

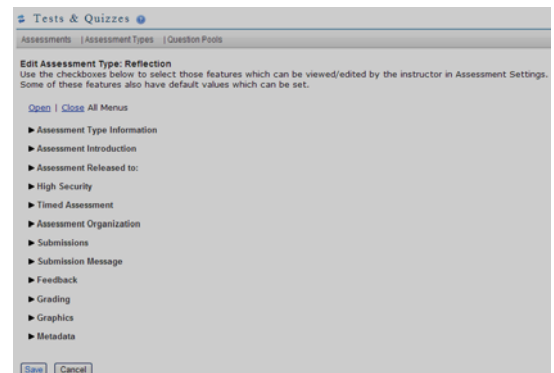
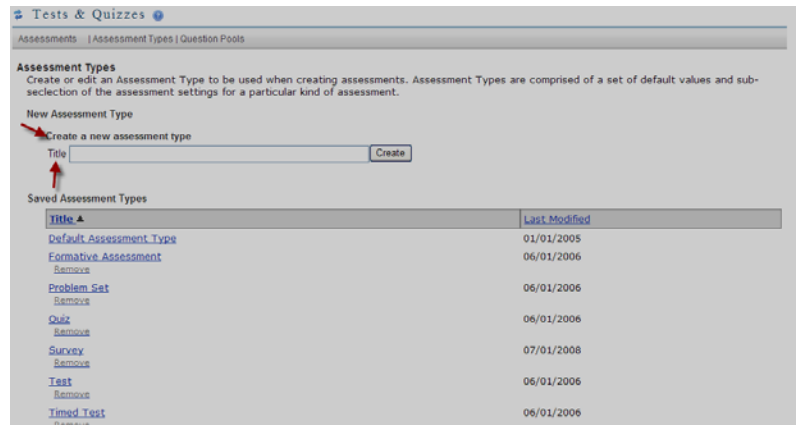
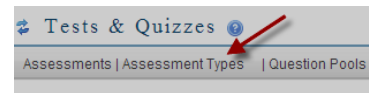
Creating and Working With Assessment Types

An assessment type is a collection of settings that govern the delivery of a group of assessments. Assessment types are associated with assessments **but** do not contain questions. The **Tests & Quizzes** tool has several predefined types that are available via the **Choose Existing Assessment Type** pulldown list. However, the predefined assessment types may not meet all of the teachers' needs, so we recommend that they create their own.

Creating an Assessment Type

To create a new type of 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 visible at the top of the screen, click the **Reset** button.
2. In the Tests & Quizzes menu bar near the top of the screen, click the **Assessment Types** button. The CLE displays the **Assessment Types** screen.
3. The **Title** box, type a name for the new assessment type.
4. Click **Create**. The CLE displays the **Edit Assessment Type** screen.
5. The assessment type form contains 12 sections. Work through the sections by opening them and choosing the appropriate options for your assessment type. For information about each section, refer to the table on the following page. In many sections, there is a check box for **Can edit default value (below)**. If teachers expect to change the settings in a section on a per-assessment basis, they must check this box.



Warning: Deselecting the **Can edit default value** box will prevent the teacher from *ever* editing this setting after associating the assessment type with a published assessment. Please **deselect with caution**.

Assessment Type Sections

Section	Entries
Assessment Type Information	To enable students to view the information entered in this section check the Can be viewed box. To keep students from seeing the information clear the box. Enter the title for the assessment, the name of the author(s), and a description of, or introduction to, the assessment.
Assessment Introduction	If the author and/or description vary in assessments that use this assessment type check the appropriate box(es) to specify that the author and/or description can be edited. Otherwise, uncheck the box(es).
Assessment Released to	Check boxes to indicate whether the assessments that use this assessment type are to be released to anonymous users or site members. If Anonymous User is selected, anyone given the URL can take this assessment. If Site is selected instead, only site members may take the assessment, either via the URL or from within the site. An option must be selected here, and the options are mutually exclusive.
High Security	Specify whether only certain IP addresses can access the assessments (if, for example, the test needs to be proctored in a specific lab on campus) or whether a secondary username and password is to be used for accessing assessments that use this assessment type (if, for example, a second version of an exam needs to be published for a student with learning disabilities who needs more time than other students, a teacher might create the exam, fill in these boxes, and then send the login information to the student).
Timed Assessment	The assessment can be a timed assessment by specifying the amount of time allowed. The CLE submits the assessment automatically when the allowed time has passed.
Assessment Organization	Govern the appearance and behavior of certain aspects of assessments that use this assessment type. Navigation: To force participants to progress forward through an assessment without access to the table of contents and previous pages, click Linear access . 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 Random access . 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. Warning! If you put all questions on one page and students lose connectivity while working, none of their answers will be saved. On the other hand, if each question is placed on a separate page, then students must click "save and continue" to proceed. This ensures that each answer is saved as it is entered. Therefore, we recommend selecting one question per page or, if the assessment contains multiple parts, at least put each part on a separate web page. Numbering: Choose continuous numbering throughout the assessment or restart numbering with each part.

Submissions	Specify the maximum number of submissions to allow. Use the Late Handling option to indicate whether to accept submissions after the due date. If teachers choose to accept late submissions, such submissions will be flagged during grading.
Submission Message	If teachers plan to create a submission message (this message displays to students after they submit the assessment), or if teachers plan to redirect their students to another URL upon completion of this assignment, select the Submission Message and/or the Final Page URL box.
Feedback	Choose an option for delivering feedback to participants. Choose the type(s) of feedback to display to the participants. Any combination of types is permitted. WARNING: The option for immediate feedback is appropriate for self-study but must be used with caution in other situations. If teachers check both Immediate Feedback and Correct Response , 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 Immediate Feedback and Question Level Feedback , 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 Feedback on Submission, Feedback...at a specified date , or No Feedback . After publishing an assessment, teachers may return to this setting and make changes as needed, as long as teachers also select the Can edit default value box.
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. PLEASE NOTE: If anonymous grading is selected, teachers will know each student's score only if they send the grades to the gradebook.
Graphics	If desired, use hexadecimal notation to change a background color to any color other than white/gray and/or to specify a background image to display.
Metadata	Specify whether metadata is to be recorded to facilitate searches for and categorizations of assessments that use this assessment type. Metadata options include keywords, objectives, and rubrics. (Note: The search feature has not yet been implemented.)

- To save these settings, click **Save**. The CLE displays the Assessment Types screen. The new assessment type is displayed in the list of assessment types. Or, to return to the Assessment Types screen without saving this assessment type, click **Cancel**.

Changing an Assessment Type

To change an assessment type, 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. In the Tests & Quizzes menu bar, click the **Assessment Types** button. The CLE displays the Assessment Types screen.
3. In the **Saved Assessment Types** section, click the title of the assessment type to be change.
4. Make changes as needed.
5. To save the changed settings, click **Save**. The CLE displays the Assessment Types screen. Or, to return to the Assessment Types screen without saving your changes, click **Cancel**.

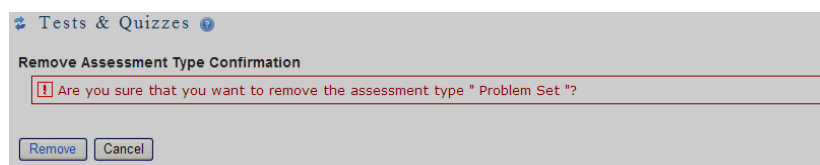


Title &	Last Modified
Default Assessment Type	01/01/2005
Formative Assessment Remove	06/01/2006
Problem Set Remove	06/01/2006
Quiz Remove	06/01/2006
Survey Remove	07/01/2008
Test Remove	06/01/2006
Timed Test Remove	06/01/2006

Deleting an Assessment Type

To delete an assessment type, access the Tests & Quizzes tool and follow these steps:

1. If the Tests & Quizzes home page—instructor view is not displayed and you do not see the menu at the top of the screen, click the **Reset** button.
2. In the Tests & Quizzes menu bar, click the **Assessment Types** button. The CLE displays the Assessment Types screen.
3. In the **Saved Assessment Types** section, click the **Remove** link under the assessment type to delete it. The following confirmation screen appears.
4. Click **Remove** to complete the process and the assessment will be removed from the list. Click **Cancel** to keep the assessment.



Tests & Quizzes

Remove Assessment Type Confirmation

Are you sure that you want to remove the assessment type * Problem Set *?

[Remove](#) [Cancel](#)