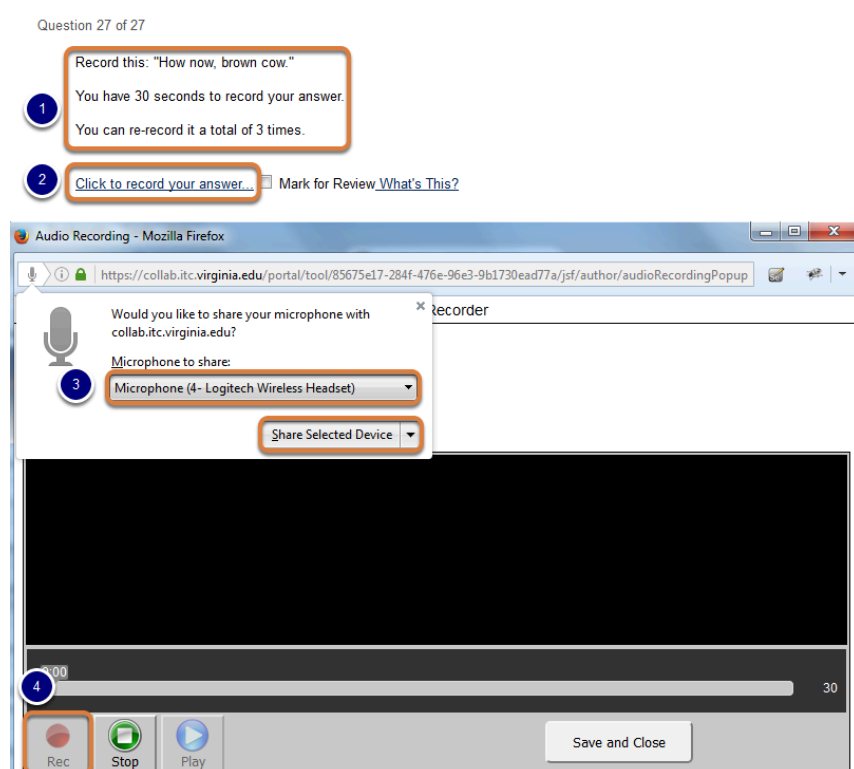
- One or more will display.
- Select your response(s) to each question or enter it in the field(s) provided.

5. **Mark for Review:**

- Select the check box to identify a question you may want to return to later to check your answer.
 - Marked questions will be indicated with question mark (?) icons in the **Question Progress Bar** and/or the **Table of Contents**.
6. **Previous** button: Saves your answer(s) and goes back to the previous question page.
 7. **Next** button: Saves your answer(s) and advances to the next question page.
 8. **Save** button: Saves your answer(s) and remains on the same screen.

Notes about specific question types:

Audio Recording Questions



Use the **Chrome** browser to record your response to an **Audio Recording** question. You will also need a working microphone and speakers to answer this question type.

1. Note the following limitations:
 - How much time you have to record your answer
 - How many times you can re-record the answer
2. Select the **Click to record your answer...** link to open the recording window.
3. Share your recording device:
 - A microphone should be selected by default. If your connected microphone is not selected, select the microphone from the drop-down menu.
 - Choose **Share Selected Device**.

4. Once a device is selected, the **Rec** button will become active and you can click it to start recording.

Numeric Response Questions

Accepted characters: numbers, decimal point markers (period or comma), sign indicators (-), spaces (e.g., as thousands separator, 5 000), "E" or "e" (used in scientific notation).

NOTE: For scientific notation, a period **MUST** be used as the decimal point marker.

Complex numbers should be in the form (a + bi) where "a" and "b" need to have explicitly stated values.

For example: {1+1i} is valid whereas {1+i} is not. {0+9i} is valid whereas {9i} is not.

Enter the correct numbers in the sequence below:

998, 999, , 1001,

Incorrect Answer - Comma is a decimal separator.

Correct Answer

Numeric Response questions require that you format your answers correctly. The **Accepted characters** list displays above every **Numeric Response** question.

Warning: Commas are decimal separators in many countries. Because UVACollab supports multiple languages, entering a **comma** in a **Numeric Response** question will work the same way as a **period**.

For example, entering **1,000** (with a comma after the **1** and before the **0s**) in a **Numeric Response** question is the same as entering the number **1.000** or **1**.

Fill-in-the-Blank Questions

Question 4 of 6

UVA was founded in this year:

Fill-in-the-Blank questions also require correct formatting for your answer to be marked as correct.

Your instructor can specify how strict the formatting should be for your response. **Fill-in-the-Blank** questions may be:

- **Case sensitive** - Uppercase and lowercase letters must be used correctly.
- **Mutually exclusive** - If there are multiple blanks in the same question, entering an identical answer in each blank will count the question as incorrect.

i Example of a mutually exclusive question:

Male and female children are also called ___ and ___.

Correct answer: boys and girls OR girls and boys

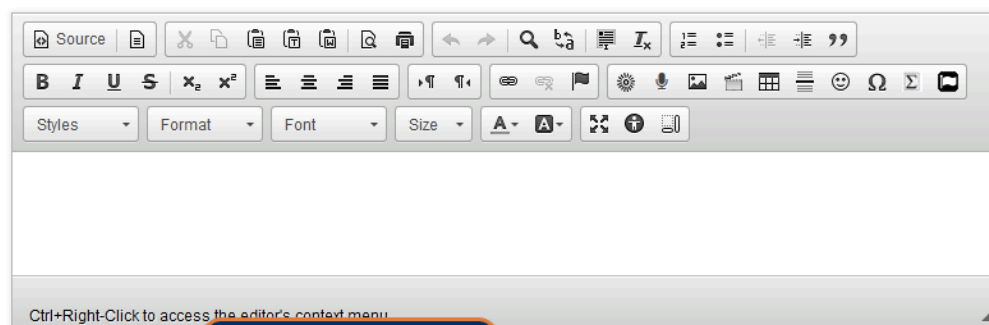
Half credit: boys and boys OR girls and girls

Short Answer/Essay Questions

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermark:

Maximum number of characters (including HTML tags added by text editor): 32,000



Save often when working on lengthy responses!

Previous Next Save Exit

When typing a response to a **Short Answer/Essay** question, remember to select **Save** often to save your work!

Saving your work will help preserve your data in the event of an [idle session timeout](#) or an interruption in internet connectivity.

Submit for Grading.

Question 6 of 6

10.0 Points

Thomas Jefferson was the founder of UVA.

☐ Mark for Review What's This?

1

PreviousNextSaveSubmit for Grading

Table of Contents Total Score: 100Points

Key:

☐ Unanswered Question

☒ Answered Question

☒ Question Marked for Review

Click on the arrow below to see or hide the list of questions

Part 1 - - 6/6 Answered Question, 100.0 Points

- 1. Select all the people below who were once students at UVA. (10.0 Points)
- 2. Thomas Jefferson was the founder of UVA. (10.0 Points)
- 3. Which of these is a building on grounds at UVA? (10.0 Points)
- 4. UVA was founded in this year: _____. (10.0 Points)
- 5. Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here. (50.0 Points)
- 2. _____ was the founder of UVA. (10.0 Points)

Submit for Grading Save


The **Submit for Grading** button displays in two places:

1. On the last page of the assessment,
2. On the *Table of Contents* page, if it was made available in the assessment settings.

When you have answered all of the questions in the assessment and are ready to turn it in, go to one of these pages and select **Submit for Grading**.

Confirm submission.

Assessment Submission Warning

 You are about to submit this assessment for grading.

Click **Submit for Grading** if you really want to submit for grading.

Otherwise, click **Previous** to return to the previous screen.

Course Name 18Sp Intro Writing Course

Creator Tiffany Stull

Assessment Title Quiz 4

Submit for Grading

Previous

You will be prompted to confirm that you are ready to submit the assessment.

Be sure to select **Submit for Grading** on the *Assessment Submission Warning* screen to finalize your submission!

View Submission Information and exit the assessment.

Submission Quiz 4

Course Name	18Sp Intro Writing Course
Creator	Tiffany Stull
Assessment Title	Quiz 4
Number of submissions remaining	0 out of 1
Confirmation Number	1787130-87273-tls6u-stu2-Fri Jul 27 09:57:52 EDT 2018
Submitted	07/27/2018

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

Once you submit, you will be taken to a *Submission Information* page with a *Confirmation Number* for your submission.

Depending on how you accessed the assessment, do one of the following to exit it:

- Accessed via the *Tests & Quizzes* tool - Select **Continue** to return to the *Tests & Quizzes* page.
- Accessed via a link on a lesson page, which opened the assessment within *Lessons* - Select **Return to Lessons**.
- Accessed via a link and the assessment opened in its own tab or window - Close the tab or window in which it was open.

Best Practices for Delivering Online Tests & Quizzes

Observing the following best practices will help to ensure the successful delivery of online tests to your students.

Offer a Practice Test.

DO:

- Offer a practice test to your students each semester to acquaint your students with the process of accessing, taking, and submitting tests.
- Include the types of questions you will ask on a real test or quiz, e.g., multiple choice, true/false, short answer/essay, etc.
- If you plan to include attached files or images, or LaTeX math in your real test, include these in the practice test as well.
- Use settings similar to those you will use on a real test or quiz, e.g., timed tests vs. untimed tests, multiple vs. single submissions allowed, etc.
- If you plan to use the **student audio response** question type, create a practice test that will allow students to test their microphone and speakers before launching the real exam.

DON'T:

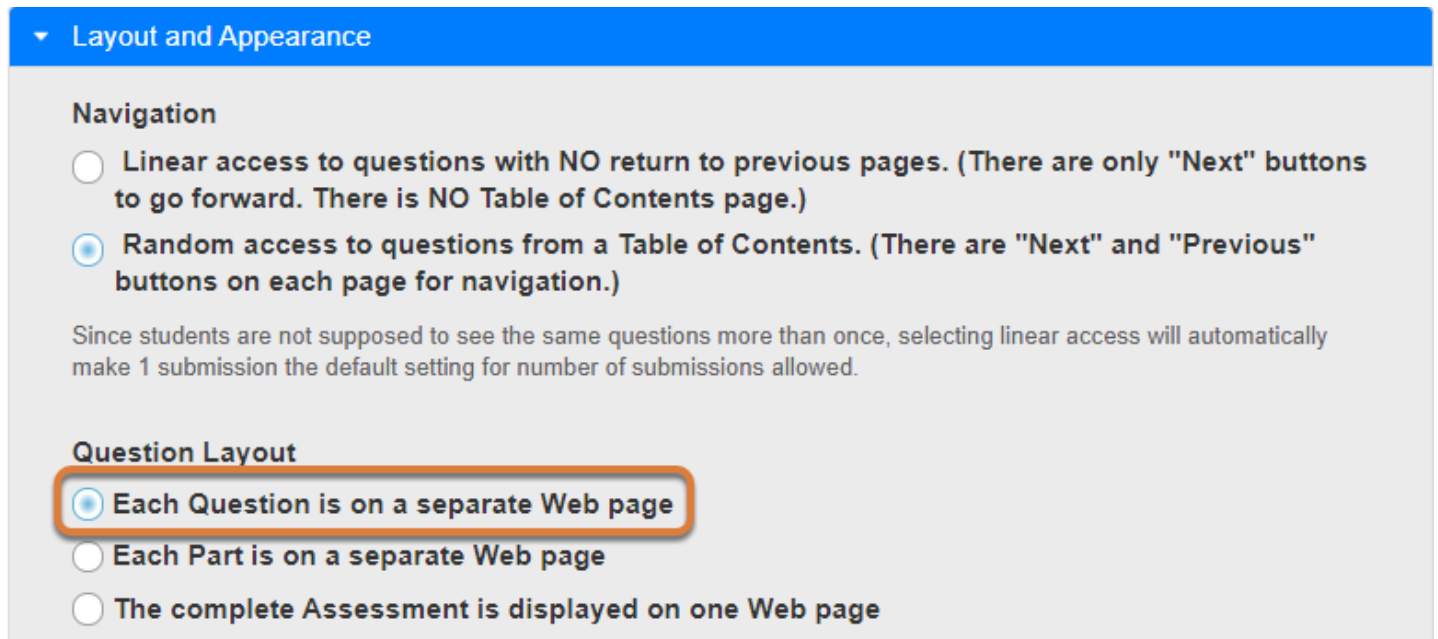
Don't assume your students are familiar with taking online tests using the *Tests & Quizzes* tool!

Request a Review of Your Test Settings.

DO:

- Invite the UVACollab support team (collab-support@virginia.edu) to review your settings before you publish your test to avoid unexpected outcomes. [Email us](#) with the **title of your site and assessment**, and we'll be happy to look it over for you!
- Enable the option to **display each question on a separate web page** to force saving answers when students advance to the next question. (Recommended setting.)

Use the recommended layout setting of one question per page.



Layout and Appearance

Navigation

☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

☒ Each Question is on a separate Web page

☐ Each Part is on a separate Web page

☐ The complete Assessment is displayed on one Web page

The default layout setting to display **Each question on a separate Web page** is ***strongly recommended*** for the following reasons:

- **Students' answers will be saved** as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons. This **greatly reduces** the risk of losing their answers if they experience an interruption in their internet connectivity or other issue.
- Each page will take **less time to load** with one question on it.

Important: Any questions that include file attachments, images, or embedded audio or video files should be placed on their own web page, as having multiple embedded media items on a page may make the page fail to load on a poor internet connection.



Tip: If you have any questions about layout settings in your test (for example, if you need to group together a couple questions on a page with a reading passage using [assessment parts](#)), please [email the UVACollab support team](#) with the **title of your site and assessment** so we can assist you.



Don't make the exam window too short.

▼ Availability and Submissions

Assessment released to: Entire Site ▼

The number of submissions allowed: ☐ Unlimited ☒ Only 1 submissions allowed

It is available: 04/04/2020 12:00 am  

It is due: 04/04/2020 11:59 pm   and has a time limit of ☒ 01 hrs. 30 min.

Late submissions accepted? ☒ No, not after due date ☐ Yes, until

Students get one chance to submit after due date if they haven't already submitted.

The quality of student internet connections will vary by service provider, time of day, and competing activity on their network. For this reason, we recommend leaving several hours between the **available date** and **due date** to allow students to start a test at a time when their internet connection is more stable. If you need to restrict the amount of time allowed to take the test, set a time limit (described below).

Set a time limit.



Settings - Final Exam



► About this Assessment

▼ Availability and Submissions

Assessment released to: Entire Site ▼

The number of submissions allowed: ☐ Unlimited ☒ Only 1 submissions allowed

It is available: 12/18/2019 09:00 am  

It is due: 12/18/2019 11:00 am   and has a time limit of ☒ 02 hrs. 00 min.

To restrict the amount of time a student has to complete a test, you may enable a **time limit** in the settings.

Advantages of a time limit:

- A bar indicating how much time is left displays to students during the test. The time remaining is restricted by the latest submission date allowed for the test (the **due date**, or if late submissions are allowed, the **late submissions accepted until** date).
- When the time is up, a student's work in progress will be automatically **saved and submitted**.

i Note: Enabling the **Autosubmit** feature is **not** recommended for tests with a time limit because autosubmit does **not** save students' work before submitting. It only submits work that students saved **before** the latest submission date allowed for the test.

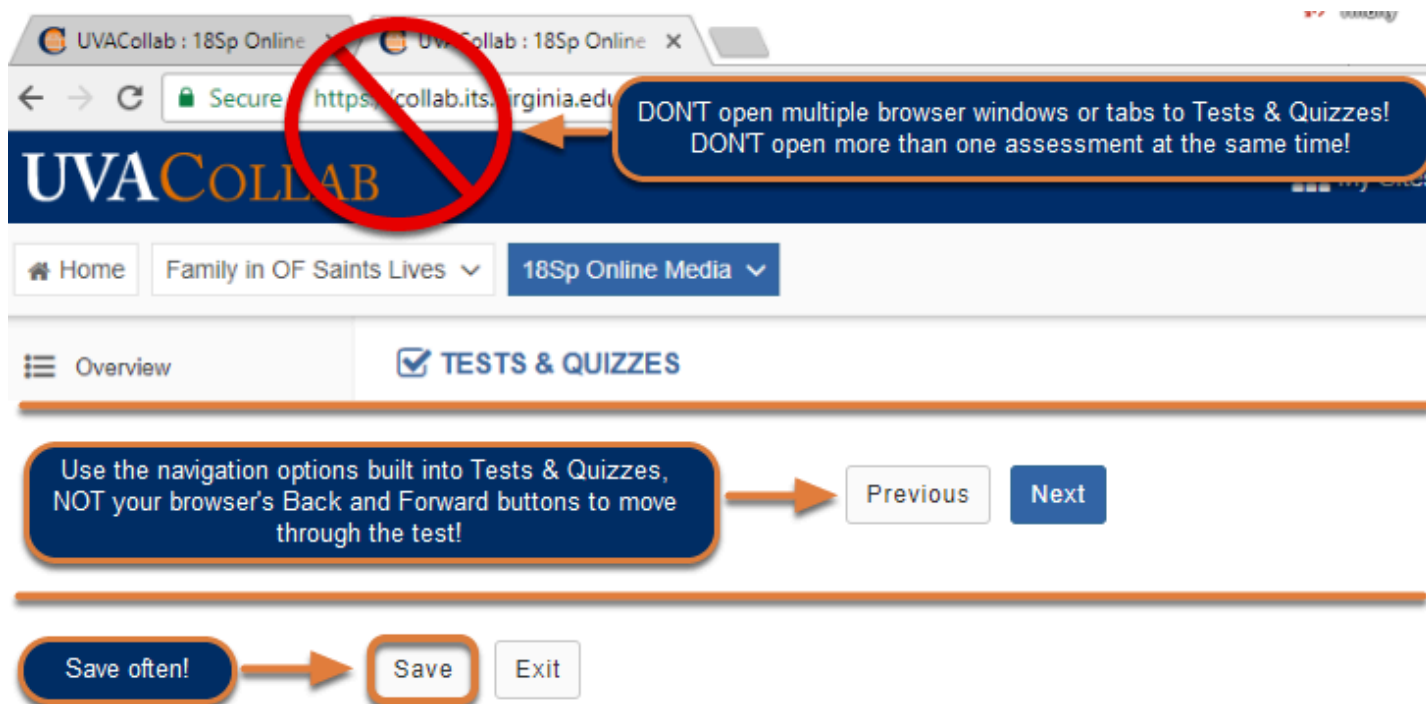
Make sure accessibility accommodations are in place.



If a student has a special need for online tests, such as a requirement for extra time or alternative text for images, coordinate with the [Student Disability Access Center \(opens new window\)](#) to ensure that everything is set up for the student to take the test.

To allow for time or date accommodations, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

Remind Students to Observe Essential Test-Taking Tips.



BEFORE EVERY TEST, REMIND YOUR STUDENTS TO:

- Review and observe the [Essential Tips for Taking Online Tests in UVACollab](#) to avoid technical issues and improve probability of successful submissions.
- Verify they have a **stable network connection** before starting a test.
- Set their phones in **Airplane mode** to minimize load on the wireless network while test-taking.
- **Shut down all other applications & activities** on their computer during a test.
- These tips are useful for instructors, too!

WARN YOUR STUDENTS:

- **Don't use mobile devices to take tests!**
- **Don't open multiple browser tabs or windows to the *Tests & Quizzes* tool** while taking a test! Doing so can **cause errors**, including **lost test answers!**
- **Don't use the browser's Back or Forward buttons** to navigate an online test. Using the browser's navigation can produce unexpected results, including **lost answers!**
- **Don't double-click buttons and links!** Double-clicking will actually slow down screen loads and could produce errors.
- **Don't navigate away from a test without saving or submitting your content!** A timer on a timed test will **NOT** pause if you exit the test, so be sure to return to your test as soon as possible if it is timed!

Offering an open resource test?

REMEMBER: Students cannot have multiple tabs or windows open to *Tests & Quizzes*!

Trying to **review feedback from a previous assessment** while taking a test can cause **errors, including lost test answers!**

INSTEAD, BEFORE THEY START THE NEW TEST:

Save past Feedback as a PDF (See image below for screen shots of steps.)

1. Click the **Feedback** link for the previous assessment.
2. Using their internet browser's Print function, select **Print**.
3. Choose to print/save the page as a **PDF**.
4. On their local computer, **open the PDF, DO NOT** open a new window to *Tests & Quizzes*.

The screenshots illustrate the process of saving feedback as a PDF:

- Step 1:** A table showing assessment results. The 'Quiz 1' row has a 'Feedback' link circled in red.
- Step 2:** A browser's print menu is open, with the 'Print...' option circled in red.
- Step 3:** A print dialog box is shown, with 'Save as PDF' selected and circled in red.
- Step 4:** The resulting PDF document is displayed, showing the quiz question and the user's answer.

Get Help.



Contact collab-support@virginia.edu if you have questions or need assistance with *Tests & Quizzes*, or if you discover a problem with an online test submission.

If you are reporting an issue for a student, please include as many details as possible. Helpful information would include each student's name, UVA computing ID, the internet browser they are using, and its version (if known).

DO INCLUDE:

- Your UVA computing ID.
- The title of your course.
- The title of the test.
- The date and approximate time of the occurrence of an issue.
- A description of the problem.
- If a student has encountered an issue, the student's name and UVA computing ID.
- If a student has encountered an issue, any information they can provide regarding the issue, to include the internet browser they are using, and its version (if known).
- Information about your or the student's internet connection speed, if the issue involves pages loading slowly. You or the student can access the [UVA Speed Test \(opens new window\)](#) and select the **Go** button. Copy the details from the speed test, as well as the date and time of the speed test to include in your email.

Frequently Asked Questions about Tests & Quizzes

This article lists the most frequently asked questions about features in *Tests & Quizzes*, with links to articles that describe how to use these features.

I just want students to download my exam and upload their answers! How can they do that?

Question 1 of 1

50.0 Points

Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here.



Exam1Instructions-Prompts.doc 46 KB

File:

Browse...

Upload

You may create an entire assessment as a single document, such as a Word file, and require students to download the document, enter their answers using an application on their computer, then save and upload back the modified file.

To do this, add a **file upload** question to your assessment, as described in [How do I create a file upload question?](#) While creating the question:

1. For the *Answer Point Value*, enter the total point value desired for the assessment.
2. In the question text, give students instructions to download the attached document, answer the questions, and upload back their response, for example:

"Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here."

3. Use the **Add Attachments** button to attach a file with the questions.

How do I add an image in a test question?

Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)



- ☒ A. European Union
- ☐ B. United Kingdom
- ☐ C. United States of America
- ☐ D. France

Follow the steps in [How do I add an image in an assessment question?](#)

How do I randomize questions and answers within my test?

Question Ordering

- ☐ As listed on Assessment Questions page
- ☒ Random within Part

There are three options for randomization within an assessment:

1. **Randomize multiple choice answers:** You may randomize the order in which multiple choice answers appear. Answer randomization must be set on a per-question basis when you are creating or editing the question, as some instructors include answer options like **A and B are correct** or **None of the Above** where randomization doesn't work. You can find steps to randomize answers in [How do I create a multiple choice question?](#)
2. **Randomize question order:** You may randomize questions in an assessment [part](#). Please see [How do I use and edit assessment parts?](#)

3. **Create a random question set:** If you have a set of questions that all test the same knowledge, and should be worth the same point value as one another, you may add those questions to a [question pool](#). Then, you may create a [part](#) in your test where questions are [randomly drawn](#) from the question pool. For example, if you create a pool of 50 questions, 25 questions could be randomly selected from those 50 each time a student takes the exam. You can find information about setting up a random question set in the following articles:
- [What is a question pool?](#)
 - [How do I add a question to a question pool?](#)
 - [How do I set up a random question set?](#)



Note: Answer options in **matching questions** are always randomized automatically. See [How do I create a matching question?](#) for more information.



How do I restrict when a test can be taken, and the time allowed?



▼ Availability and Submissions

Assessment released to:

The number of submissions allowed: ☐ Unlimited ☒ Only submissions allowed

It is available:  

It is due:   and has a time limit of ☒ hrs. min.

Late submissions accepted? ☐ No, not after due date ☒ Yes, until  

Students get one chance to submit after due date if they haven't already submitted.

Use an assessment's **Settings** to specify when it will be available for students to take and how much time they have to complete the assessment from the moment they start it. You can find detailed steps in the following articles:

- [How do I inspect and adjust the settings of an assessment?](#)
- [What are the Availability and Submissions options for an assessment?](#)

How do I give students extra time or different dates on an

exam?

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	Modified Date
-- Select Action --	History of UVA Quiz 1	Active	0	0	Entire Site	2020-03-26	2020-03-30	Tiffany Stull	2020-03-26 5:04 PM
-- Select Action --	History of UVA Quiz 1 - Extra Time	Active	0	0	1 Selected Group <ul style="list-style-type: none">Extra Time	2020-03-26	2020-03-30	Tiffany Stull	2020-03-26 5:03 PM

If some students in your class need accommodations for extra time on an exam, or if you want to release an exam to different groups of students in your site at different times, you can do that by following the steps in [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

What types of questions can I incorporate into my assessments?

Below is a quick reference list of the different types of questions you can add to assessments, with links to articles on how to create each type of question.

For more information on authoring assessments, see [How do I create an assessment in Tests & Quizzes?](#)

***Note:** The images below show how the questions are presented to students when they take the test.*

Multiple Choice

Multiple Choice, Single Selection

Choose the correct noun to complete the sentence: "Je veux manger parce que j'ai..."

- ☐ A. soif
- ☒ B. faim
- ☐ C. peur

Multiple Choice, Multiple Selection

Which of the following are even numbers? Select all the correct answers.

- ☐ A. 3
- ☒ B. 2
- ☐ C. 15
- ☒ D. 6
- ☒ E. 12

A [multiple choice](#) question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or allow multiple selections for a correct answer.

True False

Thomas Jefferson is the founder of UVA.

- ☒ True
☐ False

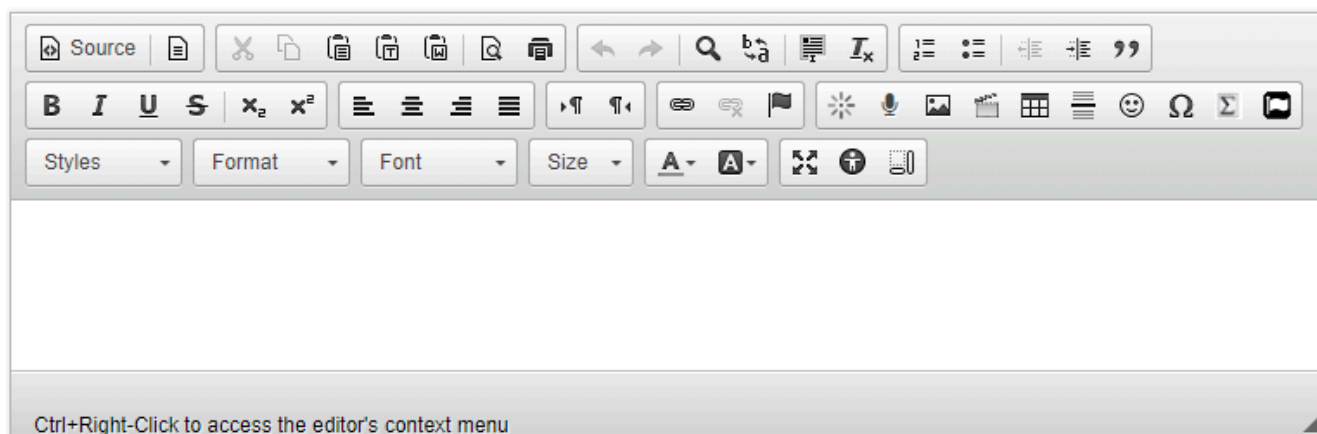
A [true false](#) question requires students to indicate whether a statement is true or false.

Short Answer/Essay

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)

Maximum number of characters (including HTML tags added by text editor): 32,000




A [short answer or essay](#) question requires students to enter an answer in the [Rich-Text Editor](#). They can enter text or embed links, images or other media.

Note: Short answer or essay questions must be manually graded.

File Upload

Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here.

 [Exam1Instructions-Prompts.doc](#) 46 KB

Click "Browse" to locate your file and then click "Upload" to upload your file.

(Maximum file size: 40MB)

File:

No file selected.

A [file upload](#) question requires students to upload a file for their response. For example, create an essay question using the file upload question type to have students submit a Word document containing their response.

 **Note:** File upload questions must be manually graded.

Matching

Match the types of output with the software you use to create them.

- A. Word
- B. Powerpoint
- C. Excel
- D. None of the Above

Matching Items

A	▼	1. Papers
C	▼	2. Spreadsheets
B	▼	3. Presentations
select	▼	4. Fun internet games

select

A

B

C

D

A [matching](#) question includes a numbered list of choices and a corresponding drop-down list of matches.

Fill in the Blank

Susan has two kids, a sister and a brother. One child is a

girl

 and one is a

A [fill in the blank](#) question presents students with a sentence or paragraph that includes text boxes where they will enter missing text.

Numeric Response

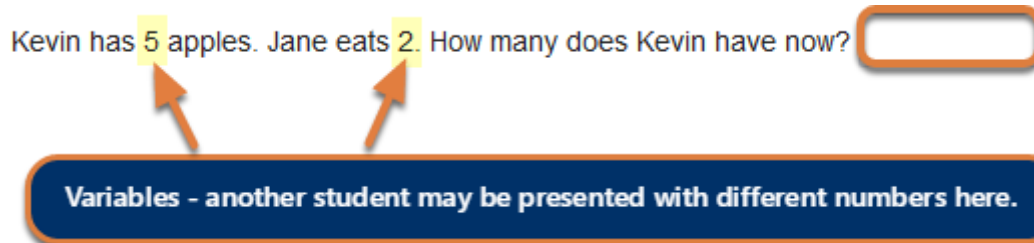
[Click to see additional instructions](#)

Enter the correct numbers in the following sequence:

2, 4, , 8, , 12

A [numeric response](#) question is similar to a fill in the blank question; numeric response presents students with a sentence, paragraph, or formula that includes text boxes where they must enter numbers to fill in the blanks.

Calculated Question



A [calculated question](#) includes variables randomly pulled from a range you specify. It is similar to numeric response in that it presents students with a sentence, paragraph, or formula that includes text boxes where they must enter numbers to solve the problem.


Student Audio Response

Record this: "How now, brown cow."

You can re-record as many times as you like.



A [student audio response](#) question requires students to record audio for their answer using a microphone. Students must select a link to open the audio recorder.


 **Note:** Student audio response questions must be manually graded.

Survey

I learned a great deal in this course.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Undecided
- ☒ Agree
- ☐ Strongly agree

A [survey](#) question can have a simple yes or no response, or require participants to select a response from a range of options, such as strongly disagree to strongly agree or a scale of 1-5.

 **Note:** Survey questions cannot be graded; they will always be worth 0 points in a graded assessment.

Survey - Matrix of Choices

For each of the following course elements state whether you

5. Strongly agree that it helps you learn
4. Agree that it helps you learn
3. Neither agree nor disagree that it helps you learn
2. Disagree that it helps you learn
1. Strongly disagree that it helps you learn

Select the appropriate number for each course element

	5	4	3	2	1
Class activities and exercises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lecture videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab quizzes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Textbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA office hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor office hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A [survey - matrix of choices](#) question provides participants with a table where they must select options for each row from corresponding columns.



Note: To award students points for responding to a survey - matrix of choices question, it must be manually graded.

How do I create an assessment in Tests & Quizzes?

The *Tests & Quizzes* tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests or assignments, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to the *Gradebook*.

The following steps are required to create an assessment and make it available to students:

1. [Begin creating the assessment, or import an assessment from a file.](#)
2. [Add at least one question to your assessment.](#)
3. [Configure assessment settings.](#)
4. [Publish the assessment.](#)

This article discusses the first step above: creating an assessment.

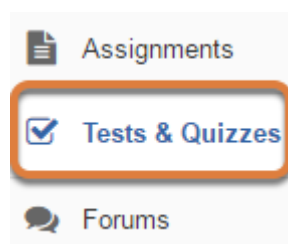
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Create an Assessment.

The screenshot displays the 'Create an Assessment' interface. On the left, under the heading 'Create from Scratch', there is a form with the following elements: an 'Assessment Title' text input field; two radio button options, 'Create using assessment builder' (selected) and 'Create using markup text', with the first option highlighted by a blue circle with the number '1' and the second by a blue circle with the number '2'; a 'Choose assessment type (optional)' dropdown menu currently showing 'select'; and a blue 'Create' button at the bottom. On the right, separated by the word 'OR', is the 'Import from File (XML or ZIP)' section, which contains a blue circle with the number '3' next to a blue 'Import' button.

You can add an assessment in one of three ways:

1. [Use the assessment builder to create the assessment \(below\)](#) - This is the most commonly used method. The first step is to title your assessment. After entering a title, you are taken to the question editing screen to begin adding questions.
2. [Create an assessment using markup text or cut and paste](#) - This option allows you to type questions or cut and paste them from a text file or Microsoft Word document into a text box. Questions must be formatted in the same way as the examples provided on the *Create Assessment/Question Pool* page where you enter the questions. After the questions are added, you can use the assessment builder to edit them and select additional question settings.
3. [Import an assessment from a file](#) - If you have a format-compliant assessment file that was exported from a UVACollab site, provided by a textbook publisher, or authored in another learning management system such as Blackboard or Moodle, you may be able to use the import feature to import it into your site for editing and use.

Create an assessment with the assessment builder.

Create an Assessment

OF

The screenshot shows a light blue form titled 'Create an Assessment'. It contains the following elements:

- Create from Scratch**: A section header.
- Assessment Title**: A text input field containing 'Quiz 1', highlighted with a blue circle and the number 1.
- Create using assessment builder**: A radio button option, highlighted with a blue circle and the number 2.
- Create using markup text**: A radio button option.
- Choose assessment type (optional)**: A dropdown menu with 'select' as the current selection.
- Create**: A blue button, highlighted with a blue circle and the number 3.

At the bottom of the form, there are two tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'.

1. In the *Create from Scratch* box, enter an **Assessment Title** for your new assessment.
2. By default, the **Create using assessment builder** option is selected. When using the assessment builder, you create questions one by one. Alternatively, if you have already written assessment questions in a word processing program such as Microsoft Word, you may be able to create your assessment more easily by cutting and pasting the questions as described in the article [How do I create an assessment using markup text or cut and paste?](#)
3. Select **Create**.

Note: You cannot have more than one assessment with the same title.

Start adding questions.

Questions: Quiz 1

0 Existing Questions - 0 total points

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

Part ▼ Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Add Question ▼

[Update Points](#)

[Update Order](#)

You will be taken to the *Questions* screen. For the next step in creating your assessment, see [How do I add a new question \(with the assessment builder\)?](#)

How do I create a new assessment using markup text or cut and paste?

If you have created an assessment in a word processing program or text editor such as Microsoft Word or Notepad, you can use the **markup text** option to copy and paste your text and create assessment questions from it.

***Note:** In order to create an assessment using markup text, you will need to format questions per the instructions provided on the Create Assessment/Question Pool screen where you enter the question text.*

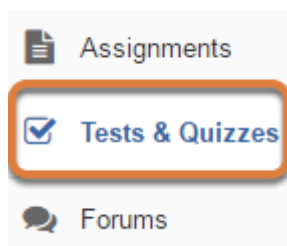
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Create your assessment.

The screenshot shows a light blue box titled "Create an Assessment". Inside, the section "Create from Scratch" is highlighted. Step 1 points to the "Assessment Title" field, which contains "Quiz 1". Step 2 points to the "Create using markup text" radio button, which is selected. Step 3 points to the "Create" button. Below the radio buttons is a dropdown menu labeled "Choose assessment type (optional)" with "select" as the current choice.

Create an Assessment

Create from Scratch

1 Assessment Title Quiz 1

2 ☐ Create using assessment builder
☒ Create using markup text

Choose assessment type (optional) select ▼

3 Create

In the *Create from Scratch* box:

1. Enter a title for the assessment.
2. Select the **Create using markup text** radio button.
3. Select **Create**.

Edit the assessment's Name or Description (optional).

The screenshot shows a form with two fields. The first field is labeled "Name" and contains the text "Quiz 1". The second field is labeled "Description" and is empty.

Name Quiz 1

Description

On the *Create Assessment/Question Pool* screen, you can edit the **Name** and **Description** of the assessment by entering text in the appropriate field.

Refer to formatting instructions.

Instructions & Examples

General Instructions

Multiple Choice

Multiple Correct Answer

Fill in the Blank

Short Essay

Instructions: No answer should be provided for this question type.

Example:

4. (18 points)

Explain the purpose of education.

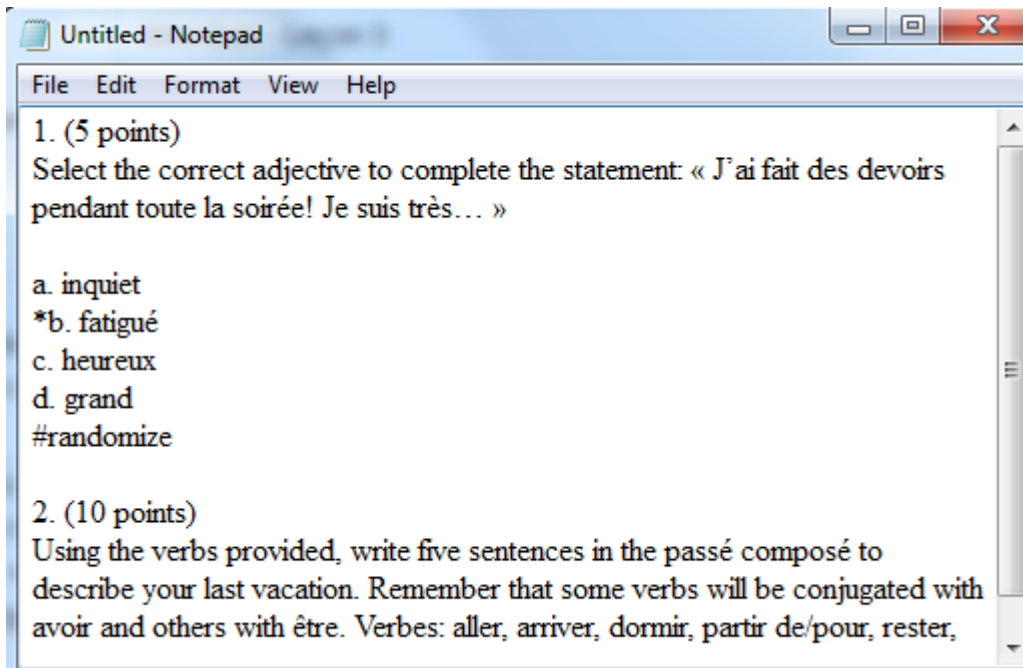
True/False

Fill in Numeric

Your questions must be written in a specific format. There is a list of *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Select **General Instructions** or a question type from the *Instructions & Examples* to see examples of questions with the correct formatting. Pictured above is the instructions list with the *Short Essay* question instructions expanded.

Note: Some question types, for example **file upload** and **student audio response** questions, cannot be authored using markup text. However, you can author these questions in markup text as if they were **short answer/essay** questions, and edit the questions to change their type after the assessment is created.

Tip: Write your questions in advance.



- 💡 You may find it convenient to prepare questions in advance and then copy and paste them into the **Questions** area. Refer to the *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Following the required formatting, author your questions in a text editor. Then, copy and paste the questions into the text box.

Enter your questions.

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

1

1. (5 points)
Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »

a. inquiet
*b. fatigué
c. heureux
d. grand
#randomize

Instructions & Examples

[General Instructions](#)

[Multiple Choice](#)

[Multiple Correct Answer](#)

[Fill in the Blank](#)

[Short Essay](#)

[True/False](#)

[Fill in Numeric](#)

< Back

Next >

2

1. Type or paste your questions into the **Questions** box.
2. Select **Next**.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »	Multiple Choice	5		<input type="checkbox"/> a. inquiet <input checked="" type="checkbox"/> b. fatigué <input type="checkbox"/> c. heureux <input type="checkbox"/> d. grand	
2	Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.	Short Essay	10			

1

2

< Back

Create Assessment

Create Question Pool

Check that your questions meet your expectations. The questions will display in a table indicating the following:

- The question *number*,
- Text of the *Question*,
- The *Question Type* (e.g. multiple choice, short essay),
- The question's *Points*,
- *Discount* points - for **multiple choice**, **single selection** or **true false** questions only, discount indicates the amount of points the students will get deducted from their total assessment score if they select an incorrect answer,
- For automatically-graded questions such as multiple choice or fill in the blank, the *Answers*,
- Any *Feedback* you added while authoring the question.

1. If everything looks correct, select **Create Assessment** to create a new assessment.
2. Alternatively, you may select **Create Question Pool** to create a new [question pool](#) instead of a new assessment.

Continue editing your assessment.

Edit the assessment to confirm that the questions were created with the desired settings, change their question type and/or add question settings that are not available when authoring

using markup text. Make further changes as described in [How do I add a new question \(with the assessment builder\)?](#)



Tip: Remember that you will need to [publish your assessment](#) before students can view and submit it.

How do I add a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

Choose how to view the steps.

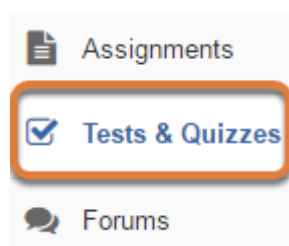
- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

Quiz 1

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

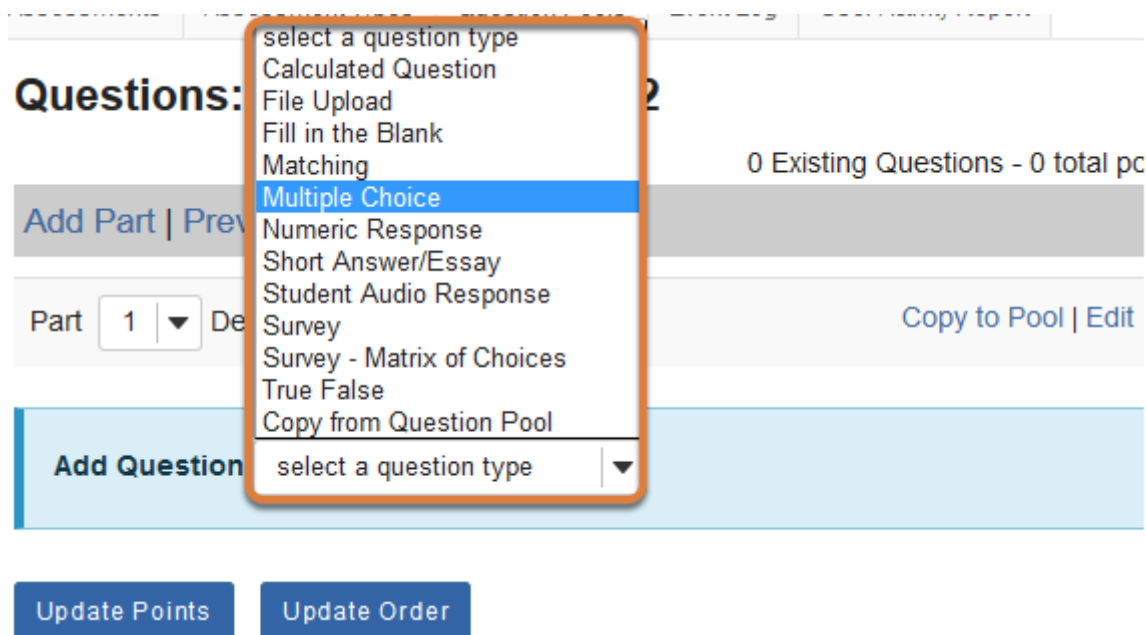
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Add a question.



The screenshot shows the 'Questions' screen with a dropdown menu open for 'Add Question'. The menu lists various question types: Calculated Question, File Upload, Fill in the Blank, Matching, Multiple Choice (highlighted), Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. Below the menu, there is a 'Part' dropdown set to '1' and a 'De' dropdown. To the right, it says '0 Existing Questions - 0 total pc'. At the bottom, there are 'Update Points' and 'Update Order' buttons.

On the *Questions* screen, use the *Add Question* menu to **select a question type** and add a question to your assessment.


- Note:** For more information and links to articles about adding specific types of questions, see [What types of questions can I incorporate into my assessments?](#)

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* for this question. Except for **survey** questions, which cannot be graded, questions may be worth any point value. In the example pictured above, the question is worth 10 points.

 **Tip:** An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).


Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

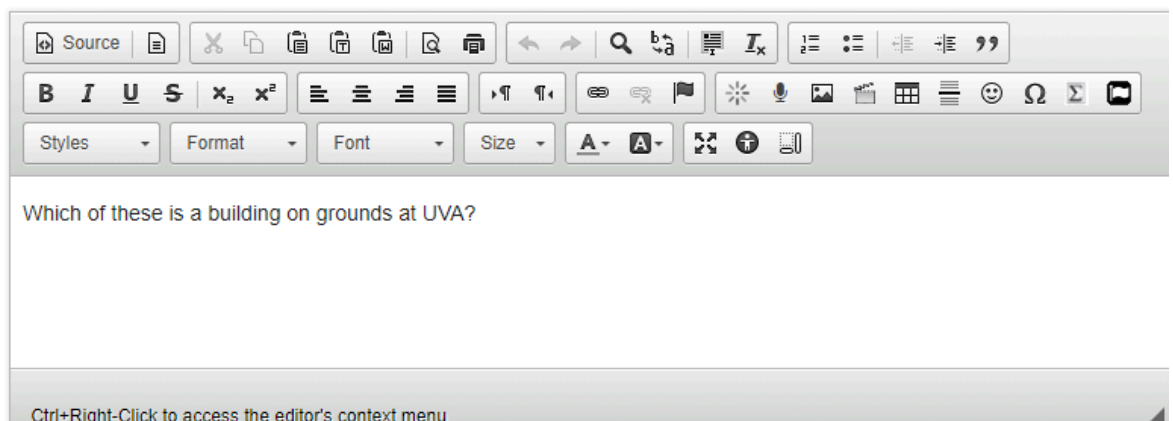
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

 **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Require rationale. (Optional)

Require Rationale

☐ Yes

☒ No

For a multiple choice or true false question, select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to Question Pool

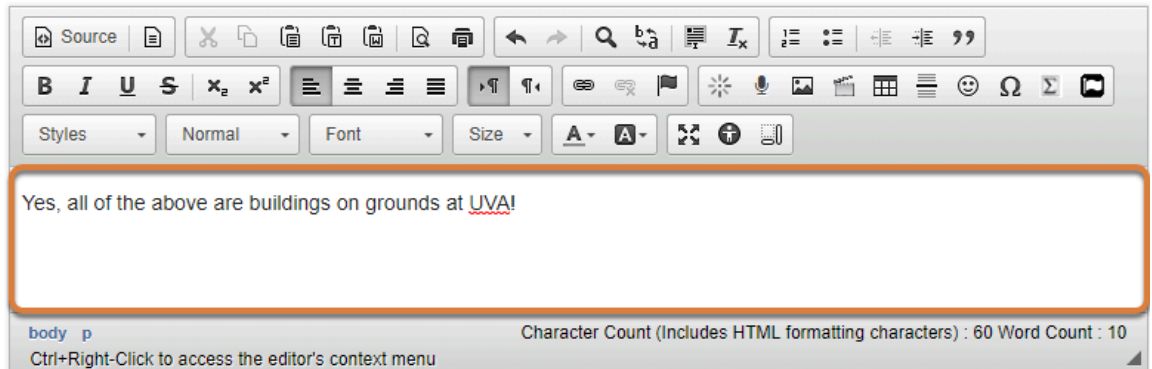
Select a pool name (optional) ▼

To add this question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Add feedback.

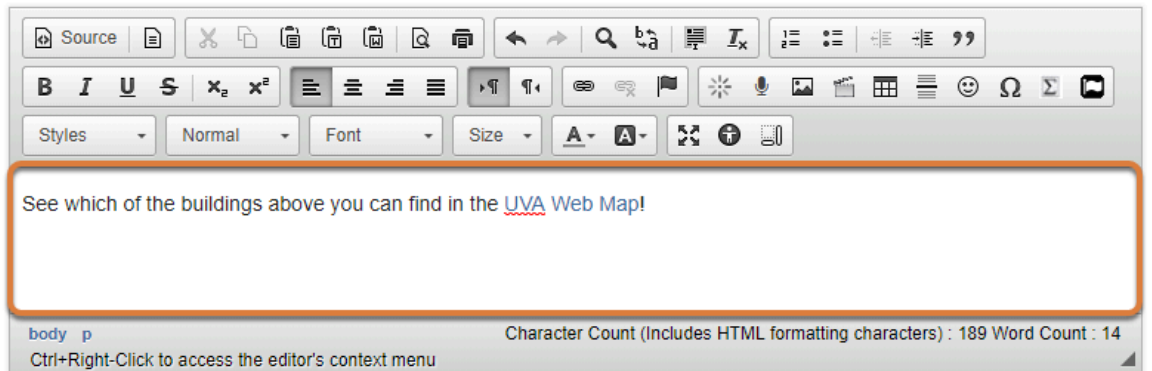
Correct Answer Feedback (optional)



Yes, all of the above are buildings on grounds at [UVA!](#)

body p Character Count (Includes HTML formatting characters) : 60 Word Count : 10
Ctrl+Right-Click to access the editor's context menu

Incorrect Answer Feedback (optional)



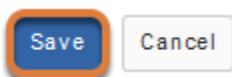
See which of the buildings above you can find in the [UVA Web Map!](#)

body p Character Count (Includes HTML formatting characters) : 189 Word Count : 14
Ctrl+Right-Click to access the editor's context menu

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Save your question.



Save Cancel

When all of the question parameters are specified to your satisfaction, select **Save**.

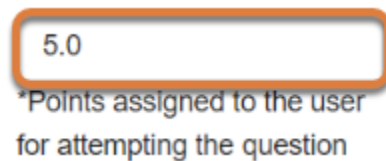
What is a minimum point value?

The *Minimum Point Value* option allows you to automatically award points to students who enter any answer for a question, regardless of their answer.

This option is especially helpful for short answer questions designed to assess student engagement and participation.

How do I add a minimum point value?

Minimum Point Value
(optional)



5.0

*Points assigned to the user
for attempting the question

When you are authoring or editing any of the following types of questions, you will be able to add a minimum point value (select a link below to access the Help article with steps to create that type of question):

- [Short Answer/Essay](#)
- [Matching](#)
- [Multiple Choice](#)
- [True False](#)
- [Fill in the Blank](#)
- [Numeric Response](#)

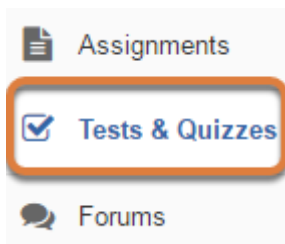
How do I create a multiple choice question?

A multiple choice question provides pre-written choices from which the student will select. You can create three types of multiple choice questions:

1. [Single Correct - All the points are awarded to one correct answer.](#)
2. [Multiple Correct, Single Selection - Students select a single answer option, with more than one possible correct answer.](#)
3. [Multiple Correct, Multiple Selection - More than one answer selection is required for a correct answer.](#)

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

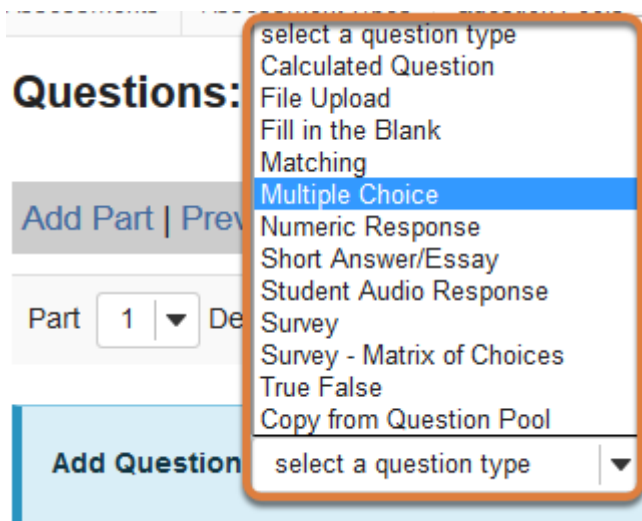
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Multiple Choice from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Multiple Choice**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

The *Minimum Point Value* option is available for the following types of multiple choice questions:

- **Single Correct**, when **Partial Credit** is NOT enabled
- **Multiple Correct, Single Selection**

Choose the answer configuration.

Answer (What's This?)

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

☐ Multiple Correct, Single Selection

☐ Multiple Correct, Multiple Selection

Single Correct

By default, **Single Correct** is selected. All the question's points are granted to the one correct answer. Students select their answer with a radio button.

Single Correct answer options

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

Single Correct questions have two additional scoring options:

- **Enable Negative Marking** - If you enable negative marking and enter any value other than **0** in the *Points deducted for incorrect answer* box, students who select any incorrect answer for the question will have those points deducted from their total assessment score.
- **Enable Partial Credit** - Partial credit allows a percentage of the question's points to be awarded for selecting an incorrect but still partially acceptable answer. See the step below, [Add Partial Credit percentage\(s\)](#), for more information on using partial credit.

Multiple Correct, Single Selection

To indicate more than one answer selection as correct, but require students to select only one answer (with a radio button), choose **Multiple Correct, Single Selection**.

Multiple Correct, Single Selection answer options

☒ Multiple Correct, Single Selection

Points deducted for incorrect answer

Multiple Correct, Single Selection questions allow for negative marking. If you enter any value other than **0** in the *Points deducted for incorrect answer* box, students who select any incorrect answer for the question will have those points deducted from their total assessment score.

Multiple Correct, Multiple Selection

A **Multiple Correct, Multiple Selection** question includes several correct choices that must be selected for full credit.

Multiple Correct, Multiple Selection answer options

☒ Multiple Correct, Multiple Selection

☒ Correct minus Incorrect

☐ All or Nothing

There are two options for awarding points to a **Multiple Correct, Multiple Selection** question:

1. **Correct minus Incorrect** (selected by default) means that selecting any correct answer will add points up to the total points possible. Selecting an incorrect answer will deduct points.
2. **All or Nothing** grants points for a fully correct answer only; any other combination of selected and empty check boxes earns no points.

i Note: The lowest possible total point value for a **Multiple Correct, Multiple Selection** question cannot be less than zero, even though a question could have a negative point value based on the **Correct minus Incorrect** grading logic. Below is an example of a **Correct minus Incorrect** question's scoring:

Which of the following are even numbers? (The question is worth 9 points.)

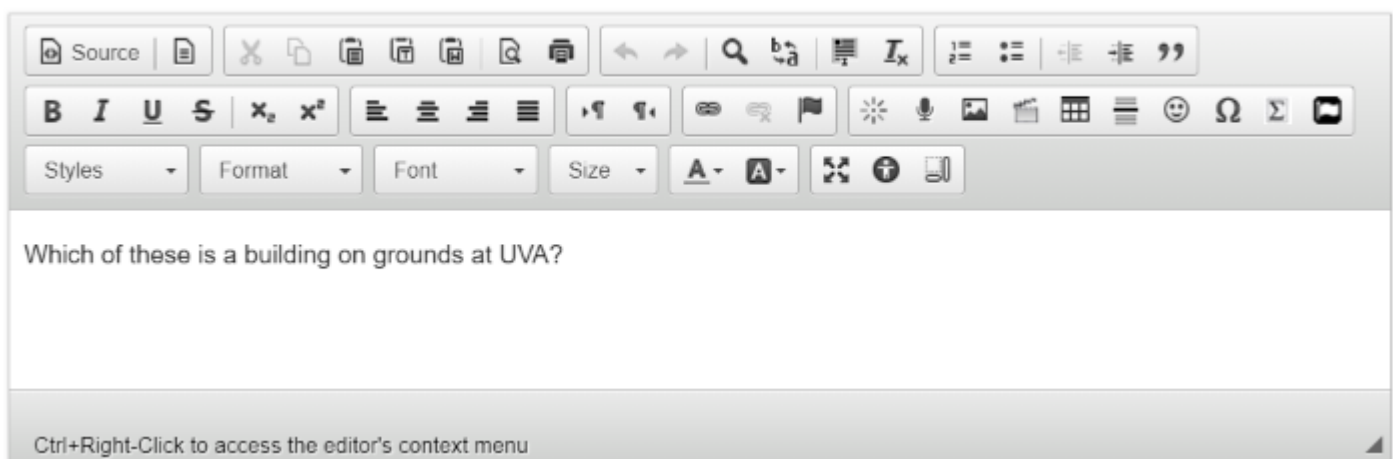
Answer options: 2, 4, 6, 15.

- If the student selects 2, 4, and 6, they get 9 points. (Selecting all three correct answers gives full credit.)

- If the student selects only 2 and 4, they get 6 points. (Selecting two correct answers, but failing to select the third correct answer, gives partial credit of 6 points.)
- If they select 2, 4, and 15, they get 3 points (Selecting two correct answers gives 6 points, but selecting the wrong answer deducts 3 points, for a resulting score of $6 - 3 = 3$ points.)
- If they only select 15, they get 0 points. (Only selecting the wrong answer gives no credit.)

Enter the question text.

Question Text



Which of these is a building on grounds at UVA?

Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

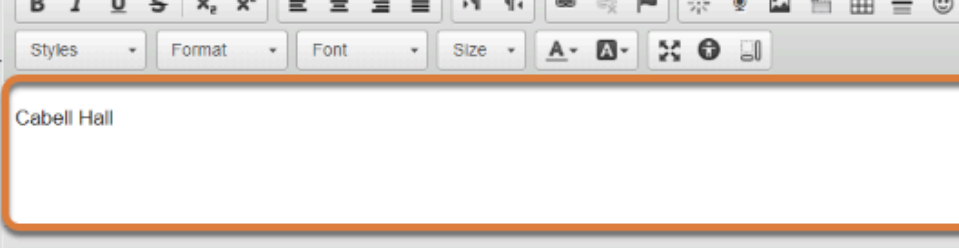
Create the answers.

Enter the answer options.

Correct Answer

☐ A

Remove



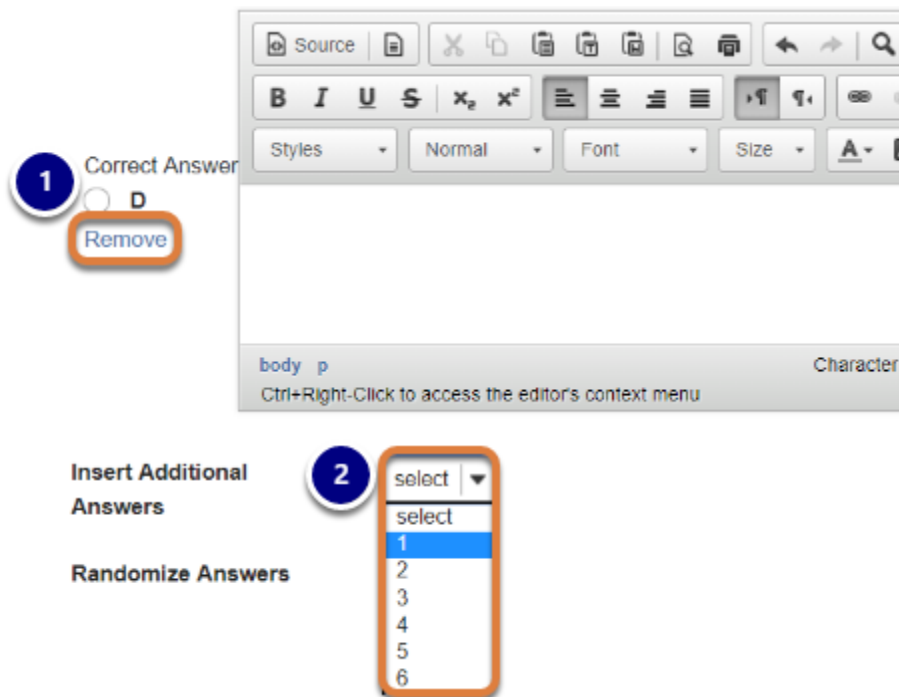
The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, etc.) and alignment. Below the toolbar are four dropdown menus: 'Styles', 'Format', 'Font', and 'Size'. The main text area contains the text 'Cabell Hall'. At the bottom of the editor, a status bar reads 'Ctrl+Right-Click to access the editor's context menu'.

Cabell Hall

Ctrl+Right-Click to access the editor's context menu

Four answer choices are available by default. Enter each possible answer choice in one of the [Rich-Text Editors](#) provided.

Add or remove answer options.



1. To include fewer than four choices, leave the corresponding editor(s) blank or select the **Remove** link under an answer letter.
2. To add more choices, use the **Insert Additional Answers** menu to indicate the number of additional choices needed.

Select the correct answer(s).

Correct Answer
☐ C
[Remove](#)

Source

Styles Format Font Size A A

Monroe Hall

Ctrl+Right-Click to access the editor's context menu

Correct Answer
☒ D
[Remove](#)

Source

Styles Format Font Size A A

All of the Above

Ctrl+Right-Click to access the editor's context menu

Indicate the *Correct Answer* by selecting the corresponding radio button or check box(es).

Add Partial Credit percentage(s) for Single Correct question. (Optional)

Correct Answer
☐ C
[Remove](#)

Source

Styles Format Font Size A A

Monroe Hall

Ctrl+Right-Click to access the editor's context menu

% Value
25

Correct Answer
☐

Source

Styles Normal Font Size A A

% Value
100%

[Reset Score Values](#)


If your question has a **Single Correct** answer and you selected [Enable Partial Credit](#), enter the percentage of points to grant to the selection of any incorrect answer(s) in the % *Value* box(es) for the corresponding answer(s).

 **Note:** Selecting the [Reset Score Values](#) link resets all incorrect answers' values to **0**.

Choose whether or not to randomize answers.

Randomize
Answers ☐ Yes
☒ No

The default setting is **No** for randomizing answers. For answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

 **Tip:** Remember that if your answer choices contain items like "All of the above," or "A and B are correct," randomizing the order could cause confusion with the answer key.

Require rationale. (Optional)

Require
Rationale ☐ Yes
☒ No

The default setting is **No** for requiring rationale. Select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

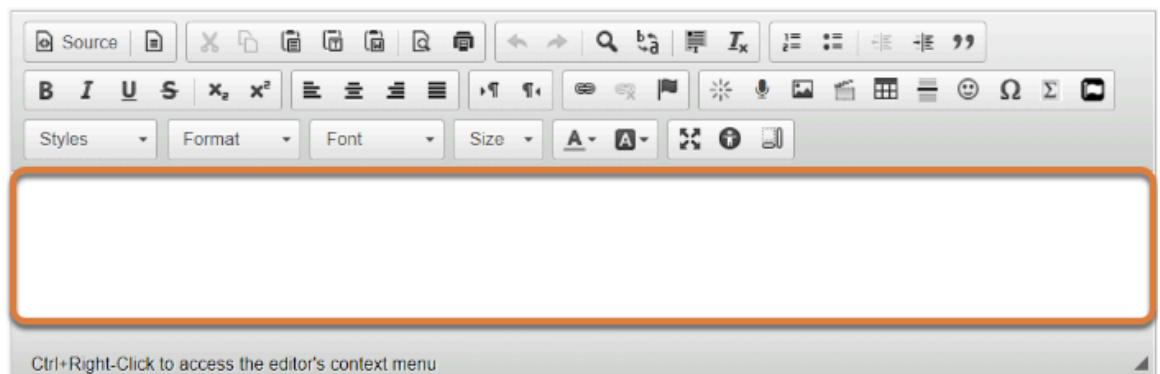
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

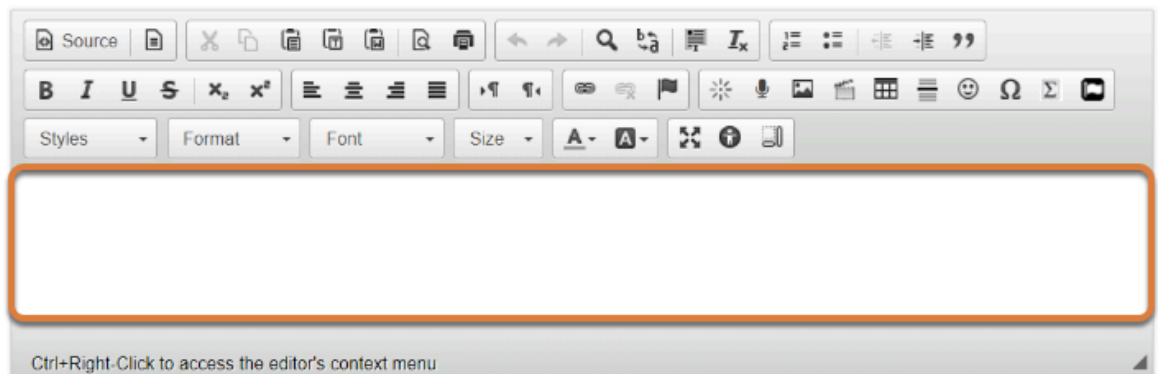
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

The image shows a rich text editor interface for providing correct answer feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and other formatting options. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. A large, empty text area is outlined with an orange border, intended for the feedback text. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

Incorrect Answer
Feedback (optional)

The image shows a rich text editor interface for providing incorrect answer feedback. It features a top toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and other formatting options. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color and background color pickers. A large, empty text area is outlined with an orange border, intended for the feedback text. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

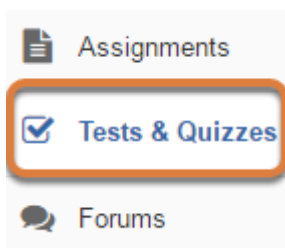


How do I create a true false question?

A true false question requires students to indicate whether a statement is true or false.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

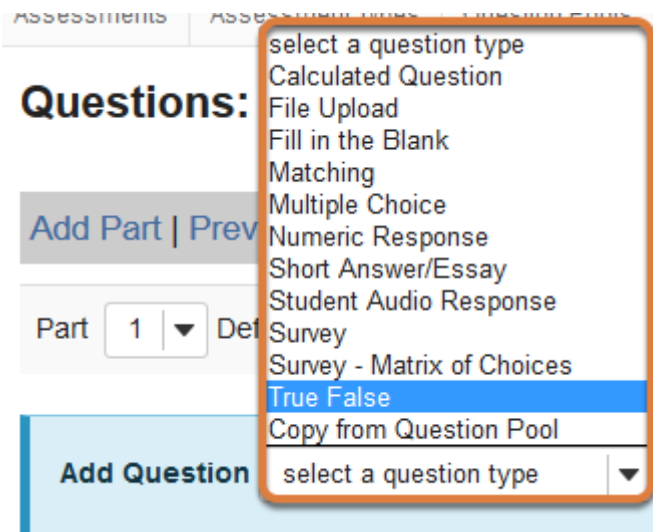
Action	Title
<div><div>-- Select Action --</div><div>Edit</div></div>	Quiz 1
<div><div>-- Select Action --</div><div>Preview</div></div>	Quiz 2
<div><div>-- Select Action --</div><div>Print</div></div>	Quiz 3
<div><div>-- Select Action --</div><div>Settings</div></div>	Quiz 4
<div><div>-- Select Action --</div><div>Publish</div></div>	Quiz 5
<div><div>-- Select Action --</div><div>Duplicate</div></div>	
<div><div>-- Select Action --</div><div>Export</div></div>	
<div><div>-- Select Action --</div><div>Remove</div></div>	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select True False from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **True False**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question incorrectly. Students who leave the answer blank will not receive the minimum point value.

Deduct point(s) for an incorrect answer. (Optional)

Points deducted for incorrect answer

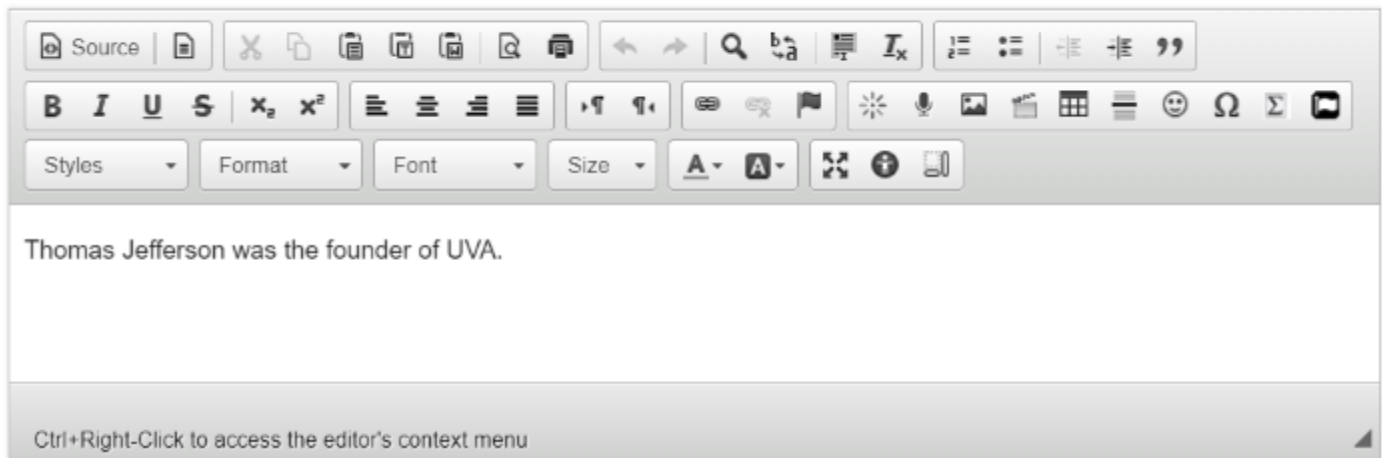
0.0

Optional. Pertains
only to 'True False'
or 'Multiple Choice,
Single Correct'
questions.

If you enter any point value other than **0** in the *Points deducted for incorrect answer* box, students who select the incorrect answer for the question will have those points deducted from their total assessment score.

Enter the question text.

Question Text



Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the correct answer.

Answer

☒ True ☐ False

Indicate either **True** or **False** as the correct response.

Require rationale. (Optional)

Required Rationale

☐ Yes ☒ No

The default setting is **No** for required rationale. Select **Yes** to include a *Rationale* text box where students can enter a reason for choosing their answer.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

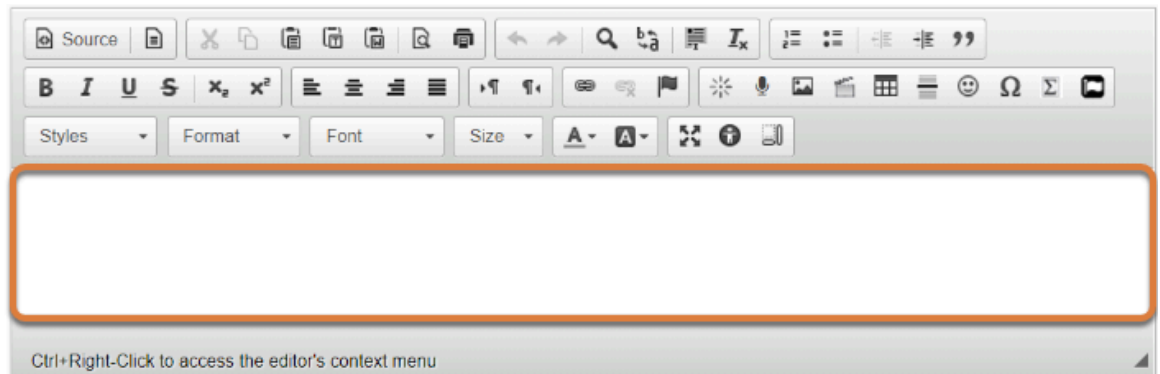
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

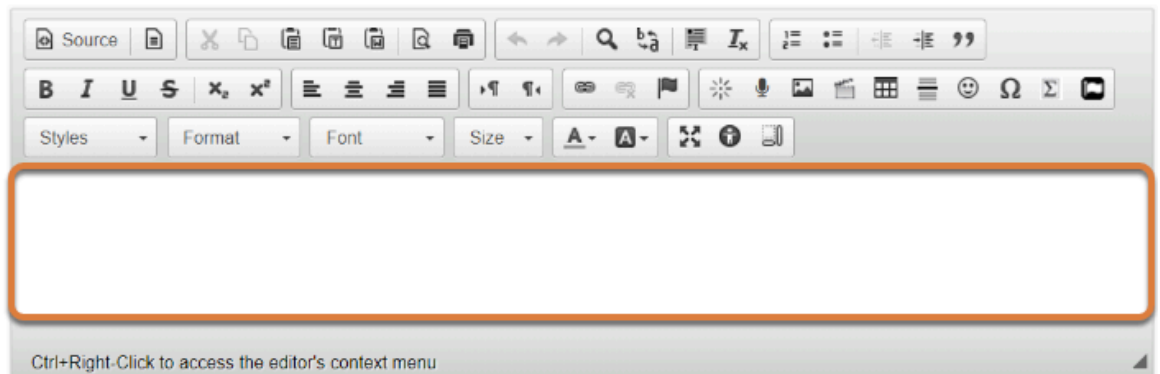
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

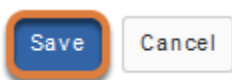
Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button.

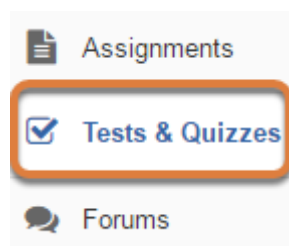
How do I create a short answer/essay question?

A short answer or essay question provides students with a text field in which they enter the answer. This type of question must be manually graded, unless you award full credit using a minimum point value.

💡 To have students upload a Word document in response to an essay question, use a [file upload](#) question instead.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

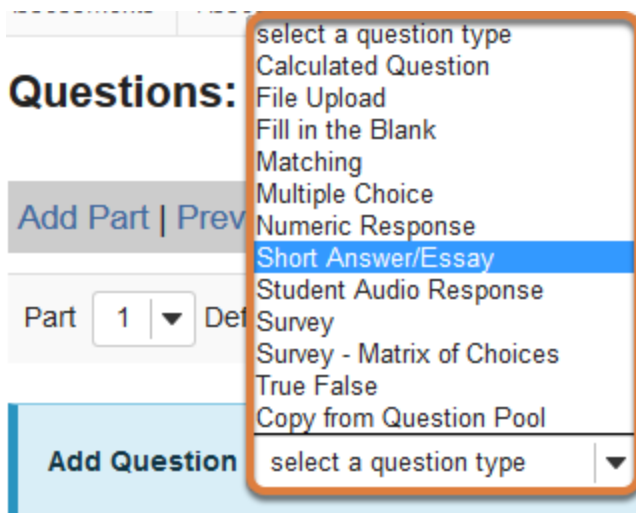
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Short Answer/Essay from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Short Answer/Essay**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

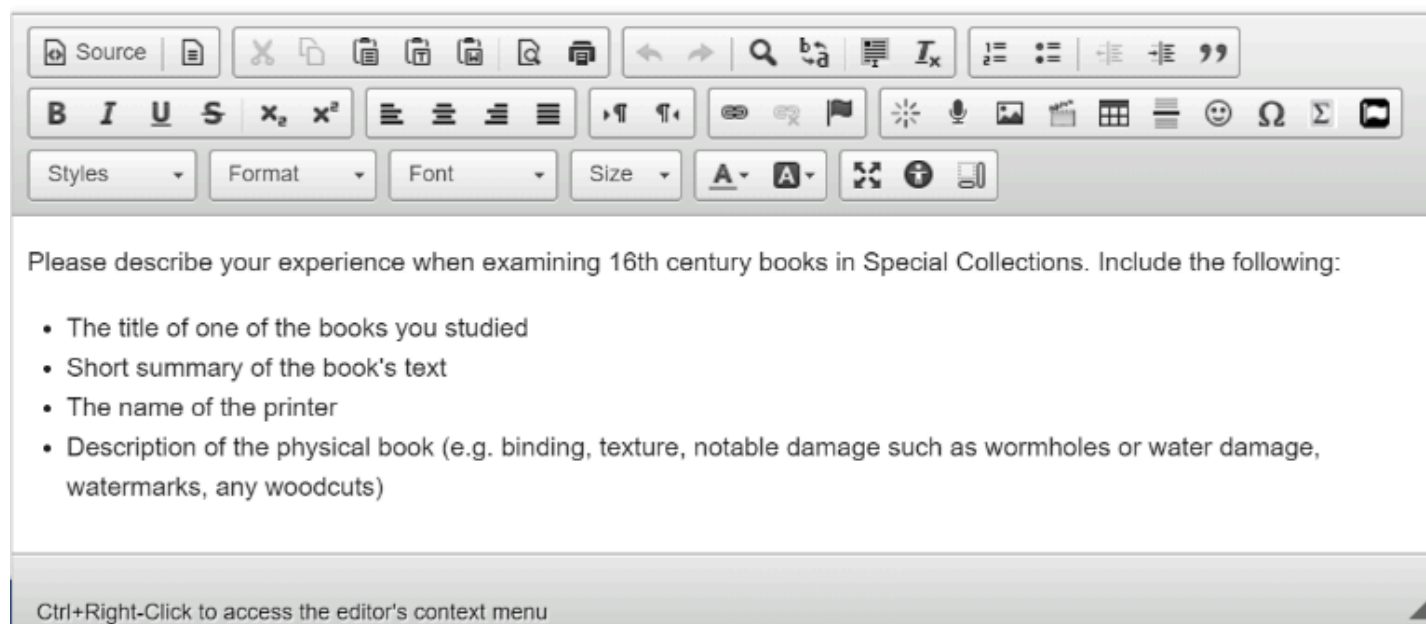
*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students points for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

💡 Use case: The minimum point value might be used for questions designed to assess student engagement and participation.

Enter the question text.

Question Text



The screenshot shows a rich-text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link/unlink, unlink, insert link, insert image, insert video, insert table, insert quote, and other functions. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main text area contains the following text:

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)

At the bottom of the editor, there is a small text box that says 'Ctrl+Right-Click to access the editor's context menu'.

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

Select a pool name (optional) ▼

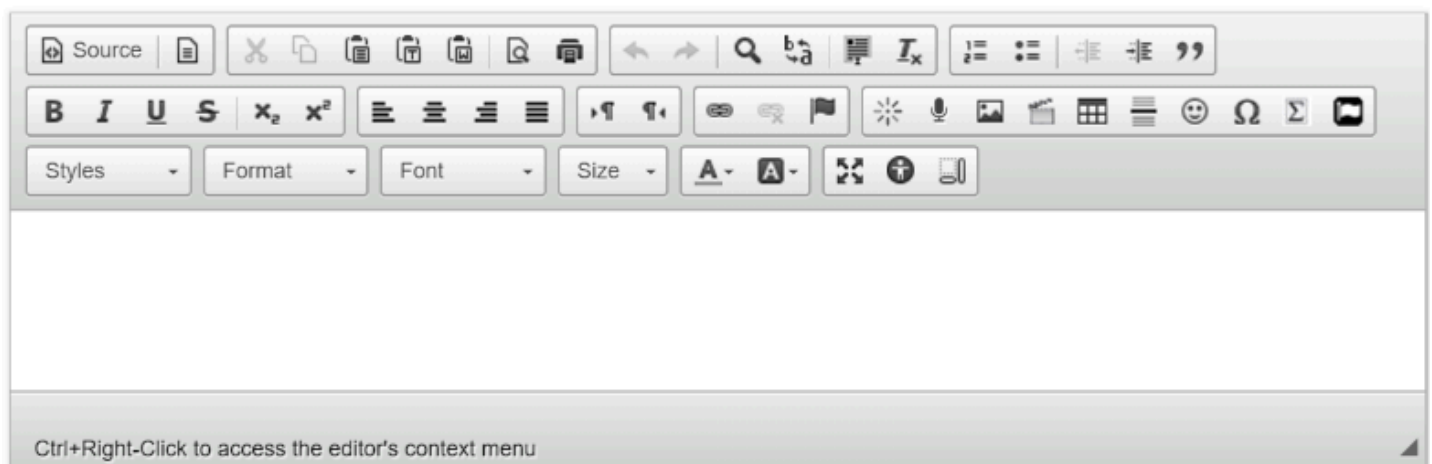
To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide a model answer. (Optional)

Provide a model answer as a guide for students.

Model Short Answer (optional)



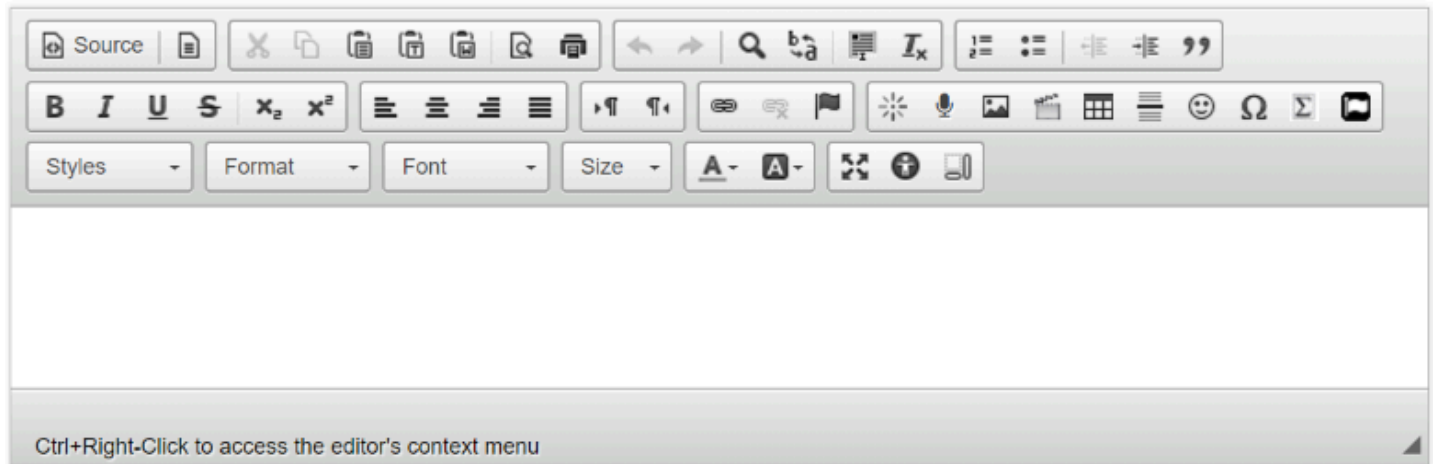
The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, and other functions. Below the toolbar, there are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty white box. At the bottom of the editor, there is a small grey bar with the text 'Ctrl+Right-Click to access the editor's context menu' and a small triangle icon on the right.

Provide a *Model Short Answer* as [Question-Level Feedback](#) to show students a generic version of the expected answer.

Note: If you include a model answer here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Provide feedback. (Optional)

Feedback (optional)



You may include additional [Feedback](#) which you can make available to all students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



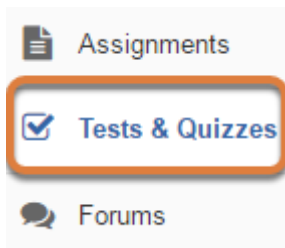
How do I create a file upload question?

A file upload question requires students to upload a file for their response. For example, you can create an essay question using the file upload question type to have students submit a Word document containing their response.

Note: *This type of question must be manually graded.*

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

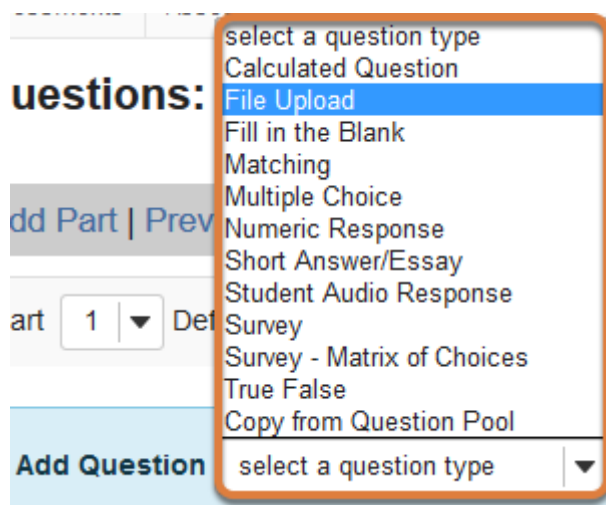
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select File Upload from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **File Upload**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

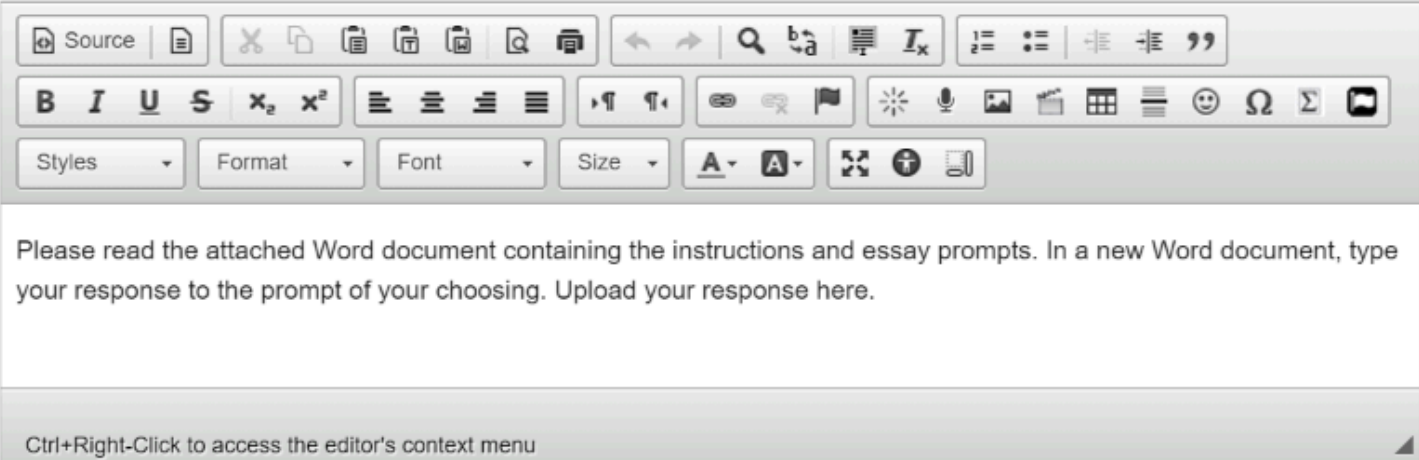
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



The screenshot shows a rich-text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, link, unlink), and other functions like undo, redo, search, and print. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area contains the following text: "Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here." At the bottom of the editor, there is a footer that reads "Ctrl+Right-Click to access the editor's context menu".

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

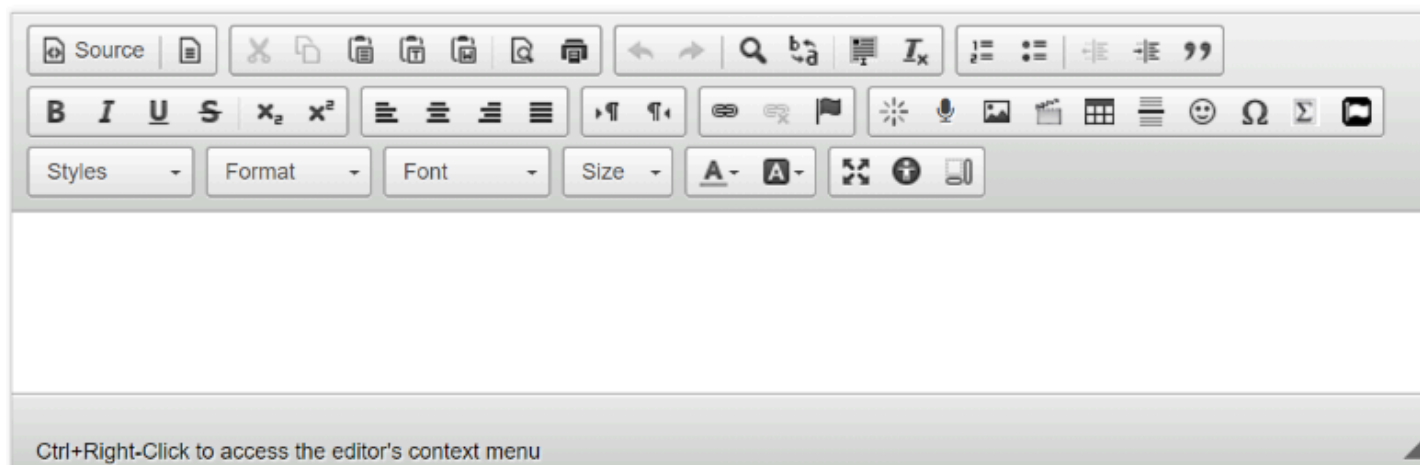
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

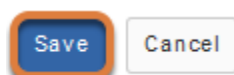
Feedback (optional)



You may add [Feedback](#) which you can make available to all students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

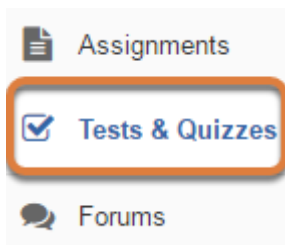


How do I create a matching question?

A matching question includes a numbered list of choices and a corresponding drop-down list of matches.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

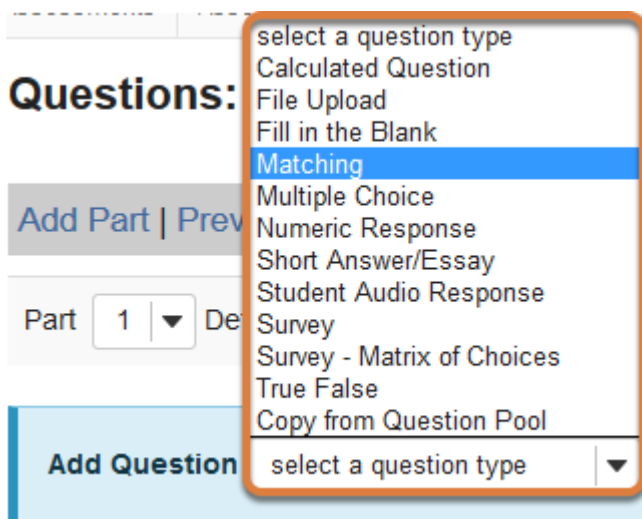
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Matching from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Matching**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

i **Note:** Students who would normally score fewer points than the minimum will receive the minimum value. Students who would score higher than the minimum, whether or not they receive full credit, will receive the points they earned. Below is an example of scoring for a matching question with a *Minimum Point Value* added:

Match synonyms. (The question is worth 10 points, with a minimum value of 5 points.)

1. **Choice:** They are, **Match:** They're
2. **Choice:** It is, **Match:** It's
3. **Choice:** Belonging to it, **Match:** Its

- If the student answers any part of the question (they select a match for one or more of the three choices) and all answers they selected are incorrect, they get the minimum value, 5 points (normally, they would get 0 points).
- If the student makes one correct match and two incorrect matches, they get the minimum value, 5 points (normally, selecting one correct answer would award $10/3 = 3.33$ points).
- If the student makes two correct matches and one incorrect match, they get 6.67 points [$(10/3) * 2 = 6.67$ points].
- If the student correctly matches all parts of the question, they get full credit, 10 points.

Enter the question text.

Question Text

Enter the text of your question into the *Question Text* box.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

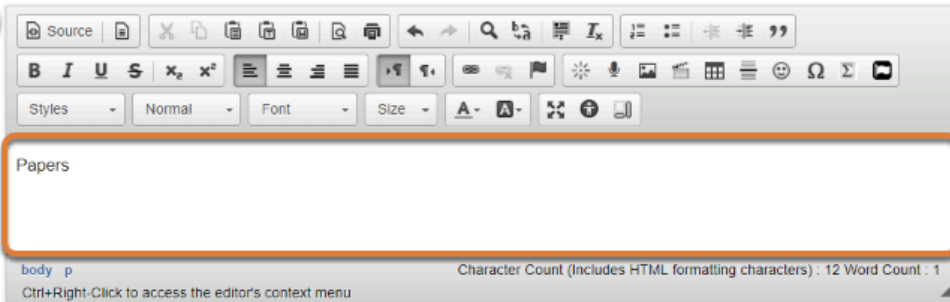
Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Add a Choice and Match and save the pairing.

Choice

1



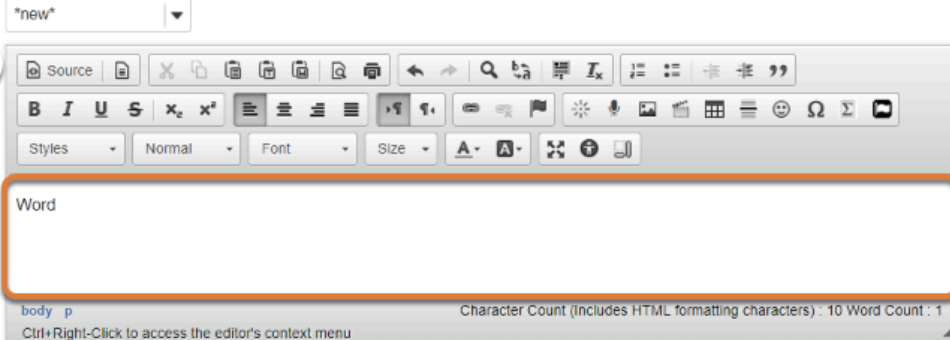
Papers

body p Character Count (includes HTML formatting characters) : 12 Word Count : 1
Ctrl+Right-Click to access the editor's context menu

Match

new

2



Word

body p Character Count (includes HTML formatting characters) : 10 Word Count : 1
Ctrl+Right-Click to access the editor's context menu

3

Save Pairing

1. Enter a *Choice* in the [Rich-Text Editor](#).
2. By default ***new*** is selected as the *Match*. Enter a correct answer option for the *Match*.
3. Select **Save Pairing**.

Note: The text entered in the *Choice* field will be assigned a number (1, 2, 3, etc.). The text in the *Match* field will be **randomly** assigned a letter (A, B, C, etc.) that students must select from a drop-down list to match it to the corresponding choice(s). Except for the option ***None of the Above***, *Match* answers are randomized for each student taking the assessment.

It is strongly recommended that you do **not** enter a single number (e.g., 1) or letter (e.g., A) in either the *Choice* or *Match* field, as doing so will confuse students. For example, if you need students to identify regions of an image, you might use *Match* options like **Region 1**, **Region 2**, **Region 3**. That way, if the answers are randomly sorted as follows, a student who gets that order will not be confused:

- A. Region 2
- B. Region 3
- C. Region 1

View new Choice and Match pairing.

Add/Edit Pairing and Optional Feedback

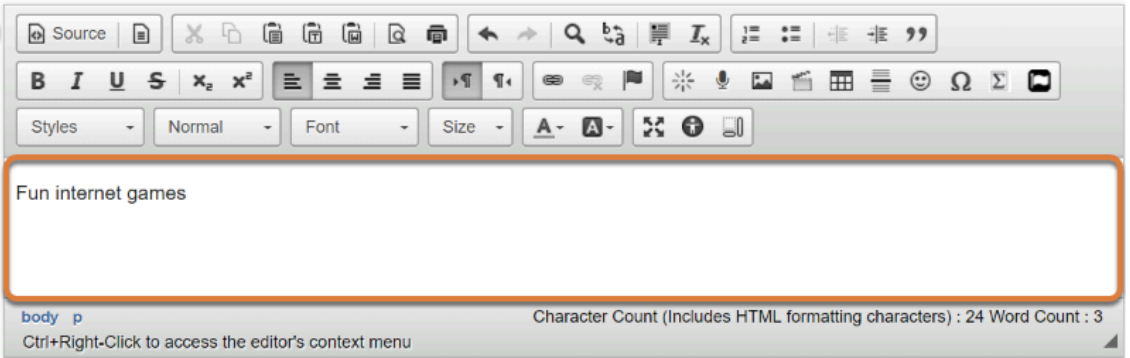
	Choice	Match	
1	Papers	Word	Edit Remove

Once a pairing has been saved, the *Choice* and *Match* will display under *Add/Edit Pairing and Optional Feedback*.

Add additional Choices and Matches as desired.

Choice

1



Match

2

None of the Above

3

Save Pairing

1. Enter a new matching item in the *Choice* field.
2. From the *Match* drop-down menu, select:
 - ***new*** to enter a new option for the match,
 - The **number** of an *Existing* match to pair the new *Choice* with a previously saved *Match*,
 - Or ***None of the Above*** to add this as an option underneath the other choices.
3. Select **Save Pairing**.

Note:

- Matches that were originally entered as ***new*** are displayed in a random order to students when they take the assessment.

- If an **Existing match** or ***None of the Above*** is selected from the *Match* drop-down menu while creating or editing a pairing, you cannot type in a *Match*.

Edit a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

Select the **Edit** link to the right of a *Match* in the list to edit the pairing.

Edit the Choice and Match, and save changes to the pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Currently Editing
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	"None of the Above"	Edit Remove

Choice

Choice

Papers

new

Ctrl+Right-Click to access the editor's context menu



While you are editing a pairing, the text *Currently Editing* will display to the right of the *Match* in the *Add/Edit Pairing and Optional Feedback* list.

1. Make changes to the *Choice* and/or *Match* as desired.
2. Select **Save Pairing**.

Remove a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

To delete a pairing, select the **Remove** link to the right of the pairing in the *Add/Edit Pairing and Optional Feedback* list.

Assign to a part. (Optional)

Assign to Part Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

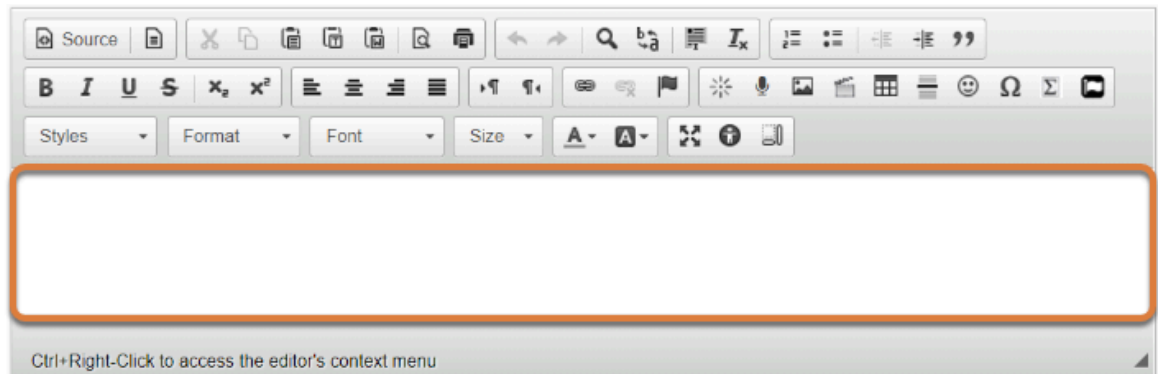
Assign to Question Pool Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

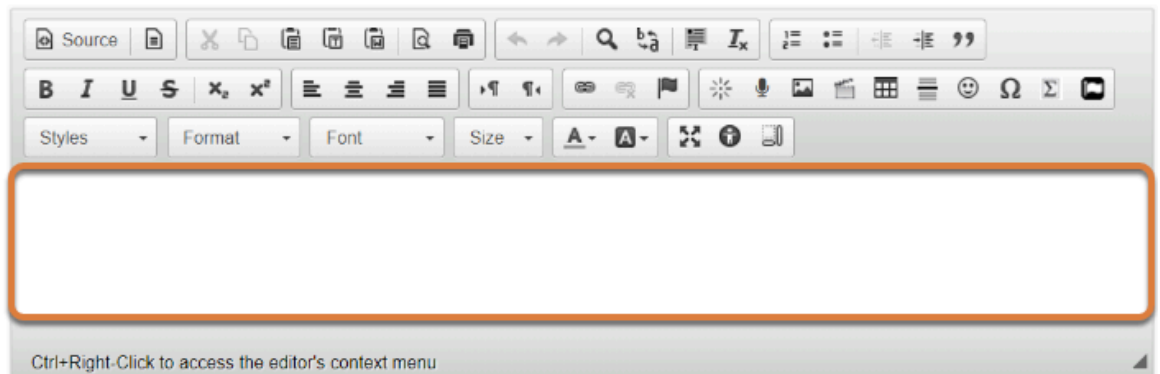
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

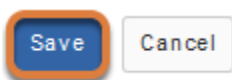
Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button with a white border. The "Save" button is highlighted with an orange border.

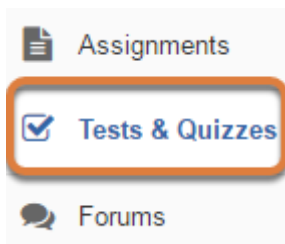
How do I create a fill in the blank question?

A fill in the blank question presents students with a sentence or paragraph that includes text boxes where they will enter missing text. You can specify one or more possible correct answers for each blank. You can also choose how restrictive the correct responses must be; for example, blanks in the question can be *case sensitive*, so students must match the correct answers exactly with respect to upper and lower case letters.

Note: To have students to fill in the blanks with numbers, where the correct answer can be any value within a specified range of numbers, use a [numeric response](#) question instead.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

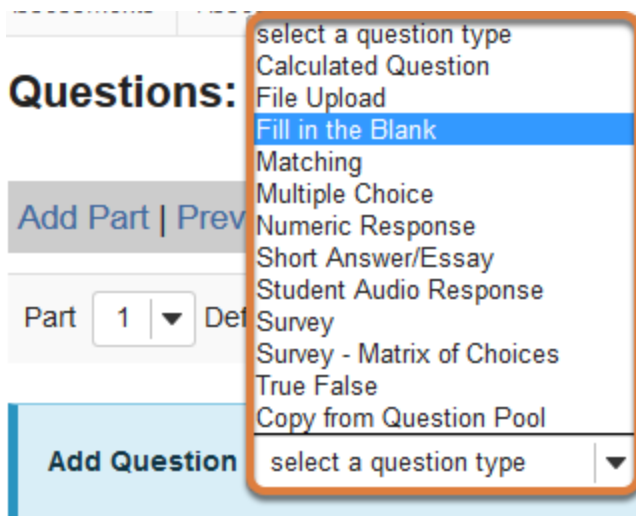
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Fill in the Blank from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Fill in the Blank**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

i Note: The total point value of a fill in the blank question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

Enter the question text.

