



TWEN QUIZZING  
ADMINISTRATOR'S  
USER GUIDE



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*The camera icons in the tip boxes provide links to view the video tutorials listed above.*

# 1 Accessing Quiz Generator from TWEN

The TWEN Quiz Generator can be accessed by the Add a Quiz or Manage Quizzes and Library features existing in the Grade Book Navigation drop-down menu. The Grade Book Navigation drop-down menu is available after logging into TWEN, accessing your My Courses page and Grade Book for Assignments & Quizzes.

## Access Quiz Generator via Add a Quiz

After logging in to TWEN, select the Course for which you would like to create a Quiz by clicking the **Course Name** in your list of courses, and, click **Grade Book for Assignments & Quizzes** (located in the Navigation column to the left of your Course list under “Display for Faculty Only”). Click the **Grade Book Navigation** drop-down and select **Add a Quiz**.

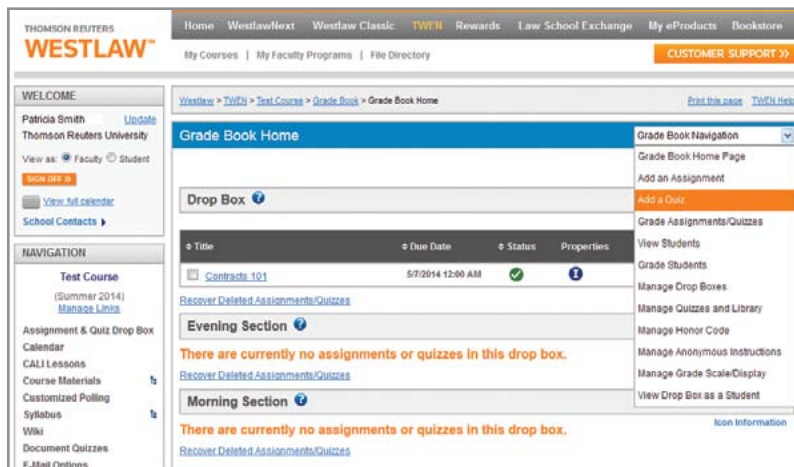


Figure 1: Grade Book Navigation drop-down menu – Add a Quiz

Select a Drop Box from the drop-down menu and click Next.

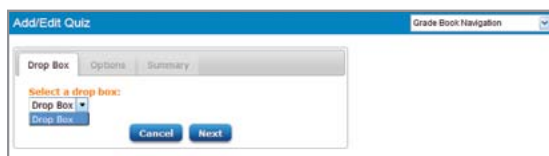


Figure 2: Select Drop Box

### WHAT IS A DROP BOX IN TWEN?

Whenever you create a course in TWEN, you get one Drop Box by default; most courses only need one Drop Box. The Drop Box is tied to your TWEN Grade Book in two ways;

- When you publish a quiz or an assignment in your Grade Book, it appears to students in the Drop Box.
- When you release grades for students, they will appear in the Drop Box.

If a quiz or assignment has the Hidden icon **HD** next to it on the Grade Book Home Page, students assigned to the Drop Box cannot see the quiz or assignment in the Drop Box.

### DO I NEED A SECOND DROP BOX?

If you answer “yes” to at least 3 of the following questions, you may need a second drop box.

1. Are you teaching the same material to two or more different class groups (e.g., morning, afternoon & evening sections of a Contracts class)?
2. Do you want to maintain one TWEN Course for different groups of students (e.g., the materials for the morning, afternoon & evening sections of the Contracts class are the same materials)?
3. Are the sections of students learning at a different pace; therefore, creating a need to administer assignments & quizzes at different times and perhaps with a slightly different emphasis (e.g., morning & evening sections are ready for a quiz but the afternoon section isn't quite ready)?
4. Do you want to separate the grades for each section?

If you answer “yes” to at least 3 of the above questions, you may want to create separate Drop Boxes for a single Course, which allows you the ability to control assignments, quizzing & grading separately for each separate class section; thus, preventing the need to create a Course for each class section.

**Note** A student can only be assigned to one Drop Box for a course with multiple Drop Boxes (e.g. James Student is in the morning Contracts section and is assigned to the morning Drop Box. If you add a quiz to the Afternoon Contracts section Drop Box, James Student will not see the quiz in his Drop Box because he is not assigned to the Afternoon Contracts Section Drop Box).

#### TIP

For additional information on Drop Boxes, see “Understanding the Drop Box”



To add additional Drop Boxes to a Course, click the **Course Name** in your list of Courses, click **Grade Book for Assignments & Quizzes**, and, click **Manage Drop Boxes** from the **Grade Book Navigation** drop-down menu.

Use the **Add Drop Box** button to add additional Drop Boxes to your Course. Name the additional Drop Box and choose administrators that will receive notification of email submissions. After the additional Drop Box is created, click the **Designate Students** link and assign students to the correct Drop Box.

**Remember:** Students can only be assigned to ONE Drop Box and they will only see assignments & quizzes added to their Drop Box.

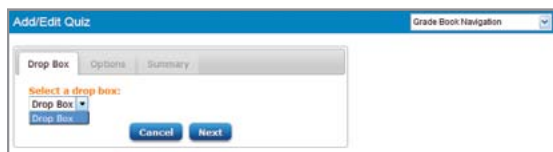


Figure 3: Course with default (single) drop box



Figure 4: Course with multiple drop boxes

**Note** If multiple Drop Boxes have been added to a course, they will be listed when you click the Select a Drop Box down arrow, at which time you may select the Drop Box into which you wish to add an assignment or quiz. If you wish to add the same assignment or quiz to multiple Drop Boxes within an individual course, you will need to complete the process individually for each Drop Box.

To access the Quiz Generator, click **New Quiz**. The New Quiz feature is available in Courses with a single Drop Box and those with multiple Drop Boxes.



Figure 5: New Quiz or Existing Quiz selection

Clicking **New Quiz** will prompt you to click **Create** and direct you to the **Quiz Generator**.

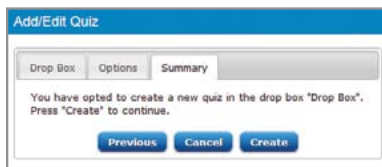


Figure 6: Create to access the Quiz Generator

If you wish to use an existing quiz that has not already been assigned to a Drop Box, click **Existing Quiz**. Anytime a quiz exists in the Quiz Generator and it has not been added to a Grade Book, it is available to be added to a Course Drop Box.

After you select the Drop Box into which you wish to import an existing quiz, click **Existing Quiz** to access a Quiz drop-down box from which you will select an existing quiz and click **Next**.

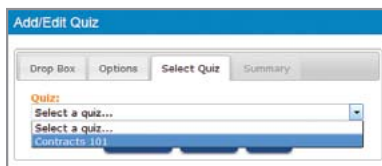


Figure 7: Existing Quiz selection

**Note** If you have a Course with multiple Drop Boxes, you must use the “Add a Quiz” workflow for each Drop Box.

After you select a quiz, you can use the Quiz with its original options settings, or, access the Quiz Generator and edit the existing quiz option settings.

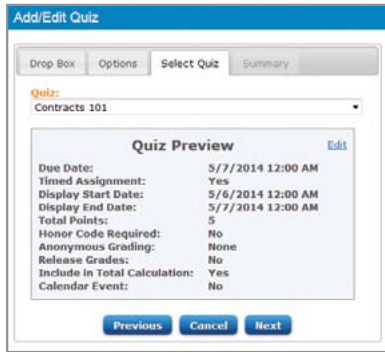


Figure 8: Use existing quiz as originally created or edit existing quiz

To use the quiz as it was originally created, click **Next** and you will be directed to a prompt advising that you have opted to use an existing quiz within the selected drop box and that you need to click **Add** to finish. Clicking the **Edit** link will direct you to the **Quiz Generator**, which will allow you to edit the quiz.

