



Quizzical Instructor Guide

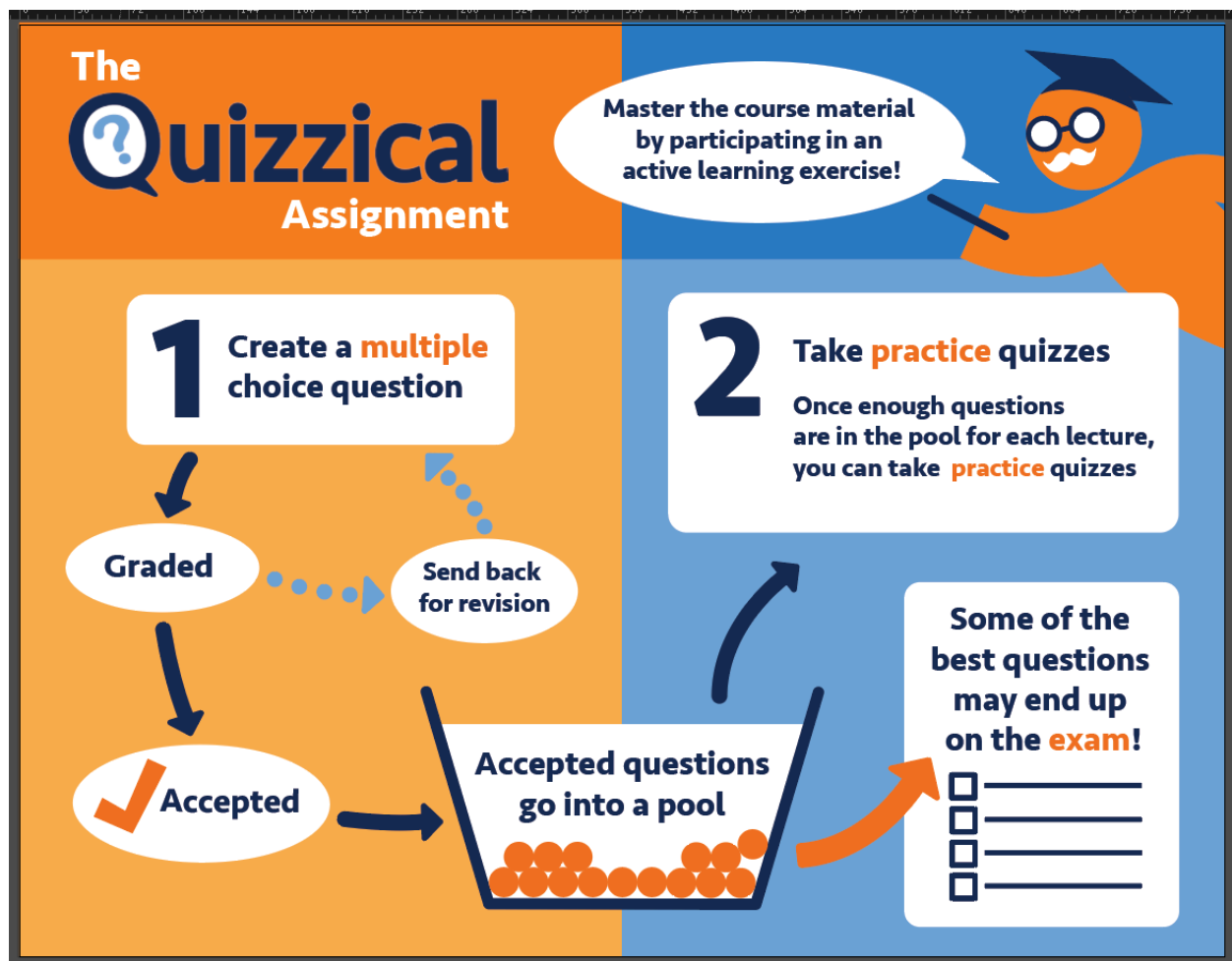


Table of Contents

About Quizzical	3
Activating your Course	3
Scheduling Course Lectures	4
Configuring the Teaching Assistant's Load	8
Adjusting your Course Settings	9
Finalizing Course Activation.....	11
Editing the Course Schedule	12
Adding Figures.....	12
Viewing Student Submissions.....	13
Reviewing Course Questions	16
Reviewing the Question Pool.....	17
Viewing Quiz Attempt Reports	17
Viewing Course Details and Progress (Course Overview)	18

About Quizzical

Quizzical is an educational software tool designed to help students engage more deeply with course material. It has two major facets:

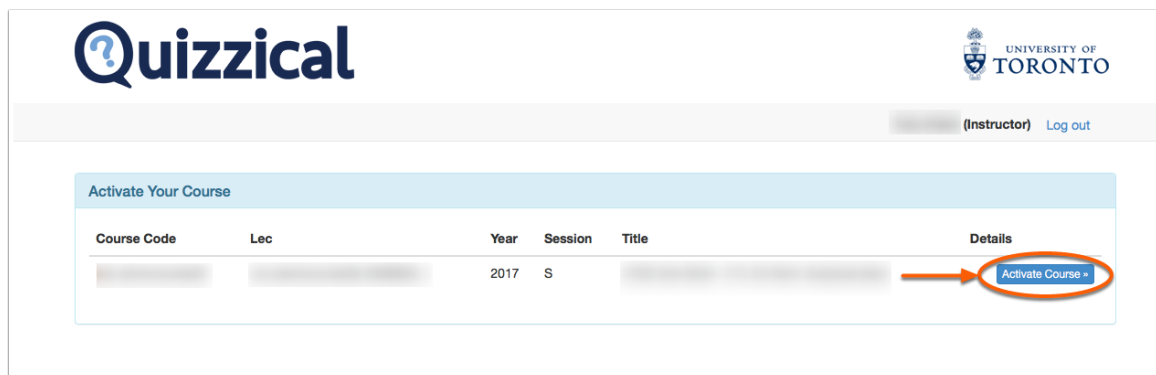
- i) students are assigned one or more dates to create multiple choice questions; and,
- ii) all the best questions (as vetted by professor/TA) are available in a quiz pool, allowing students to take practice quizzes and prepare for formal exams.

This guide will help you get started with Quizzical as an instructor.

Activating your Course

Quizzical is integrated into Portal. Every course can have one Quizzical instance. Student and TA information is passed on from Portal to the Quizzical course.

