

Sakai: Tests & Quizzes

A guide to Sakai's assessment tool.



UNC-Chapel Hill

1st Edition

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Chapter 1

Introduction

The Tests & Quizzes home page is broken down into multiple sections. At the very top is the first step to creating or importing a new assessment. The remaining sections, A-C, are categorized based on what stage the assessment is in. For instance, in the “Pending Assessment” stage, the tests have been created or in the process of being created without students access. Section B displays all the assessments that students do have access to. If a student submitted their assessment then (depending on the settings) they will still have access to their test score and any feedback. Section C shows all the tests that were published and no longer accessible to students.

The screenshot shows the 'Assessments' page with three main sections: 'New Assessments', 'Pending Assessments', and 'Published Assessments'. The 'New Assessments' section has a 'Create assessment (enter title)' form with a 'Create' button and radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text'. The 'Pending Assessments' section is a table with two rows, each with an 'Action' dropdown, a 'Title', and a 'Last Modified' timestamp. The 'Published Assessments' section is divided into 'Active (testing in progress)' and 'Inactive (no student access)' sub-sections, each with a table of assessment details including 'In Progress', 'Submitted', 'Release To', 'Release Date', 'Due Date', and 'Last Modified'.

Pending Assessments									
Action	Title							Last Modified	
-- Select Action --	Test 1							The Instructor 02/20/2012 09:14:45 AM	
-- Select Action --	Test 2							The Instructor 02/20/2012 10:06:34 AM	

Published Assessments											
Active (testing in progress)											
Action	Title	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified				
-- Select Action --	Test 2	0	0	Entire Site	02/20/2012	02/24/2012	The Instructor 02/20/2012 10:07:14 AM				

Inactive (no student access)											
Action	Title	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified				
-- Select Action --	Test 1	0	1	Entire Site	02/15/2012	02/20/2012	The Instructor 02/20/2012 09:21:12 AM				

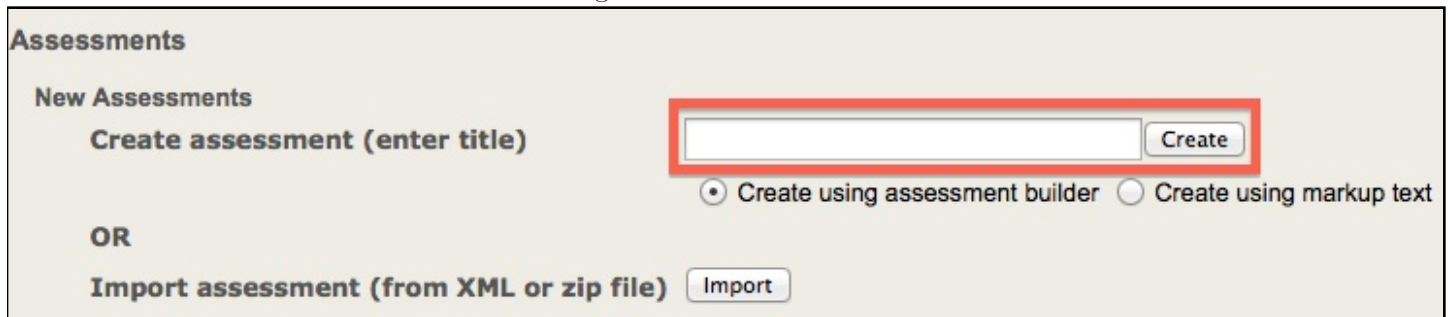
Chapter 2

Create a New Assessment

USING ASSESSMENT BUILDER

The assessment builder allows the instructor to create pre-formatted tests. There are multiple question types to choose from, such as, essay, multiple choice, short answer, matching, survey, T/F, and copying from a question pool. Along with creating questions, the instructor can also provide feedback, model answers, and/or randomize answer choices.

1. Log in to [Sakai](#).
2. Navigate to Tests & Quizzes in your course/project site.
3. Provide a title in the Create Assessment (enter title) text box.
4. Make sure the radial button for Create using assessment builder is checked then click Create



