4. Evaluating Online Classroom

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4.1 Evaluating Use of LearnUs

◦ Students can be evaluated using quizzes and assignments during LearnUs's learning activities. You can create quizzes with various question types such as multiple-choice, true-false, and short answers, etc. They can be stored in the question bank and can be reused in other quizzes. Assignments can be graded and given feedback by professors once students submit assignments. Student's submissions are displayed on one screen and can be asked to submit one or multiple files or enter text directly.

| Section	Details
Utilizing and Evaluating 'Quiz'	Creating quizzes at Question bank ※ Adding quizzes to Question bank https://docs.moodle.org/35/en/Question_bank#Add_a_new_question
	Bringing questions from other study courses' Question bank.
	Creating quizzes ※ How to create a quiz https://docs.moodle.org/35/en/Quiz_settings ※ Adding more questions to the quiz https://docs.moodle.org/35/en/Building_Quiz ※ How to grade Essay questions https://docs.moodle.org/35/en/Using_Quiz#Commenting_on_or_regrading_responses
	Note on creating a quiz.
Utilizing and Evaluating 'Assignment'	Creating and grading assignments ※ Creating General Assignments https://docs.moodle.org/35/en/Assignment_settings ※ Grading General Assignments https://docs.moodle.org/35/en/Grading_quick_guide
	Notice on creating Assignments
Utilizing	Create and manage grading

|	
function 'Grades'	※ Creating grade component https://docs.moodle.org/35/en/Grade_items ※ Entering grades in an Excel file https://docs.moodle.org/35/en/Grade_import
	Note when entering grades in an Excel file

1 Utilizing and Evaluating 'Quiz'

1) Create quizzes from Question Bank

① Course → Others→ Question bank → Questions→ 'Create a new question'
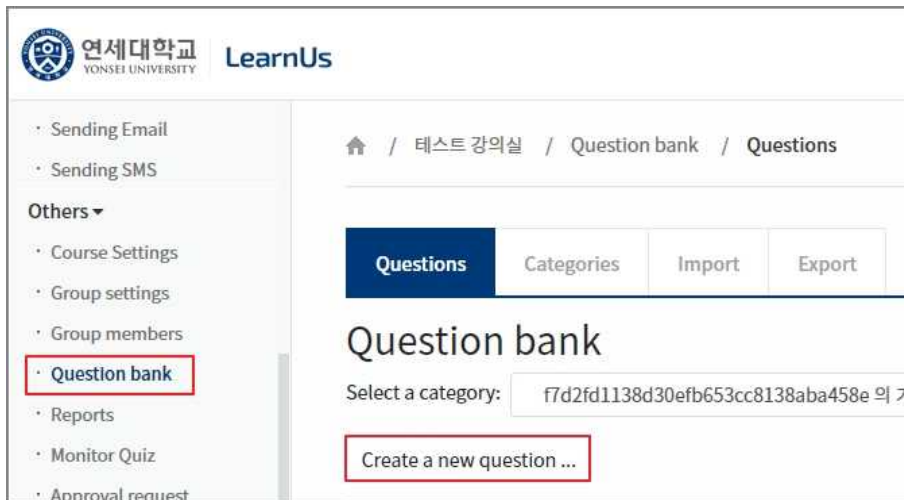
② Select types of questions to create, click the 'Add' button, and select the content and options for the question.
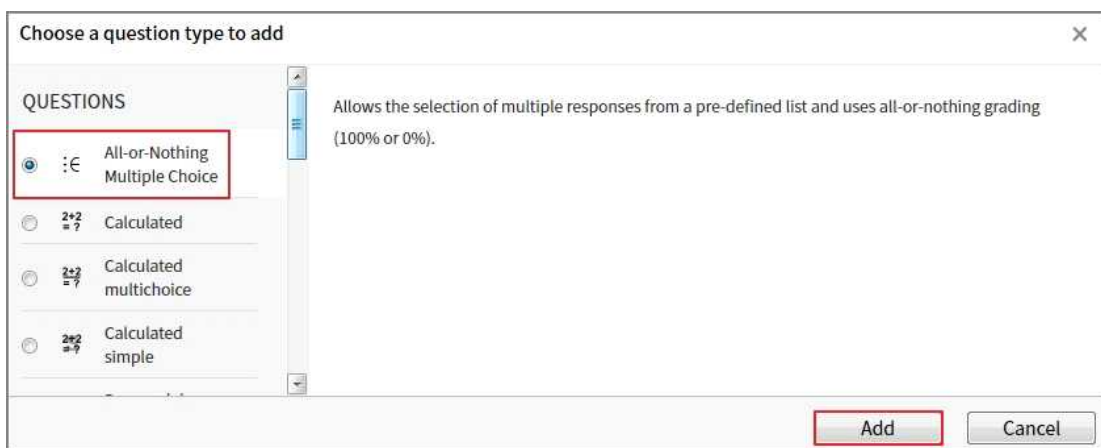
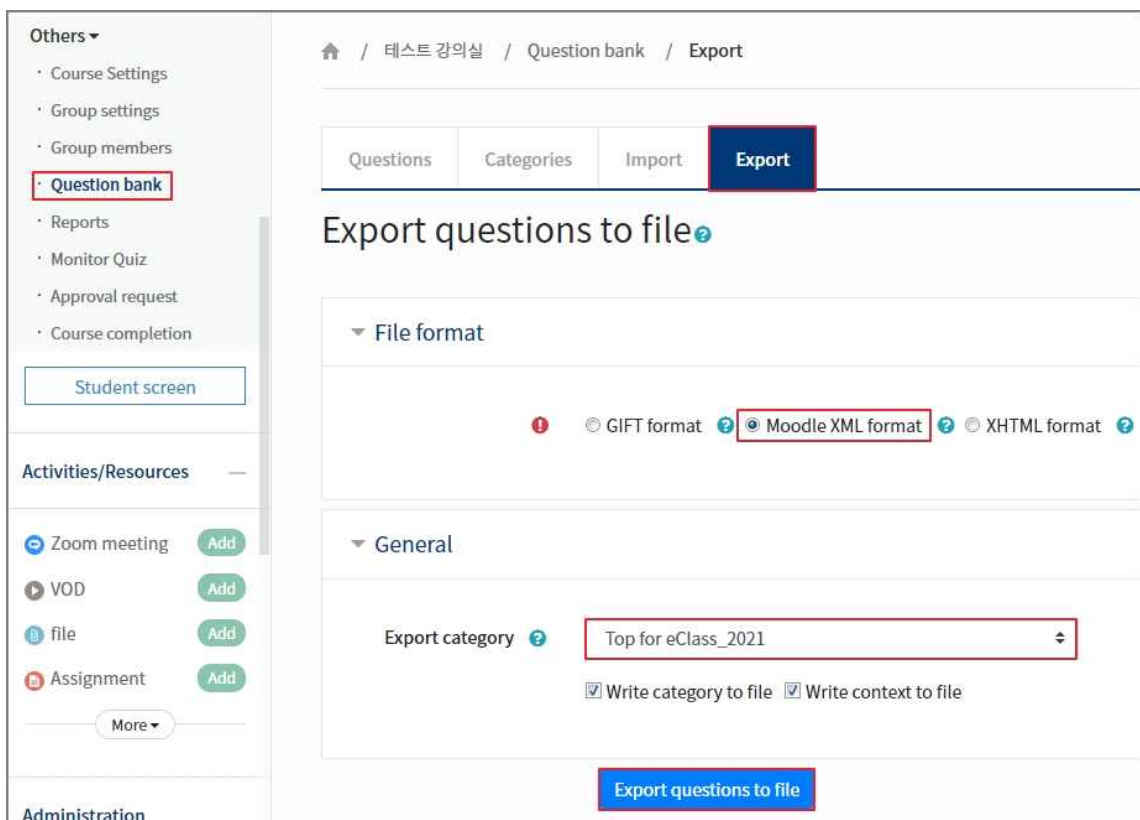③ Please refer to link below for instruction on setting each type of question.

