

# SacCT

**Evaluate Your Students  
Using the Assessment Tools**



CALIFORNIA STATE UNIVERSITY, SACRAMENTO



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## WORKSHOP DESCRIPTION

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### Overview

SacCT has a multitude of assessment options including: quizzes, surveys, self tests and assignments. This workshop provides the details for the most commonly-used assessment options. In addition, a brief description of other assessment options will be covered.

The Assignment Tool enables students to submit assignments online in lieu of dropping hardcopies at your office. It also allows you to limit the available starting time and cutoff date. Assignments can be shared with the class, either by an instructor or a student. Assignments can also be created as a Web page.

The Assessment Tool enables you to administer quizzes, surveys or self tests online. Most question types (such as multiple choice, short answer, matching and calculation questions) are automatically scored. Quiz scores are automatically entered into the SacCT Grade Book.

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### Prerequisites

- A SacCT course to work with during the exercises
- Basic understanding of editing functions in SacCT
- Basic knowledge of file and folder listing in the Macintosh or Windows environment

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### Objectives

Participants attending this workshop will learn how to:

- Create and set up an assignment
- Submit an assignment
- Grade an assignment
- Create and set up an assessment
- Create multiple choice, short answer and matching questions
- Submit an assessment
- View assessment submissions

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## ASSIGNMENTS

The Assignment Tool enables students to submit assignments online. Assignments are normally set up by the designer to include a due date and a cutoff date. An assignment can include:

- Written submissions with attachments. Students can submit text plus attachments, which can include almost any type of file (word documents, spreadsheets, images, etc.).
- Web page submissions. Students can submit a Web page or Web site.
- Delivery specifications. An assignment can be sent to individual students or a group of students.
- Grade Book inclusion. A column in the Grade Book can be created for an assignment; grades for the assignment are automatically entered into the Grade Book.
- Resubmissions. Students can take back and correct work after submission.

When grading an assignment, an instructor can send an assignment back to a student for corrections. Attachments can be included when grading an assignment.

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### Adding the Assignment Tool

To add the Assignment tool to a course,

- step 1.* Click the **Build** tab.
- step 2.* Click **Manage Course** located under the **Designer Tools** menu at the lower left.
- step 3.* Click the **Tools** link at the top of the **Manage Course** screen.
- step 4.* Scroll down to the **Student Learning Activities** section and select the option labeled **Assignments**.
- step 5.* Click **Save** at the bottom of the screen.

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### Creating an Assignment



**TIP :** As soon as you create an assignment it is immediately available to the students. You may hide the assignment or use **Selective Release** to set a date when it will appear for the students.

- step 1.* Click the **Build** tab and then click the **Assignments** button or icon.
- step 2.* Click **Create Assignment** located at the top of the screen.
- step 3.* Under the section at the very top,
  - a.* Enter a title for the new assignment in the **Title** text box.
  - b.* Enter a description in the **Description** text box (optional).

- c. Enter instructions in the Instructions text box. You may click the **Enable HTML Creator** button to customize your instructions.
- d. To attach a file associated with the assignment, click **Add Attachments** located below the **Instructions** text box. Select a file to attach from your SacCT files or from your computer.

**step 4.** Under the section labeled **Student submission format**,

- a. **Select Text** or **Web site** to indicate the submission format for the assignment.

**Student submission format**

- Text**  
(Students provide text, attach files, do both.)
- Web site**  
(Students submit a ZIP file containing a web site composed of files with relative links.)

**step 5.** Under the section labeled **Assignment recipients**,

- a. Select **Decide later** to save the assignment as a draft and send later.
- b. Select **All Students Individually** to send the assignment to each student. To send additional instructions to groups of students, you will need to set up student groups (see *SacCT: Group and Course Management* document).
- c. Select **Groups of Students** to send the assignment to student groups. To set up this option, you will need to set up student groups.

**Assignment recipients**

- Decide later** (Save assignment as a draft and send it later)
- All Students individually**
- Create additional sets of instructions for groups of Students**
- Groups of Students**

**step 6.** Under the section labeled **Dates**,

- a. Choose a due date under the **Due Date** section.
- b. Choose a cutoff date under the **Cutoff Date** section.

**Dates**

- \* **Due Date** (Submissions are accepted after this date but are marked 'late')
  - 
  - 
  - Create a corresponding event in the Calendar tool**
- \* **Cutoff Date** (Submissions are not accepted after this date and are marked 'missed')
  - 
  -

- step 7.* Under the section labeled **Grading**,
- Check the option labeled **Allow the assignment to be graded** (optional).
  - Enter a grade book column title in the **Grade Book** text box.
  - Select **Numeric grade** or **Alphanumeric grade**, based on the type of grade that will be entered for the assignment (recommend Numeric).
    - If **Numeric grade** is selected, enter the number of **Out of** points in the corresponding text box.
  - Select **Grade by Grading Form** if you want to use a grading rubric you already created via the **Grading Form** tool.

**Grading**

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:


Release grade to Students in *My Grades*

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

- step 8.* Click the **More options** link at the bottom to set additional options, including taking back/publishing submissions and instructor notification options.

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

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**Taking Back Submissions**

Students can take back and correct work after submission

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**Publishing Submissions**

Only the Section Instructor can publish submissions

Both the Section Instructor and Students can publish submissions

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**Section Instructor notification:**

Notify Section Instructor when a Student submits this assignment

Section Instructor's e-mail address:

Do not send e-mail notification when Student has submitted an assignment

- step 9.* Click the **Save** button at the bottom of the **Create Assignment** screen.



**TIP :** Item visibility for an assignment cannot be turned on until the assignment has been assigned to individuals or groups. Visibility can be set once recipients have been selected.



