



## How do I create or edit an assessment (an overview)?

### About Assessments

#### Overview

When creating an assessment, there are a number of things the instructor should consider before creating the assessment:

- The **structure** of the assessment and the **types of questions** that will be included
- **Deployment and setting options**, such as test presentation and feedback
- How the assessment will be **graded** and the availability of multiple **attempts**

#### Assessment Creation

Before creating an assessment, the instructor should consider what type of knowledge is being tested and select question types tailored to the subject matter. It is also helpful to consider flexibility when scoring questions. Will partial credit be acceptable for some or all questions? Are some questions very difficult and have higher points values or may count as extra credit?

Note that questions on the Test Canvas may be reorganized or re-arranged - so the order in which questions are created or added is not of paramount importance.

#### Assessment Deployment and Settings

Before creating an assessment it is important to determine how the assessment will be **deployed** (made available to students) and what assessment settings will be added.

The screenshot shows a web interface for managing tests. At the top, there is a 'Tests' header with a clipboard icon. Below the header, there are two buttons: 'Build Test' and 'Import Test'. A table lists existing tests. The table has three columns: 'Name', 'Deployed', and 'Date Last Edited'. The 'Name' column contains 'Homework' with a dropdown arrow. The 'Deployed' column contains 'Integration By Substitution'. The 'Date Last Edited' column contains 'August 11, 2009'. A red arrow points from the text 'Location where deployed' to the 'Deployed' column header.

Name	Deployed	Date Last Edited
Homework	Integration By Substitution	August 11, 2009

**Note:** The deployment and settings for an assessment are selected on the Test Options page. This page appears once an assessment is added to a Content Area.

If an assessment is for practice, the instructor may want to make **multiple attempts** available, either a specific number attempts or unlimited attempts. For a quiz or test, perhaps only one attempt may be desired. If an assessment is a practice exercise for a timed test, the option to **enforce a time limit** may be helpful.

## 2. Test Availability

- Multiple Attempts
  - Allow Unlimited Attempts
  - Number of Attempts
- Force Completion
  - Test must be completed the first time it is launched.
- Set Timer
  - Set expected completion time. Selecting this option also records completion time for this Test.
  - Hours  Minutes

**Self-assessment options** allow the instructor to determine how the assessments are treated in the Grade Center. Choosing not to include an assessment in Grade Center score calculations allows the instructor to view the grade, but the score does not count towards the calculated grade. This would allow the instructor to see the areas where additional instruction is needed and direct students towards specific topics to review. The Hide the score option encourages student self discovery and encourages students to work on their own.

## 3. Self-assessment Options

- Include this Test in Grade Center Score Calculations
- Hide Results for this Test Completely from Instructor and the Grade Center

Options in the Test Presentation section of Test Options determine how an assessment is viewed by students. The "All at Once" option may be useful for short quizzes. If an assessment includes more than 25 questions, for example, the "One at a Time" may be a better option to select. **This option automatically saves the answers** to questions as students move through the assessment. If necessary, the instructor may enable backtracking, so students may revisit previously answered questions.

## 5. 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 question that has already been submitted.

Additionally, when "ALL at Once" is selected, a Questions Status Indicator provides students with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The Save button next to each question provides a visual reminder to Students to save their work periodically. Completion status of assessment questions is displayed at the top of the page when a student is taking an assessment. The status of which questions have been answered is displayed at the top of the page just below the Name and Instructions box.

## **Grading Assessments**

Instructors have flexibility when grading assessments. **Grading is managed in the Grade Center.** Some of the options available are

- When multiple attempts are permitted for an assessment, the option to include the average score or the highest score on the assessment is used.
- If there is a technical failure at the Institution, all attempts for the assessment taken on that date may be deleted. This option also enables the instructor to allow a student to retake a test if the situation arises.
- The Override option allows the instructor to enter a grade that supplants the existing grade or grades (in the case of multiple attempts) in the Grade Center with a grade that is higher or lower.