


Creating Assessments

There are two areas that you can work in to create assessments in Vista. The two areas are Question Database and Assessments. This procedure will cover the assessments area.

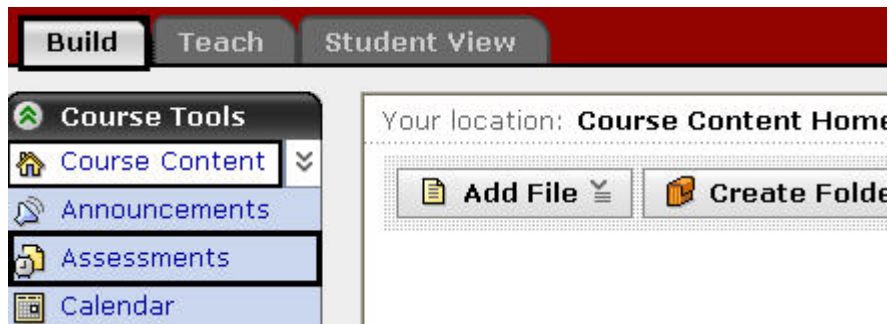


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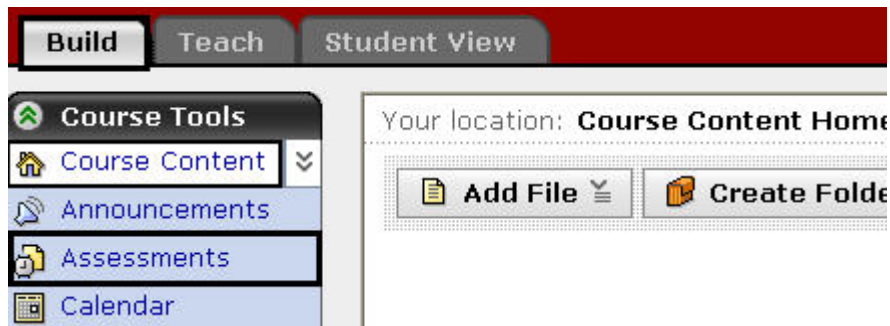
It is recommended that you work within the Question Database first to develop your questions and then create the assessment. This will give you the chance to build the assessment at one time instead of having to develop questions as you go.

To create an assessment, you must be on the Build tab within your course template or section. Select **Assessments** under Course Tools.

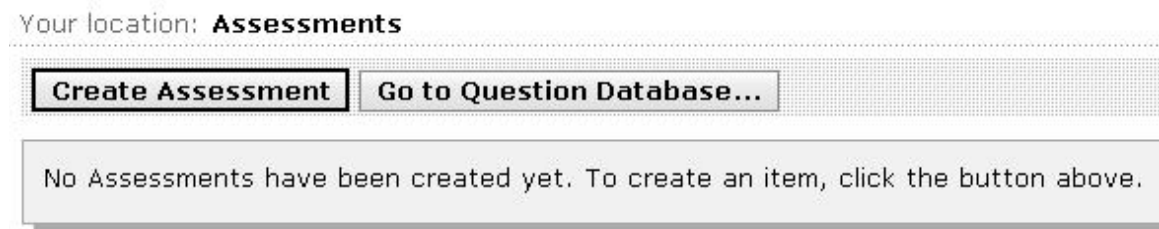
Course Template View



Section View



Click **Create Assessment**.



You can create three different types of assessments within this area: Quiz, Survey, and Self-Test.

- **Quiz:** A Quiz is graded by Vista and recorded in the Grade Book.
- **Survey:** A survey is **not** graded by Vista, but rather recorded in the Grade Book once students complete it. The survey itself is anonymous.
- **Self-test:** A self-test is graded by Vista, but it is not recorded in the Grade Book. Students will be able to take the self-test as many times as they want, yet they cannot go back and review their previous attempts.

Creating an Assessment

1. Enter a Title for the assessment, which should be descriptive of the type of activity.
2. Enter a Description for what you want to call the assessment within Grade Book. This is important if your assessment titles are long. You can shorten them to a name that makes sense within Grade Book and for students to view under My Grades. You have approximately 32 characters you can enter for a name within Grade Book.
3. Decide whether to show or hide the item.
4. Select the type of assessment you want and click **Save** if you are not ready to add questions. Click **Save and Add Questions** if your questions are already developed and you are ready to add them.

Your location: [Assessments](#) > Create Assessment

Create Assessment

*Title: ←

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until there is at least one question added)

Grade Book column name

The Grade Book column name appears in Member Management as a column header for this assessment.

Type

Quiz
Quizzes are online assessments for which grades are assigned.

Survey
Surveys are anonymous online evaluations for which no grades are assigned.

Self Test
Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool.

*Required field

Once the assessment is saved, you can add questions to it. If you click **Save and Add Questions**, Vista will take you directly to the question database.

You have several options when you save the assessment.


Your location: **Assessments**

The items were created successfully.







