

MODULE 3: EVALUATION

SCENARIO

You want to promote individual learning and provide immediate feedback so students can gauge how well they are doing.

Description of Tools

- Self Test* Allows you to create multiple-choice tests that students can use to gauge their knowledge. Students receive immediate feedback on their answers, and no marks are assigned or recorded.
- Quiz* Allows you to create and administer online quizzes and surveys. Quiz questions can be multiple choice, matching, calculated, short answer, and paragraph questions. All quiz questions, except paragraph questions, can be marked automatically.
- Calendar* Allows you to post dates, and to provide information about course-related events. You can include links to course content and to relevant Websites.

Overview of Tools and Activities

Tool	Activity
<i>Self Test</i>	<ul style="list-style-type: none">• add the <i>Self Test</i> tool• add questions• add possible answers• set the correct answers• edit a question• view the self test as students see it
<i>Quiz</i>	<ul style="list-style-type: none">• add the <i>Quiz</i> tool• add a quiz• add questions to the Questions Database• add questions to a quiz• edit a question in the Questions Database• allocate quiz points• specify quiz settings (such when to make a quiz available to students, etc.)• view the quiz as students see it
<i>Calendar</i>	<ul style="list-style-type: none">• add the <i>Calendar</i> tool• create calendar entries• edit calendar entries

FIRST STEPS

To begin this module, you must be in your course *Homepage*:

1. Login to WebCT. The *myWebCT* screen appears.
2. Click the name of the course you have created. The *Homepage* screen appears.

SELF TEST ACTIVITIES

First, add the *Self Test* tool to your course.

Note: If the *Self Test* tool is already added to your course, complete the following steps and then proceed to step 9.

- a) From the *Course Menu*, click **Self Test**.
- b) From the *Menu Bar*, select *Designer Options*.
- c) Proceed to step 9.

1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **Self Test**. The *Add Self Test* screen appears. Here you enter a title for tool, specify where it will be shown in your course, and select the appearance of the link.
3. For the title, type: *Self Test*.
4. Place a link to the *Self Test* tool, on both the *Navigation Bar* and on the course *Homepage*.
5. Select *Link shows title*, and *Link shows icon*.
6. Select *Use default icon*.
7. Click **Add**. The *Self Test Added* screen appears.
8. Click the **Modify the Self Test tool** link.

Let's add some questions.

9. Under *Add Question or Answer*, select *Add question*, and then click **Go**. The *Add Question* screen appears.
10. In the text box, type: What is one of the best uses of the Internet?
11. Click **Add**. The *Self Test* screen appears with a table containing the question that you just typed.
12. Repeat steps 9 to 11, and add the following questions:

Question 2 What is the name of the largest collection of newsgroups?

Question 3 What is "email" short for?

Now, let's add some answers for each question, and also provide students with feedback for each answer. We'll begin with the first question.

13. Under *Select a Question or Answer*, select *Question 1*.
14. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
15. In the *Edit Answer* text box, type: Playing games.
16. In the *Edit Reason* text box, type: Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.
17. Click **Add**. The *Self Test* screen appears and the answer has been added to the table.
18. Repeat steps 13 to 17, adding the following answers for *Question 1*.

Answer 2	Communication	Reason 2	Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.
Answer 3	Anarchy	Reason 3	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.

Now, let's add the answers and feedback for Question 2.

19. Under *Select a Question or Answer*, select *Question 2*.
20. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
21. In the *Edit Answer* text box, type: Bignews.
22. In the *Edit Reason* text box, type: Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Newsgroups.
23. Click **Add**. The *Self Test* screen appears and the answer has been added to the table.
24. Repeat steps 19 to 23, adding the following answers and feedback for Question 2.

Answer 2	Largenews	Reason 2	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Newsgroups.
Answer 3	Usenet	Reason 3	Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Newsgroups.

Let's add the answers and feedback for Question 3.

25. Under *Select a Question or Answer*, select *Question 3*.
26. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
27. In the *Edit Answer* text box, type: Electric mail

28. In the *Edit Reason* text box, type: Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email.
29. Click **Add**. The *Self Test* screen appears and the answer has been added to the table.
30. Repeat steps 25 to 29, adding the following answers and feedback for Question 3.

