# Annotated Instructions for Uploading QL Quizzes to uLearn

1. Save the PreQL file to your desktop (or some other location on your computer). Login to uLearn and click on the course to which you wish to upload the quiz. The first time you enter the page, you will see the following screen; if you wish, you can check the box so that this screen doesn't appear again.
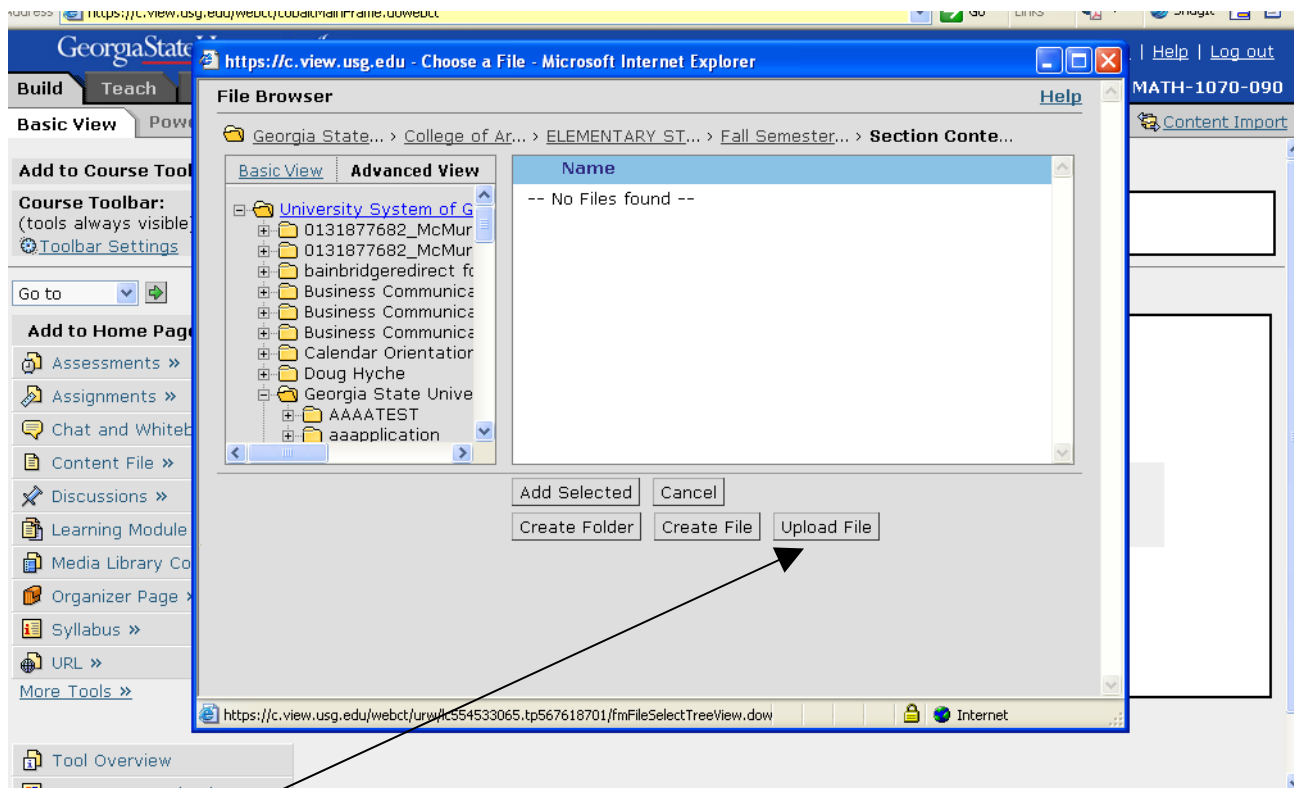
PreQL zip file
