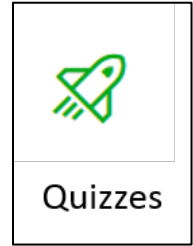


ICON: Quizzes



Today's Session:

1. ICON Quiz Tool – Overview
2. Online Help – How to Find and Use It
3. Exercises — Hands on and Demo
4. Individual Work Time

Getting Ready:

1. Go to <https://icon.uiowa.edu/>
2. Click on the Canvas Home tab. If you have a notification banner at the top of your page, click to Accept. Go to your assigned training course.

Follow up:

If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to <https://teach.its.uiowa.edu/events/upcoming>.

Quizzes in ICON are online quizzes and surveys. There are many reasons to use online quizzes, even when teaching in a face to face classroom. Quizzes can be used to assess comprehension of course material, and to reveal areas that students may need to focus on to improve classroom performance.



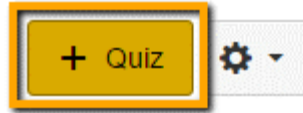
EXERCISE ONE — Creating a Quiz

In this practice session, we'll be creating a quiz.

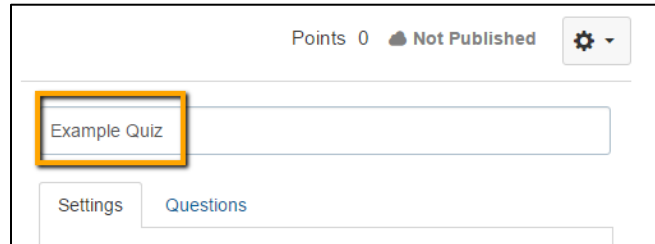
1. In the course navigation, click the **Quizzes** link.

The Course Navigation menu can be customized. If “Quizzes” is active, students can access this menu option. If it is faded, students will have to access course quizzes through another method, either Modules or Assignments.

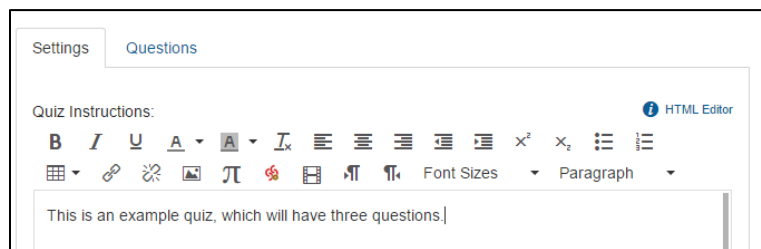
The Quizzes Index page allows you to view all the quizzes within a course. The quizzes will be displayed grouped by quiz type.



2. Click the **Add Quiz** button.
3. **Enter the name** of your quiz.



4. In the Quiz Instructions Content Editor, introduce your quiz with text, images, video, or sample equations.

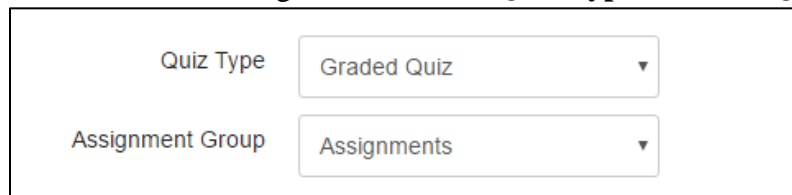


5. Go on to **Exercise Two** below to complete the rest of the quiz settings.



EXERCISE TWO — Selecting Quiz Settings

1. While still on the Settings tab **select the Quiz Type: Graded Quiz.**



There are four types of quizzes available.

- a. Graded Quiz: The most common type of quiz,
- b. Practice Quiz: Do not appear in the grade book. Can be used as a learning tool.
- c. Graded Survey: Allows for points to be given to students for completing a survey, even when the survey is set to accept anonymous submissions..
- d. Ungraded Survey: Allows for voluntary data collection from students.

ICON automatically creates a column in the grade book for any graded quizzes or surveys once they are set as Published. Practice Quizzes and Ungraded Surveys do not appear in the gradebook, or the course calendars, even if Due Dates are entered.

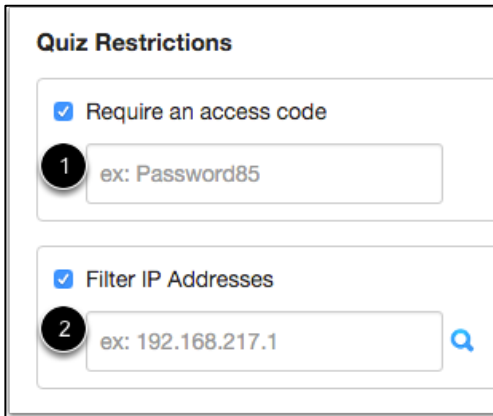
2. Select the **Assignment Group** in which you wish to have the quiz score placed.
3. Next we will select all of the options you wish to include with your quiz.

The image shows a screenshot of the 'Options' panel for a quiz. The panel is titled 'Options' and contains several settings, each with a numbered callout (1-7) in a black circle. The settings are: 1) 'Shuffle Answers' (checkbox unchecked), 2) 'Time Limit' (checkbox unchecked, followed by a text input field and the word 'Minutes'), 3) 'Allow Multiple Attempts' (checkbox unchecked), 4) 'Let Students See Their Quiz Responses' (checkbox checked), 5) 'Only Once After Each Attempt' (checkbox unchecked), 6) 'Let Students See The Correct Answers' (checkbox checked), followed by two text input fields with calendar icons: 'Show Correct Answers at' and 'Hide Correct Answers at', and 7) 'Show one question at a time' (checkbox unchecked).

