



# E-Assessment System Expansion Training: Add, grade and view eAssessments

## USER GUIDE

Version 1 | February 2019

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## Add eAssessments

### Step 1- Log in

Click on this link to access the platform:

<http://elearning.reb.rw/login/index.php>

Sign in by using your username and password provided to you by your administrator.

Click on the “**Log in**” button.

*Make sure that your profile has special editing rights so that you can add new information to the system. You should have a ‘Teacher’ role in the system.*

Rwanda ICT CFT Course

## e-Learning Platform

[Home](#) ▶ [Log in to the site](#)

### Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Some courses may allow guest access

### Step 2- Find your category and course

Once you have logged in, you will see a menu of all the courses available on the system. Find the one in the category that says “E-Assessment for Schools”

Search courses:

#### Course categories

##### – E-Assessment for Schools

- ▶ [E-Assessment for Schools Pilot Programme 2018 \(5\)](#)
- ▶ [E-Assessment for Schools Expansion Project 2019 \(1\)](#)
- ▶ [Rwanda Basic Course for ICT Essentials for Teachers Course \(26\)](#)

##### – Online CPD Programme (4)

- ▶ [Online CPD for TTCs \(5\)](#)
- ▶ [CPD Reports \(1\)](#)
- ▶ [Rwanda Advanced ICT Essentials for Teachers Course \(4\)](#)
- ▶ [IGITABO CY’ AMAHUGURWA Y’ABAGIZE KOMITE Z’INTEKO RUSANGE Z’AMASHURI \(1\)](#)

Click on “**E-Assessment for Schools Expansion Project 2019**”.

Then, find your subject area. For example; S4\_ICT

### Course categories

- ▾ E-Assessment for Schools
  - ▷ E-Assessment for Schools Pilot Programme 2018 (5)
  - ▷ E-Assessment for Schools Expansion Project 2019 (2)
  - ▷ **Uganda Basic Course for ICT Essentials for Teachers Course (10)**
- ▾ Online CPD Programme (4)
  - ▷ Online CPD for TTCs (3)
  - ▷ CPD Reports (1)
- ▷ Rwanda Advanced ICT Essentials for Teachers Course (4)
- ▷ IGITABO CY’ AMAHUGURWA Y’ABAGIZE KOMITE Z’INTEKO RUSANGE Z’AMASHURI (1)

### E-Assessment System Expansion Training: Writing Tests and Formative Assessment

**S4\_ICT**

S4\_English

S4\_Mathematics

S4\_Science

### Step 3- Turn editing on

Once you have clicked on the category you will see a page that looks like this. To be able to edit this page click on the button that says, “**Turn Editing On**” at the top-right hand side of the page.

You will now see that there are grey icons and words that say ‘edit’ that appear on the page. This means editing is on.

E-Assessment for Schools Expansion Project 2019 Teacher Name\_School

Turn editing on

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

✎ Topic 1 ↗

Edit ▾

+ Add an activity or resource

✎ Topic 2 ↗

Edit ▾

+ Add an activity or resource

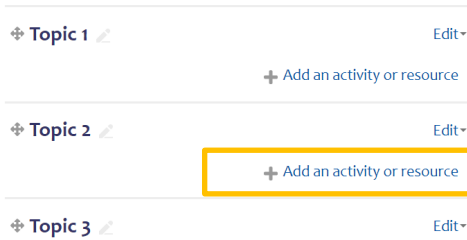
✎ Topic 3 ↗

Edit ▾

## Step 4- Select quiz activity

Find the area in the curriculum where you would like to add your assessment for example “Topic 2”  
Click on the link that says, “**Add an activity or resource**”.

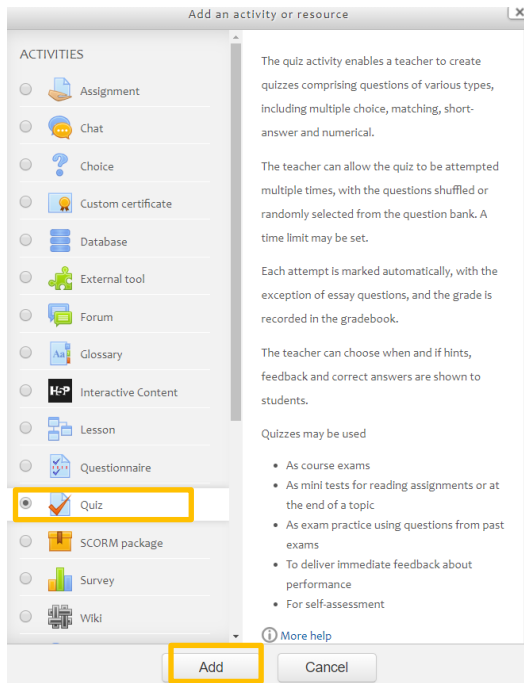
You will now see a menu for all the different kinds of activities you can add. Click on the “**Quiz**” option and then click on the “**Add**” button.



✦ Topic 1 [Edit](#) + Add an activity or resource

✦ Topic 2 [Edit](#) + Add an activity or resource

✦ Topic 3 [Edit](#)



Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Custom certificate
- Database
- External tool
- Forum
- Glossary
- Interactive Content
- Lesson
- Questionnaire
- Quiz
- SCORM package
- Survey
- Wiki

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment


[More help](#)

+ Add Cancel







## Step 5- Quiz settings




Once you've clicked on the "Add" button you will be taken to a page that looks like this. This is the front page of your quiz. This is where you will add the settings for your assessment such as the name of the assessment, a description, how you would like the grades to work, etc.

### General

Name  Formative Assessment: The water cycle


Description

  **B** *I*    

This assessment will test learners' understanding of the **components of the water cycle**.


**Number of assessments in this topic:** 7

Display description on course page 







### Name and description




Give your eAssessment a name and a description. Make sure that you always name your assessments in the same way so that there is consistency.

### General

Name  Formative Assessment: The water cycle


Description

  **B** *I*    

This assessment will test learners' understanding of the **components of the water cycle**.

**Number of assessments in this topic:** 7

Display description on course page 

## Timing

This setting allows you to make the assessment available for a set period of time. For the eAssessments we have left this section blank so that eAssessments can be accessed at any time.

### ▼ Timing

Open the quiz ? 14 ▾ June ▾ 2018 ▾ 07 ▾ 53 ▾  
 Enable

Close the quiz 14 ▾ June ▾ 2018 ▾ 07 ▾ 53 ▾  
 Enable

Time limit ? 0 minutes ▾  Enable

When time expires ? Open attempts are submitted automatically ▾

Submission grace period ? 0 minutes ▾  Enable

## Grade

“Grade to pass” helps you determine what grade your learner needs to pass. For example, if the assessment is out of 10 you can say they need 8 marks to pass. Fill in these details in the “Grade to pass” box.

The “Attempts allowed” box lets you indicate how many times a learner can take the quiz.

If learner works than one time, you can decide which grade should count as their final result by selecting one of the options under “Grading method”.

### ▼ Grade

Grade category ? Uncategorized ▾

Grade to pass ? 0.00

Attempts allowed Unlimited ▾

Grading method ? Highest grade ▾

### Layout

Using the layout setting you can decide how you want to display your questions. You can have one question per page or all questions on one page.

For our current eAssessments we have selected the **“Never, all questions on one page”** option.

#### Layout

New page



Never, all questions on one page

Repaginate now

### Question behavior

You can choose to shuffle answers within a question using this option.

The **“How questions behave”** setting helps you decide when the learner should receive feedback on an answered question. Should it be immediately or only after they have completed the whole eAssessment?

For our current eAssessments we have selected the **“Immediate feedback”** option.

#### Question behaviour

Shuffle within questions



Yes

How questions behave



Immediate feedback





|  |  |
|--|--|
| <p><b>Review options</b><br/>Use the setting seen on the image to set your review options.</p>                           | <p>▼ <a href="#">Review options</a> ?</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>During the attempt</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The attempt ?</li> <li><input checked="" type="checkbox"/> Whether correct ?</li> <li><input checked="" type="checkbox"/> Marks ?</li> <li><input checked="" type="checkbox"/> Specific feedback ?</li> <li><input type="checkbox"/> General feedback ?</li> <li><input checked="" type="checkbox"/> Right answer ?</li> <li><input type="checkbox"/> Overall feedback ?</li> </ul> <p>Later, while the quiz is still open</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The attempt</li> <li><input type="checkbox"/> Whether correct</li> <li><input checked="" type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul> </div> <div style="width: 48%;"> <p>Immediately after the attempt</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The attempt</li> <li><input type="checkbox"/> Whether correct</li> <li><input checked="" type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul> <p>After the quiz is closed</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The attempt</li> <li><input type="checkbox"/> Whether correct</li> <li><input type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul> </div> </div> |
| <p>The rest of the settings<br/>You can leave the rest of the settings as they are currently.</p>                        | <ul style="list-style-type: none"> <li>▶ <a href="#">Extra restrictions on attempts</a></li> <hr/> <li>▶ <a href="#">Overall feedback</a> ?</li> <hr/> <li>▶ <a href="#">Common module settings</a></li> <hr/> <li>▶ <a href="#">Restrict access</a></li> <hr/> <li>▶ <a href="#">Activity completion</a></li> <hr/> <li>▶ <a href="#">Tags</a></li> <hr/> <li>▶ <a href="#">Competencies</a></li> </ul>   |
| <p>Now that you have adjusted the settings, click on the “<b>Save and display</b>” button at the bottom of the page.</p> | <div style="text-align: center; margin-top: 20px;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 1px solid #0056b3;">Save and return to course</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid #0056b3; margin-left: 10px;">Save and display</span> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #ccc; margin-left: 10px; opacity: 0.5;">Cancel</span> </div>   |

## Step 6- Add your questions

Once you have clicked on **“Save and display”** button you will be taken to a page that looks like this. Now it's time to add your questions. Click on the **“Edit quiz”** button.

