

## Uses for Forms and Surveys: How to Create a Self Grading Quiz Using Schoolwires

**Goal:** Create, deploy and analyze a self grading online quiz for students using Schoolwires. The forms and surveys can save you time assessing students, reduce the 'paper trail', and assist you in making day to day instructional decisions.

### Examples:

[Survey Example](#)  
[Self Grading Quiz](#)

### Benefits:

Quickly assess student progress  
Reduces paper trail  
Allows better decision making  
Gather information quickly

### Examples of Uses:

Parent Contact Forms  
Student reflections  
Collins Writing Samples  
Student Harassment Form

Journaling  
Essay Questions  
Homework Assessment  
Polls or surveys

### Application Ideas:

Math- Create a quiz with 10 questions (Constant Sum). Leave the questions blank. When you assign homework have students enter their answers in each blank and submit. Next morning or evening, you can quickly review the results and see what questions students were getting wrong and which they were getting correct.

Collect Reflections- Assign a weekly question about what a student learned, what they had difficulty, what they didn't, what they enjoyed. It is a great way to get feedback about your classroom.

# Uses for Forms and Surveys: How to Create a Self Grading Quiz Using Schoolwires

## Three Steps to Creating a Survey or Quiz

**Step 1: Create Your Quiz**

**Step 2: Place Your Quiz on Your Webpage**

**Step 3: Review Your Results**

### Step 1: Create Your Quiz

1. Identify how you want to Schoolwires Surveys and Forms.
2. Go to your Schoolwires page. **Sign in.**
3. Select **Tools**→**Forms and Surveys** → **New Form or Survey**
4. Name the Survey (i.e. Captial Quiz)→ Click **Save.**
5. To begin creating your quiz/survey click **Insert.**
6. Select the Type of question you would like to use. **(Table 1)**

<b>Commonly Used Questions (Table 1)</b>
<b>Self Grading Questions- These are the only questions which will generate a self grading quiz.</b> <b>Multiple Choice</b> Choice-(One Answer Dropdown) Choice- (One Answer Options)
<b>Open Ended questions allow for entering of strings of text.</b> <b>Comments Box-</b> can accept larger amounts of text. Useful for reflections, Collins Writing, essay questions. <b>Constant Sum-</b> Allows for the entering of numbers. Will not accept text, only numbers. Useful for math answers. <b>Comments- One Line-</b> Useful for short strings of text like names. The width of this box can be changed. <b>Constant Date-</b> accepts only numbers in a specific date format. (month/day/year)
<b>Presentation</b> questions are helpful in creating adding additional text, videos or images to your quiz. <b>Image-</b> Add a image to your quiz. <b>HTML-</b> Useful for adding online videos and links. <b>Message-</b> Useful for long strings of text or reading passages.

Figure 1

The screenshot shows a configuration window titled "Question". It contains three text input fields, each with a small vertical scrollbar on the right side. The first field is labeled "Enter the question.\* Use this field to enter the text for your question or input prompt." The second field is labeled "Enter the question alias. Enter alternate text for use in the reports. If blank, the actual question will be displayed." The third field is labeled "Enter the sub-text. Enter informational or additional text to display below the question."

7. Enter the Question text. (See Fig. 1)
8. **Enter the Question Alias**- this appears in reports, otherwise the question is automatically entered. (can be left blank) (See Fig. 1)
9. **Enter the Sub-text**- This is any additional text or directions for the above question. (also can be left blank.) (See Fig. 1)

## Questions Options

### For Multiple Choice questions

Figure 2

The screenshot shows a configuration window titled "Options". It contains two checkboxes: "Required. Check this box if an answer to this question is required." and "Email address. Check this box if the answer to this question must be a valid email address." Below these are three text input fields: "Default value. The value entered below will be displayed as the default for this question.", "Maximum length. Enter the maximum number of allowable characters for this question.", and "Control width. Enter the control width in pixels for this question."

10. Click **required** if the student must answer. Students will not be able to submit unless they select or enter an answer. (See Figure 2)
11. Click **Random Order** if you would like the answers to the question to appear randomly.

12. Click **Email address** if you are expecting an email as an answer. It looks for the @ symbol.
13. **Default Value** is what information will be entered in the space if nothing is entered. (This can be left blank)
14. **Maximum length** is if you want to restrict the amount of information being entered. This can be left blank
15. **Control Width** allows you to adjust the width of your data field (where the

### Pixels Widths

1. This question has a width of 800 pixels.

2. This question has a width of 500 pixels.

3. This questions has a width of 200 pixels?

4. This question has a width of 100 pixels.

answer will be). If you leave it blank, it will be the size of the webpage.

