DIGITAL LEARNING CENTER

Exam Commons
Scanning Services

DIGITAL LEARNING CENTER EXAM COMMONS USER GUIDE

Academic Technologies – Information Technology Services
University of Nebraska-Lincoln

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OVERVIEW

Guide Introduction

This guide will detail how to schedule your exam request through the Digital Learning Center (DLC) website, as well as guide you through the entire process of using Canvas to create and deploy quizzes. While Canvas is a great choice for online testing, instructors also have the option to use Mobius Assessment (an LTI that plugs into Canvas). For those who wish to use Mobius Assessment, please see the additional resources at the end of this guide.

Testing Technologies

- The Exam Commons provides a large-scale, web-based assessment service for instructors in the Adele Coryell Hall Learning Commons and Dinsdale Learning Commons. Any UNL instructor is able to fill out and submit an exam request on http://dlc-reserve.unl.edu, which is the first step for any type of testing in our center.
- After submitting an exam request, the instructor is then responsible for creating and setting up their online tests in the platform of their choice. At the present, we support these platforms for academic course testing:
    - Canvas quizzes (native to the Canvas LMS)
        - Classic Quizzes and New Quizzes
    - Mobius Assessment (a LTI plug-in that connects to the LMS)
- The DLC also facilitates WeBWorK and ETS Major Field Test exams on a smaller scale for pre-approved courses. Please contact the manager ahead of time if you are considering using one of these platforms.
- Instead of passwords, our testing facility utilizes IP restrictions. In Canvas or Mobius Assessment, select the filter titled "UNL Testing Centers." This filter includes all computers in the Digital Learning Center (DLC) and in the Services for Students with Disabilities (SSD) testing center. If a student tries to access an IP restricted exam outside of one of these locations, they will get an error message and be unable to proceed.
- Since staff do not need to enter passwords for students, they do not need to be stationed in the physical testing space. Instead, they monitor the testing students for signs of academic dishonesty with two forms of security software.
- ABTutor is a lab monitoring software that rotates through a thumbnail view of all the computer screens in the Exam Commons. The student workers are able to use this to take screenshots, monitor screens and assist students remotely. This software also has a URLs Blocked list, which is a group of popular search engine, knowledge, and email sites that we have blacklisted on the machines.
- Avigilon is the video surveillance system that allows staff to watch the live cameras in the Exam Commons. This software allows staff to monitor for physical forms of academic dishonesty, such as students utilizing notecards which aren't allowed. Staff are also able to access old footage upon instructor request from the past 30 days.

Online Testing Applications

Though Canvas quizzes and Mobius Assessments are very commonly used in the DLC, they can also be implemented for use in other environments.

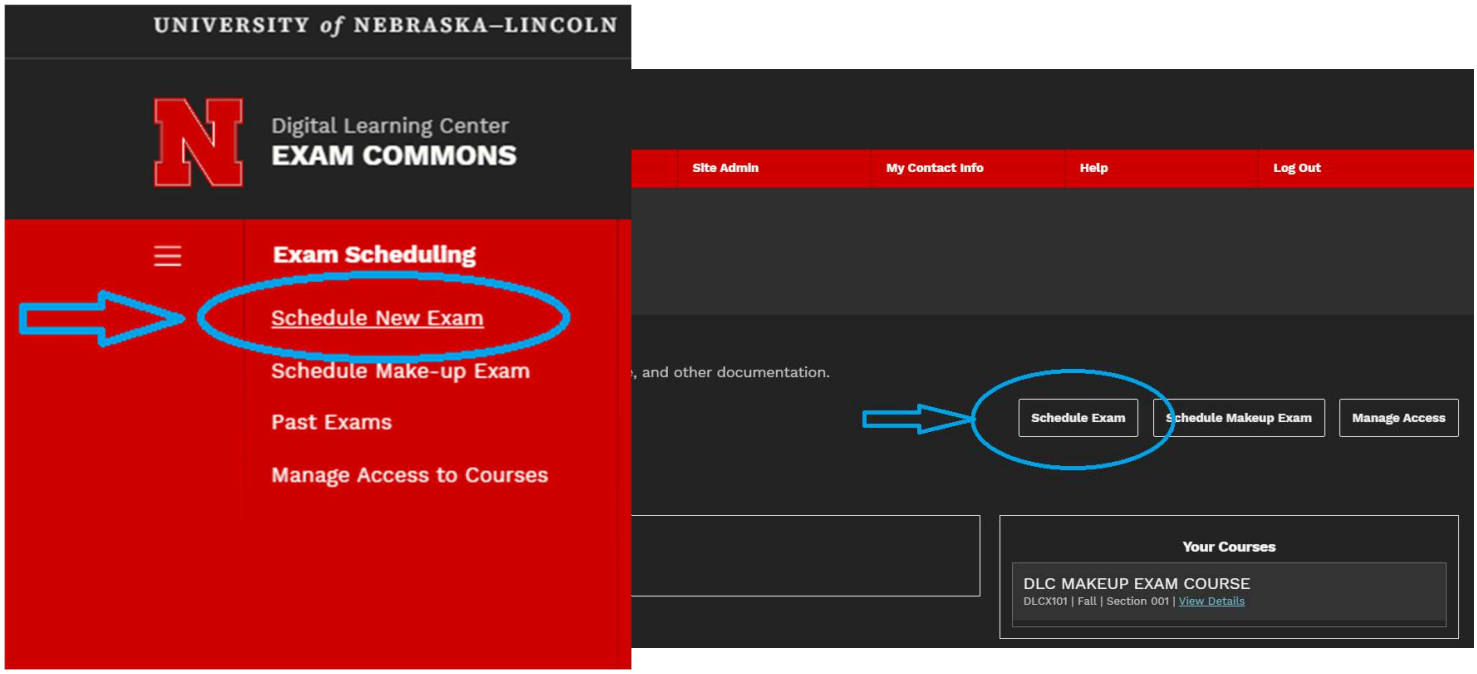
- Remote Exams
    - These exam types can be created without a password or IP restrictions set as take-home exams.
- In-Class Exams
    - Some instructors request that students bring their laptops to class for in-class testing using forms of web-based assessment. For this, no password or IP restrictions should be set, but the exam's availability should only be set for the exact day and time of the in-class exam.
- Remote Proctoring
    - A copy of a Canvas quiz or Mobius Assessment must be created and then several settings changed for students to access those exams in remote locations. Later on in this guide, details will be provided about making these adjustments in Canvas and Mobius Assessment.

DLC EXAM REQUESTS

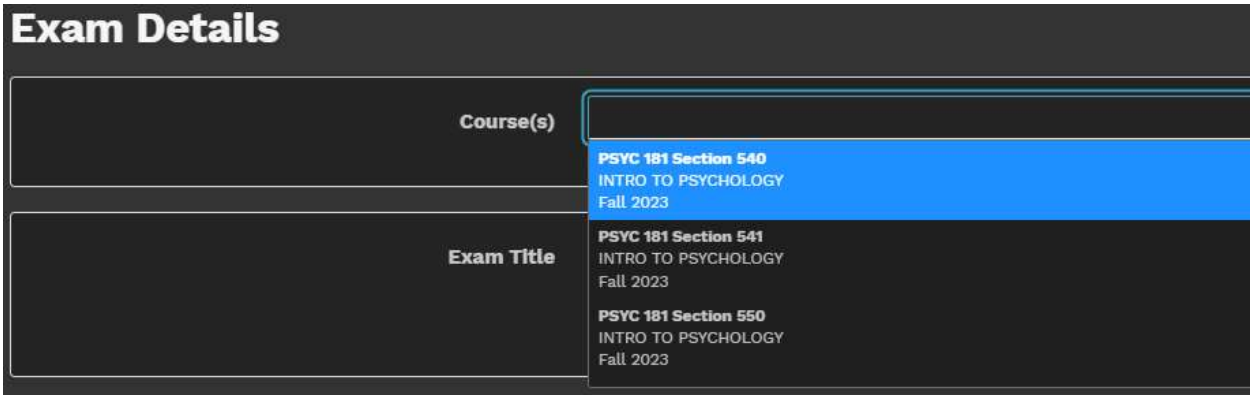
Schedule an Exam

Scheduling an exam is the first part of the exam process, and it's important that you reserve your dates in our system when enough availability remains. You may start reserving dates for an upcoming semester 45 days before the first day of the upcoming semester. To schedule an exam:

1. Log into DLC-Reserve (https://dlc-reserve.unl.edu)
2. Navigate either via the ribbon under Exam Scheduling and click Schedule New Exam or click on Schedule Exam from the dashboard.

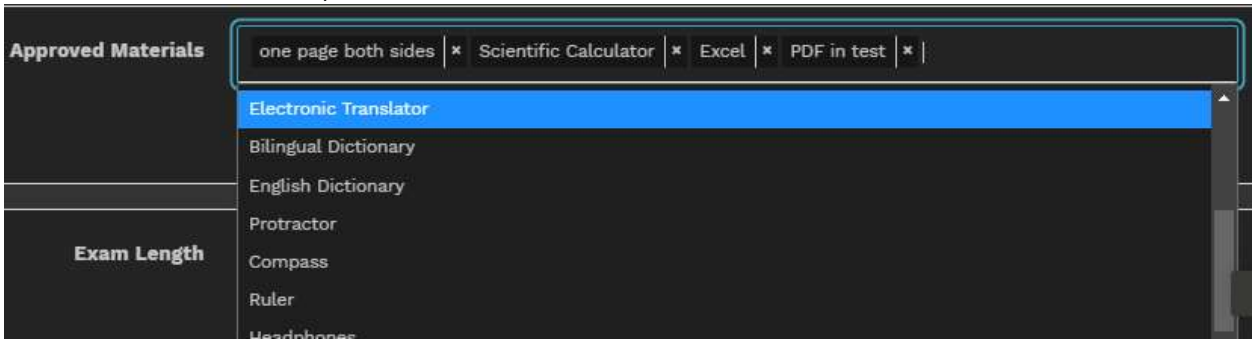


3. Click the courses field to show a drop-down list of your courses. Select the course(s) to include on the exam reservation.

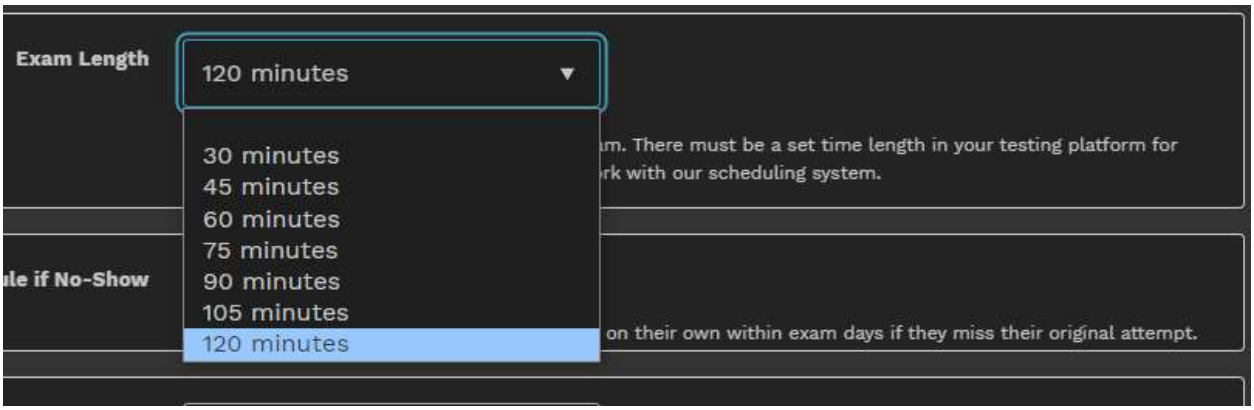


4. Enter the Exam Title.
5. In the Exam Description section, list your planned path in Canvas (e.g. Canvas > Quizzes > Exam 1). List any additional notes that Exam Commons staff may need for testing.

6. In the Approved Materials section, click the field to add pre-entered materials. Type in any additional items that are not on the list and hit enter.
    a. Scratch paper is always provided to students (students may not bring in their own).
    b. If you do not want any other items to be allowed, you can just leave this area blank.
    c. You can include a set amount of hand-written/typed note sheets or note cards as an approved item for their students to bring.
    d. If you plan to link PDF documents within your exam, make sure it is on the Approved Materials list.
    e. *Requests for open book/open note exams will **not** be approved since all note sheets must be collected and destroyed when students check-out.*

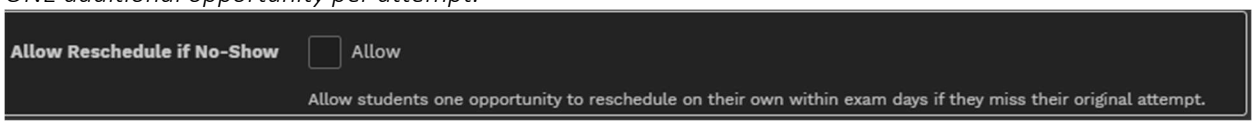


7. Select any Exam Length. To maximize the efficiency of the Exam Commons and help eliminate empty seats, choose an exam length that reflects the amount of time your students will need to test.
    a. Average exam length can be determined in Canvas after students start taking your quiz, and more details will be provided about where to find this in the Canvas Item Analysis section of this guide.
    b. Exams CANNOT be scheduled for more than 120 minutes.

