



# Assessments

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## Introduction

This quick sheet will assist you in creating and modifying assessments. Before you start, please take a moment to review the technical prerequisites and conventions used within this document.

## Technical Prerequisites

You will need access to:

- An Internet connection.
- A Web browser such as Netscape 4.0 or higher and IE 4.0 or higher that can accommodate both JavaScript and cookies.
- An e-mail account.

## Conventions Used in this Material

There are several formatting conventions used throughout this document. Please take note of the following formatting styles:

- Buttons and Links will be indicated in **BOLD**.
- Locations on the screen are indicated in *italics*.
- Tasks you perform are listed as STEPS.

## Assessments

You can create an assessment to test the knowledge and skill level of the users enrolled in your course or determine a consensus of thought on a particular subject matter. There are two assessment options:

**Quiz/Exam:**

The quiz/exam option permits the instructor to assign point values to each question. Student answers can be submitted for grading, and the results can be recorded under each student entry in the gradebook.

**Survey:**

The survey option provides instructors with an assessment tool that records answers anonymously. This is useful for polling purposes, instructor evaluations, and random checks of knowledge. There is no method of grading surveys.

## Planning a Quiz/Exam or Survey

To make the assessment creation as easy as possible, consider planning out the quiz content before beginning the online creation.

**Note:** Creating a **Quiz/Exam** and **Survey** are similar in that question types can be utilized. The difference between the two types of assessments is that surveys cannot give feedback to the user, they cannot be graded, there are no points associated with a survey, nor will a name be associated with a submitted survey. The online gradebook will reflect that the survey has been taken and submitted by issuing a check mark next to the user's name.

Important items to determine before creating an assessment:

- How many questions will this assessment contain?
- Are there instructions that will be included with this assessment?
- What type of questions will this assessment contain?
- What is the point value associated with each question?

## Types of Questions

There are several types of questions that can be included in an assessment. All of the options (except for the short answer/essay) can be automatically evaluated. Short Answer/Essay questions require an instructor or TA to read and evaluate individual answers. A description of each question type and illustration of the required fields are provided below.

All quiz question fields can contain up to 255 characters and will accept HTML coded text.

The types of questions available are:

- Multiple Choice
- True/False
- Fill in the Blank
- Multiple Answer
- Matching
- Ordering
- Short Answer/Essay
- From Question Pool

### Multiple Choice

In multiple choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to **20**.

**Question 3** ( 5 points )

**When plants breathe, they produce what gas as a by-product?**

☐ helium

☐ nitrogen

☐ oxygen

☐ carbondioxide

### True/False

The True/False question type provides an area for the instructor to type the question and designate *correct answer*. If appropriate *images* and *feedback* may be included.

**Question 2** ( 5 points )

**Oxygen is necessary for photosynthis to occur.**

☐ TRUE

☐ FALSE

**Note:** True and False answer options are by default limited to the words True and False. Additional text is not permitted. If more complex answers are required (**For example:** False, Benjamin Franklin is on the five dollar bill), then consider using a multiple choice question format with two answer choices instead.

## Fill in the Blank

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible.

**Question 1** ( 5 points)  
**What is the term used when water flows from high concentration to low concentration?**

Consider the following tips when creating a fill in the blank question:

- Provide answers that allow for common spelling errors (example: convenient and conveneint)
- Provide answer that allows for abbreviations or partial answers (example: Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.)
- Create the question that indicates to students the best way to answer the question (example: \_\_\_\_\_, is pictured on the one hundred dollar bill. Avoid using nicknames or abbreviations in your answer.)
- Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. (example: if the question is *Ben's favorite colors are \_\_\_\_\_* and the correct answer is *Ben's favorite colors are red and blue* but the student types *blue, red*, the answer will be marked incorrect.)

## Multiple Answer

Multiple Answers questions allow users to choose more than one answer to a question.

**Numismatics Quiz #1**  
**Instructions:**  
Please answer all of the questions.

**Question 1** (50 points)  
Name one version of the 1909 cent.

☐ VDB [Link to file](#)  
☒ VDB S  
☐ S  
☒ Indian Head  
☐ Indian Head S  
☒ VDB D  
☒ Indian Head P  
☐ S/P

## Matching

Matching questions provide two columns for users to match appropriately.





**Question 2** (0 points)  
What's what?

Match	Question Items	Answer Items
<input type="checkbox"/>	1. What year were steel pennies produced?	A. Below About Good rating
<input type="checkbox"/>	2. Who was the first presidential likeness to appear on a coin?	B. About Uncirculated rating
<input type="checkbox"/>	3. What does it mean to have a cull coin?	C. 1948
<input type="checkbox"/>	4. What year was the commemorative quarter produced?	D. 1943
		E. Lincoln
		F. Washington
		G. 1973
		H. 1796
		I. 1976
		J. 1968

## Ordering

Ordering questions require users to put answers in the correct order.