### For multiple choice and matrix questions

### Answers

**Select answer choices.** Select a group of answers or enter the answers below.

**Enter the answers.\*** Enter each of the answers in the text boxes below.

1	<input style="width: 100%; height: 100%;" type="text"/>	<input type="radio"/> Default	<input style="width: 100%; height: 25px;" type="text" value="2"/>	points
2	<input style="width: 100%; height: 100%;" type="text"/>		<input style="width: 100%; height: 25px;" type="text"/>	points
3	<input style="width: 100%; height: 100%;" type="text"/>	<input type="radio"/> Default	<input style="width: 100%; height: 25px;" type="text"/>	points
4	<input style="width: 100%; height: 100%;" type="text"/>	<input type="radio"/> Default	<input style="width: 100%; height: 25px;" type="text"/>	points
5	<input style="width: 100%; height: 100%;" type="text"/>	<input type="radio"/> Default	<input style="width: 100%; height: 25px;" type="text"/>	points

### Answers

1. Enter the possible answers into the blanks. In order to make this a self graded quiz, you **must** put a point value, next to the correct answer. (Example if you have ten questions, you can make the point value 10.)
2. After you have finished click **SAVE**.
3. Click **Insert** to add another question and repeat the steps to add a question. You can always go back and edit a question, copy the question, or move the question.
4. **Click New Page** if you would like your question to appear on another page.

## Customize Your Quiz

After you have finished entering your question you will want to set the options of the quiz. The two most important things you need to do is to set your **quiz's expiration** and **set the access**. Setting the access allows you to control who can access your quiz and how many times.

1. At the **Manage Forms and Survey Screen**, click **Options**.

Home > **Manage Forms & Surveys**

New Form/Survey

### Manage Forms & Surveys

Existing forms and surveys are listed below.

	Status	Title (Click on form or survey to preview)	Responses			
<input type="checkbox"/>	<b>Design</b>	Test	<b>0</b>	Edit	Options	Delete
<input type="checkbox"/>	<b>Design</b>	Elementary School Technology Survey	<b>0</b>	Edit	Options	Delete
<input checked="" type="checkbox"/>	<b>Active</b>	Online Quiz	<b>3</b>	Edit	Options	Analyze Clear Delete



## General Information

1. Make survey active, if you have not already done so.
2. Change the end date, if you will be using this greater than 30 days out. I recommend giving one year.

## Respondent Access

### Respondent Access Level

Select the desired respondent access level from the choices below.

- Single Response, Login Required** - Respondents must log in before responding, and are prevented from responding more than once. Respondents that return to a completed form or survey will be able to modify their original responses.
- Single Response, Login Required (Not Updateable)** - Respondents must log in before responding, and are prevented from responding more than once. Respondents who attempt to return to a completed form or survey will not be able to modify their original responses.
- Single Response, Anonymous Access Allowed** - Respondents are allowed to respond with or without logging in. However, they are prevented from responding more than once. Respondents who return to a completed form or survey will be able to modify their original responses.
- Single Response, Anonymous Access Allowed (Not Updateable)** - Respondents are allowed to respond with or without logging in. However, they are prevented from responding more than once. Respondents who return to a completed form or survey will not be able to modify their original responses.
- Multiple Response, Login Required** - Respondents must log in before responding and may respond as many times as they want. Respondents who return to a completed form or survey will not be able to modify their original responses.
- Multiple Response, Anonymous Access Allowed - (Not Updateable)** - Respondents are allowed to respond with or without logging in. They may respond as many times as they want. Respondents who return to a completed form or survey will not be able to modify their original responses.
- Manual Response Entry** - This access level takes precedence over all other access levels, and prevents registered users from accessing the form or survey. It allows form and survey owners, Site Directors and System Administrators to enter unlimited responses. It is particularly helpful during design. After responding once, the user is returned to the start of the form or survey to complete another form or survey.

Depending on who you want to take the quiz/survey

***Single Response, Login Required***- Students need to sign in and can take the quiz more than once.

***Single Response, Login Required (Not Updateable)***- Students need to sign in and can only take it once.

***Single Response, Anonymous Access Allowed***- Anybody can take this quiz, and can do so multiple times.

## Survey Completion Options

This section allows you to control what happens when the student is finished the quiz. You can create a custom message, or redirect the student to a website.

## Administrative Options

Controls the number of responses your survey or quiz can receive and number of times a user can take the quiz or form.

## Contact Information

Email address of the creator of the survey. This is the person whose email address is given as the contact.

Click **Save**

## Step 2: Deploy Your Quiz

Now you have your quiz created you want to make it available on your webpage. Your survey is just another webpage you created. To make it available all you need to do is make the link available.



1. Go to the page on your website where you want your quiz to be located. **(See Figure 6)**
2. Type in the name of the quiz, **Capital Quiz**.
3. Highlight **Capital Quiz**, and click **Insert form**.
4. From the dropdown menu, click Capital Quiz.
5. Then click **Save**.

Your quiz is ready to be taken.



## Step 3: Review Your Results

Someone must first take the quiz in order to review the result.

1. Go to **Tools**→ **Forms and Surveys**
2. Next to your quiz, you should see a button appear, **Analyze**.

New Form/Survey

### Manage Forms & Surveys

Existing forms and surveys are listed below.

	Status	Title (Click on form or survey to preview)	Responses					
<input checked="" type="checkbox"/>	Active	State Capital Quiz	3	Edit	Options	Analyze	Clear	Delete

3. Click **Analyze**. This will give you a report on the responses.
4. Results will give you an overview of the class.
5. On the breadcrumb click **Reports**. (See Figure 8) Click on **individual Results**.
6. **Individual Results** will give you the students recorded point total.
7. Results can also be exported as an Excel file.