Question Text

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

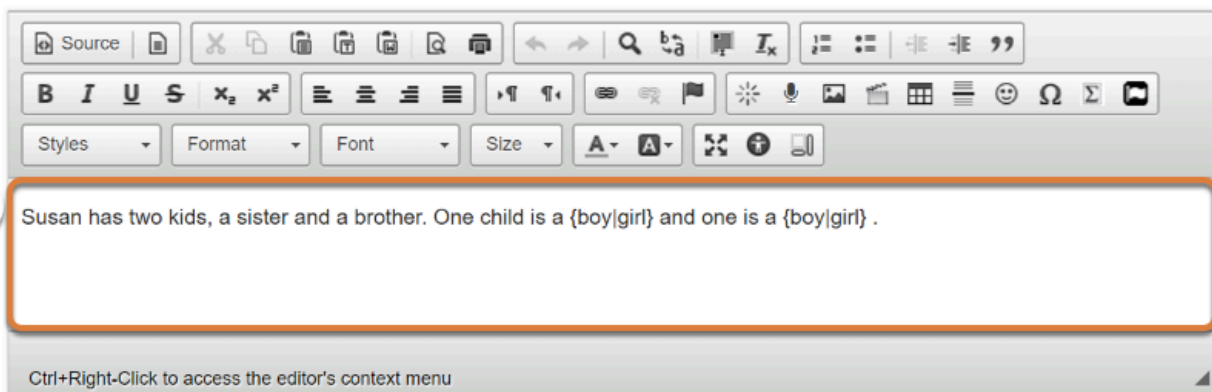
Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are|They're} very happy.

Insert an asterisk (*) for one or more required wildcard characters.

Example: It's raining {c*} and {d*s}.




1. Note the instructions for *Defining Answers* for fill in the blank questions. Where blanks should appear in the text, enter the possible answer(s) in between **curly brackets { }**, for example: {answer}.

For a blank to have more than one possible correct answer, use a **pipe |** in between each correct answer option, for example: {answer 1 | answer 2 | answer 3}.

You can also use an asterisk to accept any set of letters, numbers, or symbols as correct. For example, if you enter {ans*}, any of the following responses would be correct: answer, ans (autonomic nervous system), ansi.

2. Enter the Question Text into the [Rich-Text Editor](#).

 **Tip:** Some instructors use fill in the blank questions with the correct answer {*} for homework questions where students must submit a very short answer (for example, a few words). Anything a student types in the box will be marked correct.

Select options to make answer requirements more or less restrictive, if desired.

The **case sensitive** and **mutually exclusive** options make answer requirements more strict. The **ignore spaces** option allows students to add or omit spaces in their responses and the answer will still be marked correct. See below for more information about each of these options.

Case sensitive?

☐ Case sensitive?

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

Check the **Case sensitive?** box to require that a student's response match the correct answer exactly with respect to upper and lower case letters.

Example of a case sensitive question:

Question seen by student: The University of Virginia was founded in 1819 by ____.

Question when authored: The University of Virginia was founded in 1819 by {Thomas Jefferson}.

Correct answer: Thomas Jefferson

Incorrect answer: thomas jefferson

Mutually exclusive?

☐ Mutually exclusive?

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails.

Half correct answer: heads, heads.

Check the **Mutually exclusive?** box if the question has more than one blank with the same answer options, and a student must supply a different answer in each blank for the submission to be correct.

i Example of a mutually exclusive question:

Question seen by student: Male and female children are also called ___ and ___.

Question when authored: Male and female children are also called {boys | girls} and {boys | girls}.

Correct answer: boys and girls OR girls and boys

Half credit: boys and boys OR girls and girls

Ignore Spaces?

☐ **Ignore spaces?**

When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters.

Example: If the correct answer is " $2 * \sin(x - m)$ ", the following are marked as correct: " $2*\sin(x-m)$ ", " $2*\sin(x - m)$ ", etc.

Check the **Ignore spaces?** box to accept an answer as correct whether or not the student enters spaces in their response.

i Example of a question that ignores spaces:

Question seen by student: Freezing temperature is ___ Fahrenheit.

Question when authored: Freezing temperature is {32 degrees} Fahrenheit.

Some possible correct answers: 32 degrees, 32degrees, 32_ degrees, 32 degrees_

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

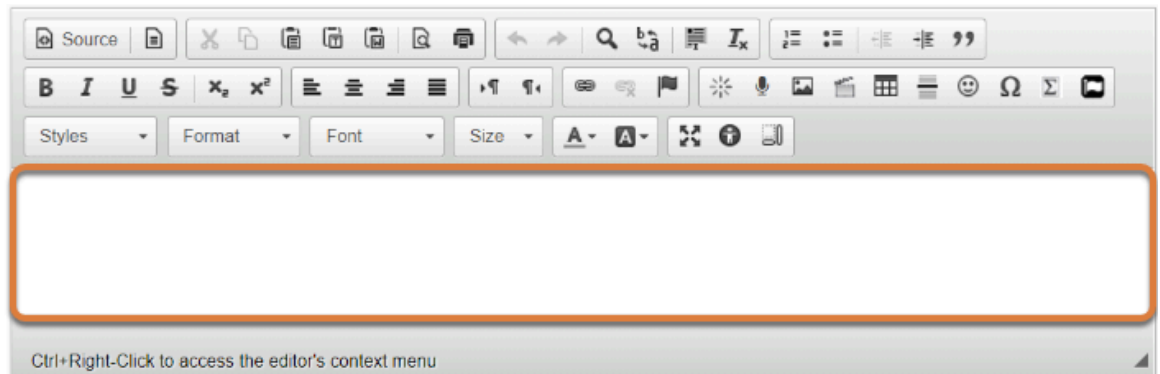
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

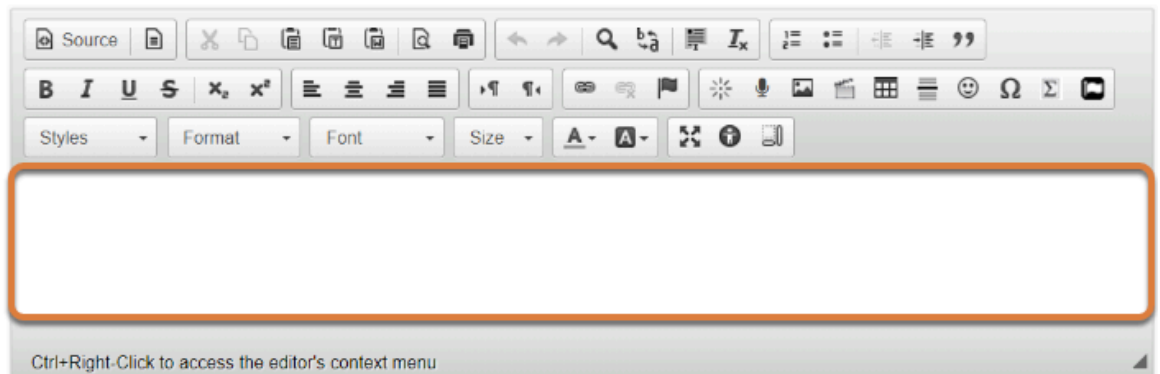
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

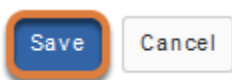
Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button with a white border.

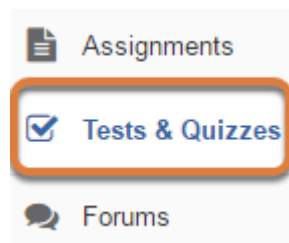
How do I create a numeric response question?

A numeric response question is similar to a [fill in the blank](#) question; numeric response presents students with a sentence, paragraph, or formula that includes text boxes where they will enter numbers to fill in the blanks. You can specify a number or range of numbers as the correct answer for each blank. You may also use scientific notation or a complex number in an answer.

Note: *Numeric response questions require answers to be correctly formatted as numbers. To include text or punctuation in an answer or allow multiple correct answers for a question, use a [fill in the blank](#) question instead.*

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

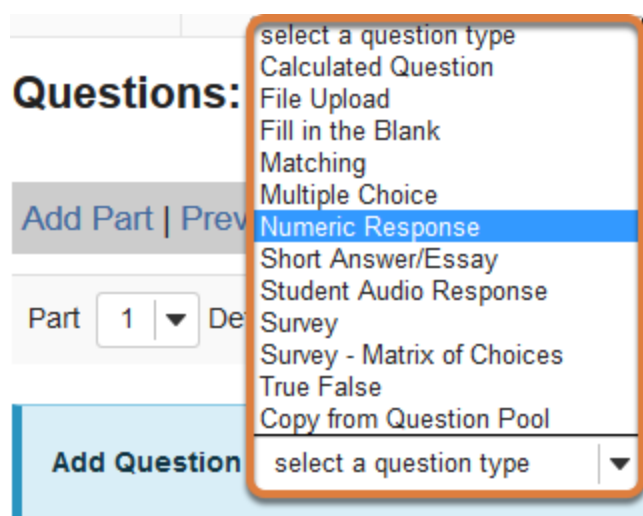
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Numeric Response from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Numeric Response**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

i Note: The total point value of a numeric response question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

Enter the question text.

Question Text

1 Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3 \times 3 = \{9\}$.

Range: Insert a pipe "|" between a range of values.

Example: The price is {12.2|14.5}. Student answer between 12.2 and 14.5 will be considered valid.

Scientific notation: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent.

Example: {6.022E23} to express Avogadro's number.

Complex numbers should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values.

Example: {1+1i} is valid whereas {1+i} is not. Similarly, {0+9i} is valid whereas {9i} is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: $3/10 = \{30\}\%$ (Only 30 will need to be entered in the blank response field.)

When defining a range of values, the value preceding the pipe "|" must be smaller than the value after

2

Enter the correct numbers in the following sequence: 2, 4, {6}, 8, {10}, 12

Ctrl+Right-Click to access the editor's context menu

1. Note the instructions for *Defining Answers* and *Acceptable Characters* for numeric response questions. Where blanks should appear in the text, enter the possible answer(s) in between **curly brackets { }**, for example: {1}.

To accept any number within a range of numbers as correct, use a **pipe |** in between the lesser and greater values, for example: {1 | 5}.

Scientific notation can be used with a period as the decimal point marker and the letter "E" or "e" for exponent, for example: {6.022E23} for Avogadro's number.

Finally, you can include complex numbers in the form of $\{a+bi\}$ where "a" and "b" are defined numeric values, for example: {1+1i}.

Only numbers, decimal point markers (period OR comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed as correct answers. For scientific notation, a period MUST be used as the decimal point marker.

2. Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

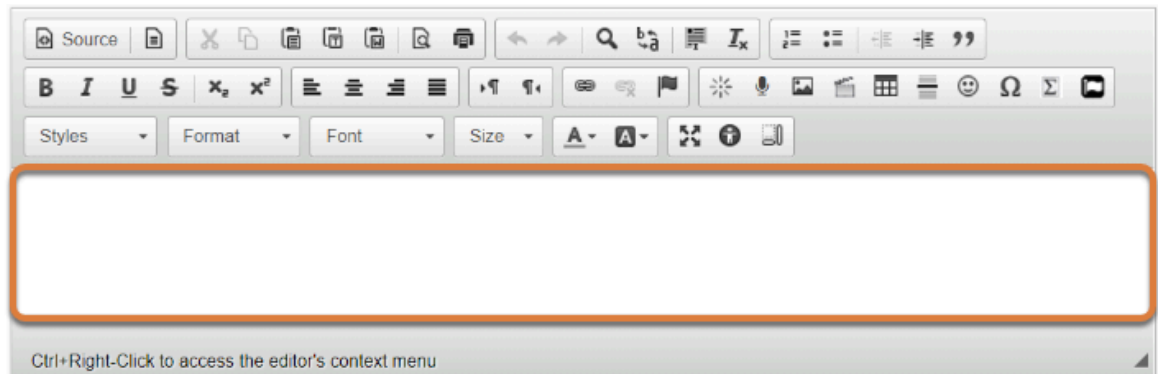
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

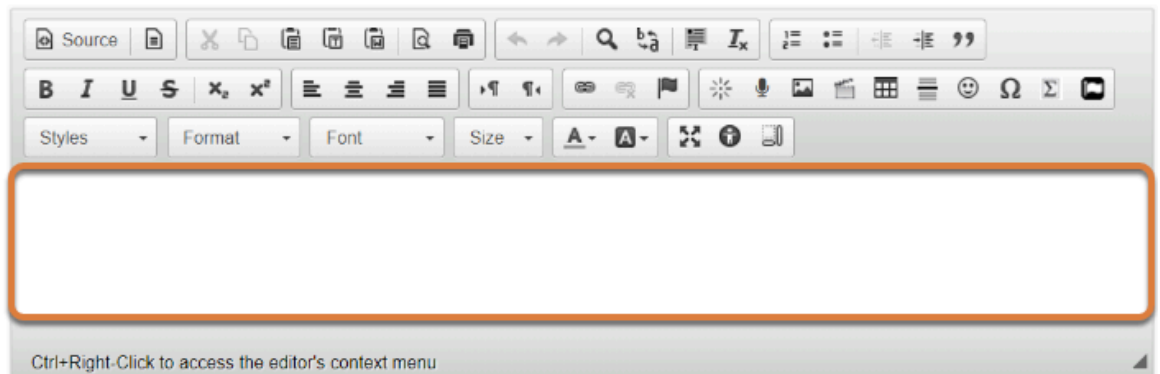
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

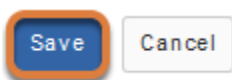
Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback. It features a top toolbar with icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and more. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, a small text label reads "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons are shown: a blue "Save" button with a white border and a grey "Cancel" button with a white border. The "Save" button is highlighted with an orange border.

How do I create a calculated question?

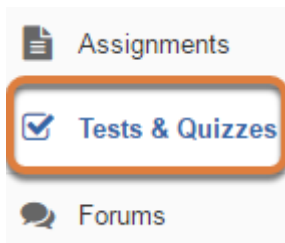
A calculated question is similar to [numeric response](#) in that it presents students with a sentence, paragraph, or formula that includes text boxes where they will enter numbers to fill in the blanks. Unlike [numeric response](#), calculated questions can have different numbers and answers for each student who takes the assessment.

There are four parts to a calculated question that you define (three required and one optional):

1. [Question text](#),
2. [Variable\(s\) in the question](#),
3. [Formula\(s\)](#),
4. [Calculation\(s\) \(optional\)](#).

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

Quiz 1

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

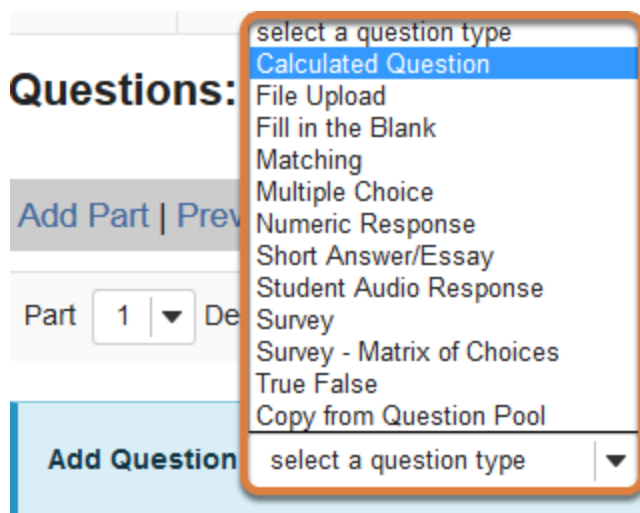
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Calculated Question from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Calculated Question**.

Set the point value for the question.

Answer Point Value

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Note: The total point value of a calculated question is divided by the number of blanks in the question text. For example, a 10-point question with two blanks will award a student 5 points for each correct answer.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

Note: To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

$\{x\} + \{y\} = \{\{z\}\}$

body p Character Count (Includes HTML formatting characters) : 23 Word Count : 0
Ctrl+Right-Click to access the editor's context menu

Following the formatting described in the examples below, [Basic Question Structure](#) and [Advanced Calculations](#), enter the *Question Text* into the [Rich-Text Editor](#).

Basic Question Structure

To display a variable value in your question text, enter the variable letter in **curly brackets { }**, for example: {x}. When a student takes the assessment, a number randomly selected from a range you will define replaces the variable.

Insert a letter in **double curly brackets {{ }}**, for example: {{z}}, within the question text to define a text box where a student will enter a response.

Basic Question Examples

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
$\{x\} - \{y\} = \{\{z\}\}$	x = Min: 1, Max: 10, Decimal Places: defaults to 3 y = Min: 1, Max: 5, Decimal Places: defaults to 3	$z = \{x\} - \{y\}$	Defaults to 0.01.	5.012 - 1.950 = —
Kevin has {x} apples. Jane eats {y}. Now Kevin has {{z}} apples.	x = Min: 5, Max: 10, Decimal Places: 0 y = Min: 1, Max: 5, Decimal Places: 0	$z = \{x\} - \{y\}$	0 to require the exact number with no decimal places.	Kevin has 5 apples. Jane eats 1. Now Kevin has ___ apples.

Advanced Calculations

You can also add a *calculation* in **double square brackets [[]]**, for example: $[[\{a\} + \{b\}]]$. A calculation is a numerical value constructed from variables. Some uses of calculations include:

- Students must solve for each variable in the calculation.
- Calculations are part of a variable data set. Students must solve for the union and intersection of the set.
- Students use the calculation's value to solve for mean and standard deviation of a variable data set.

Advanced Question Examples

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
$\frac{[\{a\} + \{b\} + \{c\} + \{d\}]}{4}$ is the mean of the following sequence: $\{a\}$, $\{b\}$, $\{c\}$, D . $D = \{\{x\}\}$	<p>$a = \text{Min: } 1, \text{Max: } 10, \text{Decimal Places: } 0$</p> <p>$b = \text{Min: } 11, \text{Max: } 15, \text{Decimal Places: } 0$</p> <p>$c = \text{Min: } 16, \text{Max: } 20, \text{Decimal Places: } 0$</p> <p>$d = \text{Min: } 21, \text{Max: } 25, \text{Decimal Places: } 0$</p>	$x = \{d\}$	Defaults to 0.01.	15.25 is the mean of the following sequence: 5, 13, 20, D . $D = \underline{\hspace{1cm}}$
<p>A couple spends $\{x\}\%$ of their monthly income on food. Their combined monthly income is $\\$[\{y\} + \{z\}]$. The husband eats twice as much food as his wife. The wife eats $\\$\{w\}$ worth of food per month.</p> <p>The cost of food she eats comprises $[\frac{(100 * ((\{x\}/100) * (\{y\} + \{z\}))/3)}{\{y\}}]\%$ of her monthly income. Her monthly income is $\{a\}$. Her husband's monthly income is $\{b\}$.</p>	<p>$x = \text{Min: } 9, \text{Max: } 17, \text{Decimal Places: } 0$</p> <p>$y = \text{Min: } 3000, \text{Max: } 4000, \text{Decimal Places: } 2$</p> <p>$z = \text{Min: } 3000, \text{Max: } 4000, \text{Decimal Places: } 2$</p>	<p>$a = \{y\}$</p> <p>$b = \{z\}$</p> <p>$w = \frac{((\{x\}/100) * (\{y\} + \{z\}))}{3}$</p>	<p>0.01 to allow for rounding.</p> <p>For example, if the correct answer is \$3032.755, setting a tolerance of 0.01 accepts any value in the range of \$3032.74 to \$3032.76 as the correct answer.</p>	<p>A couple spends 14% of their monthly income on food. Their combined monthly income is \$7723.65. The husband eats twice as much food as his wife. The wife eats \$<u> </u> worth of food per month.</p> <p>The cost of food she</p>

Question Text	Variable Values	Formula(s)	Tolerance	Sample Student View
				eats comprises 9.34799% of her monthly income. Her monthly income is _____. Her husband's monthly income is _____.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the Extract Variables, Calculations, and Formulas from Question Text button.

Extract Variables, Calculations, and Formulas from Question Text

After you extract the variables and formulas, you will be able to define ranges of values for each variable and the formula that will generate each correct answer.

Define ranges of variable values.

Variables

Variable Name	Min	Max	Decimal Places
x	1 20	2 50	3 3
y	10	30	3

Under *Variables*, for each variable in the question text:

1. In the *Min* column, enter each variable's minimum value.
2. In the *Max* column, enter each variable's maximum value.
3. Under *Decimal Places*, select how many decimal places you want the number to have (0 to 10). The default is **3** *Decimal Places*.

When each student takes the test, a randomly selected number in the range of values will display for a given student. For example:

Question text: $\{x\} + \{y\} = \{\{z\}\}$

The *Min* value for **x** is **20**, the *Max* value for **x** is **50**, and **3** *Decimal Places* are selected.

The *Min* value for **y** is **10**, the *Max* value for **y** is **30**, and **3** *Decimal Places* are selected.

One student's question: $40.015 + 25.025 = \underline{\hspace{1cm}}$

Another student's question: $30.123 + 14.345 = \underline{\hspace{1cm}}$

Enter the formula(s).

Formula Name	Formula	Tolerance	Decimal Places
z	1 $\{x\} + \{y\}$	2 0.01	3 3

1. Enter the mathematical expression for each *Formula*, inserting the variables where needed as letters in between **curly brackets { }**. For example:

The question text is *Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}*

The *Formula* for **z** is **$\{x\} - \{y\}$**

2. Enter the desired *Tolerance*. The correct answer to a calculated question is the *Formula's* value calculated by *Tests & Quizzes* **plus or minus** the *Tolerance*. The default *Tolerance* is

0.01. For example, if the correct answer is 2.055, the default accepts any value between 2.04 and 2.06 as correct.

3. Select how many *Decimal Places* students must include in their answer. The default is **3** *Decimal Places*.

i Note: Your formulas can contain the following math operators, functions, and constants:

- **Operators:** + - * / ^ ()
- **Functions:** SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SQRT, LOG10, and LN
- **Constants:** PI (3.14...) and e (2.718...)

Review Calculations, if any were entered.

Calculations

You can also define Calculations in the question text. Place double brackets around the Calculation (e.g. `[[3 + 2]]`). You may use variables inside Calculations (e.g. `[[{a} + {b}]]`). These calculations can help the student to answer the question. They can also help instructor to check that the question is correctly defined before publishing it

Calculation	Sample		Status
{x}+{y}	3+2	5	OK

If you added any *Calculations* in the question text, you can review a sample of how one might look in the test under *Calculations*.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

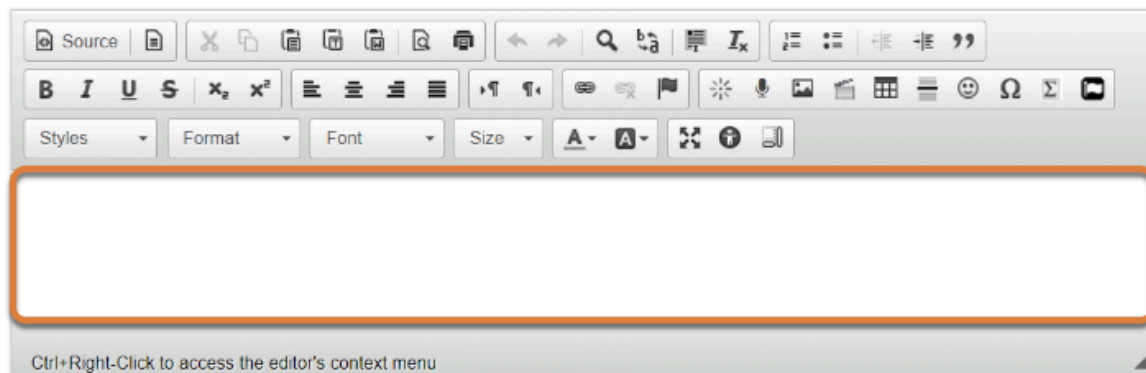
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

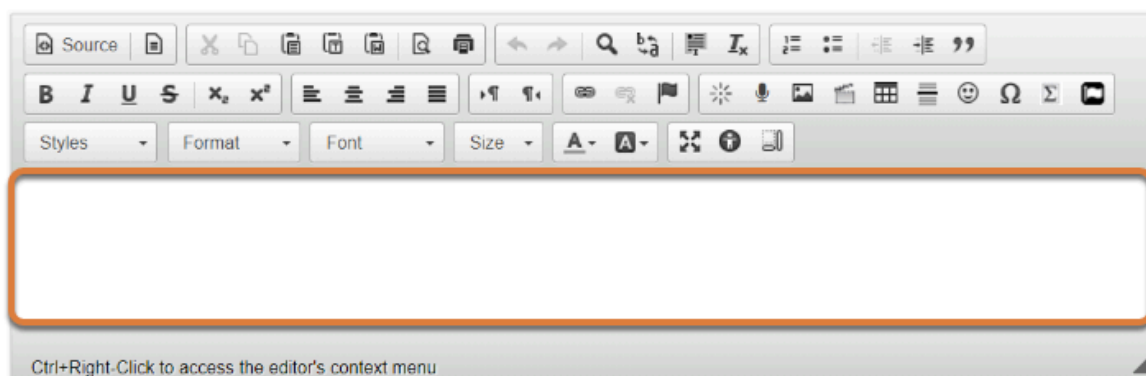
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A rich text editor interface for providing feedback for the correct answer. It features a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link, unlink, insert link, insert image, insert video, insert table, insert media, and insert code. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, there is a small text label: "Ctrl+Right-Click to access the editor's context menu".


Incorrect Answer
Feedback (optional)

A rich text editor interface for providing feedback for the incorrect answer. It features a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link, unlink, insert link, insert image, insert video, insert table, insert media, and insert code. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main area is a large, empty text box with an orange border. At the bottom, there is a small text label: "Ctrl+Right-Click to access the editor's context menu".

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

Two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

How do I create a student audio response question?

A student audio response question requires students to record audio for their answer using a microphone.

Note:

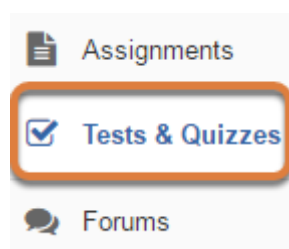
- Students should use the **Chrome** browser to [record their answer](#). Please remind your students that they will need a working microphone and speakers to answer this question. It is very helpful to [offer an audio response practice test](#) first.

When it is time for you to play back and grade student submissions to the student audio response, it is also recommended that you use **Chrome**.

- This type of question must be manually graded.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

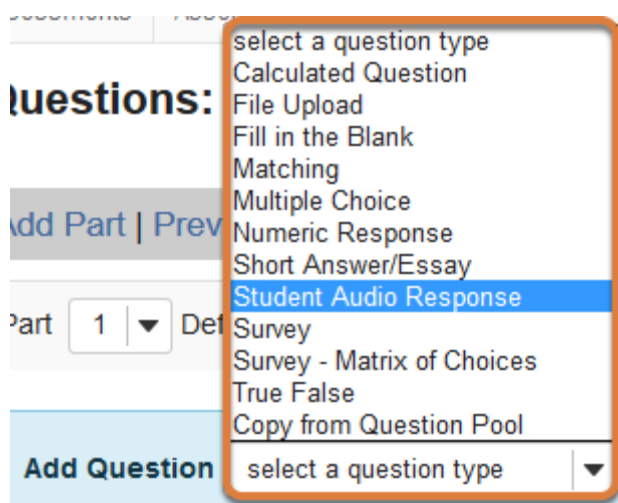
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Student Audio Response from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Student Audio Response**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text

Source

Recite the first four lines of Juliet's famous balcony passage beginning with "O Romeo, Romeo..."

body p

Character Count (Includes HTML formatting characters) : 103 Word Count : 14

Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Add a time allowance.


Time allowed (seconds): Indicate how long student has to record answer

600

The *Time allowed* indicates the maximum amount of **time** in **seconds** a student has to record their response. The default is **30** seconds.

Specify how many times students can re-record.

Number of attempts



Select a *Number of attempts* from the drop-down menu to restrict how many times a student can re-record their answer. The default is **Unlimited**. To limit recording attempts, choose a **number** between **1** and **10**.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

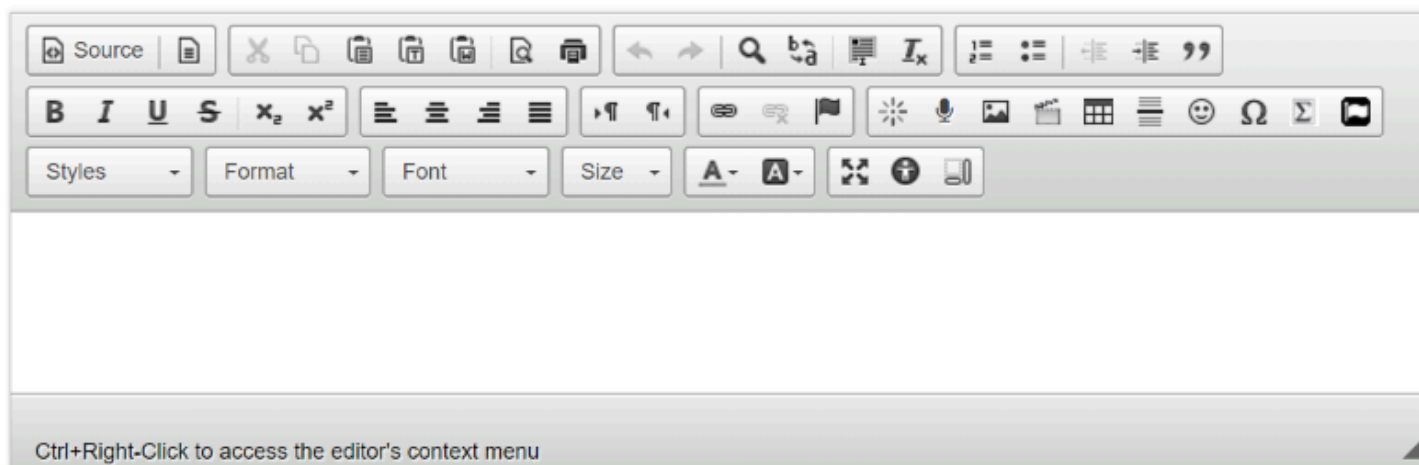
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

Feedback (optional)

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, indentation, bulleted and numbered lists, link, unlink, and other functions. Below the toolbar, there are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty text box. At the bottom of the editor, there is a footer that reads 'Ctrl+Right-Click to access the editor's context menu'.

You may include [Feedback](#) which you can make available to all students.

i **Note:** If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.



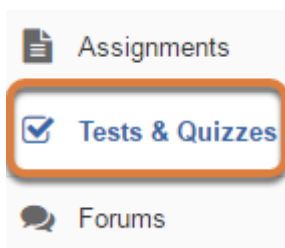
How do I create a survey question?

A survey question can have a simple yes or no response, or require participants to select a response from a range of options, such as strongly disagree to strongly agree or a scale of 1-5.

***Note:** Survey questions cannot be graded; they will always be worth 0 points in a graded assessment.*

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

Quiz 1

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

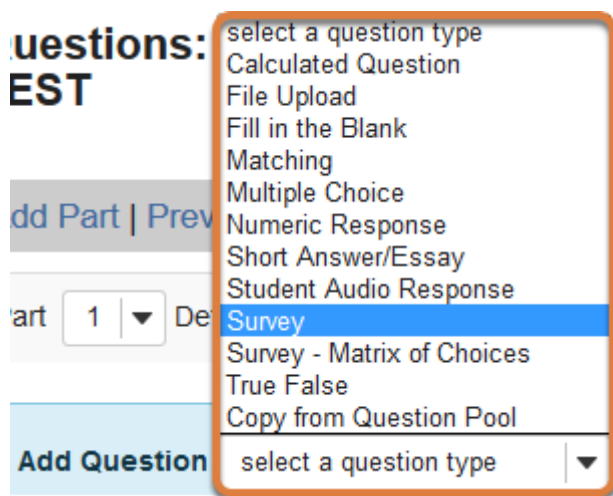
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Survey from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Survey**.

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

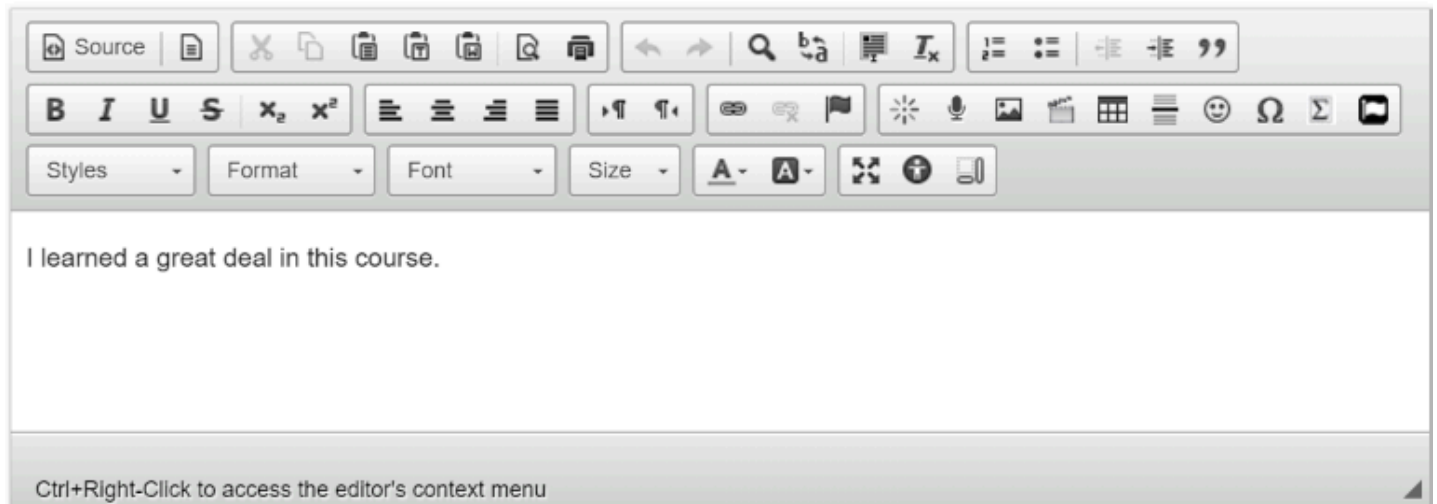
Note:

- Survey questions cannot be graded and will always be worth **0 points**.

- To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



The screenshot shows a rich-text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, code, link, unlink), and other functions like undo, redo, search, and print. Below the toolbar are four dropdown menus: Styles, Format, Font, and Size. The main text area contains the text "I learned a great deal in this course." At the bottom of the editor, there is a footer that reads "Ctrl+Right-Click to access the editor's context menu".

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Select the type of answer.

Answer

- ☐ Yes, No
- ☐ Disagree, Agree
- ☐ Disagree, Undecided, Agree
- ☐ Below Average -> Above Average
- ☐ Strongly Disagree -> Strongly Agree
- ☐ Unacceptable -> Excellent
- ☐ 1 -> 5
- ☐ 1 -> 10

Under *Answer*, choose the answer type. Options include **Yes or No**, ranges from **Strongly Disagree to Strongly Agree**, and number scales such as **1-5**.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to

Question Pool

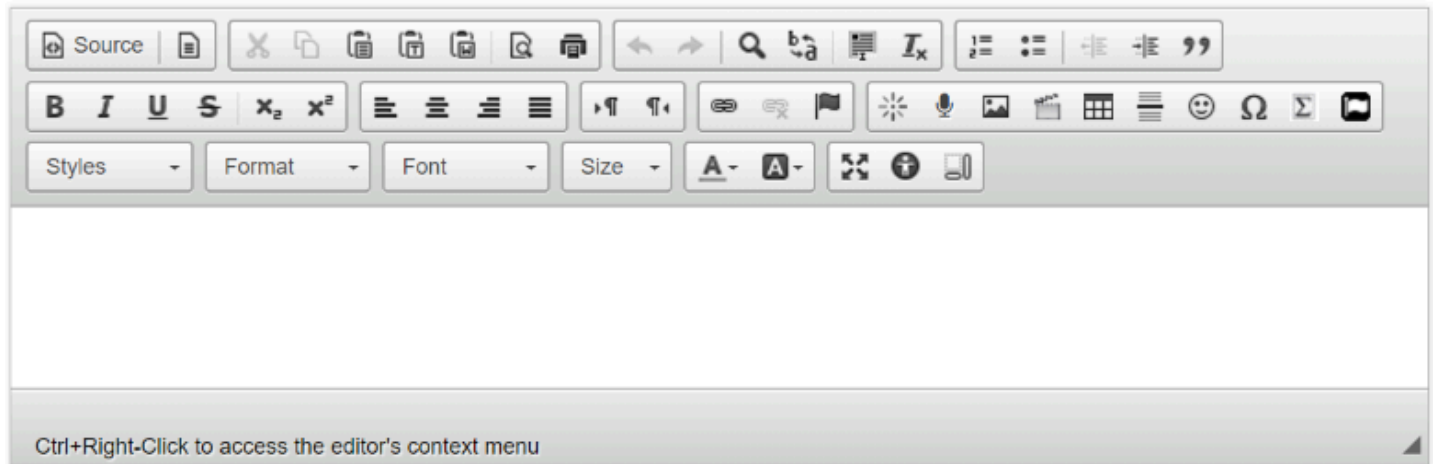
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

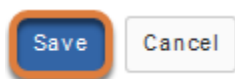
Feedback (optional)



You may add [Feedback](#) which you can make available to survey participants.

Note: If you include feedback here, you will also need to make it available in the [Feedback Settings](#), and participants will need to be able to access the assessment's feedback within your UVACollab site (i.e., feedback will not be available for an [anonymous survey](#)).

Select Save.



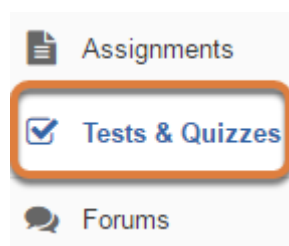
How do I create a survey - matrix of choices question?

A survey - matrix of choices question provides participants with a table where they must select options for each row from corresponding columns.

Note: To award students points for this type of question, it must be manually graded.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

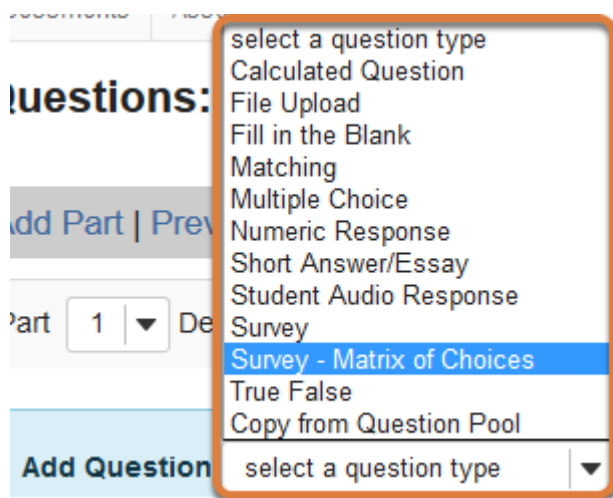
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Survey - Matrix of Choices from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Survey - Matrix of Choices**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

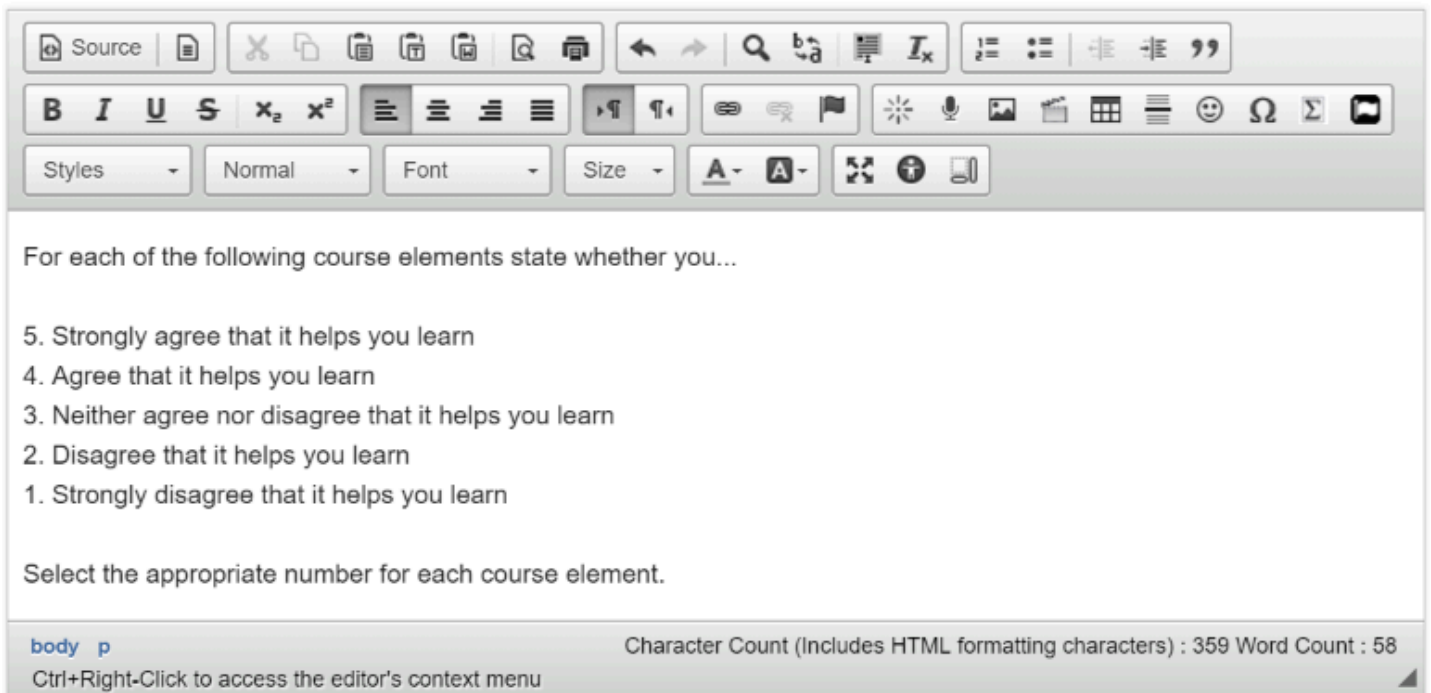
☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Enter the question text.

Question Text



The screenshot shows a rich-text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link/unlink, unlink, insert link, insert image, insert video, insert table, insert quote, and other functions. Below the toolbar, the text area contains the following content:

For each of the following course elements state whether you...

5. Strongly agree that it helps you learn
4. Agree that it helps you learn
3. Neither agree nor disagree that it helps you learn
2. Disagree that it helps you learn
1. Strongly disagree that it helps you learn

Select the appropriate number for each course element.

body p Character Count (Includes HTML formatting characters) : 359 Word Count : 58
Ctrl+Right-Click to access the editor's context menu

Enter the *Question Text* into the [Rich-Text Editor](#).

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Enter Answer options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

Class activities and exercises
Class notes
Lecture videos
Lab quizzes
Lab notes
Textbooks

Column Choices (press "Return" key after each choice)

5
4
3
2
1

Under *Answer*, enter the desired **Row Choices** and **Column Choices** in the corresponding fields, pressing the **Return** or **Enter** key on your keyboard in between each choice so each is on a separate line.

Restrict responses. (Optional)

☐ Allow Only One Response per Column(forced ranking)

Select **Allow Only One Response per Column (forced ranking)** to prevent the same column choice from being selected for more than one row.

Allow comments. (Optional)

☐ **Add Comment Field**

Select **Add Comment Field** to provide a text box where participants can enter comments to explain their selected choices.

Choose the width for columns and rows in the table of choices.

Relative Widths of Columns

10% row choices column/90% column choices column

Use browser defaults for column widths

10% row choices column/90% column choices column

20% row choices column/80% column choices column

30% row choices column/70% column choices column

40% row choices column/60% column choices column

50% row choices column/50% column choices column

60% row choices column/40% column choices column

70% row choices column/30% column choices column

80% row choices column/20% column choices column

90% row choices column/10% column choices column

The drop-down menu for *Relative Widths of Columns* is available to regulate column and row **width**. The widths are in percentages. The default is **Use browser defaults for column widths**.

Tip: If there are many column choices or the text of each column choice is long, the question's table will display better with smaller relative widths of row choices, for example **20% row choices column/80% column choices column**. However, if there are very few column choices and the text of the row choices is long, an option like **80% row choices column/20% column choices column** is more appropriate.

Assign to a part. (Optional)

Assign to Part

Part 1 - Default

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

Assign to
Question Pool

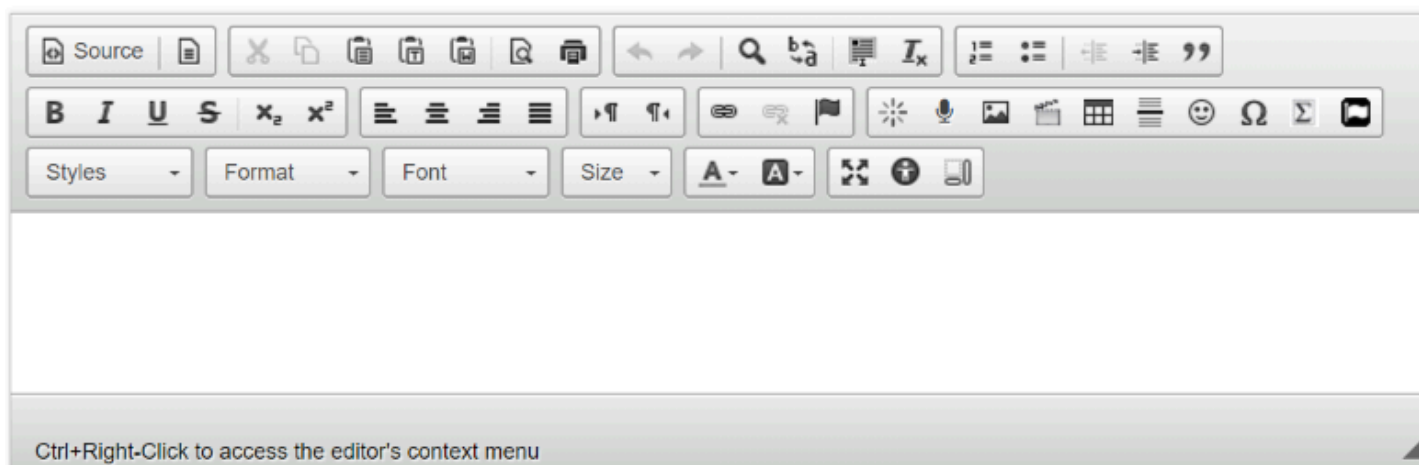
Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide feedback. (Optional)

Feedback (optional)



You may add [Feedback](#) which you can make available to survey participants.

Note: If you include feedback here, you will also need to make it available in the [Feedback Settings](#), and participants will need to be able to access the assessment's feedback within your UVACollab site (i.e., feedback will not be available for an [anonymous survey](#)).

Select Save.



How do I add an image in an assessment question?

You can add an image to an assessment question in either of the following ways:

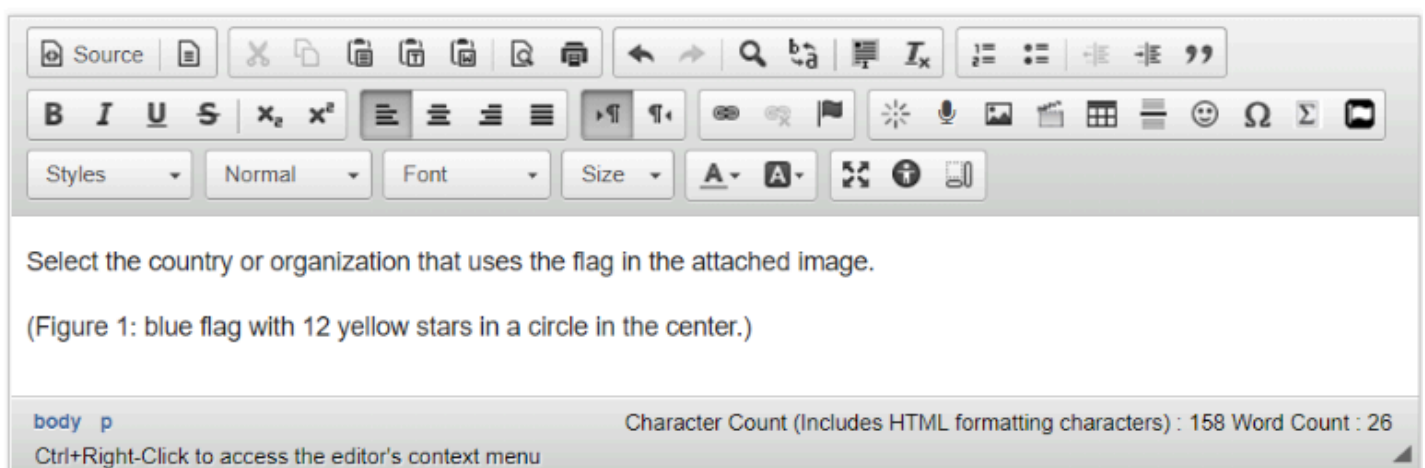
1. [Attach the image to the question text.](#)
2. [Embed the image in the question or answer text using the Rich-Text Editor.](#)

This article summarizes the steps needed to add images, with links to articles providing more detailed steps.

! **Note:** Descriptive text alternatives should be added to images used in assessments, especially if students need to be able to interpret the images to answer the questions. For more information about adding text alternatives, see [How can I make images more accessible?](#)

Attach an image to a question.

Question Text



Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)

body p Character Count (Includes HTML formatting characters) : 158 Word Count : 26

Ctrl+Right-Click to access the editor's context menu

Attachments

 Figure1.jpg (11 KB)

Add / Remove Attachments

While creating or editing assessment questions, you can add attachments. For more information about adding attachments to assessment questions, see [How do I add a new question \(with the assessment builder\)?](#)

Tip: Use a .jpg, .png, or .gif image.

Select the country or organization that uses the flag in the attached image.

(Figure 1: blue flag with 12 yellow stars in a circle in the center.)



- ☒ A. European Union
- ☐ B. United Kingdom
- ☐ C. United States of America
- ☐ D. France

💡 If your image is saved in **.jpg**, **.png**, or **.gif** format, it will display for students on the page while they are taking the assessment.

Embed an image in the question or answer text.

Create a hidden folder that allows access to its contents via links.



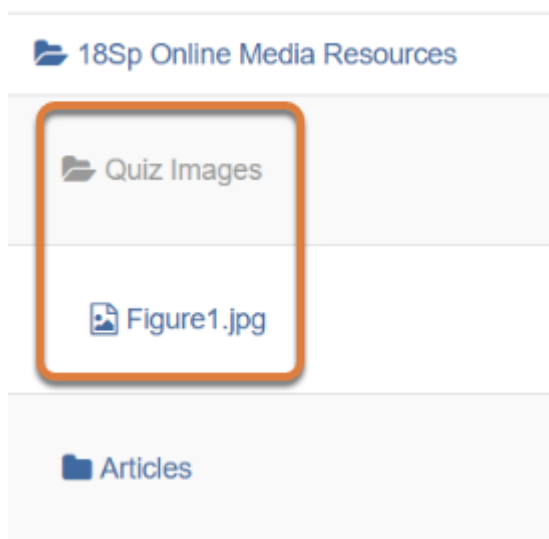
Go to the *Resources* tool and add a folder with the setting **Hide this folder but allow access to its contents**. For steps to add this setting to a folder, see [How do I hide Resources files and folders?](#)

💡 **Tip:** For added security on your image folder, you may also follow the [steps to set availability dates/times on the folder](#) to the same dates as your assessment, such that the folder will have the following settings:

- **Hide this folder but allow access to its contents**
- **From:** [Enter the same date as the **available date** for your assessment.]
- **Until:** [Enter the same date as the **latest submission date** (either the **due date**, or the **late submission date**, if late submissions are allowed) for your assessment, unless you also want to release feedback and show the images in the feedback.]

For steps to set assessment availability dates, see [How do I inspect and adjust the settings of an assessment?](#)

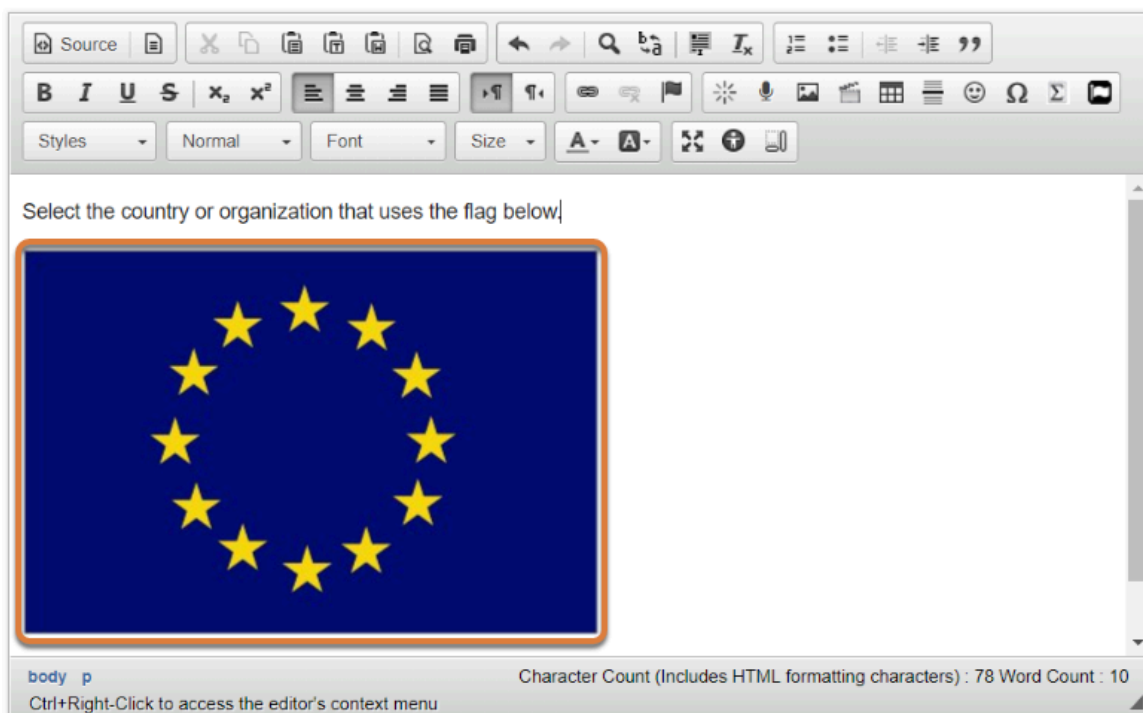
Upload the image(s) to the hidden folder.



Upload the image to the hidden folder, making sure that the image itself is **visible**. For steps to upload files, see [How do I upload files to Resources or File Drop?](#)

Embed the image in the question or answer text.

Question Text



While authoring or editing a question, use the [Rich-Text Editor](#) to embed the image in your question or answer text, and include appropriate **alternative text** for the image. For steps to create assessment questions, embed images using the editor, and make images accessible, see:

- [How do I add a new question \(with the assessment builder\)?](#)
- [How do I embed an image in the Rich-Text Editor?](#)
- [How can I make images more accessible?](#)

! **IMPORTANT:** The assessment **Preview** option does not provide an exact view from a student perspective. For example, instructors will still be able to see images embedded in questions while students may not be able to see them.

Image visibility is managed in the *Resources* tool of the site in which they are stored (which could be a different site). To ensure that students can view images embedded in questions, check that the following permissions are **NOT** set on affected folders or files in *Resources*:

- **Hide this folder and its contents** (setting on the folder)
- **Hide this item** (setting on an individual image file)

Additionally, if your images are stored in a **different UVACollab site** than your course site, for example, in your **Home** site, follow the [steps to make the folder viewable by all logged-in users](#).

💡 Tip: If this is your first time using embedded images in a test or quiz, we recommend [emailing UVACollab Support](#) with the **title of your site and assessment**, and we can spot-check a few of your images to see if their permissions are configured correctly.

How do I use and edit assessment parts?

All assessments are subdivided into parts, but often consist of only one part that comprises all the questions. Each part has its own title, questions, optional information and attachments (for resources or directions), and question ordering.

Assessment parts are often used to group together questions associated with a case study or reading passage, specific types of questions, or [randomly drawn](#) questions.

When you create a new assessment, a part titled *Default* is created automatically. If you leave it named *Default*, that title will not appear on your assessment. You can add questions to the *Default* part, or you can add your own parts.

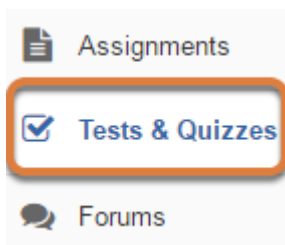
New parts will be listed in the order you create them. You can reorder parts within an assessment and edit each part individually.

This article describes how to do the following:

- [Edit an existing part or add a new part.](#)
- [Enter part information and options.](#)
- [Reorder parts.](#)
- [Remove parts.](#)

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Parts may be added to or edited in any assessment in the **Working Copies** tab. Before anyone accesses an assessment in **Published Copies** to take it, part information or numbering may be edited.

Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Action	Title
-- Select Action --	Quiz 1
Edit	Quiz 2
Preview	
Print	Quiz 3
Settings	
Publish	Quiz 4
Duplicate	
Export	Quiz 5
Remove	

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Edit an existing part or add a new part.

You can edit the *Default* part in your assessment or create a new part to add questions.

Edit a part.

Add Part | Preview | Print | Settings | Publish

Part 1 ▼ Default - 10 questions Copy to Pool **Edit**

To modify the title, information or settings in an existing part, select the **Edit** link to the right of the part title.

Or add a part.

Add Part | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Select the **Add Part** link at the top of the screen to add a new part.

i **Note:** The **Add Part** option is only available for assessments in the **Working Copies** tab.

Enter part information and options.

Enter a part title.

* **Title**

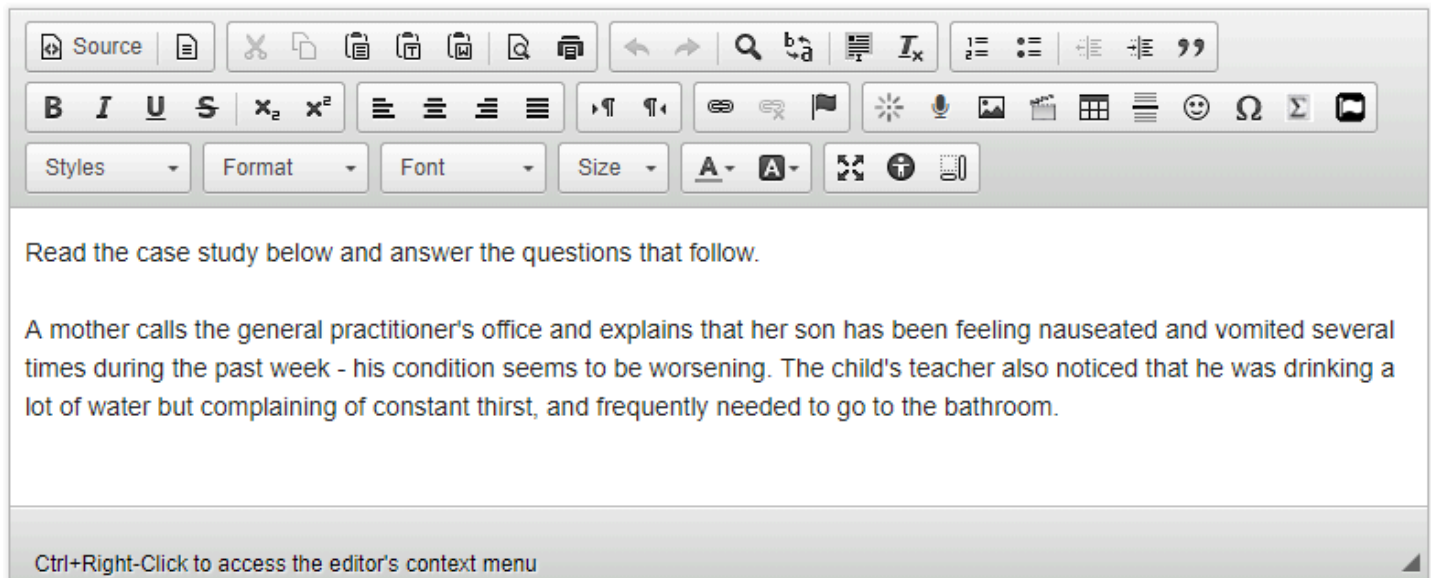
Case Study #1

NOTE: Part titles of "Default" will not be visible to assessment takers.

Enter a **Title** into the text box provided.

Add information. (Optional)

Information



The screenshot shows a rich text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link and unlink, undo, redo, and search. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size', followed by more icons for text color, background color, link, unlink, and a 'Source' button. The main text area contains the following content:


Read the case study below and answer the questions that follow.

A mother calls the general practitioner's office and explains that her son has been feeling nauseated and vomited several times during the past week - his condition seems to be worsening. The child's teacher also noticed that he was drinking a lot of water but complaining of constant thirst, and frequently needed to go to the bathroom.

At the bottom of the editor, a small grey bar contains the text: Ctrl+Right-Click to access the editor's context menu.

You may enter a brief description or instructions into the *Information* field.

When students are taking the assessment, the part information will display at the top of each page in that part.

 **Tip:** If you are using a part to group together questions corresponding to a reading passage or case study, you can enter the reading or case study in the part information.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

To provide additional resources related to the part or its questions, select **Add Attachments** to browse for and upload a file.

Select the part type.

Type

- ☒ **Questions authored one-by-one**
- ☐ **Random draw from question pool**

The part's *Type* determines how questions will be added to the part. The default part type is **Questions authored one-by-one**, where you add each question individually to the assessment.

If you have created a [question pool](#), you can choose the option **Random draw from question pool**. This will randomly select a number of questions you specify from your pool.

Additional options are available for each type of part (see below).

i Note: You can only add parts or edit the part type in any assessment in the **Working Copies** tab.

Select additional part options.

Options for a part with questions authored one-by-one.

Options

Question Ordering

- ☒ **As listed on Assessment Questions page**
- ☐ **Random within Part**

In a part with questions authored one-by-one, you can choose whether questions should display for students in the order they are shown on the *Questions* editing screen (**As listed on the Assessment Questions page** - the default option) or if questions should be displayed in a random order when each student takes the test (**Random within Part**).

Options for a random draw part.

Select the pool, number of questions, and type of randomization.

Randomization

1 * Draw question(s) from

2

3 ☒ A student's questions are randomized each time an assessment is submitted
☐ A student's questions are randomized once for all submissions

Under *Randomization*:

1. Enter the **number of questions** desired into the text box provided.
2. Select the **question pool** from the drop-down menu listing available pools.
3. Select whether **A student's questions are randomized each time an assessment is submitted** (i.e., if you allow multiple submissions or a [retake](#), the student may see different questions for each submission) or **once for all submissions** (i.e., if the same student submits the assessment multiple times, that student always gets the same questions).

Enter a point value for randomly drawn questions.

Scoring

1 * Correct answers are worth point(s).

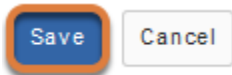
2 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

Under *Scoring*:

1. Enter a number of **point(s)** into the *Correct answers are worth* box. A point value is required.
2. If desired, enter a point value to penalize students for incorrect guesses to true false and multiple choice, single correct questions. In the *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct* box, enter how many **point(s)** to deduct from a student's score for each incorrect answer.

Note: Point values entered here override any value that was saved for individual questions in a corresponding question pool.

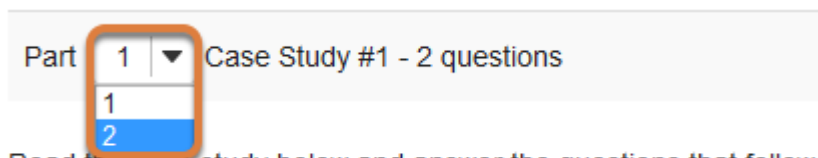
Save the part information.



Select **Save**.

Reorder parts.

Select a part number.



Read the case study below and answer the questions that follow.

New parts will be listed on the assessment editing screen in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down menu next to *Part*.

For example, if there are three parts, you can make the third part appear first by changing the drop-down from **3** to **1**. Other parts will be automatically reordered once the order is updated. The example pictured above will exchange the places of **Parts 1** and **2**.

Select Update Order.



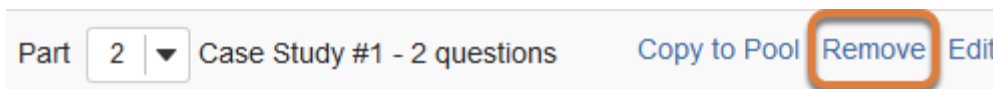
At the bottom of the screen, select **Update Order** to save changes to the part order.

Remove parts.

You can remove a part and its questions altogether or remove the part as a section and move its questions to a different part.

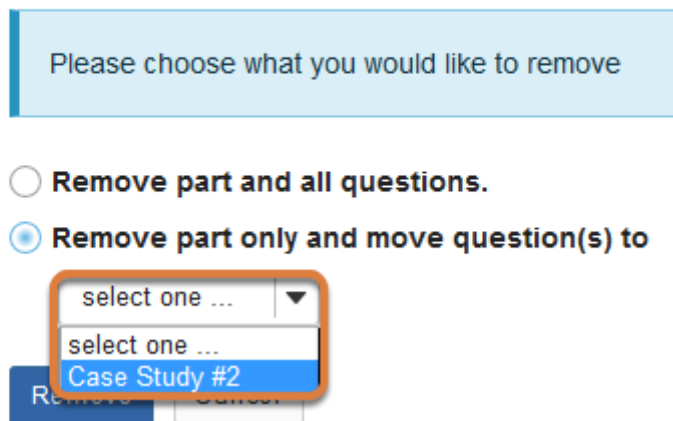
Note: The first part listed on the editing screen will not have the **Remove** option. To remove the first part, you must switch its order with another part you have created.

To the right of the part's title, select **Remove**.



Choose to remove all questions, or move the questions to another part.

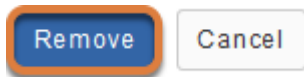
Remove Part Confirmation

A screenshot of a confirmation dialog box titled 'Remove Part Confirmation'. Inside the dialog, there is a light blue box with the text 'Please choose what you would like to remove'. Below this, there are two radio button options. The first option is 'Remove part and all questions.' and the second option is 'Remove part only and move question(s) to', which is selected. Below the second option is a dropdown menu with 'select one ...' and a downward arrow. The dropdown menu is open, showing 'select one ...' and 'Case Study #2' as options. The 'Case Study #2' option is highlighted with a blue background. The entire dialog box is outlined with a light blue border.

On *Remove Part Confirmation* screen, choose between the following:

- **Remove part and all questions.** (This is the default option.)
- **Remove part only and move question(s) to** (Use the accompanying drop-down menu to choose another part where the questions will be moved.)

Select Remove.



Select **Remove** to confirm (or select **Cancel** to exit without removing the part or questions).

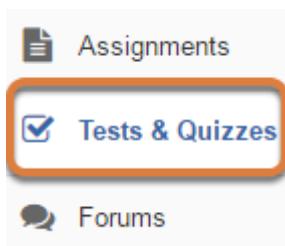
How do I set up a random question set?

You can create an assessment from a number of questions randomly drawn from a [question pool](#). Depending on how many questions are in the pool and how many are drawn from it, different students may get different questions when they take the assessment.

Note: You must create a question pool before setting up a random question set in an assessment. Please see the following articles for more information:

- [How do I add, copy, move, or remove a question pool?](#)
- [How do I add a question to a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Random question sets may be added to any assessment in the **Working Copies** tab. Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

Choose assessment type (optional)

Create

OF

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

In the **Working Copies** tab, select **Edit** from the *Action* drop-down menu for the assessment.

Note: You cannot add a new random question set to any assessment in the **Published Copies** tab.

Edit an existing part or add a new part.

An assessment [part](#) is used to draw questions from a [question pool](#). You can edit the *Default* part in your assessment or create a new part to add questions.

Edit a part.

Add Part | Preview | Print | Settings

Part Default - 0 questions [Copy to Pool](#) [Edit](#)

You can create a random question set using an existing part that has no questions or a part which has already been set up with the *Random draw* setting. Select **Edit** to the right of the part title.

OR add a part.

[Add Part](#) | Preview | Print | Settings | Publish

Select the **Add Part** link at the top of the screen to add a new part.

Enter a part title and optional information.

If your part does not yet have a title, enter a part title.

* Title

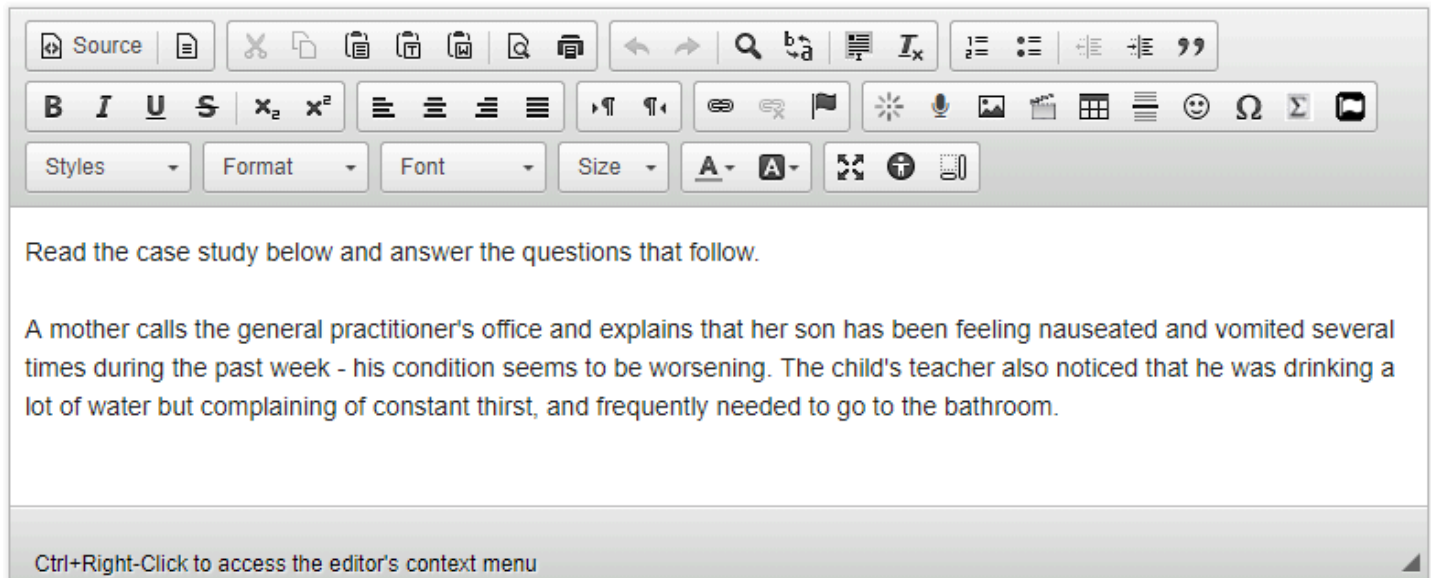
NOTE: Part titles of "Default" will not be visible to assessment takers.

Enter a **Title** into the text box provided.

Note: If the part title is *Default*, the title will not display for assessment takers.

Add information. (Optional)

Information



The screenshot shows a rich text editor interface for the 'Information' field. It features a top toolbar with icons for source, undo, redo, search, and various text formatting options like bold, italic, underline, and strikethrough. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by more formatting icons like text color, background color, and link. The main text area contains the following content:

Read the case study below and answer the questions that follow.

A mother calls the general practitioner's office and explains that her son has been feeling nauseated and vomited several times during the past week - his condition seems to be worsening. The child's teacher also noticed that he was drinking a lot of water but complaining of constant thirst, and frequently needed to go to the bathroom.

At the bottom, a footer reads: Ctrl+Right-Click to access the editor's context menu.

You may enter a brief description or instructions into the *Information* field.

When students are taking the assessment, the part information will display at the top of each page in that part.

Tip: If you are using a part to group together questions corresponding to a reading passage or case study, you can enter the reading or case study in the part information.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

Add Attachments

To provide additional resources related to the part or its questions, select **Add Attachments** to browse for and upload a file.

Select Random draw from question pool.

Type

- ☐ Questions authored one-by-one
- ☒ Random draw from question pool

For the part *Type*, choose **Random draw from question pool**.

Select the pool, number of questions, and type of randomization.

Randomization

1 * Draw question(s) from


2 Questions Grouped by Type: Matching Questions (10 questions) ▼

3 ☒ A student's questions are randomized each time an assessment is submitted

☐ A student's questions are randomized once for all submissions

Under *Randomization*:

1. Enter the **number of questions** desired into the text box provided.
2. Select the **question pool** from the drop-down menu listing available pools.
3. Select whether **A student's questions are randomized each time an assessment is submitted** (i.e., if you allow multiple submissions or a [retake](#), the student may see different questions for each submission) or **once for all submissions** (i.e., if the same student submits the assessment multiple times, that student always gets the same questions).

 **Tip:** The questions in the pool you select should all test the same knowledge, but with different wording or examples. Depending on how many questions are available in the selected pool, and how many are drawn, different students may receive completely different questions.

Enter a point value for each question.

- Scoring

- 1 * Correct answers are worth point(s).
- 2 * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

1. Enter a number of **point(s)** into the *Correct answers are worth* box. A point value is required.
2. If desired, enter a point value to penalize students for incorrect guesses to true false and multiple choice, single correct questions. In the *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct* box, enter how many **point(s)** to deduct from a student's score for each incorrect answer.

Note: Point values entered here override any value that was saved for individual questions in a corresponding question pool.

Save the part information.

Select **Save** (or select **Cancel** to exit without saving changes).

View assessment.

5 Existing Questions - 50 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part Random draw from Matching Questions - 5 questions

[Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, **Matching Questions**, on **Tuesday, June 27, 2017 at 10:26:29 AM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

You will be returned to the assessment editing screen with the *Random draw* question set shown.

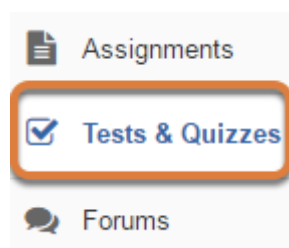
If you add or modify any questions in the question pool, select **Update Questions** to the right of the part title to update the questions drawn for the assessment part.

To add more random question sets or any specific questions that all students should answer when taking the assessment, create new parts for the additional questions as described in [How do I use and edit assessment parts?](#)

How do I change the numbering of assessment questions or parts?

You can edit an assessment to reorder its questions or [parts](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the assessment to edit.

Working Copies: not released to students

Published Copies: released to students

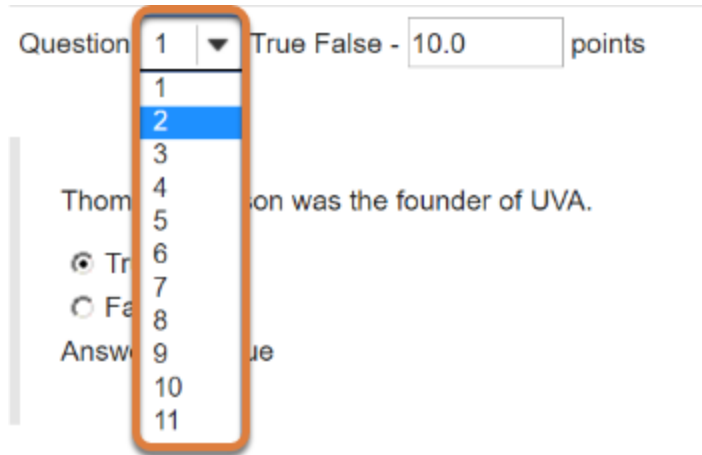
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note: Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

Change the numbering for a question.

Select a Question number.



The screenshot shows a question editing interface. At the top, there is a label "Question" followed by a dropdown menu currently showing "1". To the right of the dropdown is a text input field containing "True False - 10.0" and the word "points". Below the dropdown menu, a list of numbers from 1 to 11 is visible, with the number "2" highlighted in blue. To the left of this list, the text "Thom" and "on was the founder of UVA." is partially visible. Below the list, there are radio buttons for "True" and "False", and a label "Answer" followed by the word "ue".

Locate the question to be renumbered. From the *Question number* drop-down menu, choose a new number. In the example pictured above, *Question 1* is being changed to **2**.

Select Update Order.



The screenshot shows two buttons side-by-side. The left button is labeled "Update Points" and the right button is labeled "Update Order". The "Update Order" button is highlighted with an orange border.

At the bottom of the screen, select the **Update Order** button to save changes to the question order.

Other question numbers adjust automatically.

Question 1 ▼ Multiple Correct, Multiple Selection - 10.0

Select all the people below who were once students at UVA.

- ☒ A. Georgia O'Keeffe
- ☒ B. Edgar Allen Poe
- ☒ C. Tina Fey
- ☐ D. Thomas Jefferson

Answer Key:A,B,C

Question 2 ▼ True False - 10.0 points

Thomas Jefferson was the founder of UVA.

- ☒ True
- ☐ False

Answer Key:True

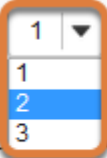
Question 3 ▼ Single Correct - 10.0 points

The question with the edited number will move into the selected position, before or after the other assessment questions.

Change the numbering for a part.

If the assessment is organized into multiple [parts](#), you can reorder the parts.

Select a Part number.



Part **1** ▼ Random draw from Voila Lecon 1 - 5 questions [Update Questions](#)

The questions for this part were generated from the question pool, **Voila Lecon 1**, on **1** Questions or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish**

[Add Question](#) ▼

Part **2** ▼ Random draw from Voila Lecon 2 - 5 questions [Update Questions](#)

The questions for this part were generated from the question pool, **Voila Lecon 2**, on **1** Questions or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish**

Locate the assessment part to be renumbered. From the *Part number* drop-down menu, choose a new number. In the example pictured above, *Part 1* is being changed to **2**.

Select Update Order.

[Update Points](#) [Update Order](#)

At the bottom of the screen, select the **Update Order** button to save changes to the part order.

Other part numbers adjust automatically.

Part Random draw from Voila Lecon 2 - 5 questions

The questions for this part were generated from the question pool. Click **Questions** or click **Edit** for this Part and then click **Save**. Click

Add Question

Part Random draw from Voila Lecon 1 - 5 questions

The questions for this part were generated from the question pool. Click **Questions** or click **Edit** for this Part and then click **Save**. Click

Add Question

Part Random draw from Voila Lecon 3 - 5 questions

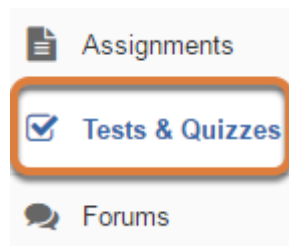
The part with the edited number will move into the selected position, before or after the other assessment parts.

How do I edit assessment question point values?

If questions were added to an assessment individually, you can edit the point value of a question either from the assessment editing screen or from the individual question's editing screen.

If questions were [randomly drawn](#), you will need to edit the *Part* of the assessment in which they appear to change the point value for each question in that part.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the assessment to edit.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note: Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

Edit question point values on the assessment editing screen.

Enter new point values in the points text box(es).

Question 1 ▼ Short Answer/Essay - 25 points

Using the verbs provided, write five sentences in the past tense using the verbs with être. Verbes: aller, arriver, dormir, partir de/à

Question 2 ▼ Single Correct - 10.0 points

Select Update Points.

Update Points

Update Order

At the bottom of the list of questions, select **Update Points**.

Edit a question's point value on the question editing screen.

To the right of the question to edit, select the Edit link.

Question 1 ▼ Short Answer/Essay - 10.0 points [Remove](#) [Edit](#)

Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Edit the Answer Point Value.

Answer Point Value

10

In the **Answer Point Value** box, enter the new point value for the question.

For a true false or multiple choice, single correct question, edit the negative marking value. (Optional)

☒ Single Correct

☒ Enable Negative Marking

Points deducted for incorrect answer

0.0

☐ Enable Partial Credit

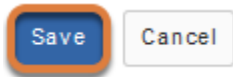
2

[Reset to Default Grading Logic](#)

For **true false** or **multiple choice, single correct** questions, you can deduct point(s) from students' assessment scores when they select incorrect answers. If negative marking was enabled, you can edit the point value to deduct.

1. Enter a new point value in the *Points deducted for incorrect answer* text box.
2. Or to remove *Negative Marking*, select the **Reset to Default Grading Logic** link.

Select Save.

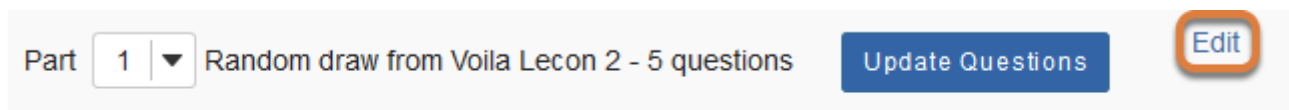


Either at the top or bottom of the screen, select **Save**.

Edit the point values of questions in a random draw part.

If your assessment questions are [randomly drawn from a question pool](#), edit the *Part* of the assessment in which they appear to change their point values.

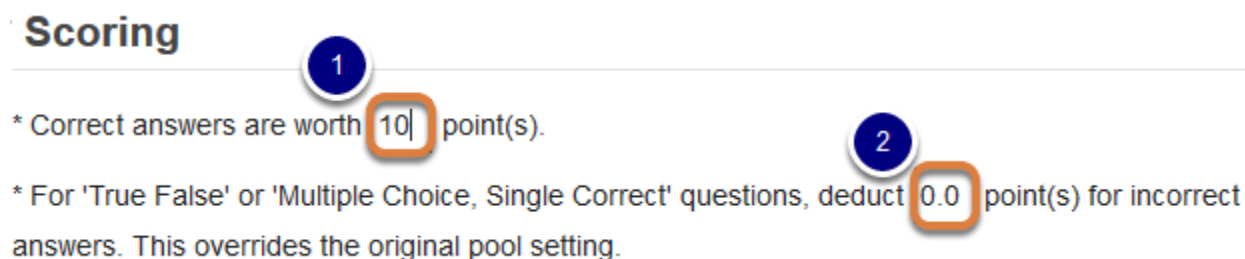
Select Edit for the Part.



The questions for this part were generated from the question pool, **Voila Lecon 2**, on **Tuesday, June 27, 2017 at 2:15:53 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

To the right of the *Part* that contains the questions, select **Edit**.

Under Scoring, edit the questions' point value.



1. In the *Scoring* section of the page, enter a new **point(s)** value in the *Correct answers are worth* text box.
2. For **true false** or **multiple choice, single correct** questions, you can deduct point(s) from students' assessment scores when they select incorrect answers. If desired, in the text box provided *For 'True False' or 'Multiple Choice, Single Correct' questions, deduct ___ point(s) for incorrect answers*, enter a new **point(s)** value to deduct.

Select Save.




At the bottom of the screen, select **Save**.

How do I inspect and adjust the settings of an assessment?

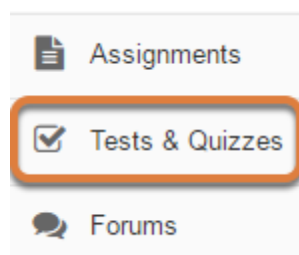
The settings of a test or quiz are complex, and offer many options. This overview includes steps to access the **Settings** page and outlines the sections of the **Settings** page with links to step-by-step articles for editing each section.

For information on editing specific settings, see:

- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

 **Tip:** Invite the UVACollab support team to review your settings before you publish your test to avoid unexpected outcomes. [Email us](#) with the **title of your site and assessment**, and we'll be happy to look it over for you!

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

Select **Settings** from the *Action* drop-down menu for the assessment.

Alternatively, access assessment settings from the edit assessment screen.

Questions: Quiz 1

Add Part | Preview | Print **Settings** | Publish

Part

1

 Default - 1 question

Add Question

select a question type

Question

1

 Matching -

10.0

 points

If you are currently editing an assessment, select the **Settings** link at the top of the *Questions* screen.

Editing settings in Working or Published Copies

You can modify the settings of any assessment listed under **Working Copies**. When you publish an assessment, a copy is created and listed under **Published Copies**.

After you have published an assessment, modifying the settings in the unpublished version under **Working Copies** will NOT affect the settings in the published version under **Published Copies**.

! Avoid modifying the settings of a published assessment while testing is in progress.

Settings options

Settings - Exam 1

[Expand All](#)

- 1 About this Assessment
- 2 Availability and Submissions
- 3 Grading and Feedback
- 4 Layout and Appearance

[Save Settings and Publish](#) [Save](#) [Cancel](#)

There are four sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Grading and Feedback**
4. **Layout and Appearance**

Select the section title in the *Settings* screen to expand or collapse that section OR select the **Expand All** link to open all the sections at once.

Below is a summary of the options available in each of these sections, and links to articles that describe the options in greater detail.

About this Assessment

In the **About this Assessment** section, you may edit the **Title** of your assessment or add a **Description** that displays before students begin taking the assessment. You may also require students to agree to the **Honor Pledge** before they can begin the assessment. For more information on this section and its options, see [How do I edit my assessment title or description, or add an Honor Pledge checkbox?](#)

Availability and Submissions

In **Availability and Submissions**, you may:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Select whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Select whether to receive email notifications when students submit the assessment.
7. Select whether or not to display the questions' point values while students are taking the assessment.
8. Require a customized **Assessment Password** that students will have to type in at the start of the assessment to take it (usually used for proctored tests in a classroom).

For more information on this section and its options, see [What are the Availability and Submissions options for an assessment?](#)

Grading and Feedback

In **Grading and Feedback**, you may:

1. Choose whether graders see the students' names when grading.
2. Select whether or not to send grades to the *Gradebook* tool.
3. Select which score is recorded, if a student is allowed to make more than one submission (also applies to [retakes](#)).
4. Indicate if and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g., their answers, correct answers, assessment scores).

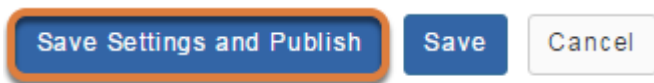
For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#)

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple [parts](#).

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#)

Save Settings and publish the assessment.



When the assessment settings are ready, and the questions are in place, select **Save Settings and Publish** to publish the assessment so your students can take it. For more information, see [How do I publish an assessment \(i.e. test or quiz\)?](#)

Alternatively, if you are not ready to publish the assessment, select **Save** to save your settings selections.

Note: When modifying the settings of an assessment in **Published Copies**, only the **Save** and **Cancel** buttons are available.

How do I edit my assessment title or description, or add an Honor Pledge checkbox?

In the **About this Assessment** section of the assessment **Settings**, you can edit an assessment's title or description, or require students to agree to the Honor pledge before beginning their assessment.

For information on editing additional settings, see:

- [How do I inspect and adjust the settings of an assessment?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select About this Assessment.

Settings - Exam 1

1

2 Expand All

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Grading and Feedback
- ▶ Layout and Appearance

Save Settings and Publish Save Cancel

1. Select **About this Assessment** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

About this Assessment

▼ About this Assessment

Assessment Type

Creator Tiffany Stull

Title 1 Quiz 1

Description/Intro (optional) 2


Honor Pledge 3 ☒ Require students to agree to honor pledge before beginning assessment

Attachments No Attachment(s) yet 4 Add Attachments

The following options are available:

1. Edit the assessment's **Title**.

2. Add a **Description/Intro** to display on the *Begin Assessment* screen.
3. **Require students to agree to honor pledge before beginning assessment** is enabled by default. When this option is enabled, students must check a box to agree to the Honor code before beginning their assessment.
4. To provide additional resources related to the assessment, select **Add Attachments** to browse for and upload a file.

 **Important:** All information and attachments added in **About this Assessment** are displayed to students BEFORE they begin taking the assessment.

For steps to have students review an attached file for a part of an assessment or a question AFTER they have started taking the assessment, see one of the following articles:

- [Add an attachment to a part.](#)
- [Add an attachment to a question.](#)

What are the Availability and Submissions options for an assessment?

In **Availability and Submissions**, you can set who should take the assessment, availability dates, and how many submissions are allowed.

For information on editing additional settings, see:

- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Grading and Feedback options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

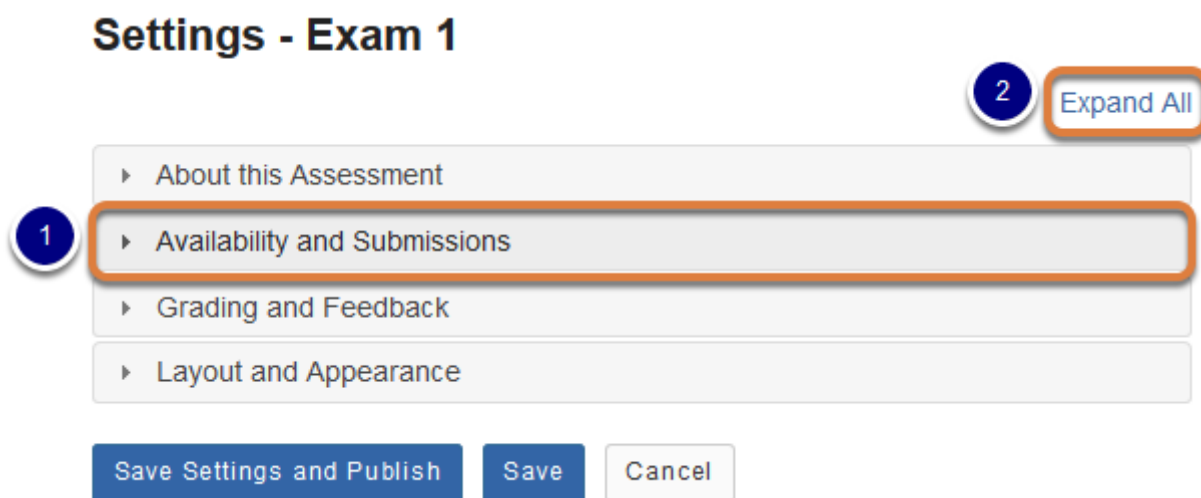
Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove</div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

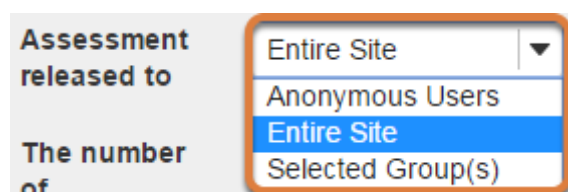
Select Availability and Submissions.



When you access the *Settings* page, the **Availability and Submissions** options are expanded by default. If they are not displaying:

1. Select the section title on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Assessment Released to




By default, the assessment will be released to the **Entire Site**.

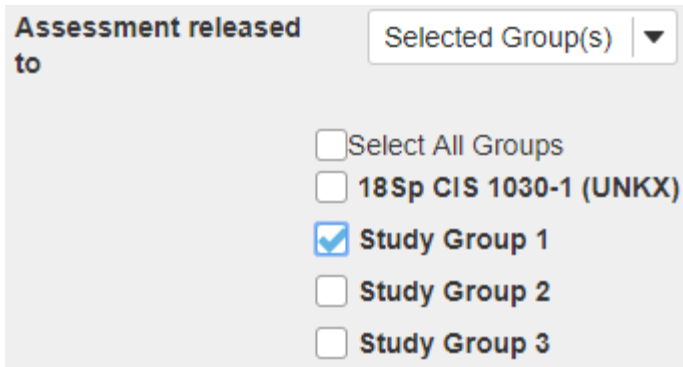
Alternatively, you can release the assessment to [Anonymous Users](#) or [Selected Group\(s\)](#) within your site. Select one of these options from the drop-down menu.

Note: You cannot change the **Assessment Released To** option on any published assessment.

Selected Group(s)

If [groups](#) exist in your site, you can release an assessment to selected groups.

 **Tip:** Use groups to release assessments to specific site participants, for example students who need extra time on a timed assessment. For more information, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)



Assessment released to

Selected Group(s) ▼

- ☐ Select All Groups
- ☐ 18Sp CIS 1030-1 (UNKX)
- ☒ Study Group 1
- ☐ Study Group 2
- ☐ Study Group 3


After choosing **Selected Group(s)**, the groups in your site will display. Select the groups who should submit the assessment.

Anonymous Users

You can use the **Anonymous Users** option to create anonymous surveys. An example of an anonymous survey is the [Electronic Teaching Analysis Poll \(eTAP\)](#), which can be used to collect mid-semester feedback from your students for your course.

Additional considerations:

- If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's *Tests & Quizzes* tool. [The URL will be presented when you publish the assessment.](#)
- You can make anonymous surveys available to anyone. Login access to UVACollab is not required.
- Anyone to whom you provide the link to an anonymous survey can submit it as many times as they like.

 **Note:** No information identifying who submitted the assessment is recorded in an anonymous survey.


Number of submissions allowed


The number of submissions allowed

☐ Unlimited



☒ Only submissions allowed



By default, only **1** submission is allowed. Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

 **Tip:** Unlimited submissions can be used for self-assessment, practice tests, or drills.

 **Note:** When multiple submissions are allowed, each submission is a unique, new copy of the assessment with its own time limit (if it is timed).

Availability Dates

It is available 1  

It is due 2   4

Late submissions accepted?

Autosubmit 3

Email Notification

Question Scores

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time

Hour

Minute

The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.



You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time. If you enter a date manually, it will need to be in the following format: **month/day/year hours:minutes am or pm**. For example, to make an assessment available on May 22, 2017 at 12:00 PM, you would enter **05/22/2017 12:00 pm** into the **available date** field.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions** (see below for [accepting late submissions](#)). If late submissions are allowed, any submissions after the due date will be marked as LATE.
3. When you select any date field, the date-picker will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.
4. If, after selecting a date, you decide that you would like to leave any of the date fields **blank** (e.g. have no due date for the assessment), select the **red X icon** next to the corresponding date field to delete the date.

Late submissions accepted?

1

Late submissions accepted?

☐ No, not after due date
 ☒ Yes, until



Students get one chance to submit after due date if they haven't already submitted.

2

[Theatre](#) mst3k Student 07/14/2016 0 0
[Mystery](#)
[Email](#) 10:31:28 AM
LATE

1. Under *Late submissions accepted?* you can accept late submissions by selecting **Yes, until**, then entering a **late submission date** in the adjacent date field. By default, late submissions are not accepted. You may enter the dates into the fields provided, or use the date-picker (calendar window) to select a date and time. If you enter a date manually, it will need to be in the following format: **month/day/year hours:minutes am or pm**. For example, to allow late submissions until July 27, 2018, 1:04 PM, you would enter **07/27/2018 01:04 pm** into the **late submission date** field.
2. If you do allow late submissions, submissions that come in after the due date will be marked **LATE** in capitalized red letters after their *Submit Date*.

Note: Even if you allow multiple submissions, only ONE late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment

has a time limit of ☒ 00 ▼ hrs. 10 ▼ min.

To make a timed assessment, select the **has a time limit of** check box and select a time limit in **hours (hrs.)** and **minutes (min.)** from the respective drop-down menus.

Advantages of a time limit:

- A bar indicating how much time remains displays to students during the test. The time remaining is restricted by the latest submission date allowed for the test (the **due date**, or if late submissions are allowed, the **late submission date**).
- When the time is up, a student's work in progress will be automatically **saved and submitted**.

! **Important:** If you are offering a test or quiz in class, setting a **time limit** ensures that students' work is saved and submitted when the time limit expires, or at the latest submission date, whichever comes first. For example, if your exam begins at 9:00 am and ends at 11:00 am, set a **time limit** equal to the amount of time between the available and due dates, i.e., **2 hrs. 00 min.**

i **Note:** When a student selects **Begin Assessment** to start taking a timed test, the timer begins counting down and cannot be paused. Similarly, extending or removing a time limit on an in-progress assessment will NOT extend the timer for students who have already begun taking the test; the assessment will be saved and submitted for them at the expiration of the original timer.

Automatic submission

Autosubmit ☒ Autosubmit saved student work after latest acceptance date, unless student has previously submitted

The **Autosubmit** setting forces the submission of **saved** assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest submission date allowed.

Please note that **Autosubmit** does **not** save student work before submitting. Only work the **student** saved **before** the latest submission date will be included in an automatic submission.

To enable this option, check the box to **Autosubmit saved student work after latest acceptance date**.

For more information, see [How does Automatic Submission work in Tests & Quizzes?](#)

Email Notification


Email Notification
☐ Yes - send me an email for every submission
☐ Yes - send me one email digest each day
☒ No - I do not want to receive any emails
Would you like to receive notifications when students submit this assessment?

By default, the notification option is **No - I do not want to receive any emails**. To receive email notifications when students submit the assessment, select **Yes - Send me an email for every submission** or **Yes - Send me one email digest each day**.

Question Scores

Question Scores
☒ Show question point value during assessment
☐ Hide question point value during assessment

By default, the option **Show question point value during assessment** is selected. Select **Hide question point value during assessment** to prevent students from seeing the questions' point values while they take the assessment.

 **Tip:** If you have assigned any **multiple choice, multiple selection** questions a point value equal to the number of correct answers, hiding the questions' point values will prevent students from guessing how many answers are correct.

Exam security by password (Optional)

1 Ensure students take exams from specific location

Allow only specified IP Addresses

Use one IP address per line. An asterisk(*) can stand for any single subnet.
Examples: 171.64.139.* or 171.64.*.*

Secondary Password

2 Assessment Password

► Add message that students will see after submission

You may create a *Secondary Password* for added security on your assessment. The password is typically provided by a proctor in a classroom or testing center, so students must be present to enter the assessment.

1. Select **Ensure students take exams from specific location** to expand that section.
2. Enter the desired password in the *Assessment Password* field.

Note:

- The **Assessment Password** is for this specific assessment, NOT the instructor's or the student's login information.
- If you have accidentally added a *Secondary Password* in the **Assessment Password** field, and your students cannot access the assessment, you can remove it by going to the **Published Copies** tab in *Tests & Quizzes*, selecting **Settings** for the assessment, deleting the erroneous password, and selecting **Save**.

Submission message (Optional)

▼ Add message that students will see after submission

Submission Message

1

Source | [Icons]

[B] [I] [U] [S] [x₂] [x²] [List Icons] [Link Icon] [Image Icon] [Table Icon] [Smiley Icon] [Omega Icon] [Sigma Icon] [Comment Icon]

Styles | Normal | Font | Size | [Color Icon] [Background Color Icon] [Link Icon] [Unlink Icon]

body p

Ctrl+Right-Click to access the editor's context menu

Final Page URL

2

Validate URL

To enter a message that will display to a student once they submit the assessment, select **Add message that students will see after submission**.

1. Enter the *Submission Message* in the field provided.
2. You may also enter a **Final Page URL** to be displayed after submission. Select **Validate URL** to confirm adding the URL.

What are the Grading and Feedback options for an assessment?

Grading and Feedback settings include options to:

- Send grades to *Gradebook* (or *Gradebook Classic*),
- Specify the score that is recorded if a student has multiple submissions, and
- Set the types of feedback you will make available to students.

For information on editing additional settings, see:

- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [How do I adjust the layout and appearance of an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified	Modified Date
<div>-- Select Action --<div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select Grading and Feedback.

Settings - Exam 1

2 Expand All

1

▸ About this Assessment

▸ Availability and Submissions

▸ Grading and Feedback

▸ Layout and Appearance

Save Settings and Publish

Save

Cancel

1. Select **Grading and Feedback** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Recorded Score

If multiple
submissions,
record the

☒ highest score

☐ last score

☐ average score

If multiple submissions or a [retake](#) are allowed, the recorded score determines which submission is counted for the student's assessment grade. Options include:

- The submission with the **highest score** (selected by default),
- The score of the **last** submission,
- Or an **average** of all scores submitted.

Anonymous Grading

Anonymous
Grading

☐ Hide student identity from grader

The default grading setting is to show students' identities to graders. Select **Hide student identity from grader** to display anonymous submission ID numbers on the assessment's *Scores* screens instead of students' names. This allows for unbiased grading of student submissions.

You CAN change the **Anonymous Grading** setting after grading to display the students' names with their submissions.

Note: The **Anonymous Grading** setting differs from the option to [release the assessment to Anonymous Users](#). Use **Anonymous Users** to deliver a completely anonymous survey such as midterm feedback.

Gradebook Options

Gradebook
Options

☐ Send assessment score to Gradebook immediately, regardless of options below

Select the check box, **Send assessment score to Gradebook immediately, regardless of options below**, to include assessment scores in the Gradebook's course grade calculation.

When this option is selected, assessment scores will be sent to the Gradebook on submission.

To postpone availability of assessment scores to students in the Gradebook, wait until you have graded all question responses, then return to **Grading and Feedback** settings for the published assessment and enable this setting.

Note: If an existing item in the *Gradebook* has a title identical to the assessment's title, the score cannot be sent to the gradebook. You will need to edit the title of either the assessment or the conflicting gradebook item.

Feedback Authoring

Set how feedback
will be authored

- ☒ Question-Level Feedback
☐ Selection-Level (A,B,C...) Feedback
☐ Both

[Question-Level Feedback](#) (enabled by default) allows the instructor to provide feedback for correct and/or incorrect answers for each question.

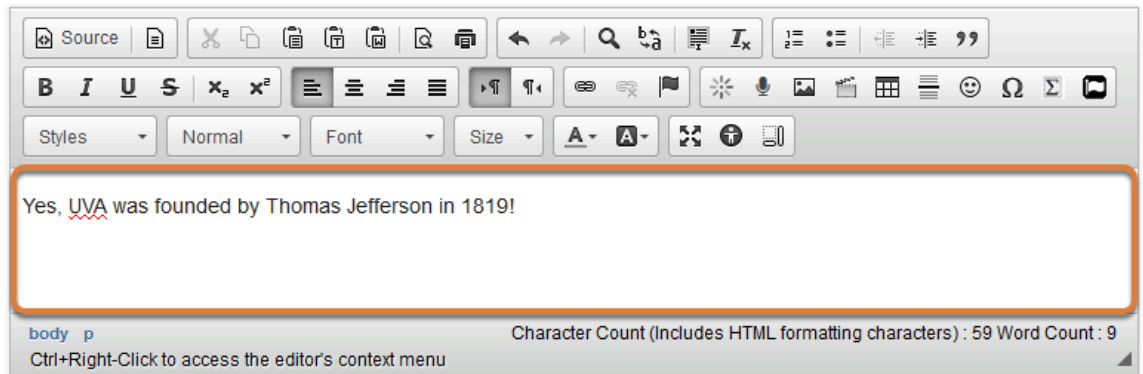
[Selection-Level Feedback](#) allows for feedback per answer choice.