### Formative Assessment: Numbers from 0 - 10 000

This assessment will test learner's understanding of numbers from 0 - 10 000.  
Number of questions in assessment: 10

Grading method: Highest grade

No questions have been added yet

Edit quiz

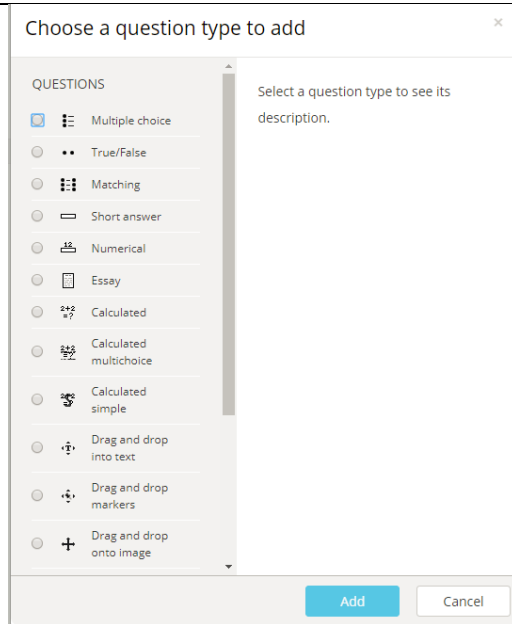
Back to the course

Click **“Add”**. You will then see options to add a new question or choose a question from a bank of questions that are already in the system.

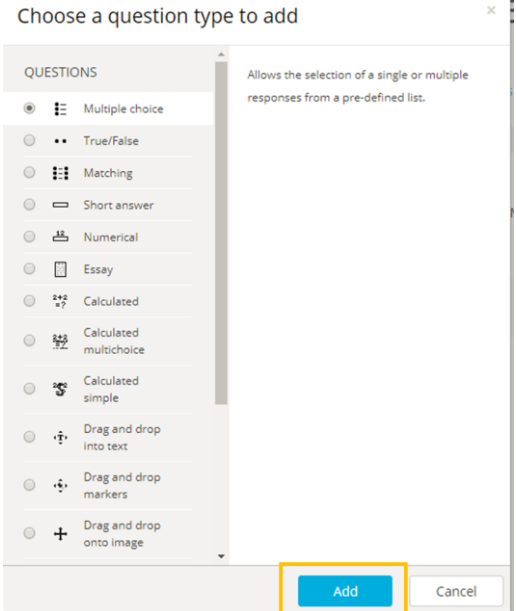

The screenshot shows the 'Add' button highlighted with a yellow box. Below it, a dropdown menu is open, also highlighted with a yellow box, showing three options: '+ a new question', '+ from question bank', and '+ a random question'. The 'a new question' option is selected. In the background, there are two question cards with '2.00' and '3.00' grades, and a 'Maximum grade' field set to '10'. A 'Save' button is visible. At the bottom, there is a red link: 'calculating numbers using integers ►'.











Click on “**a new question**”. You will now see a menu of all the different types of questions available to you. We will be working through:

- Multiple choice
- True/False
- Short Answer
- Select Missing Word
- Drag and drop onto image  
Essay (Step

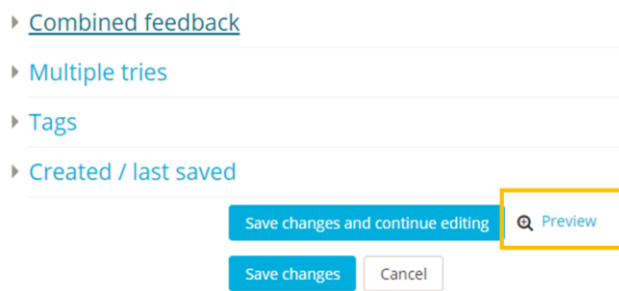
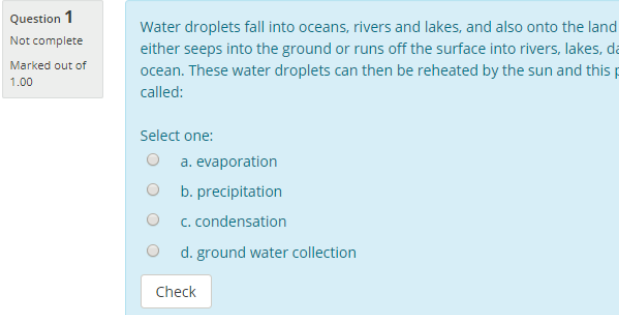
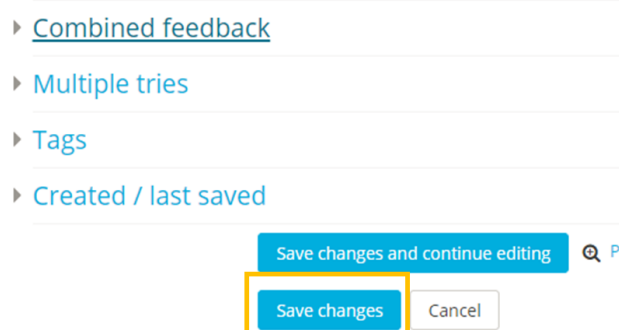
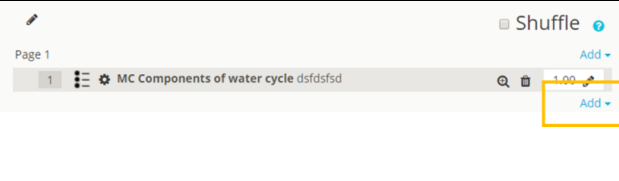


## Step 7- Add a Multiple-choice question

|   |   |
|---|---|
| <p>Select the <b>Multiple-choice</b> option and click “Add”.</p>  |  <p>Choose a question type to add</p> <p>QUESTIONS</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Multiple choice</li><li><input type="radio"/> True/False</li><li><input type="radio"/> Matching</li><li><input type="radio"/> Short answer</li><li><input type="radio"/> Numerical</li><li><input type="radio"/> Essay</li><li><input type="radio"/> Calculated</li><li><input type="radio"/> Calculated multichoice</li><li><input type="radio"/> Calculated simple</li><li><input type="radio"/> Drag and drop into text</li><li><input type="radio"/> Drag and drop markers</li><li><input type="radio"/> Drag and drop onto image</li></ul> <p>Allows the selection of a single or multiple responses from a pre-defined list.</p> <p>Add Cancel</p> |
| <p>Add a name for your question. Having a question name, will help you find the question in the question bank if you wanted to use it for another assessment.</p> | <p>Question name  MC: Components of the water cycle </p> <p><i>The red exclamation mark means that it is compulsory for you to fill in this box.</i></p>   |

|   |   |
|---|---|
| <p>Next you will add in your text for the question.</p>   | <p>Question text </p> <div data-bbox="512 76 941 347"> <p><b>B</b> <b>I</b>       </p> <p>Water droplets fall into oceans, rivers and lakes, and also onto the land where it either seeps into the ground or runs off the surface into rivers, lakes, dams or the ocean. These water droplets can then be reheated by the sun and this process is called:</p> </div> |
| <p>You must provide a mark for this question by adding it to the 'Default mark' box.</p>  | <p>Default mark  <input data-bbox="639 448 756 491" type="text" value="1"/></p>  |
| <p>Now you need to decide if the learner can select only one answer of if multiple answers are correct and whether you would like the order of answers to change each time the learner accesses the eAssessment.</p> <p>You can also decide if you would like to number the answers as (a,b,c) or (1,2,3)</p> | <p>One or multiple answers? <input data-bbox="620 635 868 678" type="text" value="One answer only"/></p> <p><input checked="" data-bbox="620 699 635 719" type="checkbox"/> Shuffle the choices? </p> <p>Number the choices? <input data-bbox="620 746 780 790" type="text" value="a., b., c., ..."/></p>  |



|  |  |
|--|--|
| <p>Click on the Preview option to see what the question will look like when the learner sees it.</p> |  <p>▶ <a href="#">Combined feedback</a></p> <p>▶ <a href="#">Multiple tries</a></p> <p>▶ <a href="#">Tags</a></p> <p>▶ <a href="#">Created / last saved</a></p> <p>Save changes and continue editing <span>Preview</span></p> <p>Save changes Cancel</p>   |
| <p>This is what the learner will see:</p>  |  <p>Question 1<br/>Not complete<br/>Marked out of 1.00</p> <p>Water droplets fall into oceans, rivers and lakes, and also onto the land... either seeps into the ground or runs off the surface into rivers, lakes, and ocean. These water droplets can then be reheated by the sun and this process is called:</p> <p>Select one:</p> <ul style="list-style-type: none"> <li><input type="radio"/> a. evaporation</li> <li><input type="radio"/> b. precipitation</li> <li><input type="radio"/> c. condensation</li> <li><input type="radio"/> d. ground water collection</li> </ul> <p>Check</p> |
| <p>Click “<b>Save changes</b>”.</p>  |  <p>▶ <a href="#">Combined feedback</a></p> <p>▶ <a href="#">Multiple tries</a></p> <p>▶ <a href="#">Tags</a></p> <p>▶ <a href="#">Created / last saved</a></p> <p>Save changes and continue editing <span>Preview</span></p> <p>Save changes Cancel</p>   |
| <p>You are now ready to add another question by clicking on “<b>Add</b>”.</p>                        |  <p>Shuffle</p> <p>Page 1</p> <p>1 MC Components of water cycle d5fd5fd <span>1.00</span></p> <p>Add</p>  |

