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Things to consider about online assessments:
» It can take a few tries for students to feel comfortable taking online tests. Consider setting up a practice run in a lab environment.

» Assume all the issues concerning take-home exams also apply to online tests. If you would like more assessment tips, please view the document called “Assessment Best Practices”.

Add the Assessments Tool:
Step 1: Click [Site Info] in the site you wish to add the Forums tool.
Step 2: Click [Edit Tools].
Step 3: Place a checkbox next to the Assessments tool.
Step 4: Scroll down to the bottom of the screen and click [Continue] and then [Finish].

Create a New Assessment:
Step 1: In the menu bar of the site, click [Assessments].
Step 2: Select a type to use. For more information about types, please see the document called “Assessment Types”. If no
assessment type is chosen then the system default type will be assigned.

**Step 3:** Enter a title for your assessment and click [Create].

**Step 4:** To insert your first question, choose the type of question to add from the drop-down menu next to Add Question.

**Types of Questions Available for Assessments:**
You can use each question type listed below interchangeably and in any combination within an assessment. Following is an overview of the question types available:

- **Multiple Choice:** A question followed by a list of possible answers. You can choose to have either one or several correct answers.
- **Survey:** Please see the document called “Create Survey” for more information about surveys.
- **Short Answer:** A question followed by a text box in which the user enters the answer.
- **Fill in the Blank:** A question followed by a text box in which the user enters the answer; each user’s answer is compared to a list of allowed answers.
- **Matching:** Presents users with a series of terms and definitions; users must match each term with the correct definition.
- **Numeric Response:** A question followed by a text box in which the user enters the answer; each user’s answer is compared to a list of allowed answers or ranges.
- **True False:** Presents users with a statement that they must identify as being either true or false.
- **File Upload:** Presents a question or assignment that requires the user to upload a file.
- **Copy from Question Pool:** Allows you to import questions from an existing question pool that you created, or one for which you have been granted appropriate access. More information on creating question pools is available in a separate TRACS document called “Question Pools”.

You can set an answer point value for each question, except for Survey questions, which have no point values. Each of the above is scored automatically, except for the Short Answer and File Upload questions.

**Inside the Question Editing Screen:**
Options for questions vary between question types. Some options common to most question types include:

- **Answer Point Value:** Specify the point value for each response in a question, or specify 0 (zero) for a survey or un-graded question.

**NOTE:** The value you enter in the “Answer Point Value:” field will determine the point value for each response within a multiple correct question. If your question has two correct answers, entering 10 in the Answer Point Value field will make each correct response worth 5 points and the entire question worth 10 points.
NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

Question Text: State the actual question to be asked.

Answer: Indicate the correct answer or answers.

Assign to Part: If you have created your own parts, you may assign a question to any of those parts; otherwise, it will be assigned to the default part, part 1. You must already have assessment parts already created.

Assign to Question Pool: If you want to assign this question to a question pool, choose the question pool to which the question will be assigned.

NOTE: You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

Feedback (optional): Provide feedback for a correct or incorrect response to the question (question-level feedback).

Add Questions:

Multiple Choice Questions

Step 1: In the Questions screen, from the “Add Question:” drop-down menu, select Multiple Choice. This takes you to the editing screen.

Step 2: In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

The value you enter in the Answer Point Value: field will determine the point value for each response within a multiple correct question. If your question has two correct answers, entering 10 in the Answer Point Value field will make each correct response worth 5 points, and the entire question worth 10 points.

Step 3: In the Question Text field, enter the text for the question. You can use the formatting toolbar, which is similar to those found within common word processing applications, to control the text’s appearance. To do so click the [Show/Hide Rich Text Editor] button above the question text.

Step 4: In the Answer section, choose between radio buttons for Single correct answer (the default) and Multiple Correct Answers. As you change the selection, the screen will refresh to allow or hide the requisite fields.

Step 5: In the case of a single correct answer, you’ll see text boxes on the left (four by default) in which you can enter possible responses.
To indicate which one response is correct, click the radio button next to it. In the case of multiple correct answers, check the boxes beside the correct responses.

To present fewer possible answers, click [Remove] beneath the text boxes you want to remove.

To present more possibilities, from the Insert additional answers: drop-down menu, select the number of possibilities you want to add.

**Step 6:** To have the answer choices appear in a random order for each participant click [Yes] next to Randomize Answers.

**Step 7:** To require users to provide a rationale for choosing an answer, next to Required Rationale:, click [Yes].

**Step 8:** *(Optional)* In the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign the question. Leave this as the default value if you haven’t created any parts.

