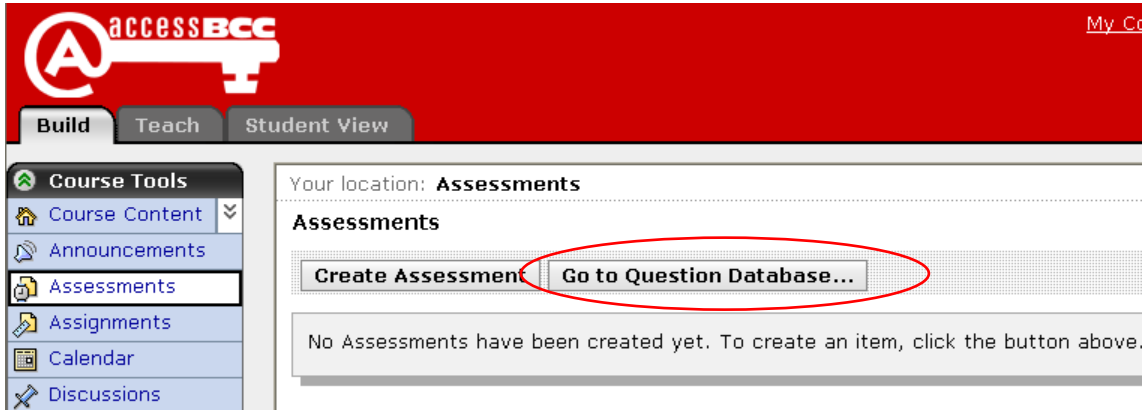


Creating Assessment Questions

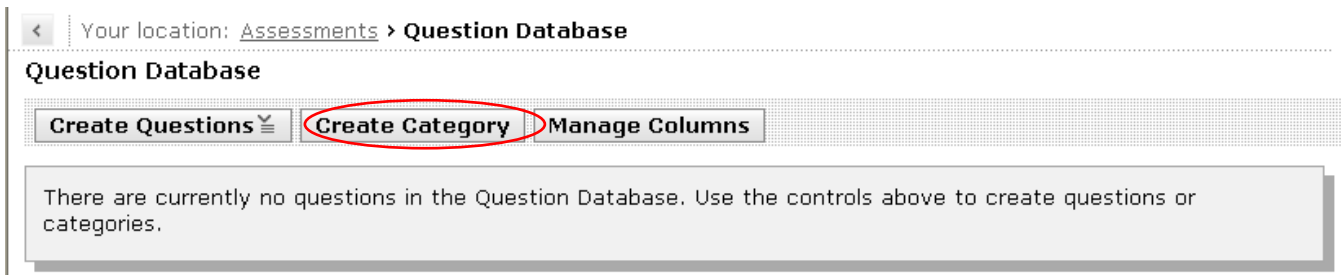
Step 1: Click on the **Assessments** button on the **Course Tools** menu and select **Go to Question Database**:



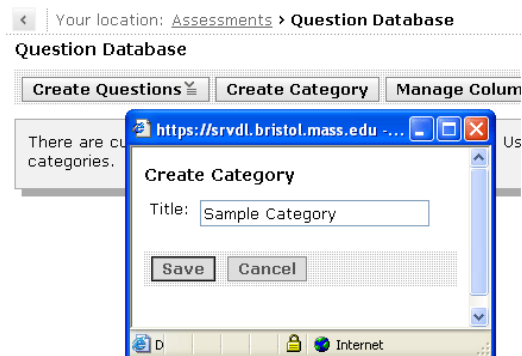
Step 2: Creating Categories

Although you can assign questions to categories after you create them (and also while you're creating them) you may find it easier to create the categories first.

To create a category click the **Create Category** button:



A popup window will appear that will allow you to enter the category:



Your category should now display:

Your location: [Assessments](#) > **Question Database**

Question Database

Create Questions **Create Category** **Manage Columns**

Show: **Category View** Question View

<input type="checkbox"/>	Title ↑	Type ↑	Used By ↑
<input type="checkbox"/>	Sample Category (0)	Category	--
<input type="checkbox"/>	Uncategorized Questions (0)	Category	--

Move Questions to Category:

Step 3: Adding Questions

To add a question click the **Create Questions** button and select the type of question you want to enter:

Your location: [Assessments](#) > **Question Database**

Question Database

Create Questions **Create Category** **Manage Columns**

- Calculated
- Combination
- Fill in the Blank
- Jumbled Sentence
- Matching
- Multiple Choice**
- Paragraph
- Short Answer
- True False

The question will open and will allow you to enter general information about the question. The example below is for a multiple choice question. The options available will be different for each question type.

Your location: [Assessments](#) > [Question Database](#) > **Create Question**

Create Multiple Choice Question

*Title:

Question text:

Scroll down to set the answers and the value each answer is worth. If you do not set the values they'll be set to 100% automatically.

Answers

- Select mode: One answer
Select the Correct response check box for the correct answer. A 100% value will be attributed. You can enter your own value in the Value (%) text box, but one answer must be worth 100%.
- Multiple answers
Select the Correct response check box for each correct answer. A 100% value, divided by the number of correct responses, will be attributed. You can enter your own values in the Value (%) text boxes, but one answer combination must add up to 100%.

Answer 1: Correct response | Value (%):

Use HTML

Feedback:

Use HTML

Answer 2: Correct response | Value (%):

Use HTML

Feedback:

Use HTML

Continue to scroll down to set options for the question:

Settings

- Answer layout: Vertical / Horizontal
-
- Answer labels: Numbers / Letters
-
- Randomize answer ordering: Yes / No
-
- Grading scheme: Cumulative / All or nothing
-
- Allow negative score: Yes / No

If you want the answer labels to say a, b, c then you'll need to change this setting to Letters. The default setting is Numbers.

If you have questions about the specific settings available in each question you can click the **Help** link – located on the top right-hand side of the page in the red “accessBCC” area.

Continue to scroll down and open the **More Options** area in order to assign the question to a category:

More Options (Expand this area to see more options.)

General feedback

Use HTML

Section Designer notes:

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:
 Create a category:

Pull down the menu to select the correct category. If you forgot to create a category or need to create a new one you can also do that here.

Click the **Save** button in order to save the question.

After saving the question you will be taken back to the **Question Database** and you should see the category you created and the question you created underneath that category:

Your location: [Assessments](#) > **Question Database**

Question Database

Show:

<input type="checkbox"/>	Title ↑	Type ↑	Used By ↑
<input type="checkbox"/>	Sample Category (1)	Category	--
<input type="checkbox"/>	Question 1	Multiple Choice	--
<input type="checkbox"/>	Uncategorized Questions (0)	Category	--

Move Questions to Category:

That's it! You've mastered creating questions and categories.

But what if you forgot to assign your question to a category? In the example below, Question 2 was not assigned to a category and therefore shows up in the Uncategorized Questions category:

To assign a question to a category, select the question (you'll see a green check mark when you select it)

Then select the correct category from the pull-down menu.

Then, click the green "go" button.
The question will be moved to the correct category.

<input type="checkbox"/>	Title ↑	Type ↑
<input type="checkbox"/>	Sample Category (1)	Category
<input type="checkbox"/>	Question 1	Multiple Choice
<input type="checkbox"/>	Uncategorized Questions (1)	Category
<input checked="" type="checkbox"/>	Question 2	Multiple Choice

Move Questions to Category: