



ANGEL – ASSESSMENTS

- Converting a Quiz to an Assessment
- Creating an Assessment
- Assessment Settings
- Adding Questions
- Importing Multiple Questions
- Activating an Assessment Imported from Another System
- Importing Questions
- Editing, Deleting, and Rearranging Questions
- Viewing and Grading Submissions

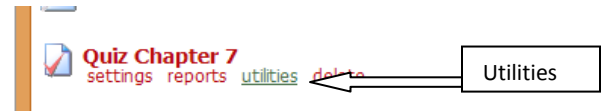
Contact:

McHenry County College, Distance Education x7878
leavmail@mchenry.edu

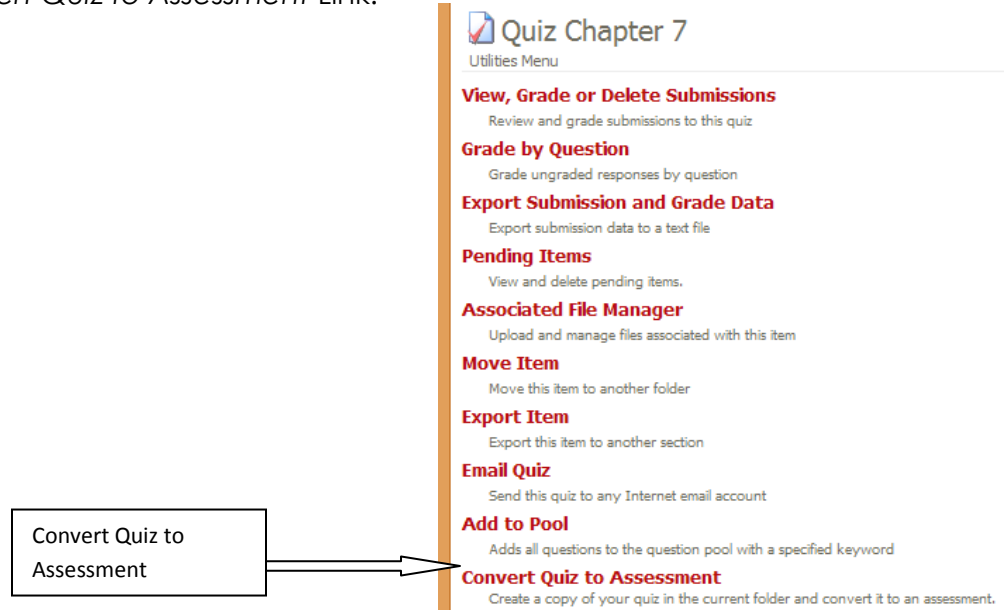
Converting a Quiz to an Assessment

To convert an existing Quiz to an Assessment in ANGEL:

1. Click on the **Utilities Link** under the Quiz name.



2. Click on the *Convert Quiz to Assessment* Link.

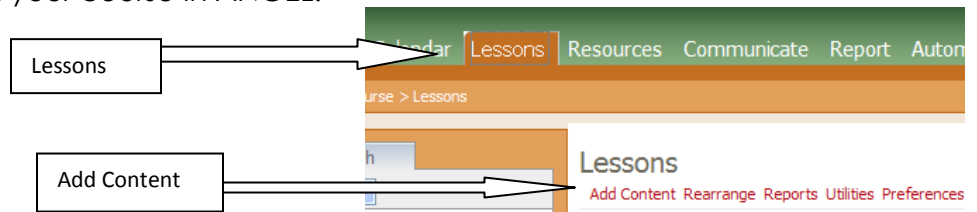


3. Click the **OK** button.

Creating an Assessment in ANGEL

To create a new Assessment in ANGEL:

1. Click on the **Lessons** tab in your course in ANGEL.



2. From the Lessons area, click the **Add Content** link.

3. Click the **Assessment** link.

The screenshot shows a 'Create an Item' menu with various options. An arrow labeled 'Assessment Link' points to the 'Assessment' option at the bottom right. The options are:

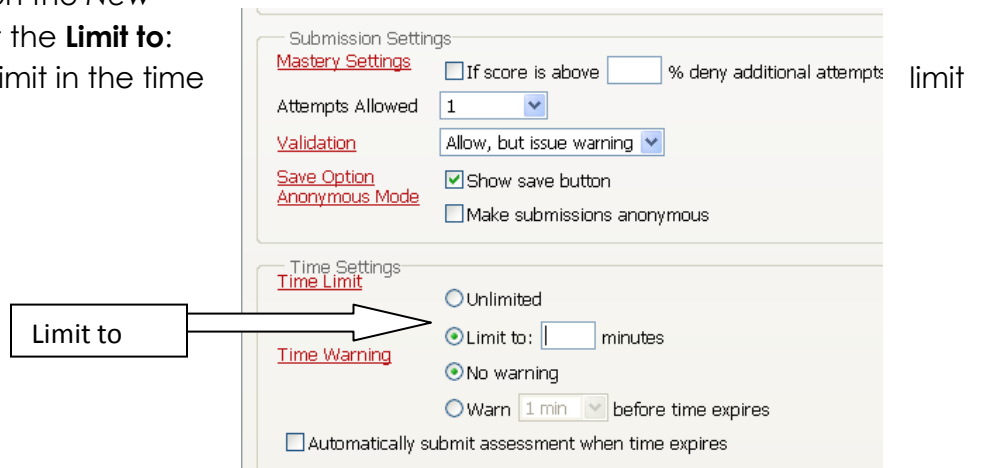
- Folder**: Create a new folder to organize your content.
- Link**: Create a URL to link to a document on the World Wide Web.
- Survey**: Create a new form or online survey.
- Drop Box**: Create a drop box for users to submit files for review or grading.
- IMS/SCORM Package**: Adds a reference to an IMS/SCORM content package.
- Blog**: Adds a blog page where all users can post.
- Page**: Create a new page of content from scratch.
- Quiz**: Create a new quiz, practice test or exam.
- File**: Upload Zip, Word, Excel, graphic files and more from your computer.
- Game**: Adds a crossword puzzle or quiz show content item.
- Discussion Forum**: Adds a gradable Discussion Forum for collaboration or Q & A.
- Wiki**: Adds a wiki page where users can freely edit each others posts.
- Assessment**: Create a new assessment, practice test or exam.

4. On the New *Assessment* screen, enter a title for the Assessment, a subtitle (to provide additional information about the Assessment if necessary), and type directions if necessary. Adjust additional options as desired.

The screenshot shows the 'New Assessment' form. The 'Content' tab is selected. The 'Page Settings' section has 'Title' set to 'Quiz Chapter 7' and 'Subtitle' is empty. The 'Link Settings' section has 'Link Target' set to 'Same Window' and 'no banner' is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

Adding a Time Limit

1. From the **Interaction** tab on the *New Assessment* screen, select the **Limit to:** option then enter a time limit in the time box.

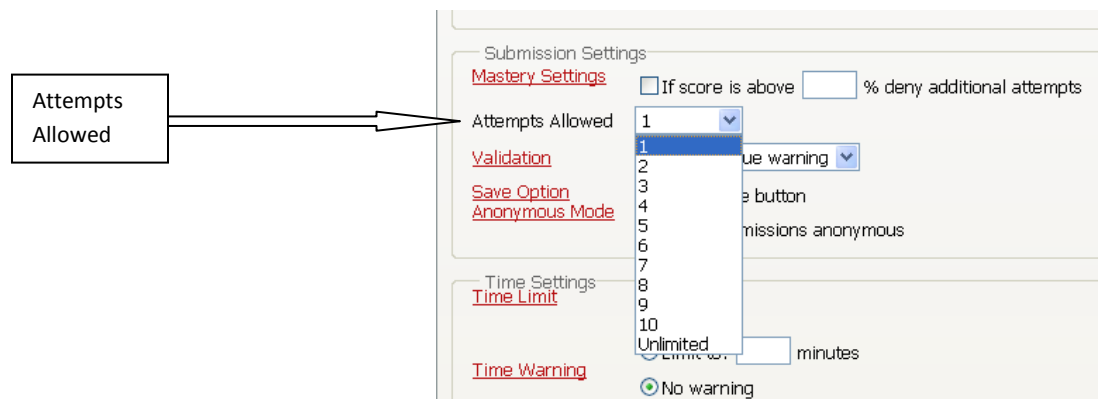


2. If you wish the Assessment to automatically submit upon expiration of the time limit, place a checkmark in the box next to the *Automatically submit...* option.

TIP: To view all options, be sure **Advanced** is selected at the top of the Settings view. Normal view provides a reduced set of options.

