Faculty Forum

Week 2

Tips & Tricks Exam Edition – Andrea & Gary

Faculty Discussion:
Week 1 Wins - What has been working?
Week 1 Woes - What doesn’t or isn’t working?
Quiz Basics

4 Types of Quizzes

• **Graded Quiz** - Most common type; creates a column in grade book.
• **Practice Quiz** – Can have points, but no column in grade book. Intended purely to be a learning tool.
• **Graded Survey** – Students receive points for completing, but responses are not scored for being right or wrong. Survey responses can be anonymous.
• **Ungraded Survey** – Used to collect student opinions or other information. Responses can be anonymous.
Quiz Settings

- **Shuffle answers** – you can also shuffle questions by creating a Question Group (more details below).
- **Time limit** – setting a time limit displays a countdown clock to students; the timer begins once a student starts the exam. The clock is not paused if students navigate away from the quiz. At the end of the allotted time, quizzes are auto-submitted.
- **Multiple attempts** – if you enable multiple attempts, you can set the number of attempts allowed.
- **Show quiz responses** – If you allow students to see their quiz responses, they will see whether each response was correct or incorrect. See details here on quiz response settings.
- **See correct answers** – If you enable this option you can select dates and times for showing/hiding the correct answers. If you do not want students to see the correct quiz answers, be sure to deselect the checkbox. See details on student view of quiz results.
- **Show one question at a time** – Selecting this option means that students cannot return to a previous question once it has been answered.
COP Quiz Settings

- Time Limit
- Not allowing multiple attempts
- Shuffle answers
- Show one question at a time
- Not allowing students to go back to a question

- Recommend making a quiz available for a slightly longer time frame but still only allowing your set time limit.
  - Example- Quiz is available from 9-10am. Student has 50 minutes to complete once starting.
Adding extra time for DAS exams

- Use “Moderate Quiz” feature to allow for student extensions (exceptions)
Add one or more extensions

- **Extra Attempts** – if the student has already taken the Quiz, allow for an extra attempt by entering 1 or more.
- **Extra Time** - If the student needs extra time on a Quiz (ex. the Time Limit is 45 and they need 90 minutes), then enter the “extra time” needed for the student.
- **Unlock**: If the Available From date has not yet been reached and the student is taking the Quiz early, checkmark the box to “Manually unlock the quiz for the next attempt”. If the Available Until date has passed and the student is taking the Quiz late, checkmark the box to “Manually unlock the quiz for the next attempt”.
- **Note**: Manually unlocking the quiz means that there is no end date for the Quiz for the selected student.

Add an Extension while a quiz is in progress

Within Moderate Quiz you may also notice that a quiz is in progress when you see a running clock under the Time column for a student. If there is a need to adjust a Quiz while it is in progress:

- Click on the Clock icon

  ![Clock icon](image)

  - Add a specific time for the Quiz to end for the student

    ![Extend Quiz Time](image)

    You can give this student extra time on their current quiz attempt. How much time would you like to give them?

    Started: Sep 26 at 2:22pm
    Ending: Sep 26 at 4:22pm

    End the quiz **60** minutes from the current end

    Maximum of 1440 minutes (24hours)

    ![Cancel, Extend Time buttons](image)

- To give students different availability and due dates, we recommend using the Differentiated Assignments feature.
Make sure Images are “Active” in all areas

- Save your photos in canvas folder
  - Make sure that folder is published in canvas before your quiz goes live

Creating these Quizzes can be time consuming! Start now!

- General Questions- Gary or Andrea
- Big exams 100+ questions- Tanya and Nic
Zoom Security

Top Three Items

Only share Zoom meeting links with your intended audience, don’t put them somewhere publicly accessible

Avoid using your Personal Meeting ID when setting up meetings (it’s a static link so once someone has it, they can always hop into your meeting room)

Look over all the settings options in Zoom (https://oregonstate.zoom.us/) and choose the ones that work well for you

We Recommend Using the Waiting Room

The waiting room feature is a great way to stop participants from joining before you’re ready, give you control over who you let in, and display a custom message to your users about the meeting. This is particularly useful when set to "Guest Participants Only" as it allows authenticated users in but holds "guests" in the waiting room, who could potentially be uninvited party crashers.

To enable this:

Go to zoom.oregonstate.edu > Sign into Zoom > go to Settings > Waiting Room (Enable) > Change from "All" to "Guest Participants Only"
TIPS & TRICKS WITH GARY AND ANDREA

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