

# **Don Colton's Learning Management System**

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## Good Luck On All Your Quizzes!

<https://dcquiz.byuh.edu/> is the web address at BYU Hawai'i.

The **countdown-timer** tells you exactly when some quizzes start and end.

The **Take** button lets you start a quiz. If it is grayed out, the quiz is not available yet, but you are shown when it begins.

The **Main Menu** button redraws your main menu screen. When the instructor activates a quiz, or when the countdown-timer hits zero, you can redraw your screen to get an active **Take** button.

**One thing at a time:** Once you start a quiz, you may need to finish it or cancel it before you can start or review another quiz. Press **I am Done** or **Quiz Done** to finish. Press **Quiz Cancel** (if available) to cancel.

The **notes** area is not graded. It lets you write down things you want to remember later in the quiz. It is carried from question to question.

On **one-line answers**, you can press **enter** to save your answer and move to the next question.

A **progress bar** may be shown. It tells how many questions you have answered versus how many are still blank.

**Required Format:** You may be required to give your answer in a “requested” format. Your browser enforces this.

**Exact:** You may see the words: “To receive credit, you must match the official answer exactly (letter for letter).” If so, spell carefully.

<http://byuh.doncolton.com/dclms/guide.pdf> is where this manual is available for download.

**Part I**

**Student Guide  
To DCLMS**

# Chapter 1

## Main Menu

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The “Good Luck” page gives a quick overview of things to know.

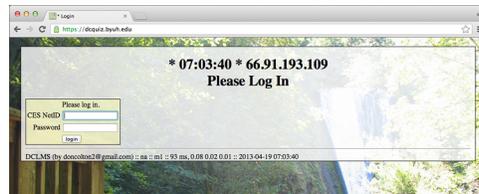
In this chapter our focus is on the main menu, but we also cover other information that is not specific to taking or reviewing quizzes. (Quiz Taking and Quiz Reviewing each have their own chapter.)

Welcome to DCLMS, “Don Colton’s Learning Management System.”

### 1.1 Logging In

<https://dcquiz.byuh.edu/>  
is the web address for DCLMS.

The login screen requests your username and password.



DCLMS is hosted at BYU Hawaii so that it has access to the login credential system in use there. Each user logs in by presenting their CES NetId and password, and then pressing the **login** button. You can probably just press the **enter** key on your keyboard instead of clicking on the button.

The CES NetID is the LDS Church Education System Network Identifier, which each user selects when they first create their CES account, normally when they apply for admission.

When you are done with DCLMS, you can press the **Logout** button or simply close the browser tab where DCLMS was running.

## 1.2 Main Menu

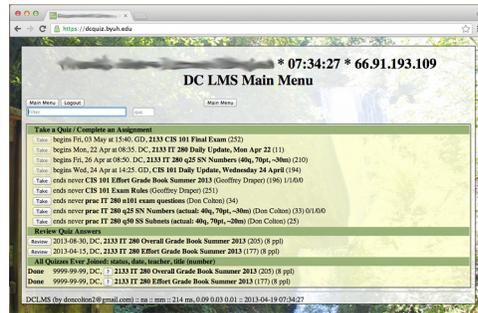
After logging in, you will see the main menu.

The main menu is divided into sections, one for each major activity you can pursue.

Quiz owners create quizzes as a means of sharing information with you and collecting information from you.

As a student, your major activities are to **Take** a quiz or to **Review** a quiz.

The **Filter** lets you reduce the list of quizzes on your screen. Type in a few letters and every line that does not match will disappear.



### 1.2.1 QAC Codes

Some quizzes may have activation codes assigned. The quiz owner can distribute codes to the students. If you receive a code, you can enter it on the main menu and it will cause that quiz to appear in your list of available quizzes.

Each QAC (quiz activation code) is good for one student and one quiz. Once a student has used the code, nobody else can use it.

### 1.2.2 Take a Quiz / Complete an Assignment

This section gives a prioritized list the quizzes that are available to you. If the **Take** button is grayed out, it means the quiz is not currently available, but will be available later, probably at a specific time in the future.

The **Main Menu** button will redraw the screen. You may need to redraw the screen when a new quiz becomes available, in order to see or activate its **Take** button.

### 1.2.3 Review Quiz Answers

This section lists the quizzes that you can review. Some of them may not be quizzes at all, but are grade books or other information that quiz owners have created to share with you.

For those that are actual quizzes, pressing the **Review** button will take you to the Review menu, where you will see a list of questions and your score for each question. If the quiz is “open” for full review, you can also see the actual wording of the question and your own answer together with the scores and answers of other students.

**Fairness:** To promote fairness, you **can** see the answers and scores of all the students. If you find an answer that you think is as good as your own answer, but you did not get as many points, then you can use that information to have a discussion with your instructor. You can ask why the other answer got a better score. The instructor can explain why the other answer deserves a better score, or they can revise your grade, whatever is more appropriate.

