

Description: The creation of an assessment type allows the assessment creator to customize the settings for their assessments. You may create multiple assessment types with different settings associated with them.

Key Concepts:

Create an Assessment Type

Pre-Existing Assessment Type Settings

How to Use Your Assessment Type When Creating a New Assessment

Create an Assessment Type:

Step 1: In the site menubar, click [\[Assessments\]](#).

Step 2: Click [\[Assessment Types\]](#).

Step 3: Enter a name for your type and click [\[Create\]](#).

Step 4: Click on the triangles to reveal the options you can change.

| Settings | Tools |
|-----------------------------|--|
| Assessment Type Information | Automatically displays the creator name; allows you to enter additional author names and a description/ introduction. |
| Assessment Introduction | Allows user to change the title, author, and description of the assessment. |
| Assessment Released to | Allows the user to set who will be able to view the assessment. If the assessment is released to anonymous users, the assessment will be available for anyone with a valid username to take. If the user chooses to only allow their course to take the assessment, then make sure and have the radio button next to the course name selected. |
| High Security | Sets security settings for the assessment. The user can designate specific IP addresses that have permission to take the assessment. Also, the user has the option to have the assessment prompt the student for their username and password to begin the test. |
| Timed Assessment | Sets a time limit for the assessment. Once the time limit expires, the assessment will automatically be submitted, if you choose the option. |

Assessment Types

| | |
|-------------------------|--|
| Assessment Organization | Allows for a table of contents and for navigation through questions. |
| Question Layout | Allows the user to change how a question will be displayed. |
| Numbering | Allows the user to modify the numbering of questions. |
| Submissions | Allows the user to set the number of times a student will be able to submit a test, as well as setting rules for late submissions. |
| Feedback | Allows the user to set the rules for feedback given for each question. |
| Grading | Allows the user to modify grading options, such as where the grades will be located. |
| Graphics | Allows the user to modify the background color and image. |
| Metadata | Allows the user to add metadata to the assessment. Metadata allows for the searching of text within an assessment. |

Step 5: Click the radio buttons next to the options you wish to change.

Step 6: Click [\[Save\]](#).

Pre-existing Assessment Types:

TRACS offers pre-loaded assessment types that have different settings associated with them. Some of the assessment type settings are modifiable, while others are not. Below is a list of all assessment types and the settings associated with them:

NOTE: If no assessment type is chosen a default assessment type will be chosen for you. In this default type all assessment settings are available to you.

Survey:

- » Assessment Type Information
- » Assessment Introduction
- » Assessment Released to
- » Assessment Organization
- » Submissions (only 1)
- » Submission Message

- » Feedback (immediately available to students)
- » Grading (only anonymous grading is possible)
- » Graphics
- » Metadata

Test:

- » Assessment Type Information
- » Assessment Introduction
- » High Security
- » Timed assessment (if instructor wants the assessment timed)
- » Assessment Organization (linear access which means the student will not be able to go back and change an answer, each question is on a separate page)
- » Submissions (only 1)
- » Submission Message
- » Feedback
- » Grading (student's identity can be seen by graders)
- » Graphics
- » Metadata

How to Use Your Assessment Type when Creating an Assessment:

Step 1: In the site menu bar, click [\[Assessments\]](#).

Step 2: In the “choose existing assessment type” menu, find the desired type and click it.

Step 3: Create a title for the test, and continue creating the test as usual.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.