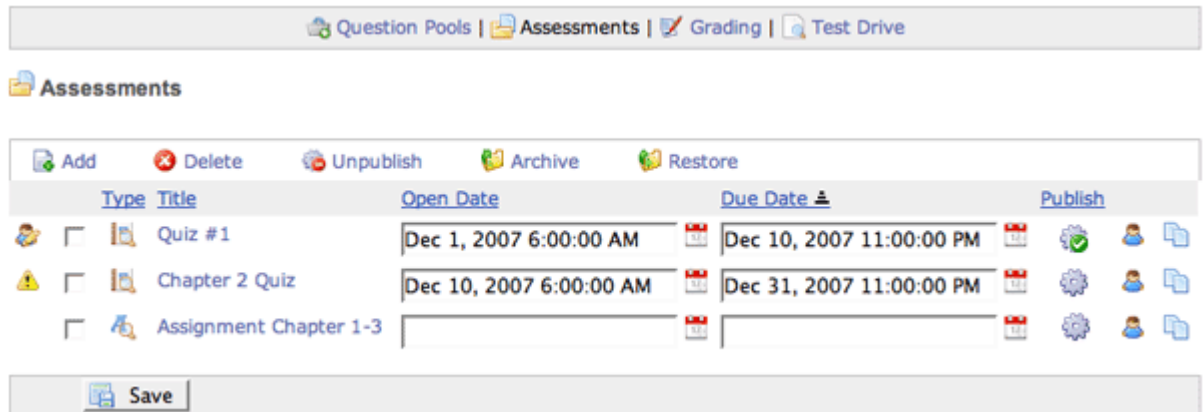


Managing assessments

Assessments List Page

Once you've created some assessments, they will be listed on the Assessments List page.



You can add more assessments, delete those that have no submissions, unpublish both inactive and live assessments, and archive/restore any assessments on this page.

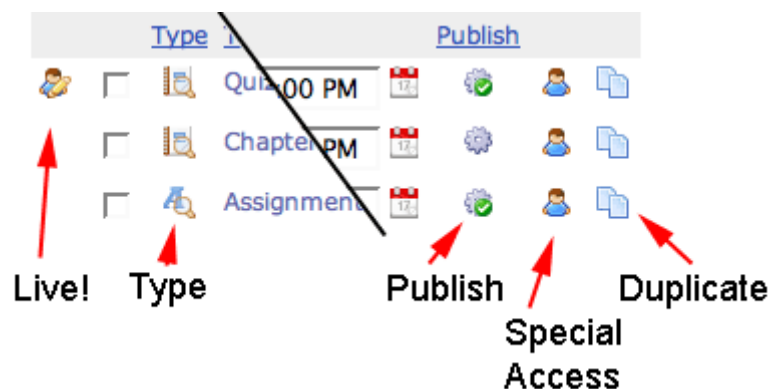
There are action icons that allow you to view, publish, set special access, and duplicate assessments. And you can easily set assessment open and due dates for all assessments from the list page at once!

We've discussed how to publish an assessment. Now we'll talk about other options on this page.

Icons – Icons – Icons

When you look at the rows on the Assessment List page, there are several icons in each row, each affiliated with that assessment.

The screen to the right shows these icons with the title and dates portions removed.



Let's describe what these icons are for, starting with

Little Fellow: This icon indicates that the assessment has submissions. At least one person has started taking the test. Once an assessment has submissions, it cannot be deleted, but it can be unpublished and archived, if desired. You can go

the left-most column.

directly to Grade Submissions for this assessment by clicking on the fellow with the grading pen icon to see student submissions.

This column may also show a **yield** sign, indicating there is something invalid with the assessment. If you've chosen more questions from a pool than it has or if you have parts with no questions, you'll see that yield sign. You'll need to fix the problems before the assessment can be published.

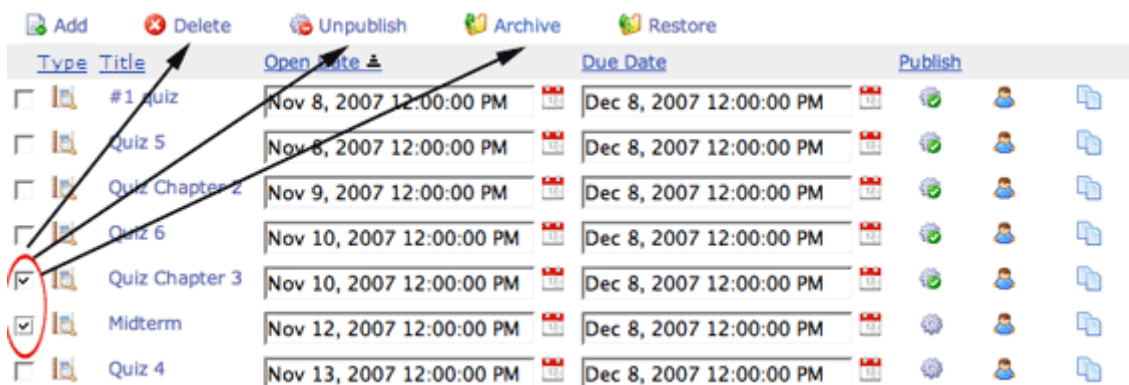
Type: The Type column shows if the assessment is a test or an assignment. You can sort items by type. Also, you can **preview** the assessment by clicking on the Type icon. This is a preview (not a test drive). All the questions will be on one page, along with your answer key to preview them.

