

AT A GLANCE: ASSESSMENTS

WHAT ARE ASSESSMENTS?

The Assessments tool in Connect allows you to offer tests to students that can be automatically marked. Tests can be used to assess knowledge of the subject area, provide feedback and to understand a student's strengths as well as weaknesses. Question pools can be created to provide dynamic tests, and these questions can be used across courses. The Assessments tool also allows for the creation of surveys.

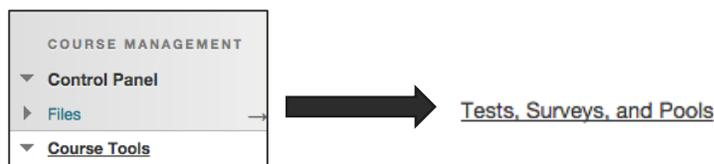
KEY FEATURES

- **Tests:** sets of questions that can be used to measure student performance. Test question types include Multiple Choice, Short Answer and more! Tests can be marked manually, automatically or not at all.
- Tests can be set up in many different ways. You can allow multiple attempts, set access conditions so that students can only access tests between specific dates and times, and you can control how much time they have to complete them.
- **Surveys:** never graded, and always anonymous, these are useful for gathering data from students that does not apply to student performance.
- **Pools:** sets of questions that can be added to any Test or Survey, often used to store questions and reuse them in more than one Test or Survey or in multiple courses.

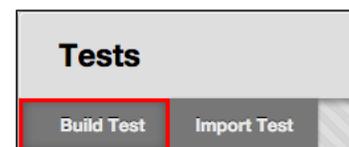
GETTING STARTED

Tests, Surveys and Pools can be found under the Control Panel on your left-hand side Course Management menu. To get started with Assessments, follow these instructions:

1. **Access Tests, Surveys and Pools.** From the Course Management menu on the left-hand side of your Course Homepage, click Control Panel. Point to Course Tools and select Tests, Surveys and Pools from the drop-down list.



2. **Build Test.** In the Tests page, click the Build Test button at the top of the page.



3. **Add the Test information.** Type a name and an optional description for your test. In the

The screenshot shows the 'TEST INFORMATION' form. The title 'TEST INFORMATION' is at the top left. Below it, there is a field labeled '* Name' with a red asterisk icon to its left and a text input box to its right.

Instructions section, enter student instructions for the test.

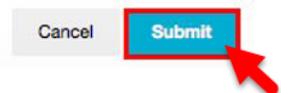
- a. Click **Submit** either at the top or the bottom of the page to save your changes.
4. **Create your questions.** The test should now be visible in the Test Canvas page, where you can add test questions immediately or come back at a later date. To add questions, click the **Create Question** button at the top of the page. Choose the question type that fits your needs from the drop-down menu.



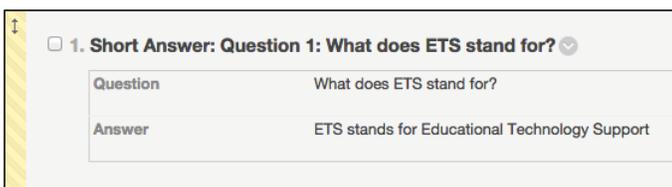
5. **Add the Question information.** In the Create Question Page, type in the question title and content.

The image shows a screenshot of the 'QUESTION' form. It has a title 'QUESTION' at the top. Below the title, there are two input fields: 'Question Title' and 'Question Text'. The 'Question Text' field is preceded by an orange asterisk icon, indicating it is a required field.

6. **Add the Answer information.** Type in the answer information in the text box and set the number of rows that will display in the answer field to students, usually 3.
7. **Attach a Rubric (optional).** In the Rubrics section, you have the options of creating a new rubric, using an existing rubric, or editing an existing rubric.
8. **Fill in Instructor Notes.** For any additional information regarding the test that you would like to keep private, type in the Instructor Notes box.
9. Click **Submit** to save your changes.



10. You should now be able to see your newly created Question in the Test Canvas page. Once you have created your test and added your questions, the test must be deployed within a Content Area, and made available before students can take the test.

The image shows a screenshot of the Test Canvas page. It displays a question titled '1. Short Answer: Question 1: What does ETS stand for?'. The question text is 'What does ETS stand for?'. The answer is 'ETS stands for Educational Technology Support'.

You can review and grade submissions within the Needs Grading and Full Grade Center tools in your course.