



# **Creating Online Assignments (Activities)**

## *Training Guide*



**ProgressBook®**  
**VirtualClassroom**

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# *Lesson Objectives*



Create a quiz (online activity)



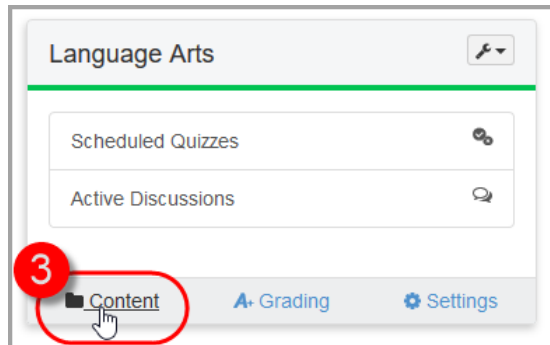
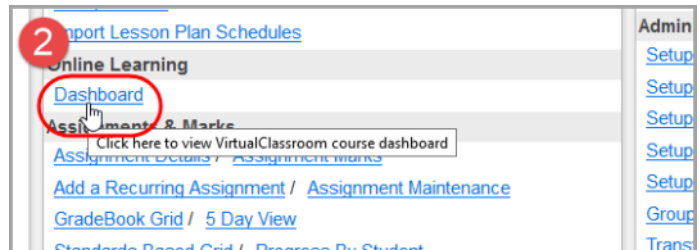
Add content to the quiz

This page intentionally left blank.



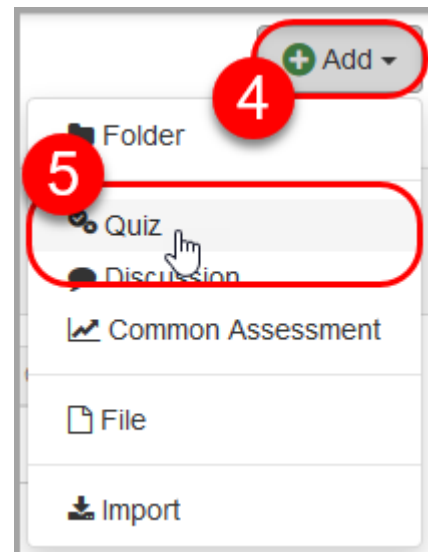
# Access & Navigation

1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.



3. Click **Content** on the course to which you want to add a quiz.

4. On the **Content** screen, click **Add**.
5. Click **Quiz**.



*On a course's CONTENT screen, you can create folders so you can store quizzes by type, unit, or date.*



# Creating a Quiz

In VirtualClassroom, a quiz is any online assignment that contains questions. You can use this content type to not only create quizzes, but to also create homework, tests, or classwork.

1. On the **New Quiz** window, enter the desired name for your quiz.
2. Click **Create**.

New Quiz

Capitalization Quiz

Cancel Create

3. On the **Content** screen, click the linked quiz name.

Dashboard Grading Content Settings Classes Collaborators

Language Arts

+ Move Copy Delete Select All

Capitalization	<input type="checkbox"/>
Grammar	<input type="checkbox"/>
Parts of Speech	<input type="checkbox"/>
Vocabulary	<input type="checkbox"/>
Capitalization Quiz	<input type="checkbox"/>





## Creating a Quiz (continued)

4. Optional: On the **Details** screen, enter **Instructions** for the quiz.
5. Optional: Select a **Paging Option** from the drop-down list to indicate how the questions will display to the students. (See [Adding Sections](#).)
  - One page: all questions display on one page
  - One page per item: each question displays on a different page
  - One page per section: if you create sections (groups of questions), each section displays on a different page
6. Click **Update**.

Capitalization Quiz

Questions: 0 Points: 0

Name: Capitalization Quiz

Instructions: Complete the following quiz to demonstrate your prior knowledge about capitalization.

Text mode: Plain

Paging Option: one page per section

Update

*Any time a field in  
VirtualClassroom has the **TEXT  
MODE** button, you can click **PLAIN**  
to switch to **RTF (rich text format)**  
for more formatting options.*

Text mode: Plain




Text mode: RTF

B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> 1/2 1/3 1/4 1/5 1/6 1/7 1/8 1/9 1/10 show more tools



# Adding Content









After the initial creation of your quiz, you can add different types of content to it:

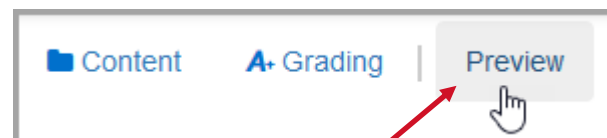
-  Questions
-  Text and Resources
-  Sections

---

## Adding Questions

---

-  Common Functionality
-  True/False
-  Multiple Choice
-  Multi-Answer
-  Fill in the Blank
-  Matching
-  Essay
-  Math Problem



*If you want to view the activity the way it displays to students, you can click **PREVIEW** in the navigation bar at the top of the screen.*



## Adding Content (continued)

### Quiz Views

To create a quiz, add content to it on the **Questions** tab. The **Questions** tab has two views—the **Expanded View**, which displays the full text of questions and their answers all on one screen, and the **Reorder/Compact View**, which displays a list of questions on the quiz and allows for reordering and bulk editing. This guide mainly focuses on the **Expanded View**, but you can view a summary of the **Reorder/Compact View** below.

