

UVACOLLAB

TESTS & QUIZZES: CREATE & PUBLISH ASSESSMENTS

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TESTS & QUIZZES OVERVIEW

Tests & Quizzes Overview

Tests & Quizzes allows instructors to create online assessments (i.e., tests, quizzes, and surveys) for delivery to students or other groups via a web interface. You will use it mainly to administer tests, but you may also create assessments to gather survey information or informal course feedback.

OBJECTIVES

The *Tests & Quizzes: Creating and Publishing Assessments* user guide will familiarize instructors with steps to:

- Add the *Tests & Quizzes* tool to your site
- Create an assessment
- Add questions to an assessment
- Configure the settings for online delivery
- Save settings and publish your assessment
- Grade student submissions

IMPORTANT BROWSER RECOMMENDATIONS

Firefox, Internet Explorer, and Safari are the recommended browsers for the best experience in UVaCollab.

To avoid unexpected results, do not use the browser navigation (Back and Forward) while logged into UVaCollab. Instead, use the built-in navigation features.

Browser cookies and JavaScript must be enabled in your web browser in order to log into and use features in UVaCollab.

TIPS FOR SUCCESSFUL DELIVERY OF ONLINE EXAMS

Offer a practice exam to familiarize you and your students with the *Tests & Quizzes* environment, mirroring the types of questions and exam delivery settings that will be used in the real exam. This is particularly important if you and/or your students are new to the *Tests & Quizzes* tool in UVaCollab;

Use the **Preview** feature to observe how your exam will look before you publish it to your students;

Invite the UVaCollab support team (collab-support@virginia.edu) to review your exam settings before you publish it to ensure that delivery settings will not produce unexpected outcomes;

Advise your students to review and observe the **Essential Tips for Taking Online Tests in UVaCollab** to ensure the best possible success taking and submitting online exams. Please share the following URL with your students: https://collab.itc.virginia.edu/access/content/group/69ab6142-05e0-4504-8040-8b4c95aec1a9/sakai-content/faq_studentTestingTips.html#top

If you have a large class of 200+ students who will be taking an exam at the same time and location, consider delivering a practice exam to verify that the wireless network in that location is adequate to accommodate connections by all of the students in the room at the same time (assuming a wireless network test has not already been conducted for that location).

ADD THE TESTS & QUIZZES TOOL TO YOUR SITE

If you did not add the *Tests & Quizzes* tool to your site during the site creation process, you can add it at any time by following the steps below:

1. Click **Site Info** in the left hand menu and then click **Edit Tools**.
2. Check the box next to *Tests & Quizzes*.
3. Click **Continue** and then **Finish**. The *Tests & Quizzes* tool will appear in the left menubar of your site.

FEATURE OVERVIEW

There are four core features available in the *Tests & Quizzes* tool:

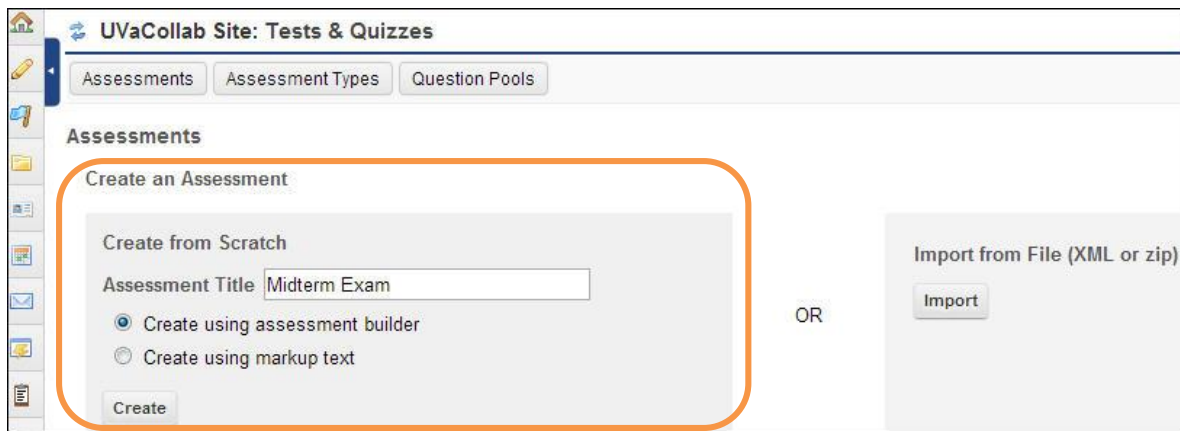
- **Assessments** (main view)
- **Assessment Types**
- **Question Pools**
- **Event Log**