Answer 2	Efficient mail	Reason 2	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email.
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Answer 3	Electronic mail	Reason 3	Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email.
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Now, set the correct answer for each question.

31. Under *Select a Question or Answer*, for *Question 1*, select the *Correct* radio button to the right of *Answer 2*.
32. For *Question 2*, select the *Correct* radio button to the right of *Answer 3*.
33. For *Question 3*, select the *Correct* radio button to the right of *Answer 3*.
34. Under *Manage Questions*, click **Set**. The table appears with the word **Correct** bolded, indicating that this answer has been set as the correct answer.

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Self Test ● View ● Designer Options			
Intro. to the Internet			
Home > Self Test			
Select a Question or Answer			
<input type="radio"/>	Question 1	What is one of the best uses of the Internet?	
<input type="radio"/>	Answer 1	Playing games.	<input type="radio"/> Correct
	Reason	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	
<input type="radio"/>	Answer 2	Communication	<input checked="" type="radio"/> Correct
	Reason	Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	
<input type="radio"/>	Answer 3	Anarchy	<input type="radio"/> Correct
	Reason	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	
<input type="radio"/>	Question 2	What is the name of the largest collection of newsgroups?	
<input type="radio"/>	Answer 1	Bignews	<input type="radio"/> Correct
	Reason	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	
<input type="radio"/>	Answer 2	Largenews	<input type="radio"/> Correct
	Reason	Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	
<input type="radio"/>	Answer 3	Usenet	<input checked="" type="radio"/> Correct
	Reason	Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on Internet use.	

You've decided to change the way that Question 3 is worded, so let's try using the edit function.

35. Under *Select a Question or Answer*, select *Question 3*.
36. Under *Edit Question or Answer*, select *Edit*, and then click **Go**. The *Edit Question* screen appears.
37. In the *Edit question* text box, type: "Email" is short for what?
38. Click **Update**. The table appears with the revised Question 3.

Let's see how the test will look to your students.

39. From the *Menu Bar*, select *View*. The *Multiple Choice Questions* screen appears.
40. To answer a question, click the bullet next to the answer. Notice how the bullet turns red to indicate your selection. You'll also see that when you select the correct answer a check mark appears below the questions, along with your feedback. If you select an incorrect answer, an "X" appears along with the feedback.

You've now completed the *Self Test* part of the Evaluation module. Let's move on to the *Quiz* tool.

QUIZ ACTIVITIES

The Quiz tool consists of a *Questions Database*, which is a collection of questions that you use to construct your quiz, and the quiz itself, which is a set of questions arranged in an order and assigned a point value. Creating the *Questions Database* and the quiz involves:

- adding the *Quiz* tool
- adding a quiz
- adding questions and answers to the *Questions Database*
- adding questions from the *Questions Database* to the quiz
- allocating quiz points
- specifying quiz settings (such as when to make the quiz available to students)

1. First, let's add the *Quiz* tool to your course.

Note: If the *Quiz* tool is already added to your course, complete the following steps and then proceed to step 1 i).

- a) From the *Course Menu*, click **Quiz**.
- b) From the *Menu Bar*, select *Designer Options*. The *Quiz/Survey and Database Management Index* screen appears.
- c) Proceed to step 1 i).

- a) From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
- b) Under *Add Page or Tool*, click **Quiz**. The *Add Quiz/Survey* screen appears. Here you enter a title for the tool, specify where it will be shown in your course, and select the appearance of the link.
- c) For the title, type: Tutorial Quiz.
- d) Place a link to the *Quiz* tool, on both the *Navigation Bar* and on the course *Homepage*.
- e) Select both *Link shows title* and *Link shows icon*.
- f) Select *Use default icon*.
- g) Click **Add**. The *Quiz/Survey Added* screen appears.
- h) Click the **Modify the Quiz/Survey tool** link. The *Quiz/Survey and Database Management Index* screen appears.

