

# CIRRUS ENG

**Radboud Universiteit**



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# **Basic Settings: account, login & navigation**

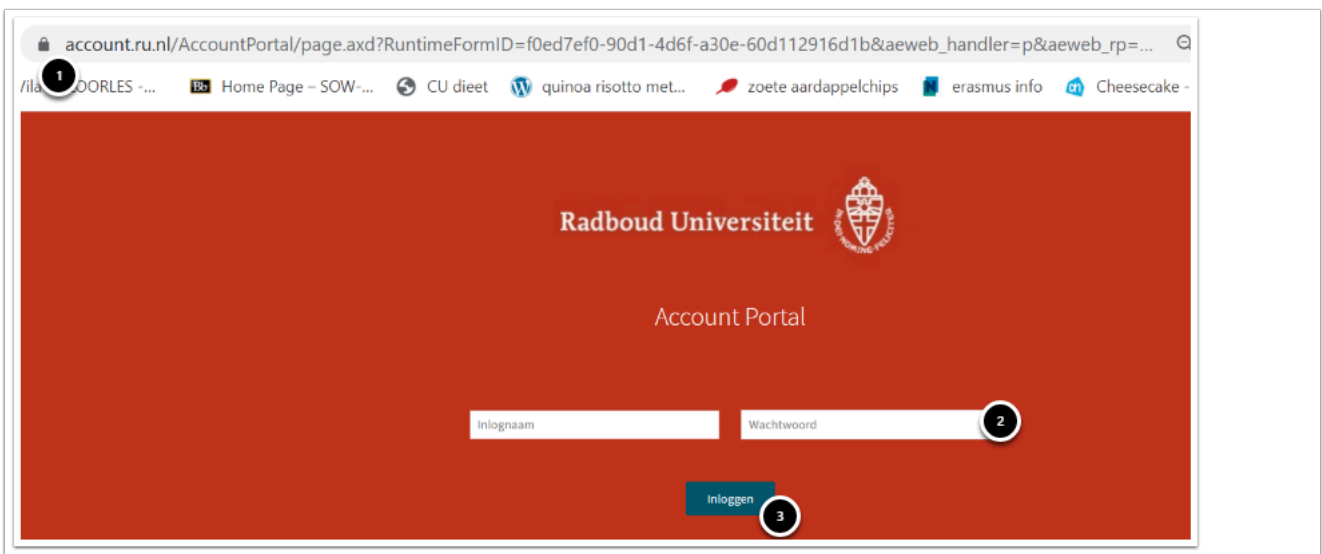
## Werkinstructies

# How do I create a Cirrus account?

If you are an employee with an U-account or an E-account it is possible to create your own account in Cirrus. To do so you have to fill out a request in the RU Accountportal. Read more about how this works below.

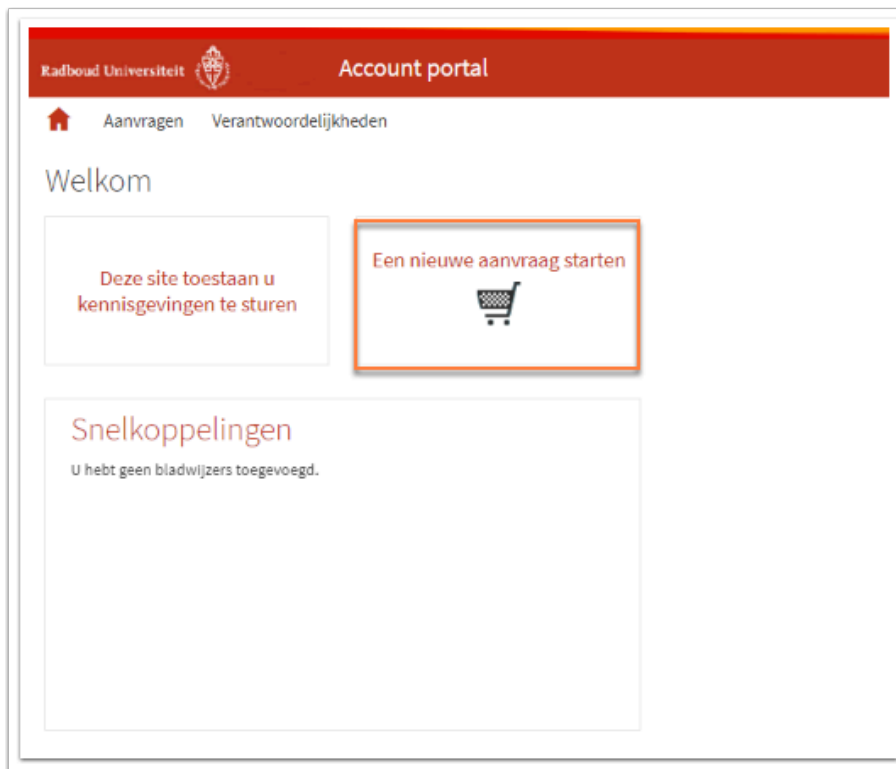
## Request an account in Accountportal

This is what you have to do to set up your own Cirrus account:

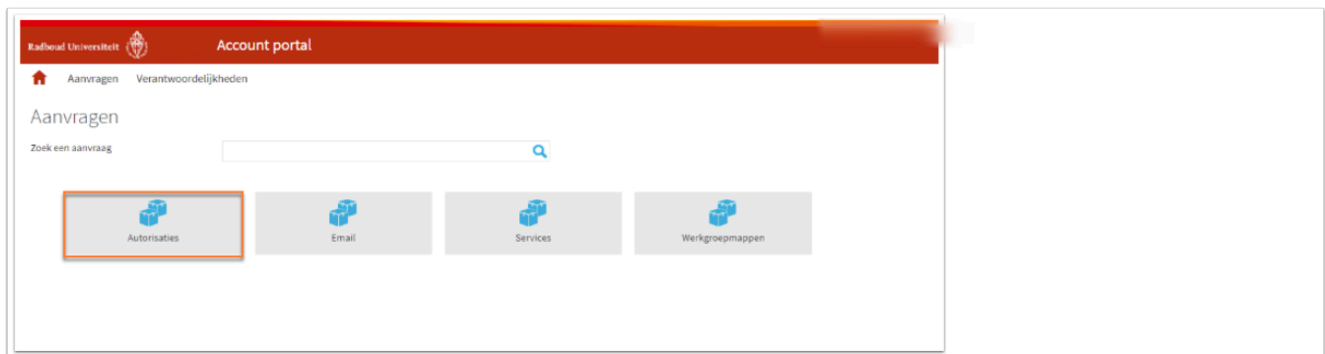


1. Go to Accountportal by clicking the following link: <https://account.ru.nl>.
2. Enter your credentials
3. Click **Inloggen** ("Log in").

# Werkinstructies

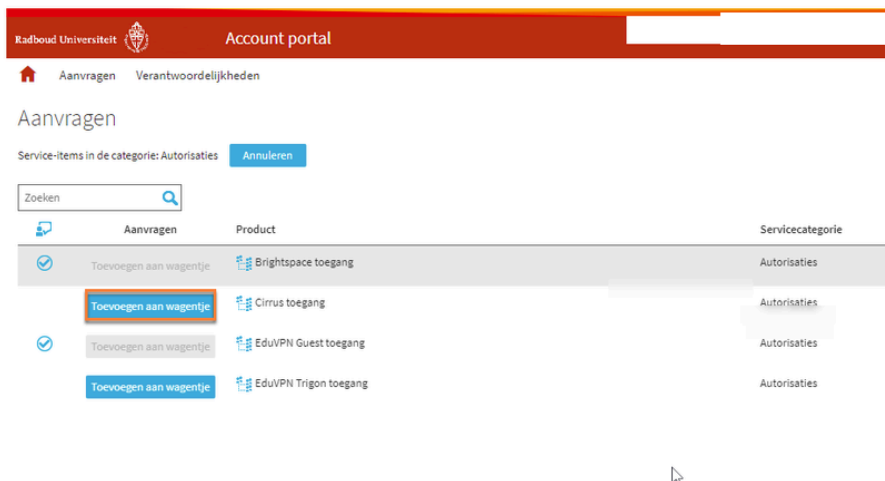


- Click on **Een nieuwe aanvraag starten** ("Start a new request").

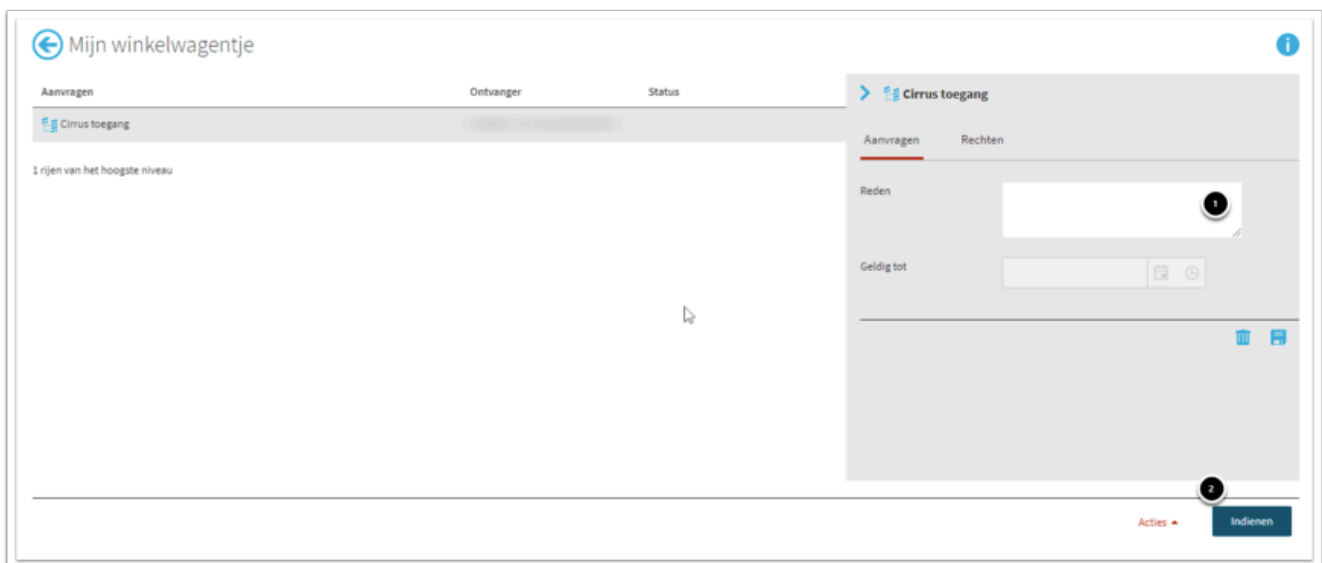


- Click **Autorisaties** ("Authorisations").

# Werkinstructies



- Click **Toevoegen aan wagentje** ("Add to cart") for the product **Cirrus toegang** ("Cirrus access").



1. If you want to, add a reason for your request.
2. Click **Indienen** ("submit").

Your request will automatically be transferred to your faculty's digital assessment coordinator for approval. This way, they will immediately know that you have submitted this request and they can contact you to help you find your way around Cirrus. After your request has been approved, you will receive a notification.

Read more about the login process [here](#).

## Werkinstructies

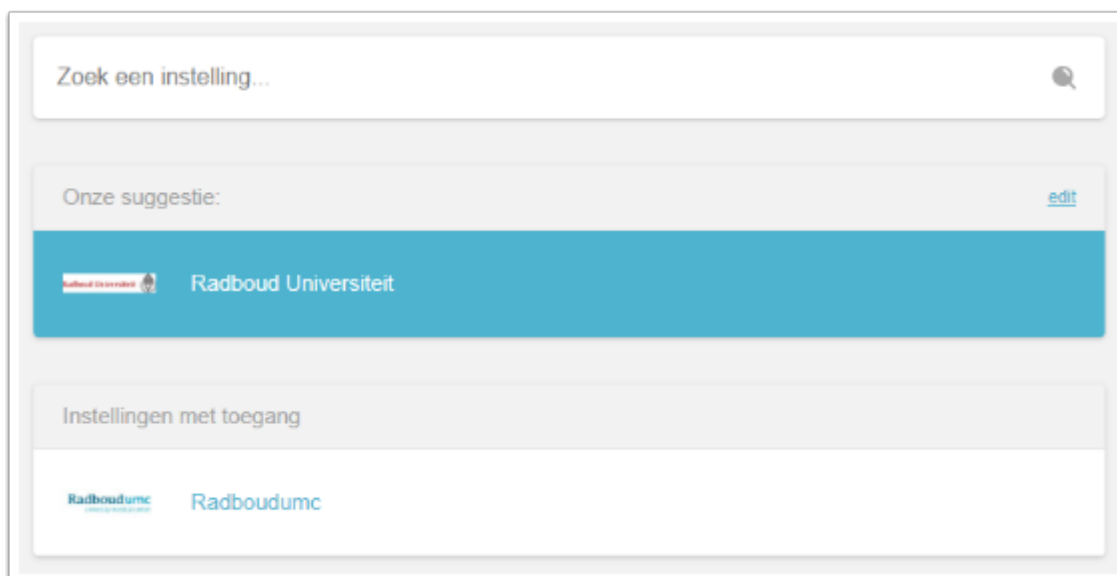
# How do I log in to Cirrus?

In order to assess digitally, the Radboud University uses Cirrus Assessment. This program can be used on your computer.

Start up your browser and go to [cirrus.ru.nl](https://cirrus.ru.nl). A login window will appear.



- Click **Login met SURFconext**.



## Werkinstructies

- You will be directed to the SURFconext page where you have to select a setting. Select **Radboud University** in order to log in with your U/E/S number, or click **Radboudumc** to log in with your Z number.
- Enter your username and password and click login. To do so, use your Radboud University or Radboudumc account (U/E/S/Z number).
- The first time you log in, a window will appear that asks you to give permission for your user-ID to be used for identification in Cirrus. Read the text and then click <Yes, continue [...]>.

You are now logged in to Cirrus.

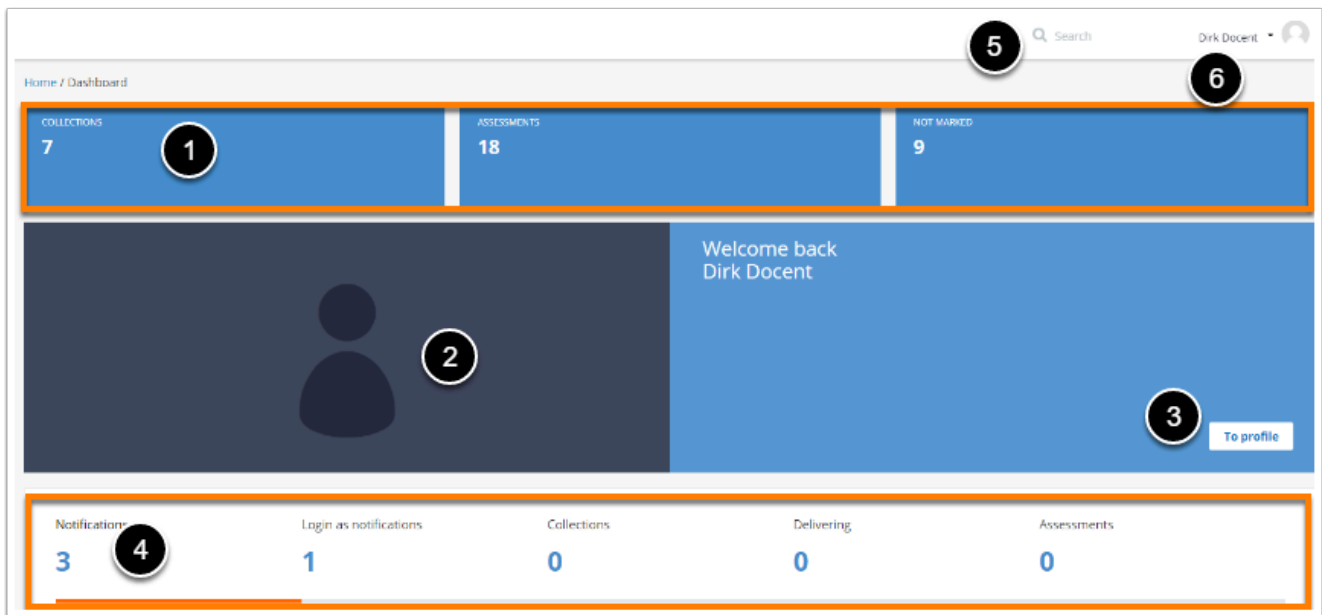


Before you can start using digital assessments you will have to set up an appointment with the faculty coordinator of digital assessments. Then you will have to ask permission to use Cirrus in the [Account Portal](#). Are you experiencing difficulties when logging in? Please contact the faculty coordinator of digital assessments.

# How do I navigate within Cirrus?

## Personal dashboard

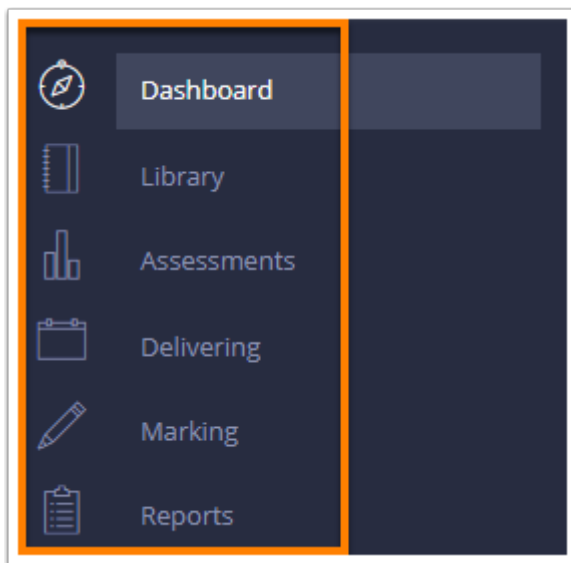
If you log in to Cirrus, you will immediately land on your personal dashboard.



1. The navigation bar at the top shows an overview of your own or shared **Collections**, **Assessments**, and **Not marked assessments**.
2. Below you will see your profile picture. You can change this by performing step 3.
3. Click **To profile** to view all of your profile settings.
4. The navigation bar at the bottom shows an overview of updates that are relevant to you:
  - **Notifications:** updates about items in collections that you work on as well as (media)files that have been shared with you.
  - **Login as notifications:** the faculty coordinator or support employee as logged in to provide support.
  - **Collections:** collections that have been shared with you.
  - **Delivering:** planned deliveries for assessments.
  - **Assessments:** assessments that have been shared with you.
5. Use key words in the search bar to search for items, assessments, evaluation, and schedules.
6. By clicking your own name, you can navigate to your own settings page and log off.


The navigation bar on the left side of your dashboard will show you where in Cirrus you currently are.

# Werkinstructies



You are now on your personal **Dashboard**.

- In your [Library](#) you will find collections and items.
- Under [Assessments](#) you will find your assessments and statistics.
- Under **Delivering** you will find the assessments which have been scheduled.
- Under [Marking](#) you will find the completed assessments that you are the coordinator of.
- Under [Reports](#) you will find the test results.

 To return to your dashboard in the blink of an eye, click the **Cirrus** logo at the top left of the screen. This is possible from every location within cirrus.

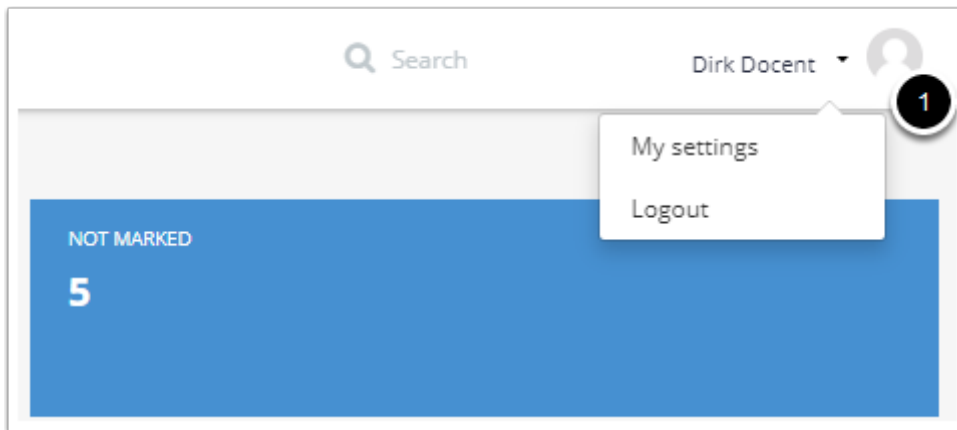


# Basic settings: personal settings

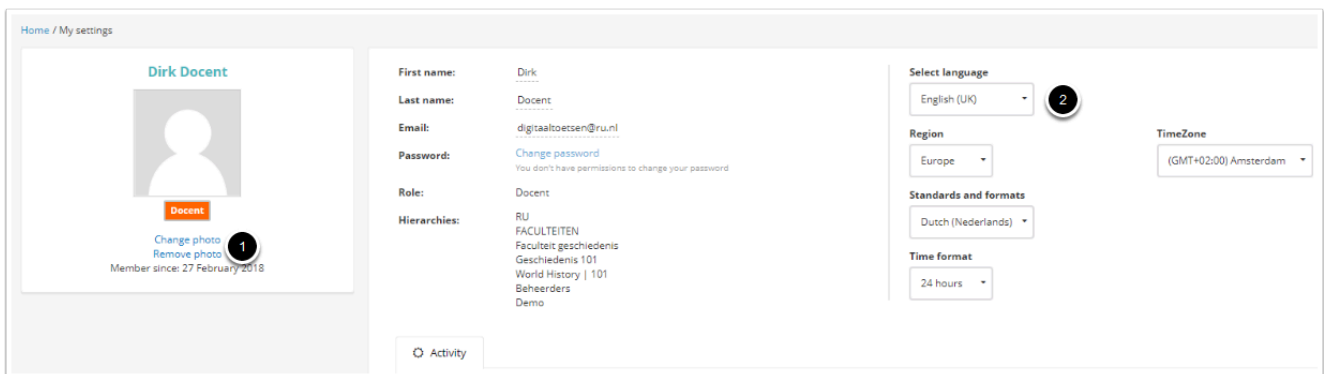
## Werkinstructies

# How do I modify my personal profile?

To modify your personal profile, you can navigate to your settings page when you are on your personal dashboard.



1. At the top right of your dashboard, click your name. Then click **My settings**.



On your profile page you will find information about your contact information, name, role, hierarchy (the specific group of users you belong to), language, region, time format, timezone, and activity.

1. Click **Change photo** to download a new photo from your computer. Click **Remove photo** to remove your photo.
2. Change the language and layout if desired.



# Library: collection

# How do I navigate through the Library?

[Library](#)

[Collections tab](#)

[Filter collections](#)

[Items tab](#)

[Filter items](#)

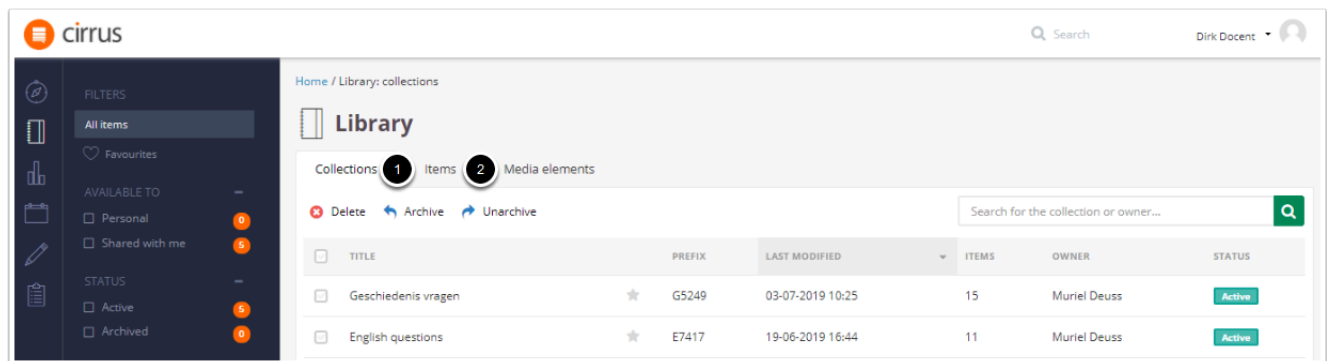
[Media elements tab](#)

[Filter media elements](#)

## Library

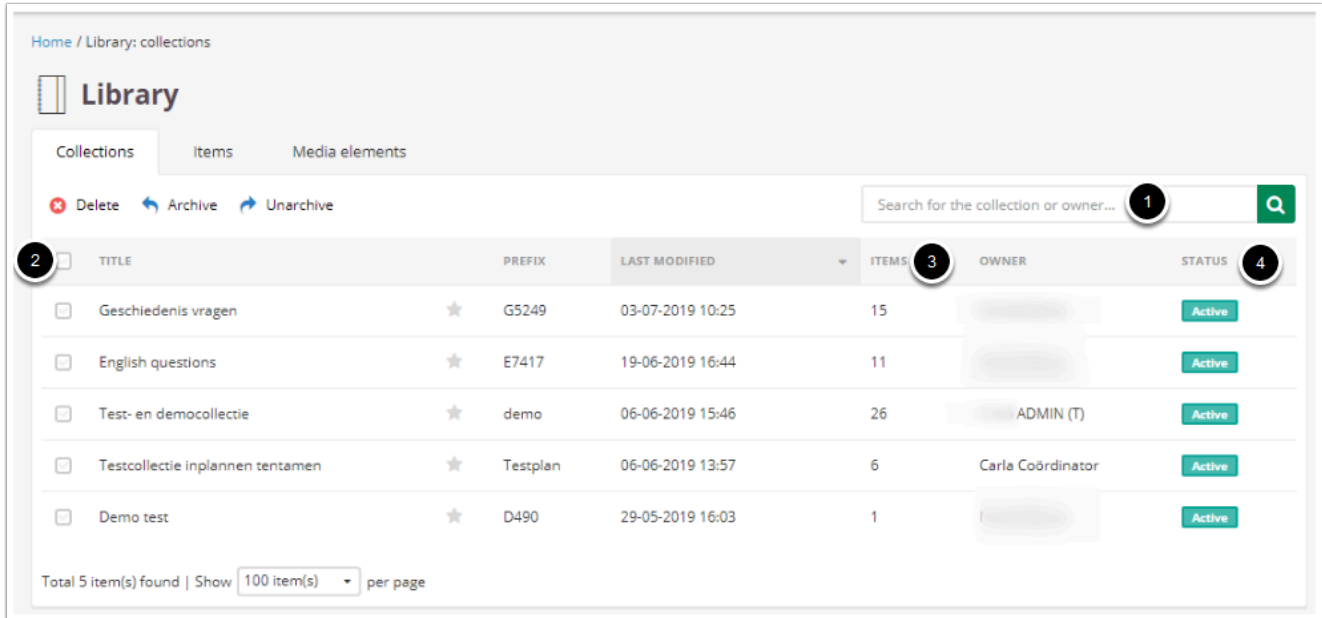
All of your collections, questions in collections (items) and media components can be managed in the **Library**.

- Navigate to **Library** in the navigation bar on the left.



1. You will be navigated to the **Collections** tab. Here you will find an overview of all collections you are a part of. These collections have been created by the coordinator digital assessment of your faculty.
2. From this page it is possible to navigate to the **Items tab** and the **Media elements** tab.

## Collections tab





Home / Library: collections

**Library**

Collections Items Media elements

Delete Archive Unarchive

Search for the collection or owner... 

	TITLE	PREFIX	LAST MODIFIED	ITEMS	OWNER	STATUS
<input type="checkbox"/>	Geschiedenis vragen	★ G5249	03-07-2019 10:25	15		Active
<input type="checkbox"/>	English questions	★ E7417	19-06-2019 16:44	11		Active
<input type="checkbox"/>	Test- en democollectie	★ demo	06-06-2019 15:46	26	ADMIN (T)	Active
<input type="checkbox"/>	Testcollectie inplannen tentamen	★ Testplan	06-06-2019 13:57	6	Carla Coördinator	Active
<input type="checkbox"/>	Demo test	★ D490	29-05-2019 16:03	1		Active

Total 5 item(s) found | Show 100 item(s) per page

1. Use the search bar to search for a collection.
2. Select one or multiple boxes to perform actions. Select all collections at once by clicking the box next to **Title**.
3. Below **Items** you will see how many questions are in each collection.
4. Below **Status** you will see whether the collection is active or archived.
  - **Active:** when creating an assessment you can add questions from this collection.
  - **Archived:** when creating an assessment you cannot see or add the questions from this collection.

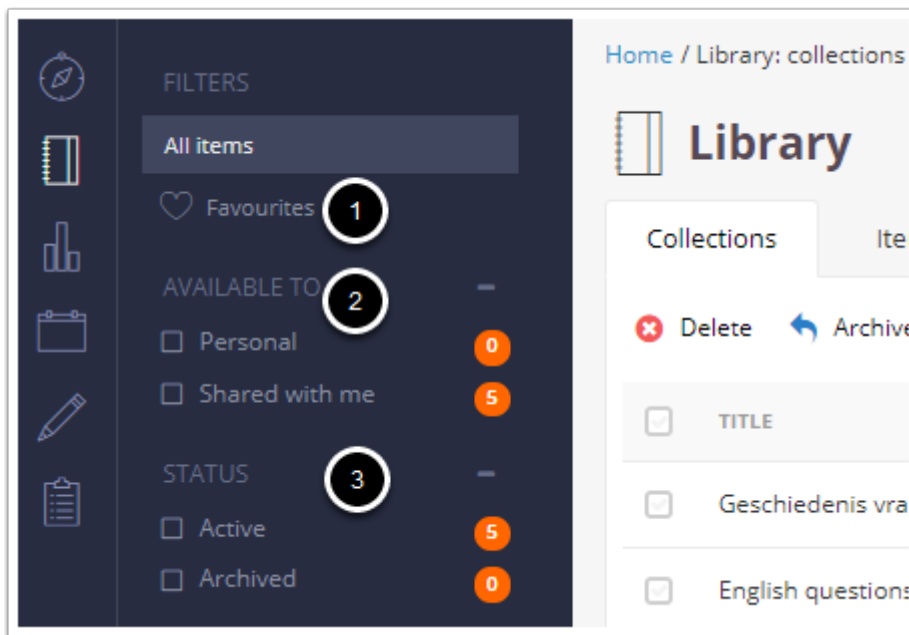


Do you need a specific collection often? Click the **star** next to the title of that collection. This allows you to easily find the collection.

## Filter collections

Use the navigation bar on the left to filter collections.

# Werkinstructies

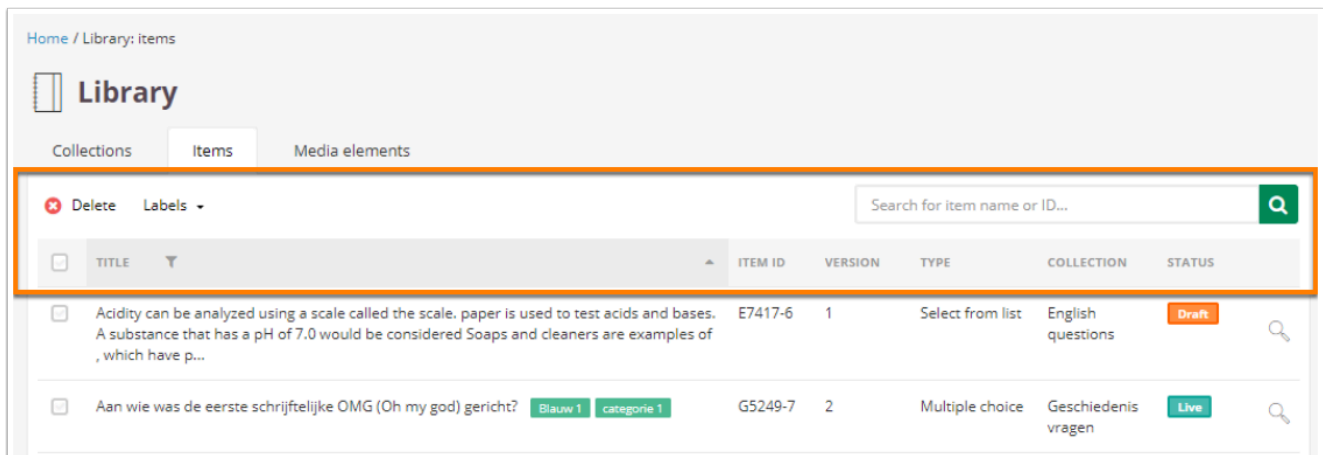


1. Click **Favorites** to see only those collections you have given a star.
2. Click on the options below **Available to** to only see collections that are your own (**Personal**) or to only see collections that have been shared with you (**Shared with me**). The faculty coordinator will create the collection for you. This means that you will see all collections under **Shared with me**. The orange dots display the number of collections that can be found under each heading.
3. Click the options below **Status** to select whether you only want to see active or selected collections. The orange dots display the number of collections that can be found under each heading.


## Items tab

- Navigate to **Library** in the navigation bar on the left.
- Click **Items** (second tab).

# Werkinstructies



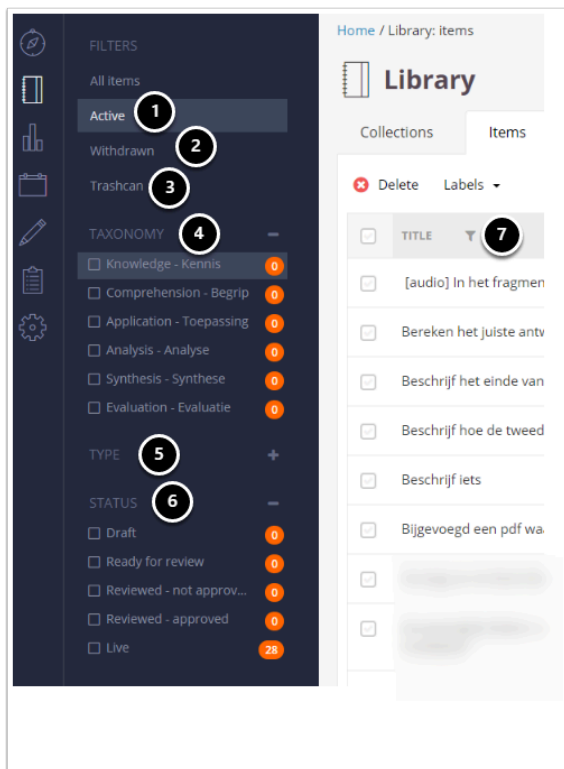
- You will see an overview of all items that are in your library. You can sort the items in alphabetical or reversed alphabetical order based on the **Title** or the **Item ID**. To do so, click either the **Title** or the **Item ID** and then click the arrow.
- Go to [Type](#) to determine the type of question it concerns.
- Go to **Collection** to see which collection the question is in.
- Go to [Status](#) to see the status of the item.
- Select one or multiple items to perform actions. Select all items at once by clicking the box next to **Title**.
- Remove or label selected items.

 Learn more about creating labels in the article [How do I create labels and how do I add them to items?](#)

## Filter items

Use the navigation bar on the left to filter the items.

# Werkinstructies



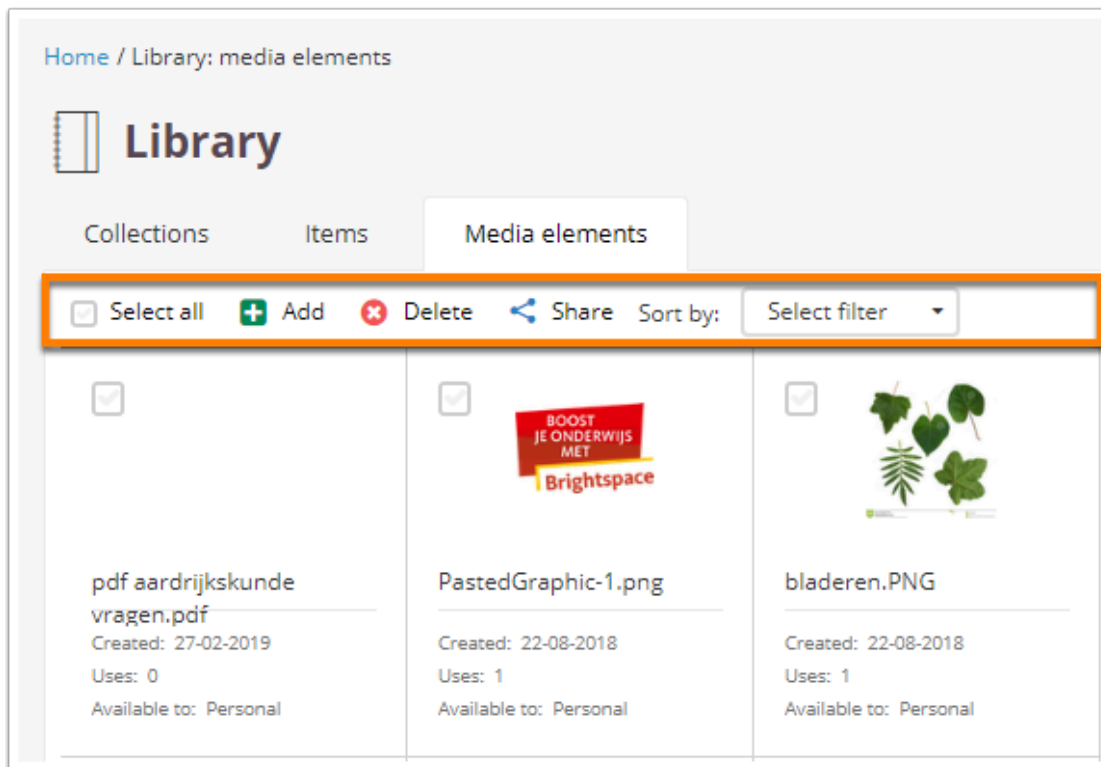
1. Click **Active** to see the questions you are using in one or several assessment.
2. Click **Revoked** to see the questions you are no longer using in an assessment.
3. Click **Trashcan** to see the questions that have been deleted.
4. Click the options below **Taxonomy** to see the items that assess on a specific level only. The orange dots show you how many items you have for each option.
5. Click the options below [Type](#) if you only want to see items of a specific type of question. The orange dots show you how many items you have for each option.
6. Click the options below [Status](#) if you only want to see items of a specific type of question. The orange dots show you how many items you have for each option.
7. You can also filter by label if you click on the filter icon next to **Title**. Then select the label you want to filter on.

## Media elements tab

- Go to **Library** in the navigation bar on the left.
- Click **Media elements** (third tab).



# Werkinstructies



- You will see an overview of all media files that are stored in your library. Select the box in the top left corner to select a file.
- Click **Select All** to select all files. You can then either **Delete** or [Share](#) the selected files.
- Click **Select filter** to sort out the files.
- Click [Add](#) to add a media file.

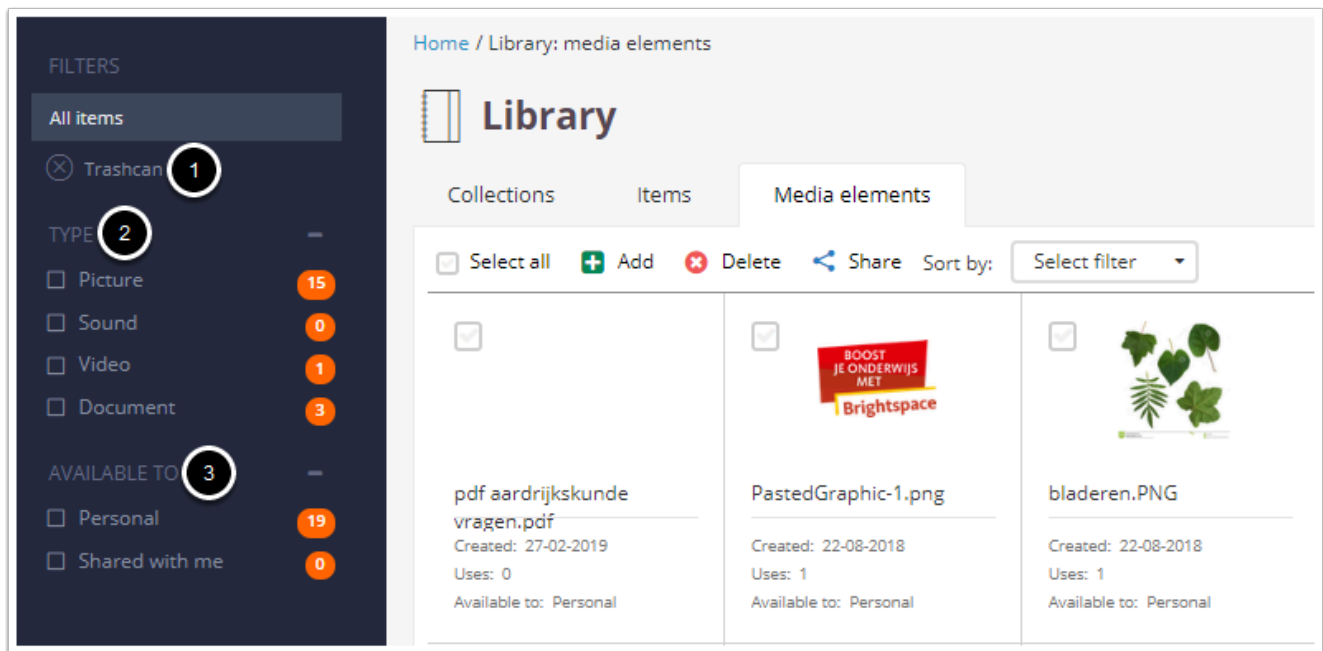


To maintain an overview in the library it is necessary to give the media elements a unique name before they are added to the library. It is not possible to change the name of an element after it has been added to the library!

## Filter media elements

Use the navigation bar on the left to filter by media elements.

# Werkinstructies



1. Click **Trashcan** to see the files that have been deleted.
2. Click the options below **Type** if you only want to see items of a specific type of file. The orange dots show you how many items you have for each option.
3. Click the options below **Available to** if you only want to see your own items (**Personal**) or only files that have been shared with you. The orange dots show you how many items you have for each option.

# How do I use collections?

[Collection homepage](#)

[Filter, sort and search items](#)

[Collection settings](#)

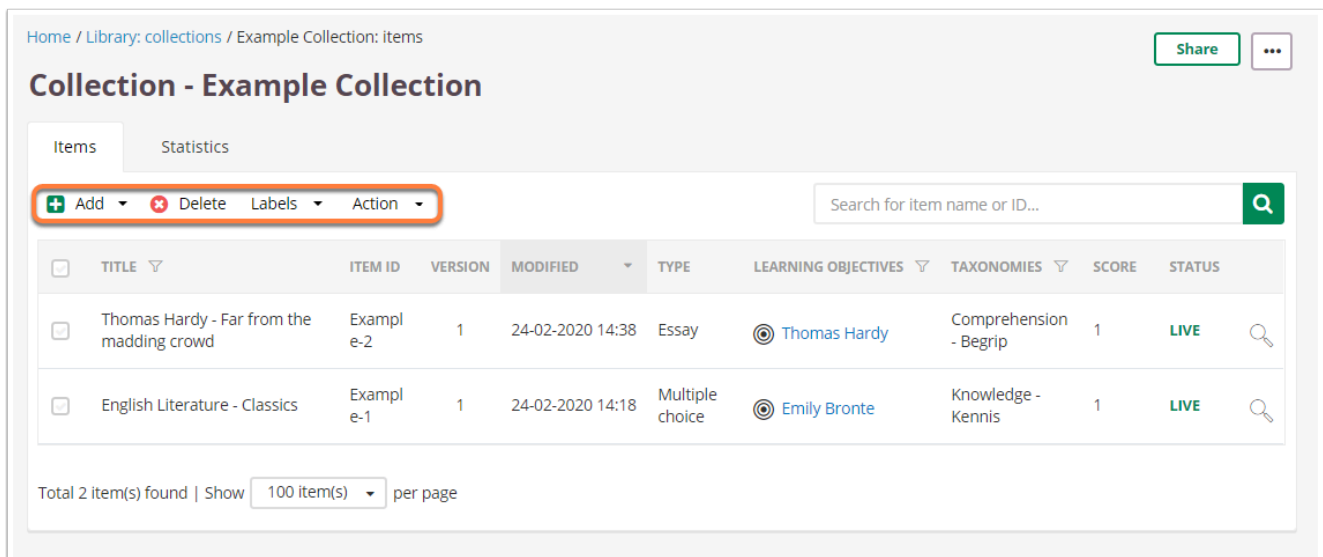
[Statistics](#)

You can use the Library to navigate to the different collections that have been shared with you (you cannot create them yourself; collections are created by the Faculty coordinator). Collections can be used to organize your items. For example, you can create collections that contain items with a certain subject; items used in a specific course; items for a specific level, etc. Within a collection you can add, edit, delete, and share items as well as add labels. This is all done from the **Collection** homepage.

## Collection homepage

Items are always created within a specific collection. All actions concerning the editing and ordering of your items are taken on the **Collection** homepage.

- Use the navigation bar on the left to navigate to **Library**.
- Click on the collection that contains the desired item. You will be navigated to the **Items** tab of the collection.



Home / Library: collections / Example Collection: items

Share ...

### Collection - Example Collection

Items Statistics

+ Add - Delete Labels Action

Search for item name or ID...

<input type="checkbox"/>	TITLE ▾	ITEM ID	VERSION	MODIFIED ▾	TYPE	LEARNING OBJECTIVES ▾	TAXONOMIES ▾	SCORE	STATUS
<input type="checkbox"/>	Thomas Hardy - Far from the madding crowd	Examp e-2	1	24-02-2020 14:38	Essay	Thomas Hardy	Comprehension - Begrip	1	LIVE
<input type="checkbox"/>	English Literature - Classics	Examp e-1	1	24-02-2020 14:18	Multiple choice	Emily Bronte	Knowledge - Kennis	1	LIVE


Total 2 item(s) found | Show 100 item(s) per page

In the overview you will find an **Item id** for each item, when the item was last edited, what type of item it is, the score you can obtain for this item and the status. Use the buttons in the top navigation bar to:

- [Add items.](#)
- [Delete items.](#)

## Werkinstructies

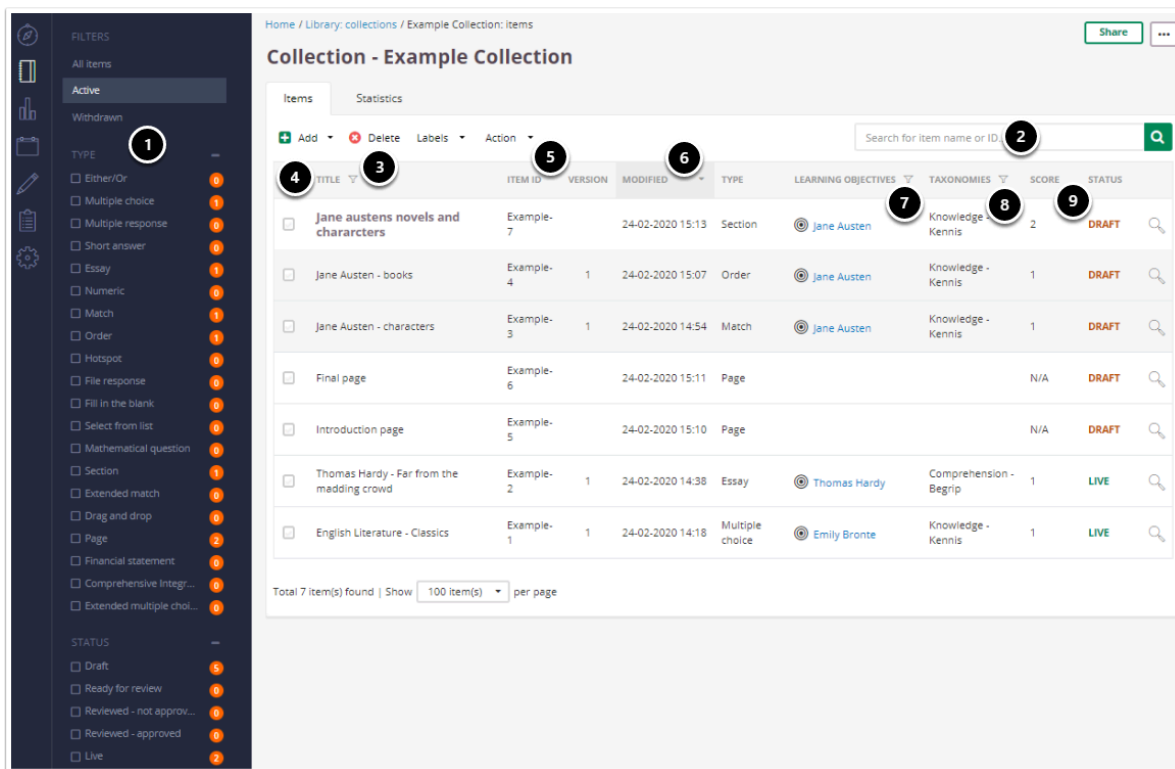
- [Add labels to an item.](#)
- Perform actions:
  - **Import:** It is possible to [import items](#) to the collection, for example from other collections or an Excel file.
  - **Export:** select the box in front of the item to select it for exportation. Then select **Export**, which you can find under **Action**. You will see a notification indicating the item is being downloaded, after which the download will appear at the bottom of the screen. The download will consist of a zip-file containing an Excel file.
  - **Copy:** select the box in front of the item to copy it. Then click **Copy**, which you will find under **Action**. The copy will appear at the top of the list with items.
  - **Change status:** The status will show whether the item can be used in assessments, or whether it is still in the draft stage and/or needs a review. In order to quickly change the status of an item you have to select the box in front of the item and then select the new status under **Action > Change status**.
  - **Change item purpose:** The item purpose determines whether you can use the question in formative tests, summative tests, or both. To quickly change the item purpose of an item you have to select the box in front of the item and then select the purpose under **Action > Change item purpose** (when you select **None** you will be able to use the item in both summative and formative tests).
- [Share](#) the collection or give other users permission to use items from the collection. This option can only be performed by the faculty's digital assessment coordinator and the author.
- Alter the [settings](#) of the collection (click the three-dots icon to do so).

 If you want to use an item in a test, you have to make sure its status is Live.

## Filter, sort and search items

On the **Collections** homepage you will find multiple possibilities to filter and sort items, which allows you to find them more easily.

# Werkinstructies



Home / Library: collections / Example Collection: Items

Collection - Example Collection

Items Statistics

Add Delete Labels Action

Search for item name or ID

4	3	5	6		7	8	9	
TITLE	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVES	TAXONOMIES	SCORE	STATUS
<input type="checkbox"/> Jane austens novels and characters	Example-7		24-02-2020 15:13	Section	Jane Austen	Knowledge - Kennis	2	DRAFT
<input type="checkbox"/> Jane Austen - books	Example-4	1	24-02-2020 15:07	Order	Jane Austen	Knowledge - Kennis	1	DRAFT
<input type="checkbox"/> Jane Austen - characters	Example-3	1	24-02-2020 14:54	Match	Jane Austen	Knowledge - Kennis	1	DRAFT
<input type="checkbox"/> Final page	Example-6		24-02-2020 15:11	Page			N/A	DRAFT
<input type="checkbox"/> Introduction page	Example-5		24-02-2020 15:10	Page			N/A	DRAFT
<input type="checkbox"/> Thomas Hardy - Far from the madding crowd	Example-2	1	24-02-2020 14:38	Essay	Thomas Hardy	Comprehension - Begrip	1	LIVE
<input type="checkbox"/> English Literature - Classics	Example-1	1	24-02-2020 14:18	Multiple choice	Emily Bronte	Knowledge - Kennis	1	LIVE

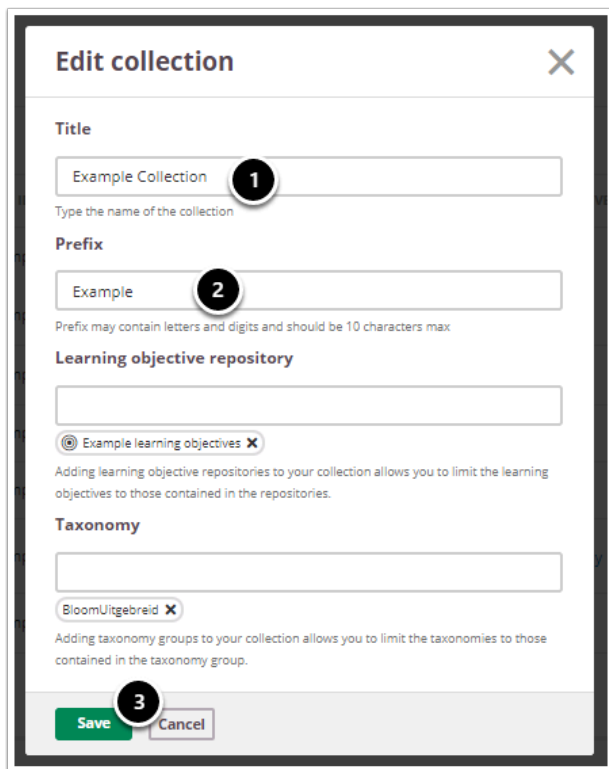
Total 7 item(s) found | Show 100 item(s) per page

1. Similarly to the [Library homepage](#) you can use the navigation bar on the left to filter items based on type and status.
2. Use the search bar to search for items based on name, item-id, [label](#), or key word.
3. Click the filter icon next to **Title** to filter based on label. You can click one or multiple labels to filter on, and you have to click **Filter** once you have selected the desired labels.
4. Sort the items based on name by clicking **Title**.
5. Sort the items based on item-id by clicking **Item id**.
6. Sort the items based on what has been last edited/created first by clicking **Modified**.
7. Click on the filter icon next to **Learning objectives** to filter on learning objectives. Select the relevant learning objectives and click on **Filter**.
8. Click on the filter icon next to **Taxonomies** to filter on taxonomies. Select the relevant taxonomies and click on **Filter**.
9. Sort the items based on high or low possible score by clicking **Score**.

## Collection settings

- Go to the Collection homepage and click the three-dot icon.
- Click **Collection settings**.

# Werkinstructies



1. Change the title of the collection.
2. Change the adjective of the collection that is used by Cirrus to generate item-id's.
3. Click **Save**.

## Statistics

For each item in a collection you will find statistics. These can be found by going to the **Statistics** tab (second tab) while on the Collection homepage.

# Werkinstructies

Collection - History questions

ItemsStatistics

Export to Excel

Last calculated: 29-01-2020 20:11

Search for items.

	#	QUESTION	QUESTION TYPE	ITEM ID	VERSION	CHANCE SCORE	PC	P	ANSWERED	GIVEN ANSWERS				STATUS
										A	B	C	D	
	1	Two of Henry VIII's six wives were executed. Anne Boleyn was one. Who was the second?	Multiple choice	H9335-1	2	1,25 (25%)	0,87	0,90	10	10%	90%	0%	0%	WARNING
	2	When were the ancient Olympic games first held?	Multiple choice	H9335-3	1	1,25 (25%)	0,11	0,33	6	33%	0%	33%	33%	OK
LAST ANSWERED: 13-01-2020														
<div><div>HISTORY EXAM V.1 (HIS202)</div><div>WORLD HISTORY EXAM V.1 (WHE-101)</div><div>GESCHIEDENIS SNELLE TEST V.1 (H9335)</div><div>TEST EXAM V.1 (TEST EXAM)</div><div>HISTORY TEST V.1 (HISTORY)</div><div>HISTORY-TEST II V.1 (HISTORYII)</div><div>TESTPDFLINK V.1 (TESTPDFLINK)</div><div>TESTVOLGORDE VRAGEN V.1 (VOLGORDEVRAGEN)</div></div>														
	3	In 1920 werd de drooglegging in Amerika afgekondigd. De productie en verkoop van alcohol was vanaf nu verboden. In 1933 werd het verbod opgeheven. Welke president heeft het verbod opgeheven en waaro...	Essay	H9335-10	1	N/A (N/A)	N/A	N/A	0					N/A

You will find an overview of the items in the collection, of which you will immediately see the question, item-id, and the type of question. Furthermore, you will find some additional statistics for each item:

1. Click on the arrow to see when the items was last used and in which exams the item was used.
2. **Chance score:** the chance score is the chance that students will answer the question correctly. Cirrus will display this score as a percentage of the maximum number of points a student can acquire for a question. *For example: with a multiple choice question with four possibilities a student will have a 25% chance to answer the question correctly. If the maximum number of points would be one, the chance score would be 0,25. If the question would be worth 3 points, the chance score would be 0.75.* The chance score is not available for fill in the blank items, numeric items, short answer items, essay items, and existing answer questions.
3. **PC:** the pc-value displays the same as the P-value, but it also contains the chance score.
4. **P:** the p-value shows whether the question is difficult or hard (meaning many students answer the question right or wrong). Cirrus calculates the p-value by taking the average score of all students and dividing it by the maximum score for that question.
5. **Answered:** The amount of times the question has been answered.
6. **Given answers:** shows how many times each answer option was chosen.
7. **Status :** provides an indication about the difficulty of the item and whether that makes it a good item or not. The options are **Ok** and **Warning**:
  - Ok means that  $p = >0,3$  en  $<0,7$ .
  - Warning means that  $p = <0,3$  of  $>0,7$ .

## Werkinstructies

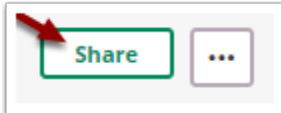
- i You will only see the statistics once an item has been used in tests and after the tests have been submitted.
- i Statistics of items provide a better insight when reviewed on assessment level. See [How do I use assessments](#) for more information.



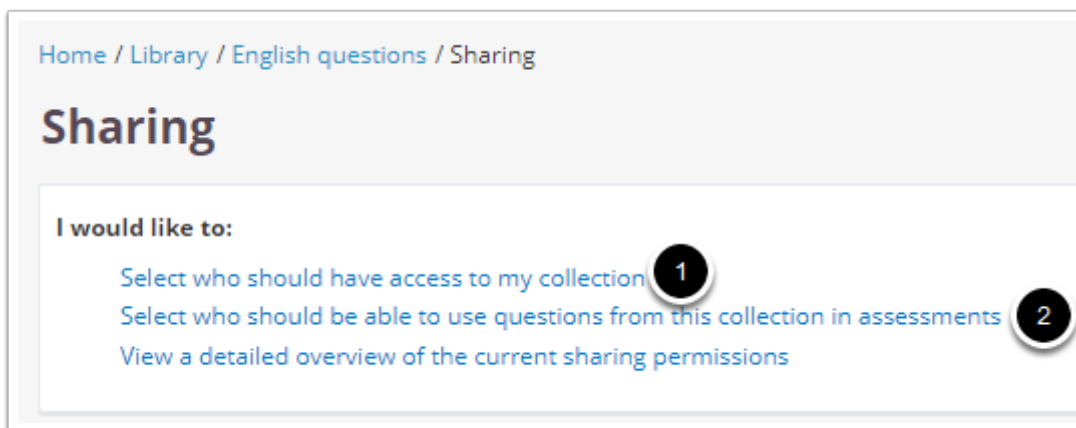
## Werkinstructies

# How do I share a collection?

As soon as the collection administrator has created a collection, they will share the collection with the course coordinator. This teacher will then be able to share the collection with other teachers.



Click **Share** at the top right of the screen in the opened collection.



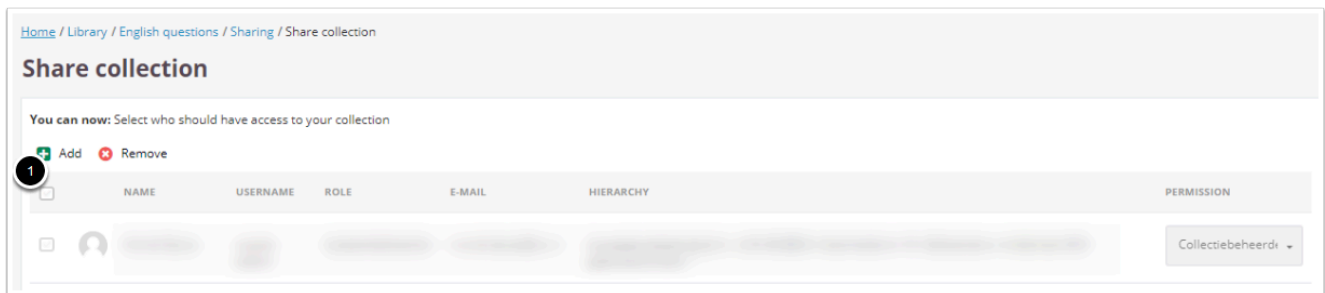
A collection can be shared in two ways. As the coordinator, you will have to execute both ways for each collection.

1. **Select who should have access to my collection.**  
This means that other users are allowed access to the collection (for example to add questions).  
Please see [Select who should have access to my collection](#) for more information.
2. **Select who should be able to use questions from this collection in assessments.**  
This means that the user can use questions from the collection in a test.  
Please see [Select who should be able to use questions from this collection in assessments](#) for more information.

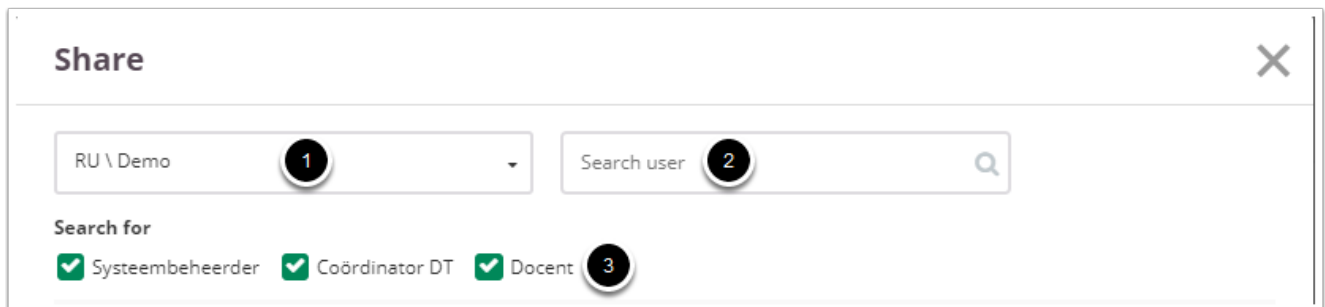
## Select who should have access to my collection

- Click **Select who should have access to my collection.**

# Werkinstructies

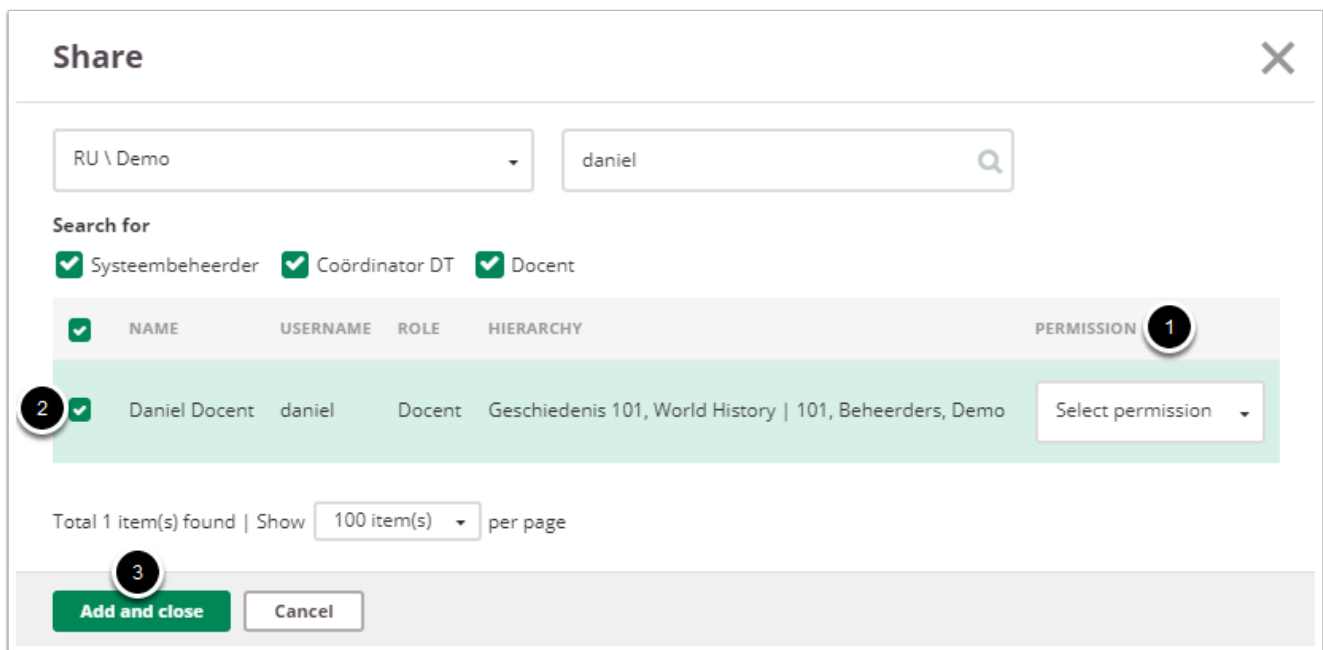


1. Click **Add** to select the users you want to give access to your collection.



- Search the users you want to give access to the collection.
1. You can limit your options by selecting the hierarchy of the course with **Select Hierarchy**. All users that have been assigned to this specific hierarchy will now appear.
  2. Enter the name of the person you are searching with **Search User**.
  3. You can (de)select the roles and then limit the choice by selecting or deselecting the boxes with the green check marks.

