

Working With Quizzes

Accessing the *Manage Quizzes Area*

- Click on **Assessments** on the course navigation bar
- Select **Quizzes** from the dropdown menu

Create a New Quiz

Note: New quizzes are normally created using a software program called *Respondus*. Contact the Help Desk for more information and a tutorial.

Accessing the *Edit Quiz Area*

- From the list of quizzes in the *Manage Quizzes Area*, click on the title of the quiz you wish to edit.

Preview a Quiz

- At the very top of the *Edit Quiz* page, click the dropdown arrow at the end of the quiz title (▼)
- Select **Preview** from the dropdown menu
- When you have finished previewing the quiz, click **Exit Preview**

Edit a Quiz

Note: You will notice a series of tabs at the top of the *Edit Quiz* page. Each tab gives you a set of tools to modify or edit your quiz

Quiz Properties Tab

- You can change the name of your quiz by typing a new name in the *Name* textbox
- Assign a **Grade Item** from the dropdown list
- Check the box next to **Allow Automatic Export to Grades**
- Check the box next to **Allow Attempt to be Set as Graded Upon Completion** (*except for quizzes with long answer questions).
- Click **Save**

Tip: Set up *Grade Items* before editing *Quiz*

Quiz Restrictions Tab

- Under **Status**, select *Active* or *Inactive* from the dropdown list
- Under **Dates**, set a period in which the quiz will be available to students or leave the boxes unchecked if you want it always available
- Under **Timing**, set a *time limit* for the quiz by entering the number of minutes and checking the boxes next to **enforced** and **show clock**
- Click **Save**

Quiz Attempts Tab

- Set the number of **Attempts Allowed** from the options on the dropdown list
- In the case of multiple attempts, set the **Overall Grade Calculation** from the options on the dropdown list
- Click **Save**

Quiz Submission Views Tab

- Click **Default View** (Not the *Add Additional View* button)
- Under *Show Questions*, select the radio button next to **Yes**
- Under *Yes*, select the radio button next to **Show all questions with user responses**
- Check the boxes next to **Show question answers, and Show question score and out of score**
- Click **Save**.
- Finally, click **Save** again to complete the edit to *Submission Views*

Editing Quiz Questions and Layout

Accessing the *Layout/Questions Area*

- Click on **Assessments** on the course navigation bar
- Select **Quizzes** from the dropdown menu
- Click on the *title* of the quiz you wish to edit
- Click on the **Layout/Questions** tab

Edit Point Values for a Quiz

- Click on the **Edit Values** button
- Edit point values by typing in the spaces provided
- Click **Save**

Edit a Question

- Click on the **Add/Edit Questions** button
- Click on the title of the question you wish to edit
- Make your changes by typing in the spaces provided
- Click **Save**

Note: If there is more than one copy of a question in the course, you will be asked to which copies you would like the changes to apply. Check the boxes accordingly and click **Save**.

Add a Question

- Click on the **Add/Edit Questions** button
- Click **New** and select the type of question from the dropdown list
- Provide question details in the spaces provided
- Click **Save**

Create a Random Set of Questions

- Click on the **Add/Edit Questions** button
- Click **New** and select **Random Section** from the dropdown list
- Type a name in the **Section Name** textbox
- Click **Save**
- Click on the random section (purple) folder
- Click on the **Import** button
- Under **Section Source**, select questions from the Question Library
- Click **Save**
- At the top of the page, enter how many *questions per attempt* to randomly choose from the overall list (i.e., pool of questions) and assign the point value for each question
- Click **Save**
- Click **Done** to return to the *Edit Quiz* page
- Click **Save and Close**

Reset a Quiz Attempt

- Click on the dropdown arrow next the quiz name (▼)
- Select **Grade** from the dropdown menu

Note: A checkbox should appear next to each student's attempt and there should be a trashcan icon at the beginning of the list. If not, click on the **Display Options** button and check the box next to **Allow Reset**. Click **Save**.

