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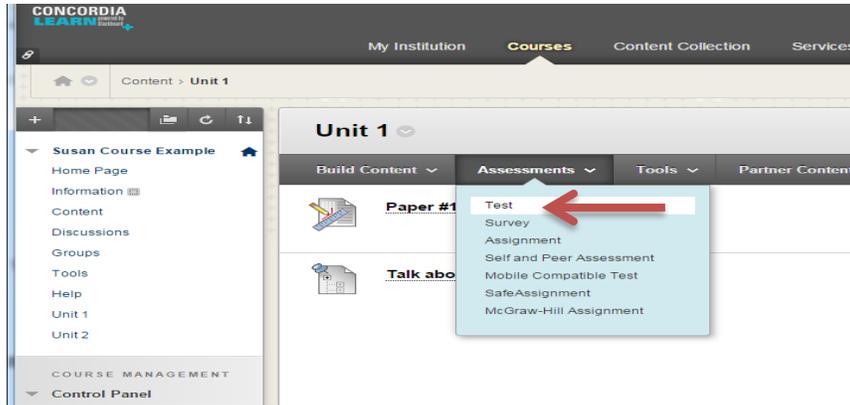   a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.

   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   Test 1

Description

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Instructions

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2. **Submit**

Click Submit to proceed. Click Cancel to quit.

[Cancel] [Submit]

d. You've now created an assessment. Before adding questions, click on Question Settings to set the number of points for each question (you can later edit individual questions for variations).

TEST CANVAS: TEST 1 ⊘

| Create Question ⌄ | Reuse Question ⌄ | Upload Questions | Question Settings |

Description
Instructions
Total Questions 0
Total Points   0

This test has no questions!

Create questions or add questions from other resources.

e. Under the Scoring section, enter the number of points you want to assign to each question as a default, such as 1. If it is an ungraded quiz, enter zero. Click Submit to save changes.

SCORING

☑ Specify default points when creating questions. Default point value [10]
　　⦿ Use the currently assigned points when finding and adding questions.
　　◯ Use default points when finding and adding questions.
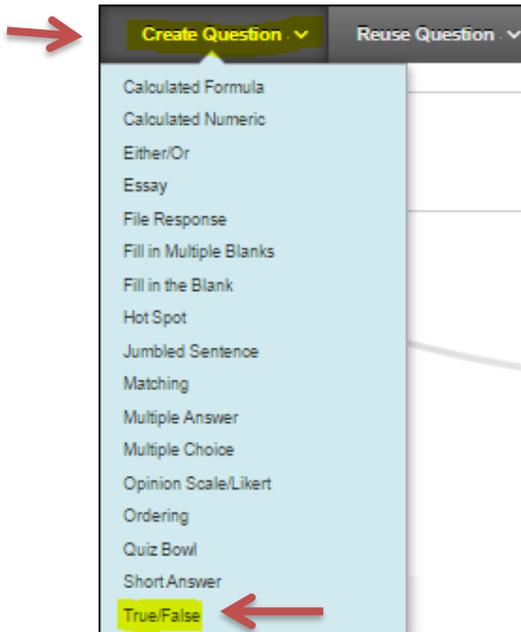☑ Specify partial credit options for answers.
☑ Specify negative points options for answers.
☑ Provide option to assign questions as extra credit.

2

2. You will return to the Test Canvas to begin adding questions. Two types are described below.
   a. ***True/False***
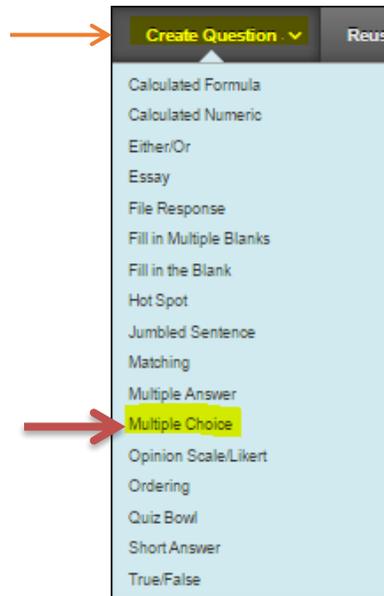   i. To add a true/false question, select Create Question and choose True/False.