**Rank:** As a student I was often curious about my standing in the class compared to other students. What kind of grade could I expect? Was I working too hard? Was I working not hard enough? Did I have the top score? Was I near the bottom?

DCLMS gives you a list of scores for each activity, with your own score highlighted. You can quickly see whether you are at the top of the class for any given activity, and also overall.

### 1.2.4 All Quizzes Ever Joined

The **?** button gives you access to every quiz with which you are associated. You can drill down into the quiz to see your scores and possibly more details.

### 1.3 Quiz Membership

Each quiz is owned by the person that created it. Generally the owner is a faculty member.

As students take a quiz or are added to it by the quiz owner, they become members of that quiz. All such quizzes are available to you for review.

Quiz owners can reset quizzes so they can be given again. In this case, current members of the quiz may be cleared out, together with their answers, scores, and grader comments. If this happens, you are no longer a member of that quiz.

## Chapter 2

# Taking a Quiz

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When you are ready to begin or resume a quiz, you can press the **Take** button on the main menu.

If you are authorized to take the quiz, you will be shown the question menu.

You may be blocked from taking the quiz for one or more reasons.

**Time Limits:** The quiz owner may have limited the quiz to a certain time range. The quiz may be available between certain hours but not at other times. The quiz may have a time limit.

**Selected Machines:** The quiz owner may have limited the quiz to certain IP addresses (computers). You may be able to take the quiz anywhere, including on your own laptop. Or you may be required to use a specific computer that is locked down by the quiz owner, for example in a classroom or in the university testing center.

**Related Quizzes:** The quiz may be closely related to some other quiz, such that seeing one quiz could give you answers that you should not have. In a case like that, you may be required to finish the other quiz first.

Generally if you are not allowed to start or resume a quiz, DCLMS will tell you why so you can fix the problem.

## 2.1 Random Order

The quiz owner can elect to have questions given in random order. For each student, the order will be different, and is decided at the moment the student begins the quiz.

The purposes of random ordering are to make cheating more difficult and to see whether students know the answer to questions, and not just a sequence of answers that they memorized from the practice quiz.

Even though the questions were randomized while taking the quiz, during review the questions appear in their natural order.

## 2.2 Question Menu

When you start a quiz, you will see the Question Menu.

**Question Menu:** The question menu shows you what questions are on this quiz. It lets you select a question to work on. It shows you which questions you have answered already. It shows you which answers have already been scored. It lets you say that you are done. It lets you cancel the quiz (if that is allowed).

The questions are listed in column 1. Your answers are listed in column 3. In column 2 you can select a question to work on.

Don Colton * 08:49:40 * 66.91.193.109 prac IT 280 n101 exam questions		
If you get here by pressing BACK, the timer will be wrong.		
Home Menu   Logout   Quit Quiz	Continue Menu   Score answers (Start Quiz)   Help   Your score is	
0/0% answered (0pt / 1000pts)		
The questions appear below.		
	Select	Your answers appear below.
What's the difference between the Web and the Internet?	2 pts	1
What does L.R.L. stand for?	2 pts	4
What does U.R.I stand for?	2 pts	1

At the top of the screen there are other controls and information. Which controls are shown depends on what the quiz owner has authorized.

Select a question by pressing the button that displays its question number.

## 2.3 Ending A Quiz

While you are taking a quiz, DCLMS limits what other activities you can do. You may or may not be able to take or review other quizzes at the same time. You may or may not be able to review answers to the quiz you are taking.

Sometimes you will be required to end a quiz before these other capabilities are restored. You can end the quiz by pressing the appropriate control button.

Even if you forget to end a quiz, your answers can still be graded. The only exception is the last question you worked on. If time runs out before you save your answer, it cannot be saved and graded. Remember to save your work before time runs out.

When you end a quiz, if automatic grading is available your quiz, or parts of it, may be graded immediately.

After you end a quiz, you are normally taken to the main menu. If you are authorized to review the quiz at that time, it will be shown at the top of the menu, with an invitation to review it. This can be especially handy if the quiz has automatic grading for a substantial number of questions.

If you accidentally press the end-quiz button too soon, the quiz owner can decide let you back into the quiz.

If an activity is limited, but you think it should be available, you can contact the quiz owner. They might have used the wrong settings, and they might be able to relax the settings to allow better access.

## 2.4 Count-Down Timer

For quizzes that have a time limit, you will be shown how much time remains. This is an active timer that counts down the seconds.

Answers are not automatically saved until you press a button. Any work you do not save will be lost when time runs out.

Warning: If you return to a page by pressing the  button on your browser, there is a good chance the timer will have the wrong value.

Normally all activity on a webpage stops when you advance to a different webpage. If you return to a webpage by pressing the  button, the activity resumes. While you were gone the timer was suspended, but time itself was not suspended.

## 2.5 Progress Bar

For longer quizzes, a progress bar is provided to show you what percent of questions have been answered.

The percentage is based on points, so if a quiz has one ten-point question and ten one-point questions, after you answer the ten-point question the progress bar will say you are 50 percent done.

The progress bar does not reflect grading. It only tells whether you have provided an answer.

## 2.6 The Question Page

Each question page shows a single question, and lets you type in your answer. Some questions only allow a single-line answer. When you press ENTER it takes you automatically to the next question. Other questions let you type in several lines.

### 2.6.1 Non-Questions

Some questions are not questions at all. They are simply information that the quiz owner has provided to you. They may be rules or hints or encour-

agement to assist you in taking the quiz. You can view this information but you cannot respond to it by writing an answer.

### 2.6.2 One-Line Answers

Some questions allow you to give a one-line answer. There is pretty much no limit to the length of your answer. You can keep typing as long as you wish.



When you are done typing your answer, you can simply press **enter** to save your work and go on to the next question. Or you can press one of the buttons that best describes what you want to do.

**Notes:** As shown in this illustration, an area is provided for notes. You can type anything you want in that space. It will be carried forward from question to question, and can be modified by you at any time.

The notes area can be very helpful if while answering one question, you discover or remember important information that would help in answering another question.

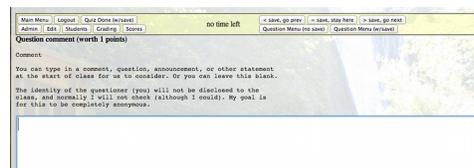
The notes area can also be helpful if you have crammed your head full of detailed knowledge right before starting a quiz, and you just want to get it down in writing before you forget it.

When you end the quiz, your notes are **not** submitted to the grader, and they are not saved for your own future use.

### 2.6.3 Multi-Line Answers

Some questions allow you to give a multi-line answer. There is pretty much no limit to the length of your answer. You can keep typing as long as you wish.

The initial size of the answer space is dictated by the quiz owner. After you key in or paste in an answer and save it, the size will expand to show your whole answer.



Some browsers may allow you to change the size of the answer space window.

## 2.7 Grading

The quiz owner specifies the questions. They can also specify one or more acceptable answers to those questions.

### 2.7.1 Automatic Grading

If your answer matches one provided by the quiz owner, when your quiz is graded you receive credit automatically.

What if your answer does not match?

Grading depends on whether the answer needed to be exact. By “exact” we mean that a matching answer is required and any other answer is wrong.

If your answer does not match, and grading is exact, you get a zero. Your answer will probably not be reviewed by a human grader unless you make a special request.

If your answer does not match, but grading is not exact, you will not be graded automatically. Instead a human grader will evaluate your response later.

If an exact answer is expected, DCLMS will tell you by saying something like this:

**To receive credit, you must match the official answer exactly.**

### 2.7.2 Request Early Grading

The quiz owner may give you the option to request early grading.

Early grading lets the grader evaluate your work and assign a grade. It also gives the grader the option of returning the question to you, without comment, so you can think about the question again and try to improve your answer.

## 2.8 EzCalc

Sometimes a question may call for calculating a numeric answer. Such questions must be easy enough to do by hand or else we need to give students

access to a calculator. We may not be comfortable letting students use just any calculator because it might be specially programmed for the kind of question we are asking.

**EzCalc** was created to let us ask questions that require bigger numbers, but without having big numbers get in your way. If you know how to do the calculation, **EzCalc** can do it for you.

**EzCalc** has limited capabilities and is provided in lieu of giving you access to another calculator that may be installed on your computer or smart phone.

Example: “How many ways can you arrange a line of seven objects.” Maybe the goal is to see if you can do that math in your head. If so, **EzCalc** would not be activated. But maybe the goal is to see whether you know how to find the answer.

This answer can be calculated as  $7 \times 6 \times 5 \times 4 \times 3 \times 2 \times 1$ , also known as 7 factorial.

With **EzCalc** you key in a mathematical expression, like  $7*6*5*4*3*2*1$ , and press the = key.

If **EzCalc** is activated for that question, it will replace your expression with the answer, which is 5040 in this case.

**EzCalc** uses the “\*” key for multiplication. It also has “+” for addition, “-” for subtraction, “/” for division, “%” for remainder (or modulus), and parentheses for grouping and controlling the order of operations.

To find out if **EzCalc** is available on a question, type in something simple like “1+2=”. If **EzCalc** is available, your typing will be replaced by the answer, “3”. If it is not available, your typing will not be replaced.

**EzCalc** does not let you use variables or functions besides the ones mentioned above.

**EzCalc** cannot be used on multi-line questions.

## 2.9 Practice Modes

DCLMS allows the quiz owner to put a quiz into practice mode.