Setting Maximum Number of Attempts

1. From the **Submission tab** on the *New Assessment* screen, choose the maximum number of attempts students are allowed in taking the Assessment. Choose 1 – 10 attempts or allow students an unlimited number of attempts.



Randomizing Questions

1. From the **Delivery tab** on the *New Assessment* screen, choose whether or not to scramble the order in which the questions appear in the Assessment and whether or not to scramble the answer choices.

Question Set Defaults

- Randomize the order in which questions are delivered
- Randomize the order of each question's answer options
- Don't allow backtrack
- Display feedback after each question
- Correct answer must be selected before next question is presented

Dates of Availability

1. From the **Access tab** on the *New Assessment* screen, select the **dates** that the Assessment should be available to students.

Dates

Content Access **Interaction** Review Standards Objectives Actions Assignmer

Delivery Settings

Date Enabled September 30, 2008 AM 10:00

Date Disabled September 30, 2008 AM 10:00

Attaching to the Gradebook

1. If the Assessment is worth points, select *New Assessment* from the **Assessment** menu. Enter a title (which will appear in the gradebook), enter the number of points the Assessment is worth, select a gradebook category for the Assessment, and choose how a student's score should be calculated from the **Calculation Type** menu.

The screenshot shows the 'New Assessment' form with the following settings:

- Settings: Normal Advanced
- Content | Access | Interaction | Review | Standards | Objectives | Actions | **Assignment**
- Milestone Settings:
 - Task Type: Item completion
 - Assign Date: September 30, 2008
 - Due Date: September 30, 2008
- Gradebook Settings:
 - Assignment: (New Assessment) [Edit]
 - Category: Homework [other]
 - Points Possible: 100
 - Calculation Type: First submission
 - Display Format: Course Default
 - hide gradebook assignment from students

Locations of Commonly Used Assessment Options

Time Limit	Interaction Tab (option available for forced submission upon time limit)
Attempts Allowed	Interaction Tab (1 – 10 attempts or infinite)
Random Question Order	Interaction Tab (scramble questions/choices)
Link to the Gradebook	Assignment Tab
Delivery Settings	Interaction Tab

TIP: Instructors can give any number of points for an assessment. The number need not match the number shown by adding up the questions. ANGEL will convert the scores.

Example: 17 3-point questions (51 points) could award only 20 points total. If a student got 10 questions correct (30/57), that would be 58.8% and 11 points to the gradebook. However, this might confuse the students unless they are warned that "Points on the questions are not equal to point values for the entire quiz."

IMPORTANT! After adjusting the options, click the **Save** button to begin adding questions to the assessment.

Adding Questions to an ANGEL Assessment

1. Access the Assessment. Click on the *Add Question* link under the sub heading **Question Set: Questions**.

2. Select the question type desired.

3. Enter the text of the question. Depending on the question type selected, enter the appropriate answer selections. For multiple choice, for example, enter a correct answer with distractor answers. For fill-in-the-blank, enter all allowed answers in the allowed answer boxes. Enter the point values for each of the possible answers. Then, click the **DONE** button found at the bottom left of the page.

4. Repeat steps 1 – 3 to continue adding questions to the Assessment.

TIP: Quizzes can be shorter in length but take longer and require more thought if options other than true, false and multiple choice are used.

TIP: If you use multiple select, tell the students the number of correct answers for each question, (i.e. "Choose the best three.")

Quiz Chapter 7

Add Question

Please select the type of question you want to add.

- Section Heading**
Displays headings or directions and groups questions for random selection option.
- Multiple Choice**
Presents users with a question followed by a list of choices. Only one choice may be selected.
- Drop-down List**
Presents users with a question followed by a drop-down list of choices. Only one choice may be selected.
- Multiple Select**
Presents users with a question followed by a list of choices. Multiple selections are allowed.
- True False**
Presents users with a statement which they must determine to be either true or false.
- Matching**
Presents users with a list of terms and definitions to be matched.
- Ordering**
Presents users with a list of items to be placed in the correct sequence.
- Fill-in-the-blank**
Presents users with a question followed by a single-line answer box. Responses are automatically graded against a
- Fill-in-multiple-blanks**
Presents users with a question followed by multiple single-line answer boxes. Responses are automatically graded
- Short Answer**
Presents users with a question followed by single-line answer box. Responses must be manually graded.
- Essay**
Presents users with a question followed by a multiple-line answer area. Responses must be manually graded.

