

# Centricity2

## Using Forms & Surveys to Create an Online Quiz Self-Scoring / Multiple-Choice

### Creating the Quiz/Exam

- 1) Login to C2 and Access Site Manager
- 2) Access **Forms & Surveys** under the *Tools* tab in the *Section Workspace*
- 3) Click on the *New Form/Survey* button.
- 4) Enter a title for your new form or survey and choose to design a new form or copy from an existing form/survey (a previously created form may have the same type questions you want to use again).
- 5) Click on the form name to begin creating your form/survey.
- 6) Choose the *Insert* button to insert a new item (question). Select the “Choice – One Answer” question type (may choose to make questions a drop-down or radio button style and may choose to show answers horizontally or vertically for radio button style).
- 7) Enter at least the required information for the item. (red triangle in the upper right corner indicates a required field).
- 8) Mark the box by “Required” for each question to prevent students from leaving questions unanswered.
- 9) When entering the possible answers, type “0” points for everything except the correct answer. Assign the number of points you want the question to be worth in the overall score for the correct answer.
  - Click the Save button and your form with the completed questions will display
  - Copy an item by clicking on the Copy button under the More drop-down menu.
    - It is faster to copy additional questions than to create a new question each time. Copy and then change the question, answers and points. Click the Save button to add a completed question to your form.
  - Click on the arrow buttons to the left of the item to move an item within the page.
  - Preview the form by clicking the View button to the right.
    - You may test each form by entering responses in the preview window.
  - Click the status button to the left of the form link to make the form Active.
- 10) Once you have activated the form, you can insert a form link on a flex page to make the quiz/assessment available to students.
  - Place cursor on page and type link text, then click and drag over to highlight the text
  - Click the Insert Form icon in the Schoolwires Editor (green check on chain link)
  - Select the form you want from the drop-down menu
  - Click Next and choose to open in a new window or the same window
  - Click the Insert Survey button

**Before making a quiz available to students online, you must adjust the form Options.**

### Adjusting Options for Forms & Surveys

- 1) Click the *Options* button next to the form or survey you are working on
- 2) Click on the Tab headings to adjust the given options.
  - General
    - Edit form name as required
    - Change status (Must be *Open* in order to be available to users)
    - Contact Information: List those who should have access to the form results
    - Control start and end dates: End date must be in the future to make form accessible
    - Display: Choose a style (default style is automatically applied if different style is not specified)
    - Numbering Options: Number pages and questions as desired
    - Navigation Options: Choose buttons to be displayed (back, cancel, etc.)

- Access
  - Choose Response Access and Submission options: Whether a login will be required and if responses can be updated
  - IP Address Validation: Restrict completion of survey to certain IP addresses
  - Control the total number of responses allowed for the survey in addition to the number of responses per person.
  - Control the number of days the survey is available for a person to edit responses.
- Completion
  - Choose a Completion Action.
  - Edit the *Completion Message* (if you selected this action)
  - Fill in the *Completion URL* (if you selected this action) field to redirect the user to a certain page after filling out the form. By default, the browser will close after completing the form.
  - Choose Button Display 1. View Reports: Allows users to see an overview of the results once they have complete the survey
  - Print Response button: Allows users to print a copy of their results
- List persons to receive the responses to the surveys in the *Send To* field. You can enter multiple email addresses.
- Report
  - Format: Select the format in which to display the Results Overview Report
  - Security: Select “High” to allow only owners to view reports, “Semi-private” to allow all users to view overview results and only owners to view individual results, and “Public” to allow all users to view all reports.
  - Highlight Responses

**NOTE: You may require students to sign-in to Schoolwires to access a form/quiz. If students do not have Schoolwires accounts, use an “Open Ended – Comments Box” as the first question in the form for students to type their name. Use the first two questions if you would like the first and last name separated for easy sorting of results in Excel.**

## EXPORTING RESULTS

- 1) Go to Forms & Surveys in Site Manager and clicking the Reports tab.
  - Select the appropriate form/quiz from the drop-down.
  - Click the Export Data button.
  - Leave everything at the top of the screen the same, and scroll down to place a check in the box by **“Display Sum Total of Point Values Column”** under Scores for Assigned Points.
  - If students used their Schoolwires login to access the quiz, Check “First Name” and “Last Name” under User Data.
- 2) Click the Export button and open the resulting Excel file to view results as shown below. You may sort the data alphabetically by student name for easy entry of scores into InfiniteCampus.

Total Score	First Name	Last Name	Date Started	Today is Tuesday, January 31, 2012.	4 + 4 =	7 + 6 =	15 - 9 =
20	John	Anderson	1/31/2012	TRUE	8	13	6
10	Sarah	Brown	1/31/2012	FALSE	6	13	6
10	Julie	Smith	1/31/2012	TRUE	8	14	7