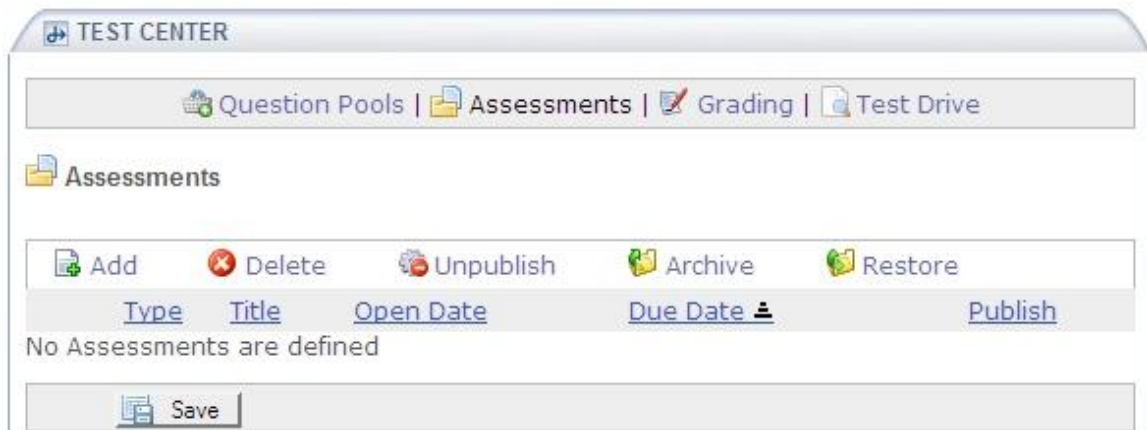


How to create an assessment in Test Centre

The first time you enter Test Center, it will look like the example below. No assessments have yet been created.



There is a particular work flow order that will make creating a test very simple:

1. Create question pools (*Question Pools*)
2. Add questions to question pools (*Question Pools*)
3. Add an assessment (*Assessments*)
4. Add questions or questions pools to the assessment (*Assessments*)
5. Test drive the assessment - *optional (*Test Drive*)

**NOTE: The Test Drive step is optional but it strongly recommended that you test drive your assessments. You can experience what your students will see and can catch errors prior to publishing. You cannot change add, change, or delete questions and parts once you publish an assessment, nor change point value in pools. You will be able to change any settings, as well as titles and instructions (parts or assessment).*

6. If necessary, edit your assessment (*Assessments*)
7. Publish the assessment (*Assessments*)
8. Once submissions have been received, grade student work (*Grading*)

So, as you can see, there are only a few steps for creating an assessment. The following sections will go into detail for each step of the way.