



# How to Create a Fill in the Blanks UniSAnet Quiz

- What is a UniSAnet fill in the blanks quiz?
- Creating a fill in the blanks quiz
- Building the quiz

## Introduction

This teaching guide will take you through the process of creating a UniSAnet fill in the blanks quiz. You are provided with information in a concise bullet point format and each step is supported by images of the object creator sequence.

By the time you have completed this teaching guide, you should be able to:

- prepare material for a fill in the blanks quiz
- create a quiz object
- add questions
- add answers
- add feedback on answers
- add feedback on questions
- set availability of quiz sections
- set options for selecting questions
- check the completed quiz.

At the end of the teaching guide you will find information on how to obtain help if you are having difficulty creating a fill in the blanks quiz.

## What is a UniSAnet fill in the blanks quiz?

The fill in the blanks quiz is formative in nature. There is no scoring available to the lecturer, only the student. It presents text to the learner, generally in the form of a statement in which a word(s) is missing. The learner must type in the missing word(s) to complete the sentence. Positive feedback can be given if the answer selection was correct or advice on possible action if the selection was incorrect. The quiz will automatically provide the learner with the correct answer if their selection was incorrect.

## Creating a fill in the blanks quiz

### Preparation

A fill in the blanks quiz allows the author to create as many blanks in a sentence as required.

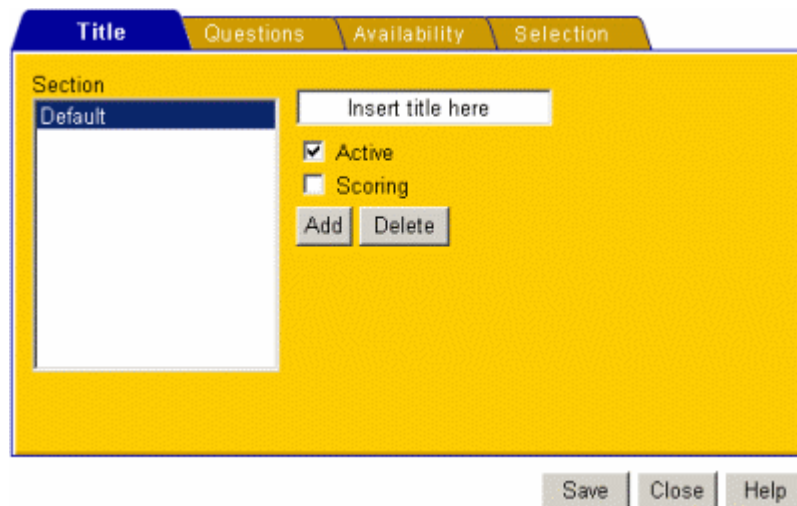
When creating a fill in the blanks question you need to:

- write the sentence or statement
- define the key words to be omitted from the sentence (the answers)
- develop feedback on each answer
  - This allows you to make the quiz a formative learning experience by providing information about why the answers were right or wrong and where to find additional information.
- develop feedback on the overall response to the question.

### Creating the quiz

You can create a quiz through the UniSAnet **Content object** screen.

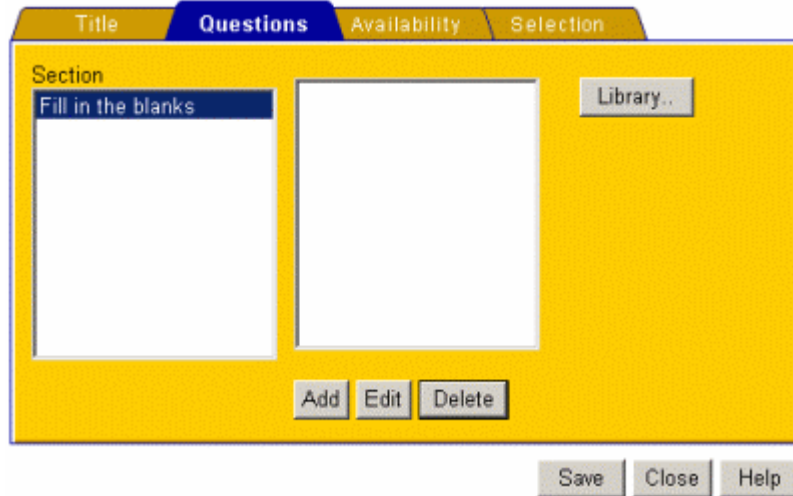
- Click the **Learning objects** tab.
- Click **Quiz**.
- Enter the name of your quiz..
- Click the **Create** button.
- Select the **Edit existing** tab and select the quiz you have just created from the drop-down menu.
- Click the **Edit** button and the following screen will appear.



