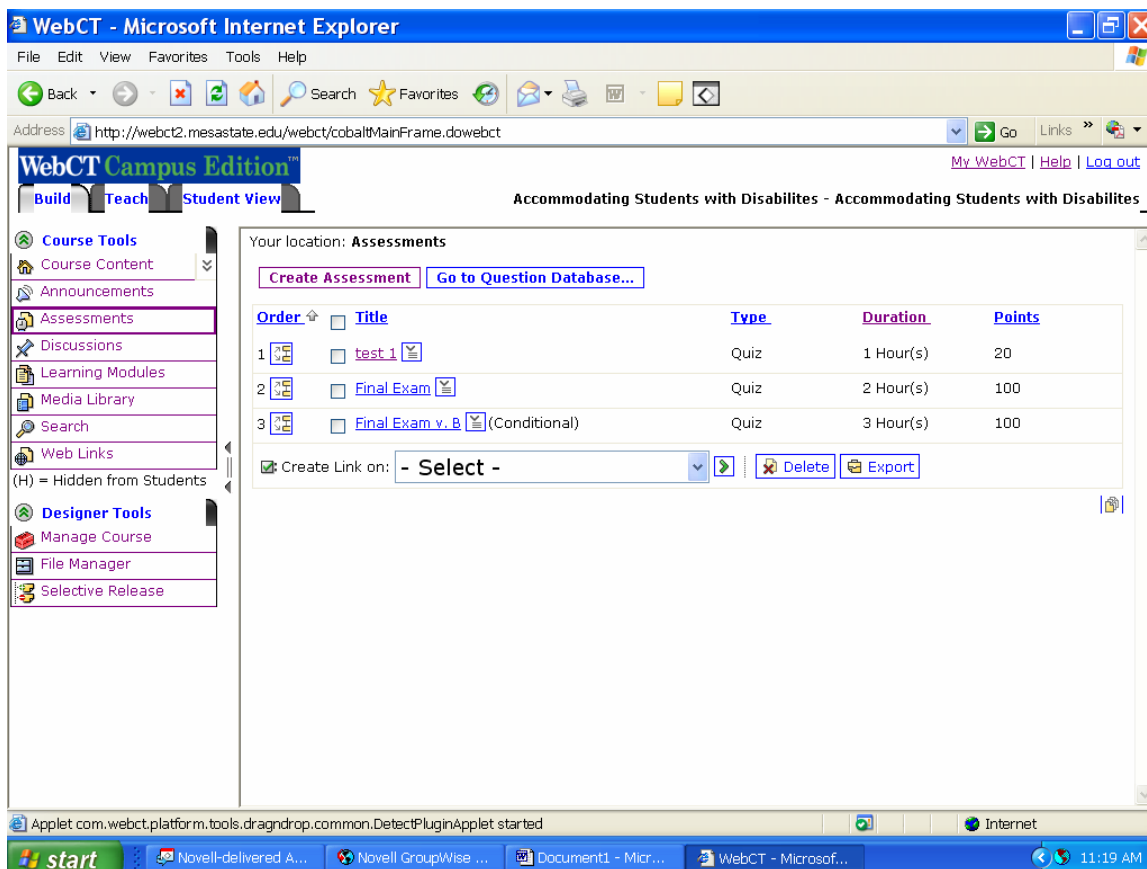


Creating a WebCT quiz with extra time for students with disabilities

You should have already created the original quiz. This procedure will show you how to copy the assessment, allowing extra time for the students who need it, then selectively release it to those students.

Create a new quiz.

- 1) From the "Build" tab, select "Assessments" from the Course Content menu.
- 2) Click the "Create assessment" button.



The screenshot shows the WebCT Campus Edition interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://webct2.mesastate.edu/webct/cobaltMainFrame.dowebct>. The page title is "WebCT Campus Edition" and the current page is "Assessments". The navigation tabs are "Build", "Teach", and "Student View". The "Build" tab is selected, and the "Assessments" option is highlighted in the left-hand menu. The main content area shows "Your location: Assessments" and two buttons: "Create Assessment" and "Go to Question Database...". Below these buttons is a table of existing assessments:

Order	Title	Type	Duration	Points
1	test 1	Quiz	1 Hour(s)	20
2	Final Exam	Quiz	2 Hour(s)	100
3	Final Exam v. B (Conditional)	Quiz	3 Hour(s)	100

Below the table, there is a "Create Link on:" dropdown menu set to "- Select -", and "Delete" and "Export" buttons. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 11:19 AM.

- 3) Title the new quiz the same as the original quiz, with a version appended to it. Add a description of the additional time.