Practice mode’s goal is to help you learn rather than to evaluate your past learning.

Practice mode gives you a chance to see actual quiz questions and learn how to provide acceptable answers.

There are several practice mode options that can be activated by the quiz owner.

### 2.9.1 Delete Answers (Start Over)

With this practice mode option, you have the ability to delete all your answers and start the quiz over. On random-order quizzes, the questions will probably be in a different order each time you take it.

### 2.9.2 Immediate Grading

With this practice mode option, you are graded immediately when you submit a correct answer.

If your answer is right, you will see the message, “Your answer is correct,” at the top of your screen.

If your answer is wrong, there is no special message. But you can fix your answer and try again.

### 2.9.3 Show Me The Answer

With this practice mode option, there is a button that says **show me the answer**.



If you hover your mouse over that button, or click on it, an official answer will appear. When you move the mouse away from that button, the answer will disappear.

# Chapter 3

## Reviewing a Quiz

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The review menu shows you a list of questions and your score for each question.

For quizzes you took there are two forms of review: shallow and deep.

In addition to quizzes you took, the review capability provides an opportunity to view grade books and some kinds of learning materials.

For some quizzes the questions are given in random order. Even though the questions were randomized while taking the quiz, during review the questions appear in their natural order.

### 3.1 Shallow Review

Shallow review gives you the ability to see every question number and every score you earned on every quiz of which you are a member. It does not show you the full question. It does not show you your answer.

Shallow review cannot be turned off by the quiz owner except by resetting

the quiz so you are no longer a member of it.

## 3.2 Deep Review

Deep review lets you see each question fully, together with the official answers and similar guidance. It also shows you your own answer and the answer of each other person who took (or is taking) the quiz. And it shows you the scores assigned to each answer, together with any comments that were made by the grader.

Deep review is especially designed to let you compare your work with the work done by others. If your score is not the same, by comparing answers you can try to learn.

Deep review can be turned on or off by the quiz owner.

After selecting an quiz to review, you will see a question menu similar to the one that was used for taking the quiz. But instead of seeing your answer, you will see all the scores that were earned, with your score highlighted. If yours is the top score, it will appear first. If it is the bottom score, it will appear last.

You can select a question to drill down and see more details. Specifically, you can see each of the answers provided by each student that wrote an answer. And you can see the score it received. And you can see any notes the grader (me) may have made while grading.

This is intended to (a) let you teach yourself by seeing examples of work by other students, and (b) let you verify that you were graded fairly. (Every once in a while, maybe a few times per semester, a student will see that I entered their grade wrong, or I overlooked something. This is your chance to get errors fixed.)

Sometimes a quiz is not open for review. The teacher gets to decide. But even if the quiz is closed, you can still see the question menu (with the questions blanked out), and you can see your score and everyone else's score. Questions and answers are not available, but scores are available, even long after you took the quiz.

Sometimes a quiz is deleted or revised and reused. The teacher gets to decide. When a quiz is deleted, all questions and answers and scores are also deleted. After that, there is no way to see anything about that quiz.

The information is gone.

### **3.3 Grade Books**

Instead of providing review for a quiz you took, you may be able to review a grade book for the course. The grader can enter your scores, or import them from quizzes you completed. Weighted averages can be calculated. Final grades can be computed and shown.

### **3.4 Learning Materials**

Each question may be a topic, together with written information about that topic. This is a controlled way to share information that might be helpful during a quiz without leaving the gate wide open to use of unauthorized materials.

Example: the quiz owner may provide a collection of hints that are useful for a group of quizzes. Early in the semester the hints might be visible. Later in the semester the hints might be blocked.

## Part II

# Faculty Guide To DCLMS

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# Chapter 4

## Faculty Overview

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DCLMS is “Don Colton’s Learning Management System.” It was originally designed to give quizzes and collect homework, and is also called “DCQuiz”.

This portion of the manual helps faculty who desire to use it. To help you find things more easily, there is an index at the end of the manual.

We presume you have reviewed the student portion of this manual already, so you have the student’s perspective on things. We will build on that base.

### 4.1 Core Values

The core values reflected in DCLMS are fairness, helpfulness, anonymity, and efficiency.

**Fairness** is promoted by allowing grading to be done without knowing whose work is being graded, and by letting students compare their scores and answers with those of other students so that grading errors can be discovered and corrected.

**Helpfulness** is promoted by letting students see for each question what a better answer might have looked like. Comparing your own answers with

the best or worst other answers can promote learning. Why is one answer better than another?

**Anonymity** is imposed so that students can compare answers and performance without knowing whose answers and performance are being viewed. Nobody is embarrassed by having a score too high or too low in comparison to others.

**Efficiency** is achieved through simplicity, and providing as directly as possible the necessary functions of learning management.