Click on the Quizzical link in your Portal Account to get into the Quizzical system. Click **Activate Course** if you are launching Quizzical for the first time.



To begin engaging students in Quizzical activities, you need to complete your course setup. This includes:

- Scheduling Course Lectures
- Configuring the Teaching Assistant's Load

- Adjusting your Course Settings
- Finalizing Course Activation

Scheduling Course Lectures

To start using Quizzical you first need to schedule your lectures. Scheduling allows you to select the course lecture dates for which students need to submit assignments, and set the number of assignments that each student needs to submit throughout the course. As a rough guide, it takes on average about 5 minutes for you/TA to grade questions, so this time commitment should be considered when deciding on the number of questions your students will author, and it will help you calculate TA contracts.

1) Click the *Scheduling* tab

Overview | **Scheduling** | Teaching Assistants | Figures | Students | Questions | Question Pool | Report | Settings

Schedule Reset Calendar

Assignments per Student: 1
 Questions per Assignment: 1
 Days Allotted for Question Composition: 3

Date Range: 02/13/2018 to 02/13/2018
 Week Day(s): Mon Tue Wed Thu Fri
 Time: 00:00 min 00:00

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Setup Lectures

Update the following fields to configure your Quizzical course schedule.

- Date Range:** The start and end dates of your Quizzical course. These might be the same as the session start/end dates, or some time frame in between during which you want to engage your students in Quizzical activities.
- Week Days:** The days of the week you have your lectures.
- Time:** The time of the day your lecture starts.

Schedule Reset Calendar

Assignments per Student:
 Date Range: to

Questions per Assignment:
 Week Day(s):

Days Allotted for Question Composition:
 Time: hr min

Please check off dates that are holidays, or represent other events that disrupt the regular schedule.

March 2018							April 2018							May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31	1	2	24	25	26	27	28	29	30
1	2	3	4	5	6	7	29	30	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

Setup Lectures

Once you enter this information, the calendar months for the selected date range will appear with the week days highlighted. You can deselect any days on which your class/lecture will be cancelled, which might include holidays, or other irregularities when a lecture will not occur (e.g. days on which you are at a conference).

In the screenshot above, the instructor scheduled his lectures to be every Monday and Wednesday between March 5 to June 1. She knows that on March 23 to March 25 she will be away on a conference, so she deselected the two days.

Note: Make sure to deselect lectures that fall on Public or University holidays. These will not be applied automatically.

- iv) **Assignments per Student:** The number of assignments each student should submit throughout the course. In the example above, the course has 24 different lectures and the number of assignment per student is 4. Scheduling will randomly assign 4 of the 24 lectures to each student.

Note: The maximum number of assignments a student can have in Quizzical course is 10.

- v) **Questions per Assignment:** The number of questions a student should submit in each assignment. In this example, the student needs to submit 2 questions per assignment. Generally, you would have students submit one question per assignment, and assign them to write a number of questions throughout the term (they will be randomly assigned, and spread out). In some cases you may wish to have students assigned each lecture date with

multiple questions per assignment. **Be sure to keep in mind the TA hours and grading load to provide effective and timely feedback on these questions.** The maximum number of questions a student can submit in each assignment is 5.

- vi) **Days Allocated for Question Composition:** The number of days after a lecture date during which the student should submit an assignment. The maximum number of days that can be allocated for an assignment is 24 days. Consider setting the days limit to around 3 or 4 in order to get submissions soon after each lecture and thus a consistently updated quiz pool that matches the participation marks (see below) for quiz taking.

2) Click **Setup Lectures**

Schedule Details

Total Students : 7

Total Assignments : 28

Total Lectures : 24

Total Assignments/Lec : 2

Distribute Students

Save The Schedule

Lecture View

Student View

Lectures	Time	Number of Students	Action
2018-03-05	10 00	2	+ x
2018-03-07	10 00	2	+ x
2018-03-12	10 00	2	+ x
2018-03-14	10 00	2	+ x
2018-03-19	10 00	1	+ x
2018-03-21	10 00	1	+ x
2018-03-26	10 00	1	+ x
2018-03-28	10 00	1	+ x
2018-04-02	10 00	1	+ x
2018-04-04	10 00	1	+ x
2018-04-09	10 00	1	+ x
2018-04-11	10 00	1	+ x
2018-04-16	10 00	1	+ x
2018-04-18	10 00	1	+ x
2018-04-30	10 00	1	+ x
2018-05-02	10 00	1	+ x
2018-05-07	10 00	1	+ x
2018-05-09	10 00	1	+ x
2018-05-14	10 00	1	+ x
2018-05-16	10 00	1	+ x
2018-05-21	10 00	1	+ x
2018-05-23	10 00	1	+ x
2018-05-28	10 00	1	+ x
2018-05-30	10 00	1	+ x

Save The Schedule

The Schedule Details shows

- The number of students enrolled in your Quizzical course
- Total number of lectures you have throughout the course
- The total number of assignments (*number of students x number of assignments per student*)

The **Lecture View** shows the lecture dates, time, and the number of students assigned to submit questions for the lecture. In the action column you can

- Click (x) to remove a lecture from the list.
- Click (+) to add another lecture to the list. The new lecture is added with the same date as the lecture row you were at but with no students assigned. Adjust the lecture date as needed. This may be useful if you have two classes on one day (e.g. a lecture and a tutorial and you want questions for each of these).

After adding/removing lectures, click **Distribute Students** to redistribute students to lectures according to the configuration values you entered.

The **Student View** tab shows the student list and the lecture assignment of each student.

