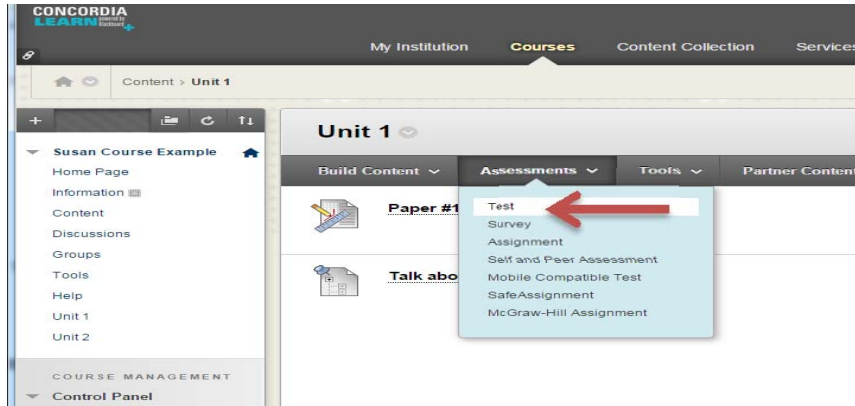


How to Create an Assessment

1. Create an Assessment

- a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.



- b. Click on Create, then Submit.



c. Enter a name of the test. Enter an optional description and instructions. Click Submit when finished.

Test Information
Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the test. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Description

Path: p Words: 0

Instructions

Path: p Words: 0

2. Submit
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

d. You've now created an assessment. Now questions need to be added.

Success: Test 1 created.

Test Canvas: Test 1

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions

Description
Instructions
Total Questions 0
Total Points 0

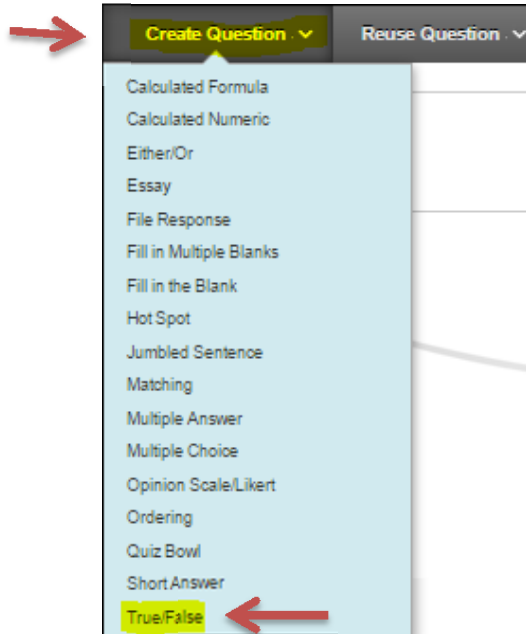
This test has no questions!
Create questions on the fly or add questions from other resources.

Refer to the next page where there are step-by-step instructions on how to create various types of test questions.