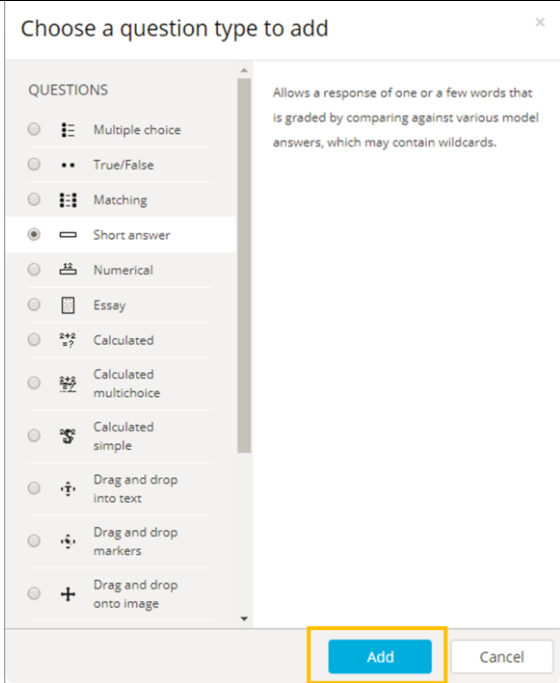
## Step 8- Add a True/False question

|   |   |
|---|---|
| <p>Select the <b>True/False</b> option and click “Add”.</p>   | <div data-bbox="352 124 983 762"><h3>Choose a question type to add</h3><p>QUESTIONS</p><ul style="list-style-type: none"><li><input type="radio"/> Multiple choice</li><li><input checked="" type="radio"/> True/False</li><li><input type="radio"/> Matching</li><li><input type="radio"/> Short answer</li><li><input type="radio"/> Numerical</li><li><input type="radio"/> Essay</li><li><input type="radio"/> Calculated</li><li><input type="radio"/> Calculated multichoice</li><li><input type="radio"/> Calculated simple</li><li><input type="radio"/> Drag and drop into text</li><li><input type="radio"/> Drag and drop markers</li><li><input type="radio"/> Drag and drop onto image</li></ul><p>A simple form of multiple choice question with just the two choices 'True' and 'False'.</p><p><b>Add</b> Cancel</p></div> |
| <p>Add a name for your question. <i>Remember this name is going to help you identify the question from the question bank.</i></p> | <div data-bbox="352 762 983 1061"><p>Question name <span>...</span> <span>!</span> T/F: The digestive system: Stages of digestion</p></div>   |
| <p>Add in your text for the question.</p>   | <div data-bbox="352 1061 983 1268"><p>Question text <span>...</span> <span>!</span></p><p><b>¶</b> <b>i</b> <b>B</b> <b>I</b> <b>☰</b> <b>☷</b> <b>🔗</b> <b>🔗</b> <b>🖼️</b></p><p>Digestion starts in the mouth.</p></div>  |
| <p>Provide a mark by adding it to the ‘Default mark’ box.</p>   | <div data-bbox="352 1268 983 1401"><p>Default mark <span>...</span> <span>!</span> <input type="text" value="1"/></p></div>   |



|  |  |
|--|--|
| <p>Choose whether the correct answer is True or False</p>  | <p>Correct answer <span style="float: right;">False ▾</span></p>   |
| <p>Add feedback for when the learner selects True and feedback if they select False.</p>             | <p>Feedback for the response 'True':</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>B</b> <b>I</b> <b>≡</b> <b>≡</b> <b>🔗</b> <b>🔄</b> <b>📎</b> <b>🗑️</b> <b>📄</b></p> </div> <p>Feedback for the response 'False':</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>B</b> <b>I</b> <b>≡</b> <b>≡</b> <b>🔗</b> <b>🔄</b> <b>📎</b> <b>🗑️</b> <b>📄</b></p> </div>  |
| <p>Click on the Preview option to see what the question will look like when the learner sees it.</p> | <ul style="list-style-type: none"> <li>▶ <a href="#">Combined feedback</a></li> <li>▶ <a href="#">Multiple tries</a></li> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Save changes and continue editing</span> <span style="border: 2px solid orange; padding: 2px 5px; margin-left: 5px;">Preview</span> </div> <div style="margin-top: 5px;"> <span style="background-color: #007bff; color: white; padding: 5px 10px;">Save changes</span> <span style="padding: 5px 10px; margin-left: 10px;">Cancel</span> </div> |
| <p>This is what the learner will see:</p>  | <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p><b>Question 5</b><br/>Not complete<br/>Marked out of 1.00</p> <p>▼ Flag question</p> <p>⚙️ Edit question</p> <p>Digestion starts in the mouth.</p> <p>Select one:</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p> <p style="text-align: center;"><span style="border: 1px solid #ccc; padding: 5px 10px;">Check</span></p> </div>  |
| <p>Click “Save changes”.</p>   | <ul style="list-style-type: none"> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Save changes and continue editing</span> <span style="border: 2px solid orange; padding: 2px 5px; margin-left: 5px;">Preview</span> </div> <div style="margin-top: 5px;"> <span style="border: 2px solid orange; padding: 5px 10px; background-color: #007bff; color: white;">Save changes</span> <span style="padding: 5px 10px; margin-left: 10px;">Cancel</span> </div>  |
| <p>You are now ready to add another question by clicking on “Add”.</p>                               | <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: right;">Shuffle <span style="color: #007bff;">🔗</span></p> <p>Page 1</p> <p>1 <span style="font-size: 0.8em;">☰</span> <span style="font-size: 0.8em;">⚙️</span> MC Components of water cycle dsdfsds <span style="float: right;">🔍 1.00 <span style="font-size: 0.8em;">▾</span></span></p> <div style="text-align: right; margin-top: 5px;"> <span style="border: 2px solid orange; padding: 2px 5px; background-color: #007bff; color: white;">Add</span> </div> </div>   |

## Step 9- Add a short answer question

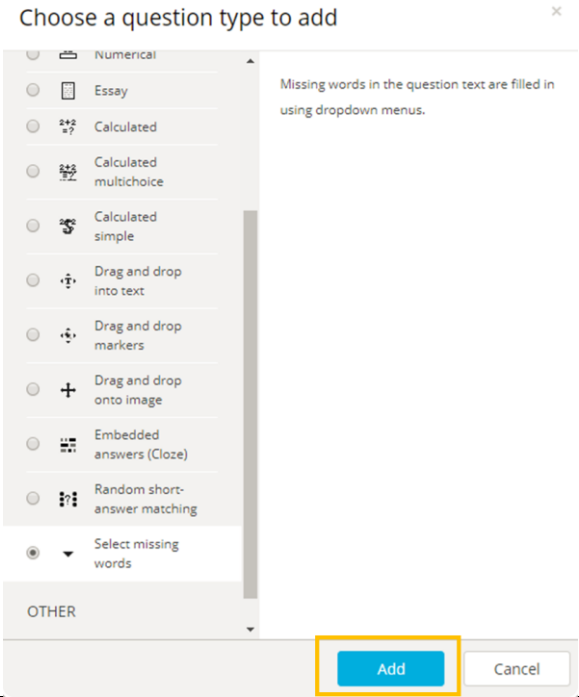
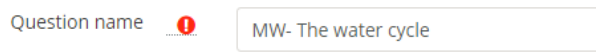
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|---|---|
| <p>Select the <b>Short Answer</b> option and click “Add”.</p>   |  <p>Choose a question type to add</p> <p>QUESTIONS</p> <ul style="list-style-type: none"> <li><input type="radio"/> Multiple choice</li> <li><input type="radio"/> True/False</li> <li><input type="radio"/> Matching</li> <li><input checked="" type="radio"/> Short answer</li> <li><input type="radio"/> Numerical</li> <li><input type="radio"/> Essay</li> <li><input type="radio"/> Calculated</li> <li><input type="radio"/> Calculated multichoice</li> <li><input type="radio"/> Calculated simple</li> <li><input type="radio"/> Drag and drop into text</li> <li><input type="radio"/> Drag and drop markers</li> <li><input type="radio"/> Drag and drop onto image</li> </ul> <p>Allows a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards.</p> <p><b>Add</b> Cancel</p> |
| <p>Add a name for your question. <i>This name helps you identify the question from the question bank.</i></p> | <p>Question name <span style="color: red;">!</span> SA- Components of the water cycle</p>   |
| <p>Add in your text for the question.</p>   | <p>Question text <span style="color: red;">!</span></p> <p>As the water <b>vapour</b> rises into the atmosphere it <b>cools</b> down and changes from a gas to a liquid, and back into water droplets. What is this process called?</p>   |
| <p>Provide a mark for this question by adding it to the ‘Default mark’ box.</p>                               | <p>Default mark <span style="color: red;">!</span> 1</p>  |

|   |  |
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| <p>With this type of question, you must say whether case (if the learner uses upper case or lower case) is important.</p> <p>For example: if the answer is “Condensation” you can tell the system that the learner must type in “Condensation” with an upper case or you can say that it doesn’t matter if they write “<u>C</u>ondensation” or “<u>c</u>ondensation”.</p> | <p>Case sensitivity</p> <p>No, case is unimportant ⇅</p>   |
| <p>As this type of question is asking a learner to type in a word, you must make sure that you provide at least one correct answer. For example: Condensation.</p>  | <p>Correct answers</p> <p>You must provide at least one possible answer. Answers must be used. * can be used as a wildcard to match any character. Matching answers will be used to determine the score.</p> |

