ADLC | Managing Assessments

Revised: October 2, 2019

Assessments are designed to help you evaluate student progress. In ADLC's Learning Management System, they fall into three categories:

- ○ [Assignments](#)
- ○ [Forums](#)
- ○ [Quizzes](#)

To learn more about each type of assessment and how to create them, visit the [Moodle Docs library](#). *Note:* ADLC currently uses Moodle v3.6.

Overview

In this how-to document, we will focus entirely on assessment activities that are not covered within the scope of the [Moodle Docs library](#). Those items include the following:

- ○ To Find a Password for a Quiz
- ○ To Find an Answer Key
- ○ To Grade a Quiz

To Find A Password for a Quiz

In some cases, a password is required for students to access a quiz. The password itself is stored securely in the **Administration** tab. As a TS Partner, you have access to set, modify, and share it with your class. The following procedure will walk you through the process of finding the password for a password-encrypted quiz
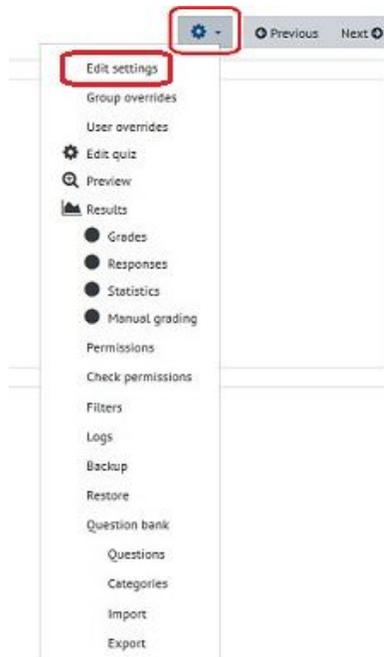
1. On the navigation bar, select the **Assessments** menu and choose **Quizzes** from the dropdown.
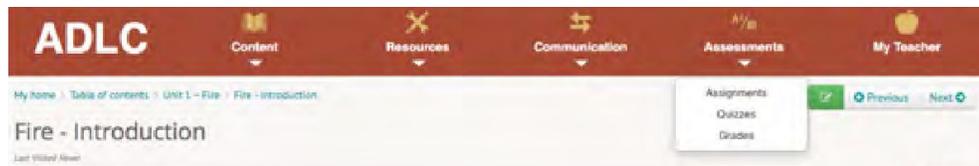
2. Select a **Title** from the list.

3. Select the **gear** in the upper right corner to reveal the **Administration** menu.

4. Select **Edit settings**.

5. Scroll down and click on the **Extra restrictions on attempts** section to expand it.

6. Select the **Show more…** link

7. If there is a password for the quiz, it will show dots. Select the eye icon to display the current password. If there is no password, it will show *click to enter text.*

To Find an Answer Key

1. On the navigation bar, select the **Assessments** menu and choose **Quizzes** from the dropdown menu.

2. Select a quiz by clicking on the **number of attempts** beside it.

3. Expand the **What to include in the report** section. You want to generate, or refresh, a report that shows all enrolled users who have attempted the quiz (see Steps 4 & 5). This is important to note because you can view only the answer keys of quizzes that have actually been attempted.

4. From the **Attempts from** dropdown menu, select **enrolled users who have attempted the quiz**.

5. Click **Show report** to generate or refresh the report.

The **Display options** section should now display a report that contains a list of the enrolled users who have attempted the quiz.

6. You have two options:
   ○ Compare student responses against the entire answer key (see Steps 7 to 9). This feature allows you to view all of the items at once, from beginning to end. All of the results will appear in a single window.

   OR

   ○ Compare student responses against a portion of the answer key (See steps 10 to 12). This feature allows you to pick and choose which items you want to view. You can choose only one item at a time and each result will appear in a separate window.

Compare Student Responses Against the Entire Answer Key

7. Find the student in the table.

8. Click the **Review Attempt** link underneath the student's name.

9. The student's response will appear first, followed by an explanation from the answer key. Scroll down to review the remaining questions from the quiz.

Compare Student Responses Against a Portion of the Answer Key

10. Find the student in the table.

11. From the same row, select a graded question/attempt. A separate window will open.

The student's response for that particular question will appear first, followed by an explanation from the answer key.

12. Close the window and repeat Steps 11 to 14 to review any other items from the quiz.

To Grade a Quiz

There are two ways to identify a quiz that requires grading:

○   through the Quiz Navigation legend

OR

○   through the Quiz Summary page

Through the Quiz Navigation Legend

1. Follow Steps 2 to 4 from *Finding an Answer Key*.

2. Find the student in the table.

3. Click the **Review Attempt** link underneath the student's name.

4. Look for any white boxes in the **Quiz Navigation** legend. Those represent unmarked items.

5. Click on the unmarked item to begin grading.

6. Review the student's response and click the **Make a comment or override mark** link.

7. A popup window will appear. Enter your comments and score into the fields provided.
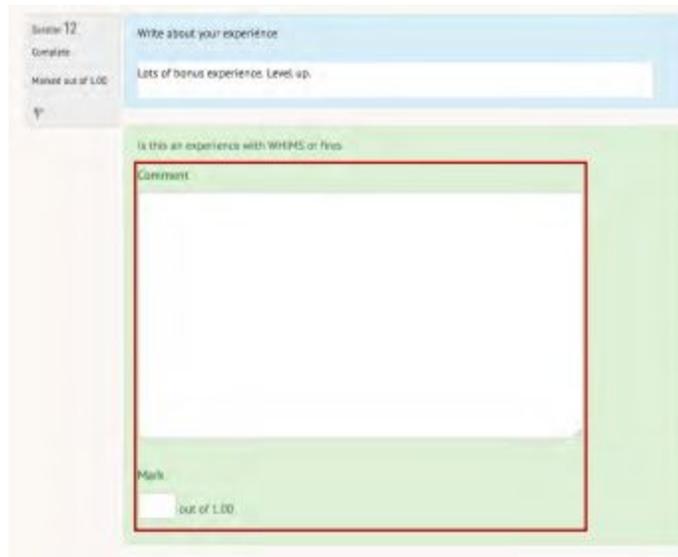
8. Scroll down and Select **Save** to apply your changes. A confirmation message will appear and the window will close automatically.
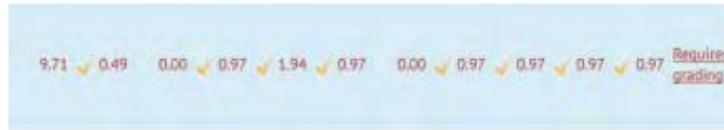

9. Click the **Finish Review** link to complete your review. Your changes will automatically be saved into the Gradebook.

    Note: If you have the option configured in your personal settings, then your student's grades will also be updated and saved to their personal **Grades** menu.

Through the Quiz Summary Page

1. Follow Steps 2 to 4 from Finding an Answer Key.
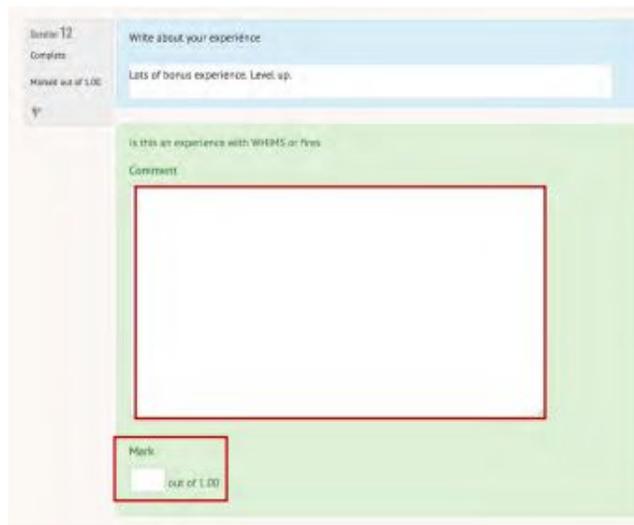
2. Find the student in the table.

3. From the same row, look for any questions with the status **Requires grading**. This represents an ungraded item.

4. Click the **Requires grading** link to begin.

5. Review the student's response and click the **Make a comment or override mark** link.

6. A popup window will appear. Enter your comments and score into the fields provided.

7. Scroll down and click **Save** to apply your changes. A confirmation message will appear and a window will close automatically.

8. Click the **Finish Review** link to complete your review. Your changes will automatically be saved to the Gradebook.

Note: If you have the option configured in your personal settings, your student's grades will also be updated and saved to their personal **Grades** menu.

Questions?

Give us a call at 1-866-774-5333, ext. 5322 or email moodlesupport@adlc.ca