

# Schoology 4: Quizzes as Formative & Summative Assessments



**East Irondequoit Central School District**

**Professional Development**

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**2015-2016**



## **Workshop description**

In this course, participants will learn how to create quizzes using a variety of questioning techniques including: true/false, multiple choice, rank order, short-answer, fill-in-the-blank, and matching. Advanced options for each type of question will be discussed including timers, feedback, subjective questions, allowing for partial credit, using a word bank, randomizing choices, using audio/video prompts, and allowing students to submit audio or video answers. Participants will also learn how to adjust quiz settings such as time limits, the number of attempts a student is permitted, how the a quiz is graded by Schoology, randomizing the order of questions, and allowing students to review their answers and/or resume a quiz at a later time. The instructor will also discuss how to create a “question bank” from which to pull questions later. Finally, the instructor will show teachers how to setup and use Casper Focus to insure academic honesty when students take a quiz. ***Pre-requisite: successful completion of an introductory workshop on Schoology or basic knowledge of the program. Teachers MUST bring an iPad to this workshop!***

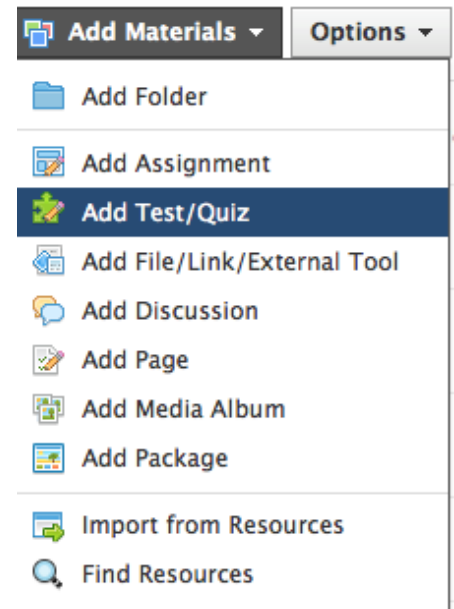


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## Creating a Quiz

1. From within a course, click on “Add Materials” (OR from your “Resources”, choose “Add Resources”).
2. Click on “Add Test/Quiz”. The “Create Test/Quiz” dialog box will appear.
3. Give the quiz a name. (Remember the importance of naming your quiz so that you can easily find it a year from now. It is suggested that you use a naming convention that includes the name of the class, the unit, and the topic of the quiz. For example: “IBEnglish – Unit 4 – Death of a Salesman”.)
4. Enter a due date by clicking on the calendar and selecting a date by which the quiz must be finished. (You can also specify the time on that date by which the quiz must be finished.)

A screenshot of a 'Create Test/Quiz' dialog box. The dialog has a title bar with 'Create Test/Quiz' and a close button. It contains several fields: 'Name:' with an empty text input field; 'Due date:' with a calendar icon and an empty date field; 'Category:' with a dropdown menu showing '(Ungraded)'; 'Scale:' with a dropdown menu showing 'Numeric'; and 'Advanced:' with several icons. To the right of the 'Due date' field, there is a text input field containing '100' followed by 'pts'. Below the 'Category' field, there is a link labeled 'Grading options'. At the bottom of the dialog, there are two buttons: 'Create' and 'Cancel'.

5. The default point value of a quiz or test is 100. You can change this number by replacing it with your own point value.

6. Select a grading category, which will most likely be “Quizzes”. (In order for the quiz grade to appear in your grade book, you must select a grading category.)
7. The default scale is numeric. If you prefer to use a different scale, pull down the menu and choose another one.

### Advanced Quiz Options

The same advanced options exist for quizzes as they do for normal assignments.

1. You can assign a quiz to an individual student.
2. You can make the quiz visible to or hidden from students.
3. You can enable or disable “Grade Statistics”

### The “Quiz” menu

Below is the quiz menu consisting of five tabs (Questions, Settings, Preview, Results, and Comments), three buttons (View Stats, View Grade Info, and Edit), and an “Add Question” button.



You do not currently have any questions on this assessment. You can start by clicking the "add" button above.

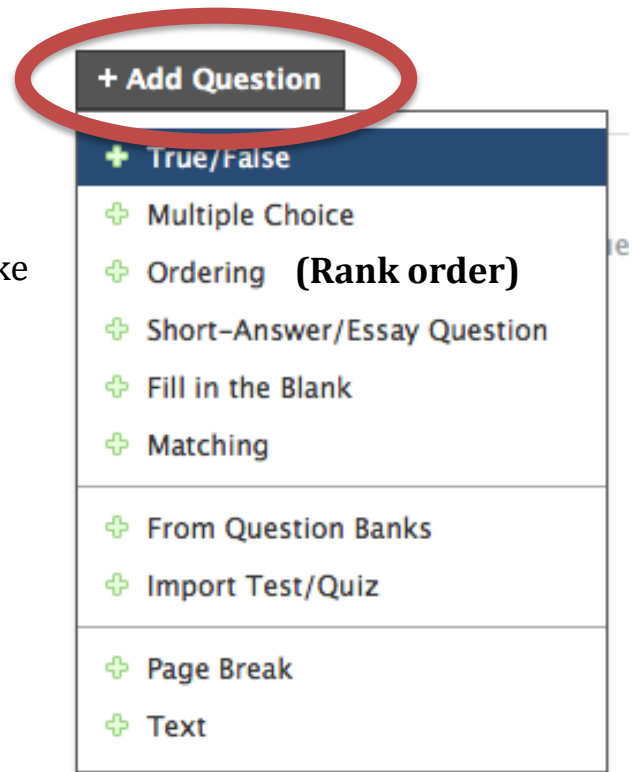
## Types of Questions

The different types of questions include:

