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## Axis LMS Practice Quizzes Guide

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*Axis LMS Practice Quizzes Guide*

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# Practice Quiz Overview

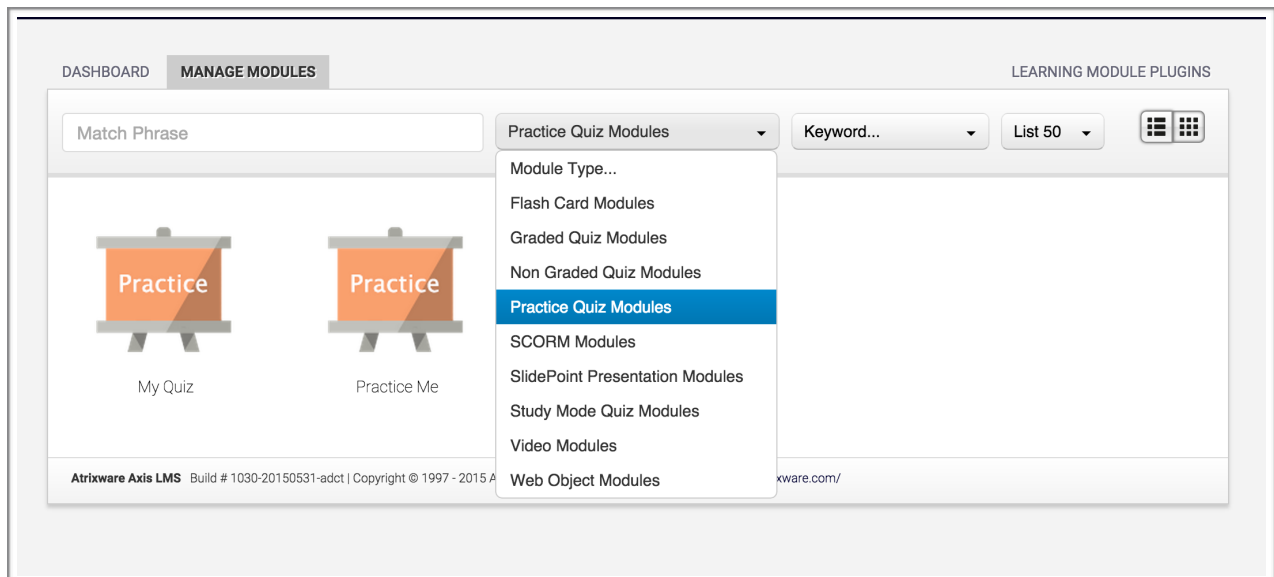
## What is a Practice Quiz

There are various kinds of quizzes you can create inside of the LMS system. A **Practice Quiz** operates nearly identically to a **Graded Quiz**, with the key differences being that a **Practice Quiz** is not counted towards the course average, and practice quiz attempts cannot be configured to email results back to the user or admin.

Just like all other quiz types, **practice quizzes** use slides and questions from the global LMS slide bank (*on the slides tab*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times!

## Accessing Practice Quizzes

Just like all other modules, you **create** by clicking **Modules > New Module > Practice Quiz**, or **manage** by clicking **Modules > Manage Modules**:



# Creating a New Practice Quiz

To create a new **practice quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the top-level **Slides** tab – see the **Administrator/Manager User Guide** for complete information on working with slides and questions*).

Next, click **Modules > New Module > New Practice Quiz**, and you will a screen like the following:

NEW PRACTICE QUIZ

Step 1: enter a **name** for this quiz

Publish Quiz

Practice

Quiz Name

PICK QUESTIONS/SLIDES TO USE

Pick Questions/Slides From a Category

..pick a category above

★


🔧

✖

Available in this Category 0

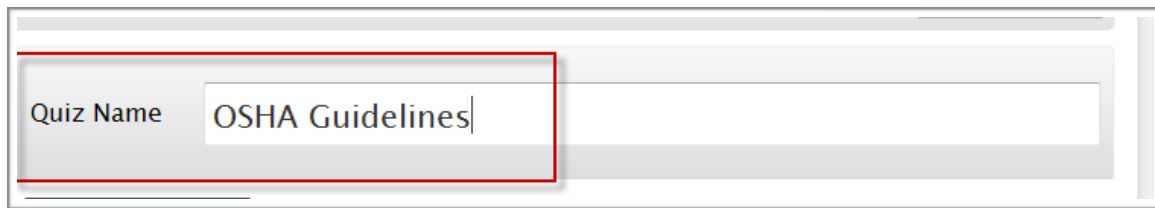
Items to Use 0

How To Begin

You can pick a category from picklist above and then drag and drop individual questions/slides into the right column, or, click the  **WIZARD** button to insert a Wizard Block, which is a rule that picks a certain number of questions/slides (either randomly or in sequence) from a category.

☐ Deliver a random quiz variation to each user.

First, enter in a name for the quiz:



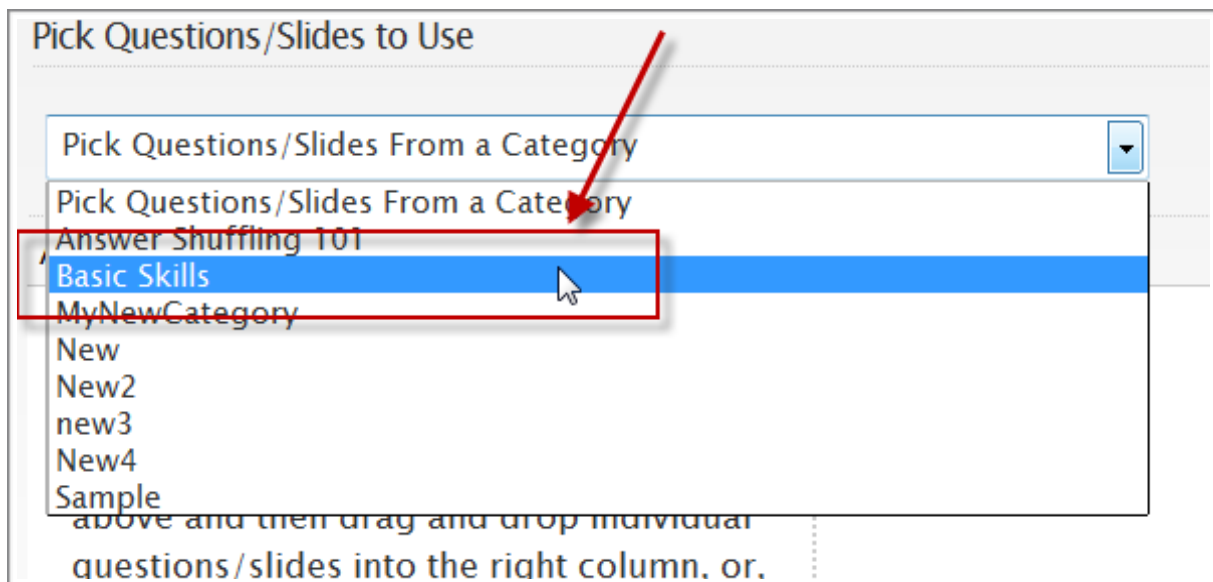
A screenshot of a web interface for creating a quiz. It features a text input field labeled 'Quiz Name' containing the text 'OSHA Guidelines'. The field is highlighted with a red rectangular border.

Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able to **add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

#### **Adding Individual Questions/Slides**

To add an individual question or slide, first pick a category from the dropdown box where the slides/questions you want to use reside:



A screenshot of a dropdown menu titled 'Pick Questions/Slides to Use'. The menu is open, showing a list of categories. The category 'Basic Skills' is highlighted in blue, and a mouse cursor is pointing at it. A red arrow points to the dropdown arrow icon. Below the list, there is a partially visible instruction: 'above and then drag and drop individual questions/slides into the right column. or.'

Completing this action will populate the left-side list (*the 'available in this category' list*) with all questions and slides in the selected category:

Available in this Category 18

Question Text

you, just make sure that it meets the above specifications, as well as fulfills your pet's nutritional needs. Puppies Puppies, like babies, require smaller more frequent ..

