

Description: Assessment allows quick creation of assessments or pools using your favorite word processing program such as Microsoft Word, or allows you to write the question in the provided textbox. With just a few simple formatting steps, you can author questions or copy and paste your document into a question pool or assessment.

## Key Concepts:

### Add Assessment Tool

#### Quick Create an Assessment or Question Pool

## Add Assessment Tool:

- Step 1:** Click [\[Site Info\]](#).
- Step 2:** Click [\[Edit Tools\]](#).
- Step 3:** Choose Assessments.
- Step 4:** Click [\[Continue\]](#) and then click [\[Finish\]](#).

## Quick Create an Assessment or Question Pool:

- Step 1:** From the assessment creation screen choose an assessment type with which to create your assessment.
- Step 2:** Give the assessment a title.
- Step 3:** Click the [\[Quick Create\]](#) button.
- Step 4:** Enter your questions by either copying or pasting from your word processing program, or begin to type the questions out manually in the Questions box. Remember the formatting of each question must be **EXACT** to the examples shown to you on the right hand side of the screen.

Here are some general instructions on how to begin:

In order for the questions and answers to be correctly parsed, it's crucial to distinguish between questions. To accomplish this, each question must begin with one of the following:

- » The word "Question", followed by a number, followed by the number of points to assign enclosed in parentheses, as in "Question 23 (10 points)".
- » The word "Question", followed by this same parenthetical indication of points, as in "Question (10 points)".
- » The word 'Question', followed by a number, as in 'Question 1'. In this case, zero points will be assigned to that question.

- » A number, followed by a period, followed by the same parenthetical indication of points to assign, as in “1. (10 points)”.
- » A number, followed by a period, in which case zero points will be assigned to that question.

The text of the question itself may be placed on this same line or below it, and should be followed by answers in the appropriate format for that question type. The parser will use this format to deduce the question type of the question.

Please follow the formatting convention below to ensure your questions are transferred correctly:

### **Multiple Choice with single correct answer:**

Instructions: Each answer should begin with it's appropriate letter, in alphabetic order. The correct answer should be prefixed with an asterisk (\*).

Example:

Who was the first president of the United States?

- \*a. Washington
- b. Jefferson
- c. Lincoln
- d. Clinton

### **Multiple Choice with multiple correct answers:**

Instructions: Each answer should begin with it's appropriate letter, in alphabetic order. The correct answer should be prefixed with an asterisk (\*).

Example:

2. (15 points)

Which of the writers below were American citizens at some point in their lives?

- \*a. Bill Faulkner
- b. Ginny Woolf
- \*c. Tom Eliot

### **Fill in the blank question:**

**NOTE: Only one word requiring a blank can be added. Adding a “I” allows spelling variations.**

Instructions: The correct answer should be prefixed with an asterisk (\*).

Example:

3. (5 points)

What color is a violet? \_\_\_\_\_

\*Blueblue

### Short Essay:

Instructions: No answer should be provided for this question type.

Example:

4. (18 points)

Explain the purpose of education.

### True/False:

Instructions: The correct answer should be prefixed with an asterisk (\*). The incorrect answer can also be included, as below, though this is not necessary.

Example:

5. (7 points)

The sky is blue.

\*True

False

**NOTE: You can create more than one question at a time and have different question types within one assessment.**

**Step 5:** Click the [\[Next\]](#) button.

**Step 6:** You can now choose whether or not you would like to create an assessment or a question pool. If you would like to create an assessment with the questions you entered, click [\[Create Assessment\]](#). If you would like to create a question pool, click [\[Create Pool\]](#).

For questions, contact ETC Support at 245.5566.

# Assessment Quick Create

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.