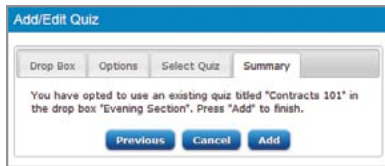


Figure 9: Finish adding the quiz to the selected drop box

## Manage Quizzes and Library

You may also access the Quiz Generator via the Manage Quizzes and Library feature. After logging in to TWEN, select the Course for which you would like to create a Quiz by clicking the **Course Name** in your list of courses, and, click **Grade Book for Assignments & Quizzes** (located in the Navigation column to the left of your Course list under “Display for Faculty Only”). Click the **Grade Book Navigation** drop-down and select **Manage Quizzes and Library**.

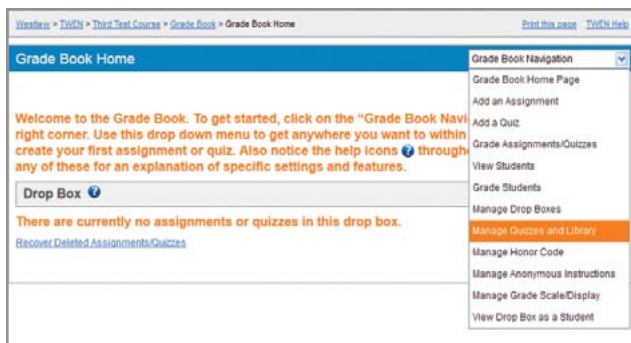


Figure 10: Grade Book Navigation drop-down menu – Manage Quizzes and Library

**Library:** The Quiz Generator Library is the place in which you store quizzes, sections (groups of questions) and/or individual questions to use in future course quizzes. Items saved or created in the Library go with you from Course to Course. Quizzes exported to the Library do not retain results.

**Note** To assemble components created or saved in the library, use your quizzing workspace.



You will be directed to the Quiz Generator page. Click on the **Create Quiz** button to create a Quiz.

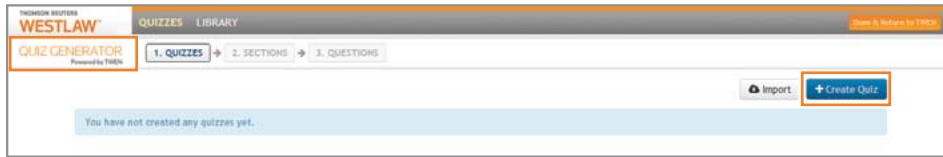


Figure 11: Quiz Generator

**TIP**

There are two workspaces within your Quiz Generator – Quizzes and Library. For additional information regarding the Quiz Generator workspaces, see

**“Understanding Your Two Workspaces Within the Quiz Generator”**



**Quizzing Workspace:**

The place in the Quiz Generator where you create, edit and grade quizzes for a particular Course. You may also import and export components from and to your library. Quizzes created here are tied to a particular TWEN Course.

## 2 Create a Quiz

To create a Quiz, you must access the Quiz Generator. You can access the Quiz Generator via one of two features available in the **Grade Book Navigation** drop-down menu: **Add a Quiz** and **Manage Quizzes and Library**.

If you select Add a Quiz, you will be required to select a Drop Box, select New Quiz and click Create to be directed to the page at which you can create the Quiz Shell. If you select Manage Quizzes and Library, you are immediately directed to the Quiz Generator, click **Create Quiz** to create the Quiz Shell.

There are three steps to creating a Quiz – after you access Quiz Generator, you will create the Quiz Shell to which you will add Sections and Questions. Advanced Options are available in Quiz Generator to further customize quizzes beyond the default options automatically applied (see “Advanced Options” on page 16).

### Step One – Create a Quiz Shell

After accessing the Quiz Generator, begin creating your quiz shell or click the **Create Quiz** button as needed. Information added to the Quiz Shell includes the Quiz Name, instructions to provide to students before they take the quiz, notes display to students after they take the quiz, select Publishing options, and set the Quiz Timer. Advanced Options are also available (see “Advanced Options” on page 16).

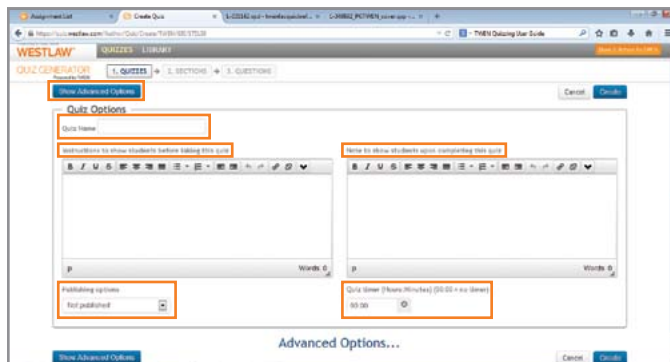


Figure 12: Creating the Quiz Shell

### PUBLISHING OPTIONS (SET DUE DATE)

When creating your Quiz Shell, you will choose from the following **Publishing Options** to set the availability: **Not Published**, **Publish**, and **Choose Date Range** (set due date). Quiz Generator defaults to the **Not Published** status, which means that your students do not have access to the quiz until you give them access. If you choose the **Publish** status, students may access the quiz immediately if it has been assigned to a Drop Box. The quiz is displayed for students until you choose to hide or delete it.

**Note** Leaving the Publishing Options set to the default status of Not Published or setting the Choose Date Range (set due date) option will help you avoid accidentally publishing a quiz before you want it to be available to your students.

If you do not see the quiz in your Grade Book/Drop Box, be sure to “Add a Quiz” and choose “Existing Quiz” to add it.

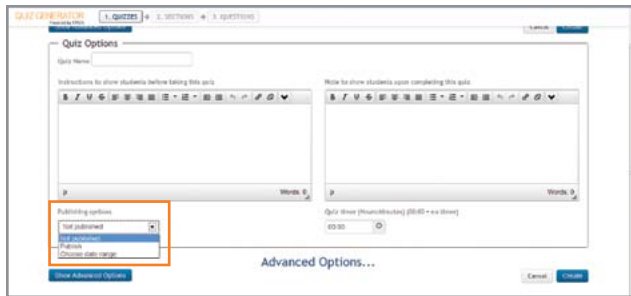


Figure 13: Publishing options

You can also select the **Choose Date Range** (set due date) publishing option, which allows you to set a date range and time for the quiz to be published (e.g., made available to students in their Quizzes & Assignments Drop Box) and contains a checkbox, which, if selected, allows students to submit their completed quiz after the publication period expires. Late submissions will be denoted.

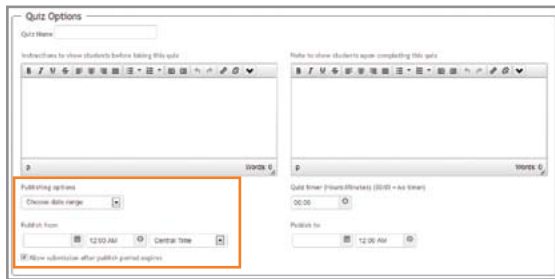


Figure 14: Choose Date Range (set due date) publishing option

## QUIZ TIMER

The Quiz Timer allows you to designate the time allotted to complete the quiz. If you check the box to **Allow submission after timer expires**, students can take longer than the time allotted to complete the quiz. If this checkbox is not selected, the quiz ends when the timer runs out and all unanswered questions will be marked as incorrect. Each student's start and finish times are noted upon completion of the quiz and the maximum timer setting allowed is 23 hours and 59 minutes. Late submissions will be denoted.

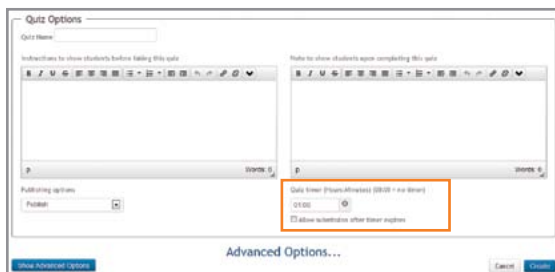


Figure 15: Quiz timer

**Note** If you set the Quiz Timer and select the Allow Submission After Time Expires feature, students may finish the Quiz and submit it after the timer expires. Late submissions will be denoted. If the Allow Submission After Time Expires feature is not selected and students do not complete the quiz in the time allotted, the incomplete quiz will automatically be submitted upon expiration of the allotted time.