Question Editor

Settings: Normal Advanced

Type

Multiple Choice

Text

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Font, Size, and other formatting options.

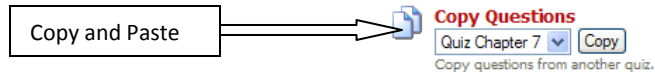
Points Choices

Points	Choices
0	<input type="text"/>
0	<input type="text"/>
0	<input type="text"/>

HTML Editor

Importing Multiple Questions from Text

1. Access the Assessment. Click on the **Add Question** under the specific Question Set of your Assessment.
2. Select **Copy and Paste Questions** (nearly the last option).



3. In the text document, follow the formatting instructions exactly as documented by the sample questions in the **Import Questions** text box. Then, copy the questions from the text document and paste them into the **Import Questions** text box.
4. Click the **OK** button, and the questions will be added to the Assessment.

Activating an Imported Assessment

1. Access the Assessment. Click on the **Settings** link under the title of the Assessment.
2. Adjust the options for the Assessment as explained earlier in this tutorial. Be sure to set the options in the **Assignment** tab in order to award credit for the Assessment.
3. Click the **Save** button when you have finished adjusting the settings.

Importing Questions from Another Assessment

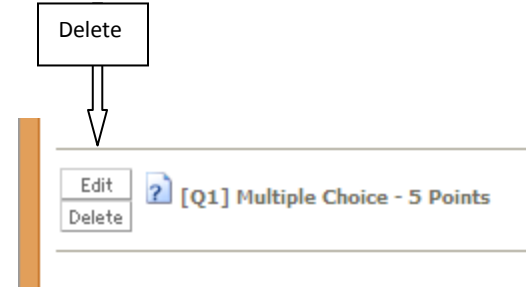
1. When adding a question, choose **Copy Questions from an Assessment**.
2. Select the assessment source to pull questions from, then hit the **Go** button.
3. Check boxes of the questions to copy.
4. Hit the **Go** button.

Editing a Question

1. Access the Assessment. Double click on any question in the Assessment.
2. Make the necessary changes to the question.
3. Click the **Done** button.

Deleting a Question

1. Access the Assessment. Click on the **Delete** link next to any question in the Assessment.
2. Choose to simply delete the question or delete the question and regrade all Assessments that have been submitted.



Deleting Multiple Questions

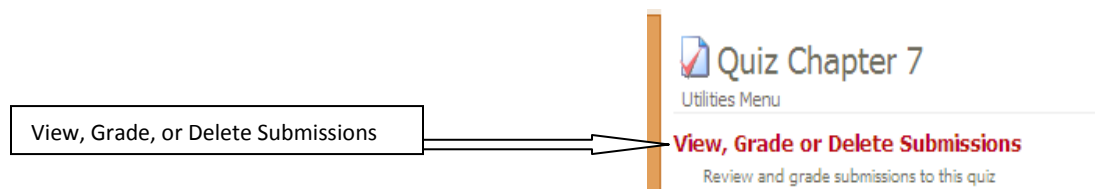
1. Access the Assessment. Put a check mark next to each question you wish to delete.
2. Use the **Select an Action** drop down box and choose **Delete Questions**.
3. Click on the **Go** Button next to the drop down box.
4. Click on the **Delete** button.

Rearrange Questions

1. Access the Assessment. Make sure the **Drag-n-Drop** check box is checked.
2. Click on the Question to be moved. **Drag-n-Drop** the question into the desired order.

Viewing and Grading Student Submissions

1. Access the Assessment. Click on the **Utilities** link under the title of the Assessment.
2. Select **View, Grade, or Delete Submissions**.



3. Click the **Grade** button to access student answers, award credit for questions that require manual grading and override ANGEL's automatically awarded point value.

Regrading a Question

1. If students have already taken the Assessment, choose to have ANGEL regrade all Assessment submissions taking into account the correction to the Assessment. To do this, click the **Regrade** link.
2. Choose a **Regrade** mode.
3. Hit the **OK** button.

Viewing a Summary of Responses

ANGEL can display at a glance a summary of all student responses for each question, which can serve as a powerful diagnostic tool to determine where students are particularly excelling or struggling.

1. Access the Assessment. Click on the **At A Glance** tab under the title of the Assessment.
2. The Assessment will display, with a list of all student responses to each question.