Answer(s)

Item Type:multiple option | ID#82

Question Text

Answer(s)

Item Type:multiple option | ID#83

Question Text

Answer(s)

Ite

To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (‘items to use’) list one at a time:

Available in this Category 16

Items to Use 2

Question Text

Answer(s)

Item Type:multiple option | ID#84

Question Text

Answer(s)

Item Type:multiple option | ID#85

Question Text

you, just make sure that it meets the above specifications, as well as fulfills your pet's nutritional needs. Puppies Puppies, like babies, require smaller more frequent ..

Answer(s)

Item Type:multiple option | ID#82

Question Text

Question Text

Answer(s)

Item Type:multiple option | ID#83

Question Text

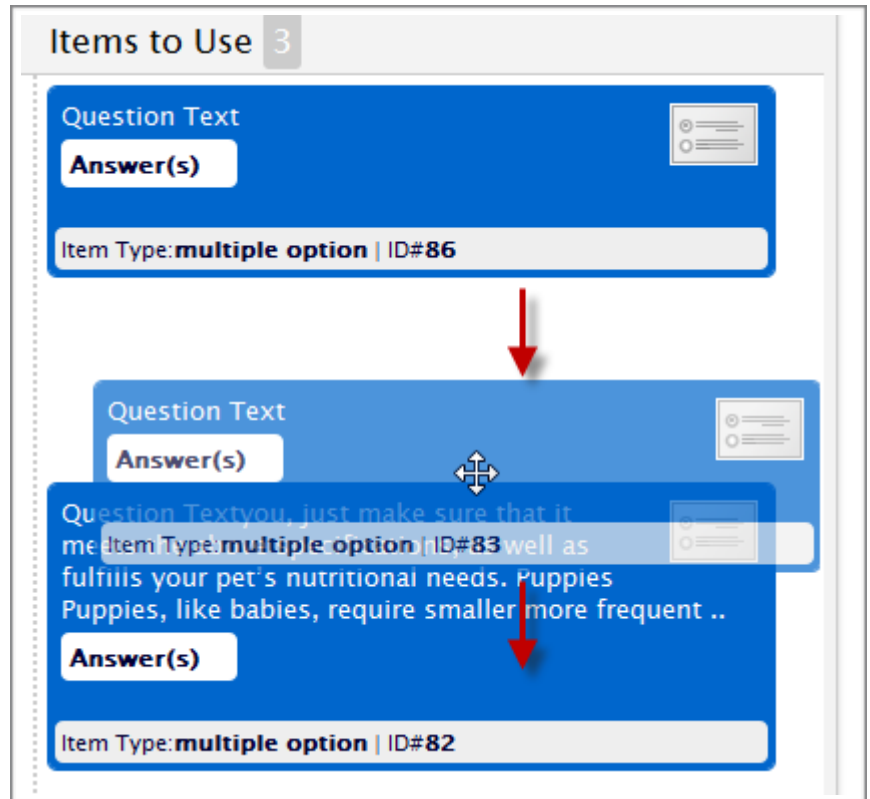
Answer(s)

Item Type:multiple option | ID#86

Question Text

You can also **order the questions the way you want them presented** (*make sure you uncheck the shuffle option on the previous tab too*) by **dragging & dropping** each question up or down the list:

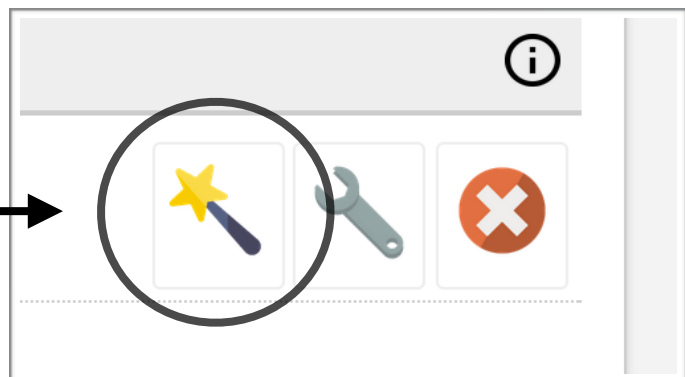
You can **repeat this process as often as necessary**, picking different categories, **dragging and dropping** questions from the left-side list into the right-side list, and **sequencing** them.



### Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).

You can do these by using the **Create Wizard Block** button:





When you click this button, a form will appear enabling you to choose a **category**, the **# questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):

The screenshot shows the 'Add Wizard Block' dialog. It features a dropdown for 'Using this category ..' with 'MyNewCategory' selected. Below it is a 'Randomly' dropdown menu. To the right is a list of items from 'All' to '5', with '3' selected. A 'Cancel' button is visible. Red arrows highlight the category dropdown, the 'Randomly' dropdown, and the item list.

**Choose a category** from the drop-down box. Select '**randomly**' or '**in sequence**', and then pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:

As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides, followed by one or more wizard blocks, etc.).

The screenshot shows a list of blocks in a right-side panel. The list contains three blocks: 'GA Test A' (Item Type: multiple option | ID#450), 'GA Test A' (Item Type: multiple option | ID#451), and 'Wizard Block (Dynamic Rule)'. The 'Wizard Block' block is highlighted and shows details: 'Pick: 5 items (randomly once) from pvt KT - Aerodynamics'. A yellow star icon is next to the 'Wizard Block'.

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.
2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz)*.

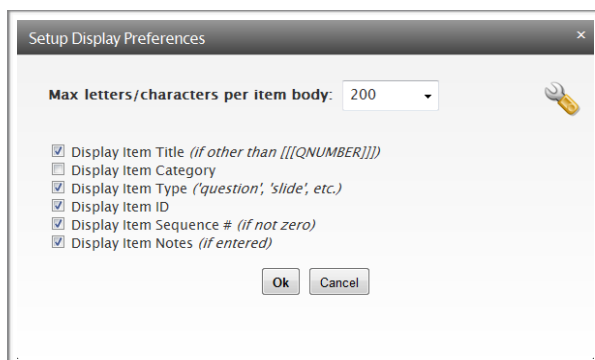
Finally, if you have one or more randomized blocks of questions, and want those blocks to be different selections of questions for each user, check the **Deliver a random quiz variation to each user** checkbox at the bottom.

☐ Deliver a random quiz variation to each user.

### Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use)* column *(you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list)*.



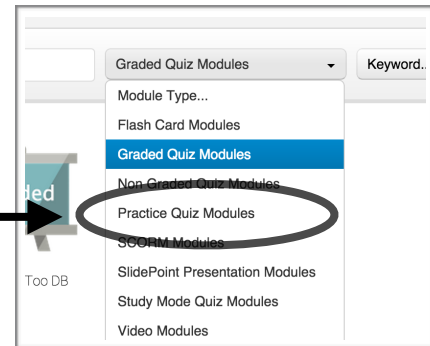
The **setup display preferences** button (*wrench icon*) lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button:

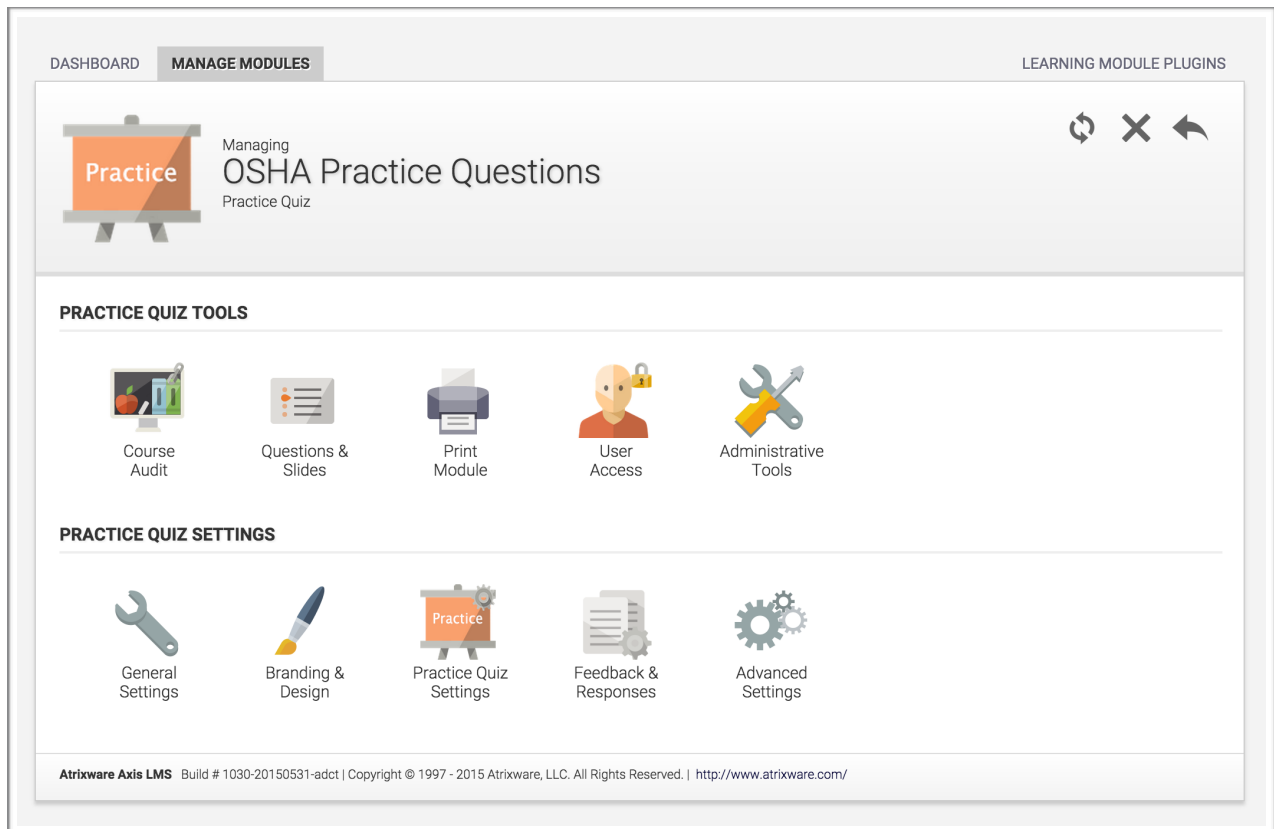
# The Practice Quizzes Manage Screen

To get to the manage screen, click **Modules > Manage Modules**.

To work with just practice quizzes, choose **Practice Quiz Modules** from the drop-down selector, and the list will be filtered to just show Practice Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:



There are various things you can do from here, each which are described next.

**Note to Managers:** Some of these settings are only available to the administrator.

## Republish a Practice Quiz

Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).

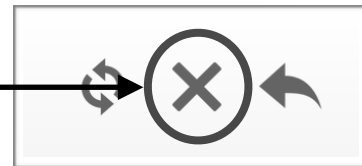
This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.



## Delete a Practice Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).

The system will tell you what you need to do (if anything) before you delete the quiz.



## Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

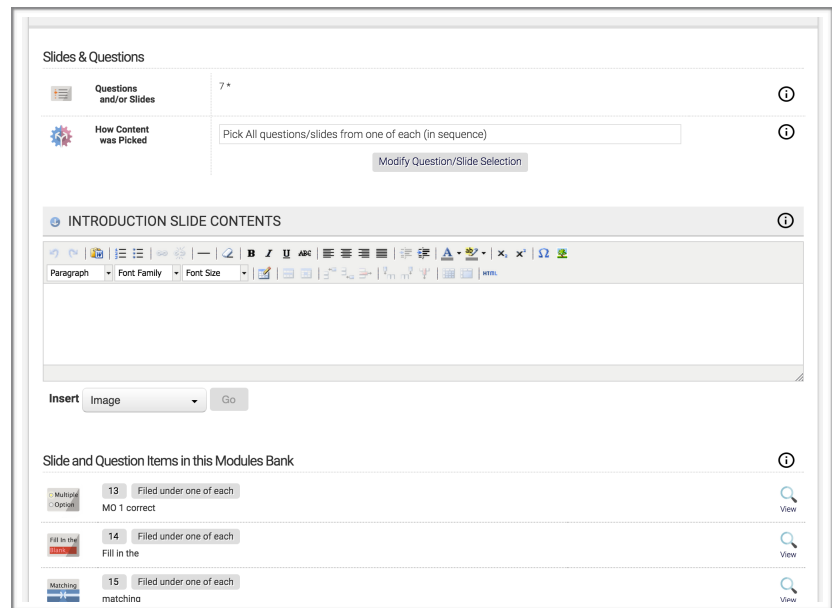
## Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

