

How to Add Questions to an Assessment

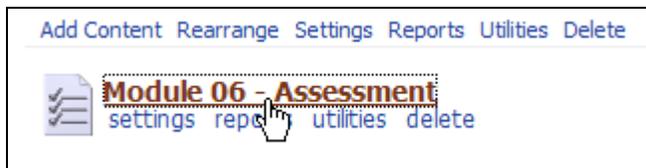
ANGEL Assessments support the creation of a number of different question types including multiple choice, multiple select, true/false, algorithmic, essay, short answer, and matching format.

Add and Modify a Question Set

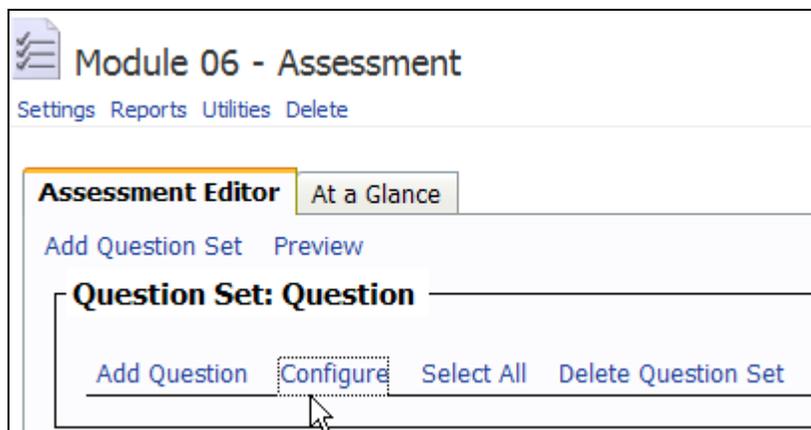
A **Question Set** is a grouping of questions within an Assessment. These groupings provide instructors with added design flexibility by providing configuration of different delivery options for each group of questions. However, you don't have to configure a Question Set to create an Assessment. By default all questions are added to a single **Question Set**.

Each **Question Set** has its own menu of actions that enable you to add and delete questions, change point values or delete the entire question set. The Question Set is configured using the Assessment's Settings.

1. Click on the **Lessons** tab.
2. Click on the title of the **Assessment** in which you want to add question sets.



3. By default under the **Assessment Editor** tab, ANGEL creates a **Question Set: Question**.
4. To configure a **Question Set**:
 - Click on the **Configure** link.



- Under the **General** tab, change the default **Set title** if you want. **Check the box** next to “**Display set title during assessment**” to make the title visible to students during the assessment.
- Insert text in the **Heading text** box that will be presented during the assessment and will precede all of the questions displayed within that **Question Set**.
Note: Heading text is information that pertains to all of the questions in the set. It can be directions for the questions set, a scenario or case study that pertains to the questions in the set, or even a diagram, map, or other illustration that is referred to in the questions.
- Under the **Interaction** tab, if you want to override the assessment settings uncheck **Use assessment settings**. The **Presentation Settings** will be displayed for you to make the changes you want. The setting to randomize the order in which questions are delivered, and the setting to specify the number of questions to display from this question set are common changes. Otherwise, you can leave the default settings.
- Click **Save**.

The screenshot shows a dialog box titled "Question Set Settings" with a close button (X) in the top-left corner. It has two tabs: "General" (selected) and "Interaction". Under the "General" tab, there is a "Set title" label and a text input field containing "Cell Mod 04". To the right of this field is a checkbox labeled "Display set title during assessment", which is currently unchecked. Below the "Set title" field is a large text area labeled "Heading text" with a vertical cursor. At the bottom of the dialog are "Save" and "Cancel" buttons.

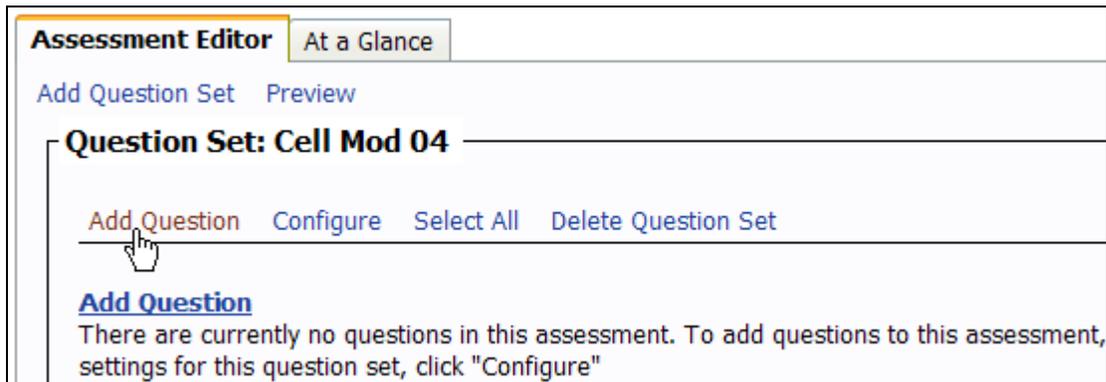
5. To add a new Question Set:

- Click on **Add Question Set**.
- In the **Add Question Set** pop-up window, add the title in the **Enter Question Set title** text box.
- Uncheck **Edit Question Set settings upon save**, if you don't want to override the default assessment settings.
- Click **Save**.

The screenshot shows a pop-up window titled "Add Question Set" with a close button (X) in the top-right corner. It contains a label "Enter Question Set title:" above a text input field containing "Cell Phy Mod 05". Below this is a checkbox labeled "Edit Question Set settings upon save", which is unchecked. At the bottom are "Save" and "Delete" buttons. A mouse cursor is pointing at the "Save" button.

How to Add Questions

6. Click on the **Lessons** tab.
7. Click on the title of the **assessment**.
8. Click **Add Question** under the **Question Set** where you want to add a question.



Note: ANGEL Assessments support the creation of several different question types. The following chart provides a description of the available question types and their methods of grading.

Multiple Choice - automatically graded. Presents users with a question followed by a list of choices. One choice may be selected.

Multiple Select - automatically graded. Presents users with a question followed by a list of choices. Multiple selections are allowed.

True False - automatically graded. Presents users with a statement that they must determine to be either true or false.

Matching - automatically graded. Presents users with a definition and a drop-down list of terms from which they must choose a match.

Ordering - automatically graded. Presents users with a list of items to be placed in the correct order.

Fill-in-the-blank(s) - automatically graded. Presents users with a question followed by multiple single-line answer boxes. Responses are automatically graded against a list of allowed answers.

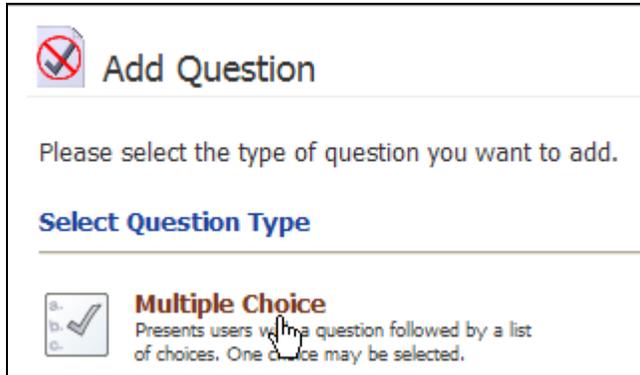
Short Answer - manually graded (online). Presents users with a question followed by a single-line answer box.

Essay - manually graded (online). Presents users with a question followed by a multiple-line answer area.

Off-line Item - manually graded (online). Presents users with a question to be completed offline (no answer field appears).

Algorithmic - automatically graded. Presents users with a question containing variables that are randomly replaced by the system based on settings provided. Responses are automatically graded against an answer based on random variables and a mathematical formula.