　◦ https://docs.moodle.org/35/en/Question_types

2) Import Quizzes from Question bank from other courses

① Click on the course that already created quizzes, 'Others→ Question bank →

Export'.

② Select the 'Moodle XML' format from the 'File Format' option.

③ In the 'Export Category' option, select the category you want to move the quizzes.

　◦ The number next to the category indicates the number of quizzes in the category.

④ Click the 'Export questions to file' button to save the quizzes to Your PC from Question Bank.

⑤ Click the 'Others → Question bank → Import' menu of the course to import the question.

⑥ For the 'File Format' option, select the 'Moodle XML format' selected in 'Export'.

⑦ In the 'Import Category' option, select the category to put the imported quizzes.

⑧ In the 'Import' option, select the file you saved in 'Export'

⑨ Click 'Import' to complete the process.

3) Creating Quizzes

① Using quizzes makes it easier to grade and give feedback. Online quiz proceeds in the order of 'Creating a Quiz at the Question bank' → 'Set quizzes' → 'Grading'. For more information, please refer to the Manual link below.

- Create a quiz: https://docs.moodle.org/35/en/Quiz_settings

- To add more quizzes: https://docs.moodle.org/35/en/Building_Quiz

- Grading Short answer quiz: https://docs.moodle.org/35/en/Using_Quiz#Commenting_on_or_regrading_responses

4) Note on creating a quiz

① We recommend setting '1 question per page'. When a student takes a quiz, the Answer will be temporarily saved when moving to another page, therefore it will be easy to check if an error occurs later in the quiz.

② Among the quiz setup 'layout', There are two Navigated methods to select between 'Free' and 'Sequential method'. We recommend choosing 'Sequential' to prevent cheating.

- 'Free': Students can choose to solve quizzes in any order.