## Werkinstructies



**Share**

RU \ Demo      daniel

Search for

☒ Systeembeheerder   ☒ Coördinator DT   ☒ Docent

<input checked="" type="checkbox"/>	NAME	USERNAME	ROLE	HIERARCHY	PERMISSION <sup>1</sup>
<input checked="" type="checkbox"/> <sup>2</sup>	Daniel Docent	daniel	Docent	Geschiedenis 101, World History   101, Beheerders, Demo	Select permission

Total 1 item(s) found | Show 100 item(s) per page

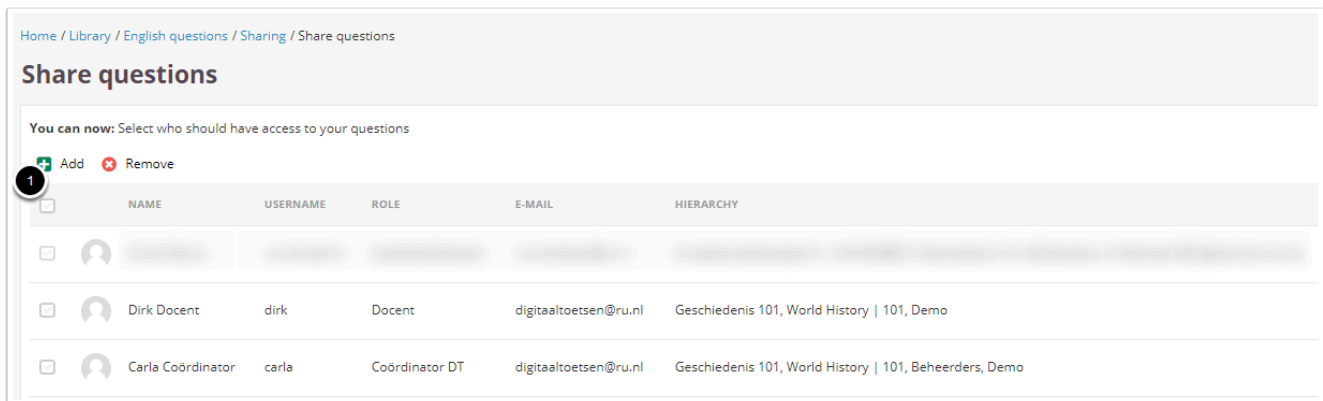
<sup>3</sup> **Add and close**   Cancel

- Add users to the collection:
1. Under **Permission**, select the role you want to give to the person you are going to give access.
    - The course coordinator will have the **Author** role.
    - Other teachers that are a part of the course will receive the **Co-Author** role.
    - User who will only be reviewing will get the role of **Reviewer**.
  2. Check the boxes on the left of the name of each user you want to share the collection with.
  3. Click **Add and close** to add the user(s) to the collection.

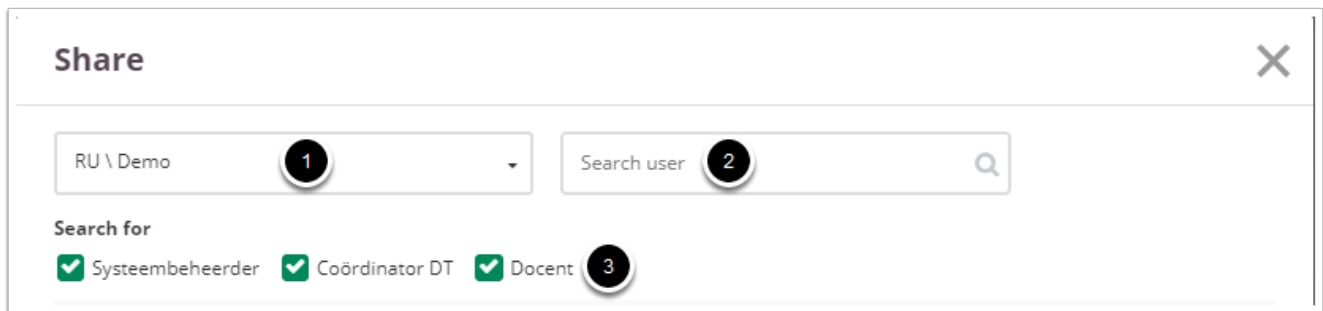
## Select who should be able to use questions from this collection in assessments

- Click **Select who should be able to use questions from this collection in assessments**.

# Werkinstructies



1. Click **Add** to select the users you want to give access the items of the collection; they can then use them in tests.



- Search the users you want to give access to the collection.
1. You can limit your options by selecting the hierarchy of the course with **Select Hierarchy**. All users that have been assigned to this specific hierarchy will now appear.
  2. Enter the name of the person you are searching with **Search User**.
  3. You can (de)select the roles and then limit the choice by selecting or deselecting the boxes with the blue check marks.

# Werkinstructies

## Share

RU \ Demo

daniel

Search for

☒ Systeembeheerder ☒ Coördinator DT ☒ Docent

<input checked="" type="checkbox"/>	NAME	USERNAME	ROLE	HIERARCHY
<input checked="" type="checkbox"/>	Daniel Docent	daniel	Docent	Geschiedenis 101, World History   101, Beheerders, Demo

Total 1 item(s) found | Show 100 item(s) per page

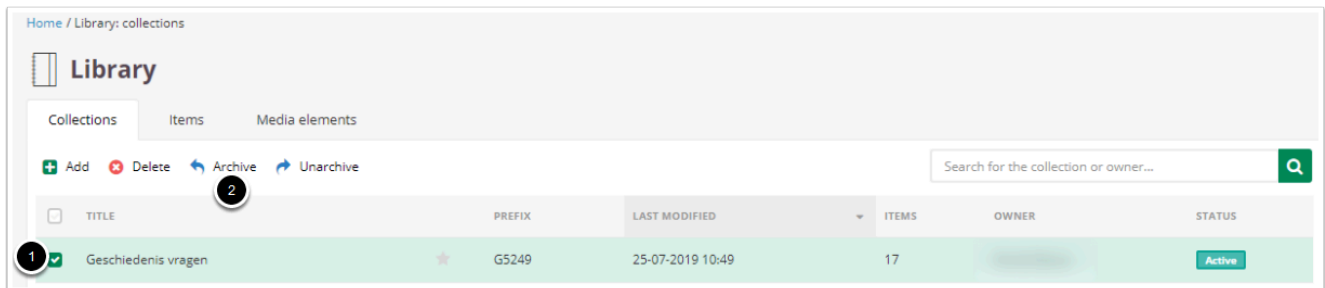
Add and close

Cancel

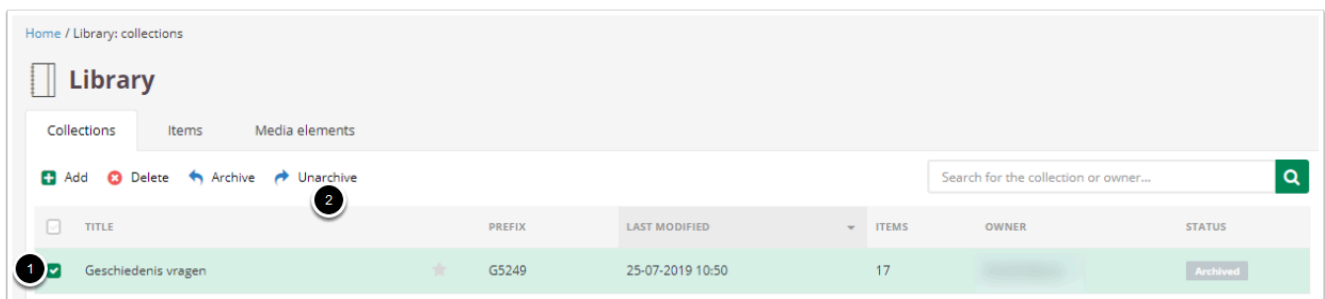
- Add users to the collection:
1. Check the boxes on the left of the name of each user you want to share the collection with.
  2. Click **Add and close** to give the user(s) permission to use the questions.

# How do I archive a collection?

- Use the navigation bar on the left to navigate to **Library**.



1. Select the collection(s) you wish to archive.
2. Click **Archive**.



The status of the collection has now changed to **Archived**. It is easy to undo the archiving:

1. Select the collection(s) you wish to unarchive.
2. Click **Unarchive**.

## Werkinstructies

# How do I create labels and how do I add them to items?

[Collection labels and central labels](#)

[Create collection labels](#)

[Search for a label](#)

## Collection labels and central labels

Within a collection you can create labels and link these to items. The labels are easier to find in your collection when they are linked to items. There are two types of labels: collection labels and central labels.

- **Collection labels:** All teachers that work in the same collection can use these labels and create new labels.
- **Central labels:** admins create these labels and manage them, after which you can use them in your collections. These labels can also be linked to learning goals.



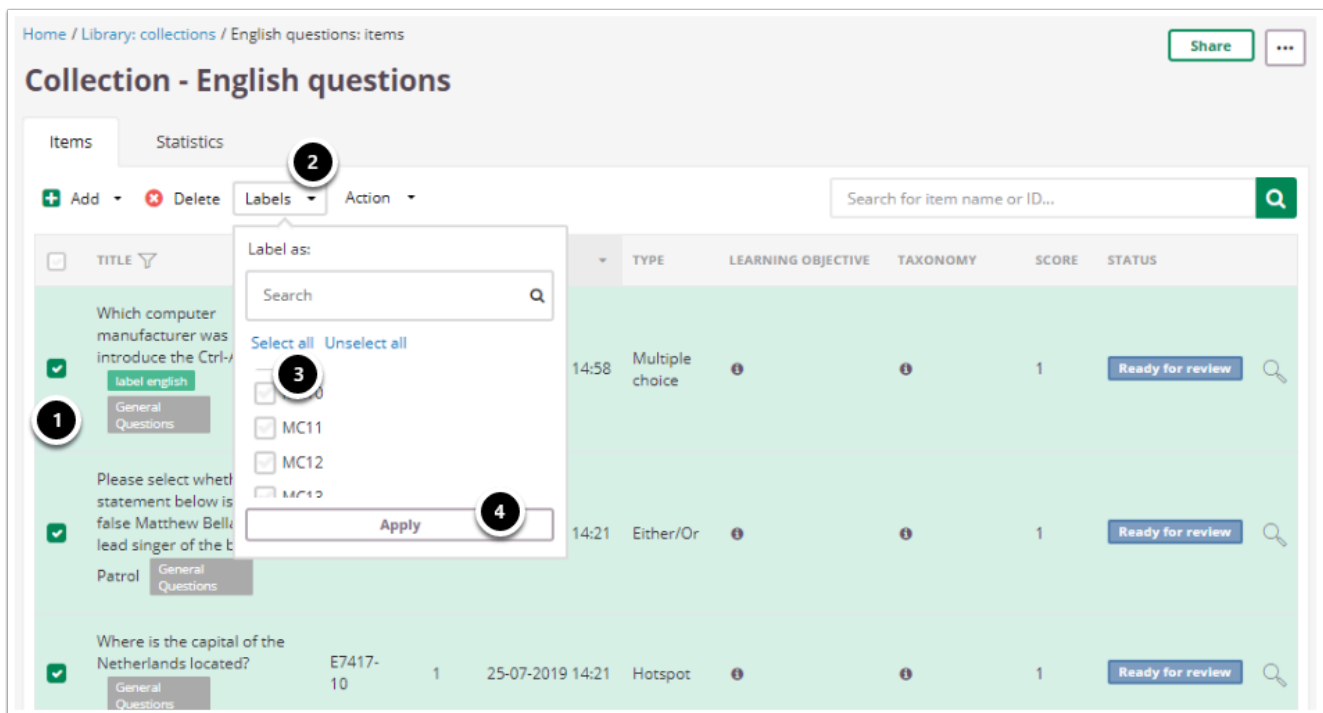
The different labels have different colors: collection labels are green.

## Create collection labels

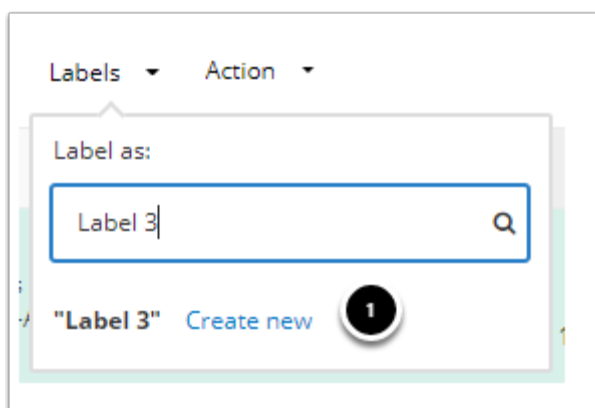
Collection labels are created per collection and can thus only be used in that collection.

- Navigate to **Library** in the navigation bar on the left.
- Click on the desired collection.

# Werkinstructies



1. Select the item(s) to which you want to add a label.
2. Click **Labels**. You will see all existing labels in the drop-down menu:
  - The labels with a cross behind them are personal labels. You can delete these if you wish.
  - Use the search bar to search labels.
3. Select the labels that you want to link to an item. Click **Select all** to select all labels or click **Unselect all** to deselect all labels (including the labels already attached to this item). Then click **Apply**.
4. Is the label you want to use not there and do you want to create it? Enter the name of the new label in the search bar.

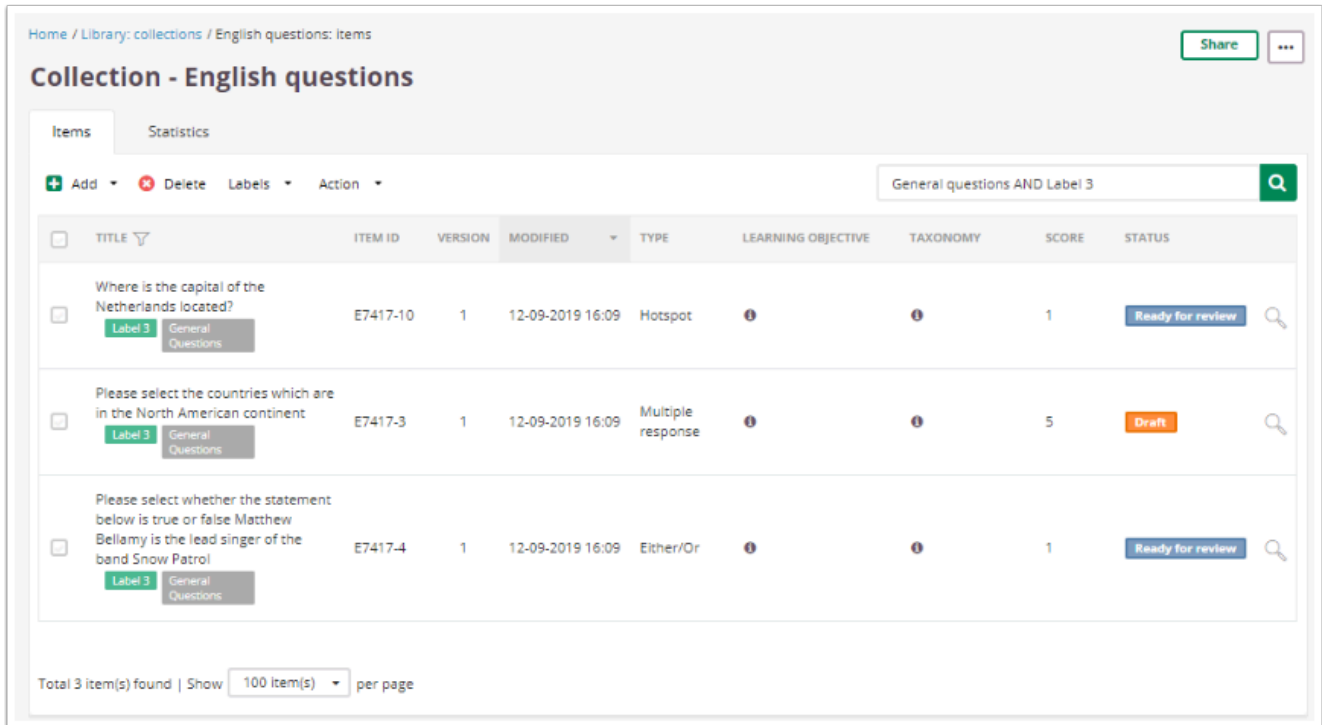


1. Click **Create new** to create the new label. Then click **Apply** to attach the label to the item.



## Search for a label

You can use the search bar to search for specific labels in your collection. You can do so by using the parameters AND, OR and NOT.



The screenshot shows a web interface for managing a collection of English questions. The search bar at the top right contains the text "General questions AND Label 3". Below the search bar, a table lists three items. Each item has a checkbox, a title, an item ID, a version, a modified date, a type, a learning objective, a taxonomy, a score, and a status. The first item is a "Hotspot" question about the capital of the Netherlands, with a status of "Ready for review". The second item is a "Multiple response" question about North American countries, with a status of "Draft". The third item is an "Either/Or" question about Matthew Bellamy, with a status of "Ready for review".

	TITLE	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	TAXONOMY	SCORE	STATUS
<input type="checkbox"/>	Where is the capital of the Netherlands located?	E7417-10	1	12-09-2019 16:09	Hotspot			1	Ready for review
<input type="checkbox"/>	Please select the countries which are in the North American continent	E7417-3	1	12-09-2019 16:09	Multiple response			5	Draft
<input type="checkbox"/>	Please select whether the statement below is true or false Matthew Bellamy is the lead singer of the band Snow Patrol	E7417-4	1	12-09-2019 16:09	Either/Or			1	Ready for review

Total 3 item(s) found | Show 100 item(s) per page

- Search for items with two specific labels: "General Questions" AND "Label 3".

# Werkinstructies

Home / Library: collections / English questions: Items

Collection - English questions

Items Statistics

+ Add - Delete Labels Action

MC-1 OR blue 1

TITLE	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	TAXONOMY	SCORE	STATUS
Where is the capital of the Netherlands located? <b>MC-1</b>	E7417-10	1	12-09-2019 16:22	Hotspot			1	Ready for review
Please select the countries which are in the North American continent <b>MC-1</b>	E7417-3	1	12-09-2019 16:21	Multiple response			5	Draft
Which computer manufacturer was the first to introduce the Ctrl-Alt-Del? <b>Blue 1</b>	E7417-1	1	12-09-2019 16:18	Multiple choice			1	Ready for review
Please select whether the statement below is true or false Matthew Bellamy is the lead singer of the band Snow Patrol <b>Blue 1</b>	E7417-4	1	12-09-2019 16:18	Either/Or			1	Ready for review

Total 4 item(s) found | Show 100 item(s) per page

- Search for items with either one label or the other: "MC-1" OR "Blue 1".

Collection - English questions

Items Statistics

+ Add - Delete Labels Action

NOT blue 1

TITLE	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	TAXONOMY	SCORE	STATUS
Where is the capital of the Netherlands located? <b>MC-1</b>	E7417-10	1	12-09-2019 16:22	Hotspot			1	Ready for review
Please select the countries which are in the North American continent <b>MC-1</b>	E7417-3	1	12-09-2019 16:21	Multiple response			5	Draft
In this extended multiple choice question you will be asked to name the nations capital of the three different countries.[image] What is the capital city of Australia? <b>Label 3</b>	E7417-2	1	12-09-2019 16:18	Extended multiple choice			1	Draft

- Search for items without a specific label: NOT Blue 1.

## Werkinstructies

# How do I perform bulk actions?

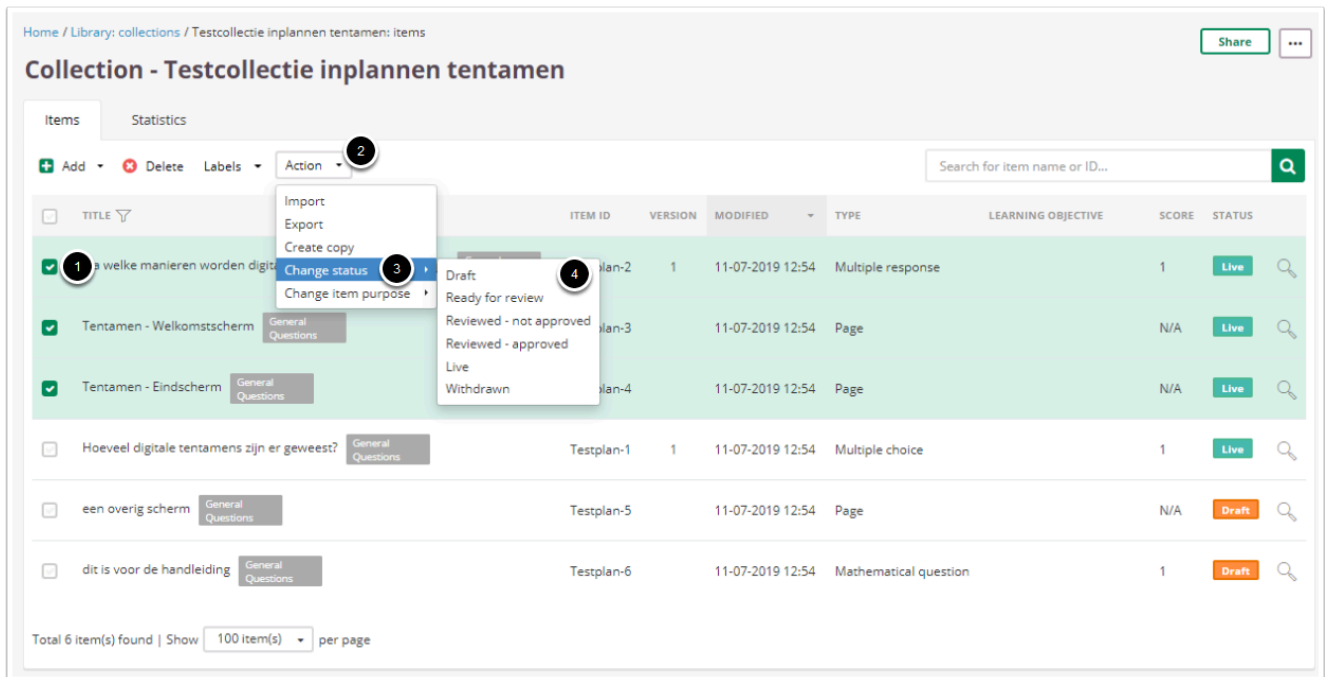
The status and purpose of items can be altered for multiple or all questions within a collection.

Altering the status and purpose of questions can only be done if they have not yet been used for a test.

## Change item status

[Change item status](#)

[Change item purpose](#)

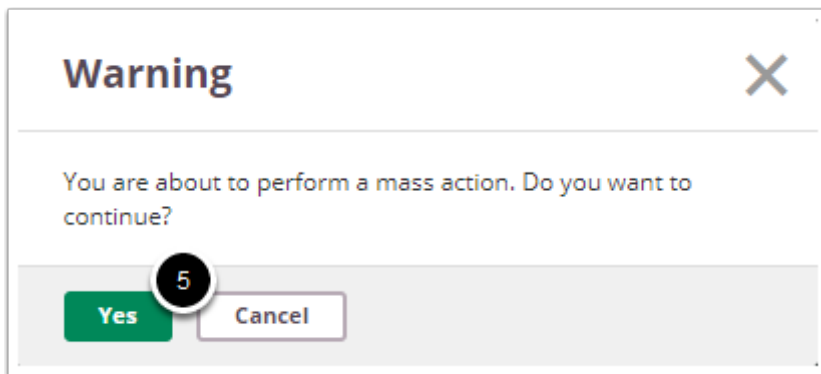


The screenshot shows the 'Collection - Testcollectie inplannen tentamen' interface. The 'Items' tab is active, and the 'Action' menu is open. The 'Change status' option is selected, and a sub-menu is displayed with the following options: Draft, Ready for review, Reviewed - not approved, Reviewed - approved, Live, and Withdrawn. The table below shows the items and their current status.

ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	SCORE	STATUS
Testplan-2	1	11-07-2019 12:54	Multiple response		1	Live
Testplan-3		11-07-2019 12:54	Page		N/A	Live
Testplan-4		11-07-2019 12:54	Page		N/A	Live
Testplan-1	1	11-07-2019 12:54	Multiple choice		1	Live
Testplan-5		11-07-2019 12:54	Page		N/A	Draft
Testplan-6		11-07-2019 12:54	Mathematical question		1	Draft

1. Select the questions of which you want to change the **Status**.
2. Click **Action**.
3. Click **Change status**.
4. Choose the desired status for the selected questions.

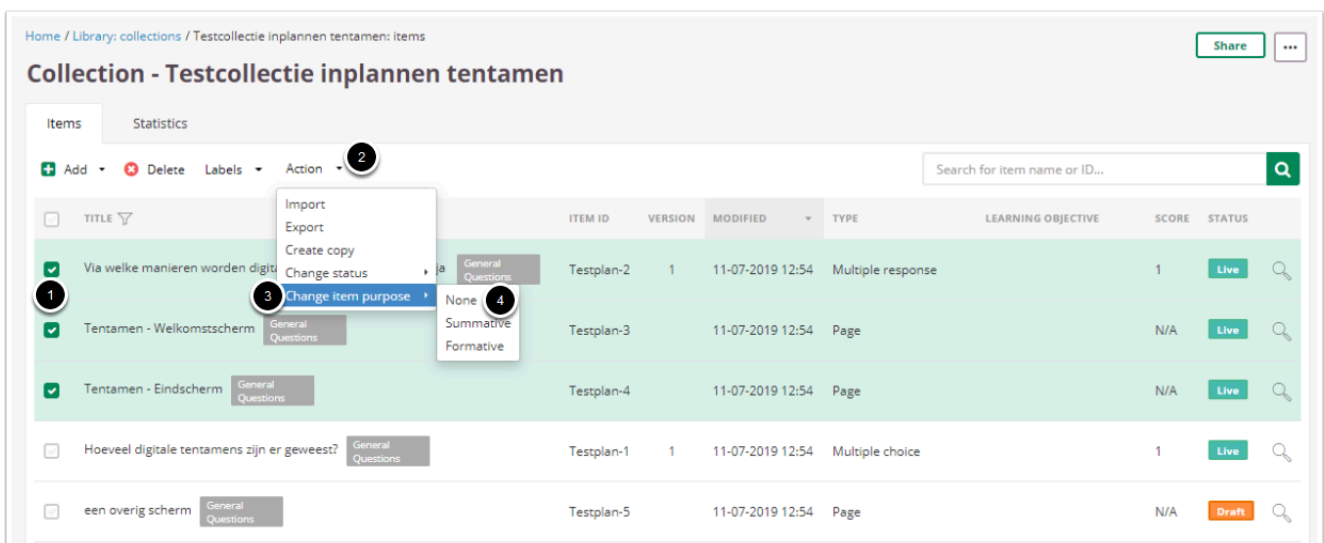
# Werkinstructies



5. Click **Yes**.

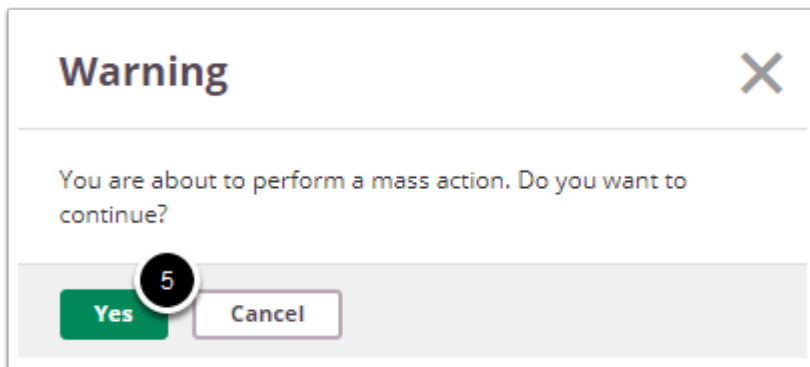
The status of the question(s) in the collections have now been altered.

## Change item purpose



1. Select the questions of which you want to change the **Status**.
2. Click **Action**.
3. Click **Change item purpose**.
4. Choose the desired goal for the selected questions.

## Werkinstructies



5. Click **Yes**.

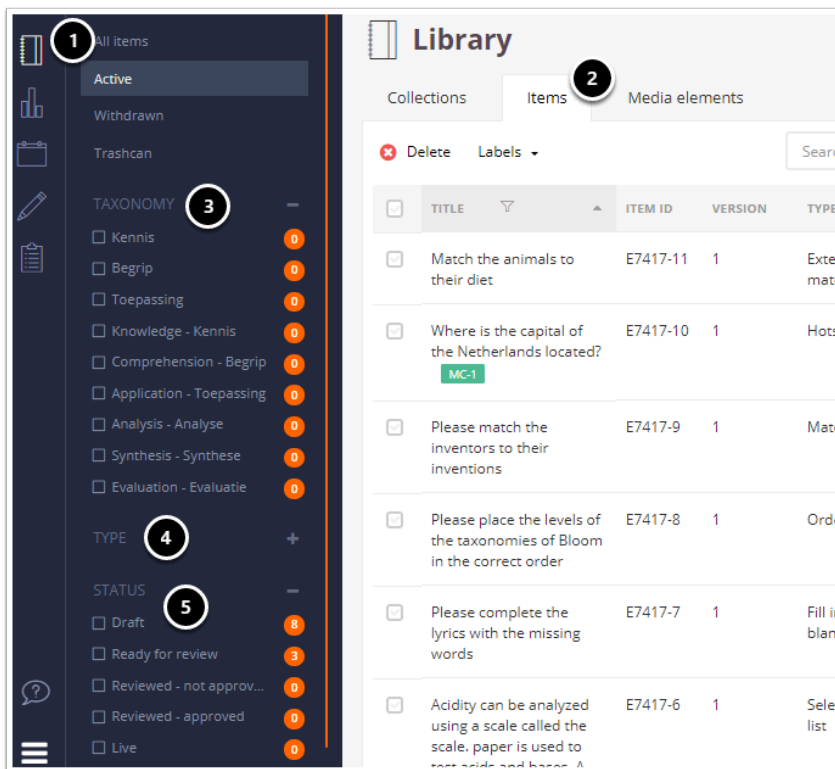
The status of the question(s) in the collections have now been altered.

## Werkinstructies

# How do I structure my item base?

It is not possible to create sections or categories within your item base. If you want to find a certain item, the fastest way to do so is to select based on:

- Taxonomies
- Type
- Status
- Labels



1. Click **Library**.
2. Click the **Items** tab.
3. If you have connected a **Taxonomy** to an item then you can select which taxonomy you want to filter for. Read [this manual](#) if you want to learn more about linking items to a Taxonomy.
4. **Type** can be used to select the type of item you want to filter for.
5. The same goes for **Status**. Read [this manual](#) if you want more information about assigning a status to an Item.
6. **Labels** lets you filter for labels. Refer to [this manual](#) if you want more information about creating and assigning labels.

# Library: item creation

## Werkinstructies

# How do I create a question (item)?

[Add items](#)

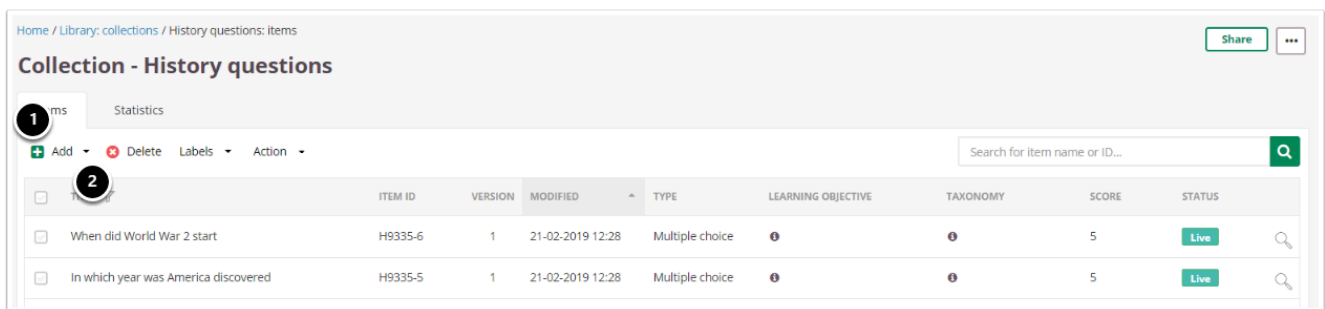
[Default settings for items](#)

[Revision history](#)

## Add items

Items are created in a collection, which you can later add to your assessments.

- Go to the **Library** tab in the navigation bar on the left. You will be navigated to the [Collections](#) tab.
- Click on the collection to which you want to add the questions. You will end up at the Collections homepage.



Home / Library: collections / History questions: items

Collection - History questions

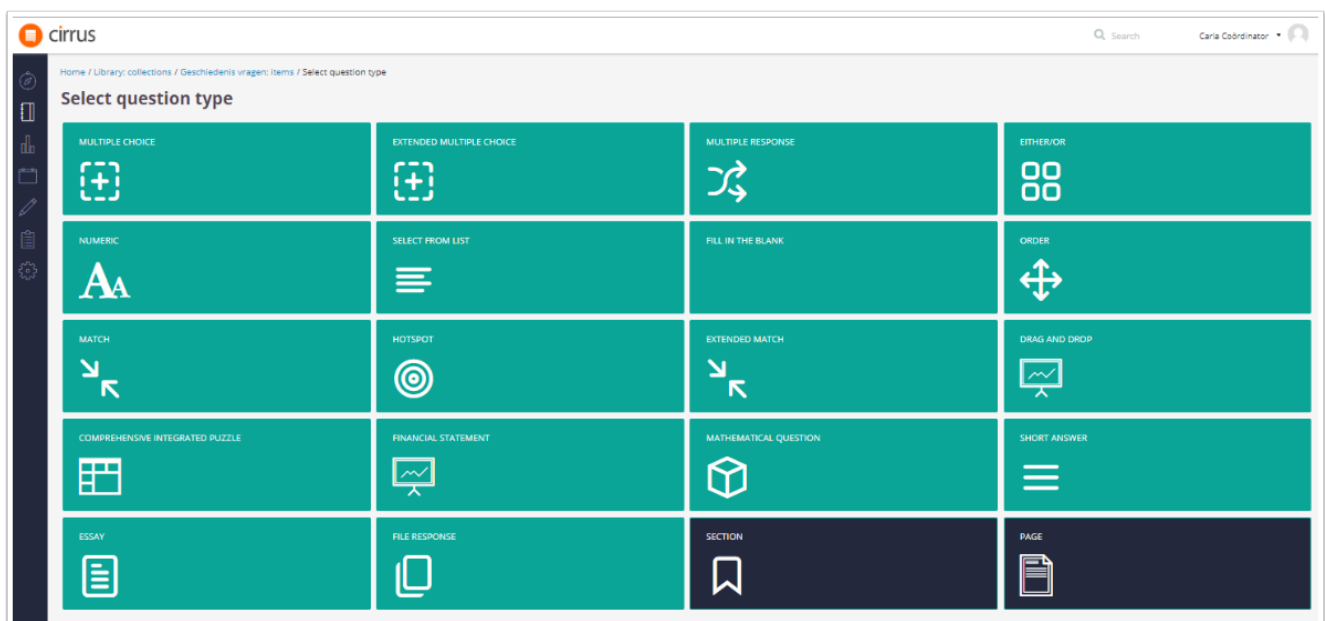
1 ms Statistics

+ Add - Delete Labels Action

Search for item name or ID...

	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	TAXONOMY	SCORE	STATUS
<input type="checkbox"/>	When did World War 2 start	H9335-6	1	21-02-2019 12:28	Multiple choice		5	Live
<input type="checkbox"/>	In which year was America discovered	H9335-5	1	21-02-2019 12:28	Multiple choice		5	Live

- Click **Add** to create a new item.
- Click the arrow next to **Add** to choose what [type of question](#) you wish to create.



Home / Library: collections / Geschiedenis vragen: items / Select question type

Select question type

MULTIPLE CHOICE	EXTENDED MULTIPLE CHOICE	MULTIPLE RESPONSE	EITHER/OR
NUMERIC	SELECT FROM LIST	FILL IN THE BLANK	ORDER
MATCH	HOTSPOT	EXTENDED MATCH	DRAG AND DROP
COMPREHENSIVE INTEGRATED PUZZLE	FINANCIAL STATEMENT	MATHEMATICAL QUESTION	SHORT ANSWER
ESSAY	FILE RESPONSE	SECTION	PAGE



# Werkinstructies

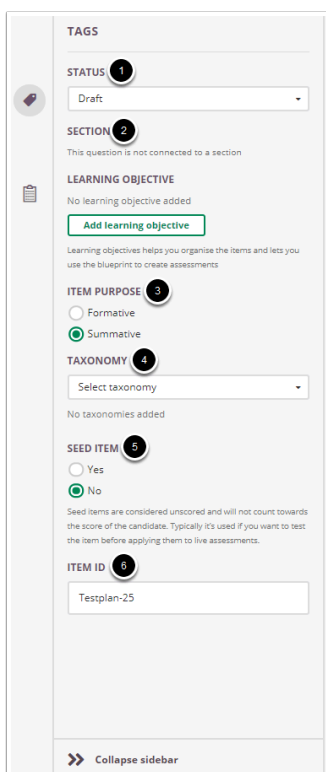
After you have clicked **Add**, you can select a question type and then follow the steps for that specific question type.



You can view the manuals for the different item types to see how you can create an item for [each different type](#).

## Default settings for items

For each item type you will see the same bar on the right side of the editing screen. Here you can set up the status, learning goals, item goal, taxonomy, and seed-item. You can also find the item-ID and see all of the [revisions](#). It is also possible to fold in the sidebar while creating or editing an item.



The screenshot shows a sidebar with the following sections and settings:

- TAGS**
- STATUS 1**: A dropdown menu currently set to "Draft".
- SECTION 2**: A note stating "This question is not connected to a section".
- LEARNING OBJECTIVE**: A note stating "No learning objective added" with a button labeled "Add learning objective". Below this is a descriptive sentence: "Learning objectives helps you organise the items and lets you use the blueprint to create assessments".
- ITEM PURPOSE 3**: Two radio buttons, "Formative" (unselected) and "Summative" (selected).
- TAXONOMY 4**: A dropdown menu labeled "Select taxonomy". Below this is a note: "No taxonomies added".
- SEED ITEM 5**: Two radio buttons, "Yes" (unselected) and "No" (selected). Below this is a descriptive sentence: "Seed items are considered unscored and will not count towards the score of the candidate. Typically it's used if you want to test the item before applying them to live assessments".
- ITEM ID 6**: A text input field containing "Testplan-25".
- At the bottom, there is a button labeled "Collapse sidebar".

1. Enter the **status** of the item:
  - **Concept:** default setting for each item. Use concept if you are still working on the item.
  - **Ready for review:** the item is finished, but needs to be assessed and approved. You can determine this yourself, or for example another teacher who is also working on this collection.
  - **Reviewed - not approved:** the item is reviewed and needs to be adapted. Afterwards, it should be offered for review again.

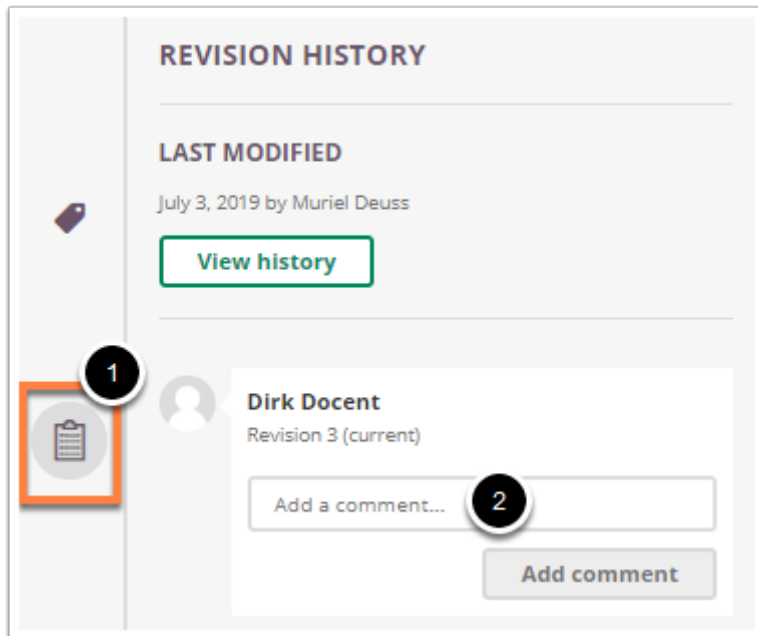
## Werkinstructies

- **Reviewed - approved:** the item is reviewed and approved.
  - **Live:** the item can be used in tests.
  - **Revoked:** the item is archived and can no longer be used in tests.
2. **Section** shows you whether the question is used in a section or not.
  3. With **Learning objective**, you can determine whether the item is going to be used for formative or summative assessments. When you do not make a choice, you will only be able to use the item in assessment that be used as both formative and summative (**Mixed**).
  4. For **Taxonomy**, determine on what level the student will be tested with this item (knowledge, comprehension, application, analysis, synthesis, evaluation).
  5. Select whether the item is a **seed-item**. A seed-item does not contribute to the final grade of a test. Usually you will only use this option when you want to test an item.
  6. **The item-ID** is automatically filled out based on a prefix for the collection that was set up by a coordinator.

**i** If you want to use learning goals, you will have to let the course coordinator know which goals you have. They will enter the goals into the system. Then you can attach these goals to an item/items yourself.

**i** Read more about [formative and summative testing](https://www.ru.nl/lecturers/) on <https://www.ru.nl/lecturers/>.

## Revision history



- Under **Revision history** you will find an overview of all changes of an item. Click **View History** to see an overview of all versions.
- Add comments for yourself, or other teachers that you are collaborating with for this item.

Revision history						
NO.	QUESTION	CHANGES	STATUS	SCORE		
<input type="checkbox"/>	4 Wie was Marga Klompe?	Edit: question changed Created: 09-07-2019   Created by: Muriel Deuss   Modified: 09-07-2019   Modified by: Dirk Docent	Live	10		
<input type="checkbox"/>	3 Wie was Marga Klompe	Tags: changed Created: 03-07-2019   Created by: Muriel Deuss   Modified: 03-07-2019   Modified by: Muriel Deuss	Live	10		
<input type="checkbox"/>	2 Wie was Marga Klompe	Status: changed from Draft to Live Created: 03-07-2019   Created by: Muriel Deuss   Modified: 03-07-2019   Modified by: Muriel Deuss	Live	10		
<input type="checkbox"/>	1 Wie was Marga Klompe	Add: question created Created: 03-07-2019   Created by: Muriel Deuss   Modified: 03-07-2019   Modified by: Muriel Deuss	Draft	10		
					Compare	OK

Below **Revision history** you will see each version of the question and what has been changed. The newest version will be at the top.

## Werkinstructies

- Select one or more versions by clicking on the box in front of the number. You are now able to **Retrieve** an older version or **Compare** certain versions.

# Which item types can be used?



Curious what the different item types look like when students take an exam?  
Take the demo exam and find out: <https://bit.ly/2LygYGZ>

Below you will find an overview of the different item types that can be used with Cirrus.

## Closed questions

Closed questions are questions with a limited number of possible answers. Cirrus will automatically assess these questions.

- [Multiple choice](#): question with multiple possible answers of which one is correct.
- [Extended multiple choice](#): question with several multiple choice components.
- [Multiple response](#): question with multiple possible answers of which several are correct.
- [Either/or](#): question with just two possible answers, of which one is correct.
- [Numeric](#): question with a number as the answer.
- [Select from list](#): question where the student has to fill in a blank by selecting the right answer from a list of possible answers.
- [Fill in the blank](#): question where the student has to fill in one or multiple blanks.
- [Order](#): question where the student has to put the options in the correct order.
- [Match](#): question where the student has to match each provided term with one other term.
- [Hotspot](#): question where the student has to click on the desired area in for example an image or on a map.
- [Extended match](#): question where the student needs to connect different terms. In this case, some terms can be connected to multiple other terms, whereas others cannot be linked to any other terms.
- [Drag and drop](#): question where the student has to drag the possible answers to the right place in an image.
- [Comprehensive Integrated Puzzle](#): question where the students must fill in a table based on the provided case, with the predefined options. This type of question is commonly in medical education, testing clinical reasoning.
- [Mathematical question](#): question where the student has to solve a mathematical question.

# Werkinstructies

## Open ended questions

Open ended questions cannot be assessed by Cirrus, so the teacher needs to do this themselves. These are the types of questions where students have to formulate an answer by themselves.

- [Essay](#): question where the students have to provide a long answer to a question.
- [File response](#): question where students need to upload a file as an answer.
- [Short answer](#): a student has to provide one answer.

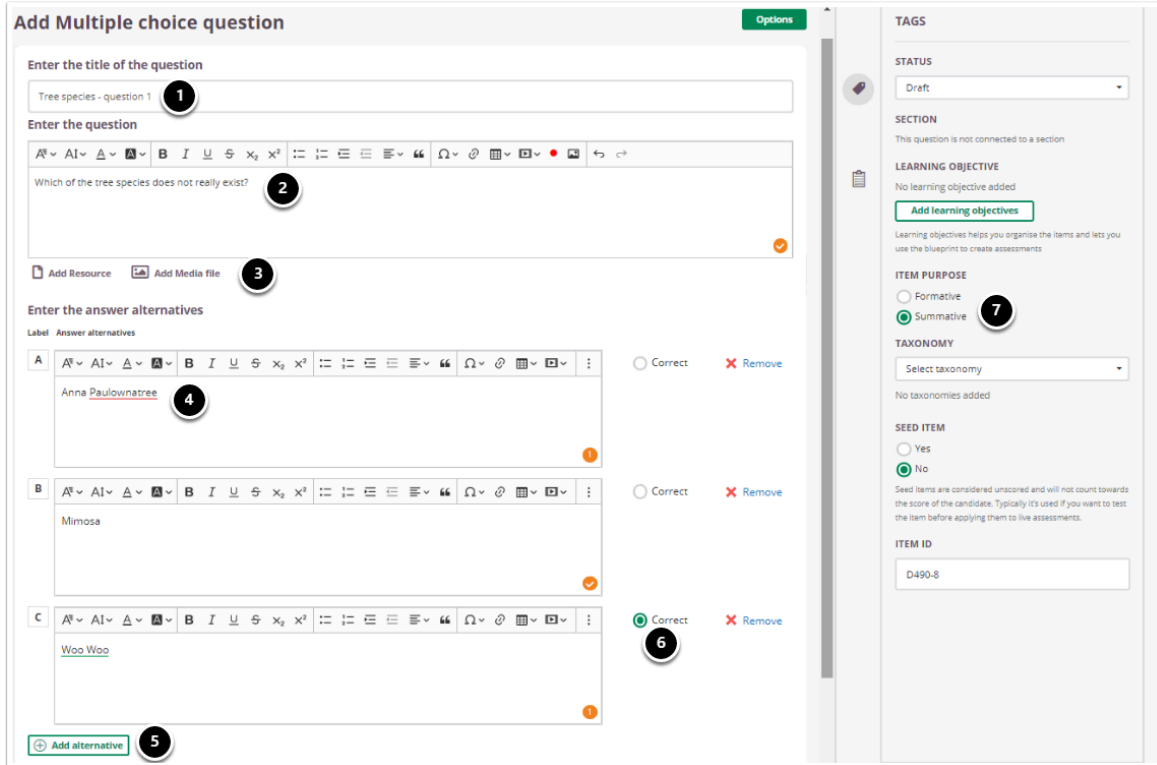
*(Exception: Cirrus will assess this type of question)*

## Pages

- [Section](#): here you can describe a case text, question text or general theme, after which you can put together a specific set of questions or sub-questions in the section.
- [Page](#): you can add several pages to your library that are not actually exam questions. For example, you could add instructions for the student. You will see a welcome screen, an end screen, and a screen you can edit yourself.

# How do I create a multiple choice item?

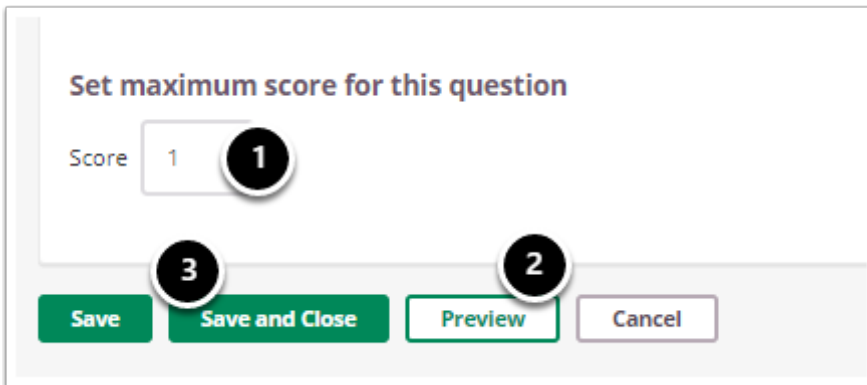
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Multiple choice**.



The screenshot shows the 'Add Multiple choice question' interface. It includes a title field (1), a question text field (2), a resource/media file section (3), and a list of answer alternatives (4). The correct answer is marked with a green circle (6). The item purpose is set to 'Summative' (7). The right sidebar shows various settings like status, section, learning objectives, item purpose, taxonomy, seed item, and item ID.

1. Enter the title of the question
2. Enter your question.
3. Add one or multiple (media)file(s) if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the possible answers.
5. Add more possible answers if desired.
6. Select the correct answer.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.

## Werkinstructies



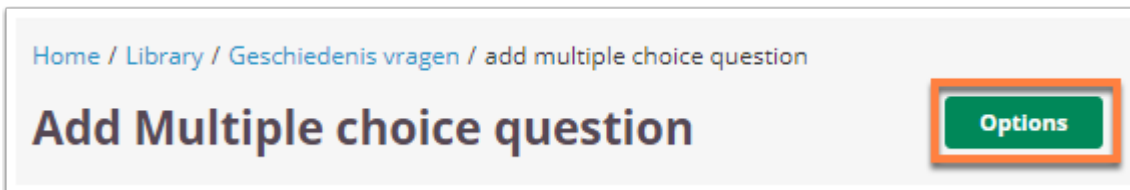
Set maximum score for this question

Score 1

Save Save and Close Preview Cancel

1. Enter how many points can be scored for this question.
2. Click **Preview** to see how students will see the published question.
3. Click **Save and close** to return to the items page.

## Advanced options



Home / Library / Geschiedenis vragen / add multiple choice question

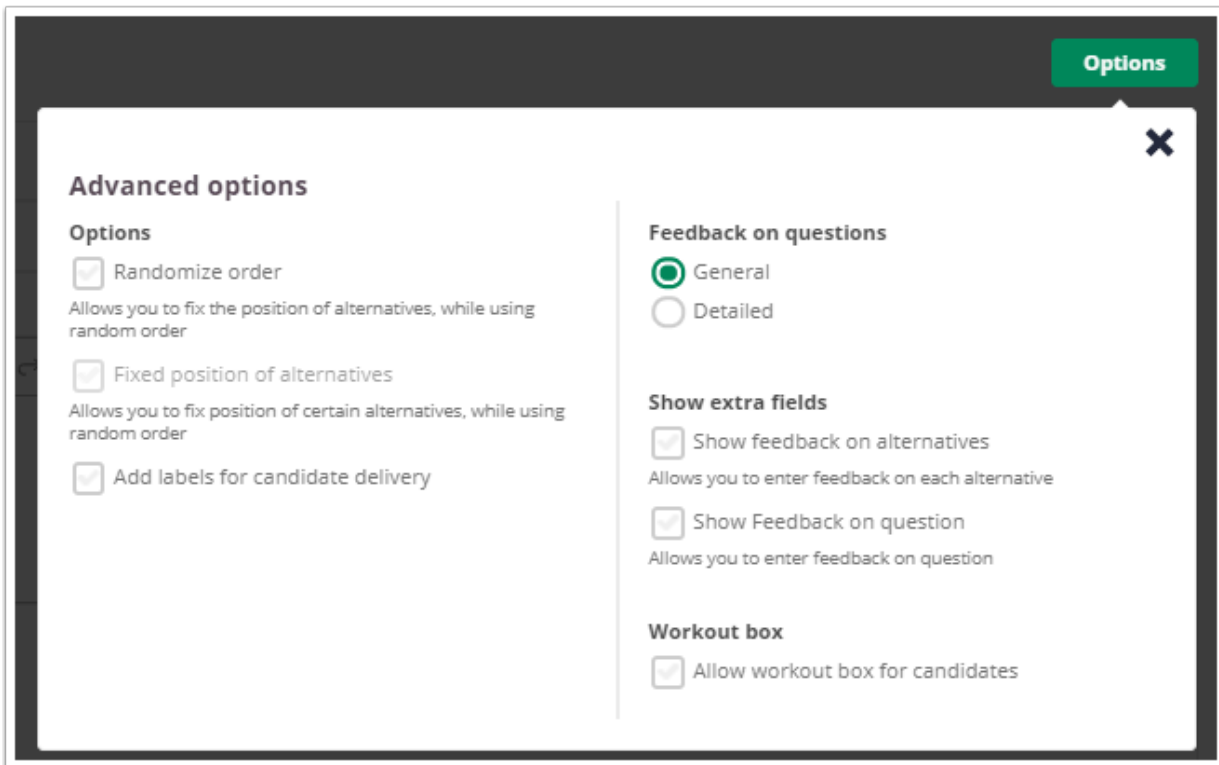
Add Multiple choice question

Options

- When creating or editing a question, click the **Options** button to set up the advanced options.



# Werkinstructies



The screenshot shows a dialog box titled 'Advanced options' with a close button (X) in the top right corner. The dialog is divided into two main sections: 'Options' and 'Feedback on questions'.

**Options**

- ☒ Randomize order  
Allows you to fix the position of alternatives, while using random order
- ☐ Fixed position of alternatives  
Allows you to fix position of certain alternatives, while using random order
- ☒ Add labels for candidate delivery

**Feedback on questions**

- ☒ General
- ☐ Detailed

**Show extra fields**

- ☐ Show feedback on alternatives  
Allows you to enter feedback on each alternative
- ☐ Show Feedback on question  
Allows you to enter feedback on question

**Workout box**

- ☒ Allow workout box for candidates

- Select **Randomize order** to put the alternatives in a random order.
- Once you have selected **Randomize order** it is possible to use **Fixed position of alternatives**. This gives a fixed position to certain alternatives, whereas the other alternatives remain in a random order.
- Click **Add labels for candidate delivery** if you want to label the answers (A, B, C etc). The student will see these labels when they are taking the test.

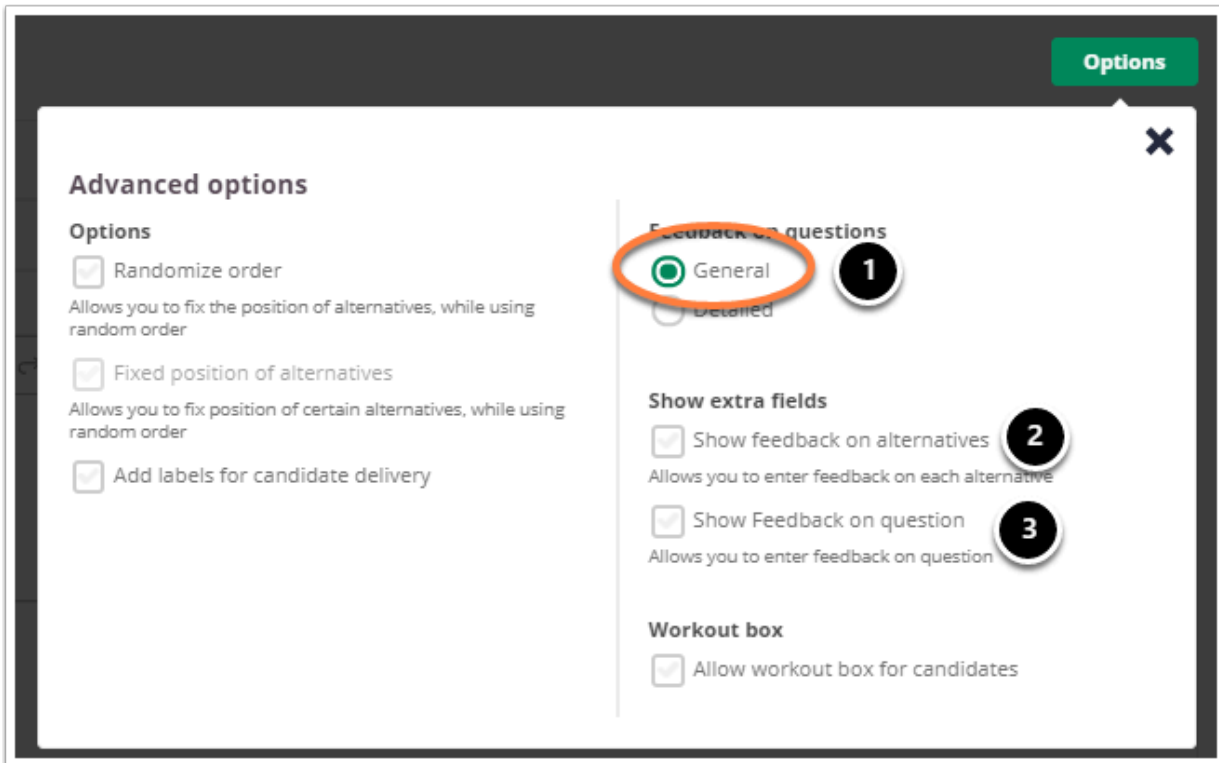
**⚠** If **Add labels for candidate delivery** is selected, you can no longer choose **Randomize order**. That is because the order of the answers will be fixed once you add the labels. This also means you can no longer fix the position of alternatives while using a random order.

## Feedback on questions

Feedback set per question can be displayed during a candidate review, or in a formative exam. Here feedback can be displayed after answering a question or at the end of the exam. You can choose between general or detailed feedback.

# Werkinstructies

- ! For both feedback during a candidate review or during /after an exam the following applies: you can choose to show either feedback on alternatives or feedback on question. Only one option is possible.



**Options**

**Advanced options**

**Options**

- ☒ Randomize order  
Allows you to fix the position of alternatives, while using random order
- ☐ Fixed position of alternatives  
Allows you to fix position of certain alternatives, while using random order
- ☒ Add labels for candidate delivery

**Feedback on questions**

- ☒ General **1**
- ☐ Detailed

**Show extra fields**

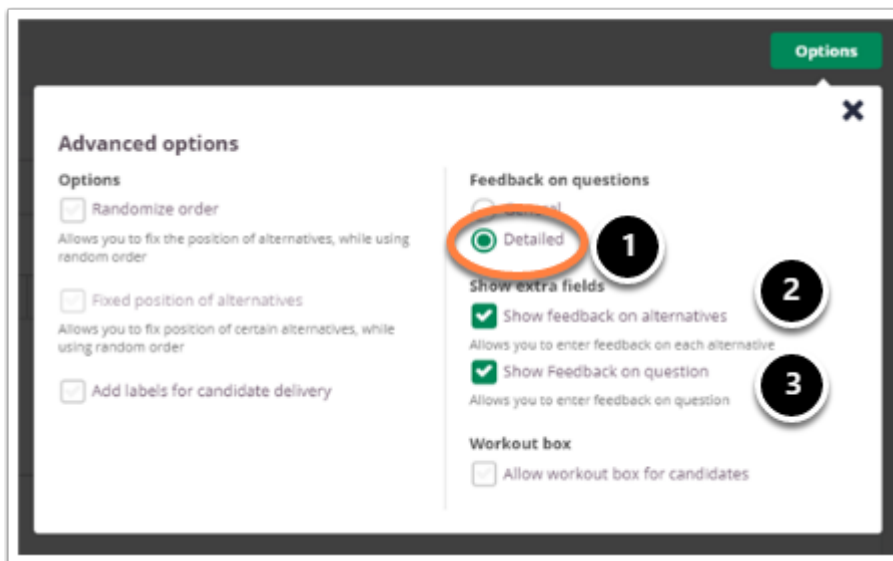
- ☒ Show feedback on alternatives **2**  
Allows you to enter feedback on each alternative
- ☐ Show Feedback on question **3**  
Allows you to enter feedback on question

**Workout box**

- ☐ Allow workout box for candidates

1. Choose **General** if you want to display general feedback.
2. Select **Show feedback on alternatives** if you want to enter feedback for all answer alternatives. The feedback will be shown to the candidate with the chosen alternative.
3. Select **Show feedback on question** to enter general feedback about the question.

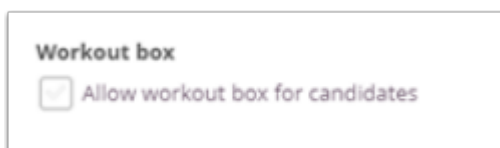
# Werkinstructies



1. Choose **Detailed** if you want to give detailed feedback.
2. Select **Show feedback on alternatives** if you want to enter feedback for all answer alternatives. The feedback will be shown to the candidate with the chosen alternative.
3. Select **Show feedback on question** to enter feedback for the correct and incorrect answers.

## Workout box

The candidates can use the workout box to clarify their provided answer. These notes will be stored and can be viewed during the marking process.

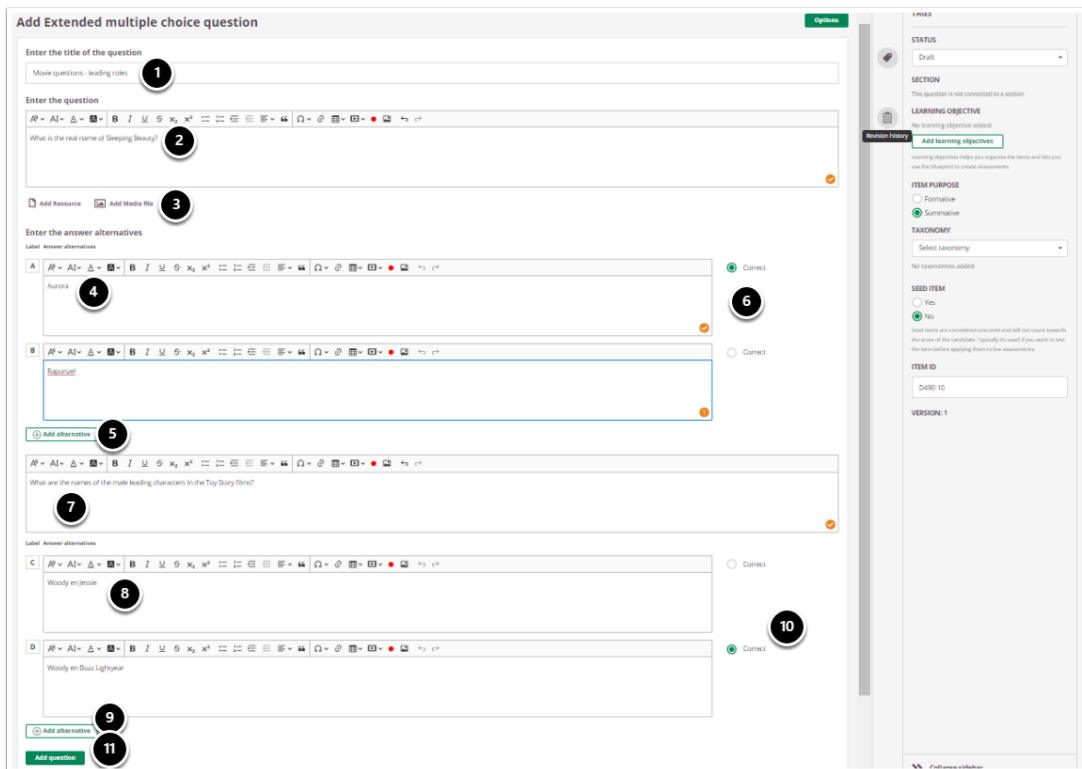


Select **Allow workout box for candidates** to allow candidates to have the possibility to argue or calculate their answer.

! While compiling the exam you have the option to allow the workoutbox for all questions, none or the selected questions. Please discuss your preferences with the faculty coordinator.

# How do I create an extended multiple choice item?

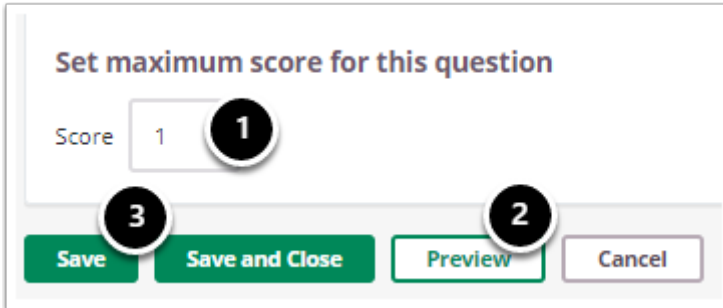
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Extended Multiple choice**.



1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the possible answers.
5. Add more possible answers if desired.
6. Select the correct answer.
7. Add another question.
8. Enter the possible answers.
9. Add more possible answers if desired.
10. Select the correct answer.
11. Add another question, if desired.

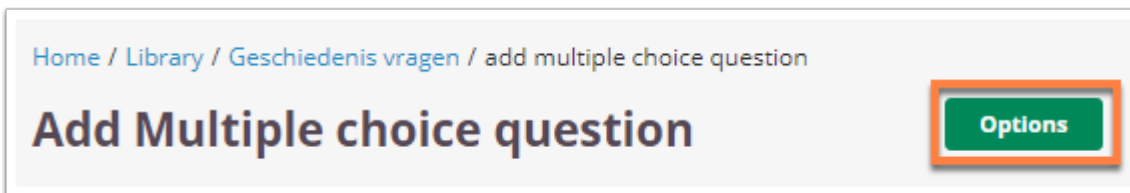
## Werkinstructies

12. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.