or
~~PostQL .zip~~
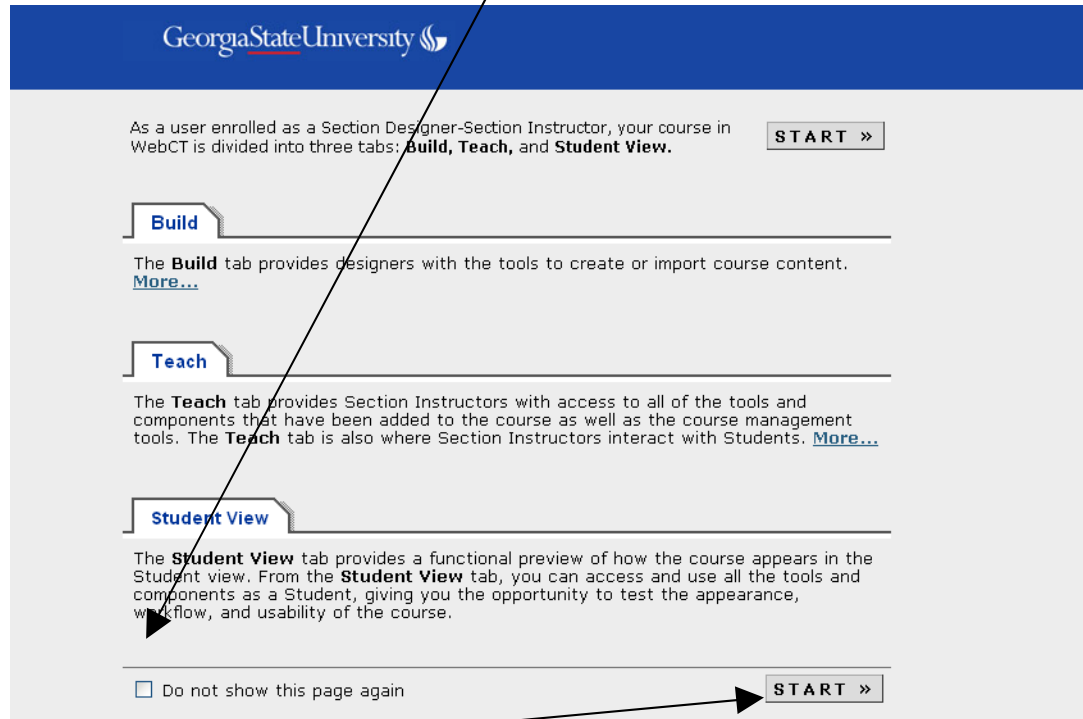
2. Click the "Start" button, and, when the primary uLearn panel appears, make sure you're in "Build" mode; click on the "Build" tab, if necessary, and in "Basic View".
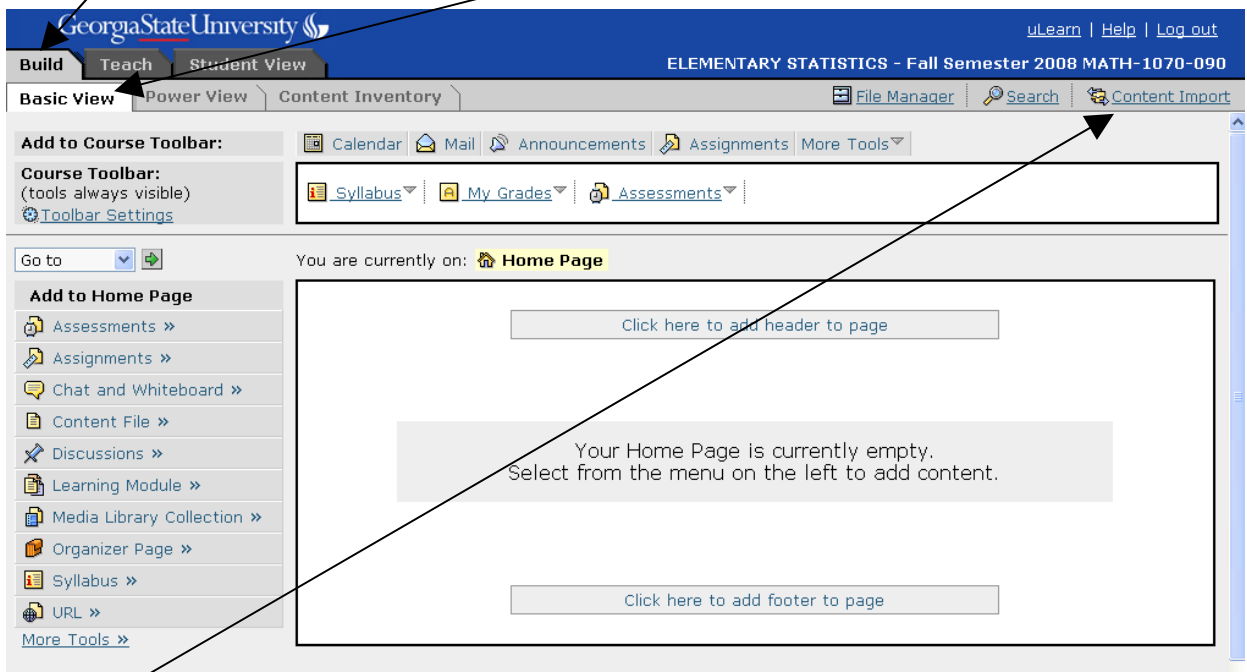
3. Click "Content Import" (upper right corner of the panel), and you should see the following screen:
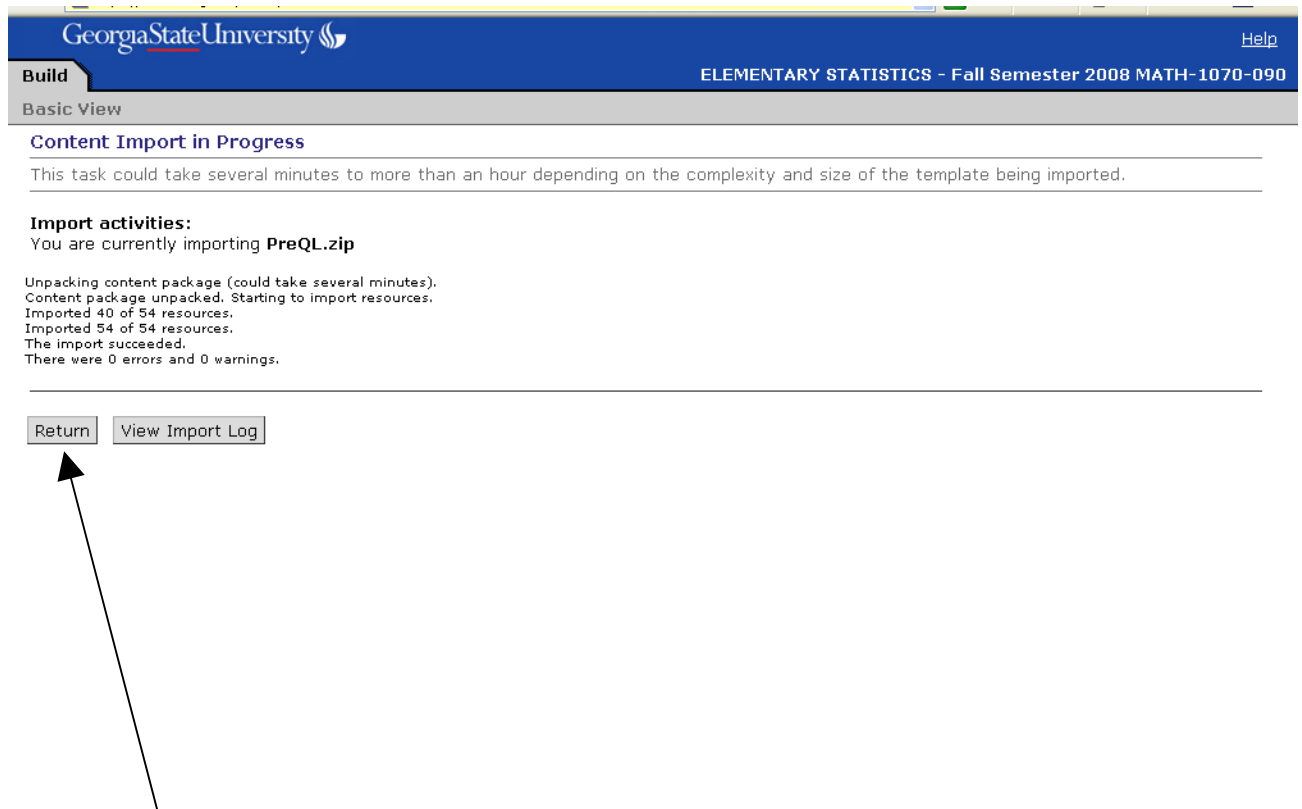

