

## Creating an Assessment (Standard Approach)

Creating a new assessment is a four-step process: Naming the Assessment, Configuring Settings for an Assessment, Creating a Part or Parts for the Assessment, and Creating Questions for the Assessment.

### Naming the Assessment

To name the assessment access the **Tests & Quizzes** tool and follow these steps:

1. If the Tests & Quizzes home page—instructor view is not displayed and the menu is not displayed at the top of the screen, click the **Reset** button.
2. To use an existing assessment type as a template for this assessment, choose the appropriate type from the **Choose Existing Assessment Type** pulldown list. This step is optional.

### Caution!

Be sure to review the settings of the existing types closely to be sure they match the needs. **After selecting a type for an assessment, it cannot be changed.**

3. Enter a title for this assessment in the **Title** box.
4. Click **Create**. The CLE displays the Questions screen. This screen shows the parts that make up the assessment. When the assessment is initially created, it contains only one part, "Default."

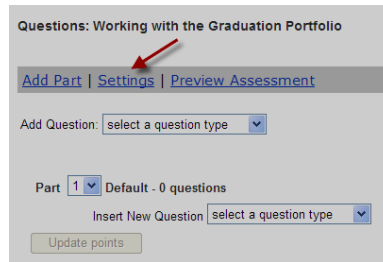
### Configuring Settings for an Assessment

To configure settings for an assessment, access the Tests & Quizzes tool and follow these steps:

1. If the CLE is displaying the Questions screen for the assessment go to step 3 below. If the Tests & Quizzes home page—instructor view is not displayed and the menu is not displayed at the top of the screen, click the **Reset** button.

Title	Last Modified
<a href="#">Working with the Graduation Portfolio</a> <a href="#">Settings</a>   <a href="#">Remove</a>   <a href="#">Export</a>	04/30/2009

2. In the **Core Assessments** section of the **Assessments** screen, click the title of the assessment to be worked on.



3. Click the **Settings** link. This screen contains up to 13 sections, each of which offers different options for this assessment. The assessment type you chose determines whether certain settings are editable.
4. Work through the sections by opening them and choosing the appropriate options for this assessment.
- To open all sections, click the **Open** link under the title of the screen.
  - To close all sections, click the **Close** link under the title of the screen.
  - To open a section, click the **triangle** icon for it.
  - To close a section, click its **triangle** icon again.

#### Settings - Working with the Graduation Portfolio

[Open](#) | [Close](#) All Menus

- ▶ Assessment Type Information
- ▶ Assessment Introduction
- ▶ Delivery Dates
- ▶ Assessment Released To
- ▶ Assessment Organization
- ▶ Submissions
- ▶ Submission Message
- ▶ Feedback
- ▶ Grading
- ▶ Graphics
- ▶ Metadata

### Assessment Type Sections

Sections	Entries
Assessment Type Information	System-generated entries showing the title of the assessment type, the author(s) of it, and any description that has been entered for it.
Assessment Introduction	If desired, change the title, author(s), and descriptions of the assessment.
Delivery Dates	Click the <b>calendar</b> icons and select the dates the assessment is to be available to participants, is due, and is to be retracted. Enter times in the format shown on the screen.
Assessment Released to	Click to select to release this assessment to anonymous users or only the participants of this course.
High Security	To specify that only specific IP addresses can access this assessment, check the appropriate box and enter the IP addresses. Or, to restrict access to users who enter a specific username and password, check the appropriate box and enter the username and password.

Timed Assessment	If this is a timed assessment, check the box and specify the number of hours and minutes allowed.
Assessment Organization	<p>Govern the appearance and behavior of certain aspects of this assessment.</p> <p>Navigation: To force participants to progress forward through the assessment without access to the table of contents and previous pages, click <b>Linear access</b>. Or, to allow participants to move from question to question throughout the assessment using the Previous and Next buttons and the table of contents, click <b>Random access</b>.</p> <p>Question Layout: Choose to display each question on a separate web page, each part of the assessment on a separate web page, or the complete assessment on one web page.</p> <p>Numbering: Choose continuous numbering throughout the assessment or choose to restart numbering with each part.</p>
Submissions	Specify the maximum number of submissions allowed. Use the Late Handling option to indicate whether to accept submissions after the due date. If you choose to accept late submissions, such submissions will be flagged during grading.
Submissions Message	To send a message to participants when they submit the assessment, <b>TAB</b> to the <b>Submission Message</b> box and enter a message. Or, in the <b>Final page URL box</b> , specify a URL that contains the message to be delivered to participants.
Feedback	<p>Click a button to choose whether to deliver feedback for each question, each section, or both.</p> <p>Click a button to choose whether to give feedback immediately, never, or on a specific date you choose after clicking the <b>calendar</b> icon.</p> <p>Choose the type(s) of feedback to display to the participants. Any combination of types is permitted.</p> <p><b>WARNING:</b> The option for immediate feedback is appropriate for self-study but must be used with caution in other situations. Use the option for immediate feedback with caution. If you check both <b>Immediate Feedback</b> and <b>Correct Response</b>, students will be allowed to display correct answers at any time (either before or after answering a question) and enter or change their own answers accordingly. Similarly, if you check both <b>Immediate Feedback</b> and <b>Question Level Feedback</b>, students will be allowed to display feedback on the answer they chose (if such feedback was entered when the question was created) and change their answers accordingly. To prevent students from accessing feedback during an assessment, select <b>Feedback on Submission</b>, <b>Feedback...at a specified date</b>, or <b>No Feedback</b>. After publishing an assessment, you may return to this setting and make changes as needed as long as you have also selected the <b>Can edit default value</b> box.</p>

