Nottingham Trent University

Assessment setup options for summative quizzes in NOW

Once you have added an assessment to your learning room and added questions, you can use the Assessment Setup option to configure it to your needs. Once you have completed these steps, you can then follow the guidance below.

To access Assessment Setup, either:

- Go to Content > Select the existing assessment you want to edit > Assessment Setup
- Go to Edit Room > Assessments > Select the existing assessment you want to edit > Assessment Setup

Note: Please ensure any summative assessments adhere to your school's regulations and the NTU Quality Handbook.

Quick start guide

By default, students will only be able to take the assessment once, but you can change this setting: **Assessment** tab > **Attempts allowed**

To set release dates and time limits: **Restrictions** tab > **Availability** and **Timing**

To prevent students from seeing their answers and scores:

1. Under the **Assessment** tab, untick the **automatic grade** box

2. Under the **Submission views** tab > click **Default view** > under 'Show questions?' select 'No' > untick 'show attempt score and overall attempt score' > **Save**

To prevent students from seeing their scores until you have reviewed and graded their assessment:

1. Under the **Assessment** tab, untick the **Automatic Grade** box

2. Under the **Submission views** tab > select **Default view** > under 'Show questions?' select 'No' > tick 'show attempt score and overall attempt score' > **Save**

If you want students to be able to see their scores **immediately**:

1. Under the **Assessment** tab, tick the **Automatic Grade** box (note: if you've included longer answer questions rather than multiple-choice questions, these will still need to be manually graded)
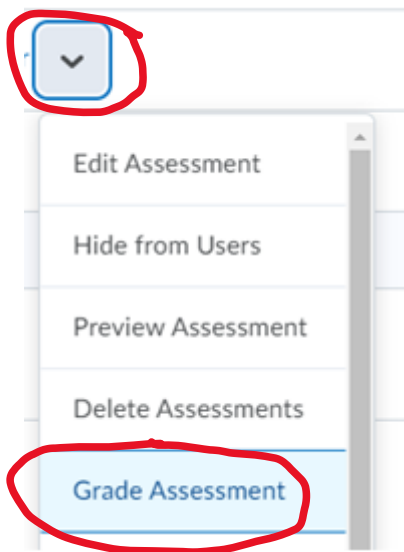
2. Under the **Submission views** tab > click **Default view** > tick 'show attempt score and overall attempt score' > **Save**

Exporting and sharing results

To export the assessment results to Excel (after the assessment has been graded):

1. Go to **Edit Room** > **Assessments**

2. Click the arrow next to the assessment you would like to view > Select **Grade assessment**

Here, you'll be able to see scores broken down by users, attempts and questions. You can export the user answers and grades using the **Export to Excel** button.

Another useful tool is **Edit Room** > **Assessments** > Click the arrow next to the assessment you would like to view > Select **Statistics for** – this provides a graph of the data and can also be exported to Excel.

Assessment setup tabs

The following guidance provides a comprehensive summary of the options in the Assessment Setup tabs.

Properties tab

1. In the **Properties** tab, you can:

o Specify the number of **Questions per page**.

o Select the **Prevent moving backwards through pages** check box.

o Select the **Shuffle order of questions at the quiz level** check box.

Note: Shuffling the order of questions at the quiz level also shuffles the order of all sections (if used) in the assessment.

2. In the **Optional Advanced Properties** area, you can:

o Select the **Allow hints** check box.

o Select the **Disable right click** check box.

o Select the **Disable instant messages and alerts** check box.

o In the **Notification Email** field, enter an email where notifications will be sent.

3. Click **Save**.

Restrictions tab

1. In the **Restrictions** tab, you can:

o Select the **Hide from Users** checkbox, enter a **Due Date**, set **Availability** of the quiz, and add **Release Conditions** if necessary.

o In the **Timing** area, set your timing options for the quiz.

o In the **Special Access** area, select your **Type of Access** and click **Add Users to Special Access**.

2. Click **Save and Close**.

Assessment tab

1. In the **Assessment** tab, you can:

o In the **Assessment** area, if you want to grade attempts immediately, select the **Automatic Grade** check box. You can add a new or existing numeric grade item to the quiz, set quiz results to automatically export to the grade book (if used), or edit how the quiz grade appears to learners

o In the **Assessment** tab, in the **Attempts** area, set how many attempts a learner can make on a quiz.

Click **Save and Close**.

Objectives tab

If you are using competencies within NOW, you can link your module's learning objectives with the assessment.

Submission Views tab

1. In the **Submission Views** tab, you can:

o To edit the default view, click the **Default View** link. Make your changes and click **Save**.

- o To create a new view, click **Add Additional View**. Customise your view and click **Save**.

2. Click **Save and Close**.

Reports Setup tab

To export grades and view students' attempts, use the **Grade assessment** option or **Quick Eval** tool as outlined above.

If you'd like to set up a more detailed report, see NOW Central's [guidance on reports](#).