NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

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Creating an EAQ Custom by Questions Quiz

1. First, access Sherpath within your course.
2. The Home page appears.
3. Click on the Course Plan link.
4. Then, click the **Week** for your lesson. It will expand.
5. Click **Add Quiz**.

6. Click **Adaptive EAQ Quiz**.
7. Select the Custom by questions radio button. Custom by questions quizzes allow the instructor to select specific questions from the chapters they choose.

NOTE: While Custom by Questions is not adaptive, it is useful for creating longer quizzes containing multiple chapters of content with the same questions being delivered to each student.
8. Next, select either All Students in Course or Some students.
   a. All Students in Course – Any new students added will also get this assignment.
   b. Some students – select this if the quiz is to be assigned only to specific students in the class; any new students added will NOT get this assignment.

9. Click Next in the lower right of the screen.
10. Now, we have options to **Select questions:**
   a. **Find questions by keyword**
   b. **Filter** by **Questions set** and **Topic Organization** by clicking the dropdown and choosing our Sherpath product.
   c. As you click on a chapter radio button, a list of relevant questions filters to the right.

 **NOTE:** At this point, it is important to determine the length of your quiz as well as which chapters will be included.

11. To view a question fully with its answer, click **View question** underneath.

12. If you decide to use a question for your quiz, simply click **Add**.

13. When you have completed adding questions, click **Review Questions** in the lower right corner.
14. The list of questions you have added will appear and give you the opportunity to make modifications by clicking **Remove** to delete questions you do not want or by clicking **Select questions** to add more questions.

15. When your quiz questions selection has been completed, click **Finalize Quiz** in the lower-right corner.
16. On the next page, specify a unique name for the quiz under Assignment Name.

17. Now, Select grading options:
   a. Not graded
   b. Graded-Pass/Fail - In contrast to a Mastery Quiz, for a Custom Quiz, the students will pass the quiz if it completed, regardless of the score they receive on the quiz, and the students will fail if they do not complete the quiz by the due date.
   c. Graded-Scored (most commonly used) - This option will pass a percentage score back to the gradebook.
18. Next, we determine how we want the quiz presented to the students. We have two 

**Quiz options:**

a. **Study mode** - The rationale is presented directly after the student answers each question.

b. **Exam mode** - The rationales are presented only at the end of the quiz.

<table>
<thead>
<tr>
<th>Quiz options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a</strong> Study mode</td>
</tr>
<tr>
<td>Question ▶️ Rationale ▶️ Question ▶️ Rationale ▶️ ... ▶️ All Rationales</td>
</tr>
<tr>
<td>Students can choose to see rationale after answering each question. Rationales are always shown at the end of the quiz regardless of the mode selected.</td>
</tr>
<tr>
<td><strong>b</strong> Exam mode</td>
</tr>
<tr>
<td>Question ▶️ Question ▶️ Question ▶️ Question ▶️ ... ▶️ All Rationales</td>
</tr>
<tr>
<td>Student will only see rationale at the end of the quiz.</td>
</tr>
</tbody>
</table>
19. The final options concern the dates when the assignment will be available to the students and subsequently due. Set when the dates/times are available and due by selecting the calendar and time dropdowns.

**NOTE:**

- Verify that the availability and due dates are correct.
- After the assignment has been started by a student, only the due date can be modified by the instructor.
- Students will be able to take the quizzes past the due date assigned, *but any late submissions will not report to your gradebook*. If you allow a late grade, have the student send you a screenshot of their grade and you can manually enter it into your gradebook.

20. Once your quiz parameters are established, click **Assign Quiz** in the lower right of the screen.
21. You will automatically be returned to the **Course Plan** page where your new quiz has appeared in the **Quizzes** section dropdown under the week it is due.
   a. The students will not be able to see the quiz until the available date and time.

22. To make changes to a quiz, click on the quiz **title** or on the **three dots** to the right of the quiz under the **Actions** column and click **Edit**.
Viewing the Performance Report for an EAQ Custom by Questions Quiz

23. To view Performance for a quiz, click the Home option from the menu on the left.

NOTE: Once the due date has passed, the Performance Report for the quiz will populate on the Home page, to the right of the quiz.

24. Click the Performance Report Chart icon to view your students’ scores, as well as analytics pertaining to the quiz.
END OF GUIDE