

## Key Concepts

**Publish an Assessment**

**Give an Assessment**

**Modify a Published Assessment**

## Publish an Assessment:

Publishing an assessment makes the assessment available to users at the date and time you specify. Users will not be able to access your assessment until it is published. You should make all modifications and corrections to an assessment before publishing it. Once an assessment is published, you will be able to change some options, but **not all**.

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

**Step 2:** On the “Assessments” page, under “Core Assessments,” click [\[Settings\]](#) beneath the corresponding assessment you would like to publish.

**Step 3:** On the “Settings” page, make sure all settings are configured as you would like them, and then click [\[Save Settings and Publish\]](#).

**Step 4:** On the “Publish Assessment Confirmation” page, you’ll see the settings you configured for the assessment, plus a URL you can use to distribute the assessment. Click [\[Publish\]](#) to confirm, or [\[Cancel\]](#) to abort.

On the “Assessments” page, your newly published assessment will appear under “Published Assessments,” it also remains under “Core Assessments” in case future modifications are necessary.

## Give an Assessment:

In order to give an assessment, you must first publish it. Once it’s published, your assessment’s availability depends on how you’ve configured certain settings:

- » The assessment will be available only during the time frame you specified in the “Delivery Dates” setting.
- » It will be accessible by only those people or groups you specified in the “Assessment released to:” setting.
- » If you listed specific IP addresses in the “High Security” setting, only people connecting from those computers will be able to access your assessment.
- » If you created a secondary username and password in the “High Security” setting, people will need to authenticate with that username and password to gain access.

Students in courses or sections to which you granted access in the Assessments released to setting can navigate to the

assessment from within TRACS.

After logging in and selecting the appropriate course, they would click [Assessments]. From the resulting page, they would begin taking the assessment by clicking its title.

Other users to whom you've granted access can use the URL that you received when you published your assessment. You can distribute the URL to those individuals in any way you like, but remember to consider the available, due, and retract dates you specified in the assessment's "Delivery Dates" setting.

If you selected [Anonymous], then anyone with the URL can take your assessment.

## Modify a Published Assessment:

Once an assessment has been published you will only be able to change a few aspects of it. The only things that you will be able to change in a published assessment are:

- » Delivery Dates
- » Feedback Delivery
- » Feedback Components Students Can See
- » Gradebook Options

If you need to make changes to any other aspect of the assessment such as question point values, questions, student identities, etc. will require you to take down the assessment. Once you have changed the core assessment, you will need to republish the assessment; this time with a different name.

**NOTE: Not all settings in assessments will be available to you depending on the assessment type you are working with.**

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto: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.