**Question 1** (50 points)  
**Put these in the correct order.**

	Large Cent
	Half Cent
	Half Dime
	Twenty Cent

## Short Answer/ Essay

Short Answer/Essay questions require the instructor to provide users with a question or statement. Users are given the opportunity to type (or cut and paste) an answer into a text field. Sample answers can be added for users (after the exam) or graders to use as reference in the **Answers** section. *(Note: if correct answers are provided for an essay, users will see the answer upon submitting the assessment).* Keep in mind that Short Answer/Essay questions must be graded manually.

**Question 2** (25 points)  
**Why was the Twenty Cent Piece discontinued after only being in production for 3 years?**

## From Question Pool

The question pool allows the instructor to add previously created questions to an assessment.

## Creating an Assessment

To create a quiz/exam or a survey:

**Step 1:** From the *Control Panel*, click **Assessment Manager** within *Assessments*.

Click here to create a new assessment.

The screenshot shows the 'Assessment Manager' interface. At the top, there is a button labeled 'Create New Assessment' and a link '[ Show Verbose ]'. Below this, there are two sections: 'Quizzes/Exams' and 'Surveys'. Each section has a table with columns 'Last Modified', 'Name', and 'Availability'. The 'Quizzes/Exams' table shows 'No quizzes available.' and the 'Surveys' table shows 'No surveys available.'

**Step 2:** Click the **Create New Assessment** button.

The screenshot shows the 'Select Assessment Type' section, which includes a message: 'You can choose to create a Quiz/Test or a Survey. All of the options associated with this quiz/survey will appear after you have built your quiz.' Below this, there is a 'Type of Assessment:' label and a dropdown menu with 'Quiz/Test' selected. The 'Submit Information' section follows, with a message: 'To start building your assessment, click the Submit button below. To modify or remove this information in the future, click on the Assessment Tools link in the Control Panel.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

**Step 3:** Select either **Quiz/Exam** or **Survey**.

**Step 4:** Click **Submit** to continue creating the assessment. Click **Cancel** to return to the *Assessment Manager* start page from any point in the assessment section.

**1 Enter Name and Description**

Please enter a Name and Description for this Assessment. The Description will be used to help identify this Assessment in the future.

Enter a Name:

Enter a Description:

**2 Submit Information**

To submit the name and description, click **Submit**. Click **Back** to return to the previous page.

[◀ Cancel](#)

[Submit](#)

**Step 5:** Enter the name and description of the assessment.

**Note:** Description items can include a sentence about the type of assessment, an indication of what kind of questions are located in the assessment, and the approximate time it should take students to complete the assessment.

**Step 6:** Click the **Submit** button.

**1 Enter Instructions**

Please provide Instructions for taking this assessment. These instructions will be displayed to the user when taking the assessment.

Enter Instructions:

**2 Submit Information**

To continue building your assessment, click the Submit button below. To modify or remove this information in the future, click on the Assessment Tools link in the Control Panel.

[◀ Cancel](#)

[Submit](#)

**Step 7:** Enter the instructions for the assessment and click the **Submit** button.



**1 Select Question Type**

Please select a question type to add to your assessment. If you wish, you can select questions from a Question Pool.

Select a Question Type: Multiple Choice

- Multiple Choice
- True/False
- Fill in the Blank
- Multiple Answer
- Matching
- Ordering
- Short Answer/Essay
- From Question Pool

**2 Submit Information**

To continue building your assessment, click on below.

Cancel Submit

Select a question type from the drop down menu.

**Step 8:** Select a question type from the drop down menu and click the **Submit** button.

Example of a Multiple Answer Question in Normal View:

**1 Multiple Answer Question** Normal Advanced

Question Text:  
Name one version of the 1909 cent.

**2 Answers**

You can increase the number of answers below.

Number of Answers: 5

Correct Answers	Answer Value	
<input checked="" type="checkbox"/>	VDB	<span>Remove Answer</span>
<input checked="" type="checkbox"/>	VDB S	<span>Remove Answer</span>
<input checked="" type="checkbox"/>	S	<span>Remove Answer</span>
<input checked="" type="checkbox"/>	Indian Head	<span>Remove Answer</span>
<input checked="" type="checkbox"/>	Indian Head S	<span>Remove Answer</span>

Click here to upload multimedia.

Select the number of answers from the drop down menu.

Click here to remove an answer space.

