

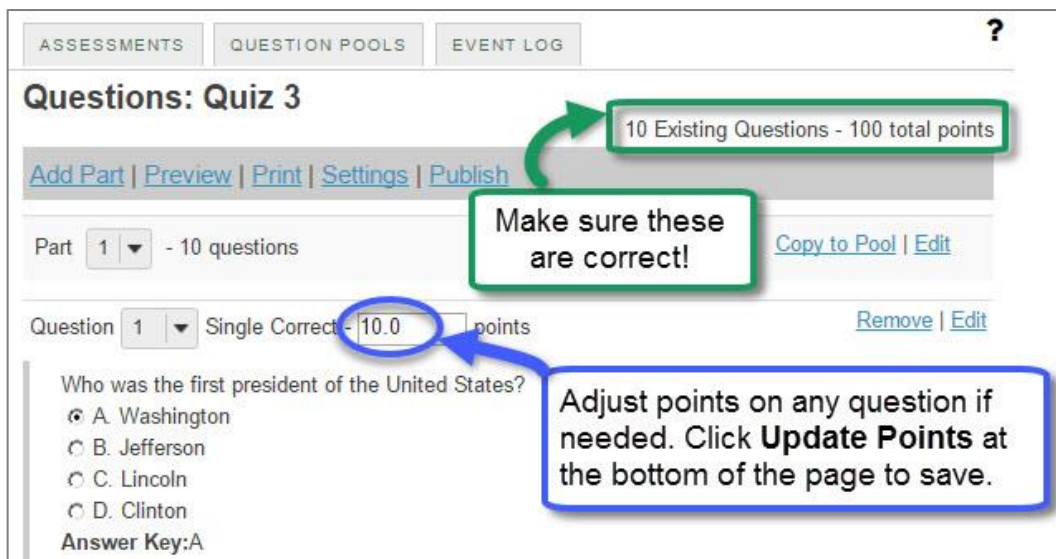
How to Publish a Test or Quiz in Sakai

After creating an online test or quiz in Sakai, you must publish it so students can see it and take it. The basic steps are:

- Review the assessment for accuracy (make sure total points are correct)
- Choose test settings carefully
- Publish the assessment

Step 1: Review the assessment for accuracy

1. In your Sakai site, click on **Tests & Quizzes**. In the Assessment list, locate the master assessment you want to publish.
2. To the right of the assessment title, click **Actions** and choose **Edit**. The test questions are displayed.
3. In the upper right, check to make sure the number of **questions** and **total points** are correct.



TIP: If the number of questions or total points are incorrect, you could be missing a question or forgot to enter a point value on one or more questions. You can adjust the point value of any question on this screen if needed, and then click **Update Points** at the bottom to save.

4. Scroll down and review each question. Check for typos and make sure answers are marked correctly on each question. If you need to make changes, click **Edit** to the right of a question, make corrections, then click **Save**.

Step 2: Choose test settings

Before publishing a test, there are many **Settings** you must review and select. Choosing the right settings is very important – it can help minimize technical problems for students and can even deter cheating.

1. In **Tests & Quizzes**, click the **Assessments** tab at the top (or click on Test & Quizzes at the top of the web page) to make sure you're on the main screen.

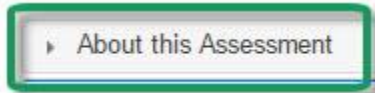
- To the right of a master assessment's title, click **Actions** and choose **Settings**.


NOTE: Settings can also be accessed from the assessment editor screen (pictured in Step 1 above).

- The **Settings** screen contains five categories. You can **click on any category** to open that section and view/select options. See below for recommended settings.



Items with a green check mark are highly recommended!

