

# Kodiak QUICK GUIDE – Quizzes

## Overview

The Quizzes tool allows you to create, manage, and grade online quizzes. Kodiak allows for quiz questions that can be graded automatically, like multiple-choice questions, and more qualitative questions, like long-answer questions.

## How to Access Quizzes

If Quizzes does not appear on your course navbar, click **Course Admin, Tools, Quizzes** to activate.

## In This Guide

- Setting up a New Quiz
- Importing Quiz Questions from the Question Library
- Previewing Quizzes

## Setting up a New Quiz

### Create a New Quiz

**Note:** Quizzes will not be available to students until you set them as “Active” in the restrictions tab.

1. Click **Quizzes** on the course navigation bar. The “Manage Quizzes” page will open.
2. Click **New Quiz** at the top of the page. (Figure 1).
3. Enter a name for your quiz.
4. Click **Add/Edit Questions**. A new page that lists all your Quiz’s questions will open.
5. Click **New** to see a dropdown menu of available question types, as well as the options for creating Sections to organize your quiz (Figure 2).
  - To organize your quiz by section, select Section, provide a name for your section, then click Save.
  - To add questions to your quiz, select the applicable question type, fill out all required fields for the question type you selected, and click Save.
6. Click **Done Editing Questions** on the top-right side of the page when you have added all of the questions to your Quiz. You will return to the “Edit Quiz” page.

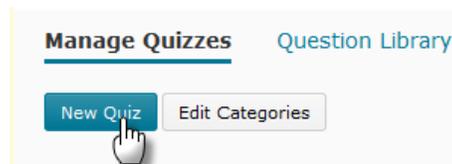


Figure 1

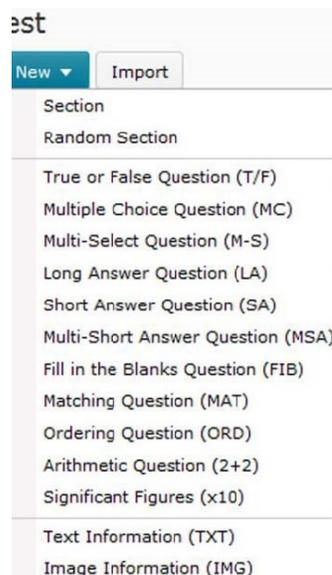


Figure 2

7. Click **Expand Description/Introduction** if you want to include either on your Quiz (optional; Figure 3).

- The “Description” displays to students before entering the quiz and is visible before the start date. If you enter a description, select **On** to make it available to students.
- The “Introduction” section displays to students when the quiz begins. If you enter information, select **On** to make it available to students.



Figure 3

8. Click **Expand page header/footer** if you want to display permanent text above (header) or below (footer) the Quiz while students are taking it (optional).

- In the “Header” section, enter text for your Quiz’s header, and click **On**.
- In the “Footer” Section, enter text for your Quiz’s footer, and click **On**.

9. Click **Save**.

### Set Quiz Restrictions

Use the options located under the Restrictions tab to set up the availability and timing of your quiz.

1. Click on the name of the Quiz you want to set restrictions for.

2. Click the **Restrictions** tab (Figure 4).

3. Click the drop-down arrow on the “Status” menu to reset the status of your Quiz (Figure 5).

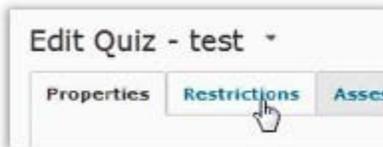


Figure 4

**Note:** Students can only see quizzes that have been set to **Active** status.

4. Set the start and end dates for the quiz (Figure 6):

- Click **Has Due Date** to set a due date for your Quiz, and enter the appropriate date and time. The due date specifies a time when a quiz is expected to be completed. A quiz is considered late if it is submitted after the due date is reached. If a quiz has an enforced time limit and the learner uses more than the allotted time, the quiz is marked as 'exceeded time limit'
- Click **Has Start Date** to set a start availability date for your Quiz, and enter the appropriate date and time.
- Click **Has End Date** to set an end availability date for your Quiz, and enter the appropriate date and time.
- Click **Display in Calendar** if you would like the quiz’s dates to display in your course calendar.