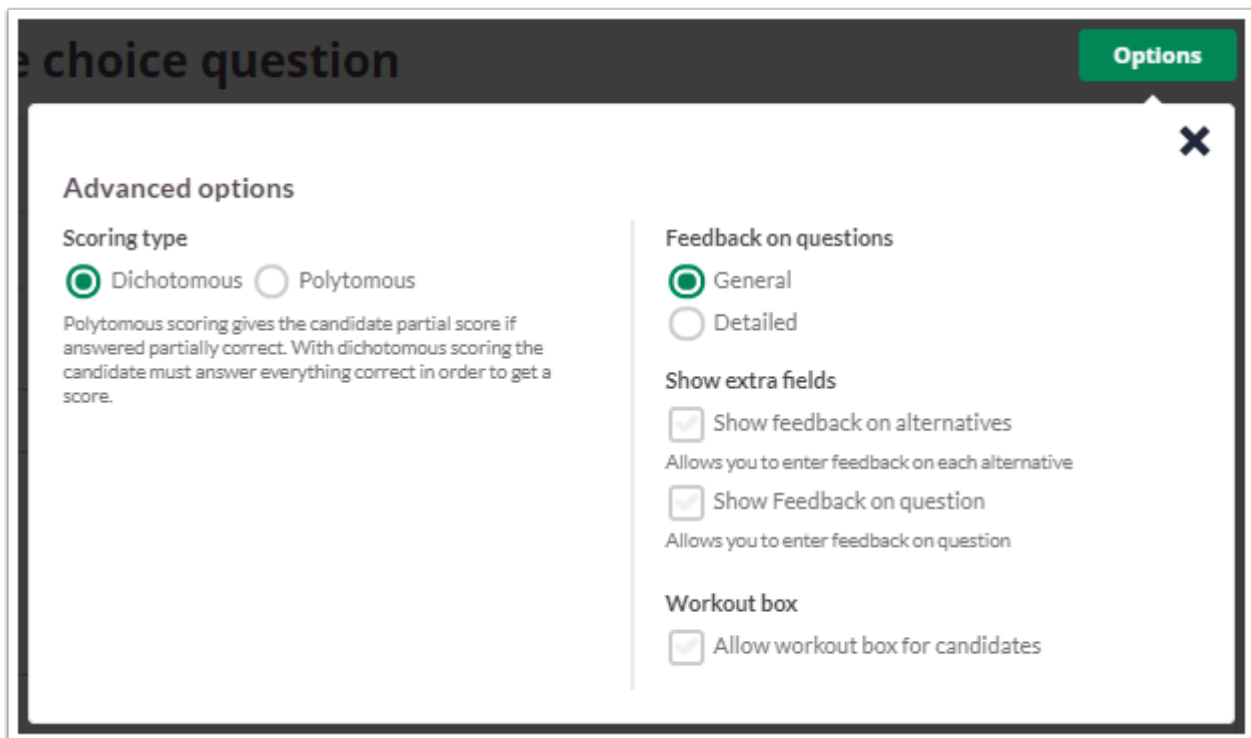
1. Enter how many points can be achieved for this question.
2. Click **Preview** to see how students will see the published question.
3. Click **Save and close** to return to the items page.

## Advanced options



- When creating or editing a question, click **Options** to set up the advanced options.

# Werkinstructies



The screenshot shows a dialog box titled "Advanced options" for a "choice question". The dialog has a green "Options" button in the top right corner and a close button (X) in the top right corner of the dialog area. The dialog is divided into three sections:

- Scoring type**:
  - ☒ Dichotomous
  - ☐ Polytomous

Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.
- Feedback on questions**:
  - ☒ General
  - ☐ Detailed
- Show extra fields**:
  - ☐ Show feedback on alternatives  
Allows you to enter feedback on each alternative
  - ☐ Show Feedback on question  
Allows you to enter feedback on question
- Workout box**:
  - ☐ Allow workout box for candidates

## Scoring method

- Select **Dichotomous** or **Polytomous**.

## Feedback

If you use a summative test, you are *not* supposed to select **Feedback**. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

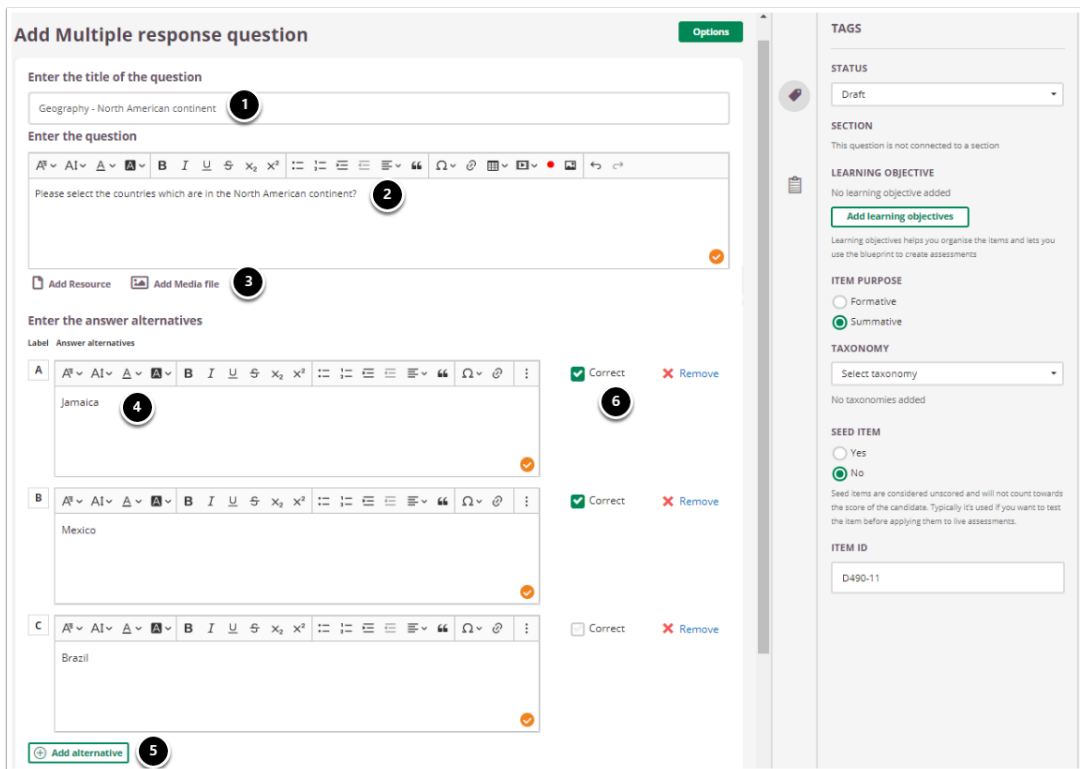
## Workout Box

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

# How do I create a multiple response item?

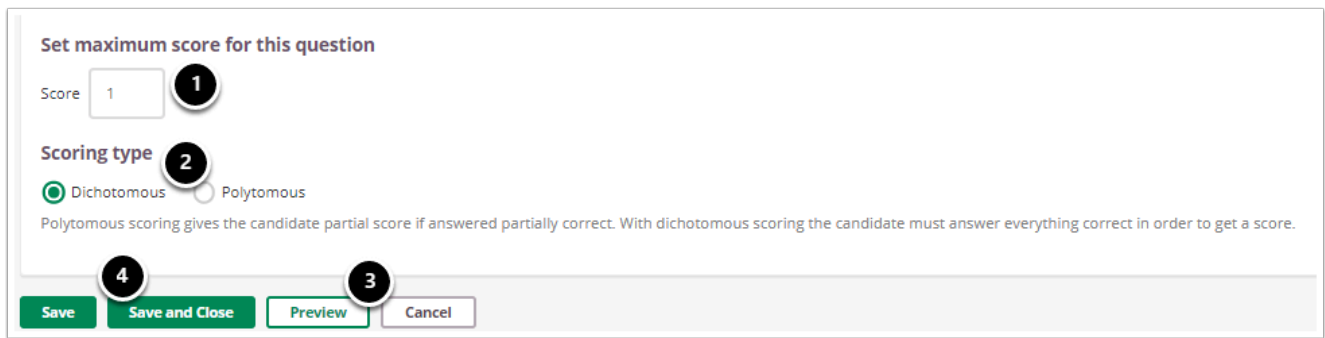
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Multiple response**.



The screenshot shows the 'Add Multiple response question' interface. It includes a title field (1), a question text field (2), and buttons for 'Add Resource' and 'Add Media file' (3). Below are three answer alternatives (A, B, C) with text input fields (4) and checkboxes for 'Correct' (6). A right sidebar contains 'TAGS' with fields for STATUS (Draft), SECTION, LEARNING OBJECTIVE (Add learning objectives), ITEM PURPOSE (Formative/Summative), TAXONOMY (Select taxonomy), SEED ITEM (Yes/No), and ITEM ID (D490-11).

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the possible answers.
5. Add more possible answers if desired.
6. Select the correct answers.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
- 8.

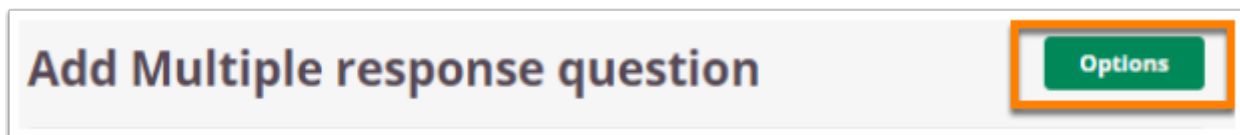
# Werkinstructies



The screenshot shows a question editor interface. At the top, it says "Set maximum score for this question". Below this, there is a "Score" field with the value "1" and a callout bubble with the number "1". Underneath, the "Scoring type" section has two radio buttons: "Dichotomous" (selected) and "Polytomous", with a callout bubble with the number "2". A descriptive text below the radio buttons states: "Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score." At the bottom, there are four buttons: "Save", "Save and Close", "Preview", and "Cancel". Callout bubbles with numbers "3" and "4" point to the "Preview" and "Save and Close" buttons respectively.

1. Enter how many points can be acquired for this question.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question.
4. Click **Save and close** to return to the items page.

## Advanced options

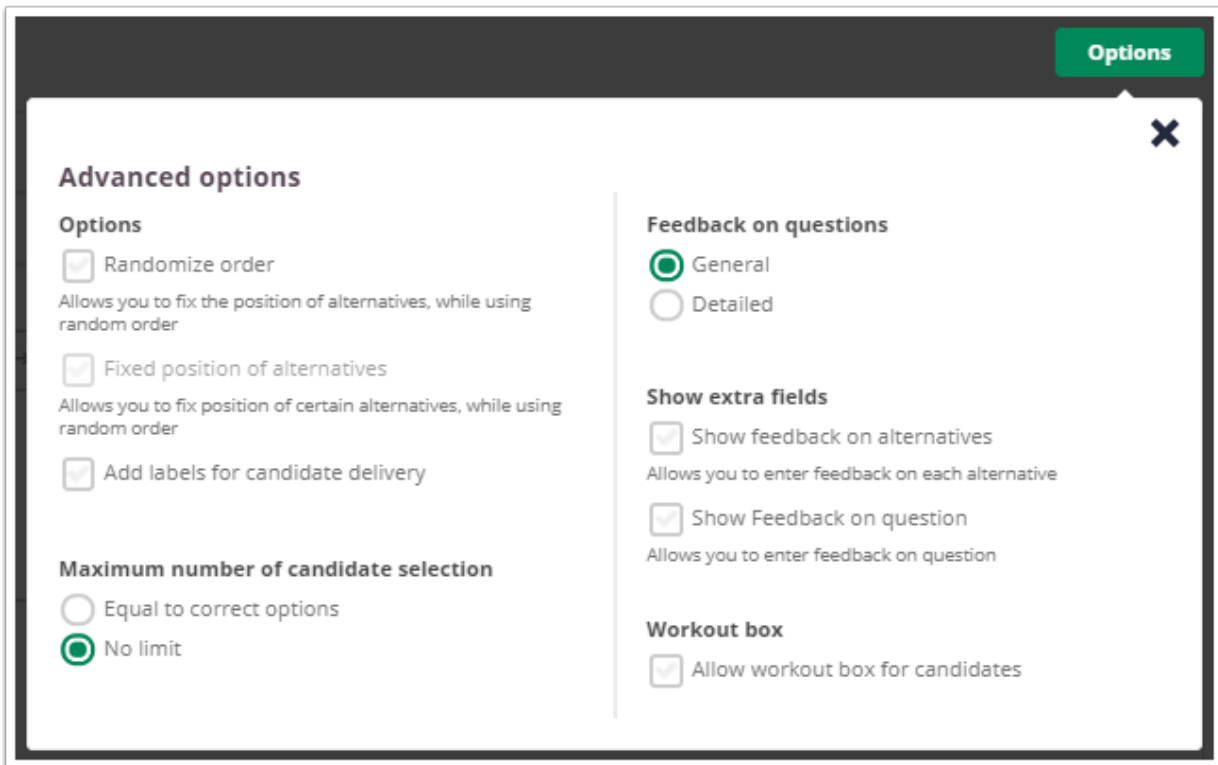


The screenshot shows a button labeled "Add Multiple response question". To the right of this button is a smaller green button labeled "Options", which is highlighted with an orange rectangular border.

- When creating or editing a question, click **Options** to set up the advanced options.



# Werkinstructies



**Options**

**Advanced options**

**Options**

☒ Randomize order  
Allows you to fix the position of alternatives, while using random order

☐ Fixed position of alternatives  
Allows you to fix position of certain alternatives, while using random order

☒ Add labels for candidate delivery

**Maximum number of candidate selection**

☐ Equal to correct options

☒ No limit

**Feedback on questions**

☒ General

☐ Detailed

**Show extra fields**

☒ Show feedback on alternatives  
Allows you to enter feedback on each alternative

☒ Show Feedback on question  
Allows you to enter feedback on question

**Workout box**

☒ Allow workout box for candidates

- Select **Randomize order** to put the alternatives in a random order.
- Once you have selected it is possible to use **Fixed position of alternatives**. This gives a fixed position to certain alternatives, whereas the other alternatives remain in a random order.
- Met de optie **Voeg labels toe voor kandidaat (A, B, C)** is het mogelijk om labels toe te voegen aan de antwoorden. Deze zijn zichtbaar voor de kandidaten als zij de toets maken.

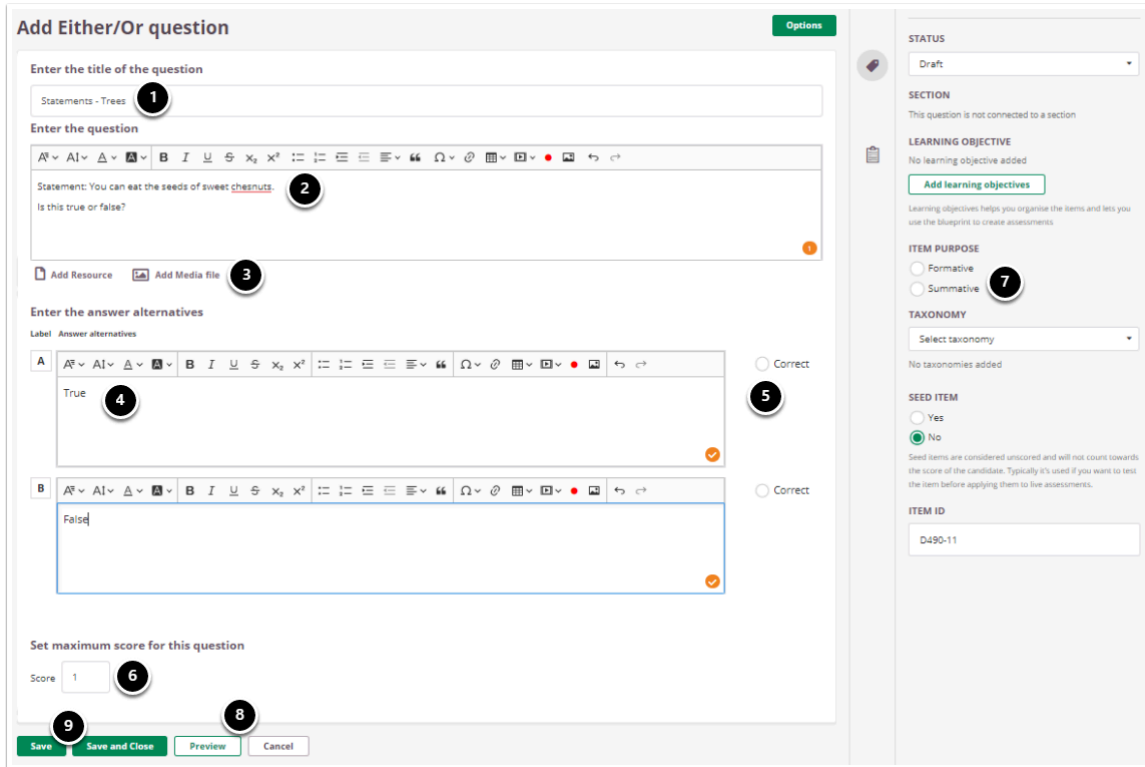
**⚠ If Add labels for candidate delivery is selected, you can no longer choose Randomize order. That is because the order of the answers will be fixed once you add the labels. This also means you can no longer fix the position of alternatives while using a random order.**

- **Maximum number candidate selection:** Fill out how many answer possibilities a student can select (**Equal to correct options** or **no limit**).
- **Feedback:** If you use a summative test, you are not supposed to select **Feedback**. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.
- If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

# How do I create an Either/Or item?

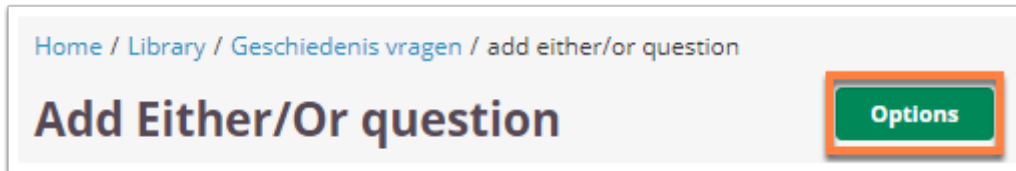
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Either/Or**.



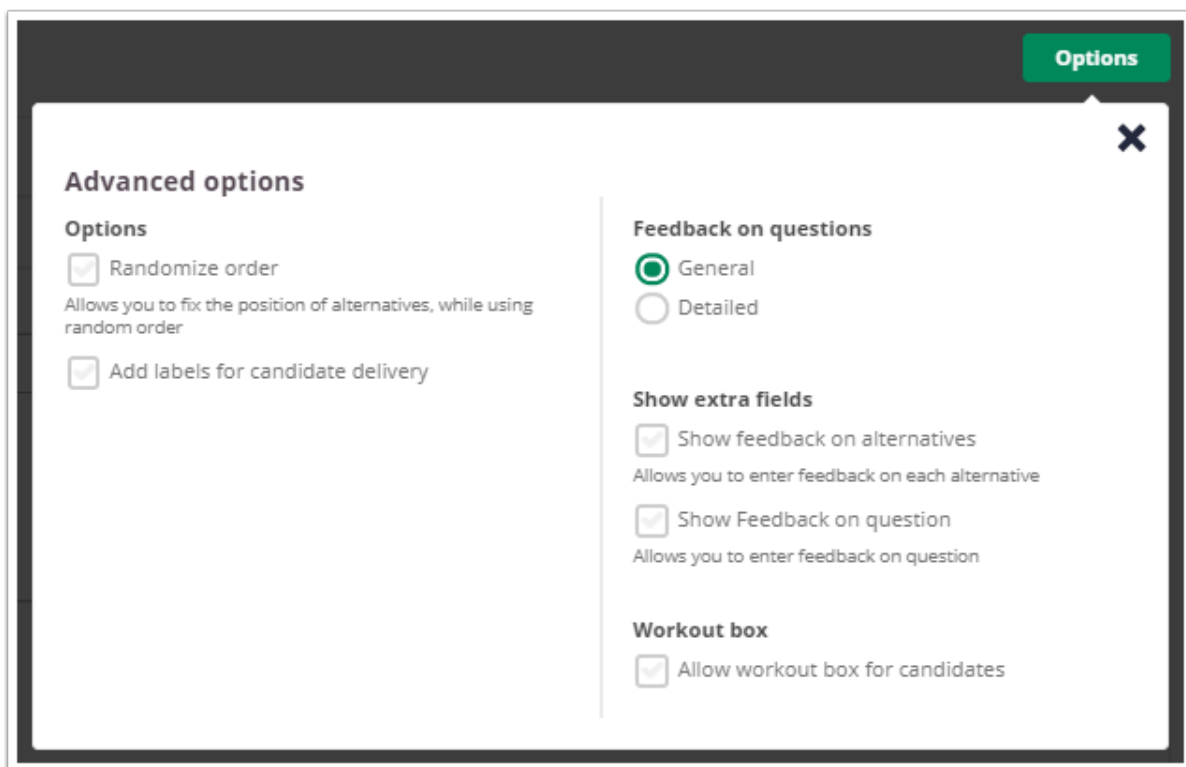
The screenshot shows the 'Add Either/Or question' interface. It includes a title field (1), a question text field (2) with a rich text editor, and buttons for 'Add Resource' and 'Add Media file' (3). Below are two answer alternatives (A and B) with text input fields (4) and radio buttons for 'Correct' (5). A 'Set maximum score for this question' section has a 'Score' field (6). At the bottom are 'Save', 'Save and Close', 'Preview' (8), and 'Cancel' buttons (9). The right sidebar contains settings for 'STATUS' (Draft), 'SECTION', 'LEARNING OBJECTIVE', 'ITEM PURPOSE' (Formative/Summative, with Summative selected at 7), 'TAXONOMY', 'SEED ITEM' (Yes/No), and 'ITEM ID' (D490-11).

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the possible answers.
5. Select the correct answer.
6. Enter how many points can be acquired for this question.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
8. Click **Preview** to see how students will see the published question.
9. Click **Save and close** to return to the items page.

## Advanced options



- When creating or editing a question, click **Options** to set up the advanced options.



- Select **Randomize order** to put the alternatives in a random order.
- Click **Add labels for candidate delivery** if you want to label the answers (A, B, C etc). The student will see these labels when they are taking the test.

**⚠** If **Add labels for candidate delivery** is selected, you can no longer choose **Randomize order**. That is because the order of the answers will be fixed once you add the labels. This also means you can no longer fix the position of alternatives while using a random order.

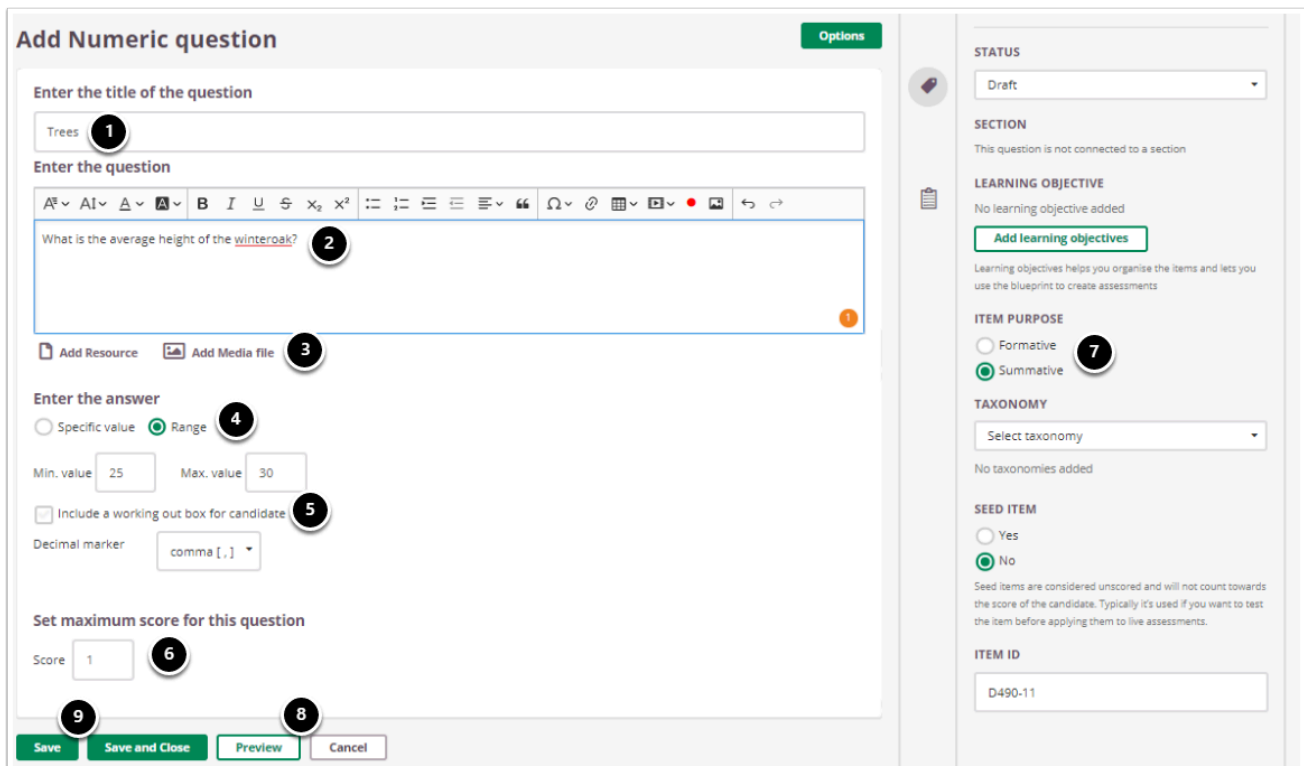
## Werkinstructies

- **Feedback:** If you use a summative test, you are not supposed to select **Feedback**. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.
- If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

# How do I create an item with a Numeric answer?

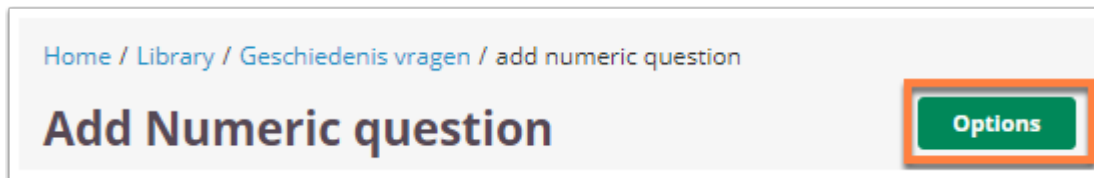
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Numeric**.



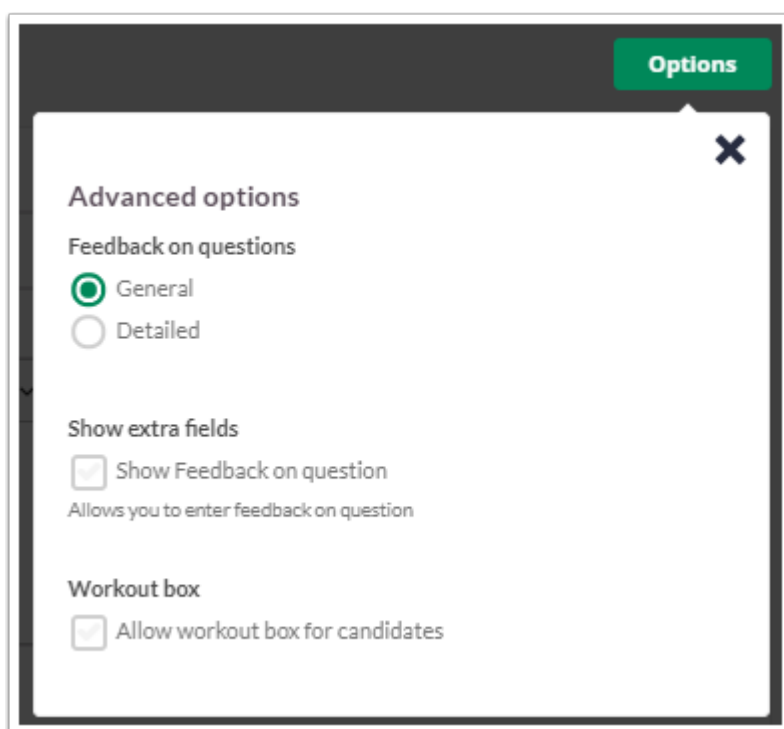
The screenshot shows the 'Add Numeric question' interface. It includes a title field (1), a question text field with a rich text editor (2), and buttons for 'Add Resource' and 'Add Media file' (3). The answer section has radio buttons for 'Specific value' and 'Range' (4), input fields for 'Min. value' (25) and 'Max. value' (30), a checkbox for 'Include a working out box for candidate' (5), and a 'Decimal marker' dropdown (comma). The 'Set maximum score for this question' section has a 'Score' input field (1) (6). The bottom has 'Save', 'Save and Close', 'Preview', and 'Cancel' buttons (9, 8). The right sidebar shows settings for STATUS (Draft), SECTION, LEARNING OBJECTIVE, ITEM PURPOSE (Formative/Summative, with Summative selected (7)), TAXONOMY, SEED ITEM (Yes/No, with No selected), and ITEM ID (D490-11).

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Select whether students have to enter a **Specific value** or a number within a certain **Range**. Then enter the value/range.
5. Select **Include a working out box for candidate** if student have to give an explanation for their answer (or need to have the option to do so).
6. Enter how many points can be acquired for this question.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
8. Click **Preview** to see how students will see the published question.
9. Click **Save and close** to return to the items page.

## Advanced options



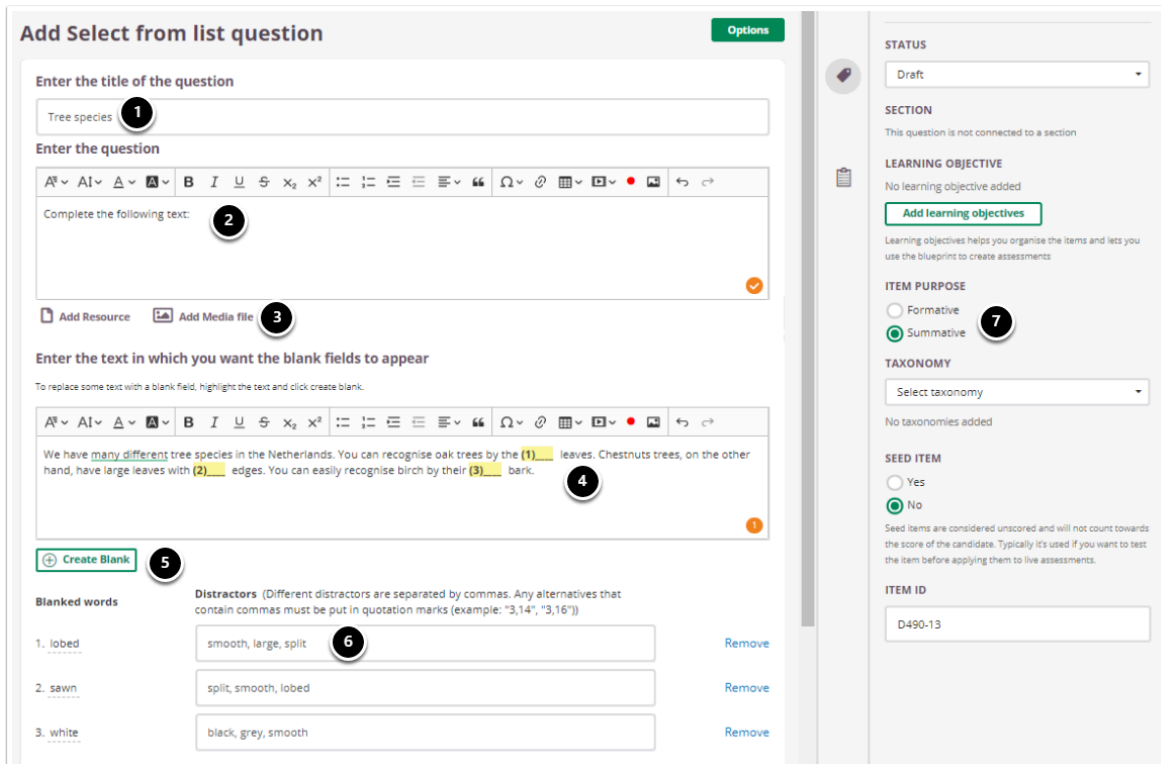
- When creating or editing a question, click **Options** to set up the advanced options.



- **Feedback**  
You are *not* supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.
- **Workout Box**  
If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## How do I create an item with Select from list?

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Select from list**.

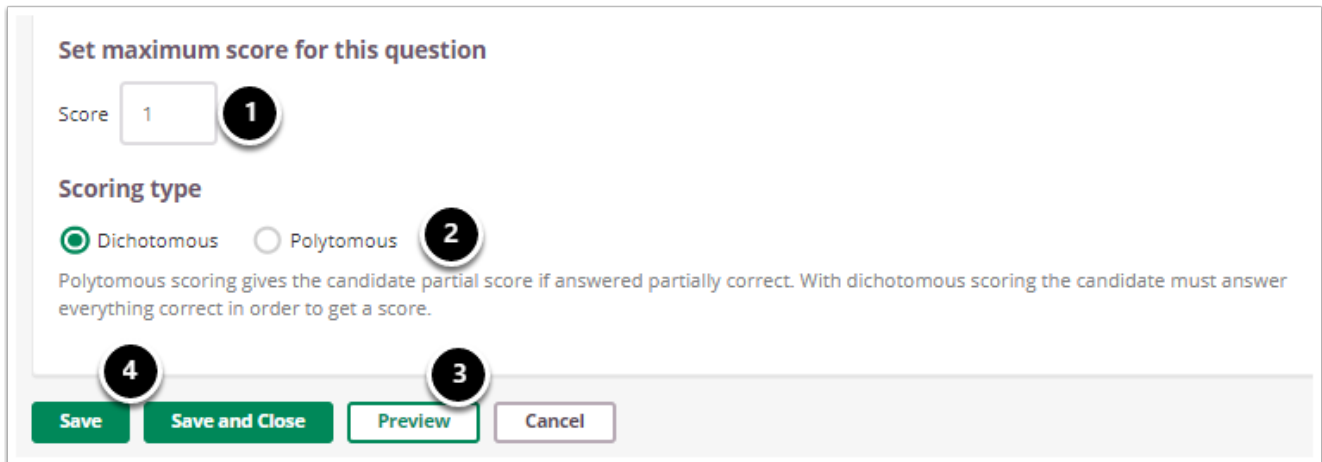


The screenshot shows the 'Add Select from list question' interface. It includes a title field (1), a question text field (2) with a rich text editor, and buttons for 'Add Resource' and 'Add Media file' (3). Below the question text is a section for 'Enter the text in which you want the blank fields to appear' (4), which contains a sample text about tree species. A 'Create Blank' button (5) is located below the text. To the right of the text is a 'Blanked words' section (6) with a table of distractors. On the far right is a sidebar with settings for STATUS, SECTION, LEARNING OBJECTIVE, ITEM PURPOSE (7), TAXONOMY, SEED ITEM, and ITEM ID.

Blanked words	Distractors	Action
1. lobed	smooth, large, split	Remove
2. sawn	split, smooth, lobed	Remove
3. white	black, grey, smooth	Remove

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the text in which students need to fill out answers.
5. Select a part of the text and click **Create Blank**. You can do this as many times as you want. The selected text will appear below **Blanked Words**. In the text, a number with a line will appear instead of the text that has been removed.
6. For each field, enter distractors that students will need to choose from, together with the correct answer. The students will see the answers in alphabetical orders.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.

# Werkinstructies



**Set maximum score for this question**

Score  1

**Scoring type**

☒ Dichotomous ☐ Polytomous 2

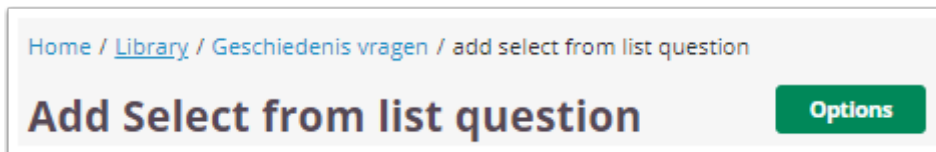
Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.

4 3

**Save** **Save and Close** **Preview** **Cancel**

1. Enter how many points can be received.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question.
4. Click **Save and close** to return to the items page.

## Advanced options



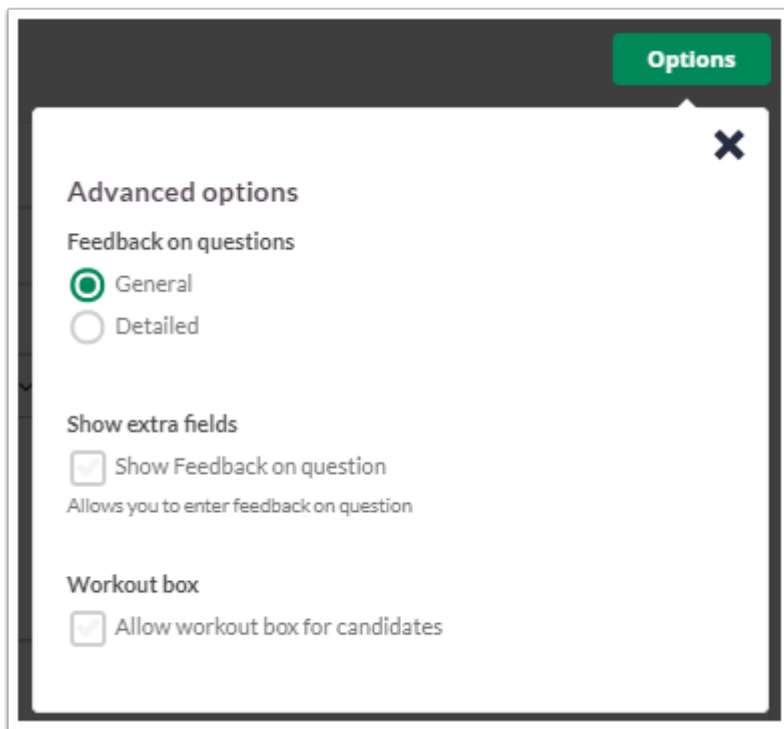
Home / [Library](#) / [Geschiedenis vragen](#) / add select from list question

**Add Select from list question** **Options**

- When creating or editing a question, click **Options** to set up the advanced options.



# Werkinstructies



- **Feedback**

You are *not* supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

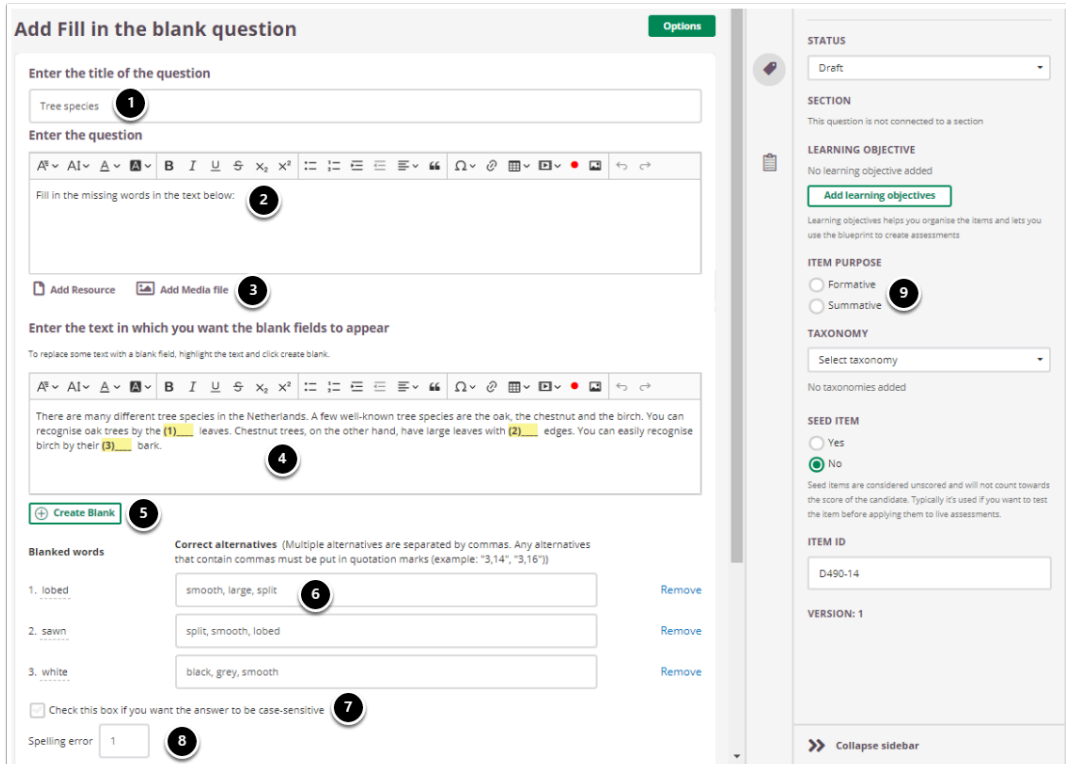
- **Workout box**

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

# How do I create a Fill in the blank item?

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Fill in the blank**.



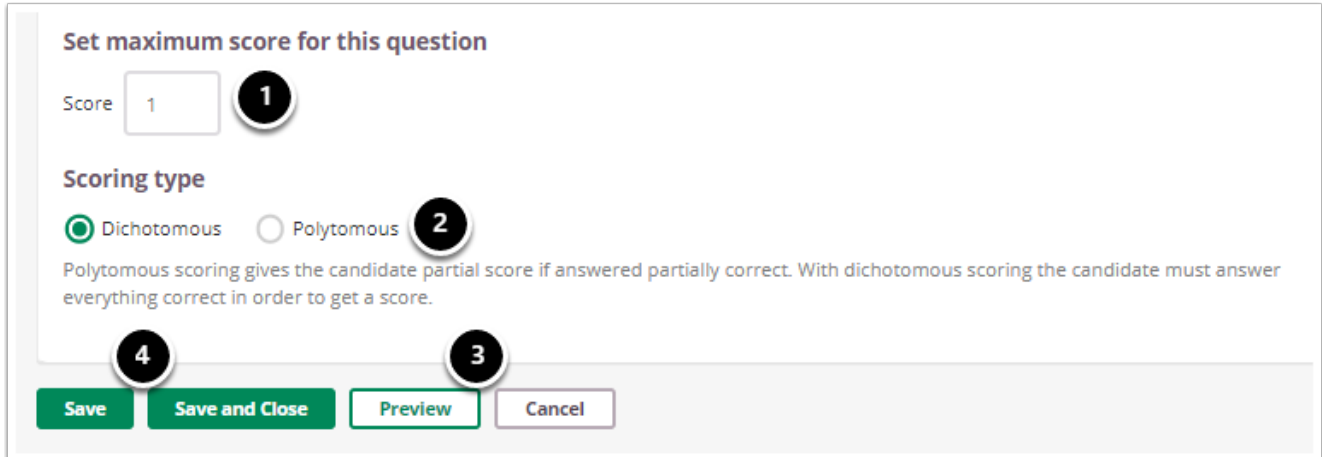
The screenshot shows the 'Add Fill in the blank question' interface. It includes a title field, a question text area with a rich text editor, and a section for 'Blanked words' with 'Correct alternatives'. The interface also has a sidebar with settings for Status, Section, Learning Objective, Item Purpose, Taxonomy, Seed Item, Item ID, and Version. Numbered steps 1 through 10 are overlaid on the interface to guide the user through the process.

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the text in which students need to fill out answers.
5. Select a part of the text and click **Create Blank**. You can do this as many times as you want. The selected text will appear below **Blanked Words**. In the text, a number with a line will appear instead of the text that has been removed.
6. Add additional correct answers if needed.
7. Select **Check this box if you want the answer to be case-sensitive**.
8. Fill in the **spelling error** (based on Levenshtein-Algorithm). Based on this tolerance, candidates can make spelling errors, but the answer will still be counted as correct.
9. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
- 10.

# Werkinstructies



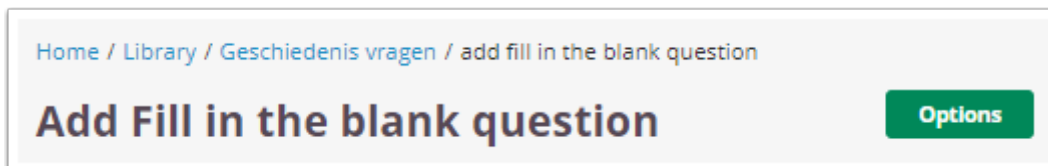
Click on the omega sign (orange box) to add special characters.



The screenshot shows a configuration window for a question. At the top, it says 'Set maximum score for this question'. Below this is a 'Score' field containing the number '1', with a callout '1' pointing to it. Underneath is the 'Scoring type' section, which has two radio buttons: 'Dichotomous' (selected) and 'Polytomous', with a callout '2' pointing to the 'Polytomous' option. A descriptive text below the radio buttons explains the difference between the two scoring types. At the bottom of the window are four buttons: 'Save', 'Save and Close', 'Preview', and 'Cancel'. Callout '3' points to the 'Preview' button, and callout '4' points to the 'Save and Close' button.

1. Enter how many points can be received.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question.
4. Click **Save and close** to return to the items page.

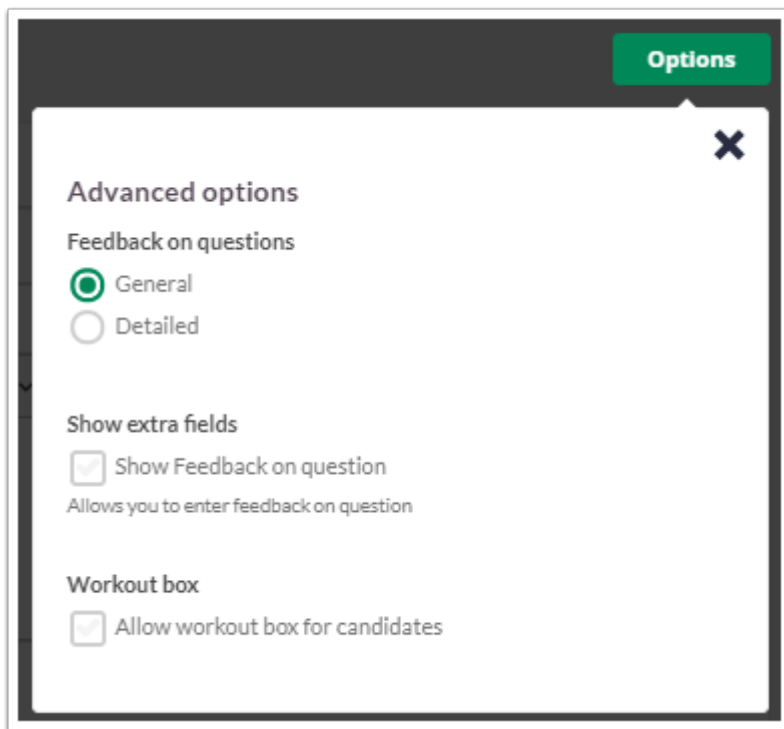
## Advanced options



The screenshot shows a breadcrumb trail at the top: 'Home / Library / Geschiedenis vragen / add fill in the blank question'. Below this is the title 'Add Fill in the blank question' in a large, bold font. To the right of the title is a green button labeled 'Options'.

- When creating or editing a question, click **Options** to set up the advanced options.

# Werkinstructies



- **Feedback**

You are *not* supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

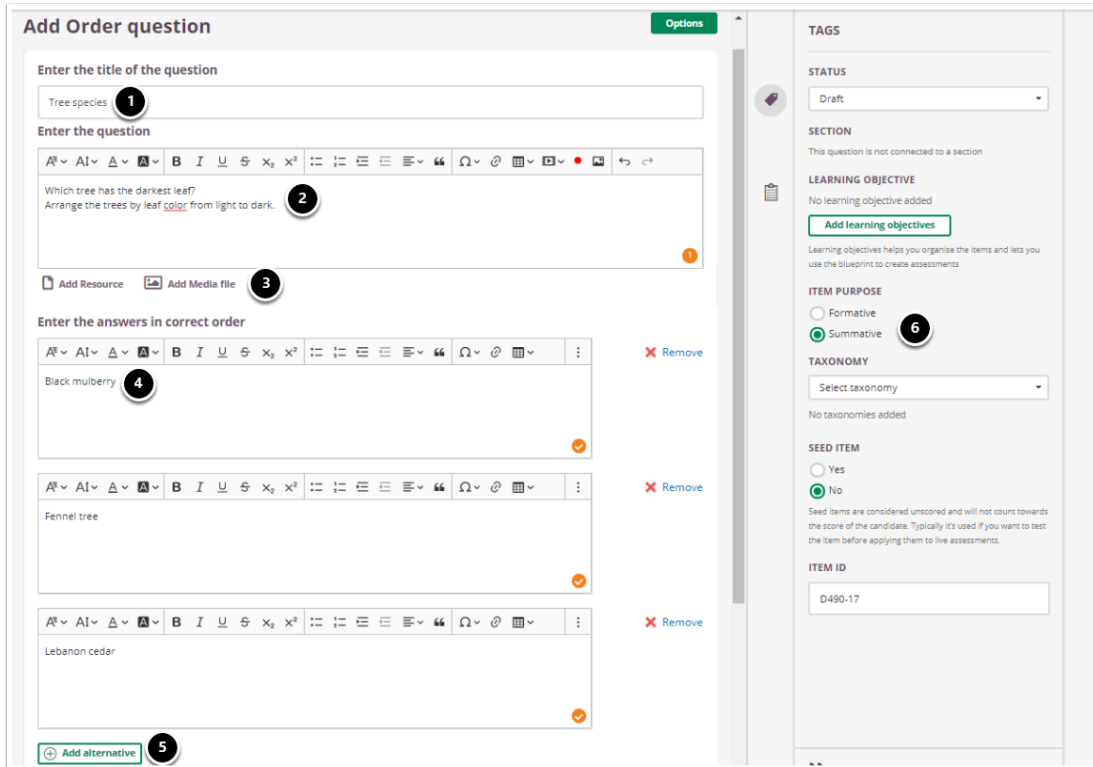
- **Workout box**

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

# How do I create an Order item?

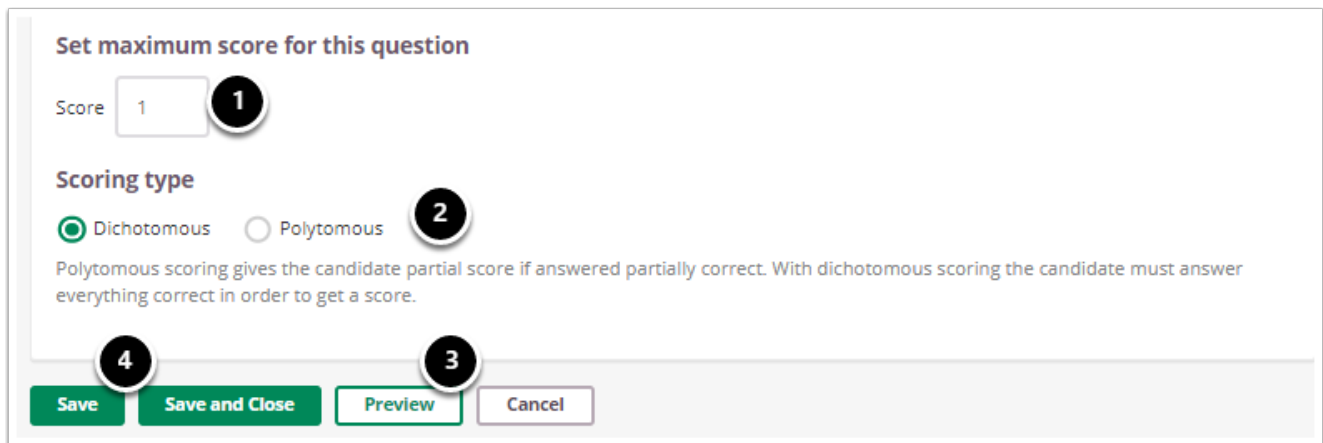
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Order**.



The screenshot shows the 'Add Order question' interface. It includes a title field (1), a question text area (2), a media upload section (3), an answer list (4), and a right-hand sidebar with settings for status, section, learning objectives, item purpose (6), taxonomy, seed item, and item ID (5).

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the answers in the correct order. Students will see the possible answers in alphabetical order.
5. Add more answers if necessary.
6. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.

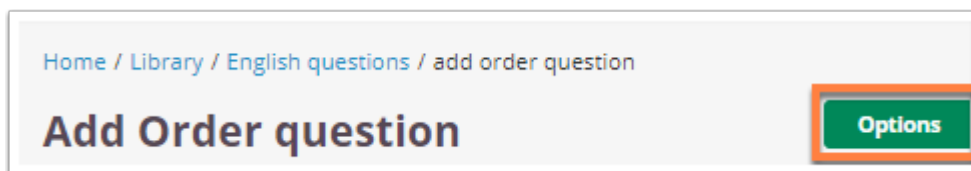
# Werkinstructies



The screenshot shows a configuration window for a question. At the top, it says 'Set maximum score for this question'. Below this is a 'Score' field with the value '1' and a callout '1' pointing to it. Underneath is the 'Scoring type' section with two radio buttons: 'Dichotomous' (selected) and 'Polytomous'. A callout '2' points to the 'Polytomous' option. Below the radio buttons is a descriptive text: 'Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.' At the bottom of the window are four buttons: 'Save', 'Save and Close', 'Preview', and 'Cancel'. Callout '3' points to the 'Preview' button, and callout '4' points to the 'Save and Close' button.

1. Enter how many points can be received.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question.
4. Click **Save and close** to return to the items page.

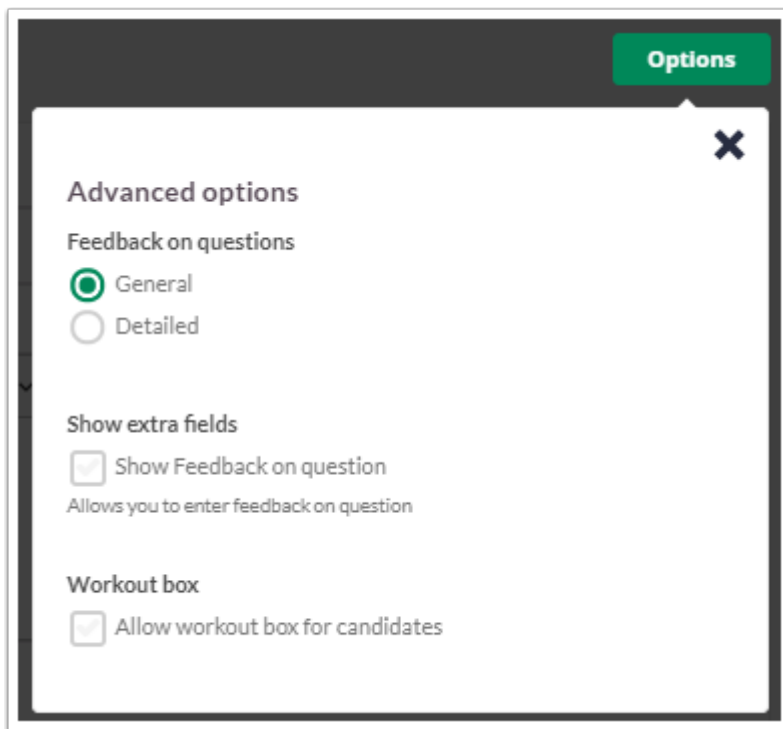
## Advanced options



The screenshot shows a breadcrumb trail at the top: 'Home / Library / English questions / add order question'. Below this is a large button labeled 'Add Order question'. To the right of this button is a smaller, green button labeled 'Options', which is highlighted with an orange border.

- When creating or editing a question, click **Options** to set up the advanced options.

# Werkinstructies



- **Feedback**

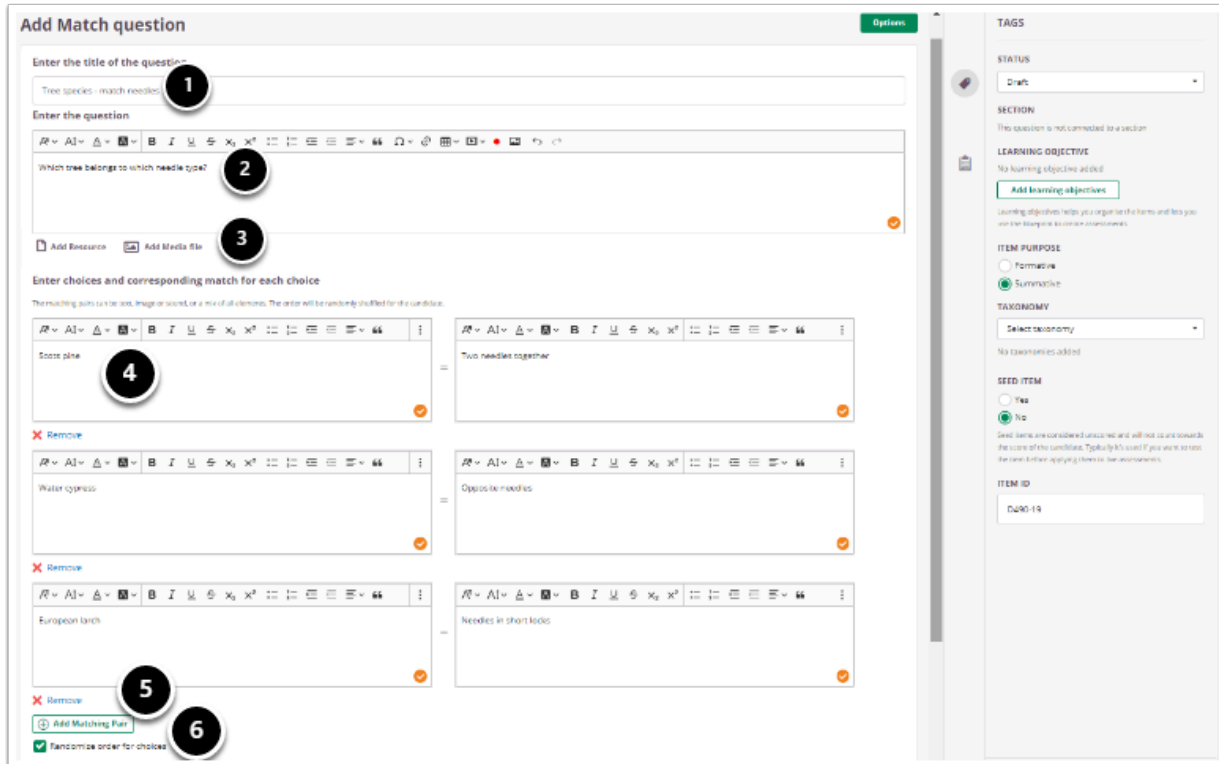
You are *not* supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

- **Workout box**

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## How do I create a Match item?

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Match**.

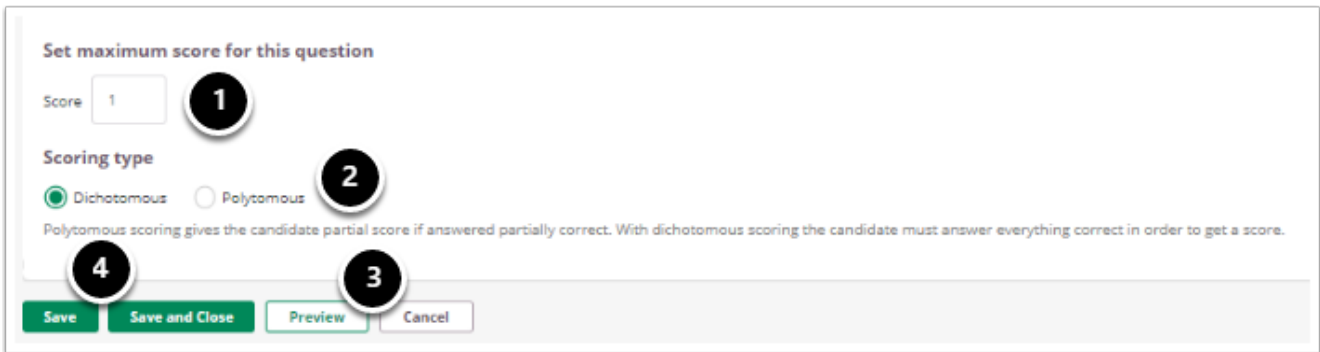


The screenshot shows the 'Add Match question' interface. It includes a title field (1), a question text field (2), and an 'Add Resource' button (3). Below these are three rows for adding choices and matches. Each row has a left text field (4), a right text field, and a 'Remove' button. At the bottom, there are checkboxes for 'Add Matching Pair' (5) and 'Randomize order for choices' (6). On the right side, there is a 'TAGS' panel with sections for STATUS, SECTION, LEARNING OBJECTIVE, ITEM PURPOSE, TAXONOMY, and ITEM ID.

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the first part of the answer in the left text field and the matching part in the right text field.
5. Add more pairs if desired.
6. Deselect **Randomize order for choices** if you do not want the first part of the pairs to switch order.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.



# Werkinstructies



The screenshot shows a form for setting question parameters. It includes a 'Score' input field with the value '1', a 'Scoring type' section with 'Dichotomous' selected and 'Polytomous' as an option, and a descriptive text about scoring. At the bottom are four buttons: 'Save', 'Save and Close', 'Preview', and 'Cancel'. Numbered callouts 1 through 4 point to the Score field, the Scoring type options, the Preview button, and the Save and Close button respectively.

Set maximum score for this question

Score

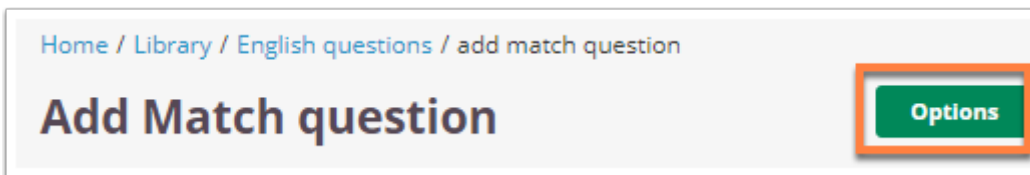
Scoring type

☒ Dichotomous ☐ Polytomous

Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.

1. Enter how many points can be received.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question.
4. Click **Save and close** to return to the items page.

## Advanced options



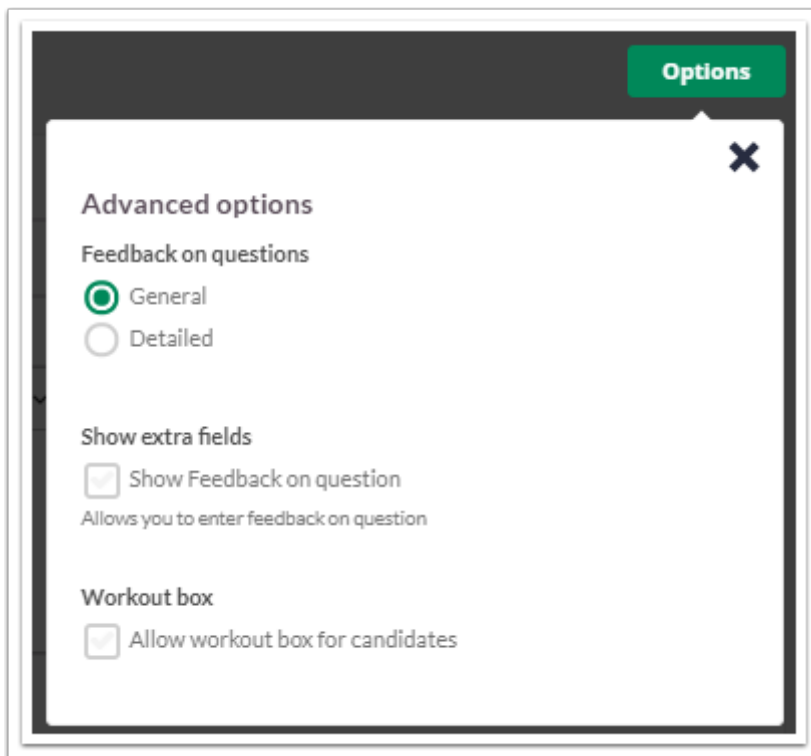
The screenshot shows a breadcrumb trail: 'Home / Library / English questions / add match question'. Below this is the title 'Add Match question' and a green button labeled 'Options' which is highlighted with an orange border.

[Home](#) / [Library](#) / [English questions](#) / [add match question](#)

### Add Match question

- When creating or editing a question, click **Options** to set up the advanced options.

# Werkinstructies



- **Feedback**

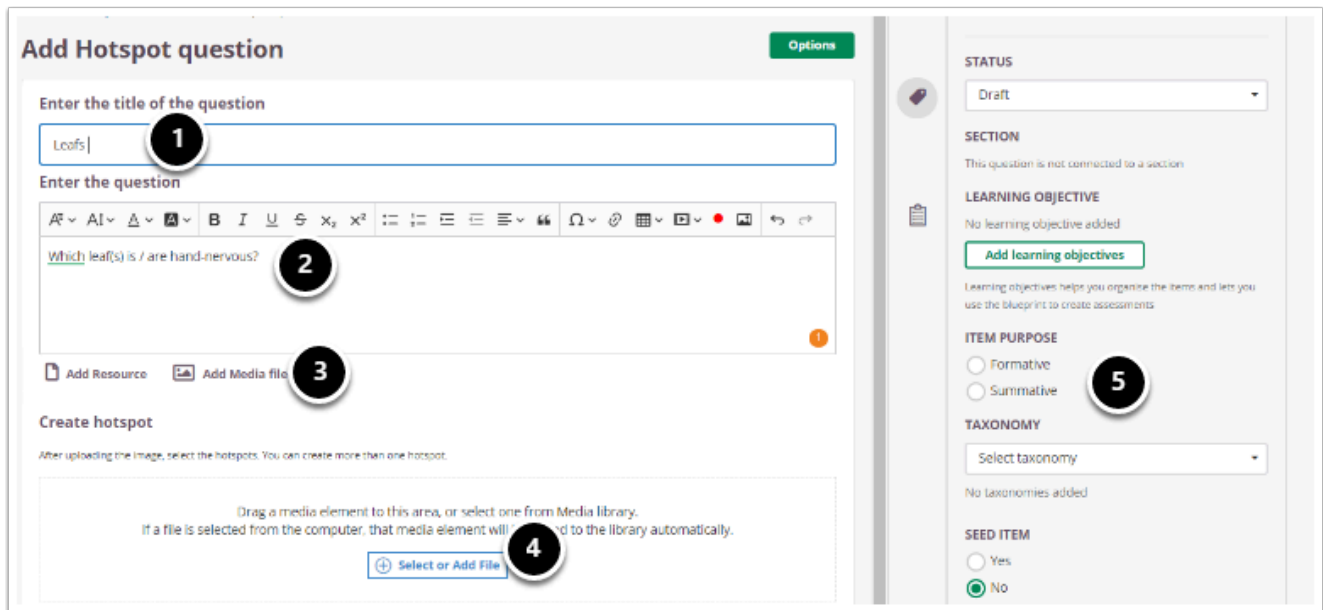
You are *not* supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

- **Workout box**

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

# How do I create a Hotspot item?

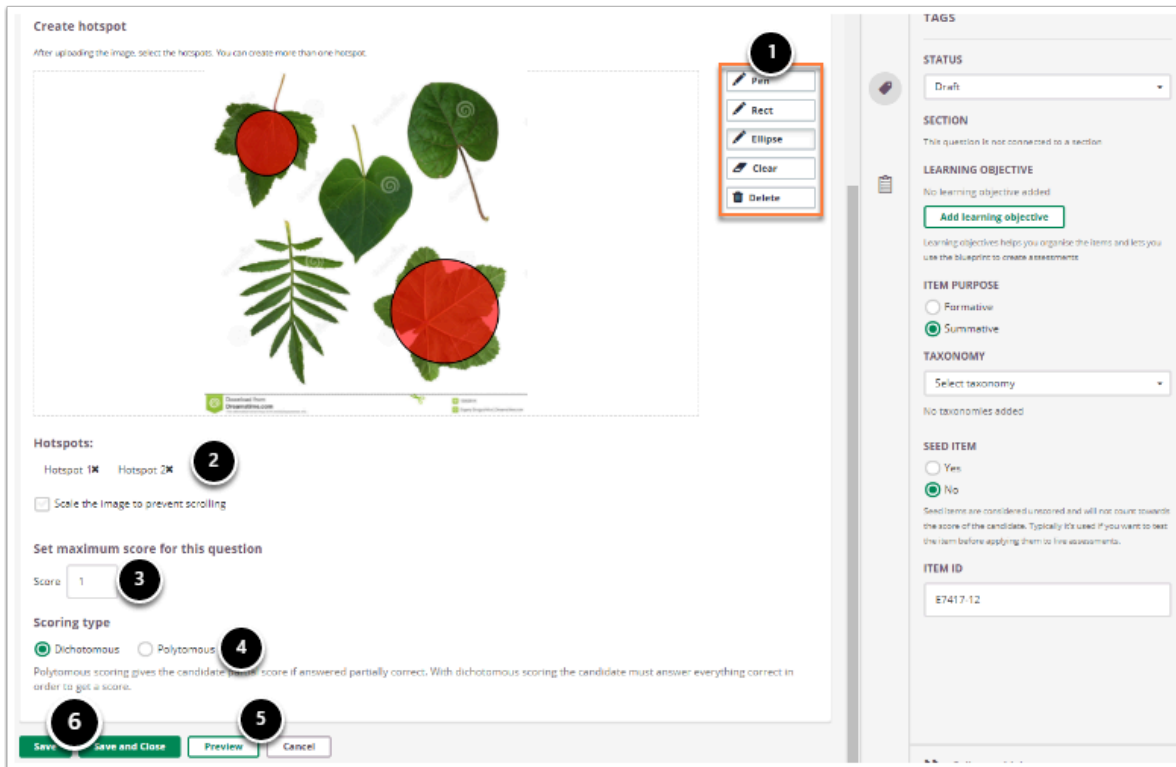
- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Hotspot**.