9. In the **Add Question** window, click the **Multiple Choice** (or type of question) hyperlink.



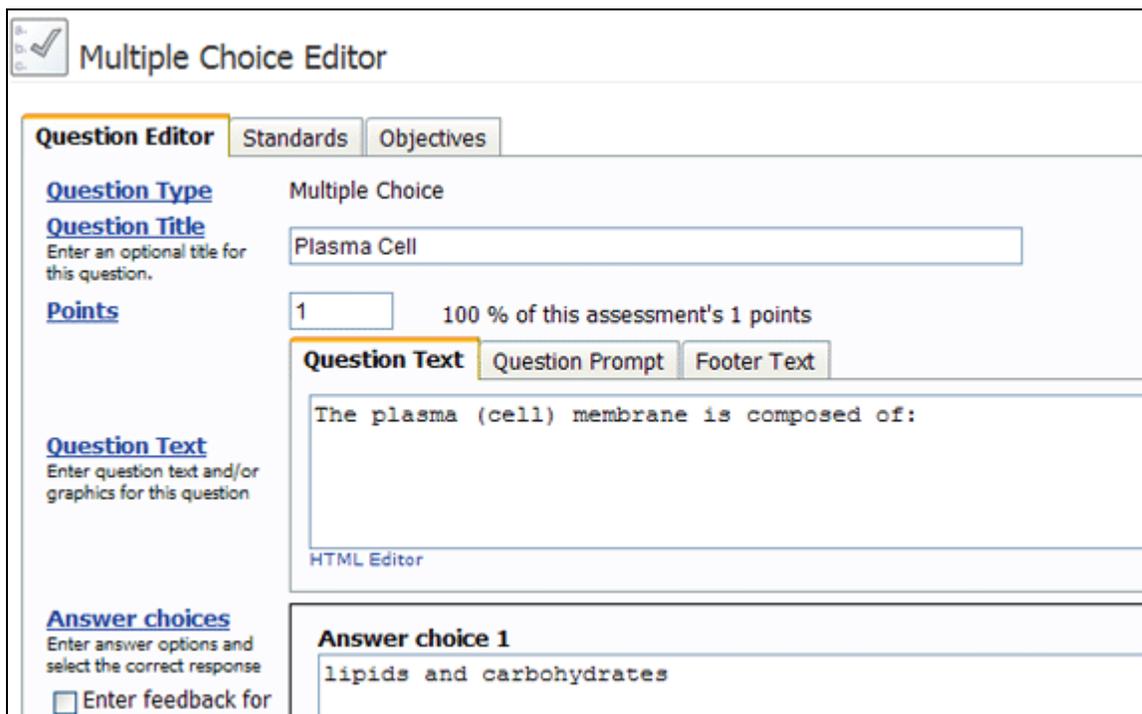
Add Question

Please select the type of question you want to add.

Select Question Type

Multiple Choice
Presents users with a question followed by a list of choices. One choice may be selected.

10. Type a **title** for the question in the **Question Title** field. (Optional)
11. Type a **point value** for the question in the **Points** textbox.
12. Type or paste the **question text** in the **Question Text** field. Enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). (Optional)
13. Click the **HTML Editor** hyperlink to insert images, apply formatting to the question text, etc.
14. Type or paste each **answer choice** in the **Answer choices** textbox. The correct answer is designated by clicking the correct radio button. Select the 'view advanced options' checkbox and type a percentage in the appropriate % fields (denoting percentage of points possible assigned to the partially correct choice) to assign partial credit to partially correct choices.



Multiple Choice Editor

Question Editor Standards Objectives

Question Type Multiple Choice

Question Title
Enter an optional title for this question. Plasma Cell

Points 1 100 % of this assessment's 1 points

Question Text Question Prompt Footer Text
The plasma (cell) membrane is composed of:
HTML Editor

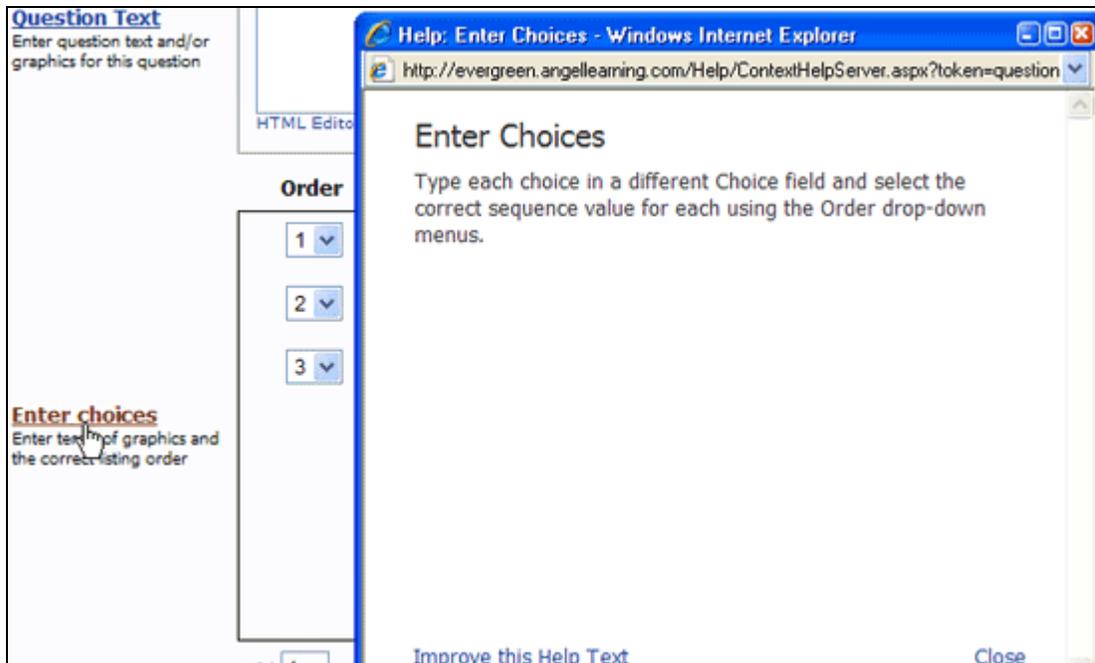
Answer choices
Enter answer options and select the correct response
 Enter feedback for

