

Creating an Assessment

To Begin Creating an Assessment

1. Click on the course the Assessment is to be added to
2. Choose the Lessons tab
3. Under the Lesson title choose Add Content
4. Click on Assessment

A Description of Each Tab and its Functions

1. Content Tab

- a. Title the assessment to reflect the contents
- b. Place a descriptive subtitle or description to appear under the title if needed.
This is an optional feature.

2. Access Tab

- a. User Tracking
 - i. Choose the group that will be tracked based on their access to the assessment. If you do not need tracking leave this as disabled.
- b. Viewing Restrictions
 - i. Choose what group will be allowed to view the Assessment
 1. Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system.
 2. Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not.
 3. Students restricts access to the content item only to those users on the course roster who have course rights of student or higher.
 - ii. Individual Teams can be selected to access an assessment. Multiple teams can be selected but have one team with a separate set of permissions, like extended time.
- c. Password
 - i. Create a password to further restrict who can view the assessment
- d. Start Date/End Date
 - i. These dates make the link to the assessment visible or not. There are another set of dates that allow the user to actually complete the assessment. See the Date Enabled and Disabled on the Interaction tab settings for this.

3. Interaction tab

- a. Delivery Settings sets dates that the assessment can be completed. If a student tries to access the assessment outside of the Delivery Setting dates they will receive a message informing them of the enabled and disabled dates.
- b. Display Mode will set the questions to appear in sets, all at once, or one at a time. If the question titles need to show check mark the option. (Question titles are optional when each question is being written.)
- c. Question Default settings will change the order the questions are asked in as well as the order that the multiple choice options appear in.
- d. Submission Settings allows for multiple attempts and can be controlled by the score that the student earns.

- e. Time Settings will limit the amount of time a user has for the assessment. If a time limit is being set, be sure to also turn on the Time Warning feature. It is also highly recommended that if a time limit is being used that Automatically Submit Assessment When Time Expires is used.

4. Review Tab

- a. Full Review allows the user to review the entire assessment restricted by the Review Availability selections. What is seen during review is controlled in the Feedback Options section.
 - b. Review Availability allows control over when and how long the user has to review the assessment.
 - c. Display Feedback gives two options for when the feedback is given.
 - i. Question set completion gives feed back after question set.
 - ii. Assessment completion gives feedback after the assessment has been submitted.
 - d. Feedback Options is used to select items that the user should see during the review.
5. **Standards Tab:** As standards become available from professional institutions or departments they will be posted in the Standards tab. These can then be linked to assignments and projects in ANGEL.
6. **Objectives Tab:** As standards become available from professional institutions or departments they will be posted in the Standards tab. These can then be linked to assignments and projects in ANGEL.
7. **Automate Tab:** This tab will allow the user to run reports on different aspects of student activity. It also will allow the user to set up actions based on an individual students responses in ANGEL.
- #### 8. Assignment Tab
- a. Used to mark Milestones and Assignments.
 - b. Milestone options are Manually Marked and Item Completion.
 - i. Manually Marked requires that the user click on a specific link to indicate the Milestone is complete.
 - ii. Item Complete will automatically be marked. By using the start date and end date features for milestones the dates will automatically appear on the course calendar.
 - c. Assignment options will place the results of the assessment into the gradebook. The assessment may be place based on a preexisting category or as a new assignment. If the assessment is a new assignment, questions on weight, points, and more will be asked.
9. Be sure to press Save when done or at any point during the set up.

Creating Question Sets

1. On the Assessment Editor tab click Add Question Set
2. Type in a title and make sure Edit Settings is checked marked
3. The General Tab will allow the editor to change the title and add a header to the section
4. Interaction Tab
 - a. If Use Assessment Setting is checked all settings will be taken from the assessments settings
 - b. If the Use Assessment Settings is uncheck marked the editor will be able to apply settings to a question set
 - c. To manage these settings after saving use the Configure link in the question set.

Creating Questions

1. To create questions choose the assessment from the Lessons tab.
 - a. If you would like to create a Question Set select Add Question Set and see directions below
2. To add a question click Add Question
3. Select a Question Type
4. Enter in the Question Text and complete the necessary selections based on the Question Type chosen.

Question Type	Grading Method	Description
Multiple Choice	Automatically graded	Presents users with a question followed by a list of choices. Only one choice may be selected.
Multiple Select	Automatically graded	Presents users with a question followed by a list of choices. Multiple selections are allowed.
True False	Automatically graded	Presents users with a statement that they must determine to be either true or false.
Matching	Automatically graded	Presents users with a definition and a drop-down list of terms from which they must choose a match.
Ordering	Automatically graded	Presents users with a list of items to be placed in the correct order.
Fill-in-the-blank(s)	Automatically graded	Presents users with a question followed by multiple single-line answer boxes. Responses are automatically graded against a list of allowed answers.
Short Answer	Manually graded (online)	Presents users with a question followed by a single-line answer box.
Essay	Manually graded (online)	Presents users with a question followed by a multiple-line answer area.
Off-line Item	Manually graded (online)	Presents users with a question to be completed offline (no answer field appears).

5. Enter in a point value for the question
6. If the question will be linked to a Standard or Objective use the tabs at the top to connect the question to a predetermined Standard or Objective.
7. If feedback is needed for a correct or incorrect answer checkmark the feedback option and type in the feedback either on the Incorrect Feedback or Correct Feedback tabs.
8. Question Options
 - a. Adding Keywords to the question to make it searchable in the Question Bank
 - b. Rate its difficulty so the questions can be grouped in the Question Bank
 - c. If this question should not be added to the Question Bank uncheck Add to Question Bank
9. Answer labels control how the choice will be viewed. A, B, C or 1, 2, 3 or in a drop down menu.
10. Press Done or Add Question
11. The At a Glance tab allows the editor to check how many users have completed the assessment, the range of scores, the types of questions used, and the settings place on the assessment at set up.