**Step 9:** *(Optional)* To assign the question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.

**NOTE:** You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

**Step 10:** Under Correct/Incorrect answer feedback:, you can provide question-level feedback for correct and/or incorrect answers.

**Step 11:** When you’re finished, click [Save] to return to the assessment editing screen. The new question will be added to the assessment.

**Short Answer Questions**

**Step 1:** In the Questions screen, from the Add Question: drop-down menu, select Short Answer/Essay.

**Step 2:** In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

**NOTE:** If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

**Step 3:** In the Question Text field, enter the text for the question.

**Step 4:** From the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign this question. Leave this as the default value if you haven’t created any parts.

**Step 5:** To assign this question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.
NOTE: You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

Step 6: In the Answer: section, you can opt to provide a model short answer or question-level feedback by entering it in the provided fields. The model short answer will be displayed to participants taking the assessment.

Step 7: When you’re finished, click [Save] to return to the assessment editing screen. You’ll see that your new question has been added to the assessment.

Fill in the Blank Questions

Step 1: In the Questions screen, from the Add Question: drop-down menu, select Fill in the Blank.

Step 2: In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

NOTE: The value you enter in the Answer Point Value: field will determine the point value for each response within a Fill in the Blank question. If your question has two correct answers, entering 10 in the Answer Point Value: field will make each correct response worth 5 points and the entire question worth 10 points.

Step 3: In the Question Text: field, enter the text for the question. Place curly braces ( { } ) around words requiring a blank. For example: In Unix, to find the current directory path, type {pwd} at the prompt.

If more than one response is correct for a given blank, or if you want to allow for alternate spellings, use commas to separate the alternate responses, for example:

Much to everyone’s surprise, Darth Vader actually was Luke Skywalker’s {father, dad, poppa, pater, pa, daddy}.

For questions with synonymous or multiple answers insert the pipe symbol ( | ), for example:

{They are|They’re} on a European backpacking tour.

You may also make the correct response be case sensitive. Only those who have correctly capitalized the word(s) you want capitalized will have the correct answer.

Making a fill in the blank question mutually exclusive makes the test taker choose one response from a list of correct answers. For example if the question was:

The colors of the Texas flag are: {red|white|blue} {red|white|blue} {red|white|blue}.

One possible response would be red, white, blue. Another correct response might be blue, red, white. The student must
choose one color from each set (in NO PARTICULAR order) to receive full credit for the question. If the user answered red, blue, blue the answer would be incorrect.

Step 4:  From the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign this question. Leave this as the default value if you haven’t created any parts.

Step 5:  To assign this question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.

NOTE: You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

Step 6:  Under Correct/Incorrect answer feedback:, you may choose to provide question-level feedback.

Step 7:  When you’re finished, click [Save] to return to the Questions screen. The new question will be added to the assessment.

Matching Questions

Step 1:  In the Questions screen, from the Add Question: drop-down menu, select Matching.

Step 2:  In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

Step 3:  In the Question Text field, enter the text for the question.

Step 4:  In the Choice: and Match: fields, create a correct pair, then click [Save Pairing] to save it. You may do this as many times as you wish, and you may click [Edit] or [Remove] beside pairs you’ve created.

Step 5:  In the Correct answer (optional) and Incorrect answer (optional) fields, you may provide answer-level feedback.

Step 6:  From the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign this question. Leave this as the default value if you haven’t created any parts.

Step 7:  To assign this question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.

NOTE: You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

Step 8:  Click [Save] to return to the Questions screen. The new question will be added to the assessment.
True/False Questions
Step 1: In the Questions screen, from the Add Question: drop-down menu, select True False.

Step 2: In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

Step 3: In the Question Text field, enter the text for the question.

Step 4: In the Answer field, select either True or False.

Step 5: Under Required Rationale: you may choose to require an explanation by clicking [Yes].

Step 6: From the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign this question. Leave this as the default if you haven’t created any parts.

Step 7: To assign this question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.

NOTE: You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

Step 8: In the Correct answer (optional) and Incorrect answer (optional) fields, you may offer answer-level feedback.

Step 9: When you’re finished, click [Save] to return to the Questions screen. The new question will be added to the assessment, along with radio buttons for selecting the correct response.

Numeric Response
Step 1: In the Questions screen, from the Add Question: drop-down menu, select Numeric Response.

Step 2: In the Answer Point Value: field, enter the point value you want to assign to this question. Enter 0 (zero) if you wish this to be an un-graded question.