Lecture View	Student View
2018-03-05 (L - 1)	2018-03-28 (L - 8)
2018-03-07 (L - 2)	2018-04-02 (L - 9)
2018-03-12 (L - 3)	2018-04-04 (L - 10)
2018-03-14 (L - 4)	2018-04-09 (L - 11)
2018-03-19 (L - 5)	2018-04-11 (L - 12)
2018-03-21 (L - 6)	2018-04-16 (L - 13)
2018-03-26 (L - 7)	2018-04-18 (L - 14)
2018-03-28 (L - 8)	2018-04-30 (L - 15)
2018-04-02 (L - 9)	2018-05-02 (L - 16)
2018-04-04 (L - 10)	2018-05-07 (L - 17)
2018-04-09 (L - 11)	2018-05-09 (L - 18)
2018-04-11 (L - 12)	2018-05-14 (L - 19)
2018-04-16 (L - 13)	2018-05-28 (L - 23)
2018-04-18 (L - 14)	2018-05-30 (L - 24)
2018-05-02 (L - 16)	2018-06-04 (L - 28)
2018-05-07 (L - 17)	2018-06-07 (L - 31)
2018-05-09 (L - 18)	2018-06-11 (L - 35)
2018-05-14 (L - 19)	2018-06-14 (L - 38)
2018-05-28 (L - 23)	2018-06-18 (L - 42)
2018-05-30 (L - 24)	2018-06-21 (L - 45)
2018-06-04 (L - 28)	2018-06-25 (L - 49)
2018-06-07 (L - 31)	2018-06-28 (L - 52)
2018-06-11 (L - 35)	2018-07-02 (L - 56)
2018-06-14 (L - 38)	2018-07-05 (L - 59)
2018-06-18 (L - 42)	2018-07-09 (L - 63)
2018-06-21 (L - 45)	2018-07-12 (L - 66)
2018-06-25 (L - 49)	2018-07-16 (L - 70)
2018-06-28 (L - 52)	2018-07-19 (L - 73)
2018-07-02 (L - 56)	2018-07-23 (L - 77)
2018-07-05 (L - 59)	2018-07-26 (L - 80)
2018-07-09 (L - 63)	2018-07-30 (L - 84)
2018-07-12 (L - 66)	2018-08-02 (L - 87)
2018-07-16 (L - 70)	2018-08-06 (L - 91)
2018-07-19 (L - 73)	2018-08-09 (L - 94)
2018-07-23 (L - 77)	2018-08-13 (L - 98)
2018-07-26 (L - 80)	2018-08-16 (L - 101)
2018-07-30 (L - 84)	2018-08-20 (L - 105)
2018-08-02 (L - 87)	2018-08-23 (L - 108)
2018-08-06 (L - 91)	2018-08-27 (L - 112)
2018-08-09 (L - 94)	2018-08-30 (L - 115)
2018-08-13 (L - 98)	2018-09-03 (L - 119)
2018-08-16 (L - 101)	2018-09-06 (L - 122)
2018-08-20 (L - 105)	2018-09-10 (L - 126)
2018-08-23 (L - 108)	2018-09-13 (L - 129)
2018-08-27 (L - 112)	2018-09-17 (L - 133)
2018-08-30 (L - 115)	2018-09-20 (L - 136)
2018-09-03 (L - 119)	2018-09-24 (L - 140)
2018-09-06 (L - 122)	2018-09-27 (L - 143)
2018-09-10 (L - 126)	2018-09-30 (L - 147)
2018-09-13 (L - 129)	2018-10-04 (L - 151)
2018-09-17 (L - 133)	2018-10-07 (L - 154)
2018-09-20 (L - 136)	2018-10-11 (L - 158)
2018-09-24 (L - 140)	2018-10-14 (L - 161)
2018-09-27 (L - 143)	2018-10-18 (L - 165)
2018-09-30 (L - 147)	2018-10-21 (L - 168)
2018-10-04 (L - 151)	2018-10-25 (L - 172)
2018-10-07 (L - 154)	2018-10-28 (L - 175)
2018-10-11 (L - 158)	2018-10-31 (L - 179)
2018-10-14 (L - 161)	2018-11-04 (L - 183)
2018-10-18 (L - 165)	2018-11-07 (L - 186)
2018-10-21 (L - 168)	2018-11-11 (L - 190)
2018-10-25 (L - 172)	2018-11-14 (L - 193)
2018-10-28 (L - 175)	2018-11-18 (L - 197)
2018-10-31 (L - 179)	2018-11-21 (L - 200)
2018-11-04 (L - 183)	2018-11-25 (L - 204)
2018-11-07 (L - 186)	2018-11-28 (L - 207)
2018-11-11 (L - 190)	2018-12-02 (L - 211)
2018-11-14 (L - 193)	2018-12-05 (L - 214)
2018-11-18 (L - 197)	2018-12-09 (L - 218)
2018-11-21 (L - 200)	2018-12-12 (L - 221)
2018-11-25 (L - 204)	2018-12-16 (L - 225)
2018-11-28 (L - 207)	2018-12-19 (L - 228)
2018-12-02 (L - 211)	2018-12-23 (L - 232)
2018-12-05 (L - 214)	2018-12-26 (L - 235)
2018-12-09 (L - 218)	2018-12-30 (L - 239)
2018-12-12 (L - 221)	2019-01-02 (L - 242)
2018-12-16 (L - 225)	2019-01-06 (L - 246)
2018-12-19 (L - 228)	2019-01-09 (L - 249)
2018-12-23 (L - 232)	2019-01-13 (L - 253)
2018-12-26 (L - 235)	2019-01-16 (L - 256)
2018-12-30 (L - 239)	2019-01-20 (L - 260)
2019-01-02 (L - 242)	2019-01-23 (L - 263)
2019-01-06 (L - 246)	2019-01-27 (L - 267)
2019-01-09 (L - 249)	2019-01-30 (L - 270)
2019-01-13 (L - 253)	2019-02-03 (L - 274)
2019-01-16 (L - 256)	2019-02-06 (L - 277)
2019-01-20 (L - 260)	2019-02-10 (L - 281)
2019-01-23 (L - 263)	2019-02-13 (L - 284)
2019-01-27 (L - 267)	2019-02-17 (L - 288)
2019-01-30 (L - 270)	2019-02-20 (L - 291)
2019-02-03 (L - 274)	2019-02-24 (L - 295)
2019-02-06 (L - 277)	2019-02-27 (L - 298)
2019-02-10 (L - 281)	2019-03-02 (L - 302)
2019-02-13 (L - 284)	2019-03-05 (L - 305)
2019-02-17 (L - 288)	2019-03-09 (L - 309)
2019-02-20 (L - 291)	2019-03-12 (L - 312)
2019-02-24 (L - 295)	2019-03-16 (L - 316)
2019-02-27 (L - 298)	2019-03-19 (L - 319)
2019-03-02 (L - 302)	2019-03-23 (L - 323)
2019-03-05 (L - 305)	2019-03-26 (L - 326)
2019-03-09 (L - 309)	2019-03-30 (L - 330)
2019-03-12 (L - 312)	2019-04-02 (L - 333)
2019-03-16 (L - 316)	2019-04-06 (L - 337)
2019-03-19 (L - 319)	2019-04-09 (L - 340)
2019-03-23 (L - 323)	2019-04-13 (L - 344)
2019-03-26 (L - 326)	2019-04-16 (L - 347)
2019-03-30 (L - 330)	2019-04-20 (L - 351)
2019-04-02 (L - 333)	2019-04-23 (L - 354)
2019-04-06 (L - 337)	2019-04-27 (L - 358)
2019-04-09 (L - 340)	2019-05-01 (L - 362)
2019-04-13 (L - 344)	2019-05-04 (L - 365)
2019-04-16 (L - 347)	2019-05-08 (L - 369)
2019-04-20 (L - 351)	2019-05-11 (L - 372)
2019-04-23 (L - 354)	2019-05-15 (L - 376)
2019-04-27 (L - 358)	2019-05-18 (L - 379)
2019-05-01 (L - 362)	2019-05-22 (L - 383)
2019-05-04 (L - 365)	2019-05-25 (L - 386)
2019-05-08 (L - 369)	2019-05-29 (L - 390)
2019-05-11 (L - 372)	2019-06-01 (L - 393)
2019-05-15 (L - 376)	2019-06-05 (L - 397)
2019-05-18 (L - 379)	2019-06-08 (L - 400)
2019-05-22 (L - 383)	2019-06-12 (L - 404)
2019-05-25 (L - 386)	2019-06-15 (L - 407)
2019-05-29 (L - 390)	2019-06-19 (L - 411)
2019-06-01 (L - 393)	2019-06-22 (L - 414)
2019-06-05 (L - 397)	2019-06-26 (L - 418)
2019-06-08 (L - 400)	2019-06-29 (L - 421)
2019-06-12 (L - 404)	2019-07-03 (L - 425)
2019-06-15 (L - 407)	2019-07-06 (L - 428)
2019-06-19 (L - 411)	2019-07-10 (L - 432)
2019-06-22 (L - 414)	2019-07-13 (L - 435)
2019-06-26 (L - 418)	2019-07-17 (L - 439)
2019-06-29 (L - 421)	2019-07-20 (L - 442)
2019-07-03 (L - 425)	2019-07-24 (L - 446)
2019-07-06 (L - 428)	2019-07-27 (L - 449)
2019-07-10 (L - 432)	2019-07-31 (L - 453)
2019-07-13 (L - 435)	2019-08-03 (L - 456)
2019-07-17 (L - 439)	2019-08-06 (L - 460)
2019-07-20 (L - 442)	2019-08-10 (L - 464)
2019-07-24 (L - 446)	2019-08-13 (L - 467)
2019-07-27 (L - 449)	2019-08-17 (L - 471)
2019-07-31 (L - 453)	2019-08-20 (L - 474)
2019-08-03 (L - 456)	2019-08-24 (L - 478)
2019-08-06 (L - 460)	2019-08-27 (L - 481)
2019-08-10 (L - 464)	2019-08-31 (L - 485)
2019-08-13 (L - 467)	2019-09-03 (L - 488)
2019-08-17 (L - 471)	2019-09-06 (L - 492)
2019-08-20 (L - 474)	2019-09-10 (L - 496)
2019-08-24 (L - 478)	2019-09-13 (L - 499)
2019-08-27 (L - 481)	2019-09-17 (L - 503)
2019-08-31 (L - 485)	2019-09-20 (L - 506)
2019-09-03 (L - 488)	2019-09-24 (L - 510)
2019-09-06 (L - 492)	2019-09-27 (L - 513)
2019-09-10 (L - 496)	2019-09-30 (L - 517)
2019-09-13 (L - 499)	2019-10-04 (L - 521)
2019-09-17 (L - 503)	2019-10-07 (L - 524)
2019-09-20 (L - 506)	2019-10-11 (L - 528)
2019-09-24 (L - 510)	2019-10-14 (L - 531)
2019-09-27 (L - 513)	2019-10-18 (L - 535)
2019-09-30 (L - 517)	2019-10-21 (L - 538)
2019-10-04 (L - 521)	2019-10-25 (L - 542)
2019-10-07 (L - 524)	2019-10-28 (L - 545)
2019-10-11 (L - 528)	2019-10-31 (L - 549)
2019-10-14 (L - 531)	2019-11-04 (L - 553)
2019-10-18 (L - 535)	2019-11-07 (L - 556)
2019-10-21 (L - 538)	2019-11-11 (L - 560)
2019-10-25 (L - 542)	2019-11-14 (L - 563)
2019-10-28 (L - 545)	2019-11-18 (L - 567)
2019-10-31 (L - 549)	2019-11-21 (L - 570)
2019-11-04 (L - 553)	2019-11-25 (L - 574)
2019-11-07 (L - 556)	2019-11-28 (L - 577)
2019-11-11 (L - 560)	2019-12-02 (L - 581)
2019-11-14 (L - 563)	2019-12-05 (L - 584)
2019-11-18 (L - 567)	2019-12-09 (L - 588)
2019-11-21 (L - 570)	2019-12-12 (L - 591)
2019-11-25 (L - 574)	2019-12-16 (L - 595)
2019-11-28 (L - 577)	2019-12-19 (L - 598)
2019-12-02 (L - 581)	2019-12-23 (L - 602)
2019-12-05 (L - 584)	2019-12-26 (L - 605)
2019-12-09 (L - 588)	2019-12-30 (L - 609)
2019-12-12 (L - 591)	2020-01-02 (L - 612)
2019-12-16 (L - 595)	2020-01-06 (L - 616)
2019-12-19 (L - 598)	2020-01-09 (L - 619)
2019-12-23 (L - 602)	2020-01-13 (L - 623)
2019-12-26 (L - 605)	2020-01-16 (L - 626)
2019-12-30 (L - 609)	2020-01-20 (L - 630)
2020-01-02 (L - 612)	2020-01-23 (L - 633)
2020-01-06 (L - 616)	2020-01-27 (L - 637)
2020-01-09 (L - 619)	2020-01-30 (L - 640)
2020-01-13 (L - 623)	2020-02-03 (L - 644)
2020-01-16 (L - 626)	2020-02-06 (L - 647)
2020-01-20 (L - 630)	2020-02-10 (L - 651)
2020-01-23 (L - 633)	2020-02-13 (L - 654)
2020-01-27 (L - 637)	2020-02-17 (L - 658)
2020-01-30 (L - 640)	2020-02-20 (L - 661)
2020-02-03 (L - 644)	2020-02-24 (L - 665)
2020-02-06 (L - 647)	2020-02-27 (L - 668)
2020-02-10 (L - 651)	2020-03-02 (L - 672)
2020-02-13 (L - 654)	2020-03-05 (L - 675)
2020-02-17 (L - 658)	2020-03-09 (L - 679)
2020-02-20 (L - 661)	2020-03-12 (L - 682)
2020-02-24 (L - 665)	2020-03-16 (L - 686)
2020-02-27 (L - 668)	2020-03-19 (L - 689)
2020-03-02 (L - 672)	2020-03-23 (L - 693)
2020-03-05 (L - 675)	2020-03-26 (L - 696)
2020-03-09 (L - 679)	2020-03-30 (L - 700)
2020-03-12 (L - 682)	2020-04-02 (L - 703)
2020-03-16 (L - 686)	2020-04-06 (L - 707)
2020-03-19 (L - 689)	2020-04-09 (L - 710)
2020-03-23 (L - 693)	2020-04-13 (L - 714)
2020-03-26 (L - 696)	2020-04-16 (L - 717)
2020-03-30 (L - 700)	2020-04-20 (L - 721)
2020-04-02 (L - 703)	2020-04-23 (L - 724)
2020-04-06 (L - 707)	2020-04-27 (L - 728)
2020-04-09 (L - 710)	2020-05-01 (L - 732)
2020-04-13 (L - 714)	2020-05-04 (L - 735)
2020-04-16 (L - 717)	2020-05-08 (L - 739)
2020-04-20 (L - 721)	2020-05-11 (L - 742)
2020-04-23 (L - 724)	2020-05-15 (L - 746)
2020-04-27 (L - 728)	2020-05-18 (L - 749)
2020-05-01 (L - 732)	2020-05-22 (L - 753)
2020-05-04 (L - 735)	2020-05-25 (L - 756)
2020-05-08 (L - 739)	2020-05-29 (L - 760)
2020-05-11 (L - 742)	2020-06-01 (L - 763)
2020-05-15 (L - 746)	2020-06-05 (L - 767)
2020-05-18 (L - 749)	2020-06-08 (L - 770)
2020-05-22 (L - 753)	2020-06-12 (L - 774)
2020-05-25 (L - 756)	2020-06-15 (L - 777)
2020-05-29 (L - 760)	2020-06-19 (L - 781)
2020-06-01 (L - 763)	2020-06-22 (L - 784)
2020-06-05 (L - 767)	2020-06-26 (L - 788)
2020-06-08 (L - 770)	2020-06-29 (L - 791)
2020-06-12 (L - 774)	2020-07-03 (L - 795)
2020-06-15 (L - 777)	2020-07-06 (L - 798)
2020-06-19 (L - 781)	2020-07-10 (L - 802)
2020-06-22 (L - 784)	2020-07-13 (L - 805)
2020-06-26 (L - 788)	2020-07-17 (L - 809)
2020-06-29 (L - 791)	2020-07-2