Select **Both** to be able to author feedback at both the question and selection levels.

Note: You must select either **Selection-Level Feedback** or **Both** BEFORE authoring or editing a question to add feedback at the selection level.

Feedback authoring with Question-Level Feedback enabled

**Correct Answer
Feedback (optional)**

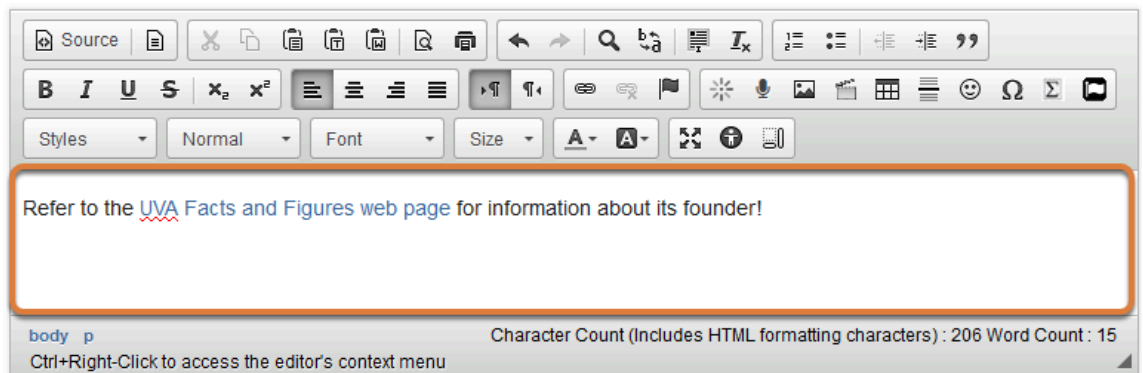


This screenshot shows the correct answer feedback editor. It features a rich text toolbar with options for bold, italic, underline, strikethrough, subscript, and superscript, as well as alignment, indentation, and list creation. The text area contains the sentence "Yes, UVA was founded by Thomas Jefferson in 1819!". The status bar at the bottom indicates "body p", "Character Count (Includes HTML formatting characters) : 59", and "Word Count : 9".

Yes, UVA was founded by Thomas Jefferson in 1819!

body p Character Count (Includes HTML formatting characters) : 59 Word Count : 9
Ctrl+Right-Click to access the editor's context menu

**Incorrect Answer
Feedback (optional)**



This screenshot shows the incorrect answer feedback editor. It features the same rich text toolbar as the correct answer editor. The text area contains the sentence "Refer to the UVA Facts and Figures web page for information about its founder!". The status bar at the bottom indicates "body p", "Character Count (Includes HTML formatting characters) : 206", and "Word Count : 15".

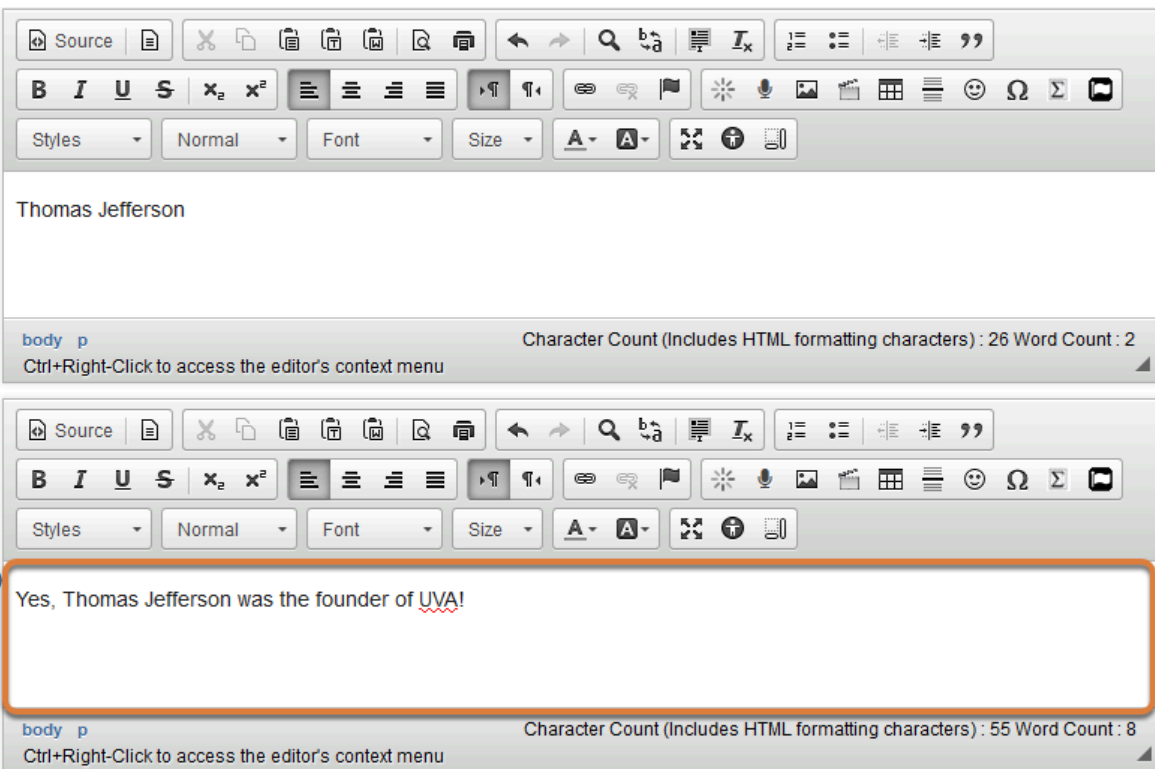
Refer to the UVA Facts and Figures web page for information about its founder!

body p Character Count (Includes HTML formatting characters) : 206 Word Count : 15
Ctrl+Right-Click to access the editor's context menu

If you have chosen either **Question-Level Feedback** or **Both**, you can enter [Correct](#) or *Incorrect Answer Feedback* when authoring or editing a question.

Feedback authoring with Selection-Level Feedback enabled

Correct Answer
☒ A
[Remove](#)



body p Character Count (Includes HTML formatting characters) : 26 Word Count : 2
Ctrl+Right-Click to access the editor's context menu

Feedback (optional)

body p Character Count (Includes HTML formatting characters) : 55 Word Count : 8
Ctrl+Right-Click to access the editor's context menu

If you have chosen either **Selection-Level Feedback** or **Both**, you can enter *Feedback* for each answer option when authoring or editing a question. This feedback can be displayed to students who select the corresponding answer.



Note: For steps to author questions, see [How do I add a new question \(with the assessment builder\)?](#)



Tip: If you have already created a question without **Selection-Level Feedback** available, enable this setting, then edit the question to add feedback for selections.

Types of Feedback

Set the type of feedback a student receives	<input checked="" type="radio"/> No Feedback will be displayed to the student
	<input type="radio"/> Immediate Feedback
	<input type="radio"/> Feedback on submission
	<input type="radio"/> Feedback will be displayed to the student on a specific date
Set advanced feedback options	<input type="radio"/> Only Release Student's Assessment Scores (questions not shown)
	<input checked="" type="radio"/> Release Questions and the following
	<input type="checkbox"/> Student Response
	<input type="checkbox"/> Correct Response
	<input type="checkbox"/> Question-Level Feedback
	<input type="checkbox"/> Selection-Level Feedback
	<input type="checkbox"/> Grader's Comments
	<input type="checkbox"/> Student's Question and Part Scores
	<input type="checkbox"/> Student's Assessment Scores
	<input type="checkbox"/> Statistics and Histograms

The *type of feedback a student receives* controls if and when students are able to see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate Feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.
- **Feedback on submission** displays feedback to the student as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback at the date and time specified.

! WARNING: If you select **Feedback on a specific date** and set the date BEFORE the latest submission date for the assessment, any student taking the assessment after the feedback date will have access to **Immediate Feedback**.

Tips:

- If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date**. For the latter,

selecting a date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.

- You can change the feedback settings after an assessment has been completed by going to **Published Copies** tab in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment. Many instructors prefer to select **No Feedback** and edit the assessment settings after they are done grading to release the grades.

Feedback Options

Set advanced feedback options

☐ Only Release Student's Assessment Scores (questions not shown)

☒ Release Questions and the following

- ☒ Student Response
- ☒ Correct Response
- ☒ Question-Level Feedback
- ☒ Selection-Level Feedback
- ☒ Grader's Comments
- ☒ Student's Question and Part Scores
- ☒ Student's Assessment Scores
- ☒ Statistics and Histograms

If you have enabled feedback, you need to select the types of feedback to release to students:

- Choose **Only Release Student's Assessment Scores** so students only see their grade on the assessment, not individual questions.
- Choose **Release Questions and the following** and select the items to make available to students from the list below. For more information on the feedback options, see below.

When you release the assessment questions, you can also select to display one or more of the following:

1. **Student Response:** The answer the student entered in response to a question.
Recommended to allow students to verify their answers.
2. **Correct Response:** The *Answer Key* for automatically graded questions, e.g., multiple choice or true false. You can see an example of an *Answer Key* in [How do I view the feedback on my assessment \(i.e. test or quiz\)?](#)
3. **Student's Assessment Scores:** The student's total point score for the assessment.
4. **Student's Question and Part Scores:** How many points the student received on each question and [part](#).

5. **Question-Level Feedback:** Text you entered in the *Correct Answer* and *Incorrect Answer* feedback boxes. For more information on **Question-Level Feedback**, see above: [Feedback Authoring: Question-Level Feedback](#).
6. **Selection-Level Feedback:** Text you entered in the selection-level *Feedback* boxes. For more information on **Selection-Level Feedback**, see above: [Feedback Authoring: Selection-Level Feedback](#).
7. **Grader's Comments:** Comments you enter in the *Scores* screens for students. For more information on entering comments, see [How do I grade Tests & Quizzes?](#) *Graders can enter comments for the overall assessment and/or for individual questions. To display individual question comments, **Student Response** must also be selected.*
8. **Statistics and Histograms:** The assessment's *Statistics* screen. For instructor access to statistics, follow the steps in [How do I view statistics about a completed assessment?](#)

How do I adjust the layout and appearance of an assessment?

Layout and Appearance options control the overall look and feel of an assessment for students, such as how they navigate from one question to another and how the questions are numbered if the assessment has [multiple parts](#).

For information on editing additional settings, see:

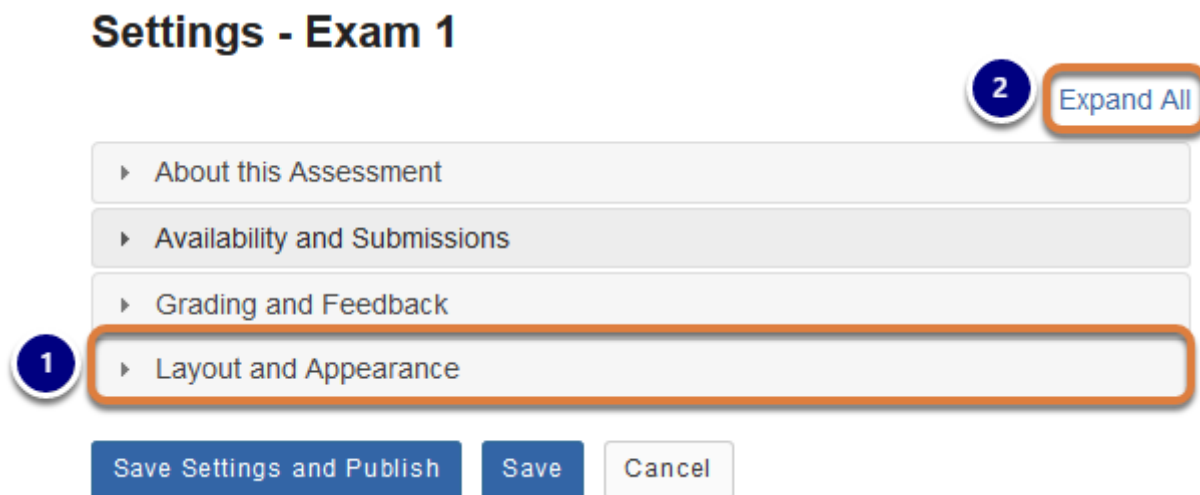
- [How do I inspect and adjust the settings of an assessment?](#)
- [How do I edit my assessment title or description, or add an Honor Pledge check box?](#)
- [What are the Availability and Submissions options for an assessment?](#)
- [What are the Grading and Feedback options for an assessment?](#)

Access the assessment's settings.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	Modified Date
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

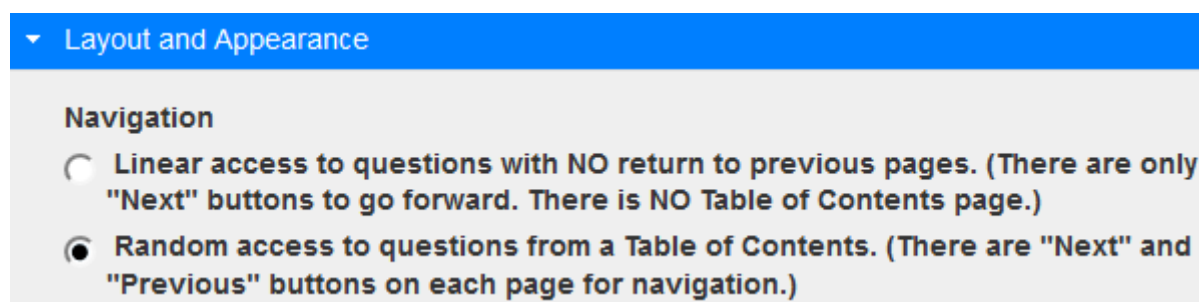
For steps to access the *Settings* page, see [How do I inspect and adjust the settings of an assessment?](#)

Select Layout and Appearance.



1. Select **Layout and Appearance** on the assessment's *Settings* page.
2. Or select the **Expand All** link to open all the sections on the *Settings* page.

Navigation



Navigation controls how students proceed through the assessment.

The default is **Random access** where students can navigate the assessment with **Next** and **Previous** buttons, as well as a **Table of Contents**.

The **Linear access** option only allows students to go forward using the **Next** button. They cannot revisit earlier questions or use a **Table of Contents** to jump to questions.

Question Layout

Question Layout

- ☒ Each Question is on a separate Web page
- ☐ Each Part is on a separate Web page
- ☐ The complete Assessment is displayed on one Web page

The default layout option is to display **Each question on a separate Web page**. This is the **recommended setting**, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If the assessment has been separated into multiple parts, the second option can be used to display **Each Part on a separate Web page**. To display **The complete Assessment on one Web page**, select the third choice.

! **WARNING:** If you choose **The complete Assessment is displayed on one Web page**, students **MUST** click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work, for example if they experience an [Idle Session Timeout](#).

Numbering

Numbering

- ☒ Continuous numbering between parts
- ☐ Restart numbering for each part

By default, if your assessment has [multiple parts](#), questions are presented sequentially with **Continuous numbering between parts**.

If you select **Restart numbering for each part**, questions are numbered with the part number, then the question number.

Add checkboxes next to questions so they can be marked for review

Mark for Review

- ☒ Add checkboxes next to questions so they can be marked for review

If the assessment allows **Random access to questions from a Table of Contents**, you can **Add checkboxes next to questions so they can be marked for review**. **Mark for Review** allows students to identify questions they may want to revisit before submitting their assessment.

Sample student view of a question with Mark for Review enabled

Mini-Quiz Leçon 2

Table of Contents

Part 1 of 1 -

Question 2 of 10

Question Progress

- ☐ Unanswered Question
- ☒ Answered Question
- ☒ Question Marked for Review

Part 1: 10 question(s)

1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

Bonjour! Comment vous appelez-vous?

- ☐ A. De Paris.
- ☐ B. Oui, monsieur.
- ☒ C. Bonjour! Je m'appelle Mireille. Et vous?
- ☐ D. Bien, merci.

Reset Selection

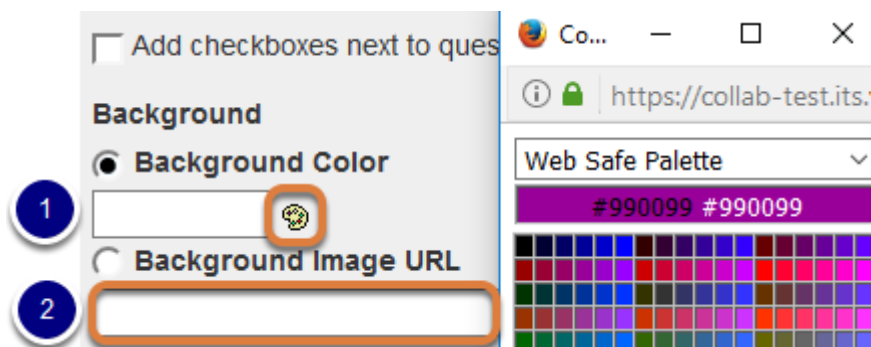
☒ **Mark for Review** What's This?

Indication of marked question

Student option to Mark for Review

i When a student selects the **Mark for Review** check box under a question, the *Question Progress* box and the *Table of Contents* display a **question mark icon (?)** for *Questions Marked for Review* so they can easily locate and navigate to marked questions.

Change background? (Optional)




You can choose a color or image for the background here.

1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

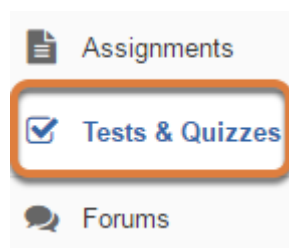
! **Important:** The color of the text in an assessment is **black**. For accessibility, only light-colored backgrounds should be selected so that they have sufficient [color contrast](#) with the black text.

How do I duplicate an assessment (i.e. test or quiz)?

You can make multiple copies of an assessment in the same site.

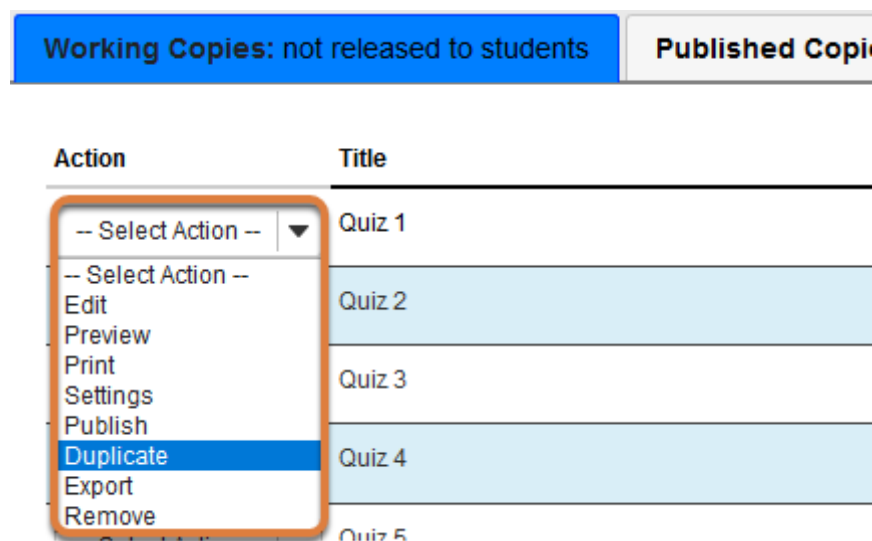
 **Tip:** Duplicate an assessment to release a copy to specific site participants, for example students who need extra time on a timed assessment. For more information, see [How do I give specific students an assessment with different settings \(e.g., extra time\)?](#)

Go to Tests & Quizzes.




Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select Duplicate.



In the **Working Copies** tab of *Tests & Quizzes*, select **Duplicate** from the *Action* drop-down menu for the assessment.

 **Note:** You cannot duplicate assessments in the **Published Copies** tab.

Confirm duplication.

Duplicate Assessment Confirmation

Are you sure you want to duplicate this assessment titled "Quiz 1"?

Duplicate

Cancel

On the *Duplicate Assessment Confirmation* screen, select **Duplicate**.

View duplicated assessment.

Working Copies: not released to students


Action	Title
<div>-- Select Action --</div>	Quiz 1
<div>-- Select Action --</div>	Quiz 1 - Copy #1
<div>-- Select Action --</div>	Quiz 2

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz 1**, for the first time, the copy will be titled **Quiz 1 - Copy #1**. If you duplicate the original **Quiz 1** again without editing the title of **Quiz 1 - Copy #1**, the newly duplicated assessment will be titled **Quiz 1 - Copy #2**.

Edit the duplicated assessment's settings.

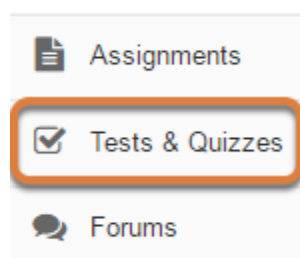
Edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in [How do I inspect and adjust the settings of an assessment?](#)

 **Note:** If you have duplicated an assessment to allow some students extra time, and those students will see both the original and the extra time copy of the assessment listed in *Tests & Quizzes*, it is recommended that you change the duplicated assessment's title so the students can easily identify which copy they should submit. For example, if the original assessment is titled **Quiz 1**, you might name the duplicated assessment **Quiz 1 Extra Time**.

How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment by using the **Preview** option in the *Action* menu, or by using a non-UVA guest email account to access your site as a student and submit the assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Preview from the Action menu.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

From the *Tests & Quizzes* tool home screen, select **Preview** from the *Action* drop-down menu for the assessment.

Note: The **Preview** option is available in both the **Working Copies** and **Published Copies** tabs.

Preview the assessment.

i Assessment Preview - This is an example student view of this assessment done

Begin Assessment

"Quiz 1" for 18Sp Intro Writing Course

This assessment is **due Monday, 2018-Mar-05 11:59 PM**.

Once you click "Begin Assessment," you will have **10 minutes or until Monday, 2018-Mar** assessment. It will be **submitted at that time**, regardless of whether you have answered all questions. You can submit this assessment 1 time(s).

Begin Assessment

Cancel

Walk through the preview of your assessment, starting with the *Begin Assessment* screen.

Note: The preview does not allow you to save answers, submit the assessment or see how feedback displays for students.

Or access your site using a non-UVA guest account.

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 5	n/a	2018-07-19 11:59 PM

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submiss

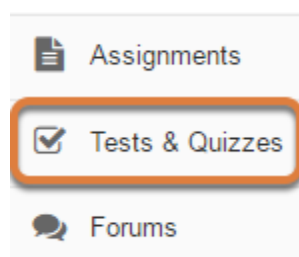
View All Submissions/Scores View Only Recorded Scores					
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time
Essay Test*	n/a	85	Immediate		
			Feedback	85	n/a

You can access the *Tests & Quizzes* tool and submit an assessment by adding your non-UVA email address to your site as a *Student* and logging in with this guest email account. For steps to do so, see [How do I check what students or members can see and do in my site?](#)

How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an *Answer Key*.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select Print from the Action menu.

Working Copies: not released to students

Published Copies: released to students

Action	Title
-- Select Action --	Quiz 1
-- Select Action --	Quiz 2
Edit	
Preview	
Print	Quiz 3
Settings	
Publish	
Duplicate	Quiz 4
Export	
Remove	Quiz 5

From the *Tests & Quizzes* tool home screen, select **Print** from the *Action* drop-down menu for the assessment.

Note: The **Print** option is available in both the **Working Copies** and **Published Copies** tabs.

Or select Print on the Questions screen.

Questions: Quiz 1

Add Part | Preview **Print** Settings | Publish

Part 1 ▼ Default - 10 questions

Add Question select a question type ▼

If you are currently editing the assessment to print, select **Print** at the top of the *Questions* screen.

Select print options.

1 ☐ Show Answer Key

2 ☐ Show Answer Key with Feedback

3 ☒ Show Description/Intro, Part's Title & Information

4 ☐ Show Numbered Sequences

5 Font Size: Medium ▼

Apply Settings Print Download PDF

X-Small
Small
Medium
Large
X-Large

Select the content to include in the printout. The following options are available:

1. **Show Answer Key** - Include the answers for automatically-graded questions.
2. **Show Answer Key with Feedback** - If you have added [feedback](#) when authoring a question, print the feedback along with the answer to the question.
3. **Show Description/Intro, Part's Title & Information** - Selected by default, this option displays the title of each [part](#) of the assessment above questions in that part; if you have not

edited or added any parts, *Part 1* will display. Any content added in the [Description/Intro](#) box of the *Settings* page will also be included.

4. **Show Numbered Sequences** - Display a number in front of each question.
5. **Font Size** - By default, the font size for text in the printout is **Medium**. To increase or decrease the font size, select the desired size from the drop-down menu.

Apply Settings.

☒ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☒ Show Numbered Sequences

Font Size: Medium ▼

Apply Settings Print HTML Download PDF

If you made any changes to the default print settings, select **Apply Settings**.

Preview document to print.

Name: _____
Score: _____ / _____

Quiz 1

Part 1

- 1 Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Answer Point Value: 1.0 points

Model Short Answer: -----

- 2 Tom, Lindsey, Jody, Scott, et Jim sont des étudiants. Tom a deux chiens, Lindsey a un chien, Jody a trois chats, Scott a douze poissons, et Jim a un chien. Ensemble, les étudiants ont combien d'animaux, et combien de chiens?

○ A. 19, 4

Scroll down on the *Print* screen to preview the printout with your selected options.

Note: Some question types do not display in a printout as they do for a student taking a test. For example, a **calculated question** does not print numerical values because it may present different numbers to each student based on its variables. Instead, the formula is printed, e.g. $\{x\} + \{y\} = \{z\}$.

Print or download PDF.

☒ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☒ Show Numbered Sequences

Font Size: Medium ▼

1 2

Apply Settings Print HTML Download PDF

1. At the top of the screen, select **Print HTML** to print the assessment using your default printer.
2. Or select **Download PDF** to save the page as a PDF document.

How do I give specific students an assessment with different settings (e.g., extra time)?

Some students in your class may need different assessment settings from others, for example, a student could require accommodations for extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. You can duplicate an assessment and edit the settings in the second copy of the assessment to tailor these settings to specific needs.

The following steps are needed to create an assessment copy with different settings (each step is linked to the relevant Help article):

1. [Have or create a group containing the student\(s\) who need the specific settings.](#) (Course rosters are automatically treated as groups).
2. [On the Working Copies tab of Tests & Quizzes, duplicate the assessment.](#)
3. [Edit the settings in the new copy of the assessment.](#)
4. [Publish the assessment.](#)

Choose how to view the steps.

- [Watch a video for giving specific students extra time on an assessment.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Create a group containing the student(s) who need specific settings.

*Group Title

Description

☐ Allow members to see the other members of this group

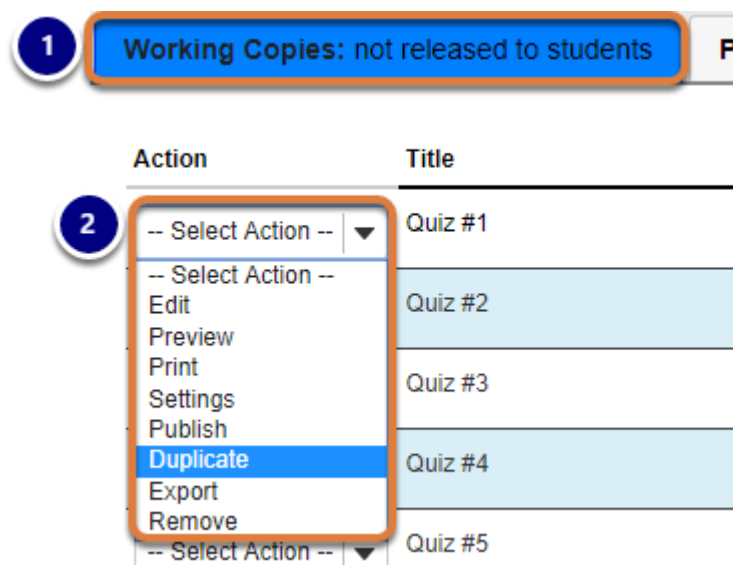
Joinable set:

Membership

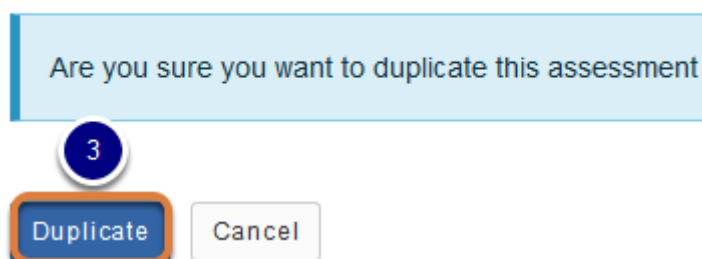
Site Member List		Group Member List
<div>Role: Former Student</div> <div>Role: Instructor</div> <div>Role: Secondary Instructor</div> <div>Role: Student</div>	<div>></div>	<div>Student, One (tls6u-stu1)</div>

If you do not already have the student(s) who need different settings in a group (e.g. roster), go to the *Site Settings* tool in your site, and select **Manage Groups** to create a group containing just the student(s) whose exam settings should be different. Illustrated steps to create a group can be found in the article [How do I create groups?](#)

Duplicate the assessment.



Duplicate Assessment Confirmation



1. Go to the **Working Copies** tab in *Tests & Quizzes*.
2. Select **Duplicate** from the *Action* drop-down menu for the assessment.
3. On the *Duplicate Assessment Confirmation* screen, select **Duplicate**.

Edit the new assessment's settings.

Working Copies: not released to students

Action	Title
-- Select Action --	Quiz #1
-- Select Action --	Quiz #1 - Copy #1
-- Select Action --	Quiz #2
-- Select Action --	Quiz #3
-- Select Action --	Quiz #4
-- Select Action --	Quiz #5

The duplicated assessment will have the title of the original assessment followed by a *Copy #*. For example, if the original assessment's title is **Quiz #1**, the duplicate's title will be **Quiz #1 - Copy #1**.

Select **Settings** from the *Action* drop-down menu for the duplicated assessment.

Edit the assessment's title.

1 **About this Assessment**

Assessment Type

Creator Tiffany Stull

Title 2 Quiz #1 - Extra Time

1. Select **About this Assessment**.
2. Modify the **Title** to make it meaningful to the students who will be taking it. For example, if **Quiz #1** is the assessment issued to the whole class, and you are making a copy for students who need extra time, name the new assessment **Quiz #1 - Extra Time**.

Illustrated steps for editing assessment details can be found in the article [How do I edit my assessment title or description?](#)

Assign the assessment to the student(s) who need to take it.

1 Availability and Submissions

2 Assessment released to Selected Group(s)

3 ☒ Extra Time

☐ Select All Groups

☐ 17 Su CIS 1030-1 (UNKX)

1. Select **Availability and Submissions**.
2. From the *Assessment released to* drop-down menu, choose **Selected Group(s)**.
3. Select the check box(es) for group(s) who should submit the assessment with the new settings.

Edit other settings as needed.

It is available 07/24/2017 05:00 pm

It is due 07/31/2017 05:00 pm and has a time limit of ☒ 00 hrs. 15 min.

Late submissions accepted? ☒ No, not after due date ☐ Yes, until

Students get one chance to submit after due date if they haven't already submitted.

Edit other settings by following the steps outlined in [How do I inspect and adjust the settings of an assessment?](#)

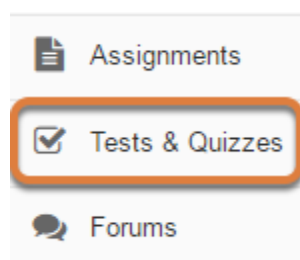
Publish the assessment.

When your settings are adjusted according to the needs of the test-takers for this copy of the assessment, follow the steps in [How do I publish an assessment \(i.e. test or quiz\)?](#) to make it available to them on the **available date** you specified.

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can access it.

Go to Tests & Quizzes.



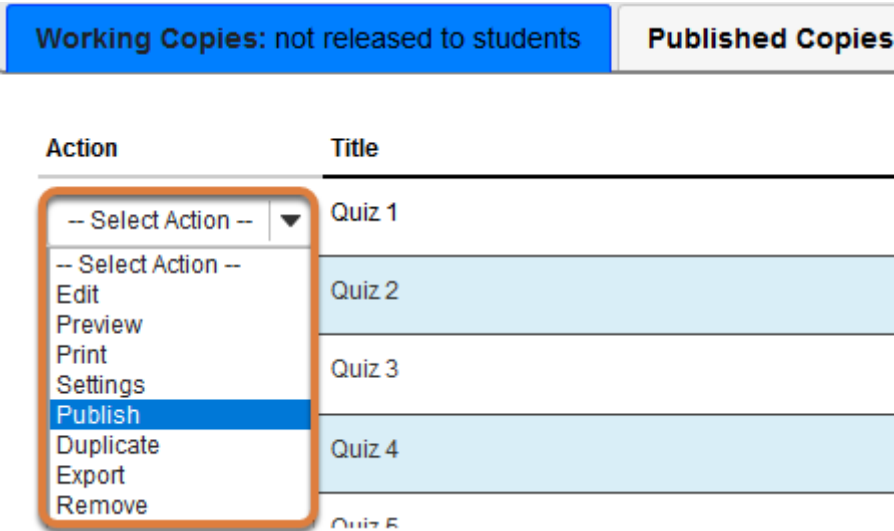
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Publish with current settings.

If you are sure the current settings are appropriate, you can publish the assessment from either the *Action* menu or the edit assessment screen.

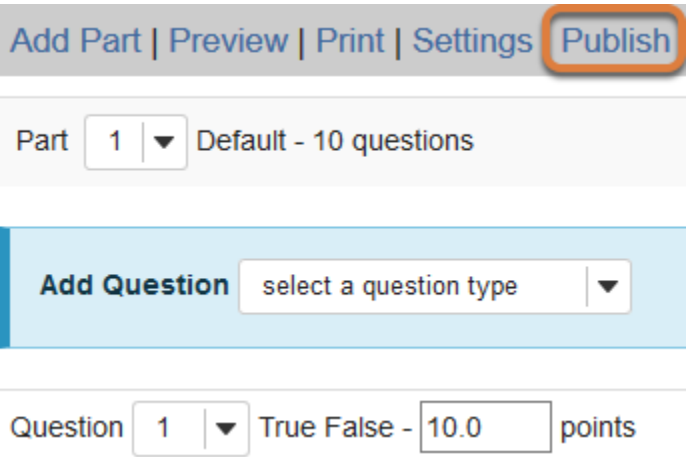
Note: It is recommended to [review and adjust settings in the Working Copies tab before publishing](#), to ensure that students cannot start taking the assessment with the incorrect settings.

Publish from the Action menu.



In the **Working Copies** tab, select **Publish** from the *Action* drop-down menu for the assessment.

Or select Publish on the Questions screen.

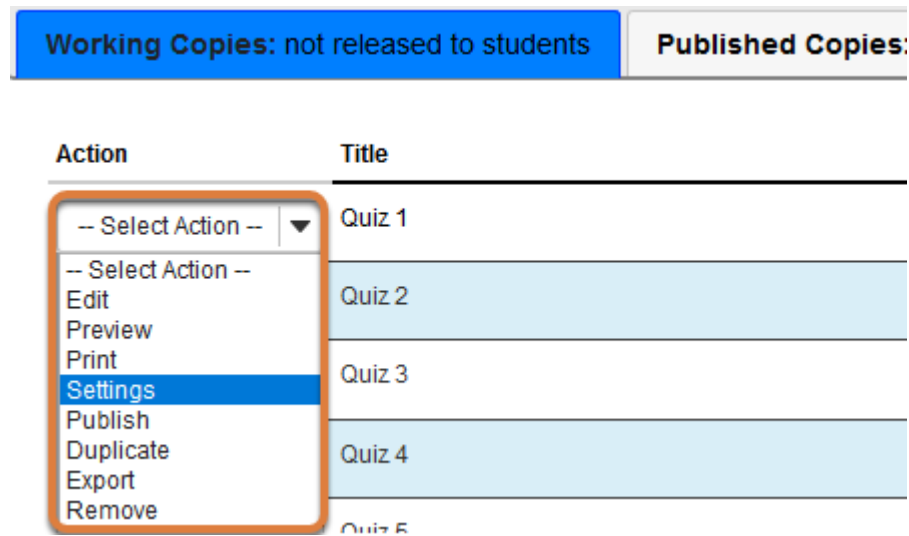


If you are currently editing the assessment, select **Publish** at the top of the *Questions* screen.

Edit the settings and then publish.

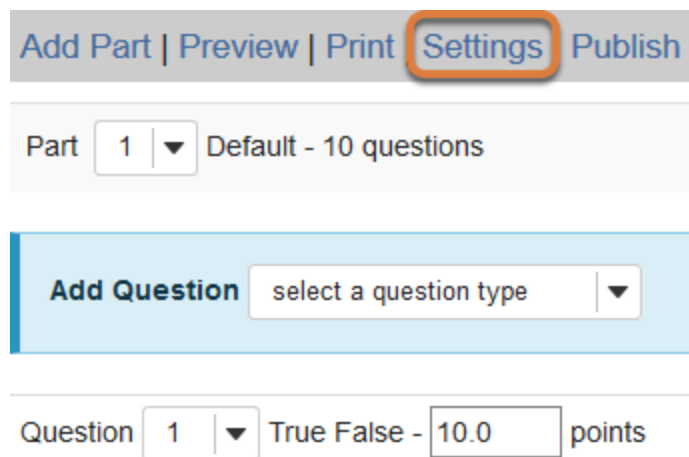
To verify and/or edit the assessment's settings before it is published, publish it from the assessment *Settings* screen.

Access assessment settings from the Tests & Quizzes tool home screen.



In the **Working Copies** tab, select **Settings** from the *Action* drop-down menu for the assessment.

Or select Settings on the Questions screen.

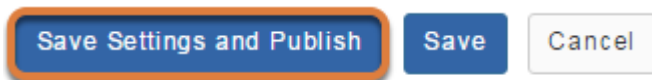


If you are currently editing the assessment, select **Settings** at the top of the *Questions* screen.

Adjust the settings as desired.

For information about editing settings, see [How do I inspect and adjust the settings of an assessment?](#)

Save settings and publish.



Once you have completed your settings selections, scroll to the bottom of the page and select **Save Settings and Publish**.

Review and confirm publishing the assessment.

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students. Click **Cancel** to wait or **Edit Settings** to modify settings.

The 'Publish Assessment' form contains several elements: a row of buttons (Cancel, Edit Settings, Publish), a dropdown menu for notification settings (currently set to 'without notification'), a checkbox for 'display due date on Calendar' (checked), and a large text box containing assessment details. Numbered callouts are present: 1 points to the 'without notification' dropdown, 2 points to the 'M' in the availability date, and 3 points to the 'Publish' button.

without notification

☒ display due date on Calendar

"Quiz 3" is available on 07/24/2018 12:00:00 M to the entire class at
<https://collab.its.virginia.edu/samigo-app/servlet/Login?id=8a062e44-ee5e-47fe-805e-3ef261842ded1532030130633>

It is due 07/30/2018 11:59:00 PM.

The time limit is 0 hr, 10 min. This assessment will be submitted when time is up.
Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

Review the information on the *Publish Assessment* screen to check that the availability dates, time limit (if any) and feedback settings are as desired.

1. You can notify students via email when you publish the assessment. The default setting is to publish **without notification**. Selecting **and send notification below to students** sends the email on publication, NOT on the available date of the assessment.
2. If your assessment has a due date and the *Calendar* tool has been added to your site, the option **display due date on Calendar** is selected by default. To prevent the date from displaying on the *Calendar*, deselect this option.
3. Select **Publish** to confirm.

Note:

- The email notification contains a link to the assessment. If the assessment is not yet available, and students try to access the link in the email, they will get an error saying they do not have permission to take the assessment.
- To make additional changes to the settings before publishing, select **Edit Settings**.

View published assessment.

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 | Archived: Archived assessments to take

1

2

3

4

5

6

7

8

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 3	Inactive	0	0	Entire Site	2018-07-24	2018-07-30	Tiffany Stull	2018-07-19 3:57 PM
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-07-10	2018-07-16	Tiffany Stull	2018-07-19 3:42 PM
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-07-02	2018-07-09	Tiffany Stull	2018-07-19 3:40 PM
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-07-16	2018-07-23	Tiffany Stull	2018-07-19 3:50 PM

A copy of the assessment will be placed in the **Published Copies** tab. Published assessments are listed with the following information:

1. *Status* - Whether the assessment is *Active* (available to students) or *Inactive* (unavailable to students).
2. *In Progress* - How many assessments have been started but not submitted.
3. *Submitted* - The number of students who have submitted the assessment. If there are submissions, you can select the number to [access the Scores screens](#).
4. *Release To* - The group(s) to whom the assessment has been made available. Depending on your assessment settings, this column will display: *Entire Site*, *Selected Group(s)* (click the *Selected Group(s)* link to see to which groups the assessment has been made available), or *Anonymous Users*.
5. *Release Date* - When the assessment becomes available.
6. *Due Date* - When the assessment is due.
7. *Last Modified* - The instructor or site administrator who last modified the assessment.
8. *Modified Date* - The date and time when it was last edited.

Note:

- If your assessment was published in a site where there are NO active *Students* or *Members* as participants, the assessment's status will remain *Inactive* until a participant is added in the *Student* or *Member* role.
- A copy of your assessment will remain in the **Working Copies** tab after it is published. It is recommended to keep the copy of the assessment in **Working Copies** because you cannot [export](#) or [duplicate](#) published assessments for reuse.

How do I export and import assessments?

You can **Export** an assessment created in *Tests & Quizzes* to download and save it as a file on your computer. You can also **Import**, or upload, a format-compliant file to create an assessment.

Three export formats are available:

- **QTI v 1.2** - an XML file of assessment settings and question text
- **Content Packaging** - a zip file of assessment settings, question text, links, images, or other attached files
- **Markup Text** - question text that you can copy and paste into the [Create from markup text](#) screen when creating an assessment

The format you choose will depend on whether you wish to capture links and attachments, and on the import capabilities of the intended destination.

***Tip:** Some textbook publishers provide question banks that you can import into Tests & Quizzes. You may also be able to import questions that were authored in other learning management systems, such as Blackboard or Moodle. See the [steps below about importing assessments](#) for more information.*

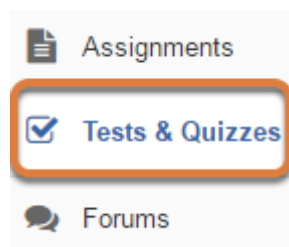
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.

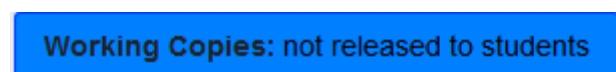


Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Export an assessment.

Exporting an assessment will create a new file on your computer, suitable for saving for further use or importing to another university's learning management system.

Select the assessment.



Action	Title
<div><div>-- Select Action --</div><div><div>-- Select Action --</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

In the **Working Copies** tab, select **Export** from the *Action* drop-down menu for the assessment.

 **Note:** You cannot export assessments in the **Published Copies** tab.

Choose the export type and export.

Export Assessment - Quiz 1

Choose the type of export you would like to do, IMS QTI-compliant XML, IMS Content Packaging or Markup text, and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop. Have in mind that if you choose markup text language there are items that cannot be exported, for example feedback components.


Note: Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

Choose export type:

 ☒ QTI v 1.2
☐ Content Packaging
☐ Markup text

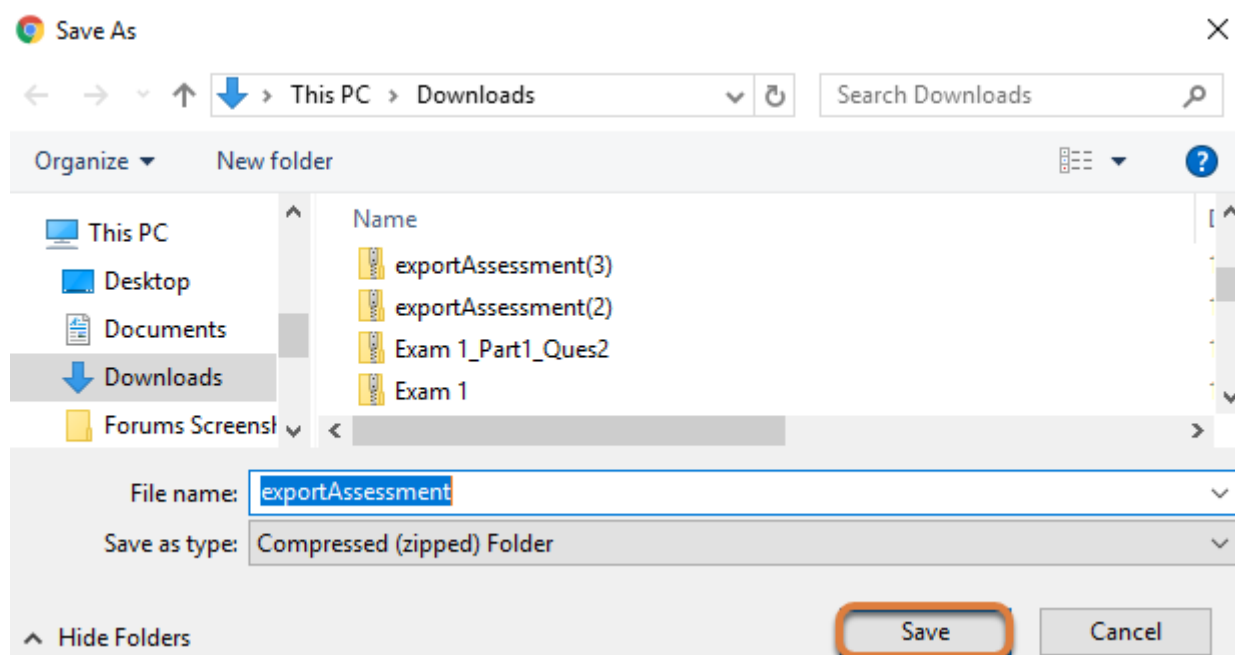
If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

Important: Tests that contain **Multiple Choice**, **Multiple Selection** questions with **All or Nothing** selected do not retain this setting on import to another site. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.



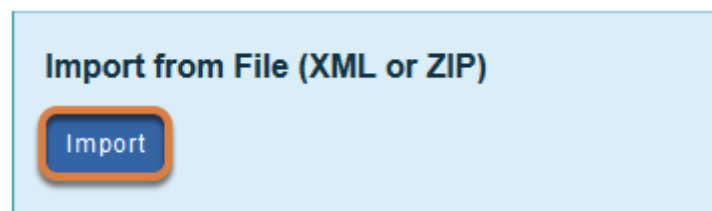
1. Select the export type from the three options described below.
 - **QTI v 1.2** creates an XML file of an assessment's settings and question text; it does NOT capture links, images, or other attached files.
 - **Content Packaging** creates a zip file with an assessment's settings and content, including questions, links, images and/or other attached files.
 - **Markup text** exports basic question text only; it does NOT capture some advanced question settings (for example, partial credit for Multiple Choice questions), or links, images, or attached files. You can copy and paste questions from an exported **Markup text** file into the [Create from markup text](#) screen when creating a new assessment.
2. Select the **Export** button.

Download the file.



The prompts and steps for downloading the file will depend on your internet browser. Save the file to your computer.

Import an assessment.



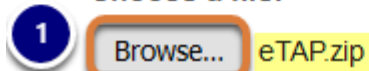
Under *Import from File (XML or ZIP)*, select **Import**.

Select your file, then Import.

Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:



This file is an:

- 2 ☒ **Export from this (or other Sakai) system**
☐ **Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)**

Important: Tests that contain **Multiple Choice**, **Multiple Selection** questions with **All or Nothing** selected do not retain this setting on import to another site. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.



1. **Browse** to the file on your computer and open it. Once selected, the file name will display next to the button.
2. Select the radio button indicating the file's source for correct processing:
 - If your assessment has been exported from a UVACollab site or another university's [Sakai system \(opens new window\)](#), select **Export from this (or other Sakai) system**.
 - If your questions or assessment were provided by a textbook publisher or authored in a learning management system other than Sakai, for example in Blackboard or Moodle, use the **Export from Respondus** option.
3. Select **Import**.

View your assessment.

Working Copies: not released to students

Pub

Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Electronic Teaching Analysis Poll
	Quiz 1
	Quiz 2
	Quiz 3

In the **Working Copies** tab of *Tests & Quizzes*, the imported assessment will be available. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select **Settings** to change the title and other settings.

Note: Assessments that contain **multiple choice**, **multiple selection** questions with **All or Nothing** selected do not retain this setting on import. To remedy this, after import, edit these questions before publishing to reset the selection back to **All or Nothing**.

What is a question pool?

A question pool is a set of questions, identified by a name, which belongs to you (not a course or collaboration site). You can share a question pool with others, and others can share theirs with you.

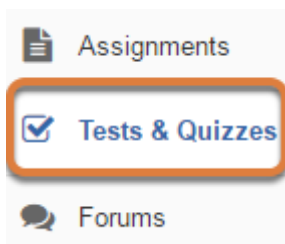
When you are ready to create an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for [random draw](#) assessments. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a [part](#) to your assessment which draws from that pool.

To organize your questions, you can subdivide question pools into subpools.

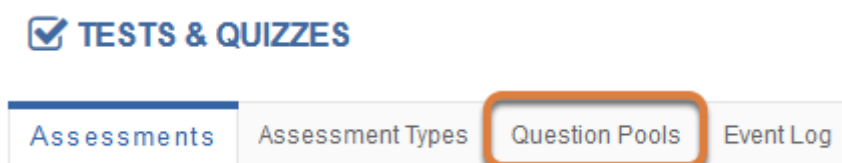
Note: If you [include images in the body of test questions](#) using the Rich-Text Editor (inline, **not** as attachments), and store the questions in question pools, the links to images will **not** automatically update when you copy the images from one site to another. Therefore, if you have images stored in a site of which your students are not a member, the images must be made **Public** for them to see the pictures in the questions drawn from those pools.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.








Select the Question Pools tab.




Question Pool Example.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools
 Questions Grouped by Type Add Subpool Copy Move Share	Tiffany Stull	01/06/2016	2	8
 Audio Questions Add Subpool Copy Move	Tiffany Stull	01/06/2016	3	0
 Calculated Questions Add Subpool Copy Move	Tiffany Stull	06/14/2016	0	2
 Advanced Calculated Questions Add Subpool Copy Move	Tiffany Stull	08/01/2017	1	0
 Simple Calculated Questions Add Subpool Copy Move	Tiffany Stull	08/01/2017	3	0
 Essay Questions Add Subpool Copy Move	Tiffany Stull	05/31/2017	4	0

Pictured above is a question pool, **Questions Grouped by Type**, which contains two questions at the top level and several subpools, including **Audio Questions**, **Calculated Questions**, and **Essay Questions**. Each subpool has questions of its own, and **Calculated Questions** has two subpools of its own: **Advanced Calculated Questions** and **Simple Calculated Questions**.

 **Tip:** A question pool can contain both questions of its own and subpools. To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) to the left of the pool's or higher-level subpool's title.

The *Question Pools* list includes question pools you have authored and question pools that have been shared with you by other authors.

 **Note:** Question pools are not identified by a course or collaboration site title, as they are associated with a specific owner.

Contents of a question pool.

Pool Name

Owner Tiffany Stull

2 Subpools

1

Pool Name	Owner	Last Modified	Questions	Subpools
▶ Essay Questions <input type="button" value="Add Subpool"/> <input type="button" value="Copy"/> <input type="button" value="Move"/> <input type="button" value="Remove"/>	Tiffany Stull	08/01/2017	1	0
▶ Matching Questions <input type="button" value="Add Subpool"/> <input type="button" value="Copy"/> <input type="button" value="Move"/> <input type="button" value="Remove"/>	Tiffany Stull	08/01/2017	10	0

2

2 Questions

3

☐

Question Text

Question Type

<input checked="" type="checkbox"/> Edit Question 1 : I thought the concepts for this chapter were well-explained and I was able to understand them. <input type="button" value="Copy"/> <input type="button" value="Move"/>	Survey
<input type="checkbox"/> Edit Question 2 : On my honor as a student, I have neither given nor received aid on this assignment/examination. <input type="button" value="Copy"/> <input type="button" value="Move"/>	True False

Selecting the name of the pool reveals its subpools and questions. Pictured above are the subpools and questions in a question pool named **Chapter 1 Questions**.

From a question pool's page:

1. Subpools and questions can be added with the **Add Subpool** or **Add Question** links.
2. Subpools can be removed with the **Remove** links.
3. To move, copy, or remove questions from the pool, select the check box to the left of the question, then select **Remove**, **Copy** or **Move** at the top of the list of questions.

For more information on working with question pools, see the following articles:

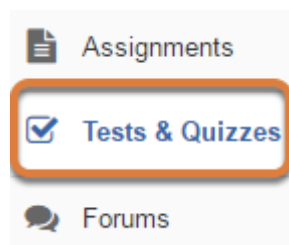
- [How do I add, copy, move, or remove a question pool?](#)
- [How do I add a question to a question pool?](#)
- [How do I copy questions to an assessment from a question pool?](#)

How do I add, copy, move, or remove a question pool?

Create question pools and/or subpools to store and organize questions for use in assessments.

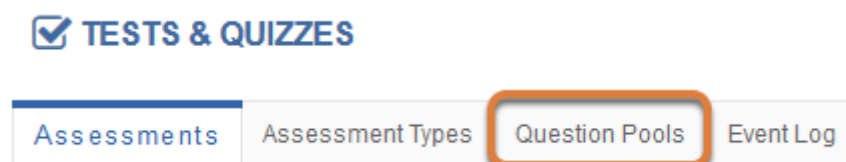
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.



Add a question pool.


Add a new question pool as a container for questions.

Select Add New Pool.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name

▶  Chapter 1 Questions
Add Subpool | Copy | Move | Share

▶  Questions Grouped by Type
Add Subpool | Copy | Move | Share

Any question pools already available to you will show. Select the **Add New Pool** link above the list of available pools.

Enter the pool details and Save.

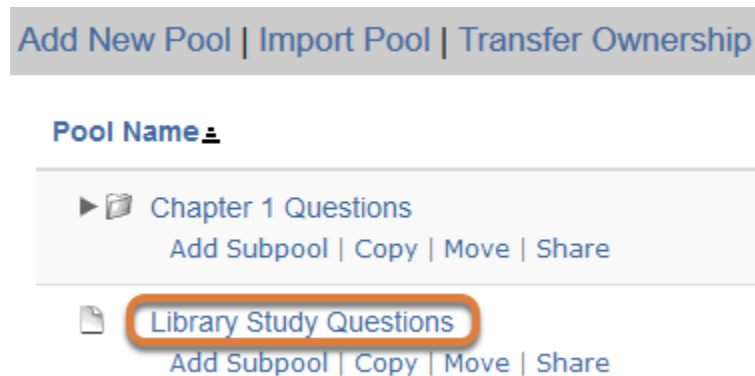
Add Pool

Required items marked with *.

Pool Name*	<div>1</div> <input type="text" value="Library Study Questions"/>
Owner	Tiffany Stull
Department/Group	<input type="text"/>
Description	<div>2</div> <input type="text" value="Essay questions about examining rare books in Special Collections"/>
Objectives	<input type="text"/>
Keywords	<input type="text"/>
<div>3</div>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

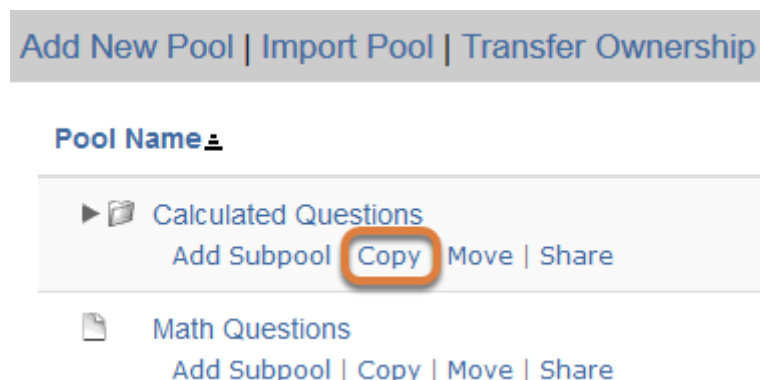
1. Enter the **Pool Name**.
2. Add an optional **Description** or other information about the pool.
3. Select **Save**.

The question pool is ready for adding questions.



To open the pool for authoring and editing of questions, select its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy or move a question pool or subpool.



On the *Question Pools* screen, select **Copy** or **Move** under the name of the pool or subpool. In the example pictured above, we select **Copy** under **Calculated Questions**.

Select where to place the pool or subpool.

Copy Pool

Select the destination pool(s) for Calculated Questions

☐ Question Pools TOP

2

Pool Name

☒ Math Questions

☐ 1 Questions Grouped by Type

☐ Voila Quiz Questions




3

Copy Cancel

1. To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's title.
2. Check the box for the destination of the copied or moved pool (e.g., **Math Questions**).
Select an existing question pool to make the copied or moved pool into a subpool of the selected pool, or select **Question Pools TOP** to create the copy or move the pool to the top level.
3. Select the **Copy** or **Move** button. The available button depends on the action you have chosen to take. In the example pictured above, we are copying the question pool, so the button says **Copy**.

View the new question pool list.

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner
 Calculated Questions Add Subpool Copy Move Share	Tiffany Stull
 Math Questions Add Subpool Copy Move Share	Tiffany Stull
 Calculated Questions Add Subpool Copy Move	Tiffany Stull

The list on the *Question Pools* page has changed, reflecting the new arrangement.

When we select the **arrow** icon (**Toggle Tree**) in the example pictured above, the **Calculated Questions** pool has been copied as a subpool of **Math Questions**. In the case of a copy, the original question pool remains.

Remove question pool(s) or subpool(s).

Select the pool(s) or subpool(s) to remove.

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 Calculated Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	2 	<input checked="" type="checkbox"/>
 Math Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	1	<input type="checkbox"/>
 Questions Grouped by Type Add Subpool Copy Move Share	Tiffany Stull	01/06/2016	2	8	<input type="checkbox"/>
 Voila Quiz Questions Add Subpool Copy Move Share	Tiffany Stull	08/01/2017	0	3	<input type="checkbox"/>

2

Delete

1. On the *Question Pools* screen, select the check box(es) in the **Delete?** column for the pool(s) or subpool(s) to delete.
2. At the bottom of the page, select **Delete**.

Select Remove to confirm.

Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

Pools to be removed:

- Calculated Questions

Remove

Cancel

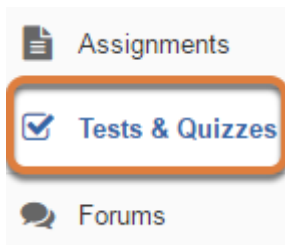
How do I add a question to a question pool?

You can add a question to a pool directly, or save a copy of a question to a pool while you are authoring or editing questions in an assessment, as described below:

- [Add a question directly to a pool.](#)
- [Copy all questions in an assessment's part to a pool.](#)
- [Copy an individual question to a pool while authoring an assessment.](#)

For more information about question pools, see [What is a question pool?](#)

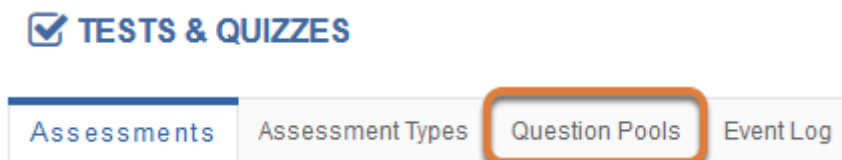
Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Add a question directly to a pool.

Select the Question Pools tab.



Select the pool.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name ▾

▶ Math Questions
Add Subpool | Copy | Move | Share

▶ Calculated Questions
Add Subpool | Copy | Move | Share

Select arrow to access subpools

Select the **name** of the pool or subpool where the questions will be added.

Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

Select Add Question.

Pool Name

Owner Tiffany Stull

Update

1 Subpool Add Subpool

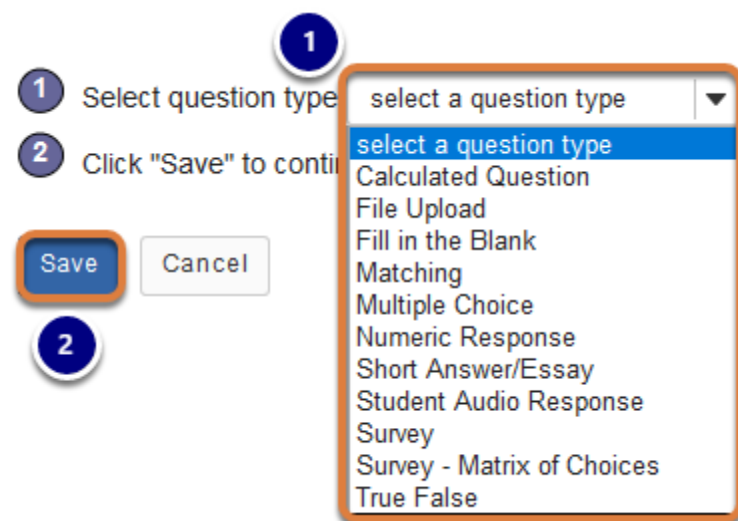
Pool Name ▾	Owner	Last Modified	Questions	Subpools
▶ Calculated Questions Add Subpool Copy Move Remove	Tiffany Stull	08/01/2017	0	2

0 Questions Add Question

Remove | Copy | Move

The question pool details will be displayed. In the *Questions* section, select **Add Question**.

Select the question type.



1. From the *Select question type* menu, choose the type of question to create.
2. Select **Save**.

Note: You can find more information about the available question types in [What types of questions can I incorporate into my assessments?](#)

Or add question(s) to a pool while creating or editing an assessment.

Copy all questions in an assessment's part to a pool.

When you are creating or editing an assessment, you can copy all the questions from a part of the assessment to a pool.

Select Copy to Pool.

Questions: Quiz 1

10 Existing Questions - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part Default - 10 questions

[Copy to Pool](#) [Edit](#)

[Add Question](#)

To the right of the assessment part, select the **Copy to Pool** link.

Select the pool(s) for the copied questions.

Copy Question

Select the destination pool(s) for

Pool Name

<input type="checkbox"/>	▶ Math Questions
<input type="checkbox"/>	▶ Question
<input checked="" type="checkbox"/>	▶ Voila Quiz Questions
<input checked="" type="checkbox"/>	Voila Lecon 1
<input type="checkbox"/>	Voila Lecon 2
<input type="checkbox"/>	Voila Lecon 3

Copy **Cancel**

1. Check the box(es) for any pool(s) or subpool(s) where copies of the questions should be placed.
2. Select **Copy**.

i Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

Copy an individual question to a pool while authoring an assessment.

Assign to
Question Pool

Select a pool name (optional) ▼

While creating a new question or editing an existing question, you can save a copy of it to a pool you have created. To do so, **Select a pool name** from the *Assign to Question Pool* drop-down menu.

i Note: For more information about creating assessments and questions, see:

- [How do I create an assessment in Tests & Quizzes?](#)
- [How do I add a new question \(with the assessment builder\)?](#)

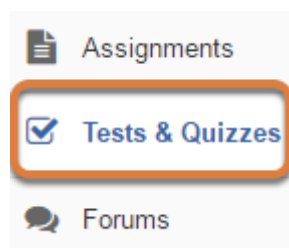
How do I copy questions to an assessment from a question pool?

If you have saved some questions to a question pool, you can copy them to an assessment to specify different point values for each question and the order in which the questions appear.

For more information about question pools, see [What is a question pool?](#)

Note: If your pool contains questions that all test the same knowledge, but with different wording or examples, you can create an assessment with questions selected randomly from the pool, as described in [How do I set up a random question set?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

A question may be copied from a question pool into any assessment. Select an existing assessment or create a new one.

Create a new assessment.

Create an Assessment

OF

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

Create

Working Copies: not released to students

Published Copies: released to students

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

i **Note:** Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.

From the Add Question menu, select Copy from Question Pool.

Questions: Quiz 1

Add Part | Preview | Print | Settings

Part 1 ▼ Default - 0 questions

Add Question




Update Points

- select a question type ▼
- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool**

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions
 Questions Grouped by Type	Tiffany Stull	01/06/2016	3
 Matching Questions	Tiffany Stull	06/14/2016	12
 Multiple Choice Questions	Tiffany Stull	06/14/2016	12

Select the **name** of the pool or subpool from which to copy questions.

Note: To reveal existing subpools within a question pool or a higher-level subpool, select the **arrow** icon (**Toggle Tree**) next to the pool's or higher-level subpool's name.

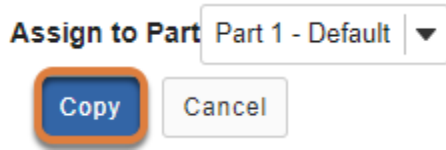
Select the question(s).

Question Text	Question Type	Copy? Select
Edit Question 1 : Bonjour! Comment vous appelez-vous?	Multiple Choice	<input type="checkbox"/>
Edit Question 2 : Choose a logical beginning to this sentence: "___ aller au cinéma"	Multiple Choice	<input checked="" type="checkbox"/>
Edit Question 3 : Choose the correct noun to complete the sentence: "Je veux manger parce que j'ai..."	Multiple Choice	<input checked="" type="checkbox"/>

In the *Copy?* column, check the corresponding box(es) for the question(s) to copy. You can either:

1. Check the **Select all** box at the top of the column,
2. OR check a box to the right of a specific question.

Select Copy.



At the bottom of the screen, select **Copy**.

Note: If your assessment has multiple [parts](#), you may use the **Assign to Part** drop-down menu to add the question(s) to a specific part.

How do I import a question pool?

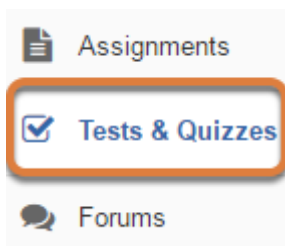
You can import a question pool from an IMS QTI-compliant XML (**QTI v 1.2**) file created by exporting an assessment from a UVACollab site, provided by a publisher, or exported from another system.

To be able to import questions directly into a question pool, an assessment must have been exported as **QTI v 1.2**, NOT **Content Packaging**. Alternatively, you can import an assessment, and add the questions to a question pool from the assessment editing screen.

For more information about question pools, see [What is a question pool?](#)

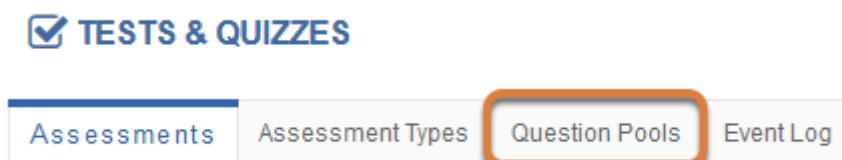
Note: *There is currently no way to export question pools, but questions can be exported in the form of an assessment.*

Go to Tests & Quizzes.



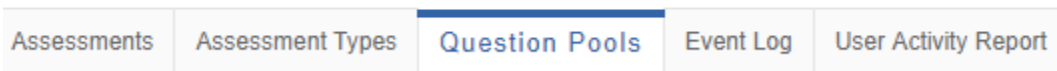
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.



Select Import Pool.

TESTS & QUIZZES



Question Pools

Add New Pool **Import Pool** Transfer Ownership

Select the **Import** link above the list of existing question pools.

Select your file, then Import.

TESTS & QUIZZES

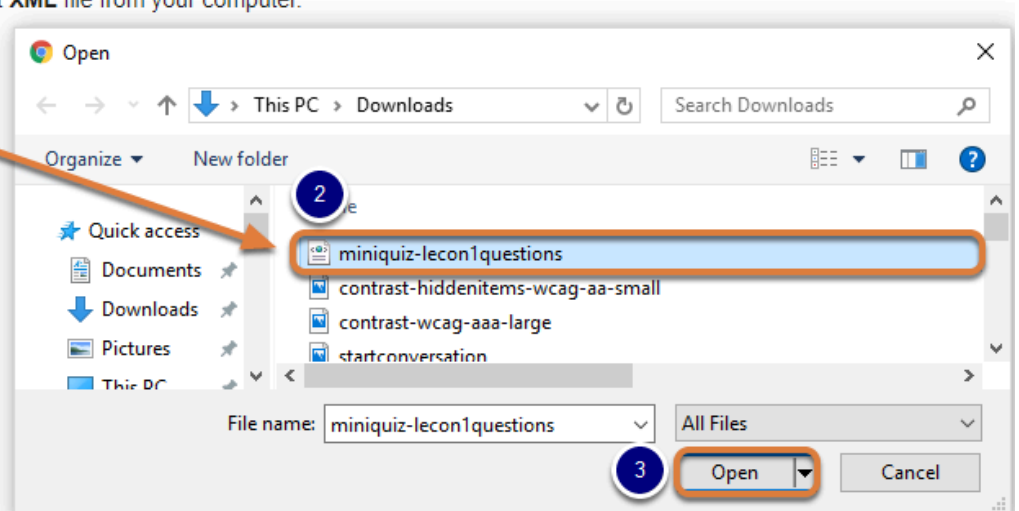
Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

1 **Choose File** No file chosen

Import Cancel

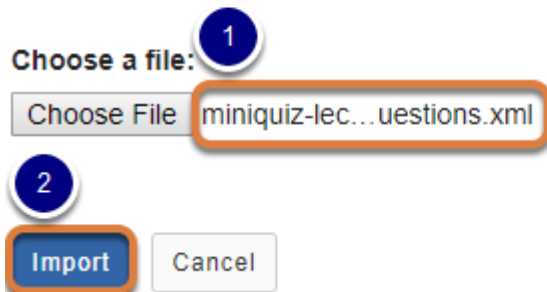


1. Use the **Choose File** button to browse for the XML file to upload from your computer.
2. Select the **QTI v 1.2 XML** file on your computer.
3. Select to **Open** or **Choose** the file (the name of the option will depend on your internet browser and computer operating system). Pictured above is a file being selected in Chrome on a Windows computer.

Select Import.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.



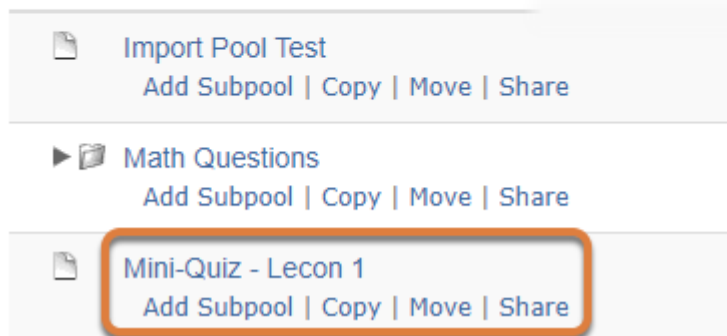
1. When the file to import is selected, its name will display next to the **Choose File** button.
2. Select **Import**.

View the imported question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name



You will be returned to the *Question Pools* page with the newly created pool in your list of question pools. The new pool will have the title of the original downloaded assessment or question bank, not a title from your external file name.

How do I share or revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other [instructors or administrators](#) in a site where you can create assessments.

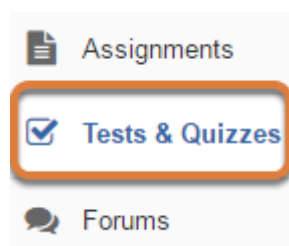
When a question pool is shared with you, you can access the pool from any site where you have permission to create assessments.

For steps to share or revoke access to a question pool, see below:

- [Share a pool](#)
- [Revoke access to a pool](#)

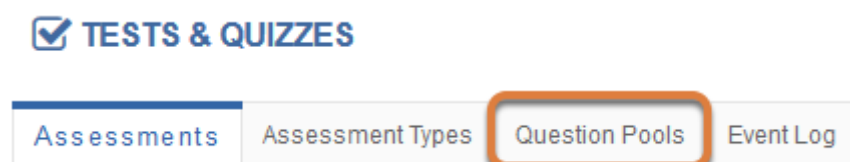
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Question Pools tab.





Select Share.


Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer C](#)

Pool Name 

 Import Pool Test
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)


 Math Questions
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

 Questions Grouped by Type
[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

Under the name of the pool, select **Share**.

Grant access.

Site Members without access to Math Questions

Name 	Role	Grant access
PI Instructor	Instructor	<input checked="" type="checkbox"/>
PI-G Instructor	Instructor	<input type="checkbox"/>
PI-P Instructor	Instructor	<input type="checkbox"/>
SI Instructor	Secondary Instructor	<input type="checkbox"/>
SI-A Instructor	Secondary Instructor	<input type="checkbox"/>
TA Assistant	Teaching Assistant	<input checked="" type="checkbox"/>
TA-A Assistant	Teaching Assistant	<input type="checkbox"/>

2

Update

Cancel

1. Site participants with whom you can share the question pool are listed under *Site Members without access to [Pool Name]*, where *[Pool Name]* is the name of your question pool. In the





Grant Access column, select the check box(es) for the individual(s) with whom to share the pool.

2. At the bottom of the page, select **Update**.

Anyone with whom you share the pool is an author.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 		Owner
 1 Discussion Section Questions Add Subpool Copy Move Share		TA-A Assistant
	 2 Import Pool Test	 Tiffany Stull
3	Copy Remove me	

Your pool will now be available in the *Question Pools* list of each person with whom you shared it and they have full editing privileges in the question pool. However, they cannot delete your pool or share it with anyone else.

For someone who has been granted access to a pool:

1. The shared pool and the questions in it can be edited by clicking on its name.
2. The *Owner* column displays the pool owner's name. The pool owner can revoke access to their pool at any time (see below for [how to revoke access](#)).
3. The person who has been granted access to the pool can **Copy** the whole pool or some of its questions to another pool, or remove the shared pool from their own *Question Pools* list by selecting **Remove me**.

 **Tip:** If you want to share a question pool but are afraid of the sharing recipient modifying or deleting your questions, [copy the question pool](#) first and share the new copy of the pool.

Revoke access to a question pool.

The owner of a shared question pool can remove other people from it at any time.

Select Share.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer C](#)

Pool Name



Import Pool Test

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Math Questions

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Questions Grouped by Type

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)


Under the name of the pool, select **Share**.

Revoke access.

Site Members with access to Math Questions

Name	Role 	Revoke access
TA Assistant	Teaching Assistant	<input type="checkbox"/>
PI Instructor	Instructor	<input checked="" type="checkbox"/>
Tiffany Stull	Instructor	<input type="checkbox"/>
Mystery Theatre	anonymous_access	<input type="checkbox"/>

Site Members without access to Math Questions

Name 	Role	Grant access
PI-G Instructor	Instructor	<input type="checkbox"/>
PI-P Instructor	Instructor	<input type="checkbox"/>
SI Instructor	Secondary Instructor	<input type="checkbox"/>
SI-A Instructor	Secondary Instructor	<input type="checkbox"/>
Trisha Gordon	Secondary Instructor	<input type="checkbox"/>

2

Update

Cancel

1. Site participants with whom the question pool is shared are listed under *Site Members with access to [Pool Name]*, where *[Pool Name]* is the name of your question pool. In the *Revoke*

access column, select the check box(es) for the individual(s) with whom to stop sharing the pool.

2. At the bottom of the page, select **Update**.

Note: Some people with access to a question pool might not be instructors in the current site.

Site Members with access to Math Questions

Name	Role	Revoke access
1 ssistant	Teaching Assistant	<input type="checkbox"/>
TA-A Assistant	Student	<input type="checkbox"/>
PI Instructor	Instructor	<input type="checkbox"/>
2 y Stull	Instructor	<input type="checkbox"/>
Mystery Theatre	anonymous_access	<input type="checkbox"/>

This Student is a Teaching Assistant in another UVACollab site where you shared the question pool with them.

The pool is shared with this instructor, who is not a member of the UVACollab site where you are viewing the question pool.

- i** Unlike assessments in *Tests & Quizzes*, which are stored in specific UVACollab sites, you can view question pools in any site where you have an administrative role (i.e., *Instructor*, *Secondary Instructor*, or *Teaching Assistant* in a **course site**, *Owner* or *Administrator* in a **collaboration site**).

This means that if you share a question pool via *Tests & Quizzes* in one UVACollab site, then you access the same question pool via a **different** UVACollab site, some people with access to the pool may be listed with a different *Role* than an administrative role. For example:

1. You might have a *Teaching Assistant* (TA) with whom you share a question pool in one of your course sites. Your TA is also a student taking another class you teach. You access the question pool in the site where the TA is a student. In the *Role* column, *Student* displays.
2. If you shared a question pool with someone who is not a member of the UVACollab site from which you have currently accessed the pool, that person will be listed with the role of *anonymous_access*.

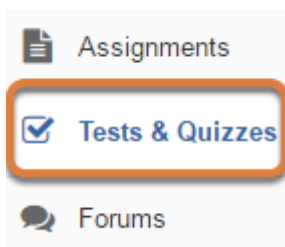
How do I transfer ownership of a question pool?

You can give a question pool or subpool that you have created to someone else.

For steps to share a question pool with someone and retain ownership of the pool, see [How do I share or revoke access to a question pool?](#)

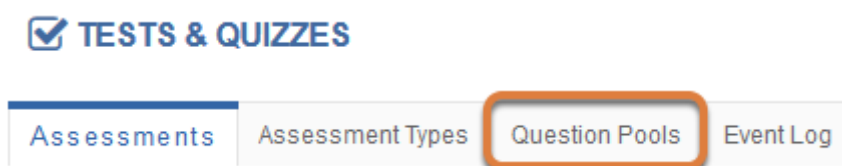
For more information about question pools, see [What is a question pool?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.




Select the Question Pools tab.



Select Transfer Ownership.

Question Pools


[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner
 Import Pool Test Add Subpool Copy Move Share	Tiffa
 Math Questions Add Subpool Copy Move Share	Tiffa

Select the pool(s) or subpool(s) to transfer.

Transfer Ownership

☐ Select All Pools 1

Pool Name 
<input type="checkbox"/> Import Pool Test
<input checked="" type="checkbox"/> Math Questions
<input checked="" type="checkbox"/> Calculated Questions
<input checked="" type="checkbox"/> Advanced Calculated Questions
<input checked="" type="checkbox"/> Simple Calculated Questions
<input checked="" type="checkbox"/> Numeric Response Questions
<input type="checkbox"/> Questions Grouped by Type

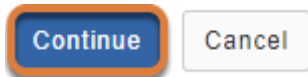
2

Check the box(es) for the pool(s) or subpool(s) to transfer. You can either:

1. Check the **Select All Pools** box above the table,
2. OR check a box to the right of a specific pool or subpool.

Note: If you select to transfer a pool that includes subpools, its subpools will automatically be selected.

At the bottom of the page, select Continue.



Enter the user ID of the pool recipient.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

1

2

1. In the box provided, enter the **user ID** of the selected question pool's new owner. Their user ID will be their UVA computing ID (e.g., **mst3k**) or their email address if they are a non-UVA guest participant.
2. Select **Continue**.

Confirm the transfer.

Transfer Ownership

1

Ownership of the following pools will be transferred to **Mystery Theatre (mst3k)**

2

Pool Name	Owner	Last Modified	Questions	Subpools
Math Questions	Tiffany Stull	08/01/2017	0	2
Calculated Questions	Tiffany Stull	08/01/2017	0	2
Advanced Calculated Questions	Tiffany Stull	08/01/2017	2	0
Simple Calculated Questions	Tiffany Stull	08/01/2017	3	0
Numeric Response Questions	Tiffany Stull	01/02/2018	2	0

3

Transfer Ownership

Back

Cancel

A summary page will display:

1. The person to whom the pool(s) will be transferred,
2. A table listing the question pool(s) and/or subpool(s) to be transferred, their current owner, last modified date, and the number of questions and subpools contained within each pool/subpool.
3. At the bottom of the page, select **Transfer Ownership** to confirm.

View remaining question pools and subpools.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Own](#)

Pool Name 



Import Pool Test

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)



Questions Grouped by Type

[Add Subpool](#) | [Copy](#) | [Move](#) | [Share](#)

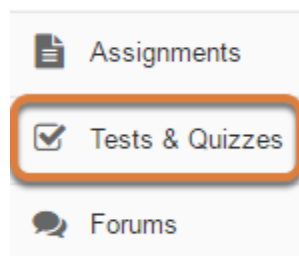
Transferred pool used to be here.

You will be returned to your list of question pools. The transferred pool(s) and/or subpool(s) will no longer be available to you.

How do I allow a student to retake a test or quiz?

If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
<div>-- Select Action --</div>	Essay Test	Active	1	3	Entire Site	2018-0
<div>-- Select Action --</div>	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div>	Essay Test	Active	1	3	Entire Site	2018-01-01
	Quiz 1	Inactive	0	2	Entire Site	2018-01-01
	Quiz 2	Inactive	0	0	Entire Site	2018-01-01

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Submission Status tab.

Submission Status: Essay Test

Submission Status

Total Scores

Questions


Statistics

Under the student's name, select Allow retake.

Max Score Possible: 100

View Entire Site ▼

Search Student name or ID Find Clear

Name 	UserID
Student, Five Email Allow retake?	tls6u-stu5
Student, Four Email Allow retake?	tls6u-stu4
Student, One Email	tls6u-stu1

The list of students will display. Under the name of the student who needs to retake the assessment, select **Allow retake?**

Note:

- An assessment must be **Active** (i.e., the **due** or **late submission** date must be in the future) for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?](#)
- If a student has an incomplete submission with time available on it, they can continue taking the assessment. The instructor will not have the option to **Allow retake** for that student.
- Allowing a retake gives the student a new, blank copy of the assessment to take.

Select Retake to confirm.

Retake Assessment

Are you sure you want to allow Five Student to submit one more time?

Retake

Cancel

On the *Retake Assessment* screen, select **Retake** to confirm allowing the retake.

View Submission Status.

Submission Status

Total Scores

Questions

Statistics

Item A

Max Score Possible: 100

View

Entire Site

Search

Student name or ID

Find

Clear

Student with new submission available

Name	UserID
Student, Five Email	tls6u-stu5
Student, Four Email Allow retake?	tls6u-stu4

You will be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the assessment.

How do I grade in Tests & Quizzes?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

- [View Frequently Asked Questions about grading tests and quizzes.](#)
- [Skip to the steps for entering score adjustments and comments.](#)

For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I give same score \(e.g., 0\) to all students with no submission to an assessment?](#)
- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)
- [How do I download submissions to File Upload questions?](#)
- [How do I export a spreadsheet with assessment scores and student responses?](#)

Frequently Asked Questions

- 1. My assessment grades are not displaying in the Gradebook! How do I get them there?**
To send your assessment scores to the *Gradebook* so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in *Tests & Quizzes*, see [What are the Grading and Feedback options for an assessment?](#)
- 2. How do I give a grade to students with no submission?**
Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you will need to enter a 0 for their grade. You can either assign a zero to a specific student who did not submit, as described below: [Enter score adjustment and comments](#), or you can [give same score \(e.g., 0\) to all students with no submission to an assessment](#).
- 3. I accidentally gave a student a grade for a quiz they should not have taken. How do I fix it?**
Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

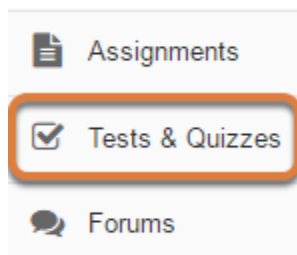
How do I view and adjust scores?

- [Watch a video](#)
- [Follow the step-by-step instructions](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

 A screenshot of the 'Published Copies' tab in the Tests & Quizzes tool. At the top, there are two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students', with the latter highlighted by an orange box. Below the tabs, a view filter shows 'View: All | Active: open to students to take | Inactive: not open to students to take'. A table lists the assessments:

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div>	Essay Test	Active	1	3	Entire Site	2018-01-01
	Quiz 1	Inactive	0	2	Entire Site	2018-01-01
	Quiz 2	Inactive	0	0	Entire Site	2018-01-01

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

View Total Scores.

Max Score Possible: 100

Apply This Score

to all participants with "No Submission".

View

Highest Submission

 for

Entire Site

Search

Student name or ID

Find

Clear

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

Once students have submitted an assessment, the *Total Scores* screen displays the initial score each student received for auto-graded questions (such as multiple choice and true false).

You will need to manually score other question types such as short answer/essay questions, file uploads, and audio recordings. After grading these questions, the scoring changes will be reflected on the *Total Scores* screen.

For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)

Display multiple submissions for student(s) (Optional).

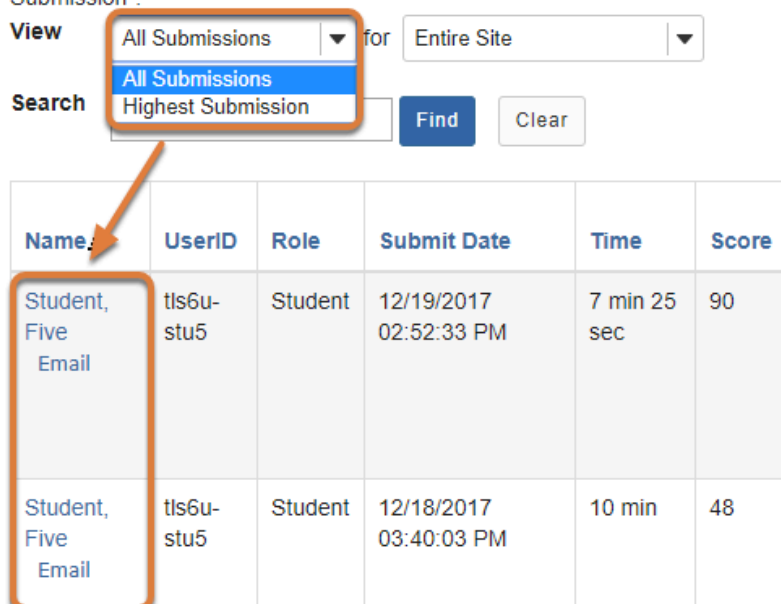
Max Score Possible: 100

Apply This Score to all participants with "No

Submission".

View for

Search



Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Five Email	tls6u-stu5	Student	12/18/2017 03:40:03 PM	10 min	48

By default, the submission that displays for each student will be based on your assessment's [Recorded Score](#) setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Enter score adjustment and comments.

Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90	<input type="text" value="0.0"/>	90	<div></div> <div>Add Attachments</div>
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	80	<div>1</div> <input type="text" value="5"/>	80	<div>2</div> <div>5 bonus points from extra credit question.</div> <div>3</div> <div>Add Attachments</div>

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the *Adjustment* column to add or subtract points from the student's overall score. The *Final Score* column will display the adjusted score after you save your changes. For a student who did not submit, but should receive a score of 0, enter a 0 in the *Adjustment* column.
2. If desired, you can use the *Comments for Student* column to provide additional feedback.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Note:

- For students to access any comments or attachments you add, **Grader's Comments** will need to be selected in the [Feedback Settings](#).
- Comments cannot be added within the *Tests & Quizzes* tool for students with no submission and they do not have access to feedback for assessments they did not submit. To provide comments to a student with no submission, you might upload a file with comments to their folder in [File Drop](#). To print an answer key to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)

Save your changes.



Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

How do I grade Tests & Quizzes submissions by student?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

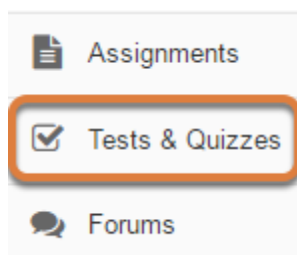
For information on other grading options, such as how to enter scores for students who did not submit, or how to grade by question, see [How do I grade Tests & Quizzes?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

-- Select Action --

Scores
Edit
Preview
Print
Settings
Remove

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

View Total Scores.

Max Score Possible: 100

Apply This Score to all participants with "No Submission".

View for

Search

Name 	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

Once students have submitted an assessment, the *Total Scores* screen displays the initial score each student received for auto-graded questions (such as multiple choice and true false).

You will need to manually score other question types such as short answer/essay questions, file uploads, and audio recordings. After grading these questions, the scoring changes will be reflected on the *Total Scores* screen.

Display multiple submissions for student(s) (Optional).

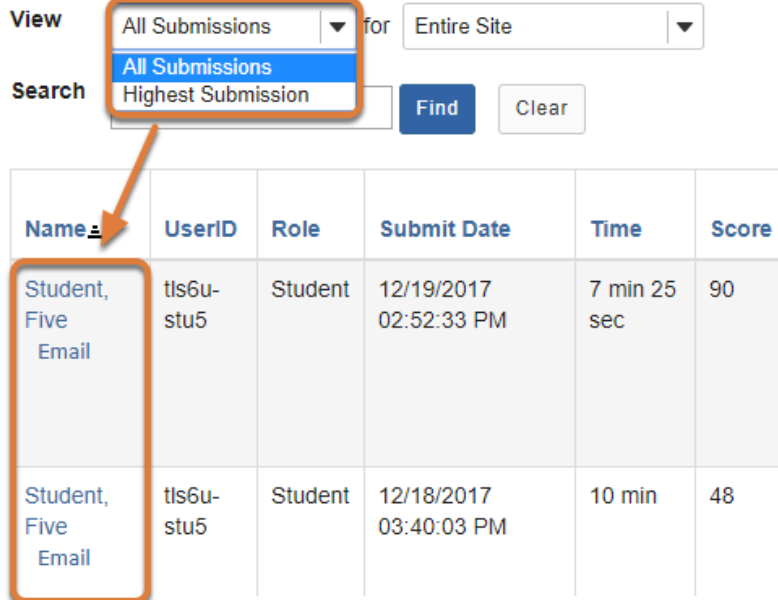
Max Score Possible: 100

Apply This Score to all participants with "No

Submission".

View for

Search
 Find **Clear**



Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Five Email	tls6u-stu5	Student	12/18/2017 03:40:03 PM	10 min	48

By default, the submission that displays for each student will be based on your assessment's [Recorded Score](#) setting. For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Select a student.

Max Score Possible: 100


Apply This Score to all participants with "No Submission".

View for

Search **Find**


Name 	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	90
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	80

Select the student's name to view their submission.

 **Note:** If a student has made multiple submissions to the assessment, you must select the student's name to the left of a specific submission to view it.

View and enter grades/comments for the individual student.

On the individual student's submission screen, you may enter or modify grades and comments for any of the questions in the assessment as described below. You may also add attachments to provide additional feedback for a particular question if desired.

 **Note:**

- To allow students to access comments entered for the assessment overall, **Grader's Comments** will need to be selected in the [Feedback Settings](#). To allow students to see

comments or attachments you enter for a specific question, **Grader's Comments** AND **Student Response** will need to be selected in the [Feedback Settings](#).

- Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

Enter comments for the assessment overall.

One Student

Submission Status	Total Scores	Questions	Statistics
-------------------	--------------	-----------	------------

Essay Test

Comments for
Student:

You can use the *Comments for Student* box at the top of the student's grading screen to add comments regarding the student's performance.

View and enter grades and comments for individual questions.

Each question will display with the automatic score the student received and the student's response. Automatically-graded questions, such as Multiple Choice, True False, and Matching, will also include an *Answer Key*.

Enter grades and comments for manually-graded questions.

2
Question 1 of 10: 0.0 / 10.0 Points

1
Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Je suis allé à Richmond où j'ai joué au football américain avec mes amis. Je suis allé au cinéma et j'ai vu le nouveau Star Wars. J'ai parti de chez moi pour rendre visite à mes parents. Quand je suis arrivé chez eux, j'ai dormi toute la journée.

3
Comments for Student:


Attachments

No Attachment(s) yet

Add Attachments 4

For manually-graded questions, including short answer/essay, file upload, or student audio response questions, the automatic score will always be **0 points**.

1. Review the student's response to the question. Responses display for the different types of questions as follows:
 - **Short Answer/Essay** - The student's answer will display underneath the question text.
 - **File Upload** - A link will be available that you can select to download the submitted files.
 - **Student Audio Response** - Depending on your internet browser settings, you will either have the option to play back the student's response underneath the question text or download the file to play in a media player on your computer.
2. Enter a score in the corresponding *Points* box.
3. If desired, you can use the *Comments for Student* box to provide feedback on their answer.
4. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

 **Tip:** You can download file upload submissions from multiple students simultaneously by following the steps in [How do I download submissions to file upload questions?](#)

View and/or edit automatically-graded questions' scores and add comments (optional).

Question 10 of 10: / 10.0 Points

Le 14 juillet est la Fête Nationale de France.

☒ True
☐ False

Answer Key: True

Comments for Student:

Attachments

No Attachment(s) yet

Add Attachments

1. If desired, you can modify an automatically-graded score by entering a new score in the corresponding *Points* box.
2. You can use the *Comments for Student* box to provide feedback on their answer.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Save your changes.

Update Cancel

Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

View new scores.

Max Score Possible: 100

Apply This Score

to all participants with "No

Submission".

View

Highest Submission



for

Entire Site



Search

Student name or ID

Find

Clear

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5

On the *Total Scores* screen, the student's score will now include the points awarded for manually-graded questions.

How do I grade Tests & Quizzes submissions by question?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

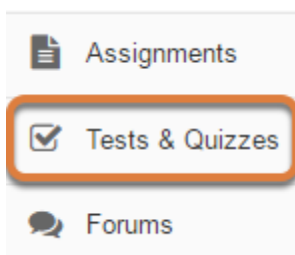
For information on other grading options, such as how to enter scores for students who did not submit, or how to grade by student, see [How do I grade Tests & Quizzes?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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

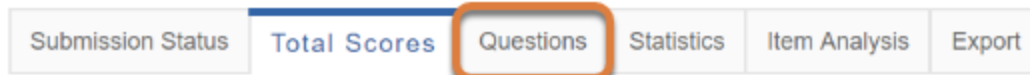
View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

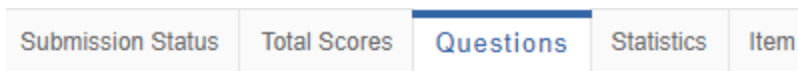
Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Questions tab.



Select the question.



Part 1: **Q1** | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10

Part 1: Question 1 - Short Answer/Essay (10.0 Points)

Using the verbs provided, write five sentences in the passé conjugated with avoir and others with être. Verbes: aller, ar

From the list of question numbers, select the question to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Enter grades and/or comments.

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Student, Five Email	tls6u-stu5	Student	12/19/2017	10	Je suis allé à Richmond où j'ai joué au football américain avec mes amis. Je suis allé au cinéma et j'ai vu le nouveau Star Wars. J'ai parti de chez moi pour rendre visite à mes parents. Quand je suis arrivé chez eux, j'ai dormi toute la journée.	Bon travail!
Student, One Email	tls6u-stu1	Student	12/18/2017	9.5	Je suis allé au cinéma avec mes amis. Je suis resté chez moi. J'ai dormi beaucoup! J'ai visité ma grand-mère. J'ai parti pour la plage.	Good job on the conjugations! Minus 0.5 points for using the false cognate - <u>visiter</u> is for a place, <u>rendre visite à</u> is for a person.

1. In the *Score* column, enter the points each student received for the question.
2. If desired, you can use the *Comments for Student* column to provide feedback on their answer.
3. You also have the option of attaching file(s) with feedback. To upload a file, select **Add Attachments**.

Note:

- If you are grading a file upload question, you can [download all students' submissions at once to grade them](#).
- For students to see any comments or attachments you add, **Grader's Comments AND Student Response** will need to be selected in the [Feedback Settings](#).
- Comments cannot be added within the *Tests & Quizzes* tool for students with no submission and they do not have access to feedback for assessments they did not submit. To provide comments to a student with no submission, you might upload a file with comments to their folder in [File Drop](#). To print an answer key to an assessment to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)

Save your changes.



Be sure to scroll down to the bottom of the screen and select **Update** to save your changes.

How do I download submissions to file upload questions?

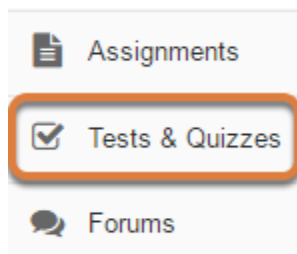
If your assessment has **file upload** questions, you can download all submissions to them simultaneously (e.g., to add inline comments, or for ease of reading certain types of files from your computer.)

You can either:

- [Download submissions to multiple file upload questions simultaneously.](#)
- [Or download all submissions to a specific file upload question. If your assessment allowed for multiple submissions, or a student submitted a retake, use this option to download all submissions from every student.](#)

For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

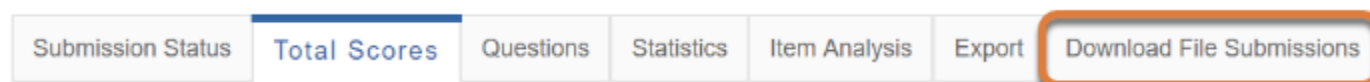
Download submissions to multiple file upload questions simultaneously.

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), downloading submissions to multiple questions will only obtain the files from one of each student's attempts. The files that get downloaded for a particular student depend on the assessment's [Recorded Score](#) setting and whether or not other questions were awarded points in any of the student's attempts, as follows:

- **Highest score recorded AND at least one question was graded (either automatically or manually) in at least one submission:** Files downloaded will be those that were uploaded to the submission currently having the most points assigned to it.
- **Highest score recorded and no submissions have grades:** Files downloaded will be from the student's most recent submission to the assessment.
- **Last score recorded:** Files downloaded will be from the student's most recent submission to the assessment.
- **Average score recorded:** Files downloaded will be from the student's most recent submission to the assessment.

To download files uploaded during multiple attempts at the assessment, use the method described below to [Download all submissions to a specific file upload question](#).

Select the Download File Submissions tab.



Note: The **Download File Submissions** tab is only available in an assessment's grading screens if the assessment includes at least one file upload question.

Select question(s) and download their submissions.

Download responses to

1 [Select All](#)

☐ Part 1: Question 1 - File Upload

Upload an essay in which you describe your experience with the book.

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, cover, etc.)

☐ Part 1: Question 1 - File Upload

Please read the attached Word document containing the questions and choose your response. Upload your response here.

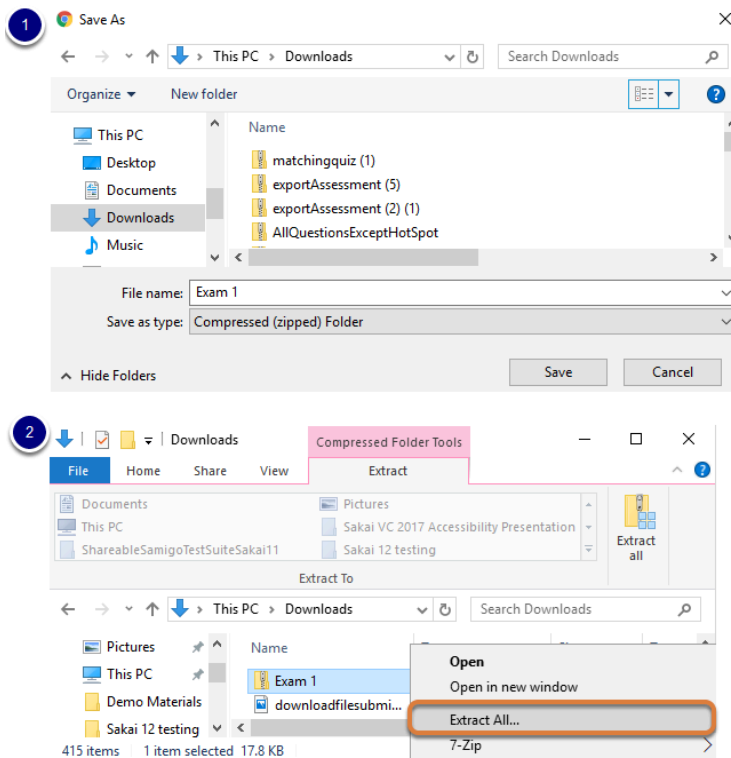
2 ☒ for entire site

☐ for selected section(s)/group(s)

3 [Download](#)

1. Use the **Select All** link to select all file upload questions in the assessment to download responses OR select the check box(es) for specific question(s) containing submissions to download.
2. By default, submissions for all site participants are downloaded. To download submissions from specific course rosters or groups, choose **for selected section(s)/group(s)**, then select the group(s) whose submissions should be downloaded.
3. Select **Download**.

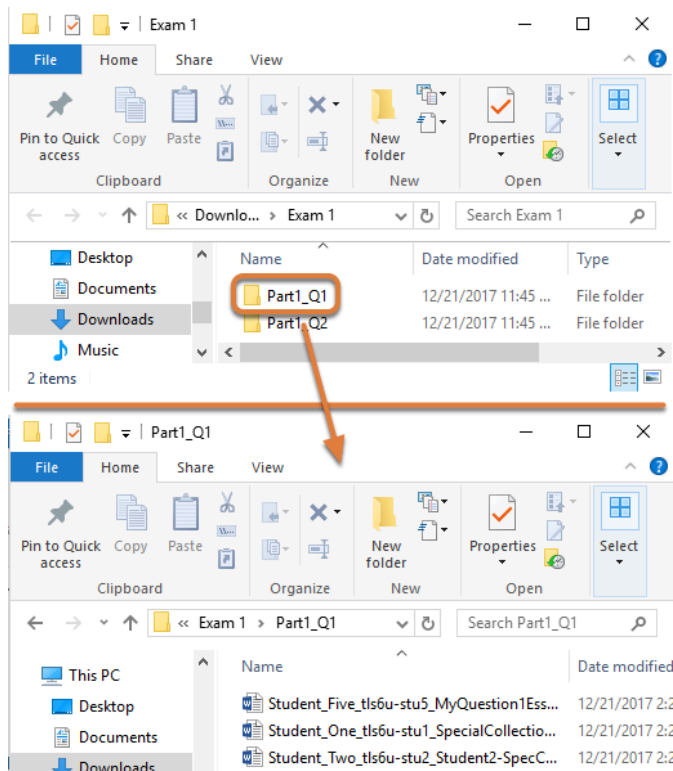
Save and unzip the ZIP file.