Click **Create** to finish and save the Quiz Shell or **Show Advanced Options** to further customize the Quiz Body prior to finishing and saving the Quiz Shell. After the quiz is created, you will receive a message notifying you that you have successfully created the quiz.

Advanced Options contains certain default settings including: (a) allowing students one attempt to take the quiz; (b) including the students' scores in the grade book; (c) displaying a student's score to the student upon completion of the quiz; and (d) displaying questions & student answers to the students upon completion of the quiz. (See "Advanced Options" on page 16.)

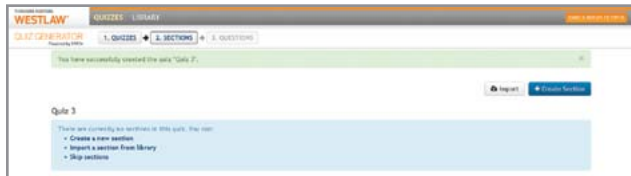


Figure 16: Quiz successfully created

## Step Two – Create/Import/Skip Sections

After creating a Quiz, you have the option to **Create**, **Import** or **Skip** Sections. Sections are simply groups of questions organized, for example, by subject. You might name a section "Torts 1" and then proceed to create relevant questions under this heading. You may have stored a "Torts 1" Section of questions in your quizzing library previously. If so, you would simply import this Section of questions from your library and modify the questions as needed. If you elect to Skip Sections, a default section, entitled "Section One," is automatically created. Students will not see default Section names in the quiz.

To create a Section, click the **Create Section** button. Type in a Section Name and click **Create**. A message will appear notifying you that you have successfully created a Section. You may then add questions to this Section. If you wish to create or import another custom Section, simply click the **2. Sections** button along the top.



Figure 17: Sections button

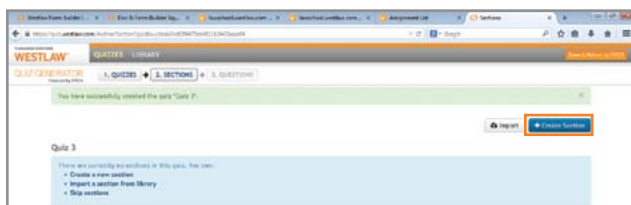


Figure 18: Create a Quiz section

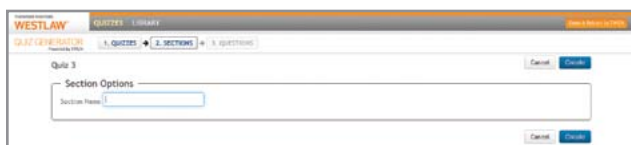


Figure 19: Create section name

**Note** Students will see custom section names if you do not suppress them via Quiz Advanced Options.

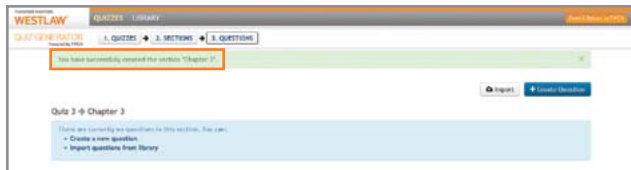


Figure 20: Section successfully created

To import a Section, click the **Import** button to import from your Library. You will be prompted to choose the level you would like to import from: **Quiz** or **Section**.



Figure 21: Import a section



Figure 22: Select a library level from which you can import a section

Select the Library Level from which you wish to add a Section by clicking on either **Quiz** or **Section**. If you click **Quiz**, you will be prompted to select a Quiz.



Figure 23: Quiz Selection for Importing Sections

Click the **Quiz** from which you wish to import a Section, select the Section you wish to import by clicking the **Section(s)** checkbox(es) next to one or multiple sections or the **Select All** option, and click **Import**. A message will appear notifying you that you have successfully imported a section or sections (each section will be listed by title).

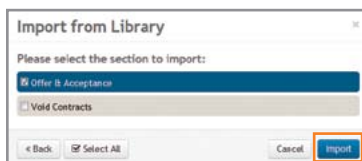


Figure 24: Selecting a section for importing

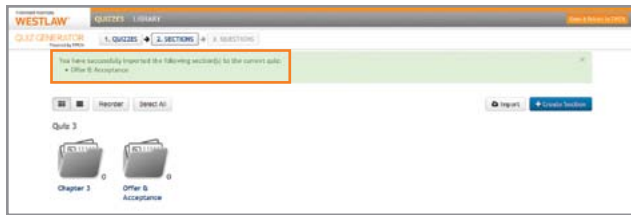


Figure 25: Successful section import

**Note Default Section** – After successfully creating a Quiz, you may click the **Skip Sections** link, which will take you directly to the page at which you can create questions or import questions from your library. Each Quiz you create will automatically include a single default section – it is not necessary to add sections.

Creating Sections allows you to create Section titles and categorize your questions topically or via customized sections (e.g., contracts quiz with sections entitled Offer, Acceptance & Formation – topical sections). Questions cannot be added to Quizzes without either using the Default Section or creating Sections.

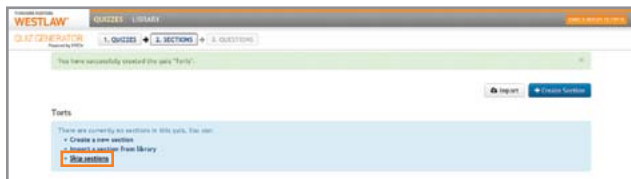


Figure 26: Skip sections to create or import questions

**Sections:** Sections are essentially groupings of questions. Sections may be named and you can either allow students to view Section names or suppress them.

### Step Three – Create/Import Questions

After creating a Quiz, you may create or import Questions into your Section(s). To create Questions, click on the **Quiz Section** to which you wish to add Questions and click the **Create Question** button or the **Create a new question** link, and enter the Question Details. Question Details include the Question Title (optional), Type of Question (multiple choice, true/false, short answer or fill in the blank), Section selection (available if a quiz contains multiple sections), Question Points Designation, Question box, Explanation box, and Answer Details.

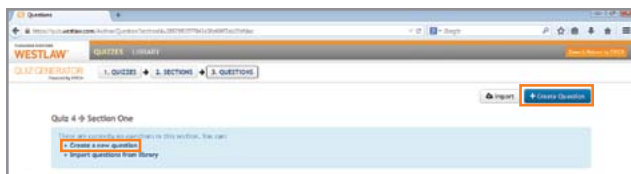


Figure 27: Create Question link and button

#### QUESTION TITLE

This field is optional; however, if you do not enter a Question Title, the Quiz Generator will use up to the first 40 characters of the actual question entered in the Question Box. Students will see the question title when taking the quiz, unless the option for Sequential quizzing is selected in Advanced Options under Taking (see further information on page 20).

## TYPE OF QUESTION

Choose one of four question types – **Multiple Choice** (allows for Multiple Select); **True/False**; **Short Answer** (there can be more than one correct answer and short answer questions are not case sensitive); and **Fill in the Blank**. Multiple Choice and True/False questions are automatically graded when answered by students. Short Answer questions must be manually graded. Fill in the Blank questions can be set up to be automatically graded (see further information on page 11).

## SECTION (SELECTION)

Questions are automatically grouped in the section created, imported or defaulted to in Step Two. If multiple sections exist in your Quiz, you may change the Section you want to assign the question to by clicking the drop-down arrow for the Section box. **See steps for creating additional sections (optional) under Step Two on page 8.**

## QUESTION POINTS

The Question Points box defaults to a value of one (1) point that will be earned when the question is answered correctly. Click the up arrow in the Question Points box to raise the value assigned to the answer to the question. Only whole numbers from 1 to 100 may be designated as the Question's point value. By default, the quiz scores is the sum of the points set at the question level. You can set a total score at the quiz level via Points in Advanced Options; questions in a total points quiz are weighted based on their individual question points.

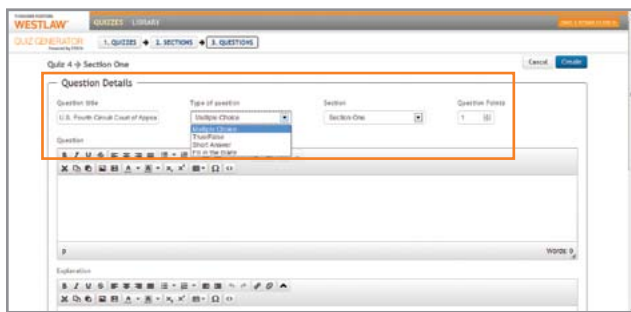


Figure 28: Question details

### TIP

While you may override grades in quizzes, decimal values are not available within New Quizzing. If you know you will allow partial credit on a question, increase the point value to greater than 1.

**Note** Once the quiz has been taken, question level points may not be adjusted.

After entering Question Title, Type, and Points and selecting the Section, type the Quiz Question into the **Question box**. The Question box has functionality similar to your word processor such as bold, italics, font selection, cut, copy and paste, among others.

You may also insert an image or a video. An **Explanation box** is available into which you may add an optional explanation.

**Note** Explanations will be displayed to students or not, based on your Advanced Option settings under Taking and Results (see further information on pages 20 and 21.)



Figure 29: Insert/Edit question image

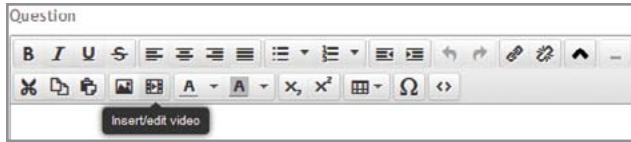


Figure 30: Insert/Edit question video

After creating your Question, enter the **Answer Details**. The Answer Details view changes depending upon the type of question you created.

**TIP** For more information on imbedding videos, see [“How to Embed Videos into a Quiz”](#)



Figure 31: True/False answer details

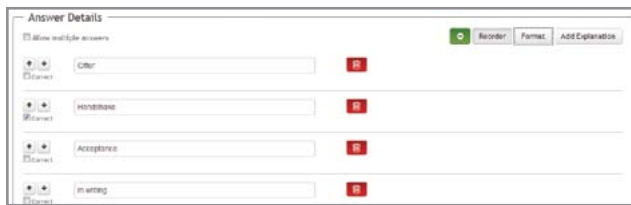


Figure 32: Multiple choice answer details – format

Multiple Choice, True/False, and Fill in the Blank Answers allow you to add an optional Answer Explanation.

**Note** Explanations (both answer and question level) are displayed to students only if you have set the option(s) in Advanced Options under Taking and/or Results. Formatting options such as bold, italics, and underlining, among others, are also available when adding Answer Explanations.

Multiple Choice Answers can be added in a simple format or can include more detail and specific formatting (e.g., bold, italics, underlining, etc.). When adding a Multiple Choice Question, the Answer Details default view only seeks one answer in the Simple format. Click the **Add Answer** button to add additional Simple Answers for your Multiple Choice Question.



Should you wish to include more detail, including formatting, in your Answers, click the **Format** button. Clicking Format will change the Answer Details view such that formatting options are available.

**Note** If you click Format, the name of the button changes to Simple, which will direct you back to the Simple Answer format. However, if you have added formatted Answers and click Simple, you will be notified that reverting to Simple format will remove any formatting you made.

Click **Yes** to proceed or **No** to continue creating formatted Answers.

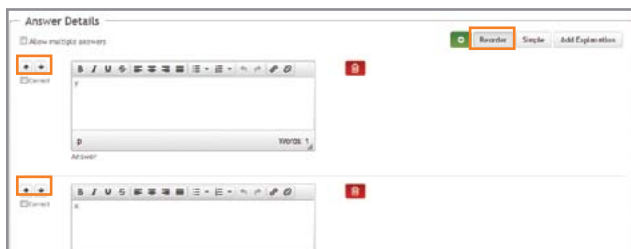



Figure 33: Multiple choice answer details – simple



The **Delete** button allows you to delete an Answer. Clicking the **Reorder** button displays up and down arrows, which allow you to rearrange the order of the Answers. Don't forget to check the **Correct** box next to the correct answer(s).

**TIP**

To create an auto-graded Fill in the Blank question, enter the Question Title, select the Fill in the Blank question type, select the Section and assign Question Points. Type the question into the Question box and use the Fill in the Blank icon  to add the blanks that will need to be completed by your students. The Answer Details will show a Preview of the Fill in the Blank Question and provide a box into which you can type the Accepted Answer. Answer Details allows you to enter multiple Accepted Answers. Answers are NOT case sensitive. If you add an Accepted Answer(s), the question will be auto-graded based upon the Accepted Answer(s) you entered.

Once you enter all Question and Answer Details, click the **Create** button.

### Import Questions

Questions existing in your Quizzing Library can be imported into your Quizzes/Quiz Sections. After accessing the Quiz and/or Section into which you wish to import questions, click **Import** to open the **Import from Library** window, and click **Question**. A window listing the Questions available in your Quizzing Library will open. Click **Preview** to view the Question and Answer. Click a **Question checkbox** to select a Question and then click **Import**. The Question will be imported into your Quiz/Section with a message notifying you that the Question was successfully imported.



Figure 34: Import questions from Quizzing Library

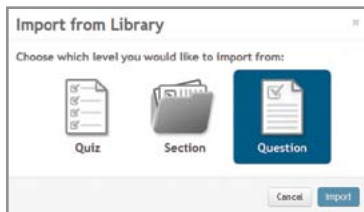


Figure 35: Import question from Library

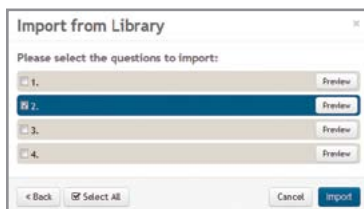


Figure 36: Preview and select Quizzing Library question

# 3 Manage Quizzes

The TWEN Quiz Generator contains two workspaces: Quizzes and Library. Quizzes can be created, edited and deleted in both workspaces. In addition, quizzes created in the Quizzes workspace can be exported to the Library. An added feature within the Library workspace is the ability to create individual Sections and Questions that remain in your library for future use in a new quiz.

Access the Quiz Generator by selecting **Manage Quizzes and Library** from the **Grade Book Navigation** drop-down menu. The Quizzes workspace is the default view after accessing the Quiz Generator. To access the Library workspace, click the Library toolbar option.



Figure 37: Library link on toolbar

## Quizzes Workspace – Manage Quizzes

To access quiz management features within the Quizzes workspace, float your cursor over an existing quiz. The management features appear below the selected Quiz and a checkbox appears to the right of the selected Quiz. If you click the checkbox, the management features will be added to your Quizzes workspace toolbar.



Figure 38: Quiz management options and checkbox

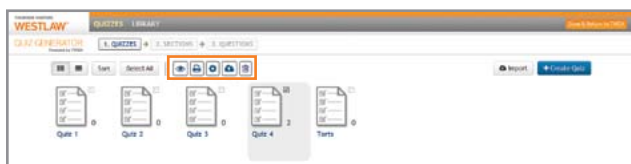


Figure 39: Quiz management features added to quiz toolbar

Quiz management features include Preview, Print, Options, Export Copy to Library and Delete.

### QUIZ PREVIEW

Preview allows you to view the Quiz in the same format that will be displayed to your students and take the Quiz before you publish it to the students' Assignment & Quiz Drop Box. Clicking the **Quiz Preview** icon will direct you to a preview mode from which you can take the Quiz.



**Note** Your Quiz answers will not be saved when you take the Quiz in Preview mode.

Click **Begin** to take the Quiz or **Cancel** to exit the Preview mode.

## PRINT QUIZ

Print allows you to print the Quiz, including the Quiz title, total points possible, questions and question values. You can also select additional Print Settings, including Show correct answers and Show explanation. Clicking the **Print** icon will direct you to a preview of the format in which the selected Quiz will be printed. Select additional **Print Settings**, as desired, by clicking the checkbox next to “Show correct answer(s),” “Show explanation” or both and click the **Print** button to print the Quiz.



