
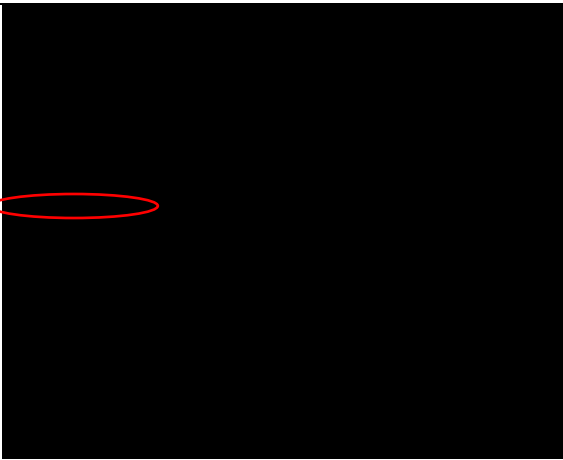

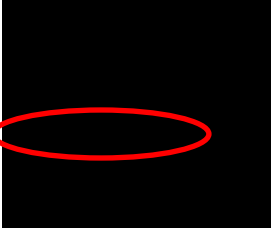


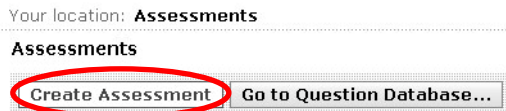
Webct Assessment Tool

Step 1 Why Use It	
<p>The assessment tool allows you to create quizzes that your students can take online.</p> <p>WebCT grades the quizzes and enters the scores in your gradebook.</p> <p>You can write your own questions or import questions from most test generator programs that come with textbooks.</p>	

Step 2 Adding the Assessment Tool	
<p>Step 1: Click the Build tab.</p> <p>Step 2: Click Manage Course located under the Designer Tools menu at the lower-left.</p> <p>Step 3: Click Tools at the top of the Manage Course screen.</p> <p>Step 4: Scroll down to the Student Learning Activities section and select the option labeled Assessments.</p> <p>Step 5: Click the Save button at the bottom of the screen. The Assessment tool button will be visible under the Course Tools menu on the right.</p>	

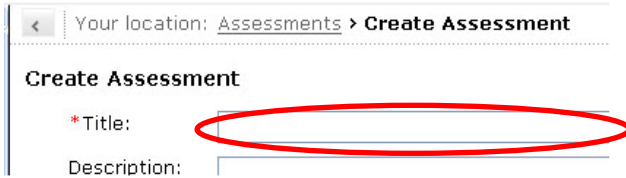
<p>Creating a Quiz</p> <p>Step 1: Click the Build tab.</p>  <p>Step 2: Click Assessments located under the Course Tools menu (on the left).</p> 
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Step 3: Click **Create Assessment** at the top of the **Assessment** screen. The **Create Assessment** screen will appear.

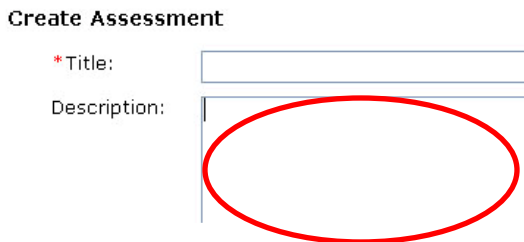


Step 4: Under the section at the very top,

a. Enter a title for the assessment in the **Title** text box.



b. Enter a description for the assessment in the **Description** text box (optional).



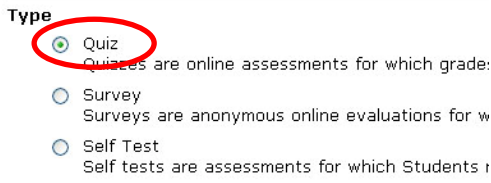
Step 5: Under the section labeled **Grade Book column name**,

a. Enter a title for the corresponding Grade Book column for the Quiz.



Step 6: Under the section labeled **Type**,

a. Select the option labeled **Quiz**.

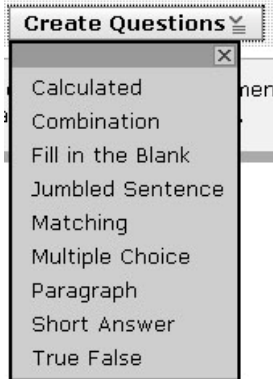


Step 7: Press **'Save and Add Questions'**,



Step 8: *Add questions*

- a. Select the option labeled **'Create Questions'** to start the new assessment from scratch.



- b. Choose **'Add to Assessment'** to use an existing assessment as a template for the new assessment. Select an assessment from the dropdown menu.

Step 9: Click the **Save** button.

To view a student submission

Step 1: Click the **Teach** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu.

Step 3: Locate the assessment to view and click the **ActionLinks** menu to the right of the assessment title.

Step 4: Choose **View Submissions** from the **ActionLinks** menu. The **Assessment Manager** screen will appear.

Step 5: Click the **Not Graded** tab to view Assessment submissions that have not been graded (or click any of the other tabs, such as the **Graded** tab, to view those submissions).

Step 6: Locate a student submission to view on the **Assessment Manager** screen and click the **View Attempt** link (corresponding to the student in question) to view the student's submission (graded or "not graded" submission). The student's submission will be listed.