- 'Sequential': Students must take quizzes sequentially and cannot be returned to the previous page.

③ Students will be not able to check their grades in the Performance menu unless 'Marks' are selected under 'After the quiz is closed' in 'Review options'.

④ Under 'Question behavior' if you select 'Shuffle within questions' students will see a random mix of multiple-choice questions and match up questions when they take the quiz.

⑤ Under 'Edit quiz' you can also 'Shuffle'. The student will able to see the choices in random order. This is advantageous to prevent cheating.

2   Utilizing and Evaluating 'Assignments'
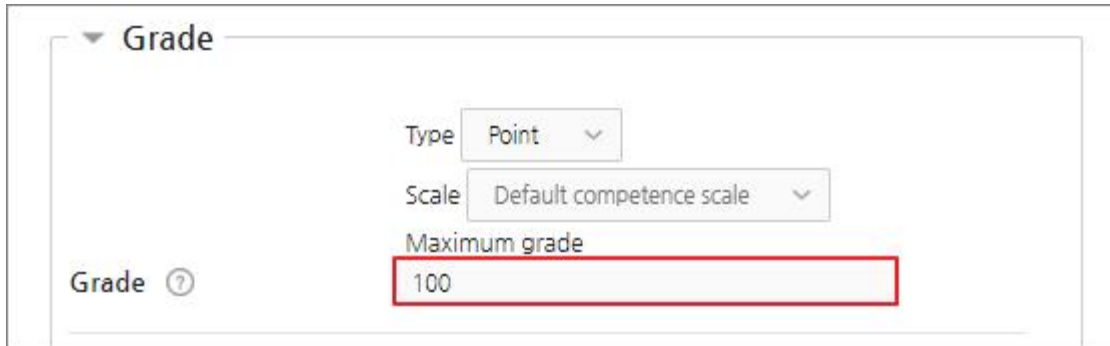
1) Creating and grading Assignment

① The professor can give students grades and feedback on the assignment. For a general assignment, it can be submitted for each group meeting and plagiarism can be tested in conjunction with the plagiarism inspection function. The assignment can be graded using numbers, User-defined scales, or rubric. The final grades are recorded in 'Course administration'--> 'Grade'. For more information, please refer to the manual link below.

   ◦ Creating a General Assignment: https://docs.moodle.org/35/en/Assignment_settings

   ◦ Grading a General Assignment: https://docs.moodle.org/35/en/Grading_quick_guide

2) Note on Creating Assignment

① The 'Maximum grade' set in the assignment will not be modified in the 'Course administration' → 'Grade'. If 'Maximum grade' modification is required, it must be modified in 'Assignment'--> 'Edit Setting'.

3 Utilizing function 'Grades'

1) Create and manage grade component

① The grades of assignments or quizzes created by the course are automatically generated, and the grades of exams or quizzes conducted offline can also be created and registered in the course. For more information, please refer to the manual link below.

  ◦ Creating grades component: https://docs.moodle.org/35/en/Grade_items

  ◦ Entering grades in an Excel file: https://docs.moodle.org/35/en/Grade_import

2) Notice for entering grades in CSV(Excel) file

① If the file contains Korean, you must select 'EUC-KR' in the 'Import file' → 'Encoding' option to display Korean properly. If you don't have Korean, you can choose 'UTF-8'.

② In the 'Grader report', if the 'Setup' does not contain Grades select 'Add grade item' to generate a grade item. However, the input value of the grade must be numeric and the maximum grade is set to 100 points. If you have a grade item created you can select the item you want.

4.2 Utilizing Online Conferencing (ZOOM)

◦ Last semester, students expressed strong dissatisfaction with online classes that were conducted 'online for classes and offline for exams.' Thorough preparation is required in advance to run and supervise online exams in real-time, so please check the timing below.

Period by timely		Details
D-21		Obtaining supervisors and creating ZOOM accounts.
D-14		Scheduling ZOOM meetings
		Preparing and giving notices about the exams.
D-7		Maintaining Supervision environment and rehearse
D-3		Checking and printing the status of online final exam applications.
D-0	M-30	Enter the scheduled ZOOM meeting.
		Prevent student from having conversations and set chat options so that they can only have 1:1 conversations with supervisors
	M-15	Re-guide precautions regarding setting up the test environment through screen sharing
	M-10	View Gallery Sort the online final exam application form from the top left to the bottom right of the screen.
		Call attendance in the order to check students' microphone and speaker works properly.
		View 'Gallery' 'to check students' environment for the application, request rectify if there are any inappropriate actions.
	M-5	While taking an exam, inform students to communicate through chat for 1) using the bathroom 2) Questions regarding exams 3) Request for exam environment-related 4) submit answers before the exam is over.
	M-2	Guidance on exam schedule and methods.
	M-0	Disclose exam questions and guidance on starting the test
	M	To supervise an exam, open monitoring and chat window at the same time
		Reconfirm content of the online final exam application form matches the actual candidate
		While taking an exam, 1) intent to use the toilet 2) inquiries related to testing questions 3) requests related to the exam environment 4) intent to submit answers are received, or 5) other suspicious behaviors are observed, take appropriate measures and record them in the management register.
		Advise students who are willing to submit their answers during the exam.
	M+40	Inform students 10 minutes before the exam ends
		Inform to stop writing as soon as the exam ends
	M+50	Inform to stop writing and submit the answer.
	M+65	Before Ending the ZOOM meeting ensure every student's answer has been submitted properly
D+3		View and download exam supervision records