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Tutorial Quiz: View Designer Options

Intro. to the Internet
Home » Tutorial Quiz

Quiz/Survey and Database Management Index

<p>Quiz and Survey Management</p> <p>Add quizzes/surveys to course Edit quizzes/surveys in course Delete quizzes/surveys from course Organize quizzes/surveys in course</p>	<p>Questions Database</p> <p>Add questions to database Edit questions in database Delete questions from database Organize questions in database</p>
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- i) Under *Quiz and Survey Management*, click the **Add** link. The *Quiz and Survey Management* screen appears.
2. Now let's add a quiz to the *Quiz and Survey Management* list.
 - a) Under *Options*, select *Add new quiz*, and then click **Go**. The *Add New Quiz* screen appears.
 - b) In the *Title* text box, type: Quiz 1.
 - c) Click **Add**. The *Quiz and Survey Management* screen appears with *Quiz 1* in the quiz and survey list.

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Tutorial Quiz: View Designer Options

Intro. to the Internet
Home » Tutorial Quiz » Quizzes/Surveys

Quiz and Survey Management

To view additional Quiz, Question(s) and Student Information, click on Submissions, Detail, Reports or Summary.

Current date: Jun 15, 2001 16:51

Title	Availability	Duration	Points	Results
<input type="radio"/> Quiz 1	Unavailable	Unlimited	/ 10	[Submissions] [Detail] [Reports] [Summary]

Definitions

Options

[Questions Database](#)

Select an item from the list on the left.
Select an action below, and click **Go**

Add new quiz
 Add new survey
 Add label
 Edit
 Delete

3. Next, let's add a category to the *Questions Database* which will contain the questions for the quiz.
 - a) Under *Options*, click the **Questions Database** link. The *Questions Database* screen appears.
 - b) Under *Manage Categories*, select *Add Category*.
 - c) In the text box next to *Add category*, type: Tutorial, and click **Go**. The category *Tutorial* appears with no questions in it.

4. Now we will add questions and answers to *Questions Database*, placing them in the category *Tutorial*.
 - a) Under *Manage Questions*, select *Add new question to database*. The drop-down list contains the question types: *Multiple Choice*, *Matching*, *Calculated*, *Short Answer*, and *Paragraph*.
 - b) From the *Type* drop-down list, select *Multiple choice*.
 - c) Under *Manage Questions*, click **Go**. The *Multiple Choice Question* screen appears.

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Tutorial Quiz: View Designer Options

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Multiple Choice Question

Save More Answers Cancel

Category: Tutorial

Title: _____

Question: _____

Format: HTML Text

Image: _____ Browse...

Settings

Allow Students to Choose: One answer Multiple answers

Scoring: Cumulative All or nothing

Allow Negative Score: Yes No

Answer Layout: Vertical Horizontal

- d) From the *Category* drop-down list, select *Tutorial*.
- e) In the *Title* text box, type: Quiz 1 Question 1.
- f) In the *Question* text box, type: Which development allows colors and graphics to be communicated over the Internet?
- g) For *Format*, select *HTML*. The *Format* option allows you to select whether you'll enter information in plain text or with HTML tags.
- h) Under *Settings*, select the following information:

Settings	Select
Allow students to choose	One answer
Scoring	Cumulative
Allow negative score	No
Answer layout	Vertical

- i) In the *Answer 1* text box, type: GUI.
- j) For *Format*, select *HTML*.

- k) Leave the *Value (%)* text box empty. Since there is only one correct answer for this question, all of the points will be allocated to it.
- l) In the *Feedback 1* text box, type: Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on communication over the Internet.
- m) In the *Answer 2* text box, type: HTML.
- n) For *Format*, select *HTML*.
- o) Leave the *Value (%)* text box empty.
- p) In the *Feedback 2* text box, type: Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on communication over the Internet.
- q) To set *Answer 2* as the correct answer, select the *Correct answer* check box.
- r) In the *Answer 3* text box, type: Netiquette
- s) For *Format*, select *HTML*.
- t) Leave the *Value (%)* text box empty.
- u) In the *Feedback* text box, type: Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on communication over the Internet.
- v) Click **Save**. The *Questions Database* screen appears, with *Quiz 1 Question 1* added.

