

Create a new Assessment, add Questions

Create Assessment

To create a new assessment and to add existing questions to it, follow these steps

- Login to WebCT, Access the Build tab
- Select the Assessments tool
- Click on Create Assessment
- Type in an Assessment Title
- Select the assessment type:
 - Quiz (default) - graded assessment, added to the gradebook, instructor can view the results.
 - Self-Test - non-graded assessment, student can take for practice, instructor cannot view the results or determine if the student completed it.
 - Survey - anonymous assessment that is added to the gradebook so the instructor can determine who completed it or not. Instructor cannot match answers to a student. It is anonymous.

The screenshot shows a form for creating an assessment. It has two main sections: 'Type' and 'Template'. The 'Type' section has three radio button options: 'Quiz' (selected), 'Survey', and 'Self Test'. The 'Template' section has two radio button options: 'Do not base on an existing assessment' (selected) and 'Base on an existing assessment:'. Below the second option is a dropdown menu with the text '- Select assessment -'. There is also a checkbox for 'Apply assessment settings only (do not include)'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Save and Add Questions'.

- Click on Save

Add Questions to an Assessment, select point values

- Login to WebCT, Access the Build tab
- Select the Assessments tool
- Click on the name of the assessment (i.e. Quiz 1, Quiz 2)
- Select Add to Assessment and choose either 'Existing Questions' or 'Question Set'. If you want to have your questions randomized within your quiz for each student, select 'Question Set'.

- Click the + next to a category to expand it, click the - next to a category to minimize it.
- Checkmark the questions you would like to add to your assessment.

Add Question to Quiz 01

Show: []

<input type="checkbox"/>	Title ↑	Type ↑
<input type="checkbox"/>	dl_survey (26)	Category
<input type="checkbox"/>	Example Self-Test (3)	Category
<input type="checkbox"/>	Graded Quiz (8)	Category
<input type="checkbox"/>	Fill in the blank example. ▾	Fill in the Blank
<input type="checkbox"/>	Jumbled Sentence ▾	Jumbled Sentence

- Select 'Add Selected' at the bottom of the page.
- Choose the point value for each question
 - If you are using a question set, all questions are worth an equal number of points. Select the number of random questions that should be selected for each student (i.e. 50 out of 50 questions or 30 out of 50 questions). Then type in the point value. Click on Update Total.

<input type="checkbox"/>	Title	Points	Typ
<input type="checkbox"/>	1.-2. <input type="checkbox"/> <input type="checkbox"/> Question Set ▾	Select: <input type="text" value="2"/> x <input type="text" value="1"/>	Qu
<input type="checkbox"/>	Fill in the blank example. ▾	--	Fil
<input type="checkbox"/>	Jumbled Sentence ▾	--	Ju
Total Points		2	<input type="button" value="Update T"/>

- If you are not using a question set, type in the point value for each question and click on Update Total.

Move <input type="checkbox"/>	Title	Points	Typ
<input type="checkbox"/>	1. Fill in the blank example. ▾	<input type="text" value="1"/>	Fill i
<input type="checkbox"/>	2. Jumbled Sentence ▾	<input type="text" value="5"/>	Jum
<input type="checkbox"/>	3. Matching 1 ▾	<input type="text" value="4"/>	Matr
Total Points		10	<input type="button" value="Update T"/>