- 1) Shuffle Answers: Will shuffle the answer choices for each question.
- 2) Time Limit: Limit how long the student has to complete the quiz once it has been opened. The quiz is autosubmitted when time expires.
- 3) Allow Multiple Attempts: Will give students more than one opportunity to complete the quiz.
- 4) Quiz Responses: Allows students to see their own answers.
- 5) Only Once After Each Attempt: Students will *only be able to view the results immediately after they have completed the quiz*. This may not be an appropriate selection for quizzes students are expected to take multiple times.

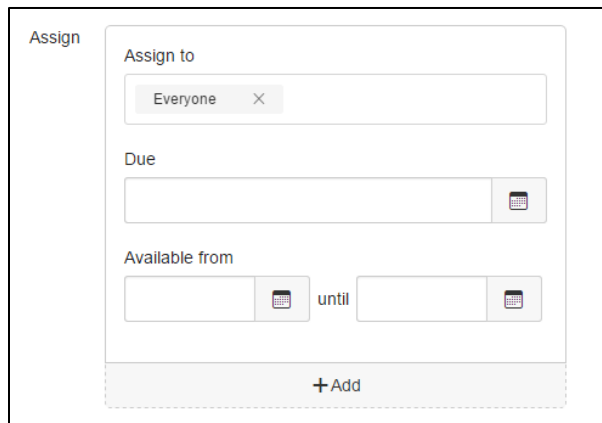
- 6) Correct Answers: This setting will allow students to see the correct answer to the question. This is a default setting, so if you do not want students to see the correct answers you will need to uncheck this box. You can set a specific window of time for the correct answers to be available using this option.
- 7) One Question at a Time: Quiz will display one question at a time and lock questions once the student has answered.

4. **Quiz Restrictions** will allow you to restrict the quiz so it can only be taken in specific situations.



- 1) **Require an access code:** Allows the instructor to create a password students must input in order to complete the quiz.
- 2) **Filter IP Addresses:** Allows the instructor to allow access to the quiz from specific devices.

5. The **Assign** section can be used to set dates of availability for the quiz, as well as whether the quiz should be for everyone in the course, for specific sections, or for individual students.



If no dates are specified in the Assign area, quiz attempts are never marked late, and are only submitted when the course is concluded.

The “until” date will automatically close access to the quiz. This will also submit any student quiz attempts that are still in progress.

If a due date only is set, quiz attempts are marked late at due date, but not submitted until the course is concluded.

If a due date *and* until date are set, open quiz attempts are marked late at the due date, and submitted at the until date. Only the due date is displayed on the course calendar.

Until dates cannot be set before the due date, and will result in an error notification.

If a time limit *and* until date are set, the quiz is auto submitted when time expires *unless* the until date expires first

If you are looking to change quiz dates for an individual student, click the +Add button to create a differentiated assignment. Students can only view quizzes that are assigned to them, and the gradebook will have greyed out cells for students who are not included in an assignment.

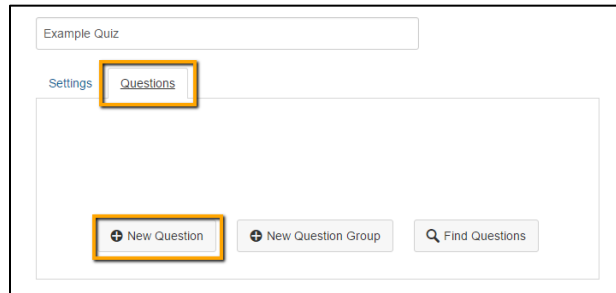
The ability to add additional time or attempts for a student or group of students is available in the “Moderate this Quiz” area.



EXERCISE THREE — Creating Quiz Questions

In this practice session, we'll be creating three quiz questions in the example quiz.

1. Click the **Questions** tab

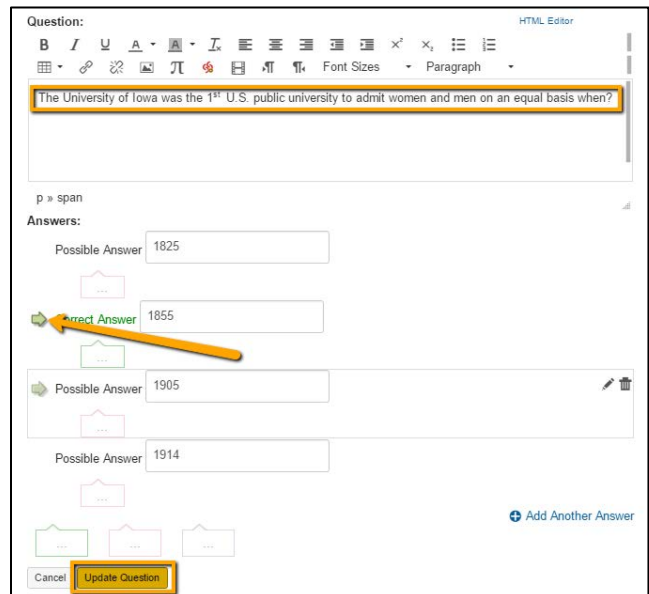


Question 1:

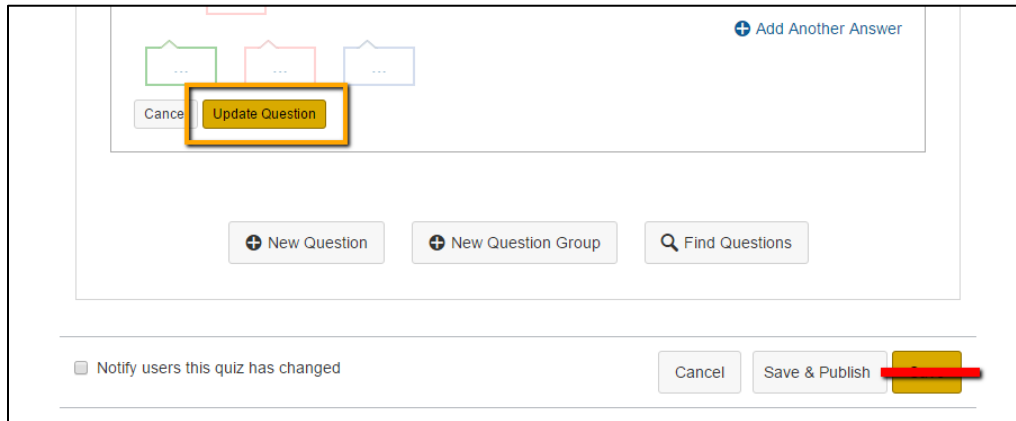
2. Create a new quiz question by clicking the **New Question** button.