**Questions/Slides** – shows # questions in the quiz (*but not non-question slides*).

**How Content Was Picked** – Explains the selection queries for questions and slides. If you want to modify the questions/slides in the quiz, click the **Modify Question/Slide Selection** button.

**Introduction Slide Contents** – this lets you set up an optional screen that will appear before the first question/slide is shown.



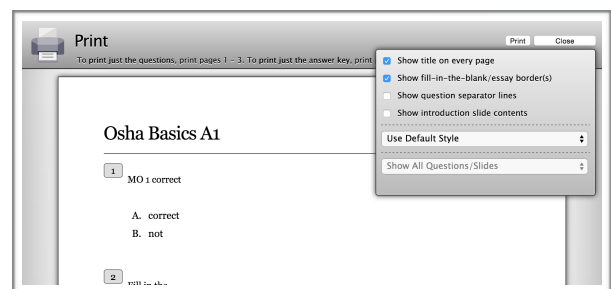
**Slide and Question Items in this Modules Bank** – shows a complete listing of every question and slide contained in this quizzes bank (if you have variations enabled, the bank is essentially the ‘pool’ of questions used to deliver a random variation to each user). You can click the **view** button next to each slide to get an approximate preview of each question or slide (*note the preview will not show the skin visuals or CSS you have added*).

## Print a Practice Quiz

Click the **Print** icon to bring up the print interface. If you have the quiz configured to shuffle the question order, a **reshuffle** button will be available for you to instantly create reshuffled variations of the quiz.

Click the **Options** button to bring up a menu of settings that let you change some visuals of the output before you send to the printer.

Along the top, it shows you which pages to print if you want just the quiz or just the answer key (*print all pages to get both*).



## Lock/Unlock User Access to a Practice Quiz

Click the **Access** icon to re-allow users that have been locked out of the quiz back into the quiz. Practice Quizzes are one of the module types that can be configured to limit the # attempts or to lock out user access once they have passed and/or failed. This mechanism gives you a way to override that lockout.

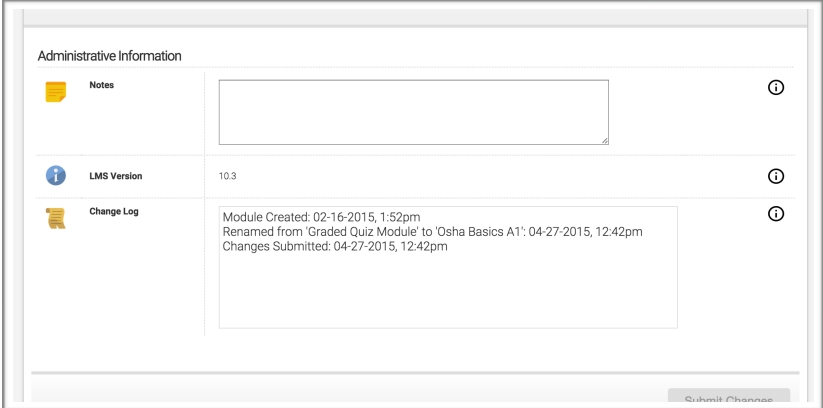
## Administrative Tools

Click the **Administrative Tools** icon to bring up the tools interface, which includes the following items:

**Notes** – notes for the quiz, which are also used as the module description on a users report card.

**LMS Version** – shows the version of the Axis LMS that was used to create this module. If the version # does not match the version of the LMS, that means the module was created in an older version, and may not be able to take advantage of all the latest features available.