ASSESSMENTS

The *Assessments* page is the default screen where assessments can be created, delivered, and scored. The instructor view of this screen is divided into two main areas. The top most area is where you can *Create an Assessment*. The two tabs at the bottom, *Working Copies* (not released to students) and *Published Copies* (released to students), are where your exams will be saved.

- The **Create an Assessment** area is where you will create new tests/quizzes. As you create assessments, they will appear and be saved in the *Working Copies* tab.



- The **Working Copies** tab displays the assessments that you have created. This section is analogous to a file cabinet that contains your assessment originals. Once published for online delivery to students, a copy of an assessment will be made and will appear in the *Published Copies* section.

Working Copies: not released to students		Published Copies: released to students	
Action	Title	Last Modified	
-- Select Action --	Final Exam	Salliann Graniero 05/16/2013 11:48:54 AM	

NOTE - Only assessment(s) displayed on the **Working Copies** tab will be imported when using one of the [Re-Use Content from Other Sites](#) options.

- The **Published Copies** tab lists assessments that are currently available to students to take as well as those which are no longer available to students. The default view is to see all released assessments (exams that are available and no longer available to students). However, you can sort your Published Copies by changing the view to *Active (open to students to take)* or *Inactive (not open to students to take)*.

Working Copies: not released to students		Published Copies: released to students						
View: All Active: open to students to take Inactive: not open to students to take								
Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Final Exam	Active	0	3	Entire Site	05/16/2013	05/29/2013	Salliann Graniero 05/16/2013 02:24:57 PM

ASSESSMENT TYPES

Assessment types are comprised of a set of default values and a sub-selection of the assessment settings for a particular kind of assessment, such as a *Timed Test* or *Survey*. When creating a new assessment, you have the option to:

- Use the default assessment type, which provides access to all possible settings;
- Create and use your own assessment types.

QUESTION POOLS

Organize questions into **Question Pools** so that you can reuse them in other assessments. You can subdivide **Question Pools** into sub-pools to organize questions by subject matter, section number, question type, or any other criteria desired.

Your **Question Pools** are available to you in any UVaCollab site in which you have permission (by role) to create assessments.

Question Pools can also be shared with others you specify.

Using Question Pools

You may copy questions from a Question Pool into a new assessment or randomly draw questions from a question pool to populate an entire assessment or a single assessment part.

CREATING NEW ASSESSMENTS

There are three ways to create new assessments in the *Tests & Quizzes* tool: the **Create using Assessment Builder** option; the **Create using Markup Text** option; or the **Import** feature.

- The **Create using Assessment Builder** option advances you to the Questions screen where you can select question types to author questions one at a time or copy questions from your question pools.
- The **Create using Markup Text** option allows you to type or copy and paste questions from an existing document into the quick create text box and provides instructions to properly format text for your assessment.
- The **Import** feature allows you to import assessments that you have exported from *Tests & Quizzes* in another UVaCollab site.

This user guide focuses on the **Create using Assessment Builder** option for creating assessments.

Please refer to refer to the built-in **HELP** for more information on the *Create using Markup Text* and *Import* options. **HELP** is accessed from each site's menubar.

CREATE A NEW ASSESSMENT USING THE ASSESSMENT BUILDER OPTION

To use the assessment builder feature to create a new test, quiz, or survey:

1. In the left hand menu of your site, click **Tests & Quizzes**.
2. In the *Create from Scratch* area, type a **title** for your assessment in the *Assessment Title* field.
3. Below the title, select the **Create using Assessment Builder** option.
4. Click **Create**. The next screen will allow you to begin adding questions to your assessment.