**ACCESSIBILITY :** Assignment Attachments

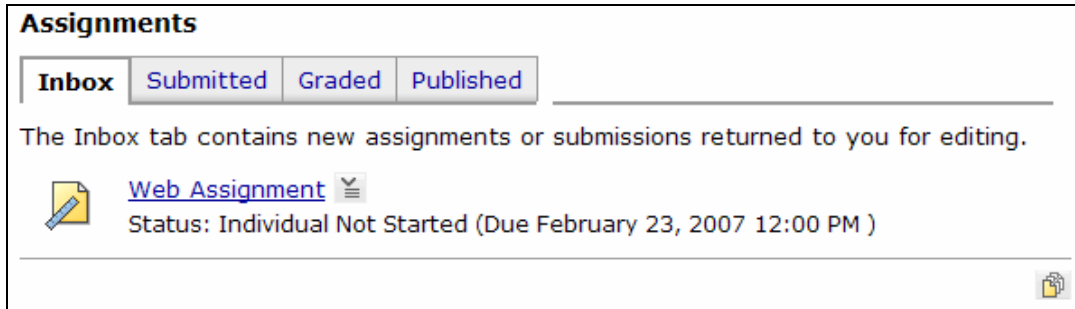
Before creating assignment attachments, make sure the contents of your document can be accessed by all students (the visually impaired, for example). Refer to the Sac State accessibility handouts located on the [training site](http://www.csus.edu/training/handouts/) (<http://www.csus.edu/training/handouts/>) for additional information on making documents accessible to all.



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## Completing Assignments

Students complete assignments by accessing the **Assignment** tool, from a **Learning Module**, or from the **Course Content** page or folder. Assignments that have yet to be submitted are listed under the **Inbox** tab, whereas submitted assignments are listed under the **Submitted** tab. The **Graded** tab contains a list of assignments that the instructor graded and returned to the student. The **Published** tab displays a list of assignments that the instructor made available to all students in the course. Students can only access assignments that have been made visible.



**Assignments**

**Inbox** Submitted Graded Published

The Inbox tab contains new assignments or submissions returned to you for editing.

 [Web Assignment](#) 

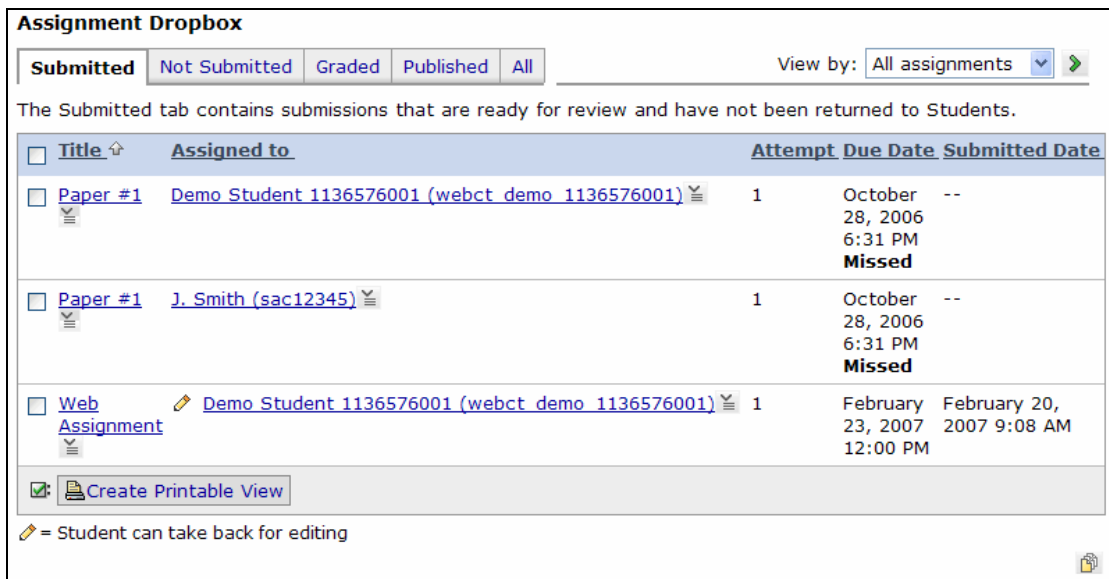
Status: Individual Not Started (Due February 23, 2007 12:00 PM)



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## Accessing Student Submissions

- step 1.* Click the **Teach** tab and then click the **Assignment Dropbox** button or icon.
- step 2.* Click the **Submitted** tab from the **Assignment Dropbox** screen.











**Assignment Dropbox**


**Submitted** Not Submitted Graded Published All


View by: All assignments  

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

<input type="checkbox"/>	Title 	Assigned to	Attempt	Due Date	Submitted Date
<input type="checkbox"/>	<a href="#">Paper #1</a> 	<a href="#">Demo Student 1136576001 (webct_demo_1136576001)</a> 	1	October 28, 2006 6:31 PM	-- <b>Missed</b>
<input type="checkbox"/>	<a href="#">Paper #1</a> 	<a href="#">J. Smith (sac12345)</a> 	1	October 28, 2006 6:31 PM	-- <b>Missed</b>
<input type="checkbox"/>	<a href="#">Web Assignment</a> 	<a href="#">Demo Student 1136576001 (webct_demo_1136576001)</a> 	1	February 23, 2007 12:00 PM	February 20, 2007 9:08 AM

 [Create Printable View](#)

 = Student can take back for editing



- step 3.* Locate a student submission to view and click the assignment title listed under the **Title** column. The assignment is displayed, as shown in the following images.

**Assignment Submission: Web Assignment [Demo Student 1136576001](#)**  
**[\(webct demo 1136576001\)](#)**

Due Date: February 23, 2007 12:00 PM      Status: Submitted on February 20, 2007 9:08 AM  
 Type: Work individually      (Attempt #1)  
 Grading Criteria: Grading Form out of 15     

**Instructions:**

Create your Web page project using your favorite Web editor and submit the Web address of your site in the text box provided for this assignment.

**Submission:**

Here is my assignment.