Configuring the Teaching Assistant's Load

Click the **Teaching Assistants** tab to view the Teaching Assistants (TAs) enrolled in your course.

The screenshot shows the 'Teaching Assistants' tab selected in a navigation bar. Below the navigation bar, the page title 'Teaching Assistants' is displayed. Underneath, the section 'Assignment Distribution By Percentage' is shown, followed by the text 'Total Number Of Assignments: 28'. A table with three columns is present: 'Teaching Assistants', 'UTORid', and 'Load Percentage'. The first column contains two rows of placeholder text. The second column contains two rows of placeholder text. The third column contains two rows of input fields, each with a '0' and a '%' sign. A 'Save' button is located at the bottom right of the table.

Teaching Assistants	UTORid	Load Percentage
		<input type="text" value="0"/> %
		<input type="text" value="0"/> %

Save

The page displays the total number of assignments that should be submitted throughout the Quizzical course. The page also displays the names and UTORids of the TAs enrolled in your course.

You can assign different loads to the different TAs, but the sum of all loads should be 100%. The load percentage is the percentage of assignments that will be assigned to each TA to review and grade.

The TA load is calculated on a rolling weekly basis. This allows you to dynamically adjust the load percentage throughout the term, and Quizzical will apply it as submitted questions on forthcoming lectures are distributed for grading.

Adjusting your Course Settings

The course settings are available under the **Settings** tab.

Settings			
Enable Equation Editor (Always enabled for Instructor and TA)	<input type="checkbox"/> OFF	Question must contain figure	<input type="checkbox"/> OFF
Question must contain reference	<input type="checkbox"/> OFF	Answer/Distractor must contain complete justifications	<input type="checkbox"/> OFF
Expire overdue questions (Please avoid changes after course has begun)	<input type="checkbox"/> OFF	Enable direct rejection by TA (Always enabled for Instructor)	<input type="checkbox"/> OFF
Days Allotted for Resubmission (no extension if set to 0)	<input type="text" value="3"/>	Maximum score for each student authored question (1 - 100)	<input type="text" value="5"/>
Minimum grade for questions to be selected in a quiz (existing questions will not be affected)	<input type="text" value="3.5"/>	Questions per quiz	<input type="text" value="5"/>
Time allowed for each question during quiz (mm:ss)	<input type="text" value="1"/> : <input type="text" value="0"/>	Total number of participation marks available	<input type="text" value="5"/>
Number of days after a lecture to attempt quizzes for participation marks	<input type="text" value="10"/>	Minimum number of questions to attempt for full participation marks per lecture	<input type="text" value="3"/>
Minimum percentage score for questions to count for quiz participation marks	<input type="text" value="60"/>		

- i) **Enable Equation Editor:** Enabling the equation editor will display the equation editor to students in the question box to allow them to add equations to their questions



Clicking this button will open the equation editor

- ii) **Question must contain figure:** If set to “No” the student may choose whether or not to select a figure to include in a question. If set to “Yes” the student must select a figure to include in a question. Figures must be added first by the instructor. See [Adding Figures](#) for guidelines about how to add figures to your Quizzical course. Keep in mind that the figures are not shown with the question, but rather are shown after the quiz taker has submitted their answer, to help them to visualize why they were correct or incorrect