THE QUESTIONS SCREEN

The *Questions* screen is where you will create new questions to add to your assessment. You will also find options to add parts, access **Settings**, and preview assessments.

- **Add Question:** You can either create a new question to add to the assessment, or you can copy a question from a question pool into your assessment. Use the **Add Question** dropdown menu to select what type of question to insert.
- **Add Part:** Parts (i.e., sections) can be used to organize your assessment by topic, question type, or any other desired criteria. The initial question screen starts with one default part to which questions are added. To add more parts, click the **Add Part** link near the top of the screen.
- **Settings:** Click the **Settings** link near the top of the *Questions* screen to configure delivery settings and to publish your assessment to make it available to your students.
- **Preview:** Click the **Preview** link for a student view of the current assessment workflow.

Questions: Midterm Exam

[Preview](#) | [Print](#) | [Settings](#)

[Add Part](#) | Add Question:

Part Default - 0 questions

Insert New Question

[Update Points](#)

ADDING QUESTIONS

1. From the *Add Question* or *Insert New Question* drop-down, choose the type of question to add. (See [Appendix A](#) for a complete list of question types.)
2. On the question editing screen, the available options will depend upon the type of question you are adding. Fill in required fields at a minimum. Common options include:
 - **Answer Point Value:** Specify the point value for the question or specify 0 (zero) for a survey or ungraded question.
 - **Question Text:** State the actual question to be asked. To access the Rich Text Editor, click the *Show/Hide Rich-Text Editor* link above this field/
 - **Answer:** Indicate the correct answer(s).
3. Click **Save** to add the question to your assessment.
4. Repeat the above steps as needed to create and add more questions.

COPY FROM QUESTION POOL

*In addition to several question type choices in the question type menu, the option to **Copy from Question Pool** is also available.*


EMBEDDING GRAPHICAL SYMBOLS INTO QUESTIONS

Due to the limited set of symbols available in the UVaCollab editor, ITC has made **MimeTeX** available to generate graphical renderings of symbols for use in creating questions with scientific and mathematical formulas and notation. MimeTeX is a utility licensed under the GPL that lets you easily embed graphical LaTeX mathematical and other symbolic expressions into assessment questions within UVaCollab.

To invoke MimeTeX, use the base URL

<http://people.virginia.edu/cgi-bin/mimetex/> At the end of URL (after the question mark), add the desired LaTeX expression. MimeTeX will parse the LaTeX and immediately generate the corresponding gif image.

Here's how it works when authoring questions:

1. In the question editor, place your cursor at the position where you want the mathematical notation graphic to appear, then click the **Insert Image icon**  on the editor's toolbar (you must click **Show/Hide Rich-Text Editor** to access the toolbar).
2. In the *Insert Image* pop-up window, **Insert the URL** into the *URL* field, e.g., <http://people.virginia.edu/cgi-bin/mimetex?c=\sqrt{a^2+b^2}>.
3. **Add a space** either before or after the graphic if no other text is included in the question.
4. Click **OK**.

ALTERNATIVE TO MIMETEX

[HTML entities](#) may be used instead of MimeTeX to render symbols in the question editor.

Click **Source** in the editor toolbar to insert HTML entity markup into the source code of the editor.

The graphic will be rendered directly into the editor.

When you are finished adding questions, you may either return to the main *Assessments* screen where your assessment will be listed under **Working Copies** or continue with the steps to configure delivery, feedback, and grading settings, and publish your assessment.

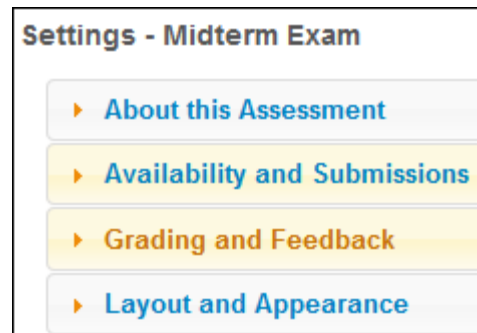
CONFIGURE SETTINGS AND PUBLISH AN ASSESSMENT

Before publishing an assessment to make it available for students to take, you need to configure the delivery and other settings for the assessment. These settings include availability dates, grading and feedback options, and other key settings.