The screenshot shows the 'Add Hotspot question' interface. It includes a title field (1), a question text area with a rich text editor (2), and buttons for 'Add Resource' and 'Add Media file' (3). Below these is a 'Create hotspot' section with instructions and a 'Select or Add File' button (4). On the right, a sidebar contains settings for STATUS (Draft), SECTION, LEARNING OBJECTIVE, ITEM PURPOSE (Formative/Summative) (5), TAXONOMY, and SEED ITEM.

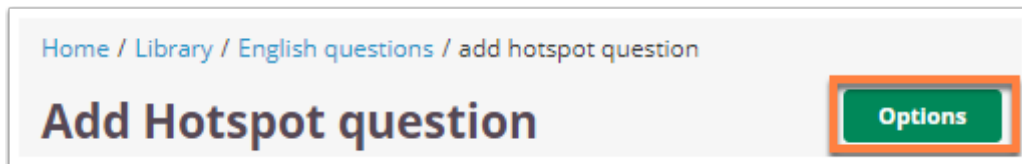
1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. **Create Hotspot:** Upload an image from the computer or the media library. Each image you have downloaded from your computer will automatically appear in your media library.
5. Select **Summative** to use this item in a summative test. See [default settings for items](#) to get more information about the other settings you will find under **Tags**.

# Werkinstructies

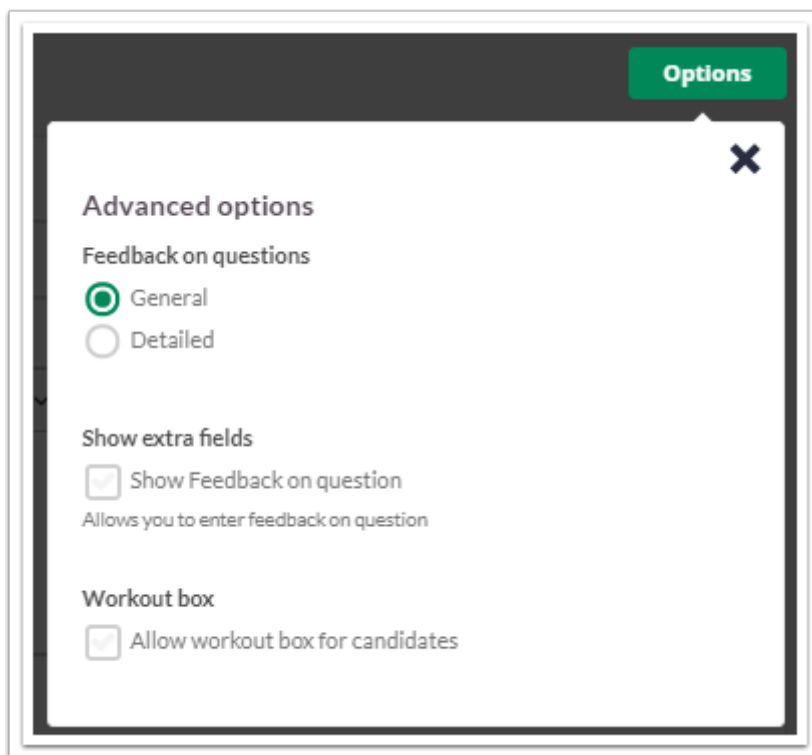


1. Use the menu on the right to create hotspots in the image.
  - **Pen:** draw a line where the hotspot should appear.
  - **Rect:** create a rectangular hotspot.
  - **Ellipse:** create a round/oval hotspot.
  - **Delete:** delete all hotspots.
  - **Remove:** remove the image.
2. Below **Hotspot** you will see how many hotspots you have created. Delete a hotspot by clicking the cross. The option **Scale the image to prevent scrolling** ensures that the image is fit to the size of the screen.
3. Enter how many points can be received.
4. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytome**) or whether they need to answer everything correctly to receive the points (**Dichotome**).
5. Click **Preview** to see how students will see the published question.
6. Click **Save and close** to return to the items page.

## Advanced options



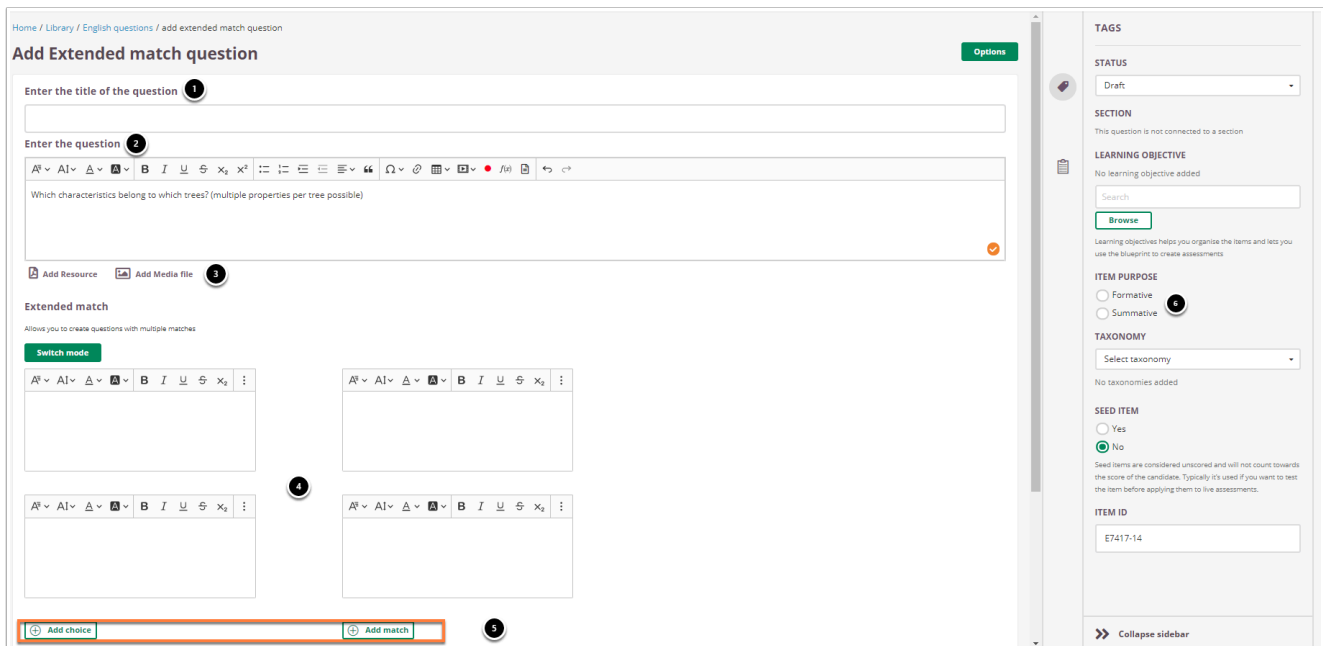
- When creating or editing a question, click **Options** to set up the advanced options.



- **Feedback.**  
You are not supposed to turn on this setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.
- **Workout box**  
If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

# How do I create an Extended match item?

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Extended Match**.



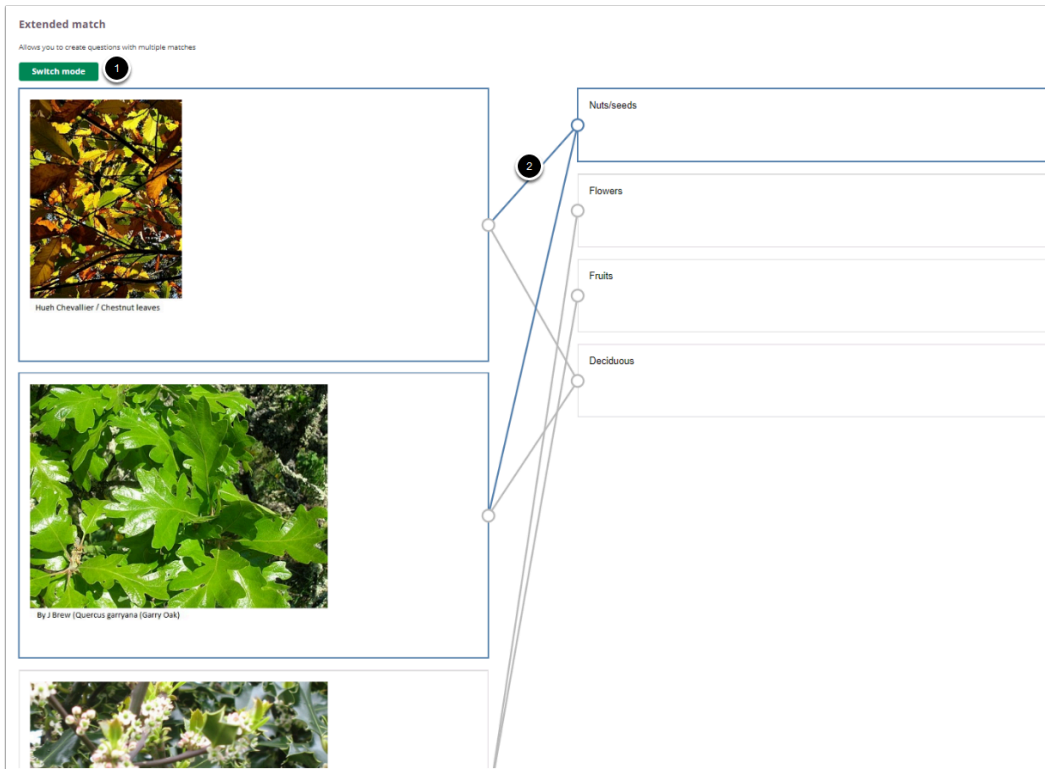
1. Enter a title.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Fill in the first part of the matches on the left side and then the corresponding part on the right. Not each choice needs to have a match (and the other way around). Choices could also have multiple matches (and the other way around).
5. You can also add additional choices (**Add choice**) or matches (**Add match**).
6. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.

# Werkinstructies

Extended match

Allows you to create questions with multiple matches

Switch mode 1



1. Click **Change Mode** to draw a line between the right choices and matches.
2. Select a line and click the cross to delete the line.

Set maximum score for this question

Score 1 1

Scoring type

☒ Dichotomous ☐ Polytomous 2

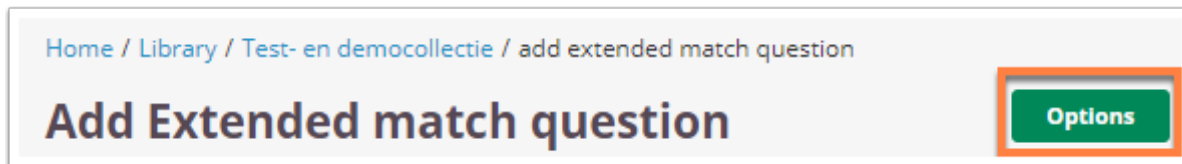
Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.

3

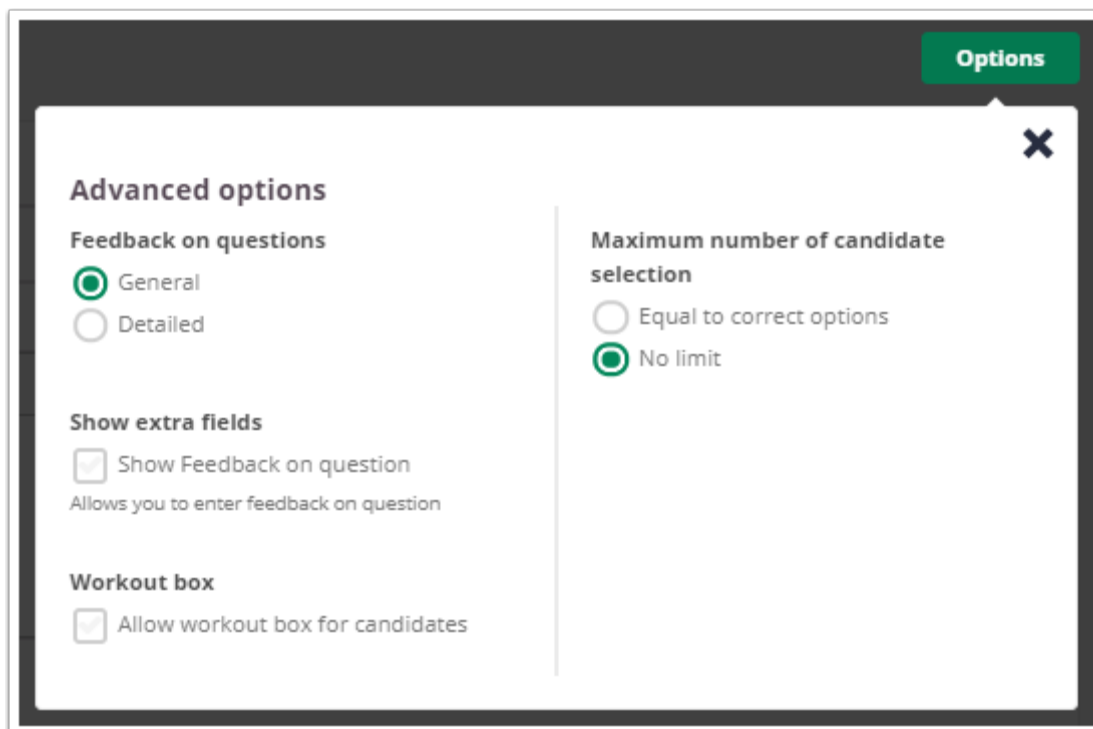
Save Save and Close Preview Cancel

1. Enter how many points can be received.
2. Select whether students should receive a part of the points if they have answered a part of the question correctly (**Polytomous**) or whether they need to answer everything correctly to receive the points (**Dichotomous**).
3. Click **Preview** to see how students will see the published question. Click **Save and Close** to return to the items page.

## Advanced options



- When creating or editing a question, click **Options** to set up the advanced options.

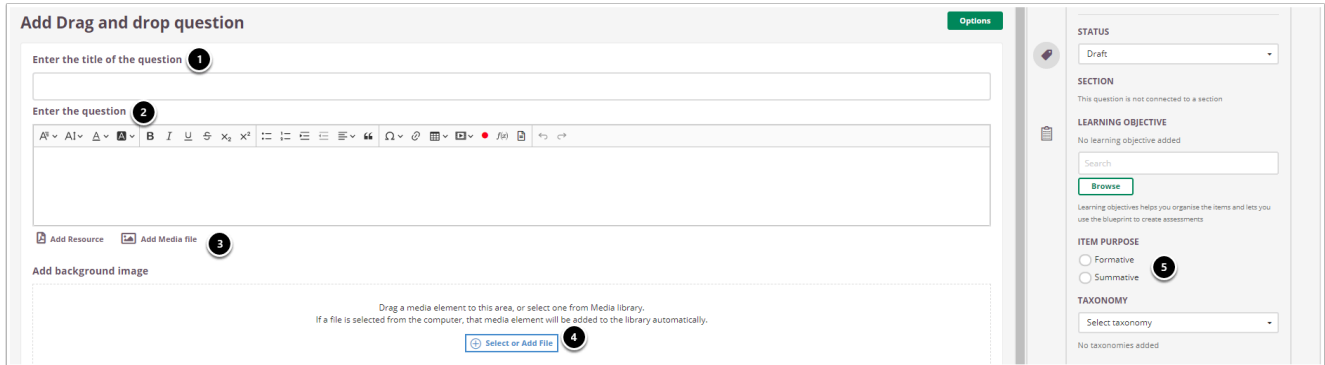


- **Feedback**  
You are *not* supposed to turn on the **Feedback** setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.
- **Workout box**  
If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.
- **Maximum number candidate selection**  
Enter how many answer possibilities a student can select (**Equal to correct options** or **No limit**).



# How do I create a Drag and Drop item?

- [Use the library to navigate to the screen where you can select an item type.](#)
- Click **Drag and Drop**.




The screenshot shows the 'Add Drag and drop question' form. It includes a title field (1), a question text field with a rich text editor (2), and buttons for 'Add Resource' and 'Add Media file' (3). Below these is a section for 'Add background image' with a 'Select or Add File' button (4). On the right, a sidebar contains settings for 'STATUS' (Draft), 'SECTION', 'LEARNING OBJECTIVE', 'ITEM PURPOSE' (Formative/Summative) (5), and 'TAXONOMY'.

1. Enter the title of the question.
2. Enter your question.
3. Add a (media)file if desired.  
A **Resource** means you can add a PDF that will appear as a separate pop-up window during the test.  
A **Media file** is an image shown together with the question.
4. Upload a background image from your computer or select a file from your [media library](#). Each file you upload will automatically appear in your media library.
5. Select **Summative** to use this item in a summative test.  
See [Default setting for items](#) for more information about the other settings you find under **Tag**.

💡 To maintain overview in your library it is essential to give the media element a unique name before it is added to the library. It is not possible to change the name once it is added.

# Werkinstructies

Add background image



By User:DBe4376 [CC-BY-SA 1.0 (<https://creativecommons.org/licenses/by-sa/1.0/>)], from Wikimedia Commons

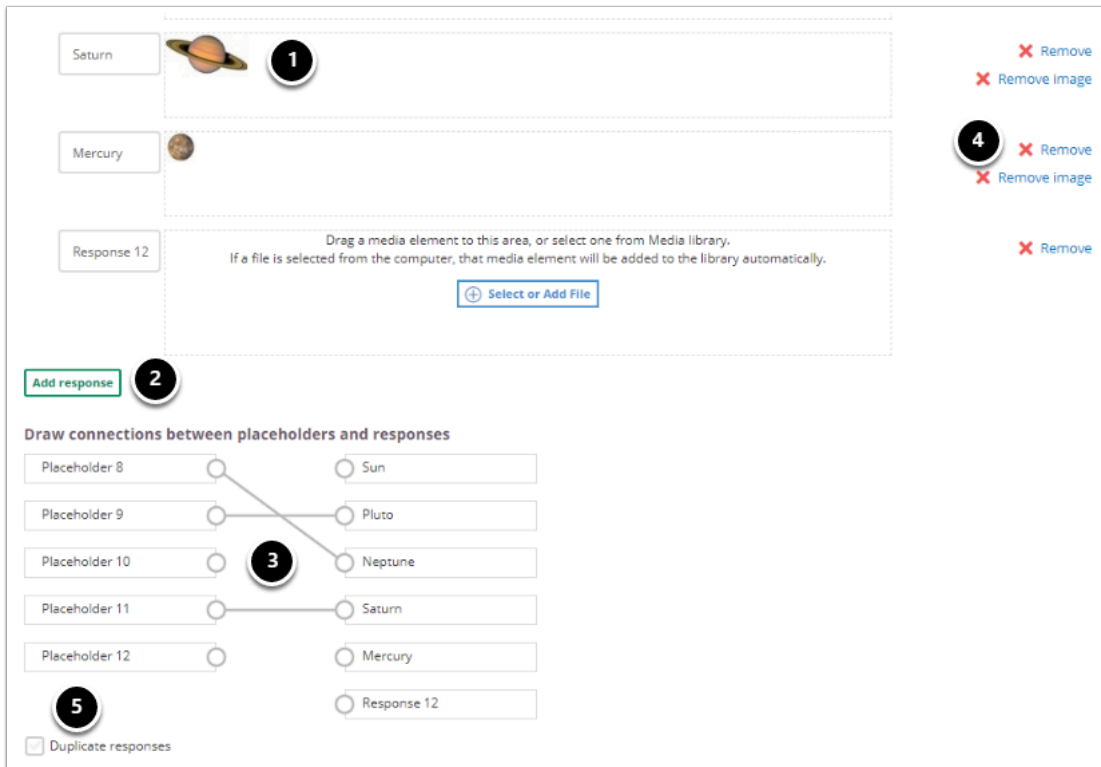
Responses position: ☐ top ☒ right ☐ bottom ☐ left

Placeholders:

Placeholder 1	Remove
Placeholder 2	Remove
Placeholder 3	Remove
Placeholder 4	Remove
Placeholder 5	Remove
Placeholder 6	Remove

1. Select whether the answers should be shown top, bottom, left or right from the background image.
2. Create placeholders in the image by drawing a rectangle in the desired spot. This will create the spot where the candidate will need to drag the answer to.
3. Below the background image a row with placeholders is created.
4. Click behind the placeholder on **Remove** to remove the placeholder in question.

# Werkinstructies

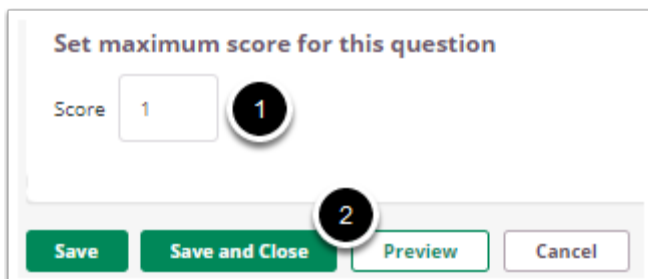


The screenshot shows a question editor interface. At the top, there are three placeholders: 'Saturn' with an image of Saturn (labeled 1), 'Mercury' with an image of Mercury, and 'Response 12' with a text area and a 'Select or Add File' button. To the right of each placeholder are 'Remove' and 'Remove Image' buttons. Below these is an 'Add response' button (labeled 2). Underneath is a section titled 'Draw connections between placeholders and responses'. It contains two columns of boxes: 'Placeholder 8' through 'Placeholder 12' on the left, and 'Sun', 'Pluto', 'Neptune', 'Saturn', 'Mercury', and 'Response 12' on the right. Lines connect Placeholder 8 to Sun, Placeholder 9 to Pluto, Placeholder 10 to Neptune (labeled 3), Placeholder 11 to Saturn, and Placeholder 12 to Mercury. At the bottom left is a checkbox labeled 'Duplicate responses' (labeled 5).

1. Enter the possible answers by uploading images from your computer or from the media library. This image can be placed on the background image by the candidate to answer the question
2. Click **Add response** to add more answers.
3. Connect the placeholder with the correct answers by drawing a line.
4. Click **Remove image** to upload a different image. Click **Remove** to delete the entire answer.
5. Select **Duplicate responses** if students can place an answer on multiple placeholders.



Duplicated answers will make the question more difficult for students. It is also possible to add more answers than placeholders.



The screenshot shows a dialog box titled 'Set maximum score for this question'. It has a 'Score' field with the value '1' (labeled 1). At the bottom are four buttons: 'Save', 'Save and Close' (labeled 2), 'Preview', and 'Cancel'.

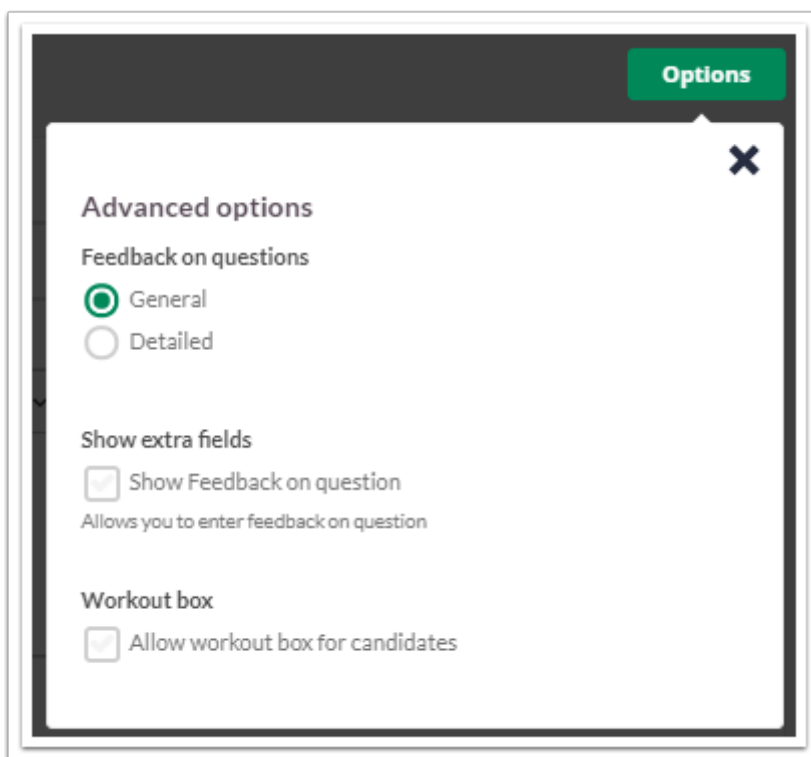
## Werkinstructies

1. Enter how many points can be achieved for this question.
2. Click **Preview** to see what the questions will look like for students. Click **Save and Close** to return to the items page.

### Advanced options



- Click **Options** while creating or editing a questions to set up the advanced settings.



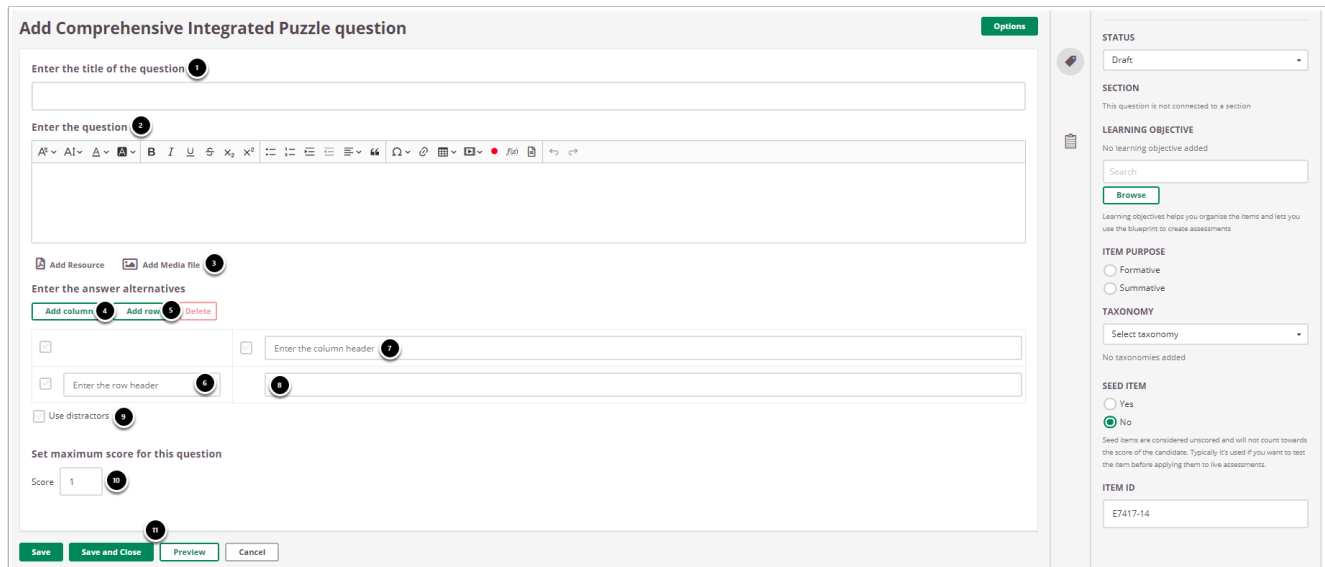
If you are creating a summative test, you are **not** supposed to turn on this option. This option allows teachers to add feedback for each question in case the student answers the question correctly, partially correct or incorrect. The feedback will be shown as soon as the student has entered their answer.

- Select if you want to provide general or detailed feedback.
- Select **show Feedback on question** to show the inputfield feedback with the question.
- If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

## Werkinstructies

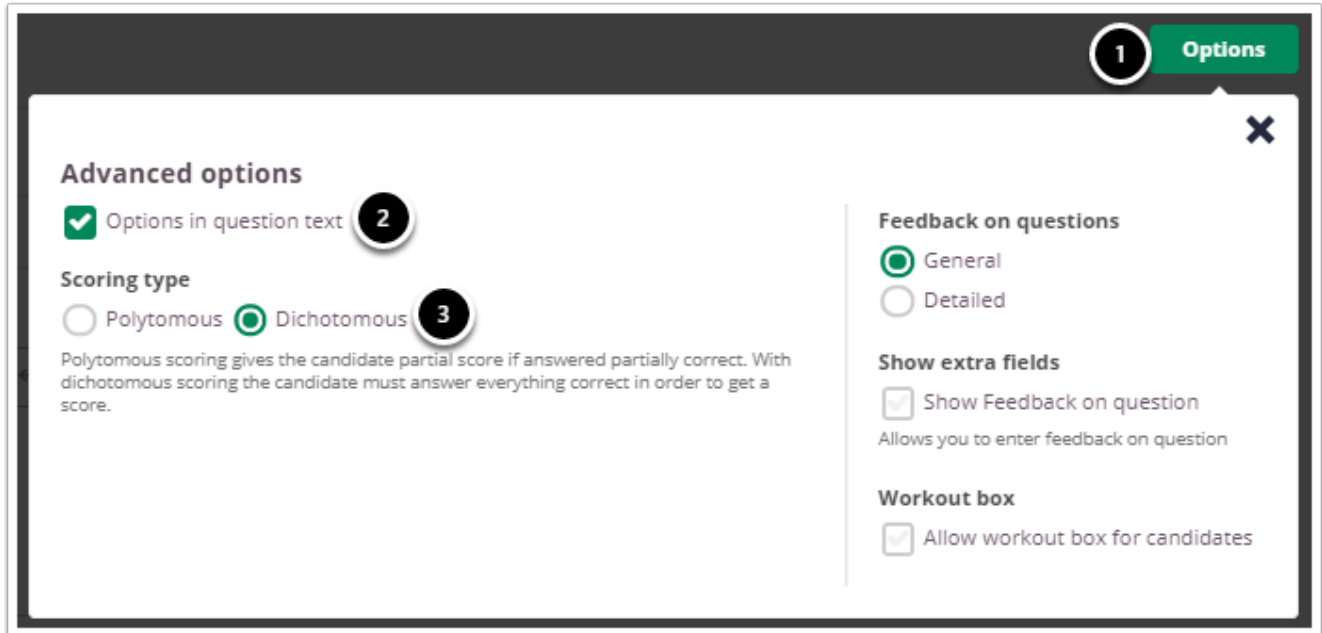
# How do I create a CIP question item?

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Comprehensive Integrated Puzzle**.



1. Enter a title.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Click **Add Column** to add columns. You can do this as many times as you want.
5. Click **Add Row** to add rows. You can do this as many times as you want.
6. Enter the title of the row and click **Close**. Repeat this for each added row.
7. Enter the title of the column and click **Close**. Repeat this for each added column.
8. Enter the correct answer in each box and click **Close**.
9. Select Use distractors to enter more possible answers in order to distract the student from the correct answer. Enter the distractors for each column.
10. Enter the score that needs to be awarded when the question is answered correctly.
11. Click **Save and close**.

## Advanced options



1 Options

### Advanced options

☒ Options in question text 2

**Scoring type**

☐ Polytomous ☒ Dichotomous 3

Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.

**Feedback on questions**

☒ General  
☐ Detailed

**Show extra fields**

☒ Show Feedback on question  
Allows you to enter feedback on question

**Workout box**

☒ Allow workout box for candidates

1. Click **Options** at the top right.
2. Click **Options in question text** if you want to display the answer possibilities in the question text.
3. Select the scoring type. Should students receive a part of the points if they have answered a part of the question correctly (**Polytomous**), or do they need to answer everything correctly to receive the points (**Dichotomous**)?

# Werkinstructies

Options

Advanced options

☒ Options in question text

Scoring type

☒ Polytomous ☐ Dichotomous

Polytomous scoring gives the candidate partial score if answered partially correct. With dichotomous scoring the candidate must answer everything correct in order to get a score.

Polytomous scoring rules

☒ Score per cell ☐ Full/no score ☐ Partial score

Score will be distributed proportionally on the number of cells.

Full/ no score means that the candidate either get's full score for the row or zero points if 1 or more mistakes are made.

Partial score means that the candidate gets full score if the whole row is correct, 50% score if 1 mistake is made and 0 score if 2 or more are incorrect.

Feedback on questions

☒ General ☐ Detailed

Show extra fields

☐ Show Feedback on question

Allows you to enter feedback on question

Workout box

☐ Allow workout box for candidates

4. If you have chosen the Polytomous Scoring type, you will have to choose between the following options:

- **Score per cell:** the score will be divided equally among the number of cells.
- **Full/no score:** the student will receive the full score for the row if the entire row has been filled out correctly. If they have made one or more mistakes, the students will receive 0 points for the row.
- **Partial score:** the student will receive the full score for a row if it has been filled out completely correct. If they have made one mistake the student will receive 50% of the points. For two or more mistakes they will receive zero points.

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.

Cirrus ENG

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# How do I create a mathematical question?

**i** The mathematics questions in Cirrus are based on the *open* type questions of [Sowiso](#). We advise to make the questions in Sowiso and upload them to Cirrus.

[Making a question](#)

[Variables](#)

[Negative Feedback](#)

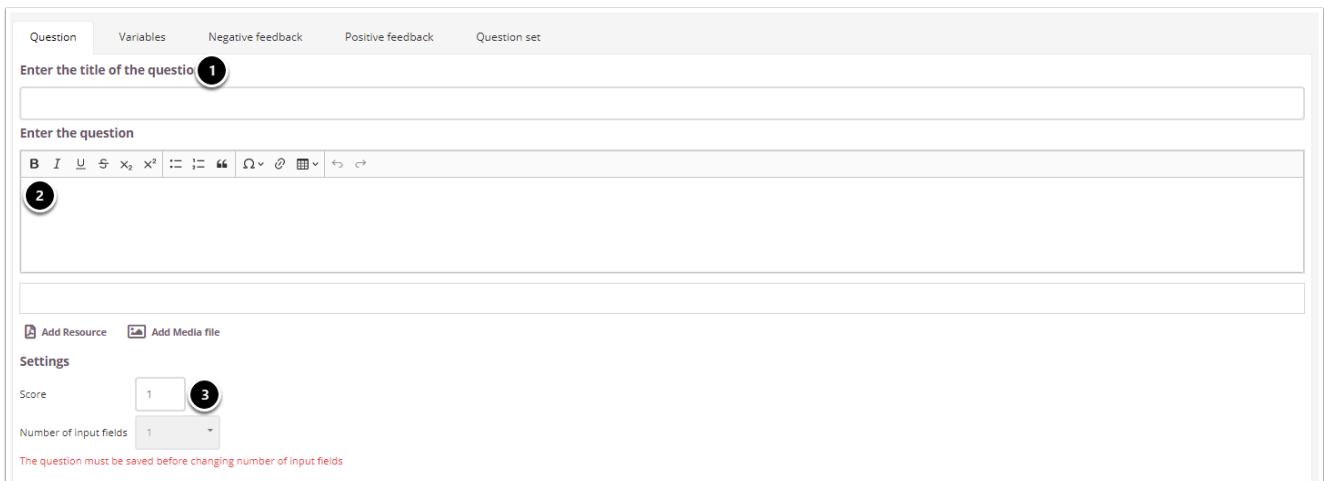
[Positive feedback](#)

[Question Set](#)

[LaTeX in Cirrus](#)

## Making a question

- [Navigate from the library to the screen for the selecting the questiontype.](#)
- Select **Mathematical question**.

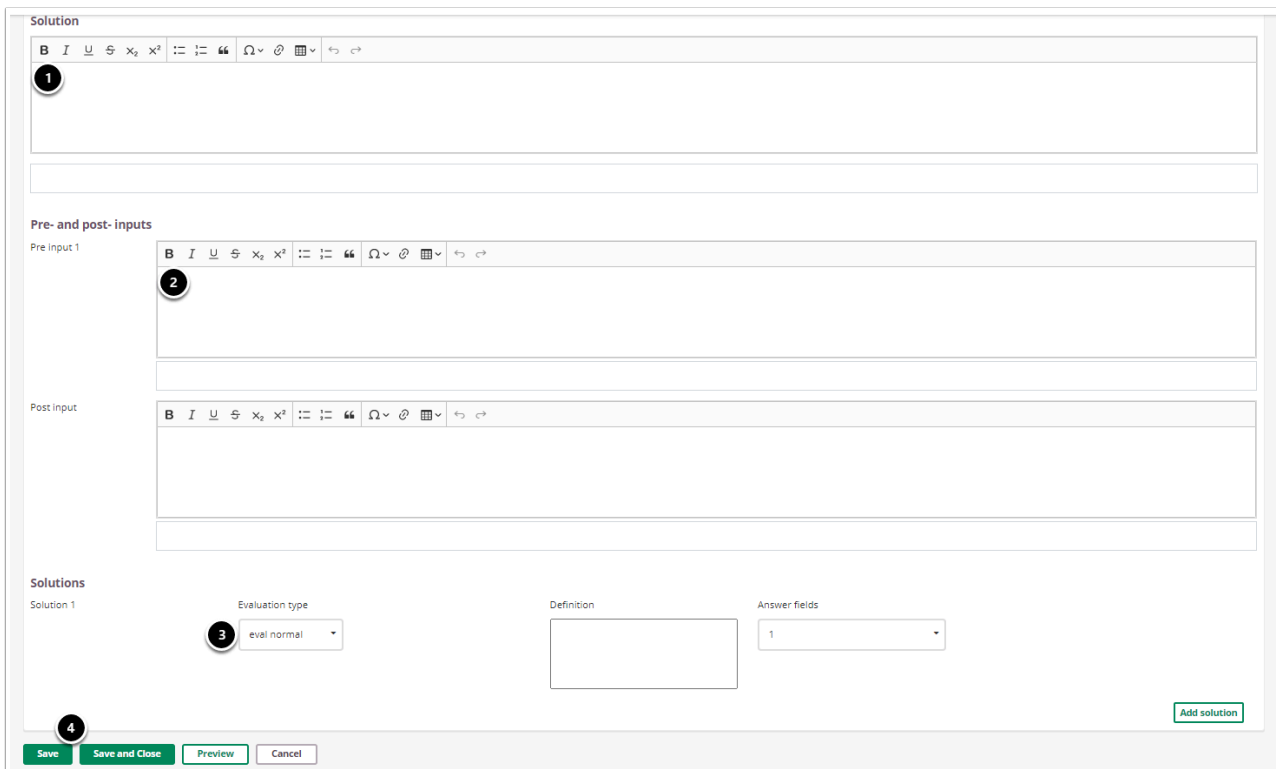


1. Fill in the title of the question.
2. Fill in the question.
3. Fill in how many points can be received from this question.

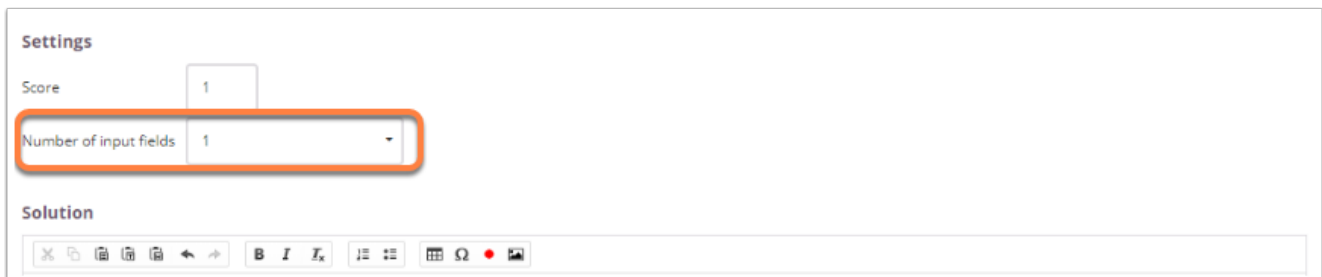
You can use LaTeX in the textfields, see [LaTeX in Cirrus](#) for more information.



# Werkinstructies



1. Fill in the description of the solution. This is the description the student sees, not the solution that Cirrus uses to determine whether a student answer is correct.
2. Fill in **pre-** and **post input**. This is text that is displayed right before or right after the input area (*for example:  $x=...$  or  $... \text{ meter}$* ).
3. Under **Solution** you fill in the right answer(s).
  - Under **Evaluation Type** you choose how the answer of the student is compared to the answer definition.
  - Under **Definition** you define the solution. Cirrus uses [Maxima](#) to compare the definitions.
  - Under **Answer fields** you determine the answer field to which the solution rule applies.
  - Click on **Add Solution** if you want to add a solution rule.
4. Click on **Save**.



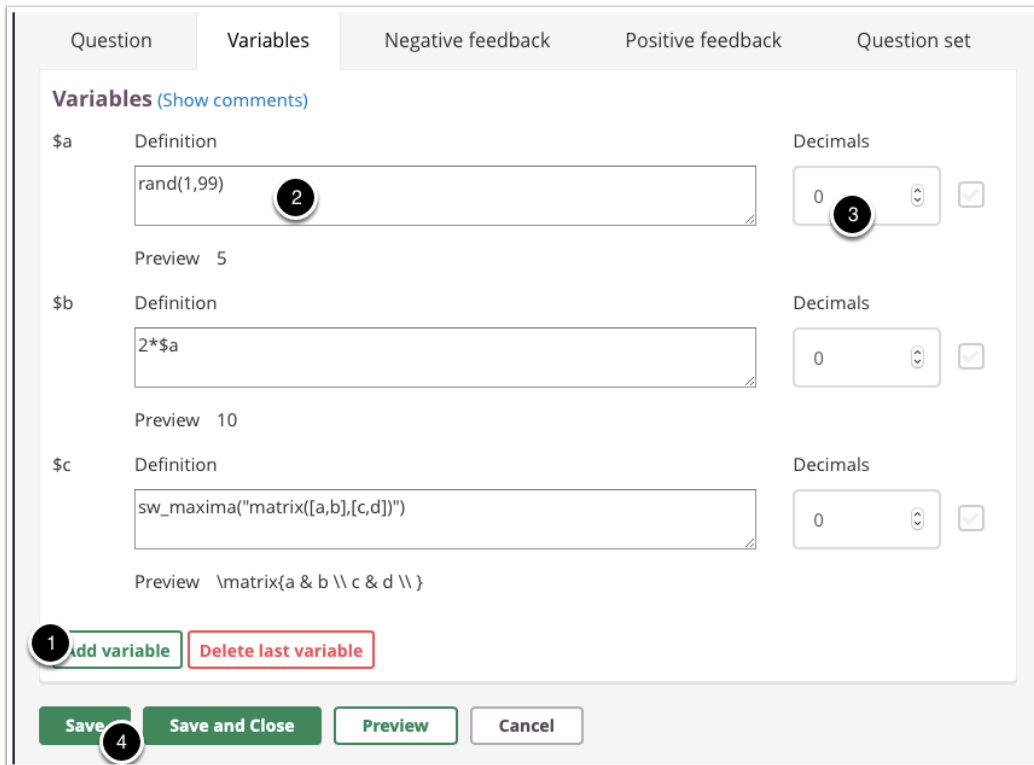
## Werkinstructies

After saving you can select how many input fields there are (in other words how many parts the correct answer consists of). For each input field a separate pre- and post input can be defined, as well as a solution definition.

- i** The evaluation type and the definition are used to determine whether the answer of the student was correct. For more information on the evaluation types visit the [Cirrus](#) website or the [Sowiso](#) manual.

## Variables

Navigate to the **Variables** tab (second tab).



1. Click on **Add variable** to add a new variable. Each variable gets a unique id assigned by Cirrus. For example `$a`. You can call this in every possible field. If a variable self- or circle refers you will get an error message.
2. Use php or [maxima](#) to generate a variable.
  - You can write php code immediately in the definition field.
  - For php some restrictions apply. See the [Sowiso](#) manual for more information.
  - To compute maxima code you will need to call the Maxima environment first, for example with `sw_maxima()`.

## Werkinstructies

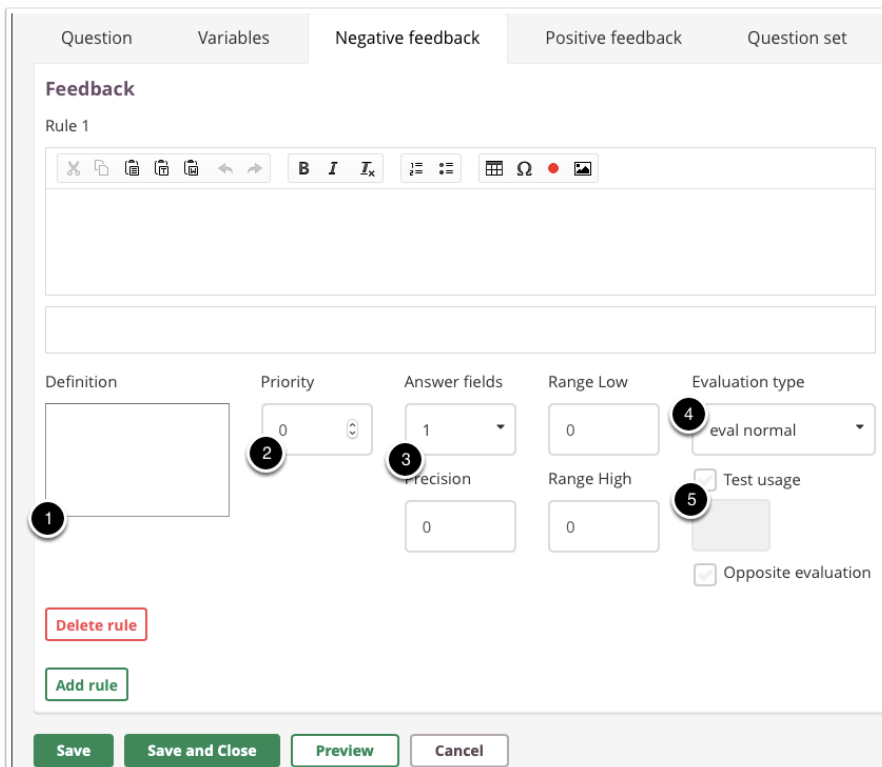
3. Choose the numbers of decimals your variable uses (not required).
4. Save the variable definitions.

**⚠** The specified number of decimals only determines the amount of decimal numbers displayed. Not the amount of numbers stored. Consider this when defining the answer.

**💡** The error messages of Cirrus are very limited and concise, those of Sowiso more elaborate and insightful. We therefore advice you to create the exercises in Sowiso. If you would like to receive example exercises, contact ICT in Education.

## Negative Feedback

- Navigate to **Negative Feedback** (third tab).



The screenshot shows the 'Negative feedback' tab in the Cirrus software. The 'Feedback' section is active, displaying 'Rule 1'. The interface includes a text editor for defining the feedback rule. Below the editor, there are several configuration options: 'Definition' (marked 1), 'Priority' (marked 2), 'Answer fields' (marked 3), 'Range Low' (marked 4), 'Evaluation type' (marked 4), 'Range High' (marked 5), and 'Test usage'. There are also checkboxes for 'Opposite evaluation' and buttons for 'Delete rule', 'Add rule', 'Save', 'Save and Close', 'Preview', and 'Cancel'.

1. Define the answer to which the negative feedback applies. You define this the same way as the solution definition.

## Werkinstructies

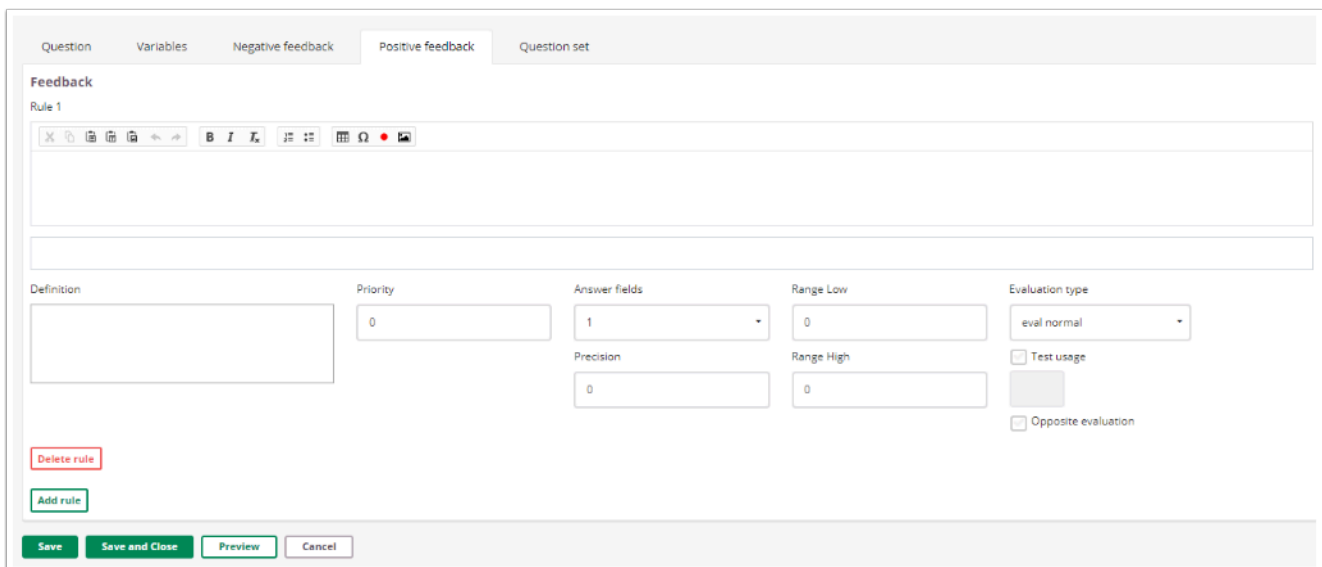
2. Use **Priority** to determine the order in which the feedback rules are evaluated. Cirrus considers the lowest integers first. Two feedback rules may not share the same priority.
3. Determine the **Answer fields** to which the feedback rule applies.
4. Choose the correct **Evaluation type**. You define this the same way as the solution definition.
5. Check the **Test usage** box to let the feedback rule influence the students grade. Give the percentage (as a multiple of 10) that the student still gets for this answer field if the feedback rule applies.

**i** Cirrus checks the Negative feedback if the student has provided a false answer. You can use this to give the student points if the wrong answer satisfies certain conditions. If the answer satisfies no negative feedback rule the student gets zero points.

### Positive feedback

Navigate to **Positive feedback** (fourth tab).

You define positive feedback exactly the same as negative feedback.



The screenshot shows the 'Positive feedback' tab in the Cirrus interface. At the top, there are tabs for 'Question', 'Variables', 'Negative feedback', 'Positive feedback', and 'Question set'. The 'Positive feedback' tab is active. Below the tabs, there is a 'Feedback' section with a 'Rule 1' header. A rich text editor is provided for defining the feedback rule. Below the editor, there are several configuration fields: 'Definition' (a text box), 'Priority' (a numeric input field set to 0), 'Answer fields' (a dropdown menu set to 1), 'Range Low' (a numeric input field set to 0), 'Range High' (a numeric input field set to 0), and 'Evaluation type' (a dropdown menu set to 'eval normal'). There are also checkboxes for 'Test usage' and 'Opposite evaluation'. At the bottom left, there are buttons for 'Delete rule' (in red) and 'Add rule' (in green). At the bottom, there are buttons for 'Save', 'Save and Close', 'Preview', and 'Cancel'.

**i** Cirrus compares the answer of the student with the positive feedback if the students answer was correct. You can use this to withdraw points under certain

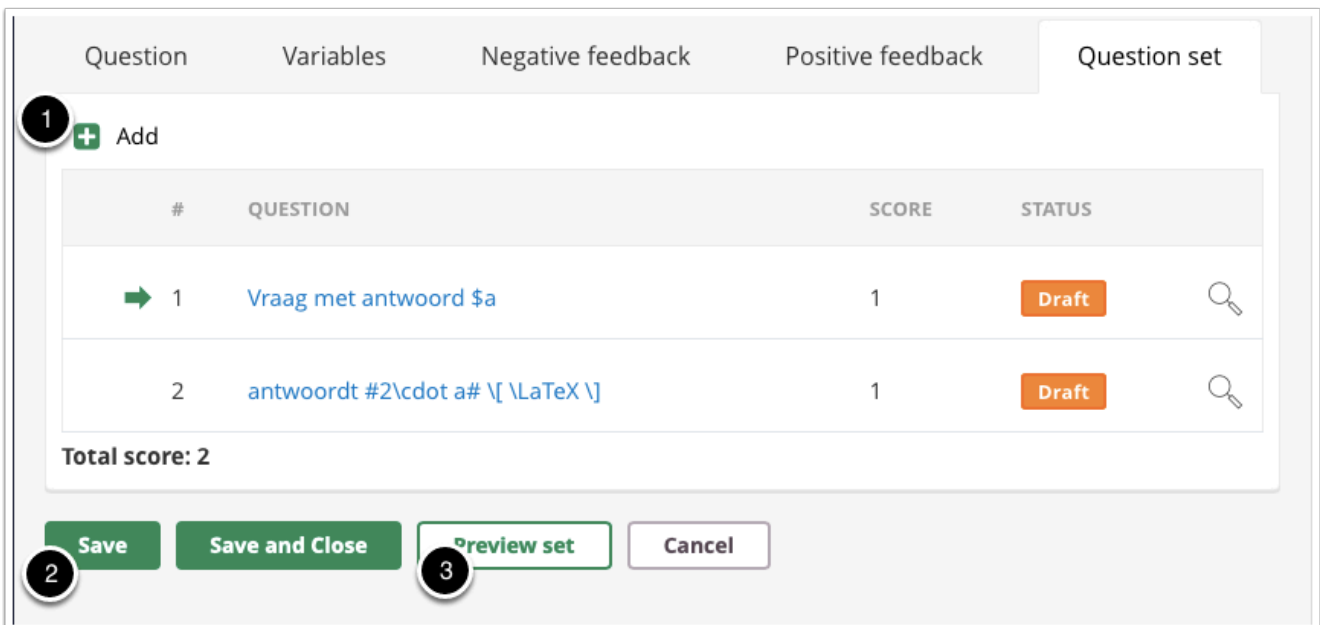
# Werkinstructies

conditions. If the answer does not satisfy any positive feedback rule the student gets full points.

**!** If a feedback rule is applied, this does not change the way the students see their result in the perusal. The amount of allocated points is the only way to check whether the feedback rule was correctly applied.

## Question Set

Navigate to **Question set** (fifth tab).



The screenshot shows the 'Question set' tab in a software interface. At the top, there are five tabs: 'Question', 'Variables', 'Negative feedback', 'Positive feedback', and 'Question set'. Below the tabs is a table with the following structure:

#	QUESTION	SCORE	STATUS
1	Vraag met antwoord \$a	1	Draft
2	antwoordt #2\cdot a# \[ \LaTeX \]	1	Draft

Below the table, it says 'Total score: 2'. At the bottom, there are four buttons: 'Save', 'Save and Close', 'Preview set', and 'Cancel'. Numbered callouts are present: '1' points to the '+ Add' button, '2' points to the 'Save' button, and '3' points to the 'Preview set' button.

You use question sets to ask multiple questions using the same variables.

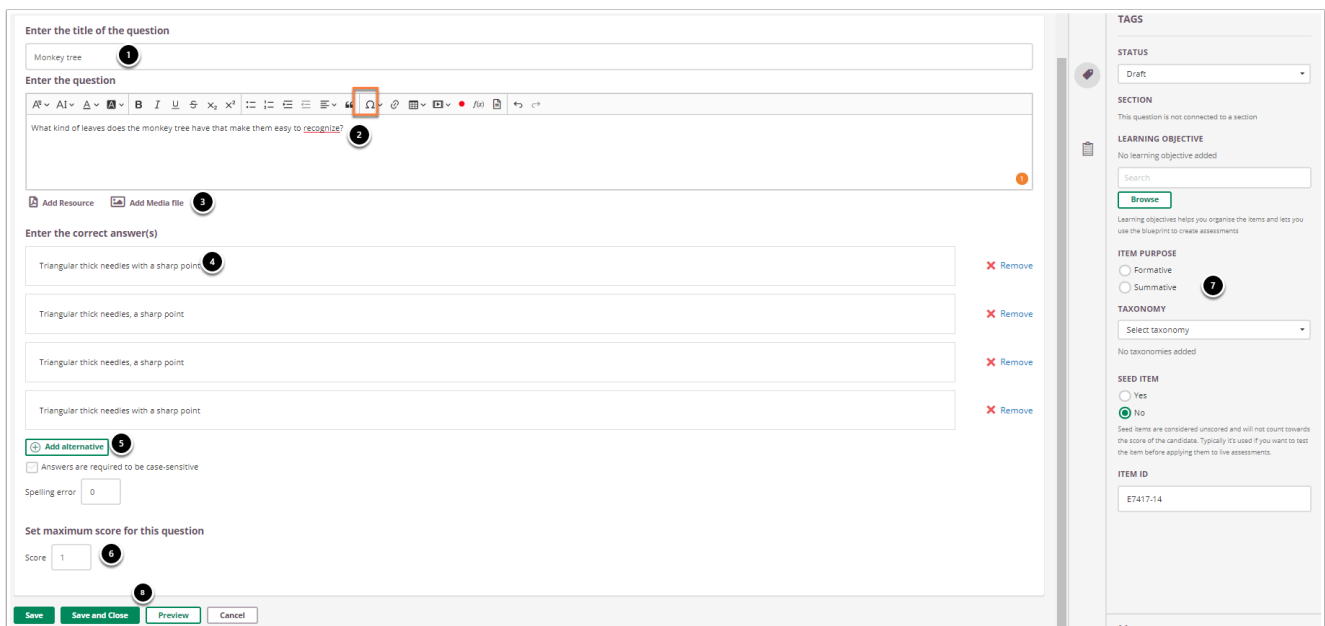
1. Click **Add** to add a question.
  - Make this question the same way as before. All the variables from the previous exercise are saved and use the same name as before.
2. Save the question set.
3. Preview the question set to make sure all the variables remained the same.



# How do I create a Short answer question item?

A short answer item is most suitable for answers of a few words or one rule. This way, you can automatically let Cirrus assess it.

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Short Answer**.



1. Enter a title.
2. Enter your question.
3. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
4. Enter the correct answer and add alternatives if necessary. Click **Delete** to delete an answer.
5. Add more alternatives if necessary.
6. Enter how many points can be received for this question.
7. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
8. Click **Preview** to see how students will see the published question. Click **Save and close** to return to the items page.

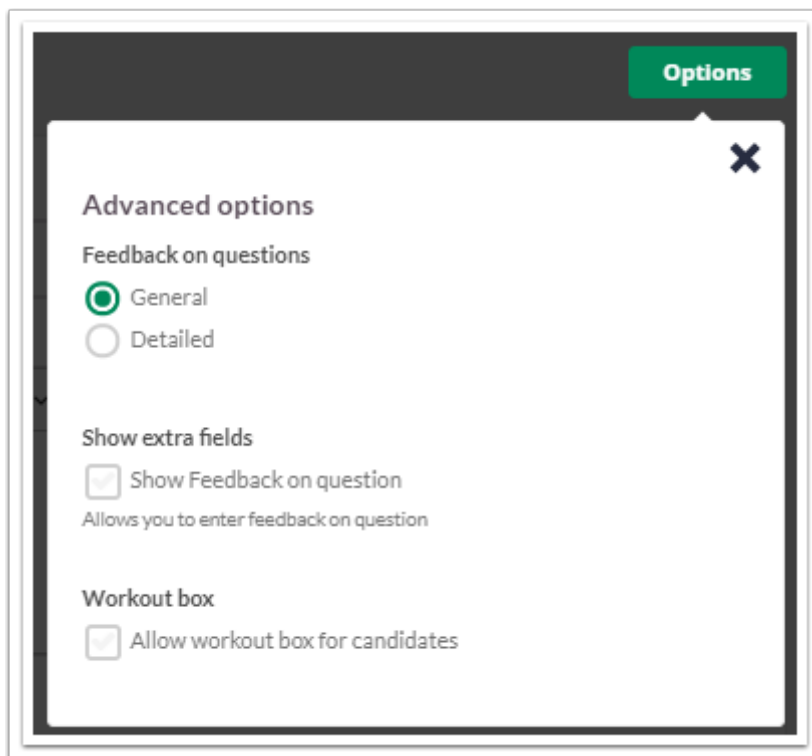
# Werkinstructies

💡 Click on the omega sign (orange box) to insert a special character.

## Advanced options



- When creating or editing a question, click **Options** to set up the advanced options.



- **Feedback**

You are *not* supposed to turn on the **Feedback** setting for summative assessments. This option allows teachers to add feedback for each question in case that the student answers questions correctly, incorrectly, or partially correctly. The feedback will be displayed directly after the student has submitted their answer.

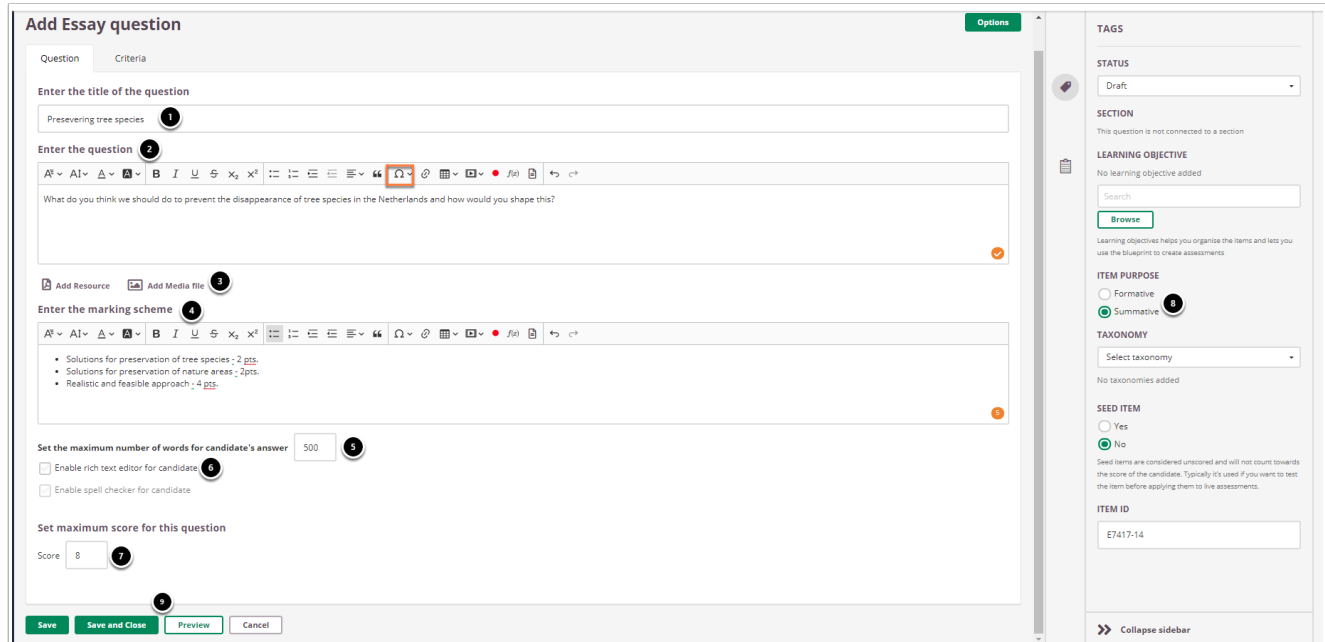
- **Workout box**

If **Allow workout box for candidates** is selected, a workout box will be made available in Cirrus during the assessment. Students can use this as scrap paper.



# How do I create an Essay question item?

- [Use the library to navigate to the screen where you can select an item type.](#)
- Click **Essay**.



1. Enter a title.
2. Enter your question.
3. Add a (media)file if desired.  
A **Resource** means you can add a PDF that will appear as a separate pop-up window during the test.  
A **Media file** is an image shown together with the question.
4. Fill out the marking scheme to determine which criteria you will be using when assessing the question. This can be either for yourself or for fellow assessors.
5. Enter the maximum number of words the answer can contain.
6. Select whether students are allowed to use an **advanced text processor** (which allows them to change the layout of a page, for example by using cursive and bold text or an enumeration. We advise against the use of the **spelling check** because it is currently not functioning properly.
7. Enter the number of points that can be obtained for this question.
8. Select **Summative** to use this question in a summative test.  
See [Default setting for items](#) for more information about the other settings you find under **Tag**.
9. Click **Preview** to see what the question will look like for students. Click **Save and close** to return to the items page.

