How to Create an Assessment

Assessments can be used to help build engaging online learning environments, reinforce lessons, and evaluate student work. Assessments can consist of many question types including the common multiple choice, true/false and matching formats. Assessments may be self-graded or may include manually-graded questions such as short answer, essay, or offline items.

1. Click on the **Lessons** tab.
2. Go to the **location** where you want the assessment.
   Note: An assessment can be placed inside a folder with other assessments or within a module or unit of content.
3. Click on **Add Content**.
4. Click on the **Assessment** link under **Create an Item**.

Create an Item

Folder
Create a new folder to organize your content.

Page
Create a new page of content from scratch.

Link
Create a URL to link to a document on the World Wide Web.

File
Upload Zip, Word, Excel, graphic files and more from your computer.

Drop Box
Create a drop box for users to submit files or ePortfolio publications.

Game
Adds a crossword puzzle or quiz show content item.

IMS/SCORM Package
Adds a reference to an IMS/SCORM content package.

Discussion Forum
Adds a gradable Discussion Forum for collaboration or Q & A.

Blog
Adds a blog page where all users can post.

Wiki
Adds a wiki page where users can freely edit each others posts.

Course Syndication Folder
Create a new Course Syndication Folder to organize your content for RSS aggregators or

Assessment
Create a new assessment, practice test or exam.

5. Click to select **Advanced** settings to make sure that you see all of the options for settings.
6. Under the **Content** tab, type a **Title** for the Assessment (required) and a **Subtitle** (optional).
   Note: The title should clearly identify the module or unit and the specific assignment.
7. Click **Save**.

How to Modify Assessment Settings

8. Click on the **Settings** link.
9. Click in the Circle next to **Advanced** to make sure that you see all of the options for settings.

Access Tab

10. Click on **Students Only** from the drop-down menu next to **User Tracking**, if you want to track each time students access this assessment.
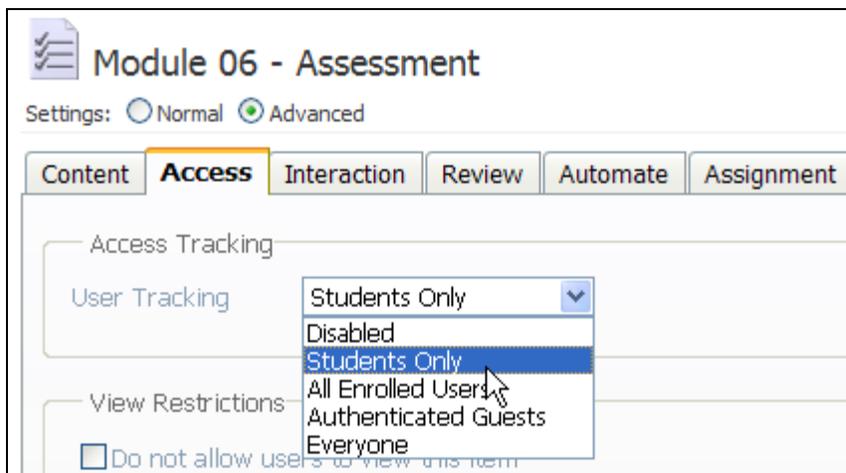
11. Select the **View Restrictions** you want:

- Check the box next to "**Do not allow users to view this item**" **ONLY** if you want to hide the assessment. **Note**: You might hide an assessment if you are creating content that is not ready for your students; however, you have to remember to go back and uncheck it when you are finished.
- Select who can view the assessment from the drop-down menu next to **Viewable By**. (This setting should be **Students**, as they are the users who need to take the test.)
- Add a **Password** only if you want to lock the assessment. Don't forget to send the password to students to unlock the assessment.
- Leave **Team Access** set to **All Teams**, or choose a **Selected Team** under Team Access if you want to restrict access to a specific team(s) of students.
- Add a **Start Date** if you don't want students to **view** the assessment link until a specific date. The Start Date allows the students to see the link to the exam, but they cannot take the exam until the test is enabled. (**Important!** Make sure that you click in the box next to the date you select or the date will not be saved.)
- Add an **End Date** if you don't want students to view the assessment link after a specific date. (**Important!** Once again, make sure that you click in the box next to the date you select or the date will not be saved.)

View Restrictions

☐ Do not allow users to view this item

Viewable By   Students ▾

Password

Team Access   All Teams ▾

Start Date   ☑ May ▾ 2 ▾ , 2009 ▾ 📅 PM 11 ▾ : 55 ▾

End Date   ☑ May ▾ 15 ▾ , 2009 ▾ 📅 PM 11 ▾ : 55 ▾

12. Under **Internet Security** click **Medium - disable right-click, and print, etc.** from the drop-down menu next to **Brower Security**. (This will restrict students from printing the test.)

Internet Security

Browser Security   None - no browser security imposed ▾

None - no browser security imposed   00% effective.
Medium - disable right-click, print, etc.
IP Filter   High - requires Secure ANGEL browser

Interaction tab

13. Change the **Delivery Settings**:

- Select the check box next to **Date Enabled** to set the date when the **students can take the assessment**. **Note:** If you don't set the **Date Enabled** setting, your students will be able to take the assessment on the date set under the **Access tab's** Start Date. (Make sure that you click in the box next to the date you select, otherwise the date will not be saved.)
  Note: Start Date and Date Enabled **do not** have to be used together. You can have the test start date blank so the students see that they have a test they will have to take. Setting the Date Enabled to the date they can begin taking the test will allow the students to click on the Begin Test button on that date to start their test.

- Select the check box next to **Date Disabled** to set the date when the **students may no longer take the assessment**. **Note:** If you don't set the **Date Disabled**, the students will no longer see the assessment in the course after the date set under the **Access tab's** End Date. (Make sure that you click in the box next to the date you select otherwise the date will not be saved.)
  Note: This works similarly to the Start Date and Date Enabled. They **do not** have to be used together. If you set an End Date on an assessment, students will not see the test after the specified date. However, if you do not select an End Date but select a

Date Disabled, students can see the test link but no longer take the test as the Begin Test button is disabled. This allows students to review their test without being able to submit additional tries.

14. Select the **Display Settings** you want:

- **All at once** - if you want to display all questions together on a single page.
- **Question set at a time** - if you want to display one question set at a time.
- **Question at a time** - if you want to display one question at a time.
- **Show questions titles** - if you want your students to see the title of each question.
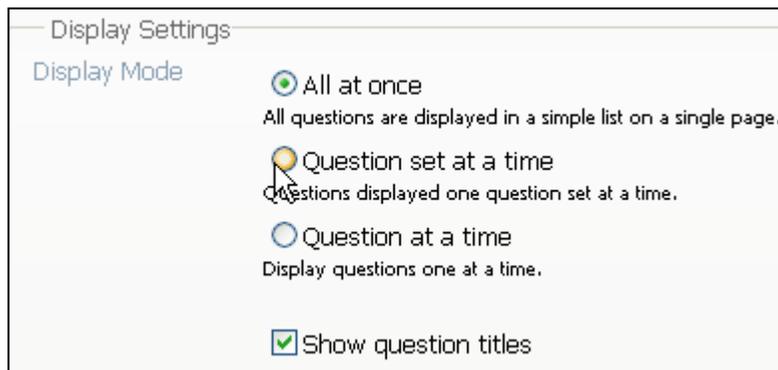
15. Under the **Question Set Defaults,** select from the following options:

- **Randomize the order** in which questions are delivered.
- **Randomize the order** of each question's answer options.
- If you have selected **Question set at a time** or **Question at a time** under the Display Settings, you can prohibit students from going back to the previous question or question set by selecting, **Don't allow backtrack**.
- If you have selected **Question at a time** under the Display Settings, you can provide feedback for each question by selecting **Display feedback after each question**.
- If there is no time limit for your assessment and you would like your students to know the correct answer before proceeding to the next, select **Correct answer must be selected before next question is presented.** This option is available only if you have **Question at a time** selected under the Display Settings.

