

## Modify Assessment Settings in WebCT

Access the Assessment settings within CE6 as an instructor to decide on duration, availability, security, etc.

1. Move to the Teach tab.
2. Click on the Assessments Tool within the Course Tools menu.
3. Select the ActionLink next to an assessment, select Edit Properties.
4. Adjust options as desired.
  - Change the Assessment title if needed.
  - Add a Description for the Assessment (this is optional).
  - Select Show Item for the Item Visibility.
  - Change the Grade Book column name if needed (it's recommended that the column name matches the Assessment name).

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item

\*Grade Book column name

- Question delivery: Decide on the question delivery (the second option is recommended, if you display the questions one at a time, it's more difficult for the students to copy and print the quiz). Uncheck the option for 'Display question titles' as usually the question titles are not important (are usually just used for organizing questions).
- Display Assessment: Select 'In the same browser window' to have the Assessment appear in the same browser window (this prevents popup blocker problems).
- Duration: Choose a duration (how long the student can spend on an Assessment once they open it). It is recommended that you do not checkmark 'Disallow submission...' in case the student has technical issues.

**Question delivery**

Deliver questions all at once.  
 Deliver questions one at a time and allow questions to be  
 Deliver questions one at a time and do not allow question  
 Display question titles.

**Display Assessment**

In the same browser window  
 In a new browser window

**Duration**

Unlimited  
 Time:  Units:   
 Disallow answer submission if time has expired.

- Attempts: Select the number of Attempts allowed (how many times the student can take the assessment). If you allow multiple attempts, you may want to set a minimum attempt time (to force the student to wait before taking the assessment a 2<sup>nd</sup> time).
- Student score: Select the score release option, it's recommended that you choose the first option 'Release the score once the assessment has been submitted'.
- Statistics release: Checkmark the release box if you want students to see how they performed in comparison to the rest of the class.

**\*Attempts**

Allowed attempts:

Randomize questions in a question set for each attempt

Minimum attempt time:  Units:

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**Student score**

Release the score once the assessment has been submitted.

Release the score once the assessment has been submitted and all of the questions have

Do not release the score.

If multiple attempts are allowed, display the score of the following attempt as the student's g

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**Statistics release**

Release statistics to students after releasing the score.

- Dates Available: Expand the Dates Available menu to select the start and end date for the Assessment, if you checkmark the box to add the Assessment to the calendar, the start date (not the due date) appears on the calendar.

**⊙ Dates Available**

Start Time:

Create a corresponding event in the Calendar

End Time:  Unlimited

If you've set release criteria, this assessment will only be available if

- Results Settings: Expand the Results Settings menu to select what results the student sees after submitting an assessment.

**⊙ Results Settings**

Student results display:

1. Show the question text.

a) Show the student's response for each question.

i) Show the evaluation of the student's response.

ii) Show the correct answer for each question.

iii) Show the full evaluation of each question.

2. Show the feedback for each question.

3. Show the student's score for each question.

4. Show the student's total score for the assessment.

5. Show the grader comments for the assessment.

- Expand the Submission Settings and Security Settings if needed. The Submission Settings and Security Settings are not used very often, but the Security Settings can be used to add a password for a proctored lab exam.
- Select Save to save the Settings.