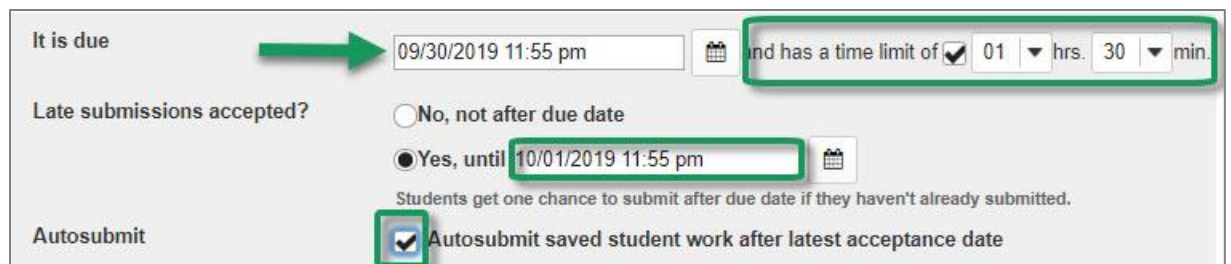
By default, the *Availability and Submissions* category displays. Above it, **click** on the first category titled **About this Assessment**.



- Here, you can change the assessment **Title**, if needed.
-  **Enter a Description/Intro.** Students will see what you type here BEFORE they start taking the test. Helpful information might include: what the test covers, what students should do to prepare, type of questions, etc.



- Number of submissions allowed:** By default, a student can submit an assessment **1 time**. This is the recommended setting for most assessments and for ALL important tests and quizzes.
- It is available** is the start date of the exam window. Students will not be able to see the assessment before this date.
-  **It is due** is the end date for the exam window and is displayed to students. Students will NOT be able to submit after this date UNLESS you allow late submissions (see *Late submissions* below).
-  **Be sure to set a time limit** for all important tests! Just check the box and select a time limit.
Why is a time limit important? In Sakai, students can enter a test, look at the questions, go away and study, and come back later and take the test. If you set a time limit, students will have a *restricted window of time* to complete the test when they first look at it. The timer starts as soon as they open the test and continues running even if they leave Sakai. *The test is automatically submitted when the time limit is up.*



The screenshot shows the 'Availability and Submissions' settings form. A green arrow points to the 'It is due' date field, which is set to '09/30/2019 11:55 pm'. A green box highlights the 'and has a time limit of' section, which is checked and set to '01 hrs. 30 min.'. Another green box highlights the 'Yes, until' radio button and its date field, which is set to '10/01/2019 11:55 pm'. A third green box highlights the 'Autosubmit' section, where the 'Autosubmit saved student work after latest acceptance date' checkbox is checked.

Late submissions accepted? You can choose whether to allow students to submit after the due date. If you allow late submissions, you can specify an “until” date/time, after which students cannot submit. The “until” date is NOT displayed to students. Tests submitted after the due date are marked as **LATE** on the instructor grading screen.

✔ **Autosubmit:** We recommend you check this box. This will ensure that if a student takes the test but forgets to submit it, his test will be **submitted automatically** after the last date to submit (due date or late submissions date, if allowed).

The screenshot shows the configuration options for an assessment. The 'It is due' field is set to 09/30/2019 11:55 pm. The 'Late submissions accepted?' section has two radio buttons: 'No, not after due date' (unselected) and 'Yes, until 10/01/2019 11:55 pm' (selected). Below this, a note states 'Students get one chance to submit after due date if they haven't already submitted.' The 'Autosubmit' checkbox is checked, with the label 'Autosubmit saved student work after latest acceptance date'. Green arrows point to the 'Yes, until' radio button and the 'Autosubmit' checkbox.

TIP: Do not use midnight as a deadline as it can cause confusion. (To a computer, midnight on Dec 31 is actually 12:00 AM on Jan 1.) For a late-night deadline, instead use 11:30 PM or 11:55 PM.

At the bottom of the *Availability and Submissions* category, click on the sub- category titled **Add message that students will see after submission.**

A button with a right-pointing arrow and the text 'Add message that students will see after submission' is highlighted with a green border.

- You can enter a message here that students will see as soon as they *submit* the assessment.

The screenshot shows a dialog box titled 'Add message that students will see after submission'. It features a rich-text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options. Below the toolbar, a sample message is displayed in yellow text: 'The assessment you just submitted contains questions that cannot be graded automatically by Sakai After all students have submitted the test, your instructor will manually grade these questions, and your overall score will be adjusted accordingly.'