1. True/false
2. Multiple choice
3. Ordering
4. Short-Answer/Essay
5. Fill in the Blank
6. Matching

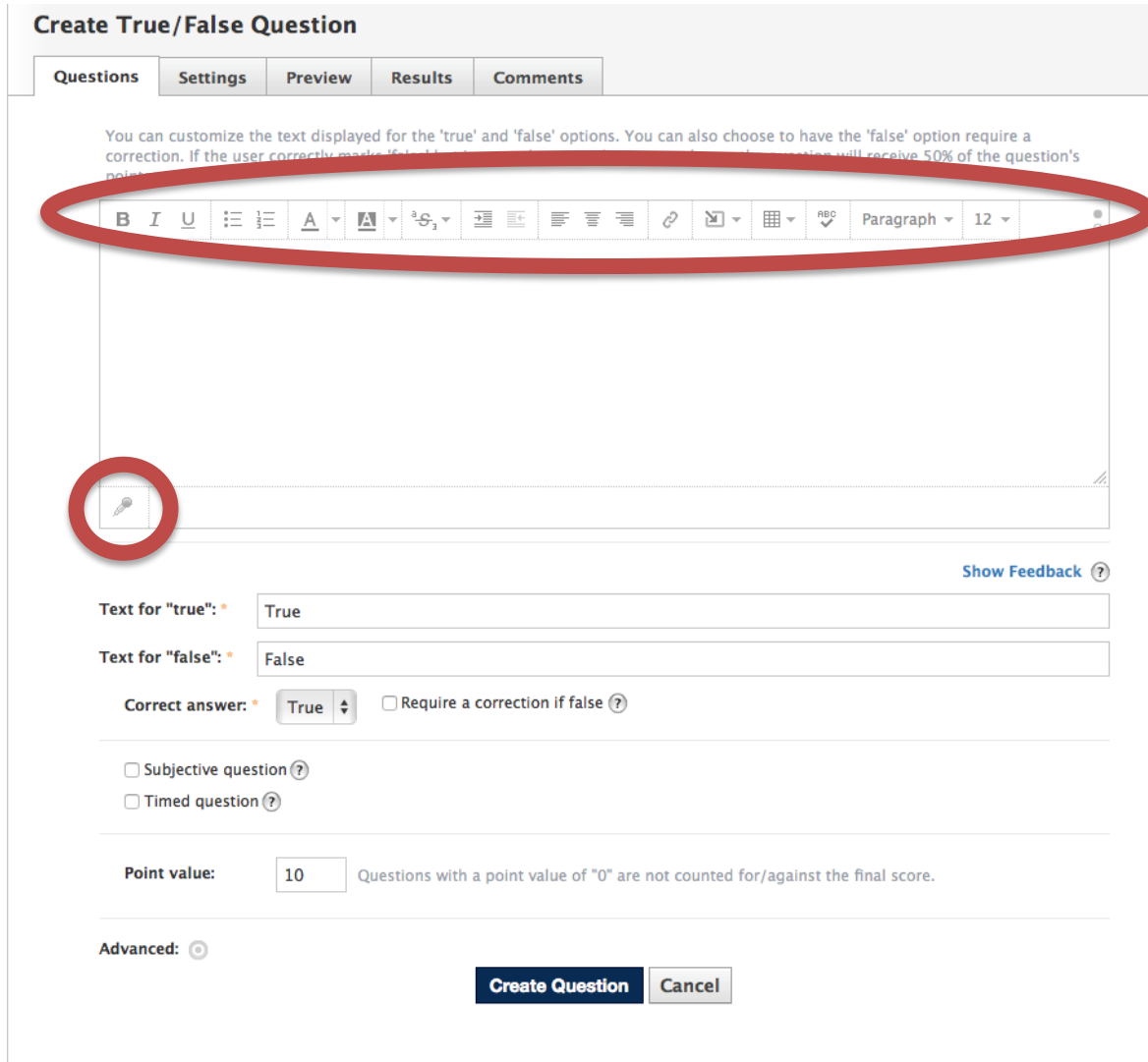
## Adding Questions to a Quiz

1. Pull down the “Add Question” menu to reveal the options.
2. Choose the type of question you would like to add.



## True/False Questions

For True/False questions, you will be presented with the following menu.




**Create True/False Question**

Questions Settings Preview Results Comments

You can customize the text displayed for the 'true' and 'false' options. You can also choose to have the 'false' option require a correction. If the user correctly marks 'false', the question will receive 50% of the question's points.

**B I U** [List icons] [Text color] [Background color] [Link] [Image] [Table] [Paragraph] 12



[Show Feedback ?](#)

Text for "true": \* True

Text for "false": \* False

Correct answer: \* True  Require a correction if false ?

Subjective question ?

Timed question ?

Point value: 10 Questions with a point value of "0" are not counted for/against the final score.

Advanced: ?

**Create Question** Cancel

**Note: There is a formatting bar similar to the one we've seen for assignments, which allows you to change the formatting of the text as you would in Microsoft Word.)**

**Note: There is a microphone icon in the lower left-hand corner of the question box. Clicking this will allow you to record an audio question.)**

1. In the question box, enter your true/false statement.
2. Choose which text you would like to appear for true and false. The default values are “True” and “False”, however teachers can use their own values (foreign language teachers can change the text that students will see to the words “true” and “false” in the target language).

[Hide Feedback ?](#)

Text for "true": \*

Text for "false": \*

Correct answer: \*   Require a correction if false ?

---

Incorrect Response Feedback ? :

Correct Response Feedback ? :

3. Enter the correct answer for this question (either true or false) so that the computer knows how to grade the quiz and give feedback to the student.
4. Enter the point value (default is 10). You can change this to whatever point value you wish. Questions that are given a point value of zero are not counted for or against the final score of the student, but are included in the quiz.
5. Click on the “Create Question” button.

### *Advanced Options for True/False Questions*

**Require a correction if false** - when this box is checked, if a student indicates a statement is false, the computer will prompt the student to correct the underlined or bolded portion of the sentence.

**Show Feedback** - clicking on this option affords the teacher the ability to give feedback for both a correct and an incorrect response. For instance, correct response feedback might include some type of praise or encouragement. Incorrect response feedback might include an explanation as to the correct response. To use this option, simply type in the feedback you would like to give for correct and incorrect responses.

**Subjective question** - while not very useful for true or false questions, Schoology does offer a "subjective question" checkbox. Clicking this box will result in the computer not correcting the answer for this specific question. Instead, the student's response will be presented to the teacher for feedback prior to the final grade being calculated.

**Timed question** - Schoology allows all questions to be timed (in minutes). With this option selected, students will see a timer that counts down as soon as the question appears. When 10 seconds remain, the timer will turn **red**. If a student fails to give an answer to a timed question within the time limit, he/she receives no points for that question and the computer proceeds to the next question automatically.

## Multiple Choice Questions

### Create Multiple Choice Question

Questions Settings Preview Results Comments

**B** *I* U **A** Paragraph 12

↕ Choice 1  Show Feedback ? Correct Answer

↕ Choice 2

↕ Choice 3

↕ Choice 4

Add more choices:  **Add** **Remove Blanks**

Randomize Choices ?  
 Allow partial credit ?  
 Timed question ?

Point value:  Questions with a point value of "0" are not counted for/against the final score.

Advanced:

**Create Question** **Cancel**

1. In the question box, enter your question, formatting it as you like.
2. Now enter at least two (and up to 15) possible choices in the boxes marked "Choice 1", "Choice 2", etc...
  - a. The default value for the number of choices is four.

- b. To add additional choices, click on the pull-down menu where it says “Add more choices” and then click on the “Add” button. Additional choice boxes will appear.
  - c. To remove blank choice boxes, click on the “Remove Blanks” button.
3. Click on the “Create Question” button.

#### *Advanced Options for Multiple Choice Questions*

**Randomize Choices** – clicking this option will randomize the choices for this question for each user. This is an excellent way to promote academic honesty.

**Allow partial credit** – if multiple correct answers exist, the student will receive a proportional point value for each correct answer.

**Timed question** – see section on timed questions under the “True/False Questions” heading.

## Rank Order Questions

In this type of question, students are presented with a list of items and must move the items up and down until they are in the correct vertical order.

### Create Ordering Question

Questions Settings Preview Results Comments

**B I U** [List Icons] **A** [Color Picker] [Link] [Image] [Table] [ABC] Paragraph 12 [FontSize]

↕ Item 1

↕ Item 2

↕ Item 3

↕ Item 4

Add more choices:  **Add** **Remove Blanks**

Allow partial credit  
 Timed question (?)

Point value:  Questions with a point value of "0" are not counted for/against the final score.

Advanced:

**Create Question** Cancel

1. In the question box, enter your question, formatting it as you like. It is important to tell students how they should rank order the answers, for instance, from oldest to youngest or from biggest the smallest.

2. Now enter at least two (and up to 20) possible items.
  - a. Although you can move the items to put them in the correct order after entering them, it is more efficient to enter them in the correct order to start with.
  - b. The default value for the number of choices is four.
  - c. To add additional choices, click on the pull-down menu where it says “Add more choices” and then click on the “Add” button. Additional choice boxes will appear.
  - d. To remove blank choice boxes, click on the “Remove Blanks” button.
3. Click on the “Create Question” button.

#### *Advanced Options for Rank Order Questions*

**Allow partial credit** – if multiple correct answers exist, the student will receive a proportional point value for each correct answer.

**Timed question** – see section on timed questions under the “True/False Questions” heading.

## Short-Answer/Essay Questions

### Create Essay Question

Questions Settings Preview Results Comments

**B** *I* U Paragraph 12

Character Limit   
 Allow rich-text answers for students   
 Allow video or audio answers for students   
 Timed question

Point value:  Questions with a point value of "0" are not counted for/against the final score.

Advanced:

**Create Question** Cancel

1. In the question box, enter your question, formatting it as you like.
2. Click on the “Create Question” button.

*Advanced Options for Short-Answer/Essay Questions*

**Character limit** - to limit the number of characters that students can enter for this type of question, enter a number up to 400 characters.

**Allow rich-text answers for students** - checking this box will allow students to use a simple version of the rich text editor when creating their responses.

**Allow video or audio answers for students** - checking this box will enable students to submit a recorded audio or video answer for the question instead of a written answer.

**Timed question** – see section on timed questions under the “True/False Questions” heading.



add additional answers for each missing word if you would like there to be two or more correct answers.

3. Click on the “Create Question” button.

#### *Advanced Options for Fill in the Blank Questions*

**Allow partial credit** – if the sentence has more than one missing word (meaning more than one underscore was used in the sentence), by clicking this option, the student will receive a proportional point value for each correct answer.