Attachments [test.htm](#) Demo Student 1136576001 - February 20, 2007 9:08 AM

**Grader/Reviewer Comments:**

**\*Save Options:**

Return to Student for further editing  
 Save for further review and editing  
 Return graded submission to Student(s) with the following grading form grade  
 out of 15

\* Required field

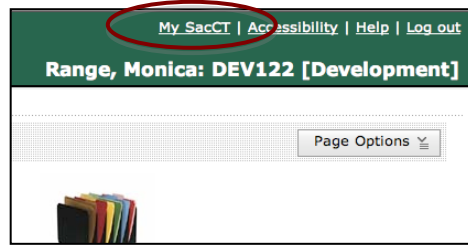
## Downloading Student Assignment Attachments (the quick way)

Assignment attachments, such as Word documents, can be downloaded by clicking on the attachment link listed in the student's submission (see screenshot above). An alternative method exists that allows all submissions for an assignment to be downloaded at one time (including attachments). To do this,

- step 1.* Click the **Teach** tab and then click the **Assignment Dropbox** button or icon.
- step 2.* Click the **Submitted** tab from the **Assignment Dropbox** screen.
- step 3.* Locate the submissions that you'd like to download.
- step 4.* Select each of the submissions (check the box next to each submission).
- step 5.* Click **Create Printable View** at the bottom.
- step 6.* Click **Save to File** at the top. A ZIP file will be saved to your *My Files* area:


Selected submissions have been saved to your Content Manager, accessible from My SacCT  
[DEV122-AssignmentSubmissions-2009-Mar-10-02-03-08.zip](#)

*step 7.* Click on **My SacCT**, in the upper right-hand corner of your SacCT window (screenshot at right).



*step 8.* Click on the **Content Manager** tab, located to the right of the **My SacCT** tab. This will take you into your my **Files** area.

*step 9.* Locate the ZIP file that was created from the saved Assignment submissions.

*step 10.* Click the **ActionLinks** menu () located to the right of the filename.

*step 11.* Select **Download** from the ActionLinks menu.

*step 12.* Save the ZIP file to a location on your computer.

*step 13.* Locate the ZIP file on your computer and **Extract, Unzip, or Decompress** the file (normally *extract* or *unzip* on the PC, *extract* or *decompress* on the Mac).

*step 14.* The decompressed file will consist of one folder containing a folder for each of your student's submissions. Attached files (e.g. Word documents) will be included in each student's folder if an attached file was included by the student.

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## Grading a Student Submission

*step 1.* Follow the steps to *Access a Student's Submission* in this handout.

*step 2.* Type your comments into the **Grader/Reviewer Comments** text box.

*step 3.* Click the **Add Attachments** button to attach a file to return to the student, such as a document that includes your comments.

*step 4.* Choose an option under the **Save Options** section at the bottom.

- a.* Select **Return to Student for further editing** for additional submissions.
- b.* Select **Save for further review and editing** to save your comments as a draft without returning it to the student.
- c.* Select **Return graded submission to Student(s) with the following grade** to submit a final grade for the student.
- d.* Enter the points the student earned in the **Out of** box, or click the **Complete Grading Form** button, if you attached a grading rubric to this assignment.

*step 5.* Click the **Save** button at the bottom.



### EXERCISE #1

#### WORKING WITH THE ASSIGNMENT TOOL

In this exercise, you will create a new assignment.

1. Using your designer account, create a new assignment. It can be either of the two types of assignments (text with attachment or Web site). Select the options of your choice for the assignment.
2. Submit the assignment using the **Student View** tab as a designer.
3. View your submission using the **Teach** tab.

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## ASSESSMENTS

The SacCT Assessments tool provides instructors with the ability to administer online assessments, including:

- **Quizzes** - online assessments for which grades are assigned and recorded in the Grade Book tool.
- **Surveys** - online, anonymous assessments for which no grades are assigned.
- **Self tests** - online assessments for which grades and feedback are received, but not recorded in the Grade Book tool.

All assessments are available to students via the **Assessments** tool under the **Course Tools** menu. A designer may opt to place links to individual assessments in the **Course Content** area, a **Learning Module** or a **folder**. For additional information on placing links to individual assessments, see the *SacCT: File and Content Management* handout.

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### Adding the Assessments Tool

To add the **Assessments** tool to a course,

- step 1.* Click the **Build** tab.
- step 2.* Click **Manage Course** located under the **Designer Tools** menu at the lower left.
- step 3.* Click the **Tools** link at the top of the **Manage Course** screen.
- step 4.* Scroll down to the **Student Learning Activities** section and select the option labeled **Assessments**.
- step 5.* Click **Save** at the bottom of the screen.

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### The Assessment Creation Process

The Assessments tool consists of the following parts:

- **Question Database** – All questions created or imported into SacCT are contained within the Question Database. To maintain an organized database, Categories can be created to contain questions (recommended).
- **Questions** – Assessment questions, created in SacCT or imported from another source, are all contained within the Question Database.
- **Assessments** – Assessments (or assessment “shells”) are created as a way of delivering selected questions to students. Questions removed from an assessment are only removed from the assessment and remain in the Question Database.

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## Working with the Question Database

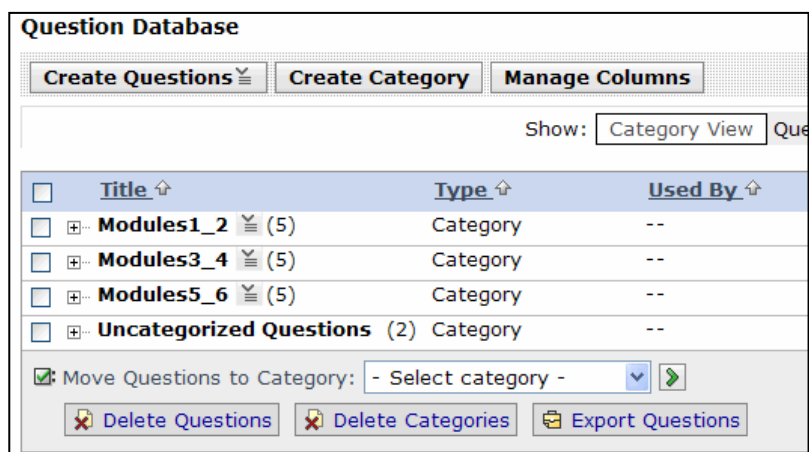
All questions created or imported into SacCT are contained within the **Question Database**. To maintain an organized database, *Categories* can be created to contain questions (recommended).

### Creating a Category in the Database

A category is a name you create to divide the **Question Database** into manageable question groups. Examples of **Category** names include: Chap 1, Chap 2, Inorganic, Organic, and Verbs.

