

Competencies

After reading this document, you will be able to:

- ◆ Manage assessment properties.

Managing Assessment Properties

It is possible to specify how a quiz appears to students and how results are released to them by editing assessment properties.

To Manage Assessment Properties:

- 1 From the *Assessments* screen, locate the assessment and click its **ActionLinks** icon.
- 2 Click **Edit Properties**.
- 3 Enter a title and description. Use the description to give a summary about the assessment. If it is desired to give specific instructions to students, use the Custom Instructions text box.
- 4 Next to *Item Visibility*, select to either show or hide the assessment for students.

The screenshot shows the 'Edit Assessment Properties' form. At the top, there is a breadcrumb trail: '< Your location: Assessments > Edit Assessment Properties'. Below this, the form title is 'Edit Assessment Properties'. There are three main sections: 1. '*Title:': A text input field containing 'Module X Quiz'. 2. 'Description:': A large text area containing 'Keeping your students informed.'. 3. 'Item Visibility:': Two radio buttons, 'Show Item' (which is selected) and 'Hide Item'.

Figure 1: Managing Assessment Properties - Edit Assessment Properties - visibility

- 5 Under *Grade Book Column Name*, edit the name of the assessment as it is to appear in the *Grade Book tool*.
- 6 Under *Question Delivery*, specify how the questions are to appear:
- 7 Under *Display Assessment*, specify if the assessment is to appear in the same or a new browser window.
- 8 Under *Duration*, specify the amount of time for students to complete the assessment:



Note Choosing *Disallow answer submission if time has expired* allows only saved answers to be submitted after the assessment time has expired. If this option is chosen, advise students to save as they answer each question.

9 Under *Attempts*, specify the management of student attempts.

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| Question delivery <ul style="list-style-type: none"><input checked="" type="radio"/> Deliver questions all at once.<input type="radio"/> Deliver questions one at a time and allow questions to be revisited.<input type="radio"/> Deliver questions one at a time and do not allow questions to be revisited.<input checked="" type="checkbox"/> Display question titles. |
| Display Assessment <ul style="list-style-type: none"><input type="radio"/> In the same browser window<input checked="" type="radio"/> In a new browser window |
| Duration <ul style="list-style-type: none"><input type="radio"/> Unlimited<input checked="" type="radio"/> Time: <input type="text" value="1"/> Units: <input type="text" value="Hour(s)"/><input type="checkbox"/> Disallow answer submission if time has expired. |
| *Attempts <ul style="list-style-type: none">Allowed attempts: <input type="text" value="1"/><input type="checkbox"/> Randomize questions in a question set for each attemptMinimum attempt time: <input type="text" value="0"/> Units: <input type="text" value="Minute(s)"/> |

Figure 2: Managing Assessment Properties – delivery, display, duration and attempts

10 Under *Student Score*, specify how scores are to be released to the students.

11 Under *Statistics Release*, if you want students to see summary and item statistics, select *Release statistics to students after releasing the score*.



Note Because statistics contain student score details, scores must also be released. If scores are not released, this setting is unavailable.

12 Under *Goals*, if goals are to be associated, click Select **Goals**.

13 Select the goals to be associated and click **Submit**.

Student score

Release the score once the assessment has been submitted.

Release the score once the assessment has been submitted and all of the questions have been graded.

Do not release the score.

If multiple attempts are allowed, display the score of the following attempt as the Student's grade:

Statistics release

Release statistics to Students after releasing the score.

Goals

Associate goals with this assessment.

Figure 3: Managing Assessment Properties – score, statistics and goals

14 Under *Dates Available*, specify when the assessment is to be available.



Note If release criteria were specified for the assessment, ensure that any date criteria does not conflict with dates specified here.

15 Under *Results Properties*, specify how results are to appear to students.

16 Under *Submission Properties*, specify a message or e-mail address where the submissions are to be sent.

17 Under *Security Properties*, set security features.

18 Under *Custom Instructions*, enter instructions that appear when students begin the assessment.



Note This setting is available only if the option to deliver one question at a time was selected.

19 Click **Save**.