**Word bank** - checking this box will prompt the teacher to enter filler words, that is, words that you would like to be displayed in the word bank (in addition to the correct answer) but that are not the actual answers. Type each word on its own separate line.

**Case sensitive** - when this box is checked, the computer will only indicate an answer is correct if it exactly matches the correct answer provided by the teacher including capitalization.

**Timed question** – see section on timed questions under the “True/False Questions” heading.

# Matching Questions

## Create Matching Question

- Questions
- Settings
- Preview
- Results
- Comments

Enter each question/answer pair below. If an answer is used more than once, it will only be displayed once to the student (e.g. if you want multiple questions to point to the same answer). Questions will appear in the order you define; answers will be shuffled.

**B** *I* U | | | **A** | | | | | | Paragraph | 12

	Question	Answer
↕	<input type="text"/>	<input type="text"/>
↕	<input type="text"/>	<input type="text"/>
↕	<input type="text"/>	<input type="text"/>
↕	<input type="text"/>	<input type="text"/>

Add more choices:  **Add** **Remove Blanks**

Filler words:   
**Add another**

- Allow partial credit
- Subjective question ?
- Timed question ?

Point value:  Questions with a point value of "0" are not counted for/against the final score.

Advanced:   
**Create Question** **Cancel**

1. In the question box, enter your instructions for how to match the items. (Note that Schoology uses some confusing language here: the first column of items to be matched are called “questions” and the second column of items that match the original column are called “answers”.)
2. Enter your matching pairs by typing the first item in the first question box and the answer that matches it in the answer box.
3. Continue entering at least two (and up to 15) possible matched sets.
  - a. The default value for the number of choices is four.
  - b. To add additional choices, click on the pull-down menu where it says “Add more choices” and then click on the “Add” button. Additional choice boxes will appear.
  - c. To remove blank choice boxes, click on the “Remove Blanks” button.
4. Schoology will automatically mix up the answers.
5. To add difficulty to this type of question, the teacher can add “filler words”, which are additional answers that will appear in the possible list of answers but which will not have a match. Click on the “Add another” button to add an additional filler word.
6. Click on the “Create Question” button.

### *Advanced Options for Matching Questions*

**Allow partial credit** – by clicking this option, the student will receive a proportional point value for each correct match.

**Subjective question** – clicking this box will result in the computer not correcting the answer for this specific question. Instead, the student's response will be presented to the teacher for feedback prior to the final grade being calculated.

**Timed question** – see section on timed questions under the “True/False Questions” heading.

## Editing Questions

1. To edit individual questions, click on the “gear” button along the right margin.
2. Under the “Options” button, you can add text (for instance a short passage) and page breaks for longer quizzes.
3. To reorder the questions, pull down the “Options” menu and select “Reorder”. Double-headed, blue arrows will appear to the left of each question. Clicking and dragging any of these arrows will allow you to reorder the questions.
4. Click on the “Save changes” button.

Schoology - Quizzes Class: Section 1 ▸ Tests/Quizzes

Fun trivia Available

Questions Settings Preview Results Comments

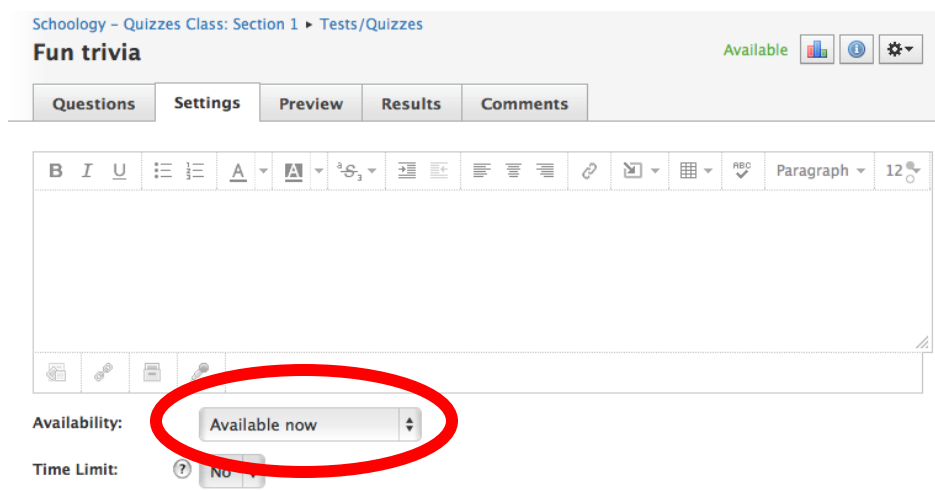
+ Add Question Options 7 questions · 70 pts

1	True or false: the atomic number of an element indicates the number of electrons in that element.	
	True/False - 10 points - Timed (1 minute)	
2	How many books are in the New Testament?	
	Multiple Choice - 10 points - Timed (0.50 minutes)	
3	Order these events in history from earliest to latest:	
	Ordering - 10 points - Timed (1 minute)	
4	How could the Common Core Learning Standards have been more effectively implemented?	
	Short-Answer/Essay Question - 10 points - Subjective - Timed (2.00 minutes)	
5	_ is the French term means the front of a building.	
	Fill in the Blank - 10 points - Timed (1 minute)	
6	Tampere is the second largest city in _.	
	Fill in the Blank - 10 points - Timed (1 minute)	
7	Match each first name to the correct last name.	
	Matching - 10 points - Timed (2.00 minutes)	

**Save Changes**

## Quiz Settings

1. From within a quiz, click on the “Settings” tab.
2. Enter instructions for the quiz in the text box provided, formatting it as you would like.
3. Along the bottom margin of the text box, there are four icons which allow you to attach various media to be used for this quiz. You can attach files to a quiz in the same way you would attach them to an assignment.
  - a. Files
  - b. Links
  - c. Resources
  - d. Audio or video recording



4. **Availability - The most important step to remember after creating a quiz is to specify when the quiz should be made available to students.** This is done using the “Availability” pull-down menu. (Note that simply indicating when quiz is due does not make it automatically available.) Your options are:
  - a. Available now

- b. Available until a certain date
- c. Available from one date to a second date
- d. Hide now

The screenshot shows a quiz configuration interface. The 'Availability' dropdown menu is open, showing four options: 'Available now', 'Available now until...', 'Available from... until...', and 'Hide now'. The 'Hide now' option is selected and highlighted in blue. A red circle is drawn around the dropdown menu. To the right of the dropdown menu, there is a dark grey box with white text that reads 'Specify when students have access to this test/quiz.' Below the dropdown menu, there are several other configuration options: 'Time Limit' (Yes/No, Minutes, 0), 'Attempt Limit' (2 times), 'Grade by' (Highest score), 'Randomize Order' (No), 'Paging' (Using page breaks), 'Language Keyboard' (None), 'Question Review' (No), 'Resumable' (No), and 'View Submissions' (No). At the bottom of the form, there is a 'Save Changes' button and a checkbox for 'Hide point values'.

5. **Time Limit** - If you wish, set a time limit in minutes by which the students must finish the quiz by entering a number in the “Minutes” box. (Note that a timed quiz may not contain any timed questions. That is, if you have set specific times for individual questions, you will not be able to additionally set an overall time limit for the quiz.)
6. **Attempt Limit** - If you wish, set an attempt limit, or the number of times that a student may complete the quiz.
  - a. The default value for this is one, however the teacher can set the number of attempts at any number between one and 20 or may allow the student an unlimited number of attempts.