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click the **Go to Question Database** button.
- step 3.* Click the **Create Category** button.
- step 4.* Type a category name into the **Title** text box in the **Create Category** window.
- step 5.* Click the **Save** button.

In the process of creating a new question, a category can be created in which to store the new question. Existing questions can also be moved to another category within the Question Database.



### Creating Questions

Assessment questions, created in SacCT or imported from another source, are all contained within the **Question Database**. The following question types are supported by SacCT:

- **Calculated:** Calculated question with randomly-generated variables and answer values (automatically graded)
- **Combination:** Answer combinations are presented from which a student selects the correct one (automatically graded)
- **Fill-in-the-blank:** A question is presented containing blanks where a student supplies the missing text (automatically graded)
- **Jumbled Sentence:** A question is presented containing blanks where a student must select a correct word or phrase from a drop-down list (automatically graded)
- **Matching:** Terms in the left column must be matched with correct terms or images in the right column (automatically graded)
- **Multiple Choice:** Traditional multiple-choice questions with an optional number of answers (automatically graded)

- **Paragraph:** Essay-style questions/answers (*not* automatically graded)
- **Short Answer:** Single-word answers, typed into a text box by students (can be automatically graded)
- **True/False:** Traditional true-false questions (automatically graded)

All question types share a few elements, including: a *category* to which the question is stored; a *title* (should be short, but descriptive enough for a designer or instructor to identify the question content); and the *question text*.



**TIP :** Question *titles* are displayed in an assessment by default. It is a good idea to refrain from indicating the answer to a question within the question title, just in case you forget to turn this setting off.

Questions can be added from the **Question Database** screen or directly from an assessment.

The screenshot displays two parts of the software interface. The top part is the 'Question Database' screen, which includes buttons for 'Create Questions', 'Create Category', and 'Manage Columns'. A dropdown menu for 'Create Questions' is open, showing options: Calculated, Combination, Fill in the Blank, Jumbled Sentence, Matching, and Multiple Choice. Below this is a table with columns for 'Type' and 'Used By'. The bottom part of the screenshot shows an assessment titled 'Modules 1 & 2: Request Account Gather Materials'. It features a table with columns for 'Move', 'Title', and 'Type'. A 'Create Questions' dropdown menu is also open here, showing options: Calculated, Combination, Fill in the Blank, Jumbled Sentence, Matching, Multiple Choice, Paragraph, Short Answer, and True False. At the bottom of the assessment screen, there is a 'Total Points' section showing '10' and an 'Update Total' button, along with 'Add Question Alternates' and 'Remove' buttons.

Refer to the context-sensitive help within SacCT for additional assistance creating questions



## EXERCISE #2

### WORKING WITH THE QUESTION DATABASE

In this exercise, you will create a category and add new questions to the database.

1. Using your designer account, create a new category in your Question Database. It can be anything – think of content that interests you.
2. Create a few new questions. You can use the suggested questions provided during the workshop. Store the new question in the category you created.

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## Creating an Assessment

Assessments are created as a way of delivering selected questions to students. Questions deleted from an assessment are removed from the assessment, but remain in the Question Database.

The types of assessments that can be delivered in SacCT include:

- **Quizzes** – online quizzes in which grades are assigned, and recorded in the Grade Book.
- **Surveys** – online, anonymous assessments for which no grades are assigned.
- **Self tests** – online assessments for which grades and feedback are received, but not recorded in the Grade Book.

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## Quizzes

### Creating a Quiz

*step 1.* Click the **Build** tab and then click the **Assessments** button or icon.

*step 2.* Click **Create Assessment** at the top of the **Assessment** screen.

*step 3.* Under the section at the very top,

*a.* Enter a title for the assessment in the **Title** text box.

*b.* Enter a description for the assessment in the **Description** text box (optional).

*step 4.* Under the section labeled **Grade Book column name**,

*a.* Enter a title for the corresponding Grade Book column for the quiz or accept the default, which is the title of your new quiz.

*step 5.* Under the section labeled **Type**, select the option labeled **Quiz**.

*step 6.* Under the section labeled **Template**,

*a.* Select **Do not base on an existing assessment** to create an empty quiz.

*b.* Choose **Base on an existing assessment** to make a copy of an assessment, and then select an assessment from the drop-down menu.

*step 7.* Click the **Save** button.



**TIP :** Item visibility for a **Quiz** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

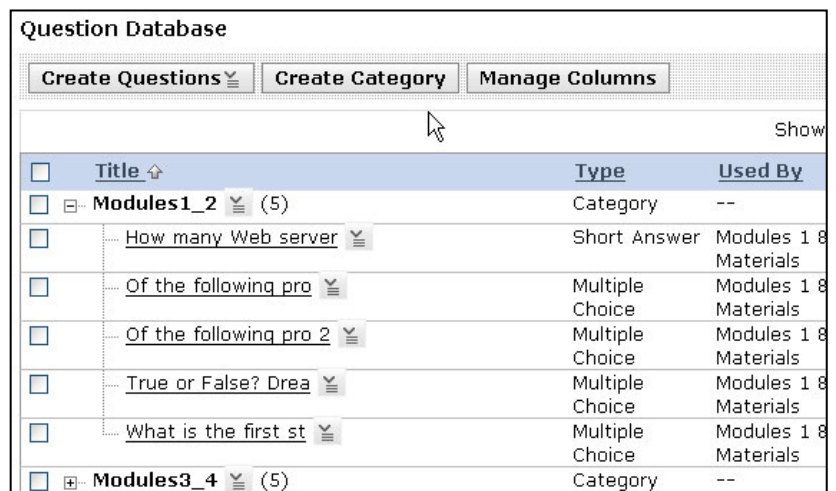
## Adding Questions to a Quiz

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click the title of the **Quiz** to be edited.
- step 3.* Click **Add to Assessment** at the top of the Quiz screen.
- step 4.* Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** will appear from which to select questions.

*NOTE:* For information regarding question sets, click the **Help** link in the upper right-hand corner of the SacCT window.

- step 5.* Select each question to be added from the **Question Database** by clicking each question's corresponding check box.

- a.* To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category.



Question Database		
<input type="button" value="Create Questions"/>	<input type="button" value="Create Category"/>	<input type="button" value="Manage Columns"/>
<input type="checkbox"/>	<b>Title</b> ↑	<b>Type</b>
<input type="checkbox"/>	[-] <b>Modules1_2</b> (5)	Category --
<input type="checkbox"/>	How many Web server	Short Answer Modules 1 8 Materials
<input type="checkbox"/>	Of the following pro	Multiple Choice Modules 1 8 Materials
<input type="checkbox"/>	Of the following pro 2	Multiple Choice Modules 1 8 Materials
<input type="checkbox"/>	True or False? Drea	Multiple Choice Modules 1 8 Materials
<input type="checkbox"/>	What is the first st	Multiple Choice Modules 1 8 Materials
<input type="checkbox"/>	[+] <b>Modules3_4</b> (5)	Category --

- step 6.* Click the **Add Selected** button at the bottom of the screen to add the selected questions to the **Quiz**.



**TIP :** To select all questions in a category, expand the category to be selected (click the plus symbol). Make sure the category you want is the only one expanded. Once expanded, click the check box at the very top above the first category. All the questions appearing are now selected.

## Specifying Point Values for Quiz Questions

- step 1.* Click the **Build** tab and then the click the **Assessments** button or icon.
- step 2.* Click the title of the quiz to be edited. A list of questions already added to the quiz is displayed. If questions are not listed for a quiz, you need to add them before points can be allocated.
- step 3.* Enter the desired number of points into the **Points** text box for each corresponding question or question set.




*step 4.* Click the **Update Total** button at the bottom of the list of quiz questions.

Move	Title	Points	Type
<input type="checkbox"/>	1. <a href="#">What is the first st</a>	2	Multiple Choice
<input type="checkbox"/>	2. <a href="#">How many Web server</a>	2	Short Answer
<input type="checkbox"/>	3. <a href="#">Of the following pro</a>	2	Multiple Choice
<input type="checkbox"/>	4. <a href="#">Of the following pro 2</a>	2	Multiple Choice
<input type="checkbox"/>	5. <a href="#">True or False? Drea</a>	2	Multiple Choice
<b>Total Points</b>		<b>10</b>	<input type="button" value="Update Total"/>

## Specifying Quiz Settings

*step 1.* Click the **Build** tab and then click the **Assessments** button or icon.

*step 2.* Locate the quiz to be edited and click the **ActionLinks** button  located to the right of the title.

*step 3.* Click the **Edit Properties** option from the **ActionLinks** drop-down menu.

*step 4.* Scroll down to the section labeled **Question Delivery** – the first two sections were completed during the initial creation of the quiz.

*step 5.* Under the section labeled **Question Delivery**,

- Select an option for question delivery: **Deliver all questions at once**, **Deliver questions one at a time and allow questions to be revisited**, or **Deliver questions one at a time and do not allow questions to be revisited**.
- Uncheck the option labeled **Display question titles** (recommended).

**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.

*step 6.* Under the section labeled **Display Assessment**,

- Choose **In the same browser window** (recommended).

*step 7.* Under the section labeled **Duration**,

- Input the amount of time allotted to take the quiz or choose **Unlimited** to allow unlimited time.

- b. Select your time units.
- c. Check the box next to **Disallow answer submission if time has expired** (recommended).

**Duration**

Unlimited

Time:  Units:  ▾

Disallow answer submission if time has expired.

*step 8. Under the section labeled **Attempts**,*

- a. Select the number of attempts allowed for the quiz.
- b. Select the **Randomize questions** option if desired.
- c. Enter a minimum attempt time (between attempts) in the **Minimum attempt time** text box, if desired, and then select your time units.

**\*Attempts**

Allowed attempts:  ▾

Randomize questions in a question set for each attempt

Minimum attempt time:  Units:  ▾

*step 9. Under the section labeled **Student Score**,*

- a. Choose an appropriate option from those listed (**Release score once assessment has been submitted**, **Release score once assessment has been submitted and all questions have been graded**, or **Do not release score**).

**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:

▾

*step 10. Click to expand the section labeled **Dates Available**,*

- a. Choose a start time for the quiz using the **Start Time** section (time available).
- b. Choose an end time for the quiz, if desired.

**Dates Available**

Start Time:

End Time:  Unlimited

*End Time indicates when a Student can no longer access the assessment. However, if the Student starts the quiz before the End Time, they are allowed the full duration to complete the assessment.*

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.

*step 11. Click to expand the section labeled **Results Properties**,*

- a. Select the appropriate results options. Options selected in this section will be applied after students submit a quiz and are viewing results.

The screenshot shows the 'Results Properties' section. It includes a 'Student results display:' section with five numbered options, each with a checked checkbox. Option 1 is 'Show the question text.' Option 2 is 'Show the feedback for each question.' Option 3 is 'Show the Student's score for each question.' Option 4 is 'Show the Student's total score for the assessment.' Option 5 is 'Show the grader comments for the assessment.' Under option 1, there are three sub-options: 'a) Show the Student's response for each question.' (checked), 'i) Show the percentage value of the Student's answer.' (radio button), and 'ii) Show the correct answer.' (radio button). Option 'iii) Show the correct answer and the percentage value of the Student's answer.' is selected with a radio button. At the bottom, there is an 'E-mail results to:' label followed by an empty text input box.

*step 12. Click to expand the section labeled **Submission Properties**,*

- a. Optionally, you may type text into the **Submission message** text box which appears after a student submits the quiz.

The screenshot shows the 'Submission Properties' section. It features a 'Submission message:' label followed by a large text area with scrollbars. Below this, there is an 'E-mail submissions:' label and the text 'Send a copy of each Student's submission via e-mail to:' followed by an empty text input box.