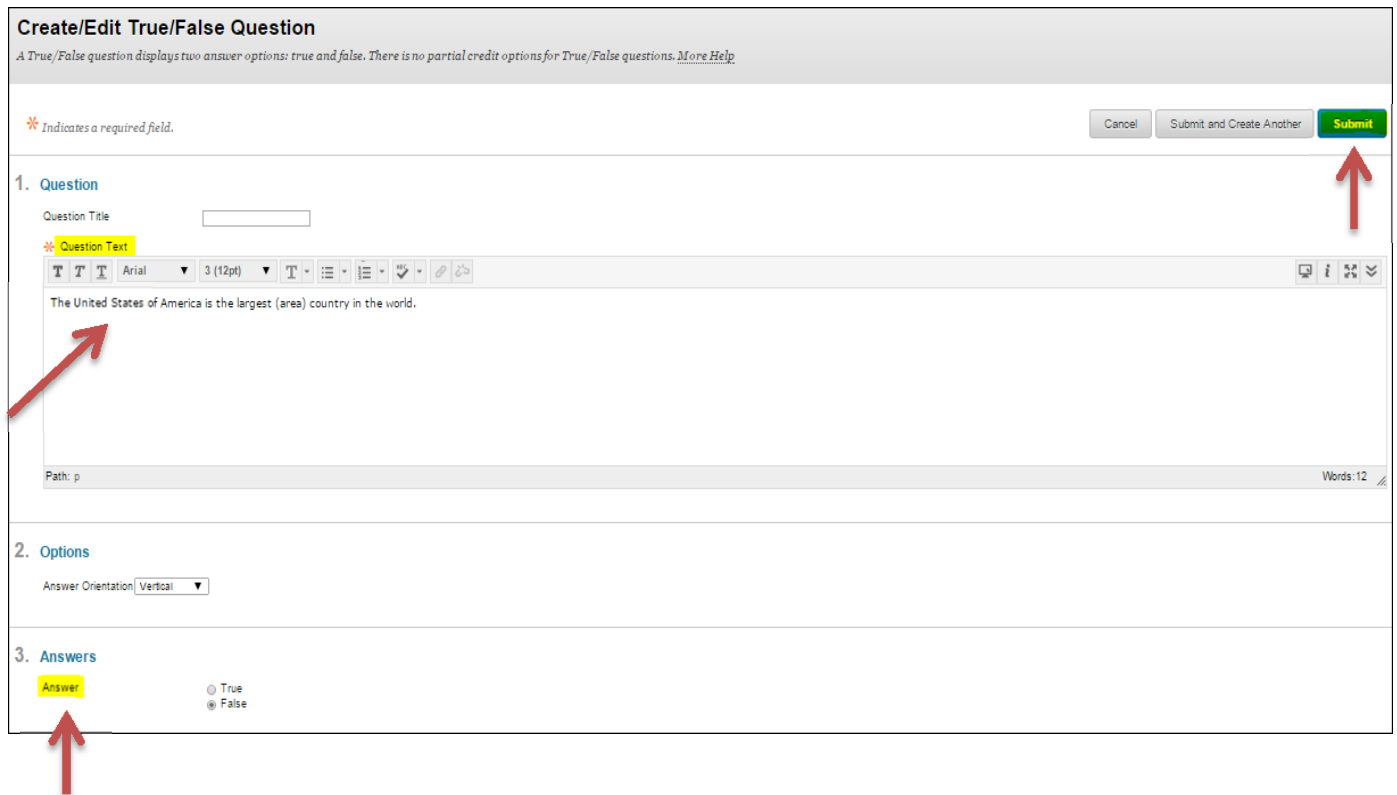
2. Question Types

a. True/False

i. To add a true/false question, select Create Question and choose True/False.



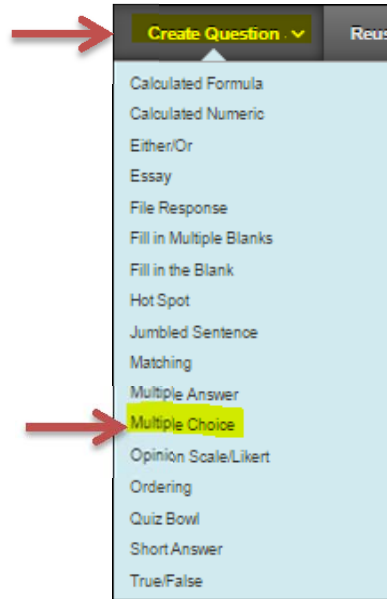
ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.



A screenshot of the 'Create/Edit True/False Question' form. The form is divided into three sections: 1. Question, 2. Options, and 3. Answers. In the 'Question' section, the 'Question Text' field is highlighted in yellow and contains the text 'The United States of America is the largest (area) country in the world.' A red arrow points to this field. In the 'Answers' section, the 'Answer' field is highlighted in yellow, and the 'False' radio button is selected. A red arrow points to this section. In the top right corner, the 'Submit' button is highlighted in green, with a red arrow pointing to it. A red arrow also points to the 'Submit and Create Another' button. A red arrow points to the 'Cancel' button. A red arrow points to the 'Question Title' field. A red arrow points to the 'Question Text' field. A red arrow points to the 'Answer' field. A red arrow points to the 'True/False' radio buttons. A red arrow points to the 'Submit' button. A red arrow points to the 'Submit and Create Another' button. A red arrow points to the 'Cancel' button. A red arrow points to the 'Question Title' field. A red arrow points to the 'Question Text' field. A red arrow points to the 'Answer' field. A red arrow points to the 'True/False' radio buttons. A red arrow points to the 'Submit' button. A red arrow points to the 'Submit and Create Another' button. A red arrow points to the 'Cancel' button.

b. **Multiple Choice**

i. To add a multiple choice question, select Create Question and choose Multiple Choice.



ii. Write the question under Question Text and select how the answer choices should be numbered.