*For completely online course, you might want to give a "mock" quiz first to make sure everyone can successfully access the quiz tool and submit the finished quiz.

The **Assessment** tool consists of the following parts:

1. **Question Database** – All questions created or imported into WebCT are contained within the Question Database. To maintain an organized database, **at g v s** can be created to contain questions (recommended).
2. **Questions** – Assessment questions, created in WebCT or imported from another source, are all contained within the Question Database.
3. **Assessment** – Assessments (or assessment “shells”) are created as a way of delivering selected questions to students. Questions deleted from an assessment are removed from the assessment, but remain in the Question Database.

Step 4 | Creating a Category in the Database

A category is a name you create to divide the **Question Database** into manageable question groups. Examples of **Category** names include: Chap 1, Chap 2, Inorganic, Organic, Verbs, Adverbs, and Nouns.

Step 1: Click the **Build** tab.

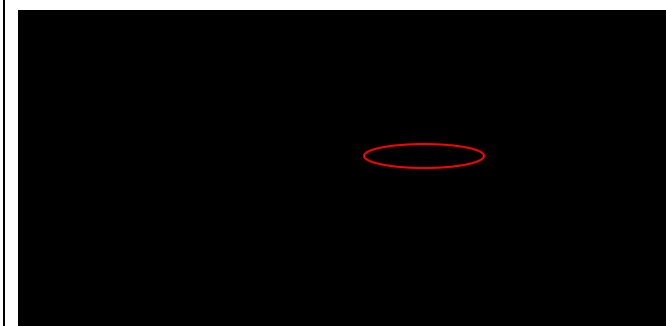
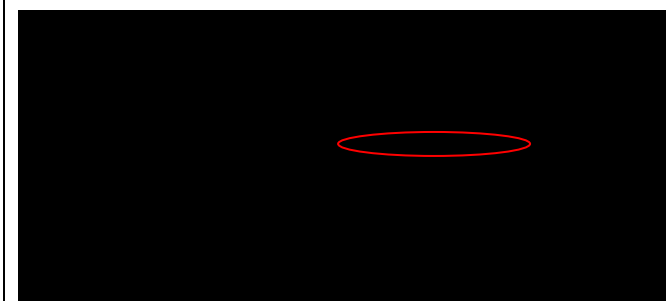
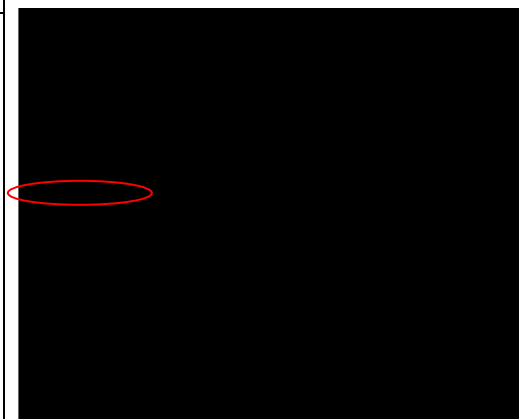
Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Go to Question Database** at the top of the **Assessments** screen. You will be on the **Question Database** screen (at right).

Step 4: Click the **Create Category** button located at the top of the **Question Database** screen. The **Create Category** window will appear.

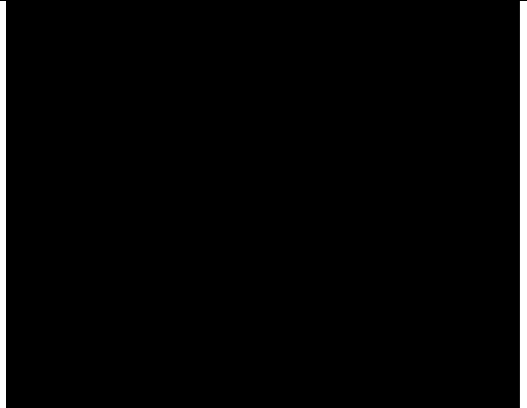
Step 5: Enter a category name into the **Title** text box.

Step 6: Click the **Save** button. The new category will appear listed in the **Question Database**.



Step 5 Adding to a Category

Existing questions can also be moved to selected categories.
> click on question > edit properties > more options > specify an existing category



Creating Questions

Assessment questions, created in WebCT or imported from another source, are all contained within the Question Database.

The following question *types* are supported by WebCT:

- **Calculated:** Calculated question with randomly-generated variables and answer values (automatically graded)
- **Combination:** Answer combinations are presented from which a student selects the correct one (automatically graded)
- **Fill-in-the-blank:** A question is presented containing blanks – a student would supply the missing text (automatically graded)
- **Jumbled Sentence:** A question is presented containing blanks – a student must select a correct word or phrase from a drop-down list (automatically graded)
- **Matching:** Terms in the left column must be matched with correct terms on the right (automatically graded)
- **Multiple Choice:** Traditional multiple-choice questions with an optional number of answers (automatically graded)
- **Paragraph:** Essay-style questions/answers (not automatically graded)
- **Short Answer:** Single-word answers—typed into a text box by students (can be automatically graded)
- **True/False:** Traditional true-false questions (automatically graded)