### Reorder/Compact View

The screenshot shows the 'Animal Cells' quiz interface in the 'Reorder/Compact View'. The top bar indicates 'Questions: 7' and 'Points: 7'. The 'Questions' tab is active, showing a list of 7 questions. The interface includes a toolbar with buttons for 'OFF', 'Reorder', 'Delete', 'Include', 'Exclude', and 'Select All'. A table lists the questions with columns for 'Question Text', 'Type', and 'Points'. Annotations with red arrows point to various elements: a button to 'Add' content, a 'Reorder' button, a 'Expanded View' link, and checkboxes in the 'Points' column.

Animal Cells

Questions: 7 Points: 7

Details Questions 7 Stand

Expanded View

Click to enable question reordering.

Return to the view that displays full text of all questions on one screen.

OFF Reorder Delete Include Exclude Select All

Question Text	Type	Points
1. Animal cells have a nucleus.	True/False	1
2. Which of the following organelles does an animal cell not contain?	Multiple	
3. Which of the following cell parts can be found in an animal cell?	Multi-Ar	
4. The endoplasmic reticulum usually has ribosomes attached and is i...	Fill in th	
5. Match the following animal cell parts to their functions.	Matchin	
6. Describe the cytoskeleton and explain its function in the animal cell.	Essay	1
7. About how many cells does an adult human body contain? Express...	Math Problem	1

Click this button to add content on a one-at-a-time basis.

Click the text of a question to edit just that question.

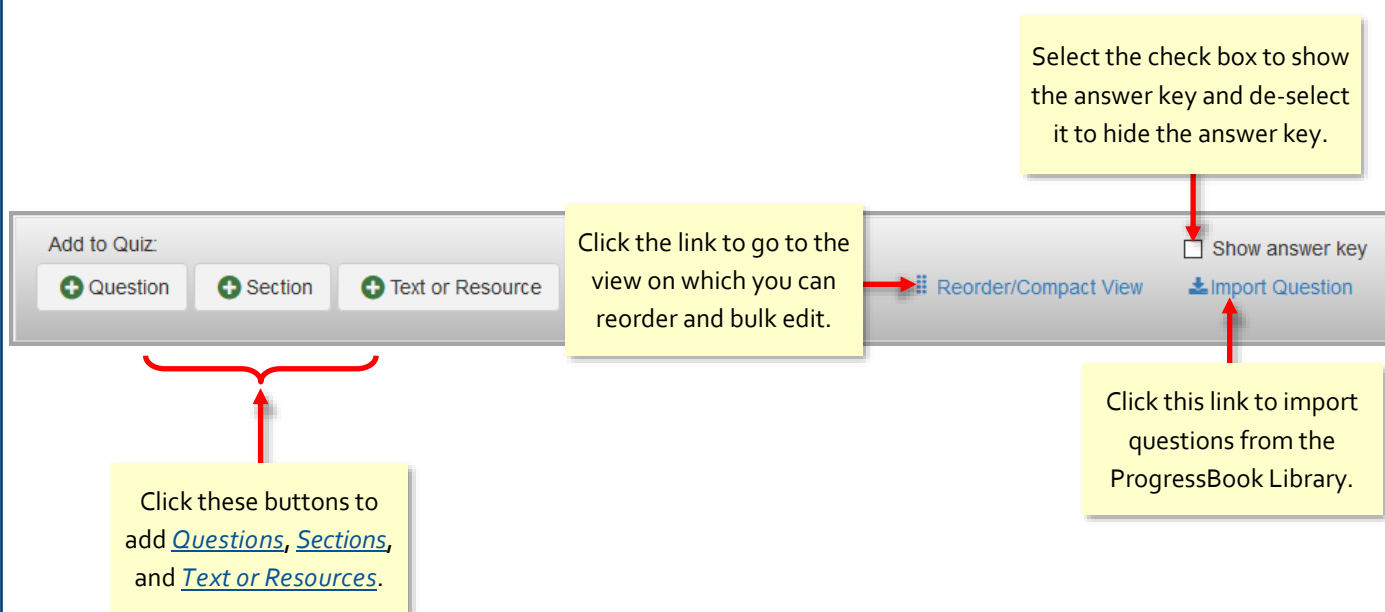
Select check boxes in rows of appropriate questions and then click the button with the action you want to take.



## Adding Content (continued)

### ADD TO QUIZ Area

The bar at the bottom of the **Questions** tab **Expanded View** contains much of the functionality you will need to create your quiz. See below:



*Similar functionality is available on the bar that displays when you create a new section. The only actions you cannot take in a section are adding another section and switching to the **REORDER/COMPACT VIEW**.*



## Adding Content (continued)

### Common Functionality

All question types have a few similar items:

 **Question Text** field

 **Points** field

 **Resources** button

 **Save** button

### Question Text

Enter the question, statement, or prompt in this field.