A screenshot of a question editor interface. The top section is titled '1. Question' and contains a 'Question Title' field, a 'Question Text' field (highlighted in yellow), and a rich text editor with the text 'What does NATO stand for?'. Below this is a 'Path: p' field. The bottom section is titled '2. Options' and contains a note: 'If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.' Below the note are several settings: 'Answer Numbering' (highlighted in yellow) set to 'Lowercase Letters (a, b, c)', 'Answer Orientation' set to 'Vertical', 'Allow Partial Credit' (checkbox), and 'Show Answers in Random Order' (checkbox). Two red arrows point to the 'Question Text' field and the 'Answer Numbering' dropdown.

- iii. Select the number of answer choices you would like to display. Add the answer choices in the individual text boxes. Make sure to check the bubble next to the correct answer choice.

3. **Answers**

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct Answer 1

Answer 1: National Agreement for Traditional Organization

Answer 2: North Atlantic Treaty Organization

Answer 3: North American Target Officials

- iv. Click Submit when done.

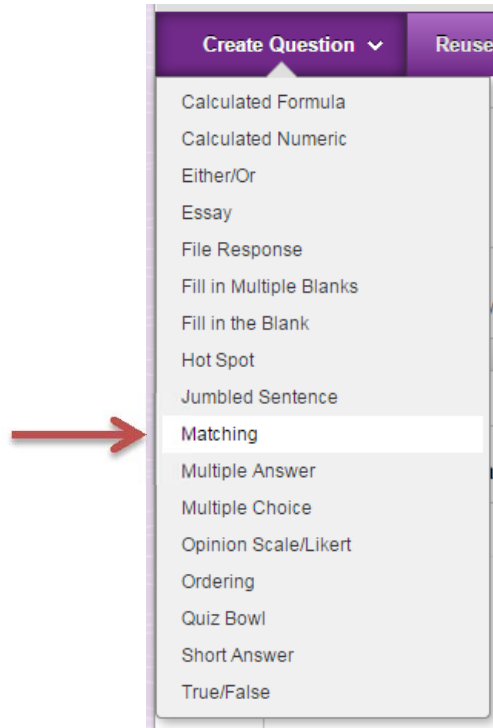
7. **Submit**

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.

Cancel Submit and Create Another **Submit**

c. Matching

i. Select Create Question and choose Matching.



ii. Enter the question text. If you want to allow partial credit, leave that box checked.

1. Question

Question Title

* Question Text

T *T* T **T** Paragraph Arial 3 (12pt) [List Icons] [Text Icons] [Media Icons] [Mashups] [HTML CSS]

Match to following cities to the state in which they reside. ←

Path: p

2. Options

Allow Partial Credit

Answer Numbering Uppercase Letters (A, B, C) ▼

- iii. Enter the number of question pairs; The minimum is 4 and the maximum is 20. Enter the question/answer pair sets. Click Submit when finished.

3. Questions

Number of Questions Update Partial Credit %

Question/Answer Pair 1

✖ Question

Remove

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Wisconsin ←

Path: p

✖ Answer

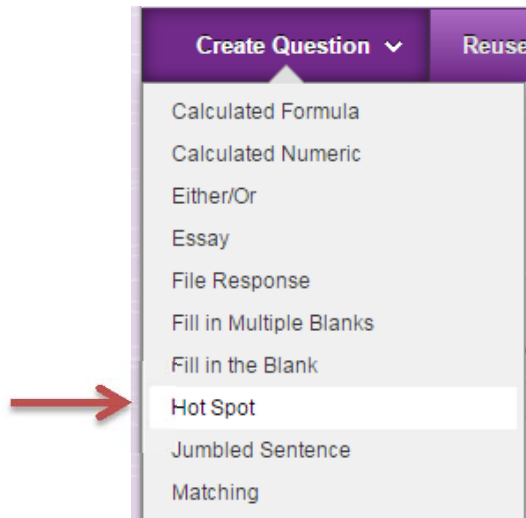
Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Milwaukee ←