- Check the box next to the student's attempt you wish to reset
- Click on the **Trashcan icon** near top of the page
- When asked to confirm you wish to reset attempt, click **Yes**
- Click **Update**
- Click **Close**

Setting Up Discussion Forums and Topics

Accessing the *Discussions Area*

- Click on **Communication** on the course navigation bar
- Select **Discussions** from the dropdown menu

Create a New Discussion Forum

- Click **New** and select **Forum** from the dropdown menu
- Type the name of the new forum in the **Title** textbox
- Type a description in the space provided (*optional*)
- Click the **Save and Add Topic** button at the bottom of the screen

Create a New Discussion Topic


- Type the name of the new topic in the **Title** textbox
- Type a description in the space provided (*optional*)
- If you wish to add more topics click **Save and New**
- When you're done, click **Save** and then **Close**

Uploading Files to a Course

Accessing the *Manage Files Area*

- Click on **Content** on the course navigation bar
- Click on **Manage Files** at the top of the page

Uploading Files

- Click **Upload** 
- Click on the **Browse** button and select the file to be uploaded
- If you wish to upload multiple files, click **Add Another File**
- Click **Upload**

Downloading Files

- Right mouse click on file name and select **Save target as...**

Managing Course Content

Accessing the *Content Area*

- Click on **Content** on the course navigation bar

Add a New Module

- In the *Manage Content* area, click **New Content** and select **New Module** from the dropdown menu
- Enter the new module name in the **Title** textbox
- If you wish to hide enumeration for this module, check the box next to that option
- Click **Save**

Tip: Upload your files to the course before adding the pages as topics

Add Topic(s) to a Module

- Click on the dropdown arrow at the end of the Module title (▼) and select **Add Multiple Topics** from the dropdown list
- Select the files you wish to add by checking the box next to each file
- If necessary, add or change tiles as you would like them to appear in the content area
- Add short (abbreviated) titles to display in the left menu when the content pages are displayed
- Scroll to the bottom of the page and click **Add**

Setting Up the Gradebook (Grades Setup Wizard)

- Click on **Assessments** on the course navigation bar
- Select **Grades** from the dropdown menu
- Click **Start** to begin the *Grades Setup Wizard*
- Follow the on screen instructions

Tip: All of the default fields are selected for a typical CNA course. Simply click 'Continue' on pages 1-6, and 'Finish' on page 7.

Working with Grades

Accessing the Manage Grades Area

- Click on **Assessments** on the course navigation bar
- Select **Grades** from the dropdown menu
- Click **Manage Grades** at the top of the page

Create a New Grade Item

- Click **New** and select **Item** from the dropdown menu
- Click **Numeric**
- Type the name of the grade item in the *Name* textbox
- Type the *Max Points* and *Weight* in the spaces provided
- If you wish to add more grade items click **Save and New**
- When you're done, click **Save and Close**

Create a New Grade Category

- Click **New** and select **Category** from the dropdown menu
- Type the name of the grade category in the *Name* textbox
- Type the *Weight* for the category in the space provided
- If you wish to add more categories click **Save and New**
- When you're done, click **Save and Close**

Edit Grade Items

- Click the title of the grade item you want to edit
- Make your changes and click **Save and Close**

Re-Order Grade Items

- Click **More Actions** and select **Reorder** from the dropdown menu
- Use the numbers to reorder Grade items
- Click **Save**

Deleting a Grade Item

- Click **More Actions** and select **Delete** from the dropdown menu
- Check the box next to the item you want to delete
- Click **Delete**
- When the pop up window asks you to confirm, click **Delete**

Note: If a box is grayed out, it means that the grade item is associated with an assessment such as a Quiz or Dropbox folder. You must first un-associate the grade item from the assessment before you can delete it from the gradebook.