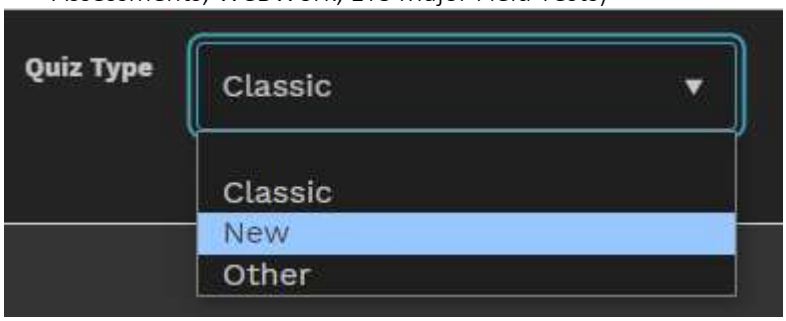


8. Allow Reschedule if No-Show allows students ONE additional opportunity to register for their

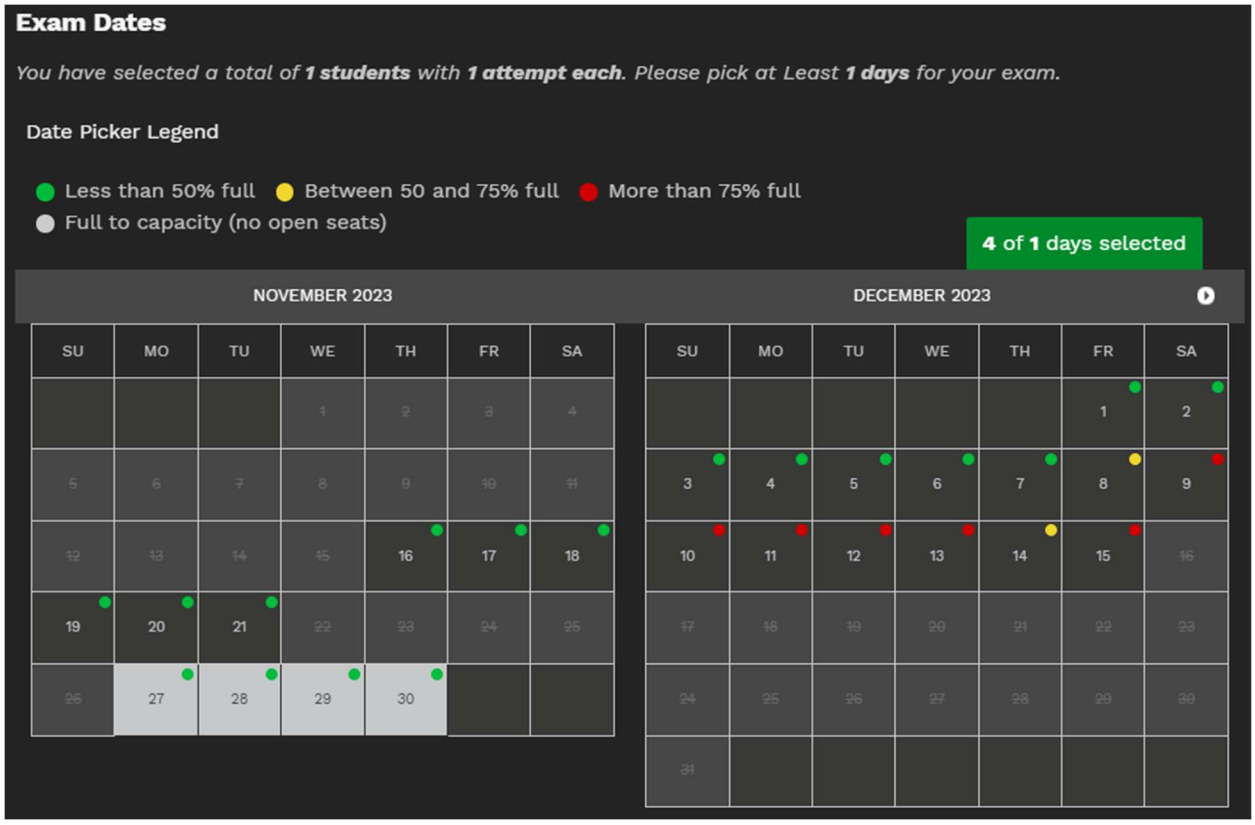
exam if they missed/no-showed for their first attempt. Students can always edit and change their timeslots if they have an impending conflict. If a student no-shows for the exam, the system will mark it as missed—they will be able to reschedule one more time ONLY if this is selected. Otherwise, students who missed their exams, the instructor must submit a "Makeup Exam" on their behalf. **Please note that if your exam has multiple attempts, students will only be allowed ONE additional opportunity per attempt.*



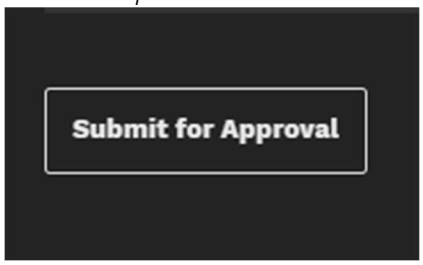
9. Select the total number of attempts.
    a. Number of attempts per day is limited to one per day for Fall and Spring Semesters. During Summers Session only, instructors have the option to change the number of attempts per day to two.
10. Printing Allowed, select this if you'd like your students to be able to print their exam answers and take them with them.
11. Taking of Scratch Paper Allowed, select this if you want to allow your students to take their scratch paper when checking out of the DLC.
    a. WARNING: Know that if selected the DLC has no control over what students might write on their scratch paper. They could write test questions or answers. Select at your own risk.
12. Select your Quiz Type:
    a. Classic Quizzes – Canvas Quizzes original assessment tool
    b. New Quizzes – Canvas Quizzes upgrade of the original assessment tool *Note: any exam with "new" as quiz type will be ask to map and sync an existing quiz prior to submission.
    c. Other – Exams that utilize a different platform besides Canvas Quizzes (ex. Mobius Assessments, WeBWork, ETS Major Field Tests)



13. In the Exam Dates section, you'll be given the minimum number of days to accommodate all students. Dates toggle on/off with each click. Click the dates you want for your examination period.
    a. For Class-Wide testing, you will only be able to reserve times that are two weeks out from the current date.
    b. Reservations asking for one day or one block of time cannot be accommodated.
    c. Regarding colors indicated on the Calendar:
        i. Green = Less than 50% full
        ii. Yellow = Between 50%-75% full
        iii. Red = More than 75% full
        iv. Gray = 100% Full or DLC is Closed



14. In the Contact List section, it will automatically populate the contact's name and email of the person submitting the exam. Please provide the best phone number if DLC staff needs to contact you about any issues. Add any additional individuals to the contact list if need be.
15. Click Submit for Approval.
    a. When approved you will receive an email notification to the email provided in the contact list.
    b. Note: When submitting your requests for class-wide testing, you will only be able to reserve times that are two weeks out from the current date.
    c. ****Quizzes with quiz type NEW will have additional steps, see below for the additional steps.*



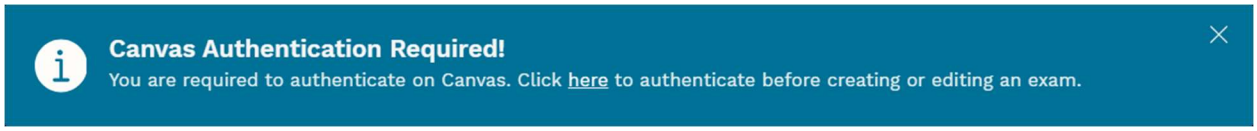
16. Your request is now submitted.

'NEW' quiz type Important Information

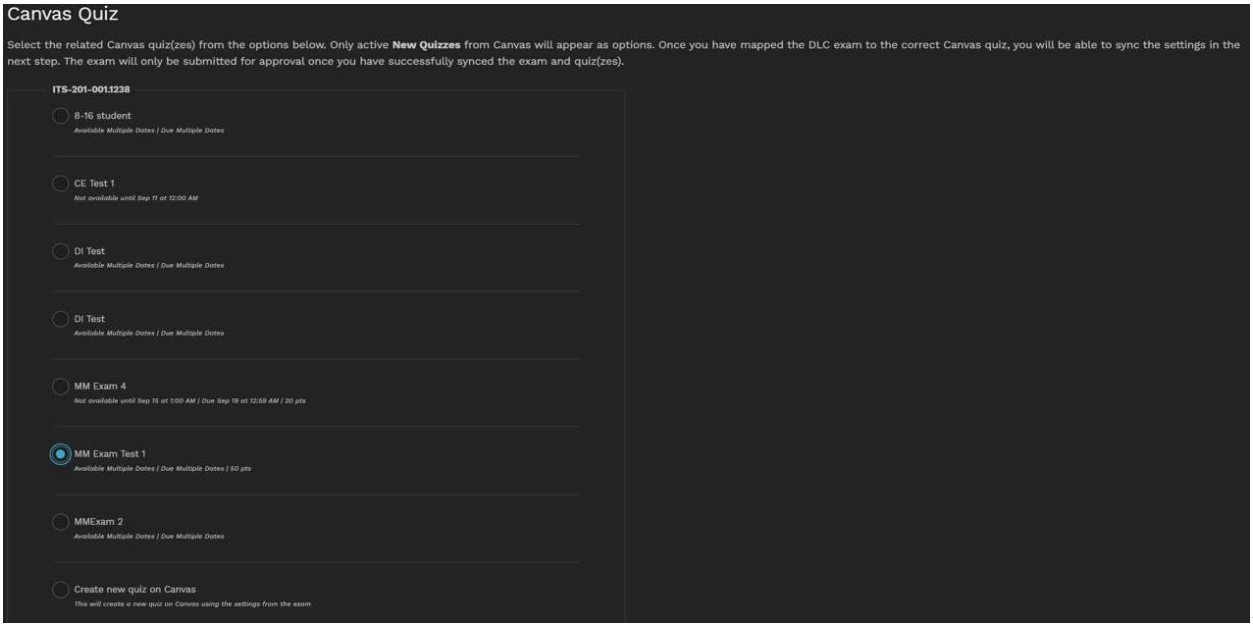
'New' quiz type requires additional steps before the exam reservation can be submitted for approval.

For the instructors planning to use the updated New Quizzes format in Canvas, you will need to authenticate your Canvas account to utilize the New Quizzes integration on the DLC-Reserve Website. Follow these steps to do so:

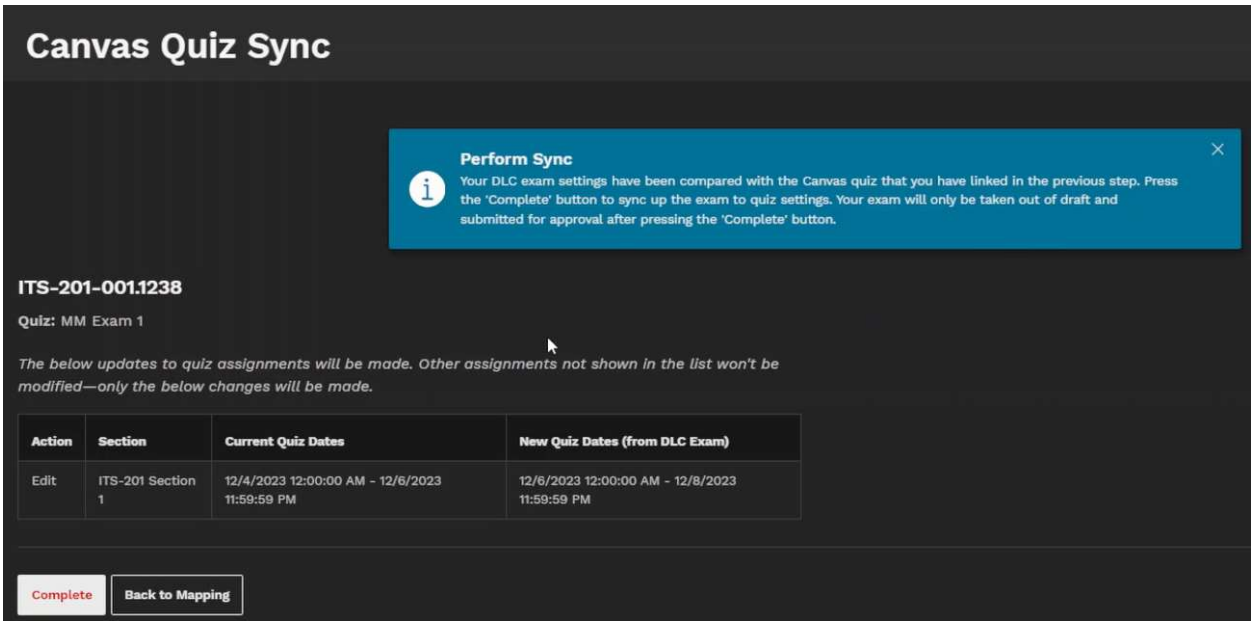
1. Log into the DLC-Reserve Website, https://dlc-reserve.unl.edu
2. Click on the blue ribbon stating "Canvas Authentication Required!". This will take the instructor to their canvas to sign in and finish authenticating. Once finished, the New Quizzes integration will be available when submitting a reservation with quiz type 'New' on the DLC-Reserve website.