Assessments

New Assessments

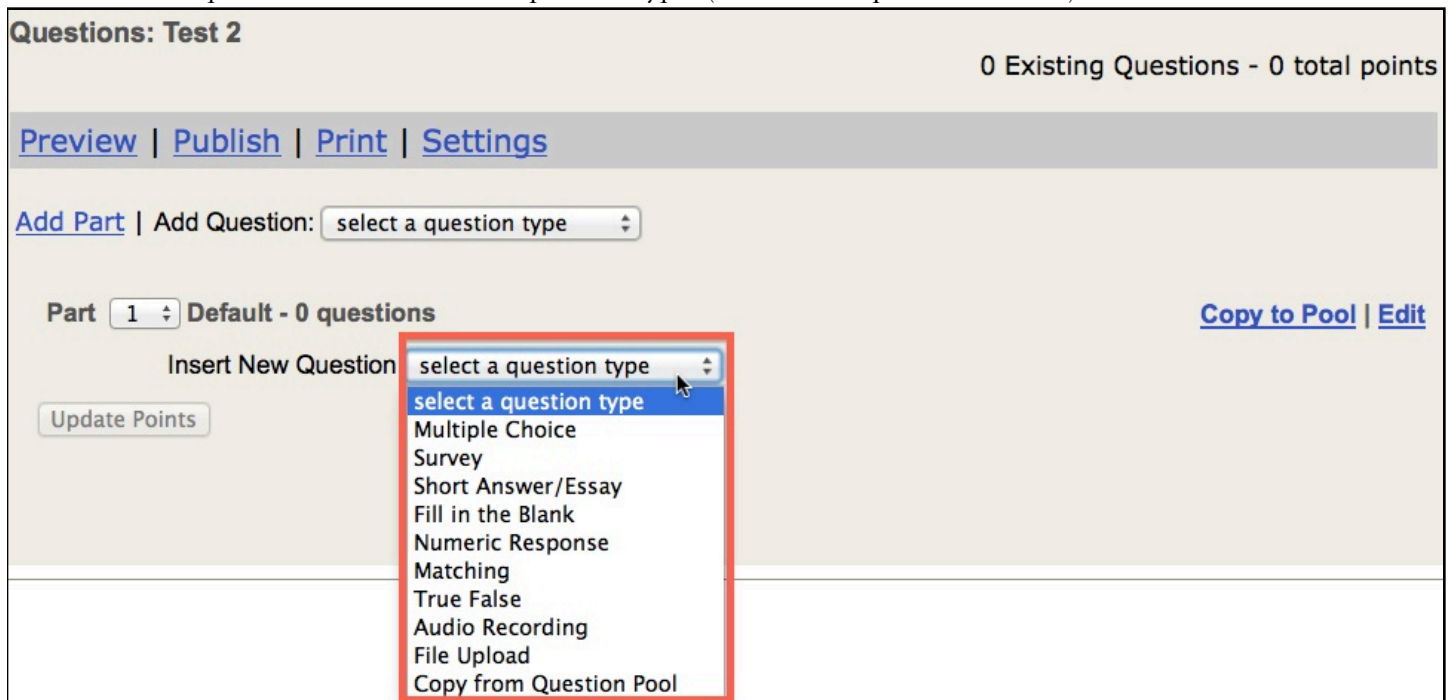
Create assessment (enter title)

Create using assessment builder Create using markup text

OR

Import assessment (from XML or zip file)

4. From the drop-down menu select the question type. (In this example it was M/C)



Questions: Test 2 0 Existing Questions - 0 total points

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

[Add Part](#) | Add Question:

Part Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question

- select a question type
- Multiple Choice
- Survey
- Short Answer/Essay
- Fill in the Blank
- Numeric Response
- Matching
- True False
- Audio Recording
- File Upload
- Copy from Question Pool

5. Assign a point value for the question (total possible if they get it correct).
6. Determine if there is only one, or multiple correct answers.
7. Type your question in the Question Text box. Click on Show/Hide Rich-Text Editor to format text, add images, or use hyperlinks. Add attachments if necessary.

[Assessments](#) > [Questions: Test 2](#) > Question 1

Edit Question: Test 2

Change Question Type

Multiple Choice

Question 1 - Multiple Choice

Save

Cancel

Answer Point Value

2

Answer

Single Correct

Negative point value for incorrect answer selection

0

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

Question Text

[Show/Hide Rich-Text Editor](#)

Where is the messenger RNA synthesized in a cell?

8. Then you find alternating text boxes. In the first, provide a multiple choice answer option. Then feedback if necessary.

9. Select which option is the correct answer by clicking the radial button next to the multiple choice option.

[Show/Hide Rich-Text Editor](#)

Correct Answer
 A
[Remove](#)

Nucleus

[Show/Hide Rich-Text Editor](#)

Feedback (optional)

That is correct

[Show/Hide Rich-Text Editor](#)

10. Add question to a previously created question pool.

11. Provide any additional feedback based on answering correctly or incorrectly.

12. Click on Save.

Assign to Part

Assign to Question Pool

Answer: Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer (optional) [Show/Hide Rich-Text Editor](#)

Feedback (optional) [Show/Hide Rich-Text Editor](#)