The screenshot shows a web interface for editing a quiz section. At the top, there are four tabs: 'Title' (selected), 'Questions', 'Availability', and 'Selection'. Below the tabs, there is a 'Section' area with a list containing 'Default'. To the right of the list is a text input field with the placeholder text 'Insert title here'. Below the input field are two checkboxes: 'Active' (checked) and 'Scoring' (unchecked). Below the checkboxes are two buttons: 'Add' and 'Delete'. At the bottom right of the screen are three buttons: 'Save', 'Close', and 'Help'.

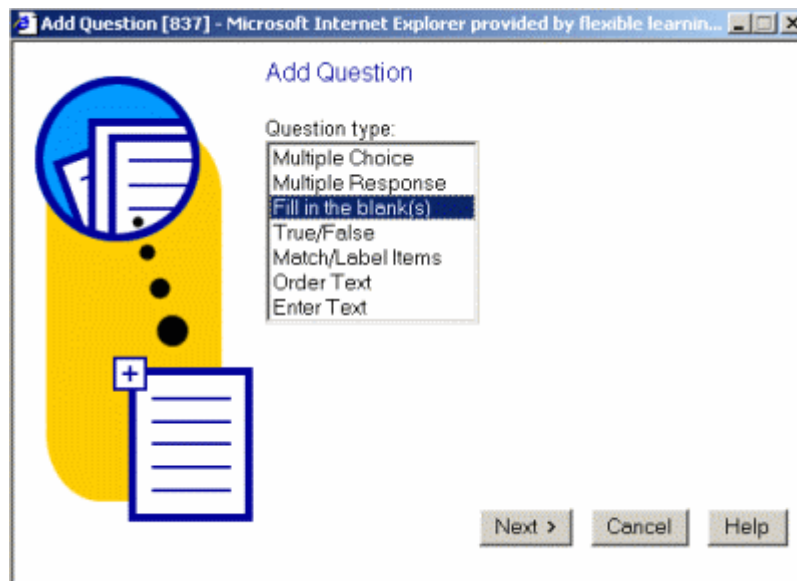
- Each quiz can contain several sections within the one quiz.
- Insert your quiz section title in the box in the top center of the screen by typing over the **Default** text which is shown as “Insert title here” in the image above.
- If you wish to add more sections click **Add** and type your title in the box.
- Highlight each section title. For each one you will need to check the **Active** box if you want a link to appear on your course homepage.
- Checking the **Scoring** box is not necessary as this option is not yet functioning.

- Click **Save** and the screen will move to the **Questions** tab.

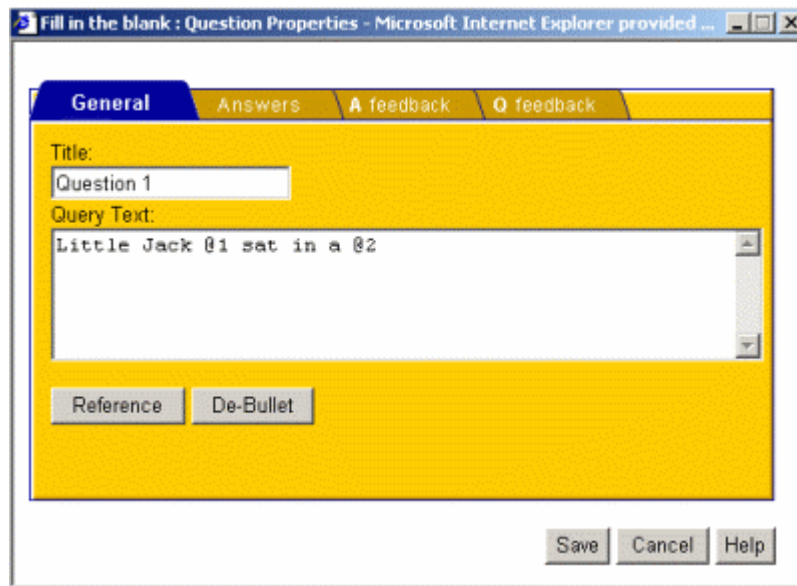


### Add questions

- Highlight the section to which you want to add questions.
- Click the **Add** button to add a question to the quiz. The following screen will appear.



- Highlight **Fill in the blank(s)** and click the **Next** button. The following screen will appear.



- Enter the **Title** of your question.

It is necessary to add a title because the wizard may use this label when constructing feedback. A title as simple as “Question 1” or “Q1” will suffice, but a short phrase that encompasses the principle of the question is most helpful. When you begin managing question libraries you appreciate more descriptive names as this is the only way you have of telling one question from another.