**Example of a Multiple Answer Question in Normal View (cont.):**

The screenshot shows the 'Options' section of a Blackboard question editor. It has a blue header with the number '3' and the title 'Options'. Below the header, it says 'Please specify a Correct Reply and an Incorrect Reply for the question.' There are two text input fields: 'Correct Answer Reply:' and 'Incorrect Answer Reply:'. The 'Correct Answer Reply:' field contains the text 'Yes, that is a version of the 1909 cent.' and the 'Incorrect Answer Reply:' field contains the text 'That, unfortunately, is not a version of the 1909 cent.' Below these fields is the 'Submit Information' section, which has a blue header with the number '4' and the title 'Submit Information'. It contains instructions: 'To save this question, click on Add or View buttons below. You can modify this question any time before making it available to your users to take. To add another question, click on the Add Question button. To view your , click on the View button.' At the bottom of the 'Submit Information' section are three buttons: 'Cancel', 'Add Question', and 'View Assessment'. An arrow points from the text 'Click here to enter another question.' to the 'Add Question' button. Another arrow points from the text 'Click here to view the assessment.' to the 'View Assessment' button.

**3 Options**

Please specify a **Correct Reply** and an **Incorrect Reply** for the question.

**Correct Answer Reply:**  
Yes, that is a version of the 1909 cent.

**Incorrect Answer Reply:**  
That, unfortunately, is not a version of the 1909 cent.

**4 Submit Information**

To save this question, click on **Add** or **View** buttons below. You can modify this question any time before making it available to your users to take. To add another question, click on the **Add Question** button. To view your , click on the **View** button.

**Click here to enter another question.**

**Click here to view the assessment.**

**Step 9:** Fill out the initial question fields:

- Enter the question in the Question Text field.
- Enter the answer selection (per the question type you selected).
- Fill out the Correct Answer and Incorrect Answer fields (optional).

**Note:** The answer options will be different for each question type. Essay questions do not require answers. However, sample answers may be provided in the answer field to guide students and graders.

**Step 10:** Submit the question by clicking the **Add Question** button. This button will save the current question and take you back to the **Select Question Type** screen.

**Note 1:** Click **View Assessment** to see the arrangement of your assessment questions.

The screenshot shows the Blackboard assessment creation interface. At the top left is an 'Add Question' button. Below it is a form for creating a quiz. The form has three main sections: Name, Description, and Instructions. The 'Name' section has a text field with 'Numismatics Quiz #1' and a 'Modify' button. The 'Description' section has a text field with 'This quiz will cover Indian Head Cents and Lincoln Cents.' and a 'Modify' button. The 'Instructions' section has a text field with 'Please answer all of the questions.' and a 'Modify' button. Below these is a 'Question' section. It has a dropdown menu for 'Question' with '1' selected, a 'Multiple Answer' checkbox, a '50' points field, and 'Modify' and 'Remove' buttons. The 'Question' text field contains 'Name one version of the 1909 cent.' The 'Answers' section has a list of answers: 'VDB', 'VDB S', 'S', 'Indian Head', and 'Indian Head S', each with a green checkmark. Below the answers are 'Correct Feedback' and 'Incorrect Feedback' text fields. At the bottom of the form are three buttons: 'Back', 'Save', and 'Save and Make Available'. Arrows point from text annotations to these buttons and to the 'Question' dropdown and 'Points' field.

Click here to add another question.

Assign points to the question.

Select the question order.

You can modify your question by clicking the Back button.

Click here to save the assessment without making it available to users.

Click here to save the assessment and make it available to users.

**Note 2:** You can modify or remove the Name, Description, Instructions, or Questions by clicking the **Modify** or **Remove** buttons. Clicking the **Remove** button will delete the question.

**Step 11:** To continue adding questions, repeat **Steps 2-10** until the assessment is complete.

## Normal and Advanced Question Creation

There are two types of question creation methods: **Normal** and **Advanced**. The **Normal** option (as described in **Creating an Assessment**) allows you to enter question text, question answers, and Correct/Incorrect replies. The **Advanced** option allows you to upload multimedia (Images, Audio, Files, etc.).

To utilize the advanced options:

- Step 1:** From the *Create Assessment* page, click the **Advanced** button (grayed out on the Question Text banner).



Click here to upload multimedia.

- Step 2:** To upload multimedia in the **Question Text** section, click the **Add Image/File** button.

- Step 3:** Click the **Browse** button to locate the file in your directories. You can also upload a URL to be linked to this question. Enter the **Question Link Name** and the **Question Link URL** in the text boxes.

**1 Add Image/File to Question**

Click the "Browse" button and locate the file on your computer. Then, choose if you want to **Link to the File** or **Display it on the Page**.

New File:

C:\My Documents\Course

Browse...