13. Repeat the process as necessary by inserting a new question.

14. When you are finished, you can click on Publish or return to Assessments and publish the test at another time.

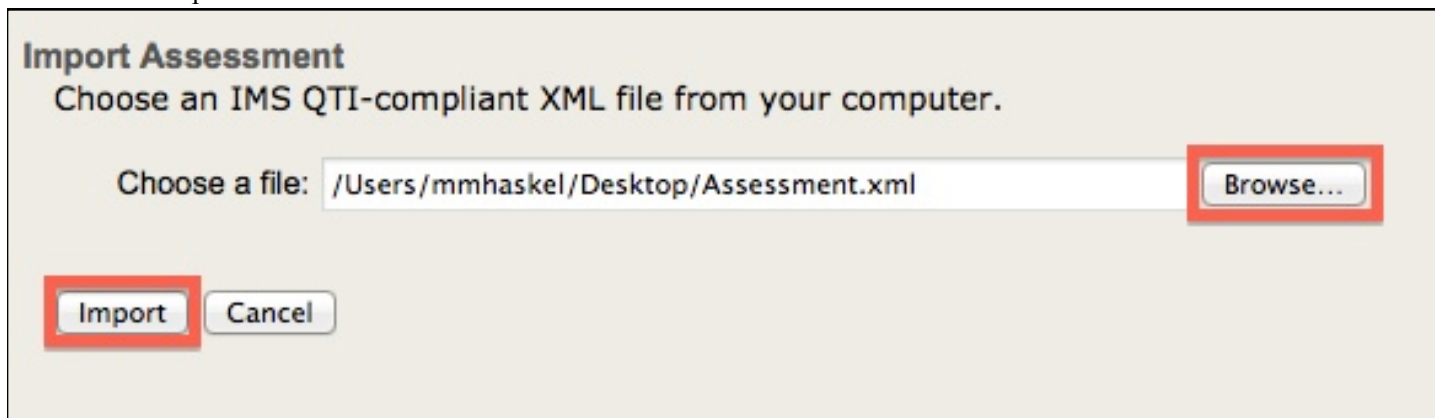
USING MARK-UP TEXT

Creating assessments using the mark-up text approach is a manual process and requires specific formatting on the part of the instructor. There are examples and instructions provide on the page the will help assist you in creating an assessment. Unless you are familiar with this process or copying text from another source then I would recommend creating your assessments via the Assessment Builder.

IMPORT XML OR ZIP

Tests can be imported from other Sakai sites, or from documents that are IMS QTI-compliant in XML. Some test building software will allow you to export your assessments in that format, which you can then import into Sakai.

1. Log in to [Sakai](#).
2. Navigate to Tests & Quizzes in your course/project site
3. Click on Import
4. Click Browse and search for your xml file.
5. Click on Import.



Import Assessment
Choose an IMS QTI-compliant XML file from your computer.

Choose a file:

IMPORT TESTS FROM RESPONDUS

If you initially developed quizzes with Respondus, you can [download pdf instructions here](#) to migrate quizzes.