3. New Quizzes requires the instructor to map and sync a Canvas New Quiz to the exam reservation. Instead of clicking submit after inputting the exam details on the DLC-Reserve reservation, click 'Next.'
4. The Quiz Mapping page will open. Only active New Quizzes from Canvas will populate as options. Select an existing quiz or create a quiz shell (choosing the latter, the instructor will finish building the exam at a later time).
    a. *Note: If choosing to not map a quiz, the exam reservation will go into Draft Status.*

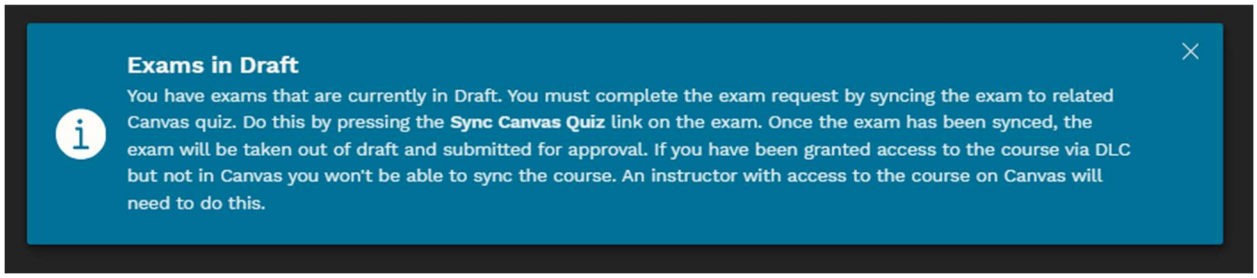


5. Sync your exam settings with the DLC Reservation.
    a. After successfully mapping a quiz, the DLC-Reserve page will need to sync the Canvas Quiz settings so they match. The page will show what the settings are and what changes will be made (if any).



6. Click 'Complete' to submit your DLC Reservation.

Draft Status Exams



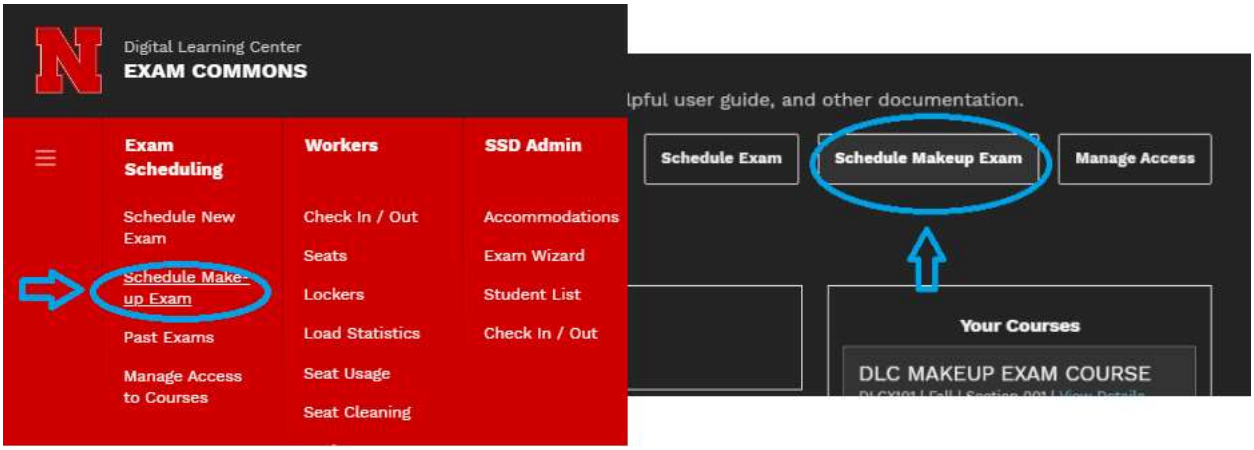
- Exams become draft status when they are not mapped to an active New Quiz.
- New Quizzes reservations in draft status will remain on your dashboard for 3 weeks then will be automatically deleted if not deleted prior or taken out of draft status.
- Instructors will receive daily reminders that they have reservations in draft status.
- Reservations in draft status cannot be seen by DLC Admin staff and cannot be approved until a quiz has been successfully mapped to the reservation.

Schedule a Makeup Exam

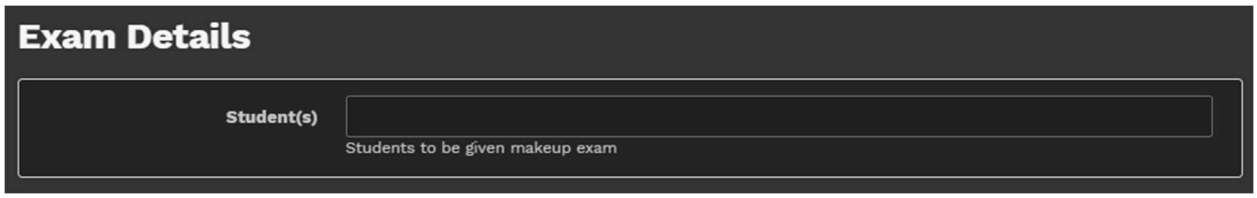
You may need to submit a MakeUp Exam reservation due to a number of possible situations but here are a few:

- The student needs to take an exam outside of the regular examination window.
- The student has already taken the exam but needs another attempt due to technical reasons.
- The student missed their time slot and need another opportunity to sign up.

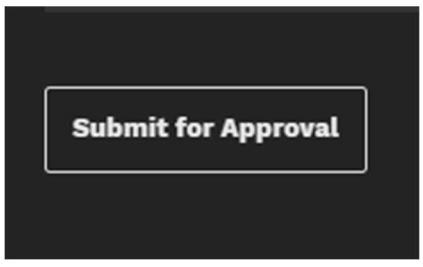
1. Log into DLC-Reserve (https://dlc-reserve.unl.edu)
2. Navigate either via the ribbon under Exam Scheduling and click on Schedule Makeup Exam or on Exam scheduling dashboard and click on Schedule Makeup Exam located above your listed courses.



3. Assign the Makeup Exam to the student(s) that need it.



4. Fill out the remaining fields, refer to the previous guide on how to do it. **Please note that quiz type "New" will be asked to sync an existing Canvas New Quiz after submission (for more information about quiz type, see How to Submit an exam request)*
5. Exam Dates Section, please note there is no lead time for these requests—you may submit a Makeup Exam on the current day. It also may not be necessary to select more than one day.
6. In the Contact List section, will automatically fill out the contact name and email. Please provide the best phone number if DLC staff needs to contact you about any issues. Add any additional persons to the contact list if need be.
7. Click Submit for Approval.
    a. When approved you will receive an email notification to the email provided in the contact list.

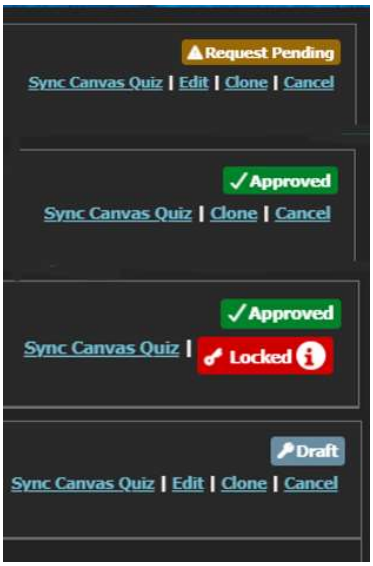


Manage Existing Requests

Editing a Reservation

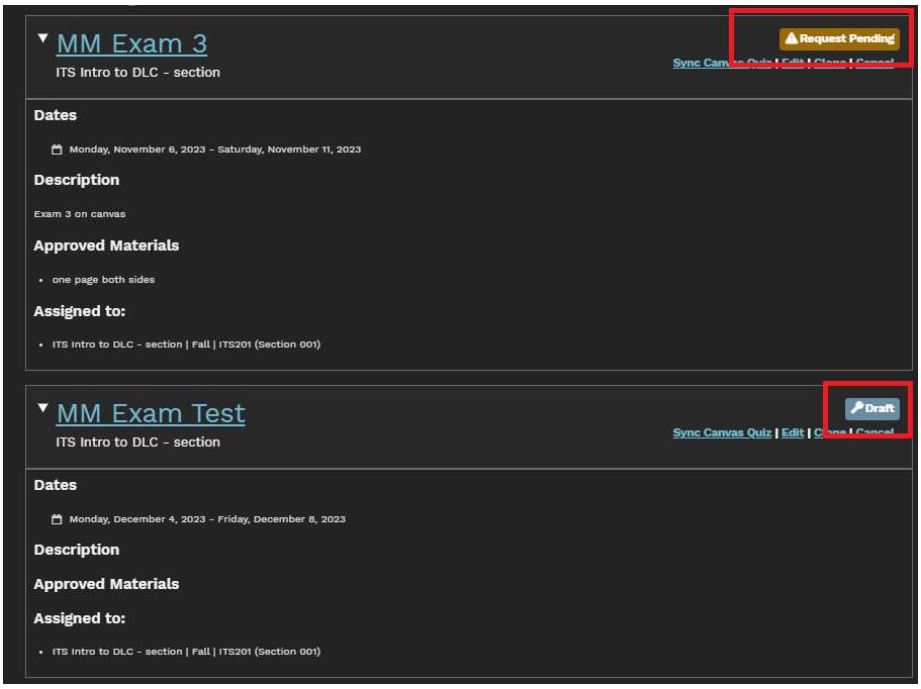
In order to edit a reservation the reservation must be in Pending and/or Draft status. If a reservation has been approved or in locked status the instructor will need to contact the DLC manager and ask for them to make the changes on their behalf.

Types of Status:



Any reservation in Approved or Approved/Locked status cannot be edited by the instructor.

1. Navigate to the DLC reservation dashboard dlc-reserve.unl.edu, Your dashboard will show all your upcoming exams. The current status of your exam reservation will show in the upper right corner.



2. Click on the Edit button
3. Make your updates

    - If quiz type is 'Classic' or 'Other' click Submit
    - If quiz type is 'New' click next and resync quiz

Cancel a Request or Approved Exam

To cancel a request, log in to your instructor dashboard at http://dlc-reserve.unl.edu.

- Click on “Cancel” located below the exam reservation status.
- Then click the 'Cancel This Exam' button.
- Note: Reservations can only be cancelled if they are not opened for student registration. The 'Cancel' button will disappear once an exam reaches the two-week prior to the examination period.
- If you need to make a cancelation to an already approved reservation, please contact the DLC manager.

Clone a Request or Approved Exam

To clone a request, log in to your instructor dashboard at http://dlc-reserve.unl.edu.

- Click on “Clone” located below the exam reservation status, make the necessary changes for the new reservation and click submit for approval or next (if quiz type is marked New*--please refer to quiz type below for more information about what quiz type is).
    - Classic – Canvas Quizzes original assessment tool
    - New – Canvas Quizzes update of the original assessment tool. **Note that any exam with 'New' as quiz type will be asked to sync an existing quiz after submission.*
    - Other – Exams that utilize something else besides Canvas Quizzes (ex. Mobius Assessment, WeBWorK, ETS Major Field Tests)
- Exams can be cloned before or after they have been approved.

Manage Access

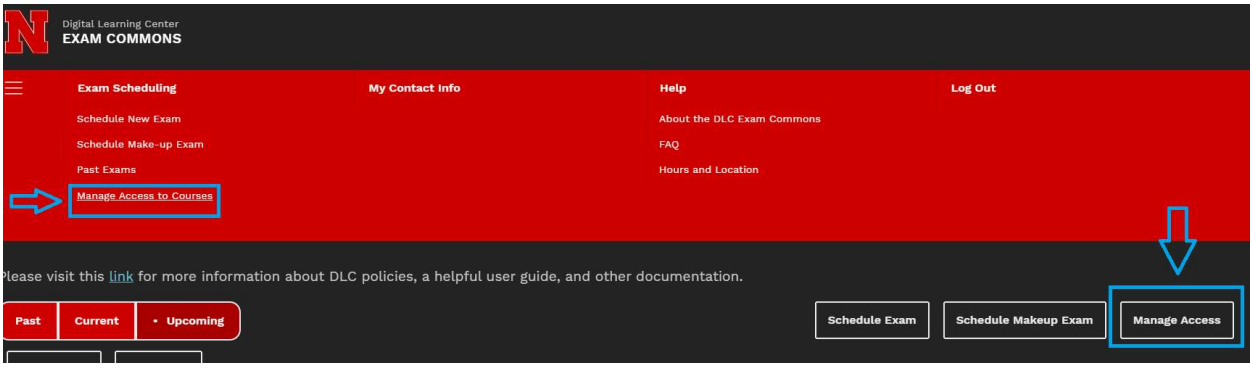
Like submitting exam reservations, the instructor of record can add access for other individuals to courses 45 days prior to the start of the semester. Once added, the authorized individuals can do the following:

- ADD and REMOVE others to the course. ***They cannot remove the instructor of record.*
- EDIT the details of an existing pending exam reservation, if they have access to all courses that an exam is scheduled for.
- CLONE an exam reservation.
- CANCEL an exam reservation, if they have access to all courses that an exam is scheduled for.