3. Enter the name of the quiz question in the **Question** text field. **Add a distinct title for questions** - If you aren't adding descriptive question titles, you'll have multiple questions with titles labeled "Question" in your question bank. The question title is the first thing you see when using the find question option when adding questions to a quiz.
4. In the question type drop-down menu, select **Multiple Choice**
5. **Enter your question** in the HTML editor. You can include formatted text, images, embed media, or link to course files in this space.
6. **Enter Possible Answers** in the fields below.
7. **Indicate the Correct Answer** by clicking on the arrow to the left of the answer field.
8. If additional distractors are needed, click "+ Add Another Answer"
9. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.
10. Click **"Update Question."**



IMPORTANT NOTE: Be sure to click “Update Question,” and not “Save” to complete your quiz questions. Clicking “Save” will close your quiz and discard any questions that were not completed.



Question 2:

11. Create a new quiz question by clicking the **New Question** button.



12. Enter the name of the quiz question in the **Question** text field.

13. In the question type drop-down menu, select **Fill in the Blank**

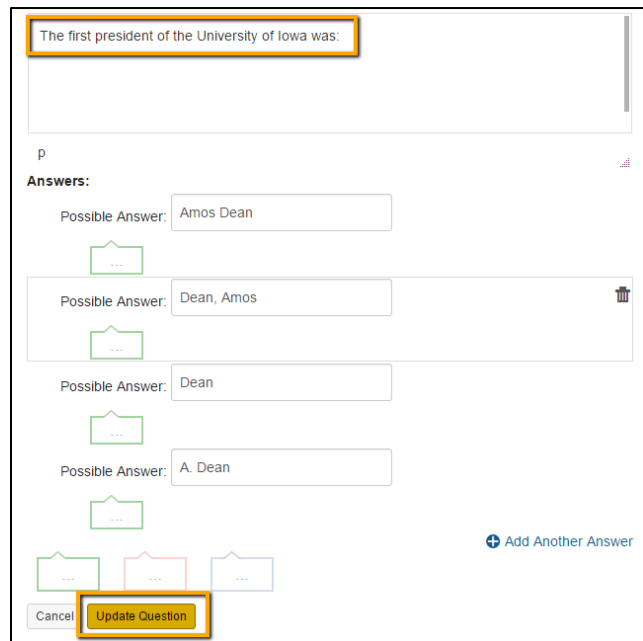
14. **Enter your question** in the HTML editor.

15. **Enter Possible Answers** in the fields below.

16. If additional acceptable answers are needed, click “+ Add Another Answer”

17. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.

18. Click “Update Question.”



Question 3:

19. Create a new quiz question by clicking the **New Question** button.



20. Enter the name of the quiz question in the **Question** text field.

21. In the question type drop-down menu, select **Multiple Answers**.

22. **Enter your question** in the HTML editor.

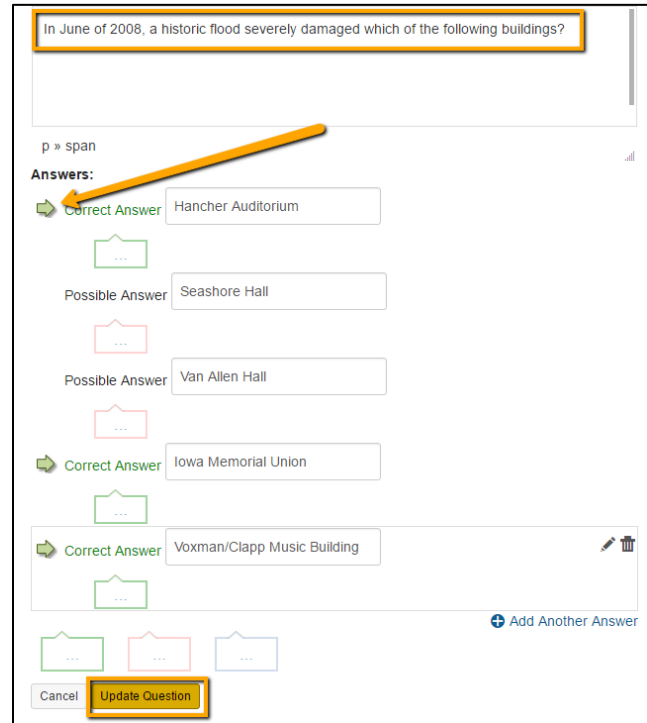
23. **Enter Possible Answers** in the fields below.

24. **Indicate the Correct Answers** by clicking on the arrow to the left of the answer fields.