Chapter 3

Quest Pools

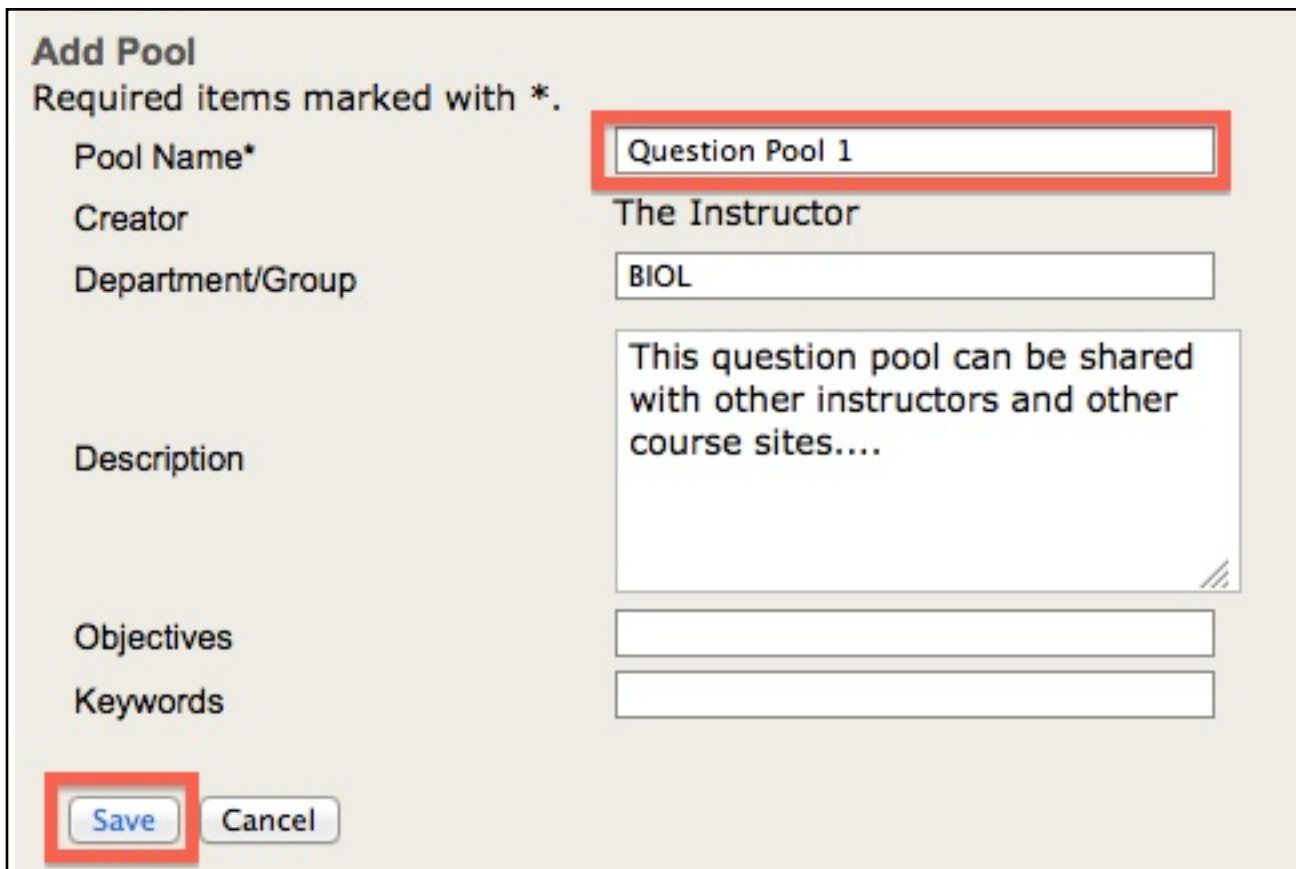
CREATE A NEW POOL

1. Navigate to Tests & Quizzes in your course/project site
2. Select Question Pools from the top row of options.



A screenshot of a navigation menu with three tabs: "Assessments", "Assessment Types", and "Question Pools". The "Question Pools" tab is highlighted with a red box. Below the tabs, the text "Question Pools" is displayed. At the bottom, there are two links: "Add New Pool" and "Import". The "Add New Pool" link is highlighted with a red box.

3. Provide a title for your Pool
4. Dept/Group, Description, Objectives, and Keywords are optional.
5. Click on Save.



A screenshot of the "Add Pool" form. The title "Add Pool" is at the top left. Below it, the text "Required items marked with *." is displayed. The form contains several fields: "Pool Name*" with the value "Question Pool 1" (highlighted with a red box), "Creator" with the value "The Instructor", "Department/Group" with the value "BIOL", "Description" with the text "This question pool can be shared with other instructors and other course sites....", "Objectives" with an empty text box, and "Keywords" with an empty text box. At the bottom left, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

ADD QUESTIONS TO A POOL

1. Navigate to course/project site Tests & Quizzes.
2. Click on Question Pools.

Assessments | Assessment Types | **Question Pools**

Question Pools

[Add New Pool](#) | [Import](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
Question Pool 1	The Instructor	02/22/2012	0	0	<input type="checkbox"/>

[Add](#) | [Copy](#) | [Move](#) | [Share](#)

Update

3. From the drop-down menu select the type of question to create.
4. Click on Save.
5. Create your question and answer choices as described in “Using assessment builder” in the previous chapter.

1 Select question type **Short Answer/Essay**

2 Click "Save" to continue or "Cancel" to return to the previous page

Save Cancel

ADD QUESTIONS TO A POOL FROM A TEST

1. Navigate to course/project site Tests & Quizzes.
2. Click Edit on a previously created quiz from the Actions drop down menu.
3. Select Copy to Pool for the part of the test you want to add to the pool.

[Add Part](#) | Add Question: select a question type

Part **1** Default - 3 questions **Copy to Pool** [Edit](#)

Question **1** Single Correct - **2.0** points [Remove](#) | [Edit](#)

Where is the messenger RNA synthesized in a cell?

A. Mitochondria Feedback: Provide feedback here...

B. Nucleus Feedback: Correct

C. Golgi body

D. Endoplasmic reticulum

4. Select the question pool (in this example 3 questions will be added).
5. Click Copy.

CREATE ASSESSMENT FROM A QUESTION POOL

1. Navigate to course/project site Tests & Quizzes.
2. Create a new assessment using the Assessment builder.
3. From the Add Question drop-down menu select Copy from Question Pool.

