

WebCT Evaluation Tools Workshop

This workshop assumes that you already have a WebCT course and are now interested in the possibilities afforded by some of the evaluation tools available to instructors and students. During this workshop we will explore the following tools: Survey, Track Pages, Track Students, Discussions, My Progress, and Final Grades Distribution and Statistical Data.

Upon completing this workshop, you will be able to:

- Create anonymous surveys which provide the instructor with feedback and statistical data
- Track how students have progressed throughout the course
- View statistics on students participation in a course
- View distribution of Grades

Survey

The tool for quizzes and surveys in WebCT is the same tool. It differs based on you the instructor selecting the option to create a survey or the option to create a quiz. In WebCT surveys are anonymous tests for which no grades are assigned but which provide you with statistics. Survey responses are automatically tabulated and the results are summarized.

Here is the suggested workflow:

- Add the Quizzes/Surveys tool
- Create questions in the Question Database
- Add Survey
- Add questions to Survey
- Set Survey settings
- Student complete Survey
- View survey submissions

NOTES

The results are anonymous therefore the Survey tool is ideal for course evaluations or for canvassing opinions on an issue discussed in the course.

Add the Quizzes/Survey Tool

1. Click **Control Panel**.
2. Click **Add Page or Tool**.
3. Click **Quizzes/Survey** under *Evaluation & Activity Tools*.
4. In the Enter a title for this item text box, enter: *Quizzes/Surveys*. Select where to add the Quizzes/Survey tool to; select *On the Course Menu* and *On an Organizer Page: Homepage*.
5. Click **Add**.

Create Questions in the Question Database

1. From the *Course menu*, click **Quizzes/Surveys**.
2. Click **Question Database**.
3. To create a new category to add your survey questions, click **Create category** under *Options: Category*.
4. Enter: *Feedback*, in the *Category title* field.
5. Click **Create**.



There are five types of questions which you can add to the Questions Database:

Multiple Choice: students select either one or multiple correct answers to a question.

Matching: students match items in two columns.

Calculated: students answer a mathematical question.

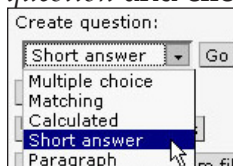
Short Answer: students enter a word or short phrase.

Paragraph: students answer in a longer, essay-type format.

Create your questions for the Survey category. For this workshop we will create Short Answer, Multiple Choice and Paragraph Questions.

Creating a Short Answer Question

1. Under *Options: Questions*, select **Short Answer** in the drop-down list under *Create question* and click **Go**.



- From the *Category* drop-down list, select the **Feedback** category.
- In the *Title* text box enter: Instructor Name.
- In the *Question* text box enter: Please type the name of the instructor.
- Select the preferred format for the question, either **HTML** or **Text**.

Short Answer Question	
Question	
Category:	Feedback ▾
*Title:	Instructor Name
*Question:	Please type the name of your instructor.
Equation:	Create equation ▾ Equation editor
Format:	<input checked="" type="radio"/> HTML <input type="radio"/> Text
Image	<input type="text"/> Browse...

- Click **Save**.

Create a Multiple Choice Question

- Under *Options: Questions*, select **Multiple choice** in the drop-down list under *Create question* and click **Go**.
- From the *Category* drop-down list, select the **Feedback** category.
- In the *Title* text box enter: Objectives clear.
- In the *Question* text box enter: The objectives and expectations for successful completion were clearly presented.
- Select the preferred format for the question, either **HTML** or **Text**.
- There are several Answers dialog boxes to type in the correct answer, the designer would determine if they are necessary and how many are needed: In the *Answer 1* text box enter: Strongly agree, in the *Answer 2* text box enter: Agree, in the *Answer 3* text box enter: Disagree, and in the *Answer 4* text box enter: Strong Disagree.

Answers	
Answer 1:	<input type="checkbox"/> Correct answer
	Strongly Agree
	Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text
	Value (%): <input type="text"/>
Feedback 1:	
	Format: <input checked="" type="radio"/> HTML <input type="radio"/> Text

- Click **Save**.