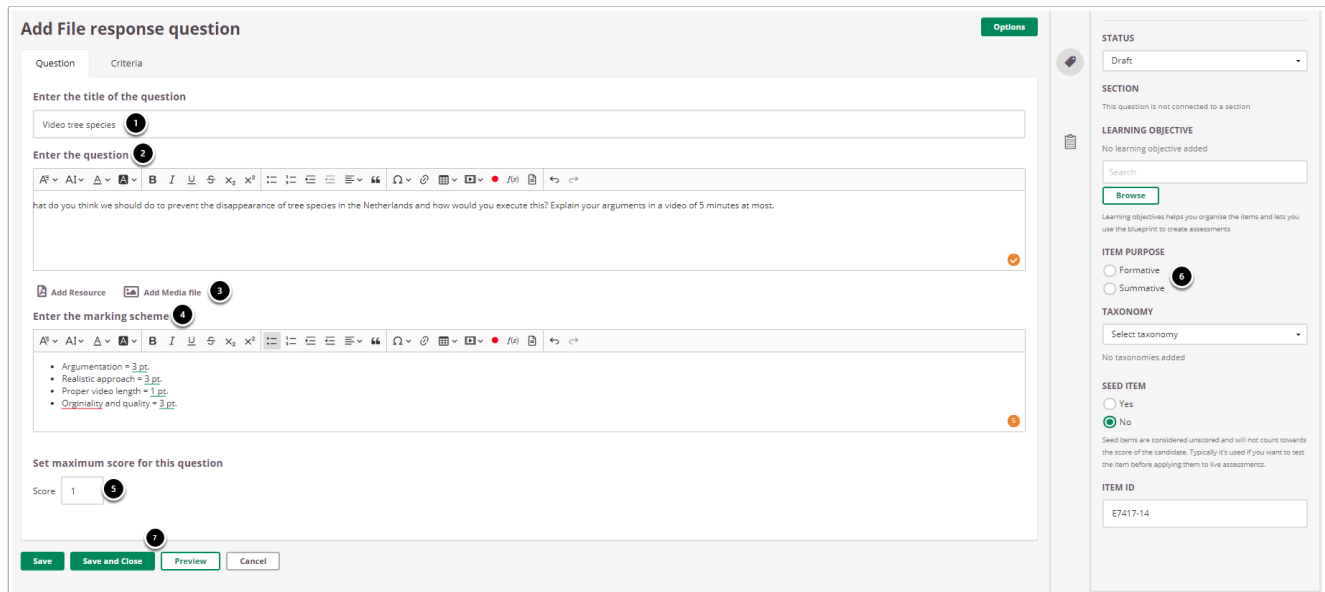
# Werkinstructies



Click on the omega sign (orange box) to add special characters.

# How do I create a File response item?

- [Use the library to navigate to the screen where you can select an item type.](#)
- Click **File response**.



1. Enter a title.
2. Enter your question.
3. Add a (media)file if desired.  
A **Resource** means you can add a PDF that will appear as a separate pop-up window during the test.  
A **Media file** is an image shown together with the question.
4. Fill out the marking scheme to determine which criteria you will be using when assessing the question. This can be either for yourself or for fellow assessors.  
**Please note** that you cannot change the marking scheme after the question has been submitted. If you want to change it you will have to do so before students take the test.
5. Enter how many points can be acquired for this question.
6. Select **Summative** to use this item in a summative test.  
See [Default setting for items](#) for more information about the other settings you find under **Tag**.
7. Click **Preview** to see what the question will look like for students. Click **Save and close** to return to the items page.

# How do I create a section? Library | Items

Use sections to divide tests into different components. Each section outlines a specific context or situation under which you can place questions from the item library. You can also use sections to describe a case and add questions about this case.

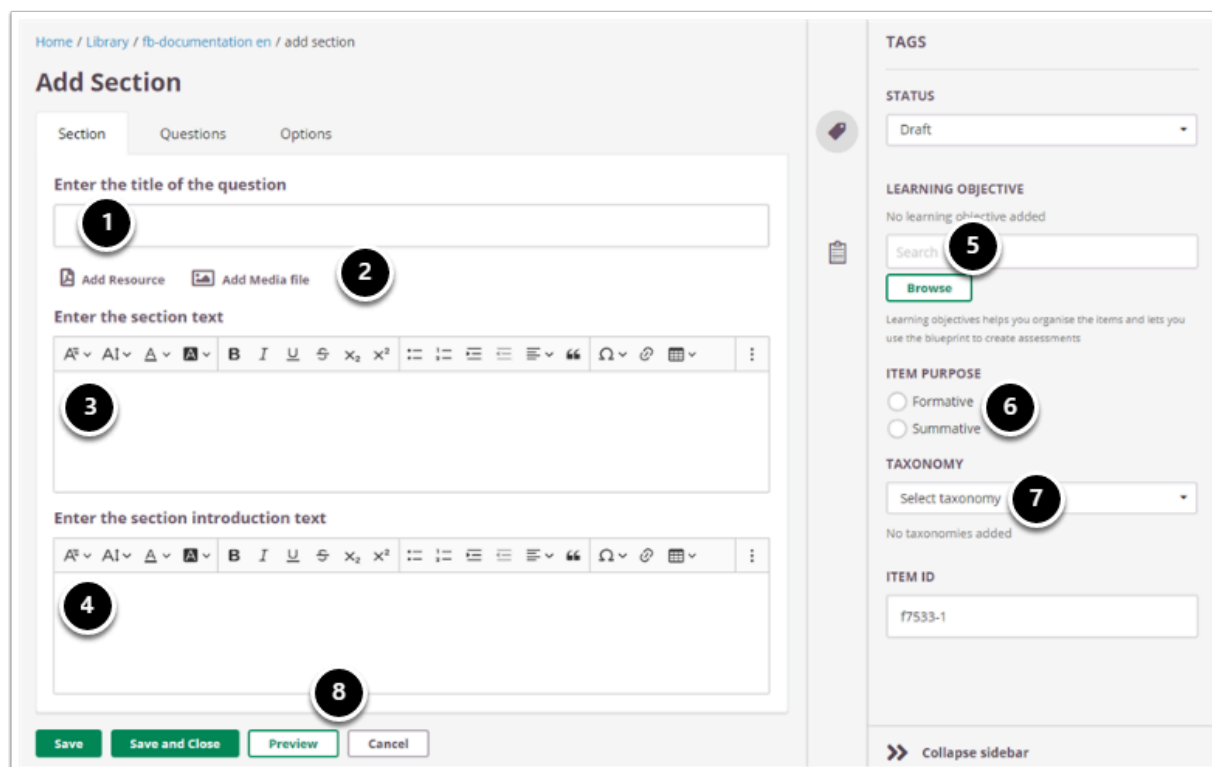
There are two different types of sections:

1. In the [fixed section](#), questions are added to the section in the collection. The section and questions are one. It is no longer possible to use the questions separately.
2. In the [variable section](#), questions are added to the exam, when compiling the exam. These questions can still be used independently in other exams.

Both types are created in collections

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Section**.

## General settings for a section



Home / Library / fb-documentation en / add section

### Add Section

Section Questions Options

Enter the title of the question

1

Add Resource Add Media file

2

Enter the section text

3

Enter the section introduction text

4

8

Save Save and Close Preview Cancel

**TAGS**

**STATUS**

Draft

**LEARNING OBJECTIVE**

No learning objective added

5

Browse

Learning objectives helps you organise the items and lets you use the blueprint to create assessments

**ITEM PURPOSE**

Formative Summative

6

**TAXONOMY**

Select taxonomy

7

No taxonomies added

**ITEM ID**

f7533-1

>> Collapse sidebar

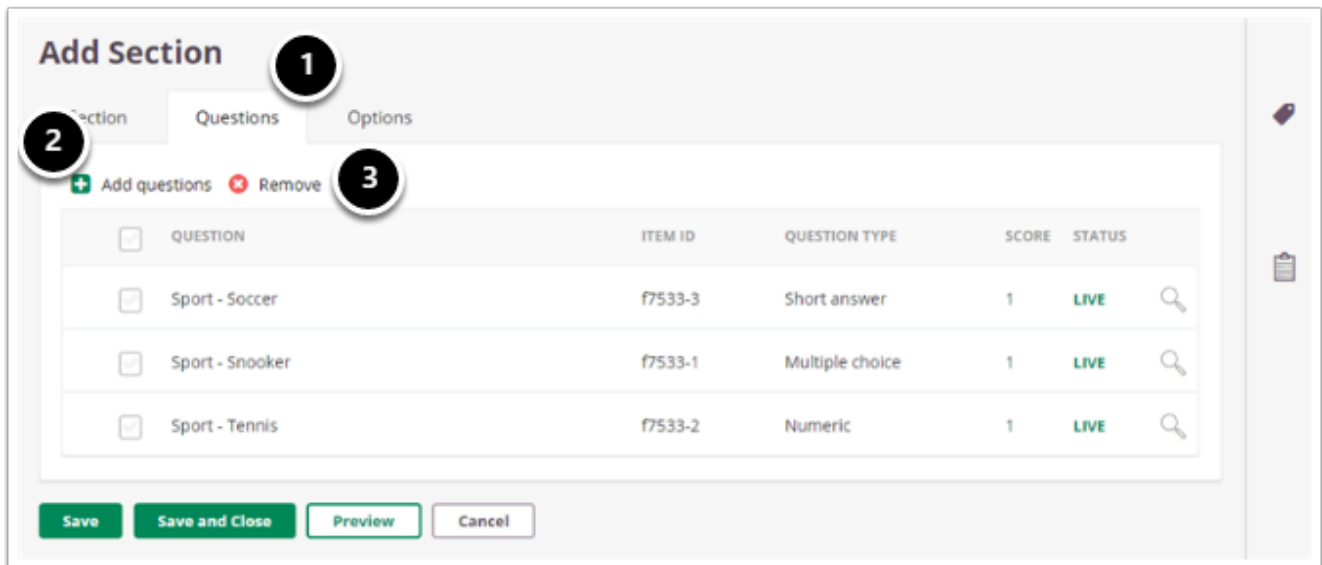
1. Give the section an obvious title.

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2. Add a media file or a resource, if necessary. It is possible to add one or more resources
3. Describe the context or case.
4. It is possible to add an introduction page prior to the start of the section. The text to be displayed needs to be filled in here.
5. Click on **Add learning objectives** to add a learning objective to a section. This learning objective will overrule the learning objectives set per item.
6. Select **Summative** to use this item in a summative test.  
See [default settings for items](#) to get more information about the other settings you will find under **Tags**.
7. Click on **Select taxonomy** to choose a taxonomy. This taxonomy overrules the taxonomies set per item.
8. Click **Preview** to see what the question will look like for students. Click **Save and close** to return to the items page.

### Fixed section

In a fixed section questions are added to the section in the collection.



**Add Section**

Section Questions Options

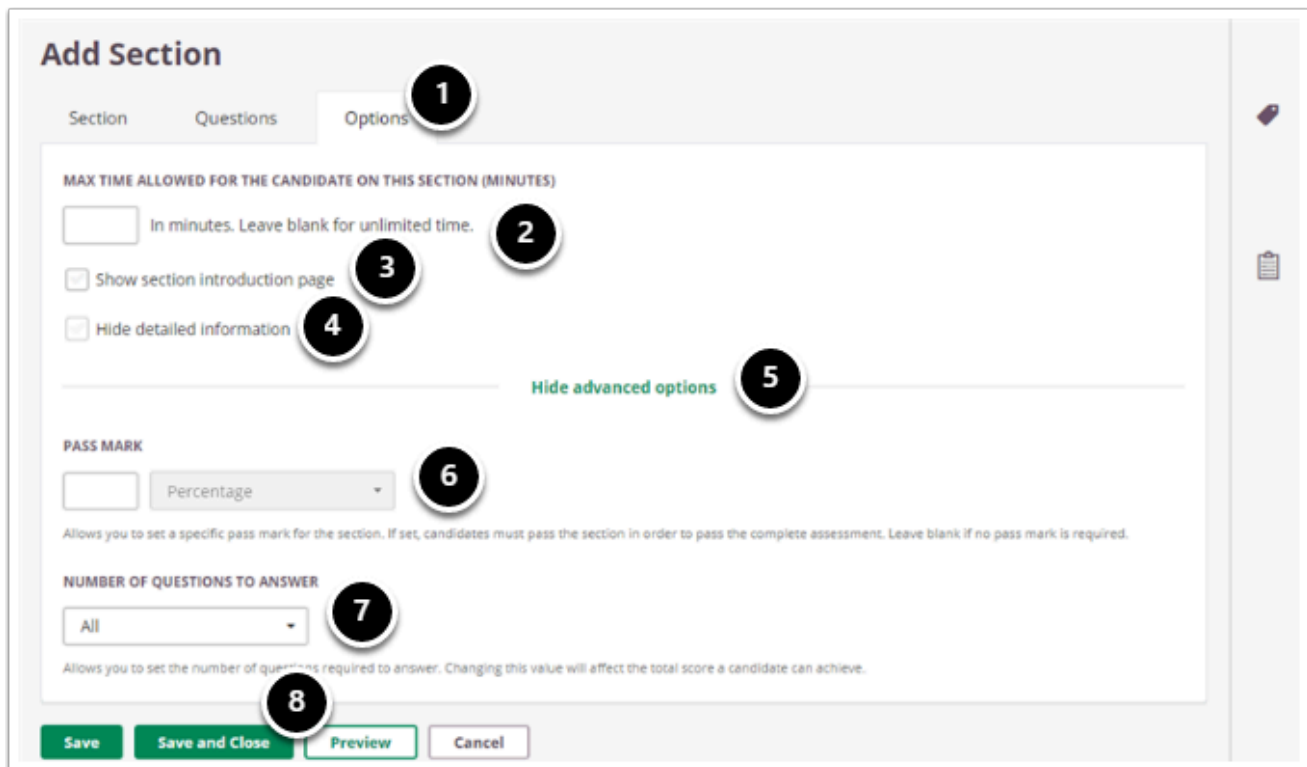
+ Add questions + Remove

QUESTION	ITEM ID	QUESTION TYPE	SCORE	STATUS
<input checked="" type="checkbox"/> Sport - Soccer	f7533-3	Short answer	1	LIVE
<input checked="" type="checkbox"/> Sport - Snooker	f7533-1	Multiple choice	1	LIVE
<input checked="" type="checkbox"/> Sport - Tennis	f7533-2	Numeric	1	LIVE

Save Save and Close Preview Cancel

1. Click on the tab **Questions** to see and add the relevant questions.
2. Click on **Add questions** to add a question to a section. Only questions which have not yet been used in an exam are visible in this overview.
3. Select a question and click on **Remove** to remove the question from this section.

# Werkinstructies



The screenshot shows the 'Add Section' form with the following elements and numbered callouts:

- 1**: 'Options' tab
- 2**: 'MAX TIME ALLOWED FOR THE CANDIDATE ON THIS SECTION (MINUTES)' input field
- 3**: 'Show section introduction page' checkbox
- 4**: 'Hide detailed information' checkbox
- 5**: 'Hide advanced options' link
- 6**: 'PASS MARK' input field and 'Percentage' dropdown
- 7**: 'NUMBER OF QUESTIONS TO ANSWER' dropdown menu
- 8**: 'Save', 'Save and Close', 'Preview', and 'Cancel' buttons

1. Click on **Options**.
2. Fill in the number of minutes the candidate has to answer all questions in the section if you want students to have a certain amount of time to complete a section. This is an optional setting.
3. Select the option **Show section introduction page** if you wish to see this page. Displaying it only makes sense if you have set the **Max time for section**.
4. Select **Hide detailed information** if you do not wish to show the details in the introduction page
5. Click on **Advanced options** to see all options.
6. You can set the **Pass mark** applicable to this section.
7. Select the number of questions which need to be answered by the candidate. The candidate can choose which questions to answer.
8. Click **Save** or **Save and Close** to save the changes. Click **Preview** if you want to see what the section will look like.

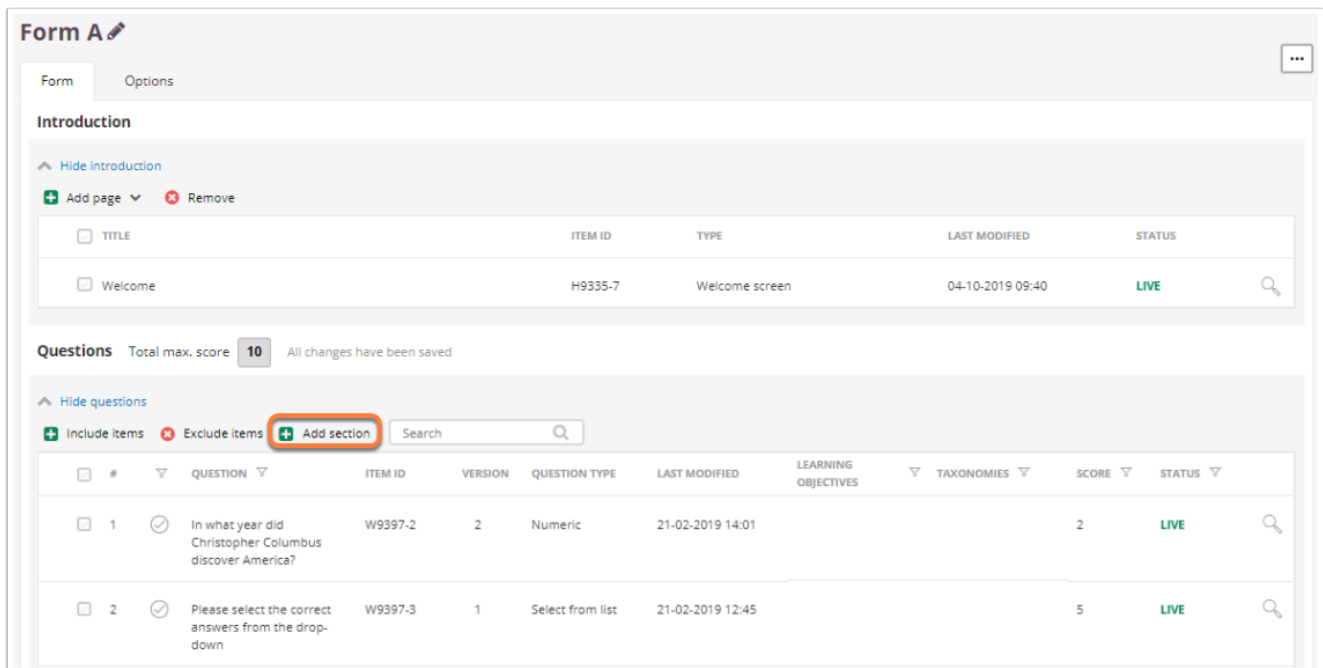
**i** When you choose to have students answer 2 out of the 4 questions: after the student has answered the two questions, the remaining two questions become read-only and thus cannot be answered. If the student clears a given answer, another question can be answered.

# Werkinstructies

- ❗ After a section has been used in an exam, only limited changes are possible. It is only possible to make changes to the title, section text and add/remove resources or mediafiles. If you want to make any other changes, you will need to copy the section.

## Variable section

The variable section is created with the general settings. During the compilation of the assessment (in the form) the questions are added to the section. See [How do I determine the content of an assessment](#) for more information on how to compile the assessment.



The screenshot shows the 'Form A' interface with two tabs: 'Form' and 'Options'. The 'Form' tab is active, showing an 'Introduction' section with a 'Welcome' item. Below this is the 'Questions' section, which has a total max score of 10. The 'Questions' section contains two items: a numeric question about Christopher Columbus and a select from list question. The 'Add section' button is highlighted with a red box.

TITLE	ITEM ID	TYPE	LAST MODIFIED	STATUS
Welcome	H9335-7	Welcome screen	04-10-2019 09:40	LIVE

#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNING OBJECTIVES	TAXONOMIES	SCORE	STATUS
1	In what year did Christopher Columbus discover America?	W9397-2	2	Numeric	21-02-2019 14:01			2	LIVE
2	Please select the correct answers from the drop-down	W9397-3	1	Select from list	21-02-2019 12:45			5	LIVE

- Click on **Add section** to add a section to the assessment.

# Werkinstructies

## Add Section

Select Section
1
Select Questions
Options

Search
Start typing the name or text of the section page

	TITLE	ID	VERSION	TEXT	IMAGE	VIDEO	
<input type="radio"/>	Casus: 2e wereld oorlog	G5249-28					4
<input type="radio"/>	Geschiedenis 19e eeuw	G5249-19					
<input checked="" type="radio"/>	How to.... section	D490-3					
<input type="radio"/>	kdfgsldfjlsdfjk	H9335-15					
<input type="radio"/>	kdfgsldfjlsdfjk	H9335-12					

Total 5 items found | Show 100 item(s) per page
3
Save Cancel

1. You land on the select section page.
2. Select the section to which you want to add questions.
3. Click on **Save**.
4. Click on the looking glass to view the section text.

## Add Section

Select Section
Select Questions
1
Options

How to.... section

Drag questions to add them to the section

☐ Randomize
3

Search questions
Search questions

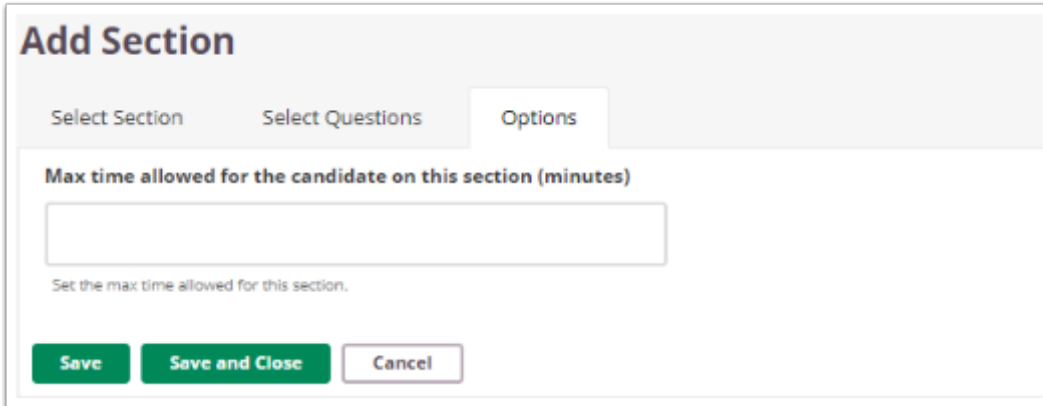
AVAILABLE QUESTIONS	ITEM ID	VERSION	QUESTION TYPE	ADDED	LAST MODIFIED	STATUS	
Vul in de ontbrekende woorden	H9335-13	3	Fill in the blank	23-01-2020 12:46	23-01-2020 13:21	Live	2

Total 1 item(s) found | Show 100 item(s) per page
4
Save Save and Close Cancel



## Werkinstructies

1. Click on **Select questions** to add questions to the section.
2. Drag the questions to the box.
3. Check the box if the questions need to be randomised.
4. Click on **Save**.



The screenshot shows a dialog box titled "Add Section". It has three tabs: "Select Section", "Select Questions", and "Options". The "Options" tab is currently selected. Inside the "Options" tab, there is a label "Max time allowed for the candidate on this section (minutes)" above a text input field. Below the input field, there is a smaller text label "Set the max time allowed for this section.". At the bottom of the dialog, there are three buttons: "Save" (green), "Save and Close" (green), and "Cancel" (white with a grey border).

Go to the tab **Options** if you wish to set a maximum amount of time the candidate can spend on this section.

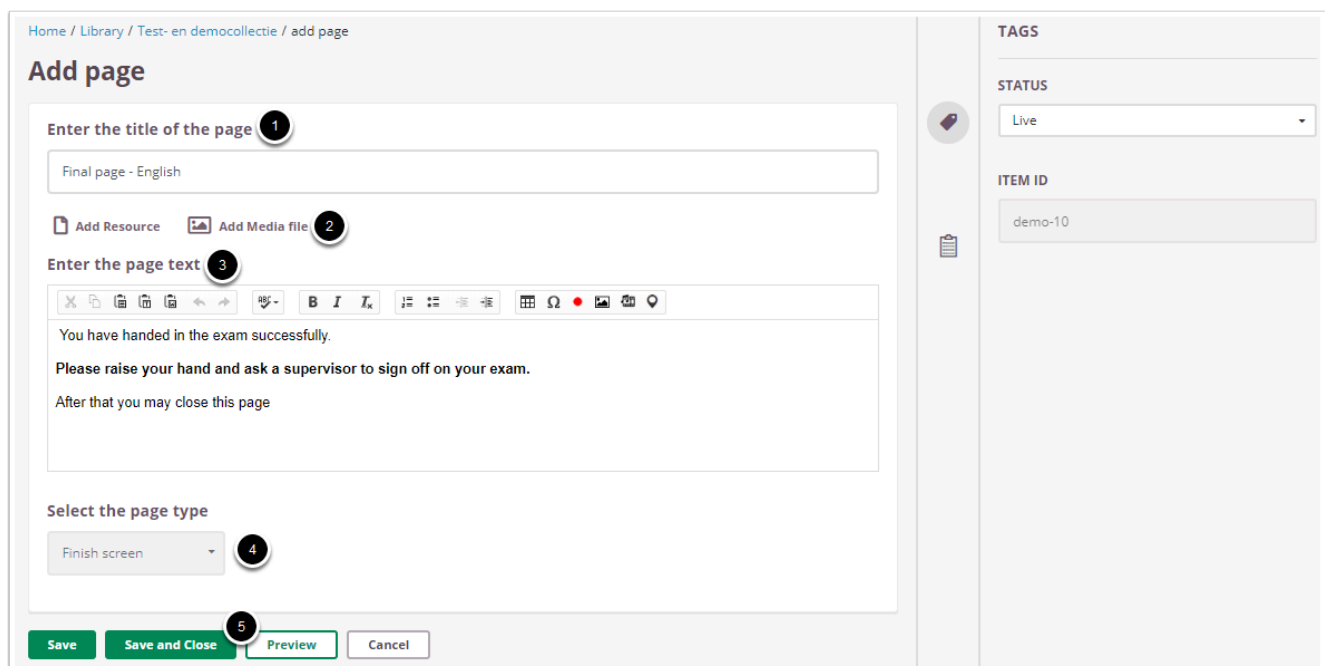
# How do I create a page? Library | Items

A page is used mainly to create a **welcome screen** and an **finish screen**. You can also create other screens. A welcome screen is the screen that students see before they begin with an assessment. Here you can welcome them, give them instructions and wish them good luck. The finish screen is the screen that students will see after they have finished the assessment. Here you could tell them how to proceed.

- [Use the library to navigate to the screen where you can select the type of question.](#)
- Click **Page**.



Each assessment has to contain a welcome screen and an finish screen. This means that for each collection in your library you need at least these two pages.



1. Give the page a title.
2. Add a (media)file if desired.  
A **source** file means you can add a PDF that will appear as a separate pop-up window during the test.  
A **media** file is an image that is shown together with the question.
3. Enter the text.
4. Select the type of page: **Welcome screen**, **Finish screen**, or **Other screen**.
5. Click **Preview** to see what the page will look like for students. Click **Save and close** to return to the items page.

## Werkinstructies

# Where can I get assistance with creating a good exam question?

Do you need help with creating a sound exam question? Please contact the [education support staff of your faculty](#).

# Library: item edit and removal

# Can I update an already used / added question?

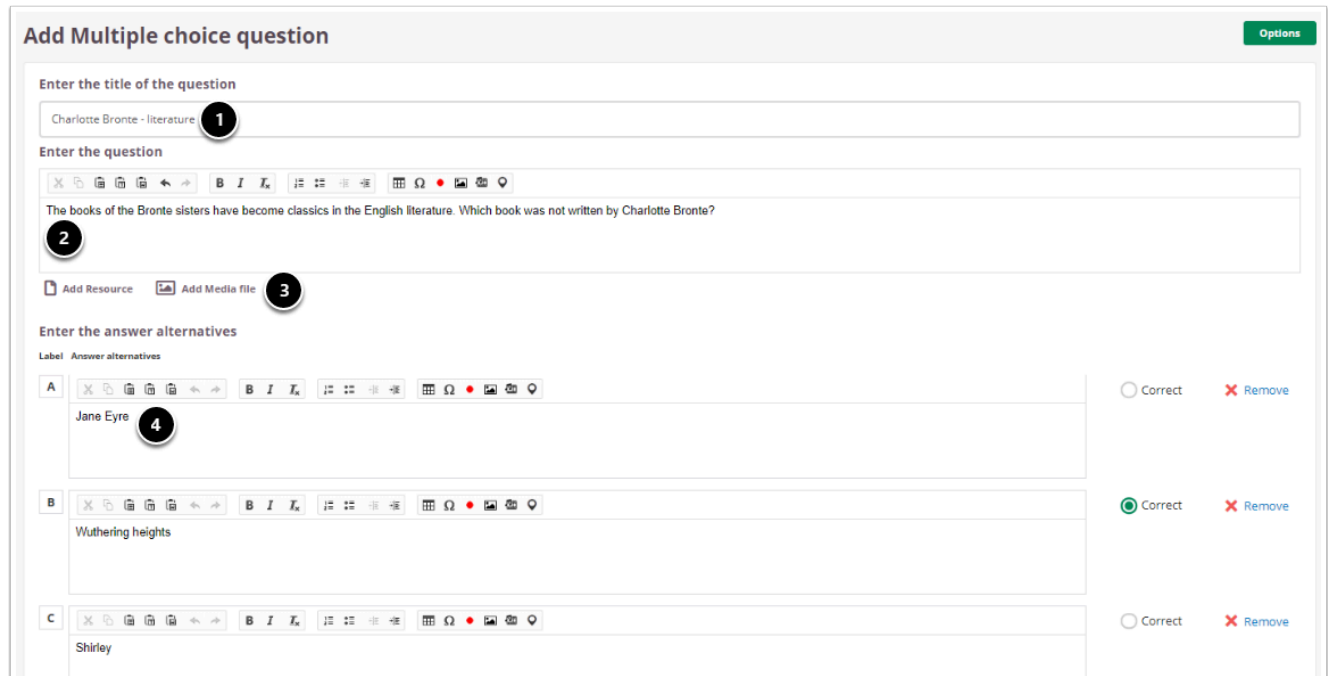
It is possible to update a question which has already been added to an exam or has been used in an exam. Cirrus differentiates between:

1. Item revisions.
2. Item versions.

## Item revision

Item revisions refers to a change in the title text, the question, the text of the answer alternatives or the feedback. Furthermore you can also add a picture or pdf to the question.

- Navigate to the **Library** on the left hand side. You land on the **Collection** tab.
- Click on the collection in which you want to update an item.
- Click on the item which needs updating.



**Add Multiple choice question** Options

Enter the title of the question

Charlotte Bronte - literature **1**

Enter the question

The books of the Bronte sisters have become classics in the English literature. Which book was not written by Charlotte Bronte? **2**

**3** Add Resource Add Media file

Enter the answer alternatives

Label	Answer alternatives	
A	Jane Eyre <b>4</b>	<input type="radio"/> Correct <input checked="" type="radio"/> Remove
B	Wuthering heights	<input checked="" type="radio"/> Correct <input checked="" type="radio"/> Remove
C	Shirley	<input type="radio"/> Correct <input checked="" type="radio"/> Remove

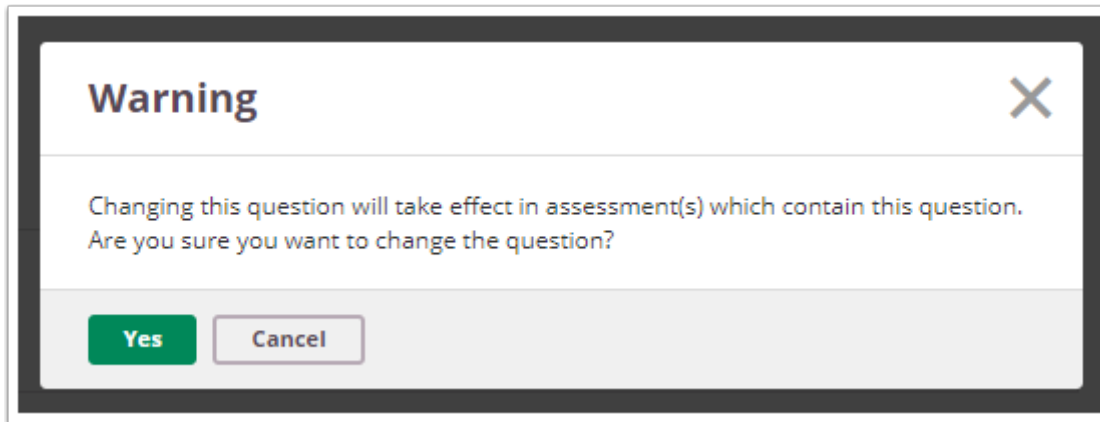
It is possible to make the following adjustments:

1. The title.
2. The question.
3. Adding and removing resources and / or media files.

## Werkinstructies

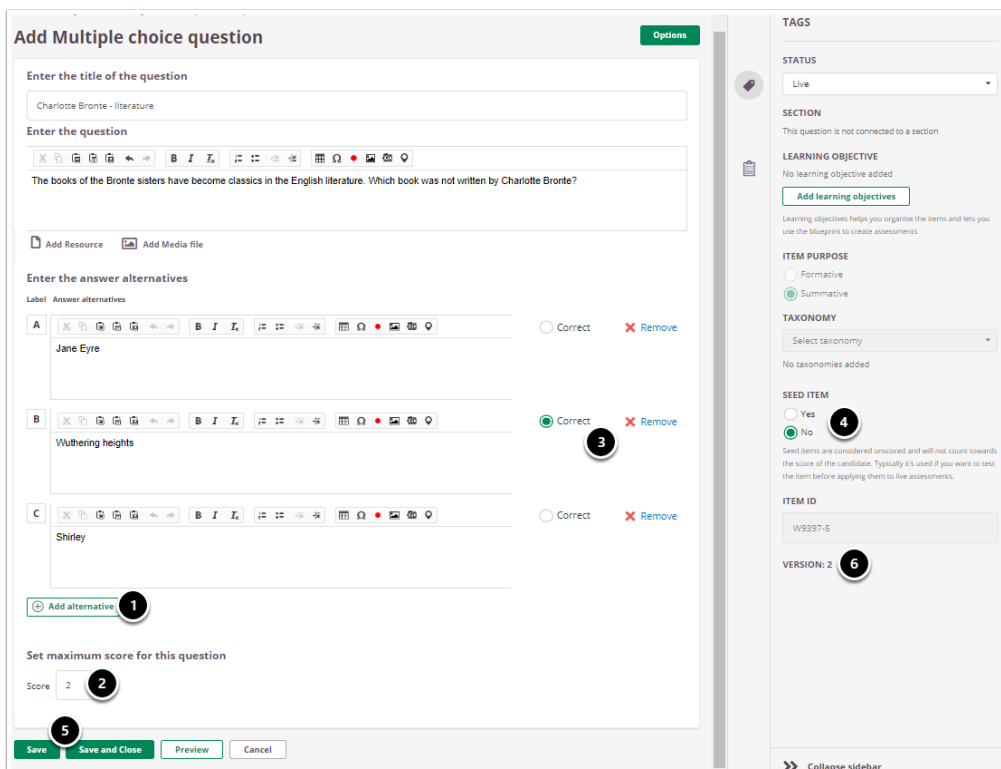
4. The text of the possible answers.

- Click on **Save** or **Save and close** when you are finished.



After saving the question, a warning message appears. Select **Yes** to update the question in the assessment.

## Item versions



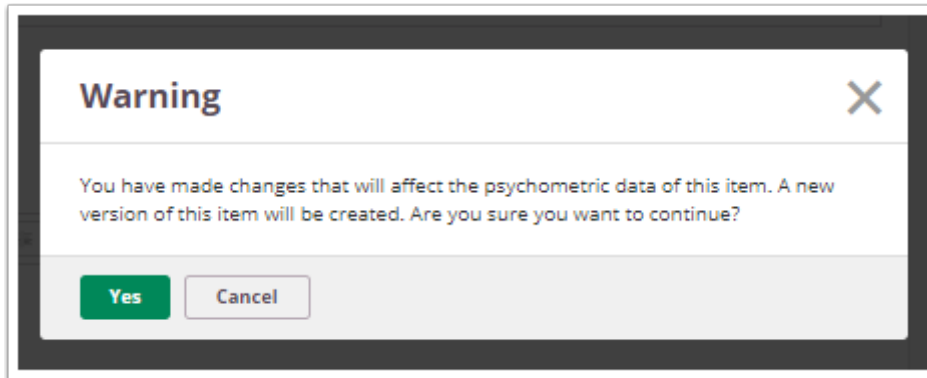
The screenshot shows the "Add Multiple choice question" interface. The main form has several sections: "Enter the title of the question" (with a text input field containing "Charlotte Bronte - literature"), "Enter the question" (with a text input field containing "The books of the Bronte sisters have become classics in the English literature. Which book was not written by Charlotte Bronte?"), "Enter the answer alternatives" (with a list of alternatives: A. Jane Eyre, B. Wuthering heights, C. Shirley), and "Set maximum score for this question" (with a score input field set to 2). The interface includes various icons for editing and a "Save" button. On the right side, there is a sidebar with sections: "TAGS", "STATUS" (set to "Live"), "SECTION" (with a note "This question is not connected to a section"), "LEARNING OBJECTIVE" (with a note "No learning objective added" and a button "Add learning objectives"), "ITEM PURPOSE" (with radio buttons for "Formative" and "Summative", where "Summative" is selected), "TAXONOMY" (with a dropdown menu "Select taxonomy" and a note "No taxonomies added"), "SEED ITEM" (with radio buttons for "Yes" and "No", where "No" is selected), and "ITEM ID" (with a text input field containing "W9397-5"). The "VERSION: 2" is displayed at the bottom of the sidebar. The "Save" button is highlighted with a green border.

A new version of an item is created after one of the following amendments is made:

- Adding or deleting of an answer alternative.

## Werkinstructies

2. Amending the maximum score to be awarded.
3. Changing the correct answer.
4. Changing the seed item (yes or no).
5. Click **Save** for the changes to be implemented.
6. After saving a new version is created.



The message that the change affects the psychometric data of this item, appears after saving the changes. Click **Yes** to implement the changes.

## Werkinstructies

# How do I edit and delete items?

[Edit items](#)

[Delete items](#)

## Edit items

- Navigate to **Library** in the navigation bar on the left.
- Click on the collection that contains the desired item. You will be navigated to the **Items** tab of the collection.
- Click the desired item to edit it.
- When you are finished, click **Save** or click **Save and close** to return to the **Items** tab.



You can view the articles about the different item types to learn more about the settings for each type of item. You can also read the article [How do I create a question \(item\)?](#) for more information about the default settings for each item.



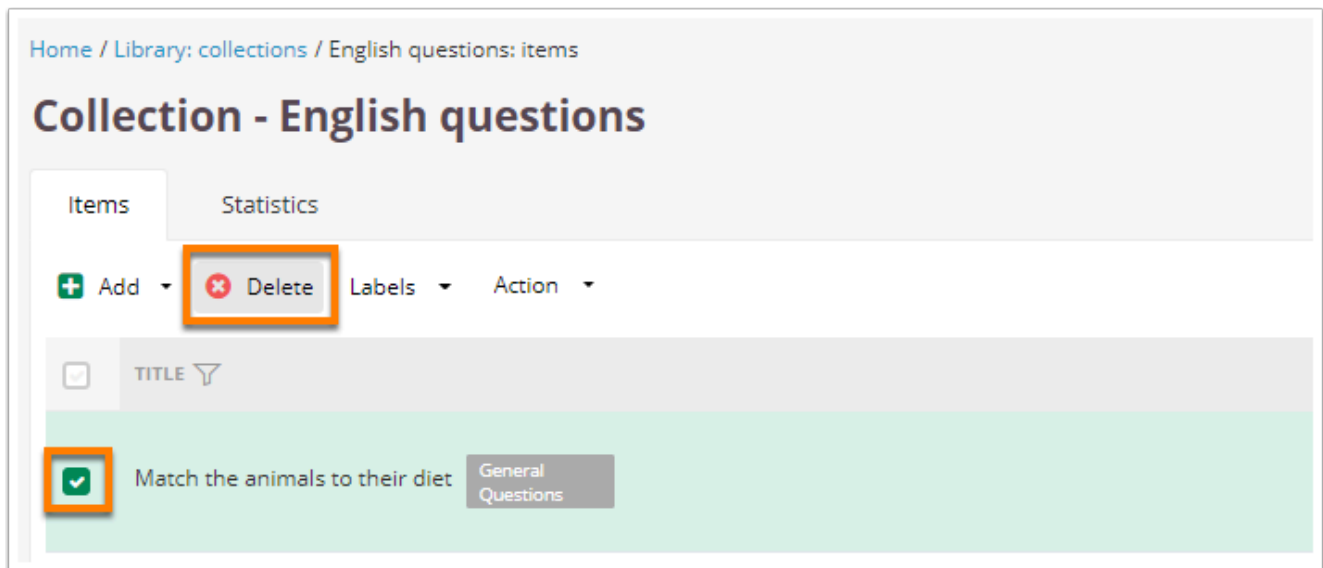
If you have already used an item in one or several tests there are restrictions on how you can edit them. You can make textual changes in the question and the existing answer possibilities, add a media file, change the status and change the item-id.

## Delete items


- Navigate to **Library** in the navigation bar on the left.
- Click on the collection that contains the desired item. You will navigate to the **Items** tab of the collection.



# Werkinstructies




- Select the desired item by checking the box before it.
- Click **Delete**. You can only delete items you have not yet used in an assessment.

 Pay attention: An item that has been deleted cannot be retrieved.

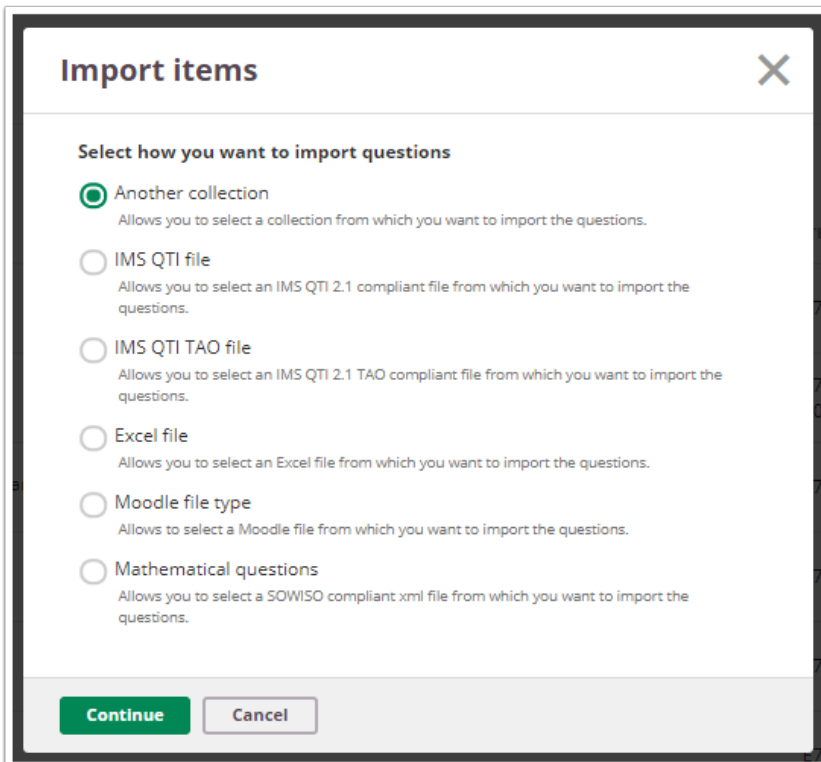
# Library: item import and export

# How do I import questions to Cirrus?

 If you want to import questions with Excel, you will first have to download the latest version of the Excel file from Cirrus before you get started.

You can import questions from different collections or for example an Excel file to each one of your collections in the library.

- Navigate to **Library** in the navigation bar on the left.
- Click on the collection that contains the desired item. You will now navigate to the **Items** tab of the collection.
- Click **Import** under **Action**.



**Import items**

Select how you want to import questions

- ☒ **Another collection**  
Allows you to select a collection from which you want to import the questions.
- ☐ **IMS QTI file**  
Allows you to select an IMS QTI 2.1 compliant file from which you want to import the questions.
- ☐ **IMS QTI TAO file**  
Allows you to select an IMS QTI 2.1 TAO compliant file from which you want to import the questions.
- ☐ **Excel file**  
Allows you to select an Excel file from which you want to import the questions.
- ☐ **Moodle file type**  
Allows to select a Moodle file from which you want to import the questions.
- ☐ **Mathematical questions**  
Allows you to select a SOWISO compliant xml file from which you want to import the questions.

**Continue** **Cancel**

- Select from where you wish to import the question/questions. In the example above we import an Excel file.
- Click **Continue**.

# Werkinstructies

## Question import

Import selected

Upload file
[See an example](#)

<input type="checkbox"/>	TITLE	ITEM ID	QUESTION TYPE	ITEM PURPOSE	LABELS	LEARNING OBJECTIVES
No items						

Total 0 item(s) found | Show

100 item(s)

per page

- Click **Upload file** and search for the desired file on your computer. It is important that the Excel file has the correct fields. You can see which fields by clicking **See an example**. A file containing an example will now be downloaded. **Question Type**, **Question Text**, the answers (**Answer 1**, **Answer 2**, etc), the correct answer and the **Score** are mandatory and need to be filled out. The other fields can remain empty. Remember that:
- If you do not enter an item-ID, Cirrus will automatically generate an ID based on the existing ID's in the collection you are placing the new item in.
- You can mark the correct answer by putting an asterisk (\*) in front of it.
- If you do not enter anything under Randomised, this value will automatically be False (meaning it is not randomised).
- If you want to enter something under Taxonomies this value needs to be similar to the existing options for taxonomies in Cirrus. The taxonomy can only be in the Cirrus list once.
- If you do not enter anything for Status or enter a term that does not exist (or make a typo) the status will automatically become a draft.

**i** Labels that are added through import are visible for *all* Cirrus users. That is why you are not supposed to add labels through import.

Do you want to use labels regardless? Go to your own collection and turn on 'collection-labels.' Then add 'collection-labels' to your own collection. See [this manual](#) for more information.

# Werkinstructies

### Question import

Import selected

2

Upload file

[See an example](#)

<input type="checkbox"/>	TITLE	ITEM ID	QUESTION TYPE	ITEM PURPOSE	LABELS	LEARNING OBJECTIVES	TAXONOMIES	IS SEED ITEM	STATUS
<input type="checkbox"/>	1 Please place the levels of the taxonomies of Bloom in the correct order	E7417-8	Order		General Questions			false	<a href="#">Draft</a>
<input type="checkbox"/>	Please select whether the statement below is true or false Matthew Bellamy is the lead singer of the band Snow Patrol	E7417-4	Either/Or		General Questions			false	<a href="#">Draft</a>

After you have uploaded a file or files, select the files you wish to import.

1. Select the box in front of the desired file(s). If you wish to export all files, you have to click on the box next to **Title** to select all files at once.
2. Click **Import selection**. You will now return to the items tab; the newest items will be at the top in the list of items.

# How do I export questions from Cirrus?

It is possible to export questions from Cirrus to an Excel file. This is not possible for all question types, only for:

- Multiple choice questions
- Multiple response questions
- Either/or questions
- Order questions
- Short answer questions
- Essay questions

**i** Feedback and the marking scheme will not be exported. Media files will be exported and will be transferred to a separate folder in the zip file. Note that the media files are not too big (< 10 MB) and that there are not too many media files.

- Use the navigation bar on the left to navigate to **Library**.
- Click on the collection that contains the desired items. You will navigate to the **Items** tab of the collection.

Home / Library: collections / English questions: items

## Collection - English questions

Items Statistics

+ Add - Delete Labels Action **2**

**1** ☒ TITLE

Import  
**Export** **3**  
Create copy  
Change status  
Change item purpose

	TITLE	ITEM ID	VERSION	MODIFIED
<input checked="" type="checkbox"/>	Which computer manufacturer w	E7417-1	1	11-07-2019 12:54
<input checked="" type="checkbox"/>	Where is the capital of the Netherlands located?	E7417-10	1	11-07-2019 12:54
<input checked="" type="checkbox"/>	Please select whether the statement below is true or false Matthew Bellamy is the lead singer of the band Snow Patrol	E7417-4	1	11-07-2019 12:54
<input type="checkbox"/>	Please select the countries which are in the North American continent	E7417-3	1	11-07-2019 12:54
<input type="checkbox"/>	Please place the levels of the taxonomies of Bloom in the correct order	E7417-8	1	11-07-2019 12:54

## Werkinstructies

1. Select the items you wish to export.
2. Click **Action**.
3. Click **Export**. You will see a notification saying the download has started. The download will appear at the bottom of the screen.

 The maximum of items you can download at once is a hundred.

# Library: item review



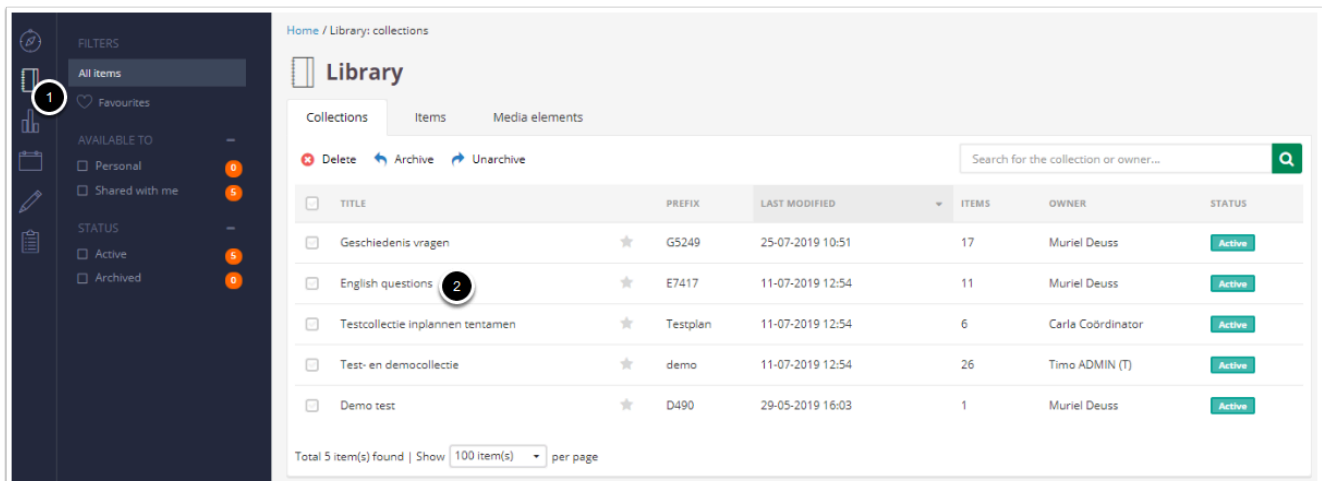
# How can I get my assessment questions reviewed?

[Prepare questions for review](#)

[Add reviewer](#)

Only the assessment questions with the **Ready for Review** status can be reviewed.  
Read more about how to do this here.

## Prepare questions for review



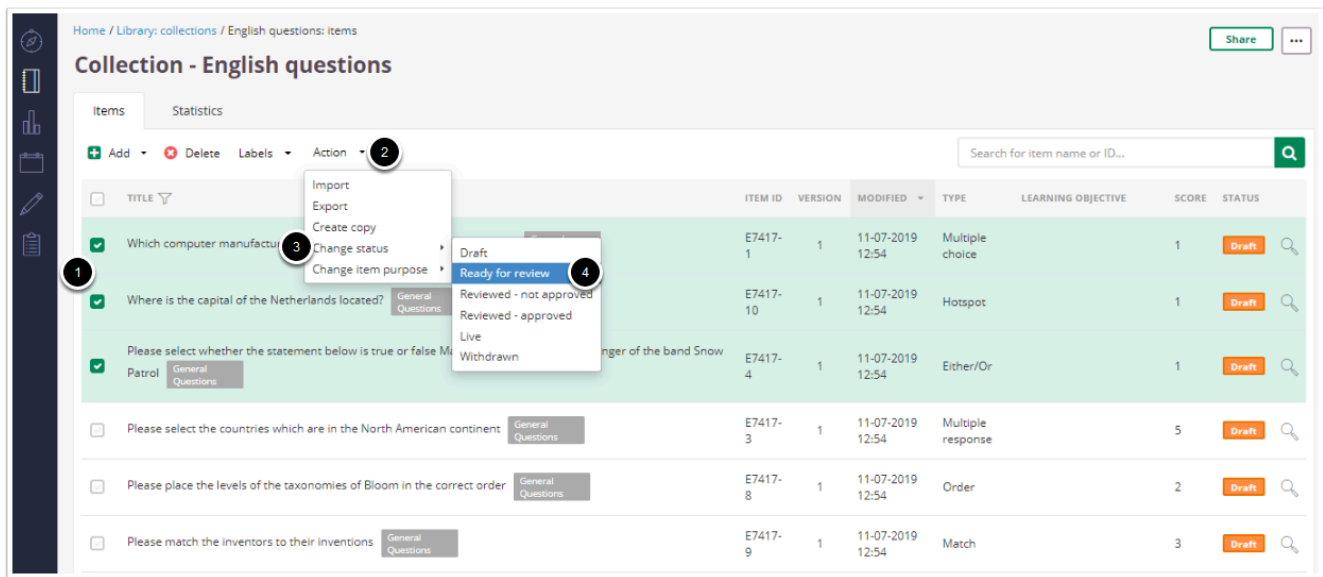
The screenshot shows the 'Library' interface with the 'Collections' tab selected. The left sidebar contains a 'Library' icon (1) and a list of filters. The main table displays a list of collections with columns: TITLE, PREFIX, LAST MODIFIED, ITEMS, OWNER, and STATUS. The collection 'English questions' (2) is highlighted.

TITLE	PREFIX	LAST MODIFIED	ITEMS	OWNER	STATUS
Geschiedenis vragen	G5249	25-07-2019 10:51	17	Muriel Deuss	Active
English questions	E7417	11-07-2019 12:54	11	Muriel Deuss	Active
Testcollectie inplannen tentamen	Testplan	11-07-2019 12:54	6	Carla Coördinator	Active
Test- en democollectie	demo	11-07-2019 12:54	26	Timo ADMIN (T)	Active
Demo test	D490	29-05-2019 16:03	1	Muriel Deuss	Active

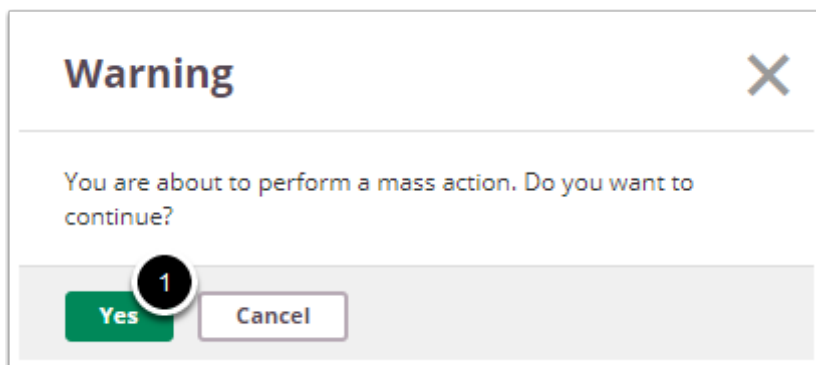
Total 5 item(s) found | Show 100 item(s) per page

1. Click **Library**. You will now navigate to the **Collections** tab.
2. Select the collection that contains the questions that need to be reviewed.

# Werkinstructies



1. Select the questions you want reviewed.
2. Click **Action**.
3. Click **Change status**.
4. Click **Ready for review**.



1. Er verschijnt een waarschuwing melding. Klik op **Ja**.
2. A pop-up window will appear with a warning. Click **Yes**.

# Werkinstructies

Home / Library: collections / English questions: Items

## Collection - English questions

Items Statistics

+ Add - Delete Labels Action

Search for item name or ID...

TITLE	ITEM ID	VERSION	MODIFIED	TYPE	LEARNING OBJECTIVE	SCORE	STATUS
Which computer manufacturer was the first to introduce the Ctrl-Alt-Del?	E7417-1	1	25-07-2019 14:21	Multiple choice		1	Ready for review
Please select whether the statement below is true or false Matthew Bellamy is the lead singer of the band Snow Patrol	E7417-4	1	25-07-2019 14:21	Either/Or		1	Ready for review
Where is the capital of the Netherlands located?	E7417-10	1	25-07-2019 14:21	Hotspot		1	Ready for review
Please select the countries which are in the North American continent	E7417-3	1	11-07-2019 12:54	Multiple response		5	Draft
Please place the levels of the taxonomies of Bloom in the correct order	E7417-8	1	11-07-2019 12:54	Order		2	Draft

The status of the selected questions has now changed to **Ready for review**.

## Add reviewer

1. Click **Share**.

Home / Library / English questions / Sharing

## Sharing

I would like to:

Select who should have access to my collection

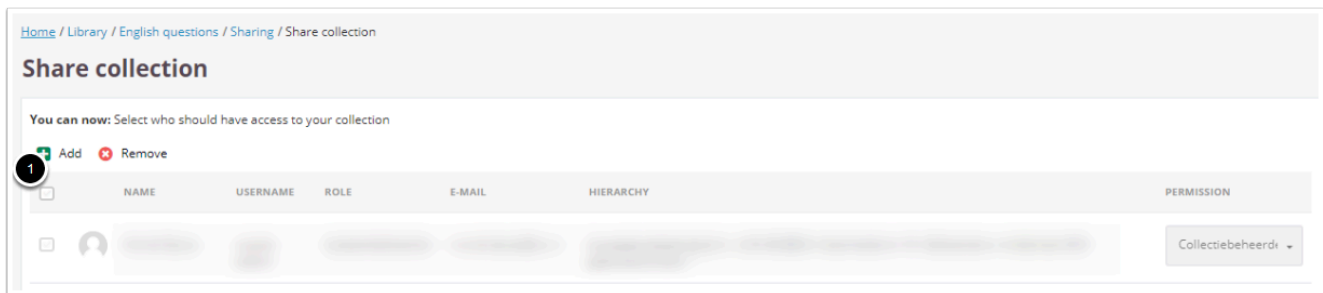
Select who should be able to use questions from this collection in assessments

View a detailed overview of the current sharing permissions

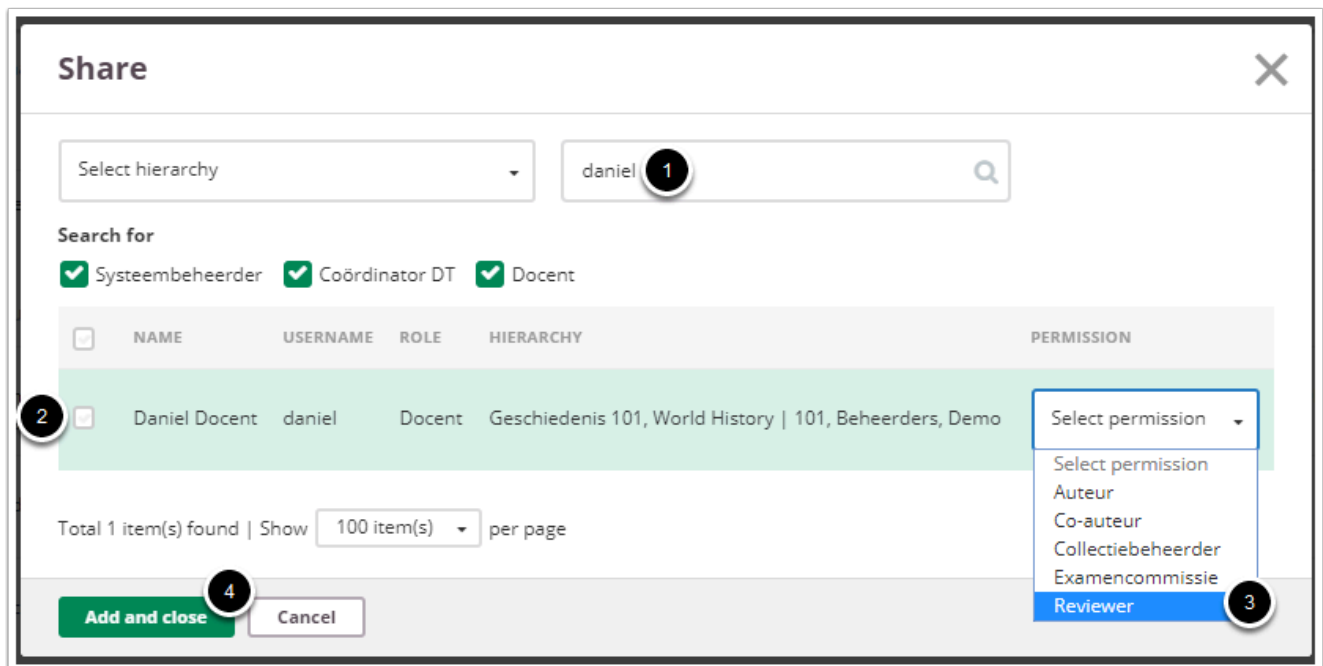
1. Click **Select who should have access to my collection**.

You will now see the following screen.

# Werkinstructies



1. Click **Add** to select the teacher who you want to become the reviewer.



1. Enter the name of the teacher you want to add.
2. Check the box before the name of the teacher you want to add.
3. Click **Reviewer**.
4. Click **Add and close**.

The teacher has now been added as a reviewer.

The teacher that has been added as a reviewer can read the following manual: [How do I review assessment questions?](#)

# Library: images, PDF's and videos

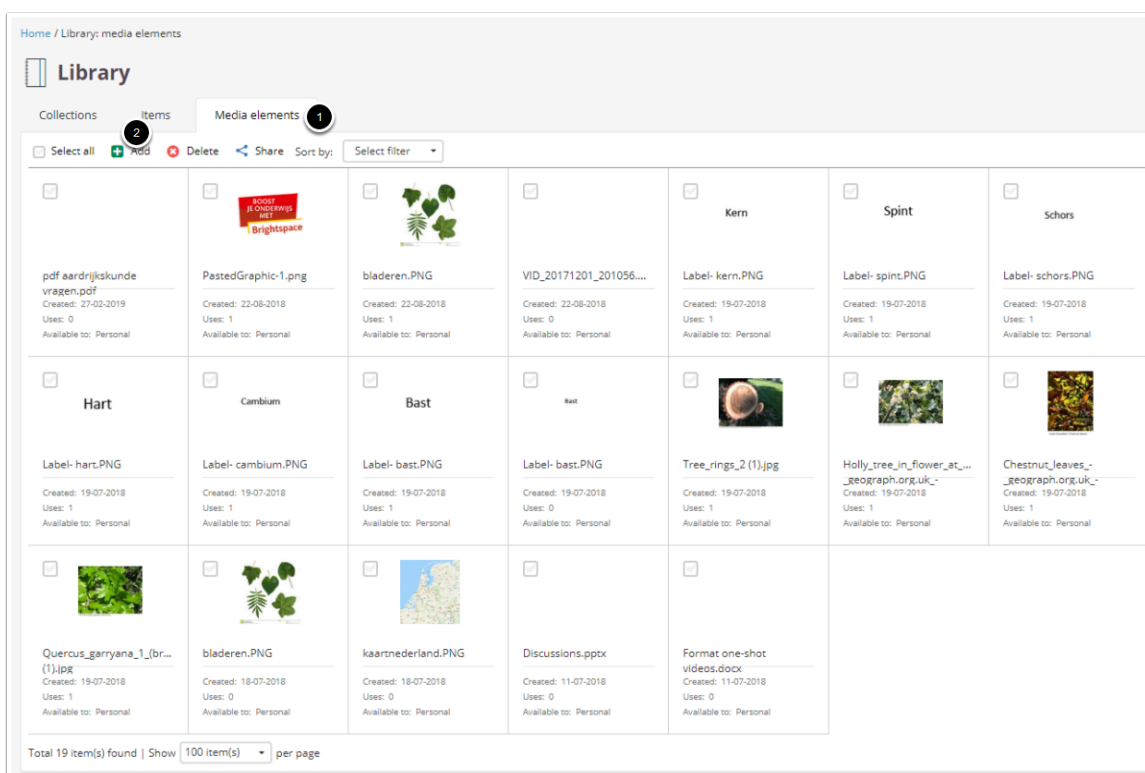
# How do I add media elements (photos/videos)?

[Add media elements to the library](#)

[Add media elements to items](#)

## Add media elements to the library

- Use the navigation bar on the left to navigate to the **Library**.

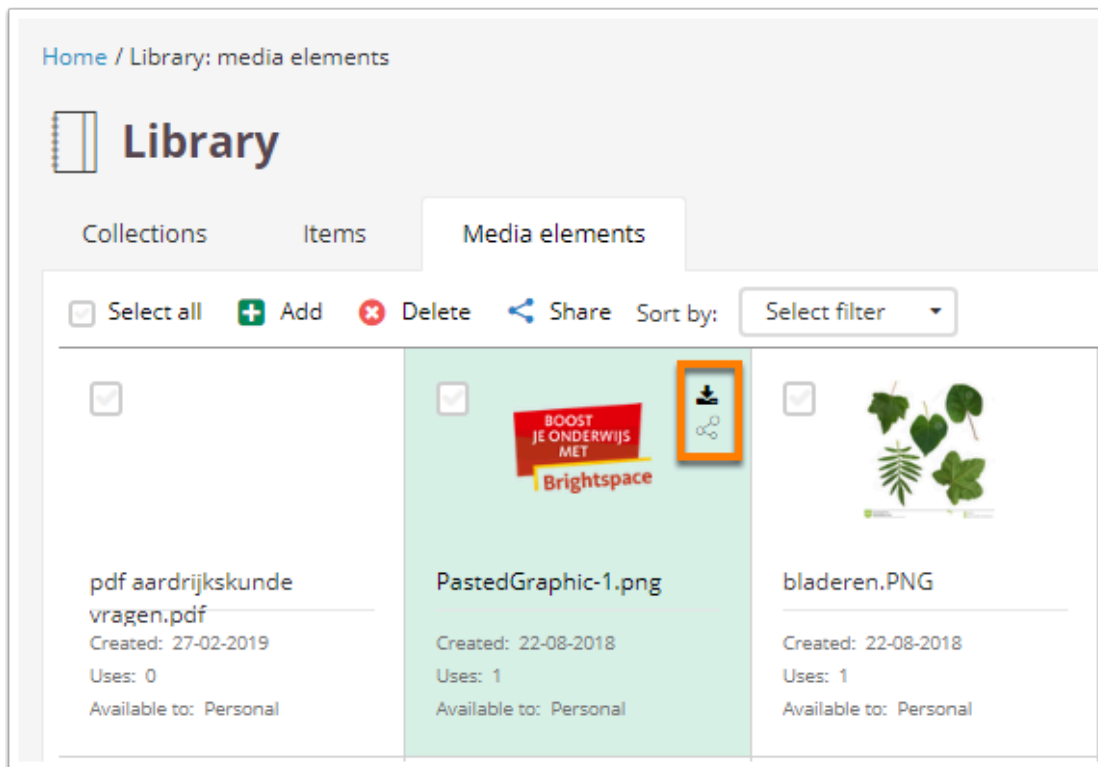


1. Navigate to the **Media elements** tab.
2. Click **Add**. The explorer you can use to find and select the desired media file is now opened.