*step 13. Click to expand the section labeled **Security Properties**,*

- a. Optionally, you may type a single word into the **Proctor password** text box. All students would need to enter this password to gain access to the quiz.
- b. Check the box next to **Browser Restriction** in order to use Respondus LockDown Browser. For additional information regarding LockDown Browser see the [ATCS LockDown Browser site](http://www.csus.edu/atcs/tools/lockdown-browser/index.stm) (<http://www.csus.edu/atcs/tools/lockdown-browser/index.stm>).
- c. Optionally, if you give the quiz in a computer lab and you want to restrict access to the quiz to only those computers, you can enter an **IP address** and **IP address mask** given to you by a college or University Information Technology Consultant. (*NOTE: This feature DOES NOT work at this time – 03/10/09*).

The screenshot shows the 'Security Properties' section. It includes a 'Proctor password:' label followed by an empty text input box. Below this is the text 'A Student must enter this password to access the assessment.' The 'Browser Restriction' section has an unchecked checkbox and the text 'Check this box to restrict this assessment so it can only be taken with the Respondus LockDown Browser. [Learn More](#)'. The 'IP address:' label is followed by four empty input boxes, each containing the number '0'. The 'IP address mask:' label is followed by four empty input boxes, each containing the number '0'. At the bottom, there is a note: '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 address, in the corresponding IP address mask text boxes, enter 0.'

- step 14.* Click to expand the section labeled **Custom Instructions**,
- Optionally, you may enter a set of instructions into the custom instructions text box.

- step 15.* Click the **Save** button at the bottom of the screen.

---

## Surveys

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

### Creating a Survey

- Click the **Build** tab and then click the **Assessments** button or icon.
- Click **Create Assessment** at the top of the **Assessment** screen.
- Under the section at the very top,
  - Enter a title for the assessment in the **Title** text box.
  - Enter a description for the assessment in the **Description** text box (optional).
- Under the section labeled **Grade Book column name**,
  - Enter a title for the corresponding Grade Book column for the survey.
- Under the section labeled **Type**, select the option labeled **Survey**.
- Under the section labeled **Template**,
  - Select the option labeled **Do not base** to create a new empty survey.
  - Choose **Base on an existing** to use an existing assessment as a template for the new assessment. Select an assessment from the drop-down menu.
- Click the **Save** button.



**TIP :** Item visibility for a **Survey** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

## Adding Questions to a Survey

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click the title of the **Survey** to be edited.
- step 3.* Click **Add to Assessment** at the top of the **Survey** screen.
- step 4.* Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** appears from which to select questions.


**NOTE:** For information regarding question sets, click the **Help** link in the upper right-hand corner of the SacCT window.

- step 5.* Select each question to be added from the **Question Database** by clicking each question's corresponding check box.
  - a.* To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category.
- step 6.* Click the **Add Selected** button at the bottom of the screen.



**TIP :** To select all questions in a category, expand the category to be selected (click the plus symbol). Make sure the category you want is the only one expanded. Once expanded, click the check box at the very top above the first category. All the questions appearing are now selected.

## Specifying Survey Settings

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Locate the survey to be edited and click the **ActionLinks** button  located to the right of the title.
- step 3.* Click the **Edit Properties** option from the **ActionLinks** drop-down menu.
- step 4.* Scroll down to the section labeled **Question Delivery** – the first two sections were completed during the initial creation of the survey.
- step 5.* Under the section labeled **Question Delivery**,
  - a.* Select an option for question delivery: **Deliver all questions at once**, **Deliver questions one at a time and allow questions to be revisited**, or **Deliver questions one at a time and do not allow questions to be revisited**.
  - b.* Uncheck the option labeled **Display question titles** (recommended).

### 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.

- step 6.* Under the section labeled **Display Assessment**,
  - a.* Choose **In the same browser window** (recommended).
- step 7.* Under the section labeled **Duration**,

- a. Input the amount of time allotted to take the survey or choose **Unlimited** to allow unlimited time.
- b. Select your time units.
- c. Check the box next to **Disallow answer submission if time has expired** (recommended).

**Duration**

Unlimited

Time:  Units:

Disallow answer submission if time has expired.

*step 8. Click to expand the section labeled **Dates Available**,*

- a. Choose a start time for the survey using the **Start Time** section (time available).
- b. Choose an end time for the survey, if desired.

**Dates Available**

Start Time:

End Time:  Unlimited

End Time indicates when a Student can no longer access the assessment. However, if the Student starts the quiz before the End Time, they are allowed the full duration to complete the assessment.

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.

*step 9. Click to expand the section labeled **Submission Properties**,*

- a. Optionally, you may type text into the **Submission message** text box which appears after a student submits the survey.

**Submission Properties**

Submission message:

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

*step 10. Click to expand the section labeled **Security Properties**,*

- a. Optionally, you may type a single word into the **Proctor password** text box. All students would need to enter this password to gain access to the quiz.
- b. Check the box next to **Browser Restriction** in order to use Respondus LockDown Browser. For additional information regarding LockDown Browser see the [ATCS LockDown Browser site](http://www.csus.edu/atcs/tools/lockdown-browser/index.stm) (<http://www.csus.edu/atcs/tools/lockdown-browser/index.stm>).
- c. Optionally, if you give the quiz in a computer lab and you want to restrict access to the quiz to only those computers, you can enter an **IP address** and **IP address mask** given to you by a college or University Information Technology Consultant. (**NOTE: This feature DOES NOT work at this time – 03/10/09**).

**Security Properties**

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 address, in the corresponding IP address mask text boxes, enter 0.

- step 11.* Click to expand the section labeled **Custom Instructions**,
- a. Optionally, you may enter a set of instructions into the custom instructions text box.

**Custom Instructions**

Custom instructions will appear at the top of the assessment and be visible to all users.

Use HTML

Display custom assessment instructions on every question when questions are delivered one at a time.

- step 12.* Click the **Save** button at the bottom of the screen.

---

## Self Tests

Self tests are assessments for which students receive immediate grades and feedback, but the grades are not recorded in the **Grade Book** tool.

### Creating a Self Test

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click **Create Assessment** at the top of the **Assessment** screen.
- step 3.* Under the section at the very top,
  - a. Enter a title for the assessment in the **Title** text box.
  - b. Enter a description for the assessment in the **Description** text box (optional).
- step 4.* Under the section labeled **Grade Book column name**,
  - a. Enter a title for the corresponding Grade Book column for the self test.
- step 5.* Under the section labeled **Type**, select the option labeled **Self Test**.
- step 6.* Under the section labeled **Template**,
  - a. Select the option labeled **Do not base** to start an empty self test.