**Change Log** – log of changes to this module



The screenshot displays the 'Administrative Information' interface. It features three main sections: 'Notes' with a text input field and an information icon; 'LMS Version' showing '10.3' with an information icon; and 'Change Log' with a text area containing the following text: 'Module Created: 02-16-2015, 1:52pm', 'Renamed from 'Graded Quiz Module' to 'Osha Basics A1': 04-27-2015, 12:42pm', and 'Changes Submitted: 04-27-2015, 12:42pm'. Each section has an information icon. A 'Submit Changes' button is located at the bottom right.

Administrative Information	
Notes	<input type="text"/>
LMS Version	10.3
Change Log	Module Created: 02-16-2015, 1:52pm Renamed from 'Graded Quiz Module' to 'Osha Basics A1': 04-27-2015, 12:42pm Changes Submitted: 04-27-2015, 12:42pm

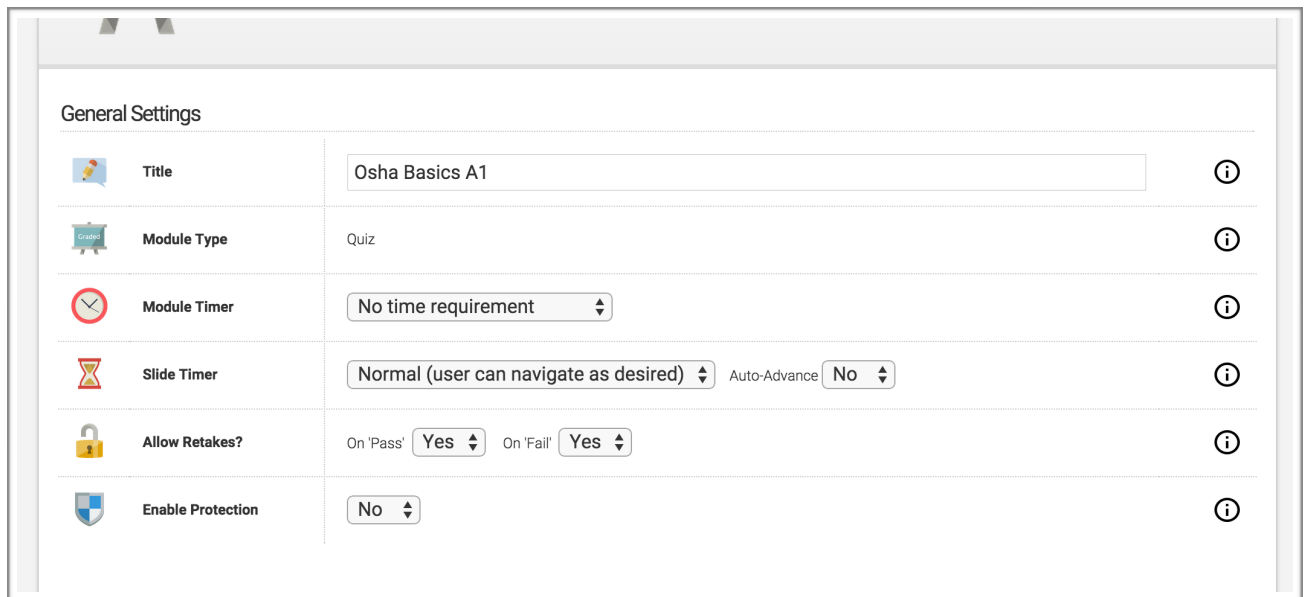
Submit Changes

## General Settings













Click the **General Settings** icon to bring up the settings, which includes the following items:

**Title** – this is the title of the quiz.

**Module Type** – this is the kind of learning module this is, and will indicate ‘*variations enabled*’ if there are multiple variations of the quiz.



