Creating Self-Paced Assessments With ActivExpressions

Overview

Self-Paced Assessments are sets of prepared questions that afford students the opportunity to respond at their own pace. With self-paced questions sets, the teacher can:

- Choose how many questions to include in a question set.
- Group questions in sets of up to nine (9) levels of difficulty.
- Choose how many questions each learner must answer correctly before s/he can progress to the next level.
- Shuffle the questions to change their order.
- Randomize the questions, so that each learner receives all questions in a different order from their neighbors.
- See each response as soon as it has been sent.

How It Works

1. Teacher inserts Self-Paced Question Sets into flipchart.
2. Unlike prepared questions, Self-Paced Questions Sets are not displayed on the board during a voting session.
3. During a voting session, questions are displayed on learners' ActivExpression devices.
4. While a voting session is in progress, the "Self-Paced Assessment Results" window is open on the teacher display. It shows all responses received in graphical format.
5. At the start of a session, the first question is sent to each ActivExpression device.
6. As soon as the learner sends a response, this is recorded and displayed in the results window on the teacher's computer, and the next question is automatically sent to his/her device. Each learner progresses at his/her own pace.

Creating A Self-Paced Assessment

1. Launch **ACTIVINSPIRE**
2. From the **INSERT** menu, select **QUESTIONS**
3. The Question Manager will open in Design View
4. Select from the following types of questions:
    a. Multiple Choice
    b. Yes/No (True/False)
    c. Sort In Order
    d. Likert Scale
    e. Numeric
    f. Text
    g. Equation
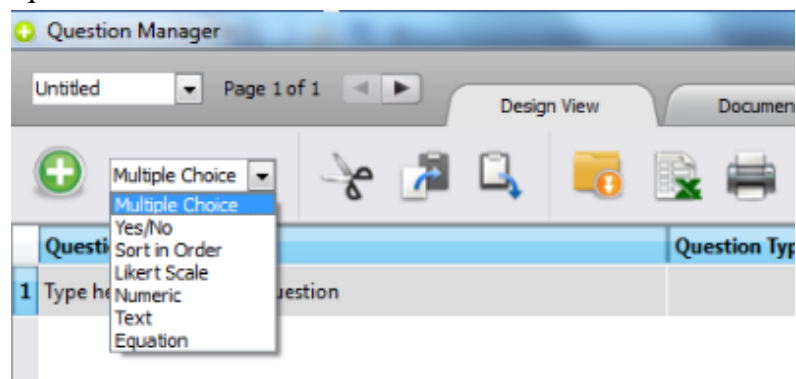
5. Click in the cell below **Question** to enter your question. Press **TAB** to continue.

6. The **QUESTION PROPERTIES PANEL** will display on the right. The following choices can be made from here:
   a. Change the question type
   b. Change the question text
   c. Enter answer options (if applicable)
   d. Select the correct answer (if applicable)
   e. Add answer options (if applicable)
   f. Remove answer options by clicking the red X (if applicable)
   g. Set a time limit
   h. Include a follow-on question**

7. Add another question on the same page by clicking in the cell below the first question. Press **TAB** to continue.

	Question	Question Type
1	Question 1	Multiple Choice
2	Question 2	

8. Customize the questions and answer choices in the **QUESTION PROPERTIES PANEL** on the right. **Follow-on questions are not available as an option in self-paced assessments.**

9. Notice there is now a **Level** option for the questions in this set. Set level based on desired outcome or difficulty of the questions.

▼ Question Properties

Multiple Choice ⌄   ▢ Level 1 ⌄

10. Continue adding and customizing questions on the same page.
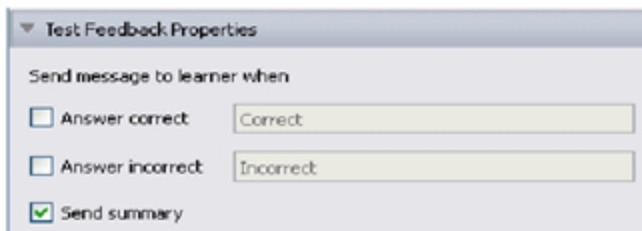
11. Scroll down and complete the **TEST PROPERTIES SECTION:**
    a. Enter a test title
    b. Enter a test description
    c. Set the time limit (if applicable)
    d. Decide if you want to control students' progress through levels.
        i. If checked, select the number of correct answers students must get in each level to move on to the next.
        ii. If unchecked, students will answer all questions in the order they are entered.
    e. Decide if you want to allow students to navigate the question set. This affords students the opportunity to "skip" a question and come back to it later. ***Please note: if this option is checked, you will not be able to control progress through levels. It's essentially one or the other!***
    f. Decide if students can retry incorrect answers.

▼ Test Properties

Type test title here

Type test description here

Time limit   00:59:00

▢ Allow students to navigate the question set

☑ Control progress through levels

Level	Correct Answers	Randomize
Level 1	2	No
Level 2	2	No

☑ Allow students to retry incorrect answers

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12. Scroll down and complete the **TEST FEEDBACK PROPERTIES** section:
    a. Check if the students will see message for correct and/or incorrect answers. Set the message.
    b. Check if the students will receive a summary after completing all questions. This summary will tell them the order in which they finished, along with how much time it took to complete the assessment and how many questions they answered correctly (if correct answers were marked).

13. In the **FLIPCHART PAGE PROPERTIES** section, check the box to replace the page content. The test title and description will appear on the flipchart page.
   a. If you leave this unchecked, you can design your own background for the self-paced assessment!

14. Click **APPLY** and **DONE** when finished.

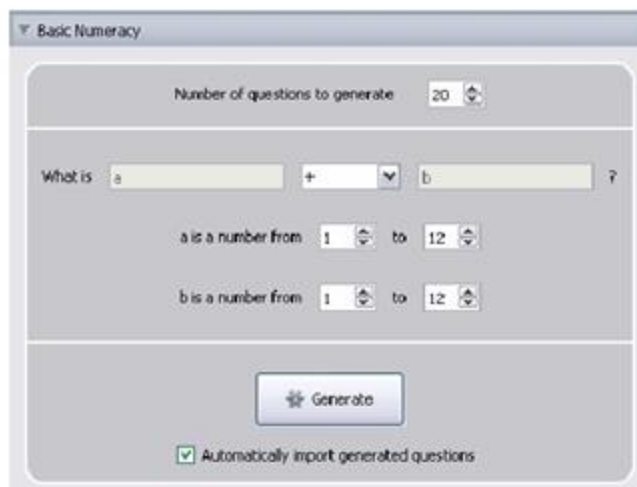## Self-Paced Assessments Using Question Generators

You can generate math problems quickly using the Question Generator feature in the Question Manager.

1. After opening the Question Manager, switch from Design View to **QUESTION GENERATORS**.
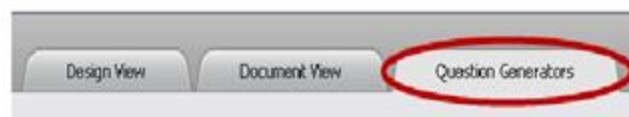
2. Set the following options:
    a. Number of questions to generate
    b. The operation
    c. The range of numbers for A
    d. The range of numbers for B
    e. *If you do not want generated questions to be imported to Design View automatically, uncheck the box below Generate.*

3. Click **GENERATE** when finished setting options.

4. Questions will appear to the right of the options panel.
    a. Change a question's level by double-clicking in the **Level** column.
    b. Click, hold, and drag to reorder the questions.
    c. Remove a question by right-clicking in the row and selecting **Delete**.
    d. Control-click to select multiple questions. Right-click in a highlighted row and select **Delete** to remove.

	Question	Question Type	Level	Options	Correct Answers
1	1 × 5	Numeric	Level 1		5
2	2 × 2	Numeric	Level 1		4
3	2 × 3	Numeric	Level 1		6
4	5 × 4	Numeric	Level 1		20
5	1 × 4	Numeric	Level 1		4
6	4 × 3	Numeric	Level 1		12
7	3 × 3	Numeric	Level 1		9
8	2 × 1	Numeric	Level 1		2
9	3 × 5	Numeric	Level 1		15
10	4 × 1	Numeric	Level 1		4

5. If necessary, change the parameters and press **Generate** to add more questions.

6. If automatically import is unchecked, highlight all generated math questions and click **IMPORT** in the top left corner. This will copy the questions to Design View.

7. Set **TEST PROPERTIES, TEST FEEDBACK PROPERTIES,** and **FLIPCHART PAGE PROPERTIES** as described on pages 2 & 3.

8. Click **APPLY** and **DONE** when finished.

Document View

Document View generates a page containing all questions on the selected flipchart page. While not practical for pages with single questions, this tab comes in handy when a teacher wants to print out a copy of the self-paced assessment questions.

1. Check to make sure the correct flipchart page is selected. If it is not, use the arrows next to the page number to switch.

2. Click **DOCUMENT VIEW**

3. A page displaying all questions is previewed. Modify the page in the **DOCUMENT PROPERTIES** panel to the right.
    a. Select the font and size.
    b. Check if a title page is required. The title and description come from what was entered in the Test Properties section in Design View.
    c. Check to use columns to display the questions on the page.
    d. Check to show the correct answers on the page.