Question Set Defaults
- ☑ Randomize the order in which questions are delivered
- ☑ Randomize the order of each question's answer options
- ☑ Don't allow backtrack
- ☑ Display feedback after each question
- ☐ Correct answer must be selected before next question is presented

16. Select **Submission Settings** you want:

- **Mastery Settings** - when selected, the course editor specifies a percentage to represent mastery on the assessment. User scores equal to or higher than this percentage are considered to demonstrate mastery of the assessment and the user is denied access to **retake** the assessment.

- **Attempts allowed** - sets the number of times a user can take the assessment.

- **Validation** - choose from the following validation options:
    - Do not allow incomplete submissions
    - Allow incomplete submissions with warning
    - Allow incomplete submissions without warning

- **Save option** - allows users to save answers and finish the assessment at a later date/time. (**Important!** If your assessment is timed, you might not want to select this option, because once students start the assessment the clock starts running, even if they log out. So, the next time when they return to finish the assessment, they may be out of time.)

- **Anonymous mode** - allows assessments to be completed and submitted anonymously. **CAUTION**: Anonymous means anonymous. You cannot recover student submissions for a grade, if you have selected anonymous.

17. Select the **Time Settings** you want.

- **Time limit** - sets the amount of time allowed to complete the assessment.

- **Time warning** - sets a time warning to remind users of how much time they have left to complete the assessment. Time warning values can be set in increments from 1 minute to 30 minutes.

18. Select **Automatically submit assessment when time expires** to have ANGEL automatically submit the assessment, regardless of the completion status when the time has expired.

Standards Tab

If your school has uploaded academic standards into the ANGEL system, you can link this assessment to one or more specific standards. Upon grading this assignment, you can run a report to see how well your students met the selected standards. If your school has uploaded standards into your ANGEL system and you want to align them to this assessment, do the following:

19. Click **Browse Standards**.
20. Click into the **box next to the standards** of choice to select them.
21. Click **Save**.

Objectives Tab

If you have created objectives for your course, you can link this assessment to one or more specific objectives. Upon grading this assignment, you can run a report to see how well your students met the selected objectives. If you have created objectives for your course and you want to align them to this assessment, do the following:

22. Click **Browse Objectives**.

23. Click into the **box next to the objectives** of choice to select them.
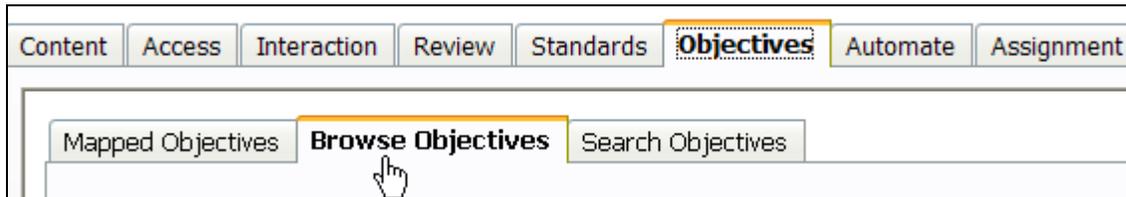
Review Tab

24. Select the **View Submission History** from the drop-down menu. (**Important:** Anonymous assessments do not allow feedback regardless of this setting.)

- **Full Review** - allows users to review the full results of the assessment upon submission, restricted only by the **Feedback Options** that you have checked. In addition, upon returning to a previously submitted assessment, the user is presented with a hyperlinked list of the dates on which he/she has taken the assessment. The user may click on the hyperlinked item to review the full results of the submission restricted only by the Feedback Options. **Note**: **Full review** does not prevent students from printing the questions and answers which are restricted during test taking.

- **List Only** - allows users to review a list summary of the assessment upon submission, including the number of points awarded, the number of points missed, and an overall score. In addition, upon returning to a previously submitted assessment, the user is presented with a list of the dates on which the user submitted the assessment and the grade for each submission (if applicable).