Action:

Create a Link to This File (All Files)

Click here to  
locate the file in  
your directories.

**2 Submit Information**

To add this file/image, click the Submit button below.

◀ Cancel

Submit

**Step 4:** Select a format to display the image/link.

**Note:** There are two ways to display an image/link on an assessment.

**Create a Link to This File:** This option will create a link that will appear on the assessment. (*Example: [Link to file](#)*) Click the link to view the image/file.

**Display on Page (gif, jpeg, jpg only):** This option will upload the image/file to the assessment. (*See example below*).

**Step 5:** Click the **Submit** button.

**Step 6:** You will be returned to the *Advanced* options screen.


**Example of the Display on Page (gif, jpeg, jpg only):**

**1 Multiple Answer Question** Basic Advanced

Question Text:  
Name one version of the 1909 cent.

☐ Convert Line breaks to HTML breaks ☐ Allow HTML tags

Question Image/File:



Question Link Name:

Question Link URL:

**Step 7:** Optionally upload images/files to the answer selections by repeating steps 2-6.

**2 Answers**

You can increase the number of answers below.

Number of Answers:

Correct Answers	Answer Value	Image/File
<input checked="" type="checkbox"/>	VDB	<input type="button" value="Add Image/File"/> <input type="button" value="Remove Answer"/>
<input checked="" type="checkbox"/>	VDB S	<input type="button" value="Add Image/File"/> <input type="button" value="Remove Answer"/>
<input checked="" type="checkbox"/>	S	<input type="button" value="Add Image/File"/> <input type="button" value="Remove Answer"/>
<input checked="" type="checkbox"/>	Indian Head	<input type="button" value="Add Image/File"/> <input type="button" value="Remove Answer"/>
<input checked="" type="checkbox"/>	Indian Head S	<input type="button" value="Add Image/File"/> <input type="button" value="Remove Answer"/>

**Step 8:** Optionally, you can specify a question category. This option is useful when searching for a question in the question pool. To specify a question category, click the **Add Category** button.

**Note:** Pools and Categories are course-specific.

**3 Submit Information**

Please specify a **Correct Reply** and an **Incorrect Reply** for the question.

Correct Answer Reply:	Incorrect Answer Reply:
Yes, that is a version of the 1909 cent.	That, unfortunately, is not a version of the 1909 cent.

If you wish, you may specify a question category (metadata). Metadata will allow you to search for the question when using a question pool.

Click here to create a new question category.



**Step 9:** To define, modify, or remove a category, click the **Category Manager** button.

**1 Categorize Question**

If you want to define a new category for this question, modify a category, or remove a category, click on the Category Manager button.

Category Manager

No categories currently exist for this course. Use the Category Manager to create categories that you can assign to individual questions.

Click here to create a new category.

**2 Submit Information**

To continue building your assessment, click the Submit button below.

Back

Submit

**Step 10:** Enter the name of the new category and click the **Add Category** button. Click **Return** to restart to categorizing process.

**1 Category Manager**

You can add new categories or modify/remove existing categories here. The Categories are used as search parameters when you are searching for questions in the Pools. You should enter general words that describe the genre or classification of the question for optimal searching.

New Category:

Existing Categories:

**2 Submit Information**

To return to categorizing your question, click the return button below

◀ Return

**Step 11:** The new category will be listed. You can modify or remove the category by clicking the **Modify** or **Remove** buttons. You can create another category by repeating **Step 9**.

**1 Category Manager**

You can add new categories or modify/remove existing categories here. The Categories are used as search parameters when you are searching for questions in the Pools. You should enter general words that describe the genre or classification of the question for optimal searching.

New Category:

Existing Categories:

1) Early Cents

**2 Submit Information**

To return to categorizing your question, click the return button below

**Step 12:** Click the **Return** button to assign the category to a question.

**1 Categorize Question**

If you want to define a new category for this question, modify a category, or remove a category, click on the Category Manager button.

Use the drop-down menu to select which category you want this question associated with. You can assign multiple categories to this question if you wish.

List of Existing Categories:

**2 Submit Information**

To continue building your assessment, click the Submit button below.

**Step 13:** Select the desired category from the List of Categories drop down menu.

**Note:** Multiple categories can be assigned to one question.

**Step 14:** Click the **Assign** button.

**Step 15:** The question has been assigned a category. Click the **Unassign** button to delete the category assignment. Click the **Submit** button to access the *Advanced* options screen.



**1 Categorize Question**

If you want to define a new category for this question, modify a category, or remove a category, click on the Category Manager button.

Category Manager

Use the drop-down menu to select which category you want this question associated with. You can assign multiple categories to this question if you wish.