- b. To change the number of attempts allowed, use the pull-down menu to select the desired number of attempts.
  - c. If the number of attempts is set at more than one, a “Grade by” box appears allowing the teacher to determine how the grade for the quiz will be calculated. The options from the pull-down menu include:
    - i. taking the highest of the grades from all attempts;
    - ii. taking the average of the grades from all attempts;
    - iii. taking only the grade of the last attempt.
7. **Randomize order** - by clicking this box, questions will be randomized for each student, thus promoting academic honesty.
8. **Pagination** - teachers may elect to use page breaks or to have each question appear on its own separate page.
9. **Keyboard Language** - teachers can select from “None”, which is the default value of the standard English keyboard, or Spanish. If selected, the Spanish keyboard will show specialized characters with accents.
10. **Question review** – this feature allows students to review and change their answers prior to submitting their quiz for grading.
11. **Resumable** – this feature allows students to take the quiz, save it, and come to it later before submitting it.
12. **View submissions** - the default value for this section is “No”, that is students are not able to view the results of their quiz.
  - a. Pull down this menu to select “Yes” so as to allow students to view the results of their quiz.
  - b. Select “Yes with correct answers” to not only allow students to view the results of their quiz, but also to see all of the correct answers. (Obviously, if you were to choose this last option, you would most likely not allow multiple attempts as students would be able to see the correct answer and then attempt the quiz again.)

Language Keyboard:

Question Review:

Resumable:

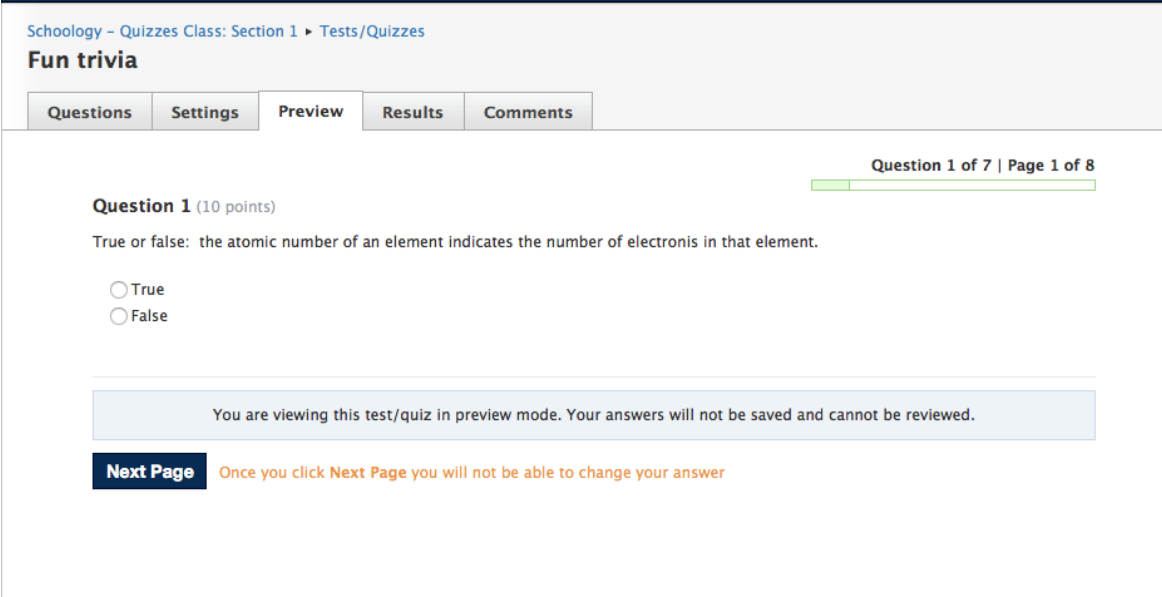
View Submissions:

Allow students to view the results of their test/quiz. If you select no, students will not be able to view the results of their test/quiz or any comments on questions.

13. **Hide point values** - clicking this box will hide the point values for each question from the students.

## Previewing a quiz

1. Click on the “Preview” tab in order to see what students will see when they attempt a quiz.
2. Click on “Begin Test/Quiz”.



The screenshot shows a Schoology quiz interface. At the top, the breadcrumb trail reads "Schoology - Quizzes Class: Section 1 ▸ Tests/Quizzes". Below this is the title "Fun trivia". A navigation bar contains five tabs: "Questions", "Settings", "Preview" (which is active), "Results", and "Comments". In the top right corner, it says "Question 1 of 7 | Page 1 of 8" with a progress bar. The main content area displays "Question 1 (10 points)" followed by the text "True or false: the atomic number of an element indicates the number of electrons in that element." There are two radio button options: "True" and "False". Below the question is a light blue box with the text: "You are viewing this test/quiz in preview mode. Your answers will not be saved and cannot be reviewed." At the bottom left, there is a dark blue "Next Page" button, and to its right, a warning message: "Once you click Next Page you will not be able to change your answer".

3. You will be able to preview the entire quiz, although since you are in "preview mode", your answers will not be saved.




## Viewing the Results of a Quiz

Schoology provides a great deal of information for quiz results, from the overall student scores, to how many attempts were made, to the individual answers of individual students.

1. Navigate to a particular quiz for which you would like to see the results.
2. Click on the “Results” tab to see the overall results listed alphabetically by student.

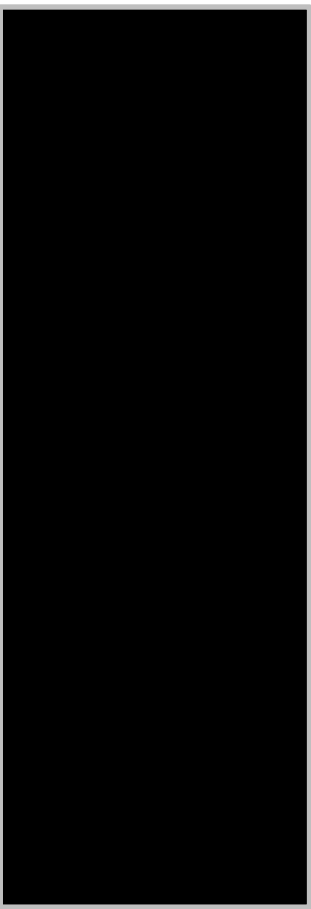
Schoology – Quizzes Class: Section 1 ▶ Tests/Quizzes

### Fun trivia

Available   

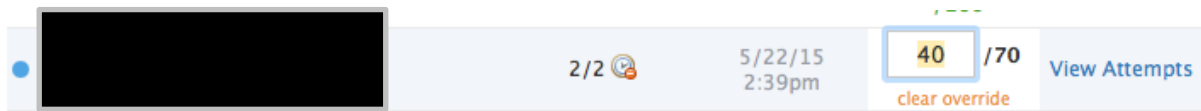
Questions Settings Preview **Results** Comments

View by Student · View by Question

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	2/2 🗨️	5/22/15 2:39pm	<b>40</b> /70 57.14/100	View Attempts
	-	-	* /70 */100	View Attempts
	-	-	* /70 */100	View Attempts
	1/1	5/23/15 9:27am	* /70 */100 Pending Review	View Attempts
-	-	* /70 */100	View Attempts	




**Save Changes**

- a. Each student entry includes:
    - i. the number of submissions or attempts,
    - ii. the date and time of the most recent attempt,
    - iii. and the final score that was entered into the gradebook for the student.
  - b. If a student did not give an answer to a timed question, a little clock will appear next to the number of attempts. Hovering over this clock will tell you the number of questions on which the student timed out.
3. Click on a student's score to override it and type in the desired score. (Make sure to "Save changes" before leaving the page.)




4. To see an individual student's attempts, click on the "View Attempts" link on the student's line.





Schoology - Quizzes Class: Section 1 ▶ Tests/Quizzes

**Fun trivia** Available   

Questions Settings Preview **Results** Comments

View by Student · View by Question




 (2) ▾ 40/70 57.14/100

Submission #	Started	Completed	Time taken	Score
1	5/22/15 2:15pm	5/22/15 2:21pm	5 min 42 sec 1 question over time limit	40/70  
 2	5/22/15 2:39pm	5/22/15 2:44pm	4 min 25 sec	Pending Review 

**Save Changes**


5. You will see all attempts, when each was started and completed, the amount of time it took the student to complete each attempt (including the number of questions on which the student timed out) and the score for each attempt.
6. From this screen, click on the “gear” icon along the right margin of any attempt, to view/edit the submission, to “unsubmit” it, or to delete it.