1 Setting the exam environment

1) Retain supervisors and creating ZOOM accounts

① Retain supervisors considering the number of students

◦ A supervisor can supervise a maximum of 24 students at the same time. If computer satisfaction is high, up to 49 people can be supervised, but smooth supervision may be hindered.

◦ We recommend opening a chat room between supervisors for smooth communication on the exam.

② Create Supervisor ZOOM account

◦ One supervisor cannot enter multiple ZOOM Meetings at the same time. Therefore, if you have a large number of students, create a ZOOM account for each supervisor to schedule multiple ZOOM meetings

2) Schedule ZOOM meeting

① After logging in click 'Meeting' on the left side of the first screen and click the 'Schedule New Meeting' button

② Set meeting options below and click the 'Save' button

◦ Topics: If multiple ZOOM meetings are scheduled for each supervisor, fill them in in the order of 'the exam number, the first candidate's name to enter the exam room, and the last candidate's name to enter the exam room'.

◦ A point in time: Choose the day of the week and time of the actual class and make a reservation.

◦ Period: Test time should not exceed the class time, but make a reservation before or after the exam time.

◦ Video: 'On' is checked by both the host and participants.

◦ Meeting options: Check 'Automatically record meetings' and set save location to 'Cloud'

③ Press the 'Settings' button on the left menu tab, press the 'Recording' button on the top menu tab, then check 'Record gallery view with shared screen' and 'Display participants' names in the recording' among the 'Cloud recording' options
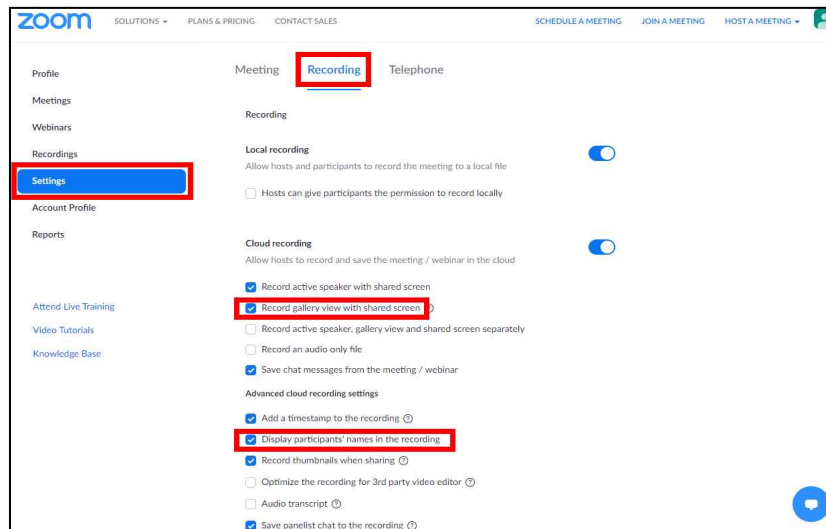
3) Preparation and notification for Exam

① Guiding basic information about the exam

◦ Test Time: Guides the start and end time of the exam.

◦ Meeting Information: After logging in to ZOOM, click the 'Meetings' button on the left menu tab to click the name of the meeting you have scheduled, and then click the 'Copy Invitation' button next to 'Invite Link'.
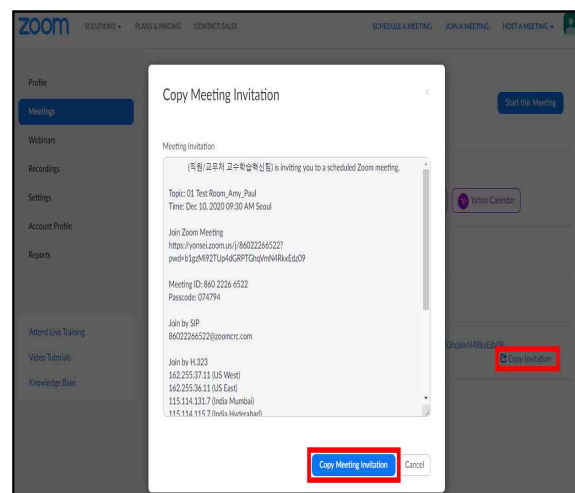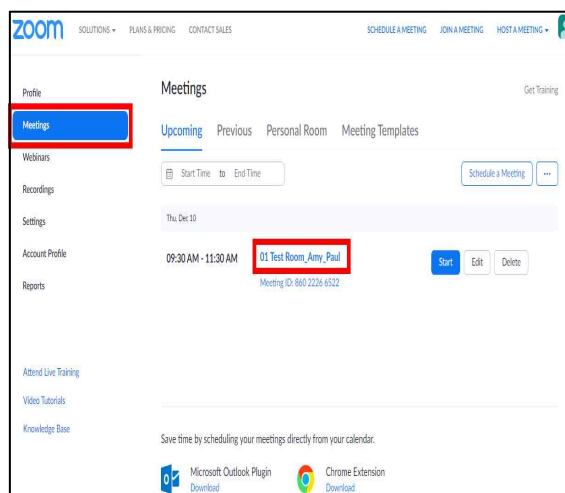
② Guiding detailed information about the exam