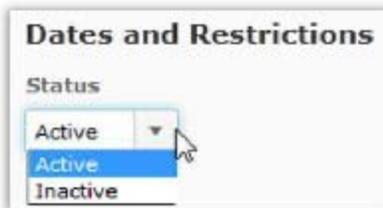


Figure 5

5. Enter the number of minutes students have to complete the Quiz in the “Time Limit” field. (The default time limit is 120 minutes.)

6. Enforce the time limit or show a clock by selecting the corresponding boxes (optional).

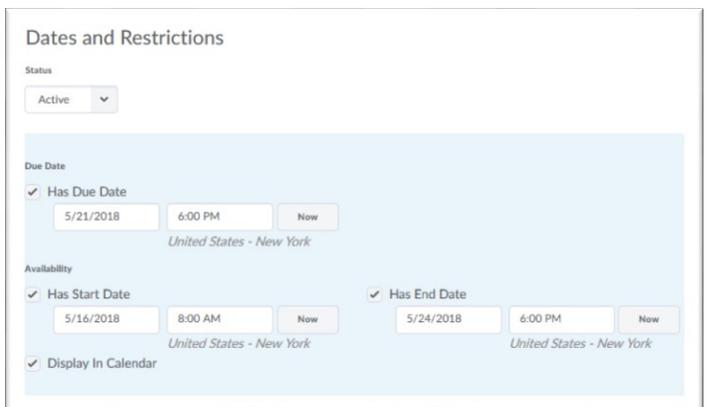


Figure 6

7. Enter the number of minutes you are allowing students to complete the Quiz beyond the time limit in the “Grace Period” field. This value determines how many minutes the student has after the time limit has expired to submit their quiz before it is flagged as late.
8. Select options for Late Submissions (Figure 7):
  - Select **Allow the student to continue working** to let users submit quizzes after the time limit and grace period have expired. Submissions after the grace period are flagged as late.
  - Select **Prevent the student from making changes** if you want the quiz to not complete any action that students try to perform after the time limit and grace period; instead, it will prompt them to submit their quiz attempt.
  - Select **Allow the student to continue working, but automatically score the attempt as zero after an extended deadline** and enter an amount of time if you want students to be given a zero if they submit the quiz after the time limit, grace period, and late limit period
9. Click **Save and Close** at the bottom of the page.

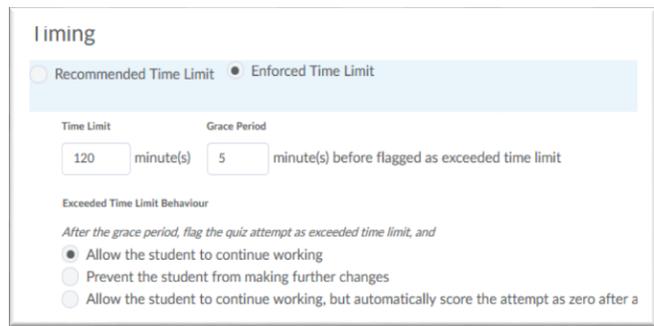


Figure 7



Figure 8

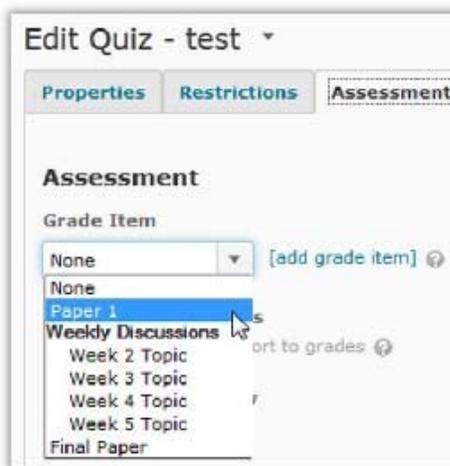


Figure 9

### Set Assessment Options

Settings in the “Assessment” tab control how many times students can take the quiz and grading options.

1. Click on the name of the Quiz you want to change assessment settings on.
2. Click the **Assessment** tab (Figure 8).
3. If you want to associate this quiz with an item in the Grades area, select it from the “Grade Item” dropdown menu (Figure 9).
4. Select **Allow automatic export to grades** to allow scores to transfer to the gradebook automatically when a quiz attempt is marked as graded.
5. If your quiz has only objective questions and you want it to be graded automatically by Kodiak, select **Allow attempt to be set as graded immediately upon completion**.
6. Select the number of attempts students will have to complete the Quiz from the “Attempts Allowed” drop-down menu. (The default option is 1.)
7. Click **Apply**.
8. Select which attempt will be included in the grade calculation from the “Overall Grade Calculation” drop-down menu. The attempt graded can be the highest attempt, lowest attempt, average of all attempts, first attempt, or last attempt (Figure 10); the default option is “Highest Attempt.”
9. Click **Save**.