Schoology - Quizzes Class: Section 1 ▶ Tests/Quizzes

**Fun trivia** Available   


Questions Settings Preview **Results** Comments


View by Student · View by Question


 (2) ▾ **40**/<sub>70</sub> **57.14/100**

Submission #	Started	Completed	Time taken	Score
1	5/22/15 2:15pm	5/22/15 2:21pm	5 min 42 sec 1 question over time limit	40/70  
 2	5/22/15 2:39pm	5/22/15 2:44pm	4 min 25 sec	Pend 

**Save Changes**

 View/Edit

 Unsubmit

 Delete

7. To view a student’s attempt and the answers he/she gave, click on the “View by Question” link in blue immediately below the “Results” tab itself.



The screenshot shows the Schoology interface for a quiz titled "Fun trivia". At the top, it indicates the location: "Schoology - Quizzes Class: Section 1 > Tests/Quizzes". The quiz status is "Available". There are navigation tabs for "Questions", "Settings", "Preview", "Results", and "Comments", with "Results" being the active tab. Below the tabs, there are two sub-tabs: "View by Student" and "View by Question", with "View by Question" selected. A "Question Summary" link is also visible. The main content area is a table with two columns: "Question" and "Answer stats". A yellow note box at the top of the table states: "Note: questions displayed below do not include any HTML. To see the full question, click on 'View Responses.'" The table lists three questions:

Question	Answer stats
<b>Question 1:</b> True or false: the atomic number of an element indicates the number of electrons in that element. True/False - 10 points - Timed (1 minute) Points Earned - Most: 10 - Least: 0 - Avg: 3.33	<a href="#">See stats</a> <a href="#">View Responses</a>
<b>Question 2:</b> How many books are in the New Testament? Multiple Choice - 10 points - Timed (0.50 minutes) Points Earned - Most: 10 - Least: 0 - Avg: 6.67	<a href="#">See stats</a> <a href="#">View Responses</a>
<b>Question 3:</b> Order these events in history from earliest to latest: Ordering - 10 points - Timed (1 minute) Points Earned - Most: 0 - Least: 0 - Avg: 0	<a href="#">See stats</a> <a href="#">View Responses</a>

- This screen displays the actual question, the type of question, the point value, the amount of time allocated to the question (if a timed question) as well as the most, least, and average points earned by the student on this question.
- Click on the “See stats” link to display more information about how the student answered (for instance, the percentage of times he or she answered “True”).

- c. Click on “View Responses” to see how the student actually answered each of their submissions.

Schoology - Quizzes Class: Section 1 ▶ Tests/Quizzes


**Fun trivia** Available  

Questions Settings Preview **Results** Comments

[View by Student](#) · [View by Question](#)

**Question 1:**  
True or false: the atomic number of an element indicates the number of electrons in that element.  
True/False - 10 points - Timed (1 minute)

---



**Submission 1**

0/10 Time taken: 16 sec

True

False

Silly teacher!

**Submission 2**

0/10 Time taken: 8 sec

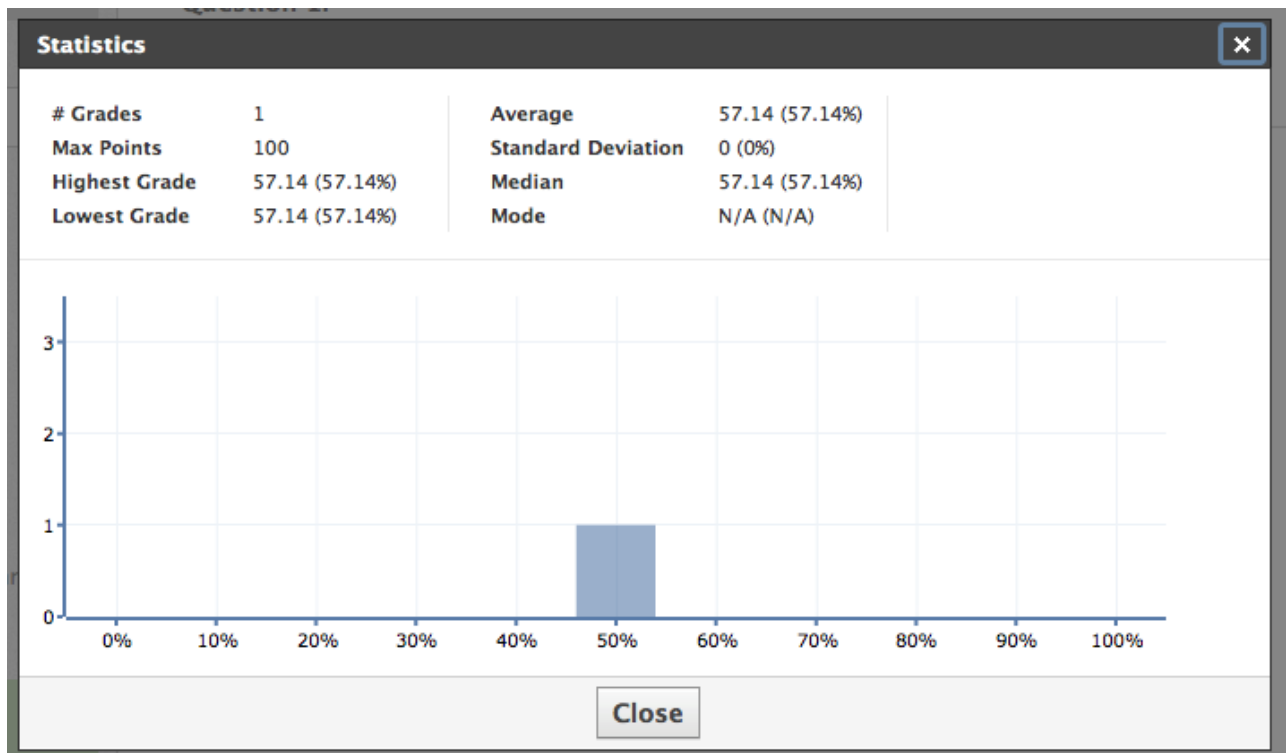
True

False

[Add Comment](#)

---

- d. Statistics for each quiz can also be viewed by clicking on the icon that looks like a column chart in the upper right-hand corner.



- e. These statistics can be exported and the quiz can be copied to a particular course using the gear button in the upper right-hand corner.

## Adding Comments to a Quiz

1. Navigate to a quiz.
2. Click on the “Comments” tab.
3. Click in the “Write a comment” box and type in your comment.
4. Click the “Post” button.

**Sample quiz**

Questions	Settings	Preview	Results	<b>Comments</b>
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**Comments**