◦ Test range: Provides instructions for up to how many courses are covered.

◦ Test questions: Guides the number of questions, types of questions (e.g., multiple choices, descriptive questions, short answers, etc.), and grades.

◦ Test method: Provides details on how the test is conducted. In particular, (1) Determine whether you can refer to textbooks, lectures, written materials, etc. during the test, (2) How you write your answers is a computer or written by hand-written. If you are asked to write your answers by hand, make and upload the answer sheets and exercise sheets in advance according to the type of test questions.

Answer Sheet		
Name		Student ID
Affiliation	College	Department
Lecture		

Exercise Sheet		
Name		Student ID
Affiliation	College	Department
Lecture		

③ Note before taking an exam

◦ Guidance for submission of application documents: On the day of the exam, the supervisor will provide an online final exam application form to identify the candidate and guide them to submit it by the day before the exam. If you are asked to fill out your answers manually, we recommend that you include the handwriting check box in the form of an online final exam application as shown in the example below.

Online Mid-term/Final Exam Application		
☐ **Candidates' pledge**		
I have read all the online midterm/terminal exam cautions guided by the professor and promise not to commit any fraud during the exam. I pledge that I will take any disadvantages in terms of evaluation if I cause any harm to others during the exam or cause serious disruptions to the progress of the exam.		
※ **Write and sign the above paragraph manually to check to handwrite.**		**(sign)**
☐ **Candidate's entry**		
ID photo	**Identification card**	
※ Identification picture or obscene photos, filming in the form of) Identification of lifetime of photos attached for the last three months.	※ Choose from resident registration card, driver's license, passport, and student's card and attach a copy. (You can delete and upload resident registration number and address information.)	
Personal Information		
Name		**Student ID #**	
College		**Department**	
Emergency contact	[Phone]	
	[email] ※ **Enter the email account to use when submitting the answer**	
Remarks	※ **If the admission is delayed due to another exam schedule, if it is necessary to place a separate item on the desk in addition to the allowed item, write down the specific reason (in the case of the former, the name of the subject and the name of the professor that overlaps the exam schedule).**	
☐ **Information to be collected and the method of collection**		
I agree to collect and use personal information as follows in lectures that conduct online mid-term/final exams due to corona-19. - Objective: To identify for online mid/final exams. - Item: ID picture, ID copy, name, student number, affiliation, mobile phone, email, ZOOM image recording - Dispose: Dispose immediately after final grade notification.		**(Sign)**

◦ Instructions on how to set up the exam environment: Provides instructions for setting up the pre-exam environment. If the exam environment is not set up properly, the supervisor may request a correction or consider it a fraud and inform you that no additional exam time is given as long as the exam environment is retarded.

Setting the Exam Environment

① Choose where there is no noise, the lights are bright, and the Internet connection is stable.

② Prepare a webcam, speaker, microphone, keyboard, and mouse connected (internal) computer (notebook).

- The webcam should be installed where you can check your face, hand position, and everything on your desk.
- Speakers are required to listen to announcements verbally delivered by supervisors during exams. However, earphones cannot be worn during the exam.
- The microphone is required to communicate verbally with the supervisor before and after the exam or to check if the supervisor is suspected of cheating during the exam.
- Keyboards and mice are required to use the ZOOM chat window if you have any questions during the exam.
- Make sure that the computer (laptop) is not powered off until the exam is complete.

③-a. **(Answering through a computer)** Install the ZOOM app on your mobile phone　and understand how it works. Also, check the angle so that the examination monitor screen and hands are visible on the ZOOM screen and take precautions to prevent the power from turning off until the end of the exam.

③-b. **(Answering through handwriting)** Install the document scanning app on your mobile phone and understand how it works. The document scanning application is required when you can and submit your handwritten answers to the supervisor after the exam.

- Recommended apps (iPhone/Android Common, based on download count): CamScanner, Adobe Scan, Microsoft Office Lens - PDF Scanner in order
- For the iPhone, you can use the document scanning feature by running the Notes application, which is the default application, and then click the camera icon on the keyboard.

◦ Exam Day Reminder: Advise the precautions to be followed on the day of the exam. Attend a ZOOM meeting with more time than the exam time to make a final check of the examination environment, and to guide you with any questions during the exam or precautions when submitting your answers after the exam.