Because DCLMS is still being actively developed, new capabilities are possible. We invite users of DCLMS to contact the author, Don Colton, with bug reports, complaints, suggestions, and other helpful comments relating to DCLMS. My email address is: [doncolton2@gmail.com](mailto:doncolton2@gmail.com)

## 4.2 History and Benefits

DCLMS was originally developed for giving quizzes. My problem was handwriting, actually. Students would take quizzes on paper and sometimes I could not read what they had written.

So I cobbled together an early version of DCLMS to present the questions and collect the answers.

I got a couple of additional wonderful benefits, almost immediately.

First, I got the ability to grade students anonymously. All I was seeing was their answer. Not their handwriting. Not the color of their ink. Not their name at the top of the paper. It was wonderful. I could grade things without so much worry about whether every student was being treated fairly.

Second, I got the ability to share my grading results with every student in the class. Each student can see, not only the scores earned by other students, but the actual answers that other students put to each question. This gives students the ability to learn from each other.

Third, it gave students a way to verify that they were being graded fairly compared to their fellow students. If you can see your own answer, and see that everyone with higher points gave a better answer, that is a good thing. If you think your answer is better, it gives you a reason to come and see the teacher so you can argue for more points, or you can be taught the reasons for their answers getting more points.

Fourth, it gave me the convenience of grading anywhere without carrying a stack of papers. I could grade on vacation. (Wait. Doesn't that make it a not-vacation?) I could grade in class, or in my office, or at home.

Fifth, it theoretically has the ability for me to let other people be graders. But I never did this.

# Chapter 5

## Main Menu for Administration

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The administrative view of DCLMS is much the same as the student view. The administrative view has a few more buttons.

### 5.1 Getting Administrative Rights

The DCLMS administrator, probably Don Colton, must authorize your account for administrative privileges. This will give you the ability to, for

example, create your own quizzes.

## 5.2 The Main Menu Button

The **Main Menu** button redraws the main menu after reading in and updating each of the checkboxes that are displayed. The checkbox settings will be taken from the screen, and will update the database.

See also the section on the Reload Menu button.

## 5.3 The Logout Button

This button causes an immediate logout without processing any of the checkboxes that may have changed.

## 5.4 The Logins Button

The **logins** button shows who is currently logged in. It predates the **During** button, which seems to be more useful.

## 5.5 The During Button

The **During** button shows who is taking quizzes currently. It only shows the serious quizzes, not the “relaxed” quizzes.

## 5.6 The QAC Button

QAC is Quiz Activation Code. You can generate a sheet of activation codes which you print, cut apart, and distribute to students. Each activation code lets one student into one specified quiz. This is a way to control quiz access in a BYOD (bring your own device) setting, when you cannot lock down computers or control tests by IP address.

## 5.7 The Reload Menu Buttons

The **Reload** button redraws the main menu, but does NOT read in or update any of the checkboxes that are displayed. The checkbox settings will be taken from the database instead of the screen. The database is unchanged.

See also the section on the Main Menu button.

## 5.8 The Archives Button

Old quizzes can be kept, recycled, or archived. If you archive the quiz, it disappears from your main menu unless you press the **Archives** button to display everything.

## 5.9 The Student Master Button

This button will bring you to a list of all the students you have had as members of your cohorts or quizzes.

The main thing you can do here is revise the name that will be used for each student. The names you choose are private to you, and are not visible to the student or to any other quiz owner.

It is anticipated that the names you use will often differ from the official name listed on the university records. You may prefer to see a nickname, or to see other information about the student, such as whether they are subject to VA benefits and reporting requirements.

## 5.10 The Create Quiz Button

Before creating a new quiz, first consider recycling an old quiz. On the other hand, feel free to create a new quiz if there is nothing you are ready to get rid of.

Press the **Create Quiz** button to create an empty quiz. It will appear on your main menu as a quiz you can administer. Later you can press the **A** button or the **Admin** button to configure the quiz.

When you create a quiz, you are designated as its owner. This gives you certain rights with respect to that quiz.

There is a **Clone** button that also creates a new quiz, but populates it with copies of information from another quiz.

There is no button to delete a quiz. Recycling is recommended. You can repurpose an existing quiz.

## 5.11 The Cohorts Button

A cohort is a pre-defined list of students. Typically it would represent a class or other group of students that would be sharing more than one quiz.

This button brings you to the cohorts screen where you can create new cohorts and modify existing cohorts by adding and deleting members.

There is no button to delete a cohort. Recycling is recommended. You can repurpose an existing cohort.

## 5.12 The Quiz Lines

The main body of the Main Menu consists of quiz lines, presented in several categories. Each line represents one quiz.

There are several buttons that may appear on quiz lines.

The **Admin** button takes you to the administration screen for that quiz.

The **A** button also takes you to the administration screen for that quiz.

The **Take** button enrolls you in the quiz and lets you start taking it.