The screenshot shows a 'General Settings' window with a table of configuration options. Each row includes an icon, a label, a value field, and an information icon (i).

General Settings			
	Title	Osha Basics A1	
	Module Type	Quiz	
	Module Timer	No time requirement	
	Slide Timer	Normal (user can navigate as desired) Auto-Advance No	
	Allow Retakes?	On 'Pass' Yes On 'Fail' Yes	
	Enable Protection	No	

**Module Timer** – view or change the time limit or time requirement of the module.

**Slide Timer** – view or change the time required for each question and/or set up auto-navigation. Note that if you apply slide timers to individual slides, they trump the setting here.

**Allow Retakes** – configure access when user passes and fails the quiz.

**Enable Protection** – turn on or off intellectual property protection

## Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

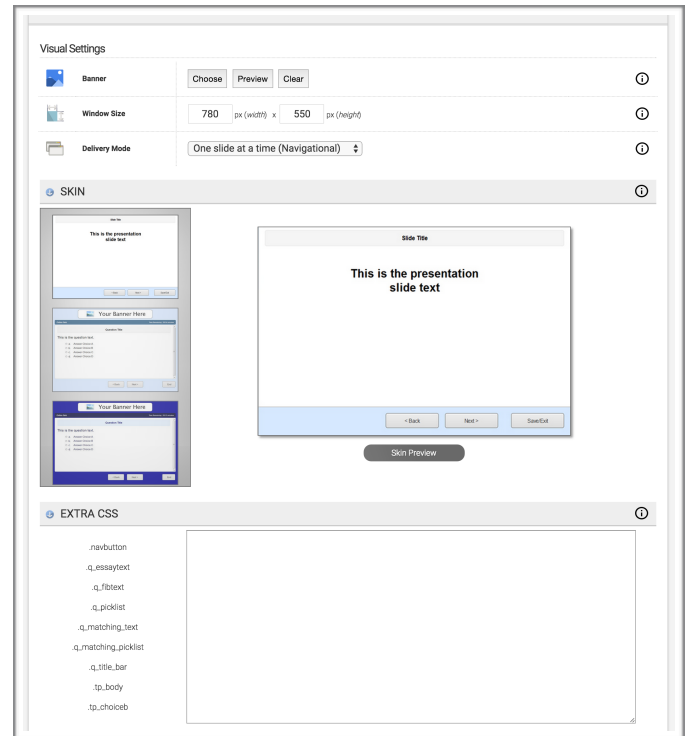
**Banner** – lets you pick a banner for your quiz  
(*works with most but not all skins*).

**Window Size** – lets you set the width and height of the quiz when it appears.

**Delivery Mode** – lets you set the delivery mode to navigational or scrolling. Note that when you select scrolling, many of the features (*especially ones relating to navigation*) will not work.

**Skin** – lets you assign a visual theme to the module (*pick from the various available skins*).

**Extra CSS** – lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).



## Practice Quiz Settings

Click the **Practice Quiz Settings** icon to bring up the practice quiz settings panel, which includes the following items:

**Passing Score** – the score required to achieve ‘pass’ status.

**Shuffle Questions** – turn on or off question shuffling.





## Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

**Response Page when User Passes** – lets you configure both the content and layout for what a user will see when they pass this quiz.

**Response Page when User Fails**– lets you configure both the content and layout for what a user will see when they fail this quiz.

**Question Report Template** – lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

## Advanced Settings

Click the **Advanced Settings** icon to bring up the advanced settings panel, which includes the following items:

**JavaScript Code** – this enables you to write your own JavaScript code for the module. This feature should only be used if you know how to write JavaScript code and have a requirement that would make writing code necessary.

**Keywords** – available to admins only, these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

## How to Add the Module to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **COURSES** tab
2. Click **MANAGE COURSES** icon
3. Click on the course you want to add this module to
4. Click the **ONLINE LEARNING MODULES** icon
5. Click the **ADD CONTENT TO THIS SUBSECTION** button
6. Click the **PRACTICE QUIZ** icon
7. Click the **ADD** button next to the one you want to add