4. Click the "Upload File" button, and you should see the following screen; click the "Browse" button and find the "PreQL" file in the location where you saved it; double-click the Pre-QL file, and the following screen should appear. **Check the box to "automatically expand" zip files.**
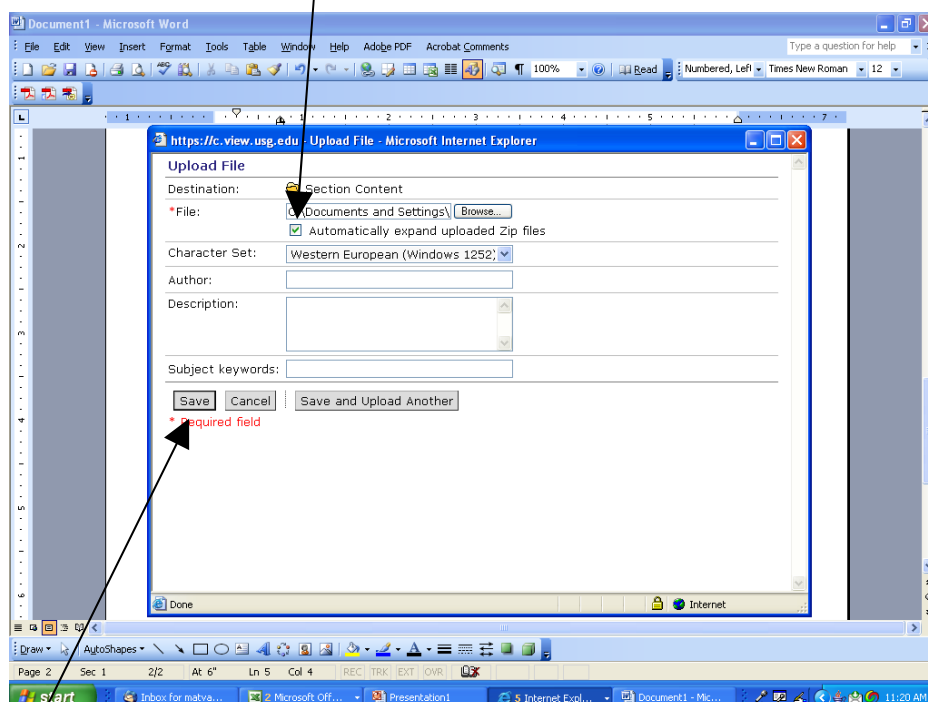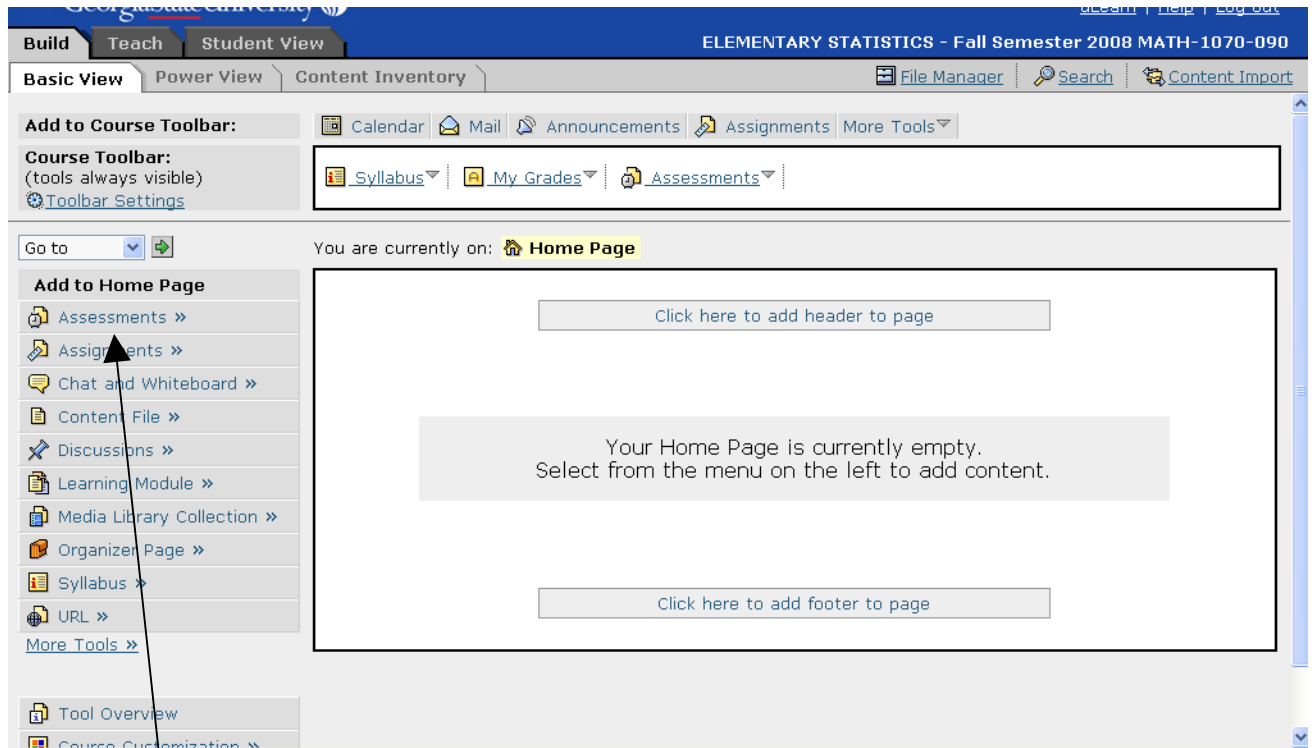