Now, you'll add two more questions and their possible answers. Repeat steps a) to v) using the following questions, answers, and feedback:

Quiz 1 Question 2	Answers	Feedback
What kind of software is email?	1. Client 2. Customer 3. Third party Note: Set answer 1 as the correct answer.	1. Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email. 2. Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email. 3. Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email.

Quiz 1 Question 3**Answers****Feedback**

What process occurs when you enter your email username and password?

1. Elimination
2. Authentication
3. Validation

Note: Set answer 2 as the correct answer.

1. Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email security.
2. Correct. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email security.
3. Incorrect. Check out the Student Resource Center Forum on the e-Learning Hub for more information on email security.

5. Now that you've added the questions and answers to the *Questions Database*, you can add them to *Quiz 1*.
 - a) In the breadcrumbs, click **Tutorial Quiz**. The *Quiz/Survey and Database Management Index* screen appears.
 - b) Under *Quiz Editor*, click the **Add** link. The *Quiz and Survey Management* screen appears.
 - c) Under the heading *Title*, click the **Quiz 1** link. The *Quiz Editor* screen appears.
 - d) Under *Options*, select *Add questions*, and then click **Go**. The *Questions Database* screen appears.
 - e) Under *Manage Categories*, select *View category*.
 - f) From the *View category* drop-down list, select *All categories*, and then click **Go**. The table of questions appears.

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Tutorial Quiz: ● View ● Designer Options

Intro. to the Internet
[Home](#) > [Tutorial Quiz](#) > [Quizzes/Surveys](#) > [Quiz Editor](#) > [Questions Database](#)

Questions Database
To select a question, check the box to its left. To edit a question, click its title.

Category: All

	Title	Type	Category	Used by
	Sort	Sort	Sort	Sort
<input type="checkbox"/>	Quiz 1 Question 1	MC	Tutorial	---
<input type="checkbox"/>	Quiz 1 Question 2	MC	Tutorial	---
<input type="checkbox"/>	Quiz 1 Question 3	MC	Tutorial	---

Options

[Quizzes/Surveys](#)
[Quiz Editor](#)

Manage Categories
Select an action below, and click **Go**.

View category All categories ▾

Add category

Name:

Delete category Tutorial ▾

Manage Questions
Select an action below, and click **Go**.

Add questions to Quiz 1

- g) Select all three of the questions that you just created.
- h) Under *Manage Questions*, select *Add questions to Quiz 1*, and then click **Go**. The *Quiz Editor* screen appears displaying the table of questions that you just selected.
6. Let's edit one of the questions.
- Under *Options*, click the **Questions Database** link. The *Questions Database* screen appears.
 - Under *Manage Categories*, select *View category*. From the drop-down list, select *All categories*.
 - Click **Go**. The table of questions appears.
 - Under *Title*, click the **Quiz 1 Question 1** link. The *Multiple Choice Question* screen appears.
 - Change the question text to: Colors and graphics are communicated over the Internet using?
 - Click **Save**. The table of questions appears. The question has been changed in the *Questions Database* and also in Quiz 1 itself.
7. Now, let's allocate the points for each of the questions. The quiz is worth a total of 30 points toward the student's grade, with each question valued at 10 points.
- Under *Options*, click the **Quizzes/Surveys** link. The *Quiz and Survey Management* screen appears.
 - Under the heading *Title*, click the **Quiz 1** link. The *Quiz Editor* screen appears.
 - Under *Points*, in the text boxes, type the number of points assigned to each question:

Question	Points
1	10
2	10
3	10

- Click **Update total**. The *Total* now shows 30.

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Tutorial Quiz: View Designer Options

Intro. to the Internet

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Quiz Editor: Quiz 1

To select a question, check the box to its left. To assign points for each question, enter a number in the Points Field next to each question, then Update Total. To preview the question, click the magnifying glass. To edit the question, click the hyperlink to the question.