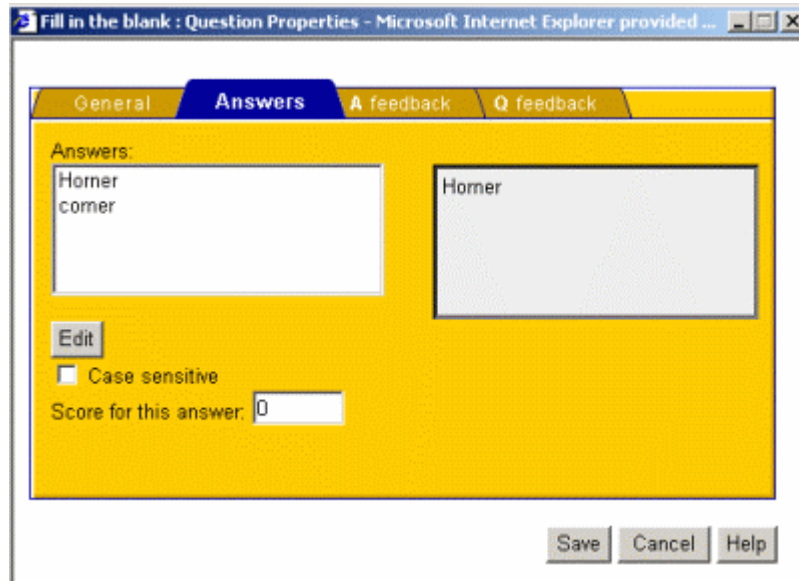
#### Inserting a question using place holders

- Type the question in the **Query Text** box. It must be inserted using a special “**place-holder**” symbol to create the blank spaces into which the learner will enter text.
- Each place holder is identified with the “@” symbol.
- Each place holder within the question is also **identified with a number**.

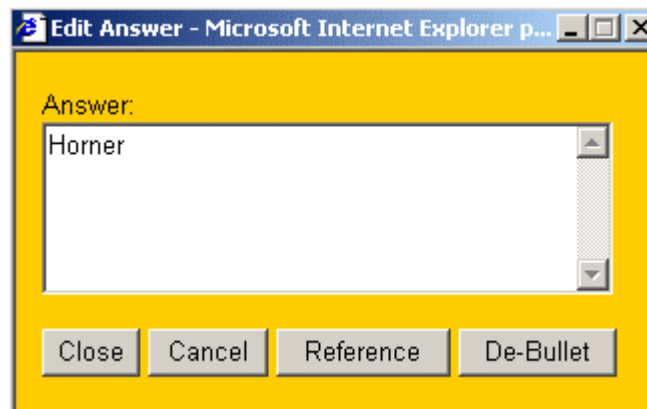
For example, the phrase “Little Jack Horner sat in a corner”, using **Horner** and **corner** as the blanks to be filled in, would be written as “Little Jack @1 sat in a @2”. The “@” symbol creates the blank and the numerals 1 and 2 identify the blanks within the sentence.

### Add answer options

- Click the **Answers** tab.



- Enter the correct answer in the **Answers** box.
- If there is more than one blank, **list** the answers.
- Check **Case sensitive** if appropriate.
- If editing answers, highlight the answer and click **Edit**. The following screen will appear.



- Type your answer option in the new small **Answer** box and click the **Close** button.

## Feedback

It is important to offer feedback to the learner. Positive if the correct answer was selected, and guidance if not. Author-generated feedback in UniSAnet quizzes can be very powerful as it is contextually relevant for the learner. If you do not provide author-generated feedback then UniSAnet will present some default comments to the learner, which may not always be suitable for your question.