25. If additional distractors are needed, click “+ Add Another Answer”

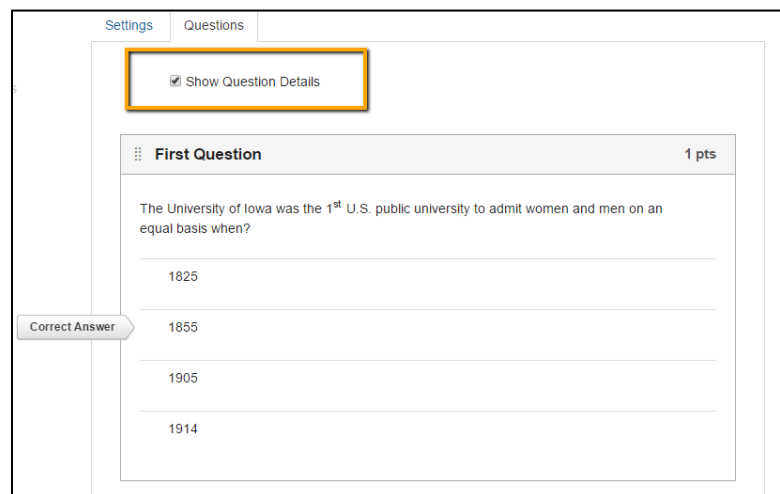
26. To remove distractors, click the garbage can icon that appears when the mouse is above a Possible Answer.

27. **Click “Update Question.”**



To review your work, scroll to the top of the questions list and click “Show Question Details”

Quiz questions can be reordered using the drag and drop indicators in front of the question names.



28. Click **Save** once you have created **and updated** all of the questions for the quiz.



For further information on the specific question types, please visit the Canvas Documentation site. <https://community.canvaslms.com/docs/DOC-1965>

- a. Multiple choice - <https://community.canvaslms.com/docs/DOC-2905>
- b. True/False - <https://community.canvaslms.com/docs/DOC-2906>
- c. Fill-in-the-Blank - <https://community.canvaslms.com/docs/DOC-2908>
- d. Multiple Answers - <https://community.canvaslms.com/docs/DOC-2921>
- e. Multiple Drop-down - <https://community.canvaslms.com/docs/DOC-2917>
- f. Matching - <https://community.canvaslms.com/docs/DOC-2926>
- g. Numerical Answer - <https://community.canvaslms.com/docs/DOC-2919>
- h. Formula (simple and single variable) - <https://community.canvaslms.com/docs/DOC-2931>
- i. Essay - <https://community.canvaslms.com/docs/DOC-2943>
- j. File Upload - <https://community.canvaslms.com/docs/DOC-2945>

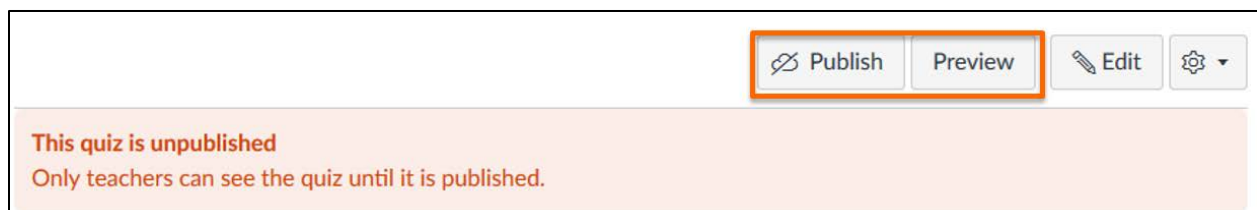
29. Go on to **Exercise Four** below



EXERCISE FOUR — Publishing a Quiz

Students are unable to access quizzes until they have been Published.

1. Once you have completed your quiz you can **Preview** or **Publish** your quiz.
The **Preview** button will allow you to see what students will see when they take the quiz.
2. **Click Publish** once you are satisfied with the way the quiz looks.

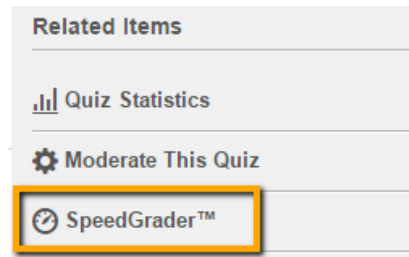




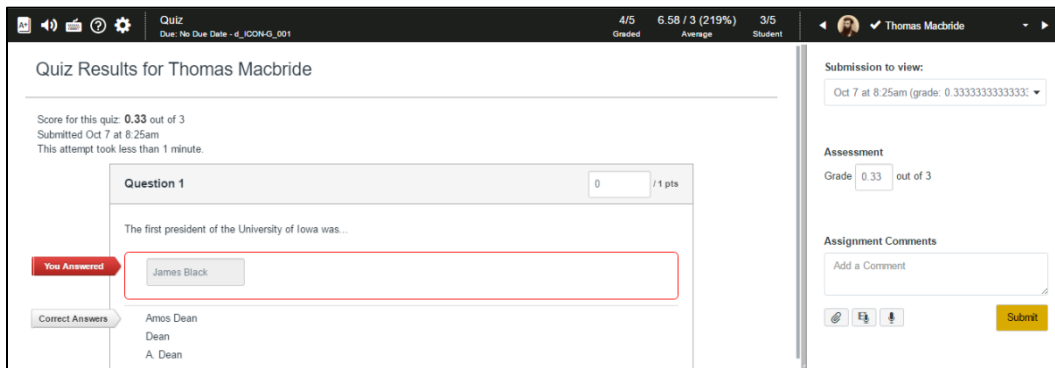
EXERCISE FIVE — Grading a Quiz

You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. If a student has multiple quiz attempts, you can also view results of all attempts. You can also take advantage of the SpeedGrader to navigate quickly through quiz submissions.

1. In the course navigation, click the **Quizzes** link.
2. Click the name of the Quiz students have taken.
3. In quiz related items, click the SpeedGrader link.