The **I am Done** button marks the quiz as being done for the student (or owner) that presses it. This may be required to enable review or the taking of other quizzes.

The **Tk stop** button marks the quiz as “take none”. See the quiz administration section for more details.

## Chapter 6

# Quiz Administration Buttons

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---

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---

There are several buttons for navigating the administrative screens. These are commonly placed on each screen in the administrative interface.

### 6.1 The Take Button

The **Take** button starts (or restarts) the quiz for you.

As quiz owner, you can take your own quiz at any time and in any place. The normal rules of time and IP address do not apply to you. This can let you demonstrate a quiz for your class, using the overhead projector, without giving the students the ability to start the quiz.

See the student section of this manual for details of taking quizzes.

## 6.2 The Review Button

The **Review** button puts you into review mode. Because you are the quiz owner, you can review the quiz even if you do not satisfy the rules for who can review the quiz.

As quiz owner, you can do a deep review your own quiz at any time, even if it is closed for review to everyone else. This can let you review a quiz for your class, using the overhead projector, without giving anyone else the ability to review the quiz.

See the student section of this manual for details of reviewing quizzes.

## 6.3 The Admin Button

The **Admin** button brings you to the Quiz Administration menu.

## 6.4 The Edit Button

The **Edit** button brings you to the Quiz Edit page.

## 6.5 The Students Button

The **Students** button shows you which students are members of the quiz, and what their current status is: Cohort, Before, During, After, or Cancelled. It also gives you the ability to delete members (individually or all) from the quiz, and to add new members into the quiz.

## 6.6 The Grading Button

The **Grading** button puts you into the grading menu where each question is listed and you have the opportunity to grade individual questions.

## 6.7 The Scores Button

The **Scores** button puts you into the scores grid which shows a matrix of students and question numbers.

There may be a blank after the Scores button into which you can type the question IDs of those questions you want to see. There may be a checkbox after that for whether to display xcp (external copy) details. Both of these are explained on the Scores screen.

# Chapter 7

## The Quiz Admin Screen

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---

The  or  button loads the Quiz Administration screen. Its buttons, checkboxes, and other fields are explained in this chapter.

## 7.1 Archive This Quiz

The **Archive This Quiz** button marks the quiz for archival. The quiz still exists but will not show up on your main menu. You can get it back at any time.

## 7.2 The Odd Button

The **Odd** button reviews student behavior on the quiz and reports anything that may be odd.

This button seems to have stopped working as part of a programming change, and has not been rescued.

## 7.3 Show Responses

The **Show Responses** button displays all responses to all questions, identified by student. This is one way to see who wrote which answer to each question.

## 7.4 Show Log

The **Show Log** button gives one line per event in the quiz log. The date and time is shown, along with the student and what question and answer they updated.

## 7.5 Clone Everything

The **Clone Everything** button makes a complete copy of all aspects of a quiz, and gives the copy a new number. Complete includes all students, responses, grades, comments, and other aspects of the quiz, except things that are easily adjusted on the Administrative Menu screen.

This can be handy when splitting a grade book. After cloning the old grade book, delete the questions that are no longer needed in each resulting grade book.

## 7.6 The Filter Line

The filter line can be used to restrict viewing to a single student. Type the student's name here. Then, if you go to the Scores screen or the Students screen, only that student will be displayed.

This is handy when you are working directly with a student and they can see your screen, so you do not want to disclose details about other students while they are watching.

## 7.7 Take: None, Anyone, Listed

The Take buttons include these:

The **none** button is the default and restricts the quiz so that nobody can take it. The quiz owner is an exception and can always take the quiz.

The **anyone** button allows all people to take the quiz, subject to any limits that have been expressed, such as time limits and IP address limits. The quiz owner is an exception to the limits.

The **cohorts and listed students** button restricts the quiz from everyone except those explicitly listed, or those belonging to a selected cohort.

## 7.8 Take Cohorts Checkboxes

For each active cohort owned by the quiz owner, the cohort title is listed and a checkbox is provided. By placing a checkmark in the box, you cause all students in that cohort to be treated almost as though they were explicitly listed as members of the quiz.

Updating the cohort membership on the cohort screen immediately affects those students' abilities to take quizzes that they have not already started.

## 7.9 Take Reg

The Reg checkbox allows students to request early grading. During the time they are taking the quiz, they will have an option to "save, GRADE, next",

that is, save their current answer, request early grading, and move along to the next question.

### 7.10 Take Ccl

The Ccl checkbox allows students to cancel their quiz. After the quiz is cancelled, they cannot retake the quiz unless the cancellation is reset by the quiz owner.

### 7.11 Take Rnd

The Rnd checkbox causes the questions to be shown in a randomized order for each student. The order is determined at the moment the student begins the quiz, and is stable for that student. Each student receives their own random ordering. This helps to reduce cheating and also removes sequential context from the questions, forcing students to a higher level of content awareness.

