

Create Assessment

Directions

1. From the **Build** tab,
2. Click on **Assessments**
(Under course tools)
3. Click **Create Assessment**
4. Title the Assessment
5. Grade Book Column name is, by default the same as the title of the assessment
6. Select the Assessment Type
6. Click **Save**, or if you have questions in the data base, Click **Save and Add Questions**

Diagram

The diagram shows a sequence of steps in a web application interface. At the top, there are three tabs: 'Build', 'Teach', and 'Student View'. A red arrow points to the 'Build' tab. Below the tabs is a 'Course Tools' menu with options: 'Course Content', 'Announcements', and 'Assessments'. A red arrow points to the 'Assessments' option. Below the menu is a section titled 'Assessments' with two buttons: 'Create Assessment' and 'Go to Question Database...'. A red arrow points to the 'Create Assessment' button. Below this is the 'Create Assessment' form. It has a 'Title' field with the text 'New Assessment' and a red arrow pointing to it. Below the title is a 'Description' text area. Underneath is the 'Item Visibility' section with radio buttons for 'Show Item' and 'Hide Item' (which is selected). Below that is the 'Grade Book column name' section with a text input field containing 'New Assessment' and a red arrow pointing to it. Below the input field is a note: 'The Grade Book column name appears in Grade Book as a column header for this assessment.' Below this is the 'Type' section with three radio button options: 'Quiz' (selected), 'Survey', and 'Self Test'. Below the 'Type' section is the 'Template' section with a heading and a sub-heading: 'Select whether or not you want to base this assessment on an existing assessment.' There are two radio button options: 'Do not base on an existing assessment' (selected) and 'Base on an existing assessment:'. Below the second option is a dropdown menu with '- Select assessment -'. Below the dropdown is a checkbox labeled 'Apply assessment settings only (do not include the questions)'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Save and Add Questions'. A red arrow points to the 'Save' button.