TIP: If the test has short answer/essay questions, a message like the one below can reduce student questions. (We recommend using the rich-text editor to bold and highlight the message so students will see it!)

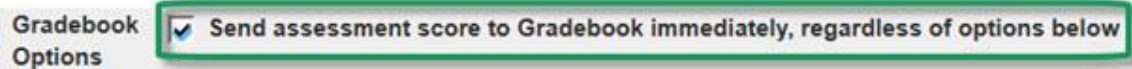
▸ Exceptions to Time Limit and Delivery Date

When giving online tests, you may find that a student with an accommodation plan requires extra time on a timed test. Or you may need to allow a student to take a test after the due date has passed and a test is closed to student submissions.

- See [Allow Extra Time on Tests for Selected Students handout](https://go.durhamtech.edu/tests-allow-extra-time) for extensive details or <https://go.durhamtech.edu/tests-allow-extra-time>.

▸ Grading and Feedback

✓ **Gradebook Options:** Choose **Send assessment score to Gradebook immediately, regardless of options below**, and Sakai will automatically create a Gradebook item for you and transfer the test grades there.



TIP: The Gradebook item Sakai creates will be "unassigned". If you are using categories, after publishing a test, you'll need to go into the Gradebook, click Edit for the unassigned item, assign it to a category, check the option to include it in gradebook calculations, and save.

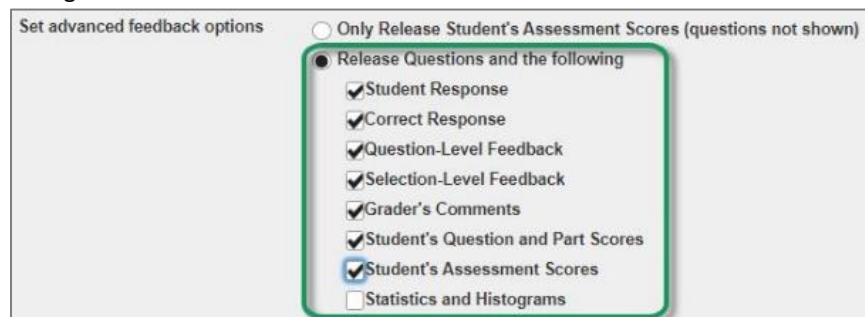
✓ **Set the type of feedback a student receives:**
For strongest cheating deterrent, choose "**No Feedback will be displayed to the student**". Or, you can choose "*feedback to be displayed to the student at a specific date*", using a date when all students will have completed the test.

TIP: Do NOT choose "immediate feedback." This will show answers while students are taking the test!

✓ **Set advanced feedback options**

If you choose to display feedback, you must tell Sakai what feedback to display.

- **Only Release Student's Assessment Scores:** This selection will show students only their overall grade on the assessment. They will not see any info on individual questions.
- **Release Questions and the following:** If you select this option, you must also check the items that you want students to see. To provide full feedback, check everything except Statistics and Histograms.



WARNING: If you display detailed feedback to students, it will be shown on one page that students can print and/or share. We do not know of a way to prevent students from printing or sharing feedback.

Layout and Appearance

✓ **Navigation:** Random access to questions from a Table of Contents is **recommended**.
Note: Linear access means students can only move forward; they cannot go back and review. Random access means students can go forward/back and can jump to any question using a Table of Contents link.