Questions: From pool 0 Existing Questions - 0 total points

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

[Add Part](#) | Add Question select a question type

Part 1 Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question select a question type

4. Click on the name of the question pool.
5. Check the box(es) for each question to add.
6. Click on Copy.

5 Questions

Question Text	Question Type	Copy?
Compare and contrast Meiosis and Mitosis:	Short Answer/Essay	<input checked="" type="checkbox"/>
Compare and contrast the process of mitosis and meiosis.	Short Answer/Essay	<input checked="" type="checkbox"/>
Sex cells are also called gametes.	True False	<input checked="" type="checkbox"/>
Where is the messenger RNA synthesized in a cell?	Multiple Choice	<input checked="" type="checkbox"/>
Which one is not a characteristic of Meiosis	Multiple Choice	<input checked="" type="checkbox"/>

Assign to Part Part 1 - Default

Copy Cancel

RANDOM SELECTION FROM A QUESTION POOL

1. Navigate to course/project site Tests & Quizzes.
2. Create a new assessment using the Assessment builder (or click Edit from a previously created test).
3. Click on Add Part.

Questions: From pool 0 Existing Questions - 0 total points

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

Add Part Add Question:

Part Default - 0 questions [Copy to Pool](#) | [Edit](#)

Insert New Question

4. Provide a title.
5. Under Type, choose Random draw from question pool.
6. Select the question pool from the drop-down menu.
7. Select how many questions you want to randomly draw from the total.
8. Make any necessary modifications to the default settings.
9. Click on Save.

Type

Questions authored one-by-one

Random draw from question pool

Pool name (total # of questions)

Number of questions

Point value of questions

NOTE: Optional value; overrides point values of questions in originating pool.

Negative point value for incorrect answer selection

Optional. Overrides corresponding value in originating pool. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

Type of randomization

A student's questions are randomized each time an assessment is submitted

A student's questions are randomized once for all submissions

Question ordering (not available for random draw)

As listed on Assessment Questions page

Random within Part

Metadata

Objective

Keyword

Rubric

SHARING QUESTION POOLS WITH OTHER INSTRUCTORS


1. Navigate to Tests & Quizzes in your course/project site.
2. Click on Question Pools from the top row of options.

3. Select Share, from the question pool you wish to share.
4. Check the box for each instructor (must be listed in the course/project site) you will allow access.
5. Click on Share.

Chapter 4

Assessment Settings

Assessment settings can be viewed after the test has been created or during the process of creating a test. In most cases and instructor will develop a test, but not publish the assessment until a future date. In that situation, you can use the "--Select Action--" drop down menu to choose either Settings or Publish to view the settings. Alternatively, when you create an assessment or publish an assessment you will have the chance to review settings.

Pending Assessments		
Action	Title 	Last Modified
-- Select Action --	From pool	The Instructor 02/28/2012 02:20:10 PM
Settings	Random from Pool	The Instructor 02/28/2012 02:23:40 PM
Publish		
Duplicate		
Export		
Remove		

DUE/RETRACT DATES

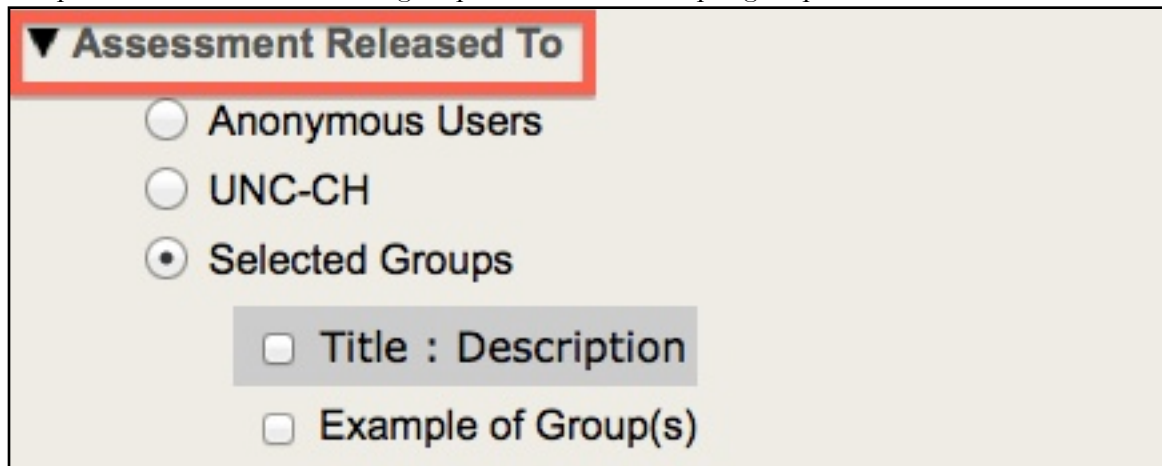
When you retract an assessment, it remains under "Published Assessments", but moves from the "Active (testing in progress)" section to the "Inactive (no student access)" section. If there is not a retract date a student will see the title of the test and depending on your feedback settings could go back and review their assessments.