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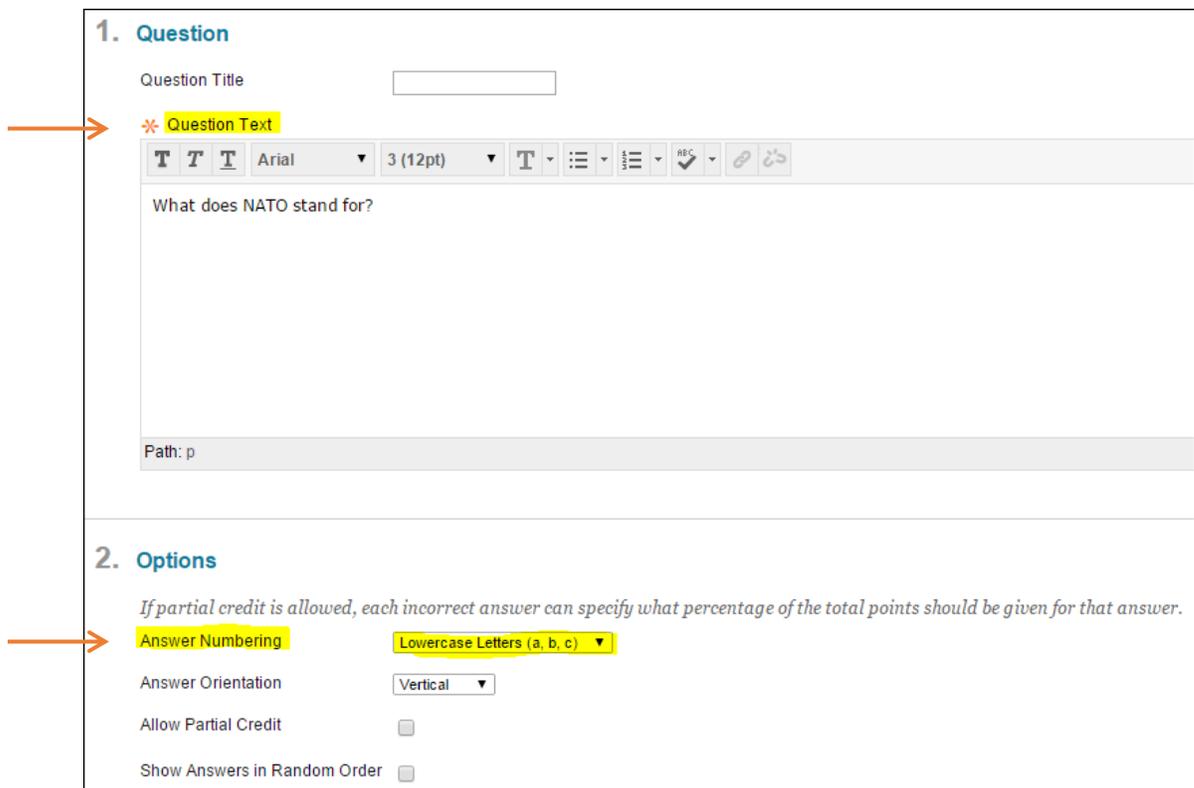
b. *Multiple Choice*

    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.

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   4 ▼

Correct

Answer 1.   Remove

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National Agreement for Traditional Organization

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Answer 2.   Remove

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North Atlantic Treaty Organization