- b. Choose **Base on an existing** to use an existing assessment as a template for the new assessment. Select an assessment from the drop-down menu.
- step 7.* Click the **Save** button.



**TIP :** Item visibility for a **Self Test** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

## Adding Questions to a Self Test

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click the title of the **Self Test** to be edited.
- step 3.* Click **Add to Assessment** at the top of the Self Test screen.
- step 4.* Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** appears from which to select questions.

*NOTE:* For information regarding question sets, click the **Help** link in the upper right-hand corner of the SacCT window.

- step 5.* Select each question to be added from the **Question Database** by clicking each question's corresponding check box.
- a. To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category (see screenshot below).
- step 6.* Click **Add Selected** at the bottom of the screen.




**TIP :** To select all questions in a category, expand the category to be selected (click the plus symbol). Make sure the category you want is the only one expanded. Once expanded, click the check box at the very top above the first category. All the questions appearing are now selected.

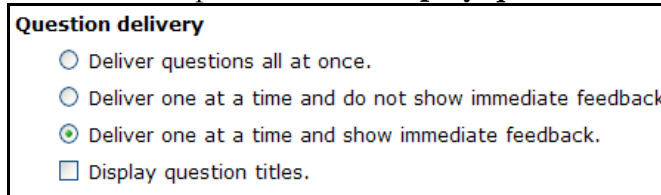
## Specifying Self Test Point Values

- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Click the title of the **Self Test** to be edited. A list of questions that have been added to the Self Test are listed.
- a. If questions are not listed for a Self Test, you need to add them before points can be allocated.
- step 3.* Enter the desired number of points into the **Points** text box for each corresponding question.
- step 4.* Click the **Update Total** button at the bottom of the list of Self Test questions.



## Specifying Self Test Settings

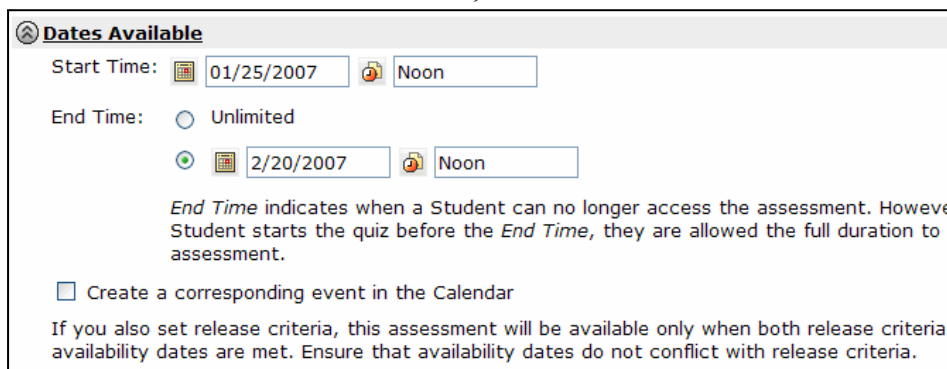
- step 1.* Click the **Build** tab and then click the **Assessments** button or icon.
- step 2.* Locate the self test to be edited and click the **ActionLinks** button  located to the right of the title.
- step 3.* Click the **Edit Properties** option from the **ActionLinks** drop-down menu.
- step 4.* Scroll down to the section labeled **Question Delivery** – the first two sections were completed during the initial creation of the survey.
- step 5.* Under the section labeled **Question Delivery**,
- Select an option for question delivery: **Deliver all questions at once**, **Deliver one at a time and do not show immediate feedback**, or **Deliver one at a time and show immediate feedback**.
  - Uncheck the option labeled **Display question titles** (recommended).



**Question delivery**

- Deliver questions all at once.
- Deliver one at a time and do not show immediate feedback.
- Deliver one at a time and show immediate feedback.
- Display question titles.

- step 6.* Under the section labeled **Display Assessment**,
- Choose **In the same browser window** (recommended).
- step 7.* Under the section labeled **Dates Available**,
- Choose a start time for the self test using the **Start Time** section (time available).
  - Choose an end time for the self test, if desired.



**Dates Available**

Start Time:

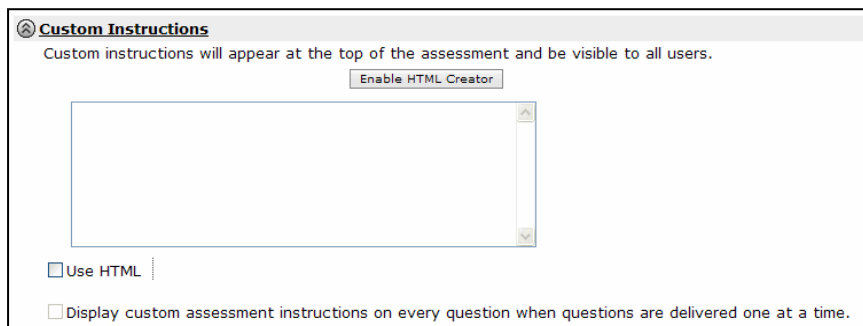
End Time:  Unlimited

*End Time indicates when a Student can no longer access the assessment. However, if a Student starts the quiz before the End Time, they are allowed the full duration to complete the assessment.*

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria availability dates are met. Ensure that availability dates do not conflict with release criteria.

- step 8.* Click to expand the section labeled **Custom Instructions**,
- Optionally, you may enter a set of instructions into the custom instructions text box.



**Custom Instructions**

Custom instructions will appear at the top of the assessment and be visible to all users.

Use HTML

Display custom assessment instructions on every question when questions are delivered one at a time.

- step 9.* Click the **Save** button at the bottom of the screen.



## EXERCISE #3

### WORKING WITH ASSESSMENTS

In this exercise, you will create a new assessment and set it up for students.

1. Using your designer account, create a new quiz. Add questions to your new quiz & set the properties up so students can take it immediately.
2. Using your designer account, create another new assessment (your choice). Add questions to your new assessment & set the properties up so students can take it immediately.