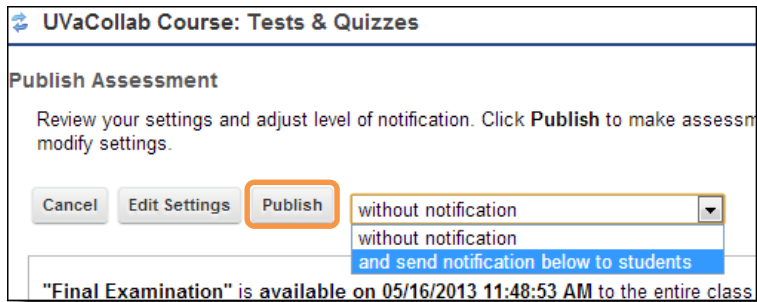
A complete list and description of all assessment settings is available in [Appendix B](#) at the end of this guide. Review this list for recommended setting options.

You can also **Save Settings and Publish** your assessment from the *Settings* screen.

- To access the exam **Settings**:
 - When creating a new assessment, click the **Settings** link at the top of the *Questions* page.
 - To edit the settings after the assessment has been created, find your exam in the Working Copies tab. Then, next to the exam title, click on the *Select Action* dropdown menu and select **Settings**.
- On the *Settings* screen, click on one of the following section headings to view available options:
 - About this Assessment:** Enter introductory information such as an assessment **Title** and an optional **Description/Intro**. You can also attach a document to your assessment introduction.
 - Availability and Submissions:** Set when your assessment is available, its time limit (if desired), and the number of submissions allowed. Options to accept late submissions, autosubmit saved student work, ensure that students take exams from a specific location, and add a message that students will see upon submission are also included here.
 - Grading and Feedback:** Choose from options such as whether you would like for grades to be sent to the *Gradebook*, the kind of feedback you would like to provide to students, and when that feedback should become available to them.
 - Layout and Appearance:** Indicate how to organize your test; for example, if students can move through the test using **Next** and **Back** buttons and if you would like each question on a separate Web Page (the recommended setting).
- Configure the settings for the assessment.



- To publish the assessment so that it is available to students, click the **Save Settings and Publish** button at the bottom of the page. To save the settings you have selected without publishing the assessment, click **Save**.
- The final step in publishing is to review your settings and optionally elect to send an email notification to the students announcing the assessment. When done, press **Publish**.



PUBLISHED ASSESSMENT SETTING MODIFICATIONS

When you publish an assessment, a copy is created and listed under the **Published Copies (released to students)** tab on the *Assessments* screen. For this published copy, you can *only* make changes to the following settings by clicking the **Settings** option found in the *Select Action* dropdown menu next to the assessment.

- **About this Assessment:** Title, Creator, Author(s), Description/Intro, and Attachments
- **Availability and Submissions:** Assessment Availability, Number of Submissions Allowed, Late Submission and Automatic Submission options, features to Ensure students take exams from a specific location, and Submission Message
- **Grading and Feedback:** Students' Identities, Gradebook Options, Feedback Authoring, Feedback Delivery, and Feedback components students can see
- **Layout and Appearance:** Navigation and Numbering

NOTE: An Instructor may print a HTML or PDF copy of an assessment. This can be printed with or without an answer key or feedback. To print, select the **Print** option from the *Select Action* dropdown menu next to the assessment.

VIEWING AND GRADING STUDENT SUBMISSIONS

VIEW STUDENT SUBMISSIONS

To view student scores and answers to individual questions in Tests & Quizzes, follow these steps:

- On the *Assessments* page, under the **Published Copies** tab, find the relevant assessment.
- Next to the exam title, click on the *Select Action* dropdown menu and click **Scores**.