The screenshot shows the 'Create Assessment' page in the WebCT Campus Edition interface. The browser window is titled 'WebCT - Microsoft Internet Explorer' and the address bar shows 'http://webct2.mesastate.edu/webct/cobaltMainFrame.dowebct'. The page has a navigation menu on the left with 'Assessments' selected. The main content area is titled 'Create Assessment' and contains the following fields and options:

- *Title:** Test 1 v. B
- Description:** Test 1 with 1.5 x duration
- Item Visibility:** Show Item, Hide Item (This item cannot be made visible until there is at least one question added)
- Grade Book column name:** Test 1 v. B (The Grade Book column name appears in Member Management as a column header for this assessment.)
- Type:** Quiz (Quizzes are online assessments for which grades are assigned.), Survey (Surveys are anonymous online evaluations for which no grades are assigned.), Self Test (Self tests are assessments for which Students receive grades and feedback, though the grades are not...)

The bottom of the browser window shows the Windows taskbar with the Start button and several open applications, including 'Novell-delivered A...', 'Novell GroupWise ...', 'Extended time pro...', and 'WebCT - Microsof...'. The system clock shows 11:40 AM.

- 4) Scroll down the page to "Template." Select "Base on an existing assessment."
- 5) Select the original quiz.
- 6) Save.

WebCT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Web

Address http://webct2.mesastate.edu/webct/cobalt/MainFrame.dowebrtc

WebCT Campus Edition My WebCT | Help | Log out

Build Teach Student View Accommodating Students with Disabilities - Accommodating Students with Disabilities

Course Tools

- Course Content
- Announcements
- Assessments
- Discussions
- Learning Modules
- Media Library
- Search
- Web Links

(H) = Hidden from Students

Designer Tools

- Manage Course
- File Manager
- Selective Release

(This item cannot be made visible until there is at least one question added)

Grade Book column name

Test 1 v. B

The Grade Book column name appears in Member Management as a column header for this assessment.

Type

- Quiz
Quizzes are online assessments for which grades are assigned.
- Survey
Surveys are anonymous online evaluations for which no grades are assigned.
- Self Test
Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool.

Template

Select whether or not you want to base this assessment on an existing assessment.

- Do not base on an existing assessment
- Base on an existing assessment:
test 1

Apply assessment settings only (do not include the questions)

Save Cancel Save and Add Questions

*Required field

Applet com.webct.platform.tools.dragndrop.common.DetectPluginApplet started

start Novell-delivered A... Novell GroupWise ... Extended time pro... WebCT - Microsof... 11:38 AM

Extend the time for the new quiz.

- 7) Return to the list of assessments
- 8) Click on the Action link for your new quiz.
- 9) Select "Edit Properties."

The screenshot shows the WebCT Campus Edition interface in Microsoft Internet Explorer. The browser title is "WebCT - Microsoft Internet Explorer". The address bar shows the URL: <http://webct2.mesastate.edu/webct/cobaltMainFrame.dowebct?JSESSIONID=FKJLMQnL9PbJYTwJ7TcWLV9S2Sx19vkkNGTrGdtH571i>. The page title is "Accommodating Students with Disabilities - Accommodating Students with Disabilities".

The interface includes a navigation menu on the left with sections like "Course Tools" and "Designer Tools". The main content area shows "Your location: Assessments" with buttons for "Create Assessment" and "Go to Question Database...". Below this is a table of assessments:

Order	Title	Type	Duration	Points
1	test 1	Quiz	1 Hour(s)	20
2	Final Exam	Quiz	2 Hour(s)	100
3	Final Exam v. B (Conditional)	Quiz	3 Hour(s)	100

Below the table, there are action links: "Create Link on: - Select", "Go to Assessment", "Delete", and "Export". A context menu is open over the "Final Exam v. B" assessment, listing actions: "Go to Assessment", "Edit Properties", "Preview", "Hide Item", "View Links to this Item", "Set Release Criteria", "Export", and "Delete". The "Edit Properties" option is highlighted with a red circle.

The taskbar at the bottom shows the Windows start button, several open applications, and the system clock displaying 2:51 PM.

- 10) Scroll down to "Duration." Change the time.
- 11) Save.

WebCT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webct2.mesastate.edu/webct/cobaltMainFrame.do?webct?JSESSIONID=FKJLMQnL9PbJYTwJ7TcWlZv9S2SX19vkkNGTnGdtI571I

WebCT Campus Edition My WebCT | Help | Log out

Build Teach Student View Accommodating Students with Disabilities - Accommodating Students with Disabilities

Hide Item

*Grade Book column name

Final Exam v. B

The Grade Book column name appears in Member Management as a column header for this assessment.

Question delivery

- Deliver questions all at once.
- Deliver questions one at a time and allow questions to be revisited.
- Deliver questions one at a time and do not allow questions to be revisited.
- Display question titles.

