

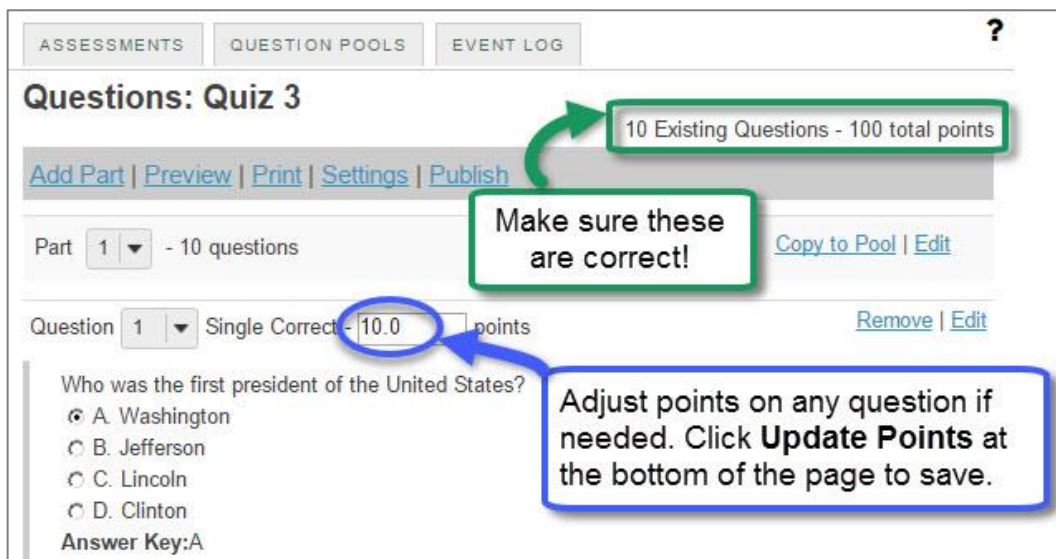
How to Publish a Test or Quiz in Sakai

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 "Working Copies" area at the bottom, locate the assessment you want to publish.
2. To the left of the assessment title, click **Select Action** 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.

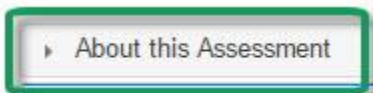
1. In **Tests & Quizzes**, click the **Assessments** tab at the top (or click on Test & Quizzes at the top of the web page) to make sure you're on the main screen.
2. In the "Working Copies" area, to the left of an assessment's title, click **Select Action** and choose **Settings**.

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

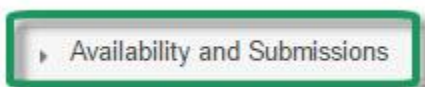
3. The **Settings** screen contains four categories. You can **click on any category** to open that section and view/select options. See below for recommended settings.

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**.



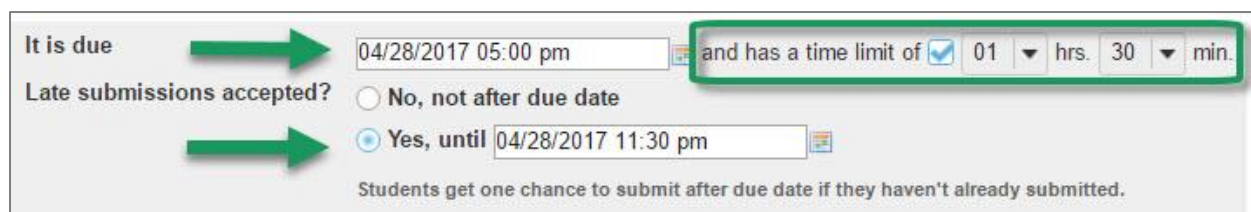
- Here, you can change the assessment **Title**, if needed.
- ✓ **Enter a Description/Intro.** Students will see what you type here BEFORE they start taking the test. Helpful information might include: what the test covers, what students should do to prepare, type of questions, etc.