Question Text:

Text mode: Plain

Toggle the **Text Mode** to switch to rich text editing so you can format your text the way you like.

*The rich text editor, in addition to text formatting options, allows you to insert images, videos, and audio. The WIRIS equation editor is also available for math problems.*



## *Adding Content (continued)*

### *Common Functionality*

#### *Points Field*

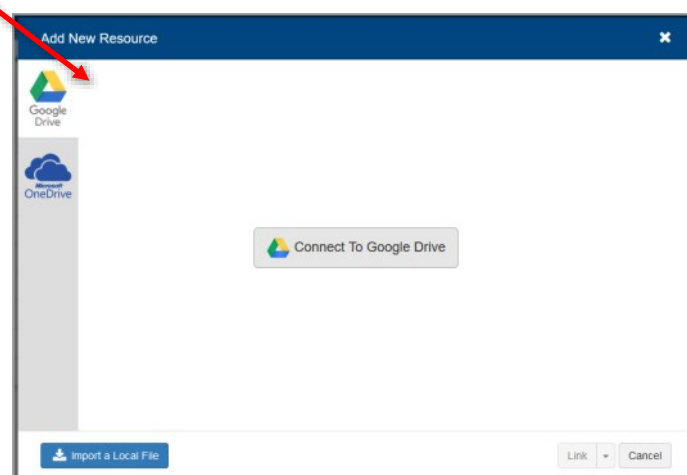
Points:

Enter the number of points that the question is worth.

#### *Resources Button*

Resources: [+ Add a Resource](#)

Click to open the file picker window. You can upload files from your local machine or from Google Drive if your district allows it.

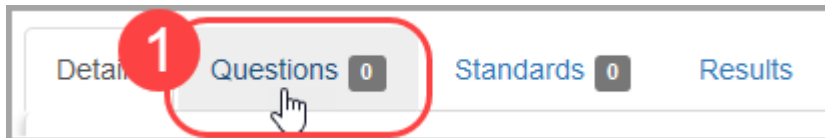




## Adding Content (continued)

### True/False

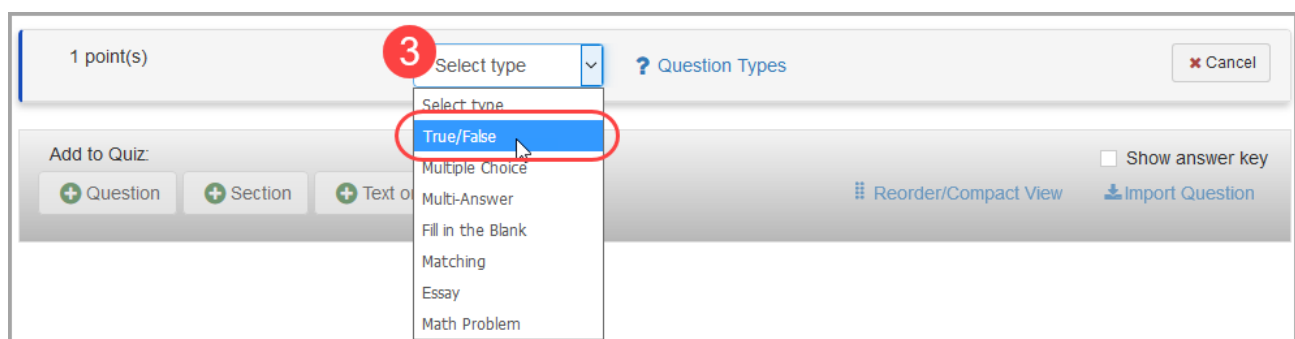
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **True/False**.






## Adding Content (continued)

### True/False

1 point(s) True/False [? Question Types](#) ✕ Cancel

**Question Text:**  Text mode:

**Points:**

**Resources:**  Add a Resource

**True:**  **Correct Answer** ☐

**False:**  **Correct Answer** ☒

Save Cancel

Select the radio button in the row of the correct answer.

You can change the text of the response choices (e.g., YES and NO) in these fields.

*Click QUESTION TYPES to see explanations of all available question types*

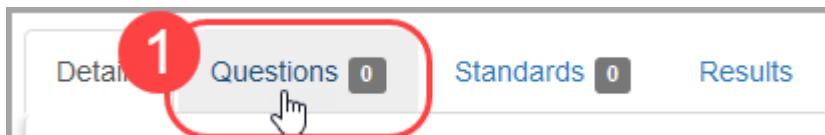




## Adding Content (continued)

### Multiple Choice

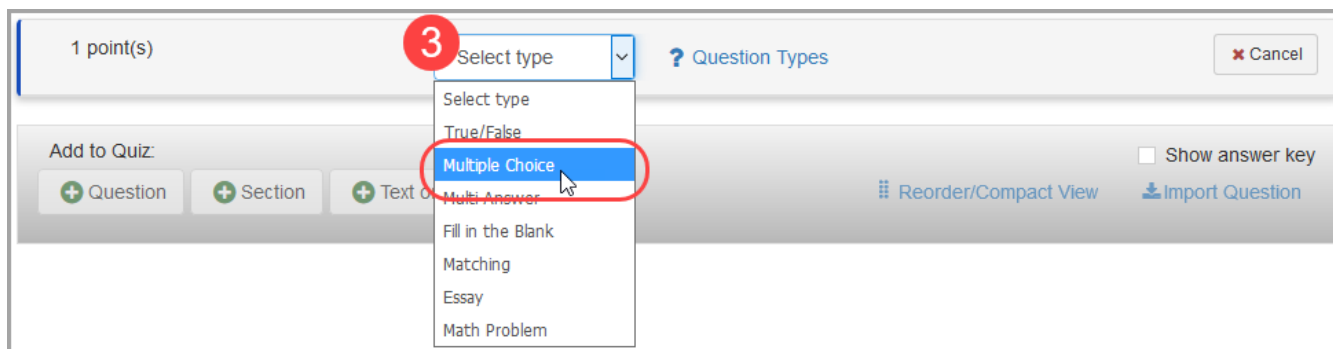
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Multiple Choice**.





## Adding Content (continued)

### Multiple Choice

1 point(s) Multiple Choice [? Question Types](#) ✕ Cancel

**Question Text:**  Text mode: Plain

**Points:**

**Resources:** + Add a Resource

**Options:** ☒ Scramble Choices

**Style:** ☒ Text ☐ Picture

**Label Set:**

**Answer Key:**

Answers	Is Correct
<input type="text" value="Are you an ohioan?"/>	<input type="radio"/>
<input type="text" value="On January 11th, I am taking a trip to New Orleans."/>	<input type="radio"/>
<input type="text" value="The cat I adopted from the Pet Paws Animal Shelter is named Simba."/>	<input checked="" type="radio"/>
<input type="text" value="My favorite Novel is The Lord of the Flies."/>	<input type="radio"/>

+ Add another answer

Save Cancel

Select check box to randomize the order the choices display.

Select the **Picture** radio button to upload images as answer choices.

Select whether the answer choices are labelled with letters or numbers.

Select the radio button in the row of the correct answer.

Provide answer choices from which the students will select.

Click the x to delete an answer choice.

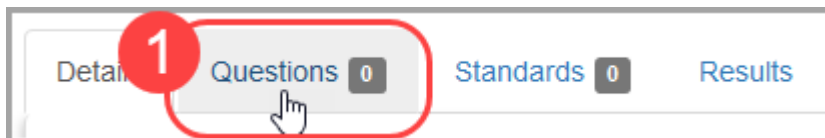
Add another answer a student can choose for this question.



## Adding Content (continued)

### Multi-Answer

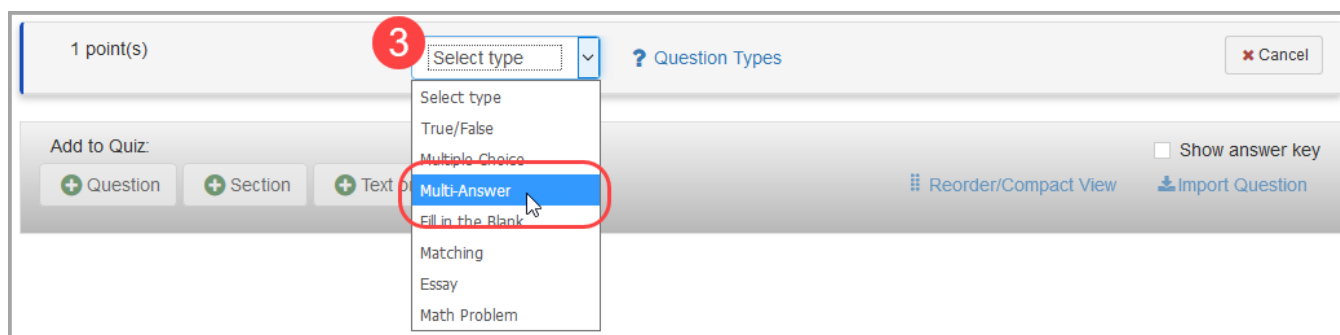
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Multi-Answer**.





## Adding Content (continued)

### Multi-Answer

1 point(s) Multi-Answer ? Question Types ✕ Cancel

**Question Text:** Text mode: Plain  
Which ones should be capitalized? Select all that apply.

**Points:** 1

**Resources:** + Add a Resource

**Options:** ☐ Scramble Choices

**Style:** ☒ Text ☐ Picture

**Label Set:** Alpha (A, B, C)

**Answer Key:**

Answers	Is Correct
<input checked="" type="checkbox"/> proper nouns	<input checked="" type="checkbox"/>
<input type="checkbox"/> common nouns	<input type="checkbox"/>
<input type="checkbox"/> abstract nouns	<input type="checkbox"/>
<input checked="" type="checkbox"/> proper adjectives	<input checked="" type="checkbox"/>

+ Add another answer

Save Cancel

Select check box to randomize the order the choices display.