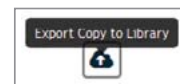
## OPTIONS

Options returns you to the Quiz Options page at which you can edit Quiz Options (see “Editing Quizzes with Results” on page 21) including, **Quiz Name**, **Instructions to show students before taking the Quiz**, **Note to show students upon completing the Quiz**, **Publishing Options** and **Quiz Timer**. You can also access **Advanced Options** from this page for editing as needed. Click the **Options** icon to access and edit the Quiz Options.



## EXPORT QUIZ COPY TO LIBRARY

Export Copy to Library allows you to export a copy of the selected Quiz to your Quiz Library. Click the **Export Copy to Library** icon to open a new window advising you that you are about to export the selected Quiz. Click **Export** or **Cancel**. Clicking Export will export the selected Quiz to your Quiz Library. A message notifying you that the selected Quiz has been successfully exported to your Quiz Library should appear to confirm exportation of the Quiz.



**Note** Results are not saved on exported copies.

## DELETE QUIZ

Delete Quiz allows you to delete the selected Quiz from the Course within which you are working. Click the **Delete Quiz** icon to open a new window asking you if you are sure you wish to delete the selected Quiz. Click **Delete** or **Cancel**.



## Library Workspace – Manage Quizzes

The Library Home page within the Library workspace allows you to access management features for Quizzes, Sections or Questions.



Figure 40: Library Workspace – Library home page

Float your cursor over an existing quiz, section or question to access available management features. The management features appear below and a checkbox appears to the right of the selected Quiz, Section or Question. If you click a checkbox, the management features will be added to your Library workspace toolbar. Management feature for each are as follows:

- Quizzes: (a) Options; and (b) Delete
- Sections: (a) Options; and (b) Delete
- Questions: (a) Preview; (b) Options; and (c) Delete

Library Home management features essentially operate in the same manner as they do within the Quizzes workspace (see previous paragraph for specific details regarding management features) with the following exceptions:

Sections Options directs you to the Sections Options page at which you can rename the Section.

Questions Options directs you to the Question Details page at which you can modify the question details including **Question Title**, **Type of Question**, **Question Points**, **Question**, **Explanation** and **Answer Details** (see "Create a Quiz" on page 6 for details on Creating Questions).

## 4 Advanced Options

Advanced Options are available in Quiz Generator, which can be used to further customize Quizzes when creating or editing Quizzes. After accessing the Quiz Generator to add a Quiz and entering/ selecting your default Quiz Options – Quiz Name, Instructions to show students before taking this quiz, Note to show students upon completing this quiz, Publishing Options and Quiz Timer – click **Show Advanced Options** before clicking Create to further customize the Quiz.

To modify an Existing Quiz, access the quiz you wish to modify, click the Options icon (see “Manage Quizzes” on page 14) and click **Show Advanced Options**.

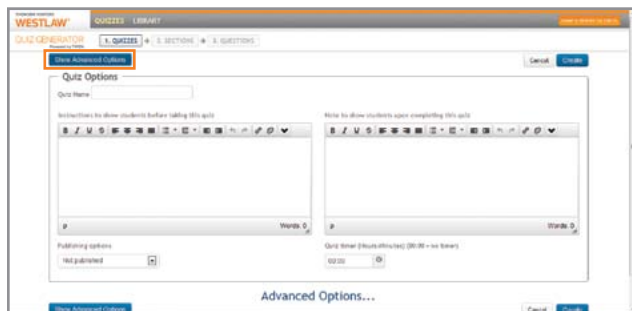


Figure 41: Show Advanced Options to customize a quiz

### Available Advanced Options

Available Advanced Options include Points, Access, Attempts, Practice, TWEN Grade Book Options, Taking, Results and Reports. Certain Advanced Options have an Information icon available, which provides a brief explanation of the Advanced Option when you float your cursor over the Information icon.

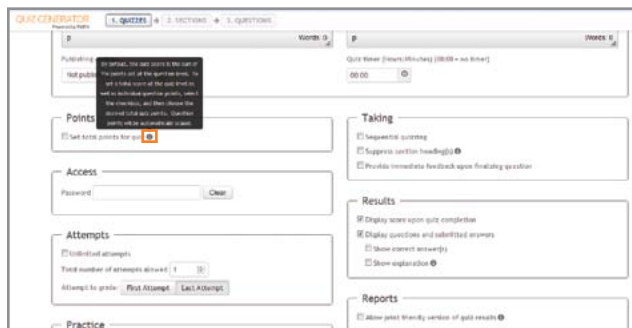


Figure 42: Information icon and explanation

To capture customizations made via Advanced Options, you must click **Create**, if you are creating a new quiz, or, click **Save** after editing an existing quiz.

**Note** Editing Advanced Options after you have published a Quiz to your students’ Assignment & Quiz Drop Box will apply to all students that have access to the Quiz at the time you edit the Advanced Options. Depending upon the settings, changes may or may not be visible or impact students who have already submitted their quiz results.

## POINTS

By default, the Quiz score is the sum of the points set at the Question level. To set a total score at the quiz level as well as the individual points, select the **Points checkbox** and choose the desired total quiz points. Question level points will be automatically scaled to equal the total quiz points and are overridden for a scaled quiz.

For example, if you create a quiz containing five questions, set the total points to 100, and, assign each individual question a particular number of points (e.g. 50 points each), then the points you assigned will be overridden and each question will be worth 20 points because the quiz is scaled to 100.



Figure 43: Advanced Options – Points

## ACCESS

The Access feature allows you to set a Quiz password. The Quiz password can consist of any combination of letters and numbers and **MUST** be distributed to all Course participants to allow them access to the Quiz. Passwords are case sensitive.



Figure 44: Advanced Options – Access

## ATTEMPTS

Attempts allows you to provide your students with the ability to retake a Quiz. The total number of attempts allowed defaults to one (1) attempt. The maximum number of attempts allowed for students to retake the Quiz is 100, unless you select the **Unlimited Attempts** option. When using this feature, the default grade for each student is the grade for their last attempt. You can change the default to use their grades from their first attempts by clicking **First Attempt**.

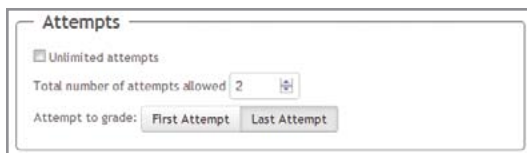


Figure 45: Advanced Options – Attempts

## PRACTICE

The Practice feature allows students to practice taking the Quiz and does not record results. Click **Allow practice quiz**, which provides additional options related to practice quizzes – **Display score upon practice quiz completion** and **Display questions and submitted answers in results**. To select either or both Practice sub-options, click the checkbox next to the option. If you select **Display questions and submitted answers in results**, you can elect to **Show correct answer(s)**, **Show explanation**, or both. If you elect to **Show explanation**, further sub-options allowing you to **Show question explanation only if answered correctly** or **Show all answer explanations**.

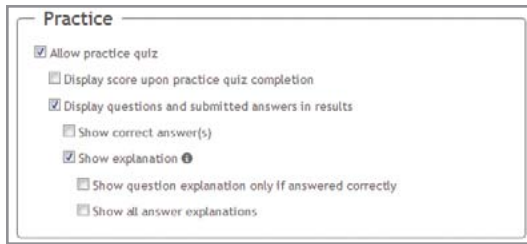


Figure 46: Advanced Options – Practice

**Note** If you do not select either **Show Explanation** sub-option, the default option includes displaying the question and the student’s submitted answer.

### TWEN GRADE BOOK OPTIONS

This feature allows you to set certain options related to grading. Including a Quiz grade in students’ total Course grade calculations is the default option; if you do not wish to include a Quiz grade in the students’ overall total Course grade, uncheck the Include in Total Grading Calculation box.