No.	Points	Select	Questions
<input type="checkbox"/>	10	---	Quiz 1 Question 1
<input type="checkbox"/>	10	---	Quiz 1 Question 2
<input type="checkbox"/>	10	---	Quiz 1 Question 3
Total: 30		<input type="button" value="Update Total"/>	

Options

[Quizzes and Surveys](#)
[Questions Database](#)

- Add questions
- Add question set
- Add question alternates
- Remove question
- Quiz settings
- Preview quiz

Organize

Select a question on the left, choose one of the options below, and then click **Go**.

Orientation Tip: You have been moving around for some time in the Quiz area of WebCT, and may not be sure of where exactly you are at this point. Let's review how to get to *Quiz Settings*, the starting point of step 8 below:

- Click *Quiz* in the left-hand Navigation bar. The *Quizzes and Surveys* screen appears.
 - From the *Menu Bar*, select *Designer Options*. The *Quiz/Survey and Database Management Index* screen appears.
 - Click *Quiz Editor*. The *Quiz and Survey Management* screen appears.
 - Click the title of the Quiz you are working with, *Quiz 1*. The *Quiz Editor* screen for that quiz appears.
8. Finally, you need to specify the quiz settings, such as when to make the quiz available to students, etc.
- a) Under *Options*, select *Quiz settings*, and then click **Go**. The *Quiz Settings* screen appears.

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Tutorial Quiz: ● View ● Designer Options

Intro. to the Internet
[Home](#) > [Tutorial Quiz](#) > [Quizzes/Surveys](#) > [Quiz Editor](#) > [Settings](#)

Quiz Settings: Quiz 1
 For information on how to use quiz settings, click Help in the top menu bar.

Basic settings

Quiz title:

Question titles: Show the question titles when students view the quiz.

Question delivery: Deliver all the questions at once.
 Deliver one question at a time, where any question can be revisited.
 Deliver one question at a time, where students must answer or skip each question to proceed. Once a question has been answered or skipped it cannot be revisited.

Quiz duration: Number: Units: (Disallow answer submission if time has expired.)

Attempts allowed:

Attempts separation: Minimum time between attempts:
 Number: Units:

Availability

Available after: Year Month Day Hour Minute

Available until: Year Month Day Hour Minute

Selective release

Release to:

Release based on: Criteria Comparison Value

Hide: Remove this quiz from quiz/survey lists if students do not meet the selective release criteria.

- b) Choose the *Basic* settings:

Setting	Enter or Select
Quiz title	Quiz 1
Question titles	Show the question titles when students view the quiz.
Question delivery	Deliver all the questions at once.
Quiz duration	30 minutes
Attempts allowed	1
Attempts separation	Leave blank

- c) Under *Availability*, click **Allow access now**. For *Available after*, the date and time are entered for you. The quiz is available to students immediately.
 - d) In the *Available until* text boxes, type tomorrow's date.
 - e) Under *Results*, select *Release the score once the quiz has been submitted and all the questions have been graded*.
 - f) Leave all the other settings at their defaults.
 - g) Click **Update**. The *Quiz Editor* screen appears.
9. Now the quiz is ready for your students. Let's preview the quiz to see how it looks to them.
- a) From the *Menu Bar*, select *View*. The *Quizzes and Surveys* screen appears.
 - b) Click the **Quiz 1** link. A new browser window opens and the quiz appears as it would to a student.
 - c) Close the browser window.

You've now completed the *Quiz* part of the Evaluation module. Let's move on to the *Calendar* tool.

