

Assessment Tools FAQs

Q1: The batch upload file format in PageOut® keeps on giving me an error every time I try to upload a Microsoft Word document. It reads "Error: Invalid Question Type."

Q2: Can the results from the self quizzes from the Online Learning Center be recorded into my PageOut® grade book once a student completes them?

Q3: I want to turn off Provide Detailed Feedback to Students before students take an assessment. Once the assessment has been taken in PageOut®, is it possible to turn the feature back on so the students can see how they performed on their assessment?

Q4: Where will my students find the quizzes that I created for them in PageOut®?

Q5: Do students need to register for my PageOut® course before taking an examination?

Q6: Can I copy another colleague's assessments to my courses in PageOut®?

Q7: Can I print a hard copy version of my assessment in PageOut®?

Q8: I want to have my exams administered by a Proctor in a controlled lab setting. Does PageOut® allow for a proctoring password feature?

Q9: In PageOut®, Grade levels within the assessment are always defaulted to the minimum points grade scale. Can I readjust the minimum points to my own preference?

Q1-In the PageOut® Assessment Tools, the batch upload file format keeps on giving me an error every time I try to upload a Microsoft Word document. It reads "Error: Invalid Question Type."

A: To perform the batch upload, you must use either Notepad or WordPad since the only file format supported is ASCII.

Q2-Can the results from the self quizzes from the Online Learning Center be recorded into my PageOut® grade book once a student completes them?

A: No. The self-quizzes contained in the OLC are not a part of the PageOut® quiz function.

Q3-I want to turn off Provide Detailed Feedback to Students before students take an assessment. Once the PageOut® assessment has been taken, is it possible to turn the feature back on so the students can see how they performed on their assessment?

A: Instructors have the option to delay viewing of completed assessments until after they have been graded. This can be done by, specifying a *“Release Date”* per assessment.

Q4-Where will my students find the quizzes that I created for them in PageOut®?

A: Quizzes are accessible by entering the *Grade book*. If quizzes have been added to a specific session(s), students may navigate to the *Syllabus* page and click on *Go to Sessions* or go directly to *Course Content* to access the sessions.

Q5-Do students need to register for my PageOut® course before taking an examination?

A: Yes. Students should be instructed to enter your course and click on *Student Registration* to enter the required information through *Create New Account*.

Q6-Can I copy another colleague’s PageOut® assessments to my courses?

A: Yes. The assessments to be copied must be in a course that has been assigned a *public* or *copy password*.

Q7-Can I print a hard copy version of my PageOut® assessment?

A: Yes you can print assessments after they have been created. Go to MY ASSESSMENTS and click on the folder that contains the quiz. You will see that one of the options you have is to click on *PRINTABLE EXAM*.

Q8-I want to have my exams administered by a Proctor in a controlled lab setting. Does PageOut® allow for a proctoring password feature?

A: Yes. The proctoring password is an option when you add an exam to your course. Students will be required to enter the assigned proctoring password along with their userid and password upon accessing the exam.

Q9-Grade levels within the PageOut® assessment are always defaulted to the minimum points grade scale. Can I readjust the minimum points to my own preference?

A: Yes, you can set the minimum points to fit your grade levels.