List of Existing Categories: Early Cents Assign

Categories assigned to question

Early Cents Unassign Category

**2 Submit Information**

To continue building your assessment, click the Submit button below.

Back Submit

Click the Submit button to return to the *Advanced* options screen.

**Step 16:** You will be returned to the *Advanced* options screen. The question will be assigned a category.

**Note:** Click the **Modify** button to change the assigned category or assign additional categories.

**3 Submit Information**

Please specify a **Correct Reply** and an **Incorrect Reply** for the question.

Correct Answer Reply: Yes, that is correct.

Incorrect Answer Reply: Sorry, that is incorrect.

If you wish, you may specify a question category (metadata). Metadata will allow you to search for the question when using a question pool.

Current categories: Dimes Modify

**Step 17:** You can continue creating your assessment by clicking the **Add Question** button.

**4 Submit Information**

To save this question, click on *Add* or *View* buttons below. You can modify this question any time before making it available to your users to take. To add another question, click on the *Add Question* button. To view your assessment, click on the *View Assessment* button.

Cancel Add Question View Assessment

## Creating an Assessment using the Question Pool

An assessment can be created utilizing previously used questions by accessing the **Question Pool**. When an assessment is created, the Instructor has the option of assigning a category to the question and inputting the question in a pool that is housed in CourseInfo. Each Instructor has their own pool/categories of questions to choose from, making major exam creating a recyclable process. Pools and Categories are **course-specific**.

**Note 1:** The **Pool** function is used for logging subject matter-specific questions together.

**For example:**

If you are creating a course on African-American Diaspora, you can generate questions and group them together accordingly. If those questions are to be used at a later date, a pool has been created housing questions that pertain to the subject matter.

**Note 2:** The **Category** function is used to search for specific questions.

**For example:**

If you are creating a course on Poetry Appreciation, you can search for previously created questions on poetry (within your own categories). Within the category, you can select the questions you would like to add to your assessment.

To create an assessment using the question pool:

**Step 1:** Repeat steps 1-6 of **Creating an Assessment or Survey**.

**Step 2:** From the *Question Type* drop down menu, select **From Question Pool**.

The screenshot displays the 'Select Question Type' step of the assessment creation process. A dropdown menu is open, showing various question types: Multiple Choice, True/False, Fill in the Blank, Multiple Answer, Matching, Ordering, Short Answer/Essay, and From Question Pool. The 'From Question Pool' option is highlighted at the bottom of the list. The interface includes a 'Cancel' button and a 'Submit' button.

**Step 3:** Click the **Submit** button.

**Step 4:** Determine your method of gathering pool question from the drop down menu and click the **Submit** button.

**Note:** If you choose **Select Specific Questions** from **Pool**, you will access the categories created while building assessments, as well as other previously created assessments. If you choose **Select Random Block of Questions** from **Pool**, you will access a pool that you have created to house random questions in a specific subject matter. This can only be accomplished when a pool has been created (see the *Pool Manager* section of this manual).

**Example of Select Specific Block of Questions:**

**1 Import Question(s)**

You may choose to import one or more specific questions from existing pools or you may choose to import a random block of questions from one pool.

Select Action: Select Random Block of Questions from Pool  
Select Specific Question(s) from Pool  
Select Random Block of Questions from Pool

**2 Submit Information**

To continue locating questions to add to your assessment, click the Submit button.

◀ Cancel Submit

**Step 5:** Select the assessment from which you would like to select a question.

**1 Select Questions from Pool(s)**

Select one or more Pools/Assessments to search in order to locate specific questions to import:

**POOLS:**

**ASSESSMENTS:**

<input type="checkbox"/> Numismatics Quiz #1 -- 2 Questions	<span>Preview</span>	} Click here to preview the questions available.
<input type="checkbox"/> Numismatics? -- 2 Questions	<span>Preview</span>	
<input type="checkbox"/> sdasdsa -- 3 Questions	<span>Preview</span>	