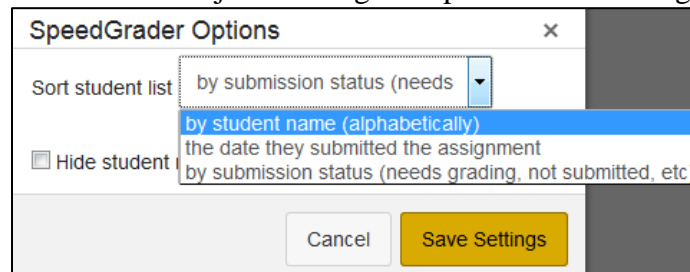


SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Some quiz questions are graded automatically. Others, such as Essay or File Upload will require manual grading.



The top right corner of SpeedGrader displays your class list. A checkmark indicates the submission has been graded. A circle indicates not graded.

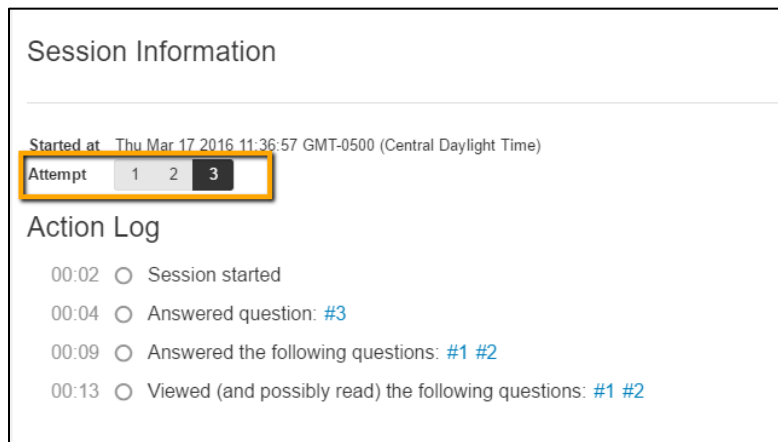
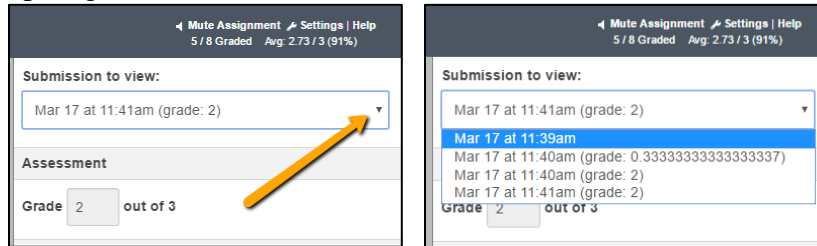
The order of the student list can be adjusted using the SpeedGrader Settings.



Navigate from student to student by clicking the arrow buttons surrounding the Student Name field.



To view the different attempts made by a student, use the dropdown menu on the right side of the Speedgrader window.



At the bottom of the quiz questions you have the option to manually adjust the score either positively or negatively by using “Fudge Points.”



For more information, please see <https://community.canvaslms.com/docs/DOC-4131>.

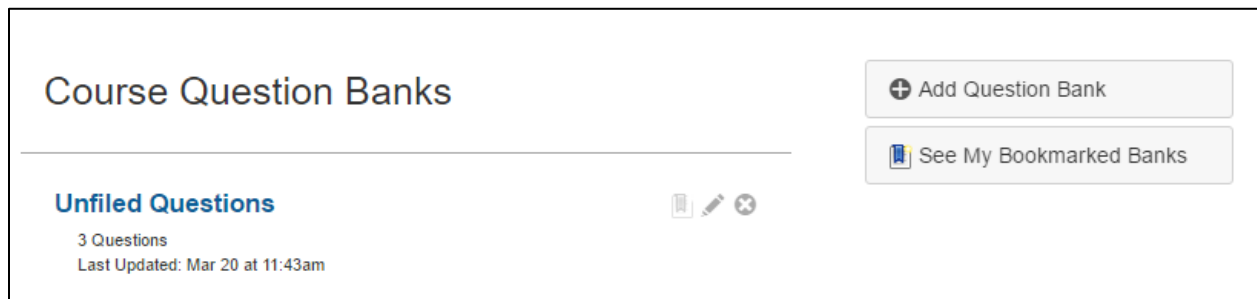
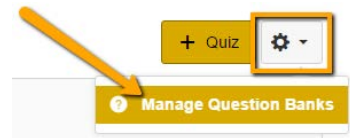
4. Go on to **Exercise Six**.



EXERCISE SIX — Organizing Question Banks

Question banks reside outside of quizzes, can be shared amongst courses and accounts, and are frequently used to organize questions.

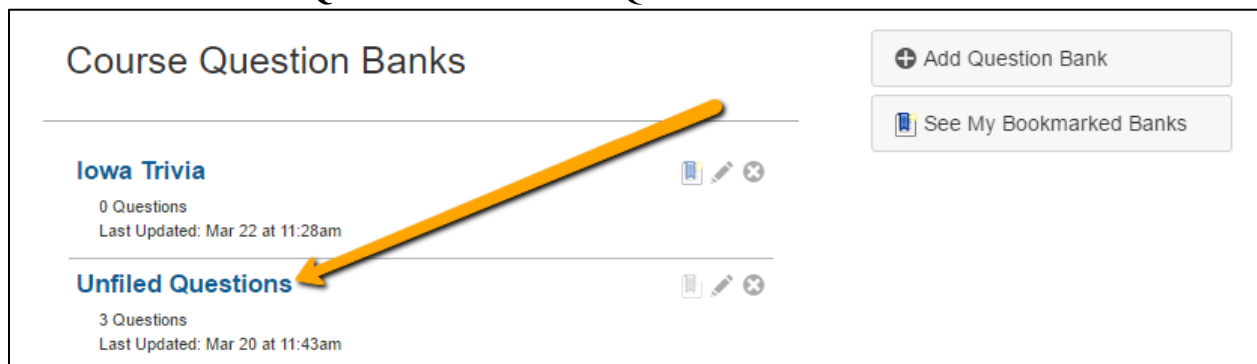
1. Click on the gear icon on the Quizzes Index page.
2. Click “Manage Question Banks.”