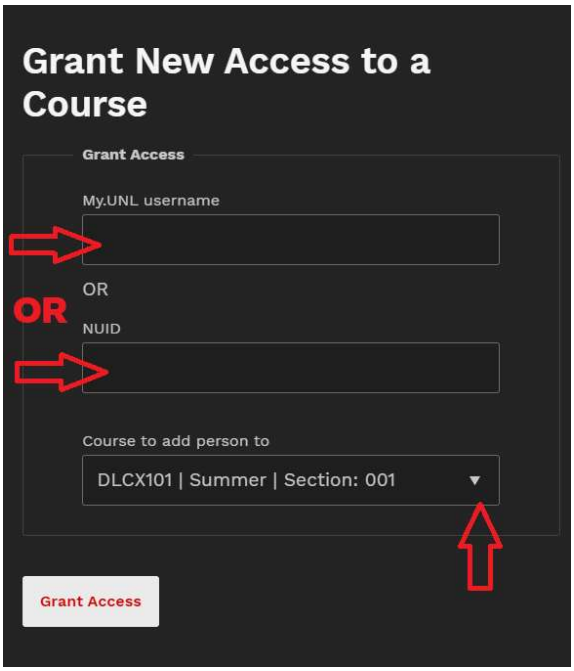
To add individuals to a course, follow these steps:

1. Go to your instructor dashboard on http://dlc-reserve.unl.edu

2. Via the Drop down ribbon click on 'Manage Access to Courses' or click on 'Manage Access' from the dashboard.



3. Enter the individual's UNL username or NUID number.
4. Select the course from the drop-down list for the course they need access.



5. Click GRANT ACCESS, the individual will now have access to the course on the DLC Website.

Student Registrations

Students can begin registering for testing timeslots two weeks before the start of the examination period. DLC-Reserve will send out an automatic notification email at that time to let your students know that they have a new exam to register for. If they don't sign up for a timeslot, DLC-Reserve will continue sending reminder emails until the start of the testing period. These additional reminder emails will go out one week prior to testing, three days prior to testing, and one day prior to testing.

As soon as your students are able to start registering for their timeslots, you will be able to see the list of student registrations on your instructor dashboard. To see this list:

1. Go to your instructor dashboard on http://dlc-reserve.unl.edu
2. Click the name of the exam request that you wish to view registrations for.
3. This will take you to a page that will show the students who have registered for your exam.

How to Schedule a Request for a Student Not Currently in a Course

If a student needs to take an online exam in the Exam Commons and need to make up an exam from a previous semester, there is a way to accommodate that in the DLC system. The DLC manager has the ability to internally add students to a roster for one of your current courses in our system (this does not affect their Canvas or Registrar course enrollment)

Once a student is added, the instructor is able to create makeup exam reservations for the student (AND the student will also be automatically included in the roster for the class-wide exam reservations).

Use the following steps to make a request:

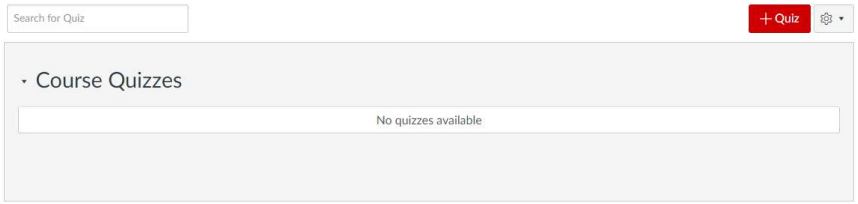
1. Email the student's name or NUID to its-unl-examcommons@nebraska.edu or to the DLC Manager and state the student needs to test for a past course.
2. The DLC Manager will add the student to one of your current courses (for that semester) and then confirm with you when it's completed.
3. Once completed, the student will be in the DLC-Reserve course roster for the remainder of the semester. As the instructor, you will be able to create regular exam and makeup exam reservations that include the student.

CANVAS QUIZZES

Creating a Canvas Quiz

Canvas Quizzes are an intuitive and user-friendly choice for online testing. Here's how to get started and create your quiz:

1. Go to your Canvas course.
2. Click "Quizzes" on the left side. This link will be grayed out if there is nothing published here.
3. Click the red "+ Quiz" button in the upper right.



4. Change the quiz title and click "Save" at the bottom to set up the framework of your quiz.

Note: You may work on creating your quizzes after you submit your exams, and you may continue to adjust your quizzes up until the start of testing. The main thing is that your quiz must be ready and published by the first day of testing.

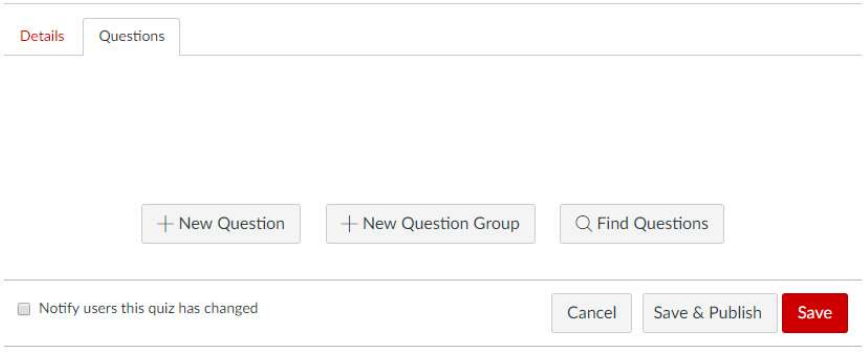
Create a Question

When you're ready to create a question, click back on the title of your quiz. To start:

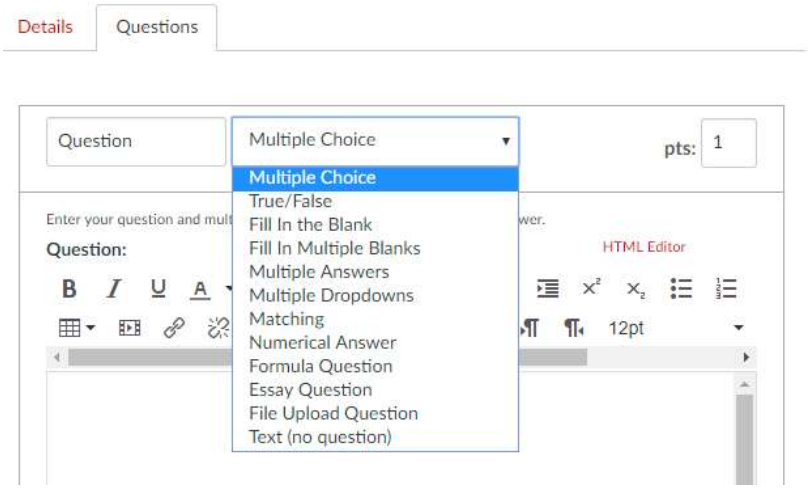
1. Click "Edit" in the upper right.

2. Click the "Questions" tab to the right of "Details."

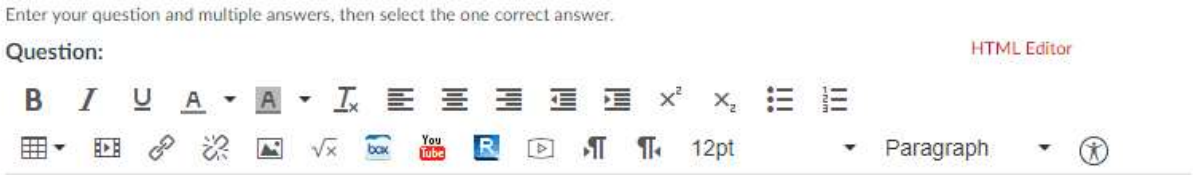
3. Click "+ New Question"

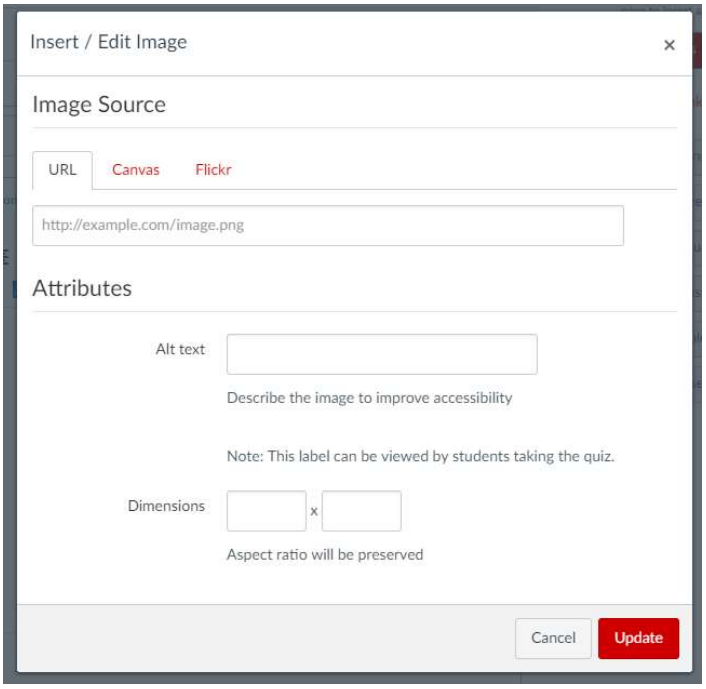


4. Select the question type you wish to create from the drop-down question type menu.



5. Type or copy and paste your question into the question field. You can also embed an image into the question that's in your Canvas account, on Flickr, or on the internet. To do this, click "Embed Image" to bring up an image source page.

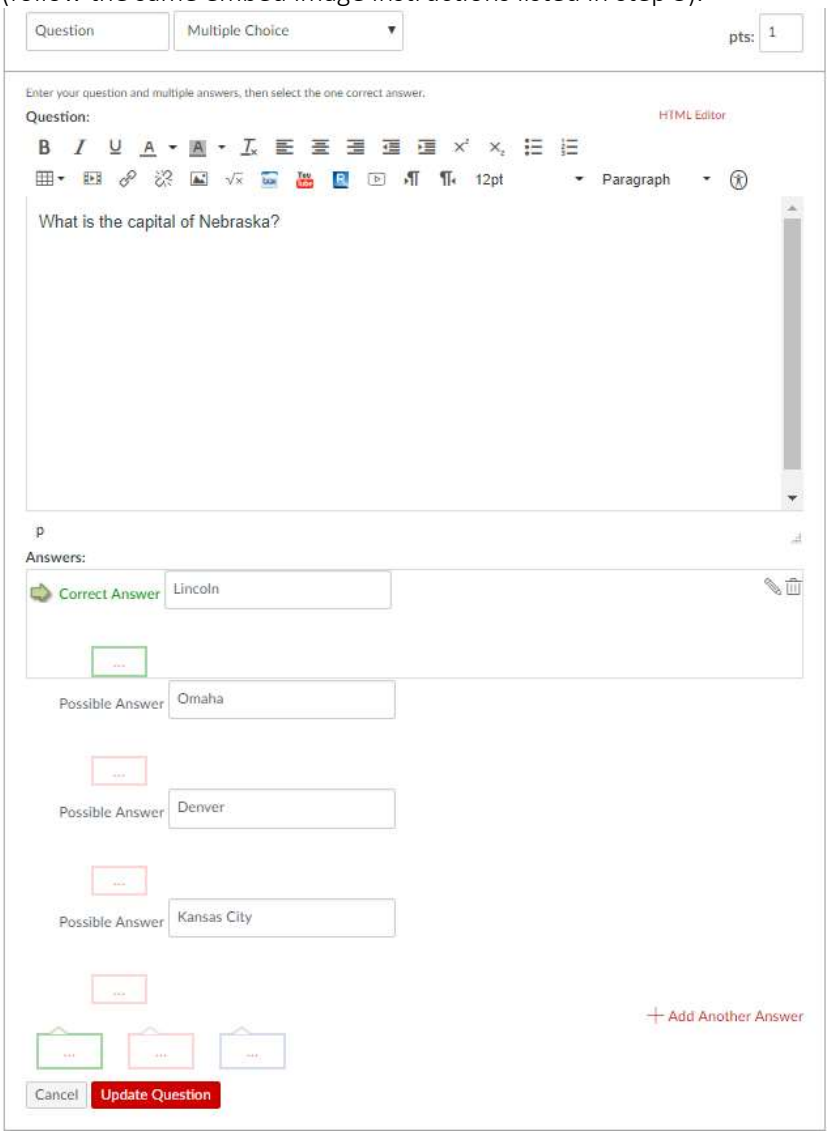




Click the red "Update" button when you're done.

6. Enter the correct answer in the "Correct Answer" field, and then enter other possible answers

below. If you have created a multiple choice question, you may remove or add additional answers as needed. If you wish, you may also set images as correct answers instead of text (follow the same embed image instructions listed in step 5).



7. When you're done creating your question, click "Update Question" to save your work.

8. Click the red "Save" button at the bottom when you're done adding questions.

Note: You can change the answer positions by mousing over a possible answer, hovering over the green arrow, and clicking it. You can select "Shuffle Answers" in the quiz settings (this will be described below in the "Quiz Setting" sections). Use one of these methods to shuffle your answers, otherwise all of your correct answers will be the same answer position as shown.

Linking Digital Materials into Questions

If you would like, you can link digital materials such as PDFs into your quiz instructions and/or specific questions for your students. Examples of these materials include formula sheets, readings, etc. (make sure that you also included these in the "Approved Materials" section of your exam request as well, or if you didn't contact the Exam Commons to have them added). You can link to documents by following these steps:

1. Go to the Files link on the left side of your Canvas course.
2. If the file you wish to link isn't already uploaded into your course, click the red "Upload" button and select the file to upload.
3. The file is now in your course files, and can be easily linked to. Go back to Quizzes and click your quiz title.
4. Click "Edit" and then Questions at the top.
5. Go to the question where you would like to insert the document and click the pencil in its upper right hand corner to edit.
6. Select the words in your sentence that you would like to hyperlink to the file, or select the entire quiz question.
7. Mouse to your right and click "Files," and then click on the file that you would like to link to.