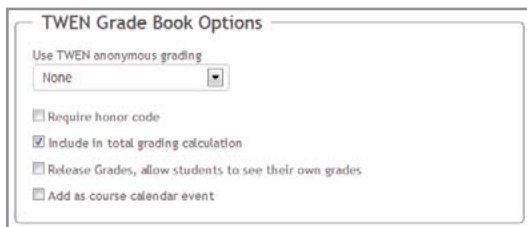


Figure 47: Advanced Options – TWEN Grade Book Options

Additional TWEN Grade Book Options include Require Honor Code, Release Grades to allow students to see their own grades and adding the Quiz as a course calendar event. Students’ grades are not anonymous unless you elect to use TWEN Anonymous Grading. Click the **TWEN Anonymous Grading** drop-down box to set anonymous grading by Primary I.D., Unique I.D., or a randomly generated anonymous I.D. Primary I.D. is an I.D. that will be used for more than one TWEN Quiz or Assignment (e.g., an I.D. assigned by the school).

If you want students to use the same I.D. for all quizzes and assignments, select the Primary I.D. You will need to provide students with directions regarding the I.D. you want them to enter; students will enter their Primary I.D.s via their Drop Box. Unique I.D. is an I.D. you can create, which will need to be entered by students to take the Quiz. You will need to provide specific instructions to your students regarding the unique I.D. you want them to add via their Drop Box. The Random I.D. feature randomly generates anonymous I.D. numbers for students related to the Quiz you are creating.

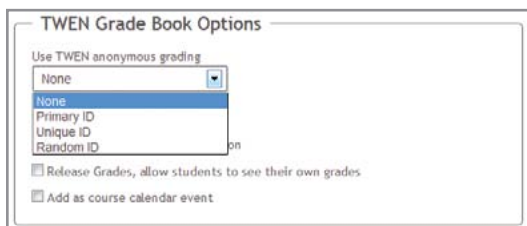


Figure 48: Advanced Options – TWEN Grade Book Options – anonymous grading

## TAKING

These options relate to the format of the Quiz as displayed to students. Set **Sequential Quizzing** to ensure that questions are served up one at a time; each question must be answered by the student before the quiz progresses to the next question. Non-sequential quizzing allows students to pick and choose the order in which they answer each questions. Question order may be rearranged at the Section and Question levels of a Quiz. Selecting **Suppress Section Heading(s)** will hide all Section headings while students are taking the Quiz.

**Note** Section Headings are always suppressed for Sequential Quizzing.

**Taking**

- Sequential quizzing
- Suppress section heading(s)
- Incorrect question mode
- Provide immediate feedback upon finalizing question (Select at least one)
- Show correct answer(s)
- Show only if answered correctly
- Show explanation
- Show question explanation only if answered correctly
- Show all answer explanations

Figure 49: Advanced Options – Taking

If you elect to **Provide Immediate Feedback upon Finalizing Question**, you will also need to select either to **Show Correct Answers**, **Show Explanation**, or both. Correct Answers are the overall answers to the questions. Explanation shows any feedback you entered for a particular question when creating the question (e.g., listing reasons as to why particular answers are right or wrong).

When selecting **Show Correct Answers**, you may elect to show the answer only if the question was answered correctly. When selecting **Show Explanation**, you may elect to show the question explanation only if the question was answered correctly or show all answer explanations. If you do not select either **Show Explanation** sub-option, the default option includes displaying the question and the explanation for the selected answer.

**Correct Answers:**  
The overall answer to the question.

**Explanation:** This is any feedback you entered for a particular answer.

**Note** The **Incorrect Question Mode** (Figure 47) is only available when you have allowed students **Unlimited Attempts** or more than one Attempt (setting the total number of Attempts to any number more than one).

**Points**

- Set total points for quiz
- Total Points: 100

**Access**

Password: [ ] Clear

**Attempts**

- Unlimited attempts
- Total number of attempts allowed: 2
- Attempt to grade: First Attempt Last Attempt

**Taking**

- Sequential quizzing
- Suppress section heading(s)
- Incorrect question mode
- Provide immediate feedback upon finalizing question (Select at least one)
- Show correct answer(s)
- Show only if answered correctly
- Show explanation
- Show question explanation only if answered correctly
- Show all answer explanations

**Results**

**Attempts Used: 1 of 4**  
**Time Limit: 1 hour**  
**Incorrect Question Mode**

Students will know when a quiz is set to **Incorrect Question Mode** before they click "Begin Quiz." It will be listed under **Attempt Information** and any time limits set.

Figure 50: Incorrect Question Mode

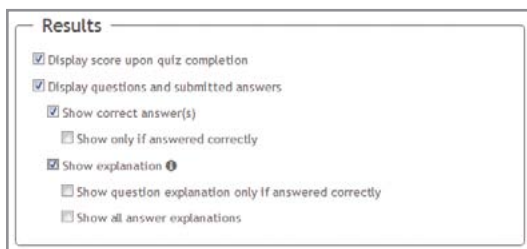


When using Incorrect Question Mode, all correct answers from previous attempts are finalized. Manually graded answers are served up again when students take another attempt on a Quiz, which will allow students to modify their original answer. If you have a sub-set of Randomized Questions selected (e.g., you serve random 5 out of 10 questions), a different set of Randomized Questions will be served with each new attempt but may include questions already correctly answered.

**Example** On a second attempt to take a Quiz, a student may be served 5 questions, 3 of which the student had correctly answered on the first attempt and 2 of which are new questions. This will persist until all 10 are answered correctly or until the attempts run out.

## RESULTS

This option relates to the information displayed when students complete a Quiz. The default display includes displaying the score upon quiz completion and displaying the questions and submitted answers. If you do not wish to display either the score or questions and answers, uncheck the appropriate checkboxes.



**Results**

- Display score upon quiz completion
- Display questions and submitted answers
- Show correct answer(s)
  - Show only if answered correctly
- Show explanation ⓘ
  - Show question explanation only if answered correctly
  - Show all answer explanations

Figure 51: Advanced Options – Results

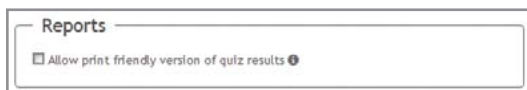
The Results display can be further modified to **Show Correct Answers** by clicking the appropriate checkbox, which provides a further option by which you can elect to **Show Only if Answered Correctly**. You may also elect to **Show Explanation** by clicking the checkbox next to the option.

When selecting **Show Explanation**, you may elect to show the question explanation only if the question was answered correctly or show all answer explanations. If you do not select either **Show Explanation** sub-option, the default option includes displaying the question and the explanation for the selected answer.

**Note** If certain answers in a quiz must be manually graded, the answers to those questions are not available until the questions have been manually graded and released. Within the Grade Assignments/Quizzes feature, there is a **Release Grades** button that you will use to release grades to students.

## REPORTS

The Reports option allows a print friendly version of the Quiz results during Preview and Taking.



**Reports**

- Allow print friendly version of quiz results ⓘ

Figure 52: Advanced Options – Reports

## 5 Editing Quizzes with Results

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After a Quiz has been published and Results are available, certain Quiz features cannot be edited, including the following: (a) reordering sections/questions; (b) randomizing questions; (c) question type; (c) question points; (d) question location; (e) creating new questions or sections; and (f) which question answers are correct.

If you wish to edit the above features of a Quiz with Results, you will need to take the following steps:

1. Export a copy of the Quiz to your Library workspace using the **Export** icon;
2. Click the **Import** icon to bring the Quiz back to your Quizzes workspace.

This will result in a new, unpublished Quiz with no Results, which may be edited. When creating a Quiz in this manner, you **MUST** publish the Quiz through **Advanced Options**. The Quiz copy will have the same Advanced Options as were set on the original Quiz.

**Note** You must rename the Quiz via Options or remove the old Quiz from the Grade Book within TWEN. Grade Book will not allow you to import a Quiz with the same name.

To re-add the Quiz to a Course, click the **Grade Book for Assignments & Quizzes** link (located in the Navigation Column under Display for Faculty Only), access the **Grade Book Navigation** drop-down box, click **Add a Quiz**, select the appropriate **Drop Box**, choose **Existing Quiz**, and select the Quiz or Renamed Quiz.

# 6 Grading Quizzes

Quizzes are graded within Quiz Generator but grades can be overridden in the TWEN Grade Book for Assignments & Quizzes.

