

How do I create an assessment in Tests & Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question. Refer to the Instructor Guide for additional topics.

Go to Tests & Quizzes.

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

Create a new assessment.

OCE101 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):

OR

Import from File (XML or zip)

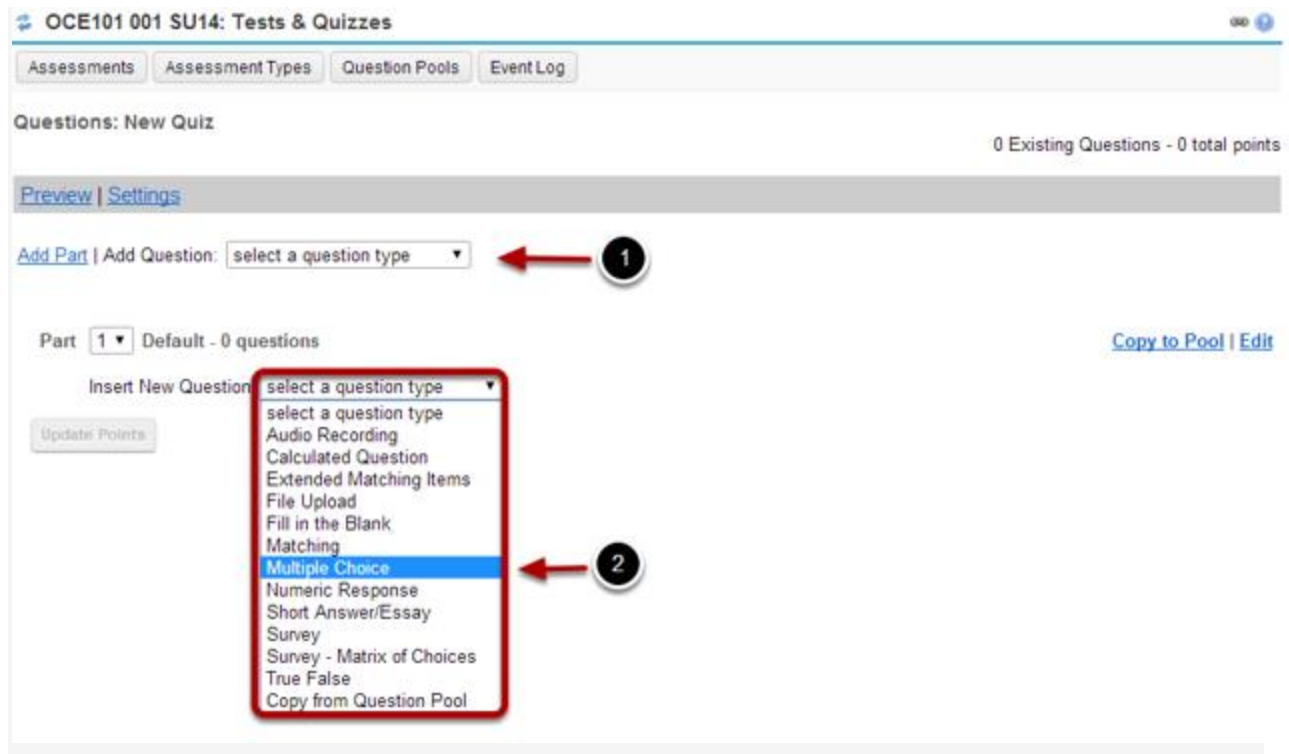
Working Copies: not released to students | Published Copies: released to students

Action	Title	Last Modified
Select	Chapter Questions 01	Demo Instructor 03/04/2014 03:35:56 PM
Select	Module 01 Quiz	Demo Instructor 02/19/2014 04:25:15 PM
Select	Module 02 Quiz	Demo Instructor 03/04/2014 10:54:57 AM

Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title.

Add a question.



The screenshot shows the 'OCE101 001 SU14: Tests & Quizzes' interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below the tabs, the page title is 'Questions: New Quiz' and it shows '0 Existing Questions - 0 total points'. There are links for 'Preview' and 'Settings'. The main area has an 'Add Part' link and an 'Add Question' button with a drop-down menu labeled 'select a question type'. A red arrow and a circled '1' point to this menu. Below this, there is a 'Part 1' dropdown and 'Default - 0 questions'. To the right are links for 'Copy to Pool' and 'Edit'. Underneath, there is an 'Insert New Question' button with a drop-down menu also labeled 'select a question type'. A red box highlights this menu, and a red arrow and a circled '2' point to the 'Multiple Choice' option, which is highlighted in blue. Other options in the menu include 'Audio Recording', 'Calculated Question', 'Extended Matching Items', 'File Upload', 'Fill in the Blank', 'Matching', 'Numeric Response', 'Short Answer/Essay', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. There is also an 'Update Points' button.

To add a question, you can use either of the following drop-down menus:

1. Add Question
2. Insert New Question

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.

Answer Point Value 1

Answer [\(What's This?\)](#)

Single Correct

* Negative point value for incorrect answer selection

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

Question Text

[Show/Hide Rich-Text Editor](#)

About _____ percent of Earth's surface is covered by water 2

Attachments
No Attachment(s) yet

[Add Attachments](#) 3

Most question types allow you to specify:

1. Answer Point Value
2. Question Text
3. Attachments (optional)

Choose number of correct responses (for multiple choice).

Single Correct

Enable Negative Marking

Enable Partial Credit

[Reset to Default Grading Logic](#)

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

The screenshot displays a question editor interface with four answer choices. Each choice consists of a score, a 'Correct Answer' label, a radio button, a letter, and a 'Remove' link. The first choice (A) is selected as the correct answer. Each choice also has a 'Show/Hide Rich-Text Editor' link in the top right corner of its text area.

Score	Correct Answer	Option	Remove
71	<input checked="" type="radio"/>	A	Remove
90	<input type="radio"/>	B	Remove
66	<input type="radio"/>	C	Remove
90	<input type="radio"/>	D	Remove

At the bottom of the interface, there is a yellow button labeled 'Insert Additional Answers' with a 'select' dropdown menu.

Enter all of the possible answer choices for this question. (Notice that the rich text editor is also available for the answers. You may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers

Yes No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale

Yes No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool Select a pool name (optional) ▼

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional) [Show/Hide Rich-Text Editor](#)

Incorrect Answer (optional) [Show/Hide Rich-Text Editor](#)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Continue adding questions.

The screenshot shows the 'OCE101 001 SU14: Tests & Quizzes' interface. At the top, there are navigation tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below this, the 'Questions: New Quiz' section is visible, with a summary box indicating '1 Existing Question - 1 total point'. A 'Preview | Settings | Publish' bar is present. The 'Add Part' section shows 'Add Question: select a question type'. The main content area is titled 'Part 1 Default - 1 question' and includes a 'Copy to Pool | Edit' link. A question is displayed in a red-bordered box, labeled with a '2' in a circle. The question is 'Single Correct - 1.0 point' and asks 'About ____ percent of Earth's surface is covered by water'. The options are A. 71, B. 90, C. 66, and D. 90. The 'Answer Key' is set to 'A'. Below the question is an 'Insert New Question' dropdown. To the right of the question, there are 'Remove' and 'Edit' links, and a '3' in a circle. At the bottom left, there is an 'Update Points' button.

Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.