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## Completing Assessments

Students complete assessments by accessing the **Assessments** tool, from a **Learning Module**, or from the **Course Content** page or folder. For additional information on placing links to individual assessments within the **Course Content** area, see the handout titled *SacCT: File and Content Management*. Students can only access assignments that have been made visible.

## Taking an Assessment as an Instructor

Assessments can be submitted as an instructor, under the **Student View** tab. Assessments submitted under the **Student View** tab are submitted under the **Demo Student** ID. To view assessments submitted under the **Student View** tab, follow the instructions listed in the next section of this document (*Viewing Student Submissions*).

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## Viewing Assessment Submissions

- step 1.* Click the **Teach** tab.
- step 2.* Click **Assessment Manager** located under the **Instructor Tools** menu.
- step 3.* Locate the assessment to view and click the name of the assessment to expand it.

The screenshot shows the 'Assessment Manager' interface. At the top, there are tabs for 'Graded', 'Not Graded', 'Not Submitted', and 'All'. The 'Graded' tab is selected. To the right, there is a 'View by:' dropdown menu set to 'Modules 1 & 2: Request Account Gather Materials'. Below the tabs, it says 'Attempts that have been graded.' and shows a link to 'Modules 1 & 2: Request Account Gather Materials' with a '1 Graded' indicator. A note states: 'The grade displayed is the Highest of the Student's attempts.' Below this is a table with the following columns: Name, Grade (Out of 10), Attempt, Score (Out of 10), and Time. The table contains one row for 'Demo Student 1136576001' with a grade of 10, an attempt on '1. February 22, 2007 3:36 PM', a score of 10, and a time of '10753:20:51'. At the bottom of the table is a 'Reset Entire Submission' button.

Name	Grade Out of 10	Attempt	Score Out of 10	Time
<a href="#">Demo Student 1136576001</a>	10	<a href="#">1. February 22, 2007 3:36 PM</a>	10	<a href="#">10753:20:51</a>

- step 4.* Click the **Graded** tab to view submissions that have been graded or click any of the other tabs, such as the **Not Graded** tab or **Not Submitted** tab, to view those submissions.

*step 5.* To view a student's attempt, click the link under the **Attempt** column. While viewing a submission, you can update the grade for the assessment, as well as add comments to the student for each answer and at the end of the assessment.

*step 6.* To view the times the student saved each answer and submitted the assessment, click the link under the **Time** column.



**TIP :** To view **Survey** submissions, choose **View Reports** from the **ActionLinks** menu next to the title of the survey.

## Manually Grading a Student Submission

*step 1.* Follow the steps above to view a student submission.

*step 2.* On the *submission screen* for a student, enter scores where necessary into the corresponding question **Score** or **Override score** text boxes.

*a.* Comments can be input for each question as well (into corresponding question **Comments** text boxes).

*step 3.* Click the **Update Grade** button at the bottom of the screen.



**TIP :** For additional information or information regarding settings not covered, click the **Help** link in the upper right corner of the SacCT window.



### **EXERCISE #4**

#### WORKING WITH ASSESSMENT SUBMISSIONS

In this exercise, you will view student assessment submissions & practice grading one.

1. Using your designer account, go to the **Student View** tab and take one of the assessments you created.

2. View your student submission using the **Teach** tab.

3. Grade the assessment as needed.

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## **RESPONDUS**

If you plan to create many quizzes with many questions in SacCT, we highly recommend using the application **Respondus**. Creating quizzes and surveys in Respondus is usually easier and more efficient than creating them in SacCT. In addition, Respondus has a print option not found in SacCT. It supports nine types of questions, including feedback, and imports multiple choice, short answer, true/false, multiple response, matching, and paragraph questions from text files – ideal for converting publisher test banks and your previously created quizzes and exams from Microsoft Word. The CSU has a site license for this Windows-based software. To learn more about Respondus visit the following website:

<http://www.csus.edu/atcs/tools/respondus/index.htm>

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## RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser™ is a customized browser that increases the security of online testing in SacCT. It prevents students from printing, copying, going to another website, or accessing other applications during an assessment. If a SacCT assessment requires that Respondus LockDown Browser be used, the assessment won't be accessible with a standard Web browser.

Respondus LockDown Browser should only be used for taking assessments in SacCT. It should not be used in other areas of SacCT or to visit other websites.

*Note: This software works only with Internet Explorer (Windows) and Safari (Macintosh) browsers.*

For additional information regarding LockDown Browser see the [ATCS LockDown Browser site](http://www.csus.edu/atcs/tools/lockdown-browser/index.stm) (<http://www.csus.edu/atcs/tools/lockdown-browser/index.stm>).

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## RESOURCES

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### Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

[FSRC Website](http://www.csus.edu/irt/acr/fsrc/) - <http://www.csus.edu/irt/acr/fsrc/>

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### Training & Tools eNewsletter

To receive email notification regarding online seminars, new technology/tools, and other online teaching, technology and learning events, fill out and submit the [Training & Tools eNewsletter request form](http://www.csus.edu/atcs/tools/newsletter/request-form-ait-news.stm) - <http://www.csus.edu/atcs/tools/newsletter/request-form-ait-news.stm>.

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### Getting Help

#### University Help Desk

(916) 278-7337 or [helpdesk@csus.edu](mailto:helpdesk@csus.edu)

#### Academic Technology Consultants

<http://www.csus.edu/atcs/contact.htm>

1on1 Help @ ATCS on Thursdays 1-4 pm in ARC 3005 (no appointment necessary)

#### Help Desk - Problem Reports & Contact Information

<http://www.csus.edu/irt/helpdesk/contact.stm>

#### Training Requests

[training@csus.edu](mailto:training@csus.edu)

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### Campus Resources

#### Training

<http://www.csus.edu/training>

#### Training Handouts

<http://www.csus.edu/training/handouts>

#### Online Tutorials

<http://www.csus.edu/atcs/tools/training/tutorials.stm>

#### Educational Tools

<http://www.csus.edu/atcs/tools>

#### Accessibility at Sacramento State

<http://www.csus.edu/accessibility>

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