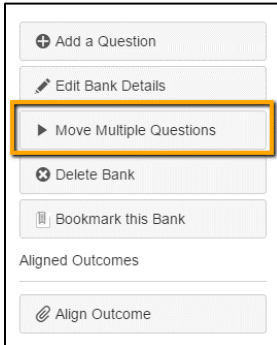
When questions are created directly in quiz *a copy* of the questions are stored in a question bank called *Unfiled Questions*. There is no link to the question in the bank to the question in the quiz. If you revise a question in a quiz, it WILL NOT update the same question in the bank.

DO NOT REVISE questions in a quiz. Revise questions in the question banks. Then remove old questions from the quiz or create a new quiz.

3. Click “+ Add Question Bank”
4. Enter a name in the Bank Name field.
Name the questions to correspond with how you would want to find them later on - by topic, or by outcome, or by chapter, or by question type.
5. Press Enter to complete this action.
6. Click “Unfiled Questions” to enter the Question Bank.

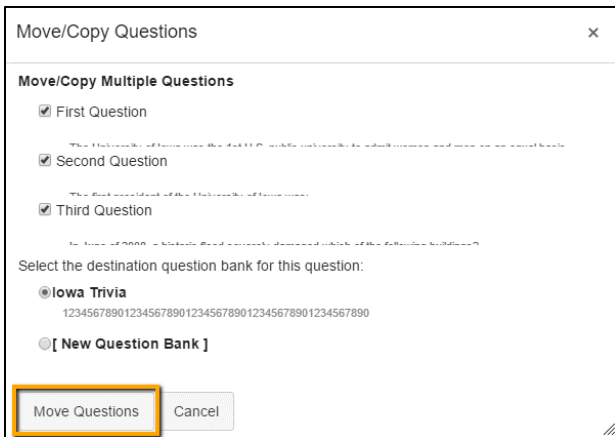


7. Click **“Move Multiple Questions.”**

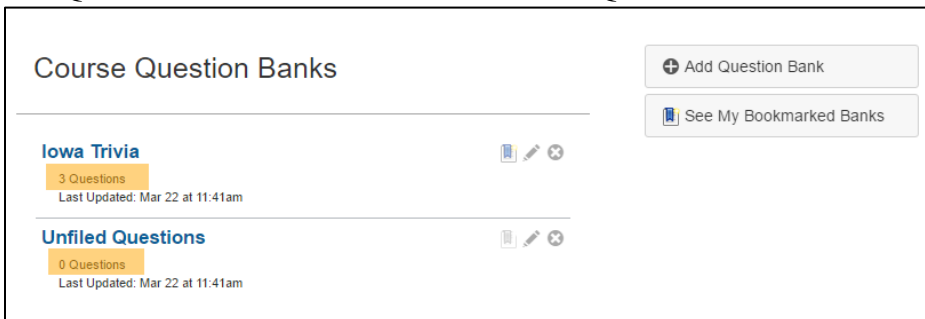


8. Select the questions to move, and the question bank you are sending them to.

9. Click **“Move Questions”** when completed.



The Questions have been moved into the new Question Bank.



Question Banks can be “bookmarked” to quickly identify favorite or frequently used Question Banks. These will appear when you click the “Find Question” button in quizzes for all your courses.

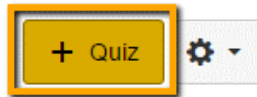
5. Go on to **Exercise Seven**



EXERCISE SEVEN — Randomly Delivered Questions

In this practice session, we'll be creating a quiz with randomly delivered questions.

1. In the course navigation, click the **Quizzes** link.



2. Click the **Add Quiz** button.

3. In the Settings tab, **enter the name** of your quiz.

4. In the Quiz Instructions Content Editor, add a description of the quiz.

5. **Select the Quiz Type: Practice Quiz.**

6. **Select “Shuffle Answers.”**

7. **Select “Allow Multiple Attempts.”**

Random Question Quiz

Settings Questions

Quiz Instructions: HTML Editor

B *I* U **A** **A** *I* **B** **B** **B** **B** **B** x^2 x_2 **B** **B**

This quiz will deliver a random question from a question bank to the student.

Quiz Type: Practice Quiz

Options

Shuffle Answers

Time Limit Minutes

Allow Multiple Attempts

Quiz Score to Keep: Highest

8. **Click the “Questions” tab.**

9. **Click the “+ New Question Group” button.**

Random Question Quiz


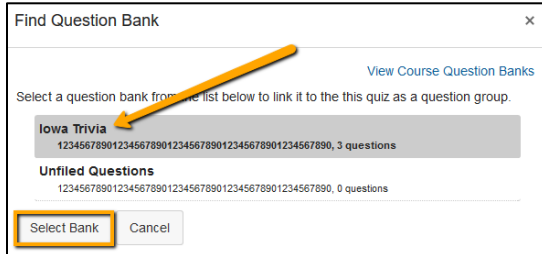
Settings Questions

+ New Question + New Question Group Find Questions

10. Enter a name for this question group.
11. Set the group to pick one question from the question bank.
12. Click “Link to a Question Bank.”



13. Select the Question Bank created in Exercise Six – Organizing Question Banks.
14. Click “Select Bank.”



15. Click **Create Group**.

IMPORTANT NOTE: Be sure to click “**Create Group**,” and not “Save” to complete your quiz questions. Clicking “Save” will close your quiz and discard any questions that were not completed.