Answer choice 1
lipids and carbohydrates

15. Select the **Enter feedback for answer options** if you want to display the feedback field for each answer choice. This will allow the editor to provide unique feedback based on the choice selected by the student.
16. Click on **More answer choices**, if you want add additional answer choices to the question.
17. Type in the **Feedback box** to provide unique feedback based on whether the student provides a correct or incorrect answer.
18. Choose any appropriate **Keywords** that appear in the Keywords text box to associate with the question or click the **Choose keyword** link to add new ones. **Note:** Keywords are stored in the Keyword Manager (an advanced feature located under the Manage tab.) When used in conjunction with the '**Add to question bank**' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
19. You can **assign a difficulty level** to the question from the drop-down menu next to **Difficulty**. The levels are: Very easy, Easy, Average, Difficult and Very difficult. Make sure that you **check the box** next to your selection to save your selection. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
20. You can change the type of label for your answer choice under **Answer labels**. Options include Alpha listing with A), a) or 1) and Drop-down list.
21. Select **Add to question bank** to add the current question to the Question Bank Manager for the course.
Note: See **Assessment Question Bank Manager** module for details.
22. Click the **Standards** tab to align the question to one or more standards if your institution has available standards.
23. Click the **Objectives** tab to align the question to one or more objectives.
24. Click **Save**.

The screenshot displays the 'Feedback' section of a question editor. It features two tabs: 'Incorrect answer feedback' and 'Correct answer feedback'. The 'Correct answer feedback' tab is active, showing a text area with the text 'The plasma (cell) membrane is composed of phospholipids and pro' and a label 'HTML Editor' below it. Below the feedback section is the 'Question Options' section, which includes a 'Keywords' text box with a 'Choose keywords' link below it. To the right of the keywords box are 'Difficulty' and 'Answer labels' options. The 'Difficulty' option has a checkbox and a dropdown menu currently set to 'Very easy'. The 'Answer labels' option has a dropdown menu currently set to 'Alpha list A)'. At the bottom of the form, there is a checked checkbox for 'Add to question bank', a 'Save' button, a 'Cancel' button, a 'Save and Create New' button, and a dropdown menu currently set to 'Multiple Choice'.

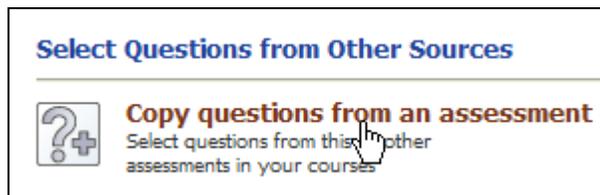
25. **Repeat steps 6 through 23** to add other types of questions. There might be slight variations in different question types. For additional help, click on the text label before an item to open up the help window.



Select Questions from Other Sources

26. To copy questions from **another assessment**:

- Click **Add Question**.
- Click **Copy questions from an assessment**.



- Select the **source assessment** from the **Choose Assessment** drop-down list and click the **Go** button.
- Select the checkbox next to each question you want to copy. Optionally select the **Select all on this page** checkbox to select all of the displayed questions.
- Click on the **Configure copy options** to allow the course editor to specify whether to:
 - Copy standards
 - Copy keywords
 - Copy difficulty level
 - Automatically accept changes made to these questions when the master sources change

Note: Configure copy options only displays when copying questions from another course or learning object repository.

- Click **OK**.

Copy Questions

Choose Assessment: ANGEL Evergreen Training - Roster Assessment [Go]

Select Questions

Select all on this page

<input type="checkbox"/>		True or False roster1	It is impossible to enroll a user who does not have an ANGEL account on your system.
ANGEL Evergreen Training > Roster Assessment > Questions			
<input type="checkbox"/>		True or False roster2	To simplify access for your users, you should keep your security simple.
ANGEL Evergreen Training > Roster Assessment > Questions			
<input type="checkbox"/>		Multiple Choice roster3	To find a user to add, you can search for
ANGEL Evergreen Training > Roster Assessment > Questions			
<input type="checkbox"/>		True or False roster4	It is best to use the user's SSN as the username.
ANGEL Evergreen Training > Roster Assessment > Questions			
<input type="checkbox"/>		Multiple Choice roster5	The username is often the same as _____.

