Assignments and Assessments

Assignments:

1. Navigate to the content area where you want students to access the assignment.
2. On the action bar, point to **Assessments** and click **Assignment**.

3. On the **Create Assignment** page, provide the name, instructions, and any files students need.

   **