- **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.*

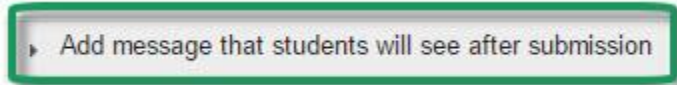
Late submissions accepted? You can choose whether to allow students to submit after the due date. If you allow late submissions, you can specify an “until” date/time, after which students cannot submit. The “until” date is NOT displayed to students. Tests submitted after the due date are marked as **LATE**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



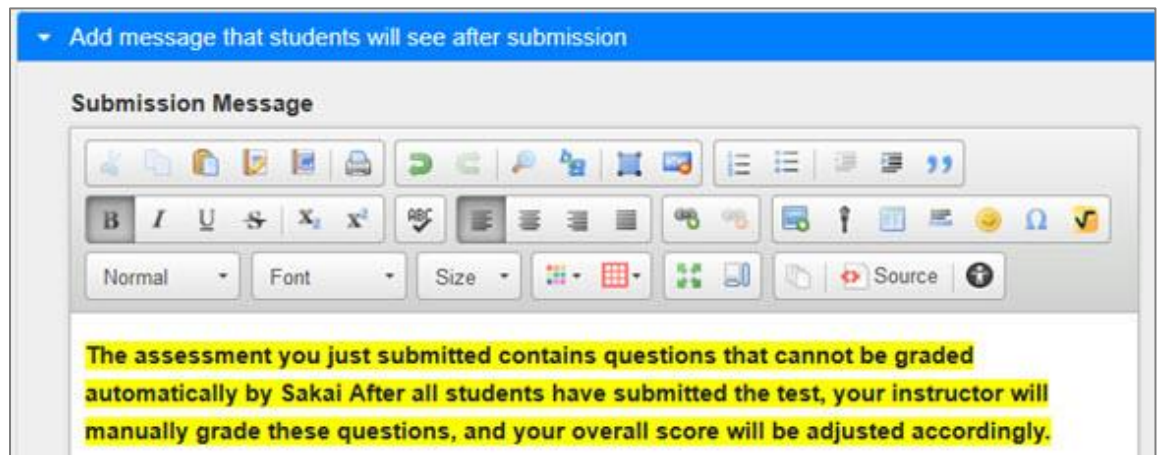
TIP: Do not use midnight as a deadline as it can cause confusion. (To a computer, midnight on Dec 31 is actually 12:00 AM on Jan 1.) For a late-night deadline, instead use 11:30 PM or 11:55 PM.

- ✓ **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).

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



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



- ✓ **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 beside 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.

Set advanced feedback options

Only Release Student's Assessment Scores (questions not shown)

Release Questions and the following

- Student Response
- Correct Response
- Question-Level Feedback
- Selection-Level Feedback
- Grader's Comments
- Student's Question and Part Scores
- Student's Assessment Scores
- 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.**

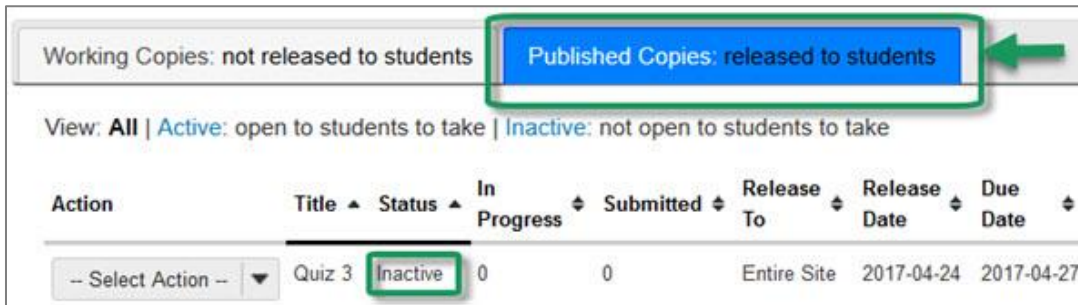
Save Settings and Publish Save Cancel

Step 3: Publish the assessment

1. On the main *Tests & Quizzes* screen, under *Working Copies*, locate the assessment to publish. To the left of the assessment's title, click **Select Action** 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

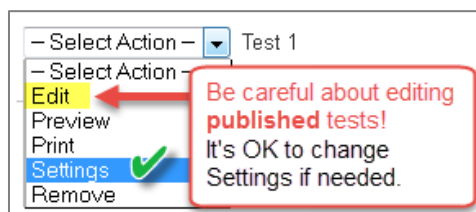
calendar, and you can opt to send an email notification to students letting them know that a test has been published. The notification will be sent immediately when you publish, not when the test becomes available.

3. When you're ready, click **Publish**.
4. In the **Published Copies** area, you will now see the published copy of your assessment. (An original copy remains under the **Working Copies** tab.) The published assessment will show a status of "Inactive" if the available date/time you specified in *Settings* is in the future.



IMPORTANT:

- After publishing a test, do not delete the working copy! Working copies can be imported into future courses and re-used. (Published copies can NOT be imported into future courses.)
- Changes made to a test in Working Copies (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 a Test** 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>