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Answer 3.   Remove

| **T** *T* T | Arial ▼ | 3 (12pt) ▼ | T ▾ | ☰ ▾ | ☷ ▾ | ✓ ▾ | ⚯ ⟶ | 🖵 *i* ⤢ ⤋ |

North American Target Officials

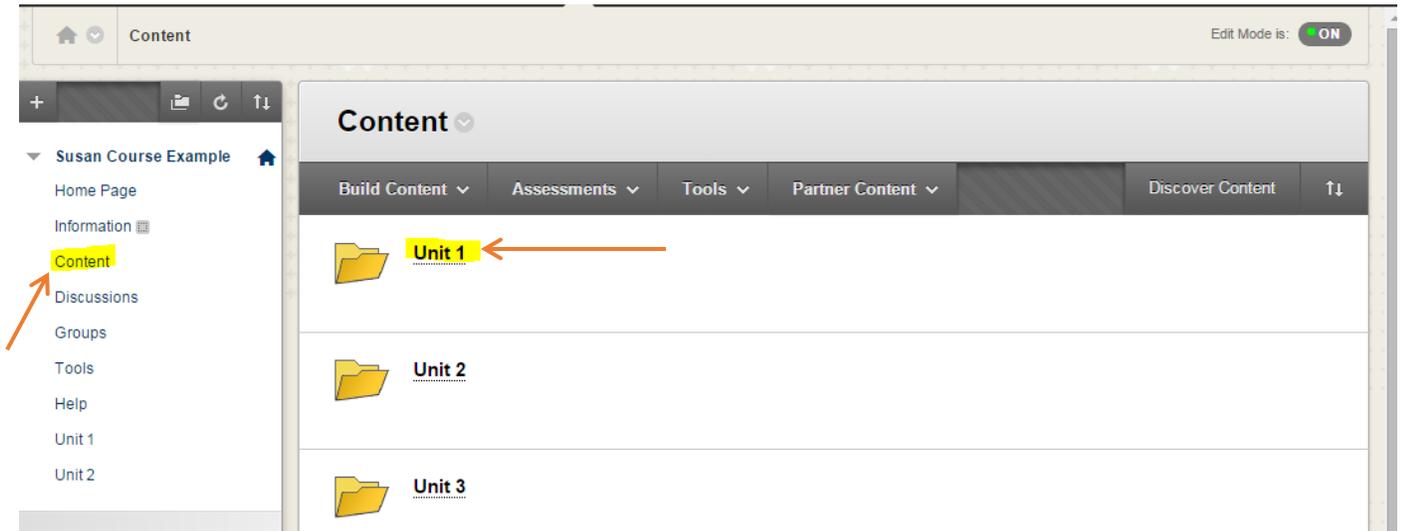iv. Click Submit when done.

7. Submit

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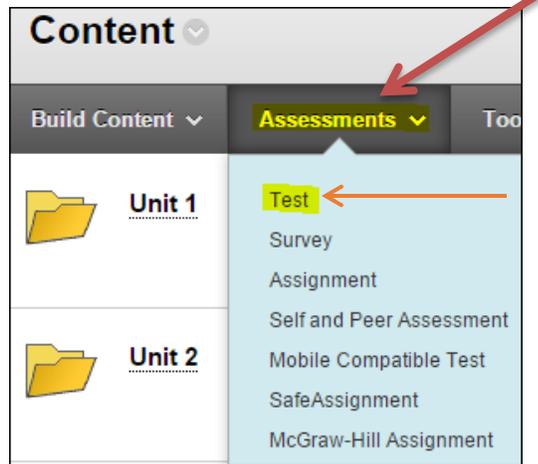
Cancel   Submit and Create Another   **Submit**

3. **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.

e. Select Yes to make the test available to students. 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.

TEST AVAILABILITY

Make available to students   ● Yes ○ No

Add a new announcement for this   ○ Yes ● No
test

☐ Multiple Attempts
    ○ Allow Unlimited Attempts
    ○ Number of Attempts

Score attempts using   Last Graded Attempt ▼

☐ Force Completion

☑ Set Timer
    60   Minutes
    Auto-Submit
    ○ OFF ● ON

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

☐ Display After 12/05/2014 [📅] 08:45 AM [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until 12/05/2014 [📅] 08:46 AM [🕐]
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 12/04/2014 [📅] 07:00 PM [🕐]
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.

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

j. The test is now available to students.

4. To make changes to the test, hover mouse over Test title. Click on the chevron that appears. Click on Edit Test Options to edit the options described above. Click on Edit Test to edit test questions or edit the points for questions. To change the points for a question, click on the question number, enter the desired number of points, then click Update.