### 7.12 The Date Field

This appears on the main menu, and is typically matched to the date on which the largest number of students took the quiz. You can override it here.

### 7.13 Take Relax

**Relax** The Relax checkbox can be marked to indicate that this quiz is not a serious quiz. Only one serious quiz can be opened at a time. While a serious quiz is under way, no other serious quiz can be reviewed or started.

When you mark a quiz as Relax, it can be started or reviewed without interfering with any serious quiz.

Relax is handy for grade books, training materials, and homework quizzes.

## 7.14 Take AllowReset

**Allow Reset:** The AllowReset checkbox gives the students an extra button that says .

## 7.15 Take NoQuit

**No Quit:** The NoQuit checkbox removes from students the ability to mark a quiz as being complete. This was used for practice quizzes but is largely or entirely replaced by the AllowReset option.

## 7.16 Take ImmGr

**Immediate Grade:** The ImmGr checkbox instructs DCLMS to do immediate grading as each answer is saved. Correct answers are given points and a notification is displayed telling that the previous answer was correct. Incorrect answers are saved but not scored or notified.

## 7.17 Take Gr@Q

**Grade At Quit:** The Gr@Q checkbox instructs DCLMS to grade the entire quiz when the student quits. They can do this by pressing the  button or the  button.

## 7.18 Take tksa

**Take Show Answer:** The tksa checkbox instructs DCLMS to make available the answer to each question. The student can access the answer by using the  button.

## 7.19 Review: None, Anyone, Completed

The Review buttons include these:

The **none** button is the default and restricts the quiz so that nobody can review it. The quiz owner is an exception and can always review the quiz.

The **anyone** button allows all people to review the quiz. It is deprecated and should not be used.

The **completed** button restricts the quiz from everyone except those that have complete it. They will show up on the Students screen with a status of Aft (After). The quiz owner is an exception and can always review the quiz.

## Chapter 8

# The Quiz Edit Screen

The edit screen allows you to write or paste or import a quiz description file. This file specifies questions, answers, options, and other aspects of the quiz. Those aspects are described in [Chapter 9](#) (page [38](#)).

The controls for editing the quiz body are described in this chapter.

# Chapter 9

## The Quiz File

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The quiz file is visible on the quiz edit screen, and defines the questions and other content aspects of the quiz. The syntax of the quiz file is described in this chapter.

Parsing is line-oriented, and labels must start in the first character position of the line.

Labels start in the first position of the line, and consist of alphanumeric characters, and are terminated by a colon. Example: “question:”. Labels are not case-sensitive.

## 9.1 title:

The title: line is generally the first line in the quiz file. Everything after title: is the title itself. Titles are generally sorted when they appear on the quiz menu that students see. Titles can also be filtered by students, so they see only the titles that are relevant to themselves.

## 9.2 Comments: #

Any line that begins with # is treated as a comment, and is ignored. The only exception is the ## quizgen: line that is treated as a comment in parsing the quiz, but causes the creation of a quiz import button.

## 9.3 QuizGen Lines: ## quizgen:

Any line that begins with ## quizgen: is a quizgen line, and causes the creation of a quiz import button. Pressing that button calls QuizGen with a request to generate additional content for the quiz being edited.

## 9.4 note:

note: causes the current section to be ignored. It is a convenient way to “comment out” a question without actually deleting it.

## 9.5 end

If “end” appears on a line by itself, everything after that line will be ignored.

## 9.6 limits:

The `limits:` section allows the quiz owner to specify starting and ending times for the quiz, a duration for the quiz, and IPv4 address ranges that are allowed to take the quiz.

### Starting and Ending Times

The format of the line is any of the following:

```
take from yyyy-mm-dd hh:mm:ss to yyyy-mm-dd hh:mm:ss
take from yyyy-mm-dd hh:mm:ss to hh:mm:ss
take end yyyy-mm-dd hh:mm:ss
take to yyyy-mm-dd hh:mm:ss
```

The first date/time specified must be a complete date and time. If only one date/time is provided, it is the end time.

If two dates/times are provided, the first is the start time and the last is the end time. If the second date/time is just a time, we assume it is the same day as the first date/time.

If more than one time specification line is provided, the quiz will be offered during each of the times specified.

### Duration

The format of the “take duration” line is as follows:

```
take dur mm
```

The `mm` part is replaced by a number, which is the number of minutes allowed to the quiz taker.

If a duration is provided, the end time will be that many minutes after the time the student starts the quiz.

If a duration and an end time are both provided, the earlier one will take precedence.

### IP Address

The format of the “take ipaddr” line is as follows:

```
take ipaddr A.B.C.D allow
take ipaddr A.B.C.D deny
```

```
take ipaddr A.B.C.D1-D2 allow
take ipaddr A.B.C.D1-D2 deny
take ipaddr 172.31.111.110-159 allow
```

The purpose is to restrict the quiz to specific computers, normally being those that are in a classroom lab setting and under the control of the quiz owner.