Working Copies: not released to students | Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted
-- Select Action --	Final Exam	Active	0	3

3. By default, the *Total Scores* screen will open, displaying a table with the following information for each participant/student:

- **Name:** The name of the student.
- **User ID:** The student's UVa computer ID or external email address (if non-UVa Participant)
- **Role:** The role of this user in your UVaCollab site.
- **Submit Date:** Submission timestamp. If an exam has not been submitted, you will see *No Submission*.
- **Time:** How long the user took to complete/submit the exam.
NOTE: This column will only display if the exam is timed.
- **Score:** The score the user received on this exam.
- **Adjustment:** This is a field for you to enter an adjustment (such as extra credit) that will be added to the *Final Score*.
- **Final Score:** The participant's final score, calculated by adding the *Score* and the *Adjustment* fields.
- **Comments for Student:** A text box in which you can type comments that will appear when participants view their submitted tests.

Total Scores: Chapter 1 Quiz

Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export

Max Score Possible: 6
Apply This Score: to all participants with "No Submission".

View for: Entire Site

Search: Student name or ID | Find | Clear

Viewing 1 - 4 of 4 items

Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
Burgess, Matthew Email	mjb5hd	Student	05/14/2015 04:24:03 PM	29 sec	3	<input type="text" value="0.0"/>	3	<input type="text"/>

VIEW AND GRADE THE SUBMISSION OF A SPECIFIC USER

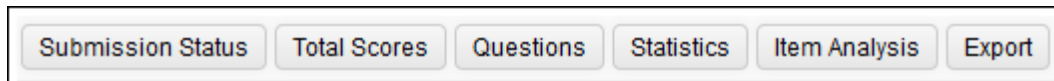
1. From the *Total Scores* page above, click on a **Name** to view the submission details of that particular user.
2. Here you can review the student's answers to questions. You can also review responses and award points for questions that need to be scored manually (short answer/essay, file upload, audio recording).
3. Enter the points earned by the student for each unscored question.

4. Comments may be provided at the question level or for the entire assessment.
5. Click the **Update** button to save any input.

You will then be returned back to the *Total Scores* screen to select another students' submission to grade.

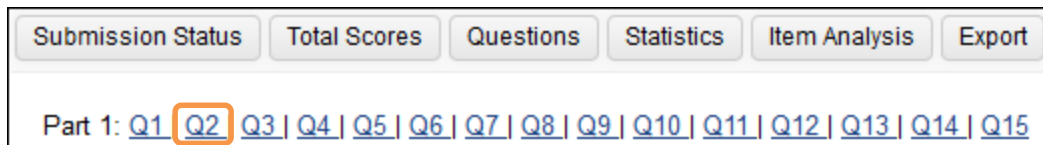
MORE SUBMISSION INFORMATION

From the toolbar found at the top of the *Total Scores* page, you can view the following additional information about your assessment:



1. **Submission Status:** Provides a list of the students and information regarding their submission for the assessment.
NOTE: If an exam is still available for students to take, you can allow a student who has already submitted responses to retake it. To do so, click the **Allow Retake?** Link under the student's name on the **Submission Status** page.

2. **Questions:** Allows you to access a specific question of the test and see how each student answered it. Navigate to a question by clicking the question link near the top of the screen.



3. **Statistics:** Access information about the total number of submissions, total possible score and statistical information, such as mean, median, mode, and range of scores.
4. **Item Analysis:** Provides statistical data for each question of the test.
5. **Export:** Allows you to export the grades and results of the assessment to an Excel spreadsheet.

THE EVENT LOG

The **Event Log** provides more information about when students accessed and submitted assessments.

Filter log by Title: Midterm Exam		Search by User ID or Name			
Title	Name	Entry Date ▾	Date Submitted	Duration	Errors
Midterm Exam ⓘ	Irvine, Michele (mai4n)	04/28/2015 02:30:27 PM			No Submission
Midterm Exam ⓘ	Burgess, Matthew (mjb5hd)	04/28/2015 02:28:39 PM	04/28/2015 02:29:45 PM	2 minutes	No Errors (User submit)

You can use this log to easily search for and sort data on specific assessments by one of the following:

- **Title:** The assessment title.
- **Name:** A student's name and computing id.
- **Entry Date:** The date and time when the student accessed the assessment.
- **Date Submitted:** The date and time when the student submitted the assessment.
- **Duration:** How much time the student took to complete the assessment.
- **Errors:** Whether or not the student clicked to submit the assessment.

