

Create an assessment

Create an Assessment

Click on the Assessments link at the top of the page. If you've not created an assessment before, the list is empty, so just click on the [Add](#) link at the top.

The [Edit Assessment](#) page appears.

Type

Test

Assignment

Title

 [Add Instructions](#)

Add Parts

|  Manual Select |  Random Draw |  Delete | |
|---|---|--|--------|
| Order | Part | Summary | Points |

No Parts

Total Questions: 0

Total Points: 0.0

 Done

ID: 37

Created by vivie instructor, Dec 27, 2007 11:45 PM
Last Modified by vivie instructor, Dec 27, 2007 11:45 PM

At the top of the page, give your assessment a title. This can be changed later, if you wish. Add instructions (*optional*).

To create your assessment you add questions from the question pool to parts. Some simple assessments (quizzes, tests, assignments) will have only one part. In other cases, you may wish to add several parts to your test. Or, one part can be used for a complex assessment, calling all your pools!

There are two ways to add parts: **select manually** and **random draw**.

We'll discuss how to add parts in a bit.

Once parts have been added, the total number of questions on the exam and how many points the exam is worth will show right above the Done button.

At the very bottom of the page is assessment ID and history information. This can be useful when

comparing different copies of an assessment.

Add Part - Random Draw

The Random Draw option allows you to add a part that draws a different set of questions from your pools for each student. If the assessment is set up so students can attempt multiple tries, they will *not* get the exact same random draw questions each time they take the test.

To add a Random Draw part to your test, click on the **Random Draw** link on the Edit Assessment page (circled in blue in first picture above).

The Edit Part page appears. Part Title and Instructions are optional - if you want your parts to have titles and instructions, add the information; if not, leave these components blank.

In the Select questions from pool(s) area, all the pools in your course site are listed. To the right of the pool title is a column which shows how many questions are available in each pool. Other columns show how many points questions are worth and their difficulty. Note that you can sort by pool title and points.

In the box to the left, add how many questions you'd like to draw from each pool. Don't go over the number of questions that are available in the pool or you will get a warning.

Click **Done** at the bottom of the page after making your choices.

Part Title

 Add Instructions

Select questions from pools

| Draw | Pool | Description | Questions | Points | Difficulty |
|---------------------------------|-----------------------|---------------------------------|-----------|--------|------------|
| <input type="text"/> | Assignments | | 5 | 50.0 | 3 |
| <input type="text"/> | CATS | Classroom Assessment Techniques | 5 | 1.0 | 3 |
| <input type="text"/> | Course Evaluations | | 5 | 0.0 | 3 |
| <input type="text"/> | Greek Mythology | The Greek Gods | 10 | 5.0 | 3 |
| <input type="text" value="10"/> | Quiz 1 - Units 1 - 7 | | 40 | 5.0 | 3 |
| <input type="text" value="15"/> | Quiz 2 - Units 8 - 15 | | 49 | 5.0 | 3 |
| <input type="text" value="5"/> | The Great Sampler | | 9 | 1.0 | 1 |

Total Questions: 30

 Shows how many available

 Done

Add Part - Manual Select

The Manual Select option allows you to add a part where you can choose particular questions you would like ALL students to get.

To select questions manually, click on the [Manual Select](#) link on the Edit Assessment page.

The Edit Part page appears. Part title and Instructions boxes are optional - if you want your parts to have titles, add the information, if not, leave this blank.

Click the Select Questions link to view a list of all questions in all your pools.

The Select Questions page appears.

Part Title

Add Instructions

Select Questions Remove from Part

| Order | Description | Type | Pool | Points | Difficulty |
|-------------------------------------|-------------|------|------|--------|------------|
| No questions have been selected yet | | | | | |

Total Questions: **0**
Total Points: **0.0**

Done

ID: 5
Created by vivie instructor, Dec 27, 2007 8:47 PM
Last Modified by vivie instructor, Dec 27, 2007 8:57 PM

Check the box next to a question you want to be on the exam for all students.

If you're not sure if it's the question you want for sure, click on the little page with magnifying glass icon to view the entire question. Click Return on that page to return to this list of questions.

If you have too many questions in your pools, you can narrow down by using the **sort feature** and sort your questions by pool, question type, point value, or even alphabetically, by question. To sort, click on the header row of the question, pool, type, or points.

Another, more efficient way to find questions quickly is to use the **filtering** provided. Look at the drop-down menu and select the pool from where you want to select questions from manually. Additionally, choose the type of question you want (i.e. multiple choice or essay). The software will shift through all your questions and will display just those that match your criteria. You are now ready to browse through them and make your selections.







Once you've selected manually all the questions you want, click the [Done](#) button at the bottom of the page.

You're returned to the Edit Part page. The questions you've selected are listed.

Click **Done** at the bottom of this page to return to your list of all parts on the Edit Assessment page.