NOTE: If you add un-graded questions to an assessment, make sure to NOT send the assessment to the gradebook when the assessment is published. Doing so will result in an error.

NOTE: The value you enter in the Answer Point Value: field will determine the point value for each response within a Fill in the Blank question. If your question has two correct answers, entering 10 in the Answer Point Value: field will make each correct response worth 5 points and the entire question worth 10 points.
**Step 3:** In the Question Text: field, enter the text for the question. Place curly braces ( { } ) around the numbers requiring a blank.

For example: \( 3 \times 3 = \{9\} \).

If more than one response is correct for a given blank, use commas to separate the alternate responses, for example:

\( 3 \times 3 = \{9, 3^2, 18/2, 7+2\} \).

For answers within a range insert the pipe symbol ( | ), between the values for example:

The solution has a pH between \( \{2.5|5.5\} \). Any value between 2.5 through 5.5 would be accepted.

**Step 4:** From the Assign to Part: drop-down menu, choose the part (i.e., section) to which you want to assign this question. Leave this as the default value if you haven’t created any parts.

**Step 5:** To assign this question to a question pool, from the Assign to question pool: drop-down menu, select the desired pool name.

**NOTE:** You must have a question pool already created. For more information on how to setup a question pool, please see the document called “Question Pools”.

**Step 6:** Under Correct/Incorrect answer feedback:, you may choose to provide question-level feedback.

**Step 7:** When you’re finished, click [Save] to return to the Questions screen. The new question will be added to the assessment.

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**Add Question from Question Pool:**

**Step 1:** In the Questions screen, from the Add Question: drop-down menu, select Copy from Question Pool.

**Step 2:** Click the name of the pool from which to add the question.

**Step 3:** Navigate to a pool or subpool and/or use the checkbox(es) to select question(s) you wish to add into the current assessment, and then click [Copy].

**Order questions:**

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

**Step 2:** On the Assessments page, click the title of the assessment you wish to work on. You’ll see a list of questions for that assessment.

**Step 3:** For each question, from the Question drop-down list, select the numerical order in which you’d like that question to appear. For example, if you’d like a particular question to be the third question, select 3. Your questions will be
Edit Question Point Values:
You now have the ability to edit question point values from the assessment editing screen. Each question's points will be displayed next to the question. If you need to adjust the point value change it in the textbox provided then click [Update Points] at the bottom of the screen.

Send an Assessment Part to a Question Pool:
Assessment authors are able to send entire assessment parts to a question pool.

NOTE: A question pool must already be created in order to send questions to a question pool.

Step 1:  Click [Copy to Pool] next to the part you wish to copy to a question pool.
Step 2:  Select the existing question pool you wish to copy the question to by checking the box next to the pool.
Step 3:  Click [Copy].

Preview an Assessment:
To preview an assessment as it will be seen by those taking it:

Step 1:  In the menu bar of the site, click [Assessments].
Step 2:  From the Assessments page, under Core Assessments, locate the desired test and click its title.
Step 3:  Click [Preview Assessment]. Then click [Begin Assessment].
Step 4:  Click [Done] to return to the Questions page.

Clicking the [Preview Assessment] button allows you to preview the assessment as it presently stands. You will be able to see the assessment much like site participants will. When previewing assessments you will be able to answer select question types, but not all. For example, matching and short answer questions will not be available for answers in the preview assessment mode.

Assessment Settings:
To access the Settings page for an assessment:

Step 1:  From the menu bar of the appropriate site, click [Assessments].
Step 2:  On the Assessments page, click [Settings] beneath the title of the assessment.
Possible Assessment Settings:

Assessment Introduction: Specify the title and author(s) of an assessment, as well as add a description of, or introduction to, the assessment. The assessment’s creator (i.e., the user who was logged in when the assessment was created) is also listed, but you cannot modify this information.

Delivery Dates: Specify when (date and time) an assessment will be made available, when it will be due, and when it will be retracted. To set the dates and times, click the calendar icon next to each field.

High Security: Specify that only certain IP addresses can access your assessment, or create a secondary username and password to use for accessing the assessment.

Timed Assessment: You can make the assessment a timed assessment and specify the amount of time allowed. Once time runs out on the test, the assessment is automatically submitted for grading.

Assessment Organization: Governs the appearance and behavior of certain assessment aspects. The following options are available:

Navigation: Allows users to move from question to question throughout the assessment using either the Previous and Next buttons, or the table of contents

Question Layout: Choose to display each question on a separate web page, each part on a separate web page, or the complete assessment on one web page.