---

There are no comments

---

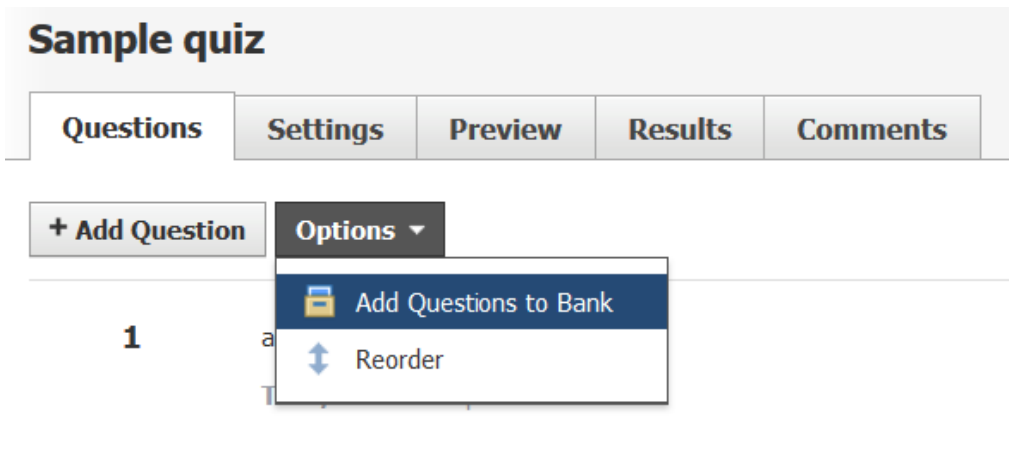
 Write a comment

**Post**

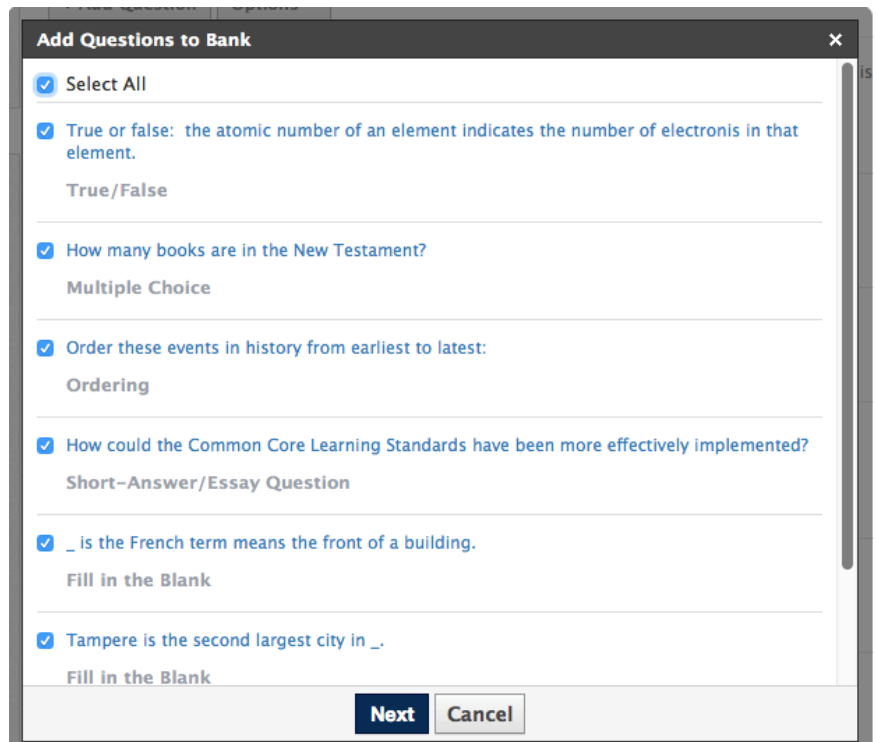
## Adding Questions to a Question Bank

Each time you make a quiz, it is possible for you to add some or all of the questions that you create into a question bank for future use. You may add all of the questions of a quiz at once, choose multiple questions from a single quiz, or add a single question to the bank.

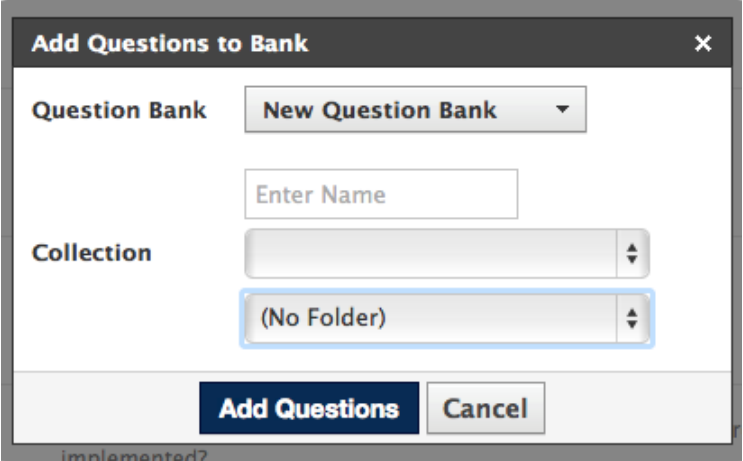
1. From the “Question” tab of a quiz, pull down the “Options” menu and choose “Add questions to bank”.



2. You can choose to add all of the questions from a quiz or only those you want by checking the boxes next to the desired questions.



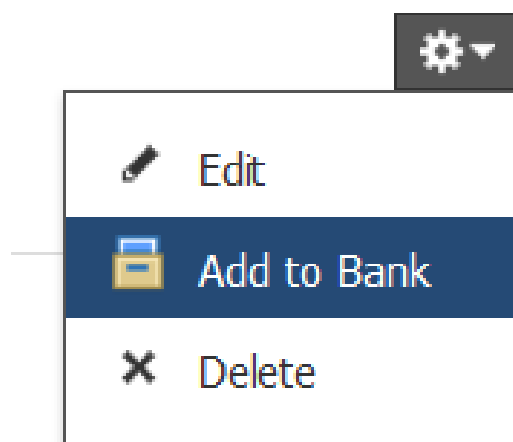
3. Click “Next” and the computer will ask you to specify a bank to which to add your questions. If you have not already set up a question bank in your resources, select “New Question Bank”.
4. Tell the computer what you want to name your new question bank. (You may wish to consider ahead of time the topics on which you would like to build question banks.)
5. Select the “Collection” (usually a course) within your “Resources” to which to save the new question bank and if you wish to save it under a particular folder within that collection, select the folder from the pull-down menu.
6. Click on “Add Questions”.
7. You can also add individual questions directly from the question itself by navigating to a question within a quiz and clicking on the gear icon.
  - a. Choose “Add to Bank”.
  - b. Follow the prompts to add the question.



The screenshot shows a dialog box titled "Add Questions to Bank" with a close button (X) in the top right corner. The dialog contains the following elements:

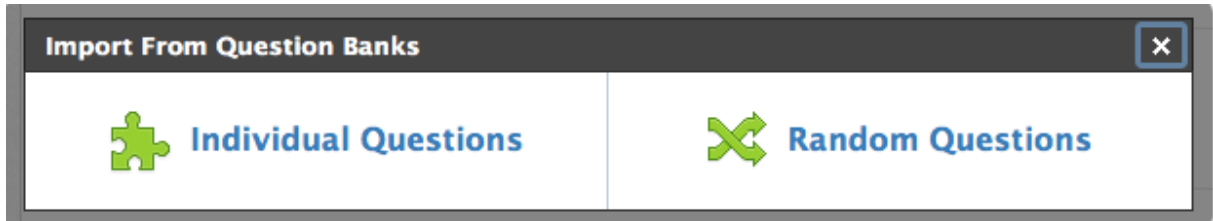
- Question Bank:** A dropdown menu currently set to "New Question Bank".
- Enter Name:** A text input field.
- Collection:** A dropdown menu with "No Folder" selected and highlighted.
- Buttons:** "Add Questions" (dark blue) and "Cancel" (light gray) buttons at the bottom.

At the bottom of the dialog, the text "implemented?" is visible.



## Adding Questions From a Question Bank

1. From within a quiz, pull down the “Add question” menu and select “From Question Banks”.
2. Choose “Individual Questions” and navigate to the appropriate resource/collection/folder.



3. You can choose to select all questions, to auto-select questions (telling the computer how many questions to select), and to set new point values for the questions.
4. Click on “Add questions”.
5. Alternatively, you can tell the computer to select a certain number of random questions from a particular test bank. Using this feature, each student taking the quiz will receive that number of randomly selected questions, meaning that student 1’s quiz will contain different questions than student 2’s (although depending on the number of questions selected and the number of total available questions, there may be some overlap).

## What quizzes might look like using the “random questions” feature

Test bank: Algebra I – Binary Operations

Total number of available questions in bank: 20

Desired quiz length: 5 questions

	<b>Student 1 Quiz</b>	<b>Student 2 Quiz</b>	<b>Student 3 Quiz</b>
<b>1<sup>st</sup> question</b>	1	2	4
<b>2<sup>nd</sup> question</b>	3	6	5
<b>3<sup>rd</sup> question</b>	7	9	11
<b>4<sup>th</sup> question</b>	15	13	16
<b>5<sup>th</sup> question</b>	19	17	20

Although the students have different questions on their quizzes, they are all being assessed on the same topic (Binary Operations). The teacher must ensure that all of the available questions are approximately similar in length and difficulty level so that one student does not get a short and easy quiz, while another gets a lengthy and difficult quiz.

## Formative vs. Summative Quizzes

### Formative assessment

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- help students identify their strengths and weaknesses and target areas that need work;
- help faculty recognize where students are struggling and address problems immediately.

Formative assessments are generally low stakes, which means that they have low or no point value. Examples of formative assessments include asking students to:

- draw a concept map in class to represent their understanding of a topic;
- submit one or two sentences identifying the main point of a lecture;
- turn in a research proposal for early feedback.