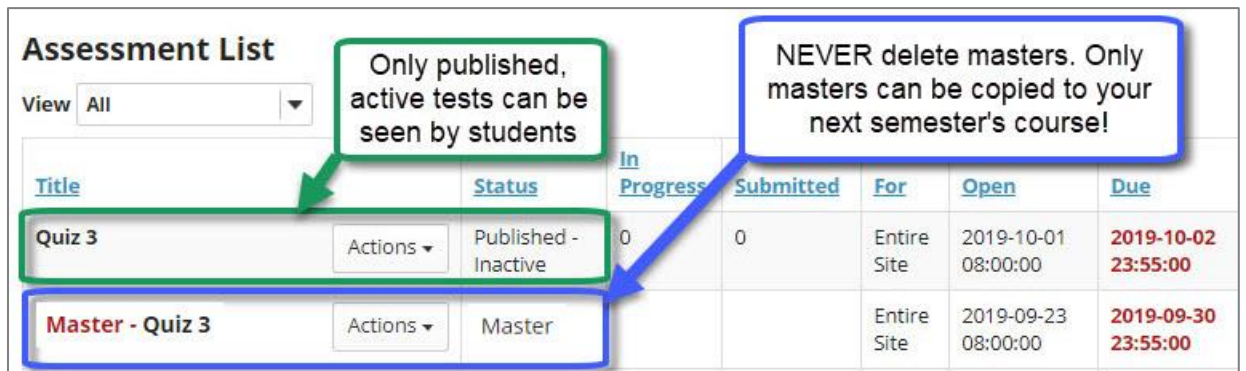
✓ **Question layout:** ALWAYS choose “each question is on a separate Web page” !!!
This will ensure that students' answers are saved while taking the test. With this setting, each time a student clicks to move to the next question, his/her answers are saved.

4. After reviewing and selecting all Settings, click **SAVE** at the bottom of the Settings page.



Step 3: Publish the assessment

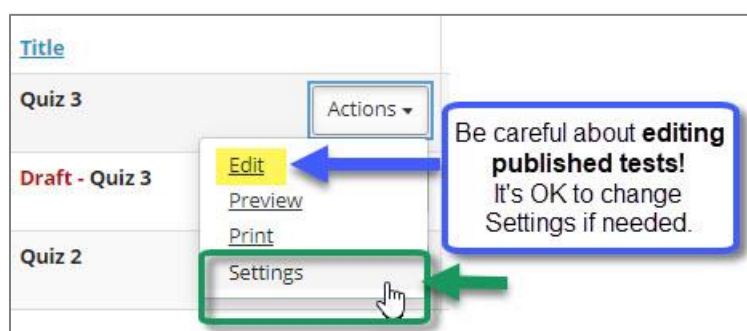
1. On the main *Tests & Quizzes* screen, on the *Assessments* tab, locate the master to publish. To the right of the assessment's title click **Actions** and choose **Publish**.
2. The Publish Assessment screen presents a summary of your Settings. (Click *Edit Settings* if you need to change anything.) Here you can choose whether to display the due date on the class calendar, and you can opt to send an email notification to students letting them know that a test has been published. The notification will be sent immediately when you publish, not when the test becomes available.
3. When you're ready, click **Publish**.
4. In *Tests & Quizzes*, you will now see the published copy of your assessment. (An original copy remains with “Master – “ in front of the same title.) The published assessment will show a status of "Inactive" if the available date/time you specified in *Settings* is in the future.



Title	Status	In Progress	Submitted	For	Open	Due
Quiz 3	Published - Inactive	0	0	Entire Site	2019-10-01 08:00:00	2019-10-02 23:55:00
Master - Quiz 3	Master			Entire Site	2019-09-23 08:00:00	2019-09-30 23:55:00

IMPORTANT:

- After publishing a test, **do NOT delete the master copy!**
 - Master tests can be imported into future courses and re-used. (Published copies can **NOT** be imported into future courses.)
- Changes made to a “Master –” test (or to its settings) will **NOT** affect the corresponding published copy.
- If you need to change **Settings** on a published test, you can do that, even if students have taken the test.
- **Be cautious about editing a published test!** If you edit a published test, the test will be retracted and taken offline.
 - Students will **NOT** be able to see or take the test until you republish it.



Now that you've published your test, students can begin taking it (after the available date/time). For instructions on viewing and grading students' tests, see **How to Grade Tests** at the link below.

Visit Durham Tech's [Sakai's Tests & Quizzes](http://bit.ly/sakai-tests-quizzes-tool) tool web page for lots more info and handouts
<http://bit.ly/sakai-tests-quizzes-tool>