

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.

Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

Assessments

Create an Assessment

Create from Scratch

Assessment Title

- Create using assessment builder
 Create using markup text

Choose assessment type (optional)

select

Create

Import from File (XML or zip)

Import

OR

Working Copies: not released to students

Published Copies: released to students

Action	Title	Last Modified
<div style="border: 2px solid red; padding: 2px;"><ul style="list-style-type: none">SelectSelectEditPreviewSettings<li style="background-color: #007bff; color: white;">PublishDuplicateExportRemove</div>	Module 01 Quiz	Demo Instructor 02/19/2014 04:24:00 PM

Chat

1 Existing Question - 10 total points

[Preview](#) | [Print](#) | [Settings](#) |

[Publish](#)

[Add Part](#) | Add Question:

Part Default - 1 question

[Copy to Pool](#) | [Edit](#)

Question Single Correct - points

[Remove](#) | [Edit](#)

The part of the brain responsible for higher cognitive functions.



- A. Cerebrum
 B. Cerebellum
 C. Limbic System
 D. Brain Stem

Answer Key: A

Insert New Question

Update Points

Edit the settings and then publish.

The screenshot shows the 'Assessments' tool interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below the tabs, the 'Assessments' section is active, showing 'Create an Assessment' options. On the left, under 'Create from Scratch', there is a text input for 'Assessment Title', radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text', a dropdown for 'Choose assessment type (optional)' with 'select' chosen, and a 'Create' button. On the right, under 'Import from File (XML or zip)', there is an 'Import' button. Below these options, there are two tabs: 'Working Copies: not released to students' (highlighted in yellow) and 'Published Copies: released to students'. A table lists existing assessments:

Action	Title	Last Modified
<ul style="list-style-type: none">SelectSelectEditPreviewSettingsPublishDuplicateExportRemove	Module 01 Quiz	Demo Instructor 02/19/2014 04:24:00 PM

A red box highlights the 'Settings' option in the dropdown menu. At the bottom right, there is a 'Chat' button.

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.

[Preview](#) | [Print](#) | **[Settings](#)** | [Publish](#)

[Add Part](#) | Add Question:

Part Default - 1 question

[Copy to Pool](#) | [Edit](#)

Question Single Correct - points

[Remove](#) | [Edit](#)

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Answer Key: A

Insert New Question

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the guide [How do I inspect and adjust the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Working Copy before publishing.

Save settings and publish.

Once you have completed all of your settings selections, click the Save **Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of assessment.

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

without notification ▼

display due date on Schedule

"Module 01 Quiz" is available on 02/21/2014 12:00:00 AM to the entire class at <https://qa10.longsight.com/samigo-app/servlet/Login?id=48dbacb1-0470-4012-aaf3-7cd5d3840c501393000593832>

It is due 02/28/2014 12:00:00 AM.

The time limit is 0 hr, 20 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Schedule**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click on **Publish** to make the assessment available to students.

View published assessment.

PSYCH 400 001 SU14: Tests & Quizzes

Assessments | Assessment Types | Question Pools | Event Log

Assessments

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Choose assessment type (optional)

Create

OR

Import from File (XML or zip)

Import

Working Copies: not released to students | **Published Copies: released to students**

View: All | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Module 01 Quiz	Active	0	0	Entire Site	02/21/2014	02/28/2014	Demo Instructor 02/21/2014 11:37:32 AM

Once you have published your assessment, it will be displayed in the list of published assessments, along with the status, submission and release information, and who last modified the item.

Notice that the assessment now appears on the **Published** tab, as opposed to the **Working Copies** tab.