### Summative assessment

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

Summative assessments are often high stakes, which means that they have a high point value. Examples of summative assessments include:

- a midterm exam,
- a final project,
- a paper,
- or a senior recital.

Information from summative assessments can be used formatively when students or faculty use it to guide their efforts and activities in subsequent courses.

*Source: <http://www.cmu.edu/teaching/assessment/basics/formative-summative.html>*

When designing a quiz on Schoology, whether it will be used as a formative or summative assessment will guide the types of questions and the quiz settings that you choose. In formative assessments, you may encourage students to work cooperatively and therefore you may not wish to use some of the restrictive settings that promote academic honesty. Although summative assessments can be given to small groups, they are generally taken by a single student and because the assessment is high stakes, precautions to ensure academic honesty should be taken. These settings include:

1. Availability – specify a time window during which to take the quiz.
2. Time limit – specify a reasonable, but not overly generous time limit.
3. Attempt limit – limit the quiz to a single attempt.
4. Question review – turn this feature off so that students must complete and submit a question before moving on to the next one without being able to review and change their answers prior to submitting their quiz for grading.
5. Resumable – turn this feature off so that students may NOT resume an incomplete quiz submission at a later time.
6. View submissions – make sure this value is set to “No” (the default value) so that students are not able to view the results of the quiz.
7. Use Casper Focus to limit the students’ use of iPads to only Schoology. (See next section.)

## Casper Focus

One of the primary drawbacks of using the iPad for quizzes that a teacher wishes to grade is that students have access to all of the information on their iPad as well as from the Internet, thus potentially compromising the quiz results.

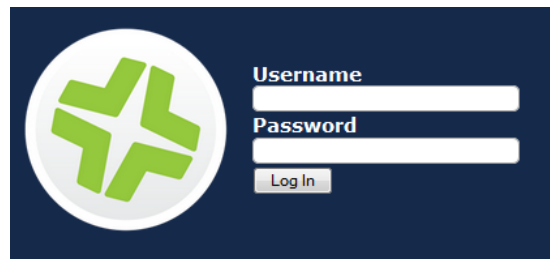
Casper Focus provides a solution to this by limiting student access to only one application, in this case, Schoology. The process is:

1. Set up your classes in Casper Focus;
2. Create a quiz on Schoology;
3. Focus the students' iPads in class on the day of the quiz;
4. When students have finished the quiz or when the allotted time for the quiz has expired, unfocus the students' iPads. **(Note: This last step is VERY IMPORTANT so that the students can use other apps in their next classes.)**

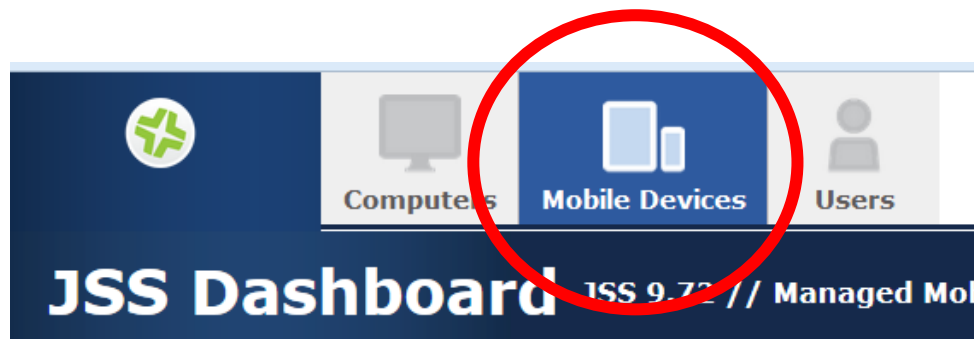
## Setting Up Casper Focus

At the beginning of the year/semester, teachers must set up their courses in Casper Focus (one-time event). It is also important to update Casper Focus when a student adds or drops your class during the year. This must be done from a desktop computer, not your iPad.

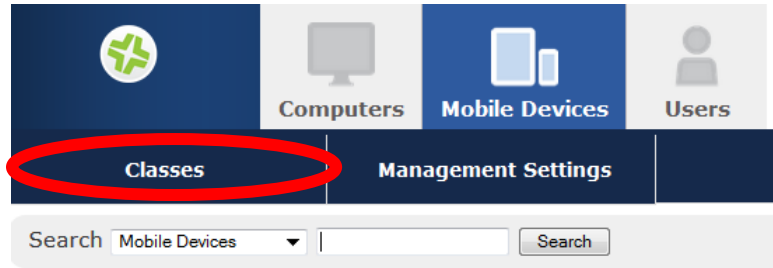
1. Open an Internet browser.
2. In the address bar, type in: <https://eastiron-casper1.monroe.edu:8443> (this displays the login screen).



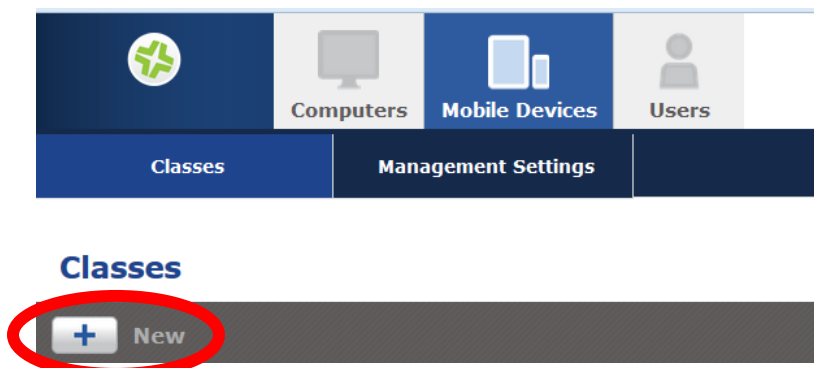
3. Login by typing your network username and password in the boxes provided. Click "Enter".
4. From the top menu, click "Mobile Devices".



5. Click on “Classes” from the upper left.



6. Click on the “+” button to the left of the word “New”.



7. Fill out the following form:

**General** Meeting Times Apple TV

**Display Name**  
Display name for the class  
[Required]

**Teacher Usernames**  
Username of each teacher's LDAP directory account or JSS user account. Each username must be separated by a line break or a comma

**Method**  
Method to use for assigning students to the class  
Assign Usernames

**Student Usernames**  
Username associated with each student's device. Each username must be separated by a line break or a comma

Cancel Save

- a. Display Name = the name of your course. **PLEASE** follow the following naming convention:

*Building abbreviation – Teacher last name – Course*

*For example: EHS – Black – IB French 1*

- b. Teacher Usernames = your network username (for example, cblack). If you co-teach the course with another teacher, you may wish to add his/her username – separate usernames by a line break or a comma space.

- c. Method = Assign Usernames

- d. Student Usernames = students’ network usernames

- i. Just as teacher usernames follow a pattern (first initial+last name or “cblack”), student usernames follow their own pattern.

*First initial+last name+2-digit graduation year*

*For example, Charles Oberst (class of 2017) would be:*

*Coberst17*

- ii. There are exceptions for students with multiple or hyphenated last names as well as for students with the same first initials, last names and graduation years – you can look these up/confirm them on the Student Server (HSStudents ([\\BESPIN\Homes](#)) (I:) for the high school) or ask the students.

- e. Click “Save”.

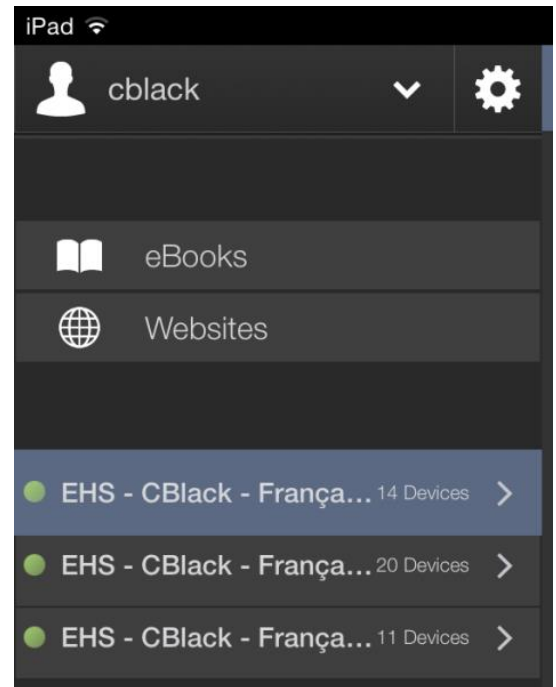
- f. Click “Done”.