16. Click “Save” or “Save & Publish.”
17. Use the Preview button to preview this quiz.



EXERCISE EIGHT — Regrading a Quiz

If you find a quiz question that needs to be corrected, you can use the quiz regrade tool to edit existing quiz questions and have ICON update student grades. Currently, quiz regrade is only available for Multiple Choice, True/False, and Multiple Answers question types.

Note: Adding or deleting possible answers from a question with submissions disables the option to regrade that question.

1. To regrade a quiz, in Course Navigation, click the **Quizzes** link.
2. Find the quiz you want to regrade and click the Setting Gear icon, then click the **Edit** button.
3. Click the **Questions** tab.
4. Locate the multiple choice, True/False, or Multiple Answers question in the quiz. Hover over the question until the edit icon appears.
5. Click the **Edit** icon.
6. Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.
7. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.
8. Click the **Update Question** button.
9. When you've finished editing your quiz, click the **Save** button.

A screenshot of a "Regrade Options" dialog box. The dialog has a title bar with "Regrade Options" and a close button (x). Below the title bar is a yellow warning box with the text: "Choose a regrade option for students who have already taken the quiz. Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected)." Below the warning box are four radio button options:

- Award points for both corrected and previously correct answers (*no scores will be reduced*)
- Only award points for the correct answer (*some students' scores may be reduced*)
- Give everyone full credit for this question
- Update question without regrading

At the bottom right of the dialog are two buttons: "Cancel" and "Update".

Adding or removing a quiz question does not trigger the quiz regrade feature.

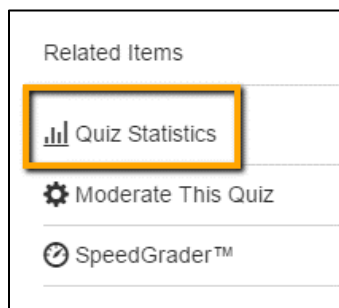
Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook.



EXERCISE NINE — Quiz Statistics

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question.

1. In Course Navigation, click the **Quizzes** link.
2. Click the title of the quiz you want to open.
3. Click the **Quiz Statistics** link.



Note: Quiz Statistics will not be available until at least one student has completed the quiz.

Note: If a student had multiple assignment attempts, quiz stats will only display the kept score for the student (highest score or latest score).

4. Instructors may download csv files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics. For more detailed information about item analysis limitations and calculations, please refer to the Canvas Quiz Item Analysis PDF. (<https://s3.amazonaws.com/tr-learncanvas/docs/CanvasQuizItemAnalysis.pdf>)

- By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion. To view quiz statistics for a section, click the Section Filter drop-down menu.

Quiz Summary Section Filter ▾ Student Analysis Item Analysis

Average Score High Score Low Score Standard Deviation Average Time

- The Question Breakdown area shows each question with each question answer choice, the total percentage of students who answered the quiz question correctly, the correct answer response(s), incorrect responses, and the number of respondents who selected the answers. To view the names of the students who selected an answer choice, click the # respondents link.

Attempts: 5 out of 5 **+0.99**

The University of Iowa was the 1st U.S. public university to admit women and men on an equal basis when?