To maintain overview in the library it is important to give the media element a unique name before it is added to the library. It is not possible to change the name after the element has been added to the library.

# Werkinstructies



If you move your mouse across the file, two icons will appear:

- Use the arrow icon to download the file.
- Use the dot icon to share the file with other Cirrus users.

## Add media elements to items

It is possible to add media elements to items.

- Use the navigation bar on the left to navigate to the **Library**.
- Click on the collection you want to add the item containing media to.
- Click **Add** and select the desired question type, or open an existing item.

# Werkinstructies

Home / Library / English questions / add short answer question

## Add Short answer question

Options

Enter the question











Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, ABC, Bold, Italic, Underline, Bulleted list, Numbered list, Decrease indent, Increase indent, Table, Link, Image (highlighted), Location.

Buttons: Add Resource, Add Media file (highlighted)

- Click one of the two buttons that lead to the **Media library**.

Media Library

Search

	bladeren.PNG
	bladeren.PNG
	Chestnut_leaves_-_geograph.org.uk_-_591741.jpg
	Discussions.pptx
	Format one-shot videos.docx
	Holly_tree_in_flower_at_Pen_Ceunant_-_geograph.org.uk_-_287280.jpg
	kaartnederland.PNG
	Label- bast.PNG
	Label- bast.PNG
	Label- cambium.PNG

Page 1 of 2 < > Upload file

- Select the desired file. You can search for files in the search bar.
- Click **Upload Image** if you want to add and use a new file. It will automatically appear in the media library.



## Werkinstructies

- 💡• Cirrus is an online platform; keep in mind that it might take a while for media files to load. That is why it is advised to use small files (<2 MB). Do not use too many items containing media in one assessment.
- If possible, try to [stream videos](#) rather than upload them to the library.
- Always test your exam on the location of the exam to be sure that the exam is not too big and that no issues will occur.

## Werkinstructies

# How do I use PDF files in items?

PDFs can be linked to an exam in two different ways:

- [Link one PDF to the entire exam](#). Students can access this document during the entire exam.
- [Link a PDF to one item/page](#). Student can only access this document when they are on the question or page concerned.

## Link one PDF to the entire exam

It is possible to link one PDF file to the entire exam. This has to be done by the faculty's digital assessment coordinator.

- FSW: [Timo Grabbe](#)
- FNWI: [Yvonne Cornelissen](#)
- FdM: [Marieke Hebinck](#)
- FdR: [Hilde Oomes](#)
- Radboud In'to Languages: [Bram de Jong](#)

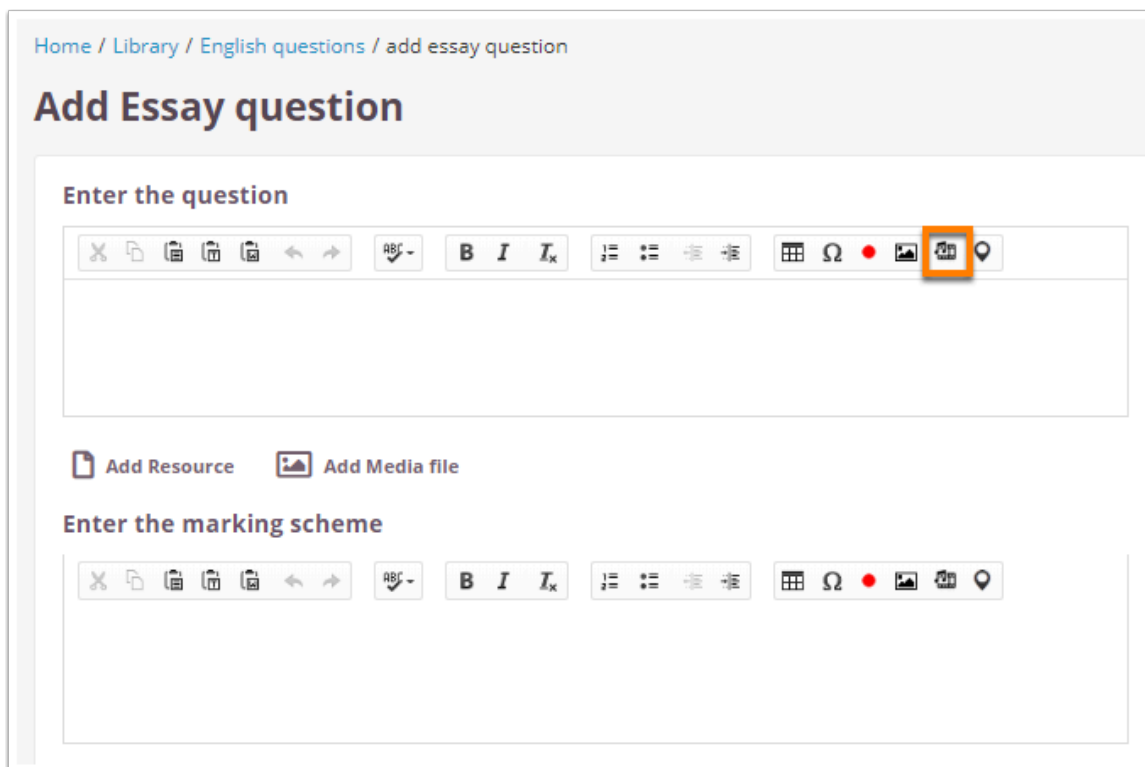
## Link a PDF to one item/page

It is possible to add a PDF file to each question and page. See [Which item types can be used?](#) for more information about the different item types and how to use them. On these specific instruction pages you will find information about adding PDFs.

# How do I stream videos in items?

With Cirrus you can easily add videos from your computer or an external source to your items. When you want to use videos from for example YouTube or Vimeo, you do not have to add them to your library. Instead you can stream them directly from the external source. Large videos can also be streamed directly from the source rather than added to your library. To do so the videos first have to be online. Then you have to add the video you want to stream when you are creating the item. Short videos that are on your computer can be [added to the library](#) and then used.

- Use the navigation bar on the left to navigate to the **Library**.
- Click on the collection that contains the item with the video.
- Click **Add** and select the desired question item or open an existing item.



Home / Library / English questions / add essay question

## Add Essay question

Enter the question

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Table, Link, Image, Video (highlighted), Location.

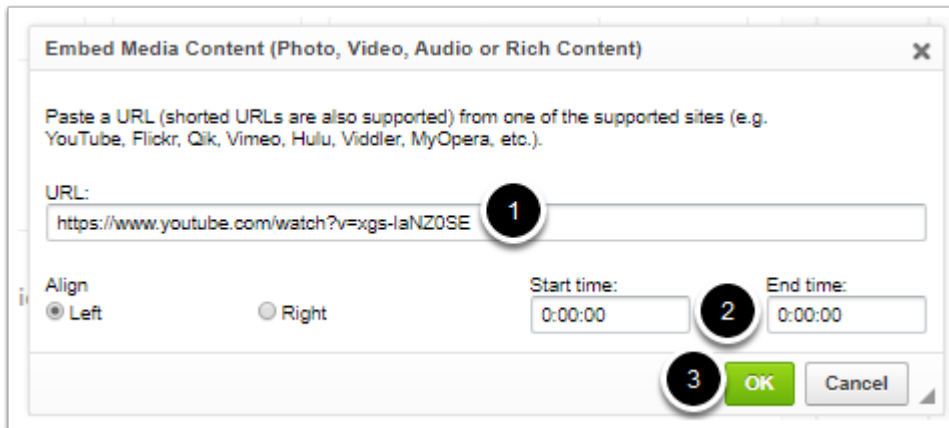
Add Resource Add Media file

Enter the marking scheme


Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Table, Link, Image, Video, Location.

- Click **Embed Media from External Sites**.

# Werkinstructies



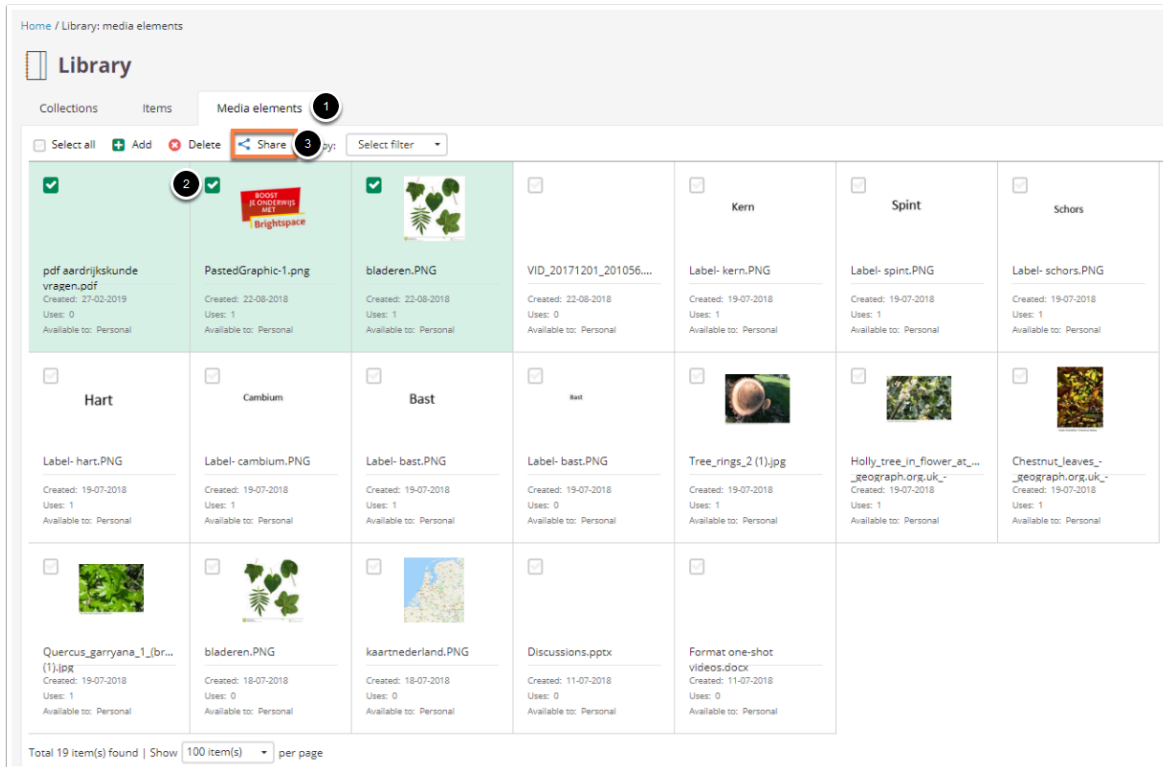
1. Enter the video's URL.
2. Add a start time and an end time if you want the video to start and/or end at a specific point.
3. Click **OK**.

 Cirrus uses a HTML-5 player. That is why it is important to remember the following things:

- Start the question with text, so that the video will appear on the second row. If you start with the video, your item will be called <untitled>.
- If you enter a start time for the video, it will start at this point. However, when a student presses replay to watch the video again it will start at the beginning rather than your predetermined starting time.

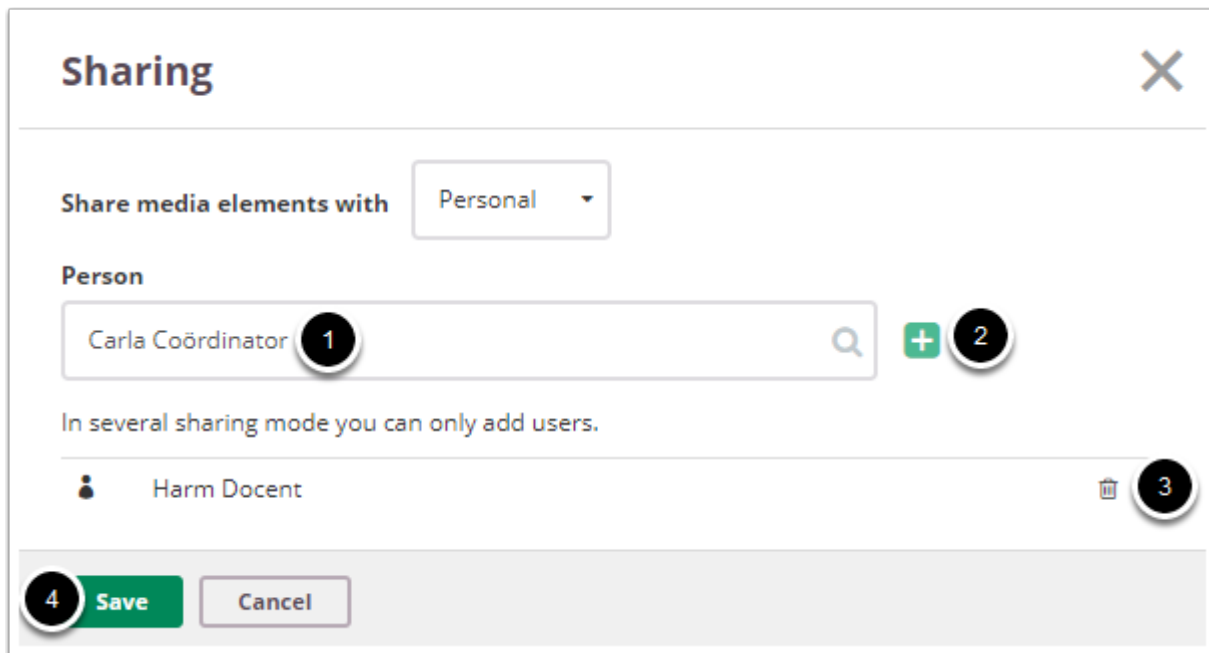
# How do I share a media element?

- Use the navigation bar on the left to navigate to the **Library**.



1. Navigate to the **Media elements** tab.
2. Select the file(s) you wish to share.
3. Click **Share**.

# Werkinstructies



**Sharing** [X]

Share media elements with Personal

**Person**

Carla Coördinator 1 + 2

In several sharing mode you can only add users.

👤 Harm Docent 🗑️ 3

4 **Save** Cancel

1. Go to **User** and type the name of the person you want to share the file(s) with. Then select the right person.
2. Click the plus icon.
3. Click the trashcan icon to remove users.
4. Click **Save**.

## Werkinstructies

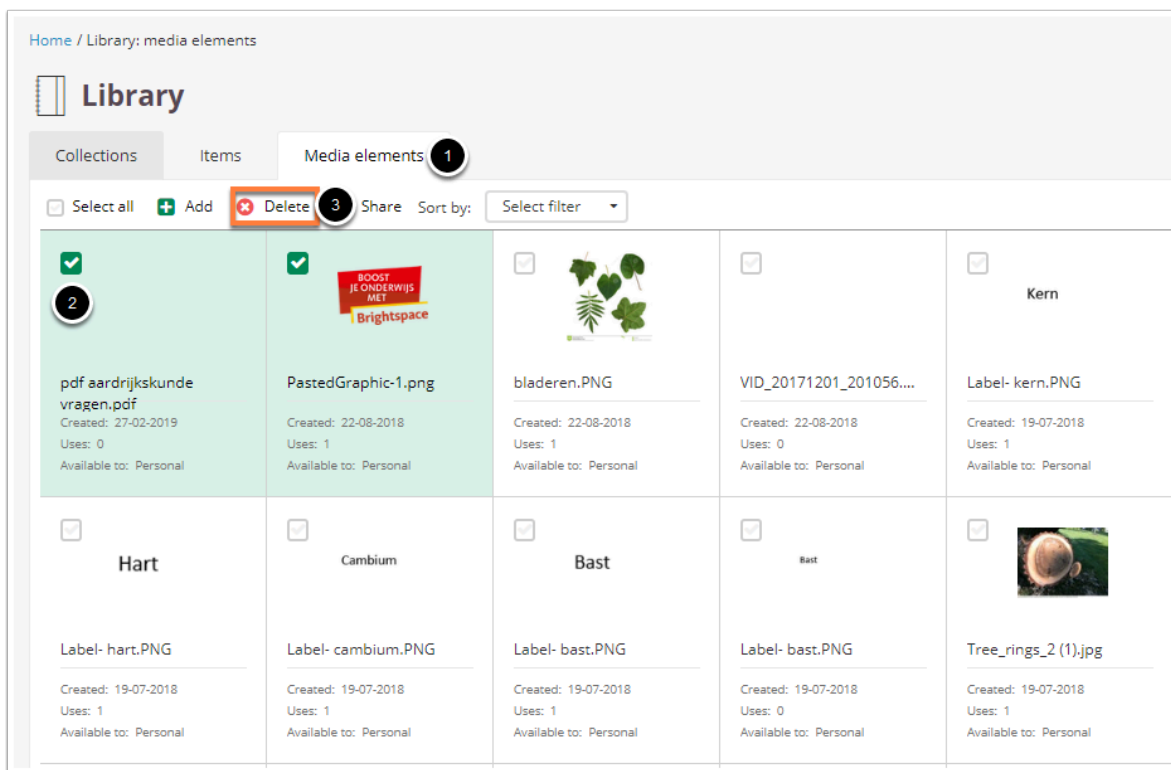
# How do I delete a media element and how do I retrieve it?

[Delete media elements](#)

[Restore media elements](#)

## Delete media elements

- Use the navigation bar on the left to navigate to **Library**.



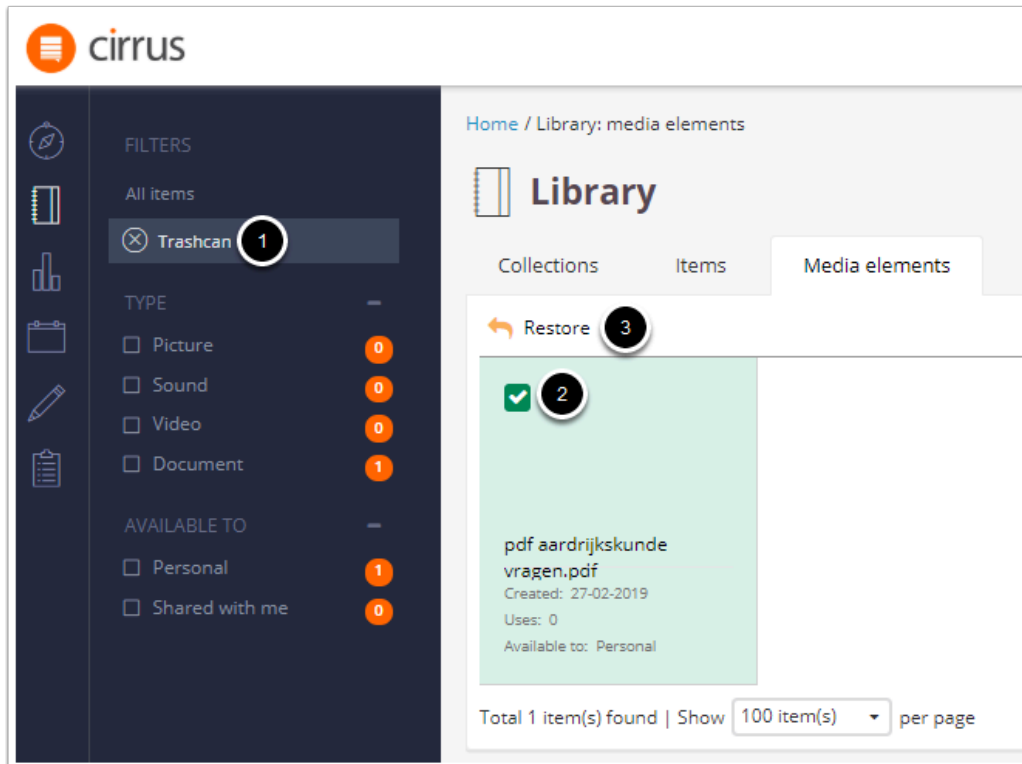
- Navigate to the **Media elements** tab (third tab).
- Select the file(s) you want to delete.
- Click **Delete**. Cirrus will ask you for confirmation. Click **Delete** again.



Media elements you are using in an item cannot be deleted.

## Restore media elements

On the Media elements tab you can see which files are in your trashcan. You can then restore them and re-add them to your library.



1. Click Trashcan in the navigation bar on the left.
2. Select the files you want to re-add to your library.
3. Click **Restore**.



# Assessments: compose assessments

# How do I use Assessments? Home | Assessments

[Assessments](#)

[Delete assessment](#)

[Archive and retrieve assessment](#)

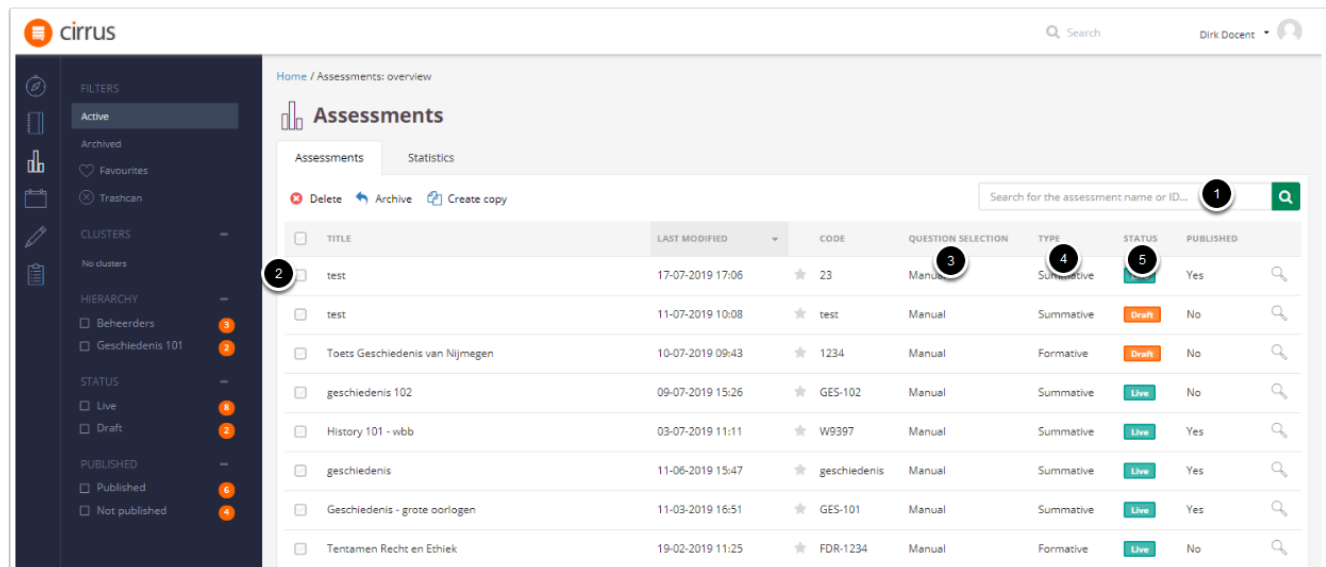
[Copy assessment](#)

[Statistics](#)

## Assessments

In the **Assessments** tab you will find an overview of all assessments you have created.

- Use the navigation bar on the left to navigate to **Assessments**. You will arrive at the **Assessments** tab.



The screenshot shows the Cirrus interface for the 'Assessments' tab. On the left is a navigation sidebar with filters like 'Active', 'Archived', 'Favourites', and 'Trashcan'. The main area displays a table of assessments. Numbered callouts indicate key features: 1. Search bar at the top right; 2. Selection checkbox in the first column; 3. Question Selection dropdown in the 'QUESTION SELECTION' column; 4. Type dropdown in the 'TYPE' column; 5. Status dropdown in the 'STATUS' column.

TITLE	LAST MODIFIED	CODE	QUESTION SELECTION	TYPE	STATUS	PUBLISHED
test	17-07-2019 17:06	23	Manual	Summative	Live	Yes
test	11-07-2019 10:08	test	Manual	Summative	Draft	No
Toets Geschiedenis van Nijmegen	10-07-2019 09:43	1234	Manual	Formative	Draft	No
geschiedenis 102	09-07-2019 15:26	GES-102	Manual	Summative	Live	No
History 101 - wbb	03-07-2019 11:11	W9397	Manual	Summative	Live	Yes
geschiedenis	11-06-2019 15:47	geschiedenis	Manual	Summative	Live	Yes
Geschiedenis - grote oorlogen	11-03-2019 16:51	GES-101	Manual	Summative	Live	Yes
Tentamen Recht en Ethiek	19-02-2019 11:25	FDR-1234	Manual	Formative	Live	No

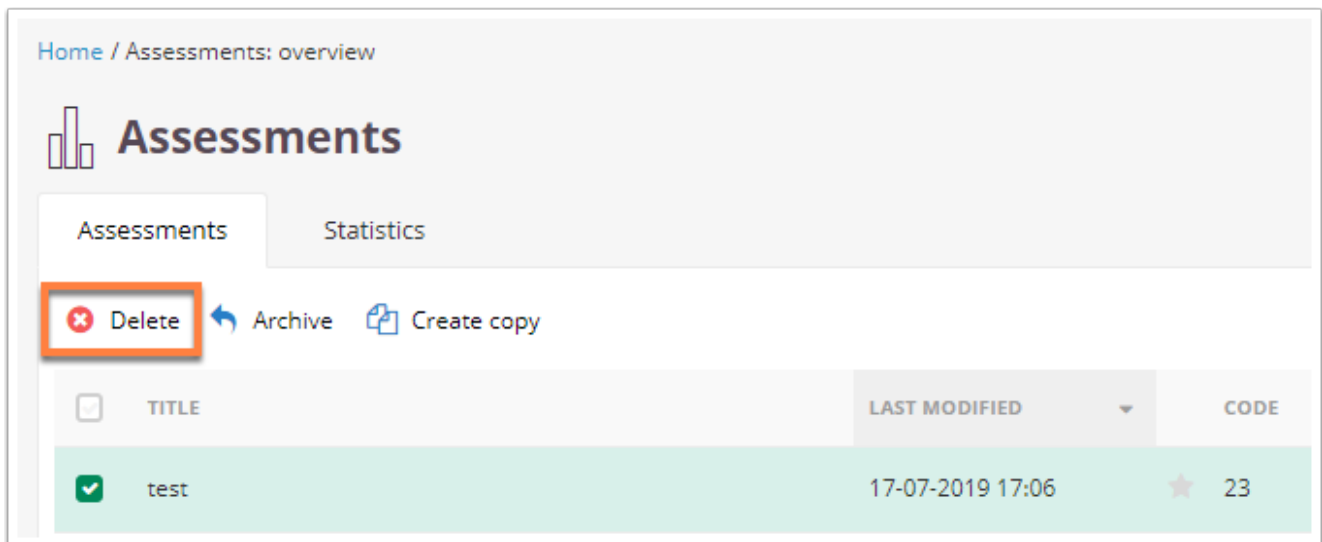
1. Use the search bar to search for an assessment.
2. Select one or multiple assessments to perform an action. Select all assessments at once by clicking the box in front of **Title**.
3. Below **Question selection** you will see that you can either add questions manually or use a blueprint.
4. Below **Type** you will see whether the assessment is summative or formative (or both).
5. Below **Status** you will see whether the collection is active or a draft.  
**Draft:** the assessment is not yet published and ready for editing.  
**Live:** the assessment is published and ready for use. When an assessment is published the status will automatically be changed to Live.

# Werkinstructies



Do you need an assessment frequently? Click the star on the left of the assessment code. This way you can find it back easily.




## Delete assessment




Home / Assessments: overview

### Assessments

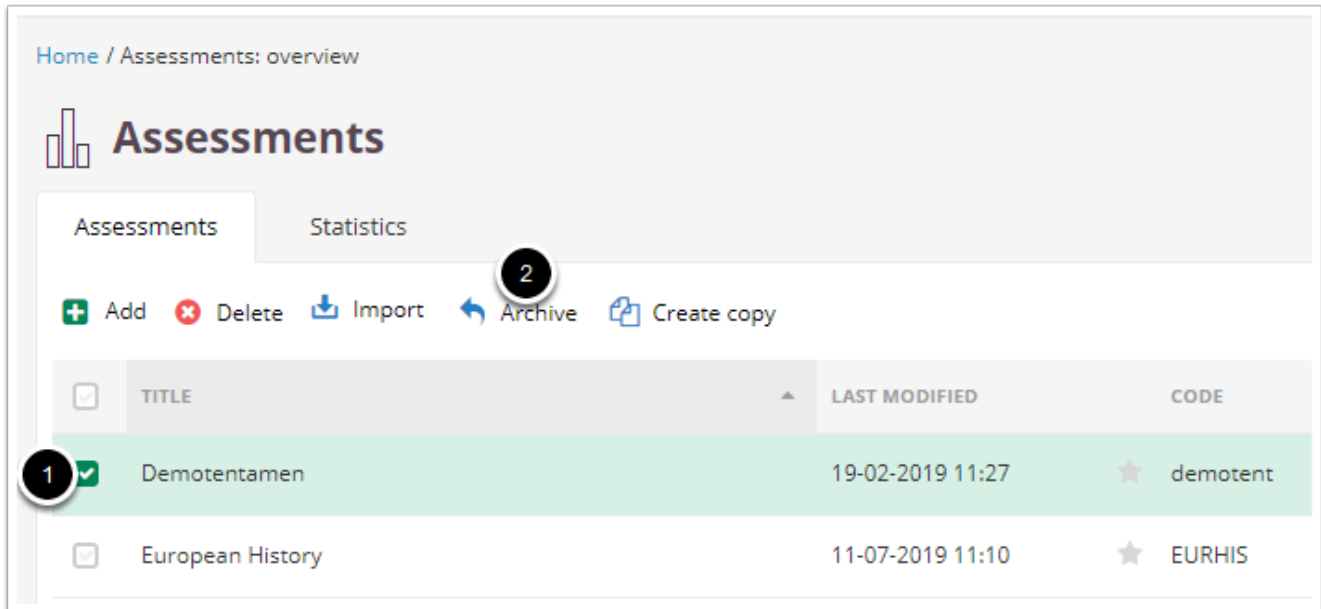
Assessments Statistics

 Delete  Archive  Create copy

<input type="checkbox"/>	TITLE	LAST MODIFIED	CODE
<input checked="" type="checkbox"/>	test	17-07-2019 17:06	 23

While the **Delete** button suggests that teachers can delete assessments, they cannot. If you select and delete an assessment, this will not be processed in Cirrus.

## Archive and retrieve assessment



Home / Assessments: overview

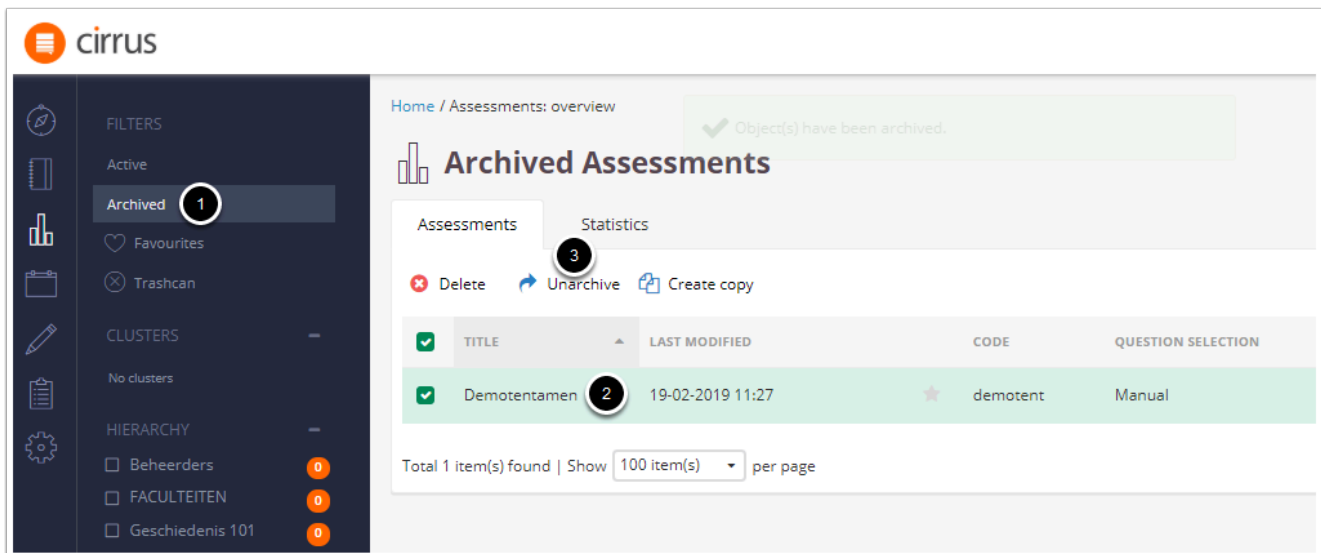
### Assessments


Assessments Statistics

+ Add ✖ Delete ⬇ Import ⬅ Archive ➡ Create copy

<input type="checkbox"/>	TITLE	LAST MODIFIED	CODE
<input checked="" type="checkbox"/>	Demotentamen	19-02-2019 11:27	★ demotent
<input type="checkbox"/>	European History	11-07-2019 11:10	★ EURHIS

1. Select the assessment(s) you want to archive.
2. Click **Archive**.



 cirrus

Home / Assessments: overview

✓ Object(s) have been archived.

### Archived Assessments

Assessments Statistics

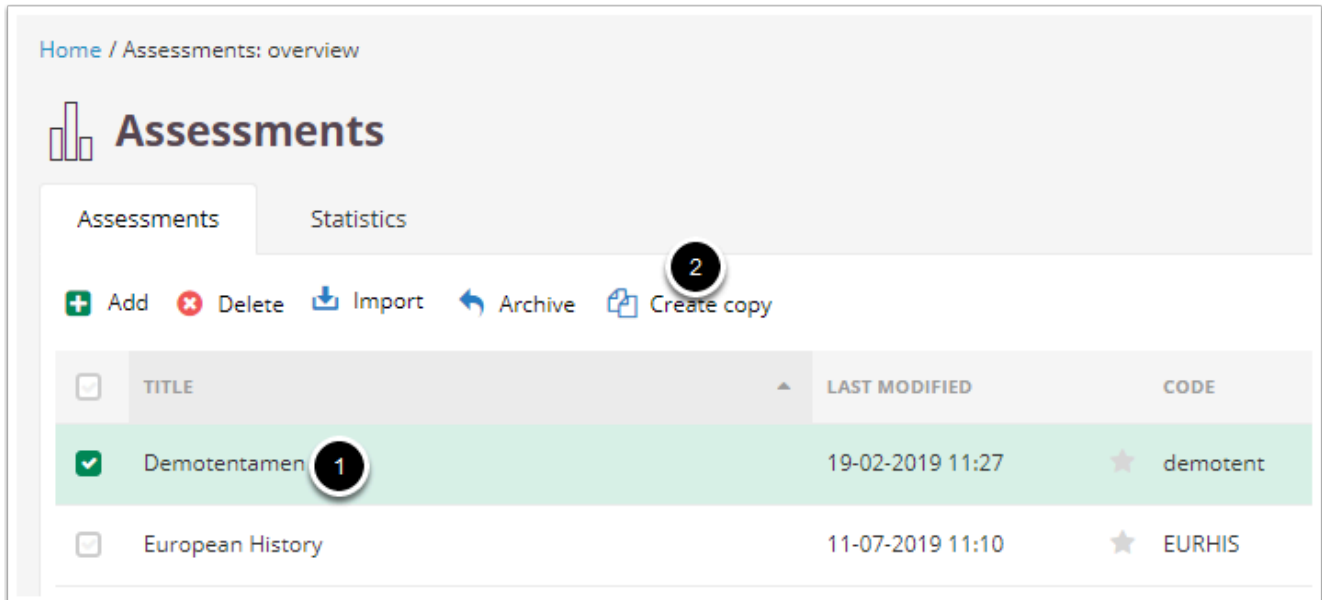
✖ Delete ➡ Unarchive ➡ Create copy

<input checked="" type="checkbox"/>	TITLE	LAST MODIFIED	CODE	QUESTION SELECTION
<input checked="" type="checkbox"/>	Demotentamen	19-02-2019 11:27	★ demotent	Manual

Total 1 item(s) found | Show 100 item(s) per page

1. To retrieve an assessment, go to **Archived** in the navigation bar on the left.
2. Select the assessment(s) you want to retrieve.
3. Click **Unarchive**.

## Copy assessment



Home / Assessments: overview

### Assessments

Assessments Statistics

+ Add ✖ Delete ⬇ Import ↶ Archive 📄 Create copy

<input type="checkbox"/>	TITLE	LAST MODIFIED	CODE
<input checked="" type="checkbox"/>	Demotentamen	19-02-2019 11:27	★ demotent
<input type="checkbox"/>	European History	11-07-2019 11:10	★ EURHIS

1. Select the assessment(s) you want to copy.
2. Click **Copy**. The copy will appear at the top of the list.

## Statistics

Statistics are available for each assessment. You can find them by going to the assessment homepage and clicking on the Statistics tab (second tab).

# Werkinstructies

**Toetsstatistiek**

Laatst berekend: 04-03-2020 10:16

Exporteer naar Excel Filteren op: **Summatief** Zoeken naar toets of ID ...

<input type="checkbox"/>	TITEL	ID	VERSIE	KANSSCORE	GEMIDDELTE RIR	GEMIDDELTE RIT	BETROUWBAARHEID	GEM. PC-WAARDE	GEM. P-WAARDE
<input type="checkbox"/>			1	0	n.b.	n.b.	0	n.b.	n.b.
<input type="checkbox"/>			1	0	n.b.	n.b.	0	n.b.	n.b.
<input type="checkbox"/>		voorbeeld	1	n.b.	n.b.	n.b.	n.b.	n.b.	n.b.
<input type="checkbox"/>			1	n.b.	0,20	0,21	n.b.	0,75	0,75
<input type="checkbox"/>			1	0,33	-0,17	0,64	0	0,83	0,85
<input type="checkbox"/>			1	n.b.	n.b.	n.b.	n.b.	n.b.	n.b.
<input type="checkbox"/>			1	0,33	0	0	0	0	0

- Click on the assessment of which you want to see the statistics.

**Versieoverzicht - South America3**

Laatst berekend: 15-06-2019 11:22

Exporteer naar Excel

<input type="checkbox"/>	TITEL	VERSIE	AANGEMAAKT	KANSSCORE	GEMIDDELTE RIR	GEMIDDELTE RIT	BETROUWBAARHEID	GEM. PC-WAARDE	GEM. P-WAARDE	GEPUBLICEERD	STATUS
<input type="checkbox"/>	South America3	1	11-04-2019 09:13 door	1,25	0	0	0	0,73	0,80	Nee	LIVE
<input type="checkbox"/>	→ South America3	2	04-06-2019 16:23 door	n.b.	n.b.	n.b.	n.b.	n.b.	n.b.	Ja	LIVE

Totaal 2 item(s) gevonden | Weergeven 100 item(s) per pagina

- Click on the version of the assessment of which you want to see the statistics.

**Forms overzicht - South America3**

Laatst berekend: 11-04-2019 15:00

Exporteer naar Excel

<input type="checkbox"/>	TITEL	KANSSCORE	GEMIDDELTE RIR	GEMIDDELTE RIT	BETROUWBAARHEID	GEM. PC-WAARDE	GEM. P-WAARDE
<input type="checkbox"/>	Form A	1,25	0	0	0	0,73	0,80

Totaal 1 item(s) gevonden | Weergeven 100 item(s) per pagina

- Click on the form of which you want to view the statistics.

# Werkinstructies

Itemoverzicht - South America3

Laatst berekend: 11-04-2019 15:00

Exporteer naar Excel Filteren op: Alle

#	VRAAG	ITEM ID	VERSIE	TYPE	KANSSCORE	RIT	RIR	PC	P	BEANTWOORD	GEGEVEN ANTWOORDEN	STATUS
											A B C D	
1	wat is de hoofdstad van Costa Rica	T6241-15	1	Meerkeuze	0,25 (25%)	0	0	-0,33	0	5	0% 0% 0%* 100%	WAARSCHUWING
2	Wat is de hoofdstad van Peru	T6241-14	1	Meerkeuze	0,25 (25%)	0	0	1	1	5	100%* 0% 0% 0%	WAARSCHUWING
3	Wat is de hoofdstad van Argentini	T6241-13	1	Meerkeuze	0,25 (25%)	0	0	1	1	5	0% 0% 0% 100%*	WAARSCHUWING
4	Wat is de hoofdstad van Chili	T6241-12	1	Meerkeuze	0,25 (25%)	0	0	1	1	5	0% 0% 100%* 0%	WAARSCHUWING
5	Wat is de hoofdstad van Brazilië?	T6241-11	1	Meerkeuze	0,25 (25%)	0	0	1	1	5	0% 100%* 0% 0%	WAARSCHUWING

Totaal 5 item(s) gevonden | Weergeven 100 item(s) per pagina

- Version:** the version of the item used in the assessment.
- Type:** the question type.
- Chance score:** the chance that students answer the question correctly. Cirrus shows this score as the percentage of the maximum amount of points a student can get for a certain question. *For example: for a multiple choice questions with four answer options, the student has 25% chance of answering correctly. If the maximum amount of points is 1 then the chance score would be 0,25. If the question is worth 3 points, then the chance score is 0,75.*
- RIT:** Shows the differentiating ability of a question and shows the correlation between the item and the total score of the assessment.
- RIR:** Shows the differentiating ability of a question and shows the correlation between the item and the total score of the assessment minus the score for this question.
- PC:** the pc value shows the same as the p value, but also accounts for the chance score.
- P:** the p value shows whether the the question is difficult or easy (a lot of students answered this question right/wrong). Cirrus calculates the P value by taking the average score of all students and dividing it by the maximum score for that question.
- Answered:** the number of students who answered that question.
- Given answer:** in case of multiple choice and multiple response; shows how many times students chose a certain answer.
- Status:** indicates how difficult the item is and thus whether it is a good item. The options are **Ok** and **Warning**:
  - Ok means  $p = >0,3$  and  $<0,7$ .
  - Warning means  $p = <0,3$  of  $>0,7$ .

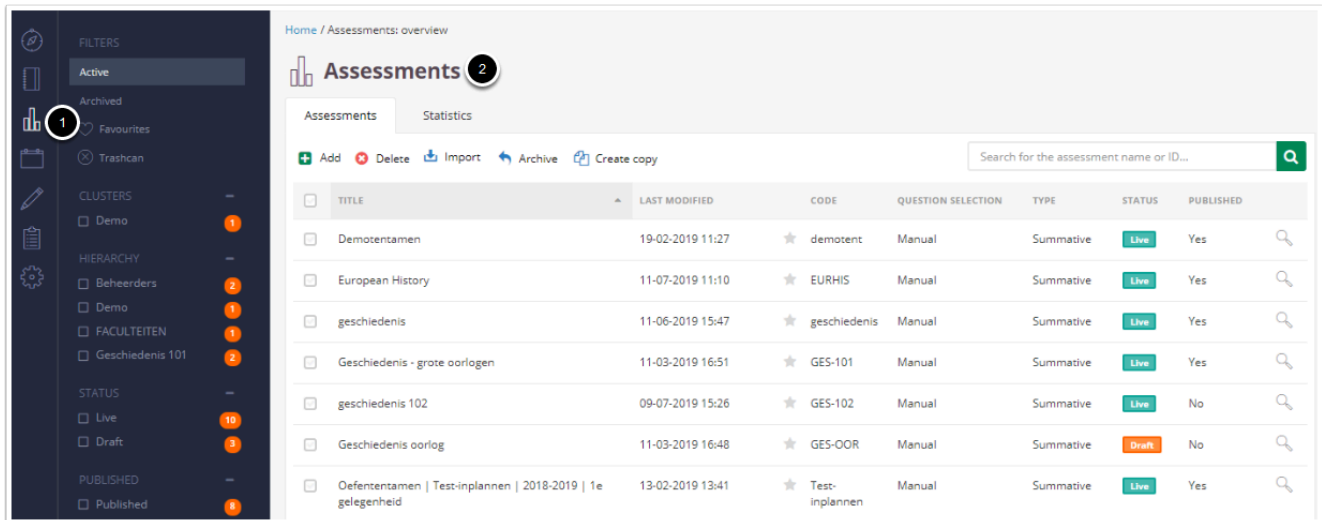
## Werkinstructies

# How do I compose an assessment? Assessments | Question Selection

To compose an assessment you need to follow the following two steps:

[Question selection](#)

[Generate Assessment](#)



Home / Assessments: overview

### Assessments

Assessments Statistics

+ Add - Delete Import Archive Create copy

Search for the assessment name or ID...

TITLE	LAST MODIFIED	CODE	QUESTION SELECTION	TYPE	STATUS	PUBLISHED
Demotentamen	19-02-2019 11:27	demotent	Manual	Summative	Live	Yes
European History	11-07-2019 11:10	EURHIS	Manual	Summative	Live	Yes
geschiedenis	11-06-2019 15:47	geschiedenis	Manual	Summative	Live	Yes
Geschiedenis - grote oorlogen	11-03-2019 16:51	GES-101	Manual	Summative	Live	Yes
geschiedenis 102	09-07-2019 15:26	GES-102	Manual	Summative	Live	No
Geschiedenis oorlog	11-03-2019 16:48	GES-OOR	Manual	Summative	Draft	No
Oefententamen   Test-inplannen   2018-2019   1e gelegenheid	13-02-2019 13:41	Test-inplannen	Manual	Summative	Live	Yes

1. Navigate to **Assessments**.
2. You are now on the **Assessments** tab. You will find an overview of all assessments that have been created. Click on the desired assessment.



# Werkinstructies

## Question selection

Home / Assessments / Edit assessment

Test-tentamen februari - Question selection

Information Options **Question Selection** 1 Generate Assessment

Selected score 0 You have selected 0 out of 48 available questions

+ Add Selected - Remove Search

<input type="checkbox"/>	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNING OBJECTIVES	SCORE	STATUS
<input checked="" type="checkbox"/>	3 Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:10		1	Live
<input checked="" type="checkbox"/>	Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden. Blaauw 1 categorie 1	G5249-7	3	Multiple choice	17-07-2019 16:52		5	Live
<input type="checkbox"/>	Via welke manieren worden digitale tentamens afgenomen? ja General Questions	Testplan-2	1	Multiple response	11-07-2019 12:54		1	Live
<input checked="" type="checkbox"/>	Hoeveel digitale tentamens zijn er geweest? General Questions	Testplan-1	1	Multiple choice	11-07-2019 12:54		1	Live
<input type="checkbox"/>	Beschrijf in 1000 woorden wat het verdrag van Versailles inhoudt. Neem daarbij mee wanneer het afgesloten is.	G5249-13	2	Essay	11-07-2019 11:05		10	Live
<input checked="" type="checkbox"/>	Beschrijf het verloop van Operation Market Garden	G5249-14	2	Essay	11-07-2019 11:05		6	Live
<input type="checkbox"/>	Wie was Marga Klompé?	G5249-15	2	Essay	11-07-2019 11:05		10	Live

1. You will be navigated to the **Information** screen. This information is already filled out; navigate to **Question Selection**.
2. Select the items you wish to add to your assessment.
3. Click **Add**.

### Pay attention:

- The only items that appear in this list are items with a **Live** status.
- When you create a summative assessment, you will only see items with a summative purpose. Likewise for formative.

# Werkinstructies

Home / Assessments / Edit assessment

## Test-tentamen februari - Question selection

Information Options **Question Selection** Generate Assessment

Selected score **13** You have selected 4 out of 48 available questions

+ Add selected - Remove Search

<input type="checkbox"/>	<input type="checkbox"/>	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden.	G5249-7	3	Multiple choice	17-07-2019 16:52

Blauw 1 categorie 1

- At the top you will see how many questions you have added and what the maximum score is.

**i** You have now added questions in the assessment environment. You will also have to generate an assessment under the **Generate Assessment** tab.

## Generate Assessment

Under the tab **Generate Assessment** you can select which questions need to end up in the assessments. You can create sections and change the order of the questions.

For the next steps, please read the article [How do I determine the content of an assessment?](#)

# How do I determine the content of an assessment? Assessments | Generate Assessment

[Add form](#)

[Add welcome screen](#)

[Change question order](#)

[Add sections](#)

[Include or exclude items](#)

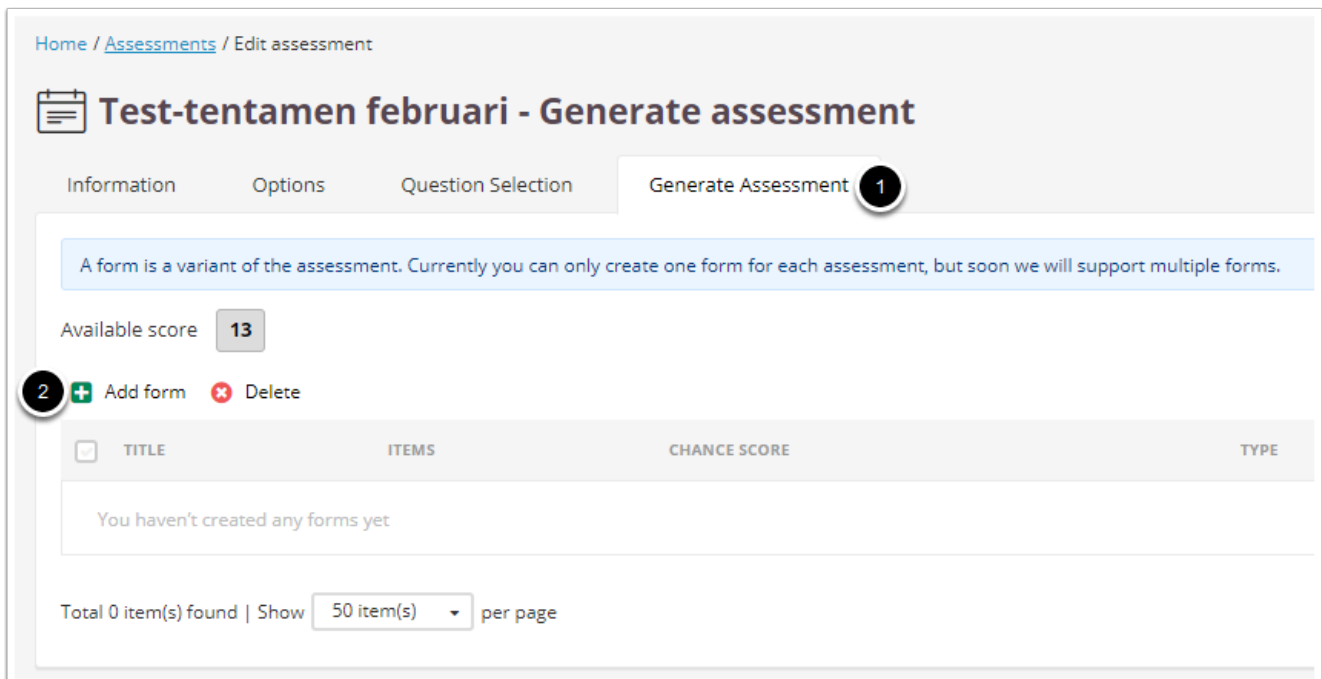
[Add finish screen](#)

[Assessment scale](#)

## Add form

After you have [added questions](#), you can start generating the assessment.

- Use the navigation bar on the left to navigate to **Assessments**.
- Select the desired assessment.



Home / [Assessments](#) / Edit assessment

### Test-tentamen februari - Generate assessment

Information Options Question Selection **Generate Assessment** 1

A form is a variant of the assessment. Currently you can only create one form for each assessment, but soon we will support multiple forms.

Available score **13**

2 + Add form - Delete

<input type="checkbox"/>	TITLE	ITEMS	CHANCE SCORE	TYPE
You haven't created any forms yet				

Total 0 item(s) found | Show 50 item(s) per page

1. Navigate to **Generate Assessment**.
2. Click **Add form**.

# Werkinstructies

## Create form ✕

**Questions:** 1 4 of 4 available

**Assessment type:** 2

☐ Fixed  
Allows you to add one fixed form. All candidates will get the same questions.

☐ Random  
Allows you to add random forms. Each candidate will get different questions.

3 **Create** **Cancel**

1. Choose how many questions you want to use in your exam. Normally you would use the questions you have selected for this assessment. If you have a lot of questions, you can choose for a random selection.
2. Choose the type of assessment:
  - Fixed: the assessment is fixed and all students will get the same question.
  - Random: the assessment is not fixed and each candidate will get a random set of questions.
3. Click **Create**.

[Home](#) / [Assessments](#) / [Edit assessment](#)
Share Publish ...


### Test-tentamen februari - Generate assessment

Information Options Question Selection **Generate Assessment**

A form is a variant of the assessment. Currently you can only create one form for each assessment, but soon we will support multiple forms.

Available score 13 All changes have been saved

+ Add form ✕ Delete


<input type="checkbox"/>	TITLE	ITEMS	CHANCE SCORE	TYPE	MAX SCORE	
<input type="checkbox"/>	Test-tentamen februari	4	1.83	Fixed	13	

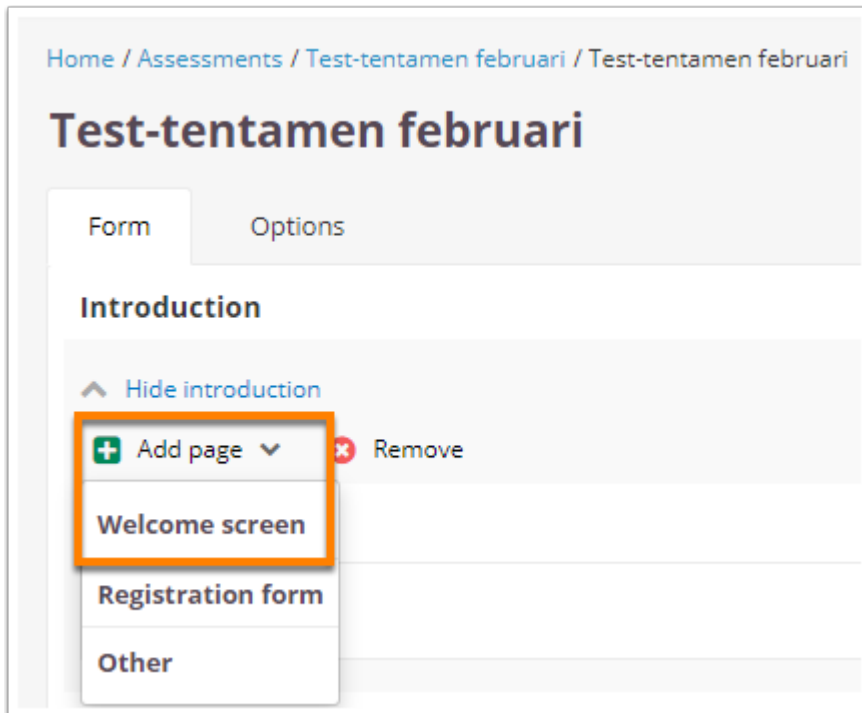
Total 1 item(s) found | Show 50 item(s) per page

## Werkinstructies

- The form will now be on the list. Click on the form to continue its composition. You can:
  - Add a [welcome](#) of [finish screen](#).
  - [Change the order of questions](#).
  - [Add sections](#).
  - [Exclude questions](#).

### Add welcome screen

 To add a welcome screen, you first have to create one. Read the article [How do I create a page?](#) for more information.








- Go to **Introduction** and click **Add Page**.
- Click **Welcome screen**.

# Werkinstructies

## Add page

✕

Q

TITLE	ITEM ID	TYPE
Democollectie - Welkomscherm	democoll-1	Welcome screen 
Tentamen - Welkomstscherm <div>General Questions</div>	Testplan-3	Welcome screen 
Welkom <div>Blok 1 Label 3</div>	G5249-11	Welcome screen 
Welkom bij de toets Inleiding in de Communicatiewetenschap	democoll-19	Welcome screen 
Welkom op het geschiedenis tentamen	E8739-6	Welcome screen 

Total 5 item(s) found | Show 

100 item(s)

 per page

Cancel

- Select the right page.


# Werkinstructies

## Change question order

**Questions** Total max. score **13**

[Hide questions](#)

[+ Include items](#) [+ Exclude items](#) [+ Add section](#)

	#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNING OBJECTIVES	SCORE	STATUS
<input type="checkbox"/>	1	✓ Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:10		1	Live
	2	✓ Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden. <a href="#">Blaauw 1</a> <a href="#">categorie 1</a>	G5249-7	3	Multiple choice	17-07-2019 16:52		5	Live
<input type="checkbox"/>	3	✓ Beschrijf het verloop van Operation Market Garden	G5249-14	2	Essay	11-07-2019 11:05		6	Live
<input type="checkbox"/>	4	✓ Hoeveel digitale tentamens zijn er geweest? <a href="#">General Questions</a>	Testplan-1	1	Multiple choice	11-07-2019 12:54		1	Live


Total 4 item(s) found





- Move your mouse over the item you want to move. Three small dots will appear on the left side.
- Drag your mouse to the three dots and continue to click it. As long as you do this, you can drag the question up or down. Release the mouse when you have dragged the question to its new preferred place.

## Add sections

**Questions** Total max. score **13**

^ Hide questions

+ Include items ✖ Exclude items **+ Add section** Search 

<input type="checkbox"/>	#		QUESTION 	ITEM ID	VERSION	QUESTION TYPE
<input checked="" type="checkbox"/>	1		Wat is de kleur van Ierland?	G5249-18	1	Multiple choice
<input checked="" type="checkbox"/>	2		Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden.	G5249-7	3	Multiple choice

Blauw 1  
categorie 1

- Click **Add Section** below the **Questions** section. Select the desired section and click **Save**. Read the article [How do I create a section?](#)



# Werkinstructies

Home / Assessments / Test-tentamen februari / Test-tentamen februari / Add Section


## Add Section

Select Section   Select Questions   Options

**Kenmerken van boomsoorten**

Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden. <span>Blauw 1</span> <span>categorie 1</span>	G5249-7	3	Multiple choice	21-02-2019 10:18	17-07-2019 16:52	<span>Live</span>
Hoeveel digitale tentamens zijn er geweest? <span>General Questions</span>	Testplan-1	1	Multiple choice	13-02-2019 12:18	11-07-2019 12:54	<span>Live</span>

☒ Randomize

**Search questions**  

AVAILABLE QUESTIONS	ITEM ID	VERSION	QUESTION TYPE	ADDED	LAST MODIFIED	STATUS
Beschrijf het verloop van Operation Market Garden	G5249-14	2	Essay	03-07-2019 10:17	11-07-2019 11:05	<span>Live</span>
Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:02	17-07-2019 17:10	<span>Live</span>

Total 2 item(s) found | Show  per page

Save Save and Close Cancel

- Select the questions that need to be part of the section. You can do so by continuing to click on the desired question and then dragging it to the top field.
- Select **Randomize order** to randomize the order of the questions for each student.

## Include or exclude items

By excluding items they will no longer be a part of the assessment.

# Werkinstructies

**Questions** Total max. score **13**

[Hide questions](#)

[+ Include items](#) [+ Exclude items](#) [+ Add section](#)

	#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNING OBJECTIVES	SCORE	STATUS
<input checked="" type="checkbox"/>	1	Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:10		1	Live
<input checked="" type="checkbox"/>	2	Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden. <a href="#">Blaauw 1</a> <a href="#">categorie 1</a>	G5249-7	3	Multiple choice	17-07-2019 16:52		5	Live
<input type="checkbox"/>	3	Beschrijf het verloop van Operation Market Garden	G5249-14	2	Essay	11-07-2019 11:05		6	Live
<input type="checkbox"/>	4	Hoeveel digitale tentamens zijn er geweest? <a href="#">General Questions</a>	Testplan-1	1	Multiple choice	11-07-2019 12:54		1	Live

1. Select the question(s) you want to exclude.
2. Click **Exclude items**.

**Questions** Total max. score **7** All changes have been saved

[Hide questions](#)

[+ Include items](#) [+ Exclude items](#) [+ Add section](#)


	#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNING OBJECTIVES	SCORE	STATUS
<input type="checkbox"/>	1	Beschrijf het verloop van Operation Market Garden	G5249-14	2	Essay	11-07-2019 11:05		6	Live
<input type="checkbox"/>	2	Hoeveel digitale tentamens zijn er geweest? <a href="#">General Questions</a>	Testplan-1	1	Multiple choice	11-07-2019 12:54		1	Live
<input type="checkbox"/>	3	Wat is de kleur van Ierland?	G5249-18	1	Multiple choice	17-07-2019 17:10		1	Live
<input type="checkbox"/>	4	Aan wie was de eerste schriftelijke OMG (Oh my god) gericht? Kies een van de vier onderstaande mogelijkheden. <a href="#">Blaauw 1</a> <a href="#">categorie 1</a>	G5249-7	3	Multiple choice	17-07-2019 16:52		5	Live

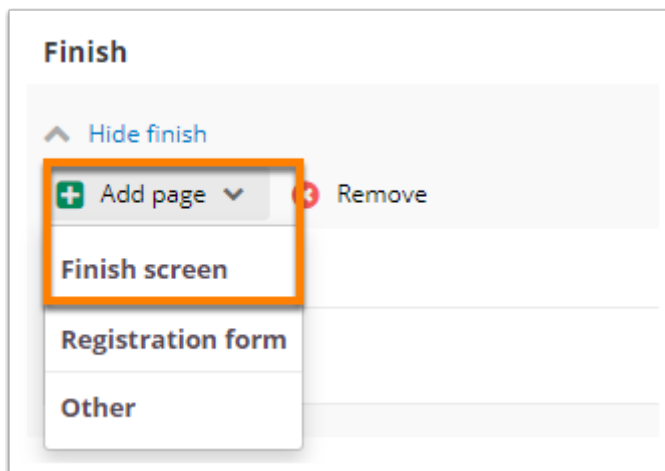
- The excluded items will be moved to the bottom of the list. You can recognize them by the missing check in front of the question's title. Additionally, you will see that the total score at the top of the list (net to **Questions**) has gone down.

## Werkinstructies

- To reinclude items, select them and then click **Include items**.

### Add finish screen

 To add a finish screen, you first have to create one. Read the article [How do I create a page?](#) for more information.



- Click **Add Page** below **Finish**.
- Click **Finish screen**.

# Werkinstructies

## Add page

✕

🔍

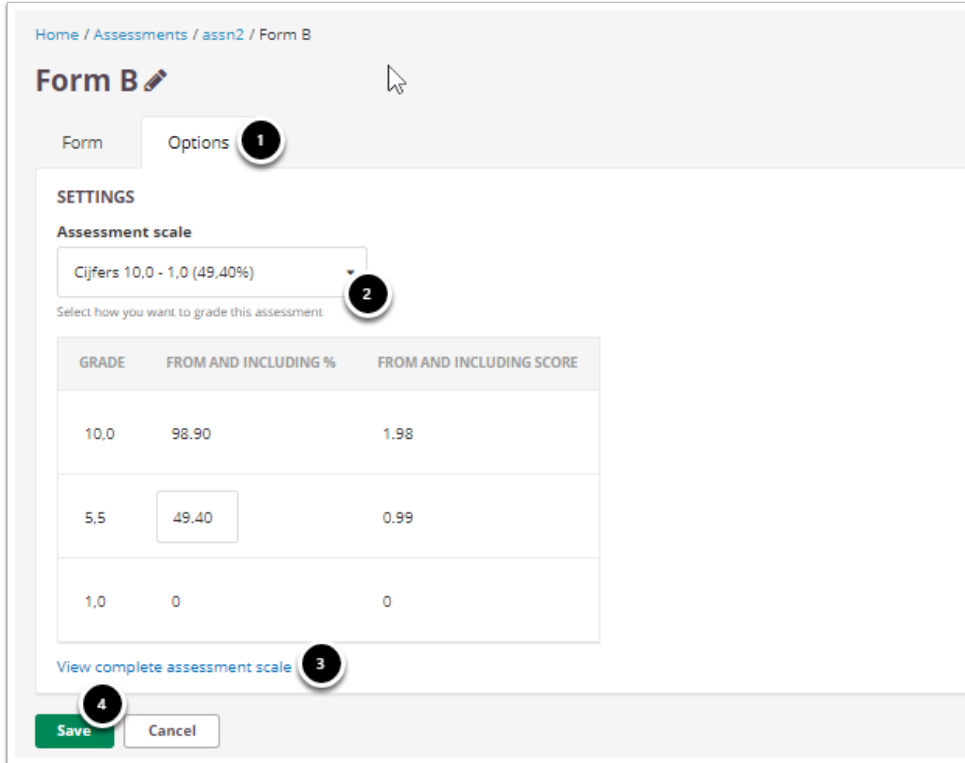
TITLE	ITEM ID	TYPE
Democollectie - Eindscherm <span>Label 2</span>	democoll-2	Finish screen <span>🔍</span>
eind <span>Blauw 1</span>	G5249-12	Finish screen <span>🔍</span>
Klaar	E8739-7	Finish screen <span>🔍</span>
Tentamen - Eindscherm <span>General Questions</span>	Testplan-4	Finish screen <span>🔍</span>

Total 4 item(s) found | Show  per page

Cancel

- Select the right page. You can use the search bar to search for the pages.