5. Click the "Save" button, and the following screen should appear:
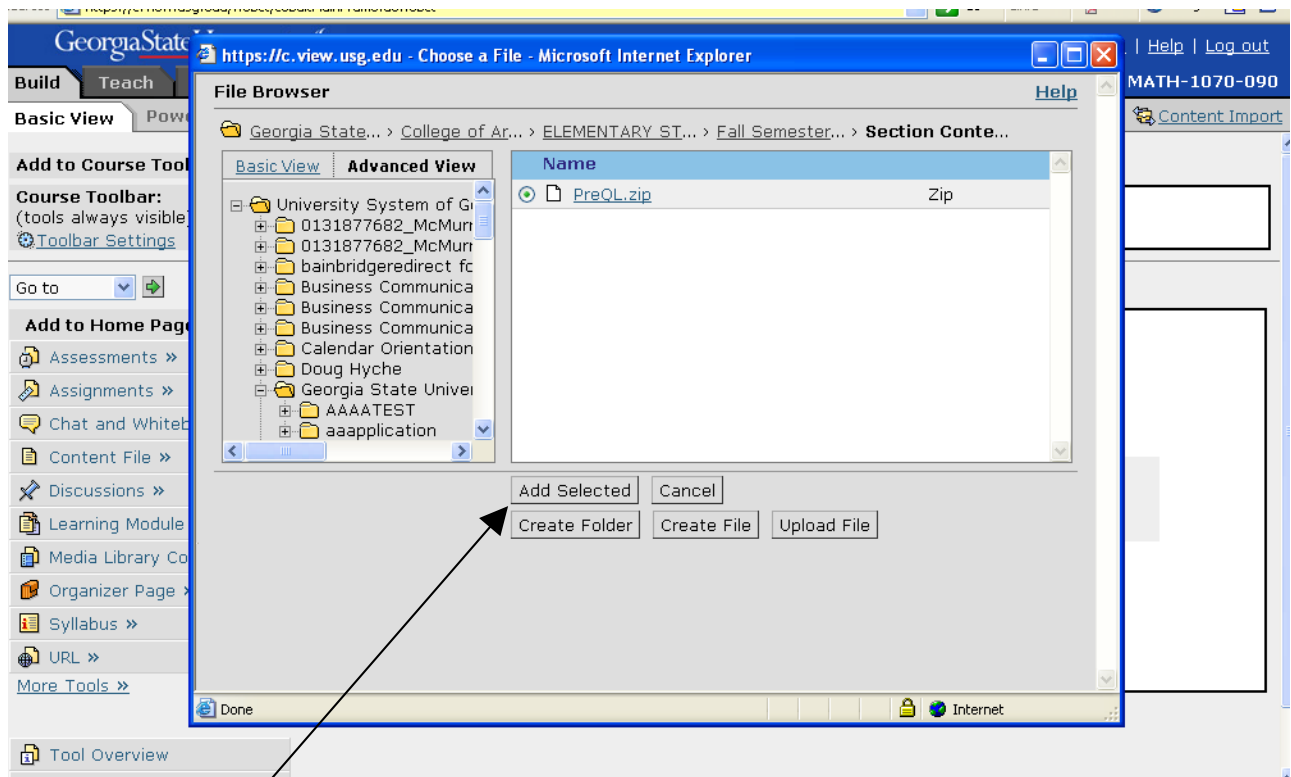
6. Click the "Add Selected" button; this will begin the import – this may take several minutes to complete. When finished, you should see the following screen. Note: There should be 0 errors; if there are warnings about questions already existing, you can ignore them.