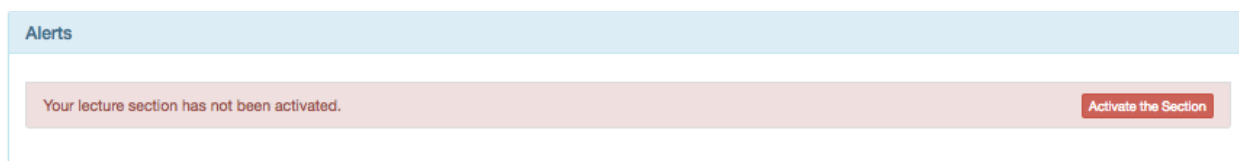
- iii) **Question must contain reference:** If set to “No” the student may choose whether or not to include a reference to a page number or figure number in a question. If set to “Yes” the student must include a reference in question.
- iv) **Answer/Distractor must contain complete justification:** If set to “No” the student may choose whether or not to include a justification for correct and incorrect answer choices. If set to “Yes” the student must include a justification for all the answer choices given in a question. Including justifications was a founding principal of Quizzical and it is suggested that you have the students articulate why answers are correct and distractors are not. When students see the answers to their quiz, these justifications (and any reference and/or image) are shown, enabling them to better understand the topic.
- v) **Enable direct rejection by TA:** If set to “No” a TA can only either accept a question or sent it back to the student to review. If set to “Yes” a TA can also choose to reject a question.
- vi) **Days Allotted for resubmission:** The number of days given to a student to resubmit a question that was returned back for review by the instructor or the TA. If the number of days passed without resubmitting the question, the question will be in an expired state. It is suggested to make this number 2 or 3, so that if the revised question is approved it will enter the quiz pool in a timely fashion.
- vii) **Maximum score for each student authored question:** The maximum mark that a student can receive for a submitted question. You may wish to consider awarding marks for submitting on time, for correctly classifying their question as recall/application, and/or for associating a relevant figure or reference with their question. The rubric you develop will need to be rigorous to ensure that all of your TAs are following the same logic.
- viii) **Minimum grade for questions to be selected in a quiz:** The minimum grade that qualifies a student-submitted question to be added to the quiz question pool. For example, if the minimum grade is set to 2.5, only questions that scored 2.5 and above will be added to the quiz pool. We suggest a cut off of 3.5 for questions worth 4 marks (~75% score). This will ensure that only high-quality questions move into the quiz pool.
- ix) **Questions per quiz:** The number of questions included in a quiz. We recommend 4 or 5.
- x) **Time allowed for each question during quiz:** The number of minutes/seconds given for each question. This is only used as an indicator for the time a student should spend on the question. A warning message will be displayed once the time elapses, but the student will

still be able to answer the question. You may wish to set this to mimic the average time that they would have to answer a question in a formal exam situation.

- xi) **Total number of participation marks available:** The marks a student receives if she has participated in a quiz. Participation marks are received if a student answers the minimum number of questions required (see xiii), receives a minimum score for the answered questions (see xiv), and attempts the quiz within the set time frame (see xii).
- xii) **Number of days after a lecture to attempt quizzes for participation marks:** The number of days during which a student can attempt a quiz in order to receive the participation marks. If the number of days is set to 5 and the student attempts the quiz 6 days after the lecture, she will not receive any participation marks, even if she answers all questions correctly. This is designed as a participation incentive to encourage students to engage in active self-study. Keep in mind: if students are allotted 4 days to submit, and it takes the grader 2-3 days to grade the question, there will be no or few questions in the quiz bank for 6-7 days after the lecture. We typically set this value to 14, so that on average, students have about a week after the lecture to attempt questions for the participation marks.
- xiii) **Minimum number of questions to attempt for full participation marks per lecture:** The number of questions a student should answer in a quiz in order to receive the participation marks for the lecture.
- xiv) **Minimum percentage score for questions to count for quiz participation marks:** The overall minimum percentage a student should receive on a quiz in order to receive the quiz participation marks. Historically we have used 60%.

Finalizing Course Activation

Now that you have setup your course, click the **Overview** tab.



Click **Activate the Section** to finalize your course activation

Alerts

This Lecture section is active and live Edit Schedule

Your Quizzical course is now active and accessible to the students.

Editing the Course Schedule

Now that your course is active, the **Scheduling** tab will display your lecture dates and the number of students assigned to each lecture.

Lectures	Number of Students
2018-03-05 10:00  	2 
2018-03-07 10:00  	2  <div style="background-color: #f5f5f5; padding: 2px; margin-top: 2px;"> Student Name  </div> <div style="background-color: #f5f5f5; padding: 2px; margin-top: 2px;"> Student Name  </div>

Click the wrench icon beside a lecture to change the lecture date/time.

Click the trash icon beside a lecture to cancel the lecture.

Note: a cancelled lecture cannot be added back.

Click the arrow beside the Number of Students in a lecture to display the student names. Click the wrench icon beside a student's name to re-assign the student to another lecture.

Adding Figures

An instructor can require students to include figures in any question they submit (see course settings).

The instructor is responsible for uploading all figures that students might need to include in their questions. Typically, if there is a textbook for the course, the publisher will make available all jpg images and these can be easily added to the appropriate folders (e.g. lecture 4).

Click the **Figures** tab to add figures to your Quizzical course.


[Overview](#)
[Scheduling](#)
[Teaching Assistants](#)
[Figures](#)
[Students](#)
[Questions](#)
[Question Pool](#)
[Report](#)
[Settings](#)

New Folder Name

 Delete folder and figures

Upload Figures

Upload figures to folder

 **Drop files** to upload
 (or click)

Select Figure to delete

[Refresh](#)

All figures are uploaded into folders. Click **Create New Folder** to create a new folder, or select an existing folder to drop in your selected file. Click **Delete** to delete a selected figure or folder.

Viewing Student Submissions

Click the **Students** tab to view the list of students enrolled in your Quizzical course.

Students					Student #, UTORid or Ni	Q	↺
#	StudentID	UTORid	Name		Submitted		
1					0		
2					1		
3					1		
4					1		
5					1		
6					1		
7					1		
8					1		
9					2		

The list displays the UTORid, name, and the number of assignments submitted by every student enrolled in the course.