**Note** If you override grades, the changes will not be reflected in Quizzing Reports.

## Grading Quizzes within Quiz Generator

After logging into TWEN, access the **Course** for which you need to grade an assignment or quiz (click the Course title). In the **Navigation** column, under **Display for Faculty Only**, click the **Grade Book for Assignments & Quizzes** link. The Grade Book Home page, including the Grade Book Navigation drop-down, will display. Click the drop-down arrow for **Grade Book Navigation** and select **Manage Quizzes and Library**.

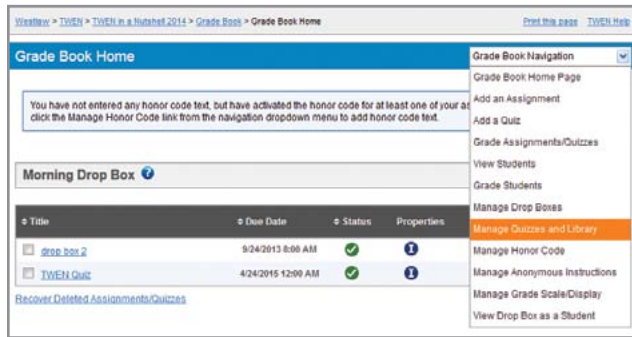


Figure 53: Grade Book Navigation on Grade Book Home page

Quizzes with results will be displayed by Quiz name, together with two icons to the right of the Quiz and a number below the icons, which represents the number of Questions in the Quiz. The Publication icon displays the time period during which the Quiz was published by floating your cursor over it. Clicking the Results icon will allow you to grade Quiz Results. Floating your cursor over the Quiz displays additional functions you may perform as related to the selected Quiz, including a checkbox, which if checked, adds the additional functions to your Quiz Generator toolbar.



Figure 54: Quiz functions including Publication and Results Icons, Additional Functions, and Checkbox

To grade Quizzes in Quiz Generator, click the **Results** icon located to the right of the Quiz or via the additional functions feature (Figure 51). You will need to click the **Results** icon either in grid or list view.



Figure 55: Quiz Generator (grid view) – Quiz Results



Figure 56: Quiz Generator (list view) – Quiz Results

The Quiz Summary will appear which displays the Total Points Possible, Attempts Allowed, Attempt Graded, Number of Users, Graded Attempt Score Distribution table, Reports button, and the User list in which each User's information contains a **Results** button. Click the **Results** button next to the name of the User for whom you need to grade the Quiz.



Figure 57: Grade a user's quiz

The options available for each User include:

- **View** – to view the Quiz Questions and User's Answers
- **Grade** – to grade the Quiz (click **Grade** to grade the Quiz)
- **Give Retake** – to allow the selected student to retake the Quiz (clicking **Give Retake** opens a window asking you to confirm giving a retake to the selected student – click **Give Retake** or **Cancel**).

| Started              | Submitted            | Requires Manual Grading | Score | View   | Grade   |
|----------------------|----------------------|-------------------------|-------|--------|---------|
| 05/17/2014 08:45:34M | 05/17/2014 08:50:43M | No                      | 11/24 | [View] | [Grade] |

Figure 58: View or grade a user's quiz results

Quizzes that do not require manual grading (e.g., multiple choice, true/false) will be automatically graded. In the Grade view, all questions with a checkmark next to them have been graded. You can navigate the list of questions using the list that displays along the left side of your screen or by clicking the **Next** button for each question appearing on the screen.

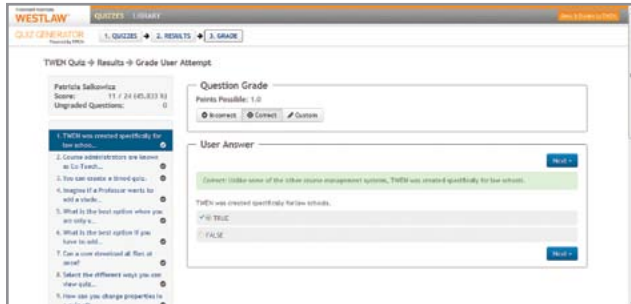


Figure 59: Graded questions with checkmark/question navigation options

Questions without a checkmark need to be manually graded. Simply click on the questions without checkmarks in the Question Navigation pane on the left of your screen and mark the question **Incorrect** or **Correct**.

You may override an autocorrect answer for any question. For example, if the answer you marked as correct when you created the Quiz is, in fact, incorrect, and the student answered it correctly (but it is marked incorrect), click the **Correct** button to override the autocorrect and the question will be marked accordingly.

It is also possible to customize the points given for an answer by clicking **Custom**. Enter a whole number from 1 to 200 (decimals are not allowed) and click **Save**.

## Grading Quizzes starting in Grade Book for Assignments & Quizzes

After logging into TWEN, access the Course for which you need to grade an assignment or quiz (click the Course title). In the **Navigation** column, under **Display for Faculty Only**, click the **Grade Book for Assignments & Quizzes** link. The Grade Book Home page for the selected course will display and list quizzes and assignments available in the Drop Box for grading.

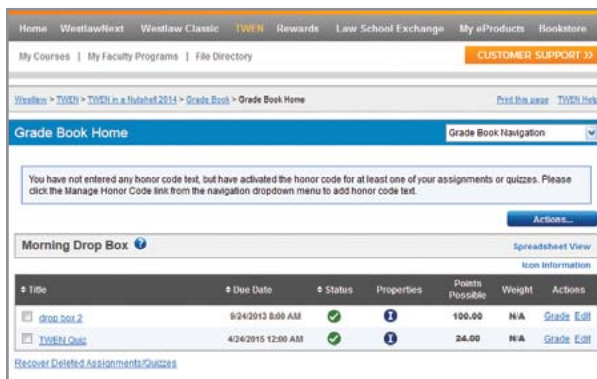


Figure 60: Grade Book Home

To grade an assignment or quiz, click the **Grade** link to the right of the assignment or quiz name. The list of Course participants is displayed with details related to date and time each participant submitted the quiz or assignment. You are also notified if a participant has submitted a Draft or Final response.

**Note** If you click **Draft** or **Final** and then **View Quiz Summary**, you can view a copy of the student's completed Quiz.

The screenshot shows a web interface for grading assignments. At the top, there's a header 'Grade Assignments/Quizzes' and a 'Grade Book Navigation' dropdown. Below that, a search bar contains 'TWEN Quiz'. There are three buttons: 'Quiz Results', 'Quiz Details', and 'Edit Quiz'. The main content is a table with the following data:

| Student  | Submitted               | Version | Comments | Grade |
|--|-------------------------|---------|----------|-------|
| <b>TWEN Quiz</b> - Due 4/24/2015 12:00 AM (Fri)  |                         |         |          |       |
| ▶ Started  |                         |         |          |       |
| <b>Weeds, Bella</b><br>Started: NA<br>Time until Due: 341 days, 14 hours, 35 minutes           |                         |         | Respond  | 3.00  |
| Submission Started: 4/28/2014 5:38 AM (Mon)<br>Submission Duration: 0 days, 0 hours, 0 minutes | 4/28/2014 5:38 AM (Mon) | Final   |          | 3.00  |
| <b>Sharun, Monica</b><br>Started: NA<br>Time until Due: 341 days, 14 hours, 35 minutes         |                         |         | Respond  |       |
| <b>Munyon, Donna</b><br>Started: NA<br>Time until Due: 341 days, 14 hours, 35 minutes          |                         |         | Respond  |       |
| <b>Lutonsky, Rebecca Rose</b><br>Started: NA<br>Time until Due: 341 days, 14 hours, 35 minutes |                         |         | Respond  |       |
| <b>Kroh, Pamela</b><br>Started: NA<br>Time until Due: 341 days, 14 hours, 35 minutes           |                         |         | Respond  |       |

Figure 61: Grade assignments/quizzes

# 7 Quizzing Reports

TWEN Quizzing includes the ability to generate reports that can assist you in evaluating questions with which your students had trouble and evaluate individual user issues. There are two types of reports available: Question Breakdown and User Breakdown.

