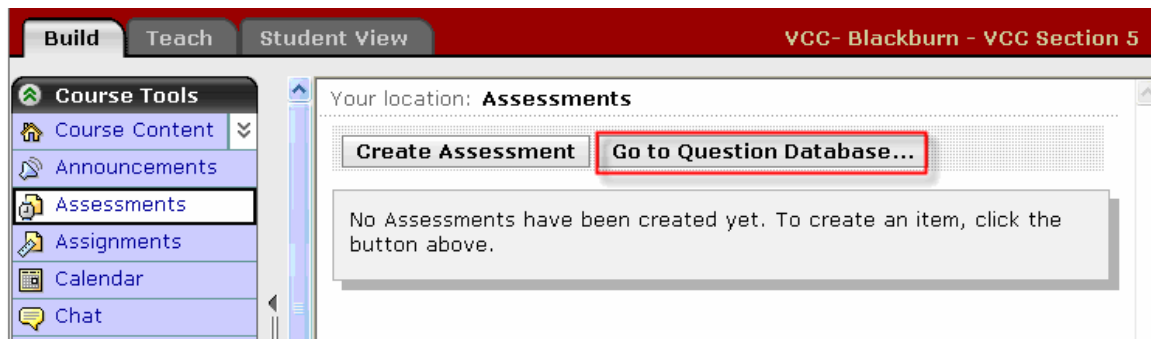


## Creating Paragraph Questions

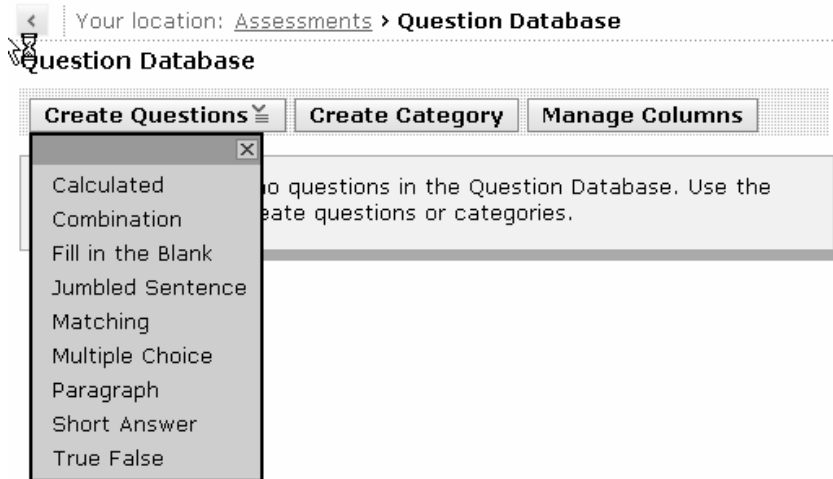
A paragraph question requires that students answer questions in either paragraph or essay format. Paragraph questions are the only type of question in Vista that the instructor must personally grade; in other words, Vista cannot grade paragraph questions. Paragraph questions can assess students' understanding of course materials and provide them the opportunity to express their ideas and thoughts independently based on what they learn from the course.

### Creating Paragraph Questions

Make sure you are on the Build tab and select **Assessments** under Course Tools. Then choose **Go To Question Database**.



On the Question Database screen, select **Create Questions** to open the Create Questions drop-down menu and click **Paragraph**. The Create Paragraph Question screen appears.



There are several areas that must be filled in when creating this type of question. The following are the descriptions for these areas.

## Title

In the Title text box, enter a descriptive title for the question. The question title should easily identify the question when searching the Question Database. When students view the question, the title may or may not show depending on the assessment settings.

### Create Paragraph Question

\*Title:

## Question Text

In the Question textbox, enter the question. For each word or phrase you want students to enter, enclose the text in square brackets. You can have as many sets of brackets as you want. You can also include as many words within the brackets; however, be warned that if there is more than one word it will be harder for Vista to grade the question.

If you want to use HTML coding but do not know the tags, you can use the HTML Creator by clicking **On**. If you want to use HTML coding, either

through the creator or your own coding, make sure the Use HTML checkbox is clicked.


You can also insert an equation by using the Equation Editor. The equation will be inserted within the question. In addition, you can also add an image by clicking **Browse** next to Image. The image will be shown below the question text. If the image is not listed under the File Manger area, you will need to upload the image from your local computer first. This can be done in one step by clicking **Browse**.

Question HTML Creator  On  Off

text:

Use HTML    Insert equation: New ▶

Image:  Browse...



## Answer

**Pre-fill answer box with:** Enter an optional prompt in the textbox. This prompt will be displayed to students within the textbox and can be used to provide a hint to students for that particular question as shown in the following figure. If you want to hand-code the text in HTML, click the **Use HTML** checkbox.

Answer

Pre-fill answer box with:

Moore & Kearsley (Distance Education, 2004) address the issue.

**Correct Response:** Type in the correct response in the textbox. If you want to hand-code the text in HTML, click the **Use HTML** checkbox. The correct response will appear in students' graded questions, if the feedback is released to them. It can also be used as a reference for graders.

## Settings

- You can choose the number of lines for the answer box. The range is from 2 to 50. It is suggested that the number of the lines should be set to exceed the amount of room students will need to write the question so the students' answers will not be cut off.
- You can choose the number of characters for the width of the answer box. The range is from 30 to 100. Again, this should be set proportionally to the number of lines you have so that students' answers will not be cut off.

### Settings




Answer box height:  lines

Answer box width:  characters

## More Options

On the Create Paragraph Question screen, click **More Options**.

- You can provide students with general feedback instead of or in addition to specific answer feedback. For example, you can give a chapter and/or page number where answers can be found. If you want to use HTML coding, click the **Use HTML** checkbox. General feedback displays when students view their graded assessment, if you choose to release it to them.
- If you want to enter notes for all designers to use when grading the assessment, add the information in the Section Designer notes box. This will be displayed to students when they review their results, if you choose to release it to them.

 **More Options** (Expand this area to see more options.)

#### General feedback

Use HTML

---

#### Section Designer notes:

## Category

All questions that are created are automatically stored in the Question Database. Since the Question Database could contain many questions, it is a good strategy to organize questions into categories.

- To add questions to an existing category, select **Specify an existing category**, and from the drop-down list select the category. Note that Uncategorized Questions is the default category. If you do not specify a category, questions will be placed there automatically.
- To add questions to a new category, select **Create a category** and in the textbox enter a category name.

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

- Specify an existing category:
- Create a category:

## Preview

If you prefer to preview questions to ensure they display and grade correctly, click **Preview**. The Preview Question pop-up window appears and individual questions are displayed as they will appear in the student view. If you want to check the grading scheme and feedback, enter your answer and click **Grade**. The question will be graded and answers are displayed, including the grade and any feedback.

## Online learning strategy

Please list three types of interaction when learning online and briefly describe each type when applying to online learning

Moore & Kearsley (Distance Education, 2004) address the issue.

Grade

Close

Previewing the question allows you to check that everything is correct. Now you can save the question by clicking **Save**. If you added a new category, you will find that it has just been added (for example, "online teaching basic" as shown in the following figure). You may need to open a category by clicking the plus (+) sign next to the category name. Once a category is open, you can view a list of all questions that have been added (for example, "online learning strategy," as shown in the following figure).

<input type="checkbox"/>	<u>Title</u> ↑	<u>Type</u>
<input type="checkbox"/>	online teaching basic (1)	Category
<input type="checkbox"/>	online learning strategy	Paragraph
<input type="checkbox"/>	Uncategorized Questions (0)	Category

You can repeat the same procedure to create as many Paragraph questions as you wish.