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file.

Note: How you unzip the file depends on your computer's operating system and configuration. Pictured above is a file being unzipped in Windows 10 by right-clicking on it and choosing **Extract All...** For a screen shot of a file being unzipped on a Mac, see the step below: [Save and unzip the ZIP file.](#)

Open the folder to access submissions.

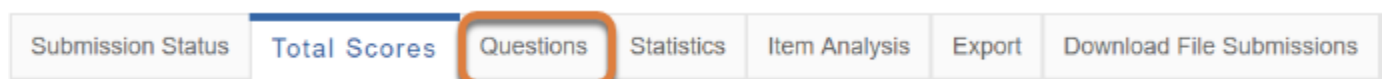


The unzipped folder contains a folder for each question with downloaded submissions. The folder name is the [part](#) of the assessment where the question is located, followed by an underscore, a letter Q, and the question number within the part (e.g., **Part1_Q1**).

Inside each question folder, each file is identified with the student's last and first name, followed by an underscore, then the student's user ID (UVA computing ID or non-UVA guest email account), another underscore, and the original name of the file they uploaded (e.g., **Student_Five_tls6u-stu5_MyQuestion1Essay.docx**).

Download all submissions to a specific file upload question.

Select the Questions tab.



Select the file upload question.

Submission Status Total Scores **Questions** Statistics

Part 1: Q1 **Q2**

Part 1: Question 2 - File Upload (50.0 Points)

From the list of question numbers, select the question from which to download responses. Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**).

Display multiple submissions for student(s). (Optional)

View **All Submissions** for Entire Site

Download Responses Search Student name or ID Find Clear

Viewing 1 - 4 of 4 items

|< < Show all > >|

Point 1

Name	UserID	Role	Date	Score	Student Response
Student, Five Email	tls6u-stu5	Student	12/21/2017	0	EssayPrompt2.docx(11.53 KB)
Student, One Email	tls6u-stu1	Student	12/21/2017	0	Student1-EssayPrompt1.docx(11.5 KB)
Student, One Email	tls6u-stu1	Student	12/21/2017	0	Student1-EssayPrompt1.docx(11.5 KB)

If your assessment allows multiple submissions, or if a student has submitted a [retake](#), you can download all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Select Download Responses.

View for

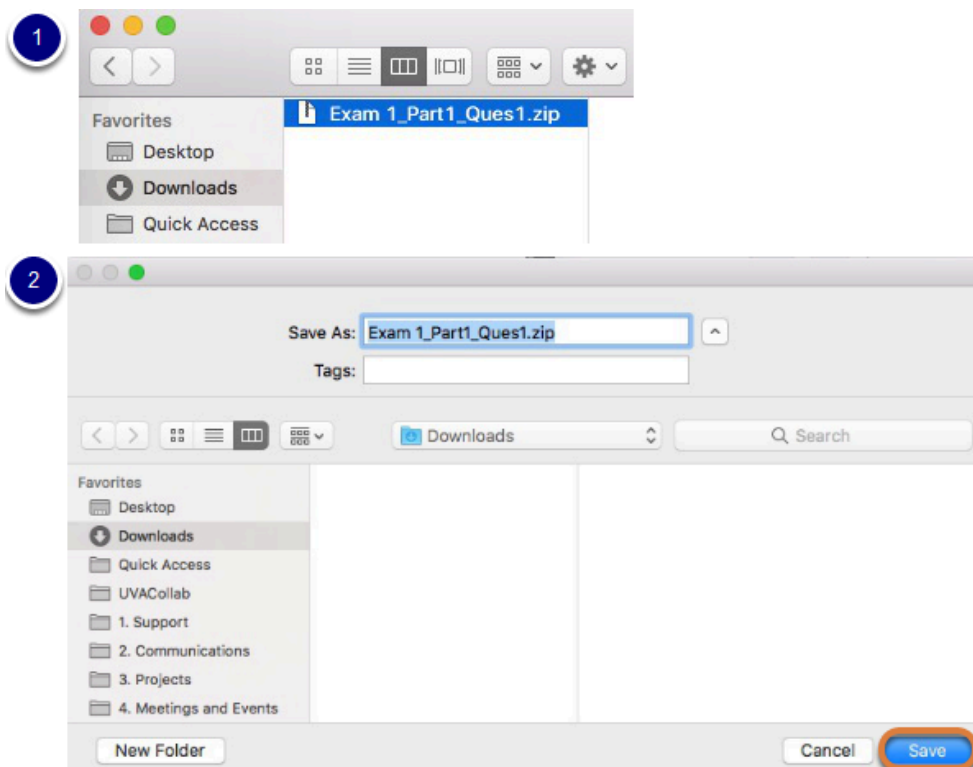
Download Responses Search

Viewing 1 - 4 of 4 items

Point 1

Name	UserID	Role	Date	Score	Stu
Student, Five Email	tls6u-stu5	Student	12/21/2017	<input type="text" value="0"/>	Ess

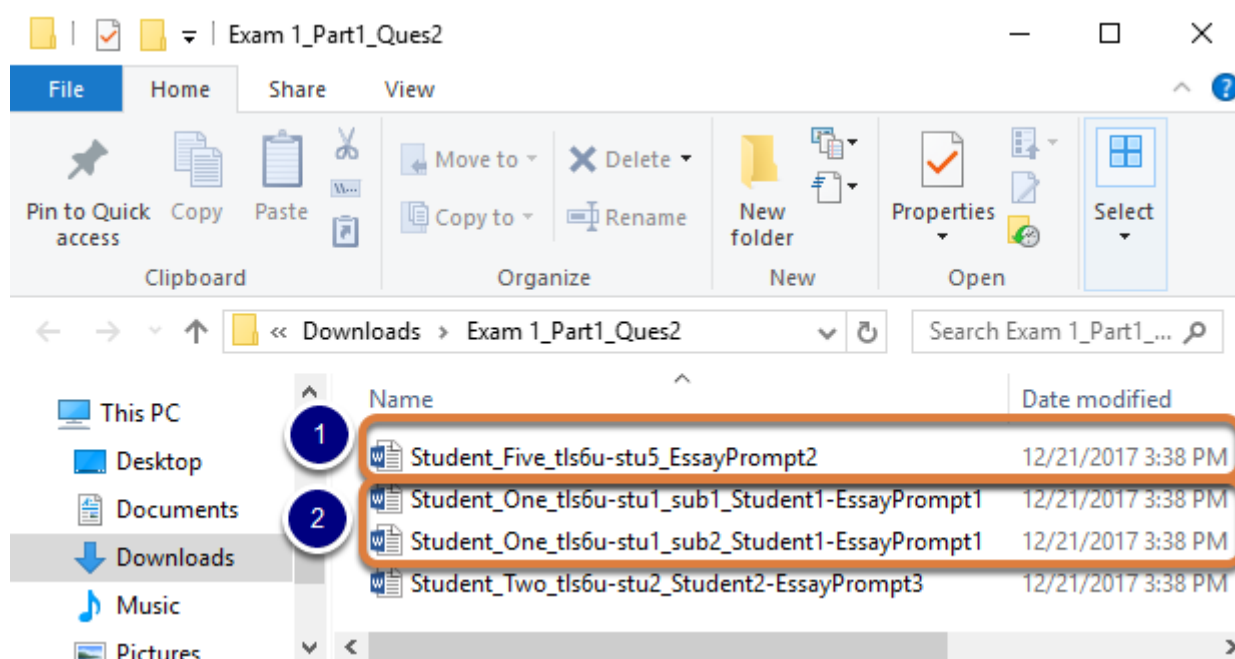
Save and unzip the ZIP file.



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file.

Note: How you unzip the file depends on your computer's operating system and configuration. Pictured above is a file being unzipped on a Mac by double-clicking on it. For a screen shot of a file being unzipped on a Windows computer, see the step above: [Save and unzip the ZIP file.](#)

Open the folder to access submissions.



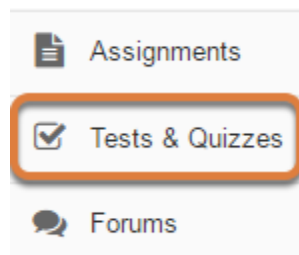
1. Inside the folder, each file is identified with the student's last and first name, followed by an underscore, then the student's user ID (UVA computing ID or non-UVA guest email account), another underscore, and the original name of the file they uploaded (e.g., **Student_Five_tls6u-stu5_EssayPrompt2.docx**).
2. If you chose **View All Submissions** before downloading the files, and a student submitted the assessment more than once, files uploaded by that student will also include **sub** and the number of the submission where each file was uploaded. For example, if a student named **One Student** has two submissions, with one file uploaded during each submission, the file names might be: **Student_One_tls6u-stu1_sub1_Student1-EssayPrompt1.docx** and **Student_One_tls6u-stu1_sub2_Student1-EssayPrompt1.docx**.

How do I export a spreadsheet with assessment scores and student responses?

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the [Total Scores](#) screen.

For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
<div>-- Select Action --</div>	Essay Test	Active	1	3	Entire Site	2018-0
<div>-- Select Action --</div>	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div></div>	Essay Test	Active	1	3	Entire Site	2018-01-01
	Quiz 1	Inactive	0	2	Entire Site	2018-01-01
	Quiz 2	Inactive	0	0	Entire Site	2018-01-01

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Export tab.

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

On the following screen, select Export.

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Click Export to export and download all assessment responses in Excel format.

Export

Select the **Export** button.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

1	2	3	4	5	6	
A	B	C	D	E	F	G
Last Name	First Name	User Name	Order of Submission	Final Score	Grader's Comments	Part 1, Question 1
Student	Five	tls6u-stu5	1	48		Je suis a
Student	Five	tls6u-stu5	2	100		Je suis alle Bon travail
Student	Four	tls6u-stu4	No submission			
Student	One	tls6u-stu1	1	89.5		Je suis alle Good job c
Student	Three	tls6u-stu3	No submission			
Student	Two	tls6u-stu2	1	80		Je suis alle

The resulting spreadsheet includes:

1. The students' names,
2. The students' user names (the student's UVA computing ID, or their email address if they are a non-UVA guest participant),
3. The number of the assessment submission (if multiple submissions were allowed),
4. The students' final scores for the test,
5. Any *Grader's comments* you entered for students in the *Total Scores* screen,
6. The students' responses to each question.



Note: Certain question types, such as **file upload** questions and **student audio response** questions, will not be able to display answers in the spreadsheet.

How do I give the same score (e.g., 0) to all students with no submission to an assessment?

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

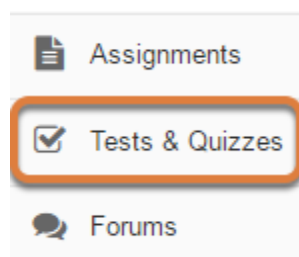
Video Guide

Step-by-Step Instructions

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

For information on manually grading individual student submissions or questions, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0
-- Select Action --	Quiz 2	Inactive	0	0	Entire Site	2018-0

-- Select Action --

-- Select Action --

Scores

Edit

Preview

Print

Settings

Remove

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Enter a score to assign to all students with No Submission.

Max Score Possible: 100

Apply This Score

to all participants with "No Submission".

View Highest Submission ▼ for Entire Site ▼

Search

Find Clear

Name ▾	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-

Enter a point value, e.g. 0, in the box to *Apply this score to all participants with "No Submission"*.

Select Apply This Score.

Max Score Possible: 100

Apply This Score to all participants with "No Submission".

View for

Search

Name	UserID	Role	Submit Date	Time	Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-


Selecting **Apply this score** saves the change to the score of ALL students with *No Submission*.

! **WARNING:** Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade in the *Gradebook*. If you inadvertently assign a score to a student who should not have received one for an assessment using this feature, and the assessment score is being sent to the *Gradebook*, you will need to remove the assessment score from the student's final grade using a [Grade Exclusion](#) in *Gradebook Classic*.

View scores.

View Highest Submission ▼ for Entire Site ▼

Search Student name or ID

Name 	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score
Student, Five Email	tls6u-stu5	Student	12/19/2017 02:52:33 PM	7 min 25 sec	100	<input type="text" value="0.0"/>	100
Student, Four Email	tls6u-stu4	Student	No Submission	n/a	-	<input type="text" value="0"/>	0
Student, One Email	tls6u-stu1	Student	12/18/2017 03:11:21 PM	7 min 55 sec	89.5	<input type="text" value="0.0"/>	89.5
Student, Three Email	tls6u-stu3	Student	No Submission	n/a	-	<input type="text" value="0"/>	0

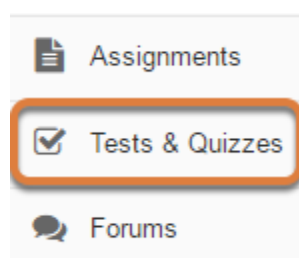
All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

How do I view statistics about a completed assessment?

You can view statistical information about student submissions to an assessment, such as average scores and standard deviation.

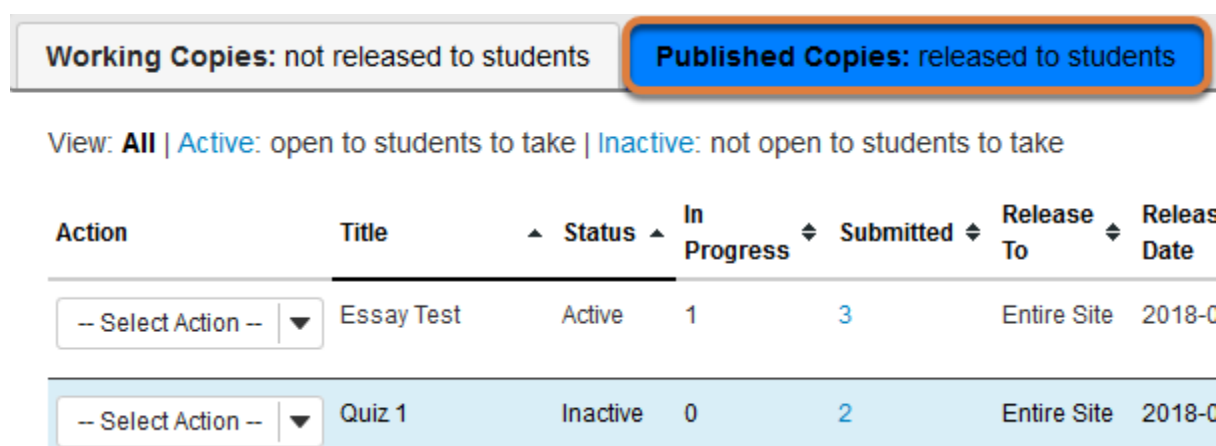
For information on entering assessment grades and comments, see [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

A screenshot of a web interface showing two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students'. The 'Published Copies' tab is selected and highlighted with an orange box. Below the tabs, there is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. Below this is a table with the following data:

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	1	3	Entire Site	2018-0
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-0

Select the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

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
<div><div>-- Select Action --</div><div><div>Scores</div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Remove</div></div></div>	Essay Test	Active	1	3	Entire Site	2018-0
	Quiz 1	Inactive	0	2	Entire Site	2018-0
	Quiz 2	Inactive	0	0	Entire Site	2018-0

Select **Scores** from the *Action* drop-down menu for the assessment.

Alternatively, you may select the **number of student submissions** in the *Submitted* column to view the submissions.

Select the Statistics tab.

Submission Status

Total Scores

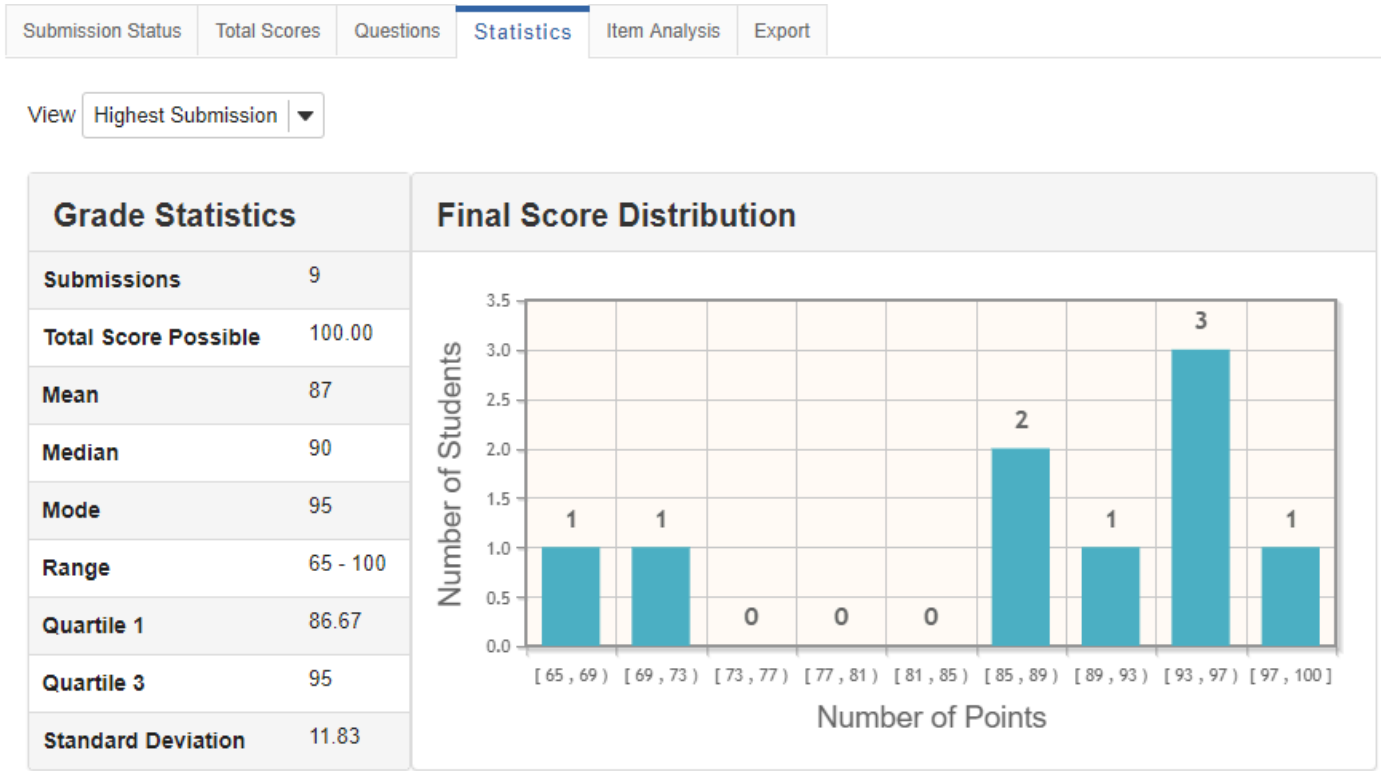
Questions

Statistics

Item Analysis

Export

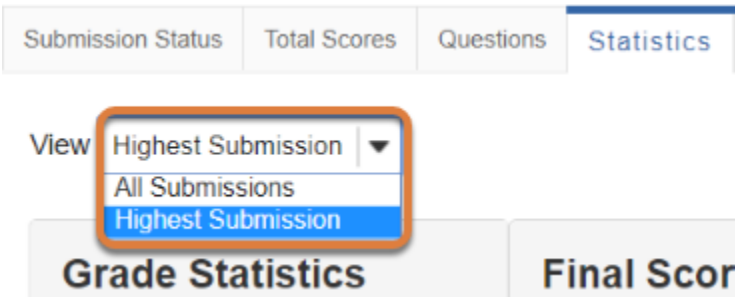
View Statistics page.



The *Statistics* page displays information including the number of students who submitted the assessment, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered automatically-graded questions correctly.

Below are descriptions of the various elements on this page.

View Options



If the assessment allowed multiple submissions, or a student submitted a [retake](#), two *View* options may be available on the *Statistics* page:

- The **Highest** or **Last Submission**
- **All Submissions**

Available view options depend on the assessment's [Recorded Score](#) setting; for example, if the **highest score** was recorded, the **Highest Submission** displays by default. If the **average score** was recorded, **All Submissions** will be the only option available on the *Statistics* page.

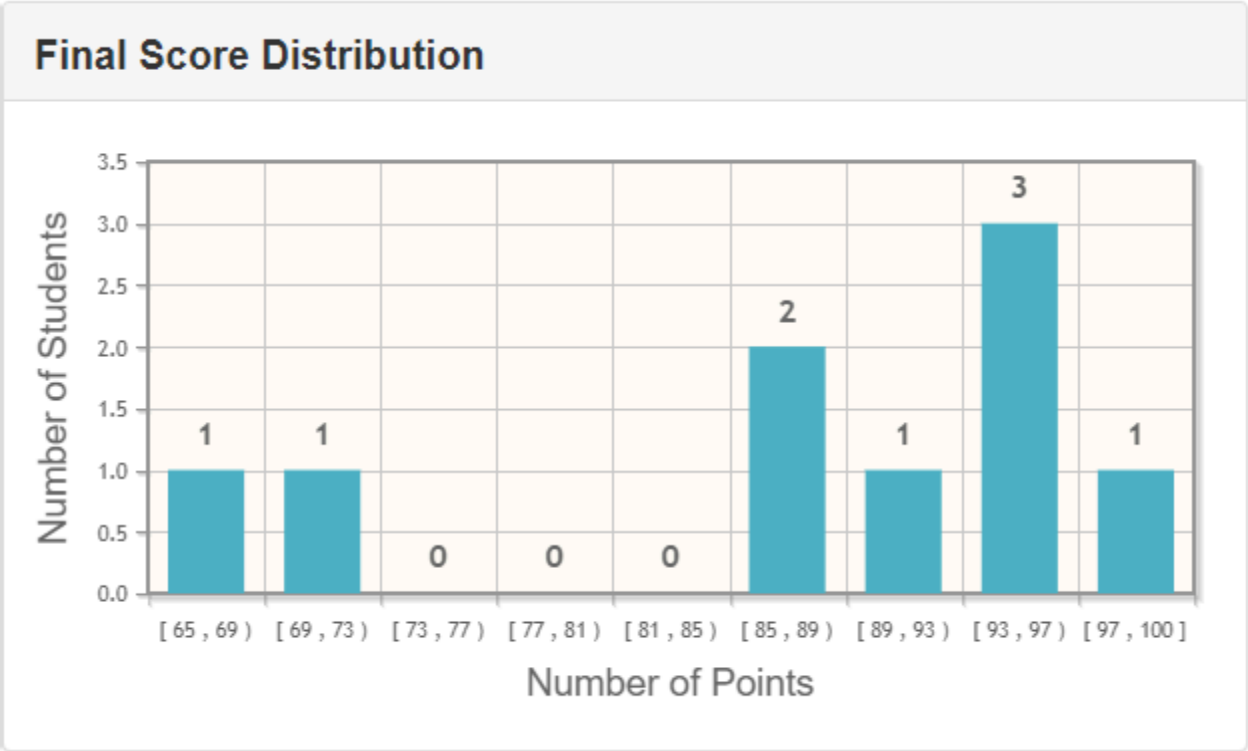
Grade Statistics

	Grade Statistics	
1	Submissions	9
2	Total Score Possible	100.00
3	Mean	87
4	Median	90
5	Mode	95
6	Range	65 - 100
7	Quartile 1	86.67
8	Quartile 3	95
9	Standard Deviation	11.83

The *Grade Statistics* table includes the following. Example values below are for a quiz where 9 students earned the following scores: 65, 70, 86.67, 88, 90, 93.34, 95, 95, 100.

1. **Submissions:** The total number of student submissions to the assessment, e.g., 9.
2. **Total Score Possible:** The assessment's total point value, e.g., 100.
3. **Mean:** The average of all the scores students earned, e.g., 87.
4. **Median:** The middle score among the set of scores that students earned, e.g., 90.
5. **Mode:** The score that was earned by the most students, e.g., 95. More than one value may display for the *Mode* if the same number of students earned different scores.
6. **Range:** The lowest and highest scores that students earned, e.g., 65 - 100.
7. **Quartile 1:** When all the students' scores are listed in order from least to greatest, the middle number in the lower half of the scores earned, e.g., 86.67.
8. **Quartile 3:** When all the students' scores are listed in order from least to greatest, the middle number in the upper half of the scores earned, e.g., 95.
9. **Standard Deviation:** A value that indicates how much most students' scores vary from the average (mean) score. For example, with a *Standard Deviation* of 11.83, students in the class tended to earn an average of approximately 11.83 points more or less than the mean of 87 points.

Final Score Distribution



The *Final Score Distribution* graph is a bar chart which indicates how many students earned final scores that fall within the ranges of point values indicated.

Ranges of point values are displayed in **open** and **closed** intervals. In the graph pictured above:

- Where the *Number of Points* is **[65,69)**, and the *Number of Students* indicated on the bar is **1**, **one student earned a score starting at 65** (closed interval), **and less than 69 points** (open interval).
- Where the *Number of Points* is **[97,100]**, and the *Number of Students* indicated on the bar is **1**, **one student earned a score starting at 97 through 100 points** (closed interval).

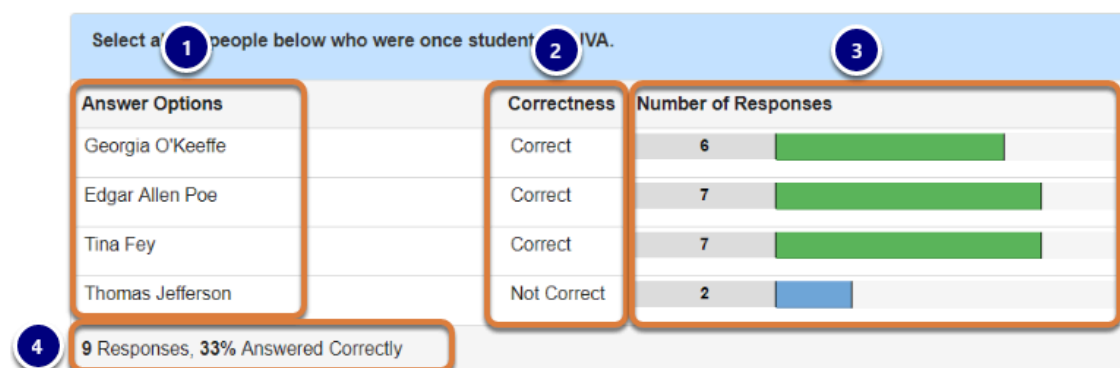
i Note: Score adjustments entered on the *Total Scores* screen for students with *No Submission* will not be included in the *Final Score Distribution*.

Individual Question Statistics


The information displayed for each question depends on the type of question.

Multiple Choice and True False

Part 1, Question 2 (Multiple Correct, Multiple Selection)



Part 1, Question 3 (True/False Question)

Thomas Jefferson was the founder of UVA.		
Answer Options	Correctness	Number of Responses
True	Correct	9 
False	Not Correct	0
9 Responses, 100% Answered Correctly		



For each **multiple choice** and **true false** question, the following information is displayed:

1. **Answer Options:** Answers students could select.
2. **Correctness:** Whether the corresponding answer option was **correct** or **not correct**.
3. **Number of Responses:** The **number of students** who selected a particular answer option, along with a **progress bar** indicating the percentage of students who selected that answer option when responding to the question.
4. **How many students answered** the question, and of those who answered, the **percentage** who selected all correct answers (and no incorrect answers, for **multiple choice, multiple selection**).

Fill in the Blank and Numeric Response

Part 1, Question 4 (Numeric Response)

Enter **1** correct numbers in the following sequence: 2, 4, ____, & **2** ____, 12

Answer Options	Number of Correct Responses
6	6 
10	5 

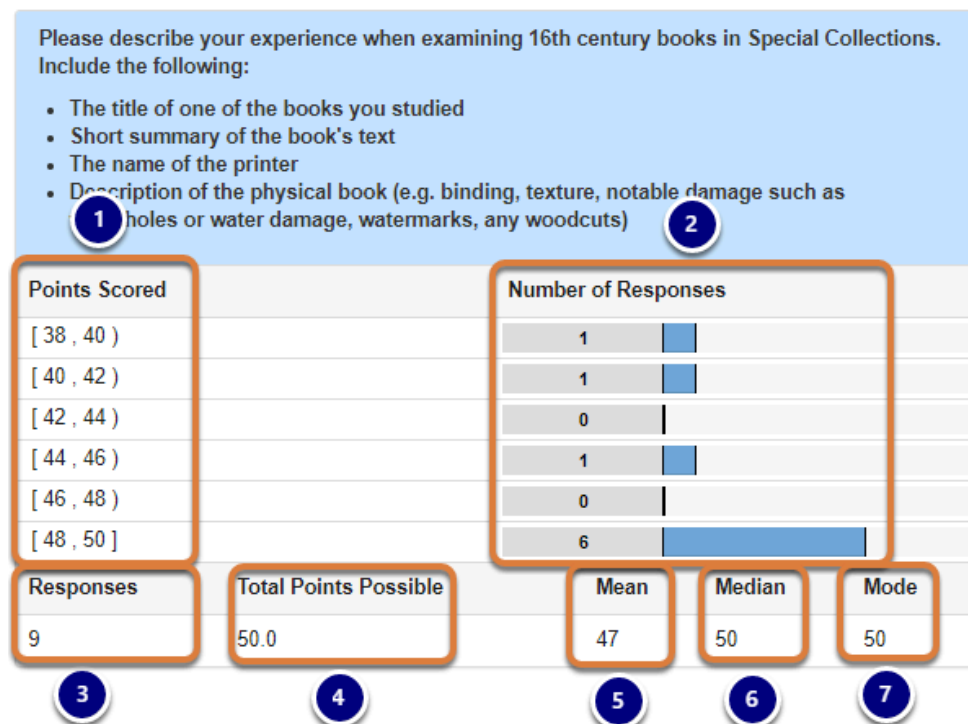
3 8 Responses, 62% Answered Correctly

For each **fill in the blank** and **numeric response** question, the following information is displayed:

1. **Answer Options:** Possible correct answers.
2. **Number of Responses:** The **number of students** who correctly filled in the blank corresponding to the answer option(s) shown for that blank, along with a **progress bar** indicating the percentage of students who correctly filled in that blank when responding to the question.
3. **How many students answered** the question, and of those who answered, the **percentage** who entered correct answers for all the blanks.

Manually-Graded Questions

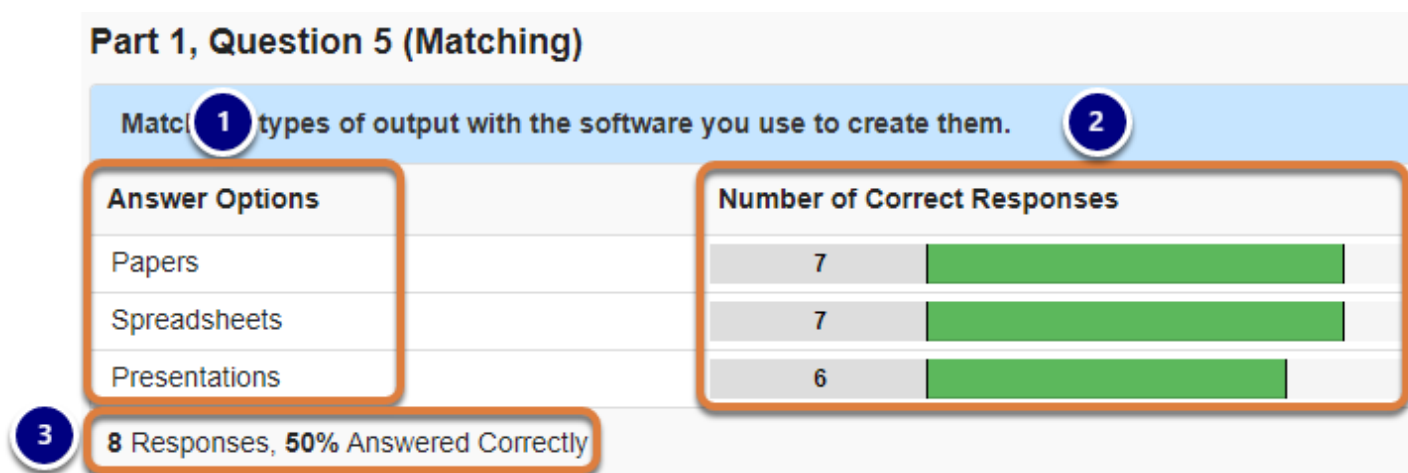
Part 1, Question 6 (Short Answer/Essay)



For each manually-graded question, such as a **short answer/essay**, **student audio response**, or **file upload** question, the following information is displayed:

1. **Points Scored:** Ranges of possible point values.
2. **Number of Responses:** How many students earned a score that falls within the specified range of points, along with a **progress bar** indicating the percentage of students who earned scores in that range when responding to the question.
3. **Responses:** How many students submitted the assessment.
4. **Total Points Possible:** The question's point value.
5. **Mean:** The average of all the scores students earned for the question.
6. **Median:** The middle score among the set of scores that students earned for the question.
7. **Mode:** The score that was earned by the most students for the question. More than one value may display for the *Mode* if the same number of students earned different scores.

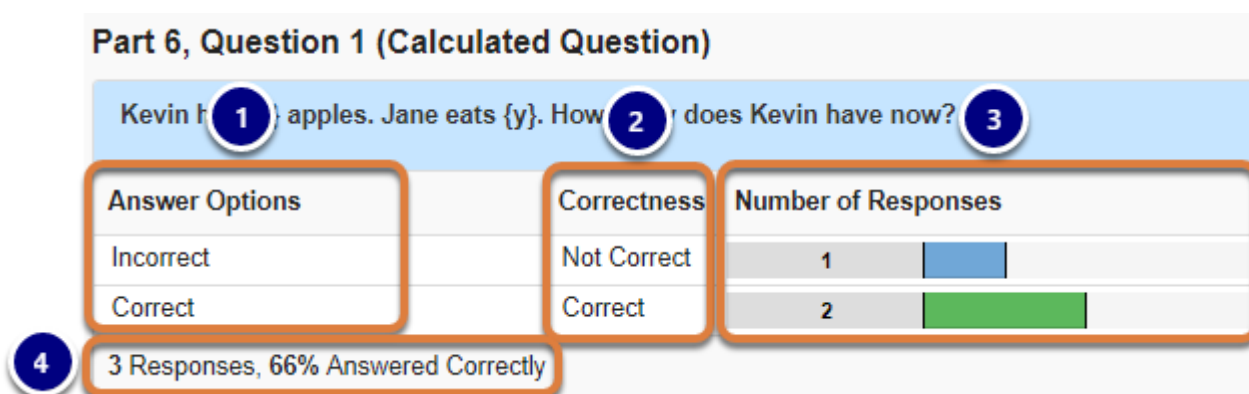
Matching



For a **matching** question, the following information is displayed:

1. **Answer Options:** The choices for which students must select matching responses.
2. **Number of Correct Responses:** The **number of students** who selected the correct match for the corresponding choice, along with a **progress bar** indicating the percentage of students who selected a correct match for that choice when responding to the question.
3. **How many students answered** the question, and of those who answered, the **percentage** who made correct matches for all choices.

Calculated Questions

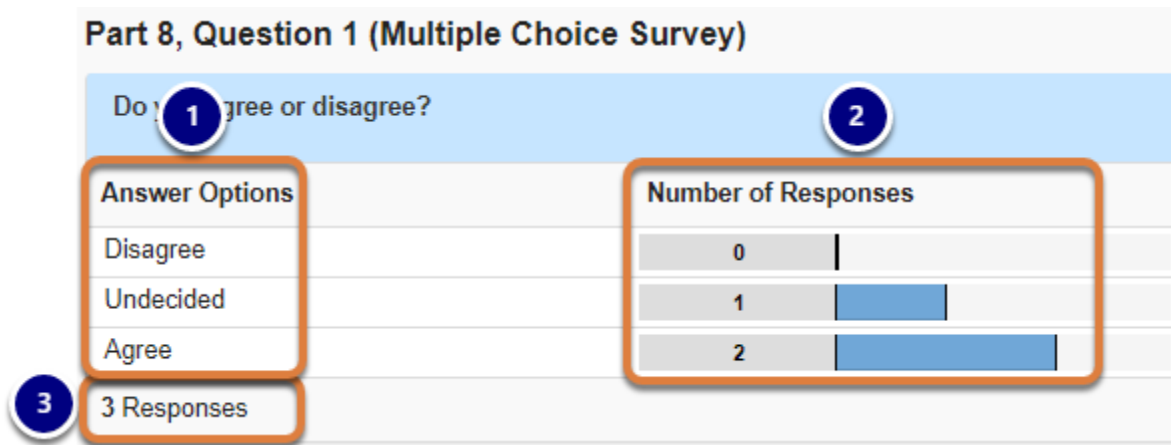


For a **calculated question**, the following information is displayed:

1. **Answer Options:** As different students may have to answer the same **calculated question** with different values, the answer options shown are **correct** and **incorrect**.
2. **Correctness:** Whether the answer was **correct** or **not correct**.
3. **Number of Responses:** The **number of students** who entered the correct or incorrect answer, along with a **progress bar** indicating the percentage of students who answered correctly or incorrectly when responding to the question.

4. **How many students answered** the question, and of those who answered, the **percentage** who entered correct answers for all the blanks.

Survey Questions



For each **survey** question, the following are displayed:

1. **Answer Options:** Possible answers.
2. **Number of Responses:** The **number of students** who selected that answer, along with a **progress bar** to indicate the percentage of students who selected that answer option when responding to the question.
3. **How many students answered** that question.

Survey - Matrix of Choices

Part 8, Question 2 (Survey: Matrix of Choices)

For each of the following course elements state whether you:

- Strongly agree that it helps you learn.
- Agree that it helps you learn.
- Neither agree nor disagree that it helps you learn.
- Disagree that it helps you learn.
- Strongly disagree that it helps you learn.

Select the appropriate number for each course element.

Answer Options	Answer Key												
Class activities and exercises	<table border="1"> <thead> <tr> <th>Match</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>1</td></tr> <tr><td>5</td><td>1</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>0</td></tr> </tbody> </table>	Match	Number of Responses	1	1	5	1	2	0	3	1	4	0
Match	Number of Responses												
1	1												
5	1												
2	0												
3	1												
4	0												
Lab quizzes	<table border="1"> <thead> <tr> <th>Match</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td></tr> <tr><td>5</td><td>0</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>0</td></tr> <tr><td>4</td><td>2</td></tr> </tbody> </table>	Match	Number of Responses	1	0	5	0	2	0	3	0	4	2
Match	Number of Responses												
1	0												
5	0												
2	0												
3	0												
4	2												
Lecture videos	<table border="1"> <thead> <tr> <th>Match</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td></tr> <tr><td>5</td><td>0</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>0</td></tr> </tbody> </table>	Match	Number of Responses	1	0	5	0	2	0	3	3	4	0
Match	Number of Responses												
1	0												
5	0												
2	0												
3	3												
4	0												
Lab notes	<table border="1"> <thead> <tr> <th>Match</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td></tr> <tr><td>5</td><td>0</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>2</td></tr> </tbody> </table>	Match	Number of Responses	1	0	5	0	2	0	3	1	4	2
Match	Number of Responses												
1	0												
5	0												
2	0												
3	1												
4	2												
Instructor office hours	<table border="1"> <thead> <tr> <th>Match</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td></tr> <tr><td>5</td><td>1</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>2</td></tr> <tr><td>4</td><td>0</td></tr> </tbody> </table>	Match	Number of Responses	1	0	5	1	2	0	3	2	4	0
Match	Number of Responses												
1	0												
5	1												
2	0												
3	2												
4	0												

4 Responses

For each **survey - matrix of choices** question, the following are displayed:

- Answer Options:** The answers that appear on the first column of the matrix.
- Answer Key:** For each answer option, there is a smaller table with the following columns:
 - Match:** The possible answers you can select from the other columns of the matrix.
 - Number of Responses:** The **number of students** who selected that answer, along with a **progress bar** to indicate the percentage of students who selected that answer option when responding to the question.
- How many students answered** that question.

Select the Item Analysis tab.

Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export
-------------------	--------------	-----------	------------	---------------	--------

View Item Analysis page.

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

View

Highest Submission

Question	Question Text	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	Thomas Jefferson was the founder of UVA.	9	88	100	50	0.5	0	8	1		
Q2	Which of these is a building on grounds at UVA?	8	62	100	0	1.0	1	1	1	1	5
Q3	Select all the people below who were once students at UVA.	9	66	100	50	0.5	0	9	8	8	2

If your assessment has automatically-graded questions, such as **multiple choice**, **true false**, and **fill in the blank** questions, the *Item Analysis* page gives a quick table overview of their statistics.

View Options

Submission Status

Total Scores

Questions

Statistics

Item Analysis

View

Highest Submission

Highest Submission

All Submissions

If the assessment allowed multiple submissions, or a student submitted a [retake](#), two *View* options may be available on the *Item Analysis* page:

- The **Highest** or **Last Submission**
- **All Submissions**

Available view options depend on the assessment's [Recorded Score](#) setting; for example, if the **highest score** was recorded, the **Highest Submission** displays by default. If the **average score** was recorded, **All Submissions** will be the only option available on the *Item Analysis* page.

Item Analysis Information

Item Analysis: Extra Credit Quiz

Submission Status Total Scores Questions Statistics **Item Analysis** Export

View: Highest Submission

Question	Question Text	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	7	2		
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	1	1	2	5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0	8	7	8	4
Q4	Enter the correct numbers in the following sequence: 2, 4, ____, 8, ____, 12	9	55	50	50	0.0	0	6	5		
Q5	Match the types of output with the software you use to create them.	8	50	100	0	1.0	0	8	7	6	
Q7	$\{x\}^2 = \{y\}$	9	66	0	0	0.0	0	3	6		

Question 6, a short answer/essay question, is skipped

The *Item Analysis* table includes the following columns:

- Question** - Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**). If the assessment was organized into [multiple parts](#), the part number is included with the letter **P** (e.g., **P1-Q1**, **P1-Q2**, **P2-Q1**). Manually-graded questions, such as short answer/essay and student audio response questions, are not displayed at all. Pictured above is an *Item Analysis* page for a quiz with 7 questions, where only **Q1-Q5** and **Q7** are shown, because question 6 is a short answer/essay question.
- Question Text** - The text of each question.
- N** - The number of students who submitted answers to the question.
- % Correct: Whole Group** - Out of all the students who answered the question, how many of them answered correctly.
- % Correct: Upper 27%** - Out of the 27% of students who got the highest scores for the assessment overall, how many answered the question correctly.
- % Correct: Lower 27%** - Out of the 27% of students who got the lowest scores for the assessment overall, how many answered the question correctly.
- Discrim** - The discrimination index (from -1 to 1) is a measure of how well a question distinguishes between high-scoring students and low-scoring students. For more information, see the section below: [How can I use Discrim to evaluate assessment questions?](#)
- No Answer** - How many students who submitted the assessment skipped the question.
- Answers** - The columns with letters, e.g., **A**, **B**, **C**, **D**, have a slightly different meaning depending on the type of question. For more information, see the section below: [What do the letters in the table mean?](#)

Frequently Asked Questions about Item Analysis

How can I use Discrim to evaluate assessment questions?

Question	Question Text	N	% Correct:	% Correct:	% Correct:	Discrim	No Answer	A	B	C	D
			Whole Group	Upper 27%	Lower 27%						
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	7	2		
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	1	1	2	5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0	8	7	8	4

The discrimination index is calculated based on the number of correct answers to the question that were submitted by the upper 27% and the lower 27% of students who submitted the assessment. Discrimination may be used to evaluate the effectiveness of a question as follows:

- A positive discrimination index of at least 0.2 is desirable. A positive number indicates that students who got high scores on the assessment also tended to answer the question correctly, and students with low scores tended to answer the question incorrectly.
- A discrimination index of 0 means all students answered the question correctly.
- A negative number suggests that there may be an issue with the question, such as an error in the answer key. A negative number indicates that the students with the highest scores on the assessment overall tended to answer the question incorrectly, while the students with the lowest scores tended to answer the question correctly.

What do the letters in the table mean?

Question	Question Text	N	% Correct:	% Correct:	% Correct:	Discrim	No Answer	A	B	C	D
			Whole Group	Upper 27%	Lower 27%						
Q1	Thomas Jefferson was the founder of UVA.	9	77	100	50	0.5	0	1	7	2	
Q2	Which of these is a building on grounds at UVA?	9	55	100	0	1.0	0	2	1	1	2 5
Q3	Select all the people below who were once students at UVA.	9	33	50	0	0.5	0		8	7	8 4
Q4	Enter the correct numbers in the following sequence: 2, 4, ____, 8, ____, 12	9	55	50	50	0.0	0	3	6	5	
Q5	Match the types of output with the software you use to create them.	8	50	100	0	1.0	0	4	8	7	6
Q7	$\{x\}^2 = \{y\}$	9	66	0	0	0.0	0	5	3	6	

You can read the letters in the *Item Analysis* table as follows:

1. **True False Questions:** A is **true** and B is **false**. The **number** of students who submitted the correct answer is in **bold** text.
2. **Multiple Choice Questions:** Each letter is an answer option. When the **number** under a letter column is in **bold** text, the corresponding answer option is a correct answer (some multiple choice questions have more than one correct answer option).

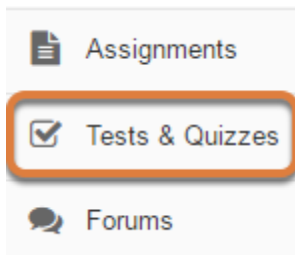
3. **Fill in the Blank** or **Numeric Response Questions:** Each letter corresponds to a blank, and the number under it is the number of students who entered a correct answer for that blank.
4. **Matching Questions:** Each letter corresponds to a matching item, and the number under it is the number of students who selected the correct match for that item.
5. **Calculated Questions:** **A** is **incorrect** and **B** is **correct**. The **number** of students who submitted a correct answer is also in **bold** text.

What is the Tests & Quizzes Event Log?

The *Event Log* displays certain activities for all *Tests & Quizzes* assessments in a site.

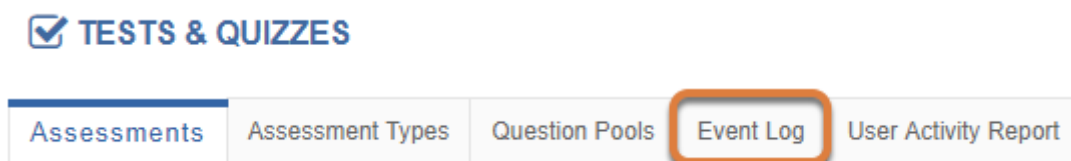
Events recorded include (for each participant): when the site participant started the assessment (date and time), when the assessment was submitted (date and time), and the duration of the assessment session in minutes (rounded **up** to the nearest minute). If the log entry includes a submission, the *Errors* column will display how the assessment was submitted: by the student or site member (*User submit*), by the expiration of a timer on a timed assessment (*Timer submit*), or by the [Automatic submission](#) feature (*Auto submit*).

Go to Tests & Quizzes.



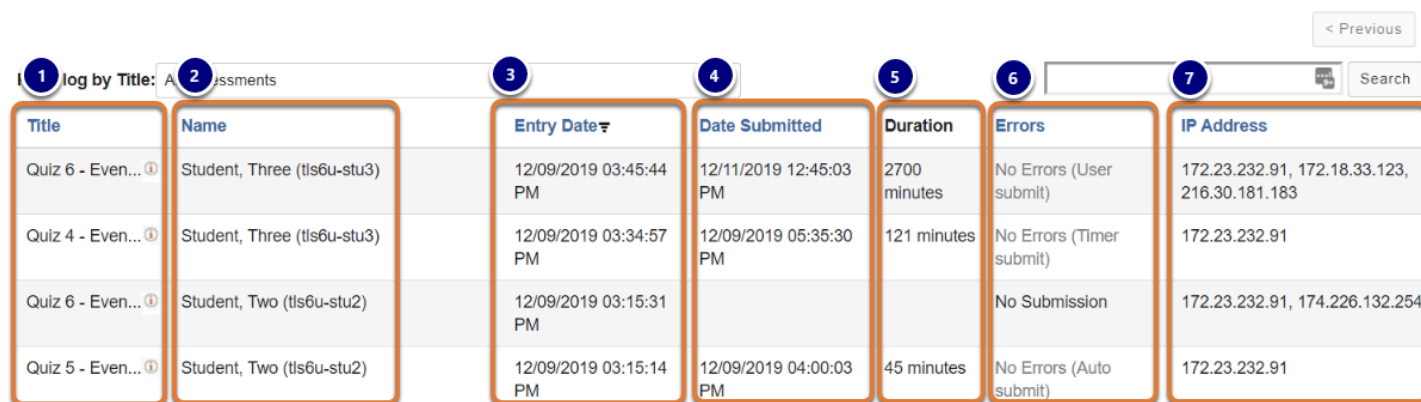
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Event Log tab.



View event data.

19Su Quiz Stats Log



1 Title	2 Name	3 Entry Date	4 Date Submitted	5 Duration	6 Errors	7 IP Address
Quiz 6 - Even...	Student, Three (tts6u-stu3)	12/09/2019 03:45:44 PM	12/11/2019 12:45:03 PM	2700 minutes	No Errors (User submit)	172.23.232.91, 172.18.33.123, 216.30.181.183
Quiz 4 - Even...	Student, Three (tts6u-stu3)	12/09/2019 03:34:57 PM	12/09/2019 05:35:30 PM	121 minutes	No Errors (Timer submit)	172.23.232.91
Quiz 6 - Even...	Student, Two (tts6u-stu2)	12/09/2019 03:15:31 PM			No Submission	172.23.232.91, 174.226.132.254
Quiz 5 - Even...	Student, Two (tts6u-stu2)	12/09/2019 03:15:14 PM	12/09/2019 04:00:03 PM	45 minutes	No Errors (Auto submit)	172.23.232.91

When at least one site participant has begun taking an assessment, the *Event Log* contains a table with the following columns:

1. **Title:** The first 13 characters in the assessment's title, with an **info (letter i)** icon. If the title is longer than 13 characters, you may hover over the **info** icon with a mouse to display the full assessment title.
2. **Name:** The name of the person taking the assessment.
3. **Entry Date:** When the **Begin Assessment** button was clicked to start the assessment.
4. **Date Submitted:** If the assessment was submitted, the date when it was submitted.
5. **Duration:** How much time elapsed between when the site participant began taking the assessment and when it was actually submitted, rounded **up** to the nearest minute.

The duration might NOT be an accurate indicator of how much time a student actually spent working on an assessment, especially if the assessment was submitted by the expiration of a timer on a timed assessment (*Timer submit*), or by the [Automatic submission](#) feature (*Auto submit*). For these submissions:

- *Timer submit - Tests & Quizzes* does not indicate whether the student took the full amount of time allotted, or whether they exited the assessment before the time expired. It takes about a minute for a timer to automatically submit a timed assessment. When a *Timer submit* is recorded, the *Duration* column will indicate that the assessment took 1 minute longer than the time allotted.
- *Auto submit* - Several days may pass between when a student saves their work on an assessment and when an automatic submission occurs. The *Submit Date* on the [Total Scores](#) screen shows when the student last saved content in the assessment, so comparing the *Entry Date* from the *Event Log* to the *Total Scores* screen's *Submit Date* might give a better idea of how much time the student spent on the test.

6. Errors:

- If the assessment was submitted, *No Errors* displays, along with the method by which it was submitted. Submission methods include:

- *User submit* - The student manually submitted the assessment by clicking **Submit for Grading** on the *Assessment Submission Warning* screen.
 - *Timer submit* - On a timed test, the expiration of the timer automatically saved and submitted the student's work.
 - *Auto submit* - A student started an assessment with the [Automatic submission](#) feature enabled, but they did not confirm submitting it. Any work the student saved (or a blank assessment, if nothing was saved) was submitted by the Autosubmit process.
 - If the assessment was [restricted to specific IP addresses](#), and a student attempted to take it while connected to the internet on a different IP address than those listed in the assessment settings, *IP Access Error* displays.
 - If the instructor created an *Assessment Password* for a student to enter before accessing the exam, and the password was entered incorrectly, *Password Access Error* displays.
7. **IP Address:** The IP Address(es) where the student was connected while taking the assessment.

Note: If there are no submissions recorded for any assessment, the table will display **No results found**.

Navigate, search, or sort log entries.

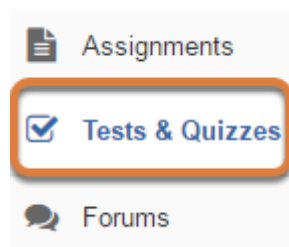
Title	Entry Date	Date Submitted	Duration	Errors	IP Address
Quiz 6	03/02/2018 03:11:35 PM	03/02/2018 03:13:17 PM	2 minutes	No Errors (User submit)	
Quiz 3	03/02/2018 02:40:34 PM	03/02/2018 02:41:33 PM	1 minute	No Errors (User submit)	
Quiz 5	03/02/2018 01:37:03 PM	03/02/2018 01:47:33 PM	11 minutes	No Errors (User submit)	

1. To view data for a specific test or quiz, use the *Filter log by Title* drop-down menu to choose its title.
2. By default, entries in the log are sorted by *Entry Date*, with the assessments begun most recently at the top of the list. Select a column heading (**Title**, **Name**, **Entry Date**, **Date Submitted**) to sort the entries by the information in that column. Select the same heading again to switch between ascending and descending order.
3. Search the log data for a specific student's assessment attempts by entering their **user ID** (i.e., **UVA computing ID** or **non-UVA guest email address**) or **name** in the *Search by User ID or Name* field and selecting the **Search** button.
4. When there are more than 20 entries in the *Event Log*, use the **Next >** and **< Previous** buttons above the search box to navigate from one page of entries to another.

What is the Tests & Quizzes User Activity Report?

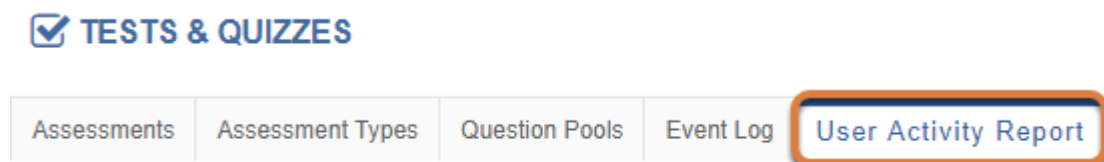
The *User Activity Report* allows an instructor to view a list of all assessment submissions for a specific student, with a link to grade each submission.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.


Select the User Activity Report tab.



Select a student.

User Activity Report:

View Student Student, Five ▼

Title 

Essay Test 82750

Quiz 4 82756


Student, Five
Student, Four
Student, One
Student, Three
Student, Two

Select the **student's name** from the *View Student* menu.

View student assessment activity.

User Activity Report: One Student

View Student Student, One ▼

Title 	Assessment ID	Submit Date	Percentage	Score/Total Points
Essay Test	82750	02/28/2018 04:38:02 PM	85%	85/100
Quiz 1	82748	02/28/2018 03:46:27 PM	84%	8.4/10
Quiz 1	82748	03/02/2018 11:11:06 AM	90%	9/10
Quiz 2	82749	02/28/2018 03:50:45 PM	100%	10/10
Quiz 2	82749	02/28/2018 04:08:05 PM	90%	9/10
Quiz 3	82752	02/28/2018 04:28:26 PM	74%	7.4/10

The assessment's title, ID, submission date, and grade in percentage and points earned will be displayed for all of the assessments the selected student has taken.

By default, entries are sorted by the assessment's **Title**. Select a column heading (**Title**, **Assessment ID**, or **Submit Date**) to sort the entries by the information in that column. Select the same heading again to switch between ascending and descending order.

Selecting the title of the assessment will take you to the [Grade](#) screen for the individual student submission.

What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of email notifications you can receive for submissions from *Tests & Quizzes*. The notifications correspond to the ways in which an assessment can be submitted:

1. **Manual submission:** A student selects **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submission.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission:** An instructor has configured an assessment to Autosubmit saved student work. A student saves content in the assessment and exits it before the latest submission date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

Content of all notifications

```
Site Title      : 16F CIS 1030-1 (UNKX)
Assessment     : Quiz #1

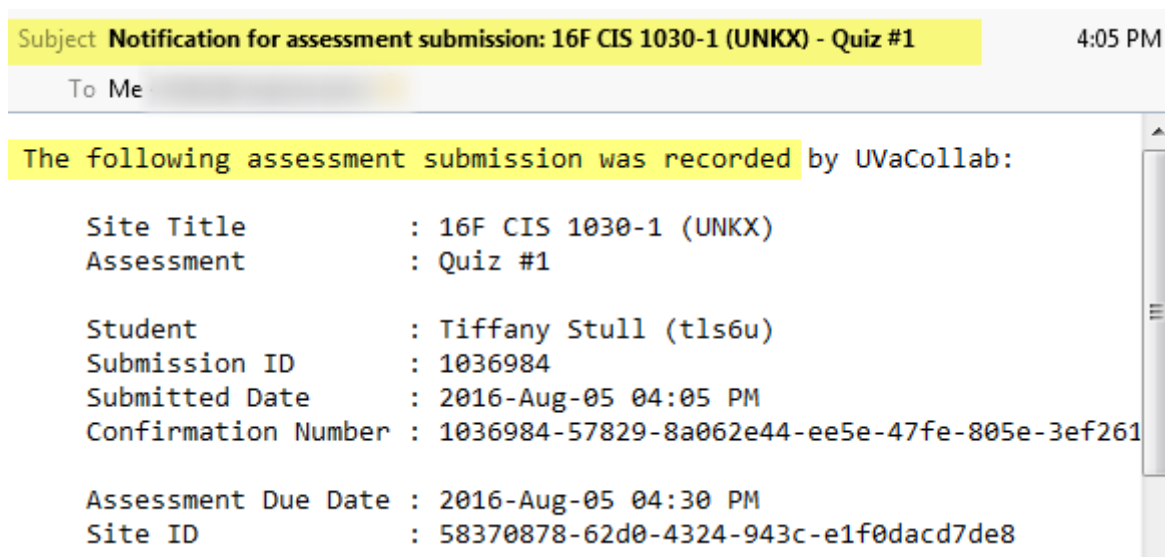
Student        : Tiffany Stull (tls6u)
Submission ID  : 1036984
Submitted Date : 2016-Aug-05 04:05 PM
Confirmation Number : 1036984-57829-8a062e44-ee5e-47fe-805e-3ef261842ded-Fri Aug 05 16:05:43 EDT 2016

Assessment Due Date : 2016-Aug-05 04:30 PM
Site ID         : 58370878-62d0-4324-943c-e1f0dacd7de8
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken,
- The title of the assessment,
- The student's name and UVA computing ID or non-UVA guest email address,
- A submission ID for the assessment,
- The date the assessment was submitted,
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment),
- The assessment due date (if the instructor or site administrator selected one),
- The site ID (this is the ID that appears in the link to the UVACollab site where the assessment was taken).

Manual submission

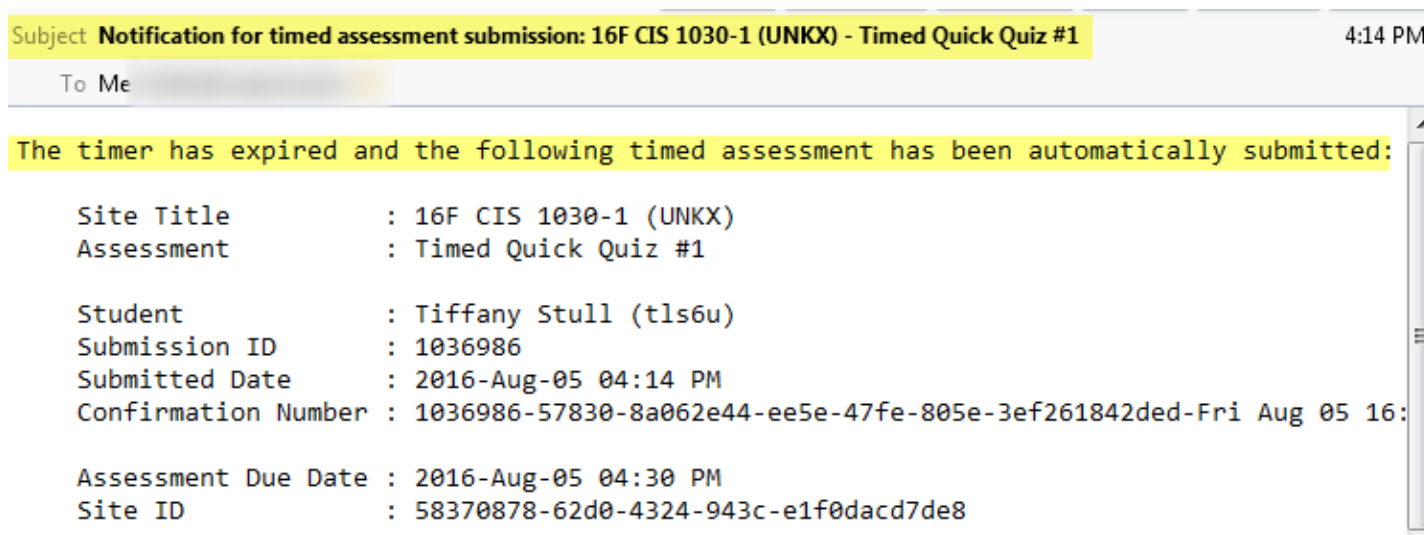


A **manual submission** occurs when a student selects **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submission.

The subject of the email for a manually submitted assessment: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment submission was recorded*

Timer submission

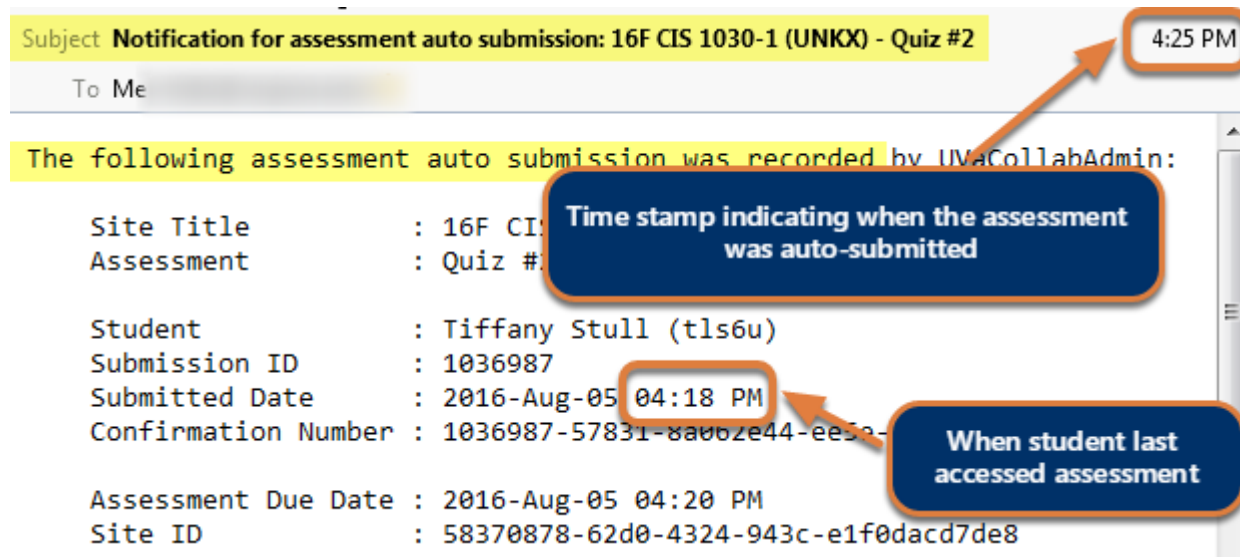


A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The timer has expired and the following timed assessment has been automatically submitted*

Automatic submission



An **automatic submission** can occur when an instructor has configured an assessment to [Autosubmit saved student work](#). A student saves content in the assessment and exits it before the latest submission date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment auto submission was recorded*

What notifications can I get when I submit a test or quiz?

Below are screen shots with examples of the email notifications you can receive from *Tests & Quizzes*. The notifications correspond to the ways in which an assessment can be submitted:

1. **Manual submission:** You select **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submitting an assessment.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for you.
3. **Automatic submission:** You can get an automatic submission if your instructor has enabled the Autosubmit feature for the assessment. You save content in the assessment, and exit the assessment before it is due. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

Content of all notifications

```
Site Title      : 16F CIS 1030-1 (UNKX)
Assessment     : Quiz #1

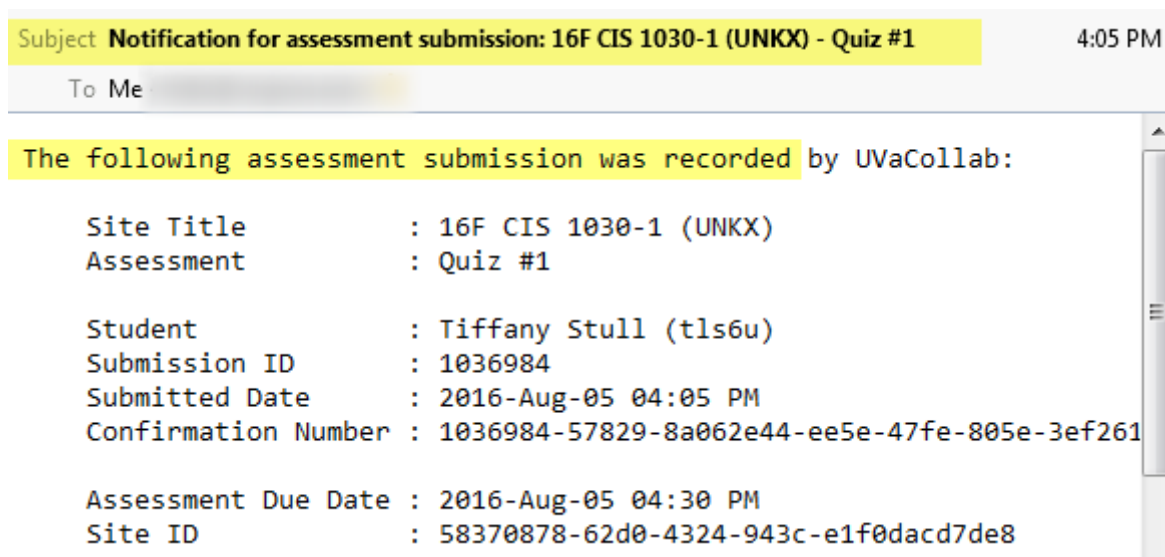
Student        : Tiffany Stull (tls6u)
Submission ID   : 1036984
Submitted Date  : 2016-Aug-05 04:05 PM
Confirmation Number : 1036984-57829-8a062e44-ee5e-47fe-805e-3ef261842ded-Fri Aug 05 16:05:43 EDT 2016

Assessment Due Date : 2016-Aug-05 04:30 PM
Site ID         : 58370878-62d0-4324-943c-e1f0dacd7de8
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken,
- The title of the assessment,
- Your name and UVA ID or non-UVA email address,
- A submission ID for the assessment
- The date the assessment was submitted,
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after you submit an assessment),
- The assessment due date (if the instructor or site administrator selected one),
- The site ID (this is the ID that appears in the link to the UVACollab site where the assessment was taken).

Manual submission

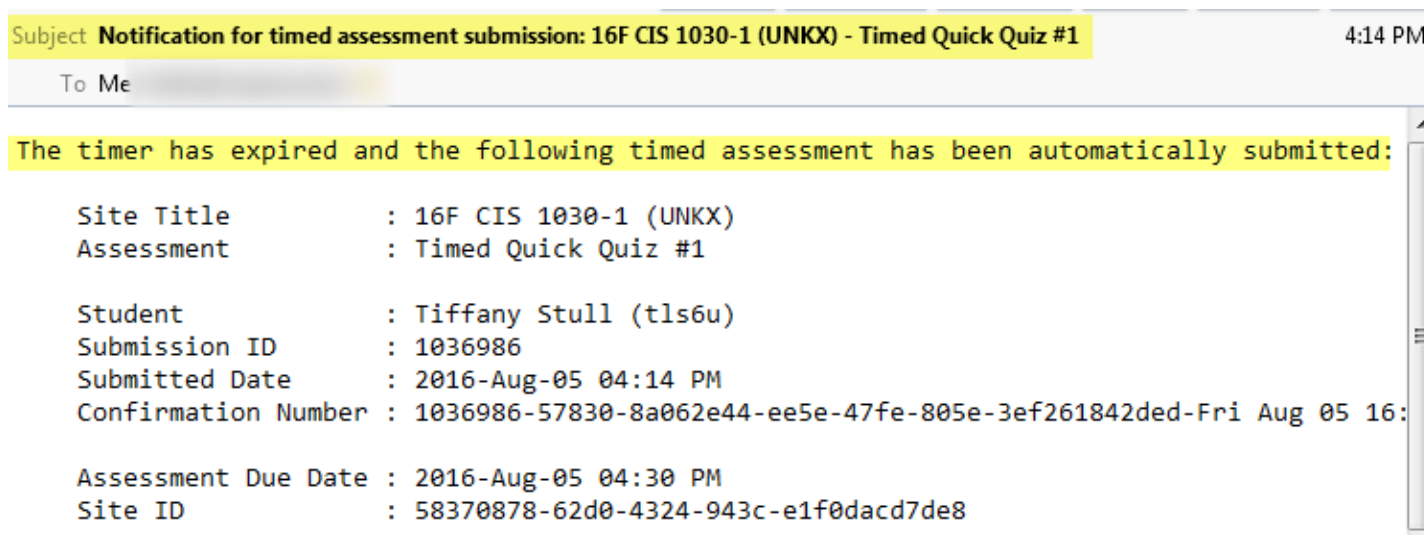


A **manual submission** occurs when you select **Submit for Grading** on the *Assessment Submission Warning* screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment submission was recorded*

Timer submission

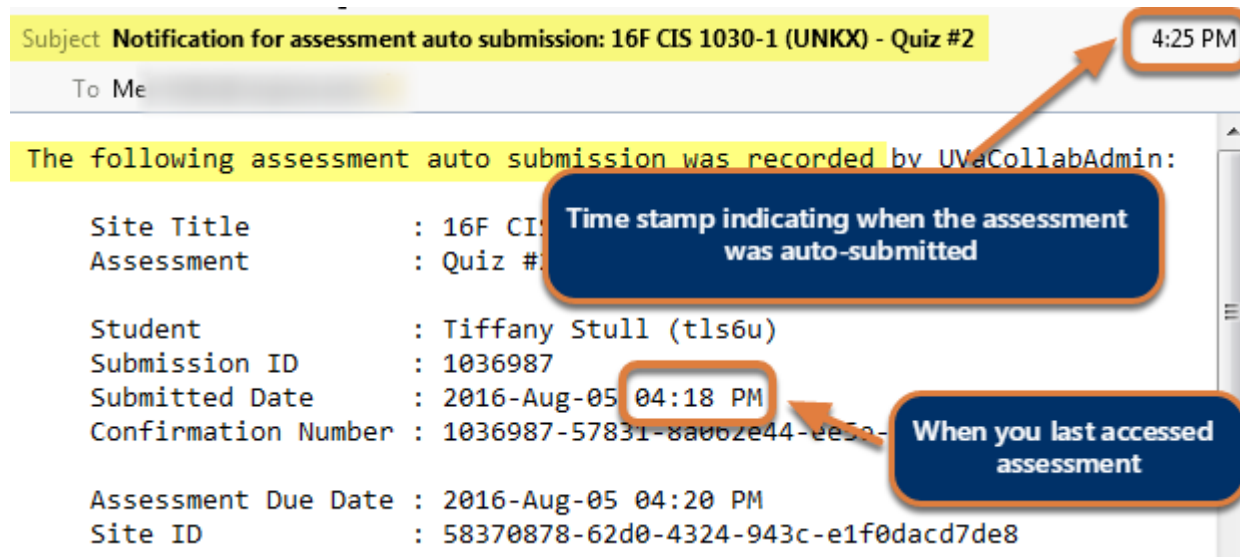


A **timer submission** occurs when a timer expires on a timed assessment. The timer automatically submits the assessment for you.

The subject of the email for a timed assessment submission: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The timer has expired and the following timed assessment has been automatically submitted*

Automatic submission



You can get an **automatic submission** if your instructor has enabled the Autosubmit feature for the assessment. You save content in the assessment, and exit the assessment before it is due. The saved assessment is automatically submitted at the latest submission date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time you accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment auto submission was recorded*

How does Automatic Submission work in Tests & Quizzes?

You can use the **Automatic Submission (Autosubmit)** feature to retrieve a student's saved work in an untimed assessment when the student failed to submit it. You may enable **Autosubmit** to force the submission of tests or quizzes that remain *In Progress* after the assessment's latest submission date has passed.

Unlike a timed assessment, the **Automatic Submission** process will **not** automatically save work; rather, it will only automatically **submit** answers that have already been saved by the student.

For in-class assessments, it is recommended to set a **time limit** instead of using **Autosubmit**. For more information, see the [Best Practices for Delivering Online Tests & Quizzes](#).

For detailed information and steps to enable **Autosubmit**, see below:

- [When should I use Autosubmit?](#)
- [How does automatic submission work?](#)
- [How do I enable Autosubmit on an assessment that students have not taken?](#)
- [How do I trigger Autosubmit on a completed assessment?](#)

When should I use Autosubmit?

The **Autosubmit** feature is useful for **untimed** assessments that are available for students to take over a relatively long time period (e.g., 24 hours), and assessments that remain *In Progress* after their latest submission date has passed.

! **Important:** Please note that **Autosubmit** does **not** save student work before submitting. If you are using **Autosubmit**, students should be advised to **save** their work often.

How does automatic submission work?

Every 5 minutes, behind the scenes of UVACollab, an automated process checks:

1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Is it past the **latest submission date** for this assessment?
3. Did this student select **Begin Assessment**, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

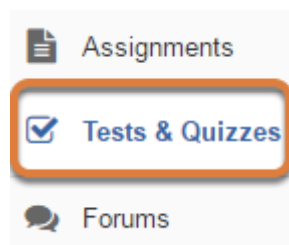
If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the [Total Scores](#) screen within 5 minutes after the **latest submission date** passes.

Any assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

i Note: Timed assessments are automatically saved and submitted when the timer expires, so you do not need to enable **Autosubmit** for a timed assessment. For more information, see the section above: [When should I use Autosubmit?](#)

How do I enable Autosubmit on an assessment that students have not taken?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

1 Working Copies: not released to students Published Copies: released to students

Action	Title	Last Modified	Modified Date
2 -- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz 1	Tiffany Stull	
	Quiz 2	Tiffany Stull	

1. Go to the **Working Copies** tab if your assessment is not yet published. If your assessment is already published, go the **Published Copies** tab.
2. Select **Settings** from the *Action* drop-down menu for the assessment.

! Avoid modifying the settings of a published assessment while testing is in progress. Instead, wait until the latest submission date has passed.

Alternatively, access assessment settings from the edit assessment screen.

Questions: Quiz 1

Add Part | Preview | Print **Settings** | Publish

Part 1 ▼ Default - 1 question

Add Question select a question type ▼

Question 1 ▼ Matching - 10.0 points

If you are currently editing an assessment, select the **Settings** link at the top of the *Questions* screen.

Verify dates and select the Autosubmit option.

► About this Assessment

▼ Availability and Submissions

Assessment released to Entire Site ▼

The number of submissions allowed ☐ Unlimited ☒ Only 1 submissions allowed

It is available 01/15/2018 12:00 am

It is due 1 01/22/2018 11:59 pm and has a time limit of 00 hrs. 00 min.

Late submissions accepted? ☐ No, not after due date ☒ Yes, until 01/23/2018 11:59 pm

Students get one chance to submit after due date if they haven't already submitted.

Autosubmit 2 ☒ Autosubmit saved student work after latest acceptance date, unless student has previously submitted

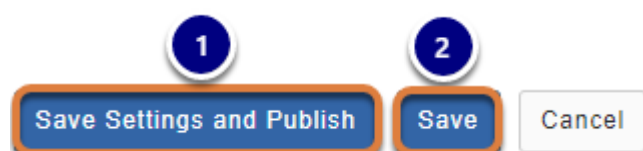
By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Make sure that the **due** and/or **late submissions accepted** date fields have dates entered in them. If late submissions are not allowed, select **No, not after due date**. Assessments will be automatically submitted at the **latest submission date**.

If the dates are incorrect, make adjustments as needed. For more information about date formatting and entering dates, see the Help article [Availability and Submissions: Availability Dates](#).

2. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.

Save settings and/or publish the assessment.



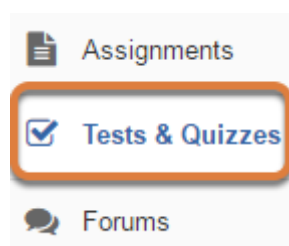
To save your changes:

1. **Working Copies:** If your assessment is ready to be made available to students, select **Save Settings and Publish**. For more information, see [How do I publish an assessment \(i.e. test or quiz\)?](#) Alternatively, if you are not ready to publish the assessment, select **Save** to save your settings selections.
2. **Published Copies:** Select **Save**.

How do I trigger Autosubmit on a completed assessment?

You can enable **Autosubmit** on a published assessment that students have taken. Doing so will complete submissions remaining *In Progress*.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

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
-- Select Action --	Essay Test	Active	2	1	Entire Site	2018-03-05
-- Select Action --	Quiz 2	Active	0	0	Entire Site	2018-03-05

Edit the settings.

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
-- Select Action --	Essay Test	Active	2	1	Entire Site	2018-
-- Select Action --	Quiz 2	Active	0	0	Entire Site	2018-
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2018-

-- Select Action --

- Select Action --
- Scores
- Edit
- Preview
- Print
- Settings**
- Remove

Select **Settings** from the *Action* drop-down menu for the assessment.

- ⚠ Avoid modifying the settings of a published assessment while testing is in progress. Instead, wait until the final submission date has passed.

If the latest submission date is in the past, verify dates and select Autosubmit.

▼ Availability and Submissions

Assessment released to: Entire Site

The number of submissions allowed: ☐ Unlimited ☒ Only 1 submissions allowed

It is available: 03/05/2018 12:00 am

It is due: 1 03/13/2018 12:00 pm and has a time limit of 00 hrs. 00 min.

Late submissions accepted? ☐ No, not after due date ☒ Yes, until 03/13/2018 01:00 pm

Stop Accepting Now

Students get one chance to submit after due date if they haven't already submitted.

Autosubmit: 2 ☒ Autosubmit saved student work after latest acceptance date, unless student has previously submitted

By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Verify that the **due** and/or **late submissions accepted** date fields have dates entered in them. Assessments will be automatically submitted at the **latest submission date**. If the **latest submission date** is in the past, assessments will be automatically submitted the next time the **Automatic Submission** process runs; this occurs once every 5 minutes.
2. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.

Select Save.

Save Cancel

At the bottom of the screen, select **Save**.

Or select the Autosubmit option, then Stop Accepting Now.

The screenshot shows the 'Availability and Submissions' settings for an assessment. The 'Assessment released to' dropdown is set to 'Entire Site'. Under 'The number of submissions allowed', 'Only 1' submission is allowed. 'It is available' from 03/05/2018 12:00 am. 'It is due' on 03/13/2018 12:00 pm with a time limit of 00 hours. For 'Late submissions accepted?', 'Yes, until 03/13/2018 01:00 pm' is selected. A blue button labeled 'Stop Accepting Now' is highlighted with a red circle and the number 2. Below it, a note states: 'Students get one chance to submit after due date if they haven't already submitted.' Under the 'Autosubmit' section, a checkbox is checked and highlighted with a red circle and the number 1. A note below it states: 'Autosubmit saved student work after latest acceptance date, unless student has previously submitted'.

If the assessment's **latest submission date** is in the future, but you would like to prevent more students from submitting and automatically submit *In Progress* assessments, you can use the option **Stop Accepting Now**.

By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Select the checkbox to **Autosubmit saved student work after latest acceptance date, unless student has previously submitted**.
2. Select **Stop Accepting Now**.

Warning: You should ONLY use this option if you are sure that students are not currently working on the assessments in progress. Stopping and automatically submitting an active assessment will submit it immediately without warning; the student will not be able to save their work before it submits.

Confirm to Stop Accepting.

Stop Accepting Now

This assessment will no longer be available to take. Stop Accepting Now will override any future Available or Due Date. Are you sure you want to proceed?

Stop Accepting

Cancel

You will be shown a warning indicating that the assessment will no longer be available for students to take. If you are sure you do not want to accept any more student submissions, select **Stop Accepting** to confirm.

Wait for submissions to become available.

Working Copies: not released to students

Published Copies: released to students

View: A

Before Automatic Submission

Active: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Active	3	1	Entire Site	2020-01-01
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2020-01-01

Working Copies: not released to students

Published Copies: released to students

View: A

After Automatic Submission

Active: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date
-- Select Action --	Essay Test	Inactive	0	4	Entire Site	2020-01-01
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	2020-01-01

The **Automatic Submission** process runs once every 5 minutes. If you have enabled **Autosubmit** and your assessment's **latest submission date** is in the past OR if you selected

Stop Accepting Now, *In Progress* assessments will be automatically submitted the next time the **Automatic Submission** process runs.

After the *In Progress* assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

I enabled Autosubmit; why are some assessments still listed In Progress?

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	R D
-- Select Action --	Essay Test	Inactive	1	3	Entire Site	20
-- Select Action --	Quiz 1	Inactive	0	2	Entire Site	20

You might still see *In Progress* assessments after you enabled **Autosubmit** AND waited for 5-10 minutes after the **latest submission date** if:

1. The assessment allowed multiple submissions, or a student was allowed a [retake](#), and a student who already submitted the assessment started but did not complete a new submission. The **Automatic Submission** process will only submit a student's assessment if they do not have any previous submissions already recorded for that assessment. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the **Automatic Submission** feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to [trigger Autosubmit again on the completed assessment](#).

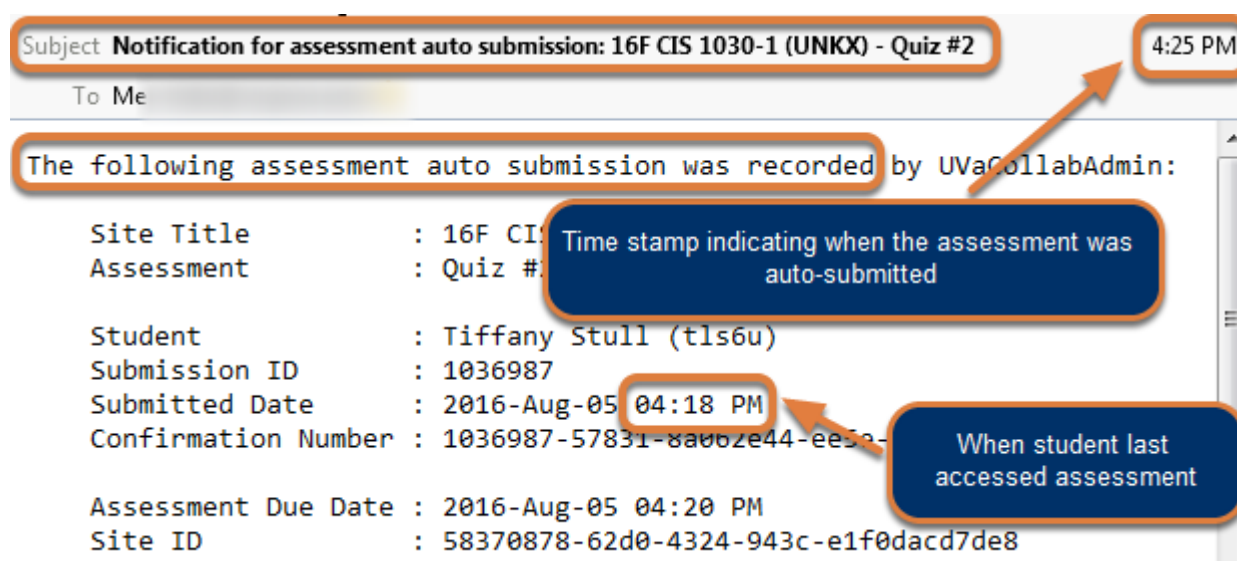
How do automatic submissions display?

Name	UserID	Role	Submit Date
Student, One Email	tls6u-stu1	Student	03/05/2018 12:42:47 PM AUTO-SUBMIT

Instructors access automatic submissions from the [Total Scores](#) screen just as they would any other assessment submission.

The examples below illustrate how automatic submissions display in a submission email notification sent by *Tests & Quizzes* and in an instructor's view of *Tests & Quizzes*.

Example of email notification for Automatic Submission



In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*




The first line of the email notification includes: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?](#)

Examples of automatic submissions on the Total Scores screen

View for










Search

Name 	UserID	Role	Submit Date	Score
Student, Five Email	tls6u-stu5	Student 	03/12/2018 06:41:05 PM AUTO-SUBMIT	0
Student, Four Email	tls6u-stu4	Student 	03/12/2018 05:54:24 PM AUTO-SUBMIT	0

1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged in the *Submit Date* column with the text *AUTO-SUBMIT*.
2. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Autosubmit** feature.

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?](#)

Examples of automatic submissions in the Event Log

Filter log by Title: <input type="text" value="All assessments"/>					<input type="button" value="See"/>
Title	Name	Entry Date	Date Submitted	Duration	Errors 
Essay Test 	Student, One (tls6u-stu1)	03/05/2018 12:42:14 PM	03/07/2018 12:00:02 AM	2118 minutes	No Errors (Auto submit)
Essay Test 	Student, Four (tls6u-stu4)	03/12/2018 05:09:10 PM	03/13/2018 01:00:02 PM	1191 minutes	No Errors (Auto submit)
Essay Test 	Student, Five (tls6u-stu5)	03/12/2018 05:11:32 PM	03/13/2018 01:00:02 PM	1189 minutes	No Errors (Auto submit)
Quiz 1 	Student, Two (tls6u-stu2)	03/05/2018 11:36:29 AM	03/05/2018 11:47:02 AM	11 minutes	No Errors (Timer submit)
Quiz 1 	Student, One (tls6u-stu1)	03/05/2018 11:28:37 AM	03/05/2018 11:35:14 AM	7 minutes	No Errors (User submit)

In the *Tests & Quizzes Event Log*:


1. The *Date Submitted* column displays when the automatic submission occurred.


2. The *Duration* column indicates how much time elapsed between when the student began taking the assessment and when it was actually submitted, NOT how much time the student actually spent working on the assessment.
3. The *Errors* column indicates *No Errors (Auto submit)*.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?](#)

How do I view the feedback on my assessment (i.e., test or quiz)?

If your instructor has selected to make feedback available in an assessment's settings, you can access the feedback within the *Tests & Quizzes* tool.

 **Tip:** Feedback can **only** be viewed within *Tests & Quizzes*, regardless of how you accessed the test.

 **Test scores seem low?** Short answer/essay, file upload, and audio response questions must be manually graded by your instructor. When your instructor grades these questions and awards points for them, your overall test score will be adjusted accordingly.

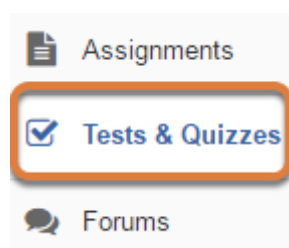
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of the site.

View all submissions and scores for assessments.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions ¹ as View Only Recorded Scores ² ³ ⁴ ⁵					
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time Submitted
Essay Test	n/a	n/a	n/a		
				n/a	2018-02-28 4:38 PM
Quiz 1	n/a	9 (Highest)	Immediate		
			Feedback	9	2 min 7 sec 2018-03-02 11:11 AM
			Feedback	8.4	9 min 6 sec 2018-02-28 3:46 PM
Quiz 2*	n/a	9 (Last)	2018-03-02 12:00 AM		
			Feedback	9	10 min 2018-02-28 4:08 PM
			Feedback	10	10 min 2018-02-28 3:50 PM
Quiz 3	n/a	(Average)	2018-03-12 12:00 AM		
					10 min 2018-02-28 4:39 PM
					1 min 37 sec 2018-02-28 4:28 PM
Quiz 4	n/a	n/a	2018-03-26 12:00 AM		
				n/a	1 min 2 sec 2018-02-28 4:35 PM

The **Submitted Assessments** section gives a summary view of tests and quizzes you have taken.

1. The *Recorded Score* column displays:

- **N/A** if the score has not been made available and there is only one submission to the test,
- Your **final grade** for the assessment if the score is available,
- **(Highest), (Last)** or **(Average)** if you completed multiple submissions or a retake, but the score has NOT been made available.

Note: The recorded score depends on the assessment settings specified by your instructor, and it will be either the highest score, the last score, or an average of all submissions' scores.

2. The *Feedback Available* column displays:

- **N/A** if no additional feedback is available,
- A **Feedback** link, if feedback was made available on submission or on a date in the past,
- A **date**, if feedback will be available at a future date.

3. The *Individual Score* column displays:

- **N/A** if the score has not been made available,
- Your **grade for each submission** of the assessment if the score is available,
- Nothing, if you completed multiple submissions or a retake, but the score will be available at a future date.

4. The *Time* column displays:
 - **N/A** if no feedback is available,
 - How much time elapsed between when you started the test and when it was submitted, if feedback has been made available.
5. The *Submitted* column displays the date and time each submission was recorded.

View only recorded scores (Optional).

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available is available at the time shown. If feedback is available for particular submissions, it will be shown.

View All Submissions/Scores View Only Recorded Scores			
Title	Statistics	Recorded Score	Feedback Available
Essay Test	n/a	n/a	n/a

View All Submissions/Scores View Only Recorded Scores			
Title	Statistics	Recorded Score	Feedback Available
Essay Test	n/a	n/a	n/a
Quiz 1	n/a	9 (Highest)	In Progress

1. When viewing *All Submissions/Scores*, select the **View Only Recorded Scores** link to view only your recorded scores.
2. When viewing only recorded scores, select **View All Submissions/Scores** to access all the scores and feedback for assessments you have taken.

Access additional feedback for an assessment.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), a time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions".

View All Submissions/Scores View Only Recorded Scores				
Title	Statistics	Recorded Score	Feedback Available	Individual Score
Essay Test*	n/a	85	Immediate	
			Feedback	85
Quiz 1	n/a	9 (Highest)	Immediate	
			Feedback	9
			Feedback	8.4

In the **Submitted Assessments** section, select the **Feedback** link for the submission.

Review your assessment feedback.

Match synonyms in the list below.

- A. It's
- B. Belonging to him
- C. Its
- D. They're
- E. There
- F. None of the Above

Matching Items

- ✓ 1. They are
Feedback: Correct
- ✗ 2. It is
Feedback: Remember: When discussing possessives, for the word "it", "it's not" where the apostrophe belongs! Please review Lesson 2 about commonly confused contractions.
- ✗ 3. Belonging to it
Feedback: Be careful of that apostrophe! Please review Lesson 2 about commonly confused contractions.
- ✓ 4. His
Feedback: Correct
- ✗ 5. The location of something
Feedback: Please review Lesson 2 about commonly confused contractions.
- ✓ 6. Hers
- ✓ 7. Their

Answer Key: 1:D, 2:A, 3:C, 4:B, 5:E, 6:F, 7:F

Feedback: You answered incorrectly!

Comment: I see that you used "it's" and "its" correctly in the essay question below. Are these more difficult here because there is no context for them? Please review the lesson indicated in the Feedback and speak with me during my office hours if you need additional assistance.

The feedback your instructor has chosen to release to students will be displayed. Types of feedback that may be available include the following (select the type of feedback below to skip to a more detailed description):

- **Assessment questions** - the questions are always shown when accessing a **Feedback** link.
- **Your answer** to each question.
Note: If your instructor did not select to show your answers, it may seem that your submission is blank, even if you submitted answers!
- **Correct or incorrect answer feedback** for each question. This can also include specific feedback depending on the answers you selected for automatically-graded questions.
- **An Answer Key** that indicates which answers are correct and which are incorrect.
- **Comments** - additional feedback your instructor entered while grading your assessment.

Types of Feedback

Your answer

Question 1 of 10

1.0 Points

1 Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.

Je suis allé à la plage.

J'ai rendu visite à mes parents.

Je suis allé au cinéma où j'ai vu le film Bladerunner.

J'ai dormi beaucoup!

J'ai lu beaucoup de livres.

Question 2 of 10

1.0 Points

2 Tom, Lindsey, Jody, Scott, et Jim sont des étudiants. Tom a deux chiens, Lindsey a un chien, Jody a trois chats, Scott a douze poissons, et Jim a un chien. Ensemble, les étudiants ont combien d'animaux, et combien de chiens?

☒ A. 19, 4

☐ B. 19, 6

☐ C. 25, 4

If your instructor has made your answers available, they will display underneath the question text.

Pictured above are two examples of questions with student responses visible:

1. A *Short Answer/Essay* question displays the student's answer underneath the question text.
2. A *Multiple Choice* question indicates the answer selected with a filled-in radio button.

Correct or incorrect answer feedback

Match synonyms in the list below.

- A. It's
- B. Belonging to him
- C. Its
- D. They're
- E. There
- F. None of the Above

Matching Items

- ✓ 1. They are
Feedback: Correct
- ✗ 2. It is
Feedback: Remember: When discussing possessives, for the word "it", "it's not" where the apostrophe belongs! Please review Lesson 2 about commonly confused contractions.
- ✗ 3. Belonging to it
Feedback: Be careful of that apostrophe! Please review Lesson 2 about commonly confused contractions.
- ✓ 4. His
Feedback: Correct
- ✗ 5. The location of something
Feedback: Please review Lesson 2 about commonly confused contractions.
- ✓ 6. Hers
- ✓ 7. Their

2
Answer Key: 1:D, 2:A, 3:C, 4:B, 5:E, 6:F, 7:F

Feedback: You answered incorrectly!

Correct or incorrect answer feedback can be made available by an instructor:

1. For each item in an automatically-graded question,
2. And/or for the question overall.

This type of feedback is always preceded by the word **Feedback**.

Pictured above is feedback for a *Matching* question with both types of correct and incorrect answer feedback. The instructor has made feedback available for several individual matching items, as well as for the question.

Answer Key

Match the article with the corresponding noun.

A. des
B. du
C. une
D. None of the Above

Matching Items

1		C	1. pomme
		A	2. frites
2		D	3. pain
		A	4. bananes
		B	5. sandwich

3 **Answer Key:** 1:C, 2:A, 3:B, 4:A, 5:D

An **Answer Key** includes:

1. **Green checkmark** icons to the left of correct answers,
2. **Red X** icons to the left of incorrect answers,
3. The *Answer Key* underneath the question with correct answers listed.

Pictured above is feedback for a *Matching* question where a student made several correct and several incorrect matches. The correct matches for items 1, 2, and 4 display **green checkmark** icons. The incorrect matches for items 3 and 5 show **red X** icons. Underneath the question is the *Answer Key*: 1:C, 2:A, 3:B, 4:A, 5:D.

Comments

Question 1 of 2

40.0/ 50.0 Points

Upload an essay in which you describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermarks, any woodcuts)

File:

Browse...

Upload

[StudentOne-BookEssay.docx](#)(11.49 KB)

Comment: You did a great job describing the book! I liked the details about the woodcuts and watermarks you examined, as well as the thorough description of provenance. See the attached file for detailed comments.

[StudentOne-BookEssay-InstructorComments.docx](#) (11 KB)

While instructors are grading an assessment, they can include additional comments, either about the assessment overall or about individual questions. Comments will be preceded by the word **Comment:** on the *Feedback* screen.

Comments about the overall assessment display at the top of the *Feedback* screen. Comments about an individual question display underneath the question. As part of the comments, instructors can upload attached files. If a file is attached, a link with the file name will appear in the corresponding *Comment* section. Clicking this link will either open the file in a new tab or window, or download it to your computer, depending on your internet browser preferences.

Pictured above is feedback for a *File Upload* question where a student has been asked to upload a Word document with an essay response. The instructor has added comments about the student's answer, and uploaded a file attachment with additional editing notes for the student to review.

Quota Increases

How do I increase a site's Resources quota?

As explained in [What are quotas and upload limits?](#) users may request additional storage space in either *Resources* or *File Drop*. For *File Drop*, see [How do I increase a site's File Drop quota?](#)

Log in as admin.

Log in as an admin (e.g., psg3a-admin).

Go to Administration Workspace.



Locate the site.

Finding a course or collaboration site is easy, but extra steps are required to find someone's **Home** site. [Skip to the steps for finding a Home site.](#)

Find a course or collaboration site.

Home

Administration Workspace

Overview

Users

Aliases

Sites

Realms

Workspace Setup

MOTD

Resources

Online

UVA Utilities

Memory

WORKSITE SETUP

New

View: All My Sites

Filter by Term: None

20Su Family in OF Saints L

Search

Clear Search

1 site was found that matched your search for 20Su Family in OF Saints Lives in the view of "site_type_all".

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 1 of 1 items

show 200 items per page

	Worksite Title	Type	Creator	Term	Status	Creation Date
	20Su Family in OF Saints Lives	course	tls6u	2020 Summer	Published	May 7, 2020 3:08 pm

1. Go to the *Worksite Setup* tool.

2. In the *Search* box, enter the title of the site, then press **Enter** or **Return** on your keyboard, or select **Search**.

Find a user's Home site.

Find the site ID for the user's Home site.

Home

Administration Workspace

Overview

Users

Aliases

Sites

Realms

Worksite Setup

MOTD

Resources

Online

UVA Utilities

SITES

New Site

Search

Site ID

tls6u

User ID

Clear Search

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 1 of 1 results.

Copy this text, don't click the link.

Site Id	Title	Published	Joinable?	Type	Description, URLs
8a062e44-ee5e-47fe-805e-3ef261842ded	Home	✓			Description: Home Site Created: Jan 25, 2008 2:11 pm Tiffany Stull

1. Go to the *Sites* tool.
2. In the *User ID* search box, enter the user's UVA computing ID, e.g., **tls6u**, then press **Enter** or **Return** on your keyboard, or select the **User ID** button.
3. Under *Site Id*, **copy** all the text that comes **after** the ~ to your computer clipboard. For example, if the text shown in the *Site Id* column is the following:

~8a062e44-ee5e-47fe-805e-3ef261842ded The value you will need is:
8a062e44-ee5e-47fe-805e-3ef261842ded

Locate the Home site in Worksite Setup.

The screenshot shows the 'Worksite Setup' interface. On the left sidebar, 'Worksite Setup' is highlighted with a red box and a red circle labeled '1'. In the main area, the 'View' dropdown is set to 'Home Sites' (highlighted with a red box and a red circle labeled '2'). The 'Filter by Term' dropdown is set to 'None'. A search box contains the ID '8a062e44-ee5e-47fe-805e-' (highlighted with a red box and a red circle labeled '3'), followed by a 'Search' button. Below the search box, a message states: '1 site was found that matched your search for 8a062e44-ee5e-47fe-805e-3ef261842ded in the view of "site_type_myworkspace". Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.' Below this message, it says 'Viewing 1 - 1 of 1 items' and 'show 200 items per page'. A table with one row is displayed:

	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Home		tls6u		Published	Jan 25, 2008 2:11 pm

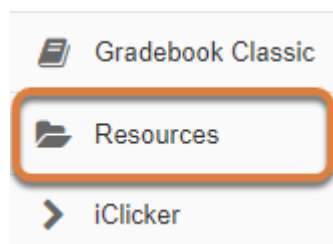
1. Go to the *Worksite Setup* tool.
2. From the *View* menu, select **Home Sites**.
3. In the *Search* box, enter the **Site ID** copied in the step above.

Access the site.

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	20Su Family in OF Saints Lives	course	tls6u	2020 Summer	Published	May 7, 2020 3:08 pm

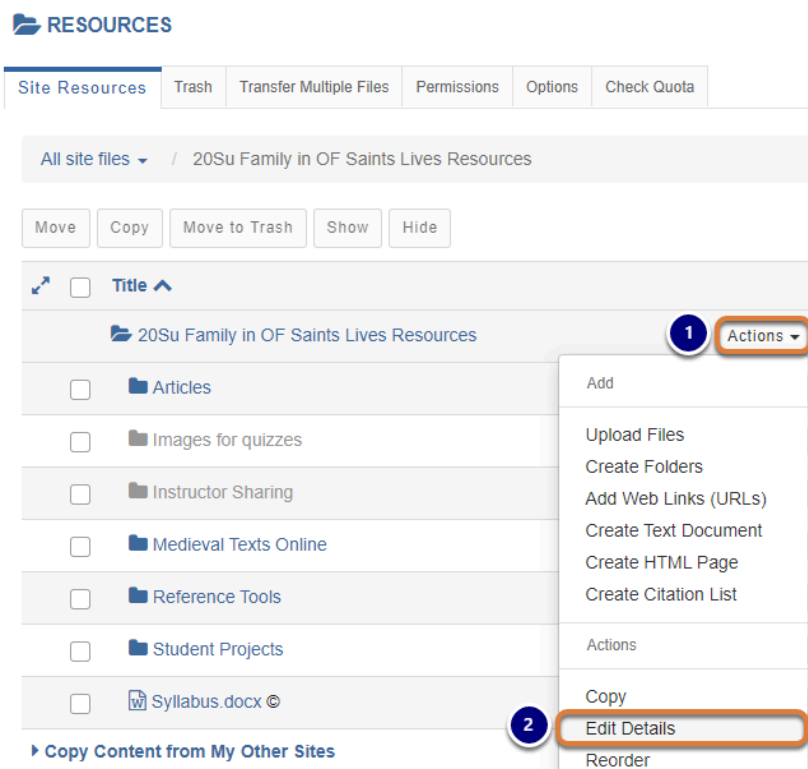
Select the link to the site to navigate to it.

Go to Resources.



Select **Resources** from the Tool Menu in the site.

Edit Details on the main Resources folder.



1. Select the **Actions** menu for the main *Resources* folder. The folder's name should be **[site title] Resources**, e.g., in a site named **20Su Family in OF Saints Lives**, the main folder is **20Su Family in OF Saints Lives Resources**.
2. Select **Edit Details**.

Enter the new quota.