To generate reports, access the **Quiz Generator** by selecting the **Course** for which you wish to generate a report, click **Grade Book for Assignments & Quizzes**, select **Manage Quizzes and Library** from your **Grade Book Navigation** drop-down box and click the Results icon for the Quiz you wish to work with. The Quiz Summary will display together with the Reports button.

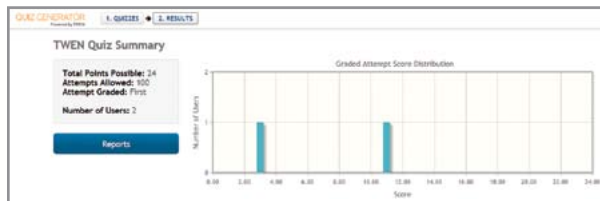


Figure 62: Report generating feature

## Question Breakdown Report

The Question Breakdown Report gives an overall picture of how questions were answered by your class.

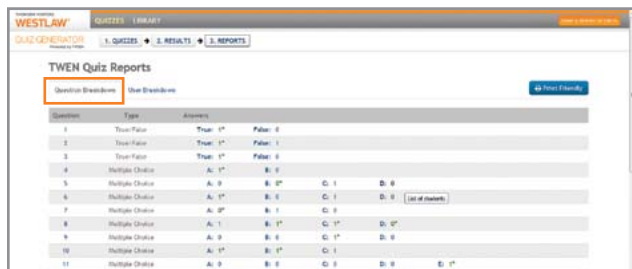


Figure 63: Question Breakdown Report

Within the Question Breakdown Report view, all correct answers are denoted in green text with an asterisk. There are also links available that provide additional information by clicking on them.

## QUESTION PREVIEW

Each Question Number is linked to view the question associated with each number. Clicking a Question Number opens a preview window showing the student view of the question and answers based on your Advanced Option settings for feedback.

**Note** When a Quiz is randomized, the question order in the report is based on the order in which you originally created the Quiz, not on how the Quiz appeared to students.

| Question | Type            | Answers                |
|----------|-----------------|------------------------|
| 1        | True/False      | True: 1* False: 0      |
| 2        | True/False      | True: 1* False: 1      |
| 3        | True/False      | True: 1* False: 0      |
| 4        | Multiple Choice | A: 1* B: 0             |
| 5        | Multiple Choice | A: 0 B: 0* C: 1 D: 0   |
| 6        | Multiple Choice | A: 1* B: 0 C: 1 D: 0   |
| 7        | Multiple Choice | A: 0* B: 1 C: 0        |
| 8        | Multiple Choice | A: 1 B: 1* C: 1* D: 0* |
| 9        | Multiple Choice | A: 0 B: 1 C: 1* D: 0   |
| 10       | Multiple Choice | A: 1* B: 1* C: 1       |

Figure 64: Question preview

## INDIVIDUAL ANSWER DETAILS

Each Answer is linked to a list of students that answered the question in a particular way. Links to student lists are available for Questions answered correctly and incorrectly. When you click on an Answer number, a pop-up window opens displaying the list of students that selected the Answer number upon which you clicked.

Quizzes set-up such that students take a Quiz anonymously will not list names but rather list, for example, "2 Anonymous Users." If no student selected a particular Answer (as denoted by "0"), you will see "N/A" when you click on that Answer number.

| Question | Type            | Answers  |
|----------|-----------------|--|
| 1        | True/False      | True: 1* False: 0                              |
| 2        | True/False      | True: 1* False: 1                              |
| 3        | True/False      | True: 1* False: 0                              |
| 4        | Multiple Choice | A: 1* B: 0                                     |
| 5        | Multiple Choice | A: 0 B: 0* C: 1 D: 0                           |
| 6        | Multiple Choice | A: 1* B: 0 C: 1 D: 0                           |
| 7        | Multiple Choice | A: 0* B: 1 C: <a href="#">List of students</a> |
| 8        | Multiple Choice | A: 1 B: 1* C: 1* D: 0*                         |
| 9        | Multiple Choice | A: 0 B: 1 C: 1* D: 0                           |
| 10       | Multiple Choice | A: 1* B: 1* C: 1 D: 0                          |
| 11       | Multiple Choice | A: 0 B: 0 C: 0 D: 0 E: 1*                      |
| 12       | Multiple Choice | A: 0 B: 0 C: 0 D: 0 E: 1 F: 0*                 |
| 13       | Multiple Choice | A: 0 B: 0 C: 0* D: 1                           |

Figure 65: List of questions

## User Breakdown Report

The User Breakdown Report tells you how each individual student answered each question in the Quiz. True/False and Multiple Answer question responses appear in the User Breakdown Report. Fill in the Blank and Short Answer questions include Expand All links upon which you may click to view the entire answer.

| Question         | Question 1     | Question 2    | Question 3     | Question 4     |
|------------------|----------------|---------------|----------------|----------------|
| Patricia Salinas | True           | False         | True           | A              |
| Score: 11 / 16   | Credits: Full  | Credits: None | Credits: Full  | Credits: Full  |
| Sida Woods       | (Not Answered) | True          | (Not Answered) | (Not Answered) |
| Score: 3 / 24    | Credits: None  | Credits: Full | Credits: None  | Credits: None  |

Figure 66: User Breakdown Report



The User Breakdown Report Legend for each User (student) sets forth whether a student was given **Full**, **No** or **Partial Credit** for the answer to each question. Next to the word “**Credit:**” for each answer you will either see **Full**, **None**, or **Partial**. Questions requiring manual grading and that are not graded will be noted as **Ungraded**. For Randomized Quizzes, you may see an answer noted as “**N/A**” – this indicates that the question was not served to the student.

**TIP** Use the User Breakdown report to grade each short answer question one at a time. You can modify the columns and scroll down each answer to jot down the grade for each student and then enter the grades for each student manually (see “Grading Quizzes” on page 22).

## REPORT SETTINGS

The User Breakdown Report includes a **Settings** button that allows you to modify the number of columns that appear when you view the report and change the size of the report text. The columns coincide with the Quiz Questions. User information will always display in the first column within the report view but the number columns that display questions may be modified (e.g. 1 will show each question individually, 2 will show two questions, etc.).

Setting the view to two or more questions creates Question Sets for navigating the report. For example, if you set the column view to 3 and navigate by Question Set, you will see the first three Quiz question, and the next three and so on. (See Report Navigation below). To modify the Settings, click the **Settings** button and click on the appropriate **Column** button that coincides with the number of columns you wish to view and/or the **Small**, **Medium** or **Large** text button to modify the text size.

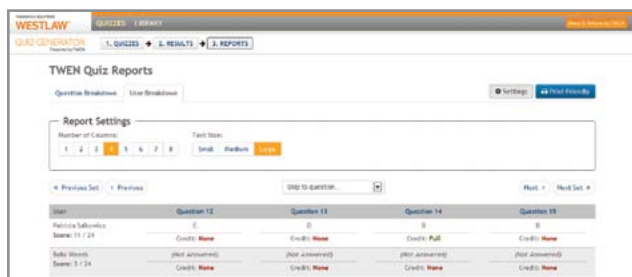


Figure 67: Set report settings

## REPORT NAVIGATION

The User Breakdown Report can be navigated in three ways: (a) individual question in question order; (b) question sets; or (c) skipping to an individual question.

The **Next** and **Previous** buttons allow you to view each individual question in the order in which it is contained in the Quiz by clicking either button to move forward to the next question or back to the previous question.

The **Next Set** and **Previous Set** buttons allow you to move to the next set of questions or the previous set of questions based upon your Report Settings, which allow you to set the number of columns (questions) you see when you access the User Breakdown Report. (See Figure 64).

The **Skip to Question** drop-down box allows you to skip to a particular question by clicking the drop-down arrow and selecting the particular question you wish to view.

**QUESTION PREVIEW**

Each Question Number is linked to preview the question and answers associated with each number. Clicking a Question Number link will open a preview window displaying the student view of the question and its answers. When a Quiz is randomized, the question order in the report is based on the order in which you originally created the Quiz, not on how the Quiz appeared to students.