Exam Day Reminder

① ZOOM meetings are open 30 minutes before the exam, and if you do not have a schedule just before the exam, enter the assigned exam room at least 15 minutes before the exam. Students who are being delayed due to other test schedules before the exam should be notified in advance by applying for final exams online.

② After entering the ZOOM meeting change your name into 'student ID#_name'

③-a. **(Answering through a computer)** before starting an exam set as follows:

- On the table (1) speaker. microphone. keyboard. mouse should be built-in laptops (2) mobile phone (3) textbook, PPT, notes, (4) drinks are only allowed on the table.

- The mobile phone should be in silent mode; your both hands should be shown through the ZOOM screen.

③-b. **(If answered by handwriting)** Set up the desk before taking the exam as follow:

- There should be (1) A computer (laptop)with built-in webcam, speakers, microphone, keyboards and mouse, (2) mobile phones, (3) textbooks, lecture note, and written materials, (4) answer sheets, (5) exercise papers, (6) black writing instrument, (7), eraser (8) correction tape, and (9) drinks can be placed on the desk.

④ Moving seats during exams are not allowed. If you need to use the bathroom during the exam, you can ask the supervisor for his understanding through the ZOOM cat window before moving. If you have any questions or requests regarding the exam, use the ZOOM chat window.

⑤ Students wishing to submit their answers before the end of the exam will be notified to the supervisor via the ZOOM chat window and completed within 10 minutes of the supervisor's approval. Once the supervisor approves your submission, you cannot withdraw your intention to submit your answers, and if you exceed your submission time, you will be considered cheating. When the supervisor has completed the answer submission confirmation, follow the supervisor's instructions to end the ZOOM meeting.

- **(Answering through handwriting)** If the supervisor approves the answer, turn on the ZOOM mute function, and then turn off the flight mode of your phone. Scan scans only the answers and scans them in page order. When transferring files, your mail account will use the mail account listed in your online final exam application.

④ Guide to other notes

  ◦ Penalty for non-compliance: Advise that failure to comply with the instructions to the exam may result in evaluation disadvantages.

  ◦ Supervisor Contact: Reveals supervisor information (name, mobile phone, e-mail, etc.) to contact the supervisor in case of submission or emergency.

  ◦ Rehearsal Guidance: Provides information when rehearsing. To help professors, students and supervisors identify and correct potential problems before the exam, we encourage you to set them up in the same setting as on the day of the exam and conduct rehearsals in advance.

2   Supervising online exam

1) Preparation for supervising the exam

  ① Enter the ZOOM meeting with ease before starting the exam

  ② In the bottom menu tab of the Meeting window, turn off mute and turn on the video to see if your speakers, microphone, and webcam are working

  ③ On the Menu tab at the bottom of the Meeting window, press the 'Chat' button and Press the '...(more)' button and press the 'Host only' button to prohibit student-to-student conversations and to allow only 1:1 conversation with supervisors
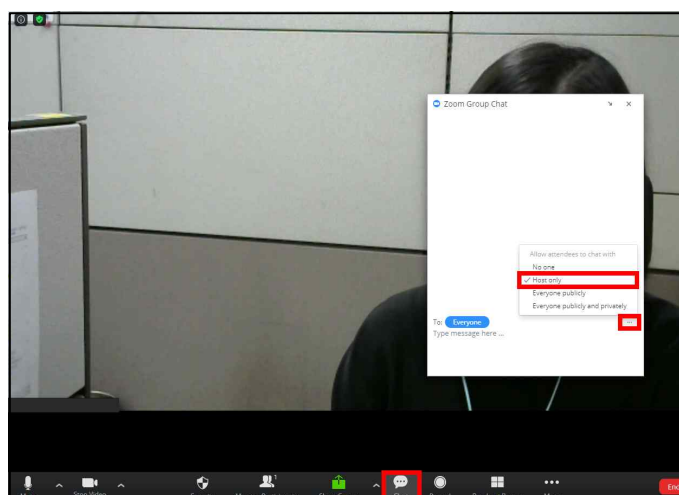
④ Press the 'Share Screen' button on the menu tab at the bottom of the meeting window to guide students on how to set up the exam environment immediately after they enter.
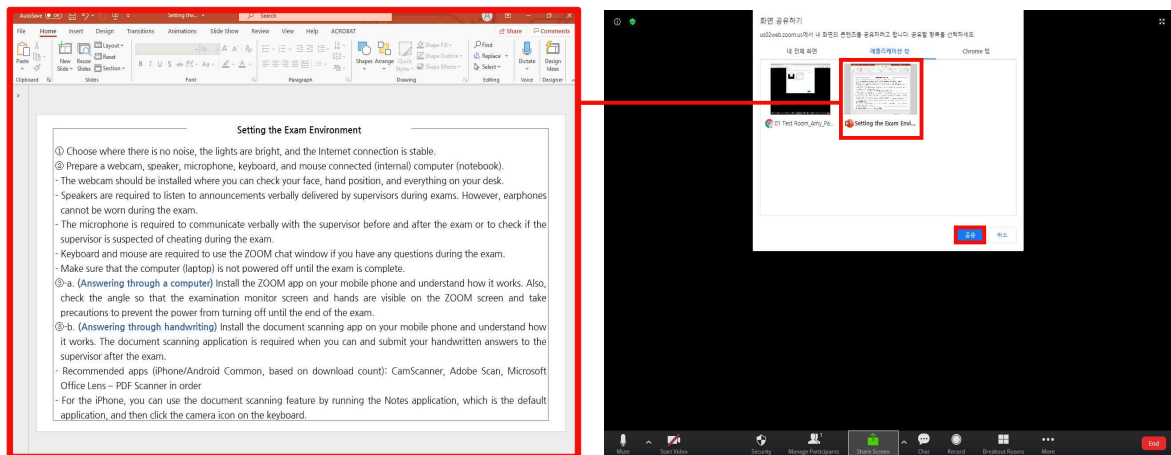
⑤ Click the 'Gallery View' button in the upper right corner of the meeting window to call attendance to confirm students' conditions and identity.