1. From the settings click on Delivery Dates.
2. Establish a time to make it available and due to students.
3. By setting a retract date you will remove the assessment altogether from student view (i.e the potential to see any post assessment feedback).

▼ Delivery Dates	
Available Date	02/27/2012 09:14:17 AM 
Due Date	03/02/2012 05:30:00 AM 
Retract Date	03/05/2012 03:00:00 PM 

ASSIGN TO GROUPS

1. From the settings click on Assessment Released To.
2. By default the assessment will be released to all participants, but by clicking on Selected Groups you have the option to either choose one group/section, or multiple groups/sections.



▼ **Assessment Released To**

Anonymous Users

UNC-CH

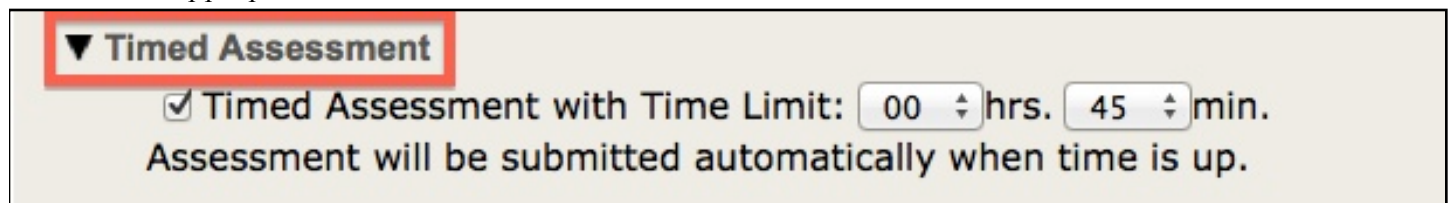
Selected Groups

Title : Description

Example of Group(s)

TIMED ASSESSMENTS

1. From the settings click on Timed Assessments.
2. Assessments are not timed by default, you have to check the box for Timed Assessment with Time Limit.
3. Select the appropriate amount of hours and minutes.



▼ **Timed Assessment**

Timed Assessment with Time Limit: 00 hrs. 45 min.

Assessment will be submitted automatically when time is up.

LAYOUT

1. From the settings click on Assessment Organization.
2. Modify the settings to your standard.

It is recommended to have each part display on a separate page or each question on its' own page. If it is a short assessment then it might be appropriate to have all the questions displayed on the same web page.

▼ Assessment Organization

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.)

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

Numbering

- Continuous numbering between parts
- Restart numbering for each part

RE-SUBMISSIONS

1. From the settings click on Submissions.
2. Check the appropriate box to determine the limit on submissions.
3. Check the Saved assessments will be automatically... box if you want the assessments to be saved on the due date. This option is not always relevant if the assessment is timed, since the assessment will automatically be saved when the time limit has expired.

Remember, if you set your feedback options to allow students to view their choices and the correct answer upon completing their assessment plus you allow them to resubmit an assessment then you have essentially given your students access to the answer key. They can review the feedback and correct answers then go back and retake the assessment.

▼ Submissions

Number of Submissions Allowed

- Unlimited
- Only submissions allowed

Late Handling

- Late Submissions (After Due Date) will NOT be accepted
- Late Submissions will be accepted and will be tagged late during grading

Automatic Submission

- Saved assessments will be automatically submitted after the due date passes.

This option forces the submission of saved assessments for students who have NO previous submissions.

FEEDBACK

1. From the settings click on Feedback.
2. The feedback that will display is what you typed while creating the assessment.
3. Feedback on submission is the most common option. If you allow multiple submissions then you may consider displaying feedback until after the due date so that students will not be able to view feedback and then retake the assessment.
4. Feedback Components are optional. If you do not display feedback, even the Student's Assessment Scores, then the student can view their score in the Gradebook if you set the Gradebook entry to be Released to Students.

▼ Feedback

Feedback Authoring

Question-Level Feedback

Selection-Level (A,B,C...) Feedback

Both


Feedback Delivery

Immediate Feedback

Feedback on submission

No Feedback will be displayed to the student

Feedback will be displayed to the student at a specific date



(Selecting "Grades sent to Gradebook" in Grading section will send scores to Gradebook immediately, regardless of feedback date.)