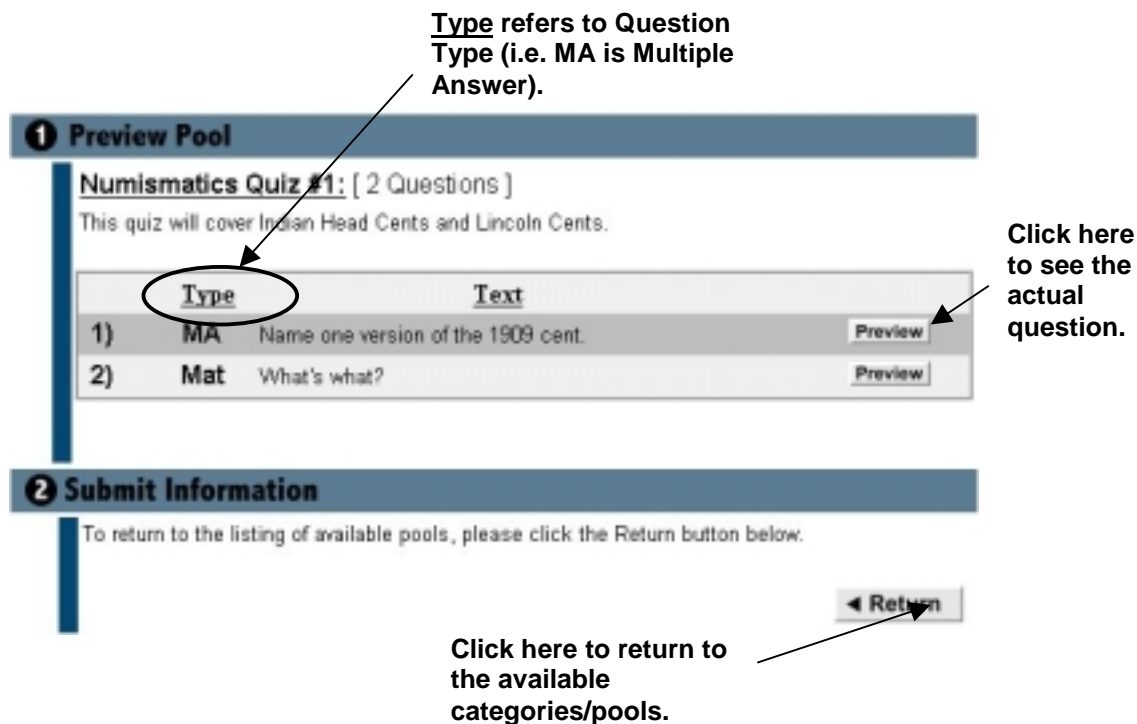
**2 Submit Information**

To continue locating questions to import, click the Submit button.

◀ Cancel Submit

**Note:** You can preview the questions available within an assessment. To preview available questions click the **Preview** button of the desired assessment. Click the **Return** button to select a category/pool.

Type refers to Question Type (i.e. MA is Multiple Answer).



**1 Preview Pool**

**Numismatics Quiz #1: [ 2 Questions ]**

This quiz will cover Indian Head Cents and Lincoln Cents.

	<u>Type</u>	<u>Text</u>	
1)	MA	Name one version of the 1909 cent.	<a href="#">Preview</a>
2)	Mat	What's what?	<a href="#">Preview</a>

**2 Submit Information**

To return to the listing of available pools, please click the Return button below.

[Return](#)

Click here to see the actual question.

Click here to return to the available categories/pools.

**Step 6:** Select the appropriate search criteria.

**Note:** You can enter **Keywords** to condense your search.

## 1 Search Pool

Select one or more categories, question types, or question text to use as search criteria.

Related Categories:

ALL  
Early Cents  
General Numismatic Knowledge

Clicking all will show you the questions available in all of the categories and formats.

Select Question Type:

☒ All ☐ Essay  
☐ Multiple Answer ☐ Matching  
☐ Multiple Choice ☐ Ordering

Enter Keywords:

## 2 Submit Information

To display the list of questions related to the specified criteria above, click the Submit button.

◀ Cancel

Submit

**Step 7:** Click the **Submit** button.

**Step 8:** The questions available will appear according to the search criteria. Click the check boxes of the questions that you would like to use in the new assessment.

## 1 Search Results

7 Questions located with criteria:

Category:  Text:  ALL

This is a mid term examination for Numismatics. Good luck.

	Type	Text	Owner	Name	
1)	<input type="checkbox"/> MA	Name one version of the 1909 cent.	Q	Numismatics Quiz #1	<a href="#">Preview</a>
2)	<input checked="" type="checkbox"/> Mat	What's what?	Q	Numismatics Quiz #1	<a href="#">Preview</a>
3)	<input type="checkbox"/> MC	Do you like coin collecting?	S	Numismatics?	<a href="#">Preview</a>
4)	<input type="checkbox"/> MC	What is the biggest drawback of numismatics?	S	Numismatics?	<a href="#">Preview</a>
5)	<input type="checkbox"/> MA	Name one version of the 1909 cent.	Q	sdlasdsa	<a href="#">Preview</a>
6)	<input type="checkbox"/> Ord	Put these in the correct order.	Q	sdlasdsa	<a href="#">Preview</a>
7)	<input checked="" type="checkbox"/> Ess	Why was the Twenty Cent Piece discontinued after only being in production for 3 years?	Q	sdlasdsa	<a href="#">Preview</a>

- Step 9:** Click the **Submit** button to add the selected questions to the new assessment. The **Cancel** button will return to the pool selection page, deleting all previous entries.