Select the **Picture** radio button to upload images as answer choices.

Select the check box(es) in the row(s) of the correct answer(s).

Select whether the answer choices are labelled with letters or numbers.

Provide answer choices from which the students will select.

Click the **x** to delete an answer choice.

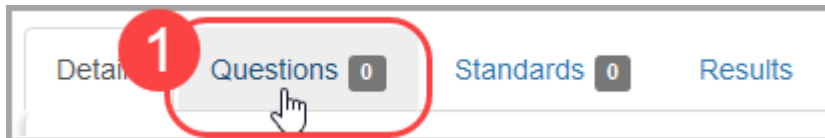
Add another answer a student can choose for this question.



## Adding Content (continued)

### *Fill in the Blank*

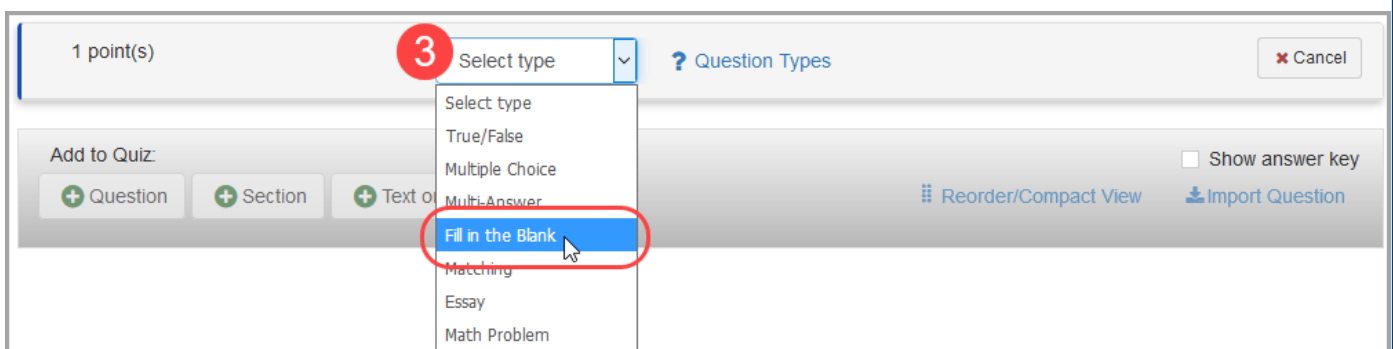
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Fill in the Blank**.





## Adding Content (continued)

### Fill in the Blank

1 point(s) Fill in the Blank ? Question Types Cancel

**Question Text:**  Text mode: Plain

*Note: To insert a blank, enter an underscore with a space before or after it (e.g., \_ ).*

**Points:**

**Resources:** Add a Resource

**Options:** ☐ Responses are case sensitive

Save Cancel

Once you insert an underscore, a **Blank 1** field appears. You can insert more than one blank, and new blank fields appear each time (**Blank 2**, **Blank 3**, etc).

1 point(s) Fill in the Blank ? Question Types Cancel

**Question Text:**  Text mode: Plain

*Note: To insert a blank, enter an underscore with a space before or after it (e.g., \_ ).*

**Points:**

**Resources:** Add a Resource

**Options:** ☐ Responses are case sensitive

**Blank 1:**  Add an answer

Save Cancel

Select this check box if the student's answer must be capitalized the same way as the word or phrase you provide in the blanks.

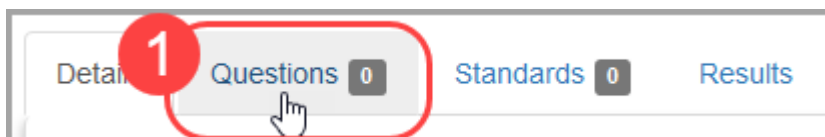
Click to add other answer options for the same blank.



## Adding Content (continued)

### Matching

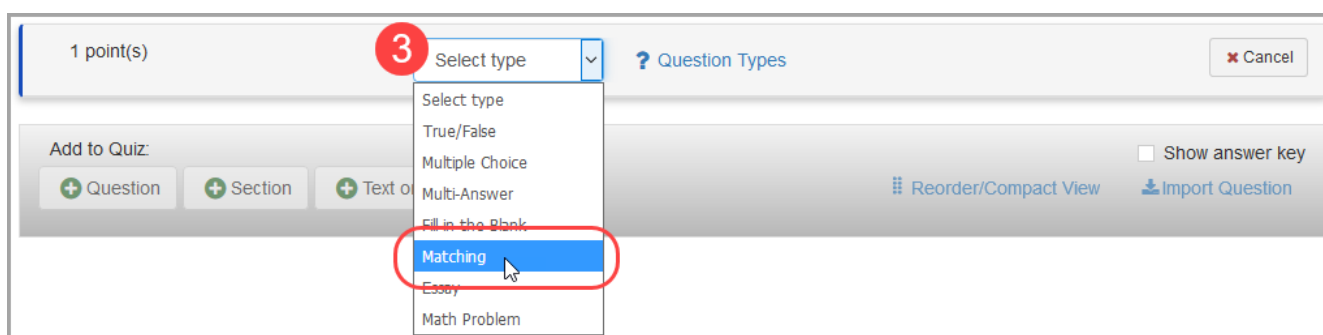
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Matching**.





## Adding Content (continued)

### Matching

1 point(s) Matching [? Question Types](#) ✕ Cancel



**Question Text:** Match the word to the reason why it is capitalized. Text mode: Plain

**Points:** 1

**Resources:** [Add a Resource](#)

**Premise Sort:** Scramble

**Answer key:**

Premise 	Response 	
American	proper adjective	✕
The Lord of the Flies	book title	✕
Will Smith	person's name	✕
the American Revolutionary War	historic episode	✕

[Add A Choice](#) [Add another premise and response pair.](#)

**Distractors:** [Add A Distractor](#)

[Save](#) [Cancel](#)

**Annotations:**

- Select one of the following for sorting the premises:
  - Alphabetical
  - As Entered
  - Scramble
- Click the pencil by **Premise** or **Response** to change the word that displays to the students.
- Click to remove a premise and response pair.
- The column to which students match response items.
- The column from which the student chooses an answer.
- Click this button to add extra responses that do not have corresponding premises.

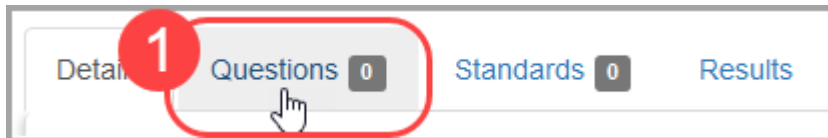




## Adding Content (continued)

### Essay

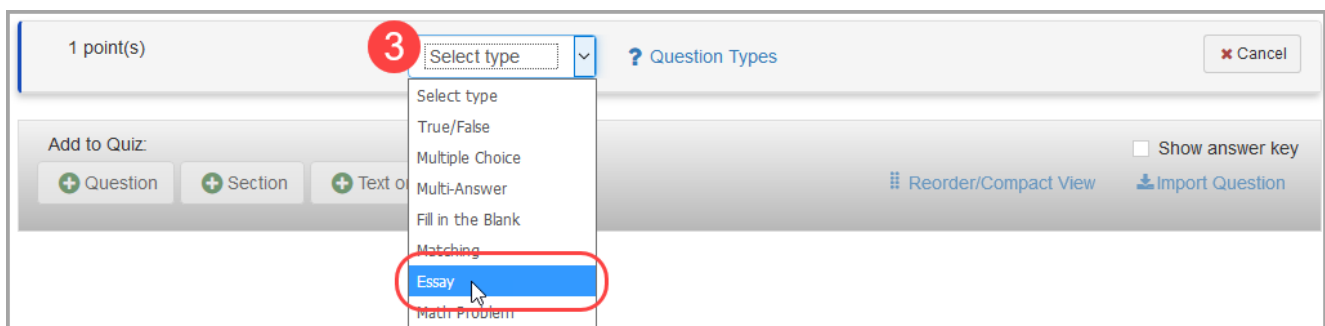
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Essay**.





## Adding Content (continued)

### Essay

1 point(s) Essay ? Question Types Cancel

**Question Text:** Text mode: Plain  
Write a paragraph about yourself using proper capitalization. Think of how you'd describe your personality and appearance. Talk about your favorite movies, books, games, or other hobbies.

**Points:** 1

**Resources:** Add a Resource

**Options:**  
☐ Allow Rich Text  
☒ Allow Students to Upload File

**Allowed File Types:**  
Images  
Audio  
PDF  
Text

**Example Response:**

**Example File:** Add a Resource

Save Cancel

Select this check box to give students more text formatting options.

Select this check box to allow students to upload a file instead of typing a response in the browser.

Select the file types students are allowed to upload. See list below.

Add a file that you can reference when grading student responses to this question.

Add text that you can reference when grading student responses to this question.

#### Available File Types

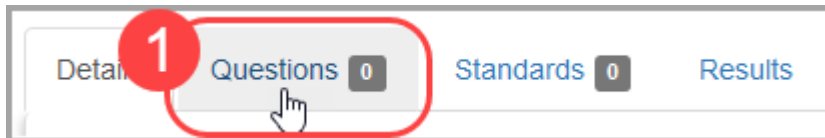
- |                      |                |
|----------------------|----------------|
| Images               | Google Docs    |
| Audio                | Google Drawing |
| PDF                  | Google Forms   |
| Text                 | Google Slides  |
| Microsoft Word       | Google Sheets  |
| Microsoft Excel      | iWork Pages    |
| Microsoft PowerPoint | iWork Numbers  |
|                      | iWork Keynote  |