Publish: We've already explained how to publish an assessment. Just remember that if it has the green check icon, it's published, and if it is the plain gear / settings icon, it's not published.

Special Access: Clicking on this icon allows you to create special access settings for particular students. It will be described in more detail later.

Duplicate: Clicking on the Duplicate icon will create a virtually identical assessment. The only differences are: 1) a new ID number, and 2) the new one will NOT be published, even if the original was. 3) The title of the duplicate will include information on when it was copied, date and time.

What Else Happens on this Page?

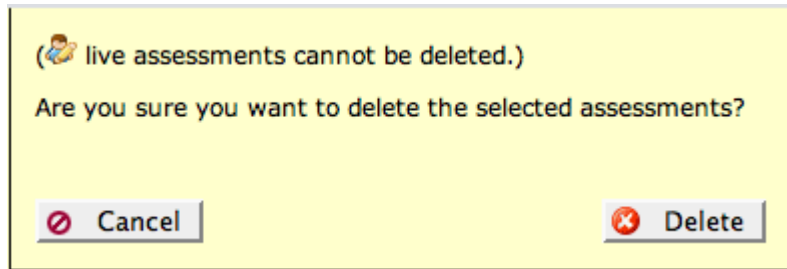


The screenshot shows a table of assessments with the following columns: Type, Title, Open Date, Due Date, and Publish. Above the table are buttons for Add, Delete, Unpublish, Archive, and Restore. The table contains several rows of assessment data. The 'Publish' column for each row contains a green checkmark (published) or a gear icon (not published). The 'Midterm' row has a gear icon and is circled in red. Arrows point from the 'Add', 'Delete', 'Unpublish', 'Archive', and 'Restore' buttons to the corresponding icons in the 'Publish' column of the table.

Type	Title	Open Date	Due Date	Publish
Quiz	#1 quiz	Nov 8, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Published
Quiz	Quiz 5	Nov 8, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Published
Quiz	Quiz Chapter 2	Nov 9, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Published
Quiz	Quiz 6	Nov 10, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Published
Quiz	Quiz Chapter 3	Nov 10, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Published
Quiz	Midterm	Nov 12, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Not Published
Quiz	Quiz 4	Nov 13, 2007 12:00:00 PM	Dec 8, 2007 12:00:00 PM	Not Published

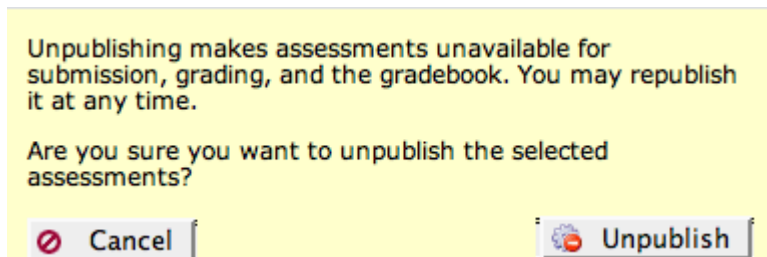
Add: Well, of course we've already used the Add link to create our first assessments. That is what it's for.

Delete: Delete assessments by checking in the box to the left of the title, and then click on the Delete link.



Only assessments which have not been started by a student can be deleted (no submissions yet).

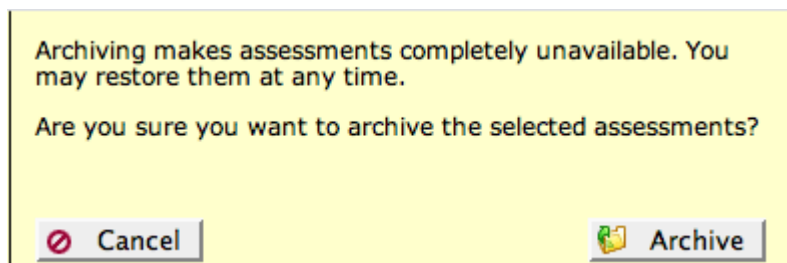
Unpublish: You can unpublish an assessment by checking the box and clicking on the Unpublish link. Live assessments can be unpublished.



Unpublished assessments are not seen by students, whether they've been submitted or not. Unpublished assessments are also removed from the Grading component of Test Center.

Also, when an assessment is unpublished, its entry and points are removed from the Gradebook. However, if you republish an assessment that you unpublished in error, the item and grades will be restored in the gradebook, and in the Grading area of Test Center.

Archive: Selecting an assessment and clicking the Archive link will remove it from your view, as well as student view, if it were published.





As archived items become unpublished, they will be removed from Grading and the Gradebook as well.

When you archive a published assessment that had submissions, you will not lose those records. Upon restoration, they will be there.

Restore: If you decide that you want to restore an assessment that you've banished to the archives, you can always get it back by clicking on the Restore link. That brings up a list of everything that's in archive. Check next to the item(s) you want to restore and then OK.

Restore

Select Assessments to Restore

	View	Title	Date Archived
<input type="checkbox"/>		Quiz Chapter 3	Nov 27, 2007 3:00:54 PM
<input checked="" type="checkbox"/>		Midterm	Nov 27, 2007 3:00:54 PM

The item is back on the Assessment List page. However, it is unpublished, so you'll have to publish it again if you want students to view/take it, or for the grades to be sent to the Gradebook.