Create a Paragraph Question

1. Under *Options: Questions*, select **Paragraph** in the drop-down list under *Create question* and click **Go**.
2. From the *Category* drop-down list, select the **Feedback** category.
3. In the *Title* text box enter: Comments.
4. In the *Question* text box enter: Please post other comments, questions:
5. Select the preferred format for the question, either **HTML** or **Text**.
6. The designer determines the settings for the answer box by choosing the length and width of the window. Under *Settings*, select the size of the answerbox.

Settings

Answerbox size: 5 lines long 50 columns wide

Answers

Pre-fill answerbox: Enter your comments here

Equation: Create equation Equation editor

Correct answer

Equation: Create equation Equation editor

Format: HTML Text

7. Click **Save**.

Add a Survey

1. From the *Course menu*, click *Quizzes/Surveys*.
2. Under *Options*, click **Create survey**.
3. In the *Title* text box, enter: Workshop Survey.
4. Click **Create**.

Create Survey

Title: Workshop Survey

Create Cancel

*Required Fields

Add Questions to the Survey

1. Click on the name of the survey: *Workshop Survey*.

Quizzes/Surveys Question Database

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

0 Available 0 Due soon

Display: All quizzes and surveys Go March 22, 2005 11:06pm

Workshop Survey

Availability: Unavailable

Results Submissions Detail

2. The *Survey Editor* screen appears.
3. Under *Options*, select **Add questions**.
4. The *WebCT Question Browser* window appears.
5. Click on the box to the left of the *Feedback* folder to select all the questions in that folder and click **Add selected**.



Set Survey Settings

1. Click on the name of the survey: *Workshop Survey*.
2. Under *Options*, select **Edit survey settings**.
3. Before a survey can be taken by students, you must specify other information about the survey:

Basic: these settings apply to all surveys and include how the questions are delivered to the student

Survey Settings: Workshop Survey	
For information on how to use survey settings, click Help in the top menu bar.	
Basic Settings	
*Survey title:	<input type="text" value="Workshop Survey"/>
Question titles:	<input type="checkbox"/> Show the question titles when students view the survey.
Question delivery:	<input checked="" type="radio"/> Deliver all the questions at once. <input type="radio"/> Deliver one question at a time, where any question can be revisited. <input type="radio"/> 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.

Availability: these settings apply to all surveys and specify how long the survey will be available

Availability						
Available after:	<input type="text" value="March"/>	<input type="text" value="22"/>	<input type="text" value="2005"/>	<input type="text" value="10am"/>	<input type="text" value="00"/>	<input type="button" value="Allow access now"/>
Available until:	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="12am"/>	<input type="text" value="00"/>	<input type="button" value="Deny access now"/>

Selective Release: these settings are optional and specify any restricted student access

Selective Release	
Release to:	<input type="text"/> <input type="button" value="Select"/>
Release based on:	<input type="text" value="---"/> <input type="text" value="Contains"/> <input type="text"/>
Hide:	<input type="checkbox"/> Remove this survey from quiz/survey lists if students do not meet the selective release criteria.

Security: these settings are optional and specify access control through passwords and network addresses

Security	
Proctor password:	Students must enter the password <input type="text"/> to gain access to the survey.
IP address mask:	Only machines which match the IP mask <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> may be used to access the quiz.

Submission: these settings are optional and specify message to be left for students after they finish a survey and an email address to which a copy of submitted surveys can be sent

Submission	
Submission message:	<input type="text" value="Thank you for participating in this survey."/>
Email submissions:	Send a copy of each student's submission via e-mail to <input type="text" value="lcaines@yorku.ca"/> .
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

4. Click Update.

Student Complete Survey

1. From the *Course Menu*, click on **Quizzes/Surveys**.
2. Click on the survey name: *Workshop Survey*.
3. Under *Options*, click on .
4. The preview survey window appears.

View Survey Submissions

To view the anonymous survey response.

1. From the *Course Menu*, click on **Quizzes/Surveys**.
2. Click on the survey name: *Workshop Survey*.
3. Click the **Designer Options** tab if it is not already selected.