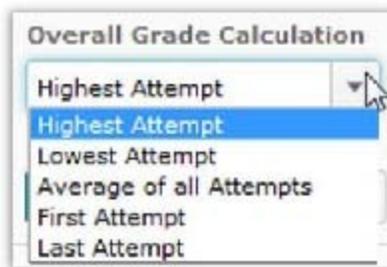


Figure 10

## Set Special Access

Use the Special Access feature to override the availability and timing settings of a Quiz for specific students, like a student who needs more time to complete the Quiz, or use this feature to allow only certain students in the class access to the Quiz.

1. Click on the name of the Quiz you want to set restrictions for.
2. Click the **Restrictions** tab.
3. Choose a Special Access type in the “Advanced Availability” section (Figure 11):
  - Select **Allow selected users special access to this quiz** if you want to change the availability dates or time limits for some of the students in your class.
  - Select **Allow only users with special access to see this quiz** if you want to allow some but not all of the students in the class access to the quiz.

4. Click **Add Users to Special Access**.
5. Change information regarding access dates and time limits in the appropriate fields.
6. Select the checkboxes beside the names of the students to whom you want to give special access.
7. Click **Add Special Access**.

## Importing Quiz Questions from the Question Library

1. Click on the name of the Quiz into which you want to import questions.
2. Click **Add/Edit Questions** (Figure 12).
3. Click **Import** on the top-left side of the page; this is the default option.
4. Select **Browse Question Library**.
5. Select the checkboxes next to the questions you want to import (Figure 13).
6. Click **Add**. The questions you selected will now be added to your Quiz.

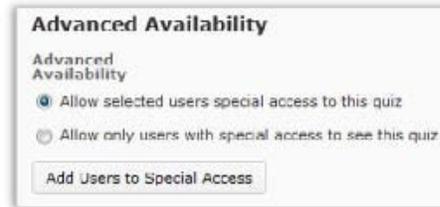


Figure 11

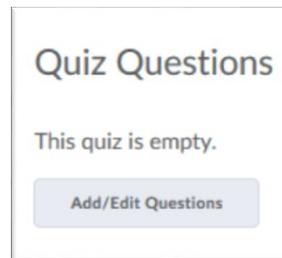


Figure 12

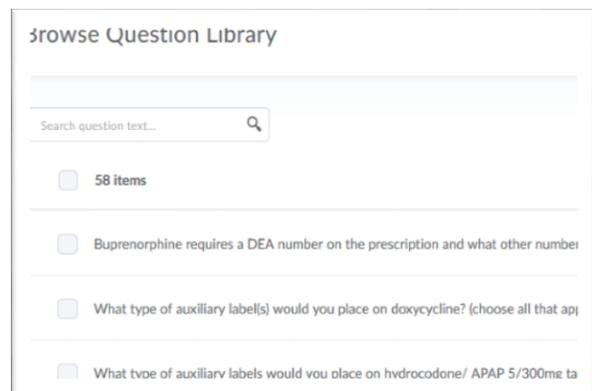


Figure 13

## Previewing Quizzes

Kodiak provides a preview option that allows you to view a quiz as your students will see it.

1. Go to the “Manage Quizzes” page.
2. Click the dropdown arrow next to the quiz you want to view, and select **Preview** (Figure 14). The “Preview Quiz” page will open.
3. Click **Start Quiz** at the bottom of the page. The Quiz will open, and you’ll be able to answer questions on the Quiz exactly as students will.
4. Click **Exit Preview** on the top-right side of the page when you are done previewing the Quiz.

**Note:** You will not be able to see your quizzes if you change your status to “View as Student”. You can only see a quiz as your students will see it by using the preview option.

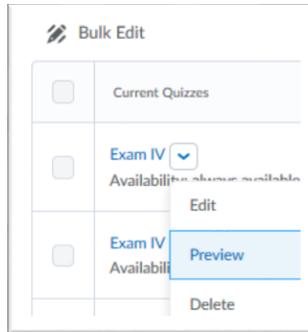


Figure 14

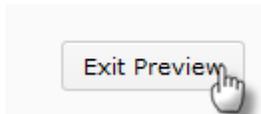


Figure 15