Feedback Components Students Can See

<input checked="" type="checkbox"/> Student Response	<input checked="" type="checkbox"/> Question-Level Feedback
<input checked="" type="checkbox"/> Correct Response	<input type="checkbox"/> Selection-Level Feedback
<input checked="" type="checkbox"/> Student's Assessment Scores	<input type="checkbox"/> Grader's Comments
<input type="checkbox"/> Student's Question and Part Scores	<input type="checkbox"/> Statistics and Histograms

SYNC WITH GRADEBOOK

1. From the settings click on Grading.
2. Anonymous grading is applicable with short answers that need to be manually graded and somebody other than the instructor is the grader.
3. Check the box Grades sent to Gradebook in order to automatically create and update a Gradebook entry whenever a student submits an assessment.

▼ Grading

Students' Identities

- Students' identities can be seen by graders
- Anonymous grading only

Gradebook Options

- None
- Grades sent to Gradebook (Selecting "Grades sent to Gradebook" will send scores to Gradebook immediately, regardless of feedback date.)

Recorded Score If Multiple Submissions per User

- Record the highest score
- Record the last score

Chapter 5

Grading Assessments

Assessment scores can be viewed once a student submits their answers regardless of whether or not the assessment is active (available to the site) or inactive (past the retract date and not available). To view submitted answer choices and scores click on either the number hyperlink under the Submitted column or from the "-- Select Action--" drop down menu choose Scores.

Published Assessments						
Active (testing in progress)						
Action	Title	In Progress	Submitted	Release To	Release Date	Due Date
-- Select Action --	Test 1	0	3	Entire Site	02/15/2012	03/03/2012
Scores						
Preview						
Print						
Settings						
Remove						
Action	Title	In Progress	Submitted	Release To	Release Date	Due Date
-- Select Action --	Test 2	0	3	Entire Site	02/20/2012	03/03/2012

VIEW STUDENT SUBMISSIONS

1. Navigate to course/project site Tests & Quizzes.
2. Click on the "--Select Action--" drop down menu and choose Scores.
3. From the list of participants click on the students name to view his/her answer choices.

student, test	teststudent1	Student	02/28/2012 04:55:14 PM	44 sec	4	<input type="text" value="0.0"/>	4
student2, test	teststudent2	Student	No Submission	n/a	0	<input type="text" value="0"/>	0
student3, test	teststudent3	Student	02/28/2012 04:56:21 PM	34 sec	2	<input type="text" value="0.0"/>	2

EXPORT ASSESSMENT RESPONSES

1. Navigate to course/project site Tests & Quizzes.

2. Click on the "--Select Action--" drop down menu and choose Scores.
3. Click on Export from the top row of options.
4. Click Export to download a spreadsheet displaying all the students along with their answer choice for each question.

Assessments | Assessment Types | Question Pools

Export : Test 2

[Submission Status](#) | [Total Scores](#) | [Questions](#) | [Statistics](#) | [Item Analysis](#) | **Export**

Click Export to export and download all assessment responses in Excel format.

Export

VIEW QUESTION STATISTICS

1. Navigate to course/project site Tests & Quizzes.
2. Click on the "--Select Action--" drop down menu and choose Scores.
3. Click on Statistics from the top row of options.

[Submission Status](#) | [Total Scores](#) | [Questions](#) | **Statistics** | [Item Analysis](#) | [Export](#)

View : Highest Submission ▾

Final Score

Number of Points	Number of Students
2 - 3	2
>3 - 4	1

Submissions 3
 Total Score Possible 14
 Mean 2.66
 Median 2
 Mode 2

Chapter 6

For Students Taking Tests

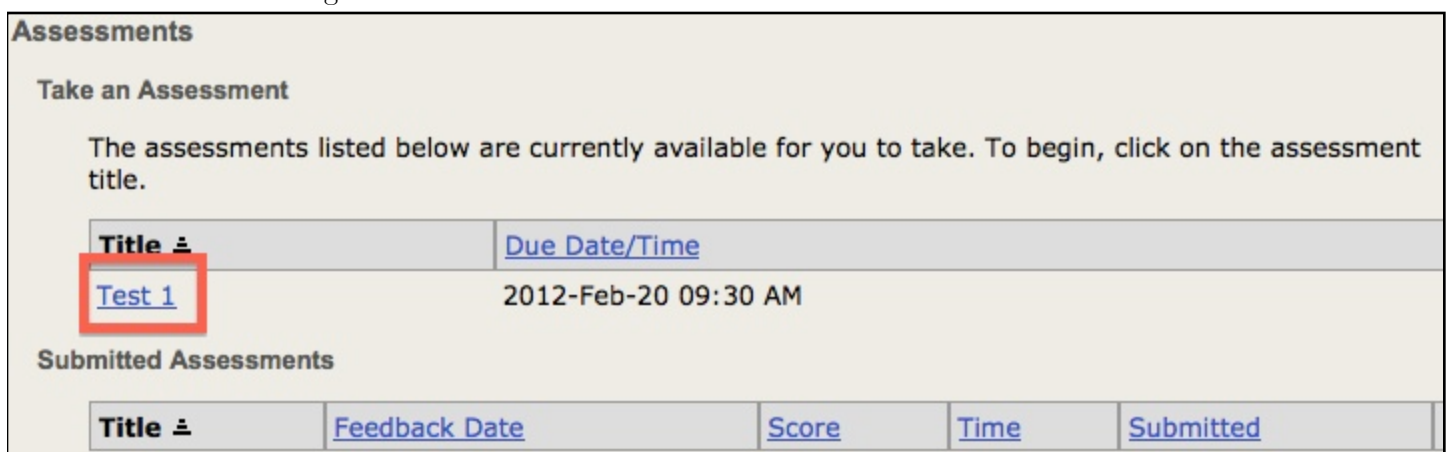
Depending on how your instructors set up their tests, you may be able to take a test only once or more than once, or the test may even be timed. If a test has no short answer/essay questions, you'll be able to view your score immediately after completing it only if your instructor enabled that option.