[Configure copy options](#)

27. To **Copy and Paste Questions** from a text file:

- Click **Add Question**.
- Click the **Copy and Paste Questions** link.
- Follow the instructions in the **Copy and Paste Question Window** to replace the sample text in the Import Questions text field with the text copied from the source document.
- Change the **Default Settings** to identify the specific question format and point value.

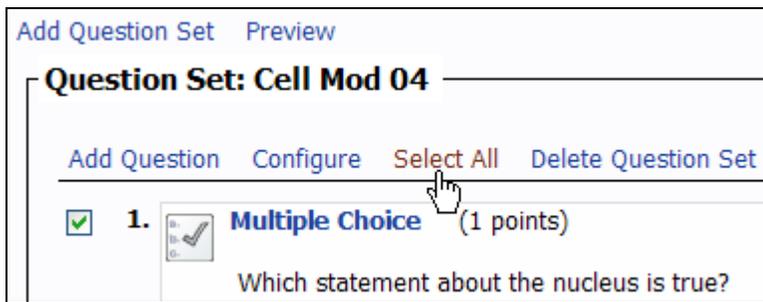
28. Click **OK**.

29. To create a **Question Pool** or add questions from the **Question bank** refer to **Assessment Question Bank Manager** module.

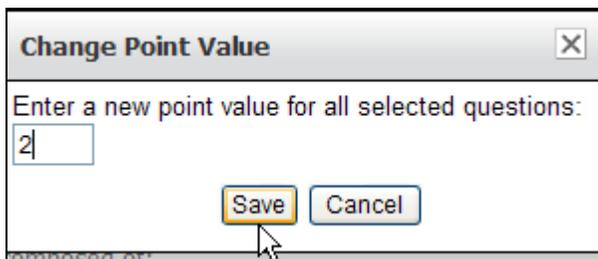
30. To **rearrange questions** in an assessment make sure the **Drag 'n Drop Enabled** checkbox on the right corner is selected. Click and drag the question to the desired location.

31. To **change the Point Value** of all the questions together:

- Click **Select All** link at the top to select all the questions or select the questions whose point value you want to change.



- Select **Change Point Value** from the **Select an Action** drop-down menu.
- Click **Go**.
- In the **Change Point Value** window enter a new point value for all selected questions.
- Click **Save**.



32. Click on **Preview** to preview the assessment.



Using the At a Glance Tab

After students have taken the assessment you can use the **At a Glance** tab to view statistics about the assessment including performance, question-type distribution, access and interaction.

- **Performance** - displays a list of user scores for the assessment (including high score, low score, mean and median) as well as a count of how many copies of the assessment are completed, in progress or not attempted.
- **Question type distribution** - displays the number of each question type included in the assessment, as well as the points and percentage impact of each question type in relation with the total points possible for the assessment.
- **Item Analysis** - displays the same results as the **Item Analysis** under the reports link. Refer to **Assessment Reports and Utilities** inside this folder for details.
- **General** - displays the general settings for the assessment including dates defining access, due date custom URLs.

- **Access** - displays the access settings for the assessment including whether tracking is enabled, viewable by rights, whether a password is required, browser security and team access.
- **Interaction** - displays the interaction settings for the assessment including display mode, number of allowed attempts, validation, time limit and review options.
- **Gradebook** - displays the gradebook settings for the assessment.

Assessment Editor **At a Glance**

Performance Reports at a Glance

Scores	Status	
High score	- Completed	0
Low score	- In progress	0
Mean score	- Not attempted	2
Median score	-	

Recent Activity

Submitted	User	Score

Question Type Distribution

Question Type	Count	Points	%
Multiple Choice	2	2	40.0%
Fill in the Blank(s)	1	1	20.0%
Matching	1	1	20.0%
True or False	1	1	20.0%
Algorithmic	0	0	n/a
Essay	0	0	n/a
Multiple Select	0	0	n/a
Offline Item	0	0	n/a
Ordering	0	0	n/a
Question Pool	0	0	n/a
Short Answer	0	0	n/a
Total	5	5	

Item Analysis
[View Item Analysis Report](#)