## 9.7 default:

Each question: can be followed by answer, answe, anssub, options, pattern, and hint, in any order. The default section lets you specify these elements for all following questions. The default persists until another default is encountered. Each question can override any of the defaults.

## 9.8 question:

## 9.9 answer:

This section provides a correct answer to the question that was asked. If the student exactly matches this answer, they will automatically receive credit.

If the answer does not match, the question will either be ungraded or will be graded zero if “options: exact” was specified.

## 9.10 answe:

This section provides a correct answer to the question that was asked, but the answer is expressed as a regular expression. If the student exactly matches this answer, they will automatically receive credit.

If the answer does not match, the question will either be ungraded or will be graded zero if “options: exact” was specified.

### 9.11 **anslist:**

This section provides a list of correct answers to the question that was asked, where each answer is expected but the order does not matter. Students receive credit proportional to the number of answers they matched. Answers in the list are delimited by commas.

For example: Question: what two elements are present in water?

anslist: hydrogen, oxygen

### 9.12 **anssub:**

This section provides a subroutine written in the TCL language, which subroutine will be called upon to do the grading.

### 9.13 **options:**

**exact** You can specify whether the answer must be exact. If exact is specified, then an answer that does not match the approved correct answers is marked wrong.

**ezCalc** You can specify that ezCalc should be made available on this question. Remember that if ezCalc is available on one question, clever students can find a way to use it on all questions, so you should probably take an all-or-nothing approach to whether ezCalc is provided.

### 9.14 **pattern:**

You can specify a regular expression that must be matched by the student's answer before it can be saved. This is enforced by the browser, so there is a chance that a student using an old browser might get around the pattern. But if the student does not match the pattern, their answer will probably be marked wrong eventually anyway.

**9.15 hint:**

The hint is displayed to the student mostly to help them know what the pattern is.

**9.16 guidance:**

This is intended as an explanation that is available to students after the test is completed. It is intended to assist with review.

**9.17 todo**

divided into sections, each of which starts with a label and a colon. The label must be the first thing on the line, with no spaces in front of it.

# marks a comment line, and comment lines are ignored (for the most part).

section: not used recently, but originally divided questions into groups.

pdf: not used recently, but intended to allow students to upload pdfs.

## Chapter 10

# The Students Screen

On this screen, you can see which students are members of the quiz, either explicitly or by way of cohort. You can delete individuals from the quiz, or delete everyone (reset the quiz).

todo

## Chapter 11

# The Grading Screen

On this screen, you see a menu that lists all the questions, and tells which questions need to be graded.

todo

## Chapter 12

# The Scores Screen

On this screen, you see a grid showing all the questions across the top, and all the students along the side. The grid shows the scores and related information about the progress of the test.

**Bug:** Due to a bug that has not yet been researched and corrected, DCLMS does not show you students on the Scores screen until you have first viewed them on the Students screen. (This will be fixed someday, but until then, just visit the Students screen first in order to get new names added to Scores.)

todo

## Chapter 13

# The Cohorts Screen

This section allows you to create and manage cohorts of students. Each cohort has an owner (you), a title, and a list of students.

todo

## Chapter 14

# Quiz Recycling

As a quiz owner, you can decide how long to keep your old quizzes. Quizzes naturally stay on your main menu forever.

You can move quizzes to the archives by clicking on their **Archive this Quiz** button. After that, they still exist but are only visible when you press the **Archives** button.

Sometimes you know you will never need that collection of students and answers again. It may be appropriate to recycle that quiz.

The first step in recycling is update the administrative dashboard to block access to the quiz.

The next step in recycling is to delete all the students.

The last step in recycling is to edit the quiz, replacing the entire contents of the quiz with this line or one like it: “title: empty”

Then, the next time you need a quiz, instead of creating a new one, use one of your empty quizzes.

Personally, I generally give a daily update quiz at the start of each class. I generally revise and reuse the daily update quizzes. This causes all answers and scores to be deleted, but I keep the questions and just modify them for the next class meeting.

# Chapter 15

## Miscellaneous Details

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---

This chapter mentions a few details that are worthy of explanation but that do not readily fit into the other chapters of this manual.

### 15.1 About Logging In

DCLMS uses LDAP or Active Directory to authenticate new users. But it also keeps its own database of past users along with their encrypted passwords. This allows it to log people in without the necessity of LDAP being up and running. It also allows the possibility of creating user accounts outside the scope of LDAP.

### 15.2 About Quiz Membership

Quiz owners can add “students” to their quizzes. The list of “members” of the quiz can be seen on the Student page by pressing the **Student** button.

When you create a quiz, you are designated as its owner. This gives you certain rights with respect to that quiz.

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