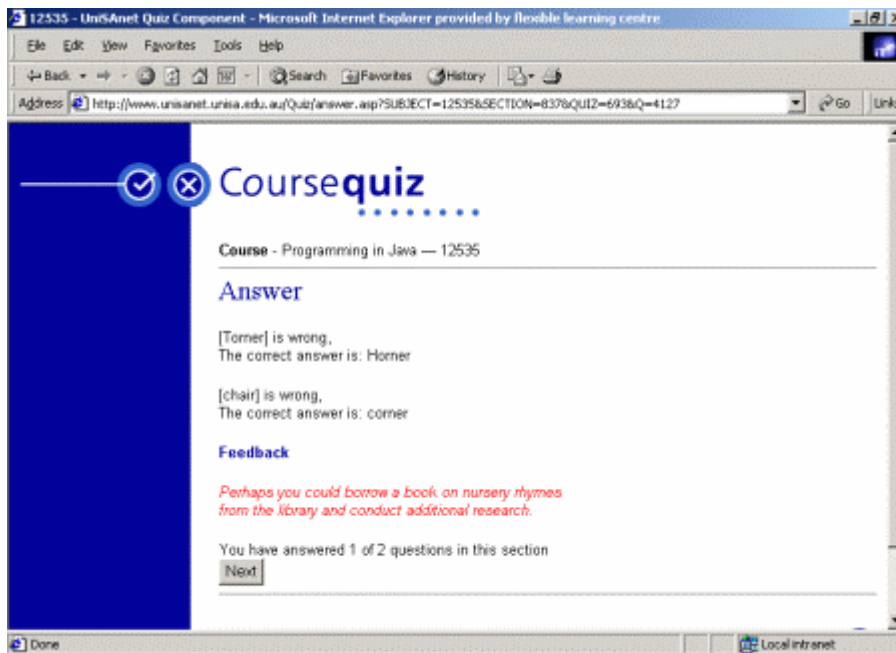
Author-generated feedback can be offered in two ways:

- **Answer feedback**, which allows you to provide feedback on each of the answer options.
- **Question feedback**, which allows you to provide overall feedback on correct and incorrect answer options.

It is only necessary to provide one form of author-generated feedback. Providing both forms can become confusing to the learner, particularly when it is combined with default UniSAnet feedback.

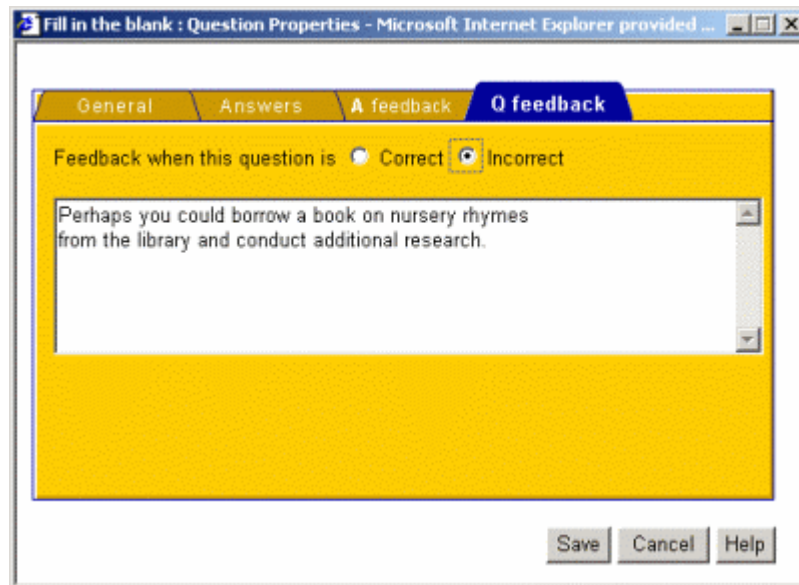
Feedback should be meaningful to the learner and assist cognitive processes. You can be creative with your feedback. Why not provide a hyperlink embedded in the feedback that will take the learner to appropriate web resources?

The fill in the blanks quiz generates automatic **answer feedback** as shown in the following image, so you will only need to add **question feedback**.



### Add question feedback

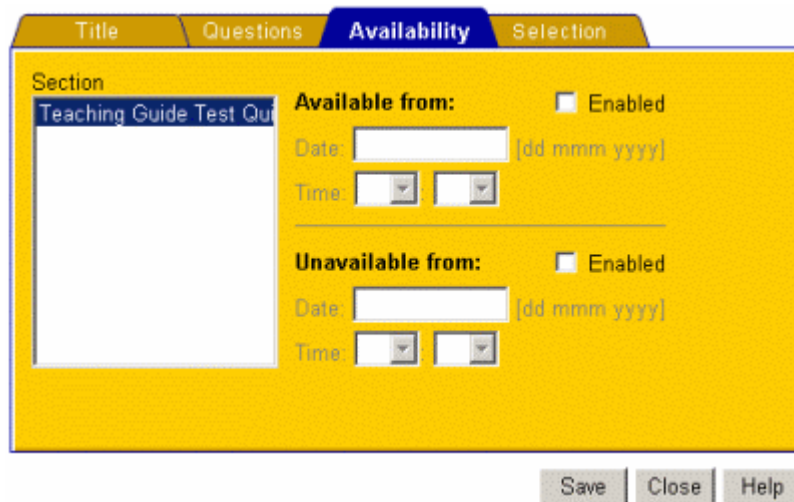
A fill in the blanks quiz requires feedback on the overall answer response.



