

Seaport: Quiz/Exam Requests

The following information is for faculty who wish to have online quizzes*. Faculty can request that Distance Learning staff import their quizzes into the Seaport Quiz Designer for them. Faculty can then make them available for their students.



* The term “quiz” will be used in the remainder of this document but can refer either to a quiz, exam, or test.

Part A: Prepare the Quiz

Create a document with the quiz questions and answers. Seaport supports the following question types:

- MC = multiple choice. Can have up to 5 answer choices. Responses are automatically graded.
- TF = True/False. Responses are automatically graded.
- SA = Short Answer (up to 25 characters, including spaces). Responses need to be manually graded by the instructor.
- ES = Essay. Responses need to be manually graded by the instructor. No formatting (text is single spaced and plain text, meaning, no bold, italic, or underline).

Use the following guideline when preparing the quiz.

1. Be sure to number each question.
2. If you are creating your own quiz/exam, submit each file as a .doc, .docx, or .rtf. If you are using a publisher’s computerized test bank, be sure to export each file as an .rtf (rich text format).
3. Include an answer key. Since each quiz is stripped of formatting, please do not identify correct answers in bold. You can indicate the correct answer by putting an asterisk (*) or other special character before correct choice or submit a complete answer key at the end of the quiz. Be sure the answer key easily identifies which question it is associated with. Quiz/Exams cannot be created without an answer key.

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4. **Short Answer/Essay Questions** – 250 character MAX limit for key words. These types of questions will require the instructor to go into the Seaport Quiz Designer and score each student's answer individually. The key words are designed to assist the instructor with grading. Phrases or sentences are listed word by word, separated by a comma. When submitting these types of questions and desired responses, be sure to keep the key words to the 250 character max and provide keywords only.
5. **Pooling:** If you are using a large test bank and wish to use a pool of questions, be sure to indicate the total number of questions that are to be offered for each quiz/exam.
6. **Random:** The default property is set to randomize questions for quizzes and exams. If you do not wish your quiz/exam randomized, be sure to indicate this in your request.
7. **Questions per page:** Total number of questions per page is 50; however in following quality instructional design, the total number of questions viewable per page will be set at 10.
8. **Properties:** The following default properties are used when setting up quizzes/exams. You may choose to change these once you are assigned as owner of the quiz/exam, or you may indicate how you would like the properties set up upon submitting the Quiz/Exam request:

QUIZ NAME: Course ID, Quiz # (Ex. HIST C170 Quiz 1, PSYC C100 Final Exam)

AUTO GRADEBOOK: Automatically move scores to gradebook.

ALLOW PREVIEW: No

BEGINNING MESSAGE: When you are ready to take this quiz/exam, use the [Take Quiz/Exam] button below.

END MESSAGE: Thank you, your quiz/exam is now complete! Please print this page and keep it for your records. Your score has been recorded. Use the "Student Summary" link in your course website to view your assessments and scores. If you have any questions about your score, please contact your instructor.

TIME ALLOWED: 60

TIME WARNING: 5

of RETAKES: 0

VIEWABLE END RESULTS: Show Score, Results, Questions & Student Answers

RANDOMIZE: Yes

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Part B: Submit Seaport Help Request

Once you have created the quiz document, submit a Seaport Help Request and attached the quiz file. You will receive email notification when the quiz has been put into the Seaport Quiz Designer.

Part C: Make Quiz Available to Students.

Once the quiz is in the Seaport Quiz Designer, you need to do the following:

1. In the Seaport Quiz Designer, preview and take the quiz. Make any necessary edits to the questions, layout, or properties.
2. Link the quiz object to a lesson. This make the quiz accessible for students and allows you to set the open and close dates.

For help on how to link a quiz to a lesson, please see our How-To documents located at our website. From the Coastline College home page, go to Faculty & Staff, Instructional Design Team, hover you mouse over LMS and click How To..., look under Course Lessons, and click on "Link a Tool to a Lesson (Discussion Forum, Dropbox, Journal, Quiz)."

3. Finally, attach the quiz to the Gradebook. This is needed so that when the student takes the quiz, their grades get recorded in the course Gradebook. You can also set the quiz's total points possible in the Gradebook at this time.

For help on how to attach a quiz to the Gradebook, please see our How-To documents located at our website. From the Coastline College home page, go to Faculty & Staff, Instructional Design Team, hover you mouse over LMS and click How To..., look under Gradebook, and click on "Setting Up Assessments List." Particularly look at page 3.

You can check to see if all your quizzes are properly connected to the Gradebook. Click on the Quizzes & Exams link on the left side of the page, inside your course, (either in Faculty or Student view) and look in the "Graded" column. There should be all green checkmarks. If there is a red circle, a quiz is not properly connected to an assessment in the Gradebook.

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Review