WebCT Course Evaluation Tools	
<input type="button" value="Control Panel"/>	<input type="button" value="View"/> <input type="button" value="Designer Options"/>
<input checked="" type="button" value="Course Menu"/>	Homepage > Feedback > Survey Editor

4. Click on the and .

Submissions: indicates each student who has completed the survey, they show as rows in the table.

Detail: shows the responses given by the students.

Track Pages

Track Pages allows you to track how students are progressing through the course material. You can see the course pages that students are accessing, how many times those pages have been visited, and the amount time spent on each page.

NOTES

The Track Pages tool can only track pages contained in a content module. Single pages added outside of a content module are not included.

Access Track Pages

1. Click **Control Panel**.
2. Click **Manage Course**, the *Manage Course* screen appears.
3. Click **Track Pages**, the *Track Page Use* screen appears, containing two tables: the Totals table and the Page tracking table.

The screenshot shows a web interface for tracking page usage. At the top, there is a 'Totals' section with a 'Reset' button. Below it is a table with the following data:

Pages	Hits	Time	Time/Hit	Posts
11	6	33:33	05:35	0

Below the table, there is a 'Page:' dropdown menu set to 'All' and navigation arrows. Underneath is a table with the following data:

Page Name
COURSE EVALUATION WORKSHOP
MyPROGRESS

The Page tracking table shows you how often students are visiting pages in the content module and for how long. It contains the following columns:

Column Definition:

- Page Name:** Title of the page
- Hits:** Number of times a pages is accessed
- Time:** Total time students spent on the page
- Time/Hit:** Average time spent per visit ("hit")
- Post:** Number of Discussions postings made from the page

NOTES

If a student does not access a page for more than thirty minutes, it is assumed that the student is no longer viewing the page. As a result, WebCT does not count the page or the elapsed time. Although this may affect the accuracy this still provides a reasonable approximation.

Sort the Track Pages Table

1. In *Track Pages*, click on the Sort icon **Page Name** at the top of any column.
2. The column will appear in bold text and will be sorted in alphabetical or descending order.

Clear Track Pages Totals

1. In *Track Pages*, beside the Total table, click **Reset**.
2. The warning message appears. Click **OK**.

Track Students

Track Students allows you to monitor which area of the course students are accessing and how they are progressing through the course material. Specifically, Track Students maintains a record of the number of times a student accesses these course areas:

- Assignments
- Calendar
- Content Module pages
- Discussions
- Glossary
- Goals
- Homepage
- Mail
- My Grades
- Organizer Pages
- Quizzes/Surveys
- References
- Self-Test
- Take Notes

Access Track Students

1. Click **Control Panel**.
2. Click **Manage Course**.
3. Click **Track Students**.

View Tracking Information for the Entire Class

You can view tracking information on the entire class or individual students. To view the entire class: In *Track Students*, under *Options*, click [View all students](#).

The Student Records table lists activity information for each student. The table divides personal information, access information, and articles into the following columns:

Column Definition:

Full Name: Student's user including a Mail icon

User ID: Student's user identification number

First Access: First time the student accessed the course

Last Access: Last time the student accessed the course

Hits: Number of times the students accessed the Homepage, a tool (from the list provided above), or a content module page

Read: Number of articles the student has accessed in Discussions

Posted: Number of articles the student has posted to in Discussions

View Tracking Information for Individual Students

1. To view an individual student: In *Track Students*, under *Student Records*, click on the student's name.
2. The *Show Distributions* screen appears.
3. To view the history of visits for the student, click **Show history of content pages visited**.
4. The *Show History* screen appears.

Sending Mail

You can send a mail message to a student directly from Track Students.

1. From the *Student Records* table, under *Full Name*, click the Mail icon.
2. The *Compose Mail Message* screen appears.
3. Compose your message.
4. Click **Send**.

Discussions

Discussions allows you and your students and teaching assistants to engage in online discussions. You can track, search, and compile posts for viewing and downloading.

Track Discussion Posts

You can track the number of discussion postings made in your course with Track Pages.