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| <p>Add how much each answer is worth by selecting the Grade.</p> <p>You can also provide feedback to the learner if they write that answer.</p> | <p>▼ <b>Answers</b></p> <p>Answer 1 <input type="text" value="condensation"/></p> <p>Grade <input type="text" value="100%"/></p> <p>Feedback</p> <div data-bbox="510 180 902 312"> <p>Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and share.</p> </div>   |
| <p>If you would like to add more than one answer, click on the <b>“Blanks for 3 More Answers”</b> button.</p>                                   | <p><b>Blanks for 3 More Answers</b></p> <p>Answer 2 <input type="text"/></p> <p>Grade <input type="text" value="None"/></p> <p>Feedback</p> <div data-bbox="516 639 916 772"> <p>Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and share.</p> </div> <p>Answer 3 <input type="text"/></p> <p>Grade <input type="text" value="None"/></p> <p>Feedback</p> <div data-bbox="516 852 916 984"> <p>Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and share.</p> </div> |
| <p>Click on the Preview option to see what the question will look like when the learner sees it.</p>  | <ul style="list-style-type: none"> <li>▶ <a href="#">Combined feedback</a></li> <li>▶ <a href="#">Multiple tries</a></li> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div data-bbox="555 1171 919 1262"> <p>Save changes and continue editing <input type="button" value="Preview"/></p> <p>Save changes <input type="button" value="Cancel"/></p> </div>  |

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| <p>This is what the learner will see:</p>                                     | <div data-bbox="356 92 439 169"> <p><b>Question 1</b><br/>Not complete<br/>Marked out of 1.00</p> </div> <div data-bbox="468 102 931 172"> <p>Water droplets fall into oceans, rivers and lakes, and also onto the land where it either seeps into the ground or runs off the surface into rivers, lakes, dams or the ocean. These water droplets can then be reheated by the sun and this process is called:</p> </div> <div data-bbox="468 191 647 303"> <p>Select one:</p> <ul style="list-style-type: none"> <li><input type="radio"/> a. condensation</li> <li><input type="radio"/> b. ground water collection</li> <li><input type="radio"/> c. precipitation</li> <li><input type="radio"/> d. evaporation</li> </ul> </div> <div data-bbox="474 316 519 338"> <p>Check</p> </div> |
| <p>Click <b>“Save changes”</b>.</p>   | <div data-bbox="362 379 916 539"> <p>› Tags</p> <p>› Created / last saved</p> <p>Save changes and continue editing Preview</p> <p><b>Save changes</b> Cancel</p> </div>  |
| <p>You are now ready to add another question by clicking on <b>“Add”</b>.</p> | <div data-bbox="356 571 956 699"> <p>Shuffle</p> <p>Page 1</p> <p>1 MC Components of water cycle dsfdsfsd 1.00</p> <p>Add</p> <p>Add</p> </div>  |

## Step 10- Add Select missing words

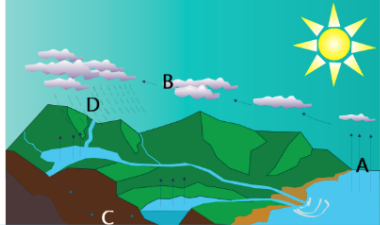
|   |   |
|---|---|
| <p>Select the <b>Select missing words</b> option and click <b>“Add”</b>.</p>  |  <p>Choose a question type to add</p> <p>Missing words in the question text are filled in using dropdown menus.</p> <ul style="list-style-type: none"><li>Numerical</li><li>Essay</li><li>Calculated</li><li>Calculated multichoice</li><li>Calculated simple</li><li>Drag and drop into text</li><li>Drag and drop markers</li><li>Drag and drop onto image</li><li>Embedded answers (Cloze)</li><li>Random short-answer matching</li><li><b>Select missing words</b></li></ul> <p>OTHER</p> <p><b>Add</b> Cancel</p> |
| <p>Add a name for your question. <i>Remember this name is going to help you identify the question from the question bank.</i></p> |  <p>Question name <span style="color: red;">!</span> MW- The water cycle</p>   |

Add in your text for the question. You will see on this example that next to A, B, C, D there are brackets and numbers. These brackets are important because they will tell the system what missing word should go into that space.

Question text

Correctly label the water cycle diagram below.

A: [[1]]  
 B: [[2]]  
 C: [[3]]  
 D: [[4]]



You must provide a mark for this question by adding it to the 'Default mark' box.

Default mark



4

Remember the brackets in the question text? In "**Choices**" you will add the words that the system should put into those brackets. For example: A: [[1]] is Choice 1 and the answer is Evaporation.

Question text

Correctly label the water cycle diagram below.

A: [[1]]  
 B: [[2]]  
 C: [[3]]  
 D: [[4]]



Choices

Shuffle

|          |  |          |
|----------|--|----------|
| Choice 1 | Answer: Evaporation                      | Group: 1 |
| Choice 2 | Answer: Condensation                     | Group: 1 |
| Choice 3 | Answer: Groundwater and water collection | Group: 1 |
| Choice 4 | Answer: Precipitation                    | Group: 1 |
| Choice 5 | Answer: _____                            | Group: 1 |
| Choice 6 | Answer: _____                            | Group: 1 |
| Choice 7 | Answer: _____                            | Group: 1 |

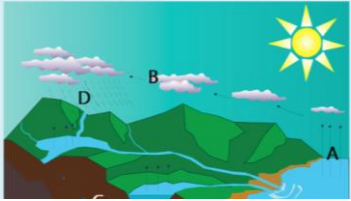
Under **Choices** you will see an option called “**Group**” this means that when the learner sees the list of words to choose from should they be given a list of all the answers, in this case 4 (Evaporation, Condensation, Groundwater, Precipitation)? If yes, then you would select “Group 4” if you wanted the learner only to see the first two words you would select Group 2 and they would only see Evaporation and Condensation.

▼ Choices

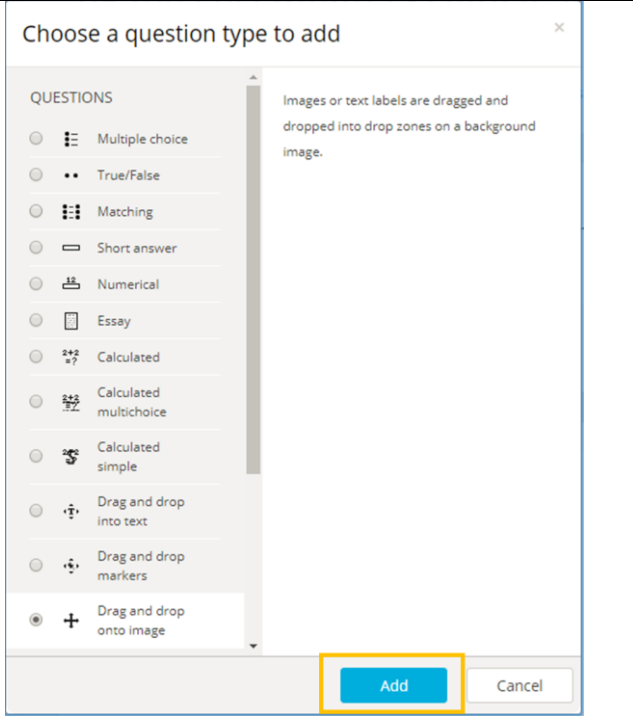


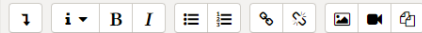
Shuffle


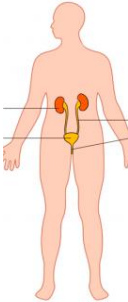

|          |        |   |       |                                |
|----------|--------|---|-------|--------------------------------|
| Choice 1 | Answer | <input type="text" value="Evaporation"/>                      | Group | <input type="text" value="4"/> |
| Choice 2 | Answer | <input type="text" value="Condensation"/>                     | Group | <input type="text" value="4"/> |
| Choice 3 | Answer | <input type="text" value="Groundwater and water collection"/> | Group | <input type="text" value="4"/> |
| Choice 4 | Answer | <input type="text" value="Precipitation"/>                    | Group | <input type="text" value="4"/> |
| Choice 5 | Answer | <input type="text"/>  | Group | <input type="text" value="1"/> |
| Choice 6 | Answer | <input type="text"/>  | Group | <input type="text" value="1"/> |
| Choice 7 | Answer | <input type="text"/>  | Group | <input type="text" value="1"/> |