　◦ If you find student having inappropriate exam environment, ask them to correct it. If they wrote their answer through a computer, make sure you can monitor their cellphone needs to located next to their hand. If the answer is handwritten, Student must set their writing instruments and answer sheet on the screen for monitoring.
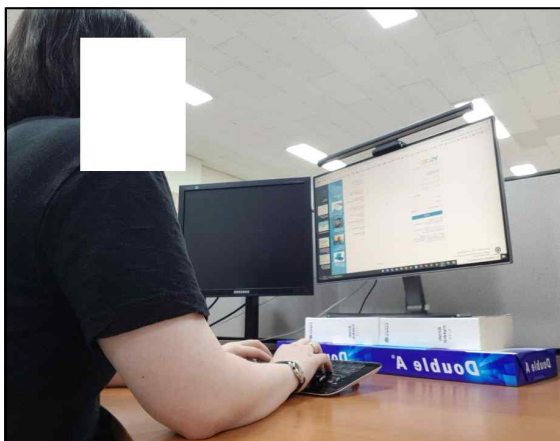
⑥ Guide the exam time and the way the exam is conducted.

　◦ If you wish to (1) use the bathroom, (2) inquire about the exam problem, (3) request about the exam environment, and (4) submit your answers during the test, you will be notified by a chatting screen.

2) Supervising exam

① Announce the beginning of an exam

∘ If you are asked to write your answers manually instead of LearnUs, use the screen sharing function to reveal the test questions at the beginning of the test.
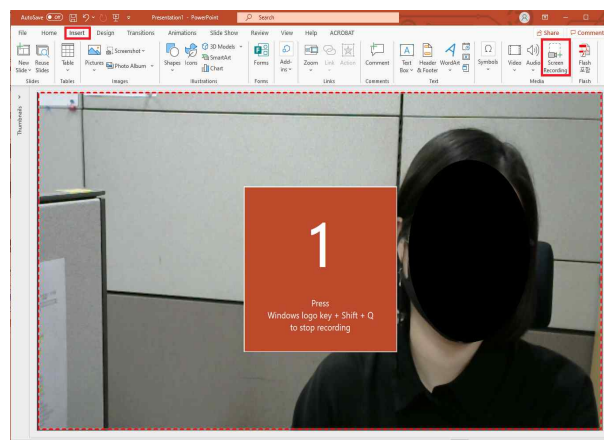
② Float monitoring windows and chat windows at the same time while supervising

∘ If you use the Gallery View feature, you can supervise up to 24 or 49 people on one screen, depending on your computer's specifications, but if you exceed this you will need to turn the page on the Gallery View screen. However, the rest of the screen except the first screen in Gallery View will not be recorded.
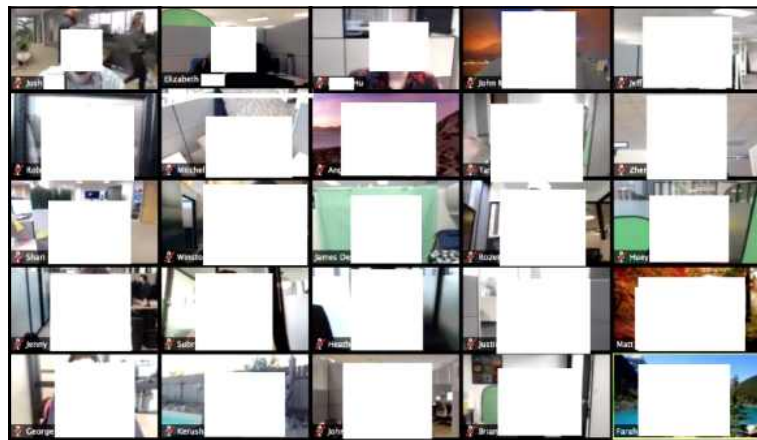
Source: HKUST(2020). Delivering the online exam. p.7.

∘ If there is a suspected cheating student, proceed with individual recording using MS PowerPoint.

∘ https://support.microsoft.com/ko-kr/office/powerpoint%EC%97%90%EC%84%9C-%ED%99%94%EB%A9%B4-%EB%85%B9%ED%99%94-0b4c3f65-534c-4cf1-9c59-402b6e9d79d0

◦ If any student wishes to use the bathroom (1) during the exam, (2) to inquire about the exam questions, (3) to request for the environment of the exam, handle it at the discretion of the supervisor and record it in the Exam Supervision Management Register. For matters that are difficult to handle at the discretion of the supervisor, the situation is shared using the chat room between supervisors, and the professor (or general supervisor) is consulted and the agenda is dealt with.

Online Mid-term/Final Exam Candidate Management Register				
Supervision Date: Supervisor's name:				
No.	Start/end time	Student name	Student's request or suspicious behavior	Supervisor action plan
1				
2				
3				
4				
5				

◦ If any student wishes to submit an answer during the exam, change the recipient from 'Everyone' to the student in the chat window and guide the student through the procedure and precautions for submitting the answer.

◦ Advise that the end of the exam is imminent 10 minutes before the end of the exam and that the answer must be stopped immediately after the exam ends.

3) End of exam

① Guide student as soon as the exam ends to submit their answer at the same time.

② Make sure all of your students have submitted their answers properly.

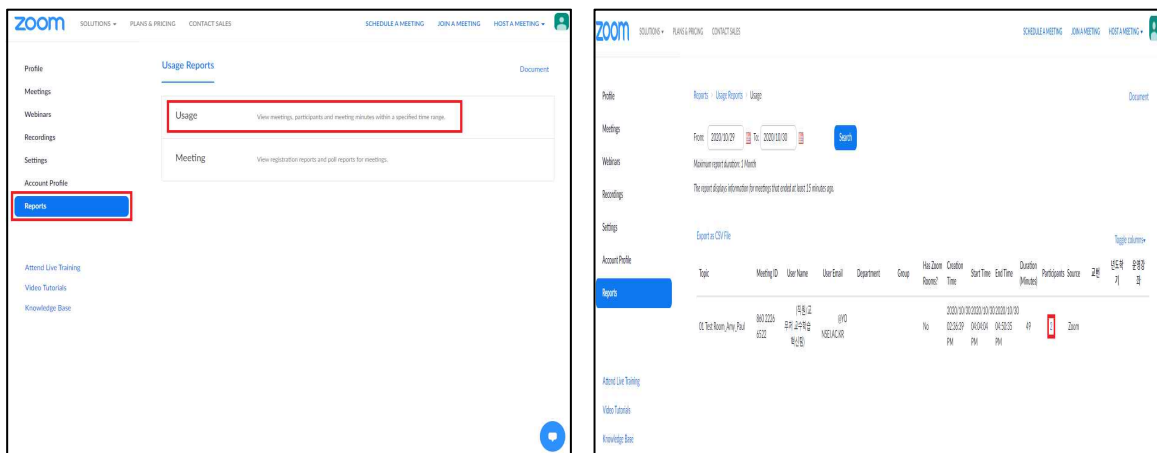③ End the ZOOM Meeting

3 Check exam supervision records

1) Check the ZOOM records

① To check the video and chat records

- Once logged in, you can download gallery view video recordings and chat file text recordings by tapping the 'Record' button on the left-hand side of the first screen menu tab, tapping the 'Cloud Recording' button on the top menu tab, and clicking the ZOOM meeting name that ended.

② View the student participation record

- After log on the left side of the menu press 'Reports'--> 'Usage'--> 'Participants' you will be allowed to download student name, email address, login, and out time.

- The score of interest is the time you participated with the ZOOM meeting window at the top, and the longer you leave for a window other than ZOOM, the lower the score will be. These figures can be used to determine whether students used computers for purposes other than ZOOM.

2) Download ZOOM record

- Records will be stored in the ZOOM cloud for up to a month, so please download them as soon as you view them.

- According to the guidelines of the Ministry of Education, the basis grade data for the evaluation should be kept for 10 years.

4.3 Evaluation Self-Checklist

① Have you selected an appropriate evaluation method to evaluate the achievement of the learning objectives?

② Have you presented the evaluation contents in a form that can be prepared or performed based on the learning contents?

③ Has the evaluation plan such as evaluation method, evaluation criteria, and evaluation procedure been properly designed?

④ Has the evaluation plan, such as evaluation method, evaluation criteria, and evaluation procedure, been announced to students in advance?

⑤ Did you check the difficulty level, quantity, problem error, and evaluation procedure before the evaluation?

⑥ Did you evaluate learning outcomes multifaceted by using various evaluation methods?

⑦ Did you provide feedback on the evaluation results?