1. Click **Control Panel, Manage Course, and Track Pages**.
2. The *Track Page Use* screen appears, containing two tables: the *Totals* table and the *Track Pages* table.
3. In the *Track Pages* table, you can see the amount of discussion posts the *Posts* column.

Track Students Discussion Posts

1. Click **Control Panel, Manage Course, and Track Students**.
2. In the *Student Records* table, you can see the amount of discussion posts read and created under the Article column.

Search Discussions Posts

1. From the Course Menu, click Discussions.
2. Click Search. The Search window will appear.
3. There are five types of search parameters you can use to search through discussion posts.

Search: search all discussions or just the unread ones.

Topic: search through any topic available in Discussions

Criteria:

- *First name:* First name of author
- *Last name:* Last name of author
- *User ID:* username of author

- *Subject*: thread subject
- *Message No.:* number assigned to message
- *Date*: date message was sent
- *Message*: text in message

Comparison:

- *Contains*: searches for information enter in the value text box.
- *Equals*: searches for the exact information entered in the value text box.
- *is Before*: when used to search for Dates or Numbers it will search for discussions before the date or number entered in the value textbox. When used to search for Names, Subjects, or Messages it will search for discussions that contain letters before the word entered in the value textbox.
- *is After*: when used to search for Dates or Numbers it will search for discussions after the date or number entered in the value textbox. If used to search for Names, Subjects, or Messages it will search for discussions that contain letters after the word entered in the value textbox.
- *Starts with*: searches for discussions that start with the letter entered in the value textbox.
- *Ends with*: searches for discussions that end with the letter entered in the value textbox.

Search	Topic	Criteria	Comparison	Value
All	All	None	Contains	

Compile and Download Discussion Messages

1. From the *Course Menu*, click **Discussions**.
2. Select the message you want to compile.
3. Click **Compile**, the *Compiled Messages* screen appears.
4. To download the compiled messages, click **Download**. Follow the prompt to save the compiled messages to your computer. To print, click **File** and **Print**.
5. Click **Close**.

My Progress

My Progress allows students to see the parts of the course they have accessed, including the number of content pages they have visited and the number of Discussions postings they have read or sent.

Add the My Progress Tool

1. Click **Control Panel**.
2. Click **Add Page or Tool**.
3. Click **My Progress** under *Student Tools*.
4. In the Enter a title for this item text box, enter: *My Progress*. Select where to add the Quizzes and Survey tool to; select *On the Course Menu* and *On an Organizer Page: Homepage*.
5. Click **Add**.

NOTES

My Progress is for student use only. As a designer, you can see how students are progressing through you course material by using Track Students.

To see an example of how My Progress appears to your students, from the *Course Menu*, *Homepage* or an *Organizer Page*, click **My Progress**.

Students cannot see their grades from *My Progress*. If you want to allow students to see their grades, you must add the *My Grades* tool and release the grades in *Manage Students*.

Details, Statistics and Reports

You can view qualitative data for you administer to students in WebCT. Before you can view quiz details, students' quizzes must be graded, and you must update the Details table.

View Qualitative Data

1. Click **Quizzes/Survey**
2. Click the **Designer Options** tab if not already selected.
3. To view detailed statistics, click **Details** under the name of the quiz for which you want to view the qualitative data.
4. Under *Manage Columns*, select **Update table**.

Each student who has completed the quiz shows up now in the table, which contains:

Last name

First name

User ID


Grade

A column for each question, represented by the student's response

Online GradeBook in WebCT

Here is an example of what information is provided concerning a final examination.

1. Click **Control Panel**, **Manage Course**, and **Manage Student**
2. Click **Graph** underneath the hyperlinked text of any column heading you would like see.

Last Name	First Name	User ID	Assign1
Edit	Edit		Edit Graph Out of 20
 Student	SampleFake	apple	---

Miscellaneous Information

As mentioned in previous WebCT sessions, the Chat tool also logs the activity in the first four rooms. For the discussion tool, WebCT indicates the number of postings, and items read by students. In WebCT not every tool is tracked, the main tools are Organizer Pages, Content Modules. To ensure that pertinent information is displayed, it is advisable that you also enter a title for every html page that is created.