CALENDAR ACTIVITIES

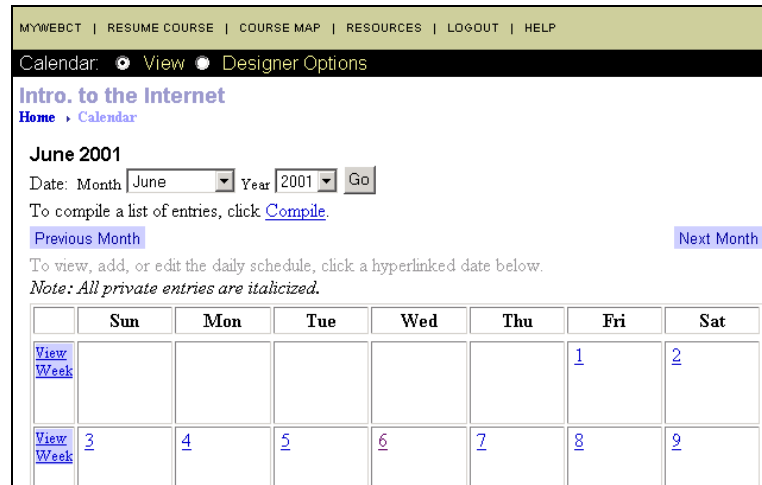
Let's add the *Calendar* tool to your course.

Note: If the *Calendar* tool is already added to your course, complete the following steps and then proceed to step 9.

- a) From the *Course Menu*, click **Calendar**. The *Calendar* screen appears.
- b) From the *Menu Bar*, select *View*.
- c) Proceed to step 9.

1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **Calendar**. The *Add Calendar* screen appears. Here you enter a title for the tool, specify where it will be shown in your course, and select the appearance of the link.
3. For the title, type: *Calendar*.
4. Place a link to the *Calendar*, on both the *Navigation Bar* and on the course *Homepage*.
5. Select *Link shows title* and *Link shows icon*.
6. Select *Use default icon*.
7. Click **Add**. The *Calendar Added* screen appears.
8. Click the **Modify the Calendar tool** link.

9. The *Calendar* screen appears, showing the current month's calendar.



Now, you'll add two entries to the *Calendar*, one showing the due date of the first assignment, another showing the date of the first quiz.

10. You are going to add an entry to the *Calendar* for September 25th, 2001. From the *Date* drop-down lists, select *September* and *2001*, and then click **Go**. The *September 2001 Calendar* screen appears.
11. Click the **September 25th** link. The *View Day* screen appears.
12. Click **Add entry**. The *Add a Calendar Entry* screen appears.
13. In the appropriate text boxes, type the following information:

Text box	Type
Summary	First Assignment Due
Detail	Your assignment on Online Communications is due today. Late assignments will have 10% deducted from their grade for each day they are late.

14. Let's set 4:00 p.m. as the time that the assignment is due. From the *Start time* drop-down lists, select *16* and *00*.
15. For *Access level*, select *Public*. Public access means that both you and your students can see the entry.
16. Click **Add**. The *View Day* screen appears and your entry is displayed.

Now, let's add an entry to remind students to start preparing for their first quiz.

17. Click **Add entry**. The *Add a Calendar Entry* screen appears.
18. From the *Date* drop-down lists, select October 5, 2001.
19. In the appropriate text boxes, type the following information:

Text box	Type
Summary	Quiz Preparation
Detail	The first quiz is next week. You should start preparing now.

20. For *Access level*, select *Public*.

21. Click **Add**. The *View Day* screen appears, and your entry is displayed.
22. Click the **View Month** link.

Now, let's edit the last entry to include a reminder to read Chapters 1 and 2 of the textbook.

23. Click the **October 5th** link.
24. Select the *Quiz Preparation* entry, and then click **Edit**. The *Edit a Calendar Entry* screen appears.
25. In the *Detail* text box, type: You should re-read Chapters 1 and 2 of your textbook.
26. Click **Update**.

Finally, let's see how the *Calendar* entries appear.

27. Click the **View Month** link. The *Calendar* appears.

You've finished the Evaluation Scenario. You might want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access Help, click **Help** on the *Menu Bar*.

RELATED ACTIVITIES

Tool	Activity
<i>Self Test</i>	<ul style="list-style-type: none"> • import questions • add HTML tags to format questions and answers
<i>Quiz</i>	<ul style="list-style-type: none"> • import quiz questions • add HTML tags to format quiz questions and answers • add a short answer question • add a paragraph question • add a calculated question • add a matching question • selectively release the quiz to a group of students • grade a quiz
<i>Calendar</i>	<ul style="list-style-type: none"> • add quiz and self test entries for specific dates • add internal links to pages in the <i>Content Module</i>