## Assessment scale



Home / Assessments / assn2 / Form B

### Form B

Form Options **1**

#### SETTINGS

**Assessment scale**

Cijfers 10,0 - 1,0 (49,40%) **2**

Select how you want to grade this assessment

GRADE	FROM AND INCLUDING %	FROM AND INCLUDING SCORE
10,0	98,90	1,98
5,5	49,40	0,99
1,0	0	0

[View complete assessment scale](#) **3**

**4** Save Cancel

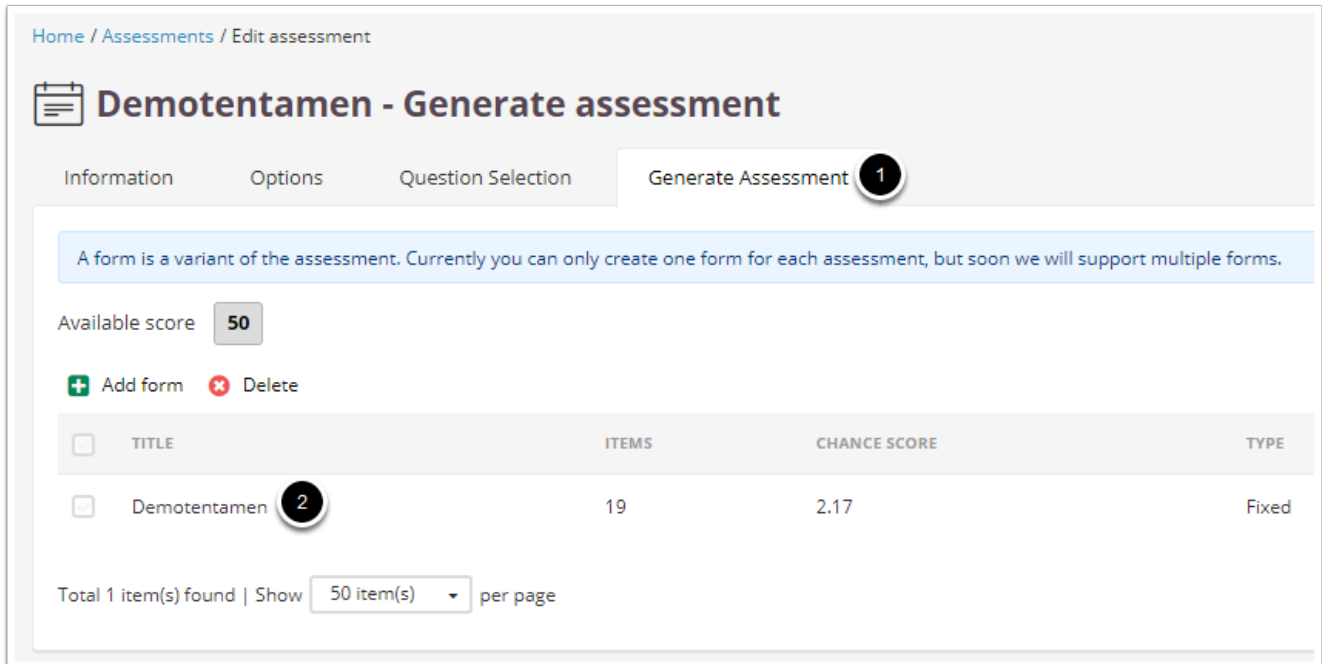
1. Click **Settings**.
2. Select the **assessment scale**.
3. Click **View complete assessment scale** to view the details for the selected scale.
4. Click **Save**.

# How do I set up the assessment scale?

## Assessments | Generate Assessments

You can add the assessment scale to the assessment in the form.

- Use the navigation bar on the left to navigate to **Assessments**.
- Click the desired assessment.



Home / Assessments / Edit assessment

### Demotentamen - Generate assessment

Information Options Question Selection **Generate Assessment** 1

A form is a variant of the assessment. Currently you can only create one form for each assessment, but soon we will support multiple forms.

Available score 50

+ Add form - Delete

<input type="checkbox"/>	TITLE	ITEMS	CHANCE SCORE	TYPE
<input type="checkbox"/>	Demotentamen 2	19	2.17	Fixed

Total 1 item(s) found | Show 50 item(s) per page

1. Click **Generate assessment**.
2. Click on the form of which you want to see the assessment scale.

# Werkinstructies

Home / Assessments / assn2 / Form B

## Form B

Form Options **1**

### SETTINGS

**Assessment scale**

Cijfers 10,0 - 1,0 (49,40%) **2**

Select how you want to grade this assessment

GRADE	FROM AND INCLUDING %	FROM AND INCLUDING SCORE
10,0	98.90	1.98
5,5	49.40	0.99
1,0	0	0

[View complete assessment scale](#) **3**

**4** **Save** Cancel

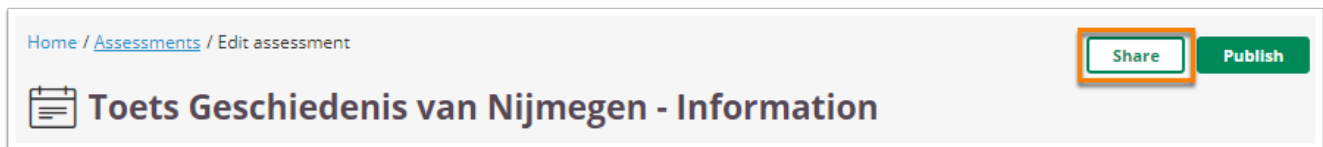
1. Click **Settings**.
2. Select the **assessment scale**.
3. Click **View complete assessment scale** to view the details for the selected scale.
4. Click **Save**.

# How do I share an assessment?

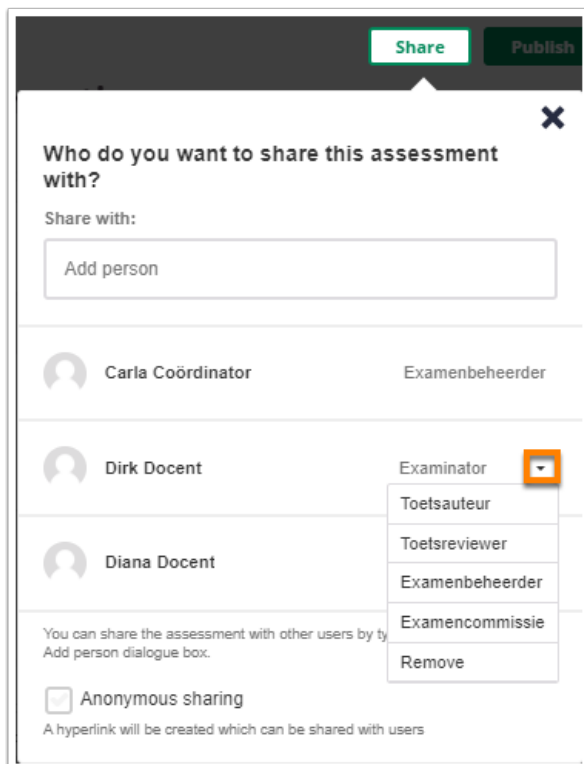
## Assessments | Edit assessments

The faculty's coordinator of digital assessment creates an assessment and then shares it with the examiner. The examiner can then share it with other teachers.

- Use the navigation bar on the left to navigate to **Assessments**.
- Click on the assessment you want to share.



- Click **Share**.



- Search and select the right person by entering their name in the **Add person** bar.
- Click on the fold-out arrow next to the role of the person and select which role they will receive for this assessment.



## Werkinstructies

- The option **Anonymous sharing** is not advised, unless the assessment you want to share is a test version. if you choose this option, a link will be created which you can share with whoever you want. The people with access to this link can take the exam without a login, and no results will be tracked.

Everyone on the list will automatically have access to the test (you do not have to save anything or click additional buttons).

# How do I preview an assessment?

## Assessments | Edit Assessments

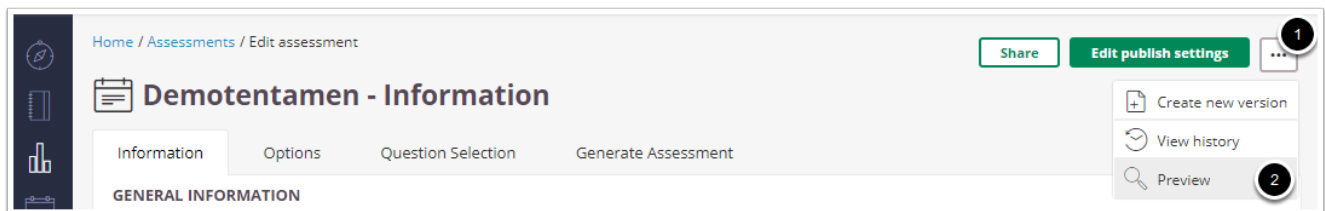
[Preview as author](#)

[Preview as candidate](#)

### Preview as author

It is possible to preview your assessment as author to gain insight in the settings of your assessment.

- Use the navigation bar on the left to navigate to **Assessment**.
- Click on the desired assessment.



1. Click the three dots at the top right of your screen.
2. Click **Example**. You will be navigated to the **Author** tab.

# Werkinstructies

Home / Assessments / Demotentamen / Preview

## Demotentamen (preview)

Author Candidate

### ASSESSMENT INFORMATION

**Title:** Demotentamen **Code:** demotent

**Assessment type:** Summative **Cluster:** Demo

**Question selection type:** Manual **Hierarchy:** No entry

**Welcome:** Na zeven weken van het bestuderen van de meest interessante onderwerpen uit de communicatiewetenschap, mogen jullie nu je verworven kennis laten zien aan ons!  
Lees onderstaande instructies goed door voordat je begint aan de toets.

- Deze toets bestaat uit 40 meerkeuzevragen en 3 open vragen.
- Je hebt 3 uur om de toets te maken.
- Het eerste halfuur en het laatste halfuur kun je de zaal niet verlaten.
- Eten tijdens de toets is niet toegestaan, flesjes water mogen wel.
- Steek je hand op als je een vraag hebt of naar het toilet moet en wacht tot er iemand bij je komt.

Inhoudelijke vragen beantwoorden wij niet.  
• Vergeet niet je naam, studentnummer en de toetsversie op elk blad te schrijven!

Dan rest ons nog jullie heel veel succes te wensen!

**Finish:** asdf

### SETTINGS

**Hide options during scheduling:** Yes **Assessment scale:** Cijfers 1-10 (55%) (Voorbeeld)

**Percentage to pass:** 60% **Penalty for incorrect answer:** No

**Attempt:** 1 **Which attempt counts:** Last attempt

**Time allowed:** 90 minutes

### CANDIDATE EXPERIENCE

**Show candidate results:** When assessor decides **Feedback:** No feedback

**Question navigation:** Allow free navigation

**Randomisation of questions:** No

### SECURITY

**Lockdown browser:** No **PIN code:** Yes

- First you will see an overview of all of the assessment settings.

Total max. score: 38									
TITLE	ITEM ID	VERSION	QUESTION TYPE	LEARNING OBJECTIVES	TAXONOMY	SCORING RULE	SCORE	STATUS	
Welke boom heeft het donkerste blad? Rangschik de bomen op bladkleur van licht naar donker.	democoll-10	1	Order			Dichotomous	1	Live	
Welk blad/welke bladeren is/zijn handnervig?	democoll-12	1	Hotspot			Dichotomous	1	Live	
Welke eigenschappen horen bij welke bomen? (meerdere eigenschappen per boom mogelijk)	democoll-13	1	Extended match			Dichotomous	1	Live	
Welke term hoort op welke plaats in de boomstronk?	democoll-14	1	Drag and drop			Dichotomous	1	Live	
Wat voor bladeren heeft de apenboom waaraan je ze gemakkelijk kunt herkennen?	democoll-15	1	Short answer			Dichotomous	1	Live	

- Below you will see the **Total max. score** that can be obtained by participants of the assessment as well as an overview of all of the questions.

## Preview as candidate

You can also preview the assessment as a student in order to see what the assessment looks like for students who take it. You can go through the entire exam.

- Navigate to the right assessment and click **Preview** (the same steps as above).

# Werkinstructies

Home / Assessments / Demotentamen / Preview

## Demotentamen (preview)


Author Candidate **1**

Welcome, Dirk Docent

Na zeven weken van het bestuderen van de meest interessante onderwerpen uit de communicatiewetenschap, mogen jullie nu je verworven kennis laten zien aan ons! Lees onderstaande instructies goed door voordat je begint aan de toets.

- Deze toets bestaat uit 40 meerkeuzevragen en 3 open vragen.
- Je hebt 3 uur om de toets te maken.
- Het eerste halfuur en het laatste halfuur kun je de zaal niet verlaten.
- Eten tijdens de toets is niet toegestaan, flesjes water mogen wel.
- Steek je hand op als je een vraag hebt of naar het toilet moet en wacht tot er iemand bij je komt. Inhoudelijke vragen beantwoorden wij niet.
- Vergeet niet je naam, studentnummer en de toetsversie op elk blad te schrijven!

Dan rest ons nog jullie heel veel succes te wensen!

 Your browser has been approved.

DETAILS

Duration:	90 minutes	Number of questions:	19
Attempt:	1 of 1	Max score:	38
Which attempts counts:	Last attempt	Percentage for pass mark:	60 %

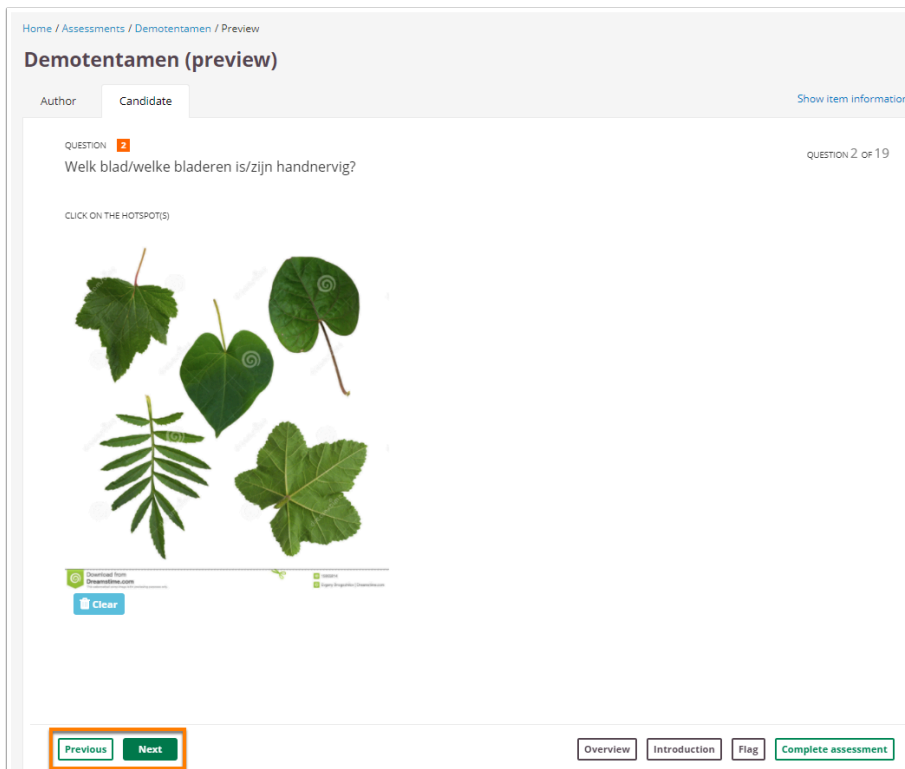
**Start Assessment** **2**

1. Click the **Candidate** tab. You will now see the introduction page as a student.
2. Click **Start** to start the assessment.



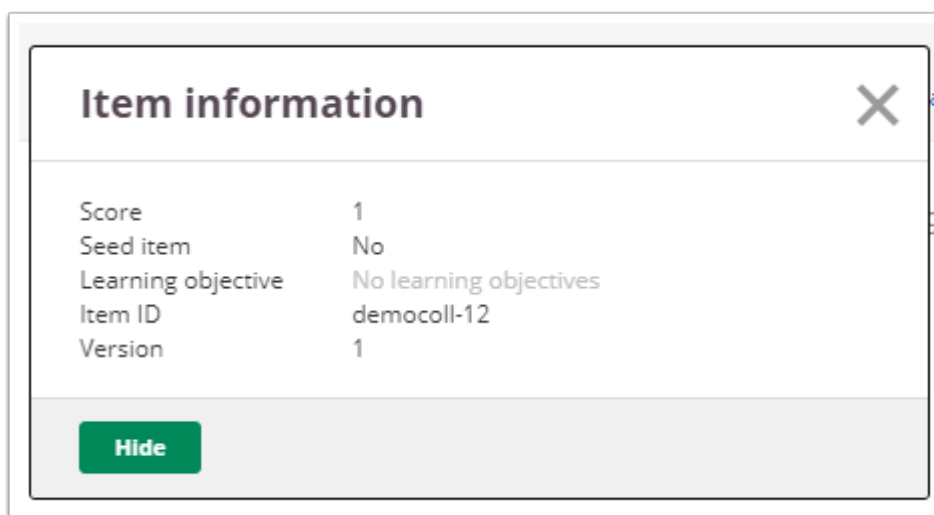
Once you are finished creating the exam it is important to use the Preview as Candidate option. This is a great final check to make sure that everything is ready for a real examination.

# Werkinstructies



The navigation bar at the top is not visible for students. Other than that, the assessment looks just like it would when a student takes it.

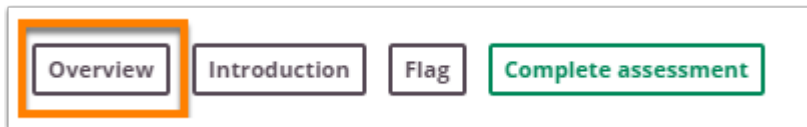
- Click **Show information item** to see details about the question: Once again, this part is not visible for students.



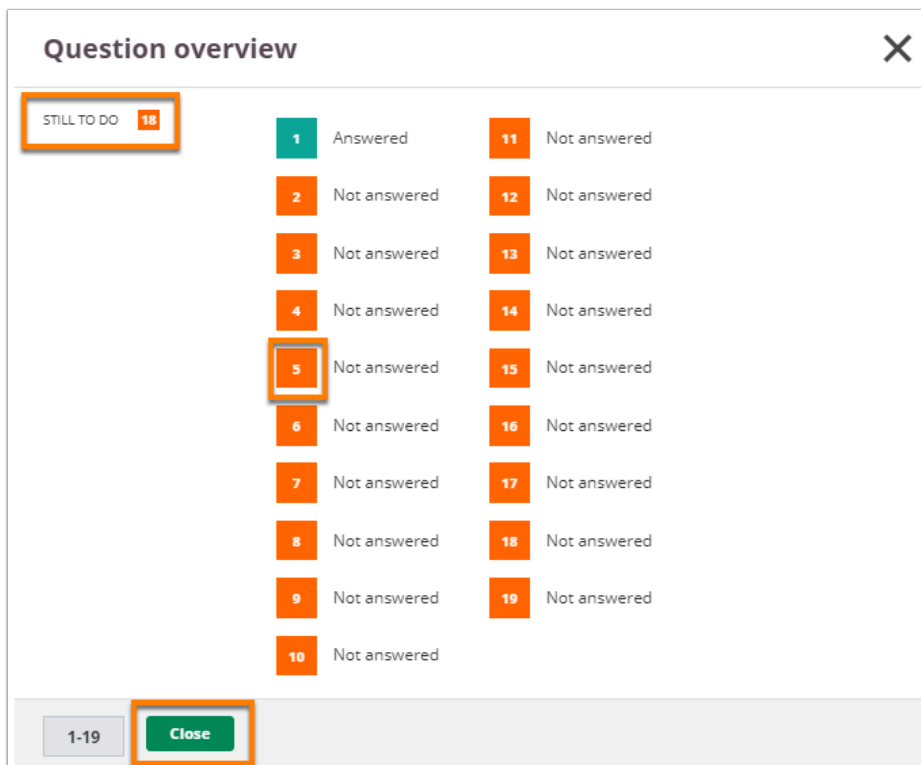
- Students can use the navigation bar on the bottom of the screen. They can scroll between questions (**Next** and **Previous**). They can also see how many questions they have to answer (**Overview**), go back to the introduction page (**Introduction**), mark questions (**Flag**), and submit the assessment (**Complete assessment**).

# Werkinstructies

## Overview:

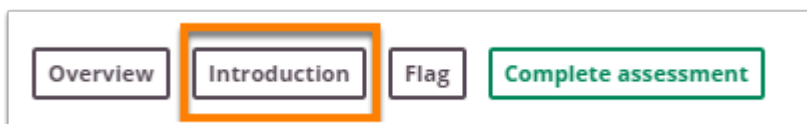


- Click **Overview** to see how many questions there will be in total and how many have already been answered.



- You will see how many questions are left in the top left.
- Click on a question to return to that question.
- Click **Close** to return to the question you came from.

## Introduction:



- Click **Introduction** to review the introduction with possibly some instructions. The introduction will open in a pop-up window.
- Click **Continue test** to resume the assessment.

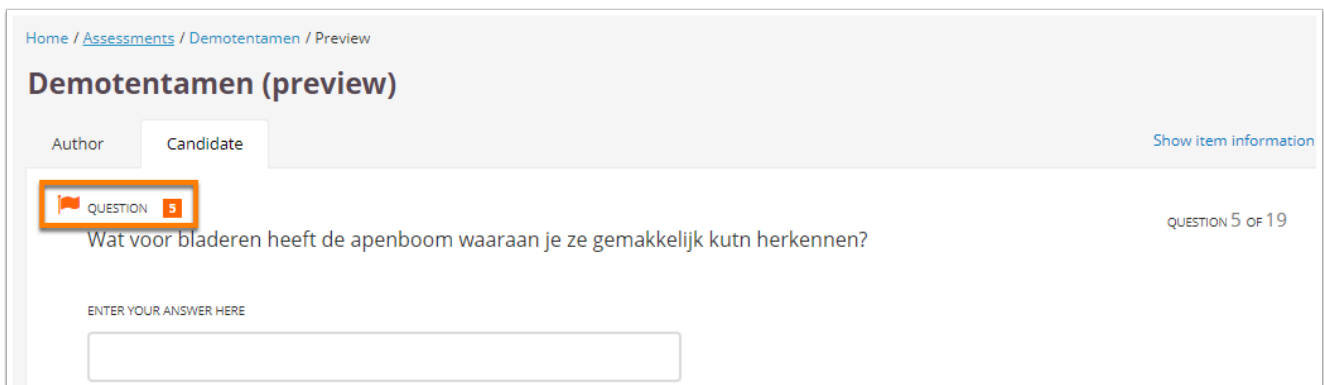
## Flag:

## Werkinstructies

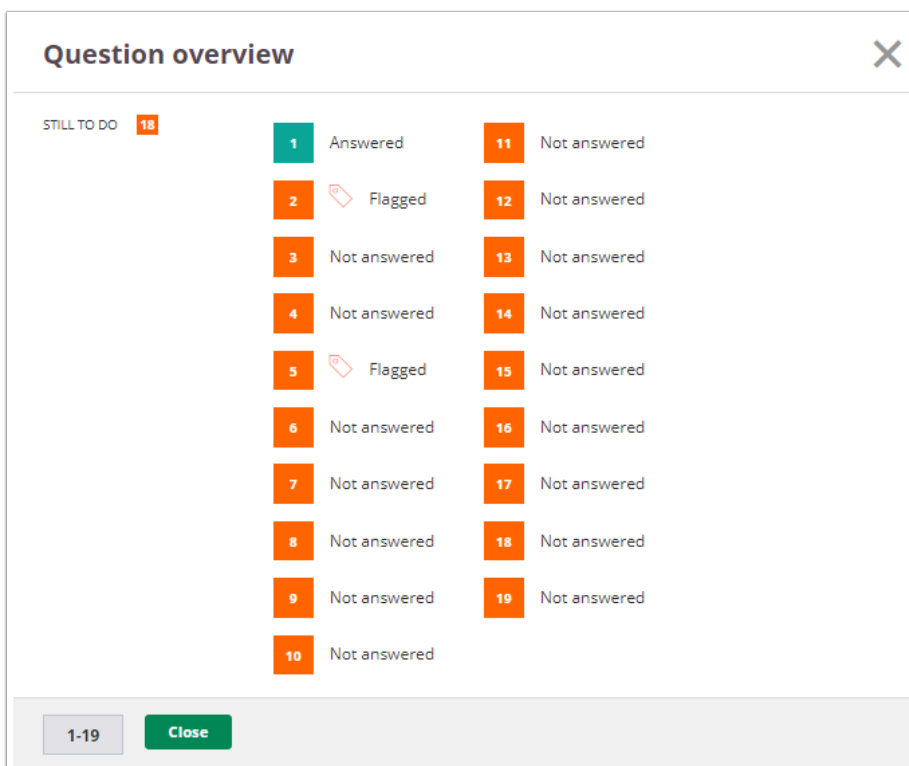
If you want to temporarily skip a question or return to it at a later moment, you can flag the question. This way, you will know something was up with a specific question.



- Click **Flag** if you want to flag a question.



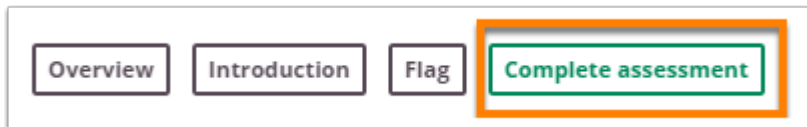
- A small flag will appear next to the question.
- Click **Flag** again if you want to undo the marking.



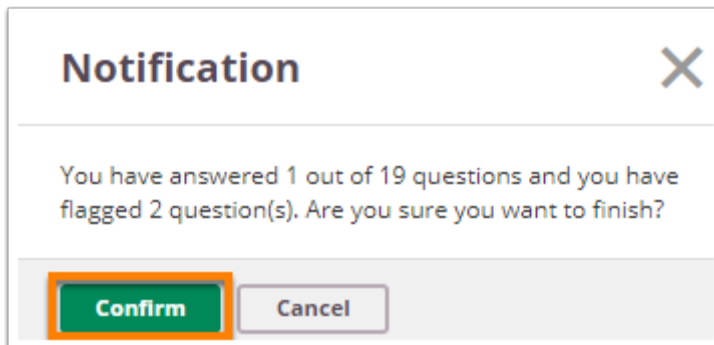
- The question overview will show which questions have been marked.

## Werkinstructies

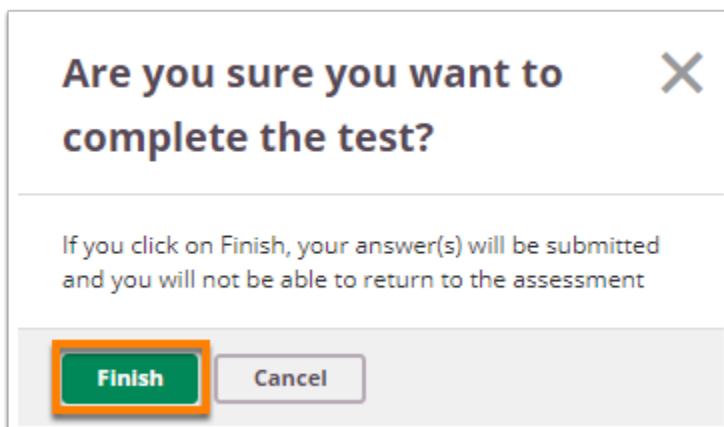
### Complete assessment:



- Click **Complete assessment** once you are finished with the assessment.



- A pop-up window will appear with an overview of the number of questions you have answered and marked. Click **Confirm** if you want to complete and close the assessment.



- Cirrus will ask you for another confirmation. Click **Finish**.



# Which text do I publish on Brightspace to inform students about Digital Assessments?

You can publish the text below on Brightspace to inform students about their upcoming digital exam:

## Do not miss an exam opportunity!

This course contains one or more exams that are administered digitally. Please read the information regarding digital exams below to make sure you are prepared.

- **Check** Osiris and verify that you are registered for the exam before the exam registration closes.
- 
- **Know** your studentnumber and corresponding password by heart. Using a digital password locker is not possible since smartphone use is not allowed in exam rooms.
- 
- **Take** the [generic trial exam](#) to prepare for a digital exam. This will make you accustomed to the RU testing software.
- 
- **View** the instructional video on <https://www.ru.nl/currentstudents/during-your-study/campus-facilities/digital-assessment/>

## Werkinstructies

# How do I create a good exam?

The Radboud Teaching and Learning Centre has information on basic assessment design and quality standards on their [website](#).

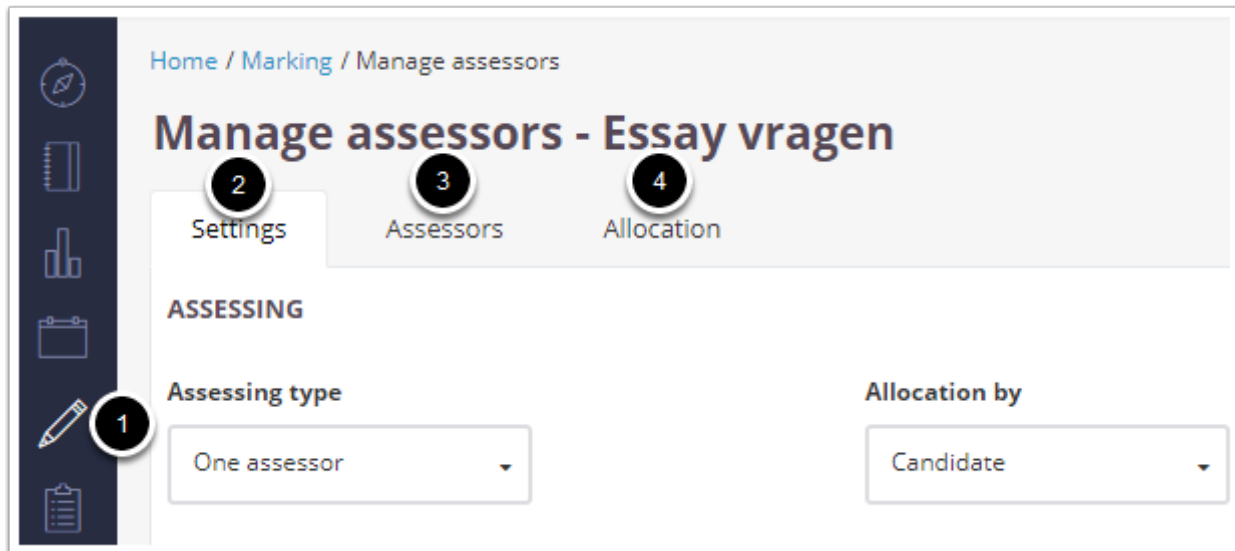
The [faculty support staff](#) can help and advice you in designing your assessments.

## Marking: general

## Werkinstructies

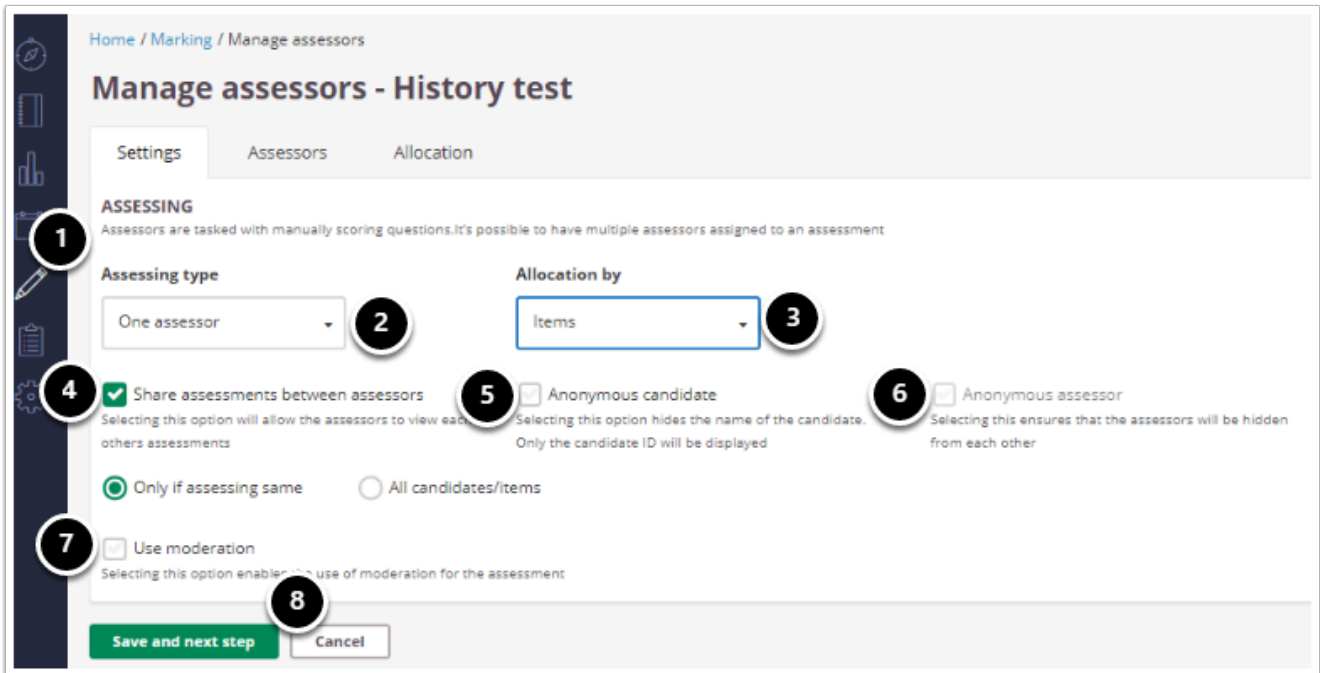
# What do I have to before I start marking?

As soon as a student has finished taking their test, the submitted answers can be marked. Before you start marking, the assessment's coordinator has to take some steps.



1. Go to **Marking** and select the assessment you want to mark.
2. **Settings:** You have to set up the conditions for the assessments. Please read the article [How do I set up the marking method?](#) to learn more about the steps you have to take.
3. **Assessors:** you will have to add assessors to the assessment. Please see the following article for more information: [How do I add assessors to an assessment?](#)
4. **Allocation:** if you have multiple assessors, you will have to divide the marking among these assessors. You can go to **settings** to divide the candidates or the questions (items) among the assessors. Depending on what you have chosen, please read one of the following articles:  
[How do I divide students among reviewers?](#)  
[How do I divide questions among the reviewers?](#)

# How do I set up the marking method?



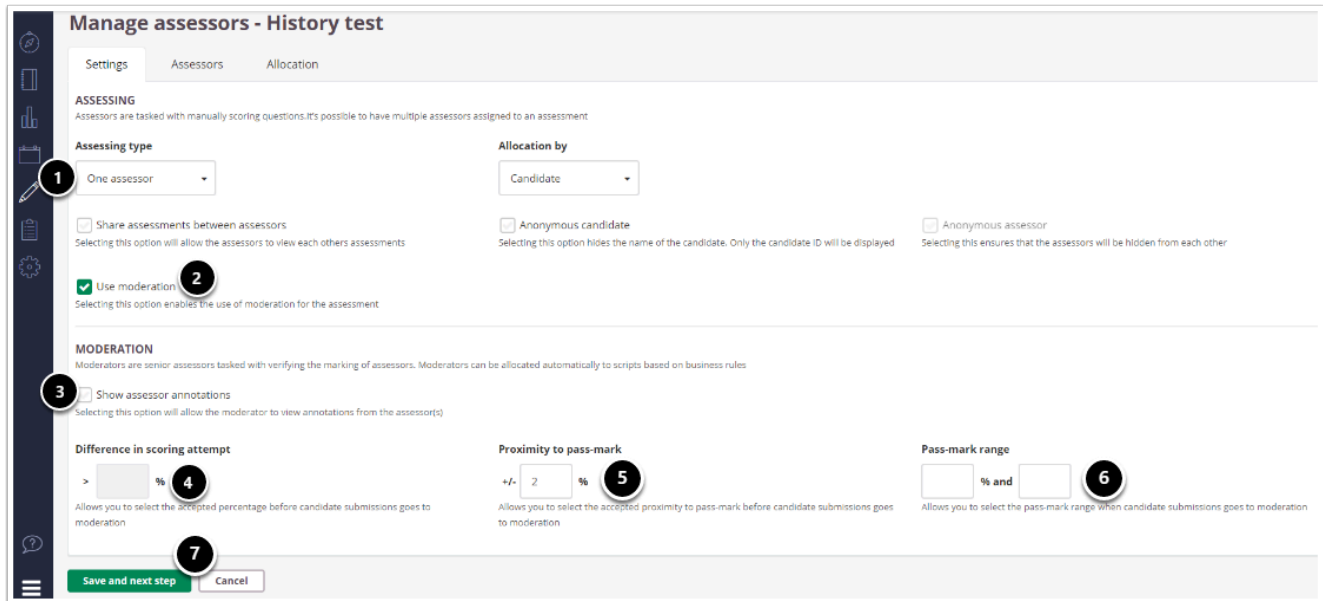
1. Go to **Marking** and select the assessment you want to mark. You will be navigated to the **Settings** tab.
2. Select **Assessing type**:
  - **One assessor**: one candidate (or item) will be assessed by one assessor from the assessor pool. This is the preferred option.
  - **Two assessors**: each candidate (or item) will be assessed by two assessors from the assessor pool (the 4 eye principle). Each assessor has an equal vote when the grade has to be awarded.
3. For **Allocation by**, select one of the following options:
  - **Candidate**: The candidates that need to be assessed have to be divided among the assessors (also known as 'vertical assessment').
  - **Items**: the items that need to be reviewed have to be divided among the assessors (also known as 'horizontal assessment').
4. Select sharing annotations between assessors if you want to allow markers to view each others scores and annotations during the marking process.
  - **Only if assessing same**: the notes and scores are only shared if the same question/ candidate, depending on the allocation per, is checked.
  - **All candidates/ Items**: the notes and scores are always shared.
5. Select **Anonymous candidate** to hide the names of the candidates while they are being assessed.
6. If you have selected **Two assessors**, you can turn on the option **Anonymous assessor**. This means that the assessors cannot see one another.

## Werkinstructies

7. Select **Use moderation** to allow reassessment of the results by the other assessor.  
Please read the article [How do I set up moderation?](#) for more information.
8. Click **Save and next step** to [add assessors to the assessment](#).

# How do I set up moderation?

**i** While you are [setting up the marking method](#) you can choose the moderation option.



**Manage assessors - History test**

Settings Assessors Allocation

**ASSESSING**  
Assessors are tasked with manually scoring questions. It's possible to have multiple assessors assigned to an assessment.

**Assessing type**  
1 One assessor

**Allocation by**  
Candidate

☐ Share assessments between assessors  
Selecting this option will allow the assessors to view each others assessments

☐ Anonymous candidate  
Selecting this option hides the name of the candidate. Only the candidate ID will be displayed

☐ Anonymous assessor  
Selecting this ensures that the assessors will be hidden from each other

☒ **Use moderation** 2  
Selecting this option enables the use of moderation for the assessment

**MODERATION**  
Moderators are senior assessors tasked with verifying the marking of assessors. Moderators can be allocated automatically to scripts based on business rules

☐ Show assessor annotations 3  
Selecting this option will allow the moderator to view annotations from the assessor(s)

**Difference in scoring attempt**  
> 2 % 4  
Allows you to select the accepted percentage before candidate submissions goes to moderation

**Proximity to pass-mark**  
+/- 2 % 5  
Allows you to select the accepted proximity to pass-mark before candidate submissions goes to moderation

**Pass-mark range**  
0 % and 100 % 6  
Allows you to select the pass-mark range when candidate submissions goes to moderation

7 Save and next step Cancel

1. Click **Marking** and choose the assessment for which you want to select the moderation option.
2. Select **Use moderation**. Additional options will appear below the **Moderation** heading.
3. Select **Show assessor annotations** if you want the moderator to see the annotations that the other assessors have made.
4. Fill in how many percent the scores of the different assessors may differ before the answer of the candidate is send to moderation. This can only be filled in if you have selected **Two assessors** for the **Assessing type** option.
5. Enter a percentage for the **Promiximity to pass-mark** to determine when an assessment has to be moderated.
6. Fill in the range when assessed exams need to go to moderation.
7. Click **Save and next step** to [assign moderators to the assessment](#).

# Werkinstructies

- ❗ All questions of a candidate need to be moderated. If only a number of questions are moderated and submitted, the scores of the moderated questions will not be submitted.

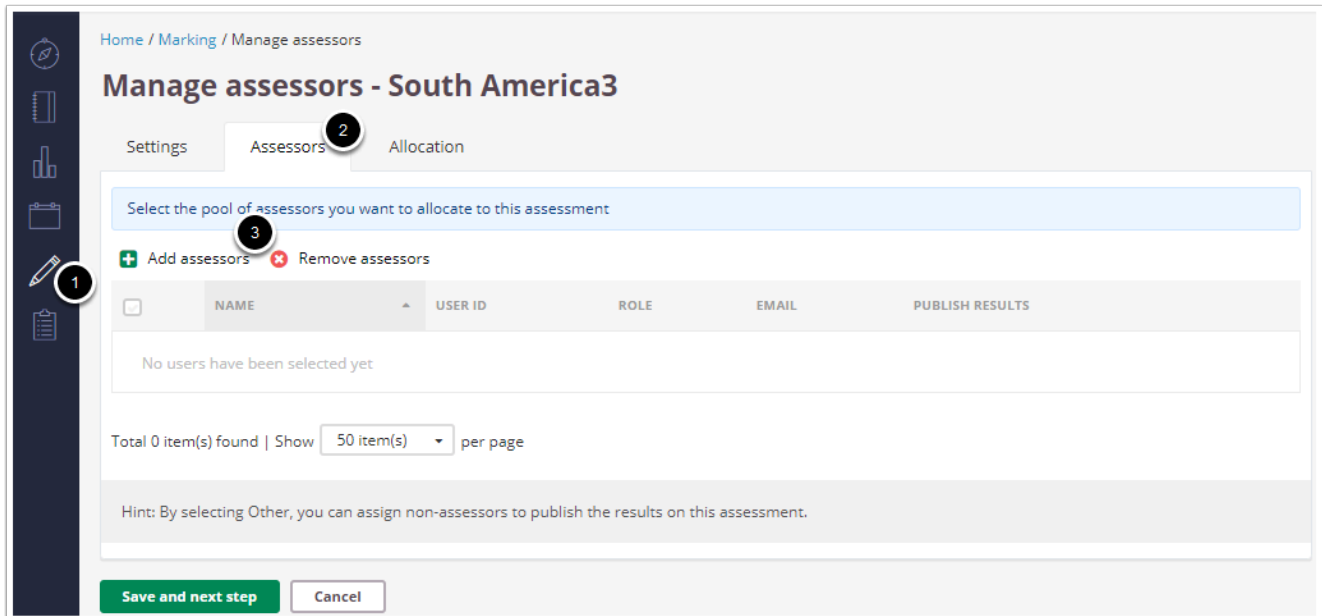


# How do I add assessors to an assessment?

Once an assessment has been submitted it is important that one or several assessors are assigned to the assessment so that it can be marked. These steps also apply if you are setting up [moderation](#) or if you want to add a **moderator**.



First use [this manual](#) to learn about setting up the marking method with the **Settings** tab.



1. Click **Marking** and choose the assessment you want to add Assessors to.
2. Click the **Assessors** tab.
3. Click **Add Assessors**.

# Werkinstructies


## Add assessor(s)

Select hierarchy

1

Search for

☒ Systeembeheerder
 ☒ Coördinator DT
 ☒ Docent
 ☒ Nakijk-account

<input type="checkbox"/>	NAME	USER ID	ROLE	EMAIL	
<input checked="" type="checkbox"/> <span>2</span>	 Dirk Docent	dirk	Docent	digitaaltoetsen@ru.nl	<div>Select role <span>3</span></div>

Total 1 item(s) found | Show 

50 item(s)

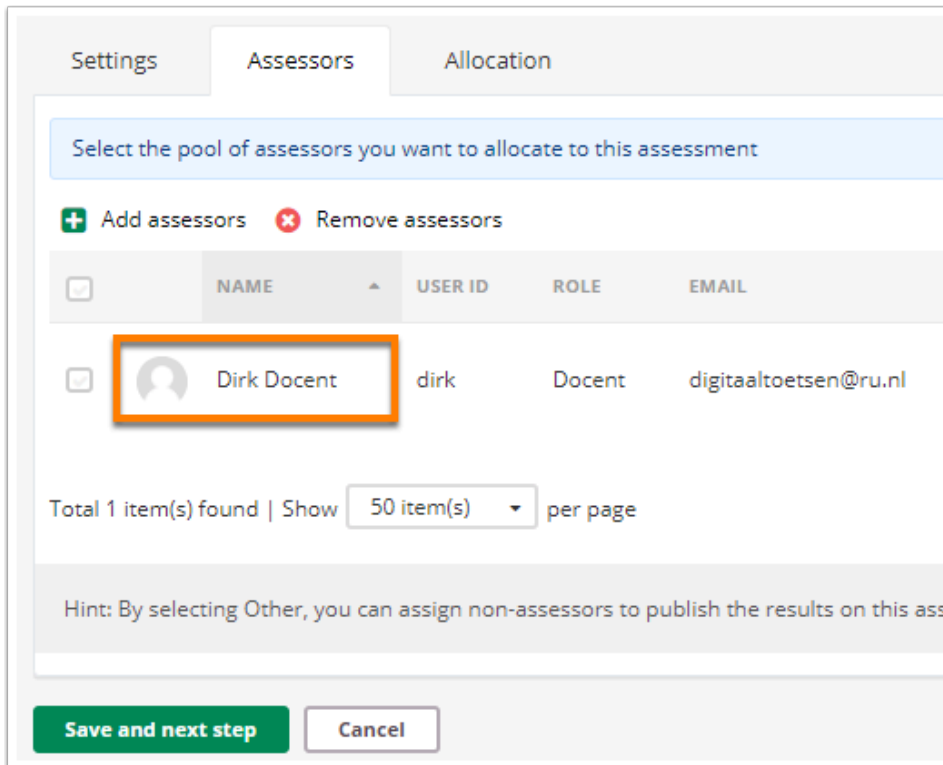
 per page

4 Add and close

Cancel

- Find the teacher you want to add as assessor.
- Select the box in front of the desired teacher.
- Choose one of the following roles:
  - Assessor**
  - Moderator:** assessor for the moderation. This person cannot be the same person as the assessor.
  - Other:** cannot assess the assessment, but can get the rights to publish the results. This role is often for the faculty's Coordinator of Digital Assessment.
- Click **Save and next step**.

# Werkinstructies



Settings Assessors Allocation

Select the pool of assessors you want to allocate to this assessment

+ Add assessors - Remove assessors

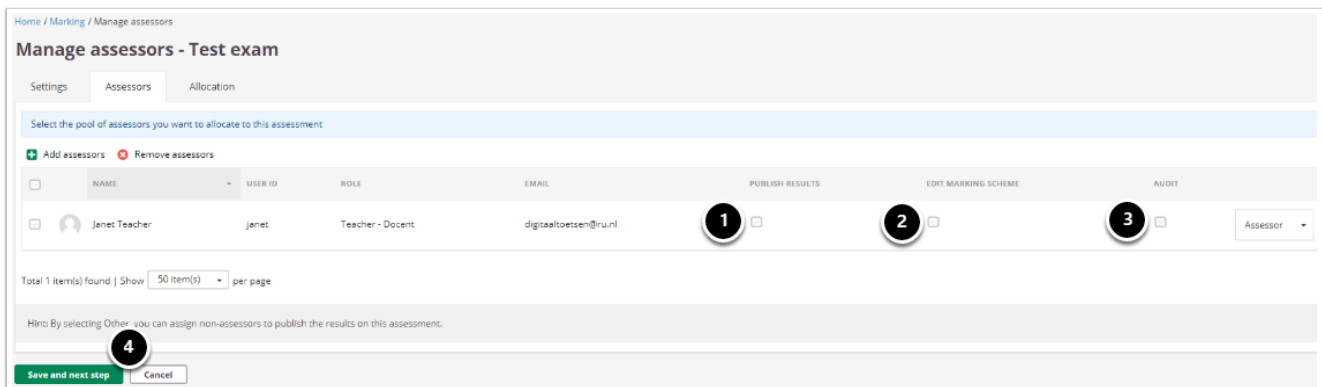
<input type="checkbox"/>	NAME	USER ID	ROLE	EMAIL
<input checked="" type="checkbox"/>	Dirk Docent	dirk	Docent	digitaaltoetsen@ru.nl

Total 1 item(s) found | Show 50 item(s) per page

Hint: By selecting Other, you can assign non-assessors to publish the results on this ass

Save and next step Cancel

- The teacher has now been added as assessor. Repeat the steps described above to add multiple assessors.



Home / Marking / Manage assessors

Manage assessors - Test exam

Settings Assessors Allocation

Select the pool of assessors you want to allocate to this assessment

+ Add assessors - Remove assessors

<input type="checkbox"/>	NAME	USER ID	ROLE	EMAIL	PUBLISH RESULTS	EDIT MARKING SCHEME	AUDIT	
<input checked="" type="checkbox"/>	Janet Teacher	janet	Teacher - Docent	digitaaltoetsen@ru.nl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assessor

Total 1 item(s) found | Show 50 item(s) per page

Hint: By selecting Other, you can assign non-assessors to publish the results on this assessment.

Save and next step Cancel

- Check the box for **Publish results** for the teacher you want to grant these rights.
- Check the box to allow **Edit marking scheme** (applicable to essay questions) when the assessor should be able to amend the marking scheme while assessing the exam.
- Check the box **Audit** when the user should be able to view the published results in the audit tab.
- Click **Save and next step**.

You will now be navigated to the **Allocation** tab. Please read [this article](#) for more information.

## Werkinstructies

- i** Did you accidentally add the wrong teacher as an assessor? Select the box in front of the name and click **Remove Assessors**. If you remove an assessor after they have started assessing, all of their work will be lost.

## Werkinstructies

# How do I divide students among markers?

[Automatic dividing of assessors](#)[Manual dividing of assessors](#)

**i** This article is only useful if you have selected the **Allocate by candidate** option. Please read the article [How do I set up the marking method?](#) for more information.




**💡** Before you start dividing the students among the assessors, you have to add the assessors to the assessment using [this manual](#).

After you have added assessors to an assessment, you have to divide the assessors among the candidates. You can do this automatically or manually.

## Automatic dividing of assessors

### Manage assessors - World History 2

SettingsAssessorsAllocation

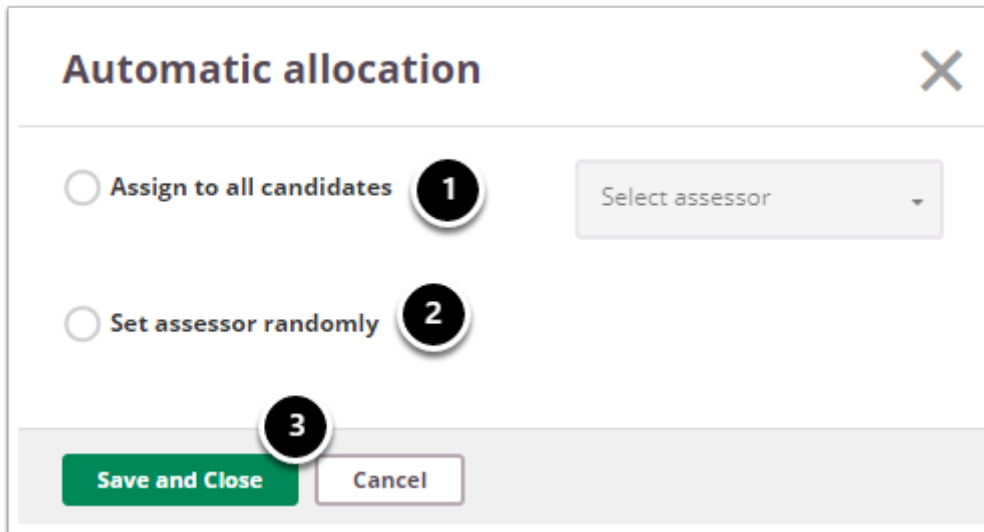
CANDIDATE NAME	USER ID	ASSESSOR 1
 Timo Testkandidaat	timotestkandidaat	<b>Automatic allocation</b>
 Theo Testkandidaat	theotest	Select assessor ▾
 Thea Testkandidaat	theatest	Select assessor ▾

Total 3 item(s) found | Show 50 item(s) per page

SaveCancel

- Click **Automatic allocation**.

## Werkinstructies



**Automatic allocation** [X]

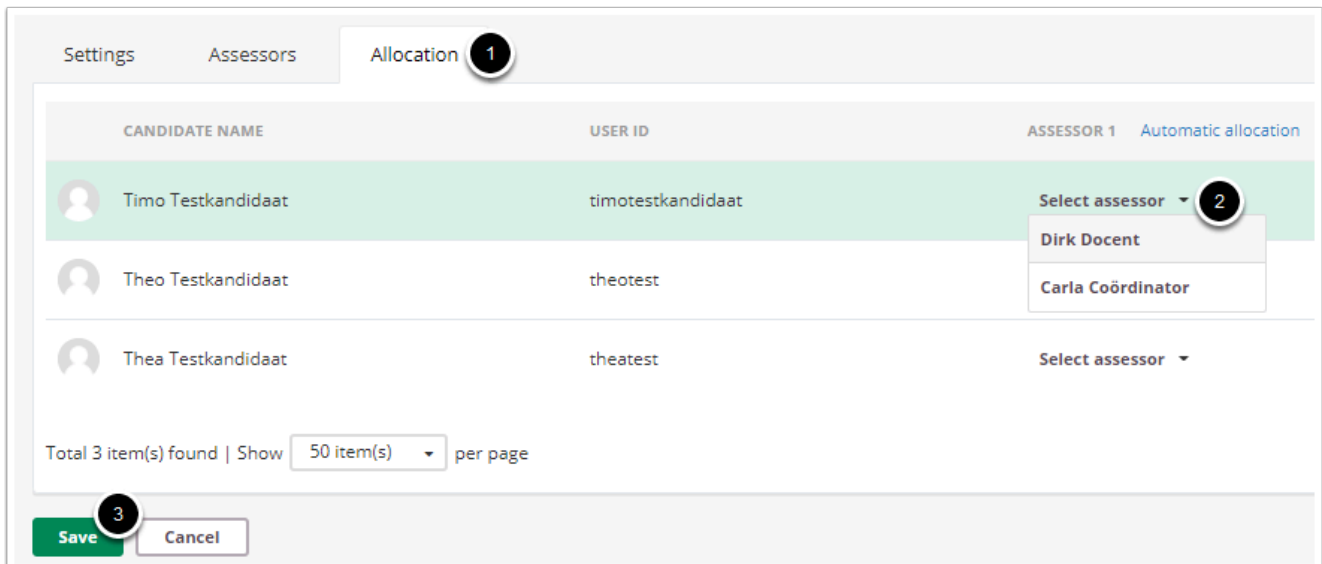
☐ **Assign to all candidates** 1 Select assessor

☐ **Set assessor randomly** 2




3 **Save and Close** Cancel

1. Choose **Assign to all candidates** if one assessor marks all students. Select the relevant assessor.
2. Choose **Set assessor randomly** to divide the students among the different assessors.
3. Click **Save and Close**.

## Manual dividing of assessors



Settings Assessors Allocation 1

CANDIDATE NAME	USER ID	ASSESSOR 1 Automatic allocation
 Timo Testkandidaat	timotestkandidaat	Select assessor 2 Dirk Docent Carla Coördinator
 Theo Testkandidaat	theotest	
 Thea Testkandidaat	theatest	Select assessor

Total 3 item(s) found | Show 50 item(s) per page

3 **Save** Cancel

1. Click the **Allocation** tab.
2. Click **Select assessor** and then click the right assessor for each candidate.
3. Click **Save** at the bottom of the page.

## Werkinstructies

# How do I divide questions among the markers?

[Automatic dividing of assessors](#)[Manual dividing of assessors](#)

**i** This article is only useful if you have selected the **Allocate by Item** option. Please read the article [How do I set up the marking method?](#) for more information.

**💡** Before you start dividing the items among the assessors, you have to add the assessors to the assesment using [this manual](#).

After you have added assessors you have to allocate items to the assessors. This can be done automatically or manually.

## Automatic dividing of assessors



The screenshot shows the 'Allocation' tab of the assessment system. It features a table with three columns: 'ITEM', 'ITEM ID', and 'ASSESSOR 1'. The 'Automatic allocation' button is highlighted with a red box. Below the table, there is a 'Total 3 item(s) found | Show 50 item(s) per page' section and 'Save' and 'Cancel' buttons.

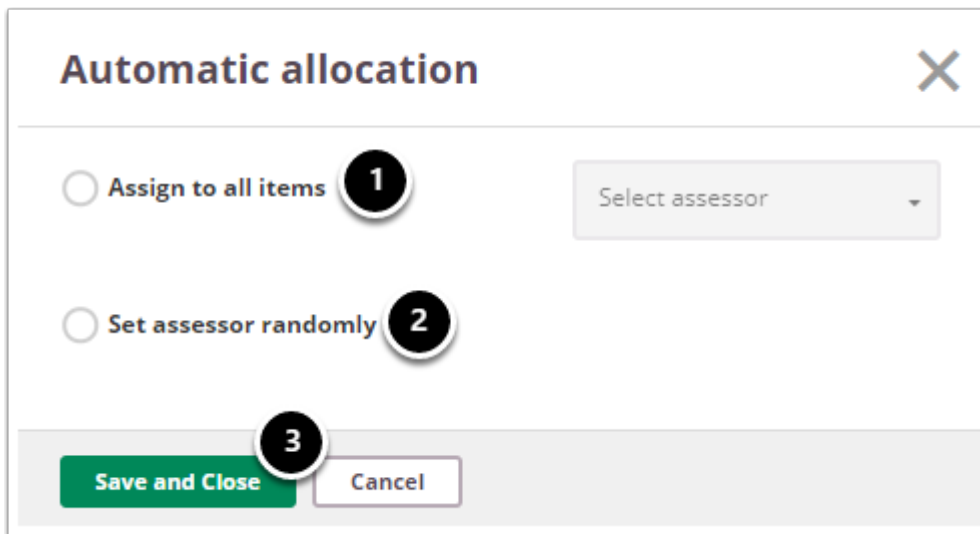
ITEM	ITEM ID	ASSESSOR 1
Beschrijf de theorie van Keynes	T6241-18	Select assessor ▼
Ik wil graag een uitgebreide vraag stellen met meerdere opsommingen: dit is nummer 1 dit is nummer 2 de volgende subvraag zou dan een nieuwe opsomming moeten krijgen dit is wederom nummer 1 n... <a href="#">Show all</a>	N5661-2	Select assessor ▼
Maak een mooi LaTeX overzicht	N5661-3	Select assessor ▼

Total 3 item(s) found | Show 50 item(s) per page

[Save](#) [Cancel](#)

- Click **Automatic allocation**.

## Werkinstructies



**Automatic allocation** [X]

☐ **Assign to all items** **1**

☐ **Set assessor randomly** **2**

**3**

1. Choose **Assign to all items** if you want to assign all items to one assessor. Select the assessor.
2. Choose **Set assessor randomly** if you want to divide the questions amongst the assessors.
3. Click **Save and Close**.

## Manual dividing of assessors



Settings Assessors Allocation **1**

ITEM	ITEM ID	ASSESSOR 1 Automatic allocation	ASSESSOR 2 Automatic allocation
Beschrijf de theorie van Keynes	T6241-18	Select assessor <b>2</b> Dirk Docent	Select assessor
Ik wil graag een uitgebreide vraag stellen met meerdere opsommingen: dit is nummer 1 dit is nummer 2 de volgende subvraag zou dan een nieuwe opsomming moeten krijgen dit is wederom nummer 1 n... <a href="#">Show all</a>	N5661-2	Carla Coördinator	Select assessor
Maak een mooi LaTeX overzicht	N5661-3	Select assessor	Select assessor

Total 3 item(s) found | Show 50 item(s) per page

**3**

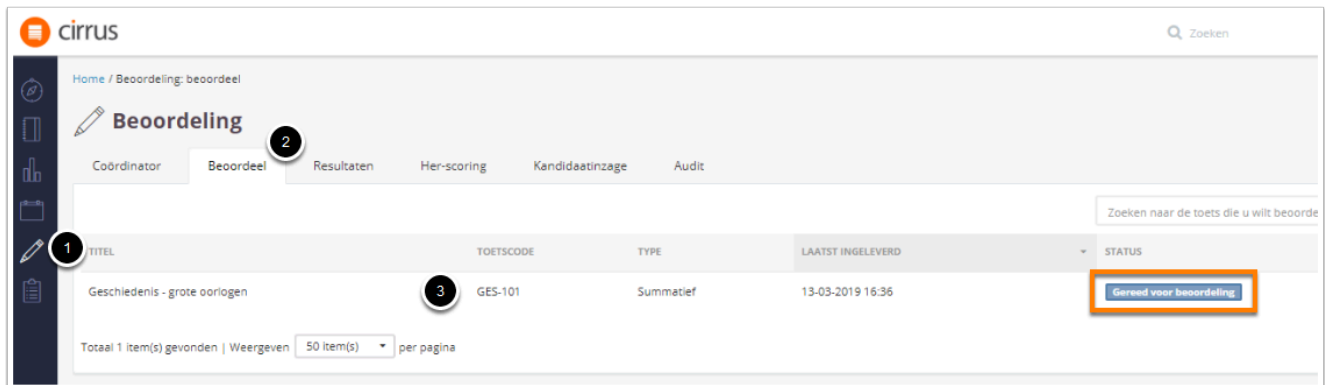
1. Click the **Allocation** tab.
2. Click **Select assessor** and then click the right assessor for each item.
3. Click **Save** at the bottom of the page.



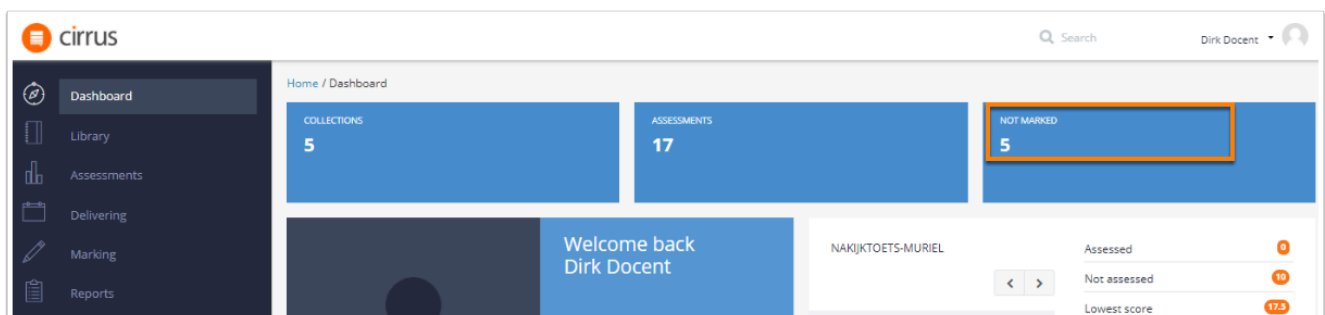
## Werkinstructies

# How do I mark an assessment manually?

Open-ended questions have to be marked manually, for example the Essay type.



1. Click **Marking**.
2. Click on the **Assess** tab.
3. Select the assessment you wish to mark.



Another option is to click on the box **Not Marked** on your **Dashboard** to quickly access the assessments you still need to mark.

# Werkinstructies

Home / Beoordeling: beoordeel / Geschiedenis - grote oorlogen: inzendingen

## Geschiedenis - grote oorlogen - Inzendingen

**Inzendingen** Cijfers

Geselecteerde beoordeling(en) indienen Weergeven: Pogingen die tellen

<input type="checkbox"/>	KANDIDAAT NAAM	GEBRUIKERS-ID	POGING NR.	INGELEVERD	SCORES INGEDIEND	TOTAALSCORE	STATUS
<input type="checkbox"/>	Kandidaat 01	user-01	1	11-03-2019 11:51	n.b.	0	Ingeleverd
<input type="checkbox"/>	Kandidaat 02	user-02	2	11-03-2019 13:19	n.b.	0	Ingeleverd
<input type="checkbox"/>	Kandidaat 03	user-03	1	11-03-2019 11:55	n.b.	0	Ingeleverd
<input type="checkbox"/>	Kandidaat 04	user-04	1	11-03-2019 15:34	n.b.	0	Ingeleverd

- Select the candidate whose answers you want to mark.

NO.	QUESTION	TOTAL SCORE
1	Wie was Marga Klompe	- of 10 Needs scoring
2	Beschrijf het verloop van Operation Market Garden	- of 6 Needs scoring

- Click **Needs marking** behind the question you want to mark. An assessment window will open.

Home / Marking / Essay vragen: submissions / Test Student 03 / View And Mark Questions

Test Student 03 (test-stud03)

**QUESTION 1** (Item ID: G5249-15, Version: 1)

Wie was Marga Klompe

**ANSWER 2**

Characters: 317

Marga Klompé Margaretha Albertina Maria (Marga) Klompé (Arnhem, 16 augustus 1912 – Den Haag, 28 oktober 1986) was een Nederlands politica namens de Katholieke Volkspartij (KVP). In 1956 werd ze de eerste vrouwelijke minister van Nederland. Ze was de eerste vrouw die de eretitel minister van Staat kreeg (1971-1986).

**Scoring**

Progress: 0%

**SCORE**  
(Max score: 10)

3 6 Save

**OVERALL CONCLUSION 4**

**ANNOTATIONS 5**

My annotations

1. You will now see the question you are going to mark.
2. Here you will find the answer the candidate has submitted.
3. Enter the score the candidate will receive for this question.

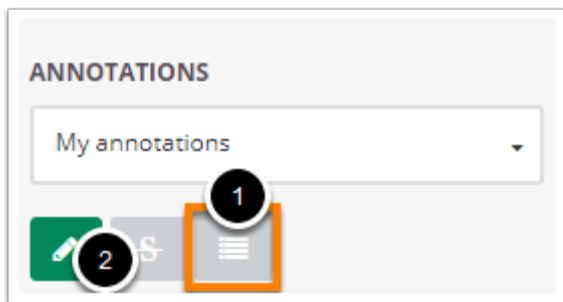
## Werkinstructies

4. Enter a **General Conclusion** about the assessment.
5. Add [Annotations](#) if desired.
6. Save the assessment and review the next question or candidate. See [Save assessment](#) for more information.