7. Click the "Return" button, and you should see the following screen:

8. Click "Assessments" (on the left side of the screen under "Add to Home Page"), and the following screen should appear:

Don't click
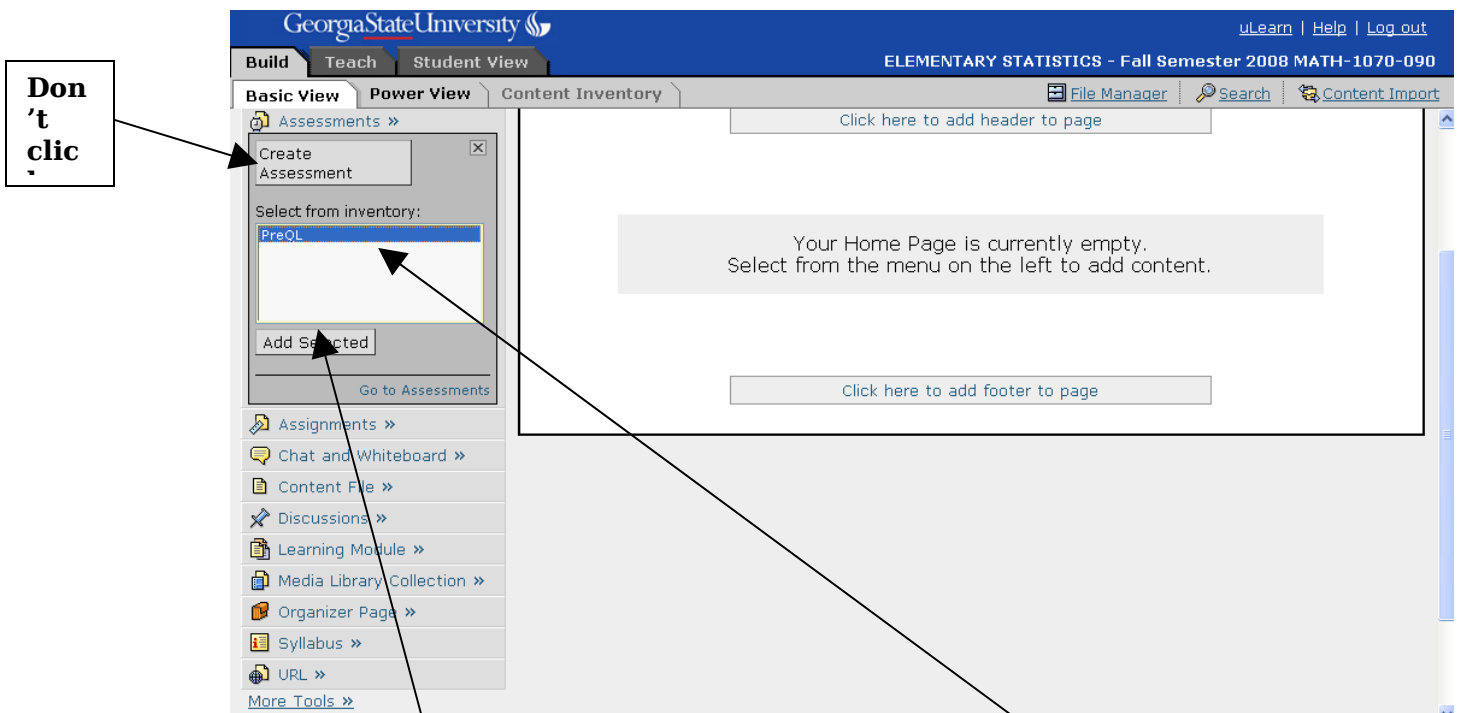
9. **Do not click on the "Create Assessment" button.** Instead, click on (and highlight) the PreQL quiz that you just uploaded where it appears in the "Inventory" window below the "Create