

Description: This document will give instructions on how to create assessments using random questions from previously created question pools.

Key Concepts:

Add Assessment Tool

Create Assessment Using Random Questions

Add Assessment Tool:

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

Create Assessment Using Random Questions:

- Step 1:** In the site menu bar, click [\[Assessments\]](#).
- Step 2:** Choose an assessment type.
- Step 3:** In the assessment title bar, give your assessment a name.
- Step 4:** Click [\[Create\]](#).
- Step 5:** Click [\[Edit\]](#), which is to the right of the words “part 1” in the new screen.

NOTE: You must already have a question pool already created.

- Step 6:** Under Type select the radio button [\[Random draw from question pools\]](#).
- Step 7:** Select the pool name from the drop down list that you would like to pull questions from.
- Step 8:** Enter the number of questions you want to have for your assessment.
- Step 9:** You may also enter the point value for the questions given. This will override any previous point values when the question was created in the pool. For example, if you wanted to give an assessment which drew 20 questions randomly and you want each question to have 5 points, the total assessment would be worth 100 points.
- Step 10:** Choose what type of randomization you wish to use.

Step 11: Click [Save].

Step 12: Publish your assessment as normal when you want it to be available.

For questions, contact ETC Support at 245.5566.

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.