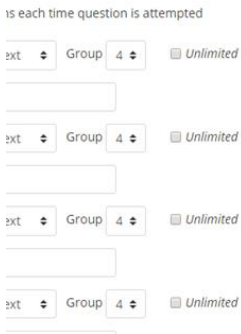
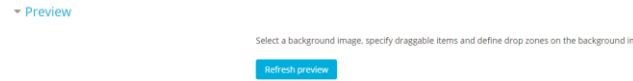



|  |  |
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| <p>Click on the Preview option to see what the question will look like when the learner sees it.</p> | <ul style="list-style-type: none"> <li>▶ <a href="#">Combined feedback</a></li> <li>▶ <a href="#">Multiple tries</a></li> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span>Save changes and continue editing</span> <span>Preview</span> </div> <div style="text-align: right; margin-top: 10px;"> <span>Save changes</span> <span>Cancel</span> </div>              |
| <p>This is what the learner will see:</p>  | <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Question 1</b><br/>Tries remaining: 1<br/>Marked out of 4</p> <p>Correctly label the water cycle diagram below.</p> <p>A: Choose...<br/>       Choose...<br/>       B: Evaporation<br/>       Condensation<br/>       C: Groundwater and water collection<br/>       Precipitation<br/>       D: Choose...</p>  </div> |
| <p>Click <b>“Save changes”</b>.</p>  | <ul style="list-style-type: none"> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span>Save changes and continue editing</span> <span>Preview</span> </div> <div style="text-align: right; margin-top: 10px;"> <span>Save changes</span> <span>Cancel</span> </div>   |
| <p>You are now ready to add another question by clicking on <b>“Add”</b>.</p>                        | <div style="border: 1px solid #ccc; padding: 10px;"> <p>Page 1</p> <p>1 <span>☰</span> <span>⚙️</span> MC Components of water cycle dsfdsfsd</p> </div>  |

Step 11- Add Drag and drop an image

|   |   |
|---|---|
| <p>Select the <b>Drag and drop onto image</b> option and click <b>“Add”</b>.</p>  |  <p>Choose a question type to add</p> <p>QUESTIONS</p> <ul style="list-style-type: none"> <li><input type="radio"/> Multiple choice</li> <li><input type="radio"/> True/False</li> <li><input type="radio"/> Matching</li> <li><input type="radio"/> Short answer</li> <li><input type="radio"/> Numerical</li> <li><input type="radio"/> Essay</li> <li><input type="radio"/> Calculated</li> <li><input type="radio"/> Calculated multichoice</li> <li><input type="radio"/> Calculated simple</li> <li><input type="radio"/> Drag and drop into text</li> <li><input type="radio"/> Drag and drop markers</li> <li><input checked="" type="radio"/> <b>Drag and drop onto image</b></li> </ul> <p>Images or text labels are dragged and dropped into drop zones on a background image.</p> <p><b>Add</b> Cancel</p> |
| <p>Add a name for your question. <i>Remember this name is going to help you identify the question from the question bank.</i></p> | <p>Question name  <input type="text" value="DD: Label excretion system"/></p>  |
| <p>Add in your text for the question.</p>   | <p>Question text </p> <p></p> <p>There are 4 components to the human excretory system. The kidney, bladder, ureter and urethra. Drag and drop the labels on the correct position on the human body.  </p>   |

|  |   |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
|--|---|--------------------------------------|--|--------------------------------------|------------------------------------|------|-------------------------------------|--|--|------------------|--|--------------------------------------|------------------------------------|------|--------------------------------------|--|--|------------------|--|--------------------------------------|------------------------------------|------|-------------------------------------|--|--|------------------|--|--------------------------------------|------------------------------------|
| <p>You must provide a mark for this question by adding it to the 'Default mark' box.</p>   | <p>Default mark  <input type="text" value="4"/></p>  |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| <p>Add the image that the users will drag labels onto.</p> <p>For example:</p>              | <p>Background Image <input type="button" value="Choose a file..."/></p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <br/> <a href="#">Excretion system (1)_576x400.png</a> - You can drag and drop files here to add them.     </div>  |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| <p>Now you need to add the labels that the learners will drag onto the image. You can either choose an image or text, in this example we have selected "draggable text".</p> | <p>▼ <a href="#">Draggable items</a></p> <p><input checked="" type="checkbox"/> Shuffle drag items each time question is attempted</p> <table border="0"> <tr> <td style="border: 2px solid orange; padding: 2px;">Draggable item 1</td> <td>Type <input type="text" value="Draggable text"/></td> <td>Group <input type="text" value="4"/></td> <td><input type="checkbox"/> Unlimited</td> </tr> <tr> <td style="padding: 2px;">Text</td> <td><input type="text" value="kidney"/></td> <td></td> <td></td> </tr> <tr> <td>Draggable item 2</td> <td>Type <input type="text" value="Draggable text"/></td> <td>Group <input type="text" value="4"/></td> <td><input type="checkbox"/> Unlimited</td> </tr> <tr> <td>Text</td> <td><input type="text" value="bladder"/></td> <td></td> <td></td> </tr> <tr> <td>Draggable item 3</td> <td>Type <input type="text" value="Draggable text"/></td> <td>Group <input type="text" value="4"/></td> <td><input type="checkbox"/> Unlimited</td> </tr> <tr> <td>Text</td> <td><input type="text" value="ureter"/></td> <td></td> <td></td> </tr> <tr> <td>Draggable item 4</td> <td>Type <input type="text" value="Draggable text"/></td> <td>Group <input type="text" value="4"/></td> <td><input type="checkbox"/> Unlimited</td> </tr> </table> | Draggable item 1                     | Type <input type="text" value="Draggable text"/> | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited | Text | <input type="text" value="kidney"/> |  |  | Draggable item 2 | Type <input type="text" value="Draggable text"/> | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited | Text | <input type="text" value="bladder"/> |  |  | Draggable item 3 | Type <input type="text" value="Draggable text"/> | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited | Text | <input type="text" value="ureter"/> |  |  | Draggable item 4 | Type <input type="text" value="Draggable text"/> | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited |
| Draggable item 1   | Type <input type="text" value="Draggable text"/>  | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited               |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Text   | <input type="text" value="kidney"/>   |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Draggable item 2   | Type <input type="text" value="Draggable text"/>  | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited               |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Text   | <input type="text" value="bladder"/>  |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Draggable item 3   | Type <input type="text" value="Draggable text"/>  | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited               |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Text   | <input type="text" value="ureter"/>   |                                      |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |
| Draggable item 4   | Type <input type="text" value="Draggable text"/>  | Group <input type="text" value="4"/> | <input type="checkbox"/> Unlimited               |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |      |                                      |  |  |                  |  |                                      |                                    |      |                                     |  |  |                  |  |                                      |                                    |

|  |   |
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| <p>You will see an option called <b>“Group”</b>, select the number of labels that you have, in this example it is 4 (kidney, bladder, ureter, urethra)</p>   |  <p>is each time question is attempted</p> <p>2xt Group 4 Unlimited</p> <p>2xt Group 4 Unlimited</p> <p>2xt Group 4 Unlimited</p> <p>2xt Group 4 Unlimited</p>   |
| <p>Now you need to Refresh the page by clicking on <b>“Refresh preview”</b>.</p>   |  <p>Preview</p> <p>Select a background image, specify draggable items and define drop zones on the background image</p> <p>Refresh preview</p>   |
| <p>Next you are going to add the area where you would like the learner to drag the label to on the image by going to Drop zones. Under draggable items you will now see the 4 four words that you added. Select a word for each drop zone.</p> |  <p>Drop zones</p> <p>Drop zone 1 Left Top Draggable item 1. b</p> <p>Drop zone 2 Left Top Draggable item 2. u</p> <p>Drop zone 3 Left Top Draggable item 3. u</p> <p>Drop zone 4 Left Top Draggable item 4. s</p> <p>Drop zone 5 Left Top Draggable item</p> <p>Drop zone 6 Left Top Draggable item</p> |

Click on “**Save changes and continue editing**”.

Once you have clicked “**Save changes and continue editing**” you will see that your text labels now appear at the bottom of the image. Drag and drop them to the correct place on the diagram.

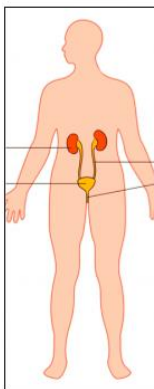
When you click on “Drop zones” you will see that there are now co-ordinates for each label.