Assessment" button. Then click on the "Add Selected" button below the "Inventory" window, and the following screen should appear (the primary uLearn panel, with the PreQL quiz on it).
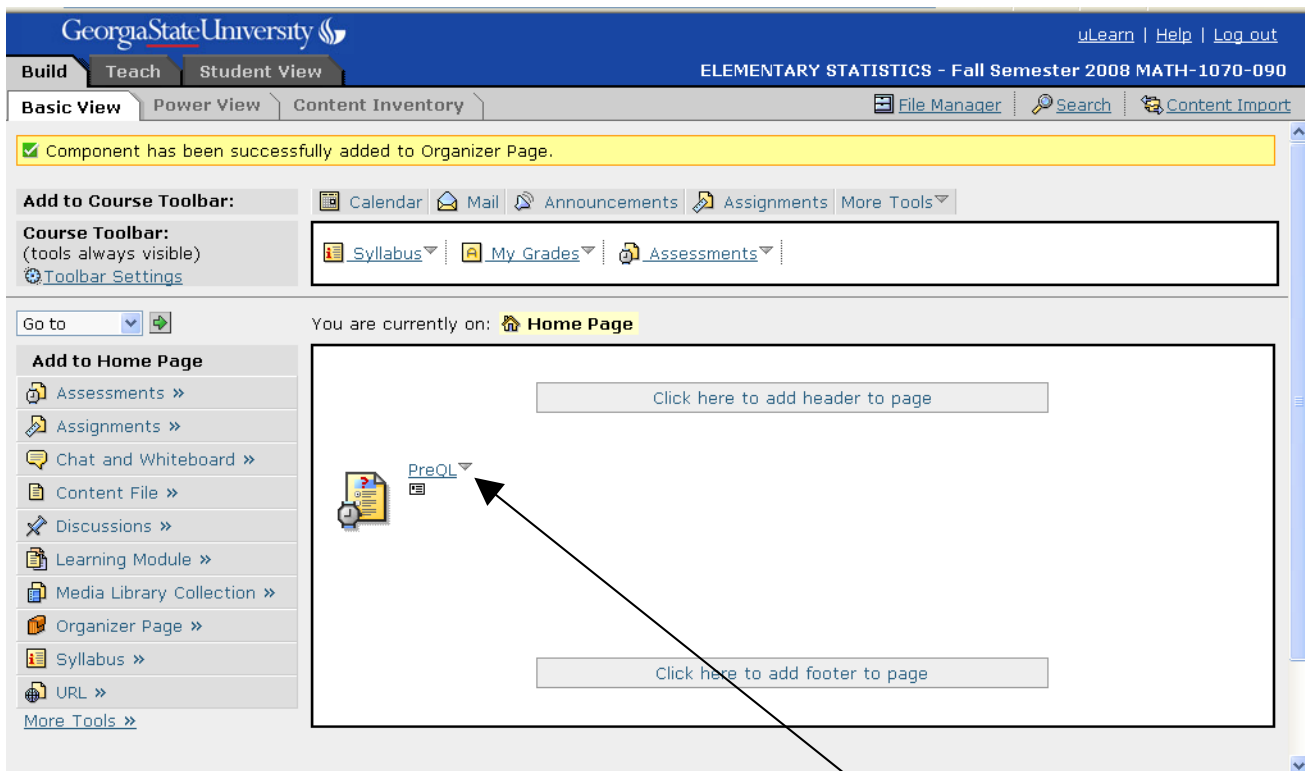
10. Now you need to change some of the settings. Click on the little triangle to the right of the item, then click on "Edit" in the "pop-up window":
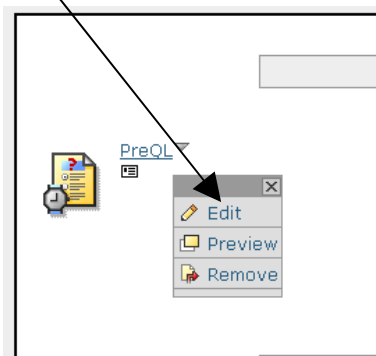
The following screen should appear:

Note: If it says "Available: No" here, click on "No" to change it to "Yes"

11. Click Edit Settings (top middle), and the following screen should appear:

Build   ELEMENTARY STATISTICS - Fall Semester 2008 MATH-1070-090

Content Inventory

Assessments › PreQL › **Edit Assessment S...**   Go to: PreQL ⏵

Edit Assessment Settings

Settings

*Title:	PreQL
*Grade Book column name:	PreQL
	The Grade Book column name appears in Member Management as a column header for this assessment.
Question titles:	☑ Display question titles.
Question delivery:	○ Deliver questions all at once.
	◉ Deliver questions one at a time and allow questions to be revisited.
	○ Deliver questions one at a time and do not allow questions to be revisited.
Duration:	○ Unlimited
	◉ Time: 1 Units: Hour(s)
	☐ Disallow answer submission if time has expired.
Attempts allowed:	1
	☐ Randomize questions in a question set for each attempt
*Attempts separation:	Minimum time: 0 Units: Minute(s)

Importa

Here you may change the title (that shows up on the uLearn page) if necessary, Also make sure that the box for "Display question titles" is checked, "Deliver questions one at a time and allow revisiting" is selected, and that "Duration" is set to "1 Hour" **(very important!),** "Attempts allowed" is set to "1", and "Attempts separation" is set to "0 Minutes".

12. Now scroll down to the bottom of the page, which should look like the following screen. Next select "Release the score once the assessment has been submitted" and click on the little green arrow to the left of "Dates Available".

Student score:	If multiple attempts are allowed, display the grade of the [First ▾] attempt as the student's grade.
Student score release:	◉ Release the score once the assessment has been submitted.
	○ Release the score once the assessment has been submitted and all of the questions have been graded.
	○ Do not release the score.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

▷ **Dates Available**

▷ **Results Settings**

▷ **Submission Settings**

▷ **Security Settings**

[Save] [Cancel]

*Required fields

After that, the screen should look like the following. Change the "Start Time" to Sept. 2, 2008 at 12:01 am, and change the "End Time" to Sept. 15, 2008 at 11:59 pm **(very important!)**. [Of course the actual dates and times for the Pre QL and

Student score:	If multiple attempts are allowed, display the grade of the [First ▼] attempt as the student's grade.
Student score release:	◉ Release the score once the assessment has been submitted.
	○ Release the score once the assessment has been submitted and all of the questions have been graded.
	○ Do not release the score.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

▼ **Dates Available**

Start Time:	September ▼ 2 ▼ , 2008 ▼ 12 ▼ : 01 ▼ AM ▼
	☐ Create a corresponding event in the Calendar
End Time:	○ Unlimited
	◉ September ▼ 15 ▼ , 2008 ▼ 11 ▼ : 59 ▼ PM ▼
	If you've set release criteria, this assessment will only be available if the criteria are met, regardless of whether the assessment should be appearing according to the fields set above.

▶ **Results Settings**
▶ **Submission Settings**
▶ **Security Settings**

[Save] [Cancel]
*Required fields

Post QL Quizzes will be different and will be announced later.]

Importa
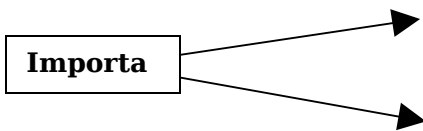
13. Next click on the little green arrow to the left of "Results Settings", and the screen should look like the following:

▼ **Results Settings**

Student results
display:

☐ 1. Show the question text.

    ☐ a) Show the student's response for each question.

       ☐ i) Show the evaluation of the student's response.

       ☐ ii) Show the correct answer for each question.

       ☐ iii) Show the full evaluation of each question.

☐ 2. Show the feedback for each question.

☐ 3. Show the student's score for each question.

☐ 4. Show the student's total score for the assessment.

☐ 5. Show the grader comments for the assessment.

E-mail results to: [   ]

▷ **Submission Settings**

▷ **Security Settings**

[Save] [Cancel]

*Required fields

Make sure all of the boxes in the "Results Settings" section above are
unchecked; if any of them are checked, click on those boxes to uncheck them.