- Step 10:** The pool questions will be added. You can either add more questions to the assessment by clicking the **Add Question** button, or save the assessment by clicking either the **Save** button (future modification) or the **Save and Make Available** button.

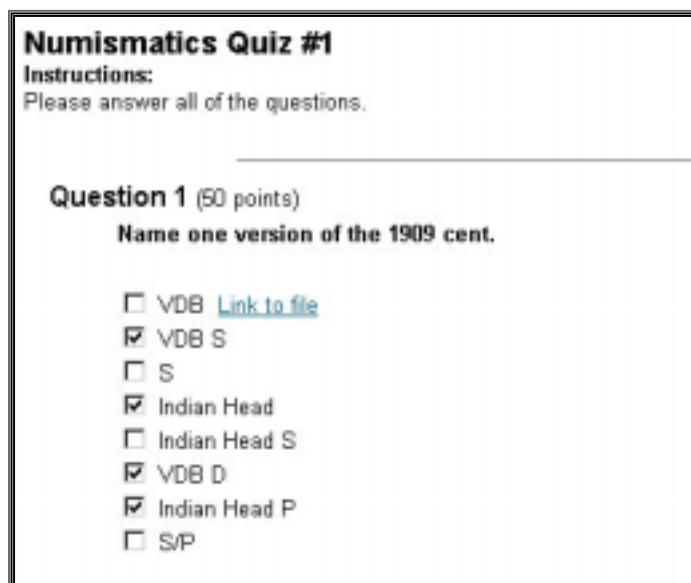
**Note:** When making the **Quiz/Exam** available, remember to add a point value to each question.

## Previewing Assessments

Once an assessment has been created, the Instructor has the ability to preview the exam before making it available to the users.

To preview an assessment:


- Step 1:** From the *Assessment Manager* start page, click the **Preview** button.
- Step 2:** The assessment will appear. Take the assessment and click the **Submit Answers** button.



- Step 3:** The answers are displayed according to the criteria set when the assessment was created.

**Results for Numismatics Quiz #1**

**Question 1** (Received 0 out of 50 points)



**Question:** Name one version of the 1909 cent.

**Your answer(s):**

- ✓ VDB S
- ✓ Indian Head
- ✗ VDB D
- ✗ Indian Head P

**Correct answer(s):**

- VDB [Link to file](#)
- VDB S
- S
- Indian Head
- Indian Head S

**Feedback:** That, unfortunately, is not a version of the 1909 cent.

Your points are shown as well.

You scored **0** out of **50** points.

**Back**

- Step 4:** Click the **Back** button to return to the *Assessment Manager* start page.

## Saving Assessments

Once you have created an assessment you can either save it and store it for future modification or save it and make it available to users. This is useful when creating a long exam that requires more than one sitting to develop.

**Note:** Saving and making an assessment available immediately after creation and saving an assessment after modification are completed in the same manner.

To save an assessment for future modification:

- Step 1:** From the Create Assessment page, click the **View Assessment** Button.
- Step 2:** Review the assessment for grammatical errors, order, and point value.

Be sure to assign a point value to the question.

- Step 3:** Click the **Save** button.
- Step 4:** The assessment has been saved and can be accessed at any time for modifications. It is not available to users.

To make an assessment available (immediately or after modification):

- Step 1:** From the *Assessment Manager* start click the **Update** button of the desired assessment.

Click here to make the assessment available to users.

- Step 2:** In the Availability section click the **Yes** radio button to make the assessment available.



**1 Availability**

**Name:** Numismatics Quiz #1

**Description:** This quiz will cover Indian Head Cents and Lincoln Cents.

**Current Status:** Not Available

Make assessment available? ☐ Yes ☒ No

Click here to make the assessment available.

**Step 3:** Determine whether you would like to post announcement about the new assessment (recommended). Click the appropriate radio button and select the location of the announcement from the drop down menu.

