Add an Assessment

**Step-by-Step**

✓ To add an assessment, go to a content area of a course, such as Course Content. Hover over and click on the Assessments tab, and then click on Test.

![Assessments tab](image)

✓ The Create Test page appears. Since the course has no tests yet, click the Create button.

![Create Test page](image)

✓ Now the Test Information page appears. Click the Name field to provide a name for the assessment. Clicking in the Description text area allows the instructor to explain the Test’s purpose, while clicking in the Instructions text area allows instructions and/or notes on taking the test to be entered. For this tutorial, the assessment will be named Test 1.

![Test Information page](image)

✓ Click the Submit button.
The Text Canvas page appears. This is the page where questions can be added to the assessment. Instructors have the choice to create questions, reuse questions, and upload questions. Uploading Questions can be done using an Excel file for example. For this tutorial, we will create a question. Hover over the Create Question tab and then click on Multiple Choice

Now the Create/Edit Multiple Choice Question page appears. Optionally, Click the Question Title to provide a name for Question, otherwise click in the Question Text text area to state the question (this is required). For this tutorial, the question “What are the colors of Purdue?” will be used

Scroll down to section 2, Options. Click Answer Numbering to set how the questions are ordered in the assessment. Click Answer Orientation to change the alignment of how questions are listed. Optionally, the instruction can Allow Partial Credit and have answers in questions display randomly. For this tutorial, the answer choices will be listed in lowercase letters (a,b,c)

For section 3, Answers, click the Number of Answers dropdown. 4 is the minimum number of answer choices for a multiple choice question in Learn using the dropdown. However, the answer text areas can be individually removed by clicking the Remove button on the right of the text area

Section 3, Answers
Optionally in section 4, Feedback, instructors can add Correct Response Feedback and Incorrect Response Feedback.

Additionally, instructors can in section 5, Categories and Keywords, as descriptors for the question’s properties.

Lastly, in section 6, Instructor Notes, instructors can for example note the source of a question, such as did it come from a textbook or a past exam, etc.

Once finished, Click the Submit button.

Now the Test Canvas page for our assessment appears and shows the multiple choice question created. The correct answer has a green check symbol next to it. On the right of the question box, which lists both the question and answer, the points can be changed on the right by clicking the points field, such as from 10 to 20. In addition, clicking on the field can show a checkbox for making a question worth extra credit. Clicking Submit will complete the point change.

To go back and edit any question, simply hover anywhere in a question’s area and a grey, downward pointing arrow symbol, which indicates more options are available, will appear. Click the symbol and then click on the Edit link.
Click the Edit link takes the instructor back to a page that looks exactly like the Create Multiple Choice Question page, thus any changes can be made and resubmitted.

There is no limit to how many questions can be put into an assessment, and once finished adding questions to the assessment, click the grey OK button in the bottom right of the Test Canvas page.

Now, the Create Test page appears again. In the list below the Create button we see the name of the assessment just created. Click the assessment name in the list and then click the Submit button. Learn calls this deploying the assessment.

Add Test

Create a new Test or select an existing Test to deploy.

Add Test

Test Options page appears. The name for the test already appears, and an additional description can be provided that will show up in the course content area. In addition, the test
can be displayed in a new window separate from the course page when students click the assessment’s link. **Click Yes** to enable the assessment being taken in a new window

- In section 2, Test Availability, there are many options present as to how the assessment will function. Both making the assessment link available on Course Content and making a new announcement for the assessment can be enabled or disabled. The instructor can set the number of attempts allowed, including unlimited attempts.

- Instructors can set the assessment so that it must be completed in one sitting using **Force Completion**, though it is recommended to set a timer instead - that way students who may lose their internet connection briefly are not penalized. For setting the timer, the instructor can choose ON, which submits the assessment when time expires, or OFF which allows students to finish the test even though the time has expired.

  **Note:** By default, assessments are set not available, make sure to click Yes next to “Make the Link Available”

**Test Availability**

- **Make the Link Available**: Yes, No
- **Add a New Announcement for this Test**: Yes, No
- **Multiple Attempts**: Allow Unlimited Attempts, Number of Attempts
- **Force Completion**: Once started, this Test must be completed in one sitting.

- **Set Timer**: Set expected completion time. Selecting this option also records completion time.

**Auto-Submit**

- **OFF**: The user is given the option to continue after time expires.
- **ON**: Test will save and submit automatically when time expires.

- **OFF**, **ON**

Lastly, the assessment can be set to display after and until a certain date and time, and assigned a password to only let those specific individuals or groups access the test. It is recommended to use the **Adaptive Release** option instead of assigning a password, that way the assessment only shows up for specific students and doesn’t confuse others.

- **Display After**: 11/15/2012, 08:42 AM

**Enter dates as mm/dd/yyyy, Time may be entered in any increment.**

- **Display Until**: 11/15/2012, 08:43 AM

**Enter dates as mm/dd/yyyy, Time may be entered in any increment.**

- **Password**: Require a password to access this Test.

  **Password**
In section 3, a due date can be assigned, so that when assessments are graded, any student taking the assessment after the date and time assigned will be marked as turning it in late.

In section 4, Self-Assessment, the first option by default is enabled, which allows the assessment to be included into Learn’s Grade Center calculations. Optionally, instructors can check off the second option, which allows results of the assessment to be hidden from the instructor and the Grade Center such as to protect student’s privacy.

4. Self-assessment Options

- Include this Test in Grade Center Score Calculations
  - Grade Center items excluded from summary calculations are also excluded from weighed items are not, grade weight calculations will be skewed.
- Hide Results for this Test Completely from Instructor and the Grade Center
  - If this option is checked, the instructor will not be able to see any student grades, view a choice cannot be reversed later without deleting all attempts.

In section 5, Test Feedback, the instructor can choose after the assessment is completed to display the score, submitted answers of the student, the correct answered, and question feedback.

5. Test Feedback

- Select the Type of Feedback Displayed Upon Completion
  - Score
  - Submitted Answers
  - Correct Answers
  - Feedback

In section 6, Test Presentation, the presentation of the assessment can be switched from showing all the questions at once to only showing one question at a time. In addition, the instructor an choose to prohibit students from question backtracking and randomizing the order of questions.

6. Test Presentation

- Presentation Mode
  - All at Once
    - Present the entire Test on one screen.
  - One at a Time
    - Present one question at a time.
- Prohibit Backtracking
  - Prevent changing the answer to a
- Randomize Questions
  - Randomize questions for each Test attempt.
✓ Click the Submit button
✓ The Course Content page appears and the assessment’s link is displayed

![Course Content](image)

Welcome
to this Demo Course!

Test 1