RESOURCES

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *


Display Name


Description

Special quota (in KBytes, 0 for unlimited) ☒

Allow HTML files ☐ User-uploaded HTML may contain dangerous scripts. To override default behavior and allow unrestricted HTML, check this box.

1. Select the **Special quota** checkbox.
2. In the box provided, enter the new quota in **Kilobytes (binary)**. For quick reference, here is a list of custom *Resources* quotas we've enabled for users within the past few years:
 - 6 GB = 6291456 KB
 - 8 GB = 8388608 KB
 - 15 GB = 15728640 KB
 - 20 GB = 20971520 KB
 - 25 GB = 26214400 KB
 - 50 GB = 52428800 KB

 **Note:** To find the appropriate value for a different number of GB, do a [Google search for "GB to KB binary"](#).

 **Tip:** 6 GB or 8 GB is typically used when the user does not specify the new requested value, but we have one instructor who requests a quota of either 20 GB or 25 GB for his site every semester he teaches.

Select Update.

Update

Cancel

How do I increase a person's or site's File Drop quota?

As explained in [What are quotas and upload limits?](#) users may request additional storage space in either *Resources* or *File Drop*. For *Resources*, see [How do I increase a site's Resources quota?](#)

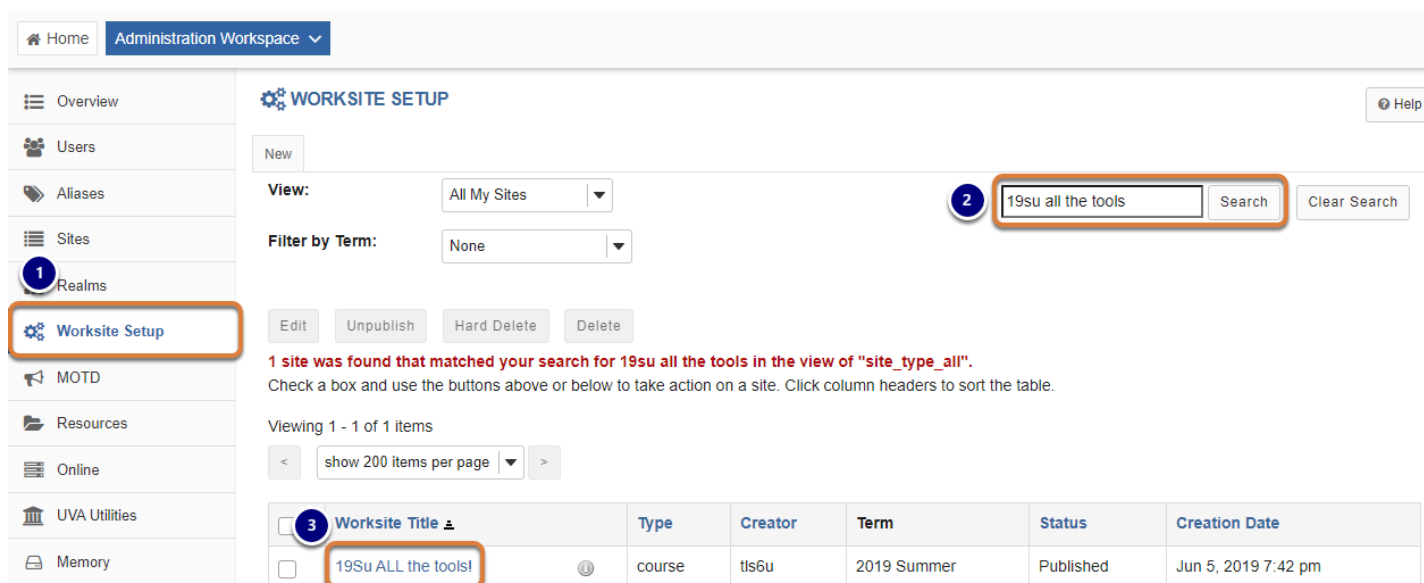
Log in as admin.

Log in as an admin (e.g., psg3a-admin).

Go to Administration Workspace.



Access the site.



WORKSITE SETUP

View: All My Sites

Filter by Term: None

19su all the tools Search Clear Search

1 site was found that matched your search for 19su all the tools in the view of "site_type_all".
Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 1 of 1 items

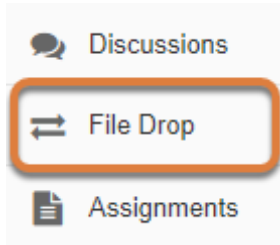
show 200 items per page

	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	19Su ALL the tools!	course	tls6u	2019 Summer	Published	Jun 5, 2019 7:42 pm

1. Go to the *Worksite Setup* tool.

2. In the *Search* box, enter the title of the site, then press **Enter** or **Return** on your keyboard, or select **Search**.
3. Select the link to the site to navigate to it.

Go to File Drop.



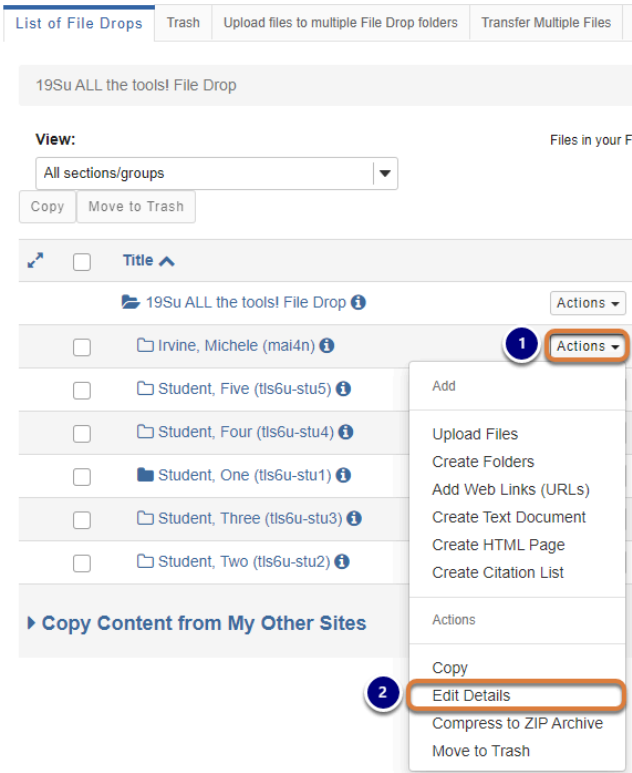
Select **File Drop** from the Tool Menu in the site.

Enable the custom quota.

You can enable a custom quota for a specific site participant (e.g., one student in a course site needs their *File Drop* quota increased) or for all users (e.g., an instructor wants every student in the site to have a quota greater than 1 GB per person). [Skip to the steps for enabling a custom quota for all users.](#)

Enable a custom quota for one user only.

Edit Details on the user's folder.



1. Select the **Actions** menu for the requesting user's folder.
2. Select **Edit Details**.

Enter the new quota.

⇌ FILE DROP

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Display Name

Irvine, Michele (mai4n)

Description

Use this folder to store private files you wish to share only with organizers of this worksite.

Special quota (in KBytes, 0 for unlimited) ☒ 2097152

1. Select the **Special quota** checkbox.
2. In the box provided, enter the new quota in **Kilobytes (binary)**. For quick reference, here is a list of custom *File Drop* quotas we've enabled for users within the past few years:
 - 2 GB = 2097152 KB
 - 4 GB = 4294967 KB

Note: To find the appropriate value for a different number of GB, do a [Google search for "GB to KB binary"](#).

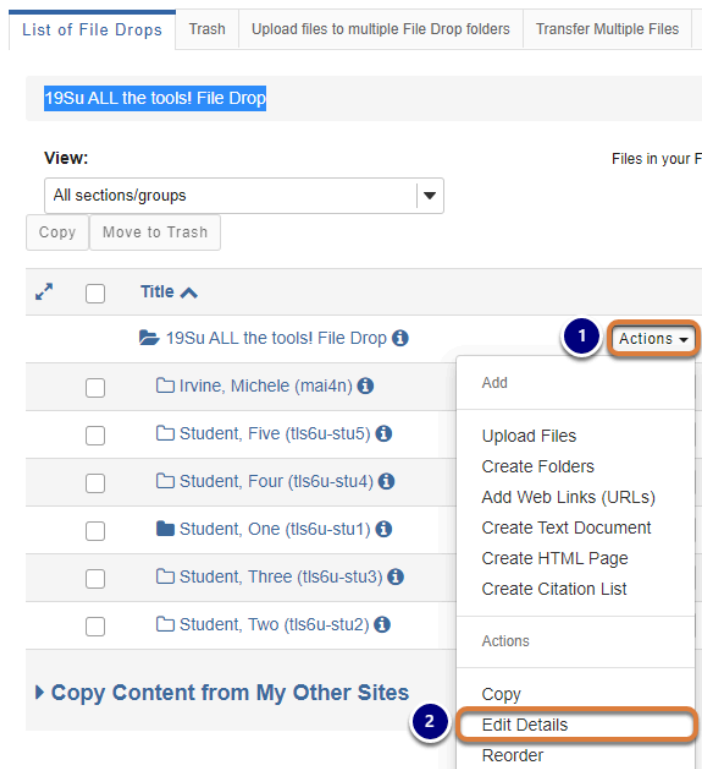
Select Update.

Update

Cancel

Enable a custom quota for all users in the site.

Edit Details on the main File Drop folder.



1. Select the **Actions** menu for the main *File Drop* folder. The folder's name should be **[site title] File Drop**, e.g., in a site named **19Su ALL the tools!**, the main folder is **19Su ALL the tools! File Drop**.
2. Select **Edit Details**.

Enter the new quota.

RESOURCES

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *


Display Name

Description

Special quota (in KBytes, 0 for unlimited) ☒

Allow HTML files ☐ User-uploaded HTML may contain dangerous scripts. To override default behavior and allow unrestricted HTML, check this box.

1. Select the **Special quota** checkbox.
2. In the box provided, enter the new quota in **Kilobytes (binary)**. For quick reference, here is a list of custom *File Drop* quotas we've enabled for users within the past few years:
 - 2 GB = 2097152 KB
 - 4 GB = 4294967 KB

 **Note:** To find the appropriate value for a different number of GB, do a [Google search for "GB to KB binary"](#).

Select Update.

Update

Cancel

VoiceThread

What is the VoiceThread tool?

VoiceThread allows you to create, present, discuss, and annotate media.

VoiceThreads are interactive slideshows that you create by uploading and linking documents, pictures, videos, and/or audio files. You and others with whom you share a VoiceThread can engage with the material and discuss it by adding text, audio, or video comments to the slides.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

VoiceThread Features


Anyone can:

- Create a VoiceThread slideshow including slides, documents, pictures, videos, and/or audio.
- Comment on any VoiceThread shared with them, via text, audio, or video comment.
- Control the sharing of VoiceThreads they create.

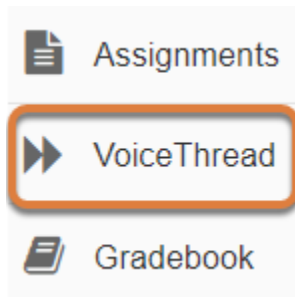
Instructors can:

- Use the *Lessons* tool to link to individual VoiceThreads or collections of VoiceThread content.
- Use the *Lessons* tool to create VoiceThread assignments that require students to watch, interact with, or create their own content.
- Grade VoiceThread assignments and send grades to the *Gradebook*.

For a complete list of features and instructions to use VoiceThread, see the [UVA Voicethread Setup & Use Google doc \(opens new window\)](#).

 **Tip:** VoiceThread assignments can only be created within *Lessons*. For more information, see [How do I add a VoiceThread assignment to a lesson page?](#)

To access this tool, select VoiceThread from the Tool Menu in your site.



Get additional help.

Questions about adding *VoiceThread* or VoiceThread assignments to your site can be addressed to collab-support@virginia.edu.

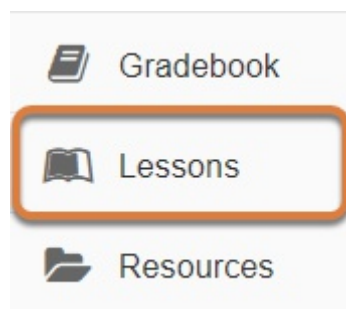
For help using features in VoiceThread and creating assignments, visit the [VoiceThread Support site \(opens new window\)](#) or [VoiceThread Tutorials \(opens new window\)](#).

How do I add a VoiceThread assignment to a lesson page?

VoiceThreads are interactive slideshows that you create by uploading and linking documents, pictures, videos, and/or audio files.

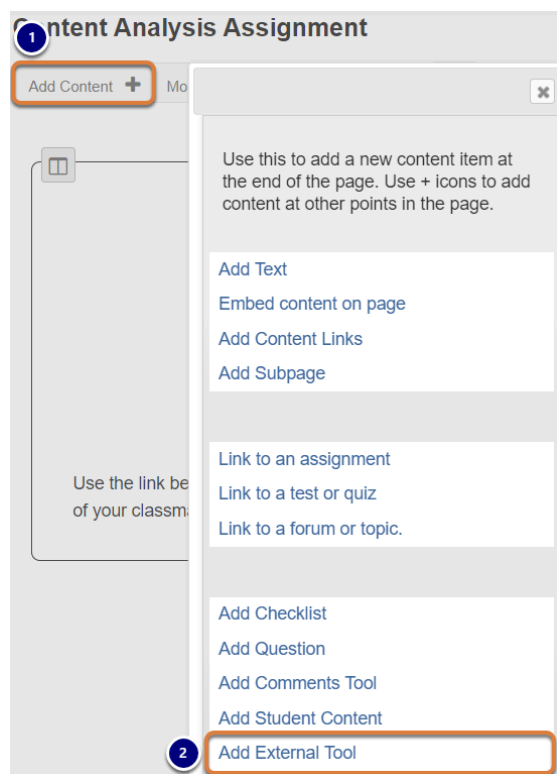
Within *Lessons*, you may create graded VoiceThread assignments, where students are required to submit their own VoiceThreads, watch and/or comment on content created by others. Grades for the submitted VoiceThreads and/or comments can be sent automatically to the *Gradebook* tool.

Go to Lessons.



Select the **Title** of the lesson page (e.g., **Lessons, Activities, Week: 1**) from the Tool Menu in your site.

Select Add Content, then Add External Tool.



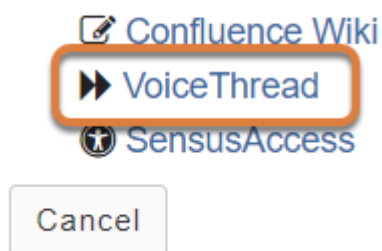
1. Select the **Add Content** tab.
2. In the window that pops up, select **Add External Tool**.

Select the VoiceThread link.



External Tool Selector

Click on a tool to insert an item based on that tool



Enter the link information.

Configure External Tool

1

Tool Link

VoiceThread

<https://virginia.voicethread.com/ltione/>

Present, discuss, and annotate student- and instructor-created media, asynchronously.

***Tool Title (Above the tool)**

Submit content analysis presentation.

Tool Order (Only valid for tools placed in all sites)

2


Save


Cancel

A *Configure External Tool* window will pop up.

1. Enter a *Tool Title*. This is the text of the link that will appear on the lesson page. For accessibility, you should use [meaningful text](#) to describe your link.
2. Select **Save**.


Select the newly-added link.

[Add Content](#) 


[More Tools](#) 




[Reorder](#)

[Tips](#)




[Print view](#) [Index of pages](#)










Accessible Content Analysis Presentation & Discussion



Use the link below to submit your slideshow by **Friday, August 7**. The following week, you will be assigned to review and ask questions about two of your classmates' presentations using the comment feature in VoiceThread. You will also respond to questions from your peers.

 [Submit content analysis presentation.](#)





You will be returned to the lesson page with your new link added. Select the link to access the VoiceThread setup options.



Select Assignment Builder.



[Back](#) [Next](#)



[Return to Content Analysis Assignment](#) WARNING: Make sure you save or submit your work before returning.


[refresh](#) [Open in a new tab?](#) tls6u@virgi

VoiceThread Setup

 **Course View** 

 **Home** 

 **Individual VT** 

Assignment Builder 

On the *VoiceThread Setup* page, you are presented with several options for the type of link to create. Be sure to select **Assignment Builder** to create an assignment.

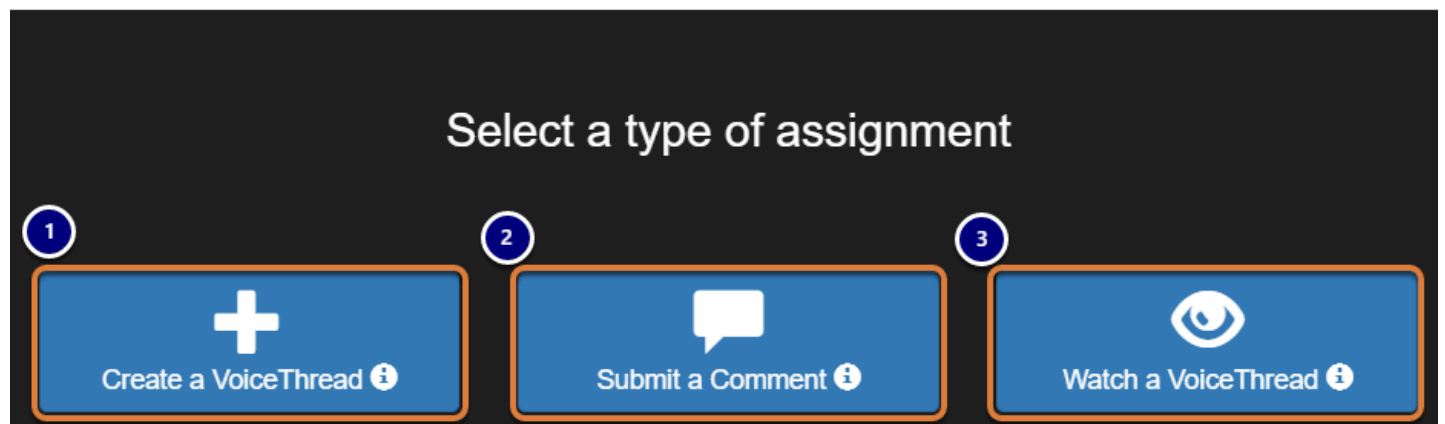


Note: The type of link **cannot be changed** later, but you may create additional VoiceThread links as needed on your lesson page(s).

Select the type of assignment.

[Open in a new tab?](#)

tls6u@vi



On the *Select a type of assignment* page, choose from the following options:

1. **Create a VoiceThread:** Students create and submit their own VoiceThreads.
2. **Submit a Comment:** Students add comments on a VoiceThread you select.
3. **Watch a VoiceThread:** Students must watch an entire VoiceThread you select, start to finish.

Set up the assignment.

For all assignments, you may add a *Description* to provide instructions for students. Each type of assignment also includes specific options.

Note: Once the assignment has been created, you cannot view or modify these options. To make changes to the assignment, you will need to remove the link on your lesson page and begin the link creation process again.

Create a VoiceThread

[Back](#) [Next](#)

[Return to Content Analysis Assignment](#) WARNING: Make sure you save or submit your work before returning.

[refresh](#) [Open in a new tab?](#) tlse

[Back](#)

Submit content analysis presentation.

Creation Assignment:

Require students to submit a VoiceThread they have created for this assignment.

1 **Description:**

Submit your Content Analysis presentation here.

?

2 ☒ Allow students to resubmit assignment

3 **Create Assignment**

For a **Create a VoiceThread** assignment:

1. Provide instructions for students in the *Description* box.
2. By default, the option **Allow students to resubmit assignment** is enabled. To prevent students from modifying their submissions once completed, uncheck this box.
3. Select **Create Assignment**.

UVA Articles Contrib

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. <http://creativecommons.org/licenses/by/4.0/>

Page 1025

Submit a Comment

[Return to Content Analysis Assignment](#) WARNING: Make sure you save or submit your work before returning.

refresh Open in a new tab? t1s6u@virginia.edu

Back Select VoiceThread

+ Create new VoiceThread

Search VoiceThreads... Search

1 refresh list

How do they do that? Access course content with assistive technology!

Bram Stoker's Dracula Inaccessible/Accessible Content Example

Books at the Corneille museum

Add a VoiceThread by share link or id

How do they do that? Access course content with assistive technology!

Created by: Tiffany Stull

July 28th, 2020

Preview Edit Make a new copy to share

2 Description:

Watch the lecture and post at least one question or comment on a slide.

3 1 Comments required 1

4

5 Create Assignment

☒ and share with class

☐ moderate comments

☒ Allow students to resubmit assignment

For a **Submit a Comment** assignment:

1. Select the **Title** of the VoiceThread where students will add comments.
2. Provide instructions for students in the *Description* box.
3. Enter the **number** of *Comments required* for students to submit. The default is **1**.
4. Select other assignment options as needed. The options include:
 - **and share with class** - Enabled by default, this option allows students to access and submit the assignment. It is recommended to leave this checkbox checked.
 - **moderate comments** - Select this option to approve student comments before they are visible to the rest of the class. For more information, see the [VoiceThread Help: Using Comment Moderation \(opens new window\)](#).
 - **Allow students to resubmit assignment** - Enabled by default, this option allows students to modify their submissions, once completed.
5. Select **Create Assignment**.

Note: You may also use the **Create new VoiceThread** link to add a new VoiceThread for the assignment, or select **Add a VoiceThread by share link or id** to use a VoiceThread created by someone else that has been shared with you.

Watch a VoiceThread

refresh Open in a new tab? t1s6u@virginia.edu

Back Select VoiceThread

+ Create new VoiceThread

Search VoiceThreads... Search

1 Refresh list

How do they do that? Access course content with assistive technology!

Bram Stoker's Dracula Inaccessible/Accessible Content Example

Books at the Corneille museum

Add a VoiceThread by share link or id

How do they do that? Access course content with assistive technology!

Created by: Tiffany Stull

July 28th, 2020

Preview Edit Make a new copy to share

2 Description:

Watch this week's lecture and be prepared to discuss in class.

3 Allow students to resubmit assignment

4 Create Assignment and share with class

For a **Watch a VoiceThread** assignment:

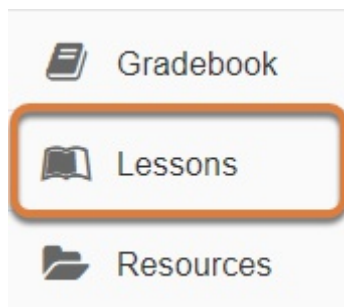
1. Select the **Title** of the VoiceThread the students must watch.
2. Provide instructions for students in the *Description* box.
3. Select other assignment options as needed. The options include:
 - **and share with class** - Enabled by default, this option allows students to access and submit the assignment. It is recommended to leave this option checked.
 - **Allow students to resubmit assignment** - Enabled by default, this option appears to have no effect for this assignment type, as students automatically get full credit for playing the entire presentation.
4. Select **Create Assignment**.

Note: You may also use the **Create new VoiceThread** link to add a new VoiceThread for the assignment, or select **Add a VoiceThread by share link or id** to use a VoiceThread created by someone else that has been shared with you.

How do I add a VoiceThread link to a lesson page?

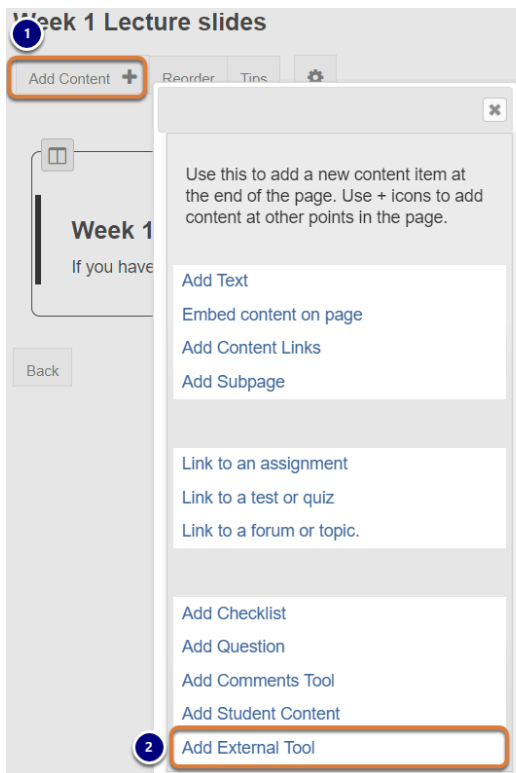
VoiceThreads are interactive slideshows that you create by uploading and linking documents, pictures, videos, and/or audio files. You can add links to individual VoiceThreads or collections of VoiceThread content on lesson pages to increase engagement with media.

Go to Lessons.



Select the **Title** of the lesson page (e.g., **Lessons**, **Activities**, **Week: 1**) from the Tool Menu in your site.

Select Add Content, then Add External Tool.



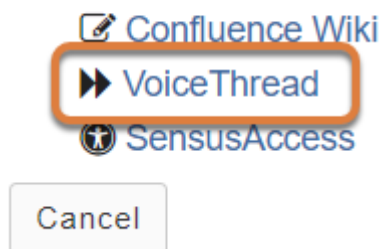
1. Select the **Add Content** tab.
2. In the window that pops up, select **Add External Tool**.

Select the VoiceThread link.

CONTENT ANALYSIS ASSIGNMENT

External Tool Selector

Click on a tool to insert an item based on that tool



Enter the link information.

Configure External Tool

1

Tool Link

VoiceThread

https://virginia.voicethread.com/ltione/

Present, discuss, and annotate student- and instructor-created media, asynchronously.

*Tool Title (Above the tool)

Accessing Course Content with Assistive Tech

Tool Order (Only valid for tools placed in all sites)

2

Save

Cancel

A *Configure External Tool* window will pop up.

1. Enter a *Tool Title*. This is the text of the link that will appear on the lesson page. For accessibility, you should use [meaningful text](#) to describe your link.
2. Select **Save**.

Select the newly-added link.

[Back](#)[Next](#)[Help](#)

Week 1 Lecture slides

Add Content +

Reorder

Tips

Print viewIndex of pages

Week 1 Lecture

If you have comments or questions about the lecture, use VoiceThread's comment options to add them!

Accessing Course Content with Assistive Tech

+

+

+

You will be returned to the lesson page with your new link added. Select the link to access the VoiceThread setup options.



Select the type of content to link.



[Back](#) [Next](#)



[Return to Content Analysis Assignment](#) WARNING: Make sure you save or submit your work before returning.


[refresh](#) [Open in a new tab?](#) tls6u@virgi

VoiceThread Setup

1  **Course View** 


2  **Home** 

3  **Individual VT** 

4 **Assignment Builder** 

On the *VoiceThread Setup* page, select the button that corresponds to the type of link to create. Options include:

1. **Course View:** Display all VoiceThread content that has been shared with members of this UVACollab site. The VoiceThreads displayed to each individual who visits the link will depend on their permissions (e.g., in **Course View**, students will only be able to access content that has been shared with the entire class, while instructors will also be able to access student assignment submissions).
2. **Home:** Display the **VoiceThread Home** page for each individual who visits the link (all *VoiceThread* content that person can access). This option is not recommended for course sites, as instructors and students may be confused about where to find content for their course when accessing their **VoiceThread Home** page.
3. **Individual VT:** Display one specific VoiceThread.
4. **Assignment Builder:** Create a graded VoiceThread assignment, where students are required to create their own VoiceThread, watch, and/or comment on VoiceThreads created by others. For additional steps to create an assignment, see [How do I add a VoiceThread assignment to a lesson page?](#)

 **Note:** The type of link **cannot be changed** later, but you may create additional VoiceThread links as needed on your lesson page(s).

Link to an individual VoiceThread.

Selecting the **Course View** or **Home** option will create the link with no additional setup required. See below for steps to link to an individual VoiceThread.

Select an individual VoiceThread to link.

The screenshot shows the VoiceThread web interface. On the left sidebar, there's a 'Create new VoiceThread' button and a search bar. Below the search bar, a list of threads is displayed. The first thread, 'How do they do that? Access course content with assistive technology!', is highlighted with a red box and a '1' in a circle. Below it are 'Bram Stoker's Dracula Inaccessible/Accessible Content Example' and 'Books at the Corneille museum'. On the right, the detailed view of the selected thread is shown. It includes the title, creator 'Tiffany Stull', and options to 'Preview', 'Edit', or 'Make a new copy to share'. A 'Share link' field contains the URL 'https://virginia.voicethread.com/share/14927413'. At the bottom right, a 'Share with Class' button is highlighted with a red box and a '2' in a circle.

After choosing the **Individual VT** option, you will be taken to the *Select VoiceThread* page, where you will be presented with a list of VoiceThreads you own.

1. Select the **Title** of the VoiceThread to link.
2. Select **Share with Class**.

Note: Alternatively, you may use the **Create new VoiceThread** link to add a new VoiceThread and link to it, or select **Add a VoiceThread by share link or id** to link to a VoiceThread created by someone else that has been shared with you.

Online Meetings (Zoom)

What is the Online Meetings tool?

Online Meetings, powered by Zoom, allows you to use Zoom's state-of-the-art video conferencing technology to schedule, host, record, and join online meetings in your courses and collaboration sites.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Online Meetings Features

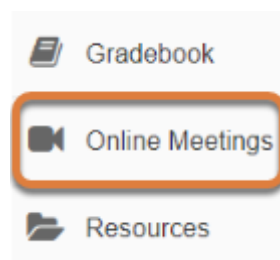
Meeting organizers can:

- Schedule individual or recurring meetings.
- Assign additional meeting hosts.
- Control meeting access with dates/times and lock meetings.
- Control participants' ability to use features such as screen sharing.
- Send participants to breakout rooms for group collaboration.
- Create polls.
- Record meetings to the cloud or on their computer.

All meeting participants can:

- Join meetings via computer, mobile device, or telephone dial-in.
- Communicate with video, audio, and text chat.
- Screen share documents, photos, and video clips (if allowed by meeting host).
- Use a whiteboard and annotate shared screens (if allowed by meeting host).

To access this tool, select Online Meetings from the Tool Menu in your site.

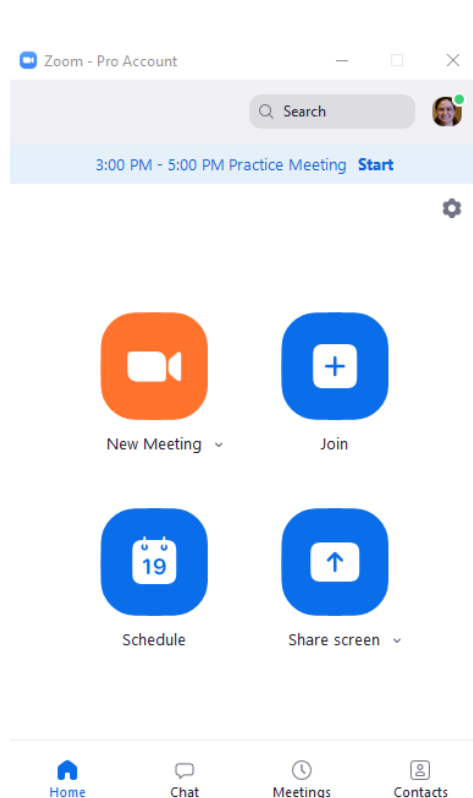


Tips for Teaching Online in Zoom

The following recommendations can help get you started holding an online class in Zoom.

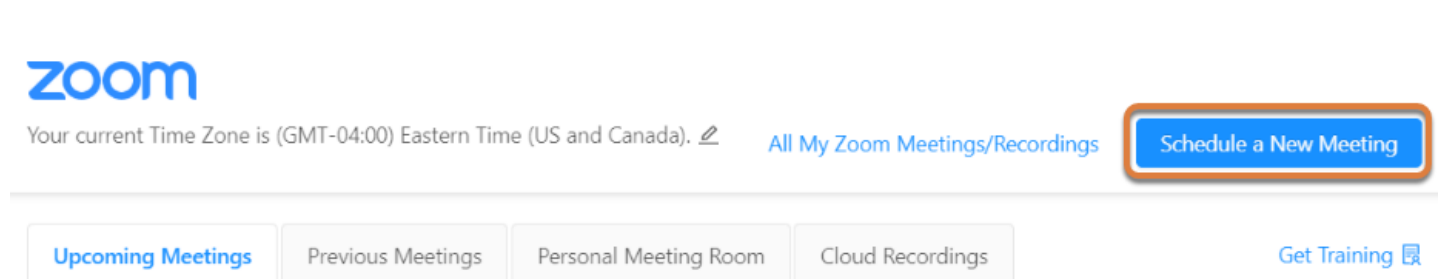
Prepare for your online class.

Install Zoom on your computer.



[Install the Zoom client \(opens new window\)](#) on your PC or Mac, and/or add the Zoom app to your mobile device.

Schedule your class session(s) in UVACollab.



Follow the steps in [How do I schedule online meetings?](#) to set up your class in your UVACollab site.

Set up your space.




When teaching online, you should work in a physical space that is conducive to holding class. To make your virtual classroom more engaging:

- Work in a quiet room, with minimal background noise and distractions.
- Connect a webcam to your computer so you can be visible to your students during class.
- Use a good microphone. A noise-cancelling headset is recommended.

Get familiar with Zoom.

Join a practice session.

Before class, join a [Zoom test session \(opens new window\)](#) to test your audio and webcam, and familiarize yourself with the chat and other controls.

 **Tip:** When you enable your webcam in the test session, you might check that no distracting items appear on camera in the background.

Learn about accessibility features.

If you use a keyboard only, screen reader, or other assistive technology when navigating the web, learn about [Zoom's accessibility features and keyboard shortcuts \(opens new window\)](#).


Make sure accessibility accommodations are in place.



If a student has a special need for online courses, such as a requirement for live captioning, coordinate with the [Student Disability Access Center \(opens new window\)](#) to ensure that everything is set up for the student to participate.


Enable the Mute Participants option.

Meeting Options

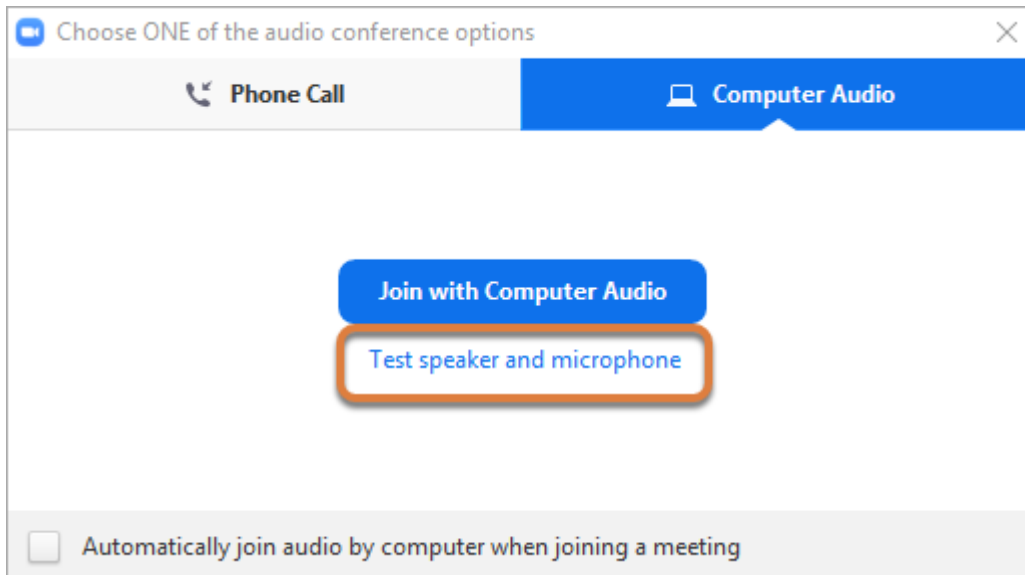
- ☐ Require meeting password
- ☒ Enable join before host
- ☒ Mute participants upon entry 
- ☐ Enable waiting room
- ☐ Record the meeting automatically

When creating your meeting for class, select the option **Mute participants upon entry** so students' microphones will be disabled by default when they join the room.

For steps to enable this option, see [How do I schedule online meetings?](#)

 **Tip:** Muting the microphone of anyone who is not speaking is a best practice to avoid background noise and allow students to stay focused on the lecture or discussion.

Test your audio and video.



Join your meeting a few minutes before class to check that your audio and video are working.

Prepare a lesson plan.


Create a document or slide with an agenda or list of topics for each class that you can share with students.


For steps to share documents and slides in Zoom, see the Zoom Help: [Sharing your screen \(opens new window\)](#).


Record your meeting.




Recording your class meeting to the cloud will allow students to review the discussion later. This will help students who could not attend the class or who want to reinforce their understanding of the lesson.

 **Recommended:** Whenever possible, record multiple short segments of lectures (rather than a single, full-length recording) so that Zoom recordings will process more quickly.

 **Important:** Give students the option to opt out of a recorded session, in which case they can select **Leave Meeting** and view the recording later.

 **Tip:** Consider following the [steps to enable the audio transcript feature](#) on your Zoom account before starting a recorded meeting. Students can then use a transcript to easily search for and skip to specific points in a video.

Zoom's Tips and Tricks

 The following tips were copied from Zoom's [Tips and Tricks: Teachers Educating on Zoom \(PDF\)](#).

Tips for Virtual Lessons

- Watch the [In Meeting Controls \(Basic\)](#) video from Zoom to become familiar with some fundamental meeting controls.
- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Give an agenda or plan for each class by screen sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in. For steps to share documents and slides in Zoom, see the Zoom Help: [Sharing your screen \(opens new window\)](#).
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics. You may also refer students to UVACollab's [Tips for Attending Class in Zoom](#).
- Utilize the whiteboard or annotate a shared document and let your students engage as well. For steps to use the whiteboard and annotation tools, see the Zoom Help: [Sharing a whiteboard \(opens new window\)](#) and [Using annotation tools \(opens new window\)](#).
Suggested uses of the annotation tools:

- Try whiteboarding math problems.
- Have a student use annotation to highlight key ideas in a document you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live. For more information about these features, see the Zoom Help: [Meeting reactions \(opens new window\)](#), [In-Meeting Chat \(opens new window\)](#), and [Push to Talk \(opens new window\)](#).
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together. For steps to use Breakout Rooms, see the Zoom Help: [Managing Video Breakout Rooms \(opens new window\)](#)
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another. You can allow a student to present by making them a co-host during the meeting. See the *Using Co-Host in a Meeting* section on the Zoom Help page: [Enabling and Adding a Co-Host \(opens new window\)](#).

Tips for Teaching Over Video

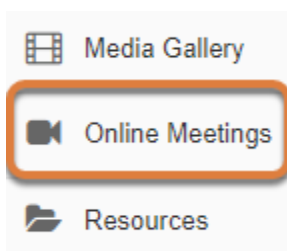
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

How do I schedule online meetings?

Schedule a single or recurring online meeting with the *Online Meetings* tool powered by Zoom.

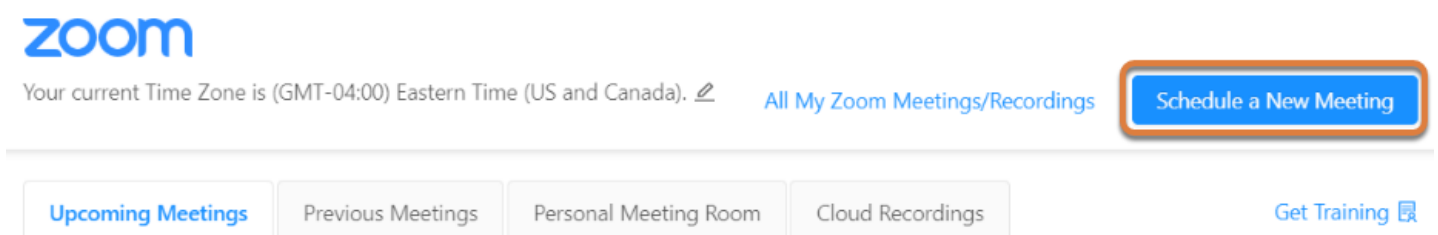
- 💡 For the best experience hosting or joining online meetings, [install the Zoom client \(opens new window\)](#) on your PC or Mac or add the Zoom app to your mobile device. Alternatively, a [Zoom web client \(opens new window\)](#) is available for those who are unable to install the full client.

Go to Online Meetings.



Select the **Online Meetings** tool from the Tool Menu of your site.

Select the Schedule a New Meeting button.



Enter the meeting topic.

[Course Meetings](#) > [Schedule a Meeting](#)

Topic

1

Week 1 Lecture

Description (Optional)

2

Enter your meeting description

1. The *Topic* will default to the site title and should be modified to distinguish it from other meetings, e.g., **Week 1 Lecture**.
2. An optional description may also be added.

Set the meeting date, time, duration, and time zone.

When

1

06/25/2019



1:00



PM



Duration

2

1



hr

0



min

Time Zone

3

GMT-04:00Eastern Time (US and Canada)



1. By default, the meeting date and time are set to today's date, starting at the next hour. For example, if you start creating a meeting on June 25, 2019 at 12:10 pm, your meeting date and time will default to **06/25/2019** at **1:00 PM**.

To set a different start date and time, edit the date and time in the *When* fields. The date must be in the format of **dd/mm/yyyy** and the time in **h:mm**. Alternatively, you can click on a date in the calendar that pops up when you click in the *Date* field, or use the drop-down menu to select a *Time*.

2. By default, the meeting *Duration* is set to **1 hr 0 min**. Set the desired duration in hours and minutes.
3. Check that the *Time Zone* is set to your correct time zone. If it is not, select it from the corresponding menu.

Set meeting recurrence. (Optional)

The screenshot shows the 'Recurring meeting' settings interface. It includes the following elements:

- 1** ☒ **Recurring meeting** **Every week on Tue, until Aug 05,2019, 6 occurrence(s)**
- 2** **Recurrence** dropdown menu set to **Weekly**
- 3** **Repeat every** dropdown menu set to **1** week
- 4** **Occurs on** section with checkboxes for Sun, Mon, **Tue** (checked), Wed, Thu, and Fri. A 'Sat' checkbox is also present below the others.
- 5** **End date** section with two options: **By** (selected) with a date field set to 08/04/2019, and **After** with a dropdown set to 7 occurrences.

To schedule a recurring meeting:

1. Select the **Recurring meeting** check box.
2. Set the *Recurrence*. Options include **Daily**, **Weekly**, and **Monthly**.
3. From the *Repeat every* menu, select how often the meeting will be held.
4. For a weekly or monthly meeting, select the **day(s) of the week** or **month** when the meeting *Occurs*.
5. Set the *End date* for the meeting either **By** a specific **date** or **After** a specific **number of occurrences**.

Require registration. (Optional)

Registration ☒ Required

If *Registration* is **Required**, attendees must register for the meeting with their name and email address. After saving your meeting, a registration link will be available for you to provide to potential attendees.

Note: The *Registration* option is **not** recommended for meetings that will only include participants in your UVACollab site.

Set meeting security settings.

Security

1 ☒ Passcode

2 ☐ Waiting Room

1. **Required:** Set a passcode for your Zoom meeting. You can choose to use the generated passcode or create your own by typing in this field.
2. **Optional:** Enable a waiting room that will require you to admit participants into a meeting.

Note: UVA Zoom requires a passcode for all newly created meetings. Passcodes are automatically added to new meetings and embedded into meeting links.

Set video and audio options.

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

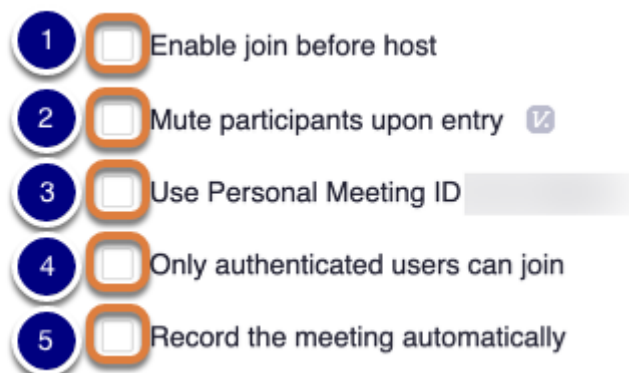
2 ☐ Telephone ☐ Computer Audio ☒ Both

1. By default, the *Video* settings for both the *Host* and *Participants* are turned **off**. Turning **on** video will cause a host's or participant's webcam to turn on automatically when they join the meeting.
2. The *Audio* settings indicate how attendees can access the meeting audio, by **Telephone**, **Computer Audio**, or **Both**. It is recommended to leave the default setting of **Both** to allow participants to call in via telephone for audio.

Tip: For online classes and large meetings, the default video setting of **off** is recommended for participants, as having many participants' cameras on at once may affect meeting performance, causing delays.

Enable preferred meeting options.

Meeting Options



Meeting Options allow you to control participant entry to a meeting, and enable automatic recording.

1. **Enable join before host** is selected by default. This option allows attendees to access the meeting before the host joins or when the host cannot attend the meeting.
2. **Mute participants upon entry** will mute all participants' microphones as they join the meeting.
3. **Use Personal Meeting ID** will open the meeting in your *Personal Meeting Room*. For more information about the *Personal Meeting ID*, see [Zoom's FAQ: Personal Meeting ID \(opens new window\)](#).
4. **Only authenticated users can join** will allow you to limit the participants to those with UVA email addresses or require a Zoom log in.
5. **Record the meeting automatically** will start recording upon entry of the first person to join the meeting. Enabling this option will prompt you to select whether the recording will be saved **on the local computer** or **in the cloud**.

i Note: Using your *Personal Meeting ID* is **not** recommended when scheduling a meeting for a course, especially if the meeting will be recorded. All recordings made within your personal meeting room will be titled with your name and *Personal Meeting Room*.

Tips:

- The setting **Mute participants upon entry** is recommended for online classes. Muting the microphone of anyone who is not speaking is a best practice to avoid background noise and allow students to stay focused on the lecture or discussion.

- If a meeting is recorded **in the cloud**, you and other participants in your UVACollab site will be able to access it via the site. For more information, see [How do I access a recording of an online meeting?](#)
- Please see the [ITS Zoom Security Recommendations \(opens new window\)](#) for other recommended settings.

Add alternative hosts. (Optional)

Alternative Hosts

Example: john@company.com, peter@school.edu

You may designate *Alternative Hosts* to your meeting by entering their **UVA email address**.

An alternative host must be a Zoom Pro user under the UVA account with Zoom. Preferably, alternative hosts should be participants in your UVACollab site.

Save your meeting.



Select the **Save** button to schedule your meeting.

Get additional help.

Questions about scheduling, joining, or accessing recordings via the *Online Meetings* tool in UVACollab can be addressed to collab-support@virginia.edu.

For online tutorials and help with features in Zoom, visit the [Zoom Help Center \(opens new window\)](#).

How do I set up online office hours in Zoom?

You can set up online office hours in Zoom by scheduling a recurring meeting with a waiting room to keep conversations private between you and the student(s) meeting with you.

Where it will be easiest to set up the meeting depends on whether you are setting up office hours for students in just one UVACollab site, or you plan to make the same office hours available to students in multiple UVACollab sites.

- [Schedule office hours for a single class.](#)
- [Schedule office hours for multiple classes.](#)

Schedule office hours for a single class.

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [↗](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

⋮

[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#) 

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Thu, Mar 19 (Recurring) 11:00 AM	20Sp Online Media - Classroom	760-393-471	Start	Delete
Mon, Mar 23 (Recurring) 3:00 PM	Online Office Hours	254-423-478	Start	Delete
Tue, Mar 24 (Recurring) 11:00 AM	20Sp Online Media - Classroom	760-393-471		Delete
Wed, Mar 25 (Recurring) 3:00 PM	Online Office Hours	254-423-478		Delete

Follow the steps in [How do I schedule online meetings?](#) to schedule a recurring meeting in your site. Select the **Enable waiting room** option.

[Skip to an example of meeting settings.](#)

Schedule office hours for multiple classes.

To set up office hours for students in multiple UVACollab course sites, it may be easier for you and your students to schedule the meeting within Zoom directly, and provide the link to join the meeting in each of your sites. This will help ensure that you and the students are able to meet in the right place.

Log into Zoom.

Access the [UVA Zoom Login page \(opens new window\)](#) and log into Zoom.

Schedule the meeting.

Follow the [steps to schedule a recurring meeting in Zoom \(opens new window\)](#). While scheduling the meeting, select the **Enable waiting room** option.

[Skip to an example of meeting settings.](#)

Provide the Join URL to your students.

Copy the Join URL.


[My Meetings](#) > [Manage "Online Office Hours - All Classes"](#)

[Start this Meeting](#)

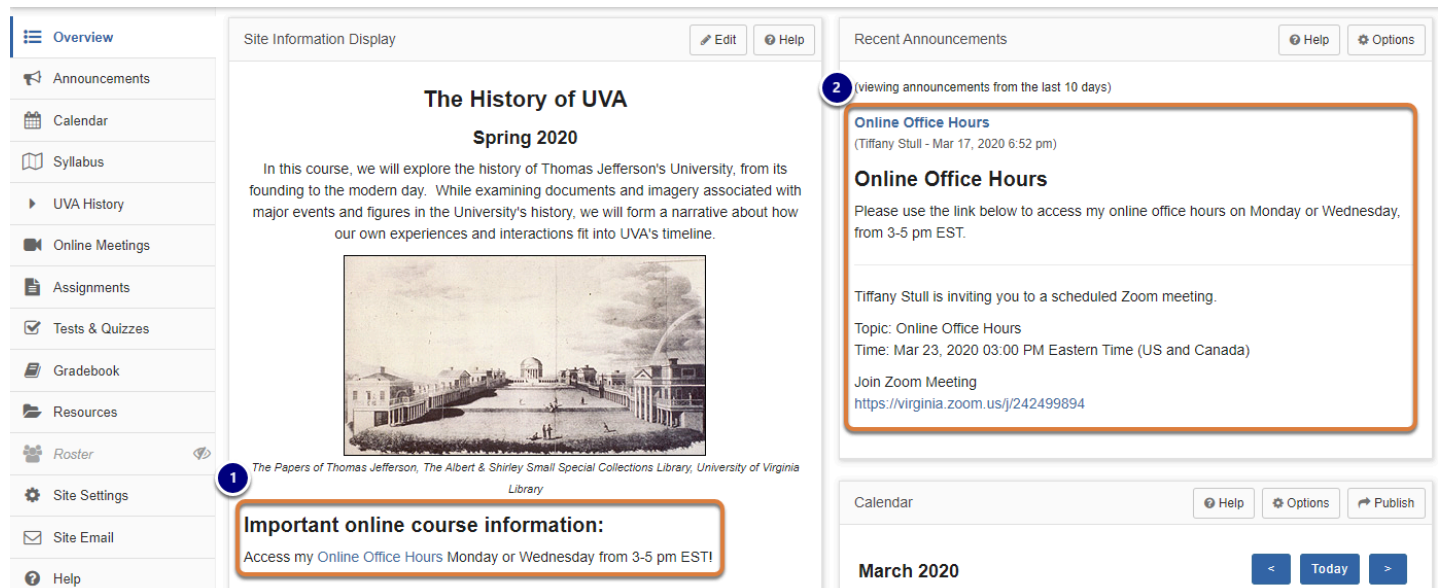
Topic	Online Office Hours - All Classes
Time	Mar 17, 2020 07:00 PM Eastern Time (US and Canada)
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	242-499-894
Meeting Password	<input checked="" type="checkbox"/> Require meeting password
Invite Attendees	<div><div>1</div><div>Join URL https://virginia.zoom.us/j/242499894</div></div> <div><div>2</div><div>Copy the invitation</div></div>

After saving your meeting, you will be taken to a meeting summary page that includes a *Join URL*. Either:

1. Select and copy the *Join URL*,
2. Or use the **Copy the invitation** link to open and copy the complete meeting invitation.

 **Tip:** Copying just the URL will allow you to place it on the *Overview* page of your site without including too much other information.


Post the Join link in your sites.



The screenshot shows the UVA Collab Overview page. On the left is a navigation menu with options like Announcements, Calendar, Syllabus, UVA History, Online Meetings, Assignments, Tests & Quizzes, Gradebook, Resources, Roster, Site Settings, Site Email, and Help. The main content area is divided into two sections. The 'Site Information Display' section, titled 'The History of UVA Spring 2020', contains a paragraph about the course and a historical image of the University of Virginia campus. A red box labeled '1' highlights a text box at the bottom of this section that says 'Important online course information: Access my Online Office Hours Monday or Wednesday from 3-5 pm EST!'. The 'Recent Announcements' section, titled 'Online Office Hours', contains a paragraph about the meeting and a Zoom link. A red box labeled '2' highlights this entire announcement section. At the bottom right is a calendar for March 2020.

Post the link to your Online Office Hours meeting in each of your UVACollab sites. For example, you could:

1. Add the link in the *Site Information Display* on the *Overview* page of your site. See [How do I introduce myself to students using Overview?](#) for steps to add information in the *Overview*.
2. Post an announcement in the *Announcements* tool with the Zoom meeting invite. See [How do I add an announcement?](#) for steps to do this.

 **Note:** For additional information about adding links in your site, see: [How do I create a link to a website in the Rich-Text Editor?](#)

Example: Settings for Online Office Hours.

Below is an example configuration for an *Online Office Hours* meeting where the instructor will be available to meet on Mondays and Wednesdays from 3-5 pm.

Date, time, and recurrence settings

ONLINE MEETINGS

Topic	Online Office Hours		
Description (Optional)	Enter your meeting description		
When	03/23/2020	3:00	PM
Duration	2	hr	0 min
Time Zone	GMT-04:00 Eastern Time (US and Canada)		
<input checked="" type="checkbox"/> Recurring meeting Every week on Mon,Wed, until May 12,2020, 15 occurrence(s)			
Recurrence	Weekly		
Repeat every	1	week	
Occurs on	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		
End date	<input checked="" type="radio"/> By 05/12/2020 <input type="radio"/> After 7 occurrences		

- **When:** 03/23/2020 3:00 PM - This is the **first** date/time when the instructor will be available for office hours.
- **Duration:** 2 hr 0 min - The instructor will be available in the meeting room for 2 hours.
- **Time Zone:** GMT-04:00 Eastern Time (US and Canada)
- **Recurring meeting**
- **Recurrence:** Weekly
- **Repeat every:** 1 week
- **Occurs on:** Mon, Wed - The checkboxes to the **left** of **Mon** and **Wed** are selected.
- **End date:** By 05/02/2020

Additional options

Video


Host
Participant

☐ on ☒ off
☐ on ☒ off


Audio

☐ Telephone ☐ Computer Audio ☒ Both

Meeting Options


☐ Require meeting password
☐ Enable join before host
☐ Mute participants upon entry 
☒ Enable waiting room
☐ Record the meeting automatically

Alternative Hosts

 Save

Cancel

- **Video:** default (**off**) for both Host and Participant
- **Audio:** Both
- **Meeting Options:** Enable waiting room

 **Tip:** Leave all the other *Meeting Options* **unchecked** (disabled). This will ensure that students will have to wait for you to be present to join the waiting room, and the meeting is **not** being recorded to maintain privacy.

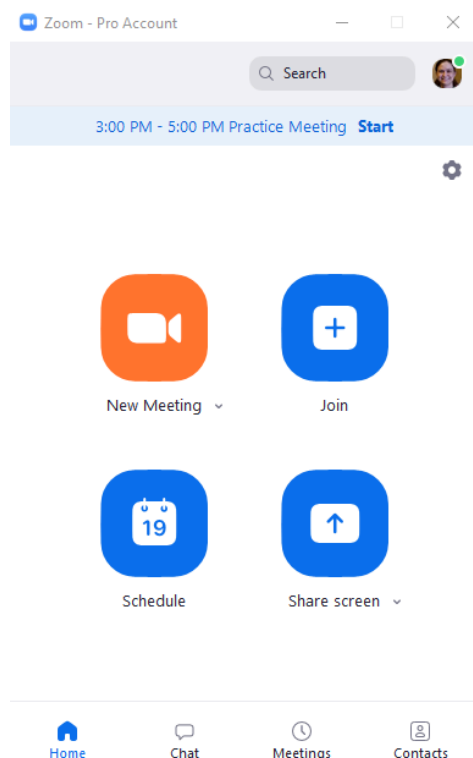
Tips for Attending Class in Zoom

Following the guidelines below will help improve your online class experience, and that of your instructors and classmates.

💡 Some of these tips were copied from Zoom's [Student Tips for Participating in Online Learning \(PDF\)](#).

Before class:

Install Zoom on your computer.

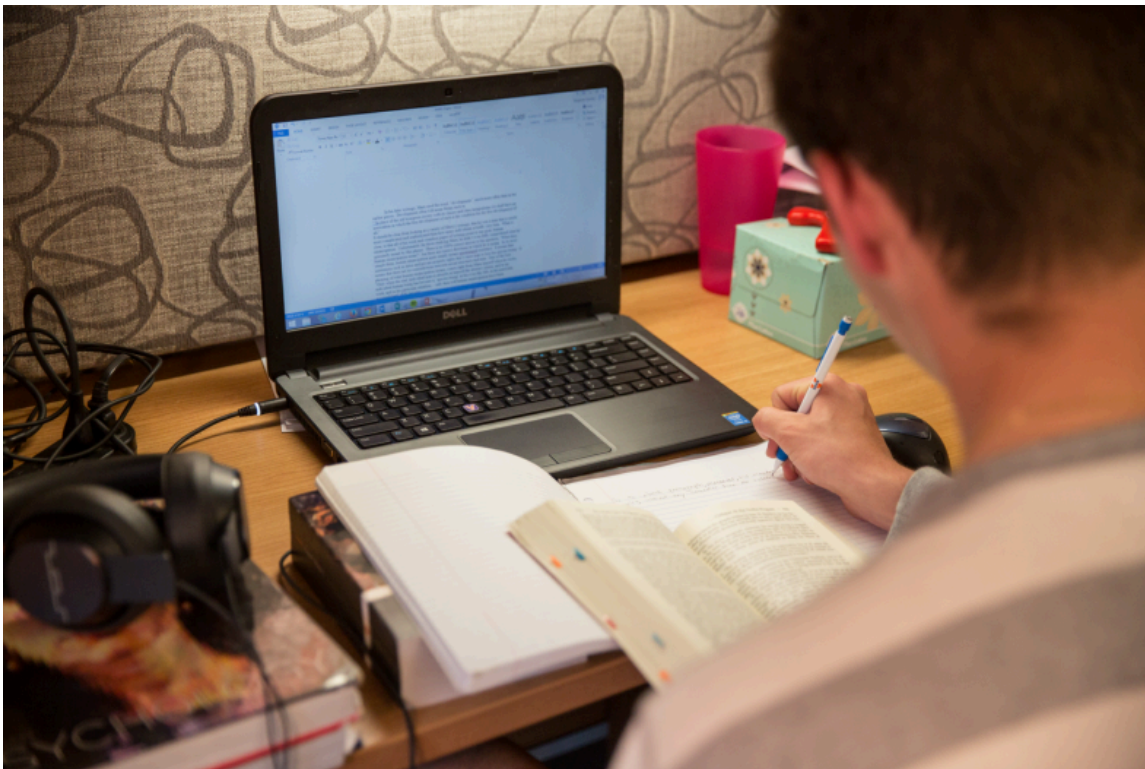


[Install the Zoom client \(opens new window\)](#) on your PC or Mac, and/or add the Zoom app to your mobile device.

Create your UVA Zoom account.

Visit the [UVA Zoom Home page \(opens new window\)](#) and follow the steps to create a UVA Zoom Pro account. You will need to log into your Zoom account and open the Zoom application on your computer or mobile device for certain class activities, such as participating in group work in pre-assigned breakout rooms.

Set up your space.



When attending an online class, you should work in a physical space that will allow you to focus on the class and participate without distracting your classmates and instructor(s).

- Work in a quiet room, with minimal background noise and distractions.
- Connect a webcam to your computer so you can share your camera if needed.
- Use a good microphone. A noise-cancelling headset is recommended.

Get familiar with Zoom.

Join a practice session.

Before class, join a [Zoom test session \(opens new window\)](#) to test your audio and webcam, and familiarize yourself with the chat and other controls.

Learn about accessibility features.

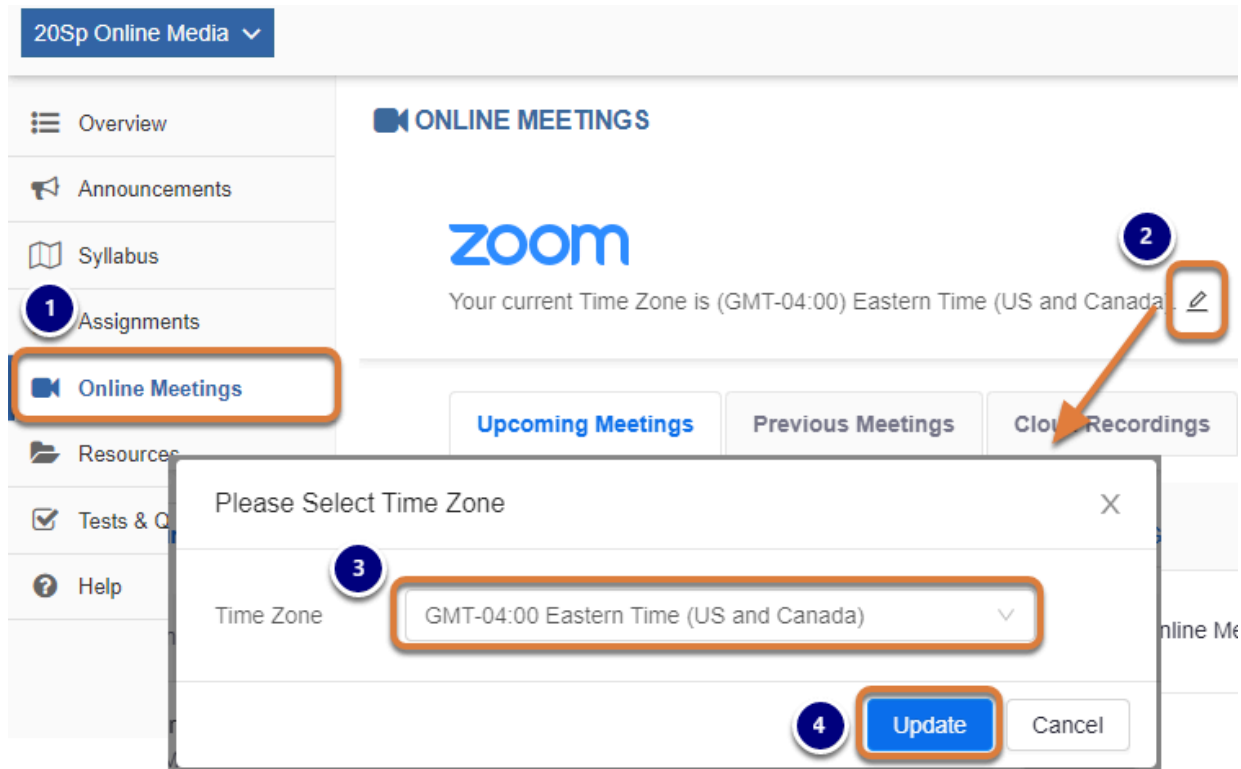
If you use a keyboard only, screen reader, or other assistive technology when navigating the web, learn about [Zoom's accessibility features and keyboard shortcuts \(opens new window\)](#).

Request accessibility accommodations.



If you have a special need for online courses; for example, if you are deaf or hard of hearing and need captions, contact the [Student Disability Access Center \(opens new window\)](#) as soon as possible to get help.

Check your time zone.



If you will be accessing your online classes from a location in a different time zone than Eastern Time:

1. Access the *Online Meetings* tool in one of your course sites.
2. If the time zone is incorrect, select the **Edit (pencil)** icon to the right of *Your current Time Zone*.
3. In the window that pops up, select the correct **Time Zone**.
4. Select **Update**.

Come to class early.

Be prepared to join class a few minutes before it starts so you can make sure your audio and video are working.

During class:

Mute your mic.



Whenever you're not talking, keep your microphone muted so as not to add background noise.

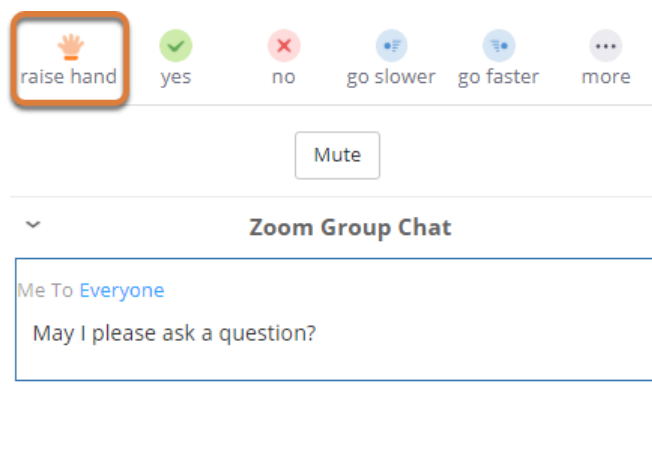
When you have been given permission to speak, select the **Unmute** button, type **Alt + A** on your keyboard to unmute, or use the [Push to Talk \(opens new window\)](#) option.

Think before you write or speak.

Although you may not see everyone's faces the entire time during an online class, keep in mind that you should show the same respect to your instructors and peers that you do in an in-person class. Chatspeak or other informal language that you might use when communicating online with friends may not be appropriate in a classroom context.

Your instructor may provide additional guidelines for online class etiquette. Be sure to review and follow these guidelines.

Use reactions and chat to participate.



Use reactions, including the **raise hand**, **yes**, **no**, **go slower**, and **go faster** buttons to engage with your class.

When you need to ask a question live, use the **raise hand** option and/or send a chat message to request permission to speak.

For steps to use these features, see the Zoom Help articles: [Meeting reactions \(opens new window\)](#) and [In-Meeting Chat \(opens new window\)](#).

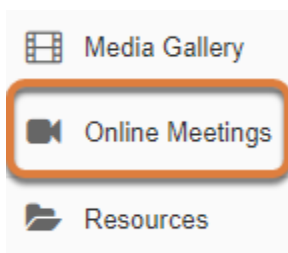
How do I join a scheduled online meeting?

You can join or start a meeting via your UVACollab site.

💡 For the best experience hosting or joining online meetings, [install the Zoom client \(opens new window\)](#) on your PC or Mac or add the Zoom app to your mobile device.

Alternatively, a [Zoom web client \(opens new window\)](#) is available for those who are unable to install the full client.

Go to Online Meetings.



Select the **Online Meetings** tool from the Tool Menu of your site.

Verify timezone and select the Join/Start button.



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)



[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#)

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Today 4:00 PM	Jefferson Lecture	Attendee	2 Join
Today (Recurring) 6:00 PM	TA Office Hours	Meeting Host	Start Delete

On the *Upcoming Meetings* tab:

1. Verify that your current time zone is correct. Use the **Pencil** icon to the right of the displayed time zone to edit and select the correct time zone, as needed.
2. The button you select to join the meeting depends on whether you are attending or hosting the meeting. If you are an attendee, select the **Join** button. If you are a meeting host, select the **Start** button.

Use the Zoom client or browser app to launch meeting.

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application [start from your browser.](#)

When you join a meeting, you will see a notice that your meeting is launching. If you have the [Zoom client installed \(opens new window; recommended\)](#), it will launch automatically.

Alternatively, you may select the link to **start from your browser**. The browser version of the Zoom client has limitations, e.g., no breakout room option.

Get additional help.

Questions about scheduling, joining, or accessing recordings via the *Online Meetings* tool in UVACollab can be addressed to collab-support@virginia.edu.

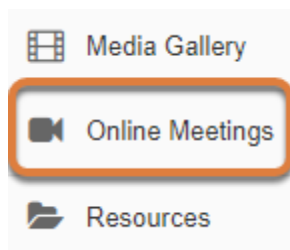
For online tutorials and help with features in Zoom, visit the [Zoom Help Center \(opens new window\)](#).

How do I access a recording of an online meeting?

When an online meeting created in a UVACollab site is recorded, site participants, will access the recording via the **Cloud Recordings** tab in the *Online Meetings* tool.

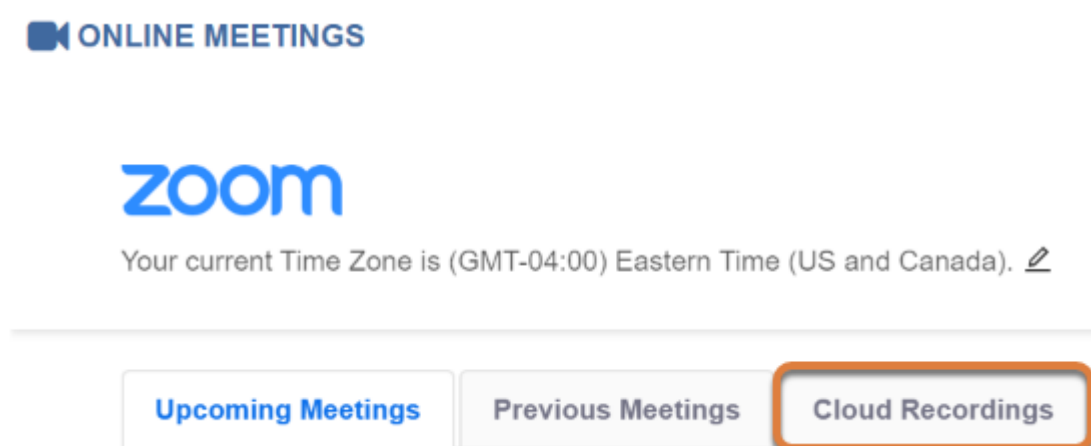
Site Participants

Go to Online Meetings.



Select the **Online Meetings** tool from the Tool Menu of your site.

Select the Cloud Recordings tab.




Select the topic title.


Upcoming Meetings

Previous Meetings


Cloud Recordings

Get Training 


From

Select date 

 To

03/16/2020 

Search By

ID 

Search

Topic	ID	Start Time
Class Session 3/26	459-293-204	Mar 26,2019 10:03

On the Cloud Recordings page, a list of available recordings will display. Click the link that corresponds to the meeting you want to view.

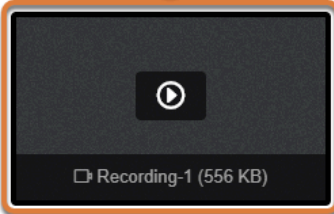
Select the recording.

[Course Meetings](#) > Recording Details

Class Session 3/26

Mar 26,2019 10:03 AM Eastern Time (US and Canada)ID: 492-157-458

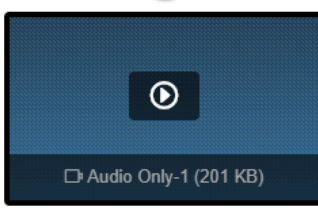
1



Recording-1 (556 KB)

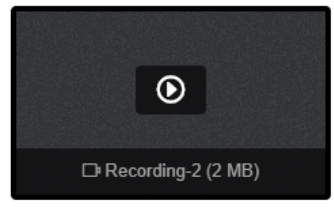
From 2019-03-26 10:08:54
To 2019-03-26 10:09:26

2



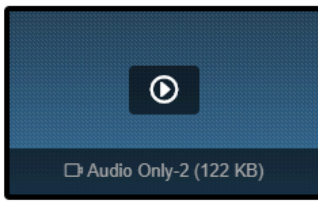
Audio Only-1 (201 KB)

From 2019-03-26 10:08:54
To 2019-03-26 10:09:26



Recording-2 (2 MB)

From 2019-03-26 10:07:08
To 2019-03-26 10:07:28



Audio Only-2 (122 KB)

From 2019-03-26 10:07:08
To 2019-03-26 10:07:28

On the *Recording Details* page, two options display for each recording of the selected meeting:

1. A complete **Recording** that includes:
 - Video,
 - Audio,
 - Chat text,

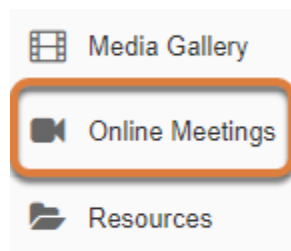
- An audio transcript (if the meeting organizer enabled the audio transcript option before recording).

2. An **Audio Only** version of the recording.

Select a recording to view it.

Meeting Organizers

Go to Online Meetings.



Select the **Online Meetings** tool from the Tool Menu of your site.

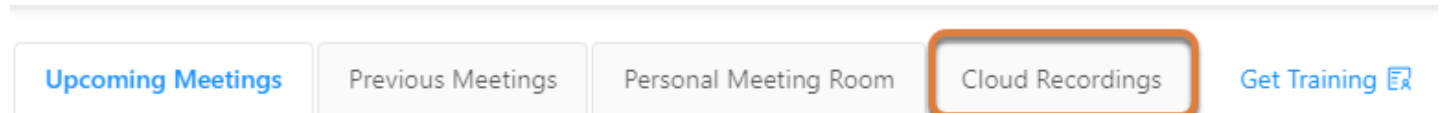
Select the Cloud Recordings tab.



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



Select the meeting.

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

From To Search By

☐ Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Class Session 3/26	492-157-458	Mar 26,2019 10:03	4 Files (3 MB)	<input type="button" value="Delete"/>

Under the *Topic* column, select the link for the meeting to view.


Select the recording.

[Course Recordings](#) > Recording Details


Class Session 3/26


Mar 26,2019 10:03 AM Eastern Time (US and Canada)ID: 492-157-458

1


Recording-1 (556 KB)
[Download](#) [Share](#)

2


Audio Only-1 (201 KB)
[Download](#) [Share](#)


Recording-2 (2 MB)
[Download](#) [Share](#)


Audio Only-2 (122 KB)
[Download](#) [Share](#)

Go to the Share page to access links for sharing a recording of a deleted meeting


On the *Recording Details* page, two options display for each recording of the selected meeting:

1. A complete **Recording** that includes:
 - Video,

- Audio,
- Chat text,
- An audio transcript (if you enabled the audio transcript option in your Zoom account settings before recording).

2. An **Audio Only** version of the recording.

Select a recording to view it.

 **Note:** **Download** and **Share** links are available for meeting hosts only.

If you have deleted a meeting, you can get a link to share the meeting recording with site participants by selecting the **Share** link under the recording.

How can I add an audio transcript to my Zoom recording?

When you record meetings using the *Online Meetings* (Zoom) tool, [UVA policies \(opens new window\)](#) require that you provide an alternative method for your audience to understand the content if they cannot hear the audio.

Zoom's **Audio transcript** feature will automatically generate a searchable text transcript of the audio, and make this transcript available in Zoom's video player. The text of the transcript can also be displayed in the player as closed captions. You can easily edit the text to correct any errors in the transcript/captions.

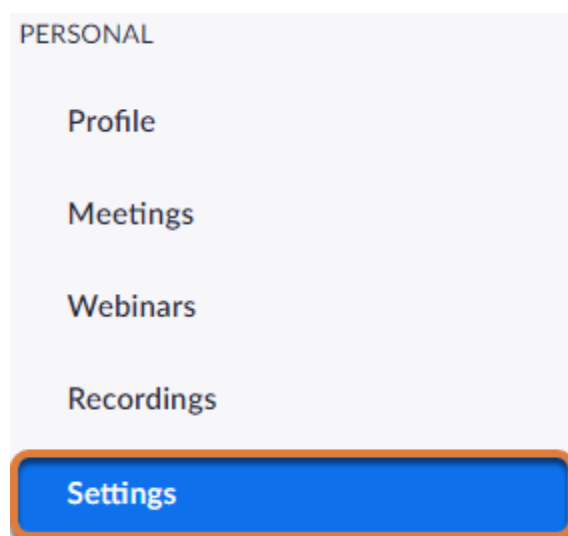
Enable audio transcription in your Zoom settings.

You can enable the **Audio transcript** option in the settings of your personal Zoom account. Once enabled, a transcript is automatically generated for each new meeting you schedule.

Log in to Zoom.

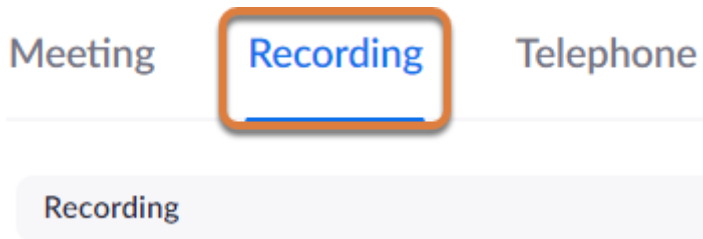
Go to the [UVA Zoom Login page \(opens new window\)](#) and log in to Zoom.

Select Settings.



From the menu on the left, select the **Settings** tab.

Select the Recording tab.



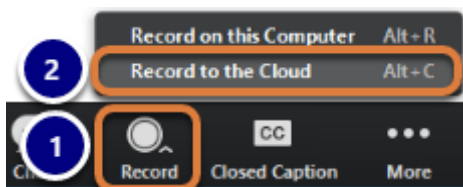
Select Audio Transcript.

Advanced cloud recording settings

- ☐ Add a timestamp to the recording [?]
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing [?]
- ☐ Optimize the recording for 3rd party video editor
- [?] ☒ Audio transcript [?]
- ☒ Save panelist chat to the recording [?]

Under the *Advanced cloud recording settings*, select the **Audio transcript** checkbox.

Record your meeting.



When you start your meeting, if it was not configured to record automatically:

1. Select **Record**.
2. Select **Record to the Cloud**.

Review and edit the recording.

As described in the [UVA Library's Captioning Basics page \(opens new window\)](#), automatic transcripts and captions will need to be edited to correct wording, spelling, and punctuation errors.

Access the recording.

From Zoom <no-reply@zoom.us> ☆
Subject **Audio Transcript for the recording - Sakai Accessibility WG Teleconference is now available**
To Me <tls6u@virginia.edu> ★

Hi Tiffany Stull,

The audio transcript of your meeting recording is now available.

Topic: Sakai Accessibility WG Teleconference

Date: Apr 5, 2019 1:24 PM Eastern Time (US and Canada)

These files are available to view, download, and edit on the recording detail page:

https://virginia.zoom.us/recording/detail?meeting_id=MFTZKsptTE%2BpcCxR4i8p1g%3D%3D

Once the transcript has been created, you will receive an email notification from Zoom with a subject line indicating that the *Audio Transcript for the recording of your meeting is now available*.

You can access the recording to play it via the **link in the email** or via the **Cloud Recordings** tab in UVACollab's *Online Meetings* tool.

View the recording.

The screenshot displays a Zoom meeting interface. At the top, the title bar reads "Sakai Accessibility WG Teleconference" with a "Download (4 files)" link on the right. The main area is divided into three sections: 1. A video player on the left showing a presentation slide titled "Navigate within the Editor toolbar." with a list of keyboard shortcuts. A large white arrow points from the text "Yeah, but it's those are specific to the keyboard that that seems okay" (which appears as a caption at the bottom of the video) to the "Tab" shortcut in the list. 2. An "Audio Transcript" tab on the right, featuring a search bar and a list of messages. The messages are from Kathy Feller (10:50) and Tiffany Stull (10:54). 3. A "Chat Messages" tab on the right, which is currently empty. At the bottom of the video player, there are controls for play/pause, volume, speed, and a "CC" (Closed Captions) button, which is highlighted with a blue circle and an arrow.

1

2

3

4

Download (4 files)

Navigate within the Editor toolbar.

Tab - moves focus forward and backward among the toolbar buttons.

Left Arrow and Right Arrow - move focus forward and backward among the toolbar buttons within a group, respectively.

Enter and Space - activates a selected toolbar feature.

Escape - puts the focus back to the editing area without executing any commands.

Tip: See the help page for more information on the Editor toolbar for instructions on how to use the toolbar from the editing window.

Yeah, but it's those are specific to the keyboard that that seems okay

Do You Have a Tip or Question?

Search transcript

10:48 Have been used here.

Kathy Feller

10:50 Yeah, but it's those are specific to the keyboard that that seems okay

Tiffany Stull

10:54 Right, yeah. When you're talking about a keyboard. I met when you know so if you are talking about a specific input, you know, right click versus select the button and then select this, so like the rich text

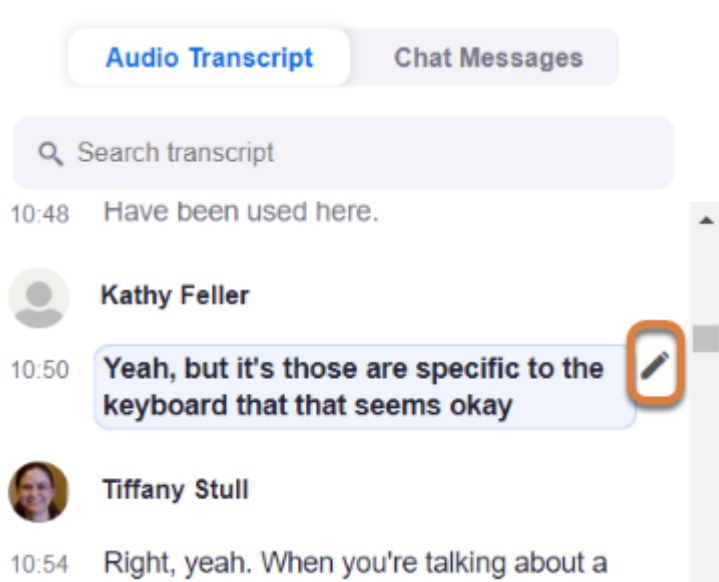
Resume Transcript Auto-Scroll

The Zoom player will display the following:

1. The video of the meeting that you can play,
2. An **Audio Transcript** tab where you can search the transcript and select text to skip to the corresponding segment of the video,
3. A **Chat Messages** tab that you can select to review messages posted in the chat during the meeting.
4. If you select the **CC (Closed Captions)** button in the video player, captions corresponding to the transcript text will also display with the video.

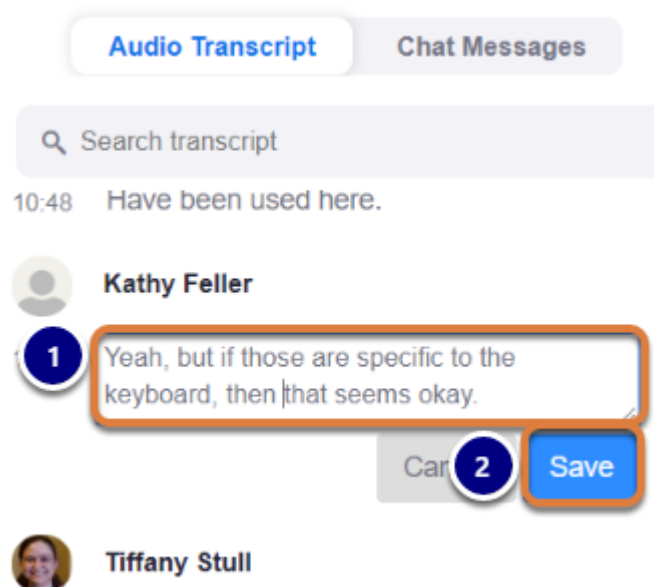
Correct errors in the transcript.

Select Edit for the incorrect text.



When you find an error in the transcript, select the **pencil (Edit)** icon to the right of the corresponding text.

Edit and save the text.



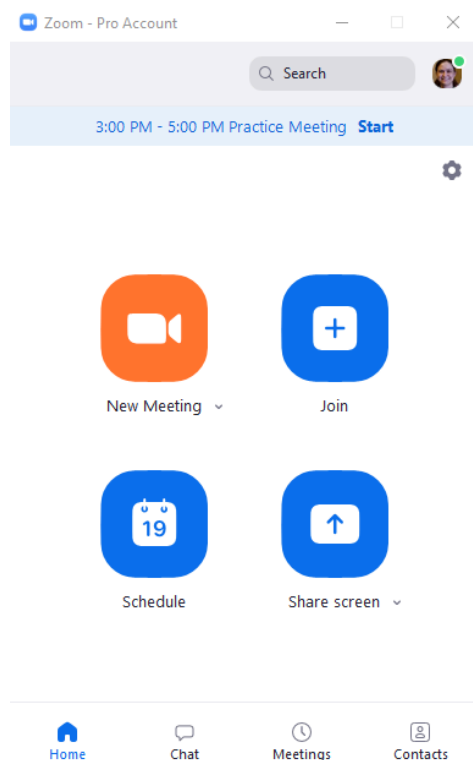
1. Enter the correct text in the box provided.
2. Select **Save**.

How do I use a phone or tablet as a whiteboard in Zoom?

You can make a whiteboard to use in Zoom with the following items:

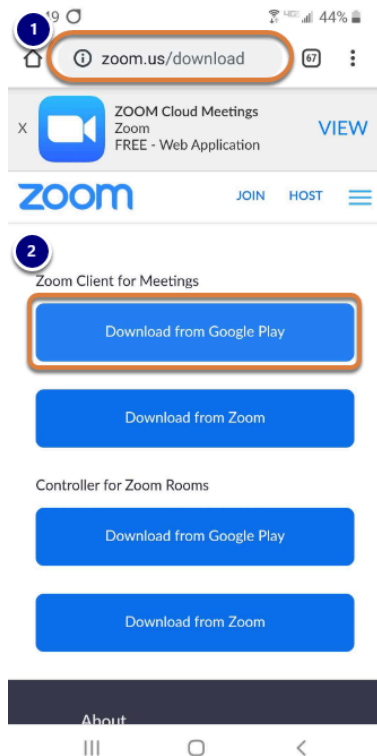
- A computer (PC or Mac),
- A handheld touch screen device (an Android phone or tablet, or an iPad),
- A stylus that works with your touch screen device (Optional, but recommended if you find it hard to draw with your finger).

Install Zoom on your computer.



[Install the Zoom client \(opens new window\)](#) on your PC or Mac, and/or add the Zoom app to your mobile device.

Download the Zoom app on your handheld device.



1. On your phone or tablet, open your internet browser and go to the following web address:
zoom.us/download
2. **Download** and install the *Zoom Client for Meetings* on your device.

Start the meeting on your computer.

ONLINE MEETINGS

Edit

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [✎](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

Get Training

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 11:00 AM	20Sp Online Media - Classroom	760-393-471	<div>Start</div> <div>Delete</div>
Mon, Mar 23 (Recurring) 3:00 PM	Online Office Hours	254-423-478	<div>Start</div> <div>Delete</div>

On your computer, start your online meeting in Zoom.

Access Zoom on your handheld device.

● ● ● ●

Start a Meeting

Start or join a video meeting on the go

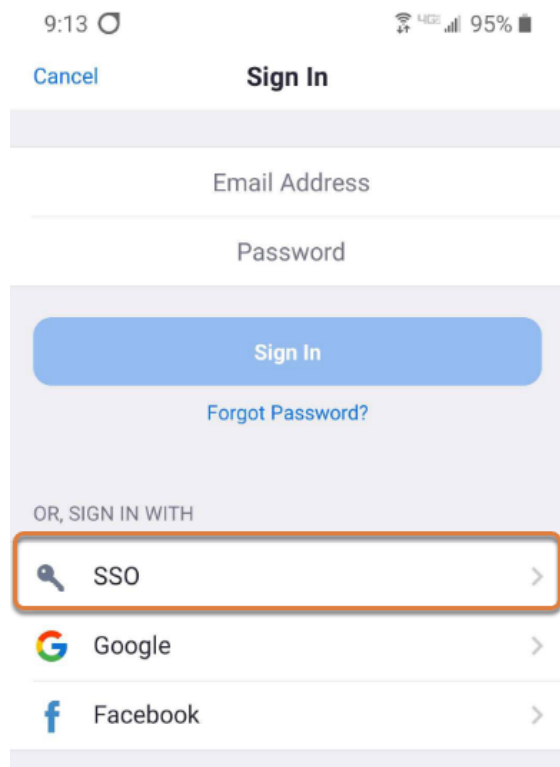
Join a Meeting

Sign Up

Sign In

On your phone or tablet, open the Zoom app and select **Sign In**.

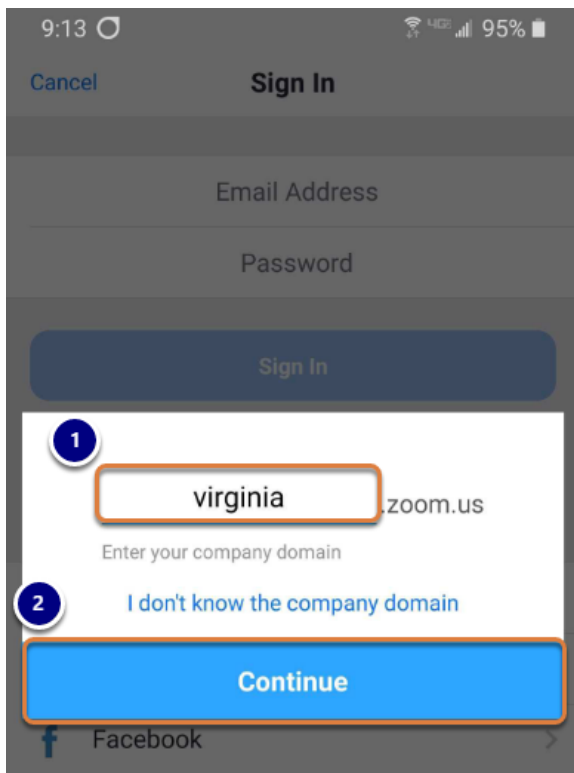
Sign into Zoom with the SSO option.



The image shows the Zoom mobile app's sign-in screen. At the top, the status bar displays the time 9:13, signal strength, and 95% battery. Below the status bar, there are two buttons: 'Cancel' and 'Sign In'. The 'Sign In' button is highlighted. Below the buttons, there are two input fields: 'Email Address' and 'Password'. Below the input fields, there is a blue 'Sign In' button and a link for 'Forgot Password?'. Below these, there is a section titled 'OR, SIGN IN WITH' which contains three options: 'SSO', 'Google', and 'Facebook'. The 'SSO' option is highlighted with an orange border. Each option has a right-pointing chevron icon.

On your phone or tablet, select the **SSO** *Sign In* option.

Enter the domain and Continue to log in.



1. On your phone or tablet, in the *company domain* box, enter **virginia** in the box (so it displays **virginia.zoom.us** in the window).
2. Select **Continue**.

Log in using NetBadge.

NetBadge
shibdp.its.virginia.edu

UNIVERSITY of VIRGINIA

NetBadge

Option 1:

1 Log in with your Digital Certificate.

Log In

2 Option 2:

UVA computing ID

Password

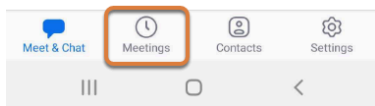
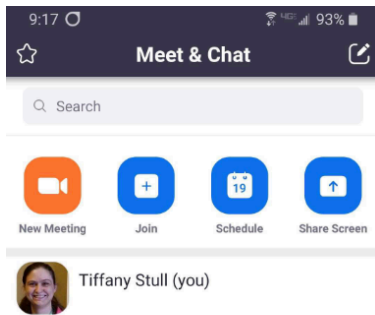
[Forgot your password or computing ID?](#)

Log In

On your phone or tablet, you will be redirected to the NetBadge login page. Either:

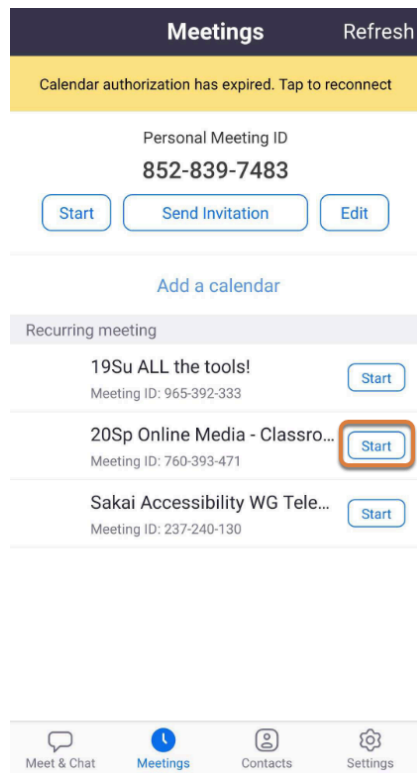
1. Use your *Digital Certificate* to log in by selecting the corresponding **Log In** button,
2. Or enter your *UVA computing ID* and *Password* and **Log In**.

Go to the Meetings tab on your handheld device.



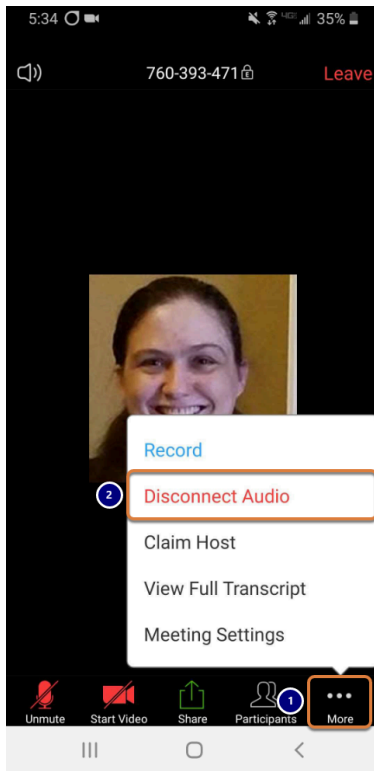
Once you have logged into the Zoom app on your phone or tablet, select the **Meetings** tab.

Start your meeting on your handheld device.



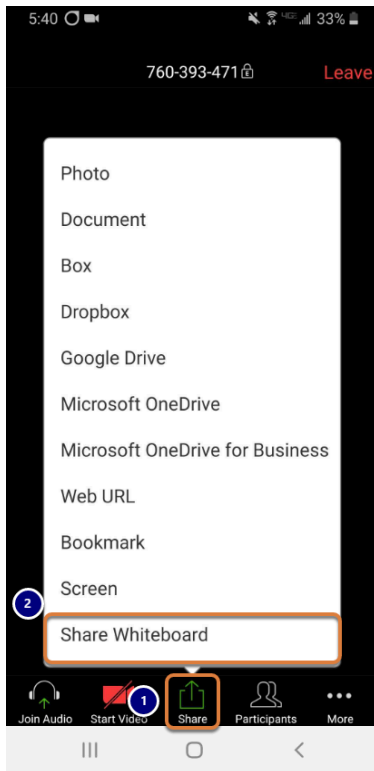
On your phone or tablet, select the **Start** button for the same meeting you already joined on your computer.

Disconnect audio on the handheld device.



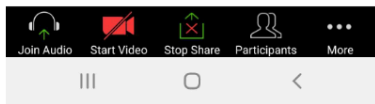
1. On your phone or tablet, tap near the bottom of the screen to show the menu with options to *Unmute*, *Start Video*, etc., then select the **More** button.
2. Select **Disconnect Audio**.

Share the whiteboard on the handheld device.



1. On your phone or tablet, select the **Share** button.
2. Select **Share Whiteboard**.

On your touch screen, select the pencil icon.




On your phone or tablet, select the **pencil** icon.

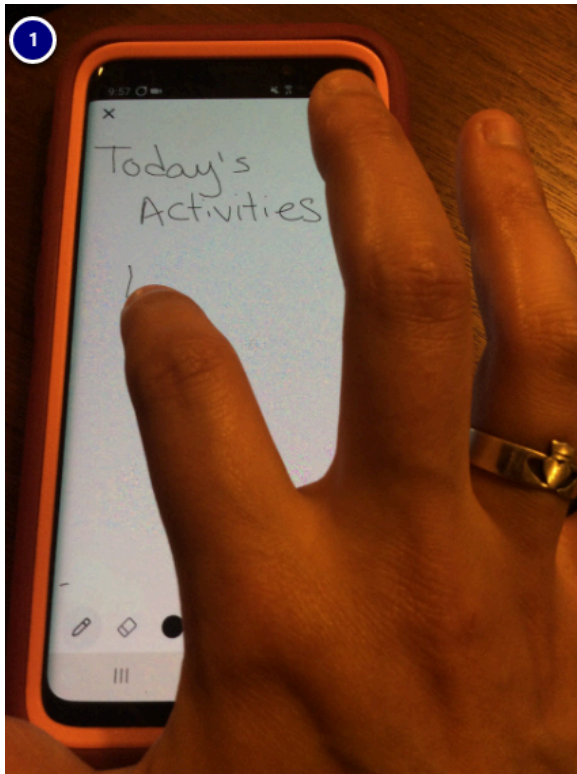
Select the drawing tool.



On your phone or tablet, a menu of drawing tools will display. Select a drawing tool, e.g., the **pencil**.

 **Tip:** You can find a description of all the drawing tools in Zoom's help article [Using annotation tools on a shared screen or whiteboard \(opens new window\)](#).

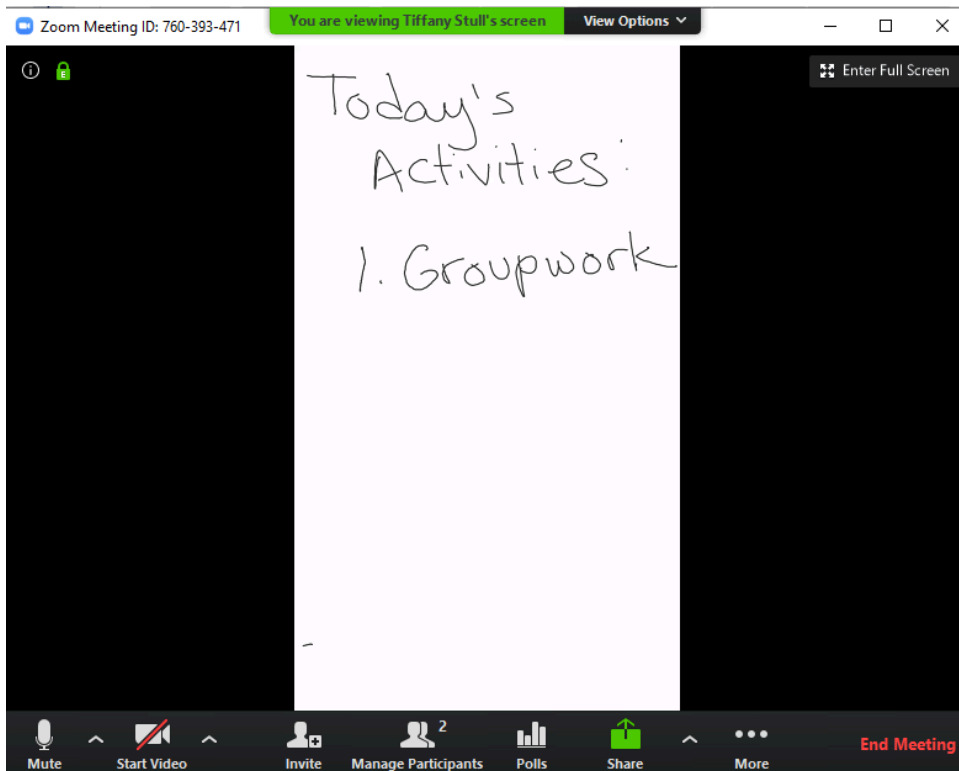
Draw with your finger or stylus on the touch screen.



Draw on your touch screen using:

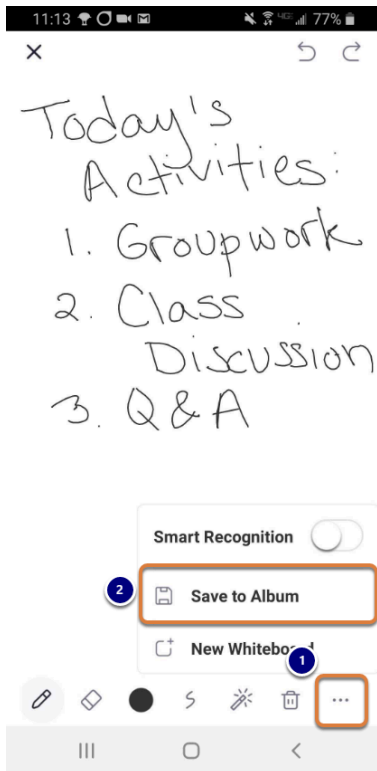
1. Your finger,
2. Or a stylus.

View the whiteboard on your computer.



You can check how your whiteboard displays to your meeting participants on your computer screen.

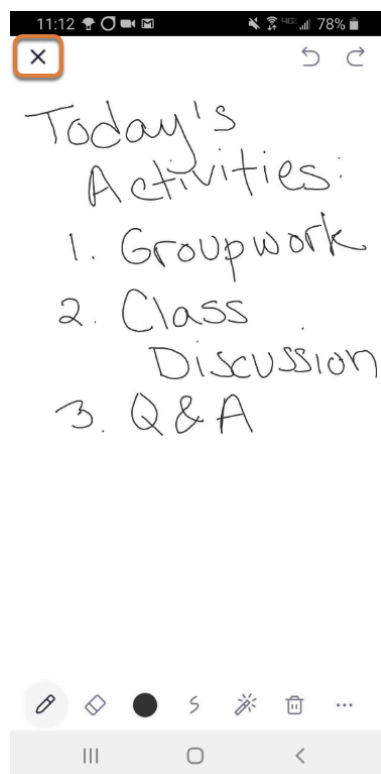
Save your whiteboard. (Optional)



To save the contents of your whiteboard on your phone or tablet:

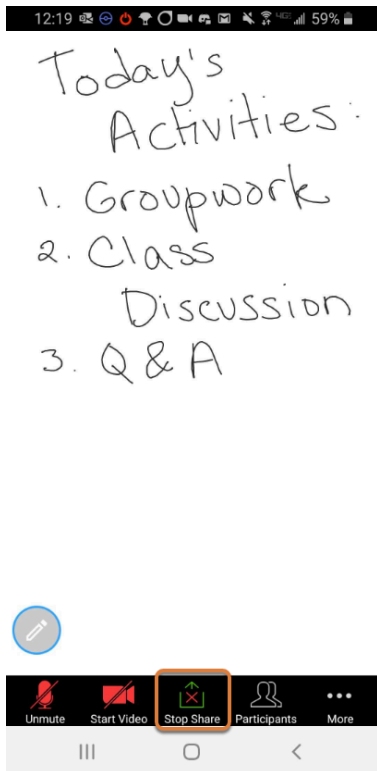
1. Select the **More (...)** icon in the lower right corner of the screen.
2. Select **Save to Album** to save a copy of the image to your photo gallery.