14. Finally, click on the "Save" button at the bottom of the page, and the quiz will be
set up properly for the students to take (during the designated time period). After
clicking the "Save" button, you should see the following screen:

| Build | Teach | Student View | | ELEMENTARY STATISTICS - Fall Semester 2008 MATH-1070-090 |

Basic View | Power View | Content Inventory | - Select - | File Manager | Search | Content Import

Assessments › PreQL   Go to: PreQL ▾

Add to Assessment
- 📄 Add Existing Questions
- 📄 Add a Question Set
- 📁 Add a Part »

Create Questions
- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice
- Paragraph
- Short Answer
- True False

PreQL

Available: Yes | ⚙ Edit Settings | Set Release Criteria | Preview

Move	☐	Title		Points	Type	options ?
	☐ 1.	Cars		1	Calculated	
	☐ 2.	Cows and Ducks		1	Short Answer	
	☐ 3.	Elevator		1	Calculated	
	☐ 4.	Area of circle		1	Calculated	
	☐ 5.	Fish		1	Calculated	
	☐ 6.	Coin Toss		1	Calculated	
	☐ 7.	⊟ 📄 Question Set	Select: 1 ▾ x 1		Question Set	
	☐	High School Enrollment 1		--	Short Answer	
	☐	High School Enrollment 10		--	Short Answer	
	☐	High School Enrollment 11		--	Short Answer	
	☐	High School Enrollment 12		--	Short Answer	
	☐	High School Enrollment 13		--	Short Answer	
	☐	High School Enrollment 14		--	Short Answer	
	☐	High School Enrollment 15		--	Short Answer	
	☐	High School Enrollment 16		--	Short Answer	
	☐	High School Enrollment 2		--	Short Answer	

15. Click on the "Basic View" tab to return to the primary uLearn screen again, and you should see the following screen with the Pre QL Quiz on it:
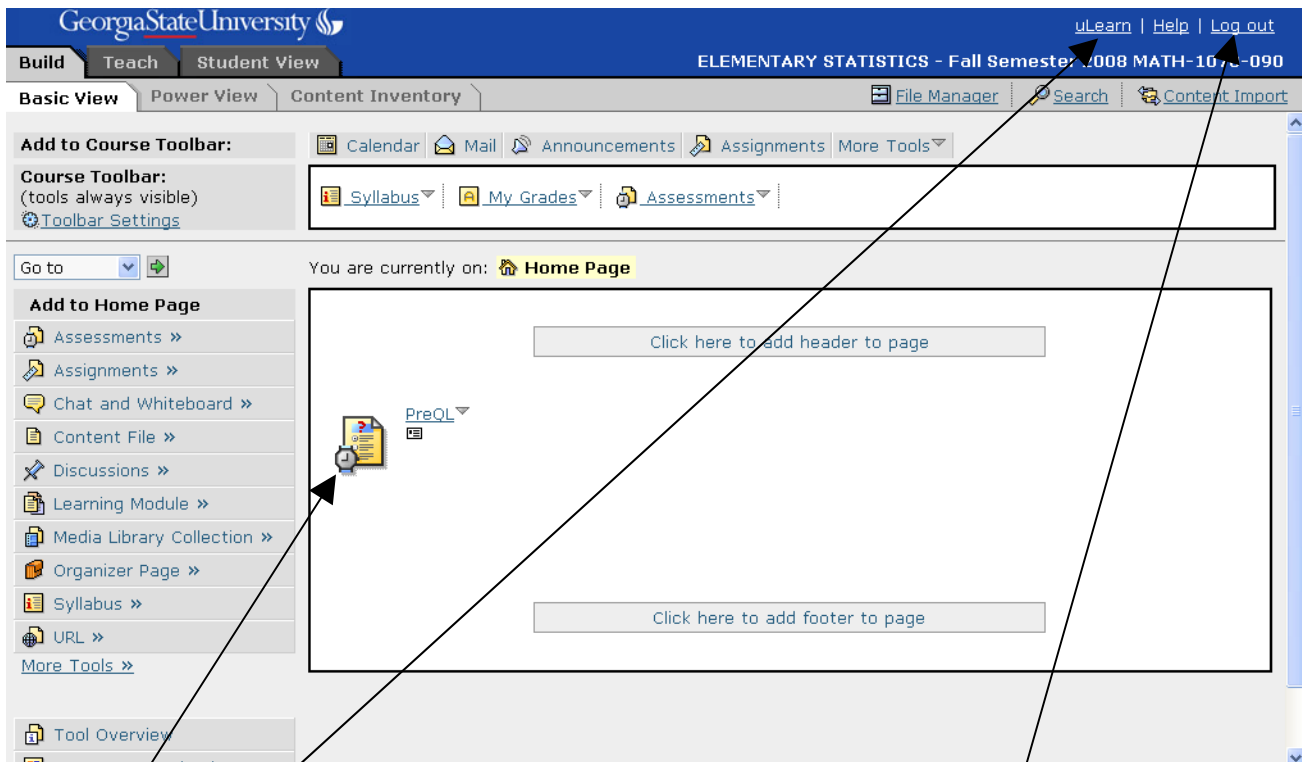
(The clock icon should be visible on the item to indicate that it is a "timed event".) At this point, you can click on "uLearn" to go back to the "course selection page" or click on "Logout" to exit uLearn completely.