## Adding Content (continued)

### **Math Problem**

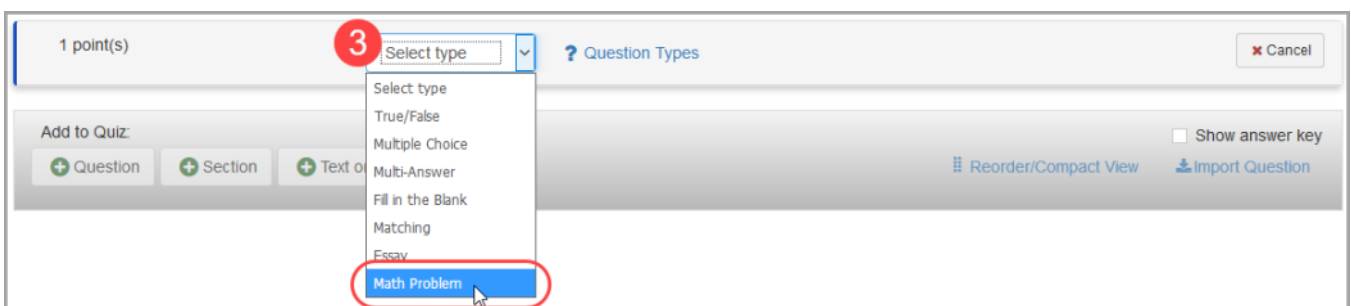
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Question**.



3. In the bar that displays, in the **Select type** drop-down list, select **Math Problem**.





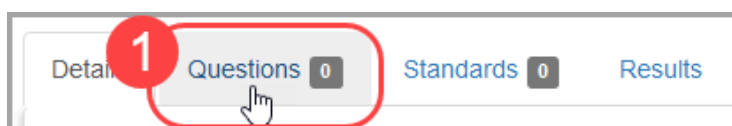
The WIRIS editor can be used for algebra, trigonometry, calculus, and more.

Enter a correct response you can reference when grading the activity.



## Adding Text or Resources

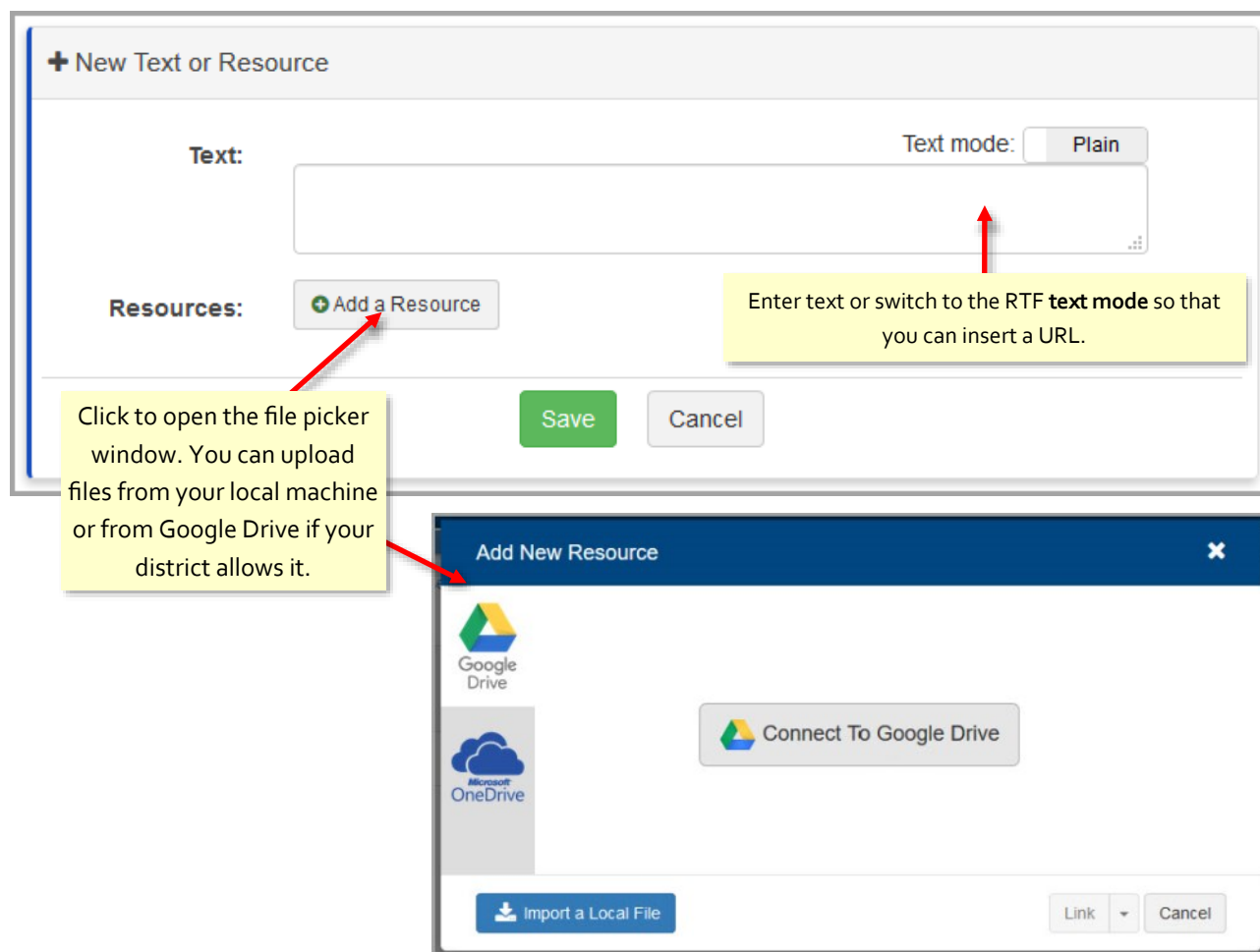
1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Text or Resource**.