- Click the **Q Feedback** tab.
- Click **Incorrect** and enter feedback for an incorrect response to the question.
- Click **Correct** and enter feedback for a correct response to the question.

### Set quiz section availability

You have already set the availability of the overall quiz at the beginning of the creation process. You now have the option to set availability of various sections within your quiz. You can determine the date and time your quiz section becomes available and unavailable. Both options do not need to be selected. You can set an available date and time without setting the unavailable option.

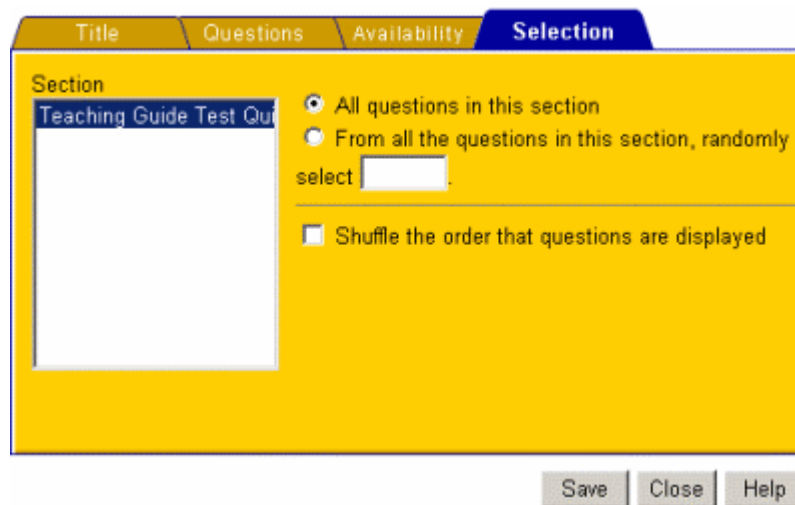


If you wish to activate this feature you will need to:

- Click **Enabled** in the **Available from** section and enter the date and time at which the quiz section is to become available.
- Click **Enabled** in the **Unavailable from** section and enter the date and time at which the quiz section is to become unavailable

### Set question selection options

You don't have to use all the questions in a selection. This gives you the flexibility to offer a variety of questions to different learner groups.



- Click the **Selection** tab.
- Highlight the selection for which you are setting the parameters.
- You have the option to **click** and:
  - select all questions in this selection
  - specify a number of questions that will be selected at random
  - shuffle the order that questions are displayed. This is a useful learning tool if the learner is making several attempts at a quiz.
- Click **Save** or your work will be lost.

### Check the completed quiz

It is important to check the quiz to ensure that it is functioning correctly from the learner's perspective. To view the quiz in the UniSAnet Object creator:

- Click **View quiz** in the left hand menu bar.
- When the quiz screen appears click **Start quiz**.

Alternatively, if the quiz has been activated previously it can be viewed by:

- navigating to the course home page
- scrolling the navigation frame to **Learning resources specific to this course**

- clicking the quiz name.

Run through the quiz completely selecting a variety of correct and incorrect answers. Check all functionality to ensure that everything is working correctly for the learner. You can use the web browser back button to select different answers in the same question.

To make changes to any part of the quiz while reviewing it, click the **Change button** on the bottom of the quiz question screen. This will activate the quiz wizard through which you can make your edits. You can also add new questions to an existing quiz while reviewing it by clicking on the **Change** button on the quiz start page.

Although not covered in this guide, it is possible to add images to quizzes in the question and answer areas. The *How to: Create a Match Label Items UniSAnet Quiz* guide includes instructions for this.

## Getting Help

It does take time and practice to become proficient at using the UniSAnet object creator to create a fill in the blanks quiz. This teaching guide is the starting point. If you are having difficulty and need additional assistance, remember that your campus **Online Adviser** is only a phone call away. He or she will be happy to provide guidance in how to create a quiz or any other aspect of the UniSAnet authoring environment.

Teaching guides detailing how to create other styles of quiz can be found at the Teaching and Learning Website.

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<i>Teaching guides</i>	This is one of a series of guides on teaching and learning at the University of South Australia prepared by staff from Learning Connection. Other guides can be accessed at <a href="http://www.unisanet.unisa.edu.au/learningconnection/teachg/index.htm">http://www.unisanet.unisa.edu.au/learningconnection/teachg/index.htm</a>
<i>For further information</i>	<ul style="list-style-type: none"><li>• Talk to your Dean: Teaching and Learning</li><li>• Visit Learning Connection on your campus or online at <a href="http://www.unisanet.unisa.edu.au/learningconnection/staff.htm">http://www.unisanet.unisa.edu.au/learningconnection/staff.htm</a></li></ul>

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