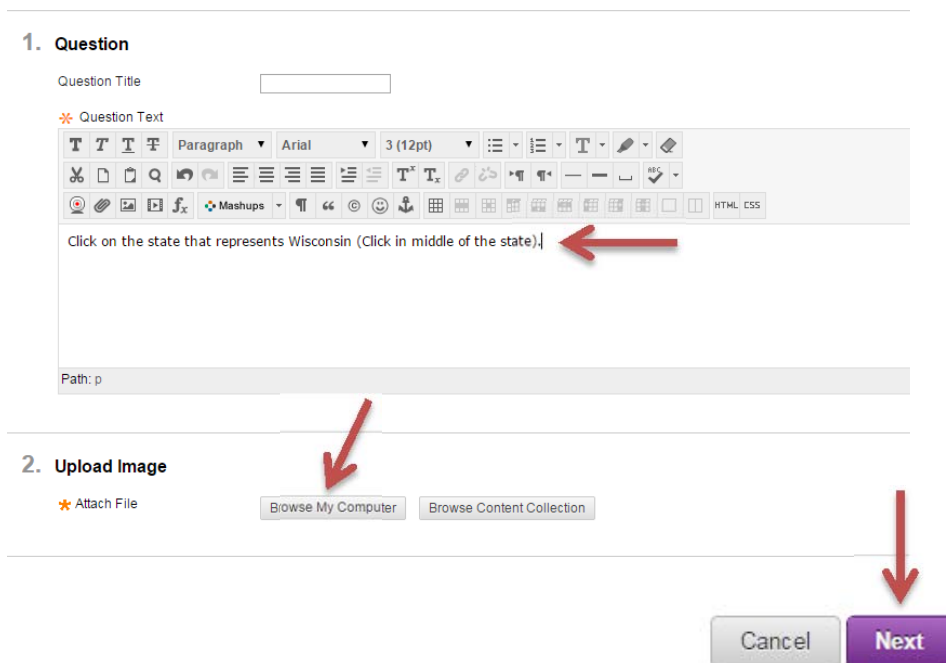
Path: p

Cancel Submit and Create Another **Submit**

- d. **Hot spot.** A Hot Spot question allows you to set up a question that is an image. Students will click on an area of the image to answer a Hot Spot question.
- i. Click on Create Question, then Hot Spot.



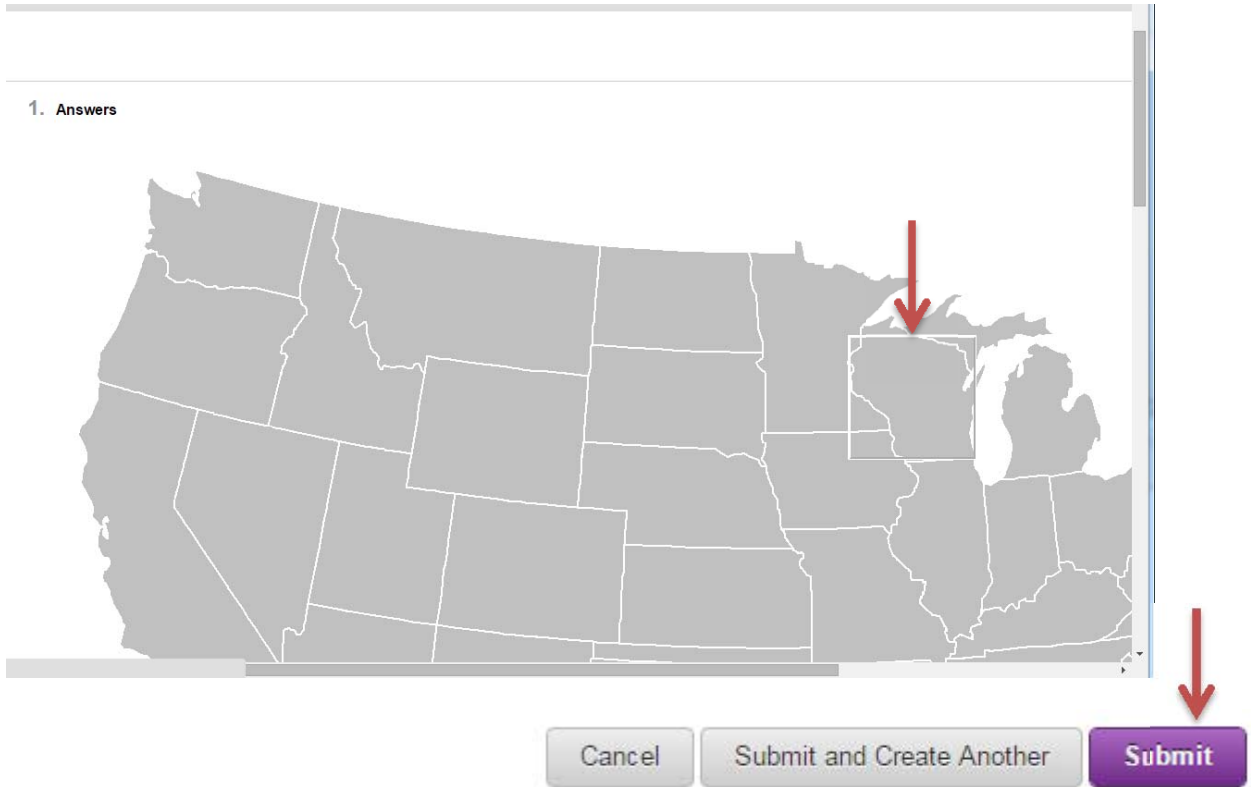
- ii. Enter question text. Browse your computer to find and upload the image. Click Next.