A **New Text or Resource** area displays.

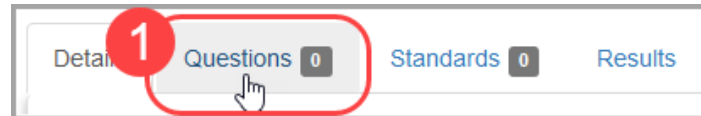




## Adding Content (continued)

# Adding Sections

1. On the **Details** screen, click **Questions**.



2. At the bottom of the screen in the **Add to Quiz** section, click **Section**.



3. Enter the relevant data, add any necessary resources, and select necessary options.
4. Click **Save**.

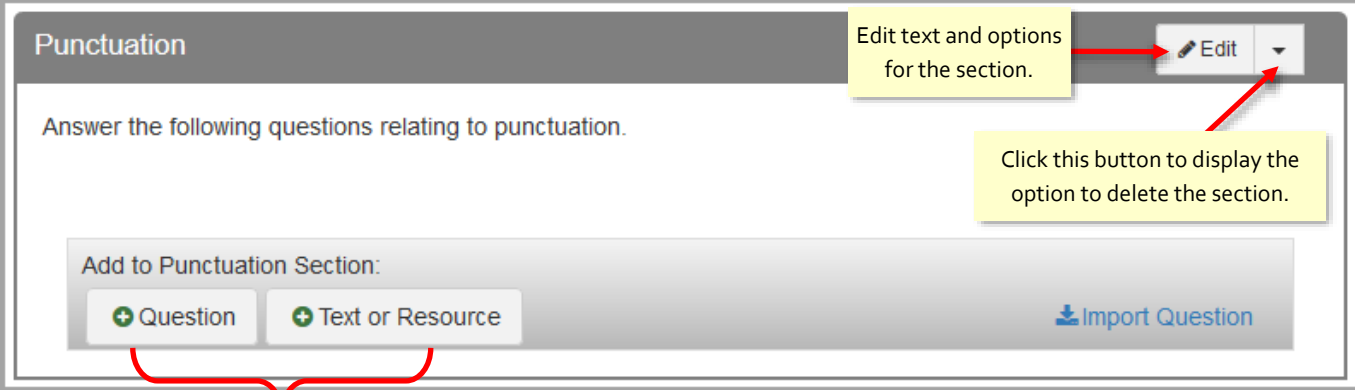
A screenshot of the 'New Section' form. The form has four main sections: 'Name', 'Instructions', 'Resources', and 'Options'. The 'Name' field contains 'Punctuation'. The 'Instructions' field contains 'Answer the following questions relating to punctuation.' The 'Resources' section has a '+ Add a Resource' button. The 'Options' section has a checkbox for 'Scramble Items'. A red bracket on the left side of the form groups the 'Instructions', 'Resources', and 'Options' sections, with a red number '3' next to it. A red circle with a red number '4' is around the 'Save' button. A yellow callout box points to the 'Name' field with the text: 'The only mandatory action prior to saving is naming the section.' Another yellow callout box points to the 'Scramble Items' checkbox with the text: 'Select this check box to scramble the questions within the section.' The 'Save' button is green, and the 'Cancel' button is grey.



## Adding Content (continued)

### Adding Sections

After saving, a new section displays at the bottom of this screen so that you can start adding questions or other content to this section of the quiz.



The screenshot shows a section titled "Punctuation" with the instruction "Answer the following questions relating to punctuation." Below this is a box labeled "Add to Punctuation Section:" containing two buttons: "+ Question" and "+ Text or Resource". To the right of this box is a link "Import Question". Above the section title is a grey bar containing an "Edit" button with a dropdown arrow. Red arrows point from yellow callout boxes to these elements:

- A callout box pointing to the "Edit" button: "Edit text and options for the section."
- A callout box pointing to the dropdown arrow: "Click this button to display the option to delete the section."
- A callout box pointing to the "+ Question" and "+ Text or Resource" buttons: "Add questions and text/resources as you would on a quiz outside of a section."

*You can also navigate to an individual question screen and select a section from a drop-down list to add that question to the section. Just navigate to the REORDER/COMPACT VIEW, and then click the text of a question to go to its editing screen.*