Close the whiteboard on your handheld device.



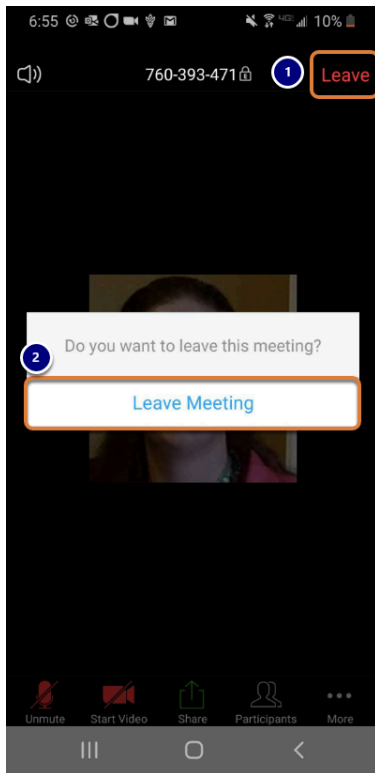
When you are done using the whiteboard on your phone or tablet, select the **Close (X)** button in the upper left corner of the screen to close the drawing tools and return to the menu with options such as *Unmute*, *Start Video*, etc.

Stop Share on your device.



On your phone or tablet, select the **Stop Share** button to exit the whiteboard.

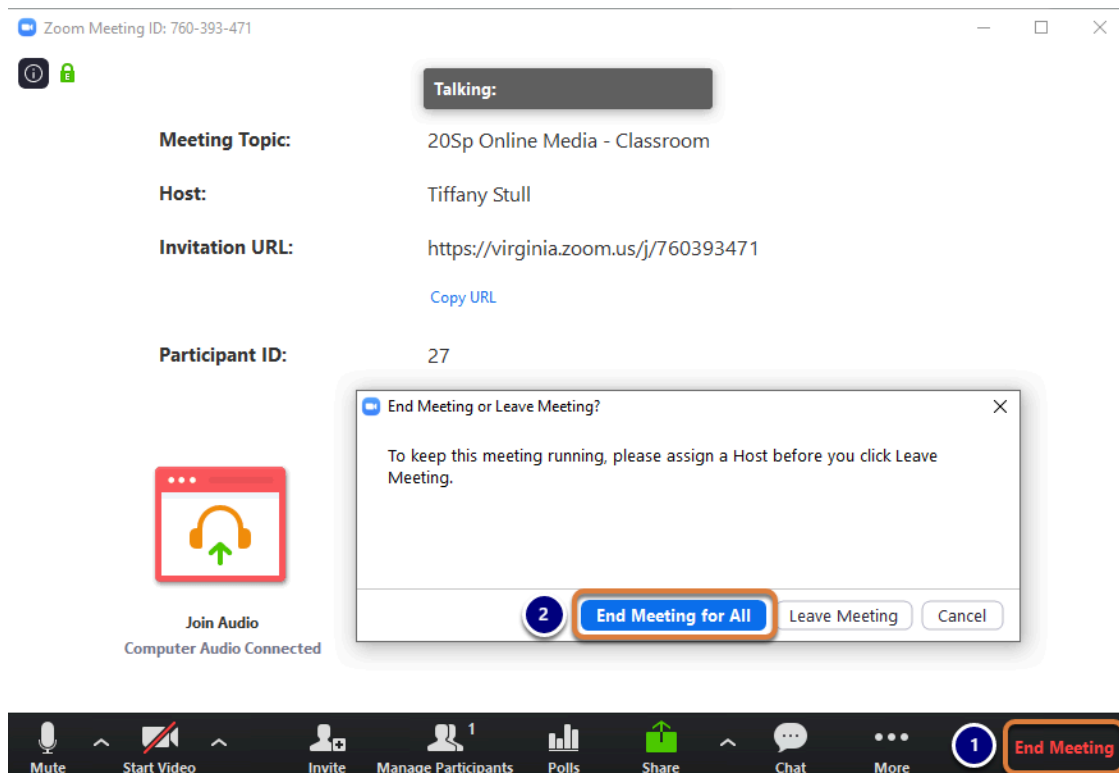
Leave the meeting on your device.



On your phone or tablet:

1. Select the **Leave** link.
2. Select **Leave Meeting**.

End the meeting on your computer.



When you are done meeting:

1. On your computer, select **End Meeting**.
2. In the window that pops up, select **End Meeting for All**.

Media Gallery

What is the Media Gallery tool?

Media Gallery, powered by Kaltura, allows you to upload and manage media, including videos, audio files, and images, for use in your sites.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

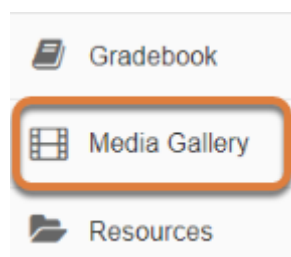
Media Gallery Features

You can:

- Upload media.
- Edit media.
- Publish media to your UVACollab site(s).
- Record video and audio using the Personal Capture software, for upload to your media repository.
- Add co-editors and/or co-publishers (collaborators) to your media.
- Encourage viewer engagement with features such as comments and in-video quizzing.

For a complete list of features, see the [Kaltura Features List](#).

To access this tool, select Media Gallery from the Tool Menu in your site.



Kaltura Features List


My Media and *Media Gallery* are associated tools that allow you to upload, share, and collaborate on video, audio, and image files. *My Media* is found in your **Home** site, and you may add *Media Gallery* to your course or collaboration site.

The lists below describe:

- [Features available in both My Media and Media Gallery](#)
- [Features available only in My Media](#)
- [Features available only in Media Gallery](#)

Refer to these vendor user guides for steps on using features in the tools:

- [Kaltura Video Tool User Guide \(opens new window\)](#) provides illustrated steps on using most of the features.
- [Personal Capture \(opens new window\)](#) is a downloaded application that runs on your desktop. This guide explains how to use it for webcam, audio, and screen recordings for upload to *My Media*.

 **Tip:** For a visual chart displaying the information on this page, see the [Kaltura Features Chart](#).

Features available in My Media (Home) and Media Gallery (course and collaboration sites)

Media Management

- Upload media (videos, images, audio). A file's visibility depends on where you upload it:
 - **My Media:** Private by default.
 - **Media Gallery:** Published to the site and viewable by site participants by default.
- Edit media.
- Enable an option to download media.
- View a list of sites in which a media item is published.
- **Permanently delete** media from **ALL sites where it appears**.

Editing Options

General Editing

- Attach a file to accompany media.
- Create clips of video or audio files.

Features for Accessibility

- Request and edit automatic captions (multiple languages are supported).
- Upload a captions file (SRT or DFXP format).

Collaboration

- Add co-editors and/or co-publishers (collaborators) to your media.
- Change media owner.

Engagement

- View analytics.
- Create in-video quizzes. See [What is an in-video quiz, and how can I use it?](#) for more information.
- Disable or close comments on media in **ALL sites where that media appears**. (Comments are enabled by default to boost engagement.)
 - Disabling comments hides all existing comments and prevents new ones from being posted.
 - Closing comments leaves previous comments visible in sites where they were posted but prevents additional comments from being added.

Filter, Search, Sort Media

- Filter media by type (video, audio, image).
- Search captions for keywords and jump to video locations.
- Search for media.
- Sort media by most recent or alphabetically.

Features available only in My Media (Home)

Filter Media

Filter by:

- Owner,
- Status (published vs. private),
- Editing options (media I own or media owned by someone else that I can publish or edit).

Add-On Features

Webcam and screen recordings: To record and upload to *My Media*, use Personal Capture (downloaded application that runs on your desktop). See the [Personal Capture User Guide \(opens new window\)](#) for steps to use it.

Features available only in Media Gallery (course and collaboration sites)

Media Management

- Remove media from the current site only.
- Organize media in *Playlists*.
- Moderate uploads, requiring site participants' uploaded media to be approved before it is made visible to everyone in the site.
- Enable an option to embed media in external sites.

Integrations

- Embed media into other site tools.
- Embed playlists in other areas of your site.

Student Engagement

Disable comments for all media in the current site only. (Comments are enabled by default to boost engagement.)


Kaltura Features Chart

My Media and *Media Gallery* are associated tools that allow you to upload, share, and collaborate on video, audio, and image files. *My Media* is found in your **Home** site, and you may add *Media Gallery* to your course or collaboration site. The tables below provide an at-a-glance view of features available in these tools organized by:

- [Media Management](#)
- [Collaboration](#)
- [Engagement](#)
- [Filter, Search, and Sort](#)
- [WebCam and Screen Capture Add-On](#)
- [Integrations](#)

Refer to these vendor user guides for steps on using features in the tools:

- [Kaltura Video Tool User Guide \(opens new window\)](#) provides illustrated steps on using most of the features.
- [Personal Capture \(opens new window\)](#) is a downloaded application that runs on your desktop. This guide explains how to use it for webcam, audio, and screen recordings for upload to *My Media*.

 **Tip:** For an alternative list view of the information on this page, see the [Kaltura Upgrade Features List](#).

Media Management

Feature	My Media (Home)	Media Gallery (Sites)
Upload media (videos, images, audio).	? Private by default.	? Published to site and viewable by site participants.
Edit media.	?	?
Enable option to download media.	?	?
View list of sites in which a media item is published.	?	?
Permanently delete media across	?	?

all sites.		
Remove media from a specific site only.	—	?
Organize media in <i>Playlists</i> .	—	?
Moderate file uploads (participants' media must be approved before it is visible to everyone).	—	?
Enable an option to embed media in external sites.	—	?

Editing Options

General Editing

Feature	My Media (Home)	Media Gallery (Sites)
Attach a file to accompany media.	?	?
Create clips of audio or video files.	?	?

Features for Accessibility

Feature	My Media (Home)	Media Gallery (Sites)
Request and edit automatic captions (multiple languages are supported).	?	?
Upload a captions file (SRT or DFXP format).	?	?

Collaboration

Feature	My Media (Home)	Media Gallery (Sites)
Add co-editors and/or co-publishers (collaborators).	?	?
Change media owner.	?	?

Engagement

Feature	My Media (Home)	Media Gallery (Sites)
View analytics.	?	?
Create in-video quizzes.	?	?

Disable or close comments on a media item in all sites. (Comments enabled by default to boost engagement.)	?	—
Disable or close comments on all media in a specific site. (Comments enabled by default to boost engagement.)	—	?

Filter, Search, and Sort

Feature	My Media (Home)	Media Gallery (Sites)
Filter media by type (video, audio, image).	?	?
Filter media by owner, status (published vs. private), or editing options (media I own vs. media I have permission to edit).	?	—
Search captions for keywords and jump to video locations.	?	?
Search for media.	?	?
Sort media.	?	?

WebCam and Screen Capture Add-On

Feature	My Media (Home)	Media Gallery (Sites)
Webcam and screen recordings with Personal Capture (separate download).	?	—

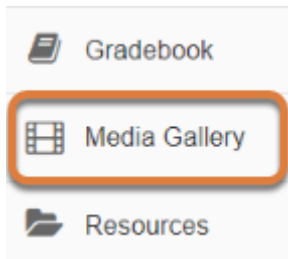
Integrations

Feature	My Media (Home)	Media Gallery (Sites)
Embed media into other site tools.	—	?
Embed playlists in other areas of your site.	—	?

How do I change the display and playback speed of media?

Media Gallery includes options to zoom in on images and adjust the playback speed of video and audio files.

Go to Media Gallery.

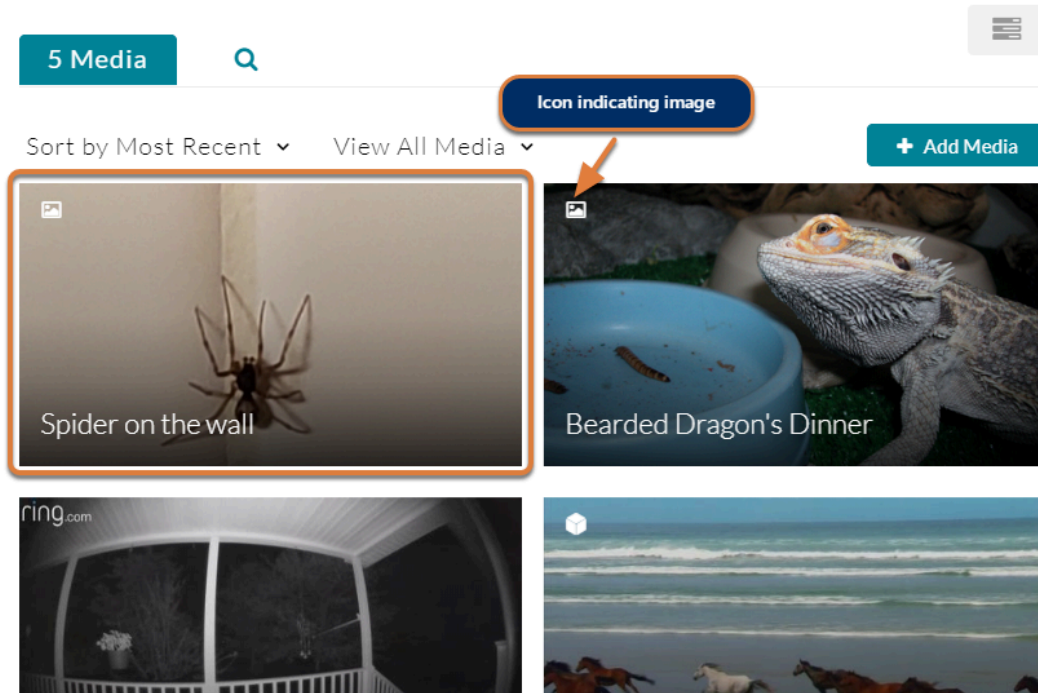


Select **Media Gallery** from the Tool Menu of the site.

Zoom in on images.

Select an image.

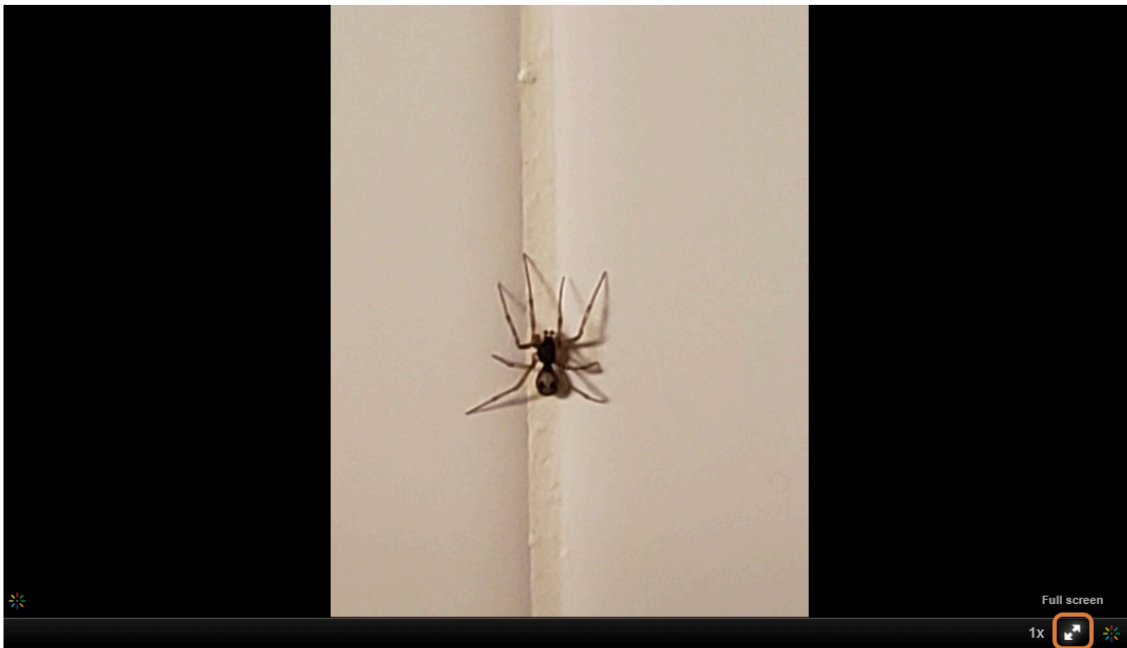
 MEDIA GALLERY



Select the image to view. Images are identified in the gallery with a **landscape photo** icon in the upper-left corner of their thumbnail.

Open the image in full screen mode.

MEDIA GALLERY



Spider on the wall

0 0

Select the **Full Screen** button near the lower right corner of the media viewer. The button looks like **two arrows pointing outward**.

Click on the image.



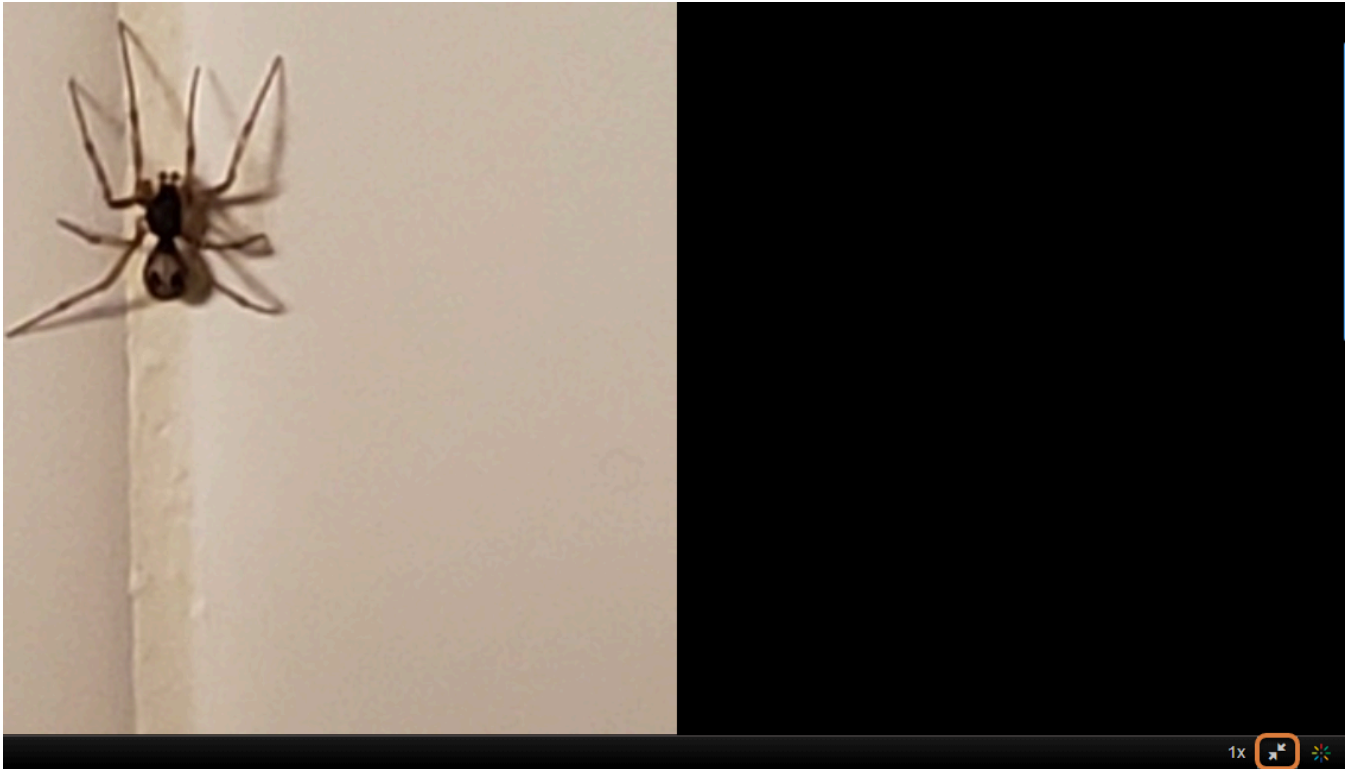
Click on the image in the center of the screen.

Image displays zoomed in.



The image will expand to fit the height of the computer screen.

Exit full screen mode.



When you are done viewing the image, you can exit full screen mode either by pressing the **Escape** key on your keyboard or selecting the **Exit Full Screen** button near the lower right corner of the screen. The button looks like **two arrows pointing inward**.

Slow down or speed up video or audio playback.

Select a video or audio file.

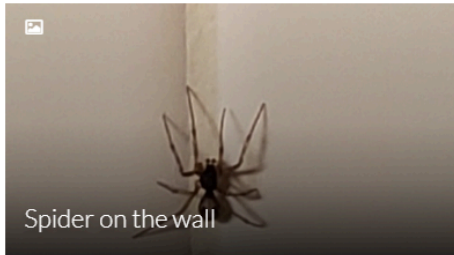
 MEDIA GALLERY

5 Media


Sort by Most Recent ▾

View All Media ▾


+ Add Media




Spider on the wall



Bearded Dragon's Dinner



01:07
Itsy Bitsy Spider on Mom's Porch



00:30
Wildlife Video - Quiz

Select the video or audio file to play.

Change the playback speed.



1. Select the **Playback Speed** button near the lower right corner of the media viewer. By default, the speed will be shown as **1x**.
2. Select the desired new speed. Options include (from slowest to fastest):
 - **0.5x**
 - **0.75x**
 - **1x**
 - **1.5x**
 - **2x**

Play the video or audio file.



When you select **Play**, the video and/or audio will move more slowly or quickly, depending on the speed you selected.

How do I upload a video, image, or audio file to Media Gallery?

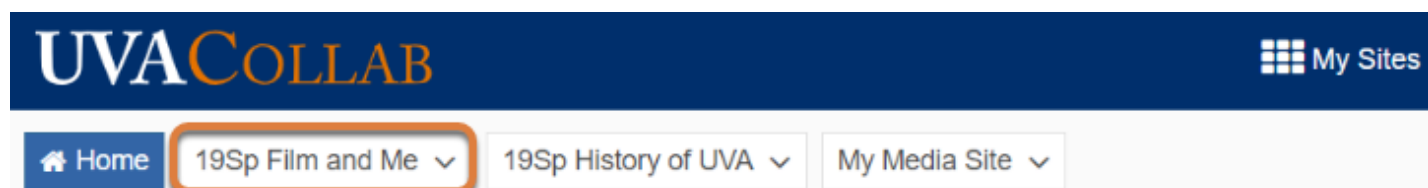
Participants in a course or collaboration site can upload videos, images, or audio files to *Media Gallery*.

- [Watch a video](#)
- [Follow the step-by-step instructions](#)

Video Guide

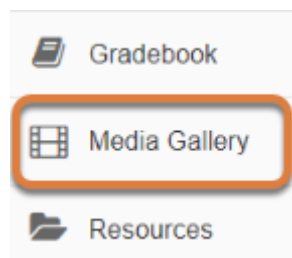
Step-by-Step Instructions

Navigate to the site where you will be uploading the media.



To go to the site where you need to upload your file, select the **site's title** in the favorites bar at the top of the screen, or under **My Sites**.

Go to Media Gallery.



Select **Media Gallery** from the Tool Menu of the site.

Access the Media tab.



Playlists

3 Media

If any playlists have been created in the site, the **Playlists** tab will display as the first page of the *Media Gallery*. If this is the case, select the **Media** tab to go to it.

Note: The **Media** tab will display with the number of files currently included in it, e.g., **3 Media**.

Select + Add Media.

Playlists

3 Media



Sort by Most Recent ▾

View All Media ▾

+ Add Media

Note: On mobile devices or small screens, the **Add Media** button displays as a **plus (+)** icon.

Select Add New, then Media Upload.

Add Media

Cancel

Publish

Select one or more media items to add to the current gallery

×

My Media

1

ADD NEW ▾

2

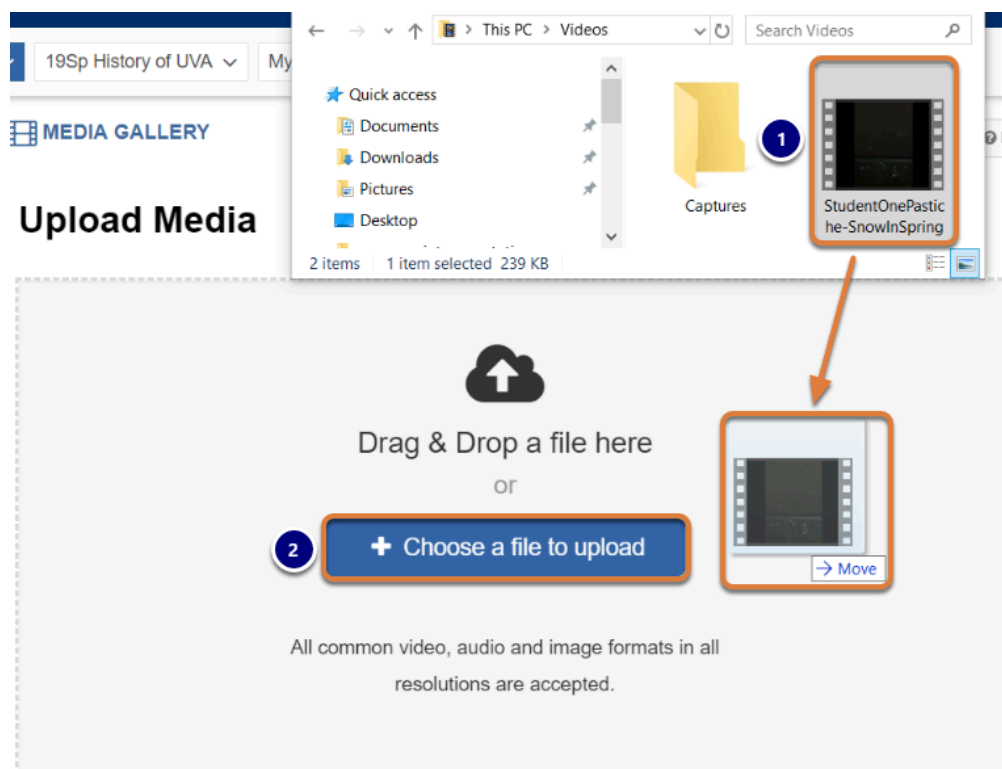


Media Upload

On the *Add Media* page:

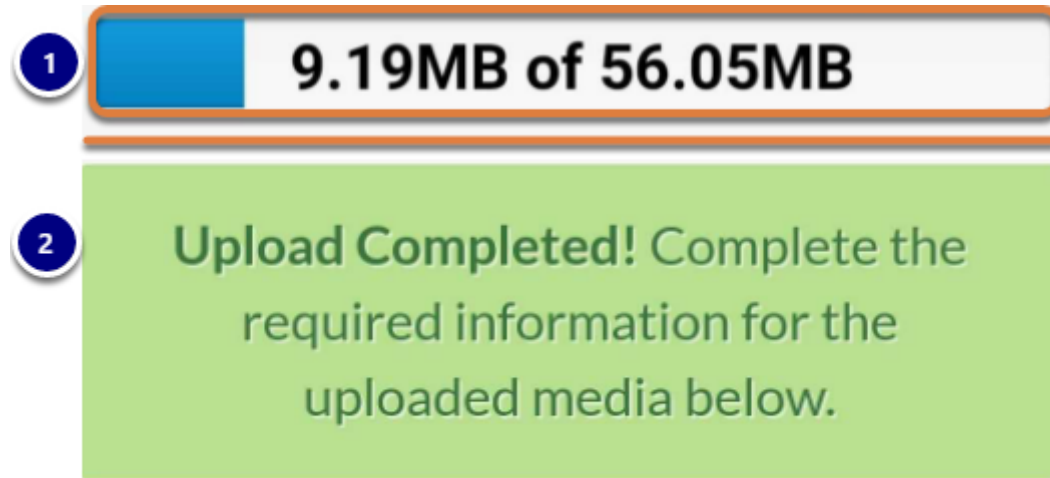
1. Select **Add New**.
2. Select **Media Upload**.

Drag and drop the file to upload or select to choose a file.



1. Drag and drop the file to upload into the *Upload Media* box,
2. Or select the **+ Choose a file to upload** button, then select the file to upload from your computer.

Wait for the upload.



1. Depending on the size of your file, the upload may take some time to complete. During this time, the upload progress will display on the screen.
2. When the file is successfully uploaded, an *Upload Completed!* message will replace the progress bar.

Enter a name and optional details.

Please fill out the details:

1

Name: (Required) Student One's Pastiche - Snow in Spring

Description:

Black ▼ Bold *Italic* Underline

2

Enter Description...

Tags:

1. By default, the *Name* will be the video's or audio file's original file name. It is recommended that you edit the *Name* to make your file easy to identify in the *Media Gallery*.
2. You can add an optional *Description* or *Tags* for searching.

Save and access your media.



1. Select **Save**.
2. Select the **Go To Media** link to go directly to the file you just uploaded, or select **Go To Media Gallery** to go back to the main page of *Media Gallery*.

Note: Your uploaded file may need to be approved.

Your additional media will be presented once it is ready and approved. [Refresh Now](#)

Playlists

4 Media

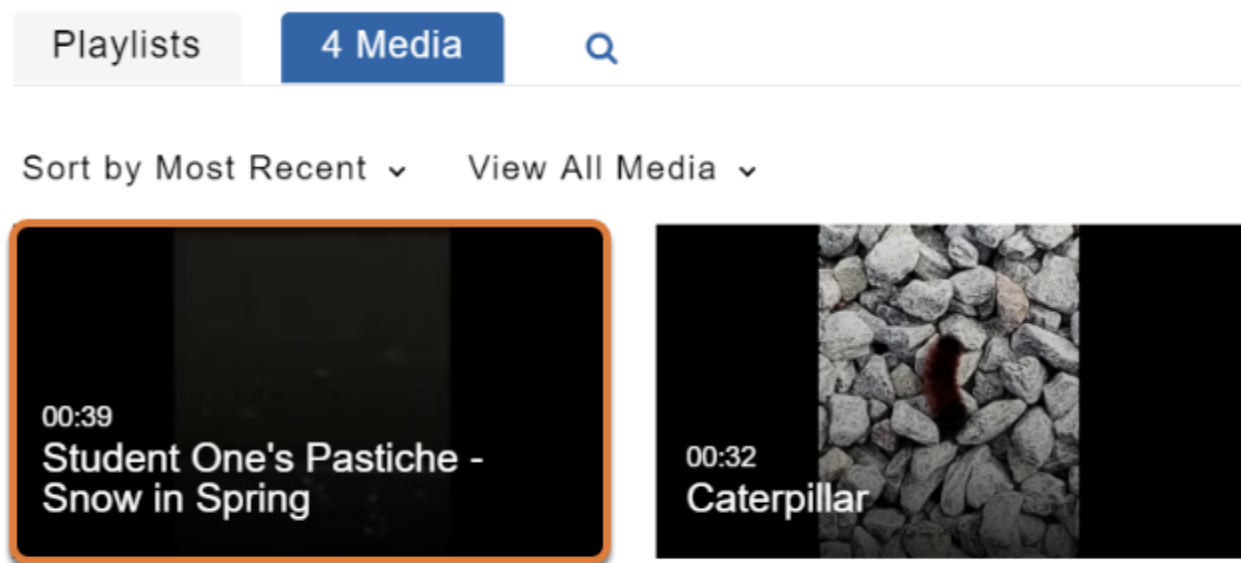


i By default, student uploads in a course site's *Media Gallery* are **Moderated**. This means that an instructor must review and approve any uploaded files to publish them in the site. If your file needs to be approved, you will get an *Access Denied* error when selecting **Go To Media**, and a message *Your additional media will be presented once it is ready and approved* when selecting **Go To Media Gallery**.

View media.

Where you can view your newly uploaded file depends on whether the site's *Media Gallery* allows you to publish content immediately, or if the file is waiting to be approved.

View a file published immediately.

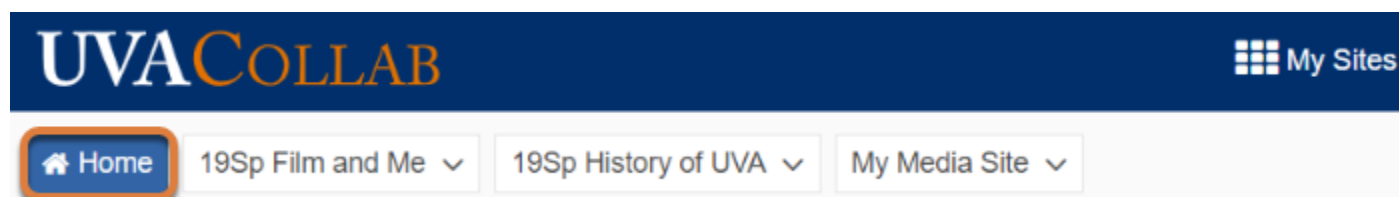


Once your video or audio file has been published, it will be available in the *Media Gallery's* **Media** tab, and you can select it to view it.

View a file pending approval.

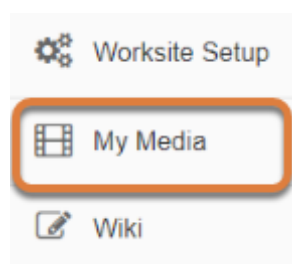
All media you upload, whether or not it is published in a site, is saved in your **Home** site's *My Media*.

Go to your Home site.



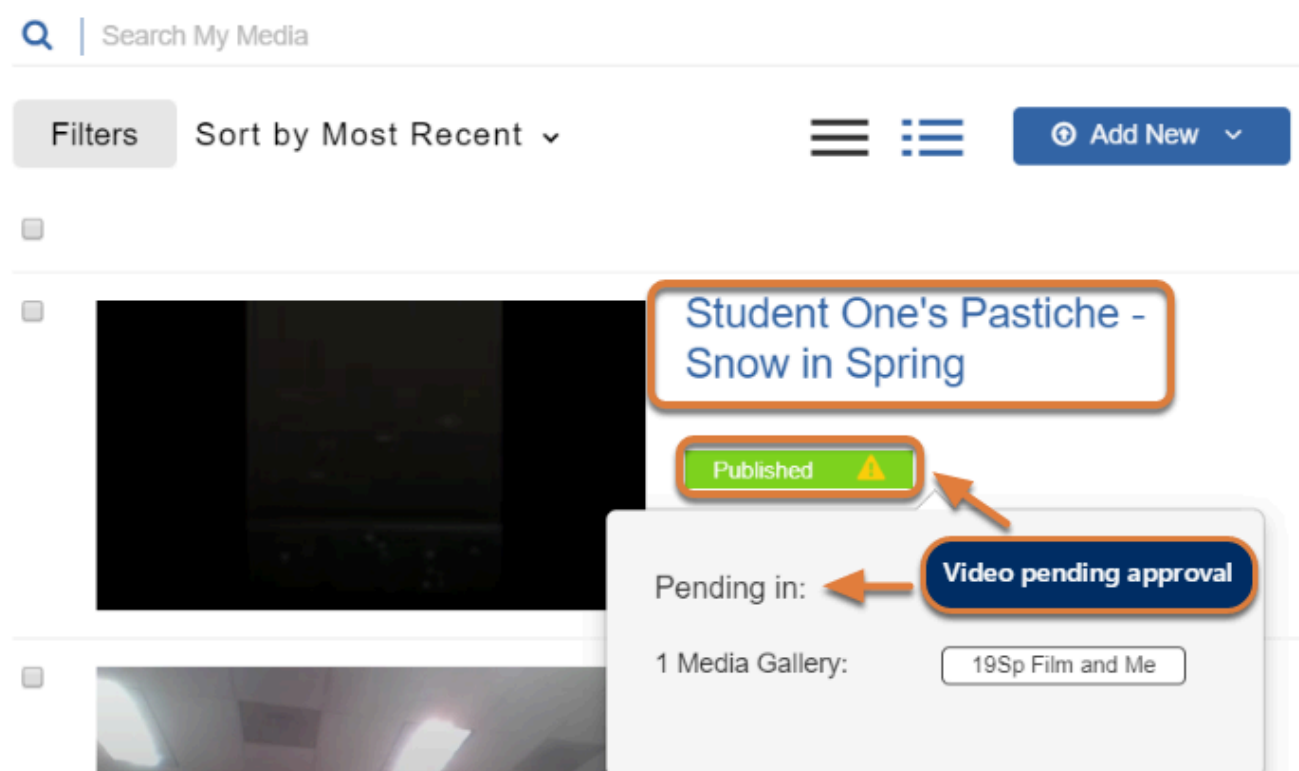
Select **Home** in the favorites bar at the top of the screen, or under **My Sites**.

Go to My Media.



Select **My Media** from the Tool Menu of your **Home** site.

Select the video or audio file.



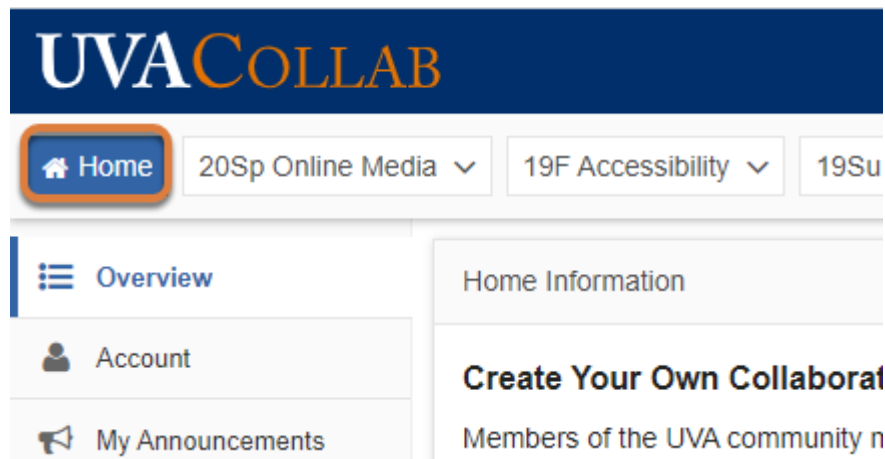
Select the video or audio file to access it.

Note: A **Published** link will display under the file's name. If the file is pending approval to publish, a **yellow triangle with an exclamation mark (!)** icon will appear with the link. Select the **Published** link to find the titles of the sites where the file is *Published* or *Pending*.

How do I record a PowerPoint presentation with Personal Capture?

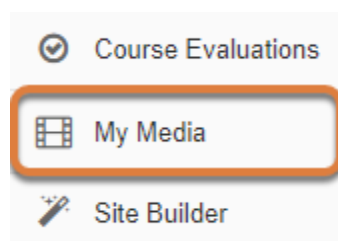
You may use **Personal Capture** with the **Kaltura Capture** software to record and upload a PowerPoint presentation. Slides are automatically indexed so anyone viewing the recording can use the slide index to skip to the point in the presentation where the slide was discussed.

Go to Home.



When you first log into UVACollab, you are placed in your **Home** site. If you are viewing another UVACollab site, select the **Home** tab in the favorites bar at the top of the screen, or in your **My Sites** list, to access it.

Select My Media.



Select **My Media** from the Tool Menu in your **Home** site.

Select Add New, then Personal Capture.

MY MEDIA

Search My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾



Exploring Technology: Typewriter Assembly

Published

Owner • on February 24, 2020

2 0

1 Add New ▾

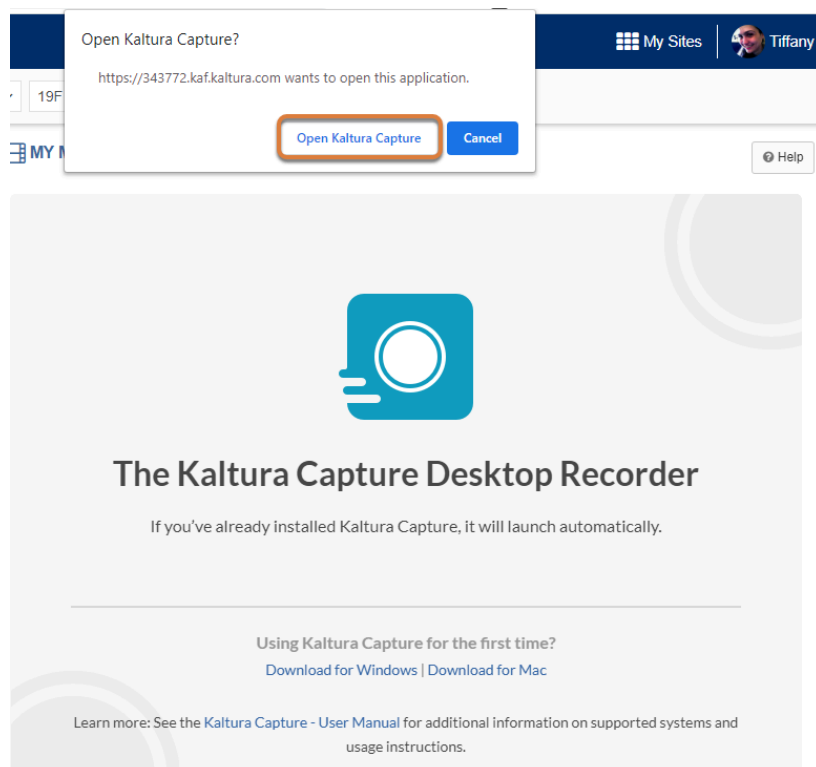
Media Upload

2 Personal Capture

Video Quiz

1. Select the **Add New** button.
2. Select **Personal Capture**.

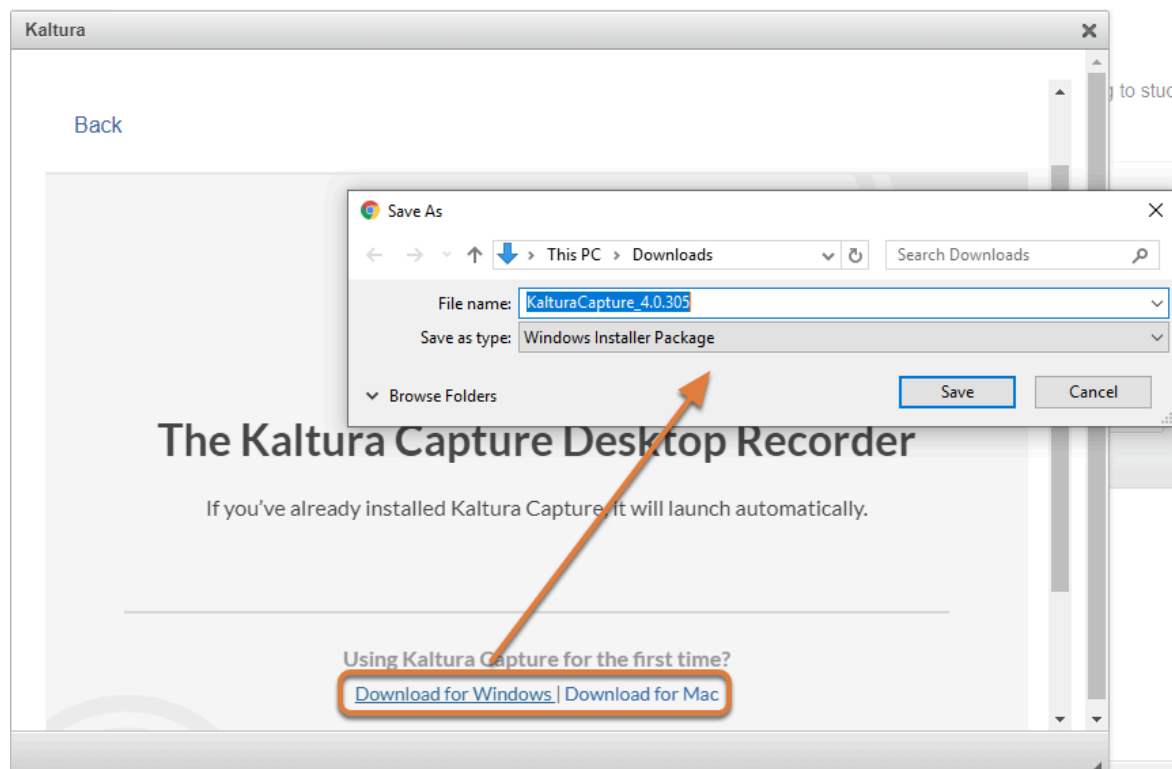
Launch Kaltura Capture.



The *Kaltura* window will display a message about *The Kaltura Capture Desktop Recorder*. The **Kaltura Capture** program needs to be downloaded and installed on the computer you are using.

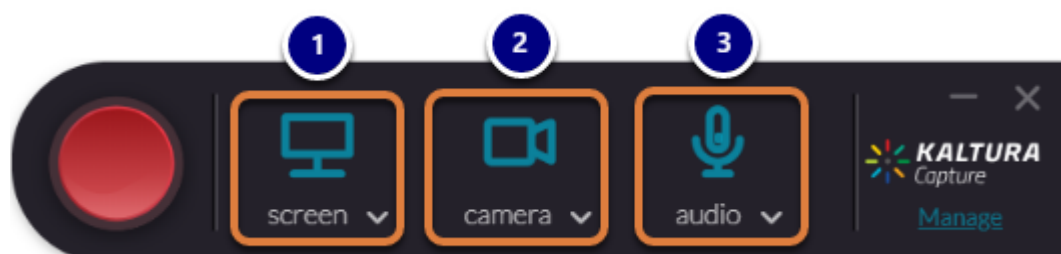
If **Kaltura Capture** is already installed on your computer, it will either open automatically, or you will be prompted to open it. If prompted, select **Open Kaltura Capture**.

If Kaltura Capture is not installed on your computer, install it.



If it is not yet installed, select the **Download for Windows** or **Download for Mac** link to download and install it.

Select recording inputs (Optional).



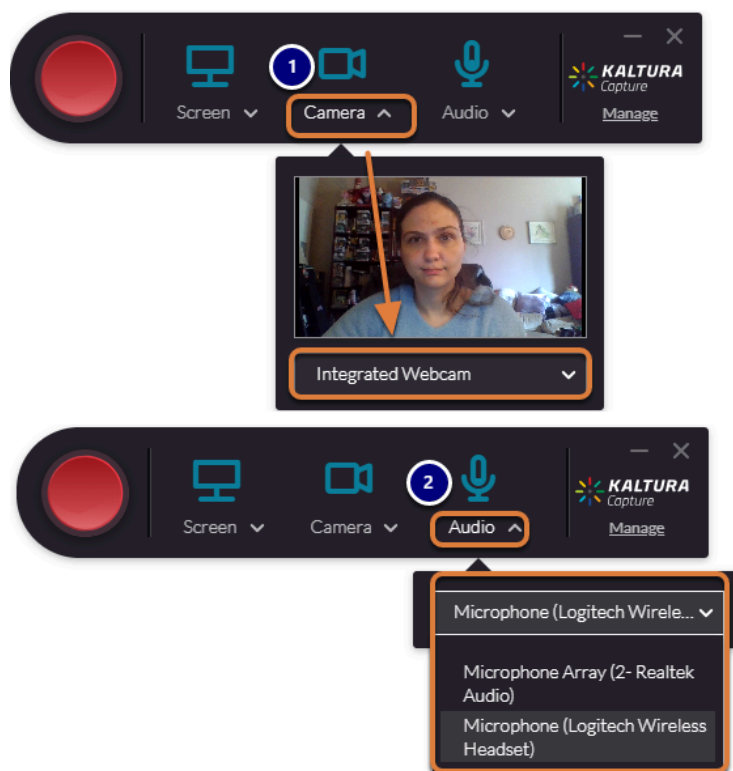
By default, the **Kaltura Capture** software records from three input sources, if they are all available:

1. Your computer screen, capturing your activity on the screen,

2. A webcam or other video camera,
3. Your microphone, capturing your audio.

Note: You can select the **Turn off** icon for a source (**screen, webcam, or microphone**) to turn it off. A **gray icon with a slash through it** will indicate that the recording device is disabled. However, it is recommended to leave your webcam on during a presentation because it makes the presentation more engaging.

Preview, or change recording sources.

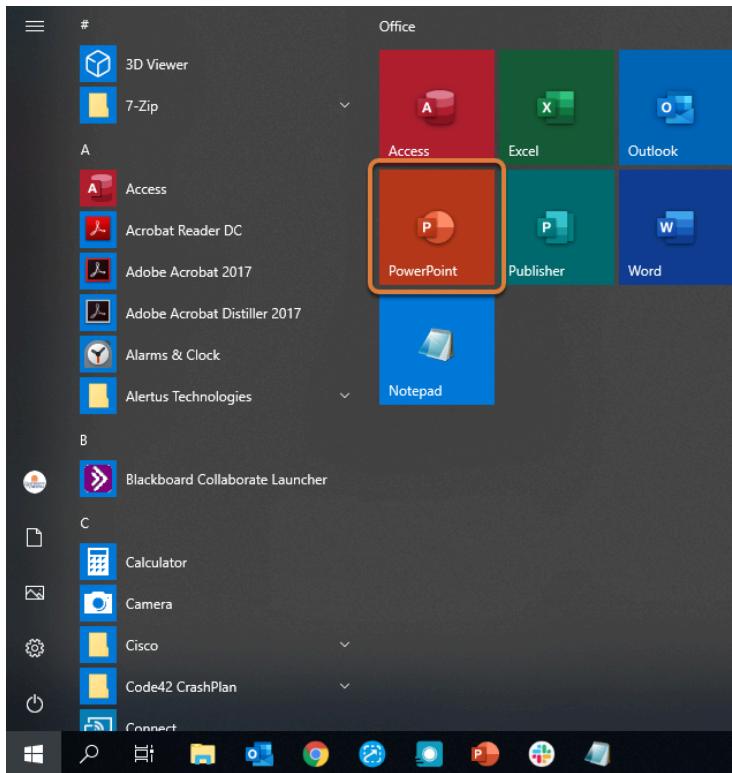


To preview or change any of these recording sources:

1. To display a preview of the video that will be recorded, select the name of the source, **screen** or **camera**. If you have multiple screens or cameras connected to your computer, a drop-down menu will also be available underneath the preview to change the recording source.
2. Select **audio** to open a drop-down list of audio recording sources. For example, you might select a headset to record audio instead of a laptop's built-in microphone.

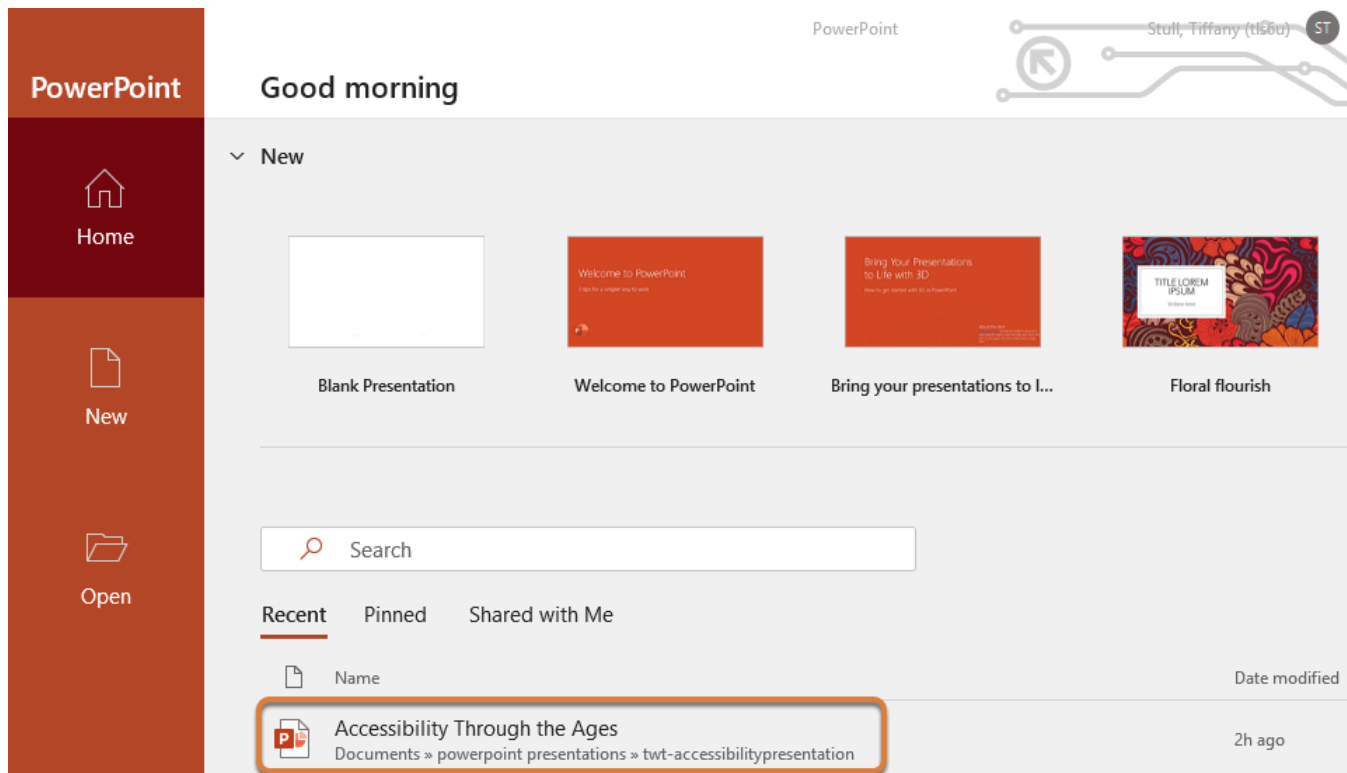
Important: If you are using multiple monitors, be sure that the monitor you will be using to present the PowerPoint is selected for the **Screen**.

Open PowerPoint.



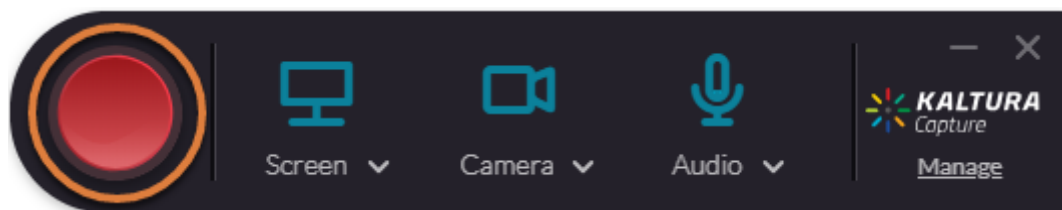
On your computer, open Microsoft PowerPoint.

Open your presentation.



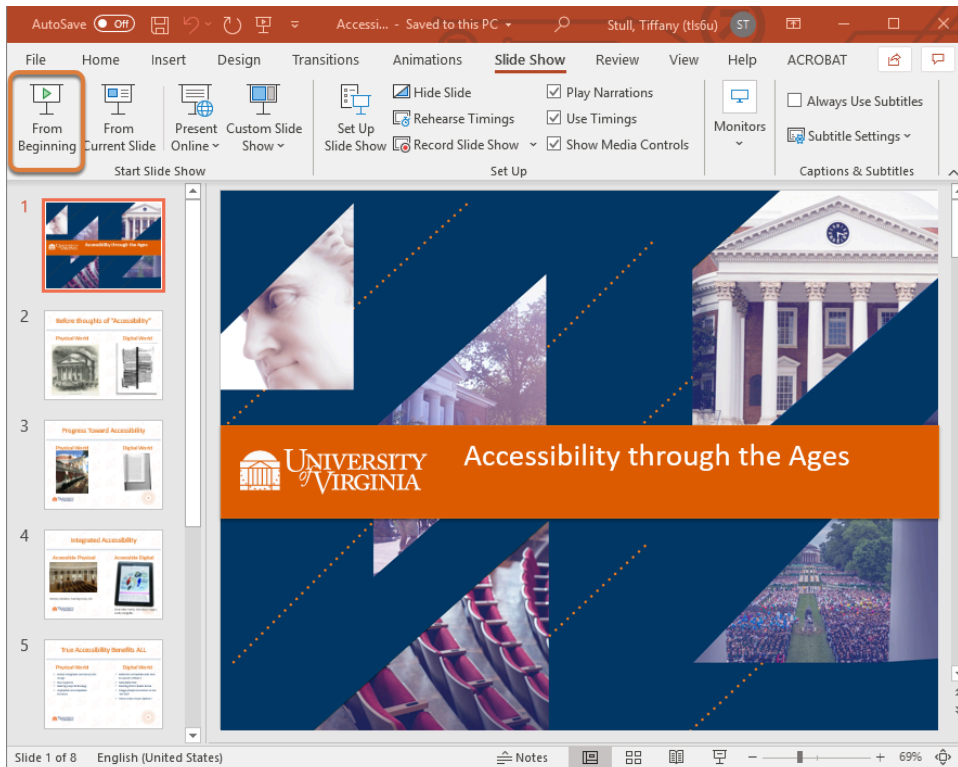
Select your PowerPoint presentation to open it.

Start recording in Kaltura Capture.



When you are ready to record, select the **Start Recording** button. The **Start Recording** button looks like a large, red circle.

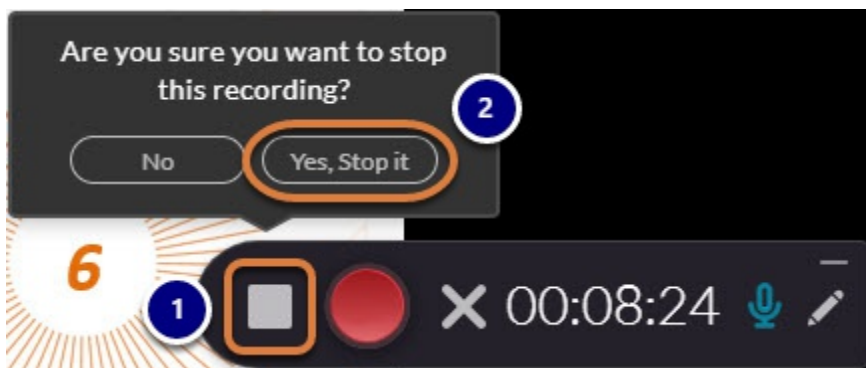
Start the slide show in PowerPoint.



In PowerPoint, start your slide show **From Beginning**.

Note: You need to enter presenter mode in PowerPoint for your slides to be indexed.

Finish recording.

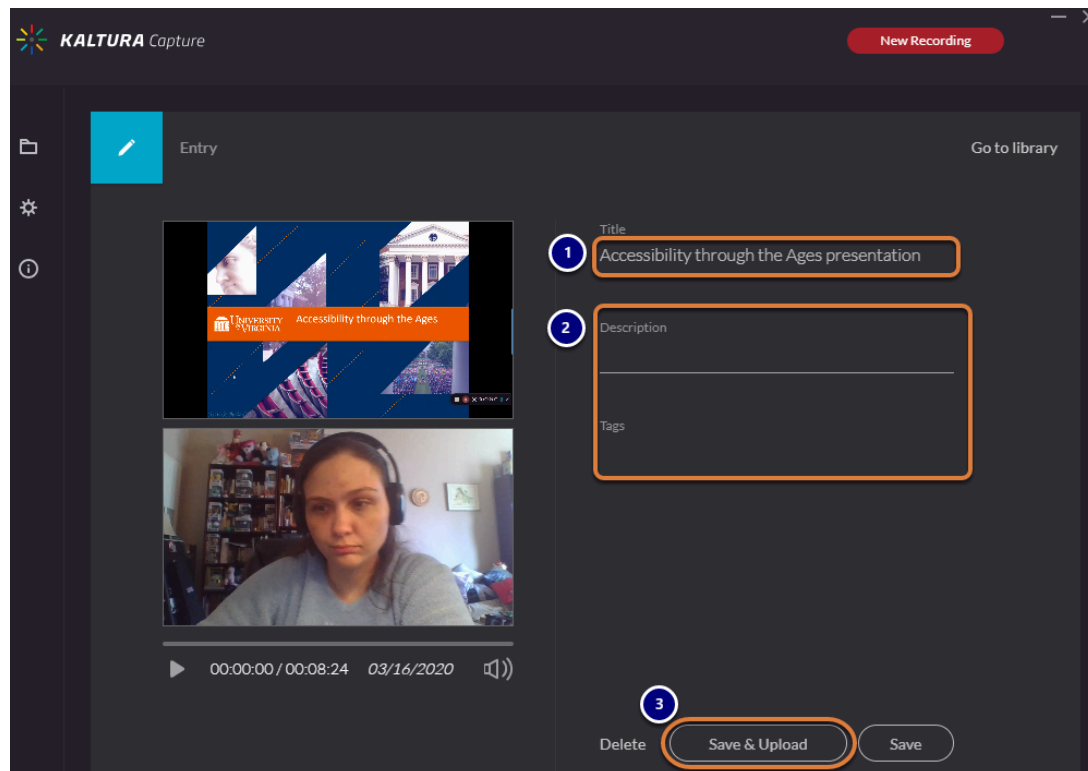


When you are done recording your presentation:

1. Select the **Stop (white square)** button.

2. Select **Yes, Stop it** to confirm.

Save and upload your recording.

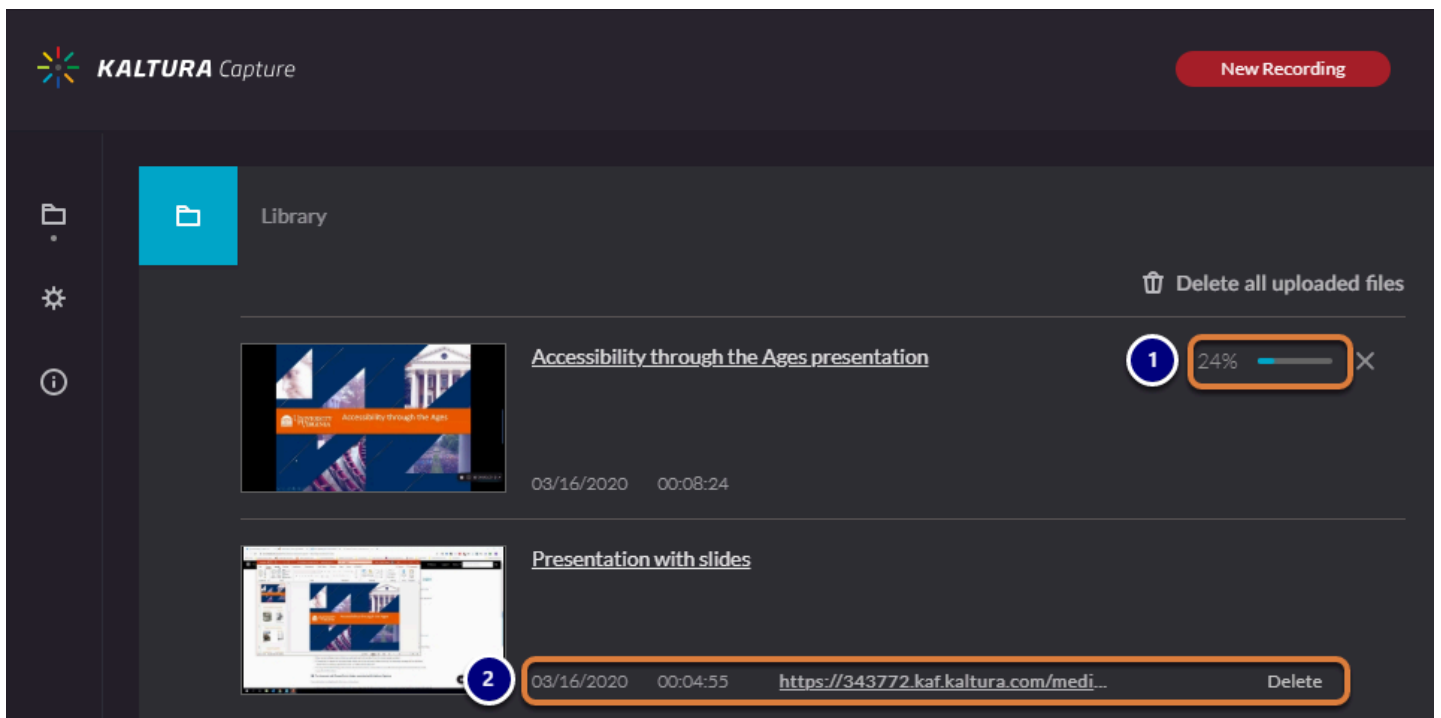


The *Kaltura Capture* window will display a thumbnail image from your new recording. If you recorded your webcam and computer screen, an image of a slide will display on top, and an image from your webcam underneath it.

1. By default, the recording's *Title* will be **Kaltura capture recording** with the date when it was recorded. It is recommended that you edit the *Title* to make your video easy to find.
2. You can add an optional **Description** or **Tags** for searching.
3. Select **Save & Upload** to upload the file to *My Media*.

Note: Uploading the file from *Kaltura Capture* will not make it available in a course site automatically. Because the file is saved in your personal *My Media*, you will need to take additional steps to make it available to others after it is uploaded.

Wait for the upload to complete.



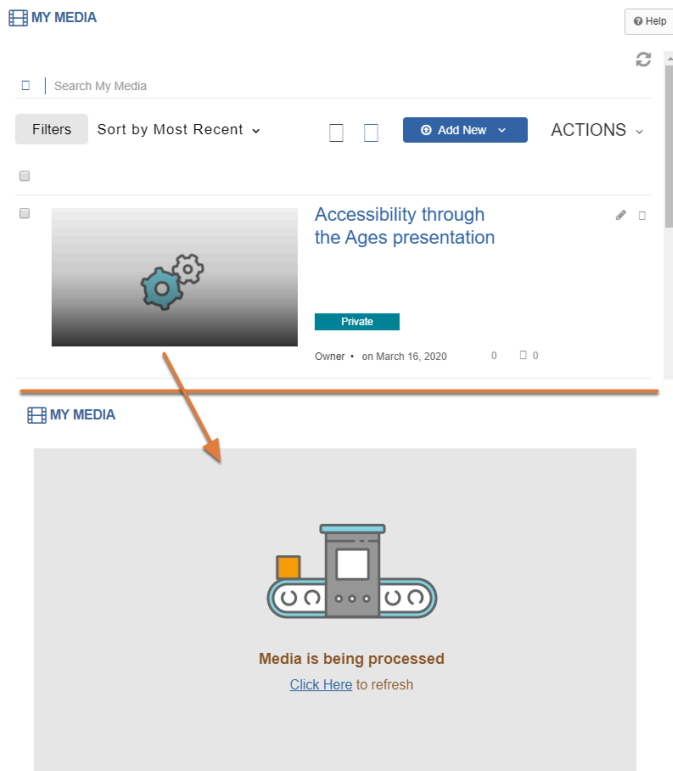
1. A progress bar in the Kaltura Capture window will indicate that the file is being uploaded.
2. Once the file is uploaded, the progress bar will disappear. A link to the video and an option to **Delete** it will display.

Return to My Media.

The screenshot shows the UVACollab user interface. At the top, there is a navigation bar with links for Home, 20Sp Online Media, 19F Accessibility, and 19Su Quiz Stats. On the left, a sidebar menu lists various options: Overview, Account, My Announcements, Membership, Preferences, Profile, My Resources, My Calendar, Wiki, Search, Worksite Setup, Course Evaluations, My Media (highlighted with an orange box), Site Builder, and Help. The main content area displays the 'The Kaltura Capture Desktop Recorder' page. It features a blue icon of a camera with a circle inside. Below the icon, the title 'The Kaltura Capture Desktop Recorder' is shown, followed by the text 'If you've already installed Kaltura Capture, it will launch automatically.' Further down, there is a section titled 'Using Kaltura Capture for the first time?' with links for 'Download for Windows' and 'Download for Mac'. At the bottom, a link to the 'Kaltura Capture - User Manual' is provided for additional information on supported systems and usage instructions.

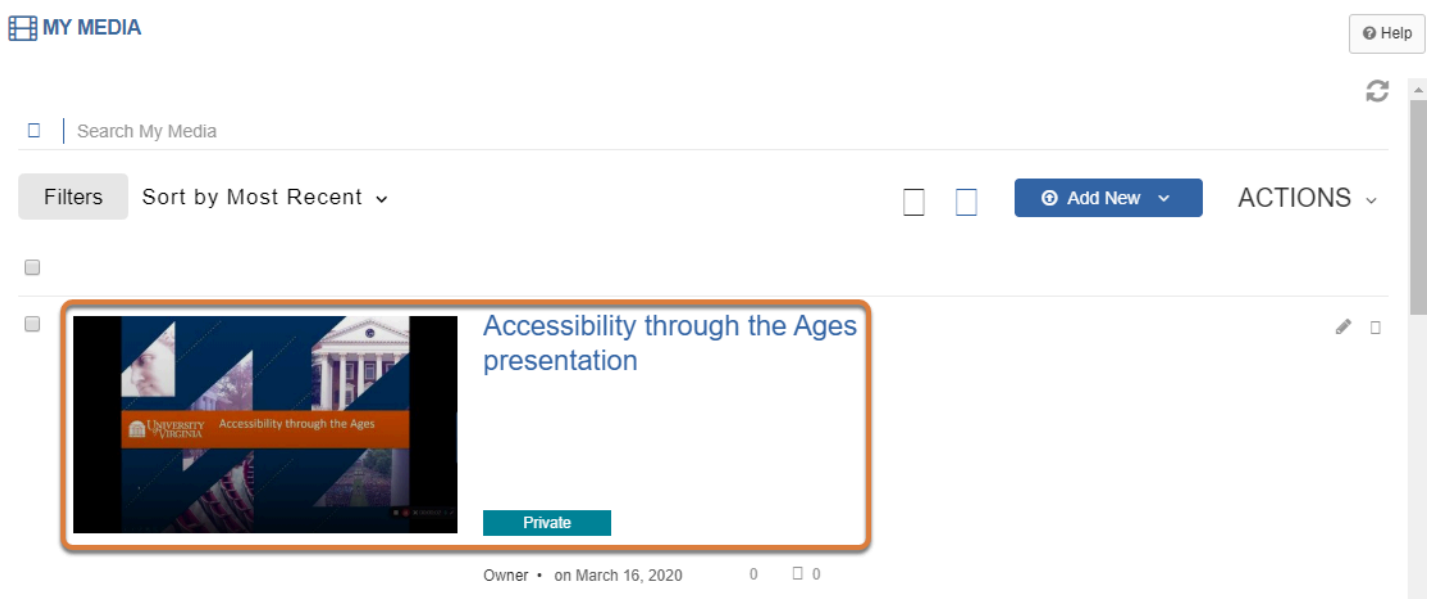
Go back to the internet browser window where UVACollab was open. Near the top of the window that displays the information about the Desktop Recorder, select the **My Media** link to go back to the main page of *My Media*.

Wait for the recording to process.



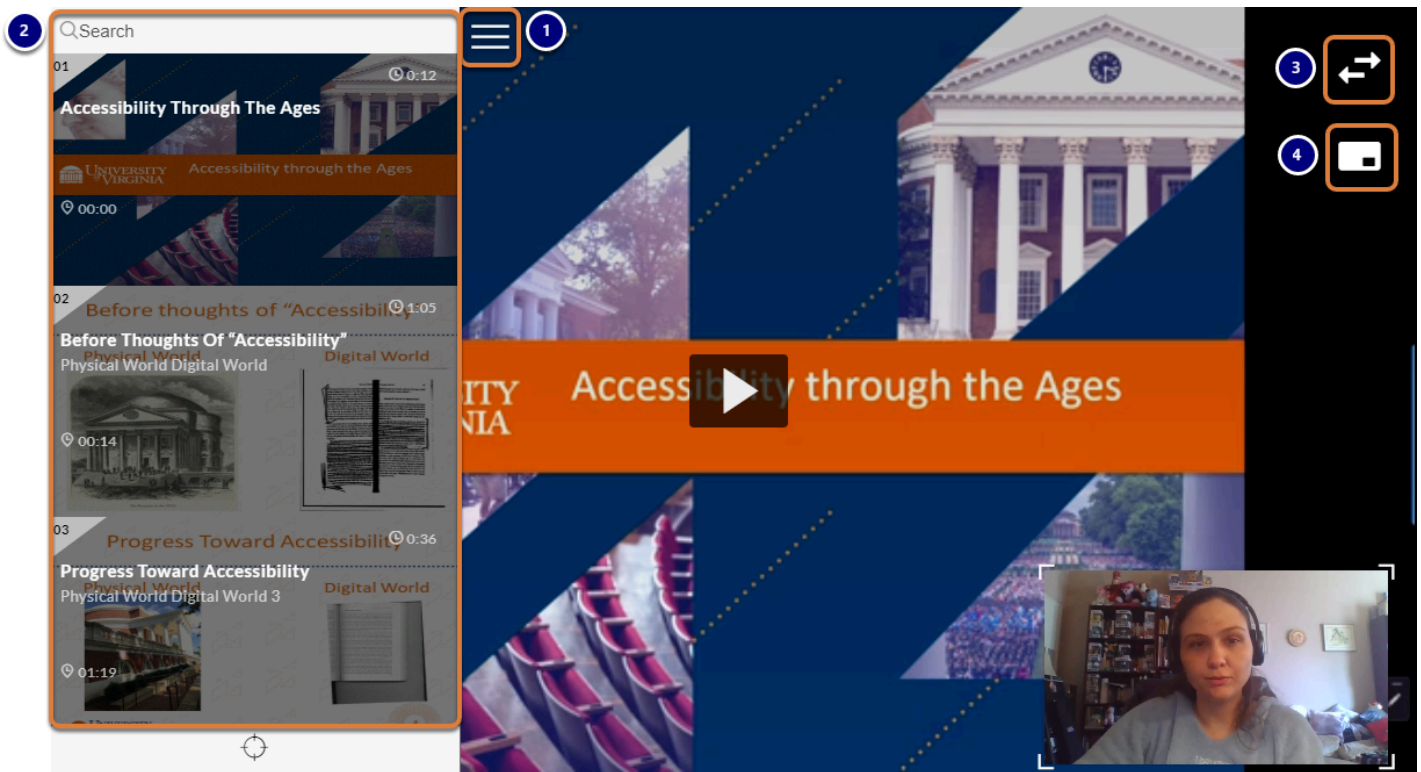
Your newly uploaded video will take time to process. The video thumbnail will show an icon of **cogs** while it is processing, and if you access the page of the newly uploaded file before it is ready, a *Media is being processed* message will appear.

View your recording.




When your video has been fully processed, it will be available in *My Media*, and you can select it to view it.


Use the video player to navigate.



When viewing your presentation:

1. Select the **Navigation (three horizontal lines)** button to open the slide index.
2. After opening the slide index, you may skip to a slide in the presentation in either of the following ways:
 - Enter text in the *Search* box at the top to find specific terms in the slides, then select the text in the list that displays to jump to the corresponding slide.
 - Navigate to a slide by scrolling up and down with your mouse or using the **up** and **down arrows** on your keyboard, and select it by clicking on the slide or pressing **Enter** on your keyboard.
3. By default, if your webcam was recorded as well as your computer screen, the slides appear in the background, larger, and your webcam image displays in a smaller window in the lower right corner. Select the **Toggle View (two arrows)** button to switch which recording displays in the larger and smaller window.
4. Select the **Picture in Picture (window)** button to open options to display the webcam and slide images in **Single View**, hiding what is shown in the smaller window, or **Side by Side**.

 **Note:** If only your computer screen was recorded, the **Toggle View** and **Picture in Picture** options will not display.

 **Tip:** Before publishing your presentation, it is recommended that you follow the steps in [How do I automatically generate and edit captions in My Media?](#) to caption your video for accessibility. Captions will also allow viewers to search the audio in your recording.

Publish your presentation.

Don't forget to follow the steps in [How do I publish video or audio files in Media Gallery?](#) to make your recording available to others!

How do I upload an image or video to My Media from a phone or tablet?

You can use your mobile device (phone or tablet) to capture and upload an image or video to *My Media* in your **Home** site.

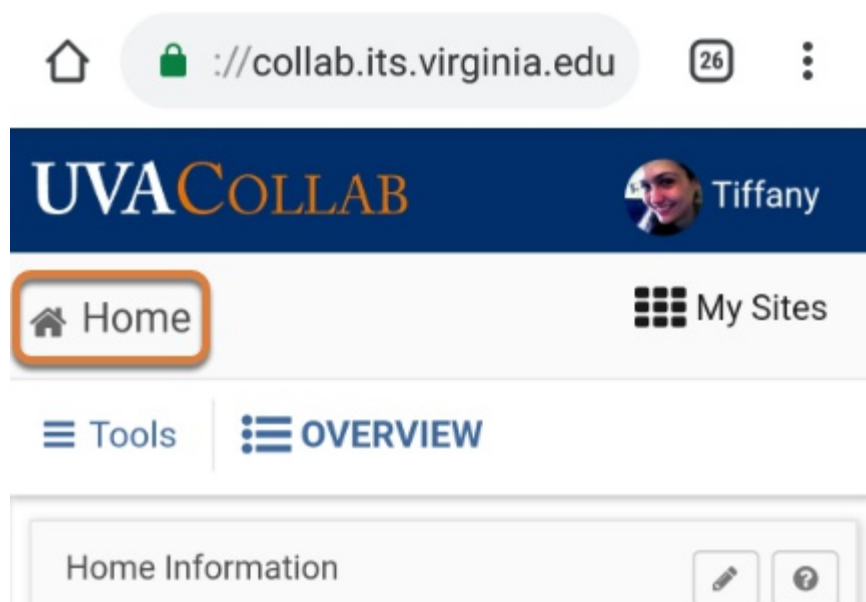
- [Watch a video](#)
- [Follow the step-by-step instructions](#)

Video Guide

Step-by-Step Instructions

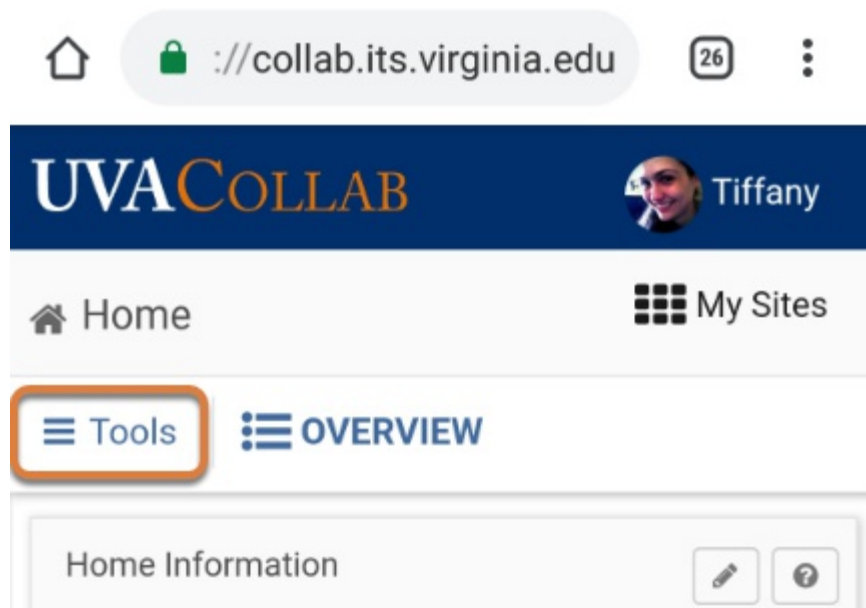
In your Home site, go to My Media.

Go to your Home site.

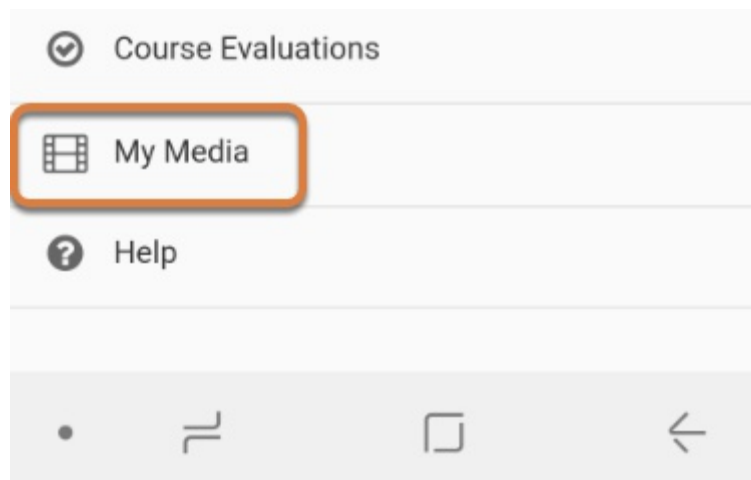


When you first log into UVA Collab, you are placed in your [Home](#) site. If you are viewing another UVA Collab site, select **My Sites**, then **Home** to access it.

Select Tools.

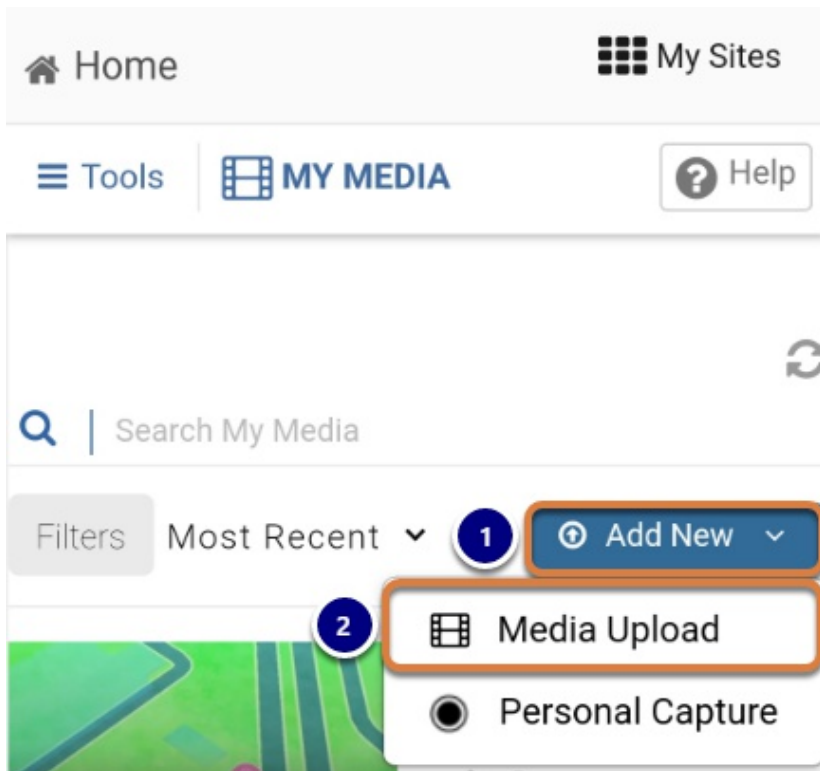


Select My Media.



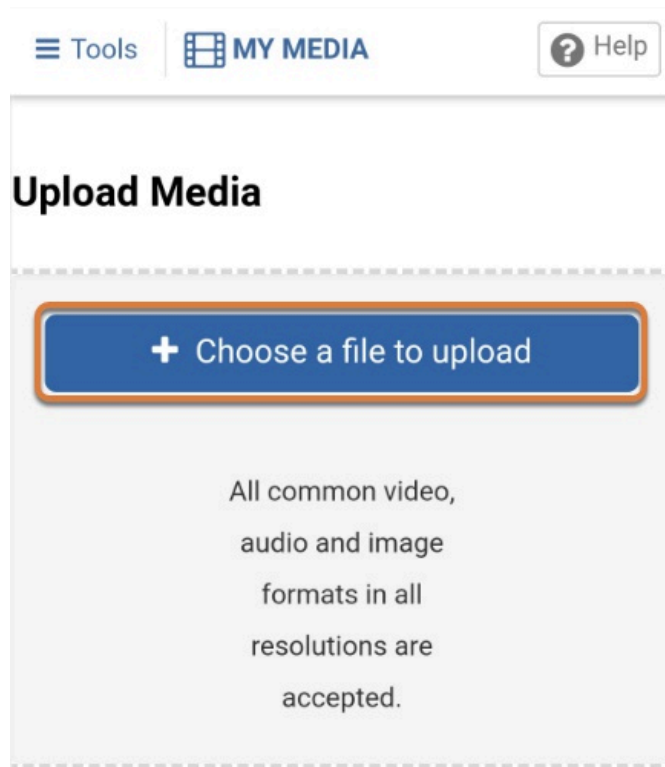
Scroll down on the *Tools* list to locate and select the **My Media** link.

Select Add New, then Media Upload.



1. Select the **Add New** menu.
2. Select **Media Upload**.

Select + Choose a file to upload.

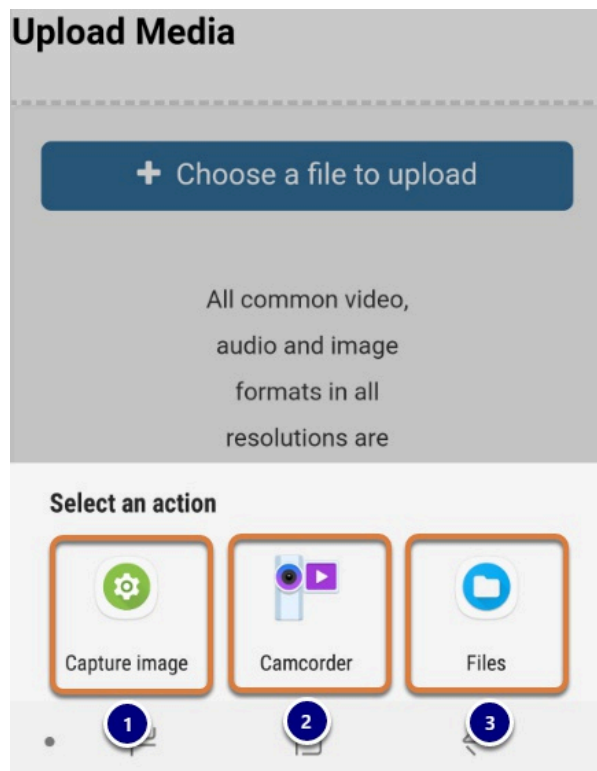


Select a source for the file.

You will be prompted to choose whether to capture a new image or video file, or upload an existing file. Available source options may differ slightly depending on the operating system of your phone or tablet:

- [Android](#)
- [iOS](#)

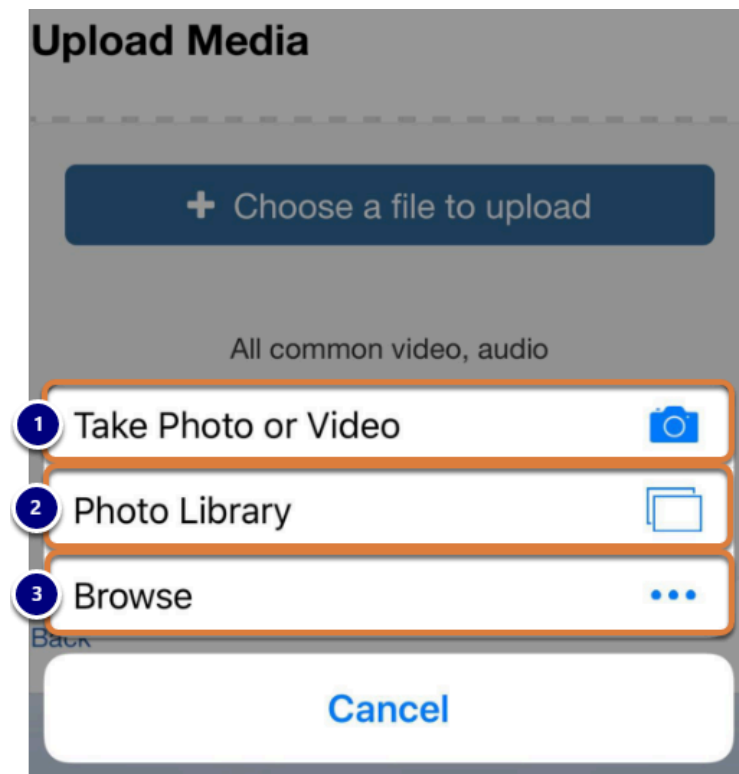
Select a source on an Android device.



Select from one of the following options:

1. **Capture Image** - Take a photo with your camera.
2. **Camcorder** - Record a new video file.
3. **Files** - Select an existing file on your device.

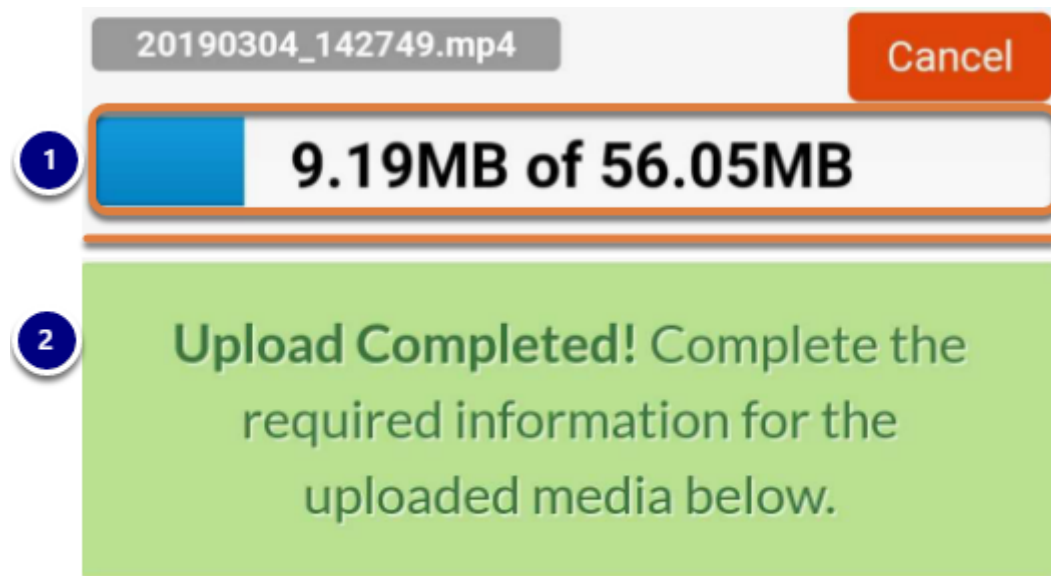
Select a source on iOS.



Select from one of the following options:

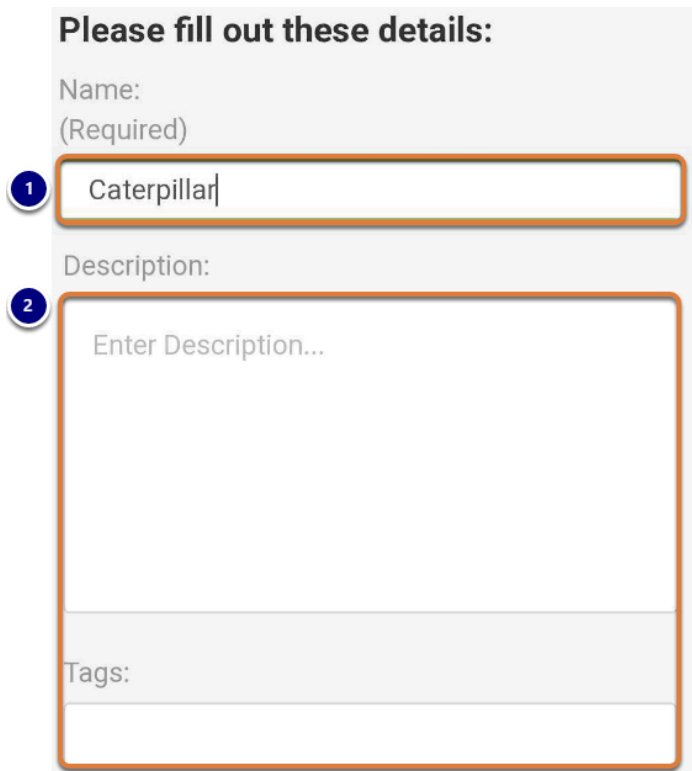
1. **Take Photo or Video** - Take a photo or record a new video with the camera.
2. **Photo Library** - Select an existing photo in your library.
3. **Browse** - Select a file from another location on your device.

Wait for the upload.



1. Depending on the size of your file, the upload may take some time to complete. During this time, the upload progress will display on the screen.
2. When the file is successfully uploaded, an *Upload Completed!* message will replace the progress bar.

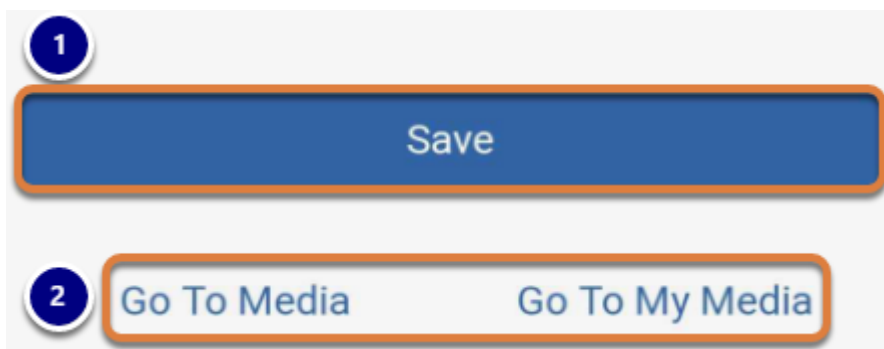
Enter a name and optional details.



The screenshot shows a form with the heading "Please fill out these details:". It contains three main sections: "Name:" with a sub-label "(Required)" and a text input field containing "Caterpillar"; "Description:" with a large text area containing the placeholder "Enter Description..."; and "Tags:" with a text input field. Numbered callouts 1 and 2 point to the Name and Description fields respectively.

1. By default, the *Name* will be the image's or video's original file name. It is recommended that you edit the *Name* to make your file easy to find.
2. You can add an optional *Description* or *Tags* for searching.

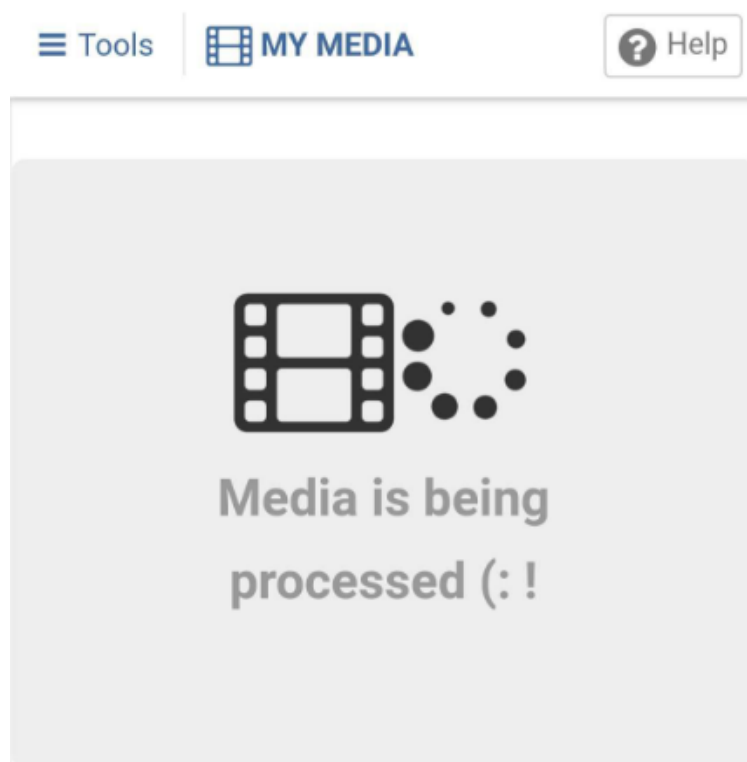
Save and access your media.



The screenshot shows a form with two main sections. The first section, labeled with a numbered callout 1, contains a large blue button with the text "Save". The second section, labeled with a numbered callout 2, contains two links: "Go To Media" and "Go To My Media".

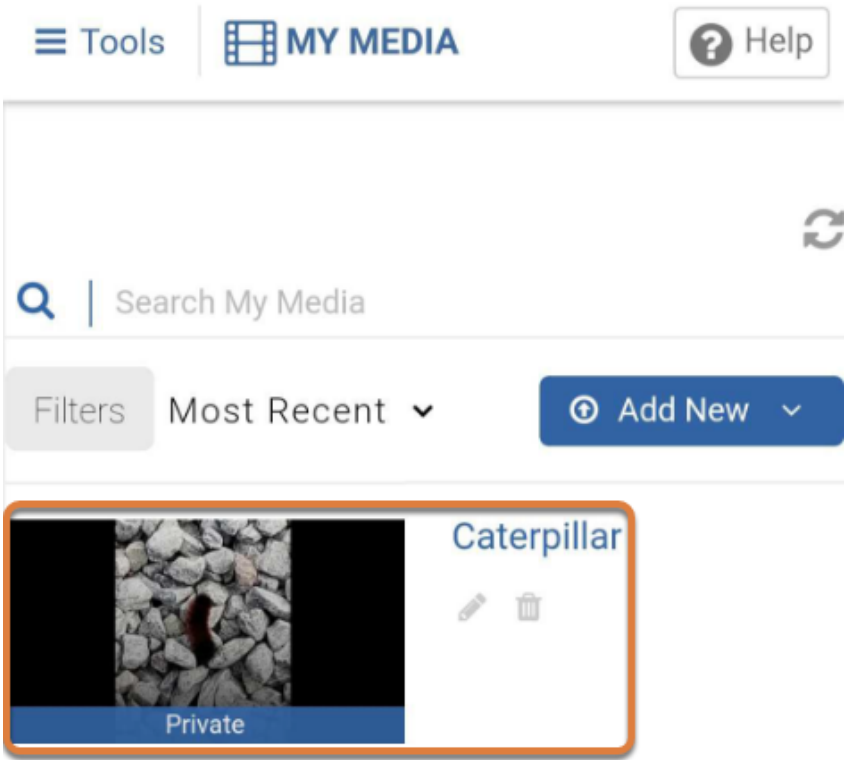
1. Select **Save**.
2. Select the **Go To Media** link to go directly to the file you just uploaded, or select **Go To My Media** to go to the main page listing your media.

Note: Media may require processing.



- i** Depending on the size of your file, some additional processing may be needed. If this is the case, when you try to access the page of the newly uploaded file, a *Media is being processed* message will appear.

View media.



When your video or image file has been fully processed, it will be available in *My Media*, and you can select it to view it.

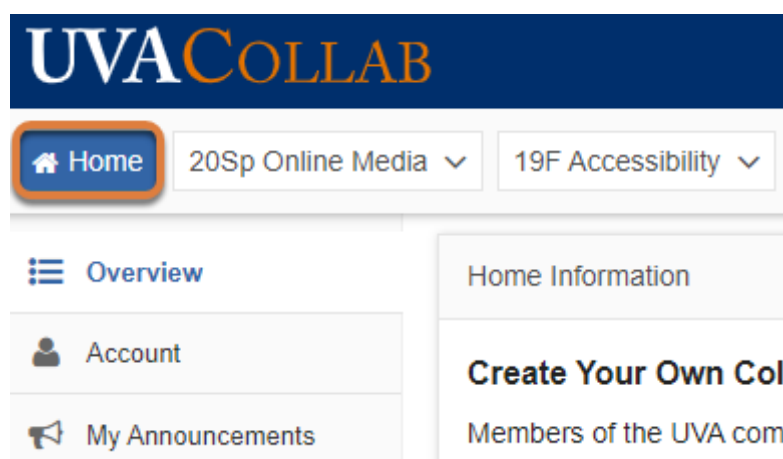
How do I automatically generate and edit captions in My Media?

When you publish videos in your UVACollab sites, [UVA policies \(opens new window\)](#) require that you provide an alternative method for your audience to understand the content if they cannot hear the audio.

You may request automatic (machine) captioning for videos you have uploaded to *My Media* in your **Home** site or to the *Media Gallery* in one of your UVACollab sites. You can easily edit the text in the captions to correct any errors.

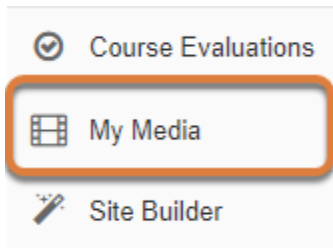
Request automatic captions.

Go to Home.



When you first log into UVACollab, you are placed in your **Home** site. If you are viewing another UVACollab site, select the **Home** tab in the favorites bar at the top of the screen, or in your **My Sites** list, to access it.

Select My Media.



Select **My Media** from the Tool Menu in your **Home** site.

Select the video to caption.

MY MEDIA

Search My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾



Have You Heard? CDC vaccination video

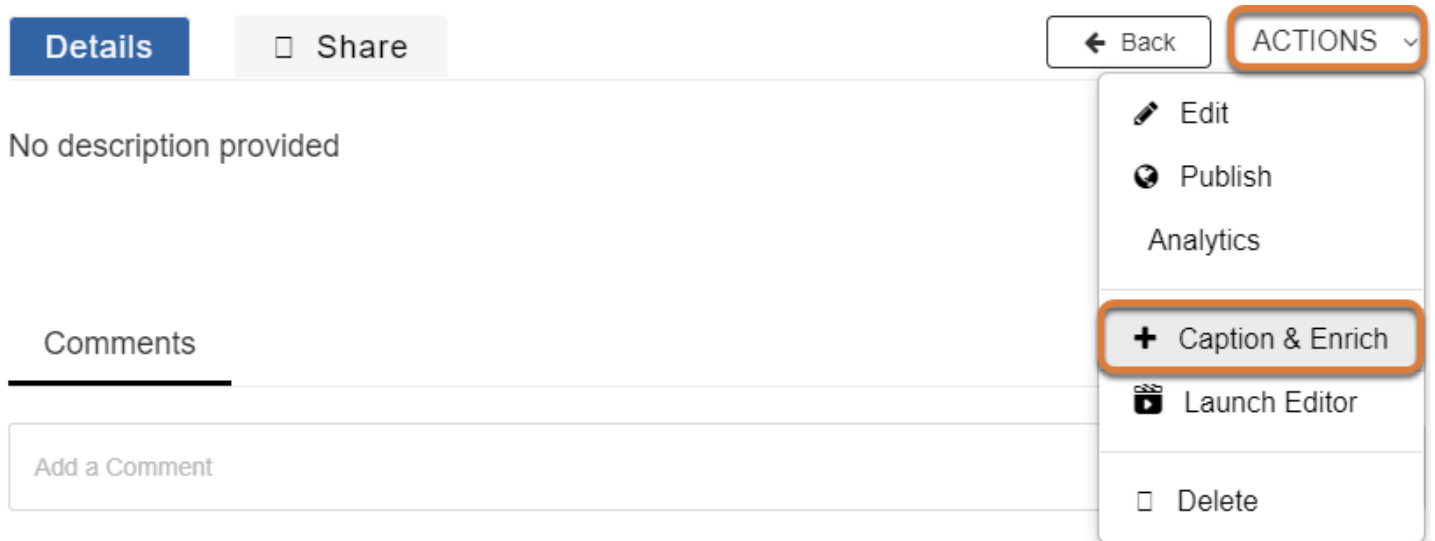
Private

Owner • on January 13, 2020

0

 0

Select the Actions menu, then Caption & Enrich.