[Create Assessment](#) [Go to Question Database...](#)



Order	Title	Type	Duration	Points
1	<input type="checkbox"/> Quiz 1 <input checked="" type="checkbox"/> (Hidden)	Quiz	1 Hour(s)	0

Create Link on: [Delete](#) [Export](#)

You can view the title of the assessment, the type of assessment, and whether it is hidden or not. If you are ready to make it available, click the **Action Links** icon  and click **Show Item**. This step cannot be completed until there are questions in the assessment. This area will also show how long the students have to take the assessment and how many points the assessment is worth.

Additional options are as follows:

- **Go to Assessment** : Allows you to go directly to the assessment.
- **Edit Properties** : Allows you to edit assessment settings. Depending on the type of assessment, the settings may be different.
- **Preview** : Allows you to preview the assessment to make sure everything is set up properly.
- **Hide Item** : Allows the assessment to be available or unavailable to students. This option cannot be selected until there are questions in the assessment.
- **View Links to This Item** : Allows you to view which components in Vista are linked to the assessment.
- **Set Release Criteria** : Allows you to release an assessment based on a group, member, date, or column in Grade Book. To find out more information about Selective Release in Vista, see the ITS handout "Selective Release Handout."

- **Export** : Allows you to zip a complete assessment, download it from your section, and put it into another section or template through Content Import.
- **Delete** : Allows you to delete an assessment. Once you delete an assessment you cannot retrieve it, so make sure you really want to delete it.

More about Edit Properties

You have several different options within Edit Settings. The first option is to decide if you want to change the name of the assessment and what you want to name the column in your *Grade Book*. As shown in the following figure, these two entries can be named differently. You also can hide or show the assessment as soon as you create it.

< Your location: [Assessments](#) > **Edit Assessment Properties**

Edit Assessment Properties

*Title:

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until there is at least one question added)

*Grade Book column name

The Grade Book column name appears in Member Management as a column header for this assessment.

Question delivery

- Deliver questions all at once.
- Deliver questions one at a time and allow questions to be revisited.
- Deliver questions one at a time and do not allow questions to be revisited.
- Display question titles.

You also will need to decide how you want students to receive assessments. You have three options:

1. All questions at once.
2. Questions presented one at a time and students **are** allowed to revisit previous questions.
3. Questions presented one at a time and students **are not** allowed to revisit previous questions.

The second or third options, whether or not you want to allow students to be able to change their answers, is recommended for two reasons. First, students cannot print the all the questions at once, which is possible if you display all questions at once. Second, choosing the second or third option also benefits students who may use screen readers to view pages. If students use a screen reader, the cursor will jump to the top of the page when students click **Save**. Therefore, if you present all the questions at once, the screen reader will have to go through all the questions again to get to questions that have not yet been answered.

You can also decide if you want the name of the question to be viewed by the students. This is usually not recommended since many people name their questions with the answer. This might also be confusing if you are using question sets. The question titles will not be in any type of order when randomly drawing from a question set. This will also give students an easy way to cheat. If they know the name of the question, it might be easier to ask other students what the answer is.

The next two areas you need to determine are the display assessments and duration. Within the display assessments, you can choose to display the assessment in the same browser window or open in a new browser window. You can then decide the duration of the assessment. You can choose "unlimited" if time limit is not an issue. However, if time is a factor, you can choose anywhere from one (1) minute to several days.

It is recommended you give students more than just one (1) minute per question for objective tests. For example, if you have a test with 50

multiple-choice questions, you may want to allow 60 minutes to complete the test. Determining durations completely depends on both the type and difficulty of your questions. It may take you a few semesters for you to determine the perfect time period.

If it is important that students do not have access to the assessment after the allotted time, click the checkbox next to **Disallow answer submission if time has expired**. Students will be able to finish the assessment past the allotted time if you do not click the checkbox. You will know when this has occurred because the grade will be red instead of black in the assessment submissions area. If you do not click the checkbox, you will have to go back into each submission to take off the points for questions that were answered after the time limit, if you choose to do so.

Display Assessment

- In the same browser window
- In a new browser window

Duration

- Unlimited
 - Time: Units:
 - Disallow answer submission if time has expired.
-

The next area within the settings pertains to the number of attempts you will allow students to take an assessment. If you only want students to take an assessment once, then the rest of the questions in the area can be ignored; however, if you want more than one attempt, you must answer the next three requirements in Vista. The first requirement is whether or not you want each attempt to have different questions chosen from a question set. If you are not using question sets, then you do not have to worry about this setting. If you use question sets, you need to decide whether or not to include this requirement. For example, students can either get the same questions or another random selection of questions for additional attempts. If you want different questions chosen from a question set, you must click the **Randomize questions in a question set for each attempt** checkbox.

The second requirement is to decide if you want to set any time between attempts for students. Intervals can range from one (1) minute to several days. It is recommended you include at least a one (1) minute interval.

The third requirement is to decide which graded attempt you want to accept. You have options of choosing First, Last, Highest, or Average. Be careful with choosing Last because Vista could assign a zero (0) grade for that attempt if someone accidentally opens the wrong assessment and closes it out without doing anything, which would be the last attempt. Highest or Average are chosen most often. If you want students to have the option of retaking the assessment for review purposes after their first attempt, then you can choose First so student grades will not change due to multiple attempts.