- g. Verify your class appears on the list of classes (alphabetized list).

## Using Casper Focus



1. **FROM YOUR IPAD**, open the Casper Focus app. (If you have not already downloaded the app, go to the App Store, type “Casper Focus” into the search bar, and download the app.)
2. The classes you have entered via your desktop computer will be located along the left margin by name. (If it appears that your iPad is already in a class (as Casper Focus sometimes defaults to the last view), simply tap the three horizontal bars in the upper left-hand corner to return to the main menu.)
3. Tap the class you wish to focus from the list along the left margin.
4. An icon will appear for each student in this class representing their iPad. (See next page.) In addition to the name of the iPad, you will be able to see what type of iPad the student has as well as whether their battery is low or completely drained.
  - a. There are two possible “views” to choose from using the eye icon in the upper right:
    - i. “View by Device Name” – this arranges the student iPads by whatever name the student has given it. Some students choose crazy names that don’t identify them and therefore the device name view is limited.
    - ii. “View by Username” – this arranges the student iPads by the students’ actual first and last names plus the graduation years (for example: Allison Farnung16). It is recommended you use this view.



iPad 8:39 PM 3%

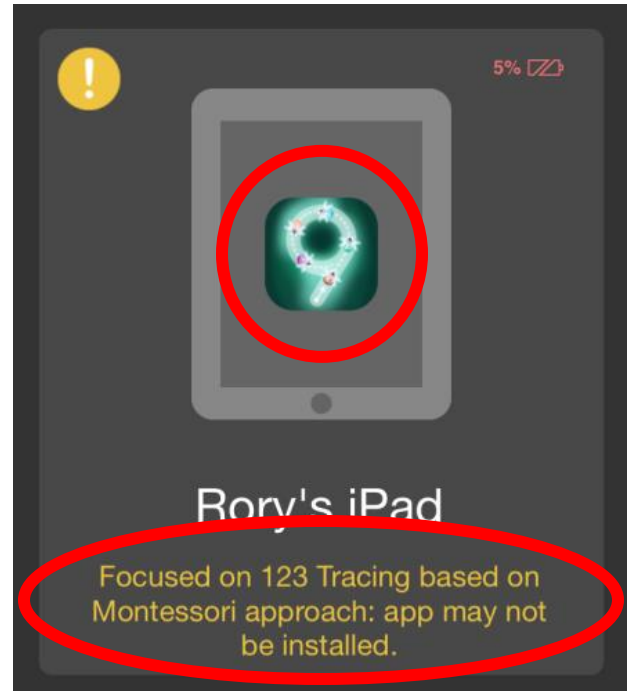
EHS - CBlack - Français 2-2

20 Devices Custom Group

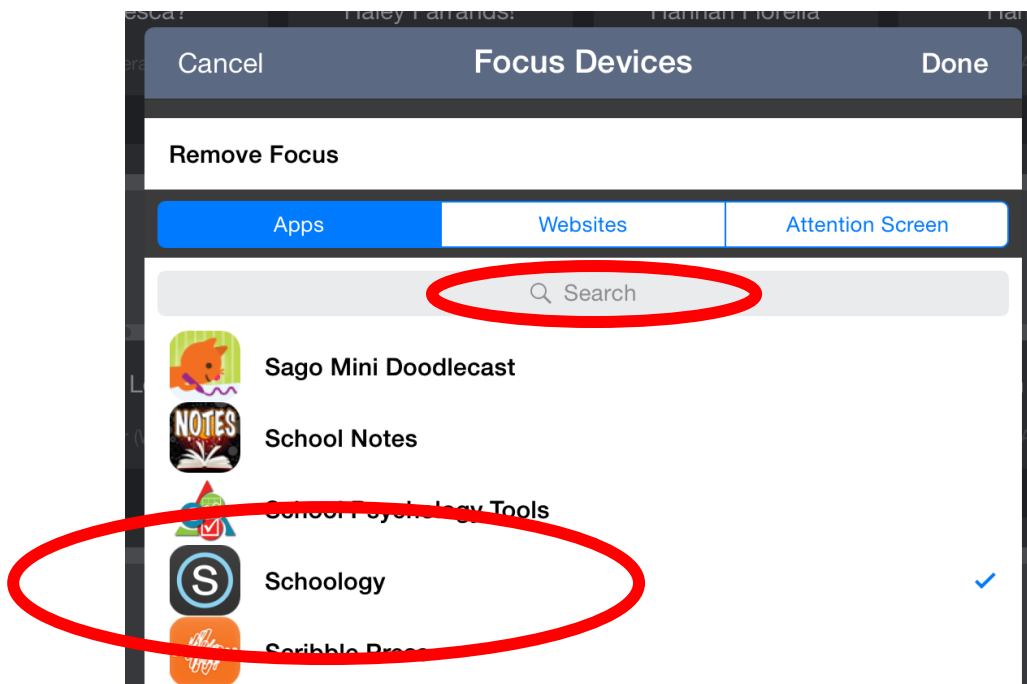
 Brie Boxell iPad Air (Wi-Fi)	 Caleb McCants iPad Air (Wi-Fi)	 callum farmer iPad Air (Wi-Fi)	 Emily Kristensen iPad Air (Wi-Fi)
 Francesca? iPad 4th Generation (Wi-Fi)	 Haley Farrands! iPad Air (Wi-Fi)	 Hannah Fiorella iPad Air (Wi-Fi)	 Hannah V iPad Air (Wi-Fi)
 Isabella Leidner iPad Air (Wi-Fi)	 Jessica Michels iPad Air (Wi-Fi)	 Karina iPad iPad Air (Wi-Fi)	 Katelyn Dentinger iPad Air (Wi-Fi)
 Kathryn Clare	 Nancy Nouven	 Navomi's iPad	 Olivia Koenke

Focus Devices Clear Passcodes

5. If another teacher is currently focusing one of your student's iPads, you will be able to see the app on which they are focused from this screen.



6. Now select the app from the list on which you wish to focus students. The list of apps is quite long, so you may wish to use the search function to type in the first few letters of the app name to find the it quickly.



7. Once you have selected the app on which to focus student iPads, tap “Done” and Casper Focus will then limit students’ access to that singular app. It is at this point that you would instruct students to take the Schoology quiz.

**IMPORTANT – MAKE SURE YOU UNDERSTAND THE NEXT STEP BEFORE YOU FOCUS ANY STUDENTS’ IPADS!!!**

8. Once your students are done taking the quiz and absolutely before the end of your class, it is imperative that you remove the focus so that students can use their iPads in other classes, otherwise it will remain focused only on Schoology (or whatever app you have chosen). To remove the focus:
  - a. On your iPad, with Casper Focus open to the class taking the quiz, click on “Update Focus”, then “Remove Focus”, then “Done”.
  - b. If you do not do this last step, the students’ iPads will remain focused on the one app and they will not be able to use other apps after leaving your class until you unfocus them.

## **An Additional Professional Development Opportunity**

Please consider expanding your knowledge of the instructional uses of Schoology by checking out the other workshops available this summer and during the school year on [www.mylearningplan.com](http://www.mylearningplan.com):

### **Schoology 5 – Digital Portfolio for Students**

**Workshop length: 2.5 hours**

**Monday, November 2<sup>nd</sup> & Wednesday, November 4<sup>th</sup> 2:45-4:00 p.m.**

In this course, participants will learn how to use digital portfolios for students to store and manage their own customizable, portable digital profiles, attaching research papers, certificates, endorsements, test results and other learning projects. Portfolios in Schoology will act as an extension of a user's profile, highlighting a user's academic and extracurricular achievements, and following them throughout their educational career. Users will choose which content--including, but not limited to graded items, research, certificates and endorsements--and how to display it on their personal profile. Portfolios will be portable and can be private or public and sharable with peers, faculty and potential employers.