▶ Created / last saved

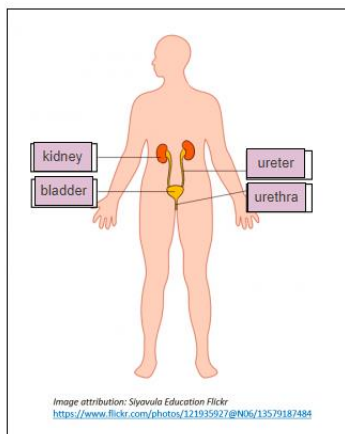
Save changes and continue editing

Save changes

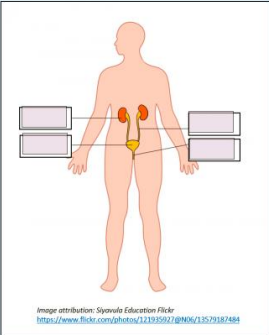
Cancel



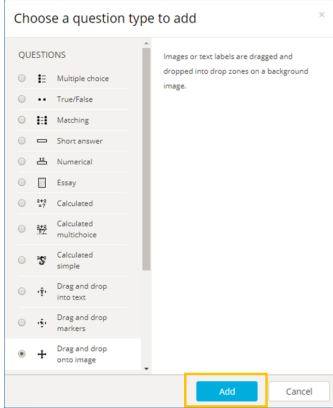

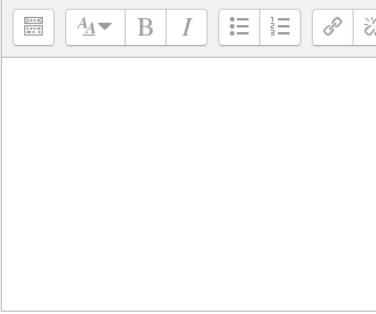
bladder    urether    ureta    stomach



- |      |                                 |     |                                  |                |              |
|------|---------------------------------|-----|----------------------------------|----------------|--------------|
| Left | <input type="text" value="6"/>  | Top | <input type="text" value="96"/>  | Draggable item | 1. bladder ▾ |
| Left | <input type="text" value="1"/>  | Top | <input type="text" value="145"/> | Draggable item | 2. urether ▾ |
| Left | <input type="text" value="74"/> | Top | <input type="text" value="94"/>  | Draggable item | 3. ureta ▾   |
| Left | <input type="text" value="74"/> | Top | <input type="text" value="146"/> | Draggable item | 4. stomach ▾ |


|  |   |
|--|---|
| <p>Click on the Preview option to see what the question will look like when the learner sees it.</p> | <ul style="list-style-type: none"> <li>▶ <a href="#">Combined feedback</a></li> <li>▶ <a href="#">Multiple tries</a></li> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid orange; padding: 2px;">Save changes and continue editing</span> <span style="border: 1px solid orange; padding: 2px;">Preview</span><br/> <span style="border: 1px solid orange; padding: 2px;">Save changes</span> <span style="border: 1px solid orange; padding: 2px;">Cancel</span> </div>  |
| <p>This is what the learner will see:</p>  | <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f0ff;"> <p><b>Question 1</b><br/>Tries remaining: 1<br/>Marked out of 1</p> <p>There are 4 components to the human excretory system. The kidney, bladder, ureter and urethra. Drag and drop the labels on the correct position on the human body.</p> <div style="text-align: center; margin: 10px 0;">  <p style="font-size: 8px; margin: 5px 0;">Image attribution: Siyanulu Education Flickr<br/><a href="https://www.flickr.com/photos/121935927@N06/13279187484">https://www.flickr.com/photos/121935927@N06/13279187484</a></p> </div> <div style="display: flex; justify-content: center; gap: 10px; margin: 10px 0;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">kidney</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">urethra</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">ureter</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">bladder</span> </div> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Check</span> </div> </div> |
| <p>Click <b>“Save changes”</b>.</p>  | <ul style="list-style-type: none"> <li>▶ <a href="#">Tags</a></li> <li>▶ <a href="#">Created / last saved</a></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid orange; padding: 2px;">Save changes and continue editing</span> <span style="border: 1px solid orange; padding: 2px;">Preview</span><br/> <span style="border: 1px solid orange; padding: 2px;">Save changes</span> <span style="border: 1px solid orange; padding: 2px;">Cancel</span> </div>   |
| <p>You are now ready to add another question by clicking on <b>“Add”</b>.</p>                        | <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center; margin-bottom: 5px;"> Page 1</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">1</span> <span style="font-size: 12px;">☰</span> <span style="font-size: 12px;">⚙️</span> <span>MC Components of water cycle dsfdsfsd</span> </div> </div>   |

## Step 12- Add essay question

|   |   |
|---|---|
| <p>Select the <b>Essay</b> option and click <b>“Add”</b>.</p>   |  <p>Choose a question type to add</p> <p>QUESTIONS</p> <ul style="list-style-type: none"><li>Multiple choice</li><li>True/False</li><li>Matching</li><li>Short answer</li><li>Numerical</li><li>Essay</li><li>Calculated</li><li>Calculated multichoice</li><li>Calculated simple</li><li>Drag and drop into text</li><li>Drag and drop markers</li><li>Drag and drop onto image</li></ul> <p>Images or text labels are dragged and dropped into drop zones on a background image.</p> <p>Add Cancel</p> |
| <p>Add the question name, followed by the question text.</p>  | <p>Question name * <input type="text"/></p> <p>Question text * <input type="text"/></p>   |
| <p>Add the total grade for the essay.</p>   | <p>Default mark * <input type="text" value="1"/></p>  |
| <p>Optional: You can use the general feedback to give students a fully worded answer and perhaps a link to more information that they can use if they did not understand the questions.</p> | <p>General feedback </p>   |


|  |   |
|--|---|
| <p>You can choose from various settings such as requiring students to enter text, how big the input box size should be etc.</p>              | <p>Response Options</p> <p>Response format: HTML editor</p> <p>Require text: Require the student to enter text</p> <p>Input box size: 15 lines</p> <p>Allow attachments: No</p> <p>Require attachments: Attachments are optional</p> <p>Accepted file types: Accepted file types (Choose)</p> <p>No selection</p> |
| <p>Grader information box can be used to give the marker some grading criteria<br/>example: Focus on grammar, sentence construction etc.</p> | <p>Grader Information</p> <p>Information for graders</p> <p>Tags</p>  |
| <p>Click on the save changes button.</p>   | <p>Save changes and continue editing</p> <p>Save changes (highlighted)</p> <p>Cancel</p>  |

### Step 13- Edit questions

|  |  |
|--|--|
| <p>You can edit any of the questions by going back to the questions menu and clicking on the black wheel icon.</p> |  <p>The screenshot shows a list of five questions. The first question is 'Q1: Label excretion system There a...'. A yellow box highlights a gear icon (settings) next to the question number '1'. Other questions include 'Role of the excretory system', 'Parts of the excretory system', and 'Parts of the excretory system'.</p> |
|--|--|



### Step 14- Change the order questions

|   |   |
|---|---|
| <p>If you would like to change the order of the questions, click and hold the cross icon and drag the question to the location where you would like it to be.</p> |  |
|---|---|

### Step 15- Delete questions

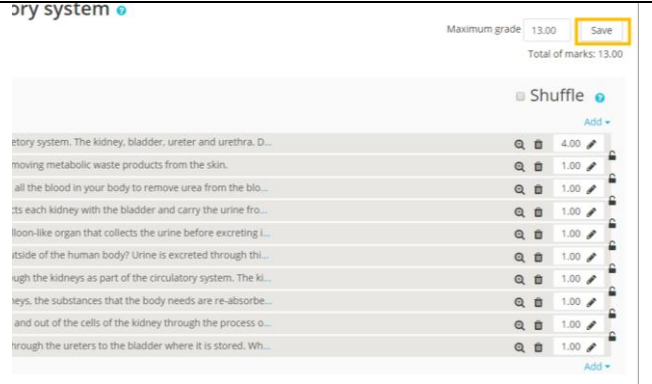
|   |   |
|---|---|
| <p>You can delete a question by clicking on the dustbin icon on the far-right hand side of the question</p> |  |
|---|---|

### Step 16- Change the grade of a specific question

|   |  |
|---|--|
| <p>You can change the grade of a question by clicking on the pencil icon and typing in the new grade.</p> |  |
|---|--|

## Step 17- Save the assessment

Once you are happy with your questions click the save button.