The screenshot shows a video details page. At the top, there are two tabs: 'Details' (active) and 'Share'. To the right of the tabs is a 'Back' button and an 'ACTIONS' dropdown menu. The dropdown menu is open, showing options: 'Edit', 'Publish', 'Analytics', '+ Caption & Enrich' (highlighted with an orange box), 'Launch Editor', and 'Delete'. Below the tabs, the text 'No description provided' is visible. Further down, there is a 'Comments' section with a text input field labeled 'Add a Comment'.

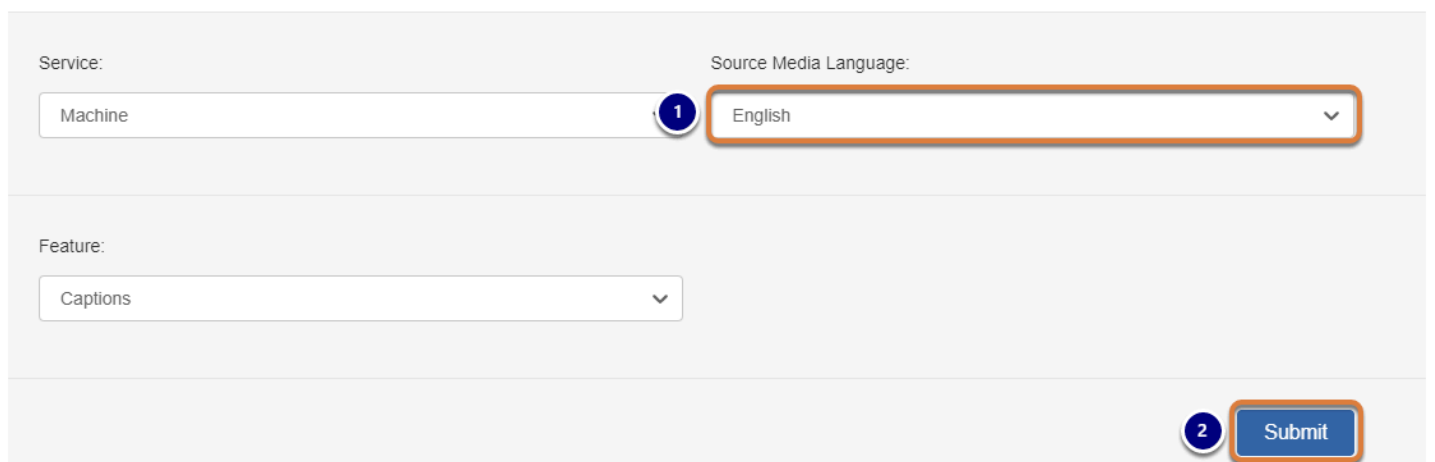
Submit the caption request.

Existing Requests



The screenshot shows a light blue banner with the text 'No requests were found' on the left and a small square icon on the right.

Order Captions & Enrichment Services



The screenshot shows a form for ordering captions and enrichment services. It has two main sections. The first section has a 'Service:' dropdown menu set to 'Machine' and a 'Source Media Language:' dropdown menu set to 'English'. A blue circle with the number '1' is next to the language dropdown. The second section has a 'Feature:' dropdown menu set to 'Captions'. At the bottom right, there is a blue 'Submit' button with a blue circle containing the number '2' next to it.

A page will display where you can check the status of existing captioning requests and submit new requests. On this page, under the heading *Order Captions & Enrichment Services*:

1. Select the *Source Media Language* to indicate the language of the video to caption. By default, the language is **English**.
2. Select **Submit**.

Check the progress of your request.

Existing Requests

[+ Order](#)**1**

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS	
13/01/20	Machine	Captions	English	Pending	>

Order Captions & Enrichment Services

2

Your request has been received. Your video will automatically updated upon completion.

1. The request for captioning will display under the *Existing Requests* section of the page, along with its *Pending* status. The *Status* will change to *Processing* while the captions are being generated for your video, and *Completed* when the captions are available.
2. A message will display under *Order Captions & Enrichment Services* to indicate that your request has been received.

Note: The captions will not display automatically on your video when the request has been completed. You will need to enable them after verifying that they are accurate.

Edit auto-generated captions.

After captions are created from your request, they will need to be reviewed and edited to ensure that they are accurate.

Select the video to edit.

MY MEDIA

 | Search My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾



Have You Heard? CDC vaccination video

Private

Owner • on January 13, 2020


0

 0

After waiting for the captions to be generated, return to *My Media* and select the video with the captions to edit.

Select the Actions menu, then Edit.

Details

 Share

 Back

ACTIONS ▾

No description provided


Comments

Add a Comment

 Edit

 Publish

Analytics

 Caption & Enrich

 Launch Editor

 Delete

Select the Captions tab.

Details Options Collaboration Thumbnails Downloads **Captions** Attachments

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Search Icon]

Select the Edit Captions button.

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline Replace Media

Edit Captions Upload captions file

Language	Label	File type	Actions
English	English	SRT	[Check] [Edit] [Delete] [Download] [Image]

Edit the captions as needed.

Using the *Closed Captions Editor*, correct any errors in the captions and add speakers, if needed.

Select the captions to edit. (Optional)

Closed Captions Editor

Captions **English - English** [Revert](#) [Save](#)

Search in Captions Replace with Replace Add Speaker Add

Selected	Start Time	End Time	Caption
<input checked="" type="checkbox"/>	00:00:24,580	00:00:27,485	What does this letter from your school
<input type="checkbox"/>	00:00:27,485	00:00:29,360	where you're supposed to give this to me,

0:11 / 4:43

In most cases, there will only be one **Captions** file attached to your video. If you have uploaded your own captions file in addition to requesting the automatic captions, select the captions to edit from the *Captions* menu.

Search for and replace terms.

Closed Captions Editor

1 Captions **English - English** **2** [Revert](#) [Save](#)

Search meningitis **Replace with** [Replace](#) Add Speaker Add

Selected	Start Time	End Time	Caption
<input type="checkbox"/>	00:01:53,885	00:01:56,540	It's often caused by viruses or bacteria.
<input checked="" type="checkbox"/>	00:01:56,540	00:01:58,070	The type of meningitis that
<input type="checkbox"/>	00:01:58,070	00:01:59,600	the student in this case has,
<input type="checkbox"/>	00:01:59,600	00:02:02,240	meningococcal meningitis, which is
<input type="checkbox"/>	00:02:02,240	00:02:03,500	a very serious type of

1:56 / 4:43

[Autoscroll](#)

1. Enter text in the *Search* box, and press **Enter** or **Return** on your keyboard to search for specific terms. Blocks of text in the captions containing that term will be highlighted in yellow.
2. If the text you entered in the search contains an error that you need to correct in all instances where it appears in the captions, enter the desired replacement in the *Replace with* box, then select **Replace**.

Add speakers, if needed.

Closed Captions Editor

The screenshot displays the 'Closed Captions Editor' interface. At the top, there's a 'Captions' dropdown set to 'English - English'. Below it, a search bar labeled 'Search in Captions' and a 'Replace with' field are visible, along with a 'Replace' button. To the right, there's an 'Add Speaker' box containing the text 'Mom' and an 'Add' button. The main area on the left is a list of captions, each with a checkbox on the left, a time range, and the caption text. The third caption, '[Daughter] Mom, This is important.', is highlighted with a blue box and a callout '4'. The video player on the right shows a scene with a child and a caption 'What does this letter from your school'. The video player has a progress bar at 0:24 / 4:43 and an 'Autoscroll' checkbox.

If your video contains multiple speakers, you should identify them as follows:

1. Select the checkbox to the left of each text block spoken by a specific person.
2. In the *Add Speaker* box, enter the person's name.
3. Select the **Add** button.
4. The speaker's name will be added in brackets in front of each selected block of text in the captions.

Correct errors.

Closed Captions Editor

Captions English - English Revert Save

Search in Captions Replace with Replace Add Spec 1 Add

<input type="checkbox"/>	00:00:24,580	[Mom] What is this letter from your school?
<input type="checkbox"/>	00:00:26,032	
<input type="checkbox"/>	00:00:27,485	[Mom] Were you're supposed to give this to me,
<input type="checkbox"/>	00:00:29,360	
<input type="checkbox"/>	00:00:29,360	[Daughter] Mom, This is important.
<input type="checkbox"/>	00:00:30,995	
<input type="checkbox"/>	00:00:30,995	[Mom] Pay no more texting
<input type="checkbox"/>	00:00:32,660	
<input type="checkbox"/>	00:00:32,660	[Mom] to you done with your homework,
<input type="checkbox"/>	00:00:34,265	

Video Player: [Mom] Were you're supposed to give this to me, 0:27 / 4:43 Autoscroll

Auto-generated captions need to be edited so they are accurate.

1. Play the video to check the timing of the captions (i.e., the text displays at the same time as the words are spoken), and their accuracy.
2. Select a timestamp to edit it and correct any error in timing.
3. Select a block of text to edit it. The video in the player on the page will automatically skip to the timestamp in the video with the selected text. The text shown in the player will update as you edit it.

Save your changes.

Closed Captions Editor

CaptionsEnglish - English

[Revert](#)

Save

Search in Captions

Replace with

Replace

Add Speaker

Add

00:00:24,580

[Mom] What is this letter from your school?

00:00:26,032

00:00:27,485

[Mom] Were you supposed to give this to me?

00:00:29,360

00:00:29,360

[Daughter] Mom, this is important.

00:00:30,995

00:00:30,995

[Mom] Hey, no more texting

00:00:32,660

00:00:32,660

[Mom] 'til you're done with your homework.

00:00:34,265

[Daughter] You're not gonna believe this.

0:34 / 4:43

☒ Autoscrollback

Once you've made all the necessary changes, scroll up near the top of the page and select **Save**. In the *Save Changes* window that pops up, select **Yes** to confirm saving.

Select Back.

Closed Captions Editor

CaptionsEnglish - English

[Revert](#)

Save

[Back](#)

Search in Captions

Replace with

Replace

Add Speaker

Add

00:00:24,580

[Mom] What is this letter from your school?

00:00:26,032

00:00:27,485

[Mom] Were you supposed to give this to me?

00:00:29,360

00:00:29,360

[Daughter] Mom, this is important.

00:00:30,995

00:00:30,995

[Mom] Hey, no more texting

00:00:32,660

00:00:32,660

[Mom] 'til you're done with your homework.

00:00:34,265

[Daughter] You're not gonna believe this.

0:34 / 4:43

☒ Autoscrollback

Select the **Back** link near the top of the page to return to the video's editing page.

UVA Articles Contrib

Page 1148

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. <http://creativecommons.org/licenses/by/4.0/>

Enable the captions.

Select the Captions tab.

DetailsOptionsCollaborationThumbnailsDownloadsCaptionsAttachments

Name:
(Required)

Have You Heard? CDC vaccination video

Description:

Black ▾BoldItalicUnderline


Enter Description...

On the video's editing page, select the **Captions** tab.

Show the captions.

DetailsOptionsCollaborationThumbnailsDownloadsCaptionsAttachmentsTimelineReplace Media

Edit CaptionsUpload captions file

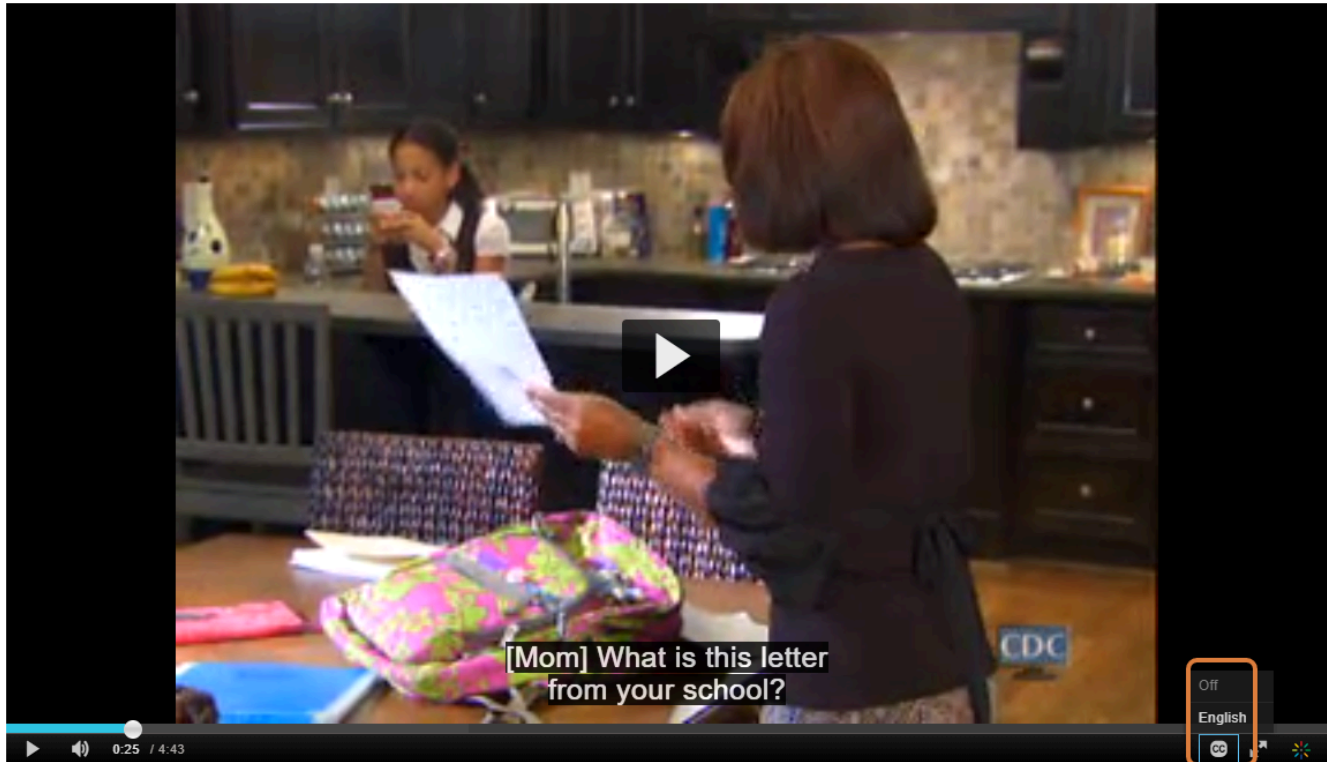
Language	Label	File type	1 Actions	2
English	English	SRT	<div><input checked="" type="checkbox"/>✎✕⬇️⬆️</div>	<div></div> <div>Show On Player</div>

A table listing the *Language*, *Label* (the text of the option in the video player to display captions), and *File type* of the captions file will display, along with *Actions*, which includes icons you can use to modify the captions file's properties. In most cases, the *Language* and *Label* will both be *English*. The *File type* for automatically-generated captions is *SRT*. Under the *Actions* header:

1. Select the **checkmark (Set As Default)** icon. Selecting this option will ensure that the associated captions file is the one that displays by default when a viewer turns on closed captions in the player.
2. Select the **screen (Show On Player)** icon.

Note: Before they are selected, the icons may appear to blend in with their background, so it may be difficult to find them.

View captions in the video.

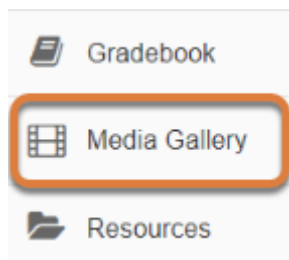


After enabling the captions, refresh the page and return to the video. A **CC (Closed Captions)** button will be available in the player. Select the button, then the label for the captions (e.g., **English**) to display them.

How do I publish video or audio files in Media Gallery?

You may publish video or audio files that you have saved in *My Media* in the *Media Gallery* of your UVACollab site.

Go to Media Gallery.




Select **Media Gallery** from the Tool Menu in your site.

Access the Media tab.

 MEDIA GALLERY



If any playlists have been created in the site, the **Playlists** tab will display as the first page of the *Media Gallery*. If this is the case, select the **Media** tab to go to it.

 **Note:** The **Media** tab will display with the number of files currently included in it, e.g., **3 Media**.

Select + Add Media.

Playlists

3 Media

Q

Sort by Most Recent ▾ View All Media ▾

+ Add Media

i

Note: On mobile devices or small screens, the **Add Media** button displays as a **plus (+)** icon.

Select and publish your media.

Add Media

Can 2

Publish

Select one or more media items to add to the current gallery ×

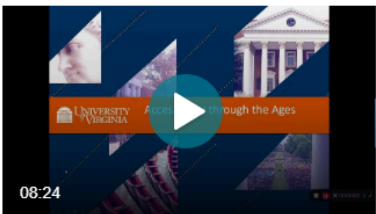
My Media

ADD NEW ▾

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾ □

1

☒




08:24

Accessibility through the Ages presentation

on March 16, 2020 0

☒



Exploring Technology: Typewriter Assembly

1. Select the checkbox(es) for your file(s) to publish.
2. Scroll up to the top of the screen and select **Publish**.

View success message.

Whether you can view your media in the site depends on whether the site's *Media Gallery* allows you to publish content immediately, or if the file is waiting to be approved.

Access a file published immediately.

MEDIA GALLERY

All media was published successfully.

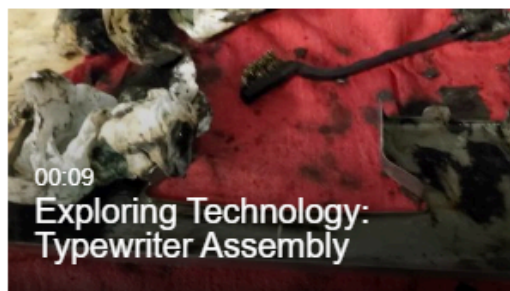
Playlists

3 Media



Sort by Most Recent ▾

View All Media ▾



If you have permission to publish files in the site, you will be returned to the main page of the *Media Gallery*, with a message at the top of the screen indicating that your *media was published successfully*.

You may select a file to view it.

Wait for moderated media to be published.

Your additional media will be presented once it is ready and approved. [Refresh Now](#)

Playlists

4 Media



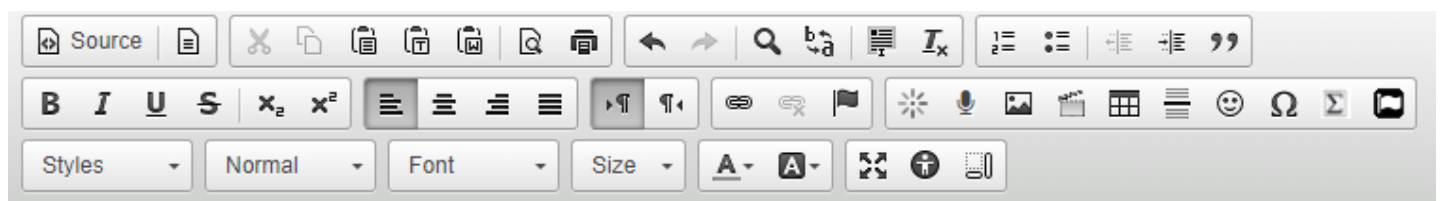
By default, student uploads in a course site's *Media Gallery* are **Moderated**. This means that an instructor must review and approve files to publish them in the site. If your media needs to be approved, a message *Your additional media will be presented once it is ready and approved* will appear at the top of the screen, and you will need to wait for your instructor to approve a file for it to display.

How do I embed a Media Gallery file in the Rich-Text Editor?

You can embed a *Media Gallery* file in a text box using the Rich-Text Editor. For more information on using the *Media Gallery* to add video, audio, or image files to your site, see [What is the Media Gallery tool?](#)

For information on making videos and audio files [accessible](#), see [How can I make videos and audio files more accessible?](#)

In the editor, position your cursor where you want to embed the media.

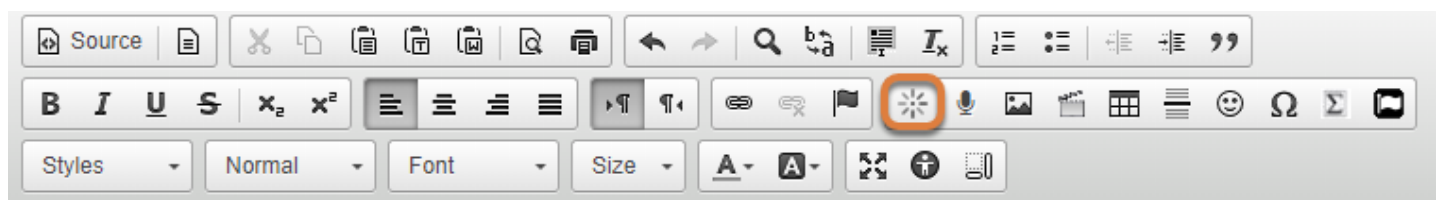


Video Analysis

Watch the video below and think about how it was edited. Be prepared to discuss in class the techniques that were used (e.g., cuts, transitions, audio mixing) and how they affect the viewer's experience.



Select the Kaltura icon.



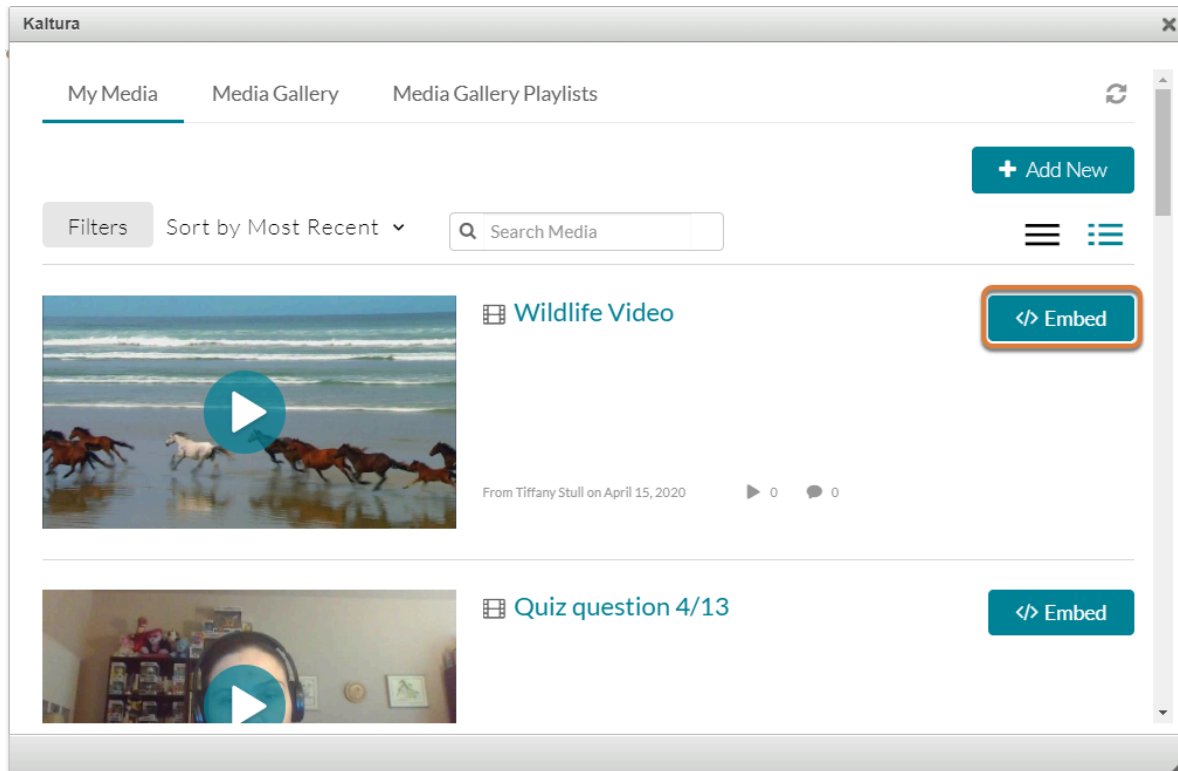
Video Analysis

Watch the video below and think about how it was edited. Be prepared to discuss in class the techniques that were used (e.g., cuts, transitions, audio mixing) and how they affect the viewer's experience.

|

The **Kaltura** icon looks like a sun or star burst.

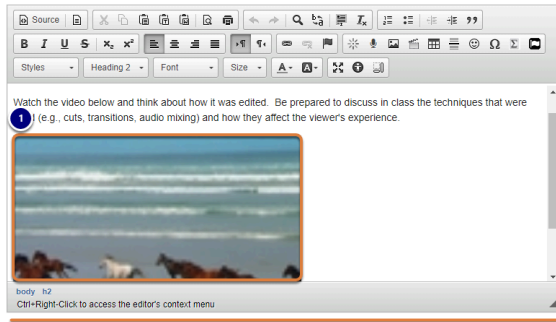
Select a media file.



A window will pop up displaying your media. Select the **Embed** button for the file to add to the editor.

Note: If you do not have the media already uploaded, you can use the **Add New** button to upload an item.

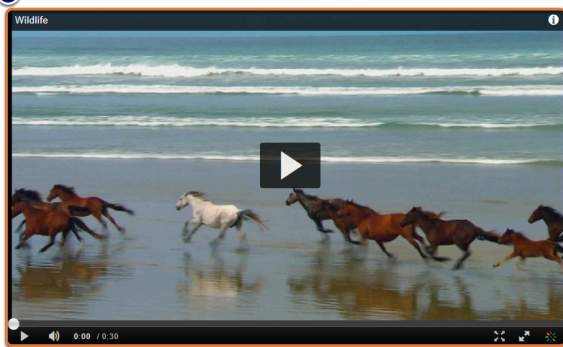
View media.



Applying Lesson 1: Basic Video Editing

Video Analysis

Watch the video below and think about how it was edited. Be prepared to discuss in class the techniques that were used (e.g., cuts, transitions, audio mixing) and how they affect the viewer's experience.



1. A thumbnail image will display in the editor at the location of the embedded media item.
2. When the item you are creating in the editor is posted, the media will be available to view or play.

How do I set up a video or audio assignment using Media Gallery?

You can create assignments for student video or audio uploads using multiple tools in your site. Submissions can be private (between student and instructors) or made available to the entire class.

Private:

- **Assignments:** In an assignment that accepts **Inline submissions**, students use the [Rich-Text Editor](#) to embed a video or audio file in their submission.
- **Tests & Quizzes:** Students embed a video or audio file in a response to a **short answer/essay question**.

Shared with class:

- **Media Gallery:** Students upload their video or audio files directly to the *Media Gallery* tool in the site.
- **Lessons:** Add **Student content** in *Lessons* for students to embed their video or audio files in their lesson pages.
- **Discussions:** Students embed media in discussion posts.

This article describes how to set up private assignments in the *Assignments* tool and assignments that can be shared with the class in *Media Gallery*. The setup process is similar in other tools.

Set up a video or audio assignment in Assignments.

Unlike many assignments, where students upload files as attachments, students should embed their uploaded audio or video files using the [Rich-Text Editor](#). This is because *Assignments* limits the size of file attachments to 250 MB, smaller than most audio and video files.

Add new assignment

Title *

Open Date *
Students can not save or submit the assignment until the open date.

Due Date *

Accept Until *
Assignments cannot be submitted after the close date.

Student Submissions *

Allow Resubmission

- Inline only
- Attachments only
- Inline and Attachments
- Non-electronic
- Single Uploaded File only

So students are not confused by how to submit a video or audio assignment, using the **Inline only** option for *Student Submissions* is recommended.

For complete steps to add an assignment, see [How do I add an assignment?](#)


In the *Assignment Instructions*, you may also want to include a link to steps for students to submit the assignment. The steps they need to take may differ slightly depending on whether they will be using the Personal Capture feature to record, and/or whether they choose to upload their video or audio file to *My Media* and edit the file before embedding it. You can find steps for different types of submissions in the following articles:

Recording or uploading a file at the same time as embedding it in a submission:

- [How do I upload and submit a video or audio file to an assignment or assessment?](#)
- [How do I submit a Personal Capture video or audio file to an assignment or assessment?](#)

Recording or uploading a file first, then embedding it in a submission:

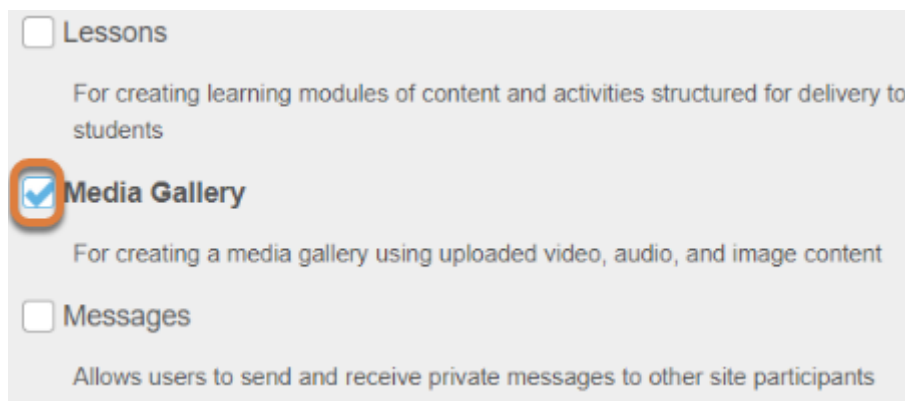
- [How do I upload an image or video to My Media from a phone or tablet?](#)
- [How do I record a PowerPoint presentation with Personal Capture?](#)
- [How do I embed a Media Gallery file in the Rich-Text Editor?](#)

 **Tip:** If you need students to upload additional files with their submission (for example, a script as a Word document), use the default **Inline and Attachments** option. In this case, it would be helpful to clarify in the assignment instructions that the audio or

video file should be embedded in the editor, while the other files should be uploaded as attachments.

Have students upload files directly to Media Gallery.

Add Media Gallery to your site (if not already present).

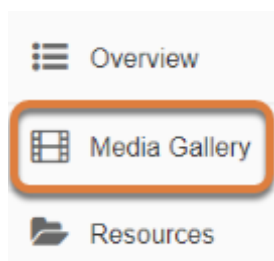


If the *Media Gallery* tool is not already in your site, follow the steps in [How do I add a tool to my site?](#) At the step [Select your set of tools](#), select **Media Gallery**.

Edit Media Gallery settings. (Optional)

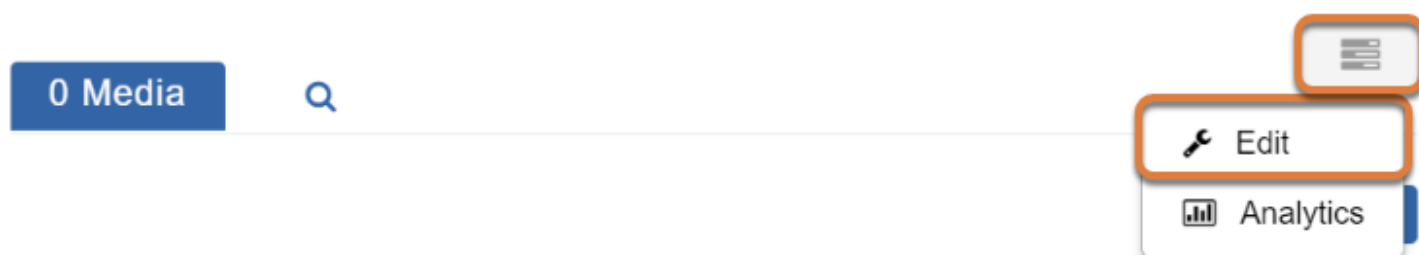
By default, student uploads to *Media Gallery* are **moderated**. This means that an instructor must **approve** each video or audio file before it is released to the rest of the class. If you prefer to have students' uploaded files available to everyone in the site immediately when they are uploaded, you can disable the **Moderate Content** setting in your site's *Media Gallery*.

Go to Media Gallery.

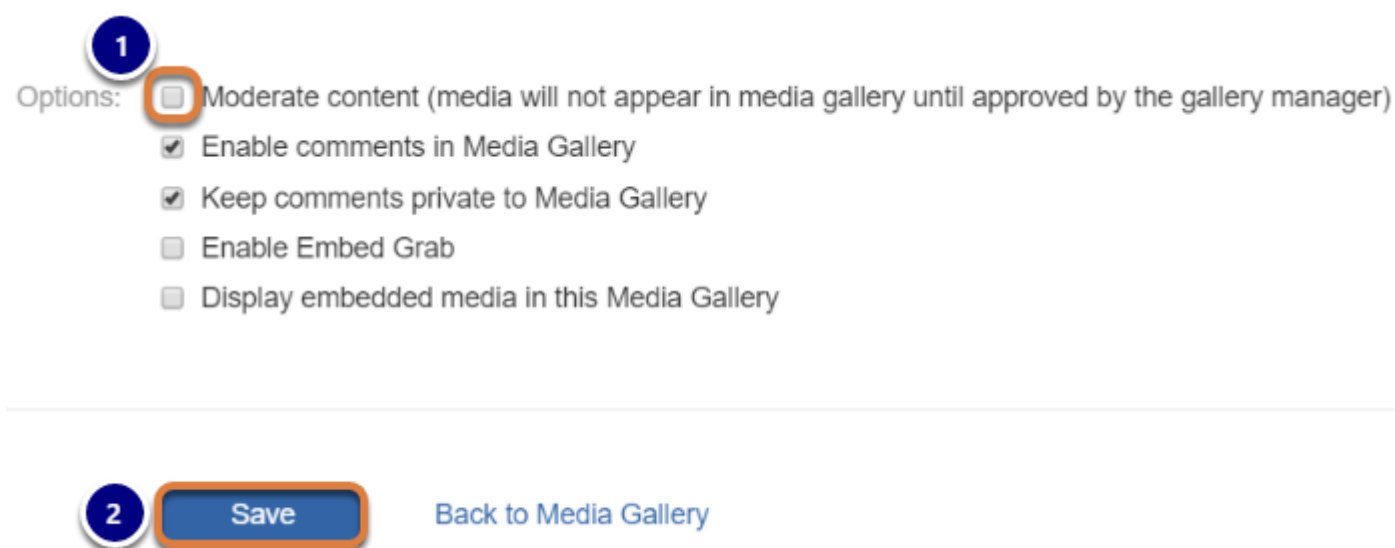


Select the **Media Gallery** tool from the Tool Menu in your site.

Select the Actions menu (three bars icon), then Edit.



Disable Moderate content.



1. Scroll down on the page to the *Options* section, and uncheck the **Moderate Content** box.
2. Select **Save**.

Return to Media Gallery.



The page will refresh with a message indicating *The information was saved successfully*. To return to the main page of *Media Gallery*, either:

1. Select the **Media Gallery** link at the top of the page to refresh the tool,
2. Or select the **Back to Media Gallery** link at the bottom of the page (next to the **Save** button).


Provide instructions to students.

Students can upload files directly to *Media Gallery* by following the steps in [How do I upload a video or audio file to Media Gallery?](#)

Alternatively, students can take the steps in the following articles to upload files to *My Media* first, and then publish the files in *Media Gallery*:

- [How do I record a PowerPoint presentation with Personal Capture?](#)
- [How do I upload an image or video to My Media from a phone or tablet?](#)
- [How do I publish video or audio files in Media Gallery?](#)

As *Media Gallery* is a repository for all of a site's video and audio files, it does not include a specific location to give students assignment instructions. You might post your instructions in another tool in your site, such as *Assignments*, *Announcements*, *Syllabus*, or a page in *Lessons*.

 **Tip:** Including guidelines for file names in the instructions can make each student's submission(s) easier to identify. For example, you might require students to include their first name, last name, and a title in the name of their file: *Student One's Video Introduction*.


How do I submit a Personal Capture file to an assignment or assessment?

Instructors can create assignments or assessments where you may use **Personal Capture** with the **Kaltura Capture** software to record and upload a response.

This article will demonstrate how to access **Personal Capture** via the [Rich-Text Editor](#) in an assignment and submit. The same steps work for an assessment question in *Tests & Quizzes*.

To create a recording and embed it in an assignment:

1. [Access the assignment to submit.](#)
2. [Launch the Kaltura Capture software.](#)
3. [Make your recording and upload it.](#)
4. [In the assignment, embed the recording in the Rich-Text Editor.](#)

 **Tip:** If the **Kaltura Capture** software is already installed on your computer, you can log into UVACollab, then open **Kaltura Capture** before accessing an assignment or assessment. After recording your video or audio file, follow the steps in [How do I embed a Media Gallery file in the Rich-Text Editor?](#) to embed it in your assignment or an assessment question.

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

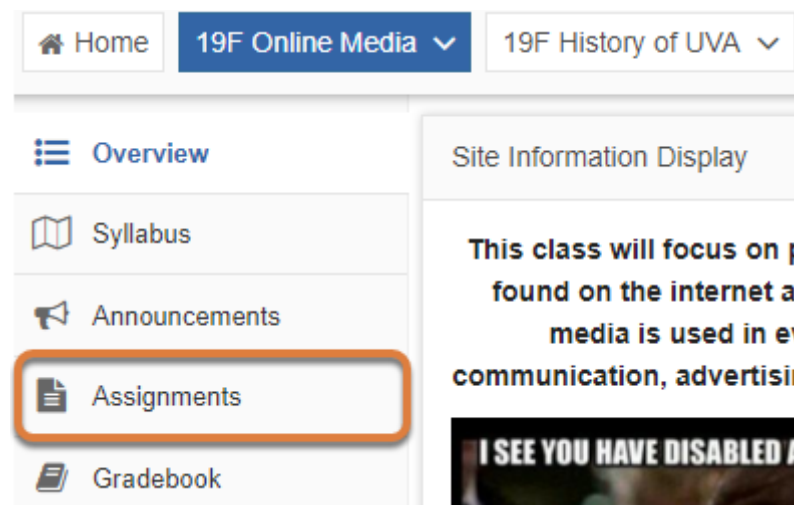
Step-by-Step Instructions

Navigate to the site where you will be submitting the assignment.



To go to the site with the assignment you need to submit, select the **site's title** in the favorites bar at the top of the screen, or in your **My Sites** list.

Go to the tool where the assignment is located.



Select the tool where you will submit your recording, for example, **Assignments**, from the Tool Menu in the site.

Access the assignment where you will submit the recording.

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items


|<

<

Show 200 items... ▼

>

>|


	Assignment Title	Status	Open
	 Introductions	Not Started	Sep 2, 2019 12:00 am

Select the **title of the assignment** where you will submit the recording.

Review the assignment instructions.

Assignment - In progress

Complete the form, then choose the appropriate button at the bottom.

Title	 Introductions
Due	Sep 19, 2019 11:59 pm
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	Points (max 10.00)
Modified by instructor	Sep 12, 2019 9:11 am

Instructions

Please record and submit a short video introducing yourself. Include your major or some topics you find interesting to study, and a description of what you hope to learn in this course.

Review the requirements provided by your instructor for what to record.

Select the Kaltura icon in the Rich-Text Editor.

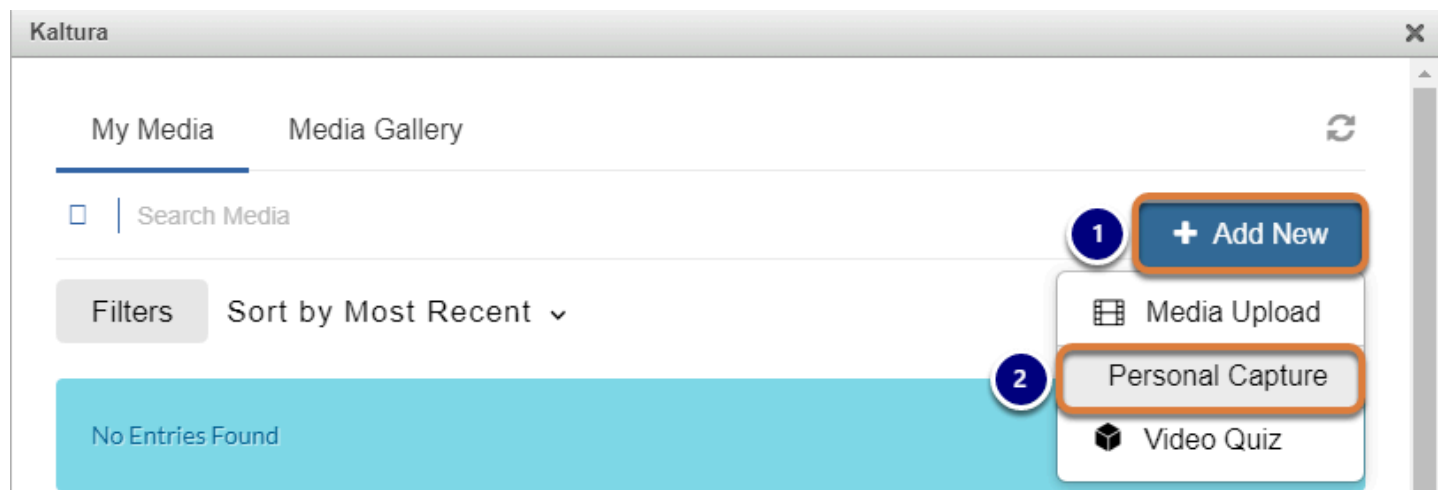
Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**



The **Kaltura** icon looks like a sun or star burst.

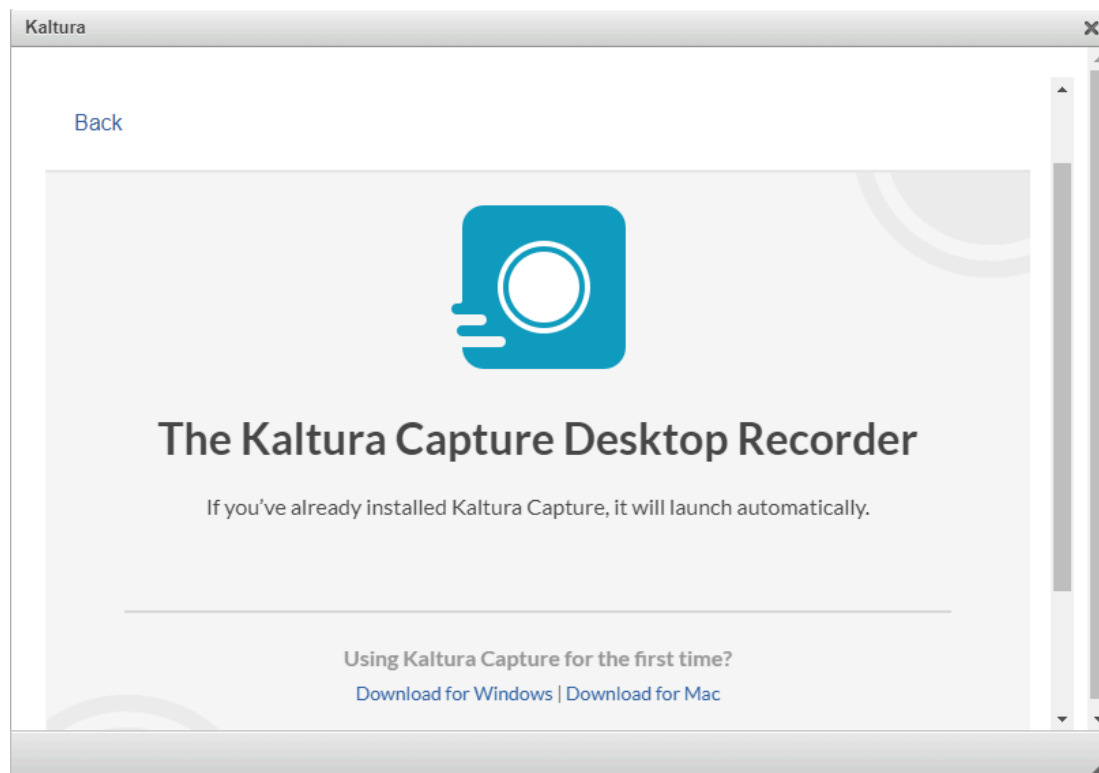
Select Add New, then Personal Capture.



The *Kaltura* window will pop up where you can select a media file to add.

1. Select the **+ Add New** button.
2. Select **Personal Capture**.

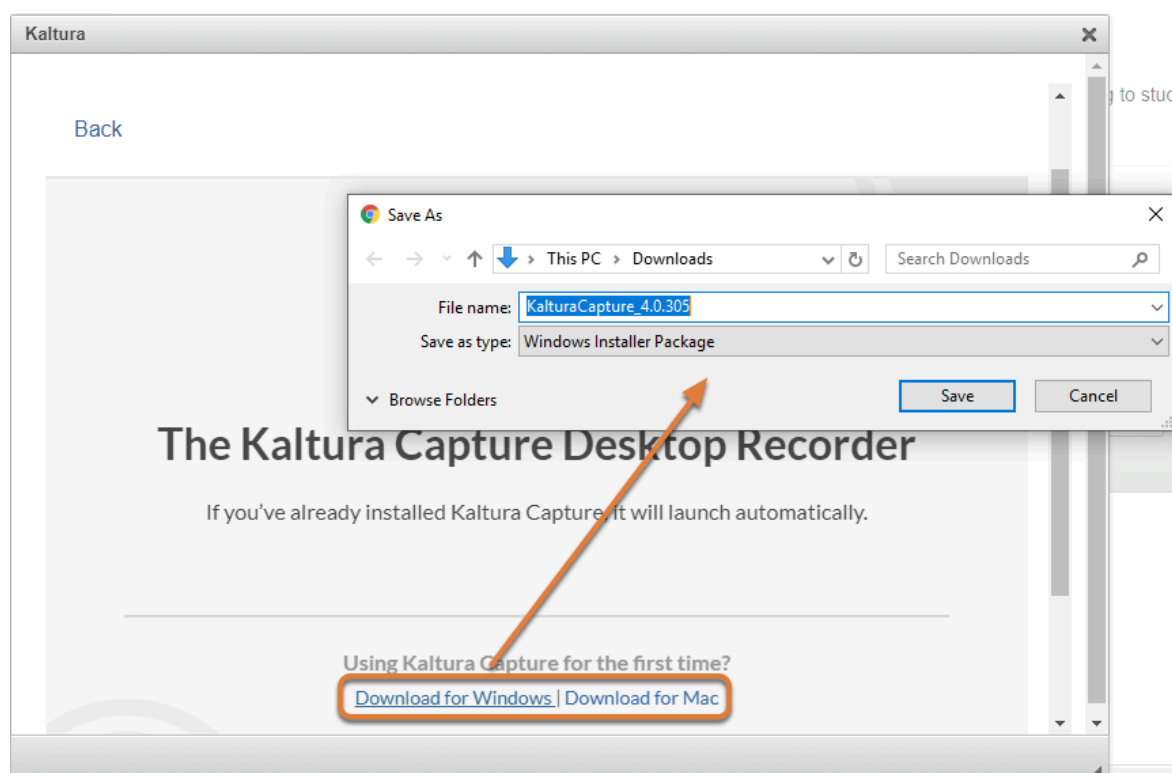
Launch Personal Capture.



The *Kaltura* window will display a message about *The Kaltura Capture Desktop Recorder*. The **Kaltura Capture** program needs to be downloaded and installed on the computer you are using.

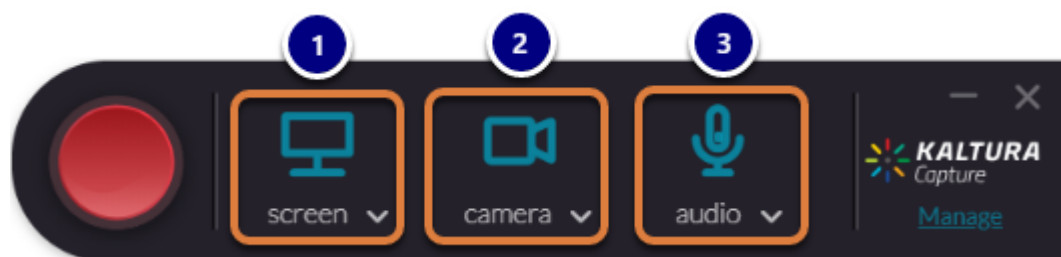
If **Kaltura Capture** is already installed on your computer, it will open automatically.

If Kaltura Capture is not installed on your computer, install it.



If it is not yet installed, select the **Download for Windows** or **Download for Mac** link to download and install it.

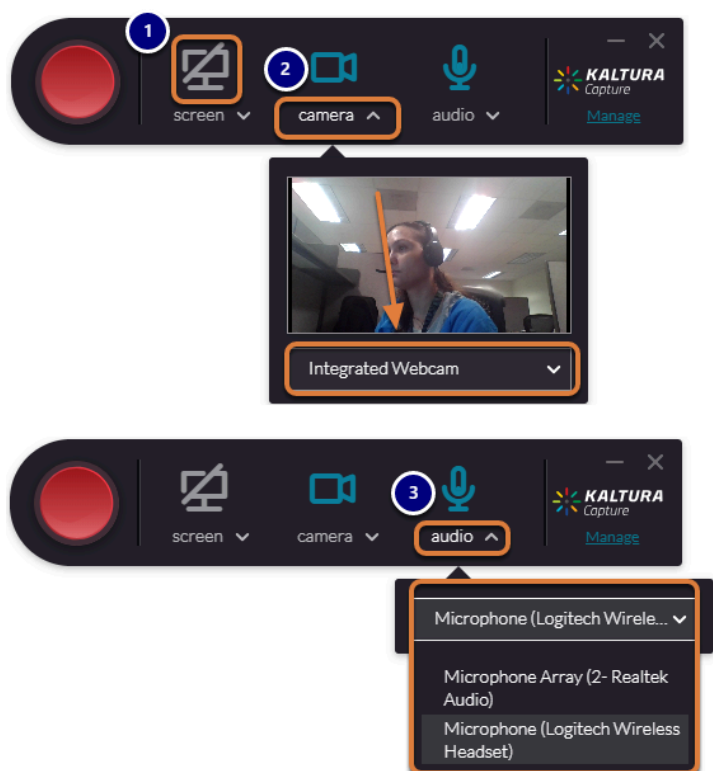
Select what to record (Optional).



By default, the **Kaltura Capture** software records from three input sources, if they are all available:

1. Your computer screen, capturing your activity on the screen,
2. A webcam or other video camera,
3. Your microphone, capturing your audio.

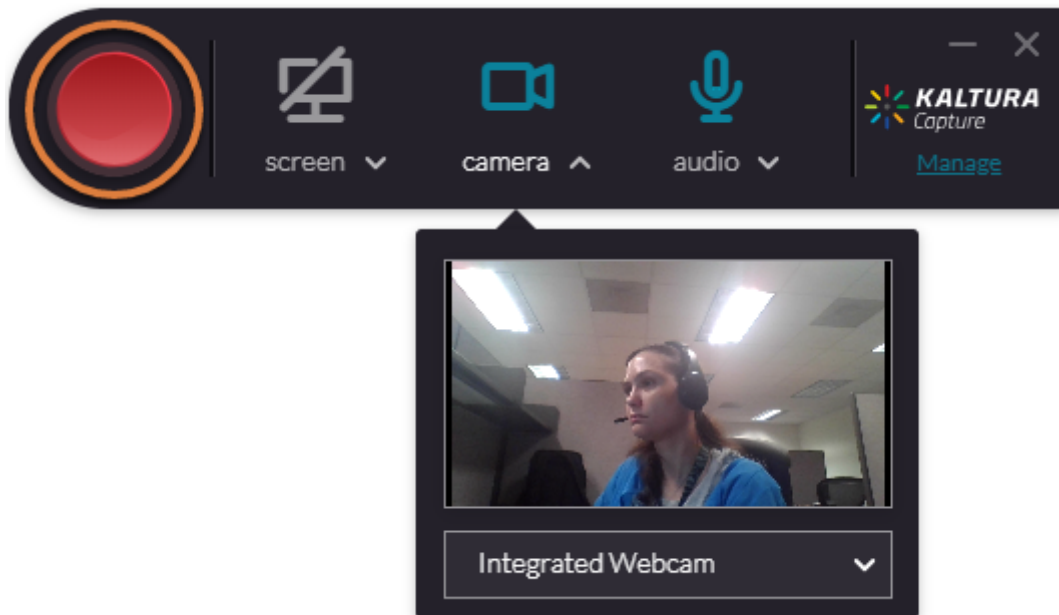
Turn off, preview, or change recording sources.



To turn off, preview, or change any of these recording sources:

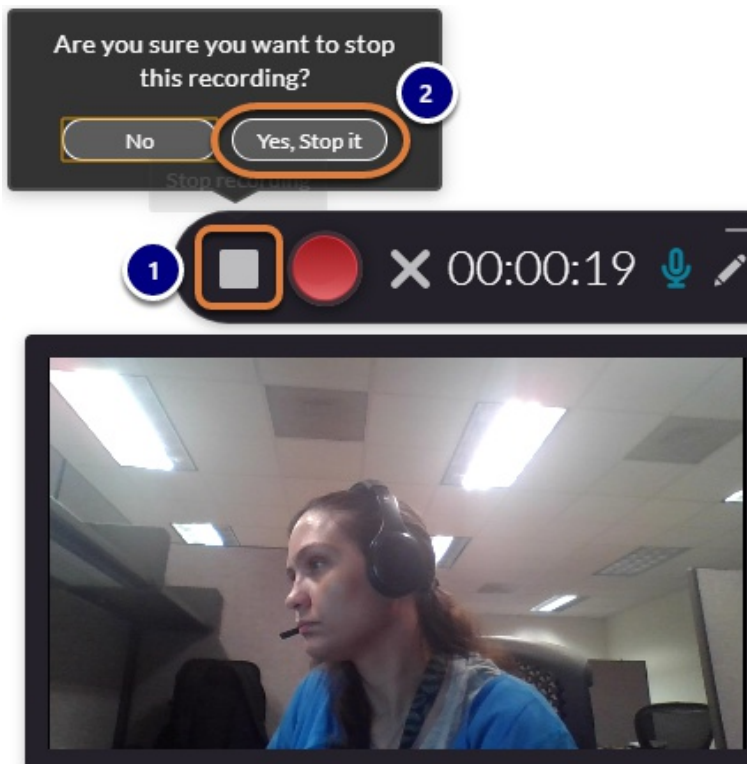
1. Select the **Turn off** icon for a source (**screen**, **webcam**, or **microphone**) to turn it off. A **gray icon with a slash through it** indicates that the recording device is disabled. If you mouse over a disabled device or use a screen reader, it will indicate that the recording source is not available, e.g., **No available screen or webcam**.
2. To display a preview of the video that will be recorded, select the name of the source, **screen** or **camera**. If you have multiple screens or cameras connected to your computer, a drop-down menu will also be available underneath the preview to change the recording source.
3. Select **audio** to open a drop-down list of audio recording sources. For example, you might select a headset to record audio instead of a laptop's built-in microphone.

Start recording.



When you are ready to record, select the **Start Recording** button. The **Start Recording** button looks like a large, red circle.

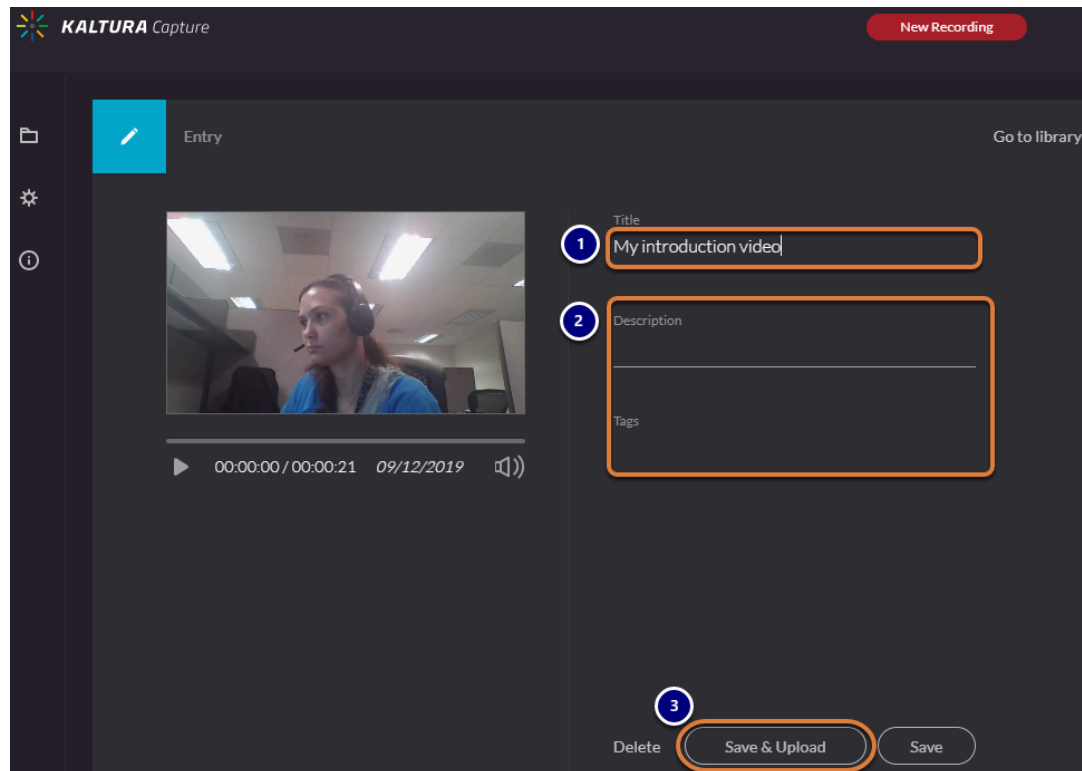
Finish recording.



When you are done recording:

1. Select the **Stop (white square)** button.
2. Select **Yes, Stop it** to confirm.

Save and upload your media file.

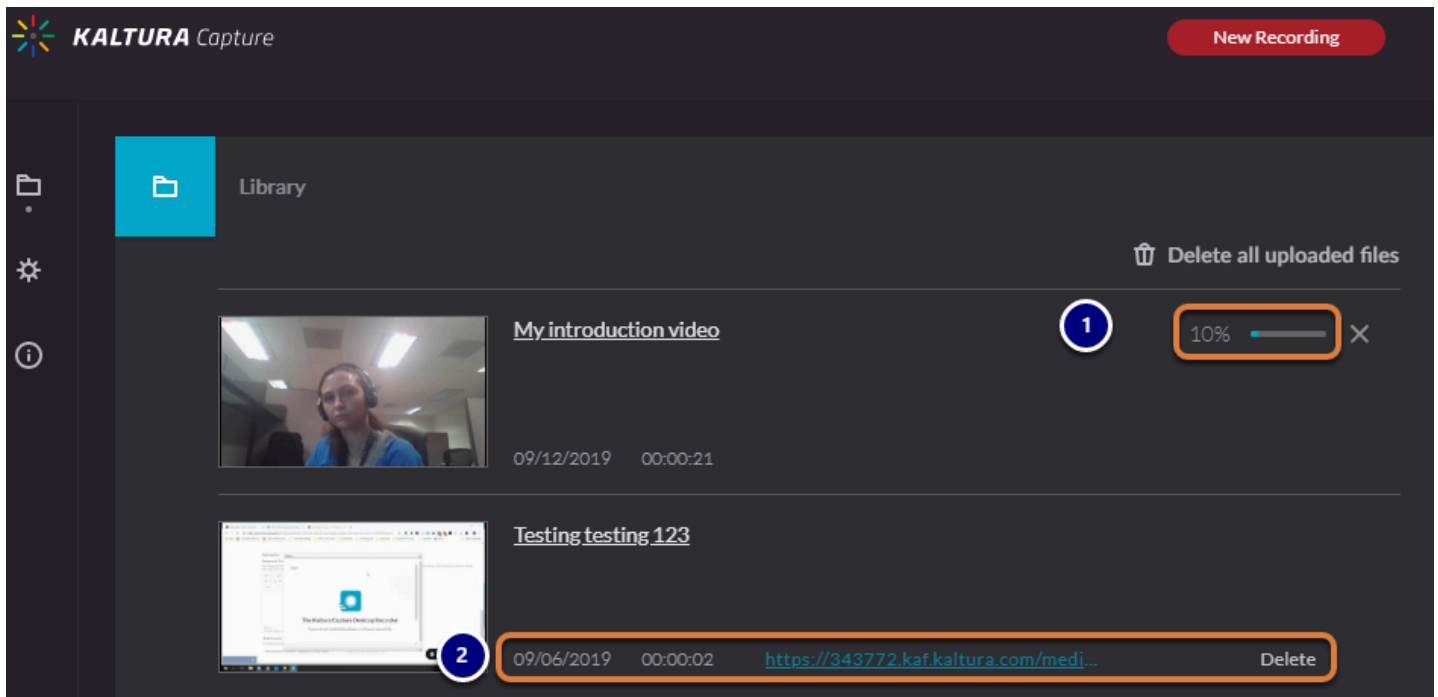


The *Kaltura Capture* window will display a thumbnail image of your new recording.

1. By default, the recording's *Title* will be **Kaltura capture recording** with the date when it was recorded. It is recommended that you edit the *Title* to make your audio or video file easy to find. Your instructor may have provided instructions for this.
2. You can add an optional **Description** or **Tags** for searching.
3. Select **Save & Upload** to upload the file to *My Media*. *My Media* is found in your UVACollab **Home** site.

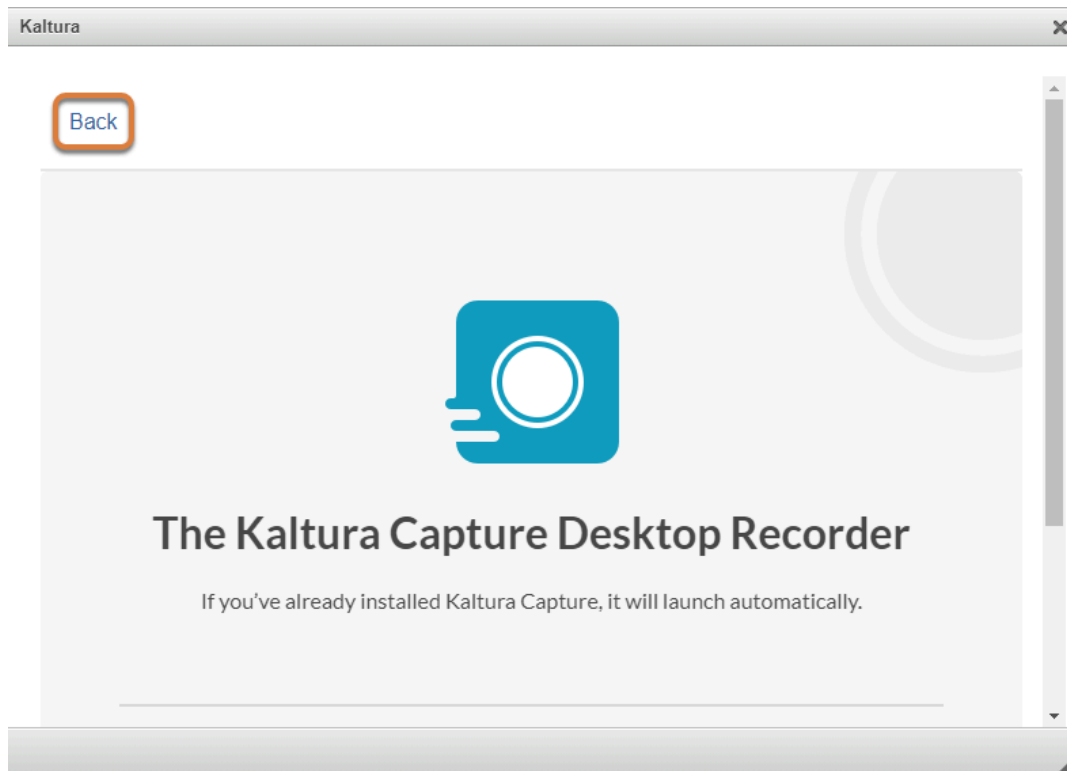
Note: Uploading the file from *Kaltura Capture* will not make it available to your instructor or other students in a course site automatically. Because the file is saved in your personal *My Media*, you will need to take additional steps to make it available to others after it is uploaded.

Wait for the upload to complete.



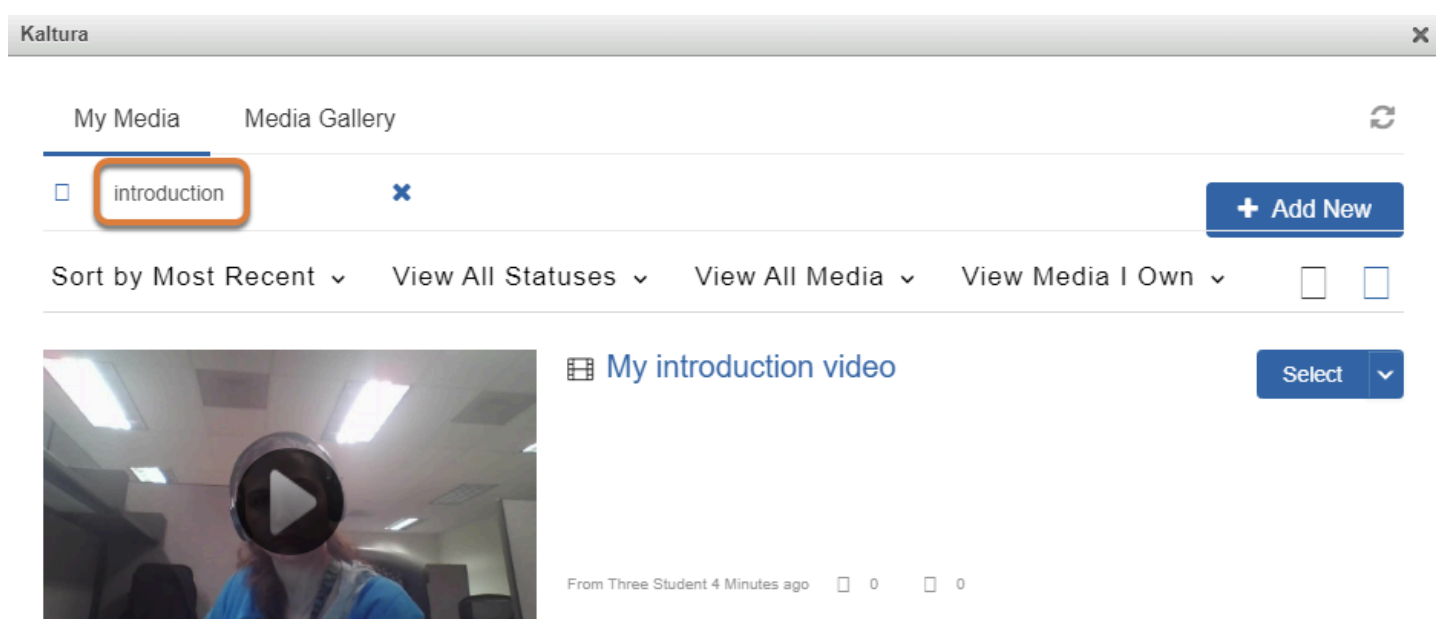
1. A progress bar in the Kaltura Capture window will indicate that the file is being uploaded.
2. Once the file is uploaded, the progress bar will disappear. A link to the video and an option to **Delete** it will display.

Return to the Kaltura window.



Go back to the internet browser window where your assignment was open. Near the top of the *Kaltura* window that displays the information about the Desktop Recorder, select the **Back** link.

Locate the audio or video file to submit.



It may take a few minutes after uploading a media file for it to display automatically in *My Media*. To find it more easily, enter part of the **Title** you gave the file in the search bar and hit **Enter** or **Return** on your keyboard.

Select the media file.

Kaltura

My Media

Media Gallery

□ | introduction

✕

+ Add New

Sort by Most Recent ▾


View All Statuses ▾

View All Media ▾

View Media I Own ▾

□

□



📺 My introduction video

Select ▾

From Three Student 4 Minutes ago

□ 0

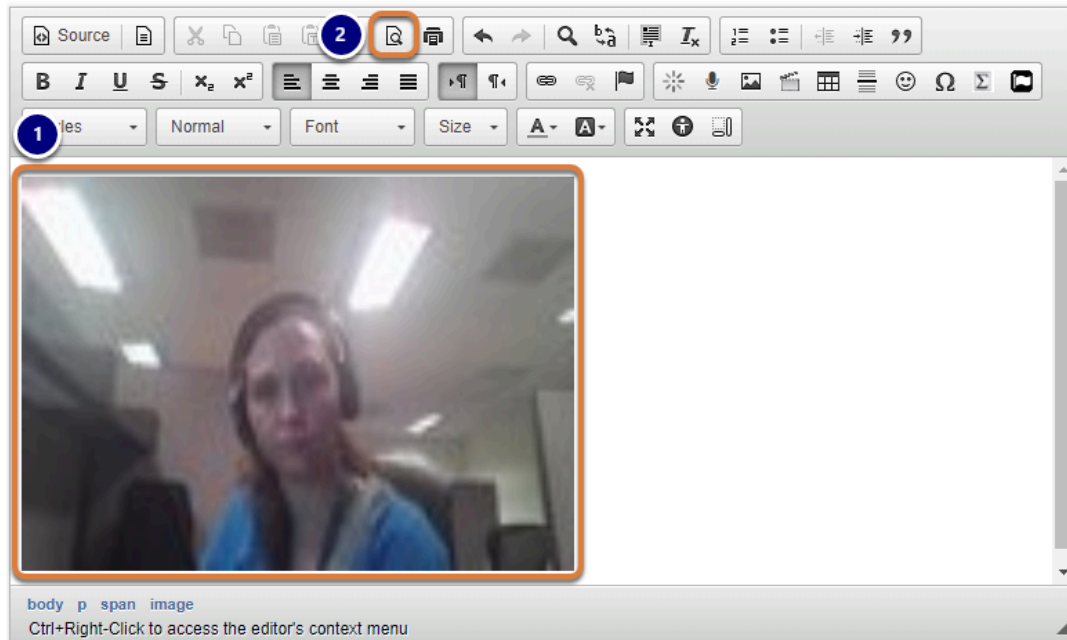
□ 0

Use the **Select** button to the right of your media file to add it to the editor.

View media.

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**



1. A blurry thumbnail image will display in the editor where the video was added.
2. Select the **Preview** button in the Rich-Text Editor to preview your video in another internet browser tab or window. The **Preview** button looks like a paper with a magnifying glass.

Save or submit the assignment.



Do not forget to **Submit** your assignment, or select **Save Draft** to continue working on it later!

How do I upload and submit a video or audio file to an assignment or assessment?

Instructors can create assignments or assessments where you upload a video or audio file as a response using the [Rich-Text Editor](#).

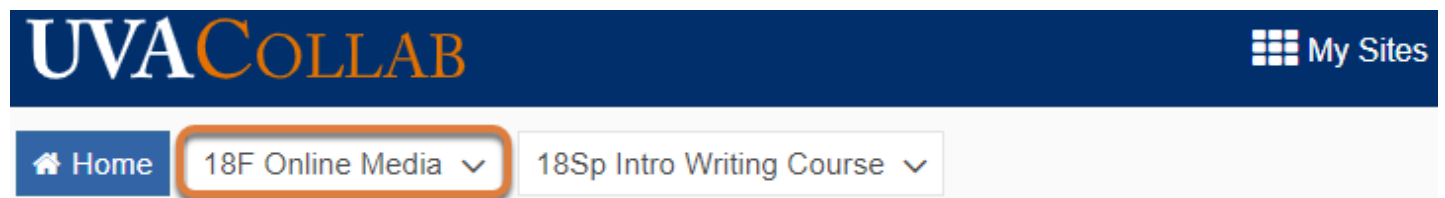
This article will demonstrate how to upload and submit a video to an assignment. The same steps work for an assessment question in *Tests & Quizzes*.

- [Watch a video](#)
- [Follow the step-by-step instructions](#)

Video Guide

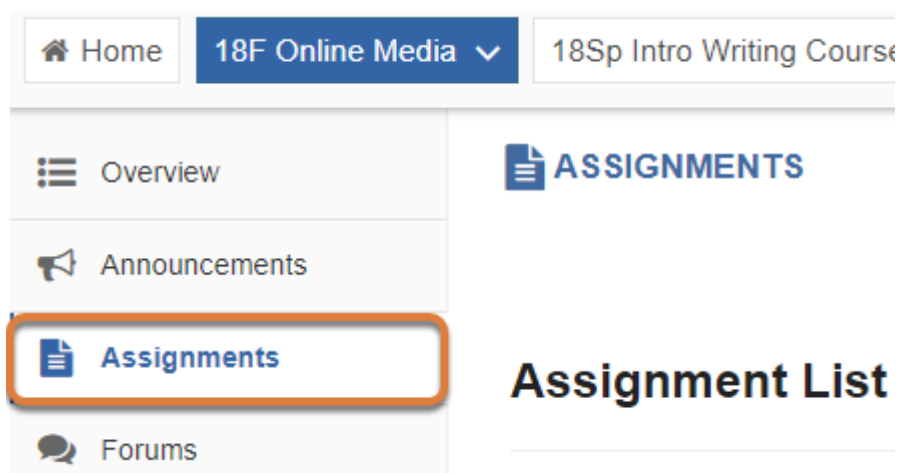
Step-by-Step Instructions

Navigate to the site where you will be submitting the assignment.



To go to the site with the assignment you need to submit, select the **site's title** in the favorites bar at the top of the screen, or under **My Sites**.

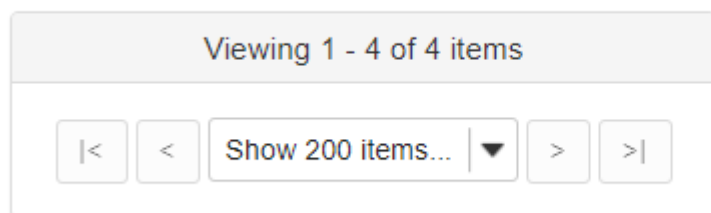
Go to the tool where the assignment is located.





Select the tool where you will submit your recording, for example, **Assignments**, from the Tool Menu in the site.

Access the assignment where you will submit the recording.

Select an assignment to view details, start working or edit your previous work.



	Assignment Title	Status
	 Introductions	Not Started
	 Homework 1	Not Started

Select the **title of the assignment** where you will submit the recording.

Review the assignment instructions.

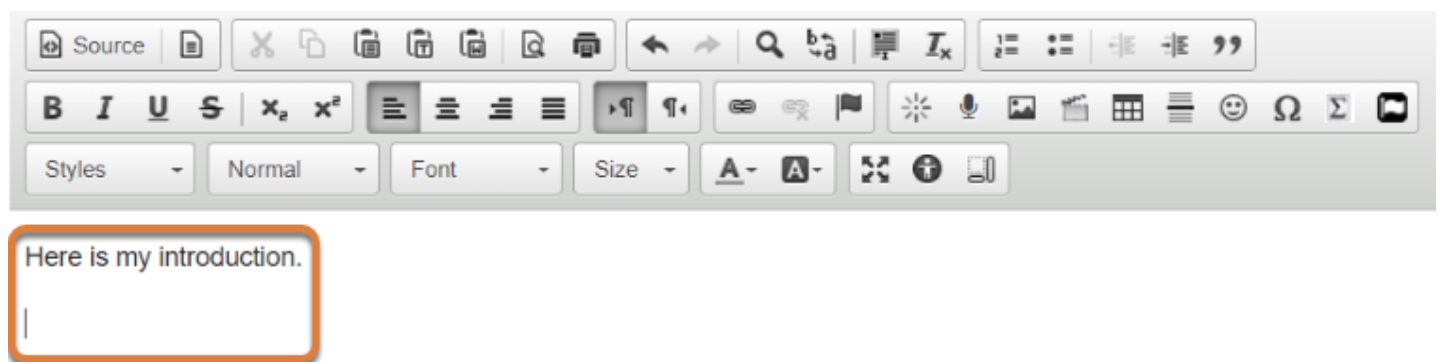
Status	In progress
Grade Scale	Points (max 10.00)
Modified by instructor	Sep 20, 2018 3:47 pm

Instructions

Please record and submit a short video introducing yourself. Include your major or some topics you find interesting to study, and a description of what you hope to learn in this course

Review the requirements provided by your instructor for what to record.

Enter some text in the Rich-Text Editor.



Type some text in the editor, then hit **Enter** or **Return** on your keyboard to make a space under the text for your video.

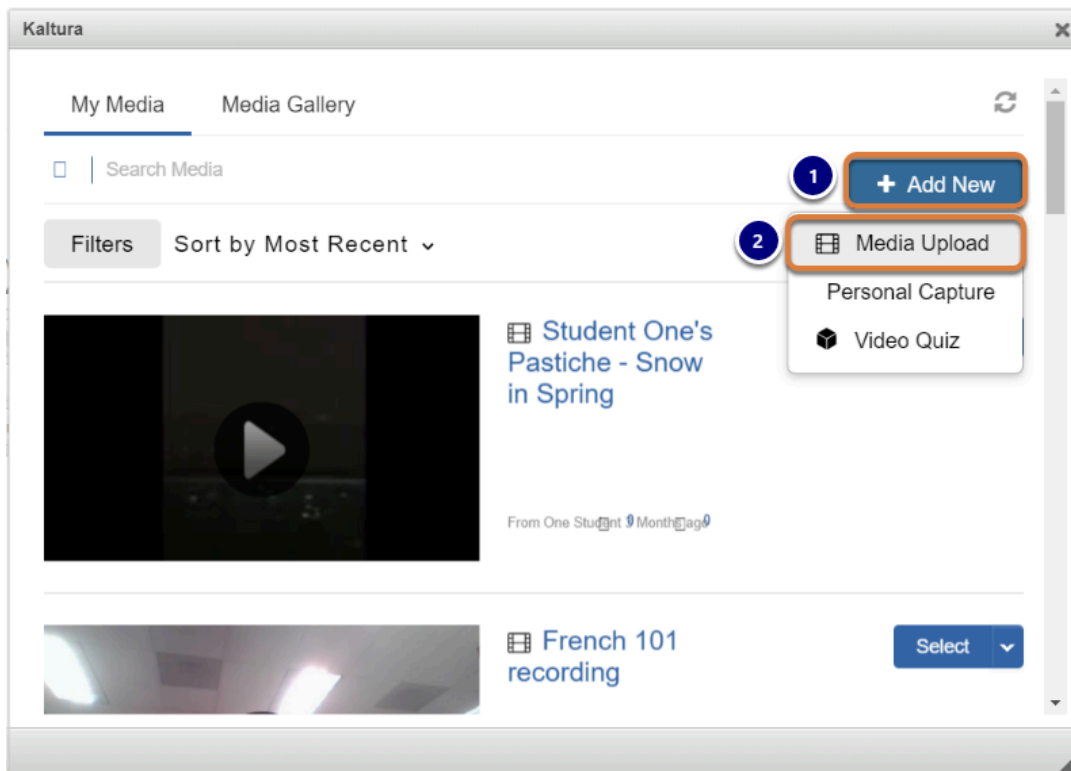
Select the Kaltura icon in the Rich-Text Editor.



Here is my introduction.

The **Kaltura** icon looks like a sun or star burst.

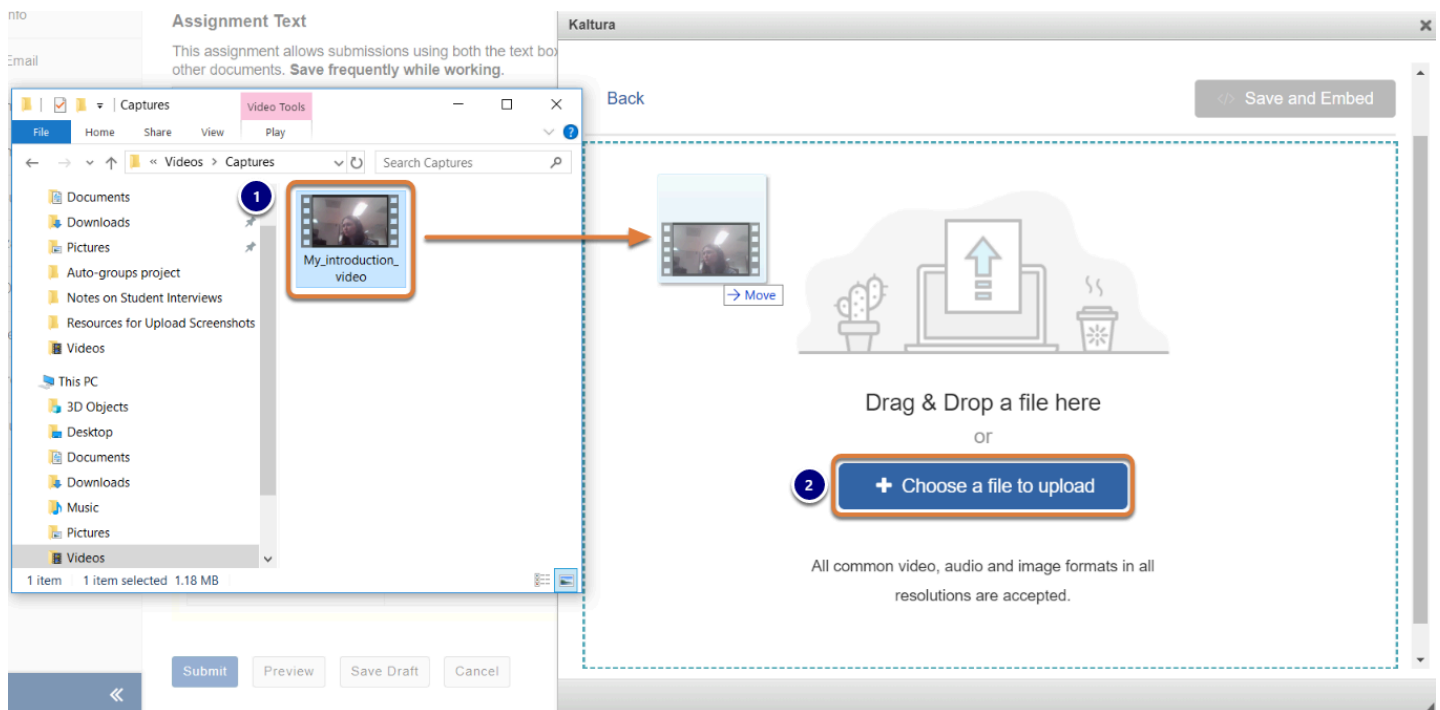
Select Add New, then Media Upload.



The *Kaltura* window will pop up where you can select a media file to add.

1. Select the **+ Add New** button.
2. Select **Media Upload**.

Drag and drop or browse for the file to upload.



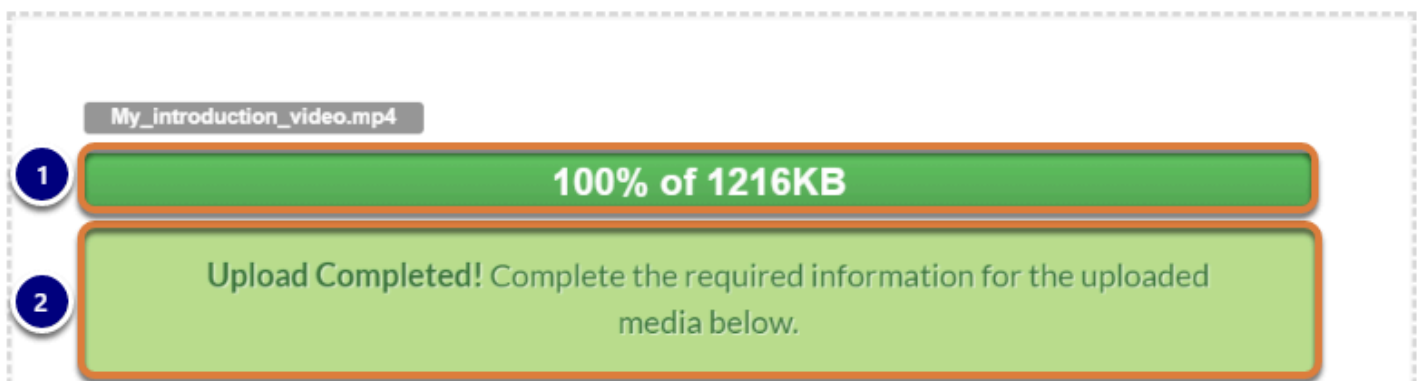
1. Drag and drop a file from your computer into the *Drag & Drop a file here* box,
2. Or select **+ Choose a file to upload** and select the file from your computer.

Wait for the upload.

Back

</> Save and Embed

Upload Media



1. Depending on the size of your file, the upload may take some time to complete. During this time, the upload progress will display on the screen.

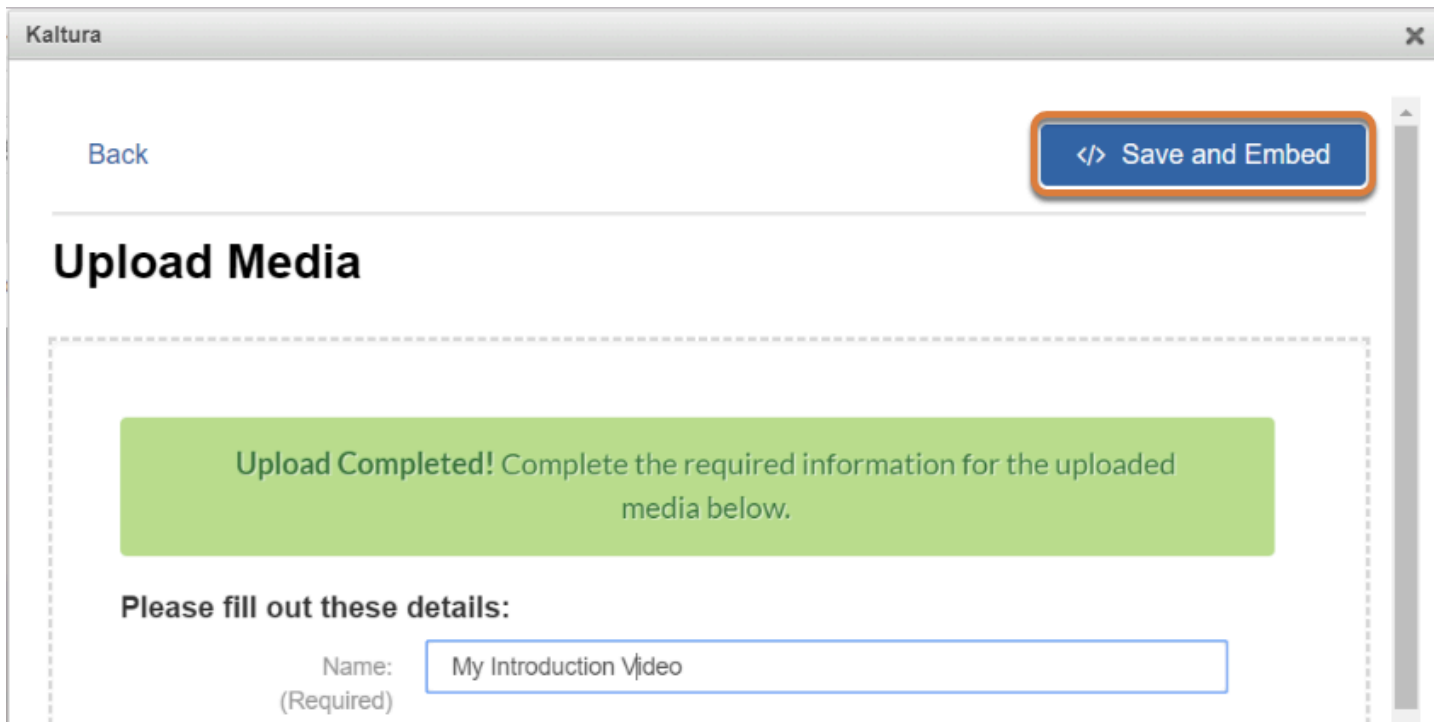
2. When the file is successfully uploaded, an *Upload Completed!* message will replace the progress bar.

Enter a name and optional details.

The screenshot shows the Kaltura interface for adding details to an upload. The window title is 'Kaltura'. At the top left is a 'Back' link, and at the top right is a 'Save and Embed' button. The main heading is 'Please fill out the details:'. Below this, there are three numbered steps: 1. 'Name: (Required)' with a text input field containing 'My Introduction Video'. 2. 'Description:' with a rich text editor containing a toolbar with options for Black, Bold, Italic, Underline, and a text area with the placeholder 'Enter Description...'. 3. 'Tags:' with a text input field. At the bottom, there is a 'Save' button.

1. By default, the *Name* will be the image's or video's original file name. It is recommended that you edit the *Name* to make your file easy to find.
2. You can add an optional *Description* or *Tags* for searching.
3. Select **Save** to save the name and details.

Select **</> Save and Embed**.



Kaltura

Back

</> Save and Embed

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

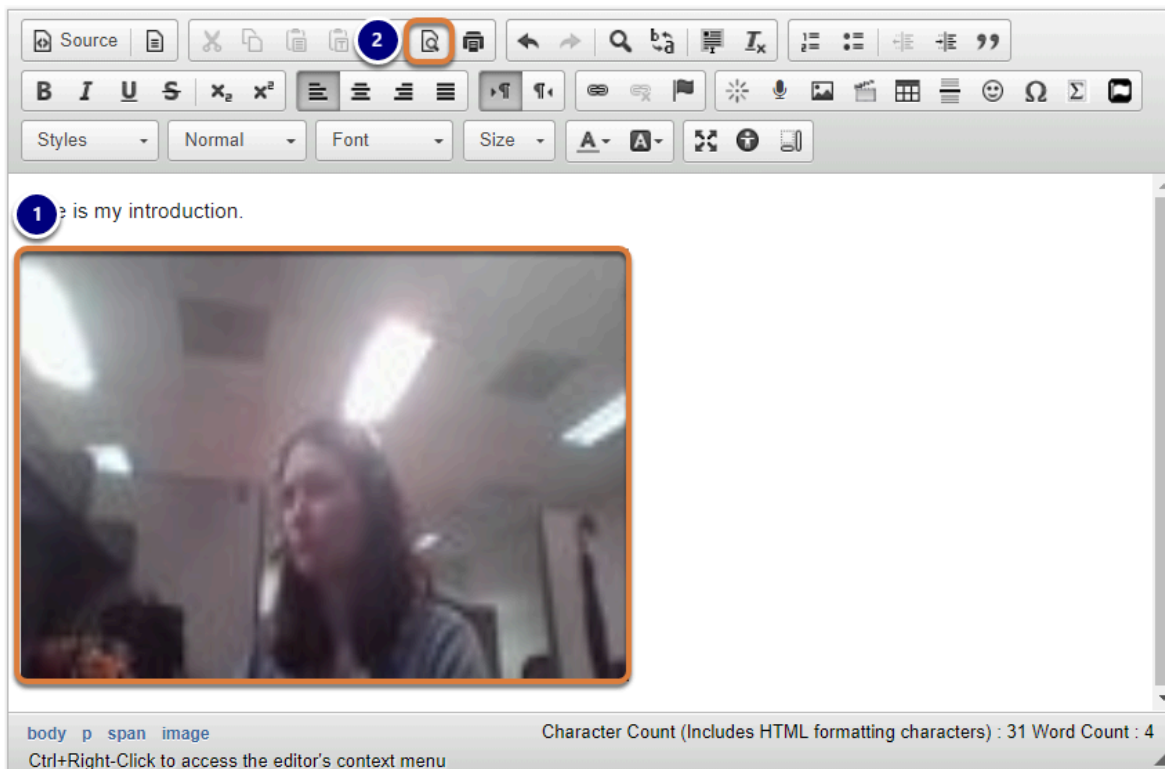
Please fill out these details:

Name:

(Required)

Near the top of the Kaltura window, select the **</> Save and Embed button** to save your video and insert it into the editor.

View media.



1. A fuzzy thumbnail image will display in the editor at the location of the embedded media item.
2. Select the **Preview** button in the Rich-Text Editor to preview your video in another internet browser tab or window. The **Preview** button looks like a paper with a magnifying glass.

Save or submit the assignment.




Don't forget to **Submit** your assignment, or select **Save Draft** to continue working on it later!

How do I copy embed code for public display on the web?

In the *Media Gallery* of a UVACollab site you own, you can enable the **Embed Grab** option to generate embed codes. You can add a video or audio file to the *Media Gallery* in your site to copy the file's embed code for use in sites outside of UVACollab (e.g., WordPress sites or ePortfolios).

If you already have a UVACollab site with *Media Gallery* and some videos in it, skip to the appropriate step below:

1. [Have or create a UVACollab site with Media Gallery.](#)
2. [Navigate to your UVACollab site.](#)
3. [Add Media Gallery to your site \(if not already present\).](#)
4. [Go to Media Gallery.](#)
5. [Edit the Media Gallery's settings to enable the Embed Grab option.](#)
6. [Add your video or audio file to the Media Gallery \(if not already added\).](#)
7. [Select the video.](#)
8. [Copy the embed code.](#)

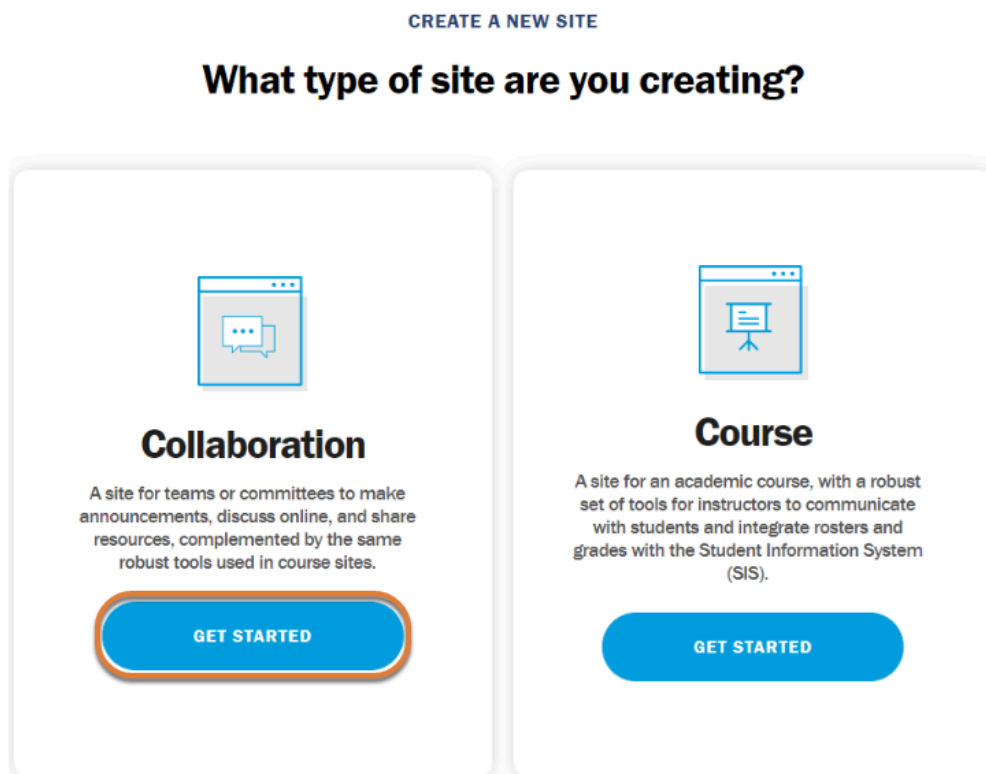
 **Tip:** To embed *Media Gallery* files in a UVACollab site, follow the steps in [How do I embed a Media Gallery file in the Rich-Text Editor?](#)

-
- [Watch a video](#)
 - [Follow the step-by-step instructions](#)
-

Video Guide

Step-by-Step Instructions

Have or create a UVACollab site with Media Gallery.



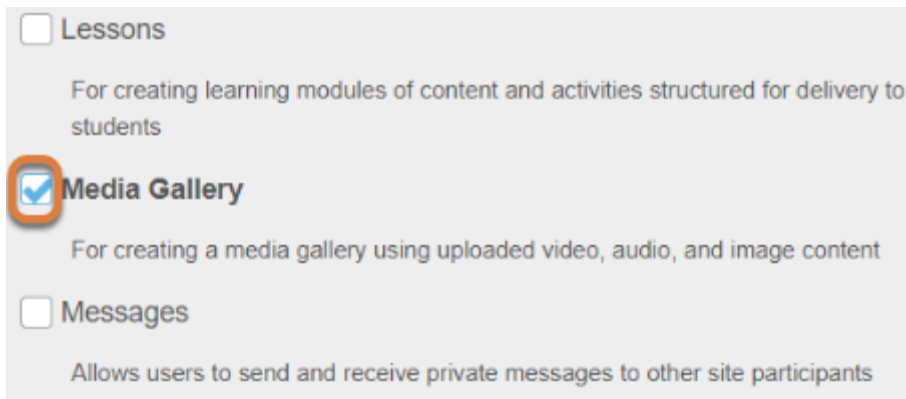
If you do not yet have a UVACollab site created, see [What is Site Builder?](#) for steps to get started creating a new site. If you will only be using this site to store videos and generate embed codes, it is recommended to create a **collaboration site** using the [option to create a site from scratch](#). At the [step where you select site tools](#), select **Media Gallery**.

Navigate to your UVACollab site.



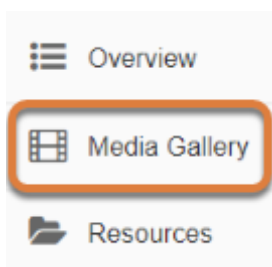
Select the site where you will add the videos.

Add Media Gallery to your site (if not already present).



If the *Media Gallery* tool is not already in your site, follow the steps in [How do I add a tool to my site?](#) At the step [Select your set of tools](#), select **Media Gallery**.

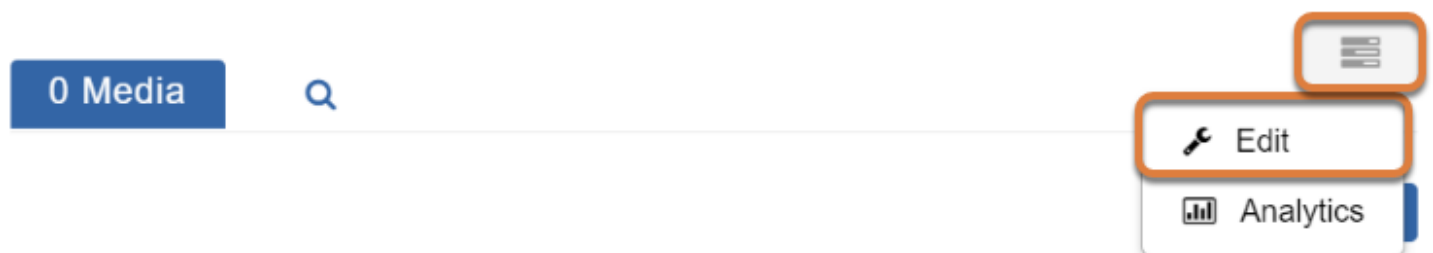
Go to Media Gallery.



Select the **Media Gallery** tool from the Tool Menu in your site.

Edit the Media Gallery's settings to enable the Embed Grab option.

Select the Actions menu (three bars icon), then Edit.



Enable Embed Grab.

- Options:
- ☒ Moderate content (media will not appear in media gallery until approved by the gallery manager)
 - ☒ Enable comments in Media Gallery
 - ☒ Keep comments private to Media Gallery
 - 1** ☒ Enable Embed Grab
 - ☐ Display embedded media in this Media Gallery

2 **Save** [Back to Media Gallery](#) [Delete Channel](#)

1. Scroll down on the page to the *Options* section, and select the **Enable Embed Grab** check box.
2. Select **Save**.

i **Note:** With the **Embed Grab** option enabled, public embed codes will be created for all media in your site's *Media Gallery*.

It is not recommended to enable this option in a site with copyrighted materials. Instead, we recommend you [create a collaboration site](#) to store all of your publicly viewable media.

Return to Media Gallery.

1 **MEDIA GALLERY**

The information was saved successfully

2 **Save**

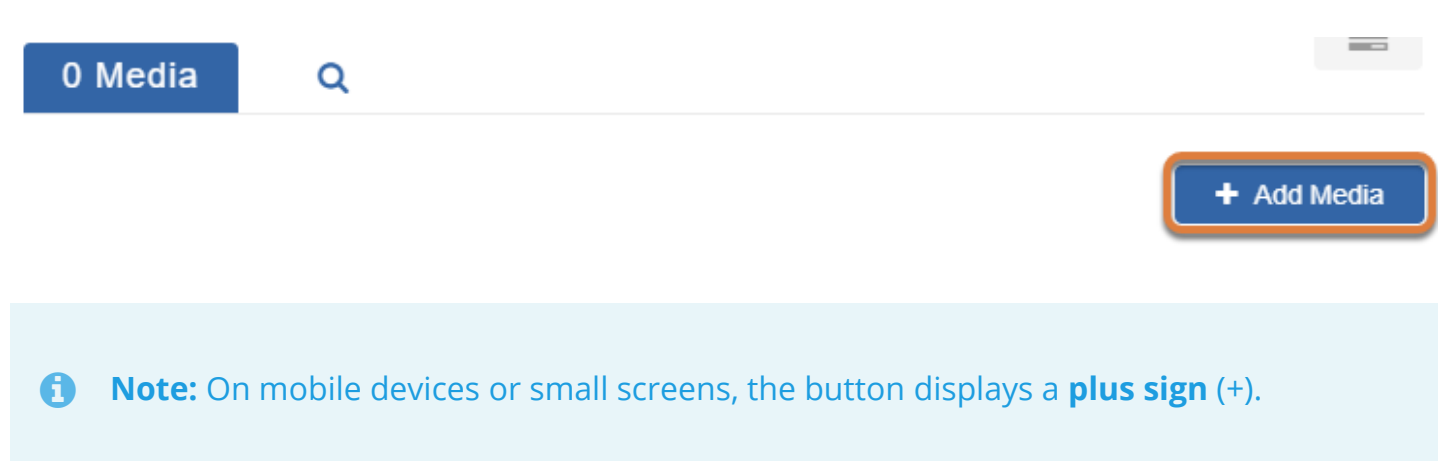
[Back to Media Gallery](#)

The page will refresh with a message indicating *The information was saved successfully*. To return to the main page of *Media Gallery*, either:

1. Select the **Media Gallery** link at the top of the page to refresh the tool,
2. Or select the **Back to Media Gallery** link at the bottom of the page (next to the **Save** button).

