Creating Skyward Quizzes

1. From any class grade book, roll your mouse over "Other Access" and select "Online Assignment Templates."

2. In the Filter Options window, click on "Apply Filter."

3. To create a new quiz, you can select "Add" to create your own, or you can select "Clone from Another Teacher" to see a list of online assignments created by other teachers in the district. Once you have created a template, it will appear in a list in the main window on this screen.

NOTE: If you select "Clone from Another Teacher" you will see a list similar to the one below. Clicking on the "+" sign next to the template name will allow you to see the details of the assessment including the questions on the assessment. If you would like to use another teacher's assessment, click on the "Clone Template" button. This will open a window similar to what you will see if you create a new template where you will be able to edit questions, add information including attachments, and save the new template as your own.

Template Name ▲	Last Name	First	Middle	Date Created	Date Updated
7th Grade Fitness Test	RIESEN	KRISTIE		03/12/2010	03/12/2010
th Grade Fitness Test	WREN	LINDA		10/18/2010	10/18/2010
7th grade-Fitness	COLLIER	DAVID		03/12/2010	08/19/2010
8th Grade HRM Test	RIESEN	KRISTIE		03/12/2010	03/12/2010

4. When you select "Add" the Template Setup Options window will open.
   - d. Name: give the assessment a title.
   - e. Description: give a brief description.
     - **Note:** students/parents will see this information.
   - f. Default Points per Question: you can change the points for individual questions as needed later.
   - g. Randomize Questions: check this box if you would like each student to see questions in a different order for your assessment.
   - h. Auto Score and Post to Gradebook: checking this box limits the type of questions you can have on your assessment, but it will automatically add scores to your grade book when a student completes the assessment.
   - i. Show Correct Answers: after a student takes the assessment, checking this box will allow them to see correct answers to all of the questions.
   - j. Questions per Page: this limits the number of questions that will appear on one page. Randomizing questions, and setting this number low (1-5) helps will make it more difficult for students to copy their neighbor's answers when they are taking this assessment in a computer lab.

Fill in all needed information and select "Save and Add Questions" to move on.

Question for Art History Survey

The Auto Score option is checked for this Assignment. Only Multiple Choice and True/False questions are available

Question Number: **2**

* Question Type: Multiple Choice ⬍

* Question: [   ]

Maximum characters: 1000, Remaining characters: 1000

Extra Content: [   ]

Maximum characters: 1000, Remaining characters: 1000

Points for Question: [1.0]

Save and Back
Save and Add Another
Back
Attach(0)

Answers to Question Number 2

Answer A: [   ] ☐ Correct? **Attach(0)**
Answer B: [   ] ☐ Correct? **Attach(0)**
Answer C: [   ] ☐ Correct? **Attach(0)**
Answer D: [   ] ☐ Correct? **Attach(0)**
Answer E: [   ] ☐ Correct? **Attach(0)**
Answer F: [   ] ☐ Correct? **Attach(0)**
Answer G: [   ] ☐ Correct? **Attach(0)**
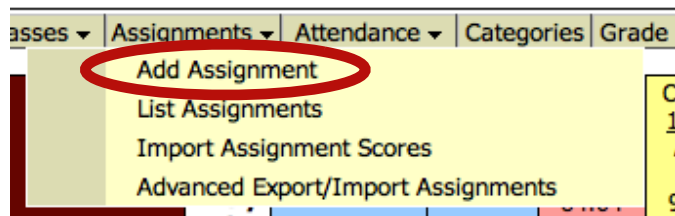Answer H: [   ] ☐ Correct? **Attach(0)**
Answer I: [   ] ☐ Correct? **Attach(0)**
Answer J: [   ] ☐ Correct? **Attach(0)**

5. The next screen is where you will enter the questions for your assessment. Add multiple questions, by selecting "Save and Add Another" after entering information for each question. When you are done adding questions, select "Save and Back."

NOTE: For each question and for each answer you can add an attachment as needed to help students better understand the material. To add an attachment for a question, select the attach button near the "Question" text box. To add an attachment for an answer, select the attach button to the right of each response.

6. With your assignment template created, you will then need to create an assignment for the class(es) that will use this assignment. Roll your mouse over "Assignments" and select "Add Assignment."

...asses ▾ | Assignments ▾ | Attendance ▾ | Categories | Grade

Add Assignment
List Assignments
Import Assignment Scores
Advanced Export/Import Assignments

7. Complete the assignment fields as you would for this assignment.

8. Once the information for this assignment is entered, roll your mouse over the "Options" button. Select "Copy from My Online Assignment Template." You will then be able to select the quiz for this assignment from a list of your online assignment templates.

Filter Options
Clone to Assignment
Back

Save and Back
Save and Add Another
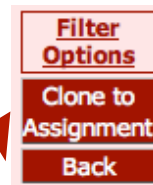**Save and Score**
Undo
Back

Attach (0)
Options

Create Online Assignment
Copy from My Online Assignment Template
Copy from District Online Assignment Template

9. Choose the appropriate assignment and click on "Clone to Assignment."

Date Range the Assignment will be available in Student Access

☐ Do not Make Available in Student Access Online Assignments

* Start Date: [12/13/2010] 🖩 ⬍   * Time: [12:00] [AM]

* Stop Date: [12/13/2010] 🖩 ⬍   * Time: [12:00] [AM]

Save
Save and Back
Back

Assignment Setup Options

Name: [   ]

Description: [Test your knowledge of the ceramic artists we have talked about in class.]

Maximum characters: 250, Remaining characters: 177

Default Points per Question: [1.0]

Randomize Questions: ☑

Auto Score and Post to Gradebook: ☑ *If checked, only Multiple Choice and True/False questions are available*

Show Correct Answers: ☐

Do not Show Results until: [12/13/2010] 🖩 [12:00] [AM]

Questions per Page: [5]

10. Next, select the date range the assignment will be available in Student Access. Students will only be able to access the assignment during the date and time ranges you set here.

11. Once you have set the dates for this assignment, you can also adjust the Assignment Setup Options. This won't change the template, only the version cloned to this assignment. You can also se the date and time when students will be able to see the correct answers.

12. When you are done click "Save" to return to your grade book or "Save and Back" to return to the assignment window. Once you choose "Save," your assignment will be available to students during the date ranges you have set.

Assignment Questions

Number	Type	Question	Points	Attch
1	Multiple Choice	Who was the artist who moved from Montana to teach in Cali	1.0	N

Save and Add Questions