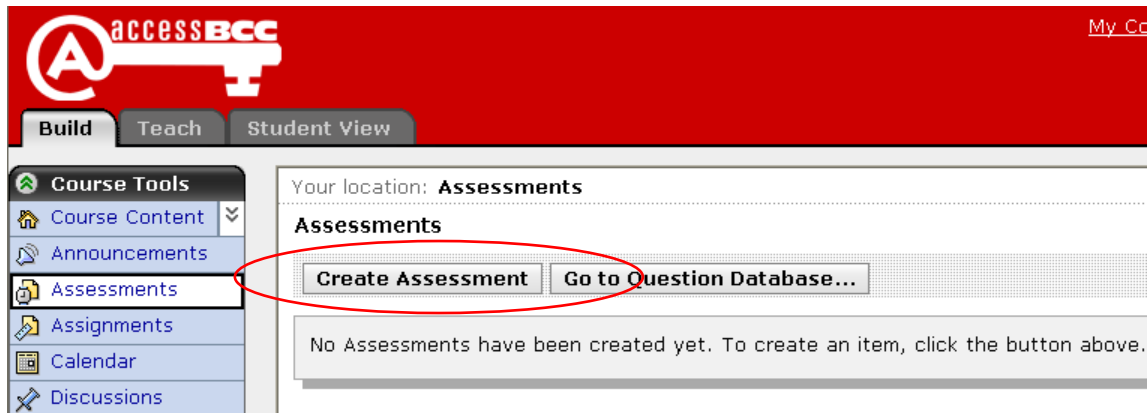


Creating Assessments

Step 1: If the **Assessments** button is not visible on the **Course Tools** menu click on **Manage Course** from the **Designer Tools** menu and then select **Tools**. From the **Tools** list check the box next to **Assessments** and then scroll down on the page and click Save.

Step 2: Click on the **Assessments** button on the **Course Tools** menu and select **Create Assessment**:



The **Create Assessment** window will appear and allow you to enter a **title** and **description**. The assessment will be **hidden by default** and will not be visible until you add questions and then release it by setting assessment properties or release criteria. We'll cover how to do this later in the document.

< Your location: [Assessments](#) > **Create Assessment**

Create Assessment

*Title:

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until at least one is question added)

Grade Book column name

The Grade Book column name appears in Grade Book as a column header for this assessment.

Type

Quiz
Quizzes are online assessments for which grades are assigned.

Survey
Surveys are anonymous online evaluations for which no grades are assigned.

Once you click Save you'll be taken out to the main assessments area and you should see your assessment listed.

Your location: **Assessments**

✔ The items were created.

Assessments

[Create Assessment](#) [Go to Question Database...](#)

Order	Title	Type	Duration	Points
1	<input type="checkbox"/> Sample Assessment (Hidden)	Quiz	1 Hour(s)	0

✔ Create Link on: [Delete](#) [Export](#)

Step 3: Adding questions to an assessment

To add questions to an assessment click the **Add to Assessment** button and select either **Existing Questions** or **Question Set**.

Your location: [Assessments](#) > **Sample Assessment**

Sample Assessment (Hidden)

Description

[Add to Assessment](#) [Create Questions](#)

Existing Questions: No questions in this assessment. To add questions, use the Add to Assessment controls. To
Question Set: Questions for this assessment, use the Create Questions controls.

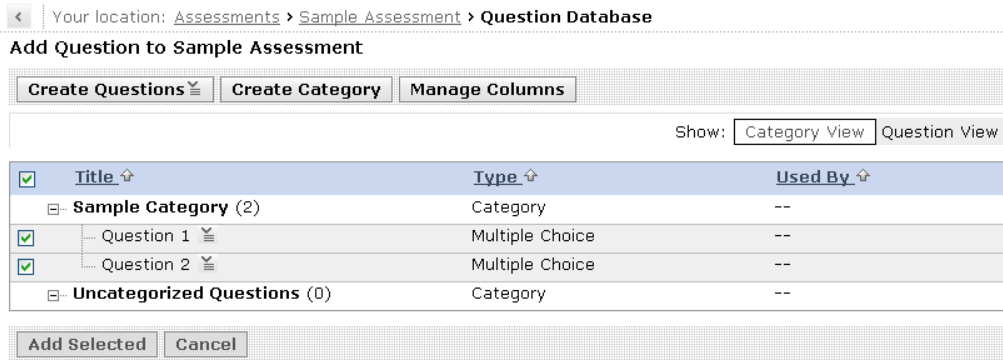
Q: What is the difference between **Existing Questions** and **Question Set**?