NOTE: Automatically submitted assessments will display **No Submission** in the **Errors** column.

APPENDIX A: QUESTION TYPES

You have a great deal of flexibility in creating content for assessments. You can use each question type listed below interchangeably and in any combination within an assessment.

Question Type	Description	Example	Auto-Scored?												
Multiple Choice	Presents users with a question followed by a list of possible answers. You can choose to have only one or several correct answers.	<i>What color is the sky?</i> a) Blue d) Green b) Yellow e) Magenta c) Pink	Yes												
Survey	Designed for collecting survey data; presents users with a question or statement to which they respond using the rating scale of your choice: <ul style="list-style-type: none"> • Dichotomous: Choose from "Yes, No" or "Disagree, Agree". • Likert scales: Choose from semantic or numeric differentials (e.g., Strongly Disagree-Strongly Agree, 1-5) 	<i>On a scale of 1 to 5, how helpful was the presentation?</i> <ul style="list-style-type: none"> • 1 • 2 • 3 • 4 • 5 	Not scored												
Survey – Matrix of Choices	Presents users with a list of items on the left side of the matrix and the answer choices appear horizontally across the top of the matrix.	<table border="1"> <thead> <tr> <th></th> <th>Disagree</th> <th>Neutral</th> <th>Agree</th> </tr> </thead> <tbody> <tr> <td>Q 1</td> <td></td> <td></td> <td>•</td> </tr> <tr> <td>Q 2</td> <td>•</td> <td></td> <td></td> </tr> </tbody> </table>		Disagree	Neutral	Agree	Q 1			•	Q 2	•			No
	Disagree	Neutral	Agree												
Q 1			•												
Q 2	•														
Short Answer/Essay	Presents users with a question followed by a text box in which they enter the answer. Question responses are limited to 60,000 characters.	<i>Please summarize the article:</i> <i>Students type response in the provided text box</i>	No												
Fill in the Blank	Presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.	<i>The state capitol of Virginia is _____.</i> <i>Answer: Richmond</i>	Yes												
Numeric Response	Presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.	<i>The largest 2-digit prime number is _____.</i> <i>Answer: 97</i>	Yes												
Matching	Presents users with a series of choices and possible matches.	<i>Match the animal and sound:</i> 1. ___ Dog a) Meow 2. ___ Cat b) Bark	Yes												
True False	Presents users with a statement that they must identify as being either true or false.	<i>The sky is blue.</i> a)True b)False	Yes												

Audio Recording	Presents users with a question that they must answer audibly; a recording applet opens and allows user to record the answer using a microphone.	<p><i>Please provide a verbal response to the article.</i></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"><i>Button for student to click to record answer.</i></div>	No
File Upload	Presents a question or assignment that requires the user to upload a file.	<p><i>Please upload your essay document for submission.</i></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"><i>Button for student to click to upload file.</i></div>	No
Calculated Question	Presents users with a mathematical formula for which they enter a numeric answer; calculated questions may contain variables.	<p>$a + b = c$</p> <p><i>Minimum values: $a = 0, b = 50$</i> <i>Maximum values: $a = 10, b = 90$</i></p> <p><i>Possible Answer: $c = 65$</i></p>	Yes

APPENDIX B: ASSESSMENT SETTINGS

The following table is a listing of all of the settings available to you when creating your assessment.