Important Testing-Taking Tips

- Use Mozilla, rather than Internet Explorer.
- Once the quiz/test begins do not click on the back button, refresh, or close the browser.
- Click links and buttons only once: avoid double or repeated clicking which will cause data discrepancies.
- Save your answers every 5 minutes.
- Make sure you are on a reliable internet connection (wireless is not considered to be as reliable as a wired connection).
- Turn off virus scans, IM, or any other programs that may cause your computer to restart or popup windows or browser windows to open.
- In Time Assessments instructors can set the time allowed to complete a test. Once the student begins the test a timer will appear in the browser. Even if the test window is closed by the student or due to a technical problem, the timer will keep running and it will not stop counting, even while the browser window is closed.

STARTING AN ASSESSMENT

1. log in to [Sakai](#).
2. Navigate to course/project site Tests & Quizzes.
3. Click on the title to begin the assessment.



The screenshot shows the 'Assessments' section of a Sakai course site. It features a 'Take an Assessment' heading and a message: 'The assessments listed below are currently available for you to take. To begin, click on the assessment title.' Below this is a table with two columns: 'Title' and 'Due Date/Time'. The first row shows 'Test 1' under the 'Title' column and '2012-Feb-20 09:30 AM' under the 'Due Date/Time' column. The 'Test 1' text is highlighted with a red box. Below the table is a 'Submitted Assessments' section with a table that has five columns: 'Title', 'Feedback Date', 'Score', 'Time', and 'Submitted'.

Title	Due Date/Time
Test 1	2012-Feb-20 09:30 AM

Title	Feedback Date	Score	Time	Submitted
-------	---------------	-------	------	-----------

4. The next page will display instructions about the assessment. If it is a timed assessment, at this point the timer has not started.
 5. Click on Begin Assessment.
- If the assessment is timed, then you will see a timer bar across the top indicating the amount of time remaining to complete the assessment.

SUBMITTING AN ASSESSMENT

1. Upon completing your assessment and reviewing your answer choices then click on Submit.
2. Another screen will ask you to confirm submission by clicking on Submit for Grading.

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 UNC-CH
Creator The Instructor
Assessment Title Test 1

3. Review and/or save your confirmation if necessary.
4. Click on Continue to complete submission and return to Tests and Quizzes home screen.

Submission

Test 1 Submission Information
You have completed this assessment. Your confirmation information is below. Click Continue to go to your Assessments list.

Course Name	UNC-CH
Creator	The Instructor
Assessment Title	Test 1
Number of submissions remaining	Unlimited
Confirmation Number	127434-7991-49a61915-06f3-43bb-008e-1965d8a4d5ff-Mon Feb 20 09:19:51 EST 2012
Submitted	02/20/2012

RE-TAKING AN ASSESSMENT

1. Navigate to course/project site Tests & Quizzes.
2. If the assessment is available for resubmission then simply click on the title.
3. After reviewing instructions click on Begin Assessment.

VIEWING FEEDBACK


1. Navigate to course/project site Tests & Quizzes
2. Scroll down to Submitted Assessments.

3. Click on the test title to view feedback. Not all assessments will necessarily have feedback or allow you to view your score.

Submitted Assessments

You have completed the assessments listed below. If an assessment is ready for review, you may click on its title to see feedback. You may also click the Statistics link (if available) to see assessment statistics.

View

Title 	Feedback Date	Score	Time	Submitted
Test 1**	Immediate	5 *	n/a	2012-Feb-20 09:19 AM

* This assessment allows multiple submissions and has been configured to record the highest score which is the one listed here.

Chapter 6

Credits & License

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