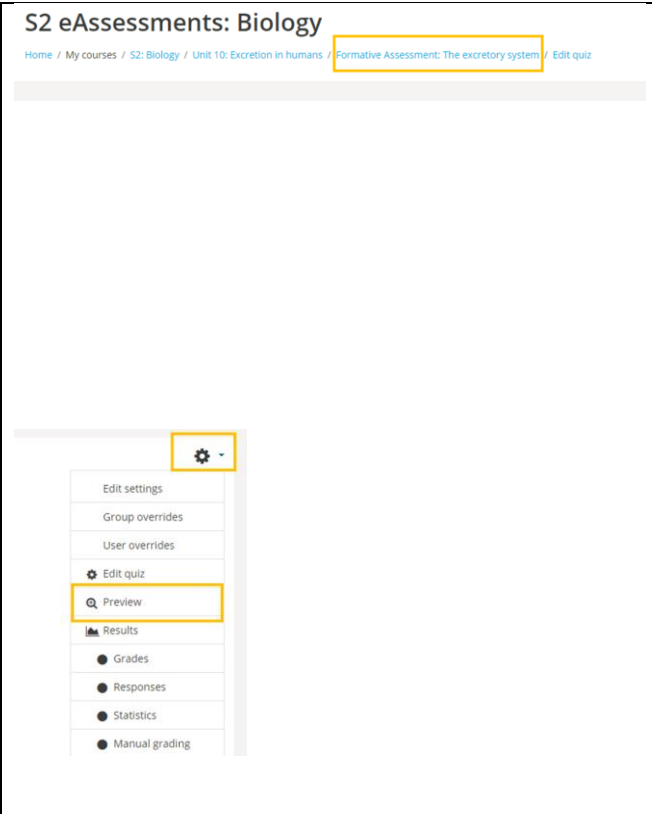


The screenshot shows a quiz editor interface. At the top, the title 'The excretory system' is visible. On the right, there are fields for 'Maximum grade' (13.00) and a 'Save' button, both highlighted with a yellow box. Below this, it says 'Total of marks: 13.00'. A 'Shuffle' button is also present. The main area contains a list of questions, each with a search icon, a question mark icon, a score of 1.00, and a pencil icon. The questions are partially visible and include topics like 'The kidney, bladder, ureter and urethra', 'moving metabolic waste products from the skin', and 'all the blood in your body to remove urea from the blood'.

## Step 18- Review the assessment

To review the entire assessment, click on name of the assessment at the top of the page. For example: Formative Assessment: The excretory system.

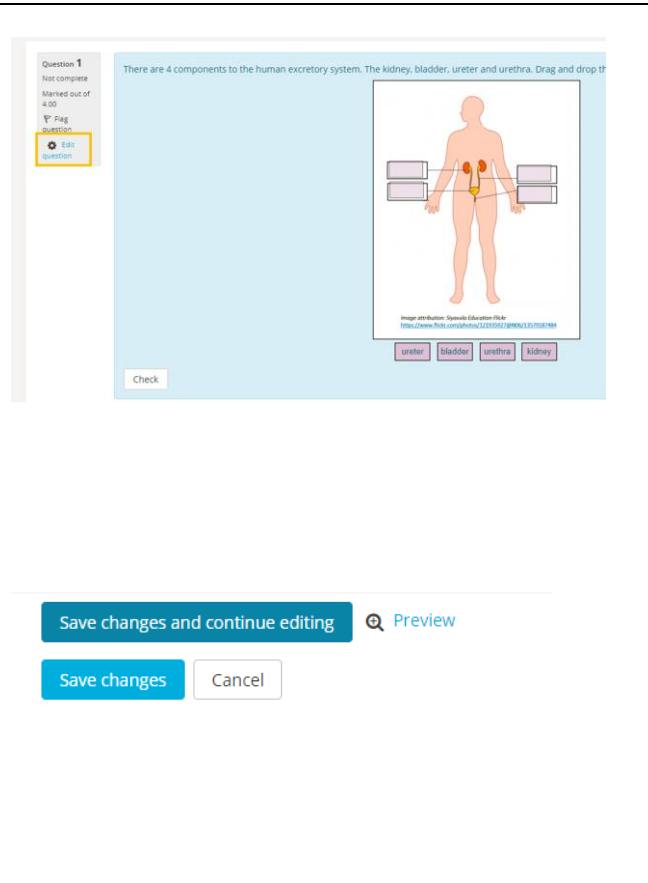
Click on the black wheel icon on the right-hand side of the page and select "Preview".



The screenshot shows the assessment review page. At the top, the title 'S2 eAssessments: Biology' is displayed. Below it, the breadcrumb trail reads: 'Home / My courses / S2: Biology / Unit 10: Excretion in humans / Formative Assessment: The excretory system / Edit quiz'. The 'Formative Assessment: The excretory system' part of the breadcrumb is highlighted with a yellow box. On the right side, there is a settings menu with a gear icon at the top, also highlighted with a yellow box. The menu items are: 'Edit settings', 'Group overrides', 'User overrides', 'Edit quiz', 'Preview' (highlighted with a yellow box), 'Results', 'Grades', 'Responses', 'Statistics', and 'Manual grading'.

You will now see your assessment questions. If you would like to edit any of the questions while you review you can click on “**Edit question**” on the left-hand side of the question.

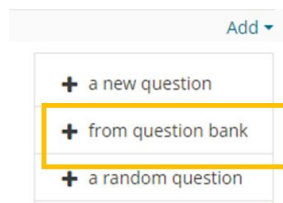
Once you are happy with your edits click “**Save**” and the system will take you back to the Preview of your assessment.



The screenshot shows a question editor interface. On the left, a sidebar displays 'Question 1' with a status of 'Not complete', 'Marked out of 4.00', and a '100%' progress indicator. An 'Edit question' button is highlighted with a yellow box. The main area contains the question text: 'There are 4 components to the human excretory system. The kidney, bladder, ureter and urethra. Drag and drop t'. Below the text is a diagram of a human torso showing the excretory system. The diagram includes two kidneys, two ureters, a bladder, and a urethra. Below the diagram are four labeled boxes: 'ureter', 'bladder', 'urethra', and 'kidney'. A 'Check' button is located at the bottom left of the diagram area. At the bottom of the editor, there are three buttons: 'Save changes and continue editing' (highlighted in blue), 'Preview' (with a magnifying glass icon), 'Save changes' (highlighted in blue), and 'Cancel'.

### Step 19- Create an assessment using the question bank

This option is an easy way to create an assessment from existing questions



The screenshot shows a dropdown menu titled 'Add'. It contains three options, each with a plus sign icon: '+ a new question', '+ from question bank' (highlighted with a yellow box), and '+ a random question'.

Click “Add”. You will then see options to choose a question from a bank of questions that are already in the system.

You can choose whether you would like to see questions from a course for example: S2 Biology or for an entire category, for example: Rwanda eAssessments.

To add a question, tick the box next to the questions that you would like to add to your quiz and

Click on the “Add selected questions to the quiz” button at the bottom of the page.

Editing drag and drop or x

/mod/quiz/edit.php?cmid=2371

Add from the question bank at the end

Select a category: Default for S2: Biology (52)

The default category: Quiz: Formative Assessment: The excretory system

Search options

Also show questions

Also show old questions

Questions

Classification of Invertebrates

DD: Label excretion system

Food webs

Other phyla of kingdom Animalia: Porifera

Classification of identifiable features

Classification of invertebrates

DD: Label excretion system

Food webs

Other phyla of kingdom Animalia:

Process of photosynthesis: Definition































sdsadsa sadsadsa

You will then be taken page your quiz menu page. You will see that your new questions now appear on this page. You can move them or edit them as you would like.

### Add selected questions to the quiz


#### The excretory system





Page 1

-  1   DD: Label excretion system There are 4 cor
-  2   Role of the excretory system The excretory
-  3   Parts of the excretory system Which part o
-  4   Parts of the excretory system What part of
-  5   Parts of the excretory system What part of
-  6   Parts of the excretory system What tube co
-  7   Processes of the excretory system All the b
-  8   Processes of the excretory system Once th
-  9   Processes of the excretory system The sub
-  10   Processes of the excretory system The kidr

### Step 20- Short cut: copy an existing assessment

If you would like to save yourself some time you can copy and existing assessment within a course. This will save you the effort of having to do all the quiz settings (Step 5-Quiz Settings)





+ Unit 1: Classification of Kingdom Animalia  Edit +

+  Formative Assessment: Characteristics of all animals  Edit +  

In this quiz your proficiency on the key unit competency, 'classify animals into their main groups based on external features' will be measured.

Number of questions in this assessment: 10

---

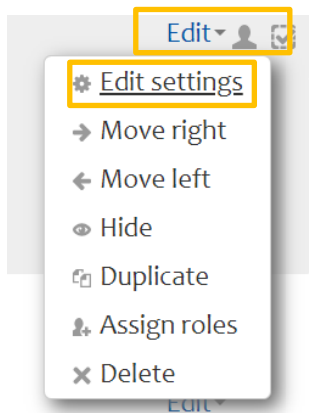
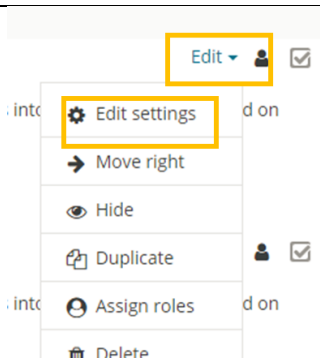
+  Formative Assessment: Characteristics of all animals  Edit +  

In this quiz your proficiency on the key unit competency, 'classify animals into their main groups based on external features' will be measured.