Click on a student's name to view a summary of the student's activity in the Quizzical course. This includes

i) Submitted Questions

2 Submitted Questions of [Student Name]							Hide
ID	Date Created	Lecture #	Student	Question	Category	Status	Action
3823	2018-02-16 13:59:45	8	[Student Name]	[Question Text]	Recall	Submitted	Review
3824	2018-02-16 14:04:52	10	[Student Name]	[Question Text]	Application	Submitted	Review

Submitted questions are those submitted by the student but which have not yet been accepted or rejected by the TA or instructor.

Click **Review** to go to the question details page where you accept, grade, or reject a question, or send it back to the student for review.

Comment:

Grade (Max : 5) Accept Question Send Back Reject

Additional Options: Days to extend on send back:

Note: Grade is required if and only if you are accepting this question.
You cannot reject a question that is on 1st-submission.
Only the questions with grade higher than 2.5 will be added to the pool!

Note:

- You should only provide a grade if you are accepting a question.
- Only instructors can reject a question on 1st submission. TAs should provide constructive feedback and send it back for review
- Only questions that with a grade equal to or greater than the minimum grade set in the course settings will be added to the quiz pool

ii) Accepted Questions

1 Accepted Questions of [Question Title]										Hide
ID	Date Created	Lecture #	Student	Question	Category	Grade	Rating	Status	Pool	Action
3708	2018-02-06 16:22:42	1	[Student Name]	[Question Text]	Application	5.00	★★★★★	Accepted		Remove Review

Accepted questions are those that received a score equal to or greater than the minimum score set in the course settings. They are available in the quiz pool and can appear in quizzes.

Click **Review** to review the question, or **Remove** to remove the question from the quiz pool.

iii) Rejected Questions

2 Rejected Questions of [Question Title]										Hide
ID	Date Created	Lecture #	Student	Question	Category	Status	Pool	Action		
3793	2018-02-13 11:19:44	5	[Student Name]	[Question Text]	Recall	Rejected		Add Review		
3827	2018-02-16 14:34:42	9	[Student Name]	[Question Text]	Application	Requires Editing		Add Review		

Rejected questions are those that have been either been rejected (Rejected Status) by the TA or instructor, or sent back to the student to review (Requires Editing Status).

Click **Review** to review the question, or **Add** to directly add the question to the quiz pool.

iv) Expired Questions

1 Expired Questions of Hide

Date Created	Lecture #	Due date	Category	Status	Extend Days	Action
Question not created	3	2018-02-15 00:00:00	N/A	Expired	<div>1</div>	Submit

Expired questions are questions that have not been submitted by the student during the assigned time frame.

If you wish to allow the student more days to submit to question, enter the number of Extend Days and click **Submit**. The number of extend days is calculated starting from the current date.

Reviewing Course Questions

The **Questions** tab displays a list of questions that were submitted by students in your Quizzical course. Questions are classified as Submitted, Accepted, Rejected, or Expired.

15 Submitted Questions

Hide

ID	Date Created	Lecture #	Student	Question	Category	Status	Action
3869	2018-02-27 15:59:21	13	[REDACTED]	[REDACTED]	Recall	Submitted	Review
3867	2018-02-27 13:25:01	13	[REDACTED]	[REDACTED]	Recall	Submitted	Review
3871	2018-02-27 21:37:37	13	[REDACTED]	[REDACTED]	Recall	Submitted	Review

3 Accepted Questions

Hide

ID	Date Created	Lecture #	Student	Question	Category	Grade	Rating	Status	Pool	Action
3708	2018-02-06 16:22:42	1	[REDACTED]	[REDACTED]	Application	5.00	☆☆☆☆☆	Accepted	Remove	Review
3627	2018-01-31 10:23:53	2	[REDACTED]	[REDACTED]	Recall	4.00	☆☆☆☆☆	Accepted	Remove	Review
3706	2018-02-06 15:15:49	4	[REDACTED]	[REDACTED]	Recall	4.00	☆☆☆☆☆	Accepted	Add	Review

3 Rejected Questions

Hide

ID	Date Created	Lecture #	Student	Question	Category	Status	Pool	Action
3793	2018-02-13 11:19:44	5	[REDACTED]	[REDACTED]	Recall	Rejected	Add	Review
3827	2018-02-16 14:34:42	9	[REDACTED]	[REDACTED]	Application	Requires Editing	Add	Review
3823	2018-02-16 13:59:45	8	[REDACTED]	[REDACTED]	Recall	Rejected	Add	Review

0 Expired Questions Hide

Student Name

None.

Click to show

Reviewing the Question Pool

The **Question Pool** tab displays the questions that are in the quiz pool, grouped by lecture.

Questions from Lecture 2 Hide						
ID	Lecture #	Student	Question	Grade	Ratings	Pool Action
3438	2	[blurred]	[blurred]	3.50	★★★★☆	Remove View
3448	2	[blurred]	[blurred]	3.50	★★★★☆	Remove View

Questions from Lecture 1 Hide						
ID	Lecture #	Student	Question	Grade	Ratings	Pool Action
3427	1	[blurred]	[blurred]	4.00	★★★★☆	Remove View
3400	1	[blurred]	[blurred]	4.00	★★★★☆	Remove View

Click **View** to view the question details. You can choose to override the grade, reject the question, or send it back for review.

Click **Remove** to remove the question from the quiz pool

Viewing Quiz Attempt Reports

The **Reports** tab displays a summary of all questions in the quiz pool that have been attempted by students in quizzes.

Question Summary

Export Grade Data

Export in BB Format

<input type="checkbox"/>	Lec	#	Category	Submission Date	Attempts #	Average	BiSerial	Rating
<input type="checkbox"/>	L-01	3388	Application	2018-01-15 22:56:13	354	59%	0.092917	★★★★★
<input type="checkbox"/>	L-01	3391	Recall	2018-01-14 19:20:46	384	81%	0.208366	★★★★★
<input type="checkbox"/>	L-02	3393	Recall	2018-01-18 12:22:37	389	93%	0.212341	★★★★★
<input type="checkbox"/>	L-01	3395	Recall	2018-01-11 20:59:45	386	92%	0.165898	★★★★★
<input type="checkbox"/>	L-01	3396	Recall	2018-01-12 18:39:54	324	65%	0.151084	★★★★★
<input type="checkbox"/>	L-01	3398	Recall	2018-01-14 12:40:49	400	75%	0.230529	★★★★★
<input type="checkbox"/>	L-01	3400	Recall	2018-01-16 10:41:42	340	62%	0.215213	★★★★★
<input type="checkbox"/>	L-02	3402	Recall	2018-01-12 14:09:26	404	38%	0.092537	★★★★★

Click **Export Grade Data** to download a csv file containing data about the grades received by students for assignment submission and participation

Note: Currently, the **Export in BB Format** button does not provide any useful function.