Discrimination Index ⓘ

1825		0 %
1855	5 respondents	100 %
1905		0 %
1914		0 %

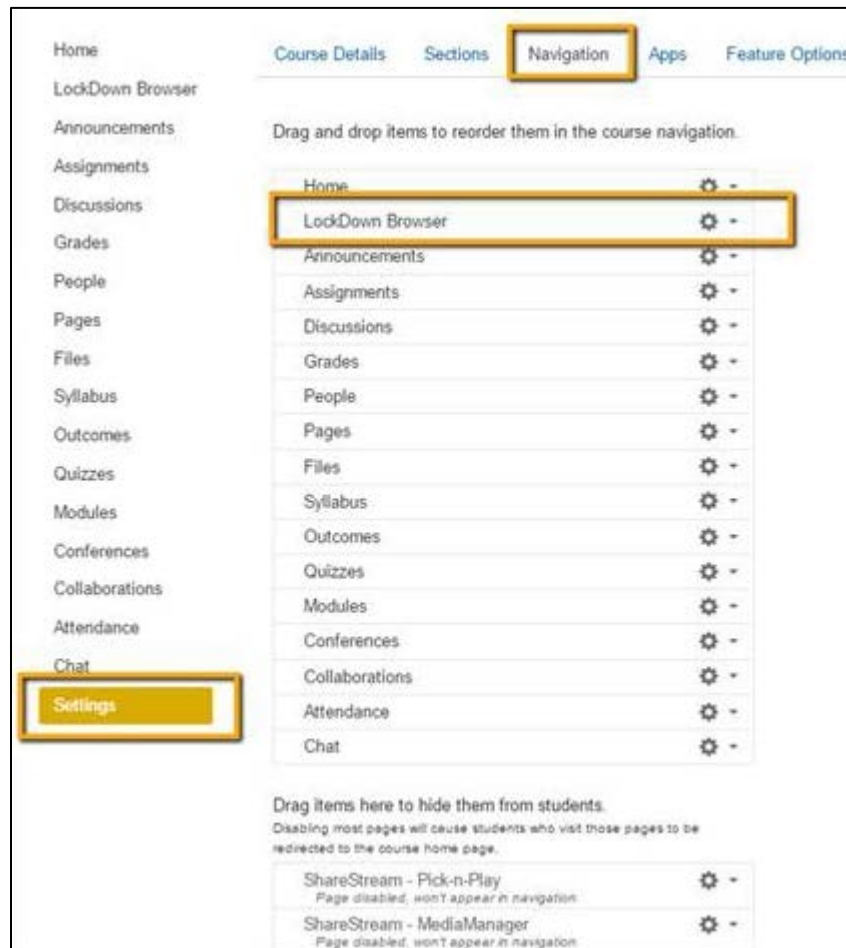
100% answered correctly



EXERCISE TEN — Respondus LockDown Browser

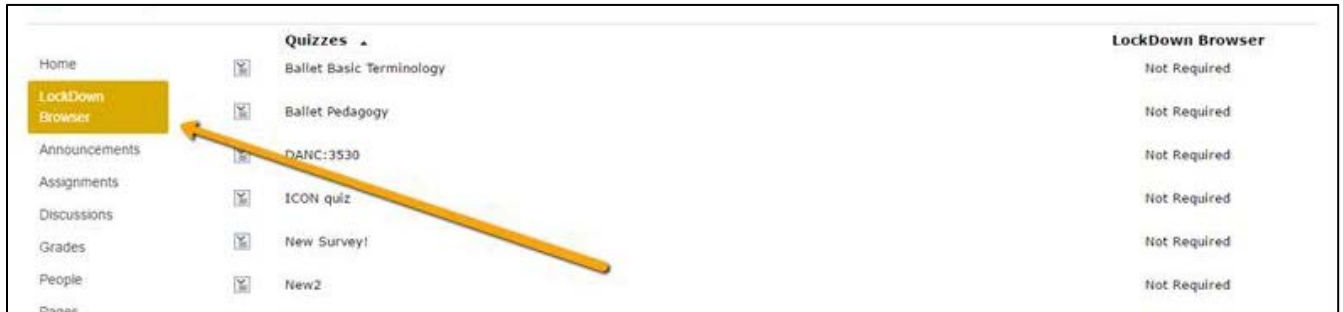
LockDown Browser is a custom browser that locks down the testing environment within a learning management system. It prevents students from accessing other applications during a test. When LockDown browser is running, users cannot open documents on their computer, open a second browser, start an instant message session, or access their email.

1. To enable the LockDown Browser, click Settings and the Navigation tab.
2. Enable the Lockdown Browser.
3. Click Save before you leave this screen.

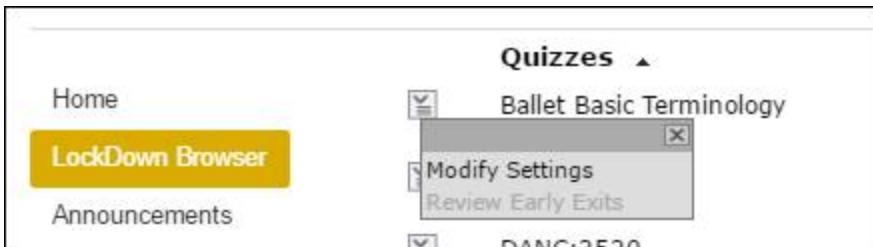


Note: it doesn't matter where you put it in your active navigation area, students won't see Lock Down Browser in their navigation options.

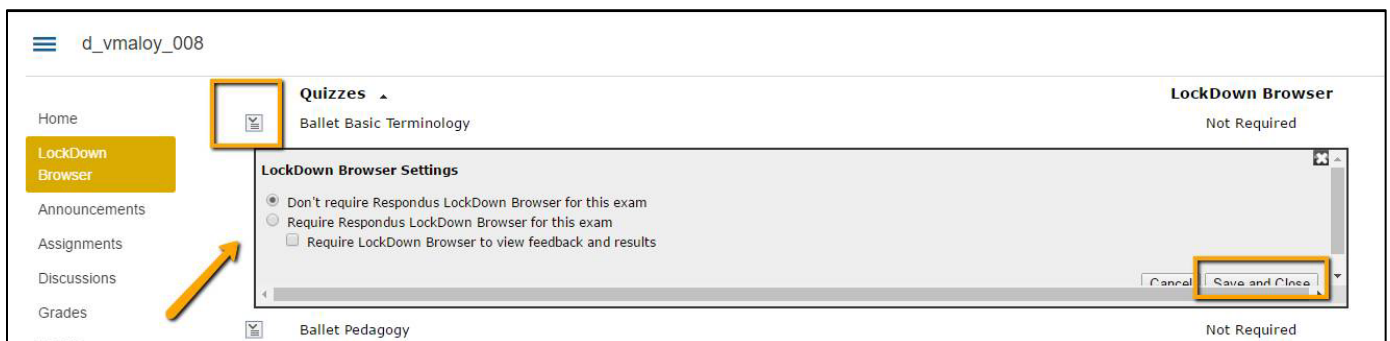
4. Click Home or Refresh to display LockDown Browser in your Course Navigation.
5. Click on the LockDown Browser menu option. There will be a screen asking to authorize access. Click yes, and the LockDown program will scan your course for all your quizzes.



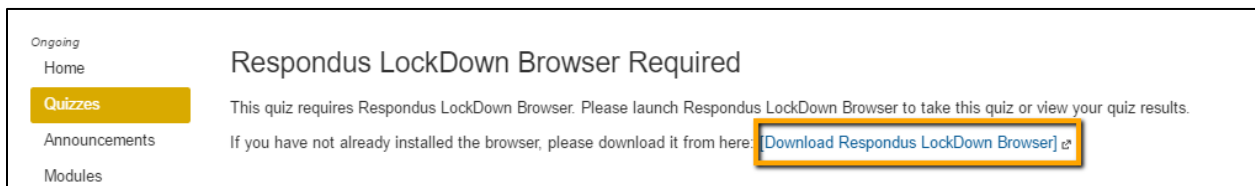
6. Select the Menu icon in front of the Quiz name and click “Modify Settings.”



7. Click “Require Respondus LockDown Browser.”
8. Click “Save and Close.”



Student View:



Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (The Office of Teaching, Learning & Technology) in advance at (319-384-4357).

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