Display Assessment

- In the same browser window
- In a new browser window

Duration

- Unlimited
- Time: 3 Units: Hour(s)
- Disallow answer submission if time has expired.

*Attempts

Applet com.webct.platform.tools.dragndrop.common.DetectPluginApplet started

start Novell-delivered A... Novell GroupWise ... Extended time pro... WebCT - Microsof... 2:58 PM

Release the quiz to the selected students.

- 12) Return to the list of assessments.
- 13) Click on the action link for the new quiz.
- 14) Select "Set Release Criteria."

The screenshot shows the WebCT Campus Edition interface in Microsoft Internet Explorer. The browser title is "WebCT - Microsoft Internet Explorer" and the address bar shows "http://webct2.mesastate.edu/webct/cobaltMainFrame.dowebct". The page header includes "WebCT Campus Edition" and navigation tabs for "Build", "Teach", and "Student View". The main content area is titled "Your location: Assessments" and contains a table of assessments. A context menu is open over the third assessment, "Final Exam v. B", with the "Set Release Criteria" option highlighted by a red circle.

Order	Title	Type	Duration	Points
1	test 1	Quiz	1 Hour(s)	20
2	Final Exam	Quiz	2 Hour(s)	100
3	Final Exam v. B (Conditional)	Quiz	3 Hour(s)	100

The context menu for the selected assessment includes the following options:

- Go to Assessment
- Edit Properties
- Preview
- Hide Item
- View Links to this Item
- Set Release Criteria
- Export
- Delete

- 15) Click on "Add Member Criteria" button.
- 16) Next to User ID, select "Equals."
- 17) Select the check box to each of the students to whom you want to release the quiz.
- 18) Save.

The screenshot shows a Microsoft Internet Explorer browser window displaying the WebCT Campus Edition interface. The main content area is titled "Set Release Criteria for: Final Exam v. B". A modal dialog box titled "Add Member Criteria" is open, showing a table of users with checkboxes for selection. The "User ID" column has a checked checkbox, and the "Equals" radio button is selected. The table contains one row with the following data:

User ID	First Name	Last Name
<input checked="" type="checkbox"/> webct_demo_3575568001	Demo	Student 3575568001

The dialog box also includes "Save" and "Cancel" buttons at the bottom. The background interface shows a sidebar with "Course Tools" and "Assessments" selected, and a main area with "Set Release Criteria" options.

- 19) Save again at Set Release Criteria screen.

Show the new quiz

- 20) Return to the Assessments page.
- 21) Click on the action link for the alternate quiz.
- 22) Go to "Edit Properties."
- 23) Under "Item Visibility, select "Show Item." This will allow the selected student(s) to see the exam.
- 24) Save.

The screenshot shows a Microsoft Internet Explorer browser window displaying the WebCT Campus Edition interface. The address bar shows the URL: <http://webct2.mesastate.edu/webct/cobalt/MainFrame.dowebct?JSESSIONID=FQdF9kgv0n5P2v1TJvrwx2JrwL5xhwGRQvGp1Qh11Lhy>. The page title is "WebCT Campus Edition" and the current page is "Accommodating Students with Disabilities - Accommodating Students".

The left sidebar contains a navigation menu with the following items:

- Course Tools
 - Course Content
 - Announcements
 - Assessments
 - Discussions
 - Learning Modules
 - Media Library
 - Search
 - Web Links
- Instructor Tools
 - Manage Course
 - Assessment Manager
 - Grade Book
 - Group Manager
 - Tracking
 - Selective Release

The main content area is titled "Edit Assessment Properties" and shows the following fields and options:

- *Title:** Final Exam v. B
- Description:** Final Exam for EAS 101
Accommodating Students with Disabilities
- Item Visibility:** Show Item, Hide Item
- *Grade Book column name:** Final Exam v. B
The Grade Book column name appears in Member Management as a column header for this assessment.
- Question delivery:** Deliver questions all at once., Deliver questions one at a time and allow questions to be revisited.

The "Item Visibility" section is circled in red, indicating the selected option.

Gradebook

There are three ways to include the alternate quiz score in the gradebook.

- 1) When there are few students in the class needing extra time, you can enter the score manually into the column for the quiz. This is the simplest method.
- 2) You can create a separate formula for the student(s) needing extra time, including the alternate quiz scores, but not the “regular” quiz scores.
- 3) If you want the score entered and calculated automatically into the cumulative grade, you will need to create a third column next to the two quiz columns, and then assign the MAX function to take the MAX of the two columns. Each student will have a numeric score and a blank, and the MAX column will take the numeric score. Include the MAX for the cumulative scores.