Add your video or audio file to the Media Gallery (if not already added).

Select the + Add Media button.



Select or upload your media.

Add Media Can 2 Publish

Select one or more media items to add to the current gallery

My Media 3 ADD NEW Media Upload

Sort by Most Recent View All Statuses View All Media View Media I Own

1 ☒

THE BEAUTY OF ACCESSIBLE COURSE CONTENT

05:52

Powerpoint Presentation: The Beauty of Accessible Course

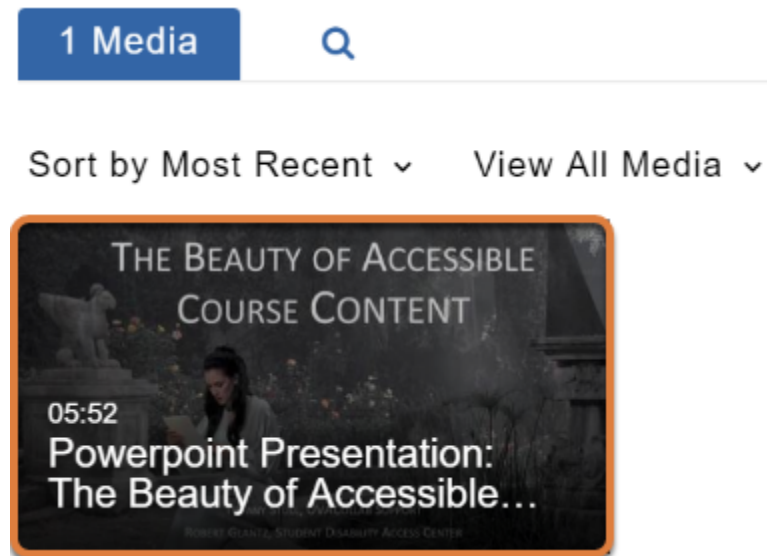
17 Minutes ago 0 0

1 ☒ **My screen capture**

1. Select the check box(es) for the media item(s) to add.
2. At the top of the screen, select **Publish**.
3. Or, if you do not yet have media uploaded, select the **ADD NEW** menu, then **Media Upload** to upload a new file.

Copy the embed code.

Select the media file.

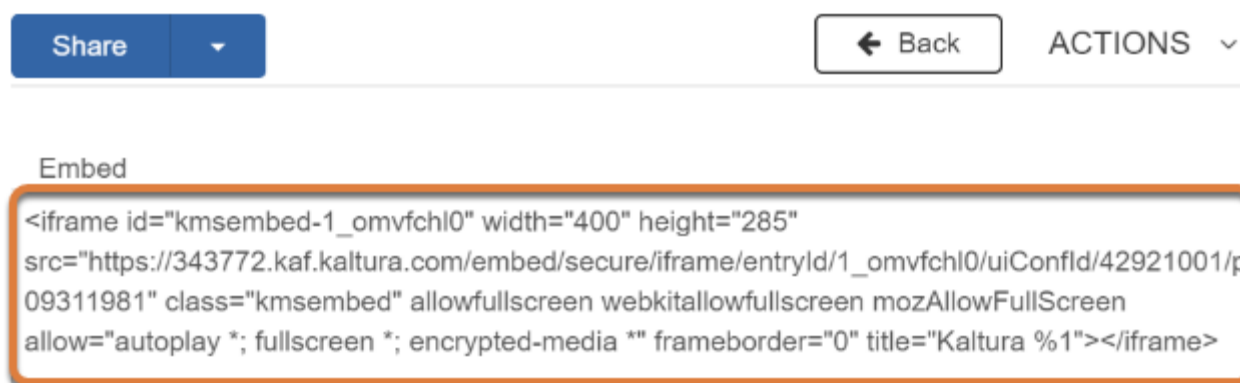


In the **Media** tab, select the video or audio file.

Select the Details menu, then Share.

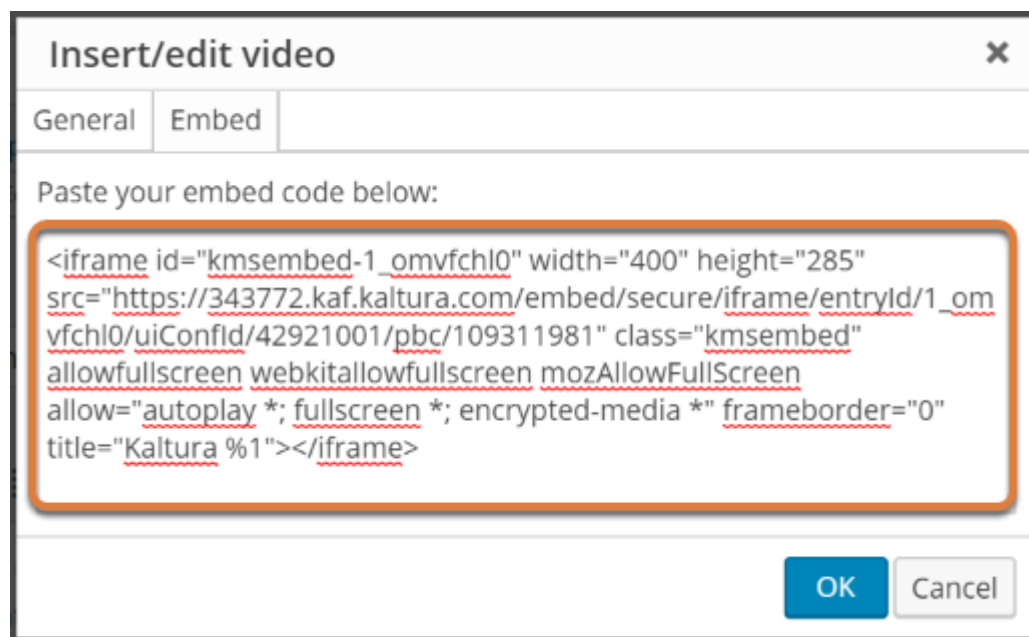


Select and copy the embed code.



Select the code in the *Embed* box and **copy** it to your computer's clipboard (**CTRL+C** on a PC or **Command+C** on a Mac).

Use the embed code in your web page.



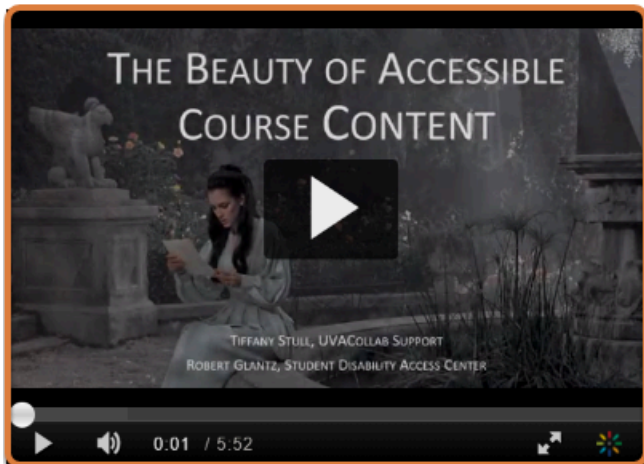
You can now paste the embed code into an external web page, such as a WordPress page or ePortfolio.

View embedded video.

The Beauty of Accessible Course Content

[Leave a reply](#)

This presentation demonstrates why it is important to make course content accessible, and how to create content in UVACollab, Microsoft Word, and Powerpoint that is accessible to all students.



When the page with the embedded video or audio file is posted, you will be able to play it.

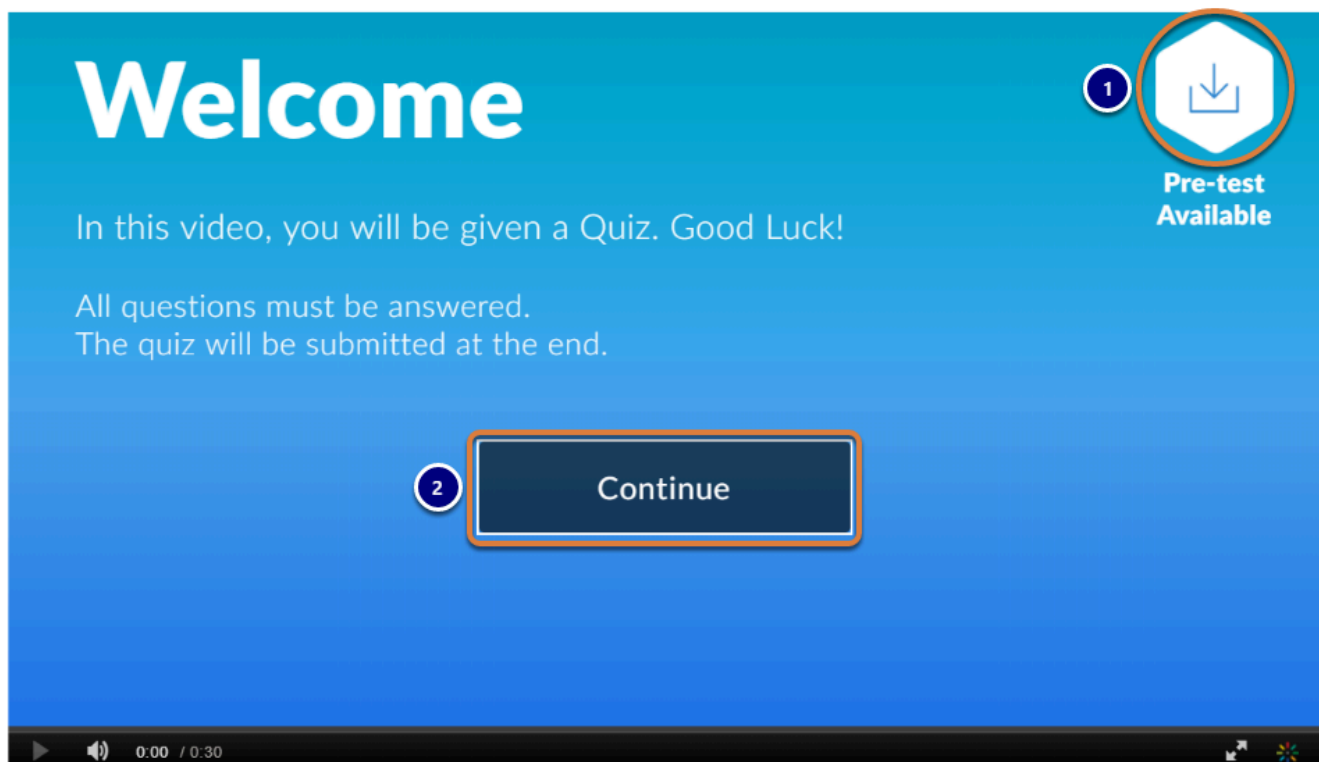
What is an in-video quiz, and how can I use it?

Media Gallery includes an in-video quizzing feature that allows you to insert questions into a video. While playing the video, it will pause where there is a question, and a student must either answer or skip the question to continue.

! **Note:** A video quiz should be used as a **supplement** to a video, not as a full-featured assessment. See below [caveats for use](#).

Features of an in-video quiz

Welcome Screen



When you start playing a video with a quiz, a **Welcome** screen will display, indicating that you will be given a quiz. On the **Welcome** screen:

1. You can download a **Pre-test**, a PDF listing the quiz questions.
2. Select **Continue** to start the video.

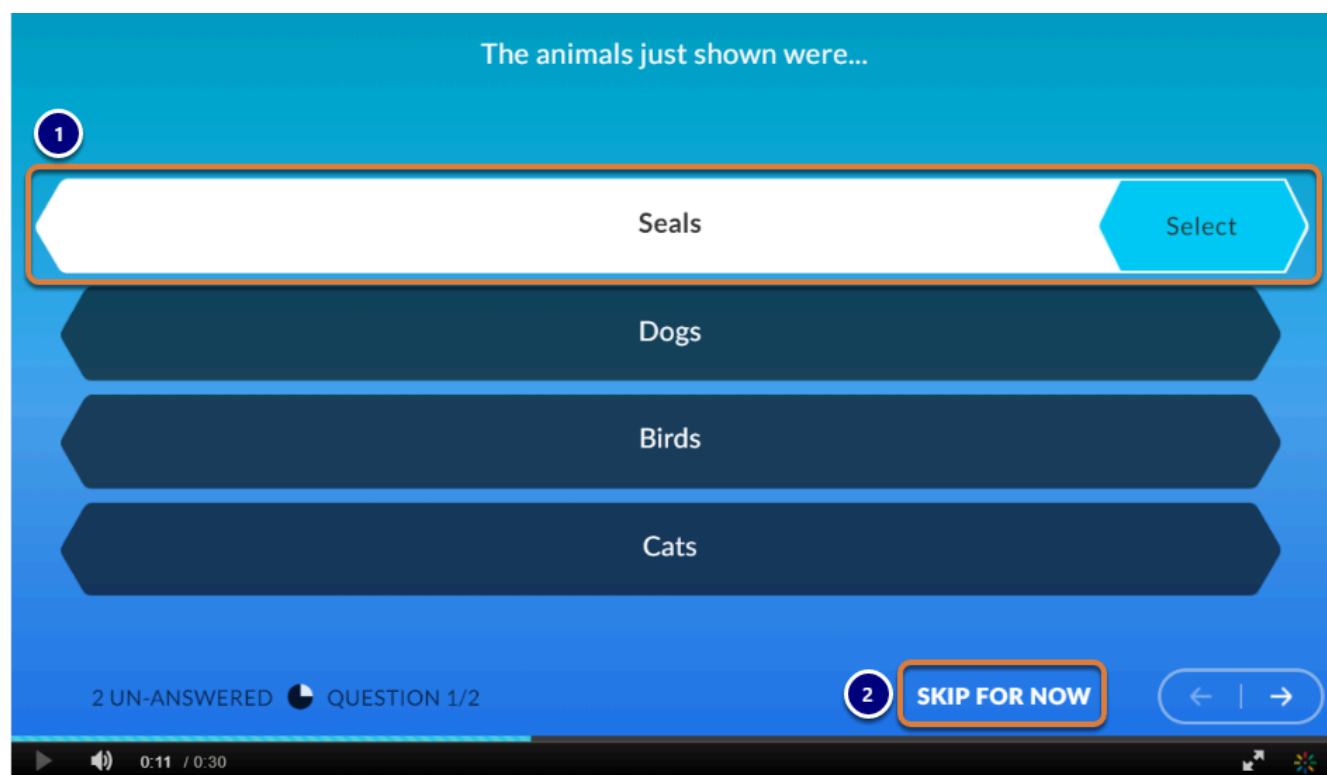
Questions

Question display in timeline



Quiz questions display as **hexagons with numbers** in the video's timeline. If enabled in the quiz settings, you can select a question number to skip to it.

Individual question screens



Different types of questions have different answer formats.

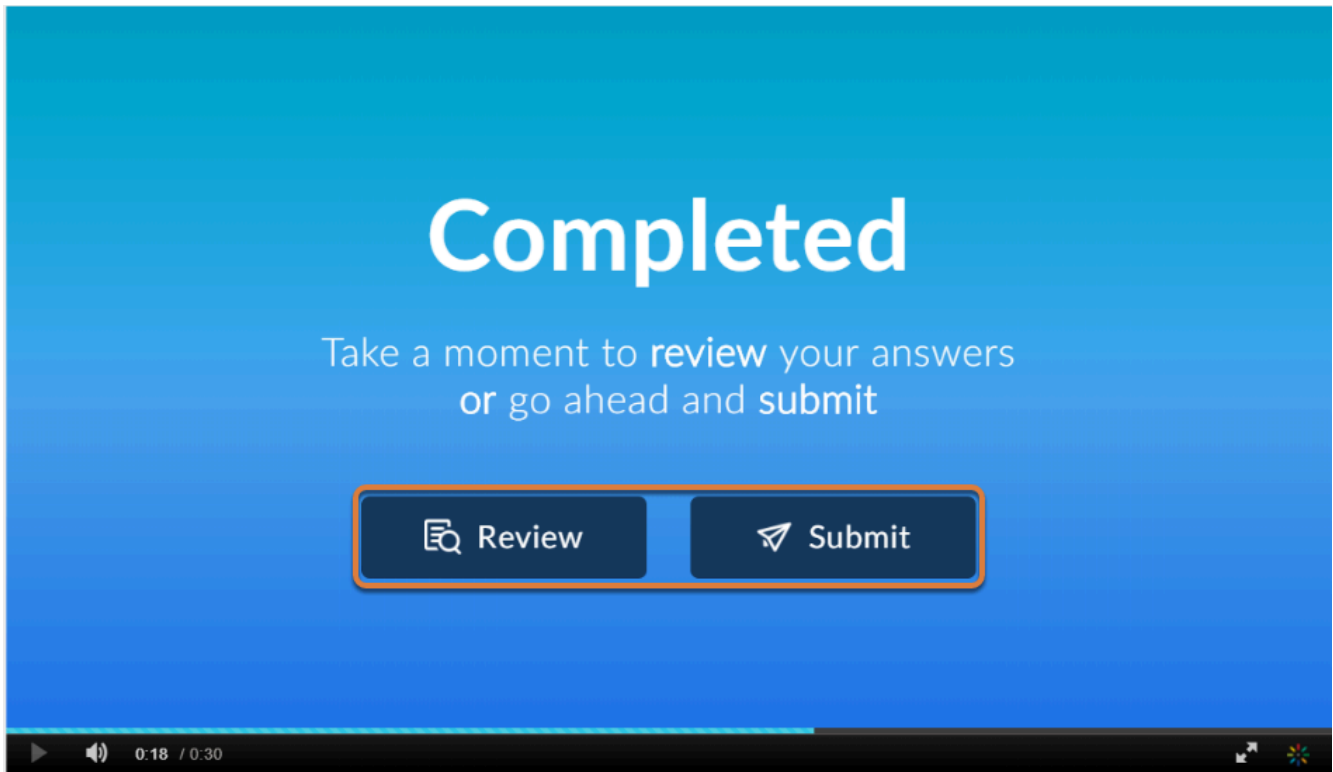
1. The most common question types are multiple choice and true/false, where you select an answer to continue the video.
2. If enabled in the quiz settings, a **Skip for Now** option allows you to skip a question you plan to answer later.

End quiz button



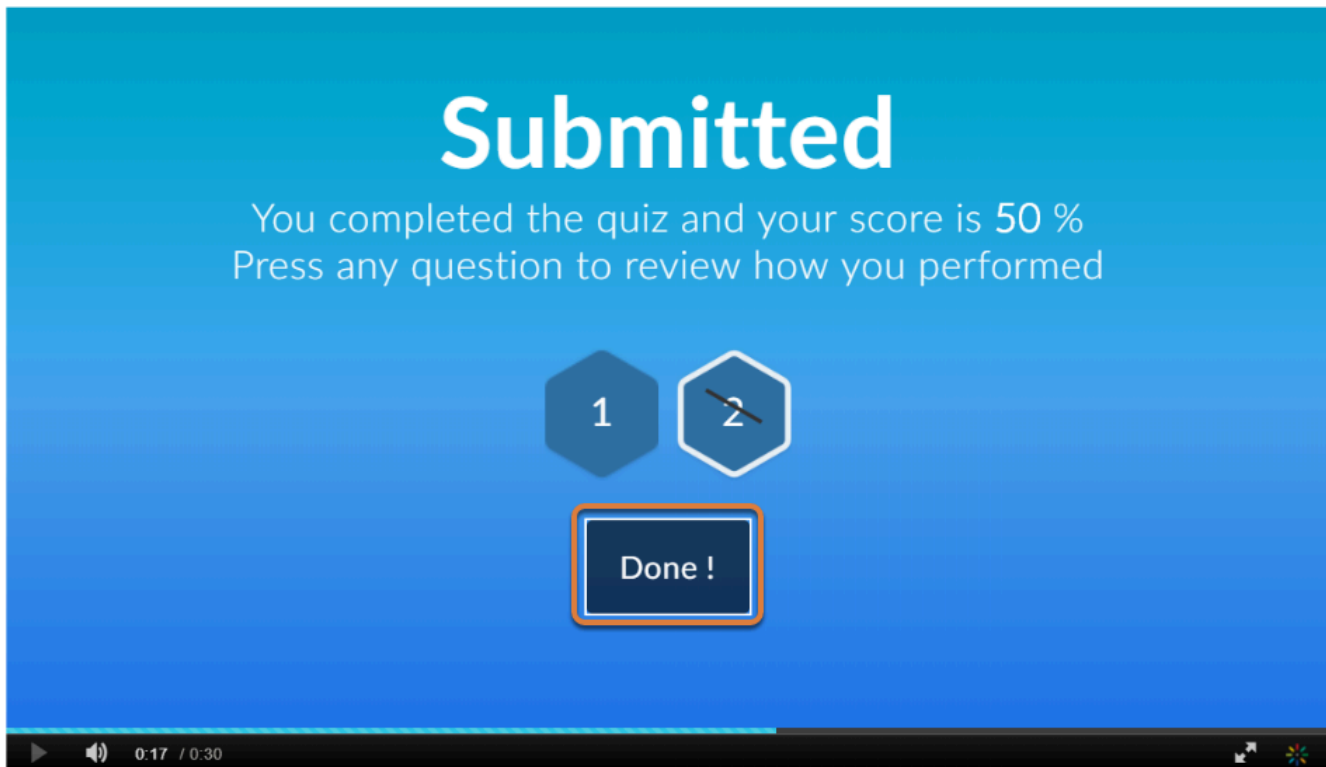
When all the questions have been answered, an **End Quiz** button displays. You can use this button to skip to the quiz submission screen.

Submission screen



The submission screen will ask you to **Review** your answers (replay the video) or **Submit**.

Confirmation screen



When the quiz has been submitted, a confirmation screen will display. If enabled in the quiz settings, this screen will display your score and allow you to select a question number to view the question's answer key.

Select **Done** to exit the quiz.

Caveats for Use

Please note the following potential issues with in-video quizzes:

- Students must answer all the questions in a video quiz to submit it.
- Making changes to a quiz that a student has already submitted can result in incorrect grades. If you edit a quiz with a submission, you may need to delete the student's attempt to allow the student to retake it.
- There is no gradebook integration with *Media Gallery*. To enter grades from a video quiz in *Gradebook* or *Gradebook Classic*, you will need to export a spreadsheet with the scores and import it into the gradebook.
- Some students with disabilities may not be able to operate the controls within a video quiz; you may need to create an alternative assignment for these students.

Additional Information

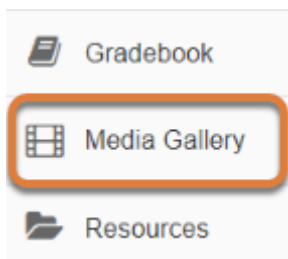
To get started using in-video quizzing, see [How do I create an in-video quiz?](#)

How do I create an in-video quiz?

You can create a quiz from any video you have uploaded to *My Media* or the *Media Gallery* in any of your UVACollab sites. These instructions describe creating a quiz in your site's *Media Gallery*.

For more information about video quizzes, see [What is an in-video quiz, and how can I use it?](#)

Go to Media Gallery.



Select **Media Gallery** from the Tool Menu of the site.

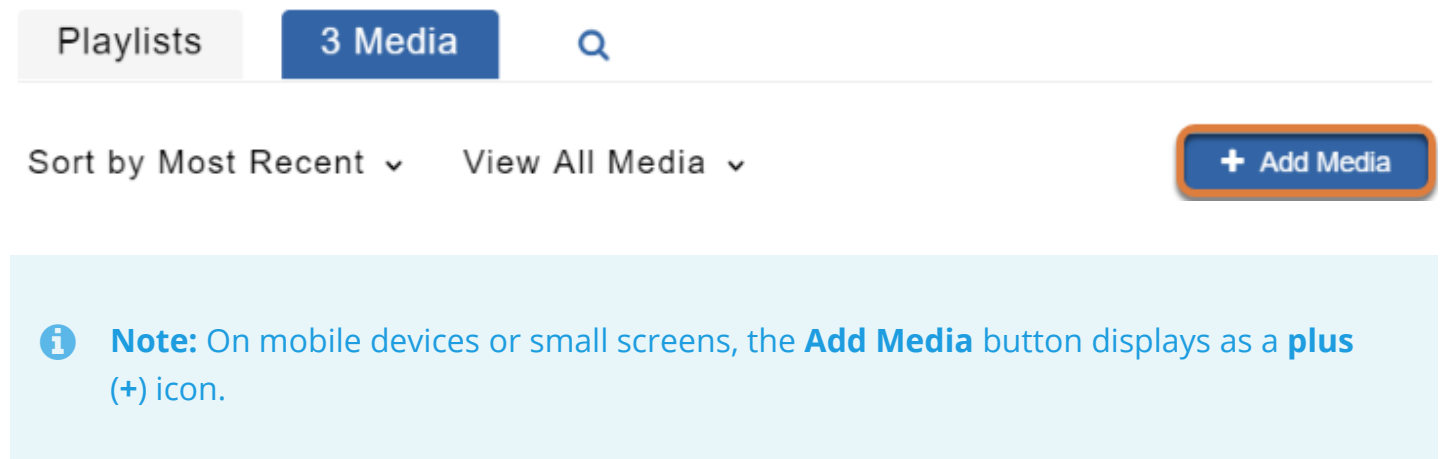
Access the Media tab.



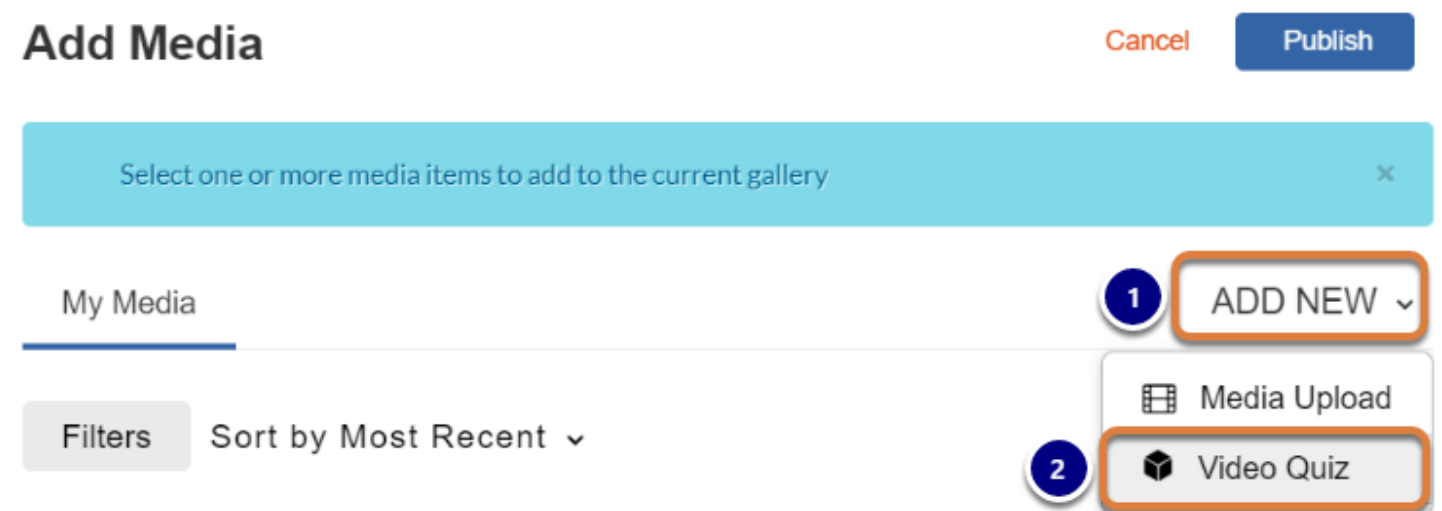
If any playlists have been created in the site, the **Playlists** tab will display as the first page of the *Media Gallery*. If this is the case, select the **Media** tab to go to it.

Note: The **Media** tab will display with the number of files currently included in it, e.g., **3 Media**.

Select + Add Media.




Select Add New, then Video Quiz.






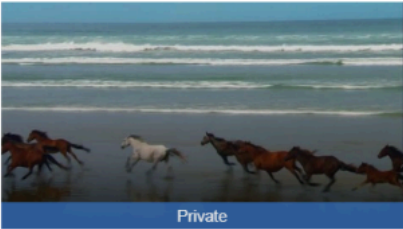



On the *Add Media* page:

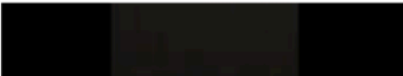

1. Select **Add New**.
2. Select **Video Quiz**.

Upload or select a video.

 Search My Media

Sort by Most Recent ▾ View All Statuses ▾ View Media ▾ View Media I Own ▾   1 

 Wildlife Video 
Private
6 Minutes ago  0  0

 StudentOnePastiche-SnowInSpring.3gp 

A list of all your media will be displayed. Either:

1. Use the **+ Upload Media** button to upload a new video,
2. Or choose the video for the quiz using the **Select >** button.

Tips:

- You can use the **Search** box above the list of media to find a video.
- By default, media you own will be displayed. To view media that has been shared with you, select **View Media I Own**, then select **Media I Can Edit**.

Edit quiz settings. (Optional)

The quiz editor will display. You can edit settings such as the quiz title and welcome message, scoring options, and whether students can change their answers or skip questions.

Details

Details

Quiz Name

Wildlife Video - Quiz

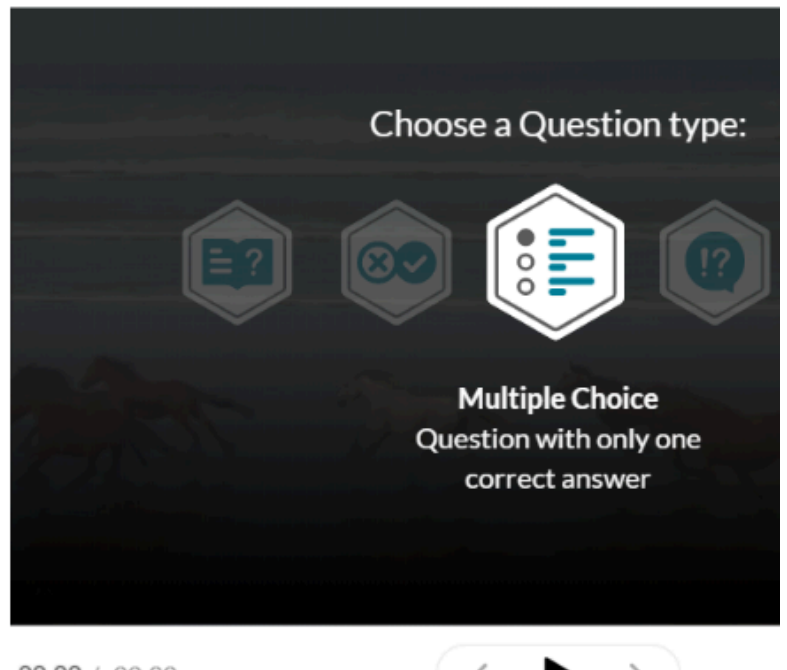
☒ Show Welcome Page

Welcome Message

In this video, you will be given a Quiz.
Good Luck!

☒ Allow Download of Questions List

Scores



By default, the quiz will have the name of the original video, followed by - *Quiz*. To edit the name or welcome message for the quiz, select the **Details** tab.

Note: For accessibility, it is recommended to leave the default setting **Allow Download of Question List** selected. Some students with disabilities may need to download the questions to be able to read and answer them.

Scores

Details ▶

Scores ▼

Upon Submission:

☐ Do Not Show Scores

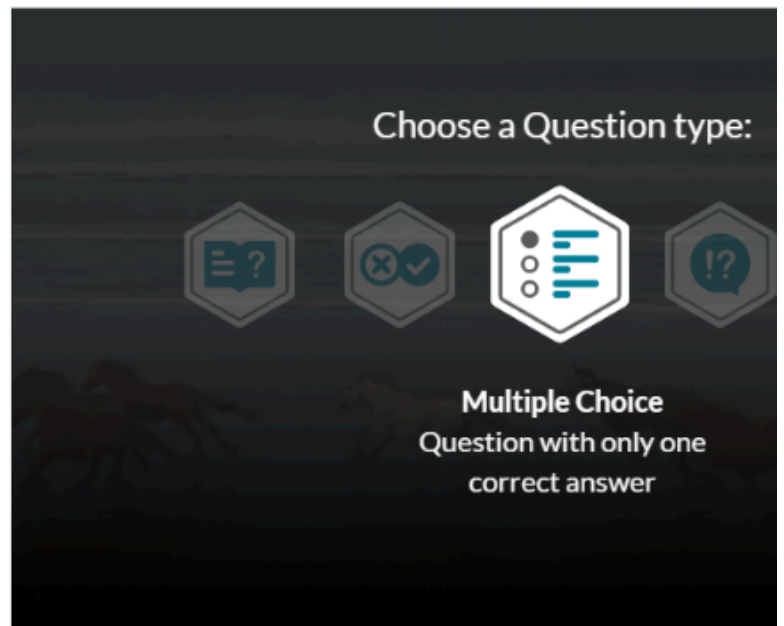
A 'Thank You' message will display after submitting the quiz.

☒ Show Scores

Your viewers will see the quiz score page after the quiz is submitted.

☒ Include Answers

Your viewers will be able to see correct/incorrect answers



By default, after a student submits the quiz, their score and the correct/incorrect answers to questions are shown. To change these settings, select the **Scores** tab.

Experience

Details ▶

Scores ▶

Experience ▼

☒ Allow Answers Change
Allow viewers to change their answers before submitting the quiz.

☒ Allow Skip
Users will be presented with the 'skip for now' button.

☐ Do not Allow Skip
Users must submit an answer before proceeding forward.

☐ No seeking forward
Users will not be able to use the seek bar to navigate the video past the point they viewed.

Choose a Question type:

Multiple Choice
Question with only one correct answer

00:00 / 00:30

◀ ▶ ▶▶

By default, students can change their answers before submitting the quiz, skip questions, and navigate the video past the questions. To change these settings, select the **Experience** tab.

Play the video or select a moment in the timeline.

The screenshot shows a video player interface. On the left, there are two sidebar tabs: 'Scores' and 'Experience', each with a right-pointing arrow. The main video area displays a dark overlay with the text 'Choose a Question type:' at the top. Below this, there are four hexagonal icons: a question mark, a checkmark, a list, and an exclamation mark. The 'list' icon is highlighted, and below it, the text 'Multiple Choice' and 'Question with only one correct answer' is displayed. At the bottom of the video area, there is a progress bar showing '00:09 / 00:30', a play button (circled in orange), and a right arrow. Below the video area, there is a timeline bar with a blue background. A vertical line on the timeline is marked with a blue circle containing the number '2' and a timestamp '00:09.55' above it. The timeline bar also shows a volume icon, a slider, and a full-screen icon.

Navigate to the place in the video where you want to add a question.

1. Select the **Play** button under the video, then **Pause** it at the location for the question.
2. Alternatively, if you are using a mouse, click on the timeline to select a timestamp in the video.

Choose a question type.

Quiz

Details

Scores

Experience

Wildlife Video - Quiz

Done

Choose a Question type:

Multiple Choice
Question with only one correct answer

00:10 / 00:30

Options for question types will display over the video. Select one of the following question types:

- **Multiple Choice:** A question where a student selects one correct answer from a pre-written list of responses.
- **True/False:** A question that requires students to indicate whether a statement is true or false.
- **Open Question:** A short answer question. There is no option to grade student responses to these within *Media Gallery*.
- **Reflection Point:** This is not a question that students answer; it presents text to encourage students to think about the video's content.

Enter question text and answer options.

Multiple Choice

Wildlife Video - Quiz

Done

1

2

3

4

5

6

7

The animals just shown were...

Seals

Dogs

Birds

Question 1

Delete

Save

For a multiple choice question:

1. Click the **two arrows (Shuffle)** button to shuffle the answer options.
2. Enter the question text in the box provided.
3. Enter the correct answer in the **Add the CORRECT Answer Here** box.
4. Enter another answer option in the **Add Additional Answer Here** box.
5. Click on the **drag handle** for an answer option and drag it into a new position to change the order of answer options.
6. Select the **plus sign (+)** button to add another answer option text box. You can include up to four answer options.
7. Select **Save**.

Note: Some editing options are not keyboard accessible.

True/False

Wildlife Video - Quiz

Done

1

These are birds.

2

true

false

Question 2

Delete 3 Save

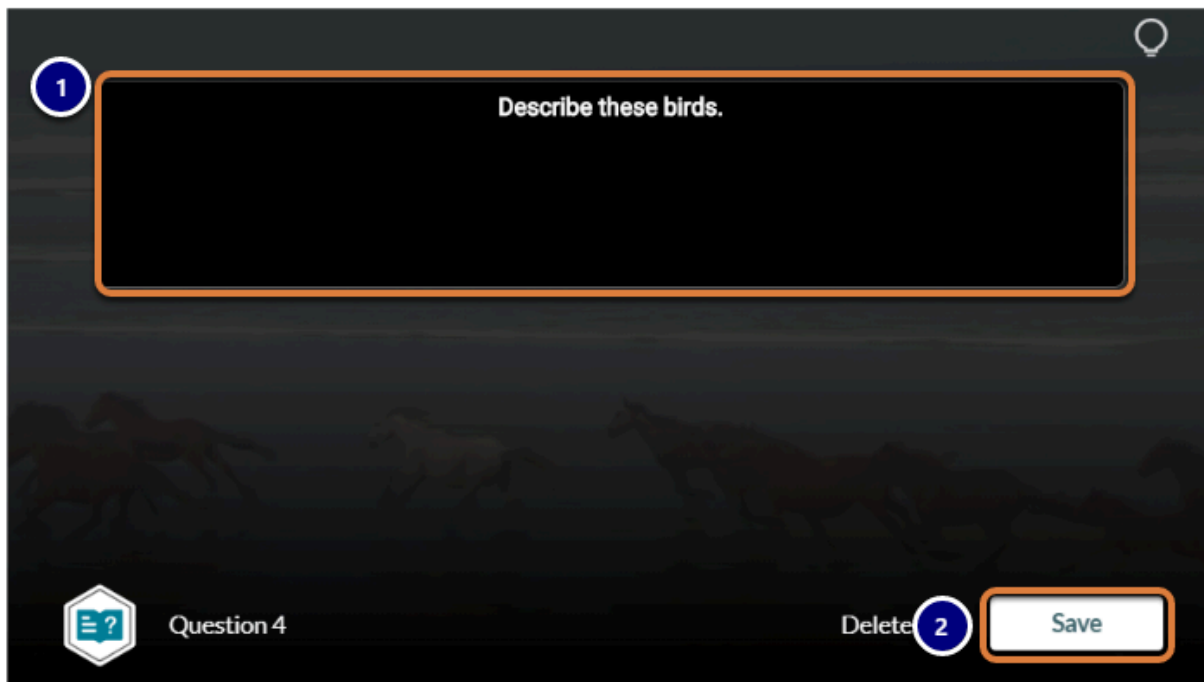
For a true/false question:

1. Enter the question text in the box provided.
2. Select the correct answer (**true** or **false**).
3. Select **Save**.

Open Question

Wildlife Video - Quiz

Done



1

Describe these birds.

Question 4

Delete 2 Save

For an open question:

1. Enter the question text in the box provided.
2. Select **Save**.

Reflection Point

Wildlife Video - Quiz

Done

1

Think about how you feel when you see this koala.

Question 5

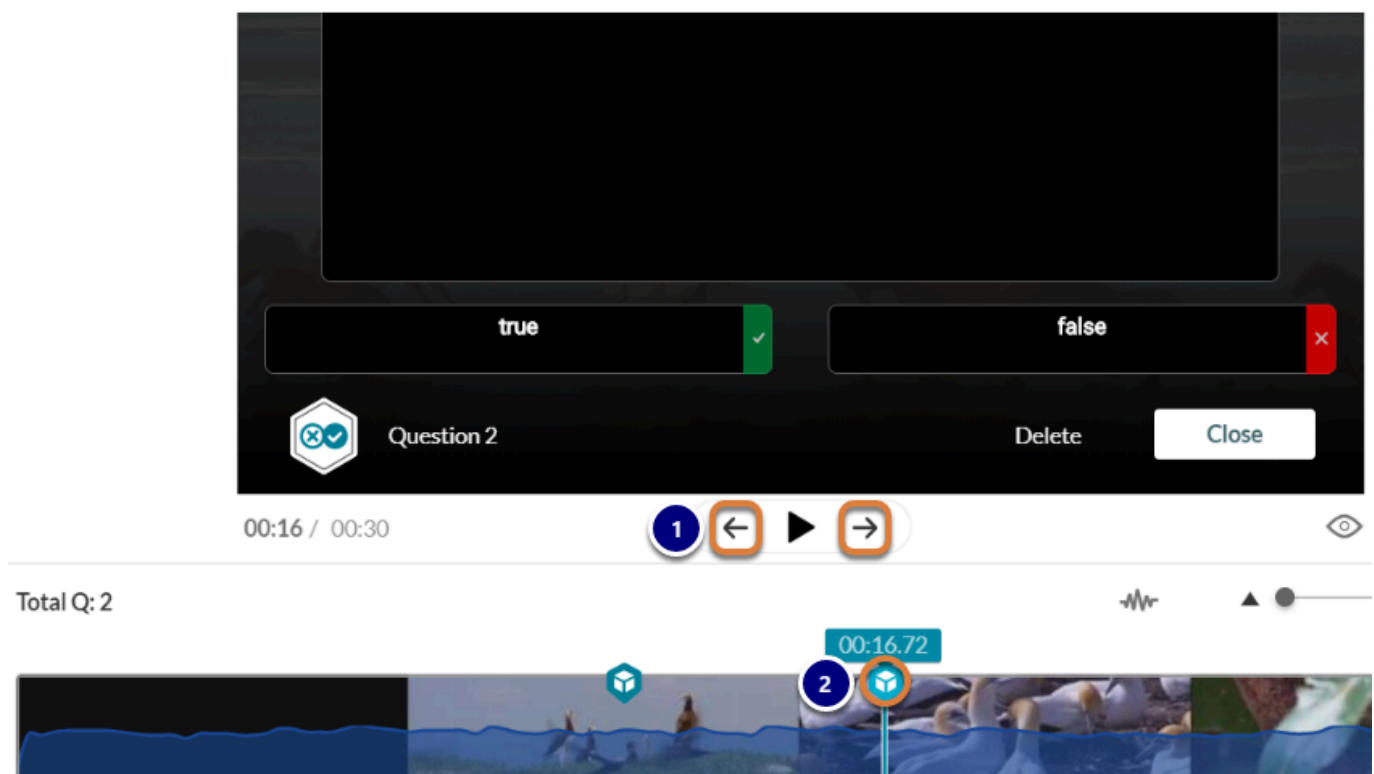
Delete 2

Save

For a reflection point:

1. Enter the text in the box provided.
2. Select **Save**.

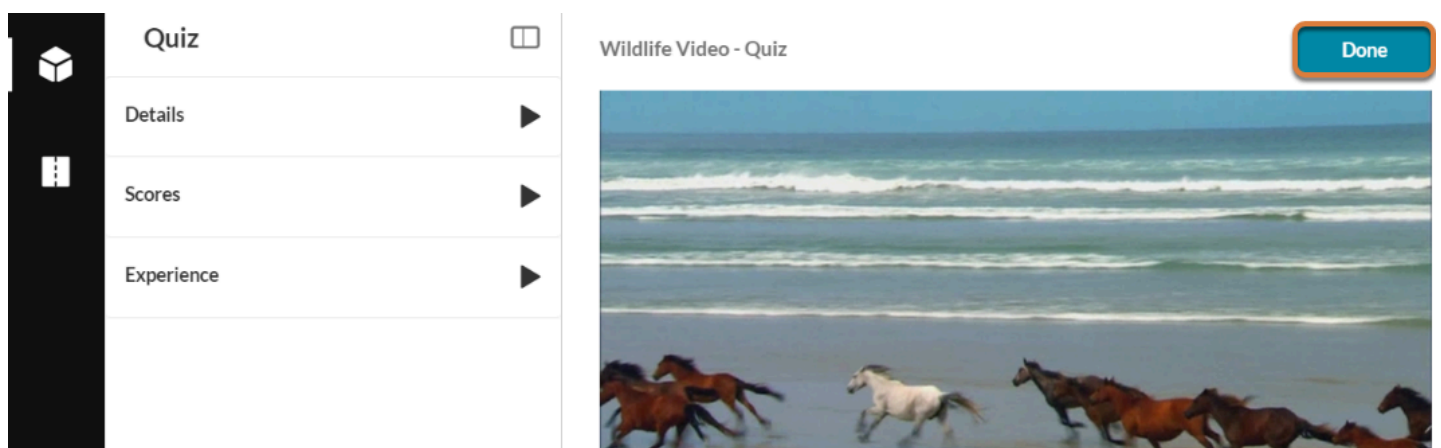
Edit questions.



Once questions have been created, they will appear in the video's timeline as **box** icons. To view and edit questions:

1. To go to the previous or next question, select the **back** or **forward arrow** icon to the left or right of the **Play** button under the video.
2. Alternatively, click on a **box** icon in the timeline to go to the question. Click and drag the **box** icon to move the question to a different point in the video.

Select Done.



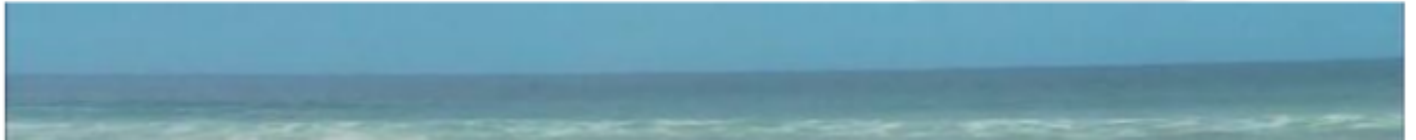
When all your questions have been created, select the **Done** button above the video to save the quiz.

Access the quiz.

Wildlife Video - Quiz

Go to Media Page

Edit Quiz



Select the **Go to Media Page** button to navigate to and view the quiz.

How do I enable cookies to view my media gallery?

The *Media Gallery* tool requires you to enable third-party session cookies in your web browser in order to access and play media. If third-party session cookies are not enabled in your web browser, media will not display when you access the *Media Gallery* tool. Instead, a notification message will appear advising you to update your cookie settings.

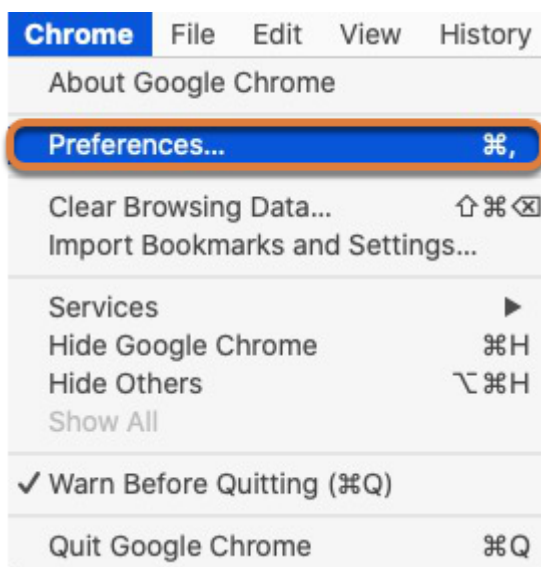
Follow the steps below to enable third-party cookies in your web browser:

- [Chrome for Mac](#)
- [Chrome for Windows](#)
- [Edge](#)
- [Safari for MacOS](#)
- [Safari for iOS](#)

Enable cookies in Google Chrome.

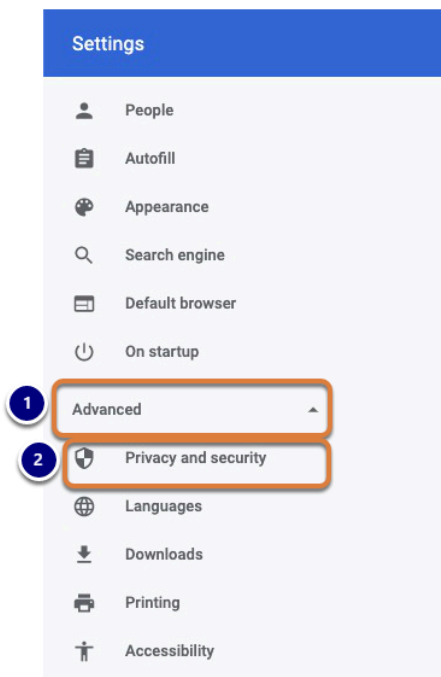
The steps to enable cookies in Google Chrome vary slightly based on your operating system. See the steps for Mac below, or [skip to the steps for Chrome in Windows](#).

To enable cookies in Chrome for Mac, access the Preferences option.



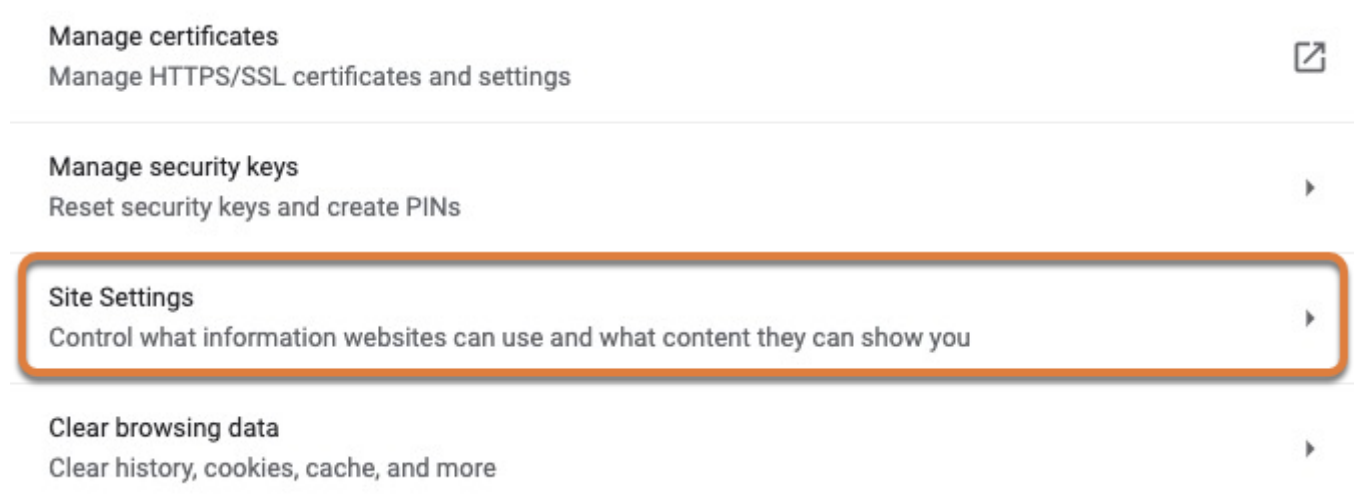
Select **Preferences** from the **Chrome** menu at the top of your screen, or press **Command + ,** on your keyboard.

Open the advanced settings and select Privacy and security.







1. Select **Advanced**.
2. Select **Privacy and security**.

Select Site Settings.



Select Cookies and site data.

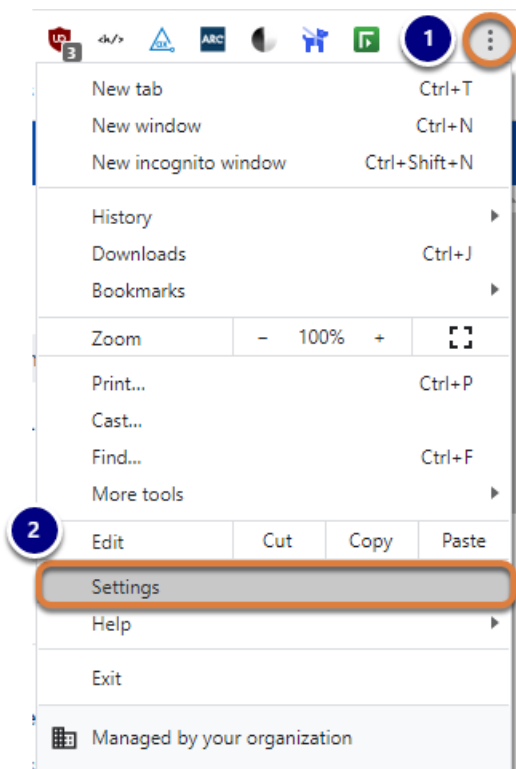
Permissions

	Cookies and site data Allow sites to save and read cookie data	▶
	Location Ask before accessing	▶
	Camera Ask before accessing	▶
	Microphone Ask before accessing	▶

Untoggle the Block third-party cookies option.

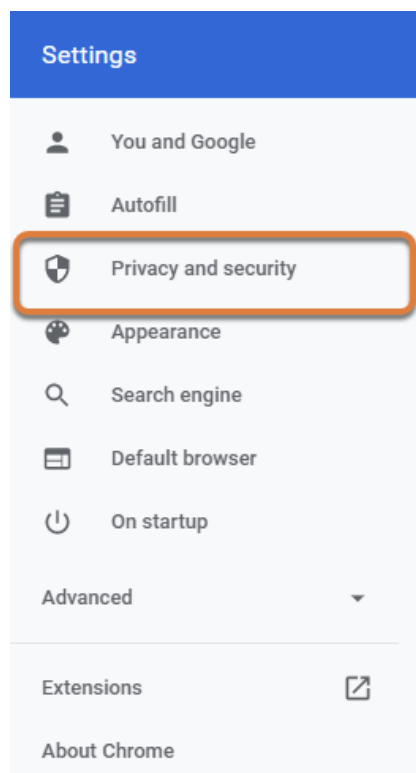
Clear cookies and site data when you quit Chrome	<input type="checkbox"/>
Block third-party cookies When on, sites can't use your browsing activity across different sites to personalize ads. Some sites may not work properly.	<input checked="" type="checkbox"/>
See all cookies and site data	▶

To enable cookies in Chrome for Windows, access the Settings option.

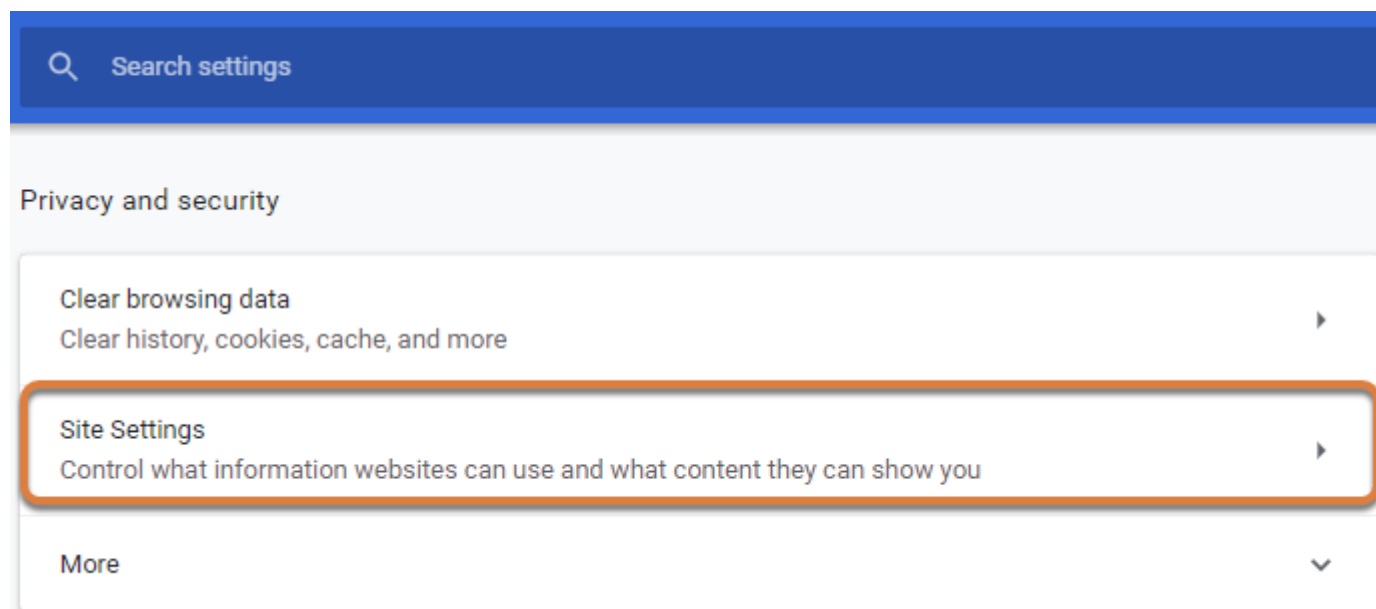


1. Select the **Customize and control Google Chrome (three dots)** menu, or press **Alt + F** on your keyboard.
2. Select **Settings**.

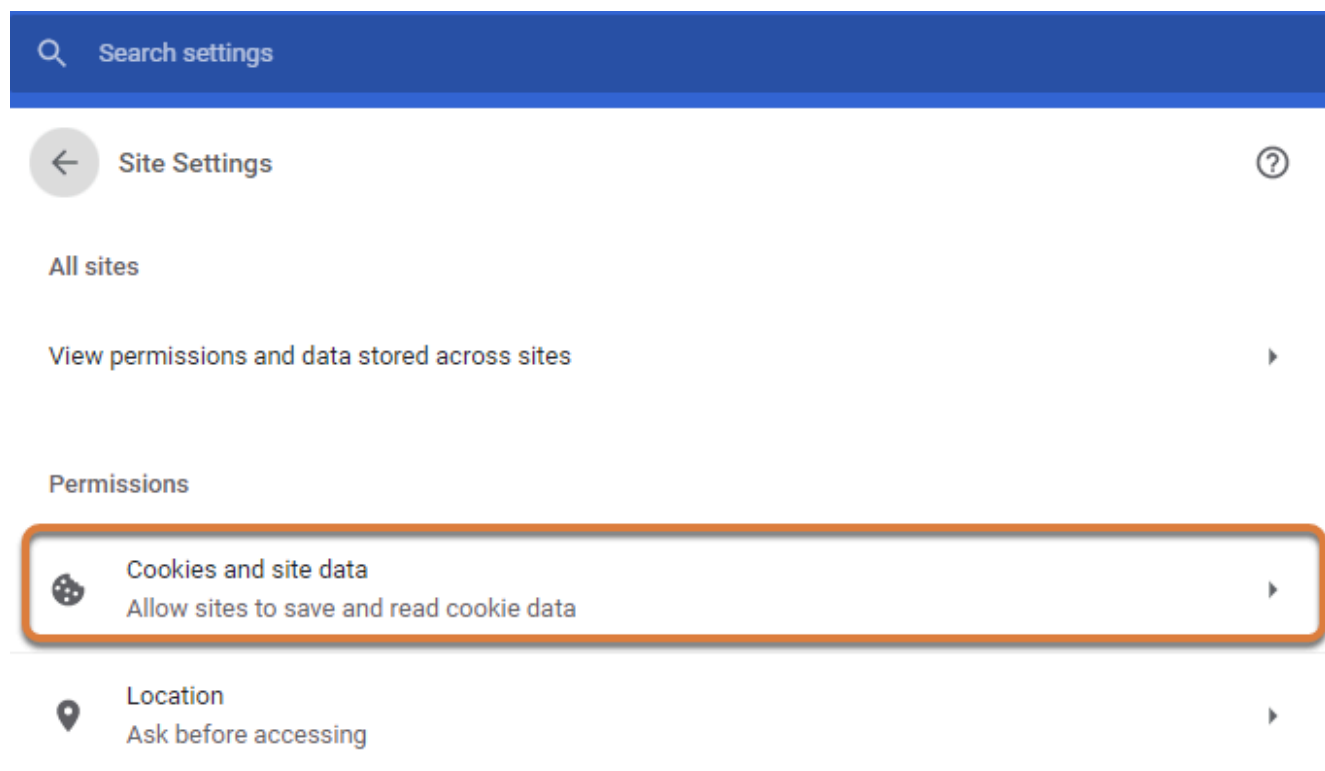
Select Privacy and security.



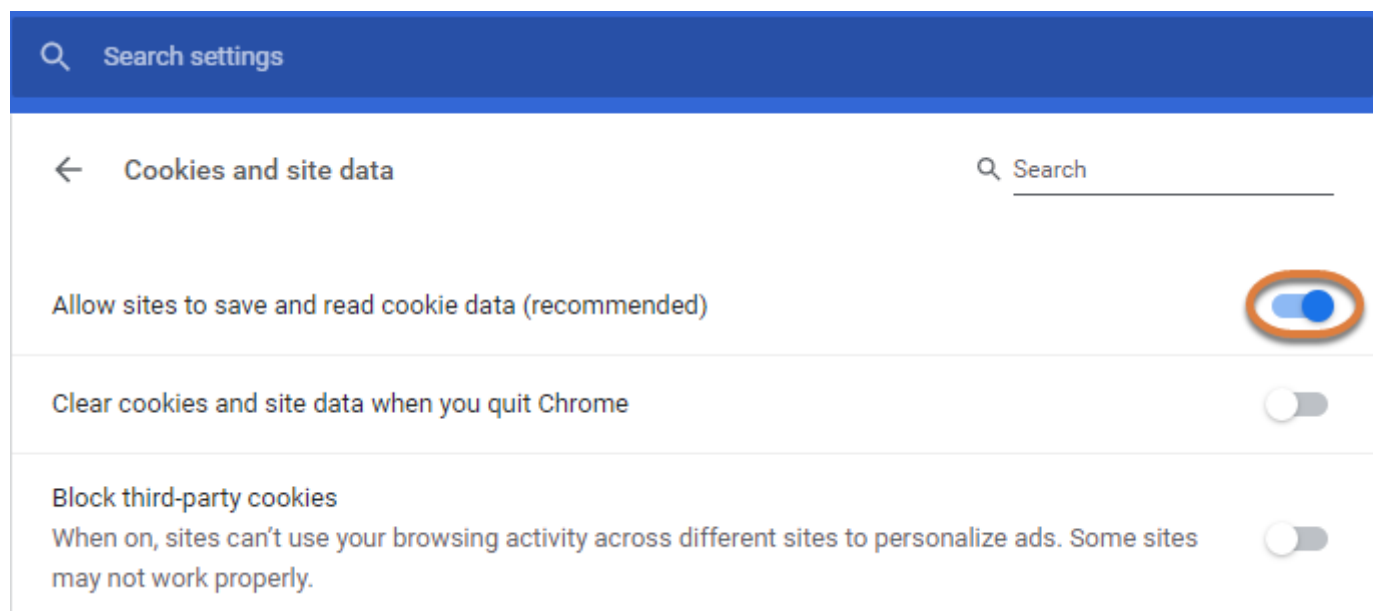
Select Site Settings.



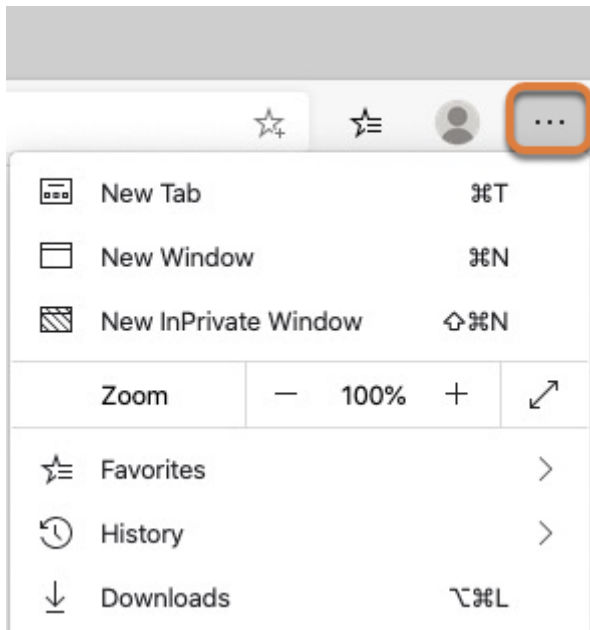
Select Cookies and site data.



Untoggle the Block third-party cookies option.

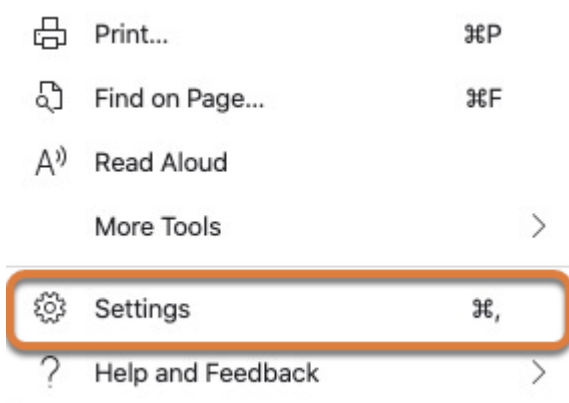


To enable cookies in Edge, open the Settings menu.

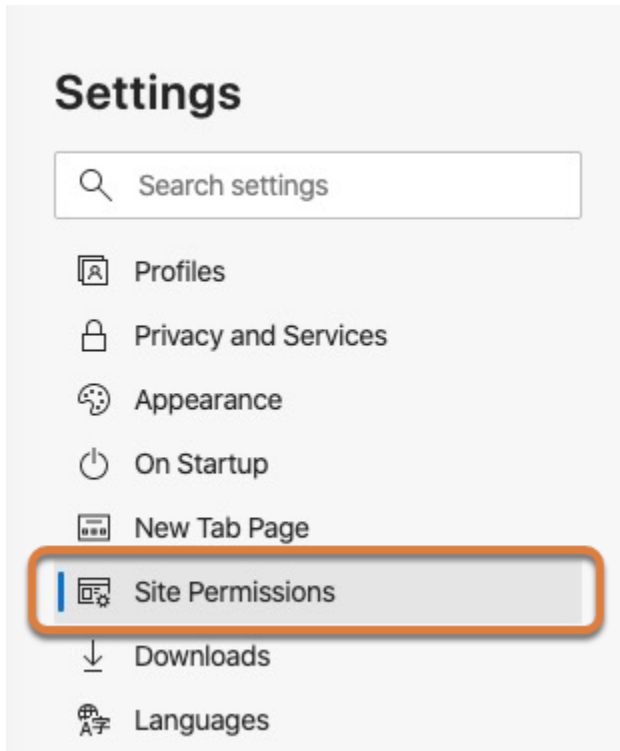


Select the **Settings and more (three dots)** menu at the top of your screen, or press **Alt + E** , **Alt + F** , or **Alt + X** on your keyboard.

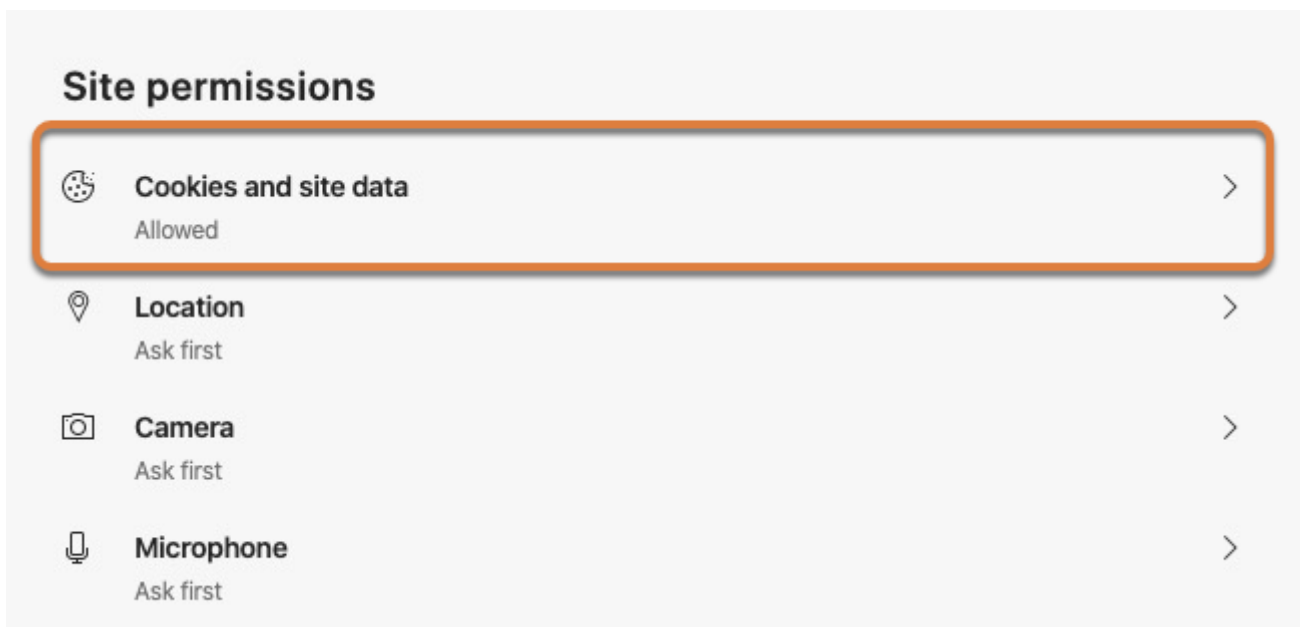
Select Settings.



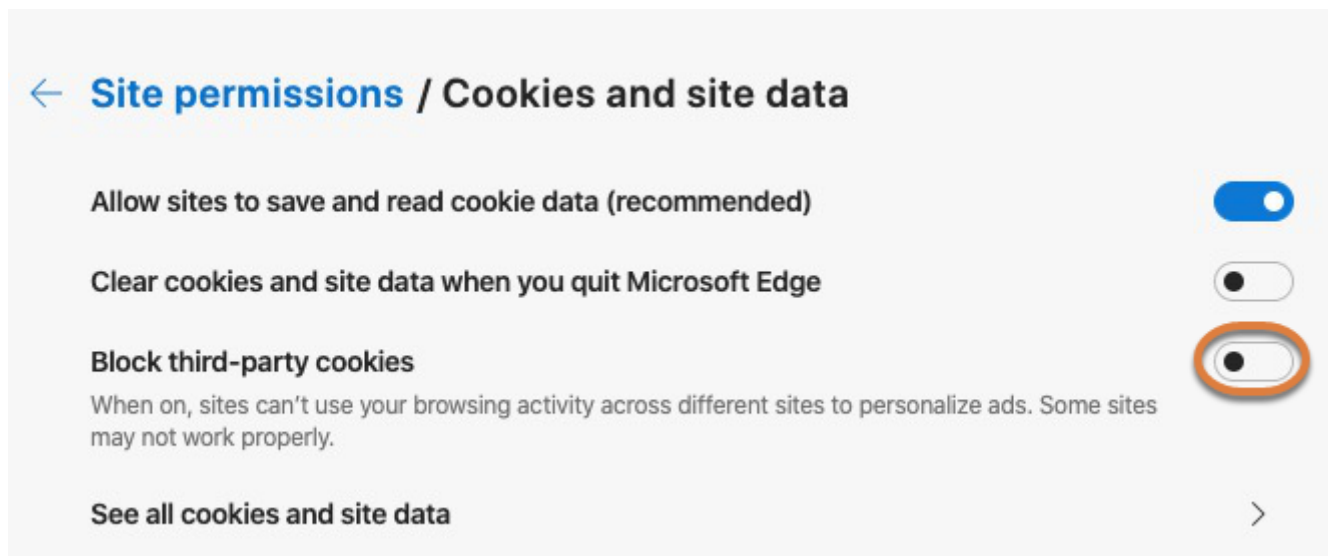
Select Site Permissions.



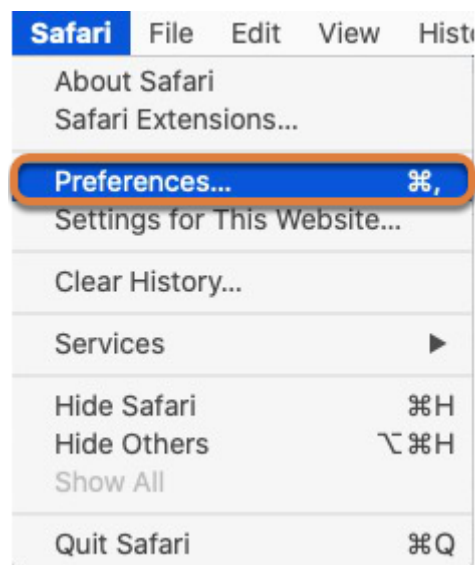
Select Cookies and site data.



Untoggle the Block third-party cookies option.



To enable cookies in Safari for macOS, open the browser preferences.



Select **Preferences** from the **Safari** menu at the top of your screen, or press **Command + ,** on your keyboard.

Select Privacy.



Uncheck Prevent cross-site tracking and Block all cookies.

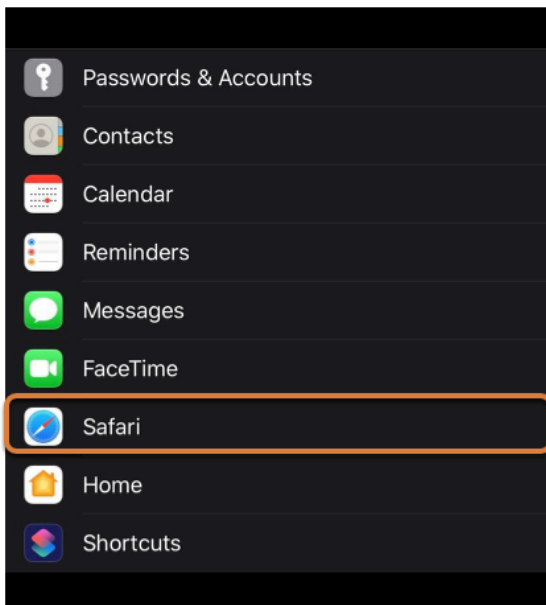


1. Uncheck **Prevent cross-site tracking**.
2. Uncheck **Block all cookies**.

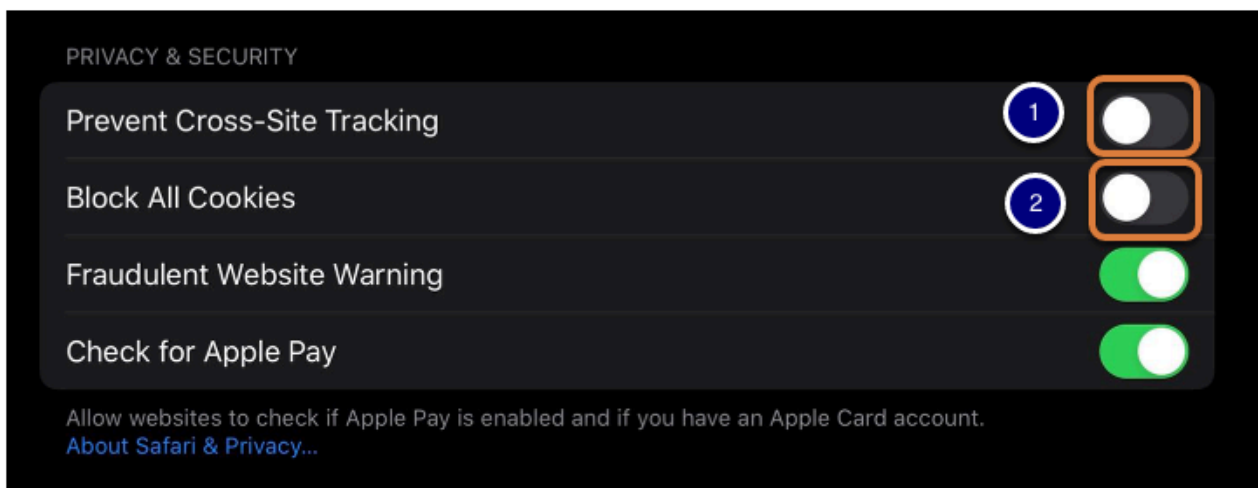
To enable cookies in Safari for iOS, open the Settings app.



Select Safari.



Uncheck Prevent Cross-Site Tracking and Block All Cookies.



1. Uncheck **Prevent Cross-Site Tracking**.
2. Uncheck **Block All Cookies**.

Confluence Wiki

What is the Confluence Wiki tool?

Confluence Wiki is a feature-rich wiki for rapid and collaborative work in your course or collaboration site in UVACollab. *Confluence Wiki* simplifies online communication while still allowing for powerful, automated features like footnotes, tables of contents, and labels to aid searching pages.

Related Help Article: [Confluence Wiki Help \(vendor site\) \(opens in new window\)](#).

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Confluence Wiki Features

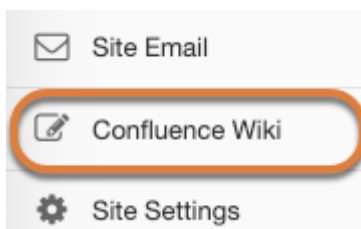
Site administrators can:

- Create and manage spaces.
- Grant editing privileges to other people or groups.
- Create and manage groups.
- Edit and manage other users' writing.

Participants can:

- Comment on and author content.
- Edit and delete their own comments.

To access this tool, select Confluence Wiki from the tool menu in your site.



How do I create a new Confluence space?

Confluence supports collaborative online work in *spaces*, repositories for content that can contain associated, collaborative pages.

1. [Via UVACollab](#): Add participants and assign permissions in your Confluence space based on the membership of your associated UVACollab site.
2. [Directly in Confluence](#): Manage participants directly in Confluence.

Step by step guides are provided here for each option, respectively.

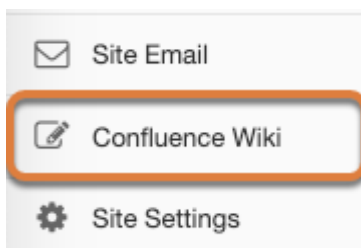
Access the Confluence Wiki tool in your UVACollab site.

Navigate to the site with the Confluence Wiki tool.




Access your UVACollab site that includes the *Confluence Wiki* tool.


Go to Confluence Wiki.



Select **Confluence Wiki** from the Tool Menu in your site.


You will be directed to your Confluence Wiki space.

[Dashboard](#) 

 [Edit](#)

Poor People's Campaign Home


Created by John Alexander just a moment ago

 **Welcome to your new space!**
Confluence spaces are great for sharing content and news with your team. This is your home page. Right now it shows recent space activity, like.


Complete these tasks to get started


- ☐ Edit this home page - Click Edit in the top right of this screen to customize your Space home page
- ☐ Create your first page - Click the Create button in the header to get started
- ☐ Brand your Space - Click Configure Sidebar in the left panel to update space details and logo
- ☐ Set permissions - Click Space Tools in the left sidebar to update permissions and give others access

After a [site administrator](#) accesses this tool, a corresponding space will be created in Confluence and participants will be able to access the space using the tool.

 **Note:** Participants will be unable to access the Confluence space until the site administrator has accessed the *Confluence Wiki* tool.


Add Content to your new space.

[Dashboard](#) 

 [Edit](#)

Poor People's Campaign Home

Created by John Alexander just a moment ago

 **Welcome to your new space!**
Confluence spaces are great for sharing content and news with your team. This is your home page. Right now it shows recent space activity, like.

Select **Edit** to customize your space home page.

Create a new Confluence space directly in Confluence.

Go to Confluence.

Navigate to the [ITS instance of Confluence \(opens new window\)](#).

Log in using NetBadge.

Get one now!'. Below this text is an orange 'Log In' button. Option 2, labeled 'Option 2:' and marked with a blue circle containing the number '2', is titled 'Log in with your UVA computing ID and password.' and includes two input fields: 'UVA computing ID' and 'Password'. Below the password field is a blue link that says 'Forgot your password or computing ID?'. At the bottom of Option 2 is a white 'Log In' button. Both options are enclosed in light gray boxes with orange borders around the login buttons and input fields."/>

UNIVERSITY of VIRGINIA

NetBadge

Your first authentication step when logging in to UVA systems

Option 1:

Log in with your **Digital Certificate**.

A digital ID card that resides on your computer. [Get one now!](#)

Log In

Option 2:

Log in with your **UVA computing ID and password**.

UVA computing ID

Password

[Forgot your password or computing ID?](#)

Log In

You will be redirected to the NetBadge login page. Either:

1. Use your *Digital Certificate* to log in by selecting the corresponding **Log In** button,
2. Or enter your *UVA computing ID* and *Password* and **Log In**.

Create a new Confluence space.

Create Space

Welcome to Confluence



Confluence is where your team collaborates and shares knowledge — create, share and discuss your files, ideas, minutes, specs, mockups, diagrams, and projects.

Select **Create Space**.

Select a space type.

Create space Filter [Help](#)

1

- Blank space**
Start with a blank space.
- Documentation space**
Create and manage technical documentation for your products.
- Team space**
Collaborate and share resources with your team.
- Personal space**
Keep your notes, task lists and other content organized.
- Knowledge base**
Capture and share best practices and solutions to common problems.

2 [Next](#) [Close](#)

1. Select the type of space to be created:

- **Blank space (default):** Start with a blank space.
- **Documentation space:** Create and manage technical documentation for your products.
- **Team space:** Collaborate and share resources with your team.
- **Personal space:** Keep your notes, task lists and other content organized.
- **Knowledge base:** Capture and share best practices and solutions to common problems.

2. Select **Next**.

i Note: For details on the other four options for creating a space (Documentation, Team, Personal, and Knowledge base), see the [Confluence Wiki Help \(opens new window\)](#).

Create a name for your new space.

Create a blank space

1

Space name

Reflective Writing

2

Space key

☐ Visible only to me

About blank spaces

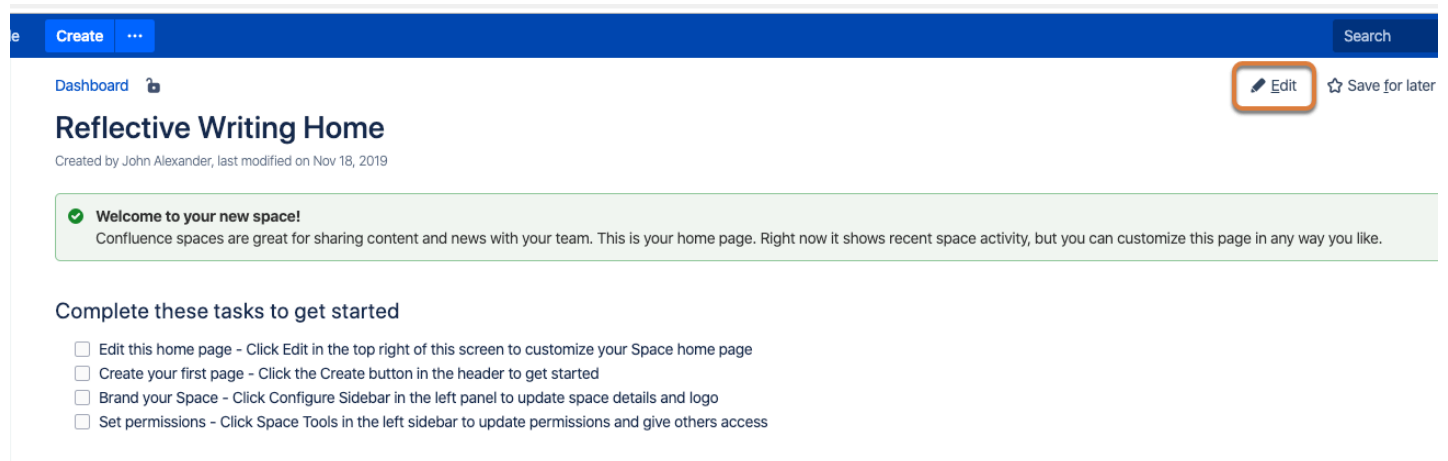
Start with a blank space and customize it for your project, team, department or company. You can add content using pages and keep them organized in a hierarchy.

3

Back Create Close

1. Insert a short name for your new space in the *Space name* field.
2. Your *Space key* will be automatically generated based on your space name. You may edit the *Space key*, though *Confluence* requires that each *Space key* is unique.
3. Select **Create**.

Add content to your new space.



Select **Edit** to customize your home page.

Get additional help.

Questions about *Confluence* spaces, creating pages, and administering *Confluence* via the *Confluence Wiki* tool in UVACollab can be addressed to collab-support@virginia.edu.

For online tutorials and help with features in *Confluence*, visit the [Confluence Wiki Help \(opens new window\)](#).

SensusAccess

What is the SensusAccess tool?

SensusAccess is a self-service document conversion tool that is valuable for anyone who needs quick access to information in multiple formats. For example, someone who is pressed for time can convert a lengthy Word document from *Resources* to an MP3 and play it while driving or walking, or when allergies kick up and eyes tire easily. Individuals with diverse needs, particularly those with print disabilities, may convert a file to make it more accessible to them.

Select a file from a list of resources available to you, and it will be automatically converted into an alternative format for you to download. *SensusAccess* can be used to convert text into mobile-friendly ebooks, audio files, or digital Braille for the visually impaired. It can also render PDFs, PowerPoint slides, and documents with complex graphs or equations into less challenging formats.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

 **Tip:** Add *SensusAccess* to your course site to accommodate students with diverse needs.

SensusAccess Features

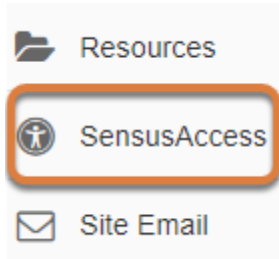
SensusAccess:

- Honors the permissions restrictions in *Resources* (Site participants **cannot** use the tool to access any files that are hidden or located in hidden folders).
- Presents each site participant with a drop-down list of *Resources* files that have been made visible to them.
- Supports a variety of languages. It can convert documents written in the main European languages, American English, Latin American Spanish, Russian, Arabic, Mandarin, Cantonese, Taiwanese, Korean, Japanese, and more.
- Converts many types of files, including images of text, Word documents, PDFs, and Powerpoint slides. For details, see the [SensusAccess Service Description page \(opens new window\)](#).

Benefits of SensusAccess:

- Anyone can use SensusAccess to obtain resources in more usable formats.
- Content creators, such as instructors, can use SensusAccess as an aid to produce accessible documents. SensusAccess also provides an [e-learning course for creating accessible content \(opens new window\)](#) and [resources with guidelines and best practices \(opens new window\)](#).


To access this tool, select SensusAccess from the Tool Menu in your site.



How do I convert a document using SensusAccess?

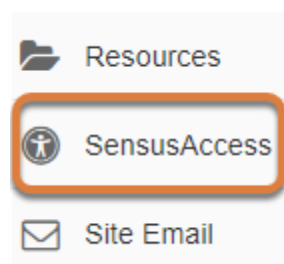
You can use *SensusAccess* to convert documents with textual content from *Resources* into alternative formats.

For example, if you use assistive technology like high magnification, text-to-speech software, or a screen reader, you may use *SensusAccess* to convert an unreadable image of text or an inaccessible PDF into a Word file or accessible PDF. You may also use *SensusAccess* to convert text documents into audio files so you can listen to them on the go, such as when you are driving or exercising.

 **Tip:** Conversion results are best for documents that are primarily text and comply with accessibility standards (i.e., proper use of headings and formatting). However, good results are also possible in multilingual documents and those with complicated elements.

Documents less suited for conversion are those with non-textual content (e.g., complex graphs and mathematical equations). Additional information is available on the [SensusAccess resources page \(opens new window\)](#).

Go to SensusAccess.



Select **SensusAccess** from the Tool Menu in your site.

Select a file.

Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.

When choosing the direct download delivery method do not refresh or close this page as the file will be delivered directly to your browser. Depending on the conversion type and file size longer waiting times may incur. For large files it is recommended to use the email delivery method.

[Return to course](#)

File selection

File

1

--File selection--

2

Articles/Family Relationships/Grace-AspectsofFatherhood.pdf

Articles/Family Relationships/Stoertz-YoungWomen1050-1300.pdf

Articles/Primary Text Analysis/bruckner-on fresne and twins.pdf

Articles/Primary Text Analysis/Burrell-StAlexis-VocabofDesire.pdf

Articles/Primary Text Analysis/Campbell-HomoSacerSexualBodyOfSaintsLives.pdf

Articles/Primary Text Analysis/White-NotSoDutifulDaughters.pdf

Medieval Texts Online/Dictionnaire de l'ancienne langue française

Reference Tools/Oxford English Dictionary

Reference Tools/Medieval History Sourcebook

Family Dynamics Project/Transcriptions and Translations/Translation-StAlessin

Family Dynamics Project/PowerPoint Presentations/Living in a Medieval Household.pptx

Family Dynamics Project/PowerPoint Presentations/Medieval Family Law.pptx

Family Dynamics Project/PowerPoint Presentations/Medieval Family Relationships.pptx

Family Dynamics Project/Project Reminders

Syllabus.docx

1. Open the **File selection** menu.
2. Select the file to convert.



Note: Only files that have been made visible to you in the site's *Resources* will be available to select.

Select the Requested conversion.



Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.

When choosing the direct download delivery method do not refresh or close this page as the file will be delivered directly to your browser. Depending on the conversion type and file size longer waiting times may incur. For large files it is recommended to use the email delivery method.

[Return to course](#)

File selection

File

Articles/Family Relationships/Gra ▾

Requested conversion



You will be presented with a list of *Requested conversion* options. Available options depend on the type of file you selected to convert and may include:

1. **Accessibility conversion:** Convert a document to a more accessible file format, e.g., a PDF into a Word document.
2. **E-book:** Convert a document to ePUB or MOBI (Kindle) format.
3. **MP3:** Convert a document to an audio file.
4. **Braille:** Convert a document to digital braille.

Select the desired type of conversion.

Select the Conversion parameters.

Follow the steps below to have your document converted into an alternative, accessible format. Please note that not all documents from the current course are available for conversion. The conversion will start automatically after selecting a method.

When choosing the direct download delivery method do not refresh or close this page as the file will be delivered to your browser. Depending on the conversion type and file size longer waiting times may incur. For large files it is recommended to use the email delivery method.

Return to course

File selection

FileArticles/Family Relationships/Gra

Requested conversion

Accessibility conversion

MP3

E-book

Braille

Conversion parameters

Target format

doc - Microsoft Word

docx - Microsoft Word

rtf - Rich Text Format

pdf - Tagged PDF (text over image)

pdf - Tagged PDF (image over text)

xls - Microsoft Excel

xlsx - Microsoft Excel

csv - Comma separated

txt - Windows text

htm - HTML

Delivery method

Campus email

Download

Additional *Conversion parameters* will display for you to select.

Pictured above is an example where **Accessibility conversion** has been selected for an inaccessible PDF file. Under *Conversion parameters*, there is a menu to specify the *Target format* for the converted file, such as **doc - Microsoft Word** or **pdf - Tagged PDF**.

Other conversion types include parameters such as the *Language* of the file, e.g., **American English**, the *Base font size* (for E-books), and the reading *Speed* (for MP3 audio files).

Select the Delivery method.

File Articles/Family Relationships/Gra ▾

Requested conversion

Accessibility conversion	MP3
E-book	Braille

Conversion parameters


Target format doc - Microsoft Word ▾

1 Delivery method

2 Campus email	Download
-----------------------	----------

Select the desired *Delivery method* for the converted file:

1. **Campus email:** Receive an email with a link to download the file.
2. **Download:** Save the file to your computer.

 **Tip:** Although the conversion process takes some time to complete, a file you **Download** will be available more quickly than if you choose to receive it via **Campus email**.


Wait for the conversion.


Depending on the *Delivery method* you selected, you will be shown a success message ([Campus email option](#)) or you will need to wait to download the file ([Download option](#)).

Campus Email Option

View submission confirmation.

2

 SENSUSACCESS

 E

1

Your document has been successfully submitted to the service for conversion. Once completed, the result will be delivered to your school/university email inbox.

[Return to course](#)

Details

File name : Grace-AspectsofFatherhood.pdf

File type : .pdf

Email address : tls6u@virginia.edu

Process : Accessibility

Target format : doc - Microsoft Word

The request was submitted on Monday, May 11, 2020 21:24:19 GMT +02:00

1. If you selected the **Campus email** delivery option, a message will display indicating that your file has been submitted for conversion. *Details* of the file, such as the file name, type, and target format will also be shown.
2. Return to the main page of *SensusAccess* by selecting the **SensusAccess** link near the top of the page to refresh the tool.

Check your email.

SensusAccess: Result of the Accessibility conversion of Grace-AspectsofFatherhood.pdf



SensusAccess <pony@sensusaccess.com>
To: Stull, Tiffany (tls6u)

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 5/11/2020 4:42 PM

SensusAccess

The document has been successfully handled by the Accessibility conversion process.

The source file was Grace-AspectsofFatherhood.pdf. You can find the resulting file at <https://api.sensusaccess.com:5151/job/GetResult?id=e1217d77-c793-ea11-a4f7-1c6f65d84158>

The result file will be deleted within 7 days of receiving this email.

Conversion summary

Target format: doc - Microsoft Word

The request was submitted to tls6u@virginia.edu

Please note that the file is made available strictly for personal, non-commercial use. You are not allowed to distribute the file to others or to use it for commercial purposes.

The request was completed on 05-11-2020 22:41. The submitted document was subsequently deleted from the SensusAccess service.

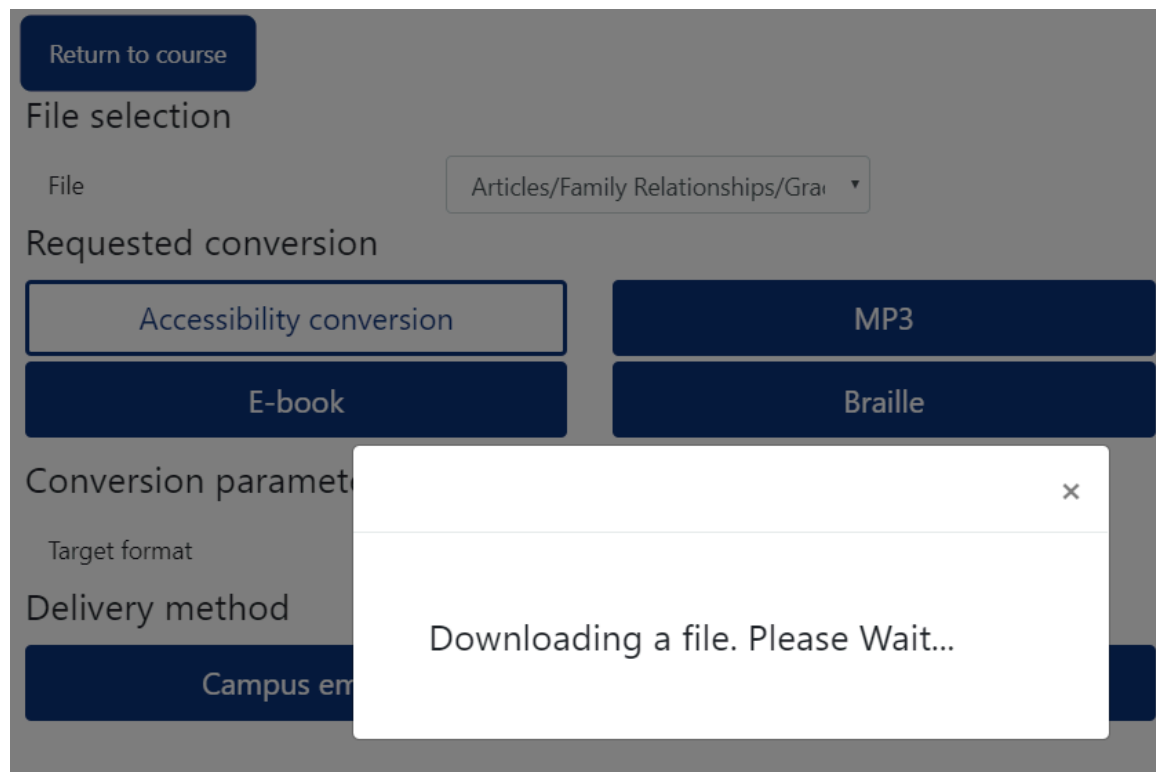
You can contact Sensus ApS by mail to contact@sensusaccess.com or by calling +45 48 22 10 03. Read more about Sensus ApS on www.sensusaccess.com.

An email with a link to download the converted file will be delivered to the address associated with your UVACollab account. The message subject will include *SensusAccess: Result* and the file name, e.g., *SensusAccess: Result of the Accessibility Conversion of Grace-AspectsofFatherhood.pdf* (the exact subject depends on the options you selected in the *SensusAccess* tool).

Go to the link included in the email to access the resulting file.

Download Option

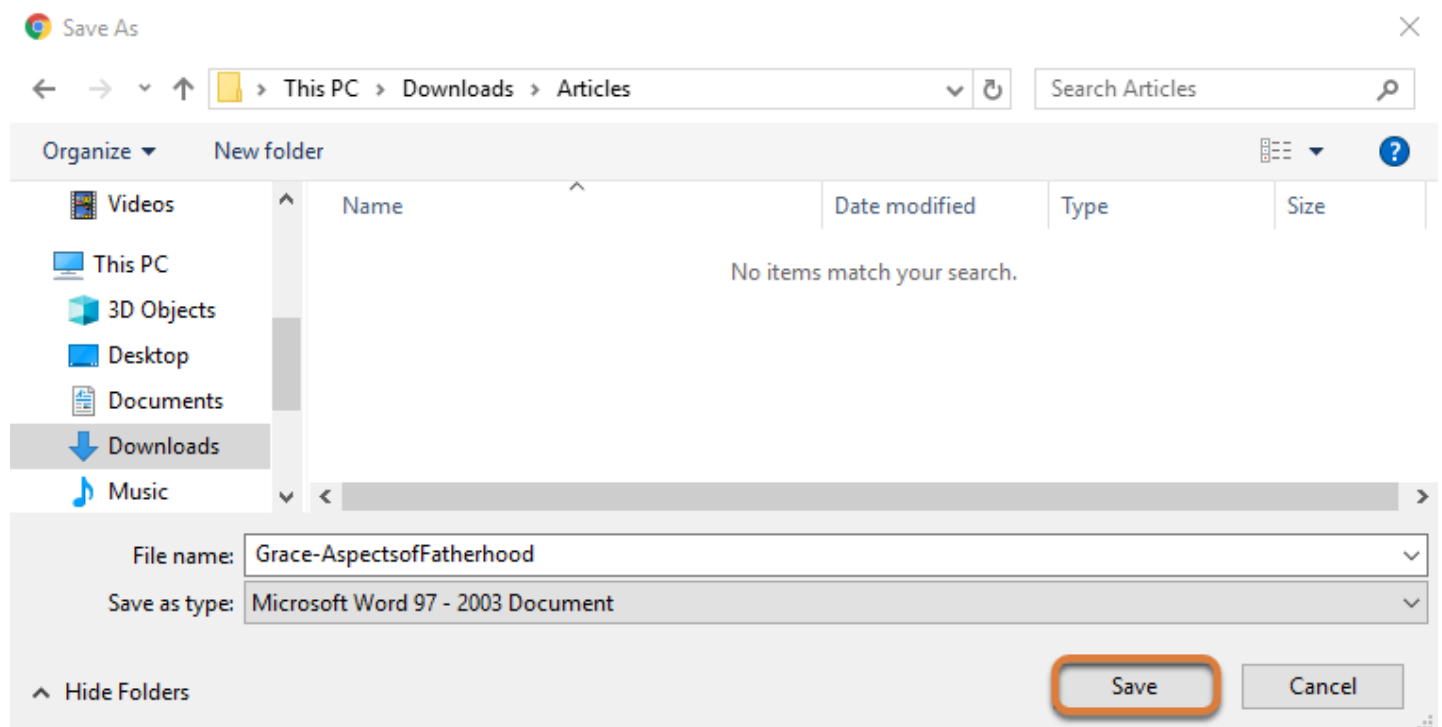
Wait for the download to complete.



The screenshot shows a web interface for file conversion. At the top left is a button labeled "Return to course". Below it is the "File selection" section, which includes a "File" label and a dropdown menu showing "Articles/Family Relationships/Gra". The "Requested conversion" section contains four buttons: "Accessibility conversion" (light gray), "MP3" (dark blue), "E-book" (dark blue), and "Braille" (dark blue). Below this is the "Conversion parameters" section, which includes a "Target format" label and a "Delivery method" section with a button labeled "Campus em". A white modal dialog box is overlaid on the interface, displaying the text "Downloading a file. Please Wait..." and a close button (X) in the top right corner.

If you selected the **Download** option, a message will display on the screen to indicate the file is downloading. Wait for the process to complete.

Save the file.



When the converted file is ready, **Save** it on your computer.

Piazza

What is the Piazza tool?

Piazza is a question and answer discussion board, where site participants have options to post privately to [site administrators](#), respond anonymously and collaboratively edit anyone's messages.

Note: For instructions to add this or any other tool to your site, see [How do I add a tool to my site?](#)

Piazza Features

[Site administrators](#) can:

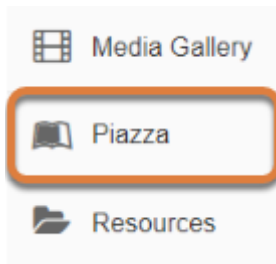
- Control posting options available to participants.
- View editing history for a post and prevent future edits.
- Make private posts public.
- Create groups to limit discussions to specific participants.
- Manage folders to organize discussions.
- Endorse participants' good questions or answers.
- View participation statistics, such as the number of posts per day and top posters.

Anyone can:

- Save draft posts.
- Post anonymously.
- Post privately to site administrators.
- Collaboratively edit each others' posts.
- Favorite posts to find them easily later.
- Follow discussions and receive email notifications about new posts.

For more details about the features, see the [Piazza Overview page \(opens new window\)](#).

To access this tool, select Piazza from the Tool Menu in your site.



Get additional help.

For online tutorials and help with features in Piazza, visit the [Piazza Support site \(opens new window\)](#).