Setting	Sub-settings	Description	Notes/Recommended Configuration
About this Assessment	Assessment Type	If you chose to base your assessment on an existing custom template, its Description/Intro will automatically display here.	
	Assessment Introduction	Specify the Title and Author(s) of an assessment, as well as add a Description of, or introduction to, the assessment. The assessment's Creator (i.e., the user who was logged in when the assessment was created) is also listed, but you cannot modify this information. You can also optionally Add Attachments if desired.	
Availability and Submissions	Assessment released to	Choose to release the assessment to Anonymous Users , or restrict its availability to only site members, or Selected Group(s) in the site.	In most cases, selecting Entire Site (which includes all site members) is the recommended setting.
	The number of submissions allowed is	Specify how many submissions are permitted per student.	
	It is available _____ It is due _____ And has a time limit of _____	Specify when (date and time) an assessment will be made available and when it will be due . To set the dates and times, click the calendar icon next to each field. You can also make the assessment timed and specify the amount of time allotted.	If no due date is set, the published assessment will remain active indefinitely. If the assessment is timed, the timer starts when a student begins the assessment and continues to count down until the timer expires. When the timer expires, answers are automatically saved and submitted.
	Late submissions accepted?	Choose whether to give students who have not submitted an exam before the due date one chance to submit it. NOTE: Late submissions will be clearly marked LATE .	The recommended setting is to accept late submissions to allow access to last minute test takers.

Setting	Sub-settings	Description	Notes/Recommended Configuration
	Autosubmit saved student work	Indicate whether the system should automatically submit any work saved by students with no submission after the latest acceptance date.	
	Ensure students take exams from specific location	Specify that only certain IP addresses can access your assessment, or create a secondary username and password to use for accessing the assessment.	You do not need to specify IP addresses to be able to use the secondary username and password option.
	Add message that students will see after submission	Include a Submission Message that students will see upon submitting the exam for grading.	
Grading and Feedback	Students' Identities	Choose either to display students' identities to graders or to display only submission id numbers for submitted assessments.	If you select Anonymous grading only , graders won't be able to see usernames associated with assessment. Anonymous grading is the setting used in the Electronic Teaching Analysis Poll (eTAP) , a survey designed to collect mid-semester feedback from your students, to maintain student anonymity.
	Gradebook Options	Decide whether or not grades will be automatically sent to the <i>Gradebook</i> .	
	Recorded Score If Multiple Submissions per User	Choose whether to record the highest , last , or average score if more than one submission or a retake is allowed for any student.	
	Feedback Authoring	Feedback provided at the question or answer selection level.	To provide selection level feedback while authoring questions, enable the Selection Level feedback setting before you begin authoring questions.
	Feedback Delivery	<ul style="list-style-type: none"> • Immediate Feedback (not recommended for graded assessments) • Feedback on Submission (best used with grading option of <i>Record the last score</i>). 	To allow you time to review submissions and correct scores before students have access to their scores, select the option to display feedback on a specific date .

Setting	Sub-settings	Description	Notes/Recommended Configuration
		<ul style="list-style-type: none"> • No Feedback will be displayed to the student • Feedback will be displayed to the student at a specific date (click the calendar icon to specify the date) • Only Release Student's Assessment Scores (questions not shown) • Release Questions and the following <ul style="list-style-type: none"> ✓ Question text ✓ Student response ✓ Correct response ✓ Student's score ✓ Question-level feedback ✓ Selection-level feedback ✓ Grader's comments ✓ Statistics and histogram 	Whichever delivery method you choose, you may also select which feedback components your students will see.
Layout and Appearance	Navigation	<p>Linear access: Limits users to progressing forward through an assessment without access to the table of contents.</p> <p>Random access: Allows users to move from question to question throughout the assessment using either the Previous and Next buttons, or the Table of Contents.</p>	Random access is recommended to give your students the opportunity to return to previous questions.
	Question Layout	Choose to display each question on a separate web page, each part on a separate web page, or the complete assessment on one web page.	It is recommended to display each question on a separate web page . Moving through the assessment using the navigational buttons saves student data as they progress through the assessment.
	Numbering	Choose Continuous numbering between parts of the assessment, or Restart numbering for each part .	
	Change background?	Change the background appearance of your assessment.	

LEARN MORE

BUILT-IN HELP

For complete help documentation on using this feature in UVaCollab, refer to the built-in **HELP**. **HELP** is accessed from each site's menubar.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the **DEMO SCHEDULE** available from the Gateway (login) page menubar.

CONTACT A CONSULTANT

If you have questions or encounter problems using features in UVaCollab, contact collab-support@virginia.edu for assistance.