Manually Enter Grades

- From the *Enter Grades* area, click on the **Switch to Spreadsheet View** button at the top right of the screen
- Manually enter grades in the spaces provided
- Click on the **Switch to Standard View** button
- When the pop up window asks you to confirm changes, click **Save**

Grading Quizzes

Accessing the Grade Quiz Area

- Click on **Assessments** on the course navigation bar
- Select **Grades** from the dropdown menu
- Click on the dropdown arrow next to the quiz name (▼)
- Select **Grade** from the dropdown menu

Grade Long Answer Questions and Provide Feedback

- Under the *Users* or *Attempts* tab (both work the same way), click an **Attempt** associated with the student's name
- Scroll down to view the student's answers, enter a grade and provide feedback
- Click **Save** and then click **Close**
- Repeat the previous steps for each attempt
- When all attempts are graded, check the boxes in the *Graded* column to the right of the screen to send the grades to the gradebook

Grading Individual Questions

- Under the *Questions* tab, click on the question title
- View the student's answer, enter a grade and provide feedback
- Click **Save**
- Click **Save and Continue** to move to the next question or
- Click **Go Back to Questions** when you're done

Working with Groups

Create a Group Category

- Click on **Course Tools** on the course navigation bar
- Select **Groups** from the dropdown menu
- Click **New Category**
- Enter a *Name* for the Category
- Provide a description (*Optional*)
- Select enrollment type from the dropdown menu (choose **Groups of # or # of Groups**)
- Enter the number you want for either option
- Under **Create Workspace**, select from the following options: *Setup Discussion Areas*, *Setup Locker*, and *Setup Dropbox*
- Click **Save**

Create a Discussion Forum for Groups

- *When you create a new *Group Category* and select *Setup Discussion Areas*, you will be prompted to assign or create a new *Discussion Forum*.
- Select a *Forum* from the dropdown menu or click **New Forum**
- Click **Create and Next**

Creating Dropbox Folders for Groups

- *When you create a new *Group Category* and select *Setup Dropbox*, you will be prompted to create a new *Dropbox Folder*.

- Enter a *Name* for the *Dropbox Forum*
- Assign a **Grade Item** from the dropdown list and enter what the assignment will be graded "Out Of"
- Under **Instructions**, enter any instructions you may have for the assignment (*optional*)
- Click **Create** and **Done**

Tip: Set up Grade Items before creating a *Dropbox*

Note: When you create a new *Group Category* and select *Setup Locker*, the group lockers are set up automatically.

Setting Up the Assignment Dropbox

Accessing the Dropbox Area

- Click on **Assessments** on the course navigation bar
- Select **Dropbox** from the dropdown menu

Create a Dropbox Folder

- On the *Dropbox Folders* page, click **New Folder**
- Enter a *Name* for the assignment folder
- Choose either *Individual submission* or *Group submission folder*
- Assign a **Grade Item** from the dropdown menu
- Enter what the assignment will be graded "Out Of"
- Enter any *Instructions* you may have for the assignment (*optional*)
- If you wish to add more *Dropbox* folders click **Save and New**
- When you're done, click **Save and Close**

Tip: Set up Grade Items before creating *Dropbox* folders

Preview a Dropbox Folder

- On the *Dropbox Folders* page, click **More Actions** and select **Preview** from the dropdown menu
- Click on the *Name* of the folder you wish to preview
- Click **Exit Preview** to return to *Dropbox Folders*

Downloading Student Submitted Files from the Dropbox

- On the *Dropbox Folders* page, click on the *title* of the *Dropbox* folder
- Select the **Files** tab
- Check the box at the top of the listing to select all, or select individual files by checking the box next to the files you want
- Click on the **Download** button at the top of the page (*Desire2Learn* compresses all the files into a single zip file for download)
- Right-mouse click on the file and select '**Save target as...**'
- Choose where you want to save the file and click **Save**
- Unzip the file to access student submissions

Email Students Who Have Not Submitted

- On the *Dropbox Folders* page, click the *title* of the *Dropbox* folder
- Click on the **Email Users Without Submissions** button

Grade/Provide Feedback for Dropbox

- On the *Dropbox Folders* page, click the *title* of the *Dropbox* folder
- Select the **Users** tab
- Under **Submissions**, select *Show everyone* from the dropdown list
- On the same row as the student's name, click the **Grade and Leave Feedback** link to right
- View the student's submission, enter a grade and provide feedback
- Click **Publish**
- When you're done, click **Back to Folder Submissions** (top right of page)

Support/Contact Information

Office of Distributed Learning Help Desk

Email: dlshelp@cna.nl.ca

Phone: 1.877.465.2250 (opt. 1)
466.6961 (local)