


## WesternOnline Quick Tips – Assessments

How do I...	Quick Answers
<b><i>Create an Assessment?</i></b>	<p><b>Note:</b> Use the Assessments tool to create and administer online tests on course content.</p> <ul style="list-style-type: none"> <li>• To create an Assessment               <ul style="list-style-type: none"> <li>○ On the Build Tab, click on <b>Assessments</b></li> <li>○ Click on <b>Create Assessment</b> <ul style="list-style-type: none"> <li>• The Create Assessment Dialog Box will appear</li> <li>• Add <b>Title, Description, Select Type</b>, and click <b>Save and Add Questions</b></li> </ul> </li> </ul> </li> <li>• Click on <b>Create Questions</b> to begin creating and adding new question items</li> </ul>
<b><i>Decide on a Question Type?</i></b>	<p><b>Note:</b> There are ten different types of questions available for you to use in WesternOnline.</p> <ul style="list-style-type: none"> <li>• <b>Calculated:</b> A calculated question requires Students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specified range, are automatically generated for each variable in the question. Calculated questions are unique for each Student.</li> <li>• <b>Combination:</b> Students are first presented with a list of answers. Students are then asked to choose from a list containing various combinations of these answers.</li> <li>• <b>Fill in the Blank:</b> Students are presented with a question containing blank spaces and must provide the missing text. For each blank, you can specify one or more correct values.</li> <li>• <b>Jumbled Sentence:</b> Students are presented with a portion of a sentence and drop-down lists from which they must select the words that are missing from the sentence and put them in the correct order.</li> <li>• <b>Matching:</b> Two lists are presented to Students; Students must match terms from the first list to the second list.</li> <li>• <b>Multiple Choice with Several Correct Answers:</b> Students choose several answers as correct from a list of answers.</li> <li>• <b>Multiple Choice with One Correct Answer:</b> Students choose one answer as correct from a list of answers.</li> <li>• <b>Paragraph:</b> Students answer in a paragraph or essay format. Paragraph questions must be graded manually by the instructor or teaching assistant.</li> <li>• <b>Short Answer:</b> Students enter short answers in the form of a word or phrase. These can be graded manually by the instructor or teaching assistant OR they can be graded automatically by WesternOnline.</li> <li>• <b>True/False:</b> Students select either <i>True</i> or <i>False</i> in response to the question.</li> </ul>

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<p><b>Create a Multiple Choice Question?</b></p>	<ul style="list-style-type: none"><li>• Click on the <b>Create Questions</b> button and select <b>Multiple Choice</b></li><li>• Type in the Title of the question in the <b>Title</b> text box</li><li>• Type in the Question in the <b>Question Text</b> text box<ul style="list-style-type: none"><li>○ Enable the HTML Creator to format question text</li></ul></li><li>• <b>OPTIONAL:</b> If you want to add an Image to your question<ul style="list-style-type: none"><li>○ Click on the <b>Browse</b> button to locate an image in Course Files or My Computer</li></ul></li><li>• Type in the answers in the <b>Answer 1, Answer 2, etc</b> fields</li><li>• Check the appropriate box next to the <b>Correct Response</b></li><li>• <b>OPTIONAL:</b> If you want to Add Feedback after each answer, type next to the answer in the <b>Feedback</b> text box</li><li>• Select the Question <b>Settings</b> suitable for the quiz</li><li>• Click the <b>Preview</b> button to view your question<ul style="list-style-type: none"><li>○ Click the <b>Close</b> button when finished previewing</li></ul></li><li>• Click <b>Save</b></li></ul>
<p><b>Edit the Properties of Your Assessment (date release, attempts allowed, results, etc)?</b></p>	<ul style="list-style-type: none"><li>• To Edit the Properties of your individual Assessment<ul style="list-style-type: none"><li>○ On the Build Tab, click on the <b>Assessments</b> tool.</li><li>○ A list of all of the Assessments will appear</li><li>○ Click on the <b>ActionLink</b>  next to the Assessment</li><li>○ Choose <b>Edit Properties</b></li><li>○ Choose to <b>Show</b> the Assessment to Students<ul style="list-style-type: none"><li>• You may wish to do this last after you have tested all of your other settings</li></ul></li><li>○ Choose how the Students will view the Questions with <b>Question Delivery</b></li><li>○ Choose <b>Duration</b> (length of time given to Students to take the Assessment)</li><li>○ Choose the Number of <b>Attempts</b> given to the Students</li><li>○ Choose how <b>Student Scores</b> are released to My Grades</li><li>○ Choose the Dates that the student will have access to the Assessment with <b>Dates Available</b><ul style="list-style-type: none"><li>• If you are using Selective Release to control release dates, DO NOT change these defaults here</li></ul></li><li>○ <b>OPTIONAL:</b> Customize the <b>Submission Properties</b> for the Assessment</li><li>○ <b>OPTIONAL:</b> Customize the <b>Security Properties</b> for the Assessment (ex: Proctored Exam)</li><li>○ Use the <b>Custom Instructions</b> text box to give overall directions for the Assessment</li><li>○ Click <b>Save</b></li></ul></li></ul>

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## Change the Point Value for each Question?

- To Change the Point Value for each Question
  - On the Build Tab, Click on **Assessments**
  - A list of the Assessments will appear
  - Click on the linked title of the Assessment you want to view and modify
    - A list of questions will appear
  - Find the Question that you want to change the Point Value for

Move <input type="checkbox"/>	Title	Points	Type
<input type="checkbox"/>	1. <a href="#">Chicago Fire</a>	10	Multiple Choice
<input type="checkbox"/>	2. <a href="#">Chicago Music</a>	10	Multiple Choice
<input type="checkbox"/>	3. <a href="#">Chicago Transportation</a>	10	Multiple Choice
<input type="checkbox"/>	4. <a href="#">Chicago Sports</a>	10	Multiple Choice
<input type="checkbox"/>	5. <a href="#">Chicago on the Map</a>	10	Multiple Choice
<b>Total Points</b>		50	<input type="button" value="Update Total"/>

- Type in the number of points possible on the question in the Points text box
- Click on the **Update Total** button

## Grade An Assessment Manually?

**Note:** You will need to grade an Assessment manually if...

- 1) The Assessment includes a paragraph question
- 2) You wish to change a score

- To use the Assessment Manager
  - Go to the **Teach Tab**
  - Click on **Assessment Manager** under Instructor Tools
  - Click on the **Not Graded** tab

Graded			Not Graded			Not Submitted			All		
Title	Name	Attempt	The Attempts listed below contain a paragraph question, and must be graded manually.								
<a href="#">Test with Settings</a>	<a href="#">Demo Student 279583011</a>	<a href="#">1. September 14, 2006 11:47 AM</a>									

- Click on the **Attempt** that you want to Manually Grade
- Type in the grade in the **Score** box
- **OPTIONAL:** Type in a comment to the Student on the Question
- Click **Update Grade**
- The Assessment Manager screen appears