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

- **Mastery** quizzes will provide students with an unlimited number of questions until students reach the mastery level you have determined on the topic of your choice.
  - These are recommended as a practice/study tool for students.
  - They allow the instructor to ensure that students are reviewing material and establishing a level of knowledge.
  - Graded Mastery quizzes will reflect as a pass or fail in the gradebook.

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**Creating an EAQ Mastery 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 **Mastery** radio button.

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** – If the quiz is to be assigned to only 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. **What would you like to cover?** concerns the content to be included in the quiz.
   a. **Question set** refers to the specific Sherpath collection being used, which will be pre-selected.
   b. **Topic organization** is also pre-filled. The main taxonomy will be pre-selected, but other options for topics are available under the dropdown menu.

11. Next, select the topic you want to use for your quiz by clicking on a **Chapter** to reveal a dropdown menu, and click on the corresponding **radio button**.
12. Next, click the radio button to **Select the Mastery Goal** (Novice, Intermediate, or Proficient).

**NOTE:**
- The question difficulty will increase with the higher mastery level requirements, and students will receive questions on the topic until the mastery level you have assigned is reached.
- The number of questions each student receives will vary, based upon the consistency of correct answers provided.
- It is recommended to start with the **Novice** level in the beginning weeks and **Intermediate** or **Proficient** later in your course. Try not to set the level to more than one level above the class average, unless you are giving your class several weeks to work on a quiz. Otherwise, many students may not have time to reach multiple level-ups in a short period.
- If you want to set a mastery quiz with a high mastery level for students to work on over several weeks, communicate with your students that they should navigate to the week it is due to start it early and work on it.

13. Click **Next** in the lower right to continue.
14. The next page allows us to give the quiz a unique and identifiable name.

15. Then, we have the choice to select between two grading options: Not graded or Graded-Pass/Fail.

**NOTE:** Recall that students will receive a varying number of questions on a Mastery Quiz, and in addition they are used primarily as a study tool; therefore, there is not an option to have it graded as a score.

   *Example* – If the instructor chooses Graded-Pass/Fail, if the student reaches the mastery goal by the due date, they will receive a 100% or pass. If they do not reach it by the due date, they will receive a 0% or fail.

16. Next, we determine how we want the quiz presented to the students. We have two quiz options: Study mode, which will show the rationale directly after the student answers each question, or Exam mode, where the rationales are presented only at the end of the quiz.
17. The final options concern the dates when the assignment will be available to the students and subsequently due. Set the available and due dates/times 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.

18. If your quiz parameters are established, click **Assign Quiz** in the lower right of the screen.
19. 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.

20. 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 Quiz

21. 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.
22. Click the **Performance Report Chart icon** to view your student’s scores, as well as analytics pertaining to the quiz.