Display Assessment

- In the same browser window
- In a new browser window

Duration

- Unlimited
- Time: Units:
- Disallow answer submission if time has expired.
-

The final settings before *More Options* are releasing the score and statistics. Again, you have three requirements.

1. Release the score once students have finished an assessment. This allows students to access *View Results* when they have finished an assessment so they can see their grade immediately.
2. Release the score once students have finished an assessment and all questions have been graded. This is important if you have a paragraph question you want to have graded before students see their grades. If you use the first setting and have a paragraph question, then students will get a partial score until you have the paragraph question graded.

3. Do not release the score. Use this setting if you want to view grades and statistics before releasing them to students. In addition, use this setting if you have made an assessment available for a long period of time and do not want students to cheat off of other students who have already completed the test.

If you want students to see assessment statistics after they finish the assessment, click the **Release statistics to students after releasing the score** checkbox.



Cheating

The problem of cheating is one issue that inevitably emerges with online assessments. The most frequently asked question is how to limit the possibility of student cheating.

For example, how do you know who is actually taking the assessment? How do you know whether or not students are using other materials or even helping each other? These are excellent questions when it comes to online assessments. Here are some suggestions on how you can handle this issue.

If you decide you want to give a traditional assessment (for example, a quiz or exam with multiple choice or matching questions), the best methods to limit cheating include:

- Create a large database of questions and use questions sets so students do not receive repeated questions.
- Limit the amount of time students are able to take assessments.

- Show one question at a time so students cannot simply print assessments.
- If appropriate and possible, proctor (supervise) the assessment.
- Allow students to use notes and resource materials with an understanding that they will have a limited amount of time to take an assessment so they will not be able to look up all the answers.
- Allow students to take assessments twice and then average the grades together. This approach may lower anxiety levels for students, which may in turn decrease the urge to cheat.
- Increase the number of assessments so each one is not worth as much; therefore, students may not be as likely to cheat. You can also combine this approach with an opportunity to drop a grade or two.

Another alternative is to change the methods in which you assign assessments:

- Create group assessments in which students can use notes, other resources, and each other.
- Design your questions to be more open-ended.
- Continue to limit the amount of time they have to complete assessments.
- Transition from traditional, objective testing to more alternative assessments, like portfolios, projects, papers, or group activities.

Additionally, there are four areas under *More Options*.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

⊖ **Dates Available**

⊖ **Results Settings**

⊖ **Submission Settings**

⊖ **Security Settings**

Dates Available

The Dates Available area allows you to set the start and end date and time for an assessment. If you do not change any settings, an assessment will be open all the time. If you only want to give a range of dates and times when students can take assessments, you must set the start and end day/time, as shown in the following figure. If you want Vista to create an event in the Calendar that corresponds to the date of the assessment, click the **Create a corresponding event in the Calendar** checkbox.

⊖ Dates Available

Start Time: April 1, 2006 8:00 AM

Create a corresponding event in the Calendar

End Time: Unlimited

April 5, 2006 5:00 PM

If you've set release criteria, this assessment will only be available if the criteria are met, regardless of whether the assessment should be appearing according to the fields set above.

Results Settings

The Results Settings area allows you to make feedback available for students. This includes the actual questions and answers, both yours and the students'; any feedback you include while creating questions; student scores for each question; students' total scores for the assessment; and grader comments. One option you have is to turn all the results off except for the total score. When everyone has taken an assessment, you can return to the Results Settings area and click the checkboxes of all the information you want to make available to students. You can also have the results emailed to

you or to someone who works with you by including an email address in the box next to **Email results to**.

Results Settings

- Student results display:
- 1. Show the question text.
 - a) Show the student's response for each question.
 - i) Show the evaluation of the student's response.
 - ii) Show the correct answer for each question.
 - iii) Show the full evaluation of each question.
 - 2. Show the feedback for each question.
 - 3. Show the student's score for each question.
 - 4. Show the student's total score for the assessment.
 - 5. Show the grader comments for the assessment.

E-mail results to:

Submission Settings

The Submission Settings area allows you to include a message students can view once they finish an assessment. You can also have a copy of student submissions emailed to you or to someone who works with you.

Submission Settings

Submission message:

E-mail submissions: Send a copy of each student's submission via e-mail to:

Security Settings

The Security Settings area is where you can set a proctor (supervisor) password and browser restrictions. You only set a password if you are actually proctoring your class while they are taking an assessment. To do this, enter a password in the textbox next to **Proctor password**. Students will have to enter this password before they can begin an assessment. You

can also have students take an assessment only within a particular computer lab by setting an IP address and mask.

Browser Restriction allows you to make the assessment available only through the Respondus LockDown Browser. Respondus LockDown Browser prevents users from printing, copying, going to another URL (Web address), or accessing other applications during an assessment.

Security Settings

Proctor password:
A Student must enter this password to access the assessment.

Browser Restriction
Check this box to restrict this assessment so it can only be taken with the Respondus LockDown Browser.
[Learn More](#)

IP address:

IP address mask:
If students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If students' machines do not need to match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.

Those are all the areas you can set for assessments and customize the methods and policies that work best for your courses and students. Good luck and have fun creating your own assessments!