Viewing Course Details and Progress (Course Overview)

The **Overview** tab displays

- i. Scheduling details:
 - Number of lectures
 - Number of assignments/lecture.
- ii. Alerts: for example, a live course will display

Alerts

This Lecture section is active and live [Edit Schedule](#)

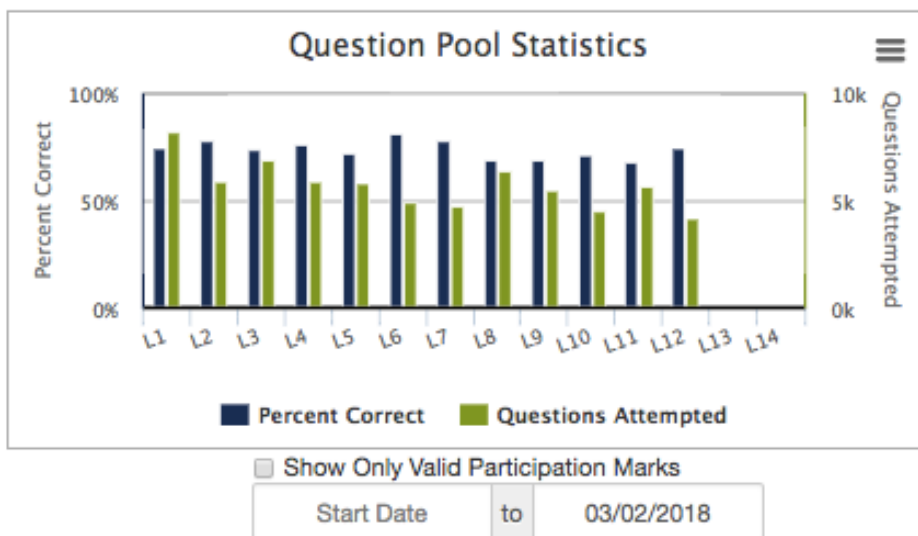
A course that has NOT yet been configured will display

Alerts

Your lecture schedule has not been configured. Please configure before you activate your course [Edit Schedule](#)

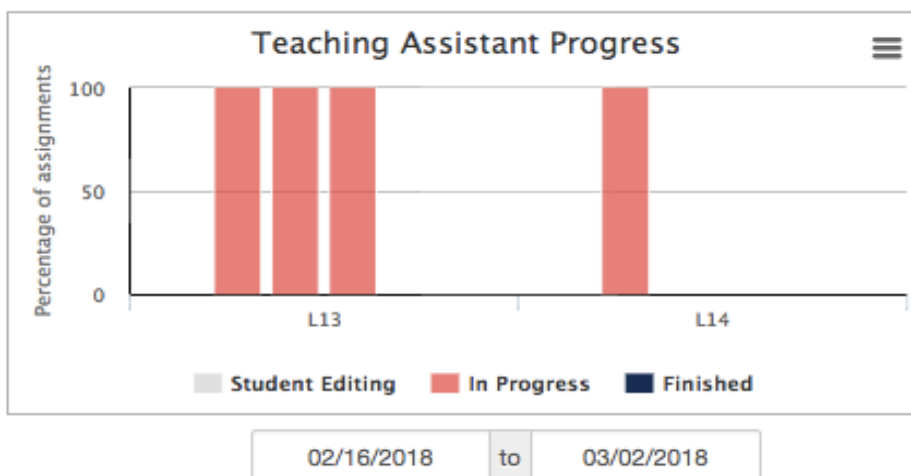
- iii. Class Statistics

- Question Pool Statistics for specific lectures



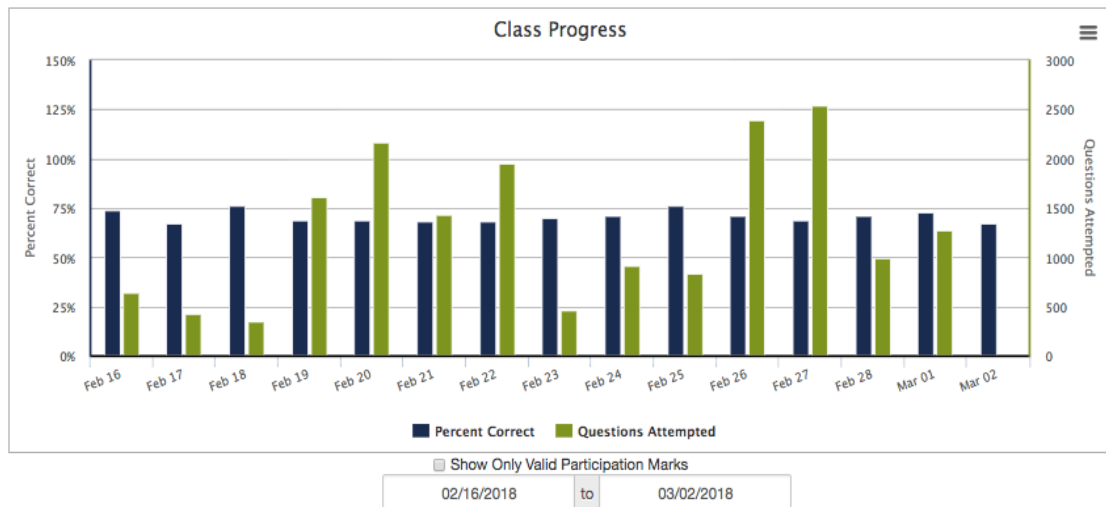
Note that these can be filtered by date and one can click on/off the graphics with regard to valid participation marks, percent correct, and number of questions attempted. The icon in the upper right allows downloads of the graph as a jpg, pdf, svg or png file.

- Teaching Assistant Progress for specific dates



The instructor can view the number of questions in progress, finished, or requiring editing. Hovering over the bars identifies TA by name. Note that this allows the instructor to monitor TA activity and promote communication to ensure timely grading.

- Class Progress for specific dates



Note: Hover over bar graph elements for more details.