Number of questions in this assessment: 10

Go to the main course page, find an assessment that you would like to copy. Click on **“Edit”** and then **“Duplicate”**. The duplicated assessment will appear underneath the original assessment

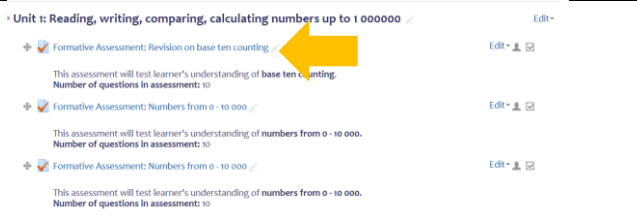
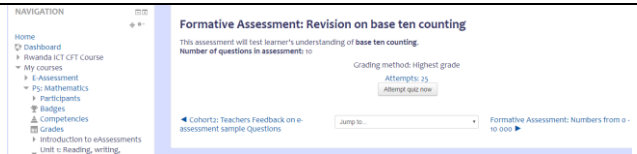
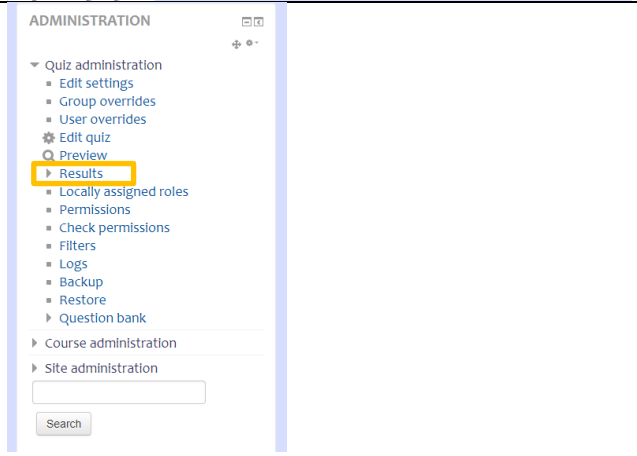
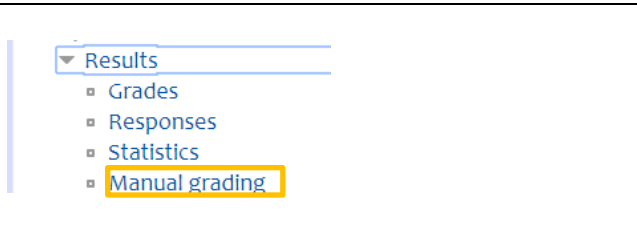
Click on **“Edit”** and then **“Edit Settings”** to access the quiz.



## Grade eAssessments

Moodle scores all question types that support automatic grading. There are some questions types like short question or essay that will require you to go into the system to mark them manually.

### Manual grading

|  |  |
|--|--|
| <p>On the course page click to open the quiz that you would like to mark.</p>  |  <p>Unit 1: Reading, writing, comparing, calculating numbers up to 1 000 000</p> <ul style="list-style-type: none"> <li>Formative Assessment: Revision on base ten counting</li> <li>Formative Assessment: Numbers from 0 - 10 000</li> <li>Formative Assessment: Numbers from 0 - 10 000</li> </ul>  |
| <p>You will be taken to a page that looks like this.</p>   |  <p>Formative Assessment: Revision on base ten counting</p> <p>This assessment will test learner's understanding of base ten counting.</p> <p>Number of questions in assessments: 10</p> <p>Grading method: Highest grade</p> <p>Attempts: 25</p> <p>Attempt quiz now</p>   |
| <p>Scroll down the bottom left side of the page until you see a menu that says “ADMINISTRATION” Click on the “Results” option in the menu on the left-hand side of the page.</p> |  <p>ADMINISTRATION</p> <ul style="list-style-type: none"> <li>Quiz administration             <ul style="list-style-type: none"> <li>Edit settings</li> <li>Group overrides</li> <li>User overrides</li> <li>Edit quiz</li> <li>Preview</li> <li>Results</li> <li>Locally assigned roles</li> <li>Permissions</li> <li>Check permissions</li> <li>Filters</li> <li>Logs</li> <li>Backup</li> <li>Restore</li> <li>Question bank</li> </ul> </li> <li>Course administration</li> <li>Site administration</li> </ul> |
| <p>Click on “Manual grading” under the “Results” option.</p>   |  <p>Results</p> <ul style="list-style-type: none"> <li>Grades</li> <li>Responses</li> <li>Statistics</li> <li>Manual grading</li> </ul>   |

You will now see all the questions that require manual grading.

Click on the link that says “**grade**”. If there is more than one essay or question to grade you can also click on “**grade all**”.

### Formative Assessment: Numbers from 0 - 10 000

#### Questions that need grading

Also show questions that have been graded automatically

| Q # | T                        | Question name | To grade       | Already graded | Total              |
|-----|--------------------------|---------------|----------------|----------------|--------------------|
| 1   | <input type="checkbox"/> | Test Essay    | 1 <b>grade</b> | 0              | 1 <b>grade all</b> |

#### To grade

1 **grade**

#### Total

1 **grade all**

You will be taken to a page that looks like this. At the top you will see the learner answer to the question, followed by a comment box that can be used by you as the person who is marking the essay. Finally, at the bottom is the box where you will add the grade.

#### Grading attempts 1 to 1 of 1

##### Attempt number 1 for Gust

Question 1 Discuss the importance of mathematics in society today

Complete

Marked out of 20

Testing 123 djsjdsjdsjdsjdsjds

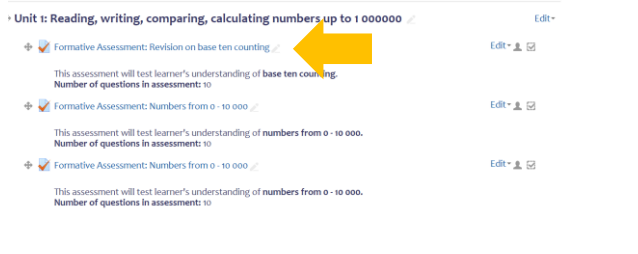
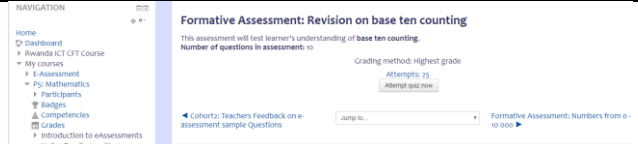
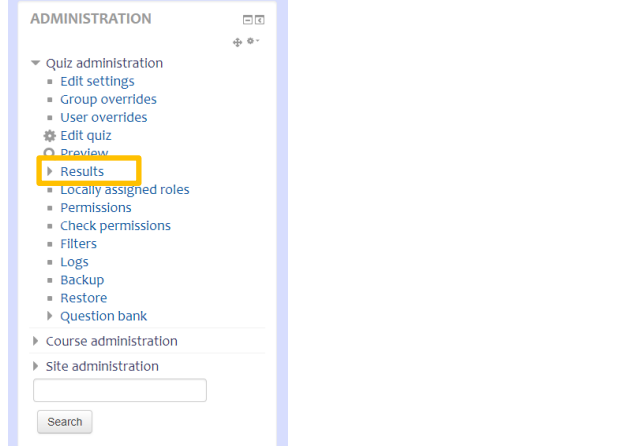
Comment

Mark out of 20



## View grades

View grades within a specific quiz.

|  |  |
|--|--|
| <p>On the course page click to open the quiz for which you would like to see the student grades.</p> |   |
| <p>You will be taken to a page that looks like this.</p>   |   |
| <p>Click on the "Results" option in the menu on the left-hand side of the page.</p>                  |  |

Click on “Grades” under the “Results” option.

- ▼ Results
  - ▣ Grades
  - ▣ Responses
  - ▣ Statistics
  - ▣ Manual grading

You will be taken to an overview page where you can see the results of all your students.

You are also able to pull a report of all the grades for that quiz. Add the information that you would like included in the report. The report will appear at the bottom of the page. You will have the option to export the report if you would like to keep a copy.

Reset table preferences

Download table data as: Comma separated values (.csv) Download

|  | First name / Surname                     | ID number   | Email address        | Department | Institution                           | State       | Started on            | Completed             | Time taken     | Gr |
|--|--|-------------|----------------------|------------|---------------------------------------|-------------|-----------------------|-----------------------|----------------|----|
|  | Jean JOSE Niyitegeka<br>Review attempt   | 10048970071 | niyitegeka@gmail.com | ICT        | École Secondaire Saint Vincent Muhoza | in progress | 7 August 2018 2:48 PM | -                     | -              | -  |
|  | Jean de la F Nkurumiza<br>Review attempt |             | nikohr730@gmail.com  | ECE        | TTC KIRAMBO                           | in progress | 7 August 2018 3:11 PM | -                     | -              | -  |
|  | Joseph SSERWANJA<br>Review attempt       |             | joephkyat@gmail.com  |            |                                       | in progress | 7 August 2018 3:26 PM | -                     | -              | -  |
|  | Aime Nkurumiza<br>Review attempt         |             | almerku@gmail.com    |            |                                       | in progress | 7 August 2018 3:31 PM | -                     | -              | -  |
|  | Safid Bukuru<br>Review attempt           |             | salyados@gmail.com   |            |                                       | Finished    | 8 August 2018 8:57 AM | 8 August 2018 9:10 AM | 13 mins 36 sec | 13 |

**Formative Assessment: Revision on base ten counting**

Attempts: 25 ▼ Collapse all

▼ What to include in the report

Attempts from: enrolled users who have attempted the quiz

Attempts that are:
  In progress
  Overdue
  Finished
  Never submitted

Show at most one finished attempt per user (Highest grade)  
 Show only attempts that have been regraded / are marked as needing regrading

▼ Display options

Page size:

Marks for each question: Yes ▼

[Show report](#)

[Regrade all](#) [Dry run a full regrade](#)

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is **Highest grade**.