Grading	Specify whether grading is to be anonymous (in which case, graders cannot see usernames associated with assessment submissions), whether grades should be sent to the Gradebook tool, and how to process scores if multiple submissions are allowed. If you select anonymous grading, you will know each student's score only if you send the grades to the gradebook.
Graphics	Change the appearance of your assessment: In the <b>Background Color</b> box, specify a six-digit hexadecimal background color. Or, in the <b>Background Image</b> box, enter the URL of an image file to be used as the background image for the assessment.
Metadata	Specify the keywords, objective, and/or rubrics to be used for searches and for categorizing this assessment.

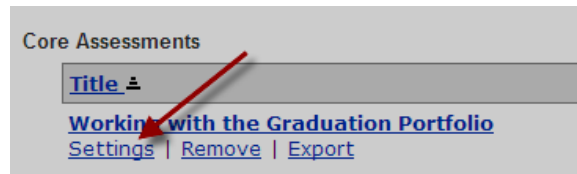
- To save these settings, click **Save Settings**. The CLE saves your settings and displays the Tests & Quizzes home page—instructor view. Or, to return to that screen without changing the settings, click **Cancel**.

### Changing Settings for an Assessment

You may change settings in any unpublished assessment. Unpublished assessments are listed on the Tests & Quizzes home page—instructor view under *Core Assessments*.

To change the settings for an assessment, access the Tests & Quizzes tool and follow these steps:

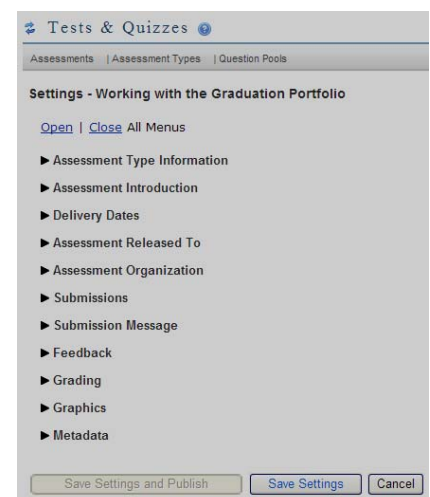
- If the Tests & Quizzes home page—instructor view is not displayed and the menu is not available at the top of the screen, click the **Reset** button.
- In the **Core Assessments** section, find the assessment to be revised.
- Under the title of this assessment, click the **Settings** link. The CLE displays the Settings screen.
- Change settings, as needed.



→For more information on working with settings, see *Configuring Settings for an Assessment*, step 4,

To save the changed settings, click **Save Settings**. The CLE saves the settings and displays the Tests & Quizzes home page—instructor view. Or, to return to that screen without changing settings, click **Cancel**.

→Settings may also be changed by displaying the **Questions** screen and clicking **Settings** near the top of the screen.



## Creating a Part or Parts for the Assessment

Each assessment must contain at least one part (that is, one section). A new assessment includes an automatically created part called "Default." Questions can be added (*see Creating Questions*) immediately to "Default," or additional parts can be created.

A new part may be added to any unpublished assessment. Unpublished assessments are listed on the Tests & Quizzes home page—instructor view under *Core Assessments*.

To create a part for an assessment, access the Tests & Quizzes tool and follow these steps:

1. If the CLE is displaying the Questions screen for the assessment go to step 3 below.  
If the Tests & Quizzes home page—instructor view is not displayed and the menu is not available at the top of the screen, click the **Reset** button.
2. In the Core Assessments section of the Assessments screen, click the title of the assessment to be edited. The CLE displays the Questions screen for that assessment.
3. Click the **Add Part** link. The CLE displays the Add/Edit Part screen.
4. Enter a name for this part of the assessment in the **Title** box.
5. If desired, use the **Information** box and enter instructions or other information for this part of the assessment.
6. In the **Type** section, click to indicate whether you will author one question at a time or draw from a pool of questions. If you click **Random draw from question pool**:
  - a. Select the appropriate pool from the pulldown list and specify the number of questions to be drawn from it.
  - b. If desired, override the point value assigned to these questions in the pool by entering the point value you want to assign for the assessment you are working with.
  - c. Click a radio button to specify the type of randomization.

**Caution!** Only the user who created a question pool is permitted to access this pool and associate it with an assessment.

The screenshot shows the 'Tests & Quizzes' tool interface. At the top, there are navigation links for 'Assessments', 'Assessment Types', and 'Question Pools'. Below this, the title 'Questions: Working with the Graduation Portfolio' is displayed. A red arrow points to the 'Add Part' link, which is highlighted in blue. Other links include 'Settings' and 'Preview Assessment'. Below the links, there is a dropdown menu for 'Add Question' with the text 'select a question type'. Further down, there is a 'Part' dropdown menu set to '1' and 'Default - 0 questions'. Below that is an 'Insert New Question' dropdown menu with the text 'select a question type'. At the bottom, there is an 'Update points' button.

The screenshot shows the 'Add/Edit Part' screen for 'Working with the Graduation Portfolio'. The title 'Sample Course' is at the top. Below it, there are navigation links for 'Tests & Quizzes'. The main heading is 'Add/Edit Part - Working with the Graduation Portfolio'. There is a 'Title' field with a text input box. Below that is an 'Information' section with a 'Show/Hide Sub-Text Editor' button and a text area. There is an 'Attachments' section with the text 'No Attachment(s) yet' and an 'Add Attachments' button. The 'Type' section has two radio buttons: 'Questions authored one-by-one' (selected) and 'Random draw from question pool'. Below that is a 'Pool name (total # of questions)' dropdown menu with the text 'Select a question pool###'. There is a 'Number of questions' text input box. Below that is a 'Point value of questions' text input box. The 'Type of randomization' section has two radio buttons: 'A student's questions are randomized each time an assessment is submitted' (selected) and 'A student's questions are randomized once for all submissions'. The 'Question ordering (not available for random draw)' section has two radio buttons: 'As listed on Assessment Questions page' (selected) and 'Random within Part'. There is a 'Metadata' section with three text input boxes for 'Objective', 'Keyword', and 'Rubric'. At the bottom, there are 'Save' and 'Cancel' buttons.

7. If you did *not* select random draw, proceed to the **Question** ordering section and click to select the order of questions.
8. In the **Metadata** section, enter specific objectives, keywords, and rubrics to be used for search and categorization.
9. To save your entries, click **Save**. The CLE displays the **Questions** screen. Or, to return to that screen without saving your entries, click **Cancel**.  
If you clicked **Save**, the **Questions** screen now lists the part you have created.

### Changing a Part

You may change a part in any unpublished assessment. Unpublished assessments are listed on the Tests & Quizzes home page—instructor view under *Core Assessments*.

To change a part in an assessment, display the Questions screen for the assessment (*see Creating a Part or Parts for the Assessment, steps 1 and 2*) and follow these steps:

1. Click the **Edit** option for the part you want to change. The CLE displays the Add/Edit Part screen.
2. Change entries in the sections, as appropriate.
3. To save your changes, click **Save**. The CLE displays the Questions screen. Or, to return to that screen without saving your changes, click **Cancel**.

### Changing the Order of Parts

You may change the order of parts in any unpublished assessment. Unpublished assessments are listed on the Tests & Quizzes home page—instructor view under *Core Assessments*.

To change the order of parts within an assessment, follow these steps:

1. Display the **Questions** screen for the assessment
2. Using the **Part** pulldown lists, change the numerical order of the parts.  
The CLE displays the parts in the reverse order.

### Copying All Questions in a Part to a Question Pool

You may copy all questions in any part of an assessment to one or more question pools. To do so, display the Questions screen for the assessment and follow these steps:

Tests & Quizzes

Copy Question  
Select the destination pool(s) for

	Pool Name	Creator	Last Modified	Questions	Subpools
<input type="checkbox"/>	Catcher	Sharon Webster	05/07/2009	4	0
<input type="checkbox"/>	Graduation Portfolio	Sharon Webster	05/07/2009	3	0

Copy Cancel

1. Find the appropriate part of the assessment and click the **Copy to Pool** option to the right of its name. The CLE displays the Copy Question screen.
2. Check the box to the left of each pool to which you want to copy all questions in this assessment part.
3. To save your changes, click **Copy**. The CLE copies the questions as you directed and displays the Questions screen. Or, to return to that screen without copying questions from this part of the assessment, click **Cancel**.

### Deleting a Part

You may delete a part from any unpublished assessment. Unpublished assessments are listed on the Tests & Quizzes home page—instructor view under Core Assessments. To delete a part from an assessment, display the Questions screen for the assessment and follow these steps: Click the **Remove** option for the part you want to delete. The CLE displays a confirmation screen.

1. To remove the part and all of its questions, click **Remove part and all questions**. To remove the part and move the questions in it to another part in the assessment, click the remaining option and select the destination for the questions from the pulldown list.
2. To continue to delete the part, click **Remove**. The CLE displays the Questions screen, and the part is no longer listed. Or, to return to that screen without deleting the part, click **Cancel**.

Tests & Quizzes

Remove Part Confirmation

Please choose what you would like to remove

Remove part and all questions.

Remove part only and move question(s) to

select one ...

Remove Cancel