Numbering: Choose continuous numbering throughout all parts of the assessment, or choose to restart numbering with each part.

Submissions: Specify how many submissions you’ll allow, and use the Late Handling option to indicate whether or not you’ll accept submissions after the due date (see Delivery Dates above for information on the Due Date option). If you choose to accept late submissions, such submissions will be flagged during grading.

Submission Message: Type a message or specify a URL to be delivered to the user upon submission.

Feedback: Choose one of the following options:

Feedback Delivery: When and what feedback information the participant will see

Immediate Feedback: Once the assessment has been submitted for grading the participant will see the feedback components you choose.

Feedback on submission: Once the assessment has been submitted for grading the participant will see the feedback components you choose.

No Feedback will be displayed to the student: The participant will not receive any feedback whatsoever about the assessment.
Feedback will be displayed to the student at a specific date (click the calendar icon to specify the date): The participant will see the feedback components you choose on the date and time you choose.

Also, you can choose any combination of the following options to include in the feedback:

- Student response: what the participant said
- Correct response: the correct answer to the question
- Student’s score: the participant’s overall assessment score
- Question-level feedback: any feedback you wrote when the question was created
- Selection-level feedback: feedback based on the selection the participant made
- Grader’s comments: any comments the grader has made
- Statistics and histogram: shows the participant statistical data about the assessment including site percentages for questions, responses, and number of responses per question.

Grading: Specify whether grading is to be anonymous, if grades should be sent to the Gradebook or not, and how to process the scores if multiple submissions are allowed. If you select anonymous grading, graders won’t be able to see usernames associated with assessment submissions, which will cause problems if a student wishes to discuss their assessment grade.

Graphics: Change the appearance of your assessment as a whole:

- In the “Background Color” field, you may choose from the color pallet provided by the system.
- In the “Background Image” field, you may type the URL of an image file to be used as the background image.

Metadata: Specify metadata to facilitate searches for and categorization of your assessment. Metadata options are:

- Keywords
- Objectives

Step 3: To save the settings for an assessment, click [Save Settings] at the bottom of the page. Click [Cancel] to cancel any unsaved changes.

NOTE: An assessment must contain at least one question in order to be published.

Export an Assessment:
Export assessments and move them among classes or colleagues.
NOTE: You can only export an assessment if it has NOT been created using a question pool.

Step 1: In the course where the assessment is housed that you would like to export, click the [Assessment] button.

Step 2: Click the [Export] button underneath the assessment title in Core Assessments.

Step 3: Choose the option for the type called “QTI v 1.2” and click [Export].

Step 4: A new window will open with red text telling you to download a file. Click [Download].

Step 5: A new window will appear. Click [File] in your toolbar and choose Save as or Save page as (depending on the internet browser you are using) and save the file to your desktop.

Import an Assessment:
Only IMS QTI-XML compliant quiz files can be imported.

An IMS QTI-XML file is simply a quiz packaged in a particular format.

Step 1: From the assessment creation screen, click the [Import] button.

Step 2: Click [Browse] to locate the assessment you would like to import.

Step 3: Click [Import] to complete the process.

Quick Create an Assessment or Question Pool:
Quick creating assessments or pools allows you to write them in your favorite word processing program, such as Microsoft Word, or in the textbox provided in the tool. With just a few simple formatting steps, you can copy and paste your document into a question pool or assessment.

For more information regarding the Quick Create feature, please see the support document called “Quick Create an Assessment or Question Pool.”

Export a Question Pool:
Instructors may wish to share question pools with other colleagues. To do so follow these steps:

Step 1: Create an assessment using all question you wish to provide in the export file. When you create the assessment you cannot create the assessment using a random draw from a question pool. You will need to use ALL questions you wish to provide the other instructor.

Step 2: Once you have finished creating the assessment, DO NOT publish it.

Step 3: Return to the assessment mail tool page and click [Export] underneath the assessment you just created in the core
assessment area.

**Step 4:** A new window will open with red text telling you to download a file. Click [Download].

**Step 5:** A new window will appear. Click [File] in your toolbar and choose Save as or Save page as (depending on the internet browser you are using) and save the file to your desktop. If you’d like to provide another colleague with the export, simply email them the file.

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**Import a Question Pool:**

Only IMS QTI-XML compliant quiz files can be imported.

An IMS QTI-XML file is simply a quiz packaged in a particular format.

**Step 1:** Navigate to the Question Pools area in assessments and click the [Import] button.

**Step 2:** Click [Browse] to locate the assessment you would like to import.

**Step 3:** Click [Import] to complete the process.

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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.