A screenshot of a question creation interface. The interface is divided into two main sections: '1. Question' and '2. Upload Image'.
In the '1. Question' section, there is a 'Question Title' field. Below it is the 'Question Text' field, which contains the text 'Click on the state that represents Wisconsin (Click in middle of the state)'. A red arrow points to this text. Above the text field is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the text field is a 'Path' field containing the letter 'p'.
In the '2. Upload Image' section, there is an 'Attach File' label. Below it are two buttons: 'Browse My Computer' and 'Browse Content Collection'. A red arrow points to the 'Browse My Computer' button. At the bottom right of the interface, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

- iii. Drag mouse over the area of the image that is the correct answer. Note: the correct answer area can only be in the shape of a square. Click Submit.

1. Answers

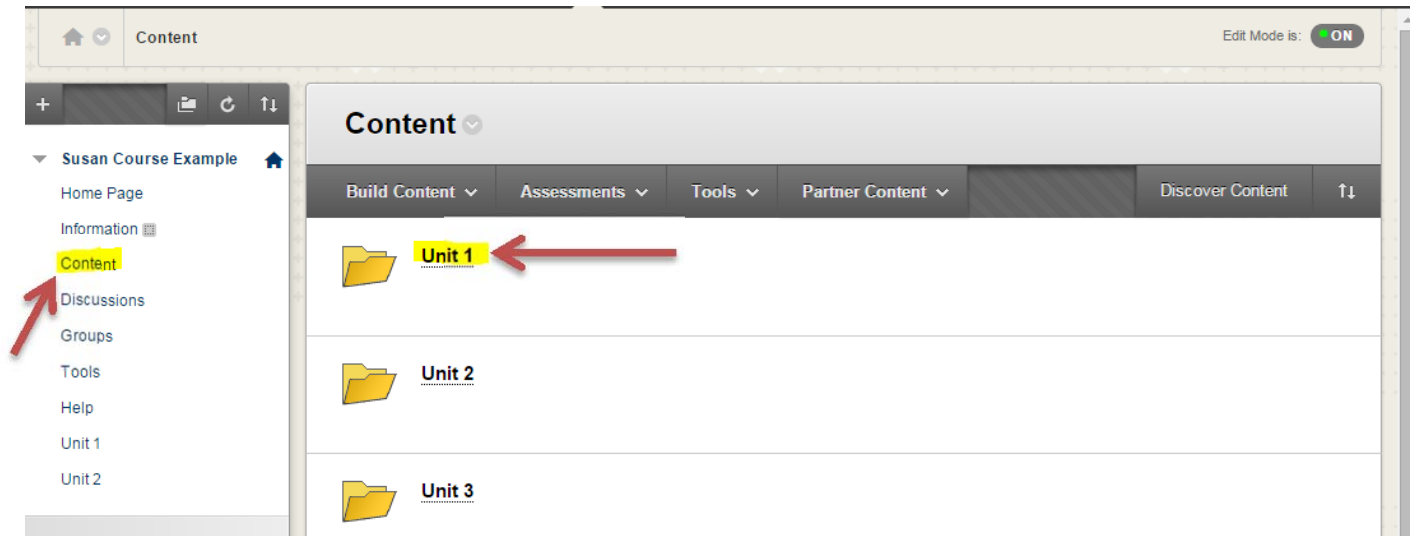


Cancel Submit and Create Another Submit

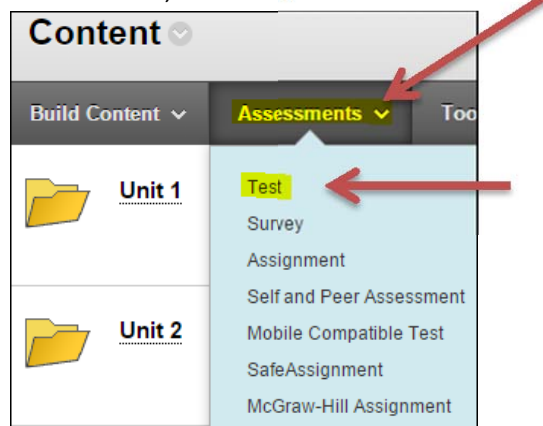
How to Deploy an Assessment

1. Deploy an Assessment

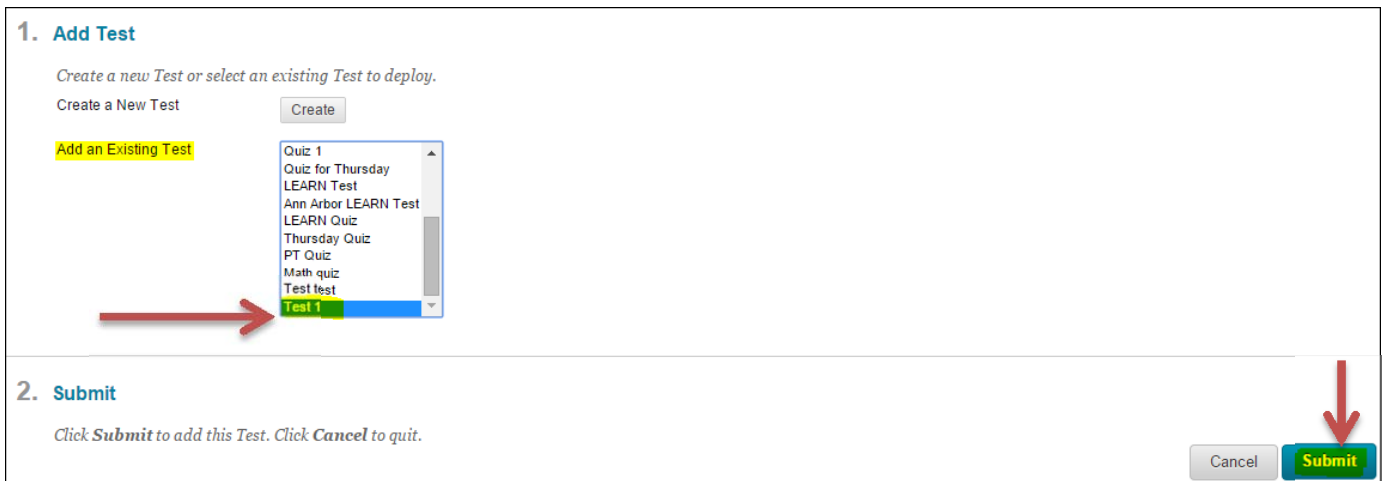
- a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.



- b. Click on Assessments, then Test.



- c. Select the test you just created in Add an Existing Test and click Submit.



- d. You can edit the test name or add an optional description.

1. Test Information

* Name

Choose Color of Name Black

Content Link Description

T **T** **I** Arial 3 (12pt) **T**

- e. Select Yes to make the test available to students. You also have the option to Force Completion so that students have to finish in one sitting. Also available is a timer so that students have to finish in an allotted amount of time. If you want the test to auto-submit once the maximum time allotted has been reached, click Auto-Submit to ON.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this Test.

Minutes

Auto-Submit
 OFF **ON**

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

- f. Choose the date you want the test to be opened and closed to students. You can also add an optional password.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this Test.

- g. Enter a Due Date and time, and select whether or not students are allowed to take the test after the due date.

4. Due Date

*Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed. Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is checked.

- h. You can select when you want test results to be shown to students. You can also select what answers should be shown and if incorrect questions should be marked.

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
<input type="text" value="After Submission"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- i. Choose whether you want questions to be shown all at once or one at a time, then click Submit.

7. Test Presentation

All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Test attempt.

8. Submit

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

- j. The test is now available to students.