**Note:** An announcement will automatically be placed in the *Main Course Window*. An additional announcement can be placed in either:

- Assignments
- Course Information
- Course Documents

Generate an announcement? ☒ Yes ☐ No

Place a Link in:

**Step 4:** Make the appropriate selection in the assessment options by clicking the checkbox. The options are as follows:

Option	Answering Yes	Answering No
<b>Show Detailed Result</b>	Displays each question and whether or not the student answered the question right or wrong.	Displays a general, total result for the assessment (example, you got 70 out of 100 points).
<b>Reveal Correct Answer</b>	Displays the correct answer to the student (only when <b>Show Detailed Result</b> is selected).	Does not display the correct answer to the student
<b>Feedback Enabled</b>	Shows the feedback associated with a question (only if <b>Reveal Correct Answer</b> is selected).	Does not show the feedback associated with a question.
<b>Allow Multiple Attempts</b>	Permits students to take an assessment multiple times (practice exercise). Does not enter the attempts in the gradebook. This is the only option available when creating a <b>Survey</b> .	Student name will be associated with a grade. Entry will be recorded in gradebook.
<b>Timed Quiz</b>	Displays a running clock, timing test completion.	The assessment will not be timed.
<b>Password Protected</b>	Allows only students with the appropriate password to take the assessment.	The assessment does not require a password.

Click the checkboxes of the options you would like to include in the assessment.

**2 Options**

Select Recipient Options:

- ☐ **Show Detailed Result?** Show your students the results for each question instead of simply their final grade.
- ☐ **Reveal Correct Answer?** Show your students the correct answer for each question.
- ☐ **Feedback Enabled?** Allow your students to view the feedback that you have entered for each question. (Show only when *Reveal Correct Answer* checked.)
- ☐ **Allow Multiple Attempts?** Allow your students to take this assessment multiple times.
- ☐ **Timed Quiz?** Students are shown a running clock and warned when the time limit is approaching.  
Hours:  Minutes:

**Password protected?** Allow only those students with the specified password to take the assessment. (Leaving it blank means no password required.)  
Enter password:  (32 or fewer characters.)

Select the timeframe for the assessment.

**Note:** When creating surveys the only option available in the *Options* section is **Allow Multiple Attempts**.

**2 Options**

Select Recipient Options:

- ☐ **Allow Multiple Attempts?** Allow your students to take this assessment multiple times.

**Step 5:** Click the **Submit** button.

**3 Submit Information**

To finish this assessment, click on any of the buttons below. You can modify these options any time before making it available to your users to take.

**Step 6:** The assessment has been made available.

## Removing Assessments

The instructor can remove an assessment from a CourseSite. There are two ways to remove an assessment:

- Remove (delete)
- Make Unavailable

Removing an assessment from a CourseSite will delete it and all associations with it, such as gradebook entries and announcements. This should only be used if the assessment has been posted in error - this action is irreversible. Making an assessment unavailable allows the instructor to make changes to the assessment before the users have taken it. You will only have limited access to an assessment once it has been made available to users.

To remove an assessment:

**Step 1:** From the *Assessment Manager* start page, click the **Remove** button of the assessment you would like to delete from the course.

**Step 2:** Click **OK** in the confirmation box.

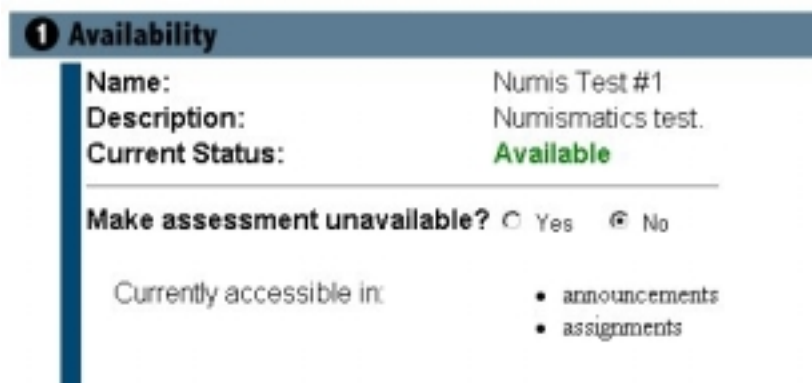
**Note:** Removing an assessment will permanently delete it and all associations with it from the CourseSite (i.e. announcements, gradebook entries, etc.). This action is irreversible.

**Step 3:** Click **OK** to confirm the deletion.

To make an assessment unavailable:

**Step 1:** From the *Assessment Manager* start page, click the **Update** button.

**Step 2:** Click the **Yes** radio button to make the assessment unavailable.



**1 Availability**

Name:	Numis Test #1
Description:	Numismatics test.
Current Status:	Available

Make assessment unavailable? ☐ Yes ☒ No

Currently accessible in:

- announcements
- assignments

**Step 3:** Click **OK** in the confirmation box.

- Step 4:** Click the **Submit** button.
- Step 5:** Click **OK** in the second confirmation box.
- Step 6:** The assessment will become unavailable to the users.

To learn about gradebook features, refer to the CourseInfo v. 4.0 **Instructor Manual**.

## Contact Information

Please contact Blackboard, Inc. for information on upgrades and enhancements to CourseInfo v. 4.0 by using the following contact information:

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