Select Questions

Part Title : *no title*

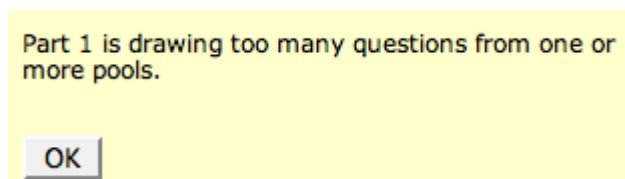
| Pool: Quiz 2 - Units 8 - 15 | | Type: all | | | |
|-------------------------------------|---|-----------------------|-------------------|--------|------------|
| Viewing 1 - 30 of 49 | | | | | |
| | Question | Pool | Type | Points | Difficulty |
| <input type="checkbox"/> |  Instructors must use a different email address than the one ... | Quiz 2 - Units 8 - 15 | True / False | 5.0 | 3 |
| <input type="checkbox"/> |  A module contains at least {} or more content sections. | Quiz 2 - Units 8 - 15 | Fill In The Blank | 5.0 | 3 |
| <input checked="" type="checkbox"/> |  A question pool allows you to create a test bank of question... | Quiz 2 - Units 8 - 15 | True / False | 5.0 | 3 |
| <input type="checkbox"/> |  After creating a test, before it is visible to students, it ... | Quiz 2 - Units 8 - 15 | Multiple Choice | 5.0 | 3 |
| <input checked="" type="checkbox"/> |  Answers to Short answer/Essay questions have a limit of 4,00... | Quiz 2 - Units 8 - 15 | True / False | 5.0 | 3 |
| <input type="checkbox"/> |  File types that can be uploaded to Resources include? | Quiz 2 - Units 8 - 15 | Multiple Choice | 5.0 | 3 |

Overdrawing Questions from Pools

OOPS! At some point you may end up seeing the yield sign next to a part.



This is because you've chosen more questions from a pool than there are questions in that pool. It's warning you that you need to fix something, and the logical place to do so is in the Random Draw pool.



When you created the pool from random draw earlier, it told you how many questions were available. But then when you went in and chose questions manually, it allowed you to select the questions from a pool you wanted. If you ended up choosing a set number of questions manually, there may not be enough left for the random-draw number that you chose earlier.

The solution is to go into the Random Draw pool that has the yield sign, and change the number of questions from the pool. The number of available questions from that pool is showing how many questions are available minus the questions selected manually. So don't go over that figure. It basically tells you how many are available to draw from randomly.



You can always add a part where you select manually questions first, and then add a part where you choose random draw questions; it will tell you what your limit from that pool is.

Finish Creating an Assessment

After you've added one or more parts and selected questions, you're done.

Click on the **Done** button at the bottom of the page to return to your list of Assessments. You will set the dates of the assessment, and publish it from that page.

Type

Test

Assignment

Title

Mid Term Quiz

Add Instructions

Add Parts

| | | Manual Select | Random Draw | Delete | |
|----------------------------|----------|--|-------------|--------|--|
| Order | Part | Summary | | Points | |
| <input type="checkbox"/> 1 | no title | Random from Pools (17): The Great Sampler, Quiz 2 - Units 8 - 15, Quiz 1 - Units 1 - 7 | | 65.0 | |
| <input type="checkbox"/> 2 | no title | Manually Selected Questions (7) | | 35.0 | |

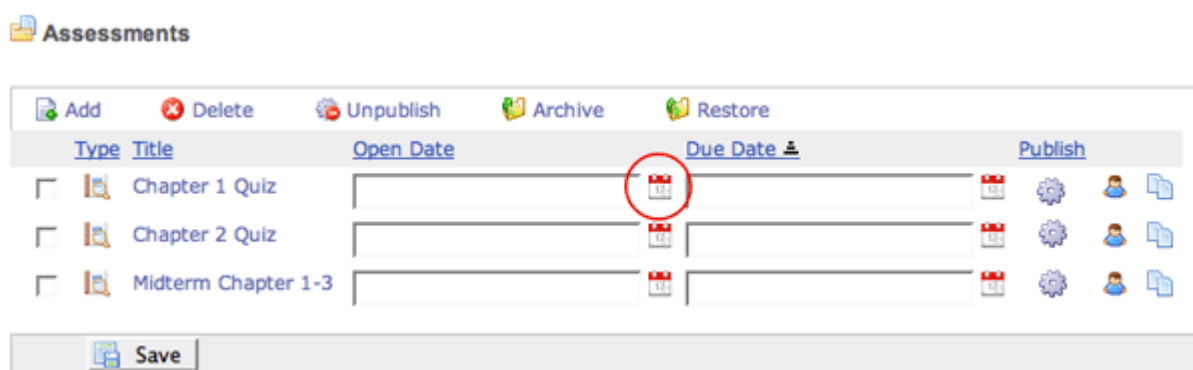
Total Questions: **24**
Total Points: **100.0**

Done

Set Dates

You can set open and due dates for your exams either from the Assessment List, as shown to the right, or within Publish Settings, (*see next section*).

To set dates on the Assessment List page, click on the calendar widget to the right of the date box. Enter the time and then click on the date. After setting all the dates you want to set, be **sure** to click the **Save** button at the bottom of the page.



The screenshot shows the 'Assessments' interface. At the top, there are buttons for 'Add', 'Delete', 'Unpublish', 'Archive', and 'Restore'. Below these is a table with the following columns: 'Type', 'Title', 'Open Date', 'Due Date', and 'Publish'. The table contains three rows of assessments: 'Chapter 1 Quiz', 'Chapter 2 Quiz', and 'Midterm Chapter 1-3'. Each row has a checkbox, a title, and two empty date fields. A red circle highlights the calendar icon next to the 'Due Date' field of the first row. At the bottom of the table, there is a 'Save' button.

Alternatively, (*but more work*), you can type directly into the date box in this format:

Jan 1, 2008 1:00 AM

Month Day, Year Hour:Minute AM/PM