- **Disable** - prevents the display of feedback upon submission of the assessment and also disables the display of information regarding previously submitted assessments.
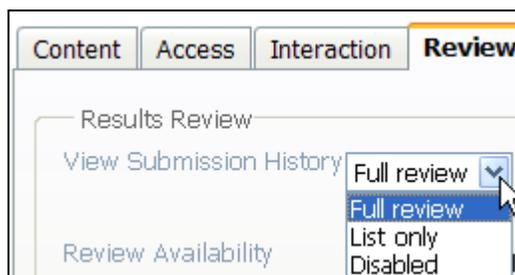
25. **Review Availability** is set when review feedback is displayed. Select from the following options:

- **Review begins** after a specified number of days of User Submission or Assessment disabled. It can also be set on a **specific date**. Make sure to select the check box before **Review begins** to enable the days' text box and drop-down menu.

- **Review ends** after certain days of review begin. Make sure to select the check box before **Review begins** to insert a number in the days' textbox.

- **Restrict review** prevents a student from seeing results until all of their questions are graded.

26. Select the **Display Feedback** you want from the drop-down menu:

- **Assessment completion** - displays feedback upon completion of the assessment.

- **Question set completion** - displays feedback on completion of each question set.

- **Feedback disabled** - restricts display of any feedback.

27. Select which **Feedback Options** you want to display.

Automate Tab

28. **Agents** are advanced tools that allow instructors to create an **automated action** to all students or a selected group of students based on a condition that is met. For example, an instructor can use the Agent tool to create automatic actions such as sending out an email, opening up course content, or locking course content.

Agents are created under the **course Automate tab**. If any agents have been set up for this assessment, they would also appear here as **Associated Agents** under the **Automate tab**.
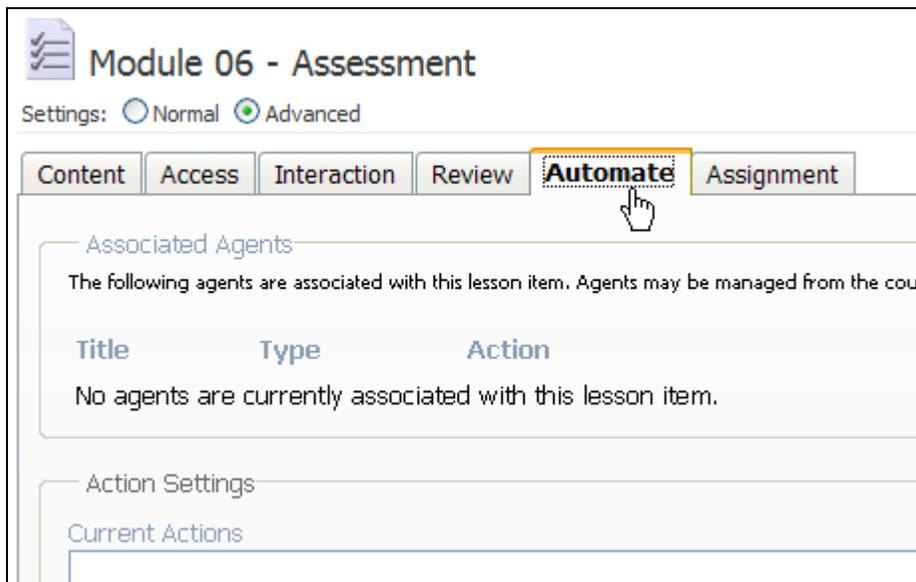
Assignment Tab

The **Assignment Tab** includes settings related to grading of the assessment such as milestones and links to the gradebook.

29. **Milestones** are selected assignments that allow students to track their progress through a course. You can designate this assessment as a milestone and set a targeted completion date for your students.
    - To **set a Milestone**, click in the drop-down menu next to **Task Type** and select the grading method (either manual or item completion).
    - Add the **Assigned Date** and the **Due Date** for the assessment.
      Note: Milestones are automatically added to your course calendar.

30. **Gradebook Settings** will be displayed under the Assignment tab after you have set up your gradebook. You can also **edit** the Gradebook settings here.

31. Click **Save**.