A: Question Sets can be randomized for each attempt. Some departments include all of their quiz questions in a single question set so that each student who takes the exam is presented with the questions in a random order. If you don't mind all questions appearing in the same order for all students then you can just add Existing Questions to the Assessment.

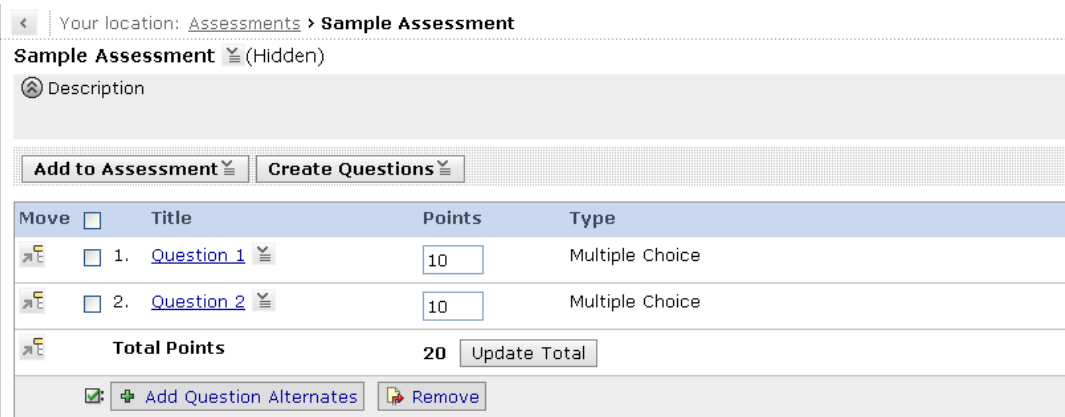
If you have questions which option to choose and why – contact the CITE lab!

Regardless of whether you select **Existing Questions** or **Question Set** the next screen you are presented with will look the same.

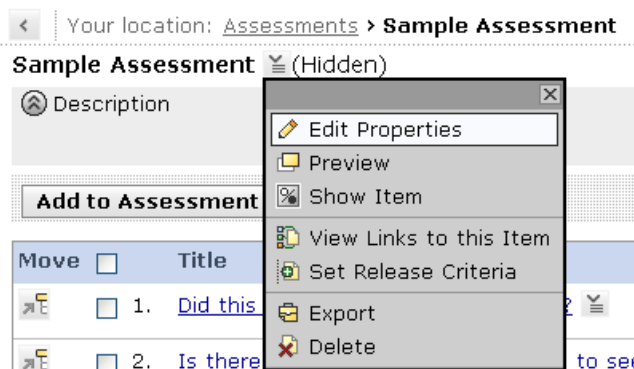
Check the boxes next to the questions you want to add and then click the **Add Selected** button. You can add multiple questions at a time to an assessment.



You'll be taken back to the assessment and you should see the list of questions you have added. You can adjust the points for each and update the total for an accurate point count.



Once you've updated the total it's time to **Edit Properties** in order to **specify release criteria** for the assessment.



A new window will open that will allow you to specify how you want your assessment to be delivered.

Question delivery

- Deliver questions all at once.
- Deliver questions one at a time and allow questions to be revisited.
- Deliver questions one at a time and do not allow questions to be revisited.
- Display question titles.

Display Assessment

- In the same browser window
- In a new browser window

We recommend opening up the assessment in a new browser window (it is selected by default). This way there is no chance that the student might hit the back button by mistake – thus terminating their attempt before they've submitted it.

Duration

- Unlimited
- Time: Units:
- Disallow answer submission if time has expired.

You can specify how long students have to take the assessment. The system will actually “count down” the remaining time in the test window so students know exactly how much time they have left.

*Attempts

- Allowed attempts:
- Randomize questions in a question set for each attempt
- Minimum attempt time: Units:

Because students may not be comfortable taking assessments online some faculty members will give their students two attempts with just a minute or two in-between. If students are accidentally bumped out of the exam they'll be able to get back into it again but only if they do so within the allotted time. You'll notice that you can also randomize questions for each attempt (highly recommended).

The easiest (and best) way to make an assessment available is to modify the **Dates Available** settings. This way you don't have to worry about showing/hiding the quiz nor about selectively releasing it. Just set the dates and times and that's it!

More Options (Click on the arrow icons to expand or collapse these optional settings.)

Dates Available

Start Time:

End Time: Unlimited

End Time indicates when a Student can no longer access the assessment. However, if the Student starts the quiz before the *End Time*, they are allowed the full duration to complete the assessment.

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.

Once you've set all the properties click the **Save** button at the bottom of the page and the assessment is ready to go!