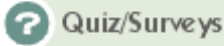


How to...

Complete an online quiz

Online Learning



Quizzes are online tests that can be marked automatically if appropriate. Your course leader sets the time allowed for completion. Surveys are an anonymous form of quiz and thus often used for course evaluation. They can provide you with valuable feedback on your progress through a course/module, and may be used for formal assessment.

Where to find the quiz?

The Quiz/Surveys icon is usually found on the Facilities page or the Homepage. Clicking the icon will show a complete list of quizzes and surveys available.

New to WebCT?

WebCT is an Internet based online learning environment that has been adopted by Brookes to enhance its teaching and learning. The *WebCT Student Miniguide*, available online or from the Computer Services Help Desks contains further details.

Access & Help

You can use either Internet Explorer or Netscape to access WebCT, both on, or off, campus.

<http://webct.brookes.ac.uk>

In the Table of Contents there may also be links to a specific quiz, these appear in *italics*.

New quizzes will automatically be shown on your personal myWebCT page under the module heading.

Title - To begin a quiz click on the hyperlinked quiz title. No hyperlink means the quiz is unavailable.

Duration - Indicates the time allowed to complete the quiz.

Attempts - Shows how many more times you may attempt the quiz.

Homepage > Facilities > Quiz/Surveys

Quizzes and Surveys
[View class statistics for quizzes](#) | [View scores for quizzes](#)

5 Available | 0 Due soon

Display: Go

Example Quiz
Availability: Unavailable
Duration: Unlimited | Grade: --- / ---
Attempts:

Picture Puzzle
Availability: July 1, 2002 12:45pm - Unlimited
Duration: Unlimited | Grade: --- / 25
Attempts: 0 completed, unlimited remaining

Taking a quiz

Click the title of the quiz you wish to take; this will take you to the Quiz Introduction page which you should read carefully before starting. Some quizzes will allow you to answer some questions now, and then come back later and continue with the quiz; other quizzes have a time limit so once you start the quiz you cannot re-start it.

Click **Begin Quiz**. The quiz will open in a new browser window; allow sufficient time to load the entire quiz before starting.

Once loaded, the quiz screen will look similar to the one overleaf. Each question will appear on the left hand side of the screen with the Question Status box on the right.

The screenshot shows a quiz titled "Test your knowledge of the Salmon 5 stage model". The user's name is "Chess Black", the start time is "August 11, 2004 10:44am", and there are 6 questions. The interface includes a "Finish" button, a "Help" button, and a "Question Status" panel. The "Question Status" panel shows a grid of question statuses: 1 (answered), 2 (not saved), 3 (answered), 4 (answered), 5 (unanswered), and 6 (unanswered). The "Question Status" panel also includes a legend: Unanswered (yellow circle), Answered (blue checkmark), and Answer not saved (red exclamation mark). The "Question 1" section is titled "Role of online tutor" and asks for a missing word. The answer box contains "red". The "Question 2" section is titled "Order the stages" and asks to order 5 stages of teaching and learning online. Callout boxes explain: "Finish - exit the test by clicking on the Finish button.", "Question Status - An exclamation mark indicates that questions have not been saved.", and "Save answer - after answering each question click on Save answer".

Question types include multiple choice, matching, short answer etc. Some quizzes may involve pictures, movies or sounds. It is important that you check your answer and then press the 'Save answer' button after you have finished answering each question.

If you attempt to finish the quiz without saving or answering questions, WebCT will ask if you want to proceed even though your answers will not be saved. If you want to go back to the quiz, press the 'Cancel' button.

When you have saved all your answers and want to finish, press the `Finish` button and then confirm that you want to submit the quiz.

The screen will then confirm that your quiz has been submitted for marking. You may be able to view your results immediately, or have to wait for all students to complete the quiz before results are revealed. Below is an example results page.



Question 5 (5 points)

Conference hygiene

When Salmon talks about the invisible "hygiene" factors in online conferencing, what is she referring to?

Student response:

Percent Value	Correct Response	Student Response	Answer Choices
0.0%			a. Dealing with lurkers, i.e. not allowing participants to lurk silently in a discussion, like germs.
0.0%			b. Censorship, i.e. making sure online discussions are kept "clean" by censoring obscene or politically incorrect language.
100.0%	▶	▶	c. Housekeeping, i.e. regularly looking after discussions to keep them serviceable and tidy. Correct. Salmon argues that discussions need regular tidying up to remain manageable and efficient. Just as we may feel uncomfortable in an untidy room, so she says that good housekeeping is invisible, in that it is only noticeable when it goes wrong or gets in the way.

General feedback to the question.

Tutors may provide feedback to a particular answer.

General feedback: It is easy to underestimate the importance of housekeeping for the success of an online conference. It is certainly more time consuming than moderating a face-to-face discussion. And in face-to-face discussions, you don't have to sweep up the words that have been spoken!

Score: 5 / 5

Getting help

The online help pages <http://www.brookes.ac.uk/mediaworkshop/resources/webcthelp.html> contains student FAQs, walkthrough and further documentation. If you require further assistance please contact the Computer Services Help Desk. If you experience any difficulties with completing a quiz, please contact your course tutor.