4. Click the **PRINT** button to receive a hard copy.

5. Click **DONE** when finished.

Running A Self-Paced Assessment Session (Teacher Directions)

When everyone is ready to begin (student devices are registered and turned on):

1. Navigate to the flipchart page that contains the Self-Paced Question Set.

2. Press the **START/STOP VOTE** button.

   a. *Please note: You can freeze your screen or turn the projector off entirely if you feel your students may become distracted by the incoming voting results.*

The Self-Paced Assessment Results Window

As students engage in the experience, progress will be shown on the **SELF-PACED ASSESSMENT RESULTS** window. It remains open during and after a voting session until you close it. Do not close this window unless you want to terminate the voting session.
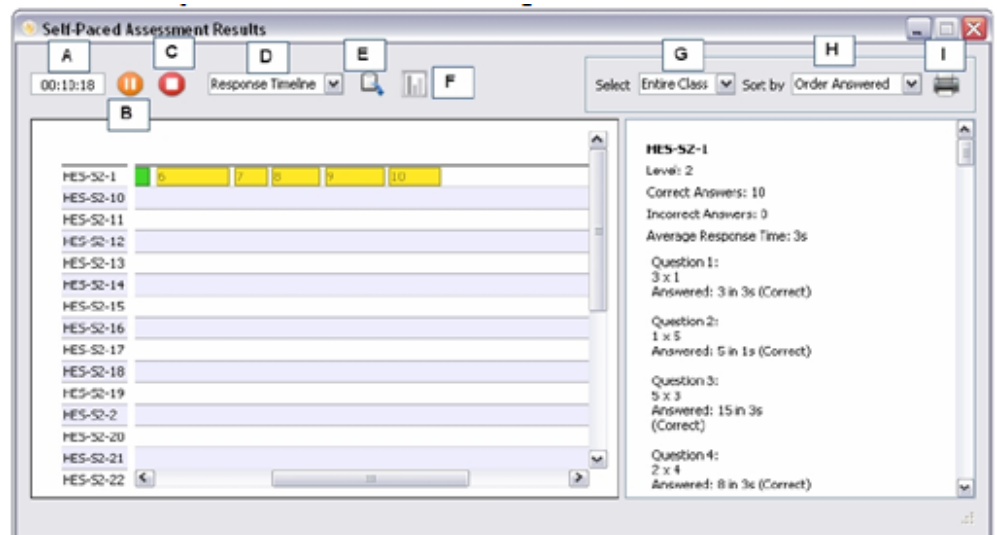
a) **Countdown Clock** – Shows the remaining time left for the assessment.
b) **Pause** – Pauses the assessment. Click again to resume.
c) **Stop** – Terminates the session.
d) **Response View** – Choose between timeline view or level summary view.
e) **Clipboard** – Pastes current results view into the flipchart.
f) **Show Question Results** – Displays a graph for the selected question. Click on a colored block in the timeline view to activate this button.
g) **Student Response View** – Choose between seeing responses for the entire class or a specific student.
h) **Sorting** – Choose between sorting by the order in which the student answered the questions or the question number order.
i) **Print** – Prints the current view in the right pane of the results window.

Ending A Self-Paced Question Session

When the countdown clock reaches zero or when all students have finished, you may end the session by selecting the **Stop** button. When you do:

1. You'll be prompted to save the results. Select "Yes" if you wish to save the data and refer back to it at a later time.
2. The Pause and Stop buttons in the "Self-Paced Assessment Results" window are deactivated.
3. All participating ActivExpression devices return to the opening screen displaying the Promethean ActivExpression logo.
4. Results are stored in the Results Browser part of the Voting Browser.

Exporting Results To Excel

Voting information is stored in your flipchart until you delete it. You can easily export the data collected to Microsoft Excel:

1. Open up your **VOTING BROWSER** (View->Browsers->Small ActivExpression icon on the right).

2. Click on the plus (+) sign next to Results Browser. Here you will see each self-paced assessment stored along with its results.

3. To export to Excel, simply click the 'Export' button on the left-hand side.
   a) If you simply wish to remove all data, click the 'Remove All' button and your data will be deleted.

4. You will be prompted to save your spreadsheet and it will open in Excel. Once it opens, you may view the results in several worksheets:
   a) **Summary** – Shows a complete summary of results including device number, total time, percentage correct (if applicable), and a list of all questions posed.
   b) **By Question** – Breaks results down by individual question. It groups student responses and response time for each specific question *Allows for effective item analysis*.
   c) **By Student** – Breaks results down by individual student. It shows student responses and response time for all questions in self-paced assessment.
   d) **Question Page** – Lists all the questions in the self-paced assessment along with their level, question type, and correct answer (if applicable).