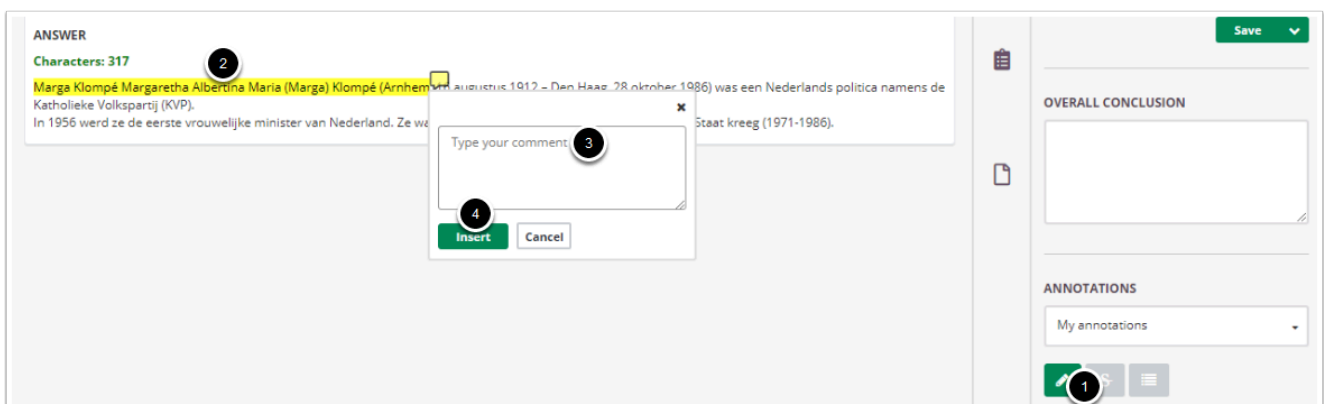
**i** The **Score, General Conclusion and Annotations** will be visible for students when they review the assessment.

## Annotations

You have multiple options when you want to annotate a manually reviewed item.



1. **My annotations** will show all your annotations you have written for this answer. If there are multiple assessors, you can see all annotations here if the examiner has selected this option. The circled box will show the **Annotation overview**, which will also display all remarks.
2. You can also highlight or cross out specific passages of the answer.



1. Select the tool you wish to use.
2. Select the text in the answer you want to comment on.
3. Write down your remark.

## Werkinstructies

4. Click **Add** to add your remark to the answer.

Repeat these steps if you want to add multiple remarks.

### Save assessment

When you are finished with the assessment of a question, you will have to save it. The way you are marking determines how you will proceed.

- Review the answers for each question for all of the students? See [How do I mark an assessment horizontally \(meaning each question for all students\)?](#)
- Review all questions for one student at a time? See [How do I mark an assessment vertically \(meaning all questions for each student\)?](#)

## Werkinstructies

# How do I automatically mark an assessment?

**i** When an exam only contains closed questions, Cirrus will automatically mark the assessment. You do not need to mark the exam.

**i** If an assessment contains an open question, this question will need to be marked manually. Look at '[How do I mark an assessment manually?](#)' for more information.

In the case of automatically marked question, as a teacher you:

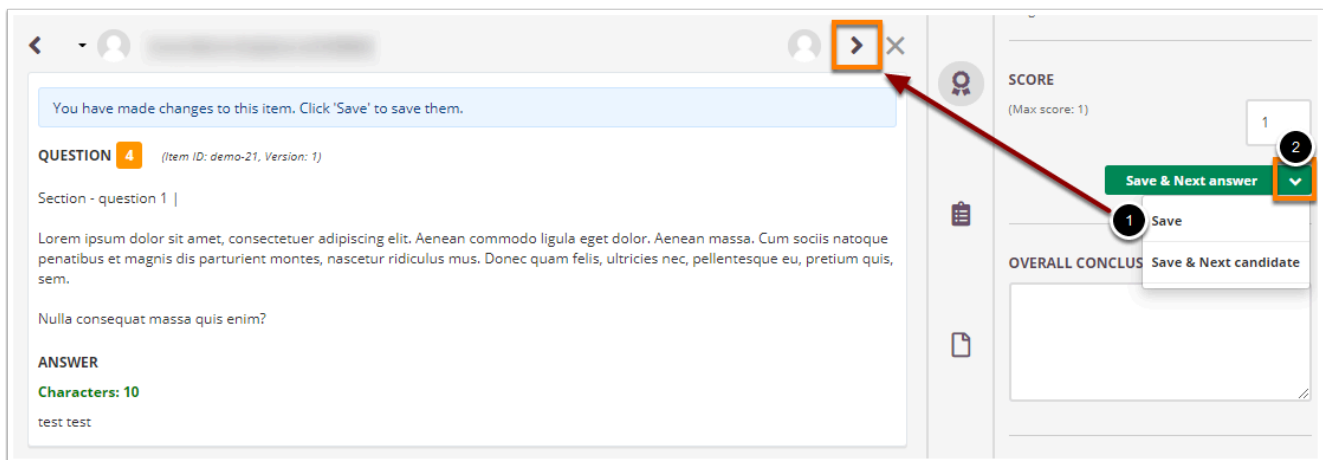
- **Cannot:** mark the questions.
- **Can**(depending on your role in Cirrus):
  - **Add assessors:** see the article '[How do I add assessors to an assessment?](#)' for more information.
  - **Rescore:** Look at '[How do I rescore \(part of\) an exam?](#)'.
  - **Publish the results:** the results of an automatically marked exam are always published. No special action is required.
  - **View results:** Look at '[How can I view the results of the assessment after I have marked it?](#)' for more information.

# How do I mark an assessment horizontally (meaning each question for all students)?

The article [How do I mark an assessment manually?](#) will give you information on how to mark Essay questions. Please refer to this manual for more information about starting your assessment.

This article will describe how you can mark assessments horizontally, meaning you mark one question for all students and then mark the next question, again for all students, etc.

If you prefer marking assessment per candidate, please read the article [How do I mark an assessment vertically \(meaning all questions for each student\)?](#)



There are two ways to navigate to the next candidate to mark the same question:

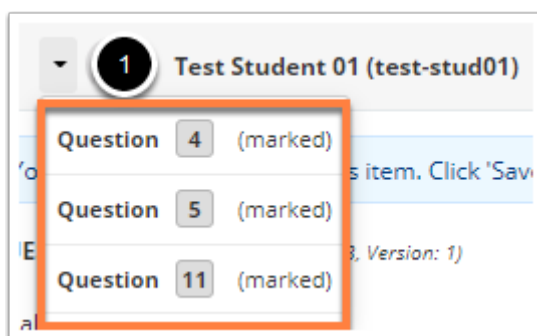
1. After you have entered the score, click **Save assessment** and then **the > symbol**. You will be navigated to the assessment screen of the next student for the same question.
2. After you have entered the score, click **the V symbol** and then click **Save assessment & next candidate**.

# How do I mark an assessment vertically (meaning all questions for each student)?

The article [How do I mark an assessment manually?](#) will give you information on how to mark Essay questions. Please refer to this manual for more information about starting your assessment.

This article will describe how you can mark assessments vertically, meaning you mark all questions for one student and then mark all questions for the next student, etc.

If you prefer marking assessment per question, please read the article [How do I mark an assessment horizontally \(meaning each question for all students\)?](#)



Navigating to the next question can happen in two ways:

1. After you have entered the score, click **Save assessment** and click on the arrow next to the student's name. Select the question you want to assess. You will be navigated to the review window for the next question of the same student.

## Werkinstructies

2. After you have entered the score, click **the V symbol** and then click **Save assessment & next answer**.



## Werkinstructies

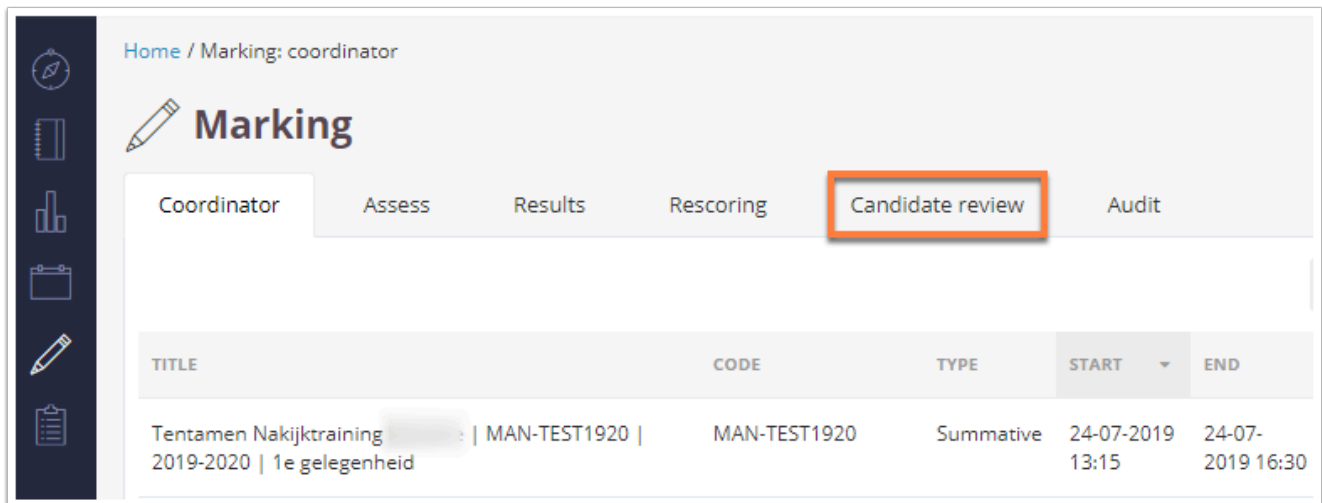
# How do I plan a review for a candidate?

[Create candidate review](#)[Add candidates](#)[Options](#)

## Create candidate review

With the candidate review you can show the exam, complete with individually given answers and your annotations as well as the scores, to the students who have participated. Each student will be able to see the assessment on their own account. You can determine how:

- Go to **Marking** in the navigation bar on the left.



Home / Marking: coordinator

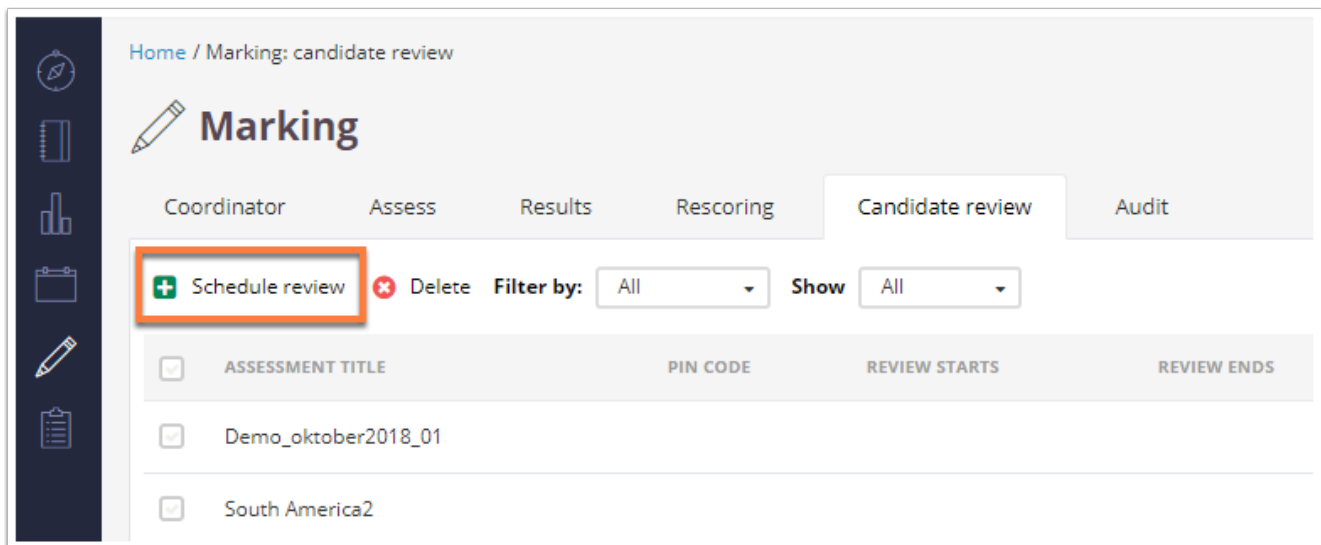
**Marking**

Coordinator Assess Results Rescoring **Candidate review** Audit

TITLE	CODE	TYPE	START	END
Tentamen Nakijktraining :   MAN-TEST1920   2019-2020   1e gelegenheid	MAN-TEST1920	Summative	24-07-2019 13:15	24-07- 2019 16:30

- Click on the **Candidate review** tab.

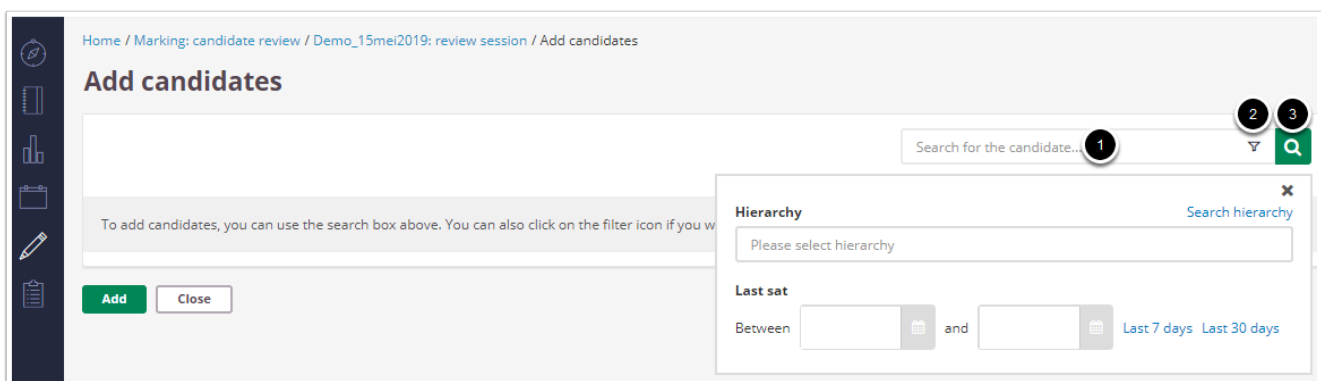
# Werkinstructies



- Click **Schedule review**.
- Search for the right exam and click on the title.
- Click **Schedule review** again on the top right in the next screen.

## Add candidates

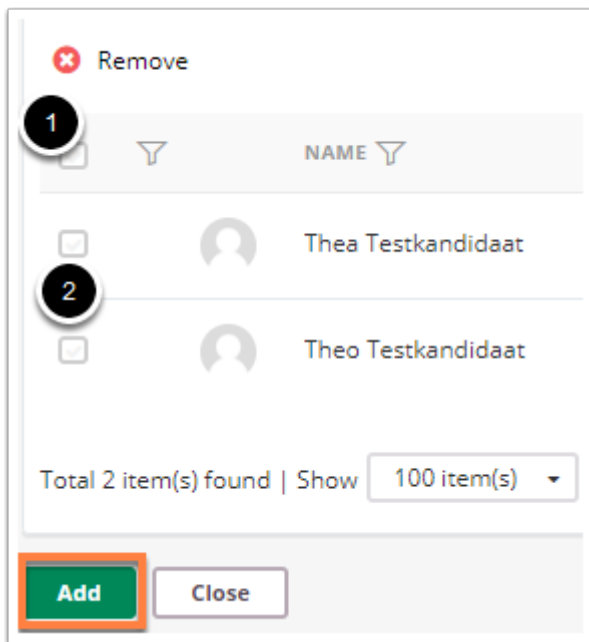
- Go to the **Candidates** tab.
- Click **Add candidates**.



There are multiple ways to find a candidate:

1. Enter the candidate's name in the search bar.
2. Click on the filter symbol and then click **Search hierarchy**. You can now browse through the hierarchies until you have found the level of your assessment. Confirm your choice by clicking **Choose**.
3. Click the **green magnifying glass** to perform the action.

# Werkinstructies



1. Select all students from the list by clicking the box at the top.  
or
2. Select single students by clicking the box next to their name.

Confirm the selection by clicking **Add** at the bottom of the page.

If you click **Close** you will return to the review overview page.

The selected candidates have now been added to the review.

## Options

- Click on the **Options** tab.

# Werkinstructies

Home / Marking: candidate review / South America2

**South America2**

Candidates Options **1**

**REVIEW PERIOD**

☐ Always  
The results will always be available on the candidate dashboard.

☐ Set time span  
The results can only be viewed within a certain period.

**CANDIDATE EXPERIENCE** **2**

☒ Show only passed/failed  
Shows only if the candidate passed or failed

☐ Summary  
Shows the questions and whether the candidate answered (in)correctly.

☐ Detailed  
Shows the correct answer to each question

☐ Show only incorrect/partially correct answers  
Show only the questions the candidate answered incorrect or partially correct

☐ Score report  
Shows the subject achievement

☐ Show learning objectives  
Shows the learning objective achievement

**FEEDBACK** **3**

☐ Show annotations  
Selecting this option will allow the candidate to see the annotations of the assessor(s).

**SECURITY** **4**

☐ Lock-down browser  
Selecting this option forces the candidates to review the results in lock-down mode. This is useful for high-stakes assessments.

☒ Use pin code   
Selecting this option will add an extra layer of security by using a pin code that candidates must enter.


**5**


1. Enter a review period.
  - **Always** means that the review will be shown on the student accounts permanently. This action cannot be reversed.
  - **Set time span** means the review will be visible for a specific amount of time. Choose a start time and end time (to be sure, add a buffer of about an hour for the end time). This is the recommended setting.
2. Select the desired candidate experience.
  - **Summary** will only show the questions and the points achieved.
  - **Detailed** will show the questions, the answers provided, the right answers, and the achieved points. This is the recommended setting.
  - **Score report** will show a brief overview of the results as well as an overview of the accomplishments based on the learning objective goals.
3. Add **Feedback**.
  - **Show annotations** means the student will be able to see the annotations and remarks the assessor has added for open questions.
4. Add **Security**.
  - **Lock-down browser** limits the review to specific computers, meaning it cannot be viewed on other devices. Do not use this option without consulting the faculty coordinator!
  - **Use pin code** to make the review available only after you have entered a pin code at the beginning of the session. This way you can limit the access to the review

## Werkinstructies

(and the exam questions) to the people who are present in class. This is the recommended setting.

5. Click **Save**.
6. Click **Schedule** to confirm the review and make the planning final.
  - Remember that you should NOT select '**Send email to candidates.**'
  - Below **To Do** you will see if you have forgotten a setting before you make the planning final.
  - Click **Schedule** again.

 The review has now been sent to the student accounts and will become active at the time you have set up.

 Click here for more information about [starting the review itself](#).

# How can students review their work on their own computer?

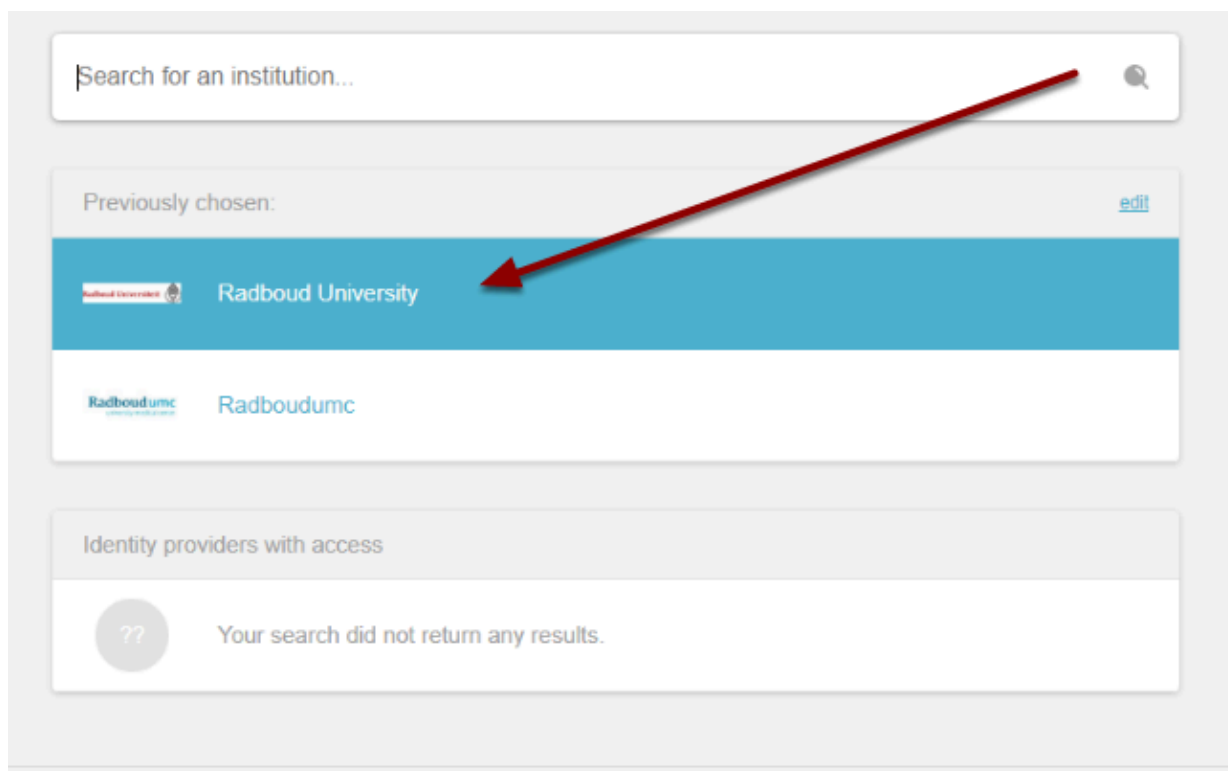
## Start up Cirrus

Go to <https://cirrus.ru.nl/>

- i** Please note that this address only has to be used if the review takes place on a chromebook or pc that is NOT facilitated by the RU exam bureau. If this is the case, the computer will be set up with the Cirrus startpage.

## Login

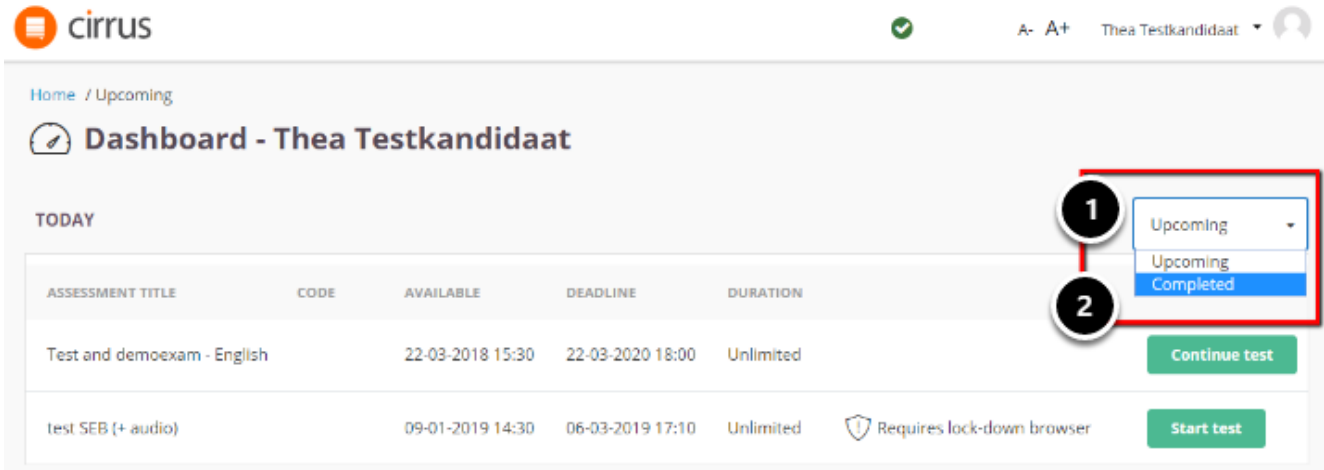
- Click **Login with SURFconext**.



- Select **Radboud University**.
- Student can log in using their s-, e- or z-number and corresponding password.

# Werkinstructies

## To the review



Home / Upcoming

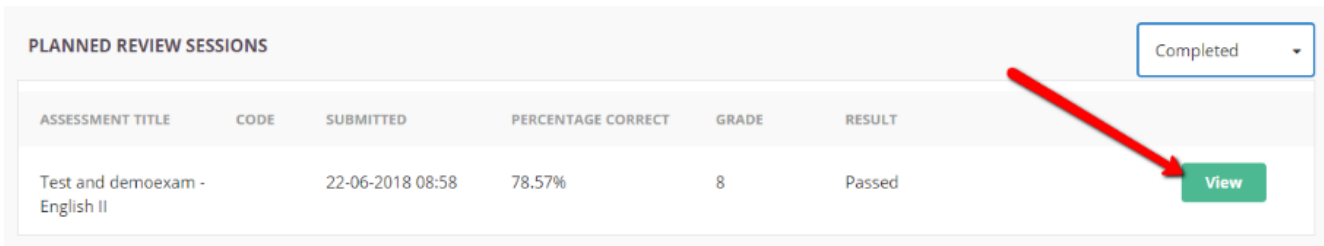
### Dashboard - Thea Testkandidaat

TODAY

ASSESSMENT TITLE	CODE	AVAILABLE	DEADLINE	DURATION	
Test and demoexam - English		22-03-2018 15:30	22-03-2020 18:00	Unlimited	<a href="#">Continue test</a>
test SEB (+ audio)		09-01-2019 14:30	06-03-2019 17:10	Unlimited	<a href="#">Start test</a>

Requires lock-down browser

1. Students go to the homepage of their account and then click **Upcoming** on the right.
2. Choose the option **Completed**.



PLANNED REVIEW SESSIONS

Completed

ASSESSMENT TITLE	CODE	SUBMITTED	PERCENTAGE CORRECT	GRADE	RESULT	
Test and demoexam - English II		22-06-2018 08:58	78.57%	8	Passed	<a href="#">View</a>

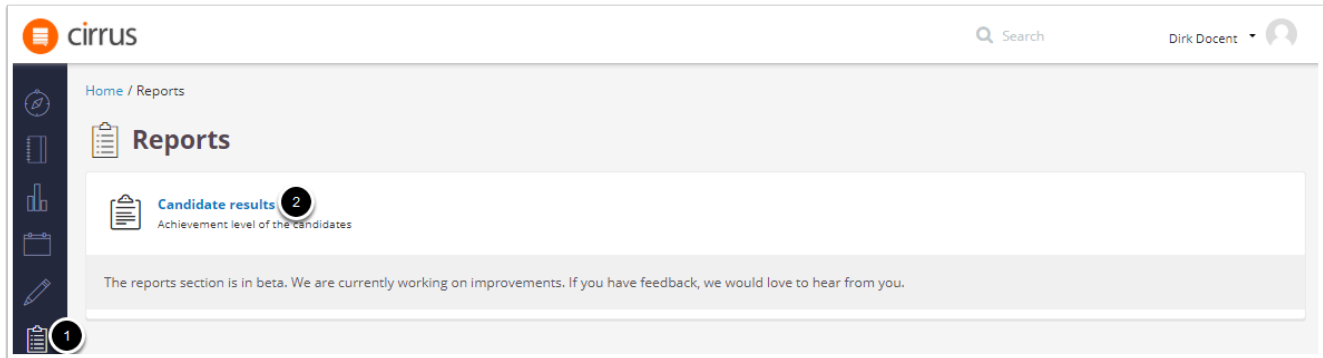
- Here the student will find the review. When the planned time starts, the student can click **View** on the right.
- The student will have to enter the pin code (which you have given then) and then they can start the review.

# Reports & analysis

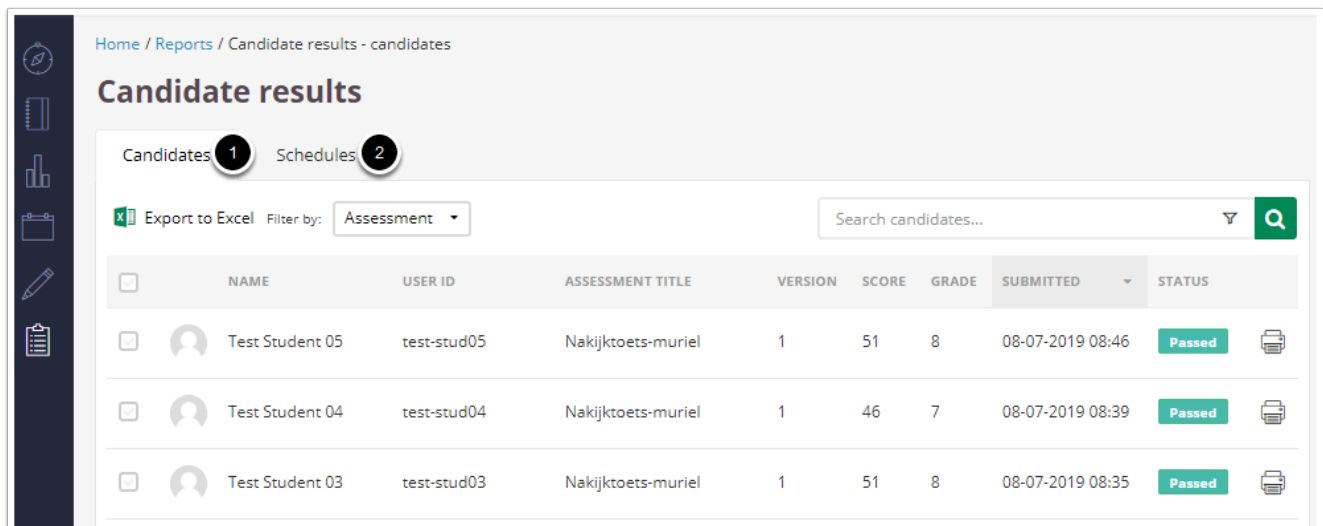


## Werkinstructies

# How can I view the results of the assessment after I have marked it?



1. Click **Reports**.
2. Click **Candidate results**.



1. On the **Candidates** tab you will see the results for each student. This list can be filtered, so you will only see the results of specific exams.
2. The **Schedules** tab will show you the results for each exam. This list can be filtered on the date the exam was taken.

# Werkinstructies

## Candidates tab

Home / Reports / Candidate results - candidates

### Candidate results

Candidates Schedules

Export to Excel Filter by: Assessment 1 3 Search candidates...

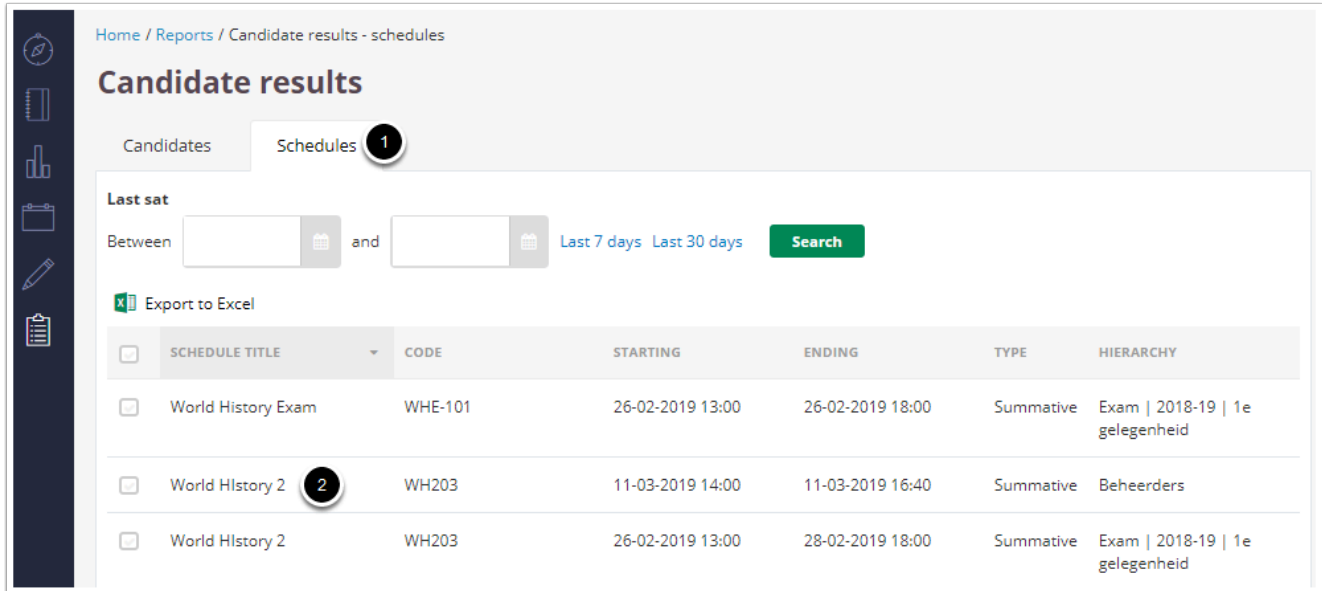
NAME	VERSION	SCORE	GRADE	SUBMITTED	STATUS
Bert Kandida...	1	39.33	7	29-01-2018 13:31	Passed
Dirk Kandida...	1	3	2	29-01-2018 00:58	Failed
Caroline Kand...	1	9	5	29-01-2018 00:55	Failed
Bert Kandida...	1	10	5	29-01-2018 00:51	Failed
Andrea Kandic...	1	13	7	29-01-2018 00:48	Passed
Andrea Kandic...	1	40.0	7	25-01-2018 23:11	Passed

Total 6 item(s) found | Show 50 item(s) per page

1. Click **Assessment**.
2. Check the box next to the exam of which you want to see the results.
3. Click anywhere in the white area to close the window. The list now only consists of the filtered exam.

# Werkinstructies

## Schedules tab




Home / Reports / Candidate results - schedules

### Candidate results

Candidates Schedules **1**

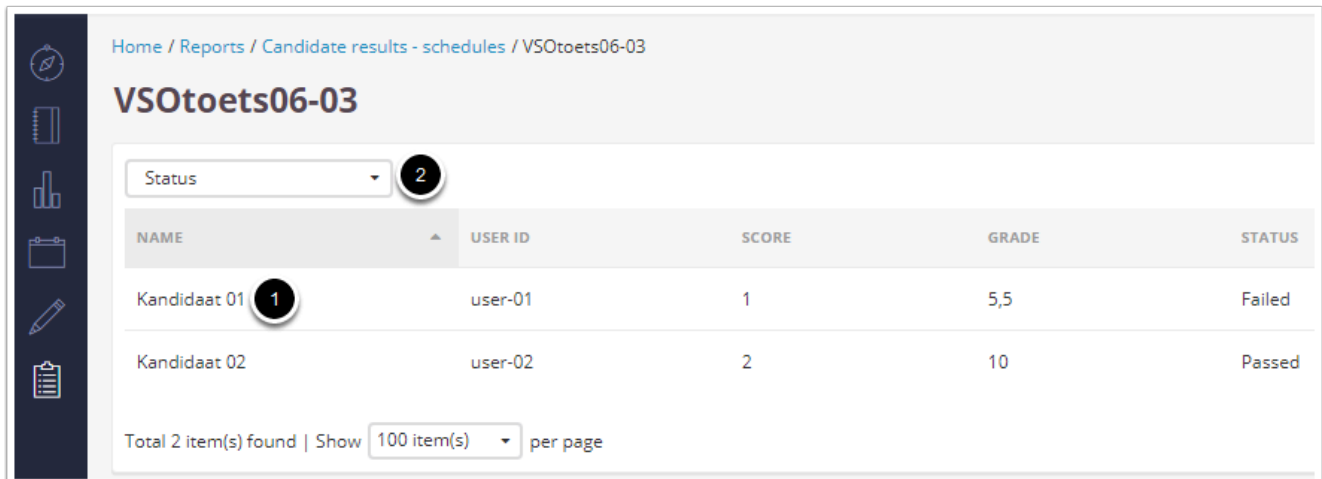
Last sat

Between  and  [Last 7 days](#) [Last 30 days](#) [Search](#)

 Export to Excel

<input type="checkbox"/>	SCHEDULE TITLE	CODE	STARTING	ENDING	TYPE	HIERARCHY
<input type="checkbox"/>	World History Exam	WHE-101	26-02-2019 13:00	26-02-2019 18:00	Summative	Exam   2018-19   1e gelegenheid
<input type="checkbox"/>	World History 2 <b>2</b>	WH203	11-03-2019 14:00	11-03-2019 16:40	Summative	Beheerders
<input type="checkbox"/>	World History 2	WH203	26-02-2019 13:00	28-02-2019 18:00	Summative	Exam   2018-19   1e gelegenheid

1. Click the **Schedules** tab. You will now see an overview of all exams.
2. Click on the desired exam.



Home / Reports / Candidate results - schedules / VSOtoets06-03

### VSOtoets06-03

Status **2**

NAME	USER ID	SCORE	GRADE	STATUS
Kandidaat 01 <b>1</b>	user-01	1	5,5	Failed
Kandidaat 02	user-02	2	10	Passed

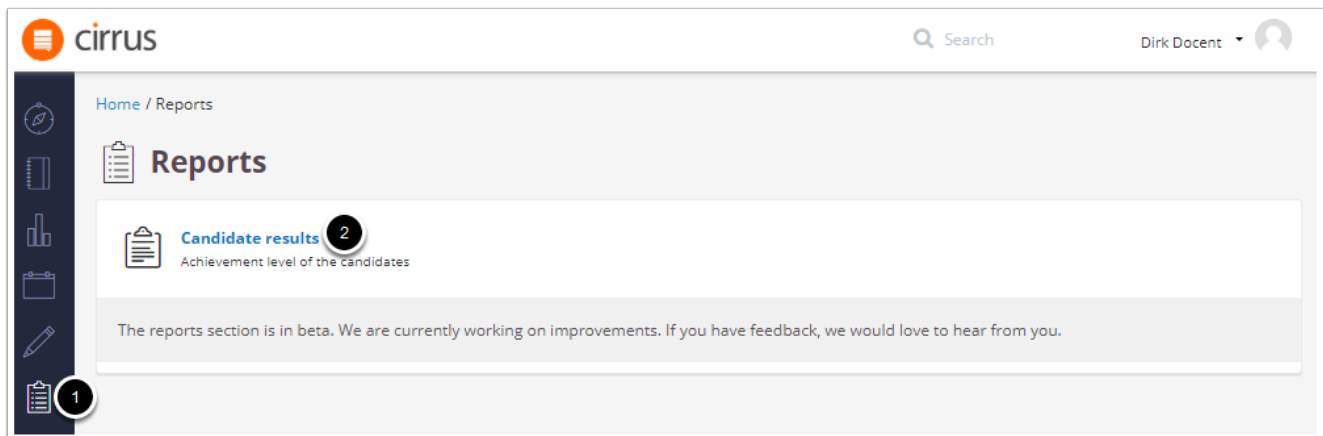
Total 2 item(s) found | Show 100 item(s) per page

1. You are now in the window of the exam that contains the results for each student. You can click on the candidate to get a detailed overview of this candidate's results.
2. Click **Status** to filter the results for the **Failed**, **Passed**, or **Not assessed** candidates.

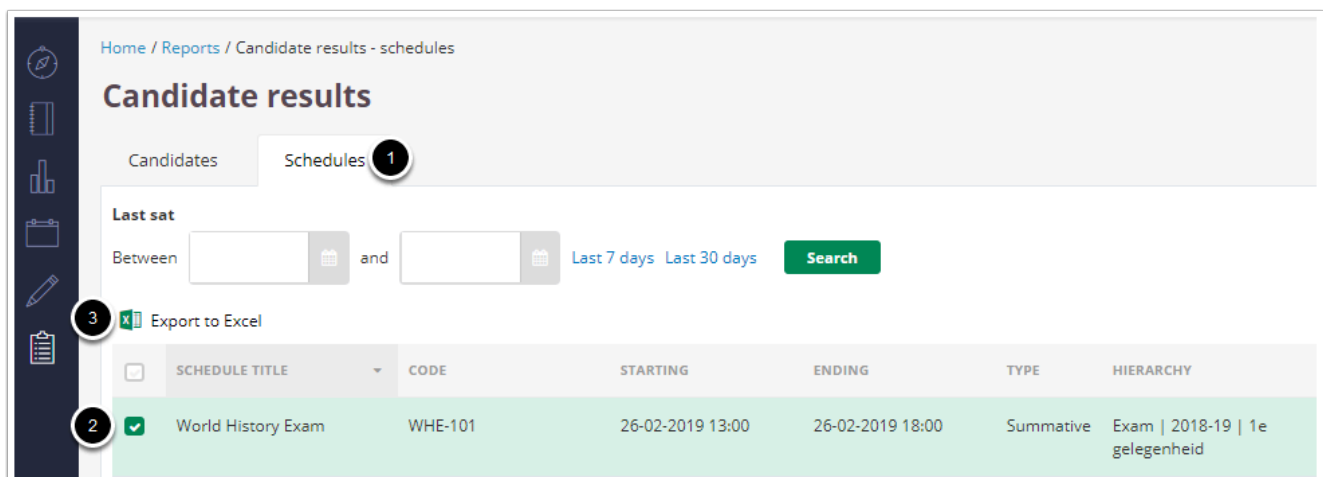
## Werkinstructies

# How do I export the results of the assessment to Excel?

As soon as exam results have been published, Cirrus offers several reports about the results. These reports can be exported to Excel.



1. Click **Reports**.
2. Click **Candidate results**.



1. Click **Schedules**.
2. Select the exams of which you want to download the results.
3. Click **Export to Excel**.

# Werkinstructies

[Home](#) / [Reports](#) / [Reports: Candidate results - Schedules](#) / [Export](#)

## Export

**EXPORT TO EXCEL** 1  
Select what you want to export to an Excel file

☐ Candidates scores  
Shows the total score the candidate scored on each question.

☐ Candidate answers  
Shows the alternative(s) the candidate answered on each question. Only works for appropriate question types - see our knowledge base on exporting questions via the link on the bottom left of your screen.

☐ Candidate results - extended  
Shows the results for each candidate including answers on essay questions and comments from assessors

☐ Candidates results  
Shows the results for each candidate including total score, grade and whether the candidate passed or not.

☐ Candidates results including registration form data  
Shows the results for each candidate including total score, grade, and whether the candidate passed or not. In addition it shows what the candidate answered to the registration form.

☐ Including seed items

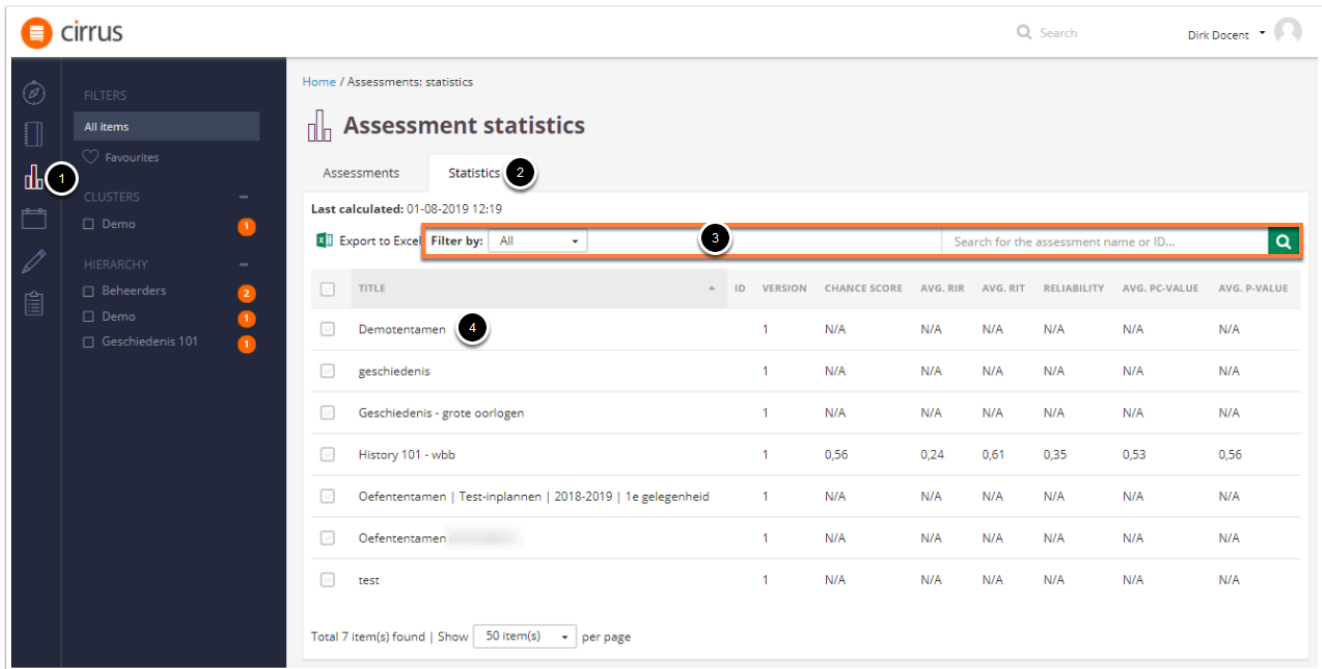
2 **Export**

1. Select one of the options to generate an Excel report.
2. Click **Export**. The report will be downloaded onto your computer instantly.

## Werkinstructies

# How do I analyse the assessment results?

It is possible to review the results and psychometric values of each individual assessment and/or question.



The screenshot shows the Cirrus web application interface for 'Assessment statistics'. The left sidebar contains a 'FILTERS' section with 'All Items' selected (callout 1). The main area has tabs for 'Assessments' and 'Statistics' (callout 2). Below the tabs, there is a 'Last calculated' timestamp and an 'Export to Excel' button. A 'Filter by' dropdown menu is set to 'All' (callout 3). A search bar is present with the placeholder text 'Search for the assessment name or ID...'. Below this is a table of assessment statistics. The first row is highlighted, and the first cell of the table is circled with a callout 4.

TITLE	ID	VERSION	CHANCE SCORE	AVG. RIR	AVG. RIT	RELIABILITY	AVG. PC-VALUE	AVG. P-VALUE
Demotentamen	1	1	N/A	N/A	N/A	N/A	N/A	N/A
geschiedenis	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Geschiedenis - grote oorlogen	1	1	N/A	N/A	N/A	N/A	N/A	N/A
History 101 - wbb	1	0,56	0,24	0,61	0,35	0,53	0,56	
Oefententamen   Test-inplannen   2018-2019   1e gelegenheid	1	N/A	N/A	N/A	N/A	N/A	N/A	
Oefententamen	1	N/A	N/A	N/A	N/A	N/A	N/A	
test	1	N/A	N/A	N/A	N/A	N/A	N/A	

Total 7 item(s) found | Show 50 item(s) per page


1. Click **Assessments**.
2. Click **Statistics**.  
An overview will appear containing all assessments of which you can see the statistics. You will also see several statistics for the entire assessment.
3. It is possible to filter on:
  - All
  - Summative
  - Formative
  - Mixed
 It is also possible to **search for an assessment or ID**.
4. Select the assessment of which you want to analyse the results by clicking on the name.

# Werkinstructies

Home / Assessments: statistics / History 101 - wbb: versions

## Versions overview - History 101 - wbb

Last calculated: 11-04-2019 10:04

 Export to Excel

<input type="checkbox"/>	TITLE	VERSION	CREATED	CHANCE SCORE	AVG. RIR	AVG. RIT	RELIABILITY	AVG. PC-VALUE	AVG. P-VALUE	PUBLISHED	STATUS
<input type="checkbox"/>	➔ History 101 - wbb	1	19-03-2019 18:25 by [redacted]	0,56	0,24	0,61	0,35	0,53	0,56	Yes	Live


Total 1 item(s) found | Show 100 item(s) per page

- You will be navigated to a Version overview of the assessment.
- Select the assessment again by clicking the name to proceed.

Home / Assessments: statistics / History 101 - wbb: versions / History 101 - wbb: forms

## Forms overview - History 101 - wbb

Last calculated: 11-04-2019 10:04

 Export to Excel

<input type="checkbox"/>	TITLE	CHANCE SCORE	AVG. RIR	AVG. RIT	RELIABILITY	AVG. PC-VALUE	AVG. P-VALUE
<input type="checkbox"/>	History 101 - wbb	0,56	0,24	0,61	0,35	0,53	0,56


Total 1 item(s) found | Show 100 item(s) per page

- You will now be navigated to the Forms overview of the assessment.
- Select the assessment again by clicking the name to proceed.

Home / Assessments: statistics / History 101 - wbb: versions / History 101 - wbb: forms / History 101 - wbb: Items

## Items overview - History 101 - wbb

Last calculated: 11-04-2019 10:04

 Export to Excel Filter by: All

<input type="checkbox"/>	#	QUESTION	ITEM ID	VERSION	TYPE	CHANCE SCORE	RIT	RIR	PC	P	ANSWERED	GIVEN ANSWERS	STATUS
<input type="checkbox"/>	1	Please select the correct answers from the drop-down	W9397-3	1	Select from list	0,56 (11%)	0,81	0,56	0,33	0,40	5		OK 🔍
<input type="checkbox"/>	2	In what year did Christopher Columbus discover America?	W9397-2	2	Numeric	N/A (N/A)	0,17	0	N/A	0,60	5		OK 🔍
<input type="checkbox"/>	3	Match import figures from history to the correct country	W9397-1	2	Match	N/A (N/A)	0,84	0,17	0,67	0,67	5		OK 🔍

Total 3 item(s) found | Show 100 item(s) per page

- You will now be navigated to the Item overview where the psychometric values are shown for each question.

## Werkinstructies

- It is possible to **Filter by** question type.

### Export results

For each tab you will have the possibility to select one or multiple boxes. This data will then be exported to Excel. This means you can download and analyse on an assessment level, but also on an item level.



## Werkinstructies

# How do I receive support when I want to analyse my exam results?

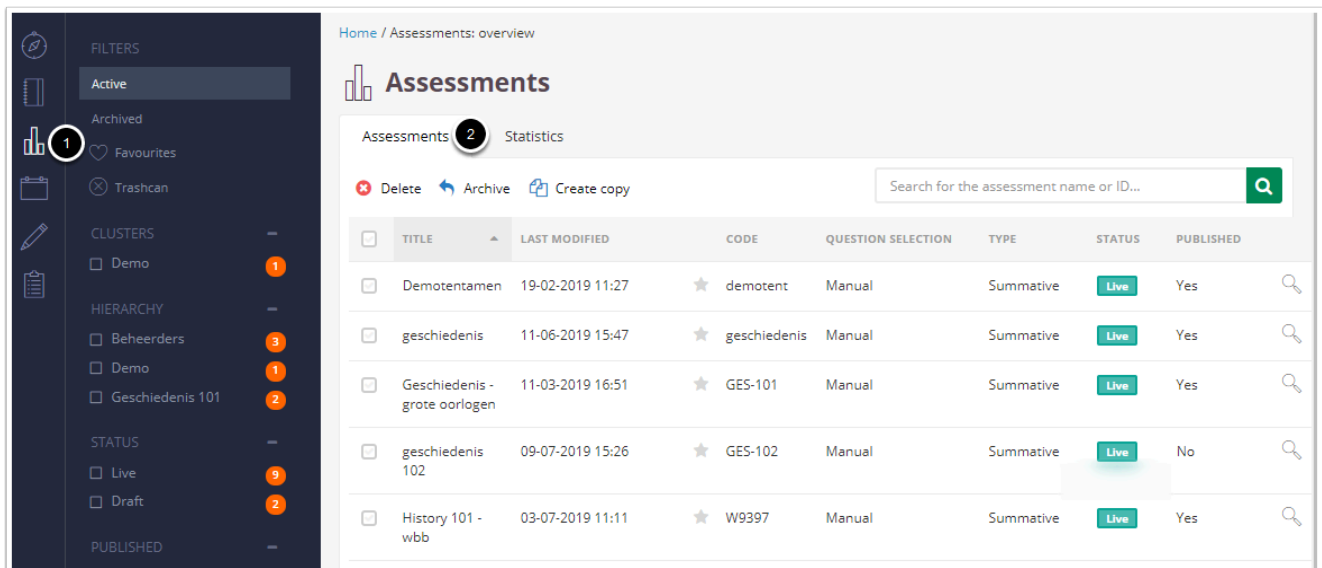
Do you want to receive help when you are analysing your exam results? Please contact [the educational support staff of your faculty](#).

## Werkinstructies

# How do I create an assessment overview for the course file?

The assessment overview as described in this manual provides the following information:

- Assessment information
- Settings
- Candidate experiences
- Safety
- Title
- Item ID
- Version
- Question type
- Goals
- Taxonomy
- SCORINGSREGEL
- Score
- status



Home / Assessments: overview

### Assessments

Assessments **2** Statistics

[Delete](#)
[Archive](#)
[Create copy](#)

Search for the assessment name or ID...

	TITLE	LAST MODIFIED	CODE	QUESTION SELECTION	TYPE	STATUS	PUBLISHED
<input type="checkbox"/>	Demotentamen	19-02-2019 11:27	★ demotent	Manual	Summative	Live	Yes
<input type="checkbox"/>	geschiedenis	11-06-2019 15:47	★ geschiedenis	Manual	Summative	Live	Yes
<input type="checkbox"/>	Geschiedenis - grote oorlogen	11-03-2019 16:51	★ GES-101	Manual	Summative	Live	Yes
<input type="checkbox"/>	geschiedenis 102	09-07-2019 15:26	★ GES-102	Manual	Summative	Live	No
<input type="checkbox"/>	History 101 - wbb	03-07-2019 11:11	★ W9397	Manual	Summative	Live	Yes

1. Navigate to **Assessments**.

# Werkinstructies

2. You will be navigated to the **Assessmentstab**. Here you will find an overview of all assessments that have been created. Select the assessment of which you want to retrieve the rubric.

Home / Assessments / Edit assessment

Share

Edit publish settings

1

Demotentamen - Information

Information

Options

Question Selection

Generate Assessment

GENERAL INFORMATION

Title

Demotentamen

Code

demotent

External ID

Create new version

View history

Preview

1. Click the three dots-icon.
2. Click **Example**.  
You will be navigated to the **Author** tab.
3. Use your keyboard to type the combination CTRL+P.

Print
6/18/2019
Cirrus assessment

Total: 2 pages

Save Cancel

---

Destination Save as PDF

Pages All  
☐ e.g. 1-5, 8, 11-13

Layout Landscape

More settings

Paper size A4  
Pages per sheet 1  
Margins Default  
Scale 60  
Options ☒ Headers and footers  
☐ Background graphics

Auteur (author)
Kandidaat (candidate)

---

### TOETSINFORMATIE

<b>Titel:</b> Geschiedenis - grote vragen	<b>Tentamenid:</b> QPS-101
<b>Toetssoort:</b> Samenvatting	<b>Cluster:</b> Geen cluster
<b>Vraagsoorten:</b> Handmatig	<b>Mitspraken:</b> Behoudens

**Waarom:** Je krijgt 20 minuten om de vijf openvragen te maken.

**Alleen:** Dit tentamen is afgesloten.

---

### INSTELLINGEN

<b>Opties verbergen (opties ingeschakeld):</b> Nee	<b>Bewerkingssnelheid:</b> 0,001 tot 1,000.000
<b>Percentage van de vragen:</b> 40-60%	<b>Prioriteitsvolgorde voor originele of aanvullende antwoorden:</b> Nee
<b>Paging:</b> Ongelukkig	<b>Paging de web:</b> Lijst met paging
<b>Tijds limieten:</b> Ongelukkig	

---

### KANDIDATENERAVERING

<b>Resultaten weergeven:</b> Wanneer bescheiden logaal?	<b>Feedback:</b> Op alternatieven
<b>Vraagsoorten:</b> Wijze navigatie toegestaan	
<b>Vragen in volgorde van volgorde:</b> Nee	

---

### VEILIGHEID

<b>Licentieovereenkomst:</b> Nee	<b>Fisicaal:</b> Nee
----------------------------------	----------------------

---

Totaal score: N/A

TITEL	ITEM ID	VERSIE	VRAAGTYPE	LEERDOELEN	TAXONOMIE	SCORINGSREGL	SCORE	STATUS
De slag om Arnhem Beschrijf in detail hoe de slag om Arnhem is verlopen. Gebruik hiervoor max 10000 woorden.	E8739-1	1	Essay		Kennis	Dichotoom	20	<span style="color: green;">Live</span>
Beschrijf de gebeurtenissen die plaatsvonden op 7 december 1941	E8739-2	1	Essay		Kennis	Dichotoom	20	<span style="color: green;">Live</span>
Beschrijf hoe de tweede wereld oorlog is begonnen?	E8739-3	1	Essay		Kennis	Dichotoom	20	<span style="color: green;">Live</span>
Beschrijf in detail het begin van de 80 jarige oorlog	E8739-4	1	Essay			Dichotoom	20	<span style="color: green;">Live</span>

<https://radboudtraining.cirrusplatform.com/authorapp#/assessments/item/Sc862f9114372b0a14c6909b/editorPreview/Sc862f9114372b0a14c6909c>

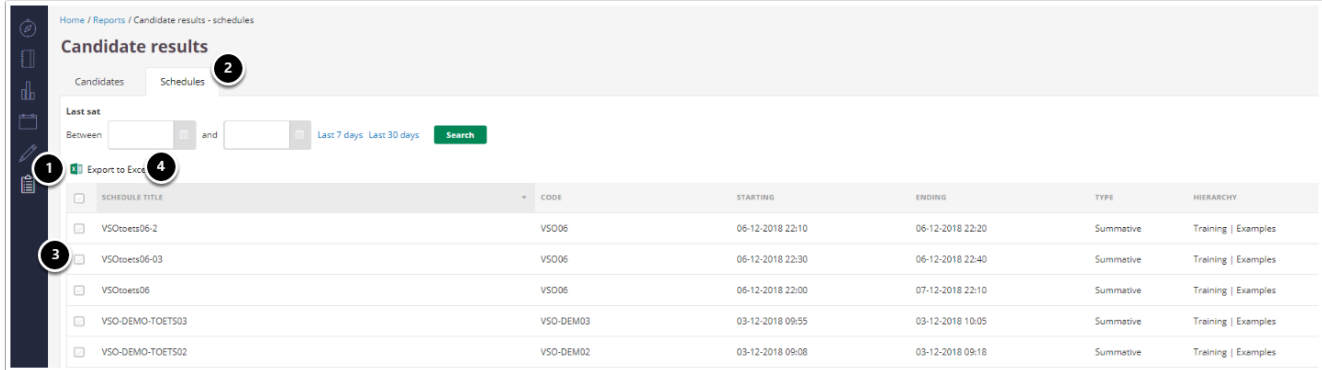
1/2

A Print Preview will appear.

1. Make sure you have selected the 'Save as PDF' option.
2. Make sure the **layout** setting is **Landscape**; this way you can fit more information on one page.
3. Use the **Scale** to make sure the data is visible.

## Werkinstructies

# How do I export the results from Cirrus to Osiris?



Home / Reports / Candidate results - schedules

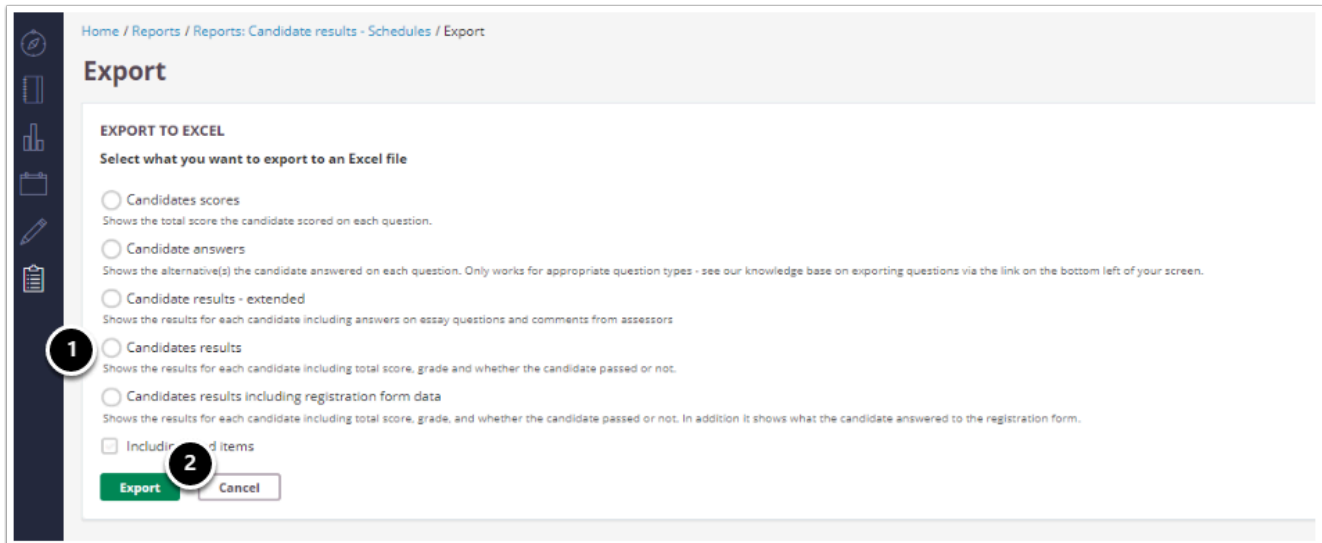
### Candidate results

Candidates Schedules

Last set  
Between  and  Last: 7 days Last: 30 days

SCHEDULE TITLE	CODE	STARTING	ENDING	TYPE	HIERARCHY
VSOtoets06-2	VSO06	06-12-2018 22:10	06-12-2018 22:20	Summative	Training   Examples
VSOtoets06-03	VSO06	06-12-2018 22:30	06-12-2018 22:40	Summative	Training   Examples
VSOtoets06	VSO06	06-12-2018 22:00	07-12-2018 22:10	Summative	Training   Examples
VSO-DEMO-TOETS03	VSO-DEMO03	03-12-2018 09:55	03-12-2018 10:05	Summative	Training   Examples
VSO-DEMO-TOETS02	VSO-DEMO02	03-12-2018 09:08	03-12-2018 09:18	Summative	Training   Examples

1. Click **Reports**.
2. Click **Schedules**.
3. Select the exam of which you want to export the results.
4. Click **Export to Excel**.



Home / Reports / Reports: Candidate results - Schedules / Export

### Export

**EXPORT TO EXCEL**

Select what you want to export to an Excel file

☐ Candidates scores  
Shows the total score the candidate scored on each question.

☐ Candidate answers  
Shows the alternative(s) the candidate answered on each question. Only works for appropriate question types - see our knowledge base on exporting questions via the link on the bottom left of your screen.

☐ Candidate results - extended  
Shows the results for each candidate including answers on essay questions and comments from assessors

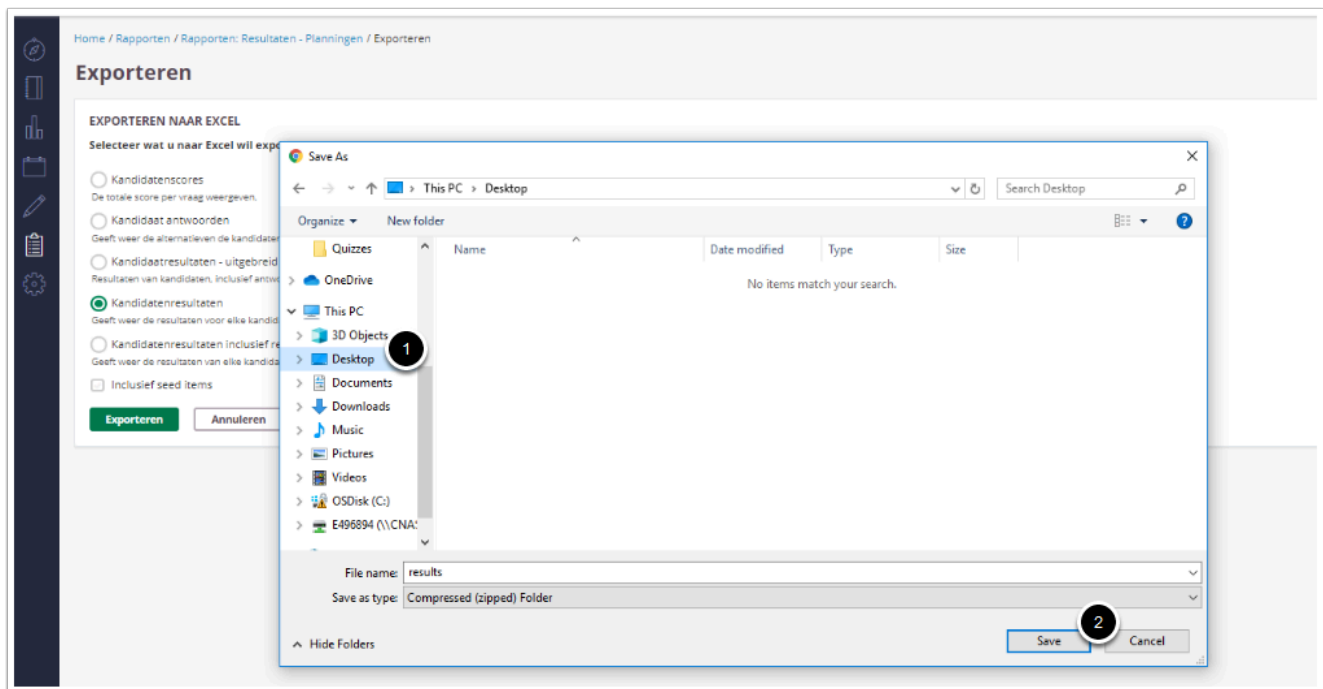
☒ Candidates results  
Shows the results for each candidate including total score, grade and whether the candidate passed or not.

☐ Candidates results including registration form data  
Shows the results for each candidate including total score, grade, and whether the candidate passed or not. In addition it shows what the candidate answered to the registration form.

☐ Including items

1. Select **Candidate results**.
2. Click **Export**.

# Werkinstructies



1. Choose the location on your computer where you want to save the Excel file.
2. Click **Save**.



[ENG\\_OsirisImport-all\\_tabs.xlsx](#)

- Download the Excel file above to use a conversion document to transfer the grades from Cirrus to Osiris.
- Follow the following steps in the Excel document:
  1. Follow the steps in the **OsirisEXPORT** tab.
  2. Follow the steps in the **CirrusEXPORT** tab.
  3. Follow the steps in the **OsirisIMPORT** tab.