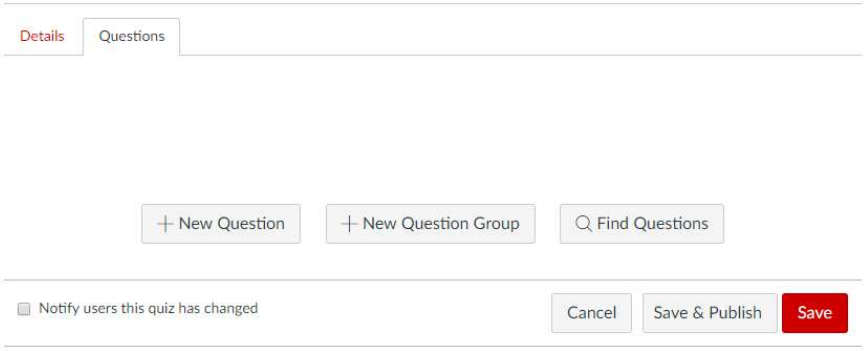
8. This will turn the hyperlinked text yellow for a couple of seconds, and then when you hover over the text you can see that it's linked.
9. Make sure to hit "Update Question" and then "Save" at the bottom when you're done.

Question Banks

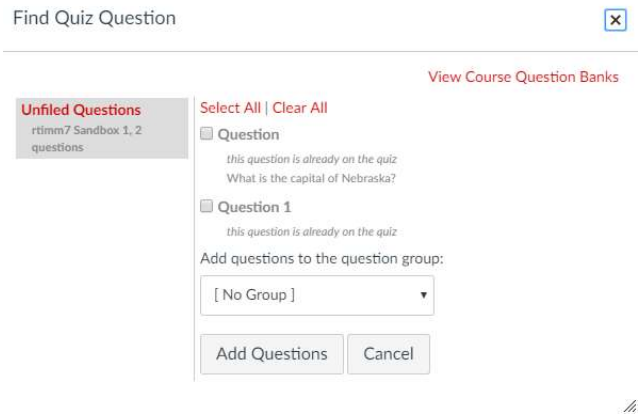
As you create questions, Canvas will automatically put them into a course-wide question bank titled "Unfiled Questions." I recommend organizing your questions into the proper banks from the start, rather

than having to go back and separate questions out when you're done (this also allows you to easily pull them into randomized question groups in the next step). So, before you begin creating too many questions, plan out how you would like to organize similar content areas into banks. To manage your question banks, do this:

1. Go to the "Questions" tab of your quiz and click "Find Questions"



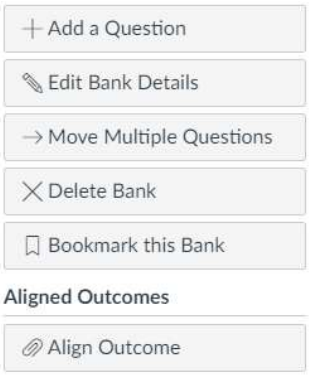
2. Click "View Course Question Banks"



3. Here you can create a new question bank by clicking "Add Question Bank" on the top right hand corner.

4. Click any of the created Question Banks to edit or manage their content or "Unfiled Questions" to manage all questions for the course.

5. On the right side, you'll see several options.



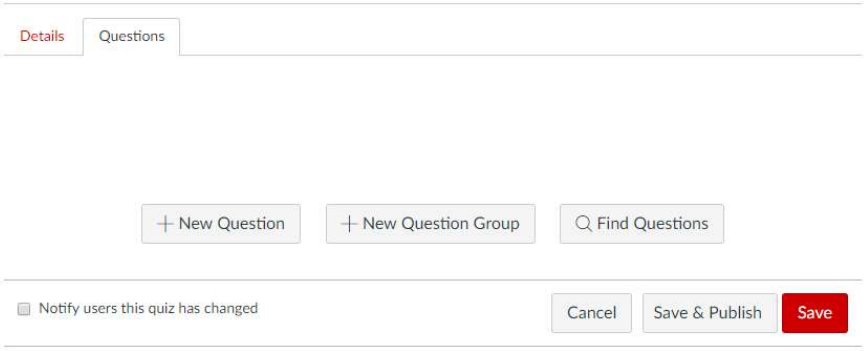
- "Edit Bank Details" will let you rename your bank
- "Add a Question" will let you create questions directly in the bank so that they're in the right place from the time they're created
- "Move Multiple Questions" to move them to different banks.

Note: If you make an edit to a question that is already on your quiz it will update on the quiz, but the question will NOT update in the bank. Also, a question that is updated in the unfiled question bank will NOT update on the quiz, unless questions are being pulled from a question group (see below).

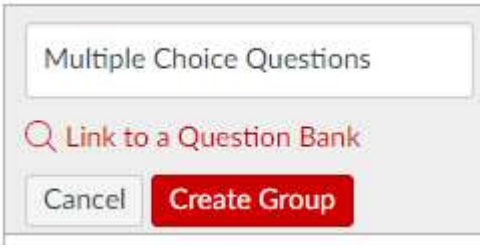
Question Groups

Once your question banks are set up, here is how you can set up question groups that select randomized questions for students:

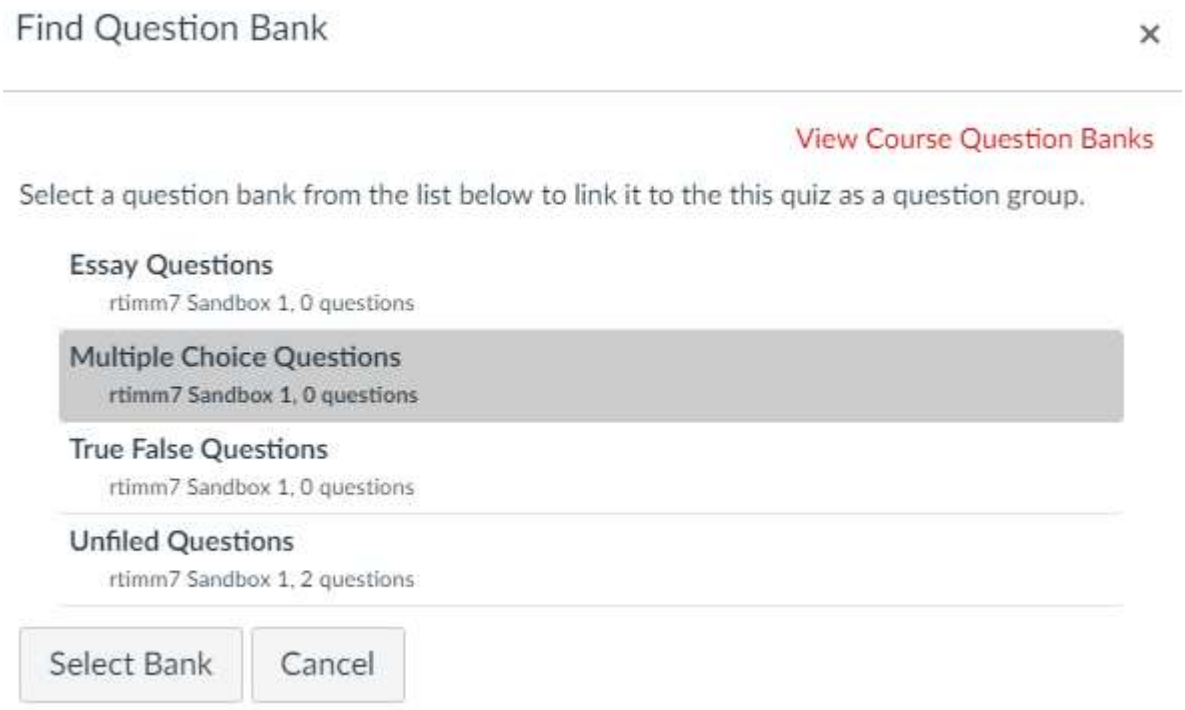
1. Go to the "Questions" tab of your quiz and click "New Question Group"



2. Type in a group name, such as “Multiple Choice Questions,” and click “Link to a Question Bank”

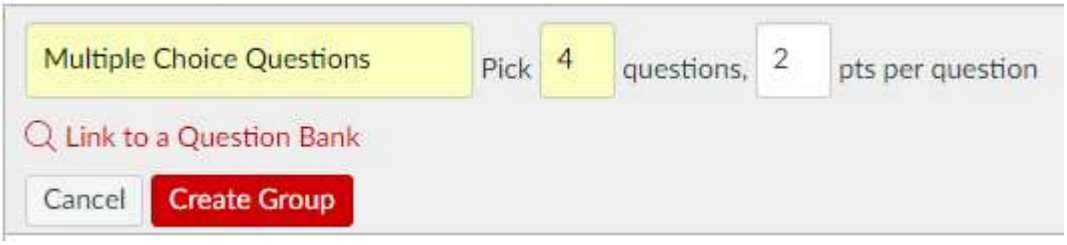


3. Click the question bank that you would like questions to be pulled from and click “Select Bank”

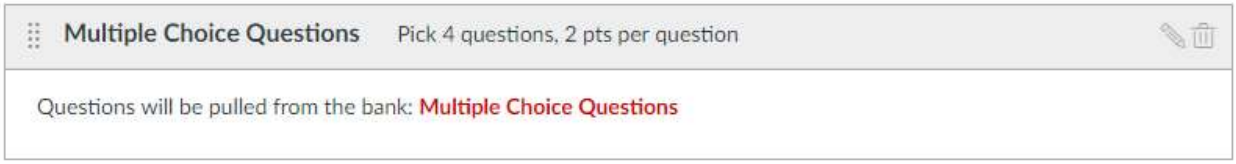


4. Fill out the “Pick x questions, x pts per question” section with how many questions you would like to be picked and their point value.

5. Click “Create Group”



6. Information about the group will display, and you will now be able to access a link to the question bank that is being pulled from for the group in the description.



Preview Your Quiz

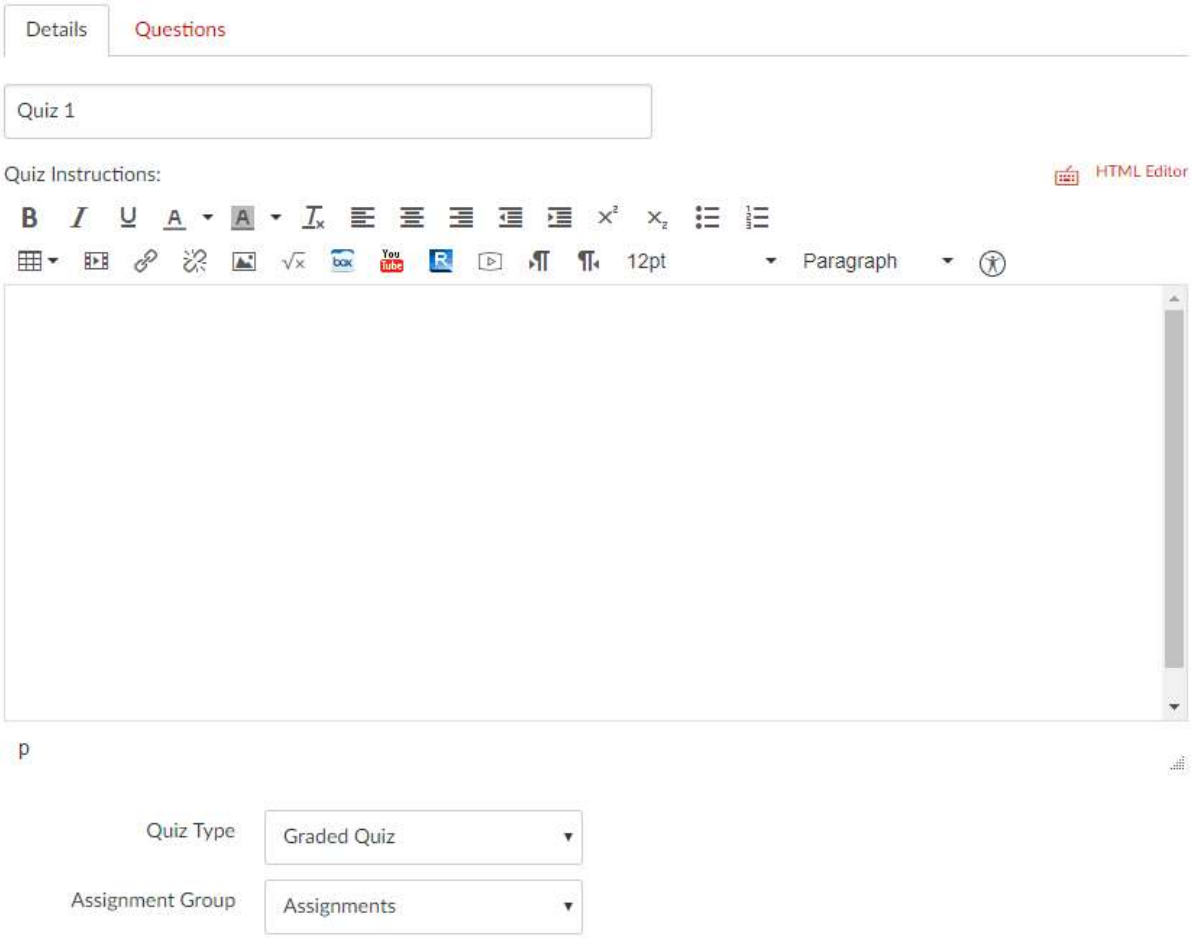
It’s easy to preview your quiz in Canvas to make sure you’re on the right track. Here’s how to do it:

1. Go back to the Quizzes link on the left side and click on your quiz title
2. This will pull up a settings summary page, and will have a red “Preview” button at the bottom.
3. Click “Preview.”

Quiz Settings

Canvas defaults to some of the settings that you need for your quiz, but there are others that need to be adjusted. To change your settings, go back to the Quizzes link on the left side and click on your quiz title. Click edit. There are three main settings sections here:

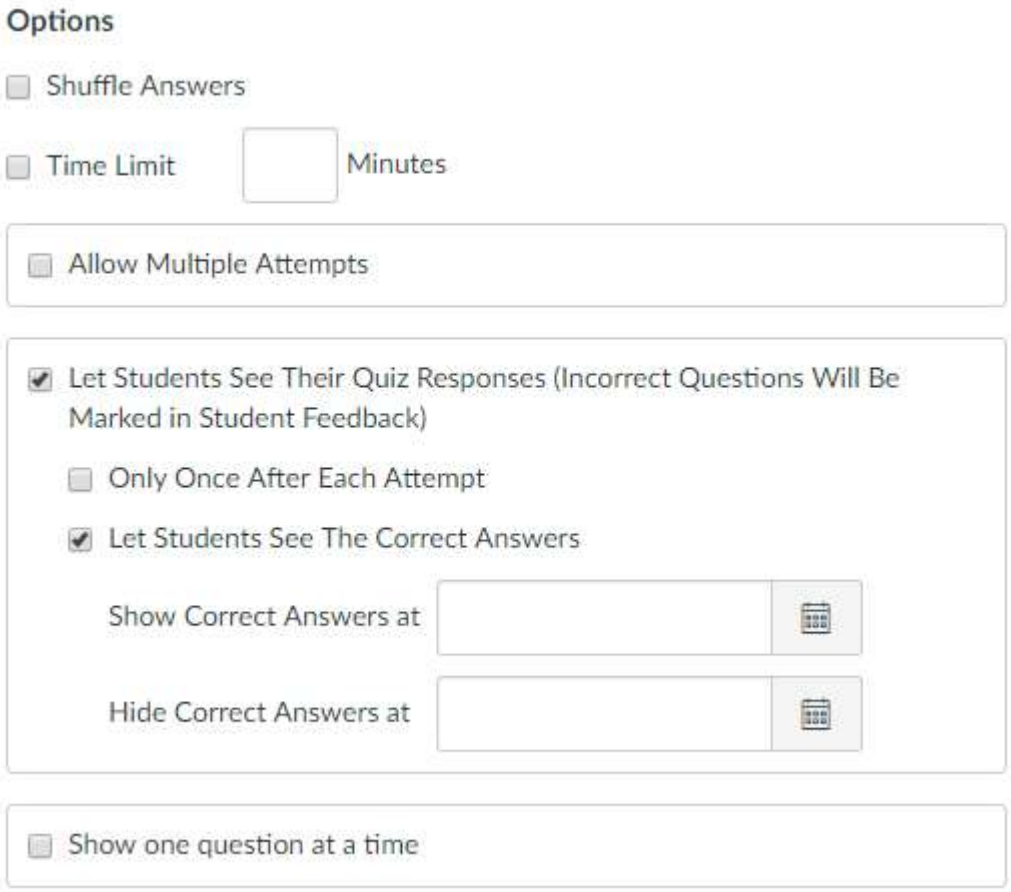
Quiz Instructions



This section has the quiz instructions, quiz type, and assignment group.

- Include in the instructions any information about the quiz that the students will need. This is also a good place to insert links for digital materials that students will need to access during testing (e.g. formula sheets, readings, etc. – make sure to include this in the "Approved Materials" section of your exam request as well). This process is detailed above in the "Linking Digital Materials" section.
- Make sure to leave the quiz on the default for quiz type, "Graded Quiz" so that it is recorded in the gradebook as such.
- You can also leave the default setting for "Assignment Group"

Quiz Options

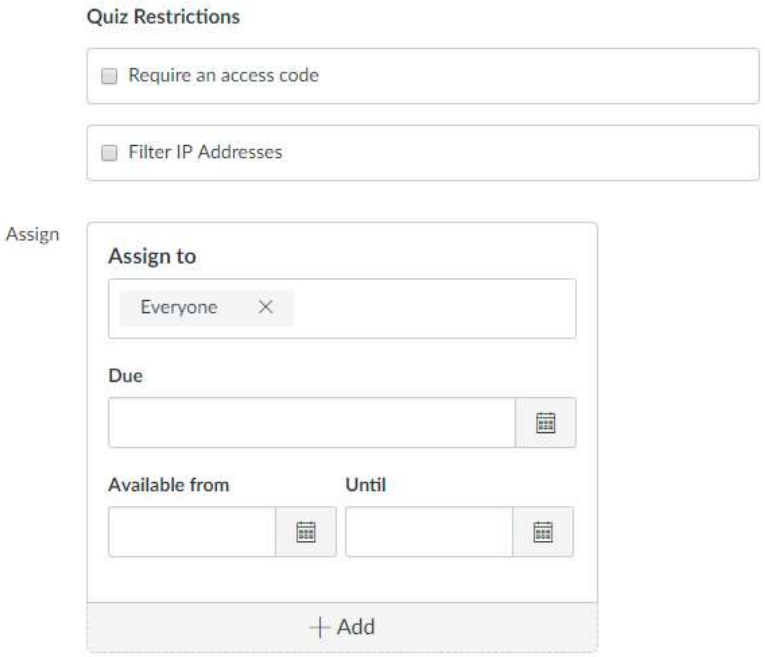


There are a few important settings in this section. Here's a walk-through of what each setting does:

- Shuffle Answers – This option shuffles all possible answers in displayed questions. It does not randomize the questions themselves, though; randomization must be set up manually through question groups and banks.
- Time Limit – The maximum amount of time for exams in the Exam Commons is 120 minutes. Make sure that the amount of time you enter here matches the amount of time on your exam request.
- Allow Multiple Attempts – This setting pulls up a larger menu when you click it, including selections for which quiz score to keep and for how many attempts are allowed. Make sure that your number of attempts also matches the number of attempts you listed on DLC-Reserve. The number of attempts on the DLC-Reserve site dictates the number of attempts students can sign-up for.
    - Note: Canvas does not currently have a way to only allow one attempt per day, so occasionally students with multiple attempt quizzes will accidentally start their next attempt after completing one.
        - If this happens, the Exam Commons will provide the student with an additional attempt and notify the instructor.
        - Instructors can also add extra attempts for students, and that tutorial will be provided later in this guide.
- Let Students See Their Quiz Responses – This is automatically selected, as well as "Let Students

See The Correct Answers." If you leave this setting as is, students will be able to see which questions they got right and wrong, and the correct answers (and even at home!). Most instructors do not want to reveal this much exam information, so there are a couple of ways to tighten the restrictions here.
    - Selecting "Only Once After Each Attempt" allows students to only see their responses once (and also the correct answers, if you have that selected too). Canvas forces students to view these responses at the end of testing, so they would be required to "use their view" in the Exam Commons. This is the most secure way to allow students to view their results.
    - You can also set correct answers to be shown later in the semester after everyone has completed the exam. However, if you have this set, be aware that students would be able to access the results from home during this time frame (future results viewing cannot be set in combination with "Only Once After Each Attempt").
- Show one question at a time – This is completely up to the preference of you and your students. I often will see this setting deselected, as it seems that many students like to be able to scroll up and down through all questions during testing and instructors understand this.

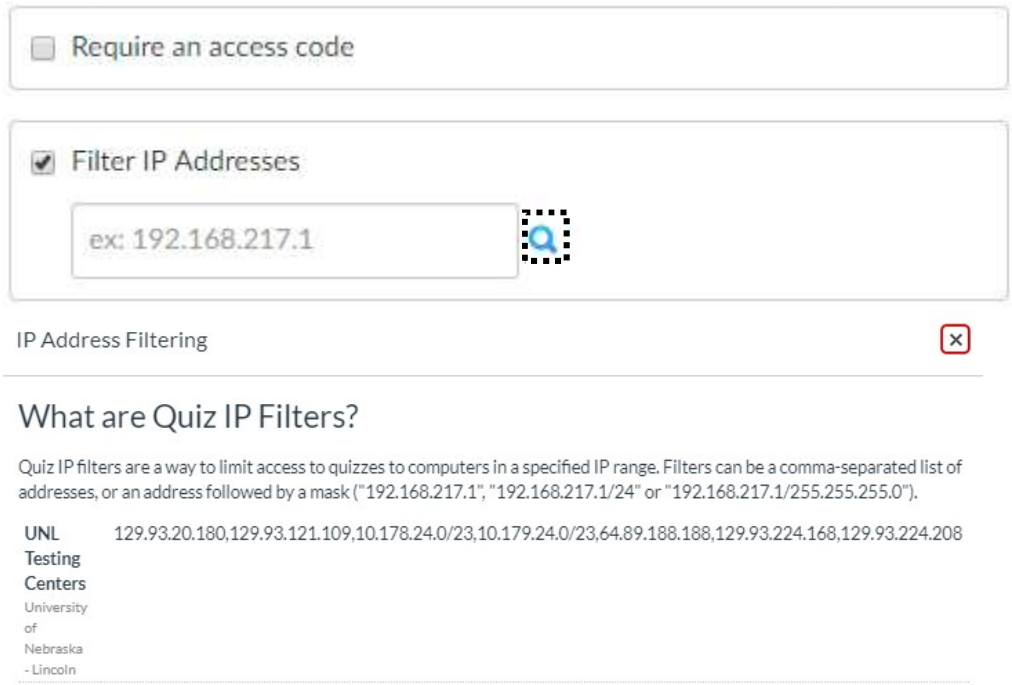
Quiz Restrictions



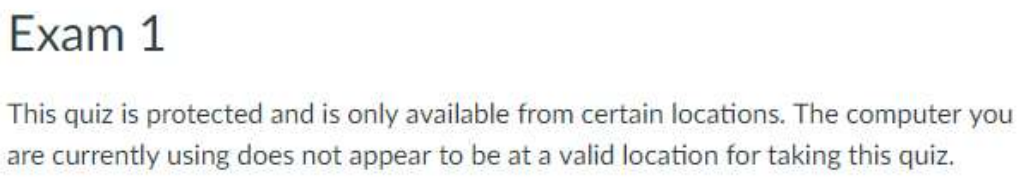
This last section is where you set how and when your students can access your quiz.

- Require an access code – This is where you would set a password for a proctor. Passwords are not used for security in the Exam Commons, so you can leave this field blank for Exam Commons only testing. If some students are testing locally and some are distance students testing with a proctor, you will want to create a copy of this exam and change this setting. Details will be given about this in the "Copy a Quiz" section below.
- Filter IP Addresses – The Exam Commons uses IP filtering for security. "UNL Testing Centers" is the name of the IP group, and this includes IPs in the DLC Exam Commons as well as the SSD Testing Center. It's extremely important that you make this selection before publishing your quiz,

so that your students cannot access it from home. Here's how to set up IP filters:



If IP filters are set and a student tries to access a quiz from home, they will receive an error message saying that they cannot access the quiz from their current location. Example:



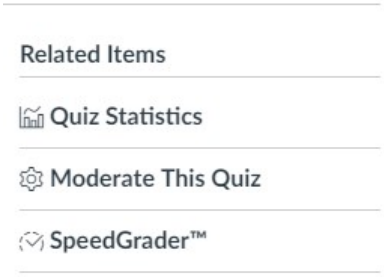
NOTE: Quiz type set to NEW will automatically assign the DLC IP Filters.

- Assign – This section lets you assign the quiz to all or certain students. It's also important to set the Due, Available from, and Until dates and times so that this quiz appears on your students' Canvas calendars. Quizzes should span only entire days of testing (not partial days), and you can access the Exam Commons' hours of operation here so you know which times your quizzes should start and end:
    - https://dlc-reserve.unl.edu/Home/HoursAndLocation

Hiding Quiz Scores from Students

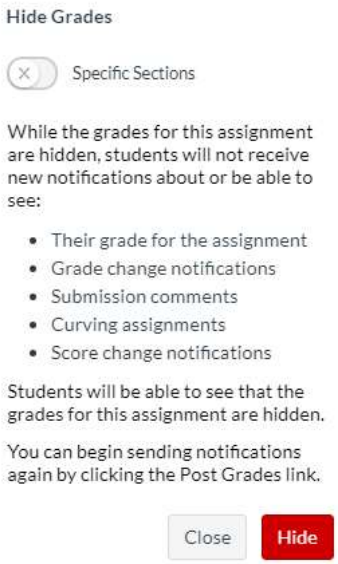
In the above section, we discussed hiding quiz responses and correct answers from students. To hide grades, follow these steps

1. Click on the quiz that you would like hide grades for
2. Click SpeedGrader™ in the right menu



3. Hover over the eye icon on the left top bar. This button allows you to post or hide grades.

4. Clicking hide grades will display this dialogue:



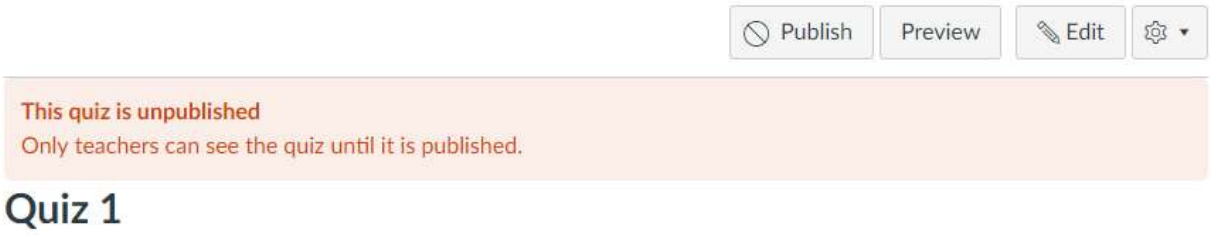
5. Click "Hide"

If you go to the "Grades" section of your Canvas course, you will now see a crossed out eye in the assignment's column. You may post grades at any time.

Note: You will only be able to use the SpeedGrader™ to hide grades for a quiz after it has been published.

Publish a Quiz

Before you publish a quiz, make sure that you have set IP restrictions. This is a very important step, since students could access quizzes at home if a quiz was published without IP restrictions set. When you're ready to publish, all you have to do is hover over the crossed circle on the right side of the quiz in Quizzes and click publish. NOTE: for New Quizzes, IP filters are automatically applied when using the DLC.

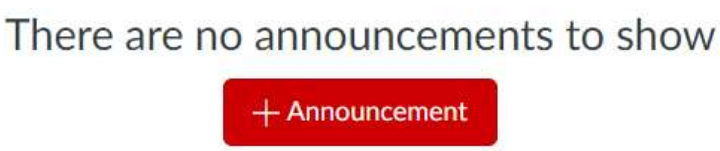


This will turn to a green circle with a check, and students will be able to see the link as soon as you hit publish.

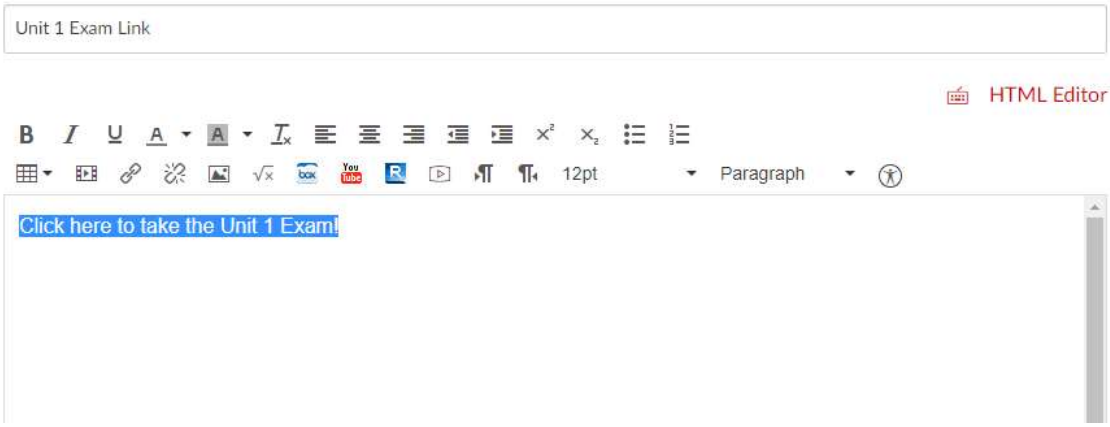
Using Announcements to Link to a Quiz

After a quiz is created, you can insert a link to the quiz using the Rich Content Editor. A course announcement with a quiz link is an easy way to help direct students to the test they need to take. You can do this by following these steps:

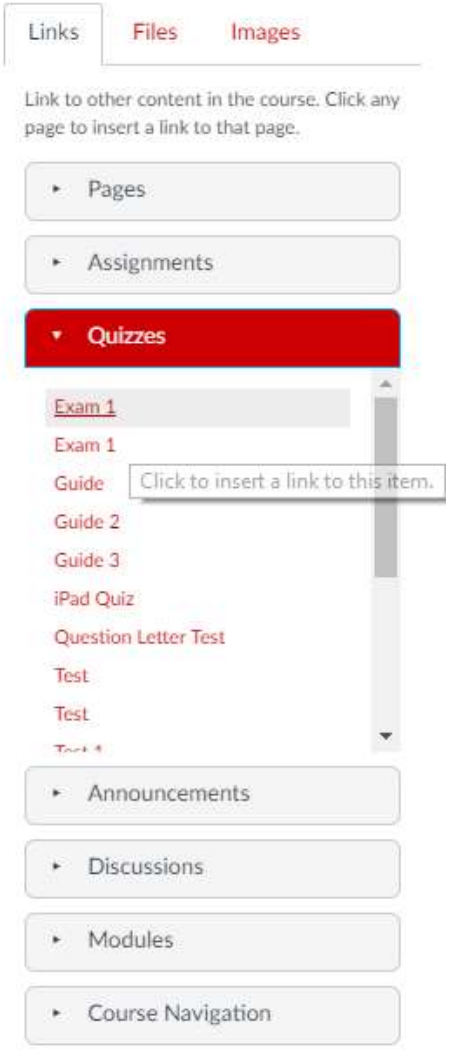
1. Select Announcements in the course menu
2. Click on "+ Announcement"



3. Create the text for the announcement and highlight the word or phrase that you want to link to the exam



4. Click on the Links tab on the right and expand the Quizzes menu

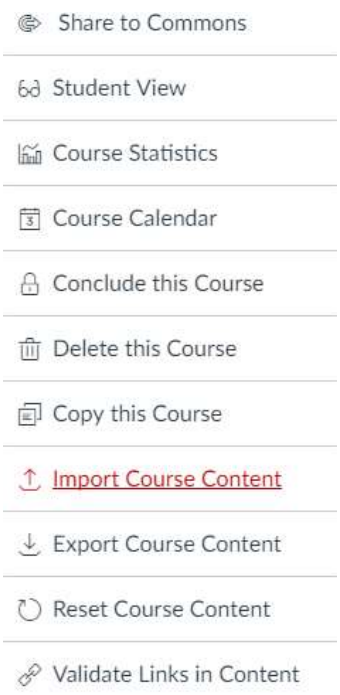


5. Select the Quiz you want to link to
6. The text will flash yellow and then change to red, indicating that it is now hyperlinked.
7. Click “Save” at the bottom.

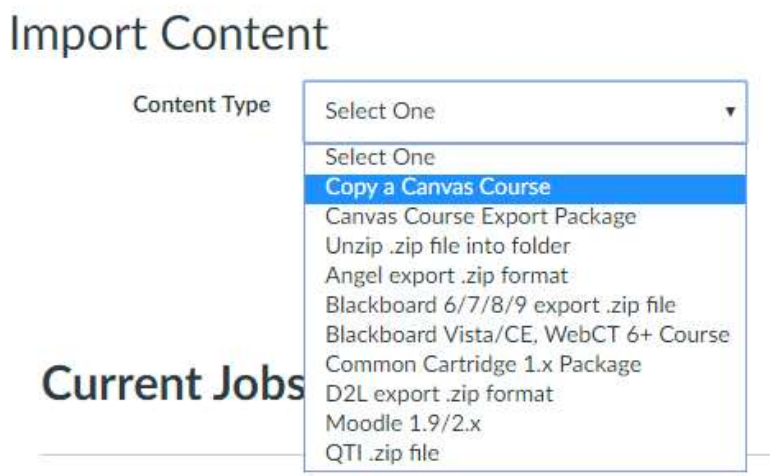
Copy a Quiz for a Remote Proctor

If some of your students will test at the Exam Commons and some will test off-campus, you will need to create a copy of the quiz and adjust the settings for remote testing. Naturally, you will want to wait to do this until you’re done fine-tuning your quiz. Here’s how to do this:

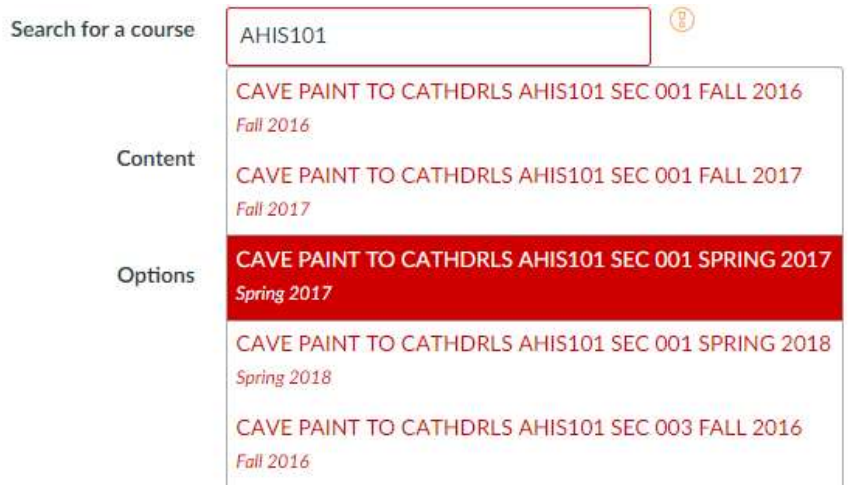
1. Go to the “Settings” link on the left-hand side of your course
2. Click “Import Course Content” in the menu on the right



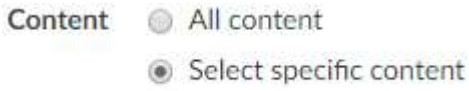
3. Click the “Content Type” drop-down menu and click “Copy a Canvas Course”



4. Type the name of your course (i.e. AHIS101) into the search for a course field, and then click your current section



5. Click “Select specific content” button in the “Content” section



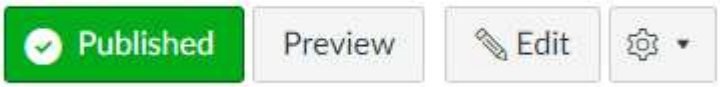
6. Click “Import”
7. In the “Current Jobs” list, click the red “Select Content” button

8. Click the right arrow next to “Quizzes,” and click the checkbox next to the quiz you wish to copy

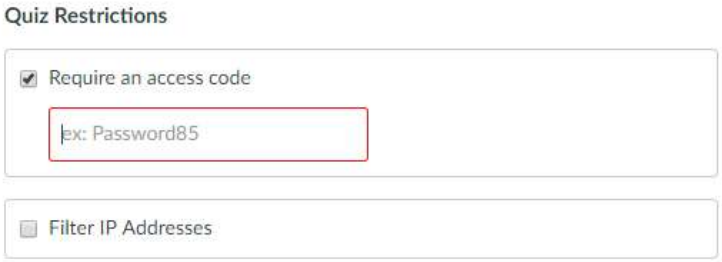
9. Click “Select Content”

After this, the quiz will briefly display as “Queued” in the Current Jobs list, and then it will say “Completed” after it’s finished being copied. Now, you can adjust the settings on the quiz copy for your distance students. Here are those instructions:

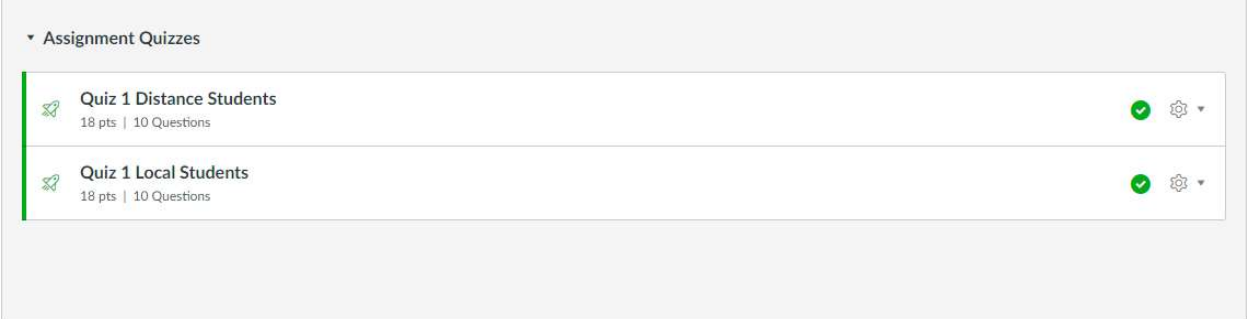
1. Navigate back to your Quizzes folder to find a copy with the same title
2. Click the copied quiz and click edit



3. Change the title to something that makes this recognizable as the distance version, such as “Quiz 1 Distance”
4. Deselect “Filter IP Addresses”
5. Check “Require an access code” to create a password (remember that this password must be communicated to your distance proctors!)



6. This step is optional, but if you want you can assign this version of the test to certain students so that only your distance students see this version of the exam. However, this isn’t truly necessary because only one version of the exam will work depending on where a student is taking it from.
7. Hit “Save” when you’re done.
8. You may also want to change the title of the other exam to something that makes it recognizable as the local version to be taken at UNL.



Remember, you do not need to make a copy for students using the SSD Testing Center. The "UNL Testing Centers" filter includes IP addresses at both the DLC and SSD testing centers.

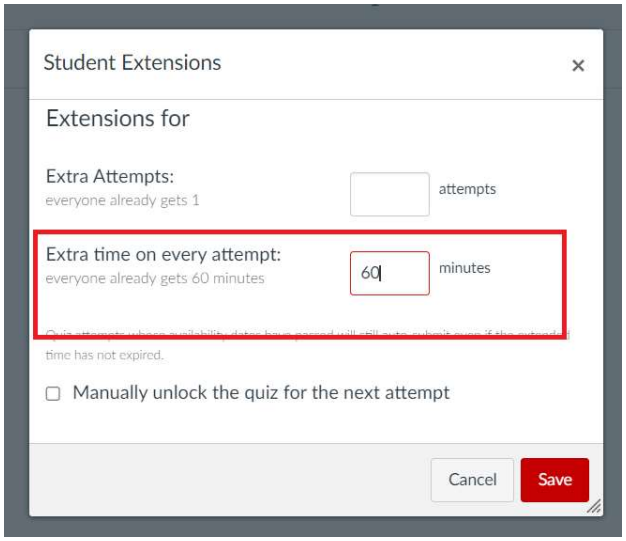
Adding Extra Time for Students with Accommodations

If you have a student who is registered with the SSD office as having an additional time accommodation, you must pre-set their extra time in Canvas. If you are using Mobius Assessment for your exams the extra time will be added on site by staff in the DLC or SSD testing centers, but it must be added in advance for Canvas quizzes. Here's how to do it:

How to add time for Classic Quizzes:

It is the responsibility of the instructor to allot the extra time to students with Time Accommodations.

- Go to your Canvas Course the student(s) is in.
- Navigate to your quiz section.
- Open the published Quiz. ***Must be a published quiz*.
- Click "Moderate This Quiz" located at the upper right side.
- Search for the student(s) name.
- Click on the Edit "pencil icon."
- A pop-up box will open with 2 options (the second option is the time allotment).
- In the box, enter the amount of time (in minutes) that the student will receive extra.

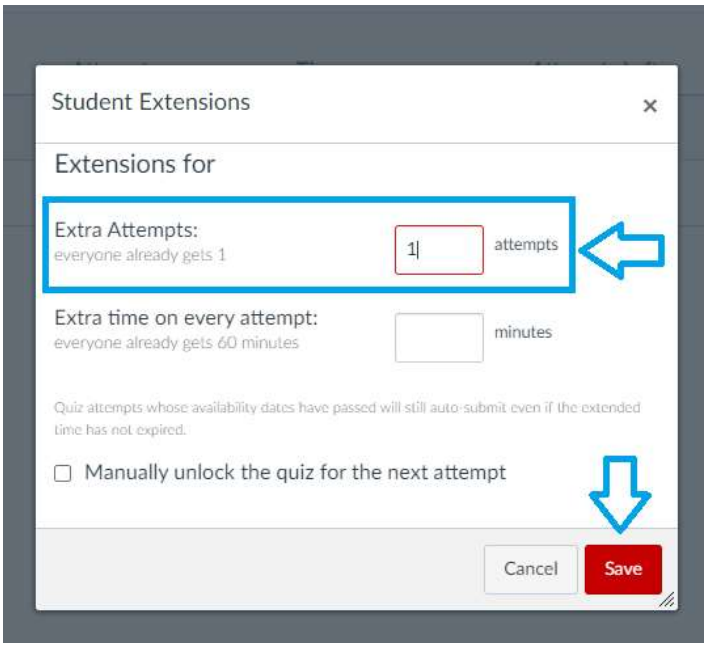


- Click Save.

Time will need to be added for EVERY exam for the course. The additional time is granted once the student clicks "Take this Quiz" while inside the DLC.

Giving a Student an Additional Attempt with Classic Quizzes:

Additional attempts may be added in the same "Moderate This Quiz" section where extra time is added (see the previous section). Situations where an extra attempt may be needed could include if a student encountered unexpected technical difficulties on their first exam attempt, or if a student taking a multiple attempt quiz accidentally click on and began their next attempt immediately after the first.



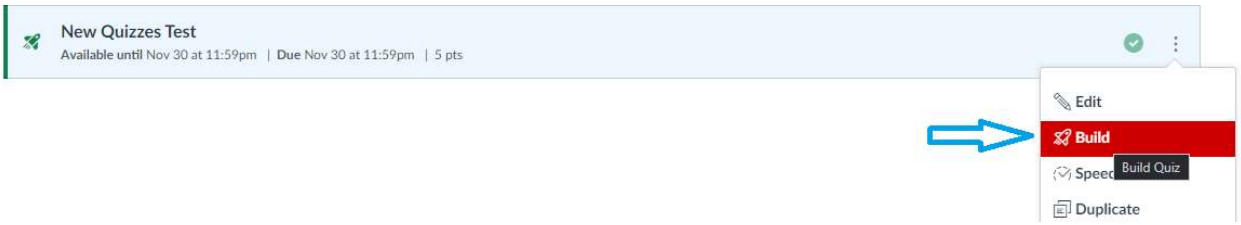
- Go to your Canvas Course the student(s) is in.
- Navigate to your quiz section.
- Open the published Quiz. ***Must be a published quiz*.
- Click "Moderate This Quiz" located at the upper right side.
- Search for the student(s) name.
- Click on the Edit "pencil icon."
- A pop-up box will open with 2 options (the first option is the time allotment).
- Enter the number of attempts to be added.
- Click 'Save.'

How to add time for New Quizzes:

It is the responsibility of the instructor to allot the extra time to students with Time Accommodations.

- Go to your Canvas Course the student(s) is in.
- Navigate to your quiz section.
- Open the published Quiz. ***Must be a published quiz*.

- Scroll to the bottom and click “Build” OR in the Quiz section click on the 3 dots and then “Build.”

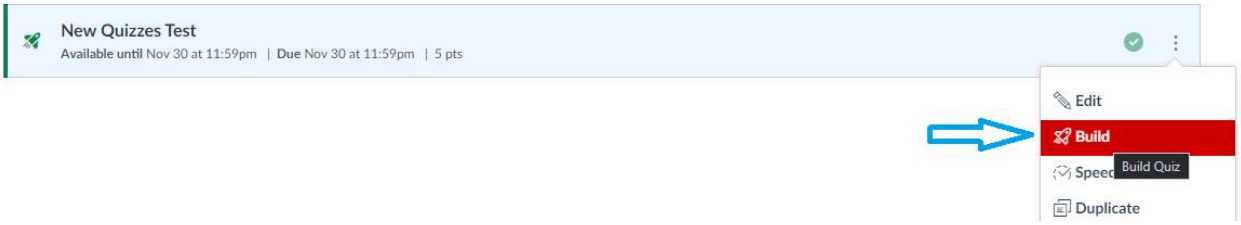


- Click on the ‘Moderate’ tab.
- Search for the student(s) name.
- Click on the Edit “pencil icon” and a pop-up box will open.
- Click On “Course Level Settings” and a pop-up box will open.
- Select ‘Time Limit Multiplier’ if you want to provide a percentage of time allotment for each exam. OR click ‘Give Additional Time’ and input the extra time in hours and minutes.
- Click Save.

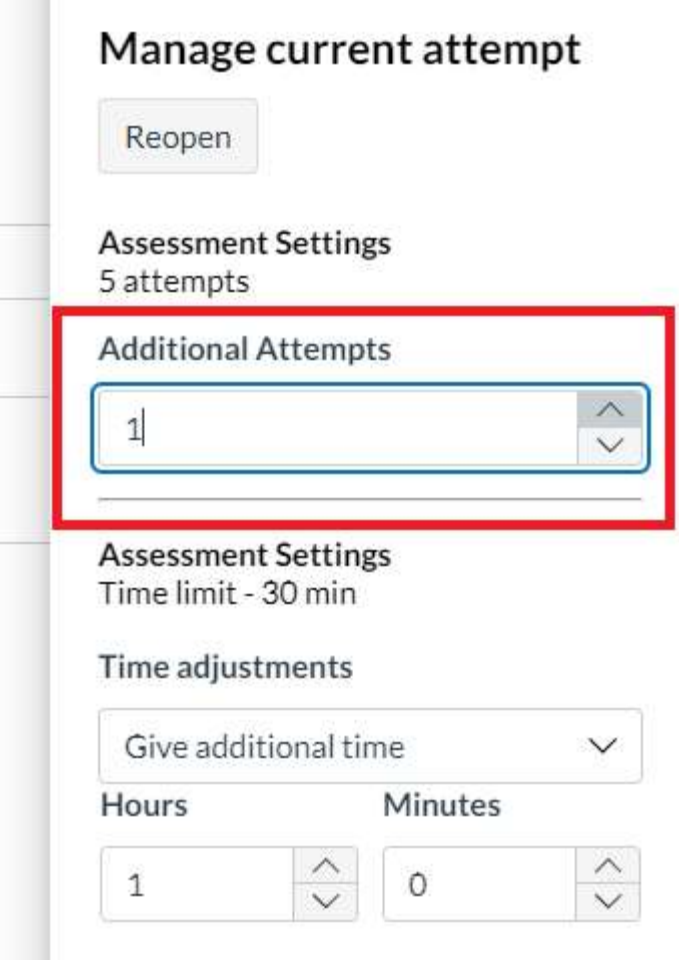
Once added to the student, the extra time allotment will populate for all New Quizzes for the course. The additional time is granted once the student clicks “Take this Quiz” while inside the DLC.

Giving a Student an Additional Attempt with New Quizzes:

- Go to your Canvas Course the student(s) is in.
- Navigate to your quiz section.
- Open the published Quiz. ***Must be a published quiz*.
- Scroll to the bottom and click “Build” OR in the Quiz section click on the 3 dots and then “Build.”



- Click on the ‘Moderate’ tab.
- Search for the student(s) name.
- Click on the Edit “pencil icon” and a pop-up box will open.
- In the Additional Attempts section, choose the number of attempts to be added. Once entered the additional attempt(s) will be automatically added.



Extending Exams for Some or All Students

For Some Students

- Schedule a makeup request on http://dlc-reserve.unl.edu
- Extend the quiz dates through the last day of the makeup request in Canvas so that it's available when the student(s) come in to test
- If the student has already used their attempt and will be getting a "redo," add an additional attempt for them in the "Moderate This Quiz" section of Canvas
- If the student has not used their attempt (this is more common, as makeups are typically requested for students who have had trouble finding a time to come to the Exam Commons and test), no further action is required.

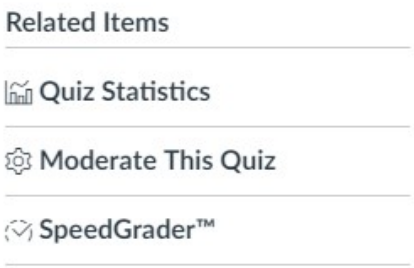
For All Students

- Contact the Exam Commons Manager to add additional days to your original exam request
    - As soon as this is done, students will be able to see and sign up for times on the newly added days
- Extend the quiz dates through the last day of testing in Canvas so that it's available when the students come in to test

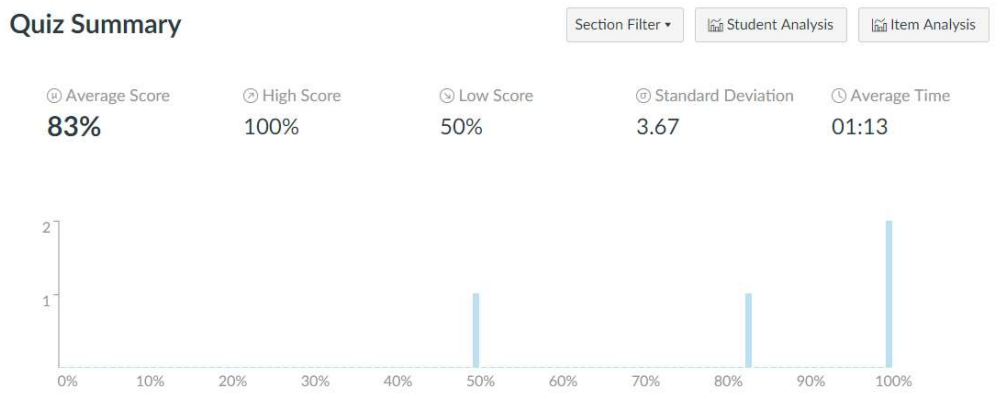
Quiz Statistics

After students have started taking your quiz, a new link option will appear. You will now be able to access detailed Quiz Statistics about your quiz! To see this, follow these steps:

1. Click on your quiz title in Quizzes
2. In the "Related Items" menu on the right, click "Quiz Statistics"



3. This will show a summary page that includes the average, high, and low scores, standard deviation and average time of your exam. You can also download Student Analysis and Item Analysis documents, filter by section, and see a thorough question breakdown when you scroll down past the score graph.



Note: Not only can this information be used for improving your quiz questions, but you can also use the average testing time data to consider adjusting your testing time. For example, on multiple choice exams many students have very short average testing time spans compared to the maximum allowed time. Shortening this time helps the Exam Commons to maximize scheduling within its space, allowing more instructors the chance to schedule online exams in the facility.

MOBIUS ASSESSMENTS

For More Information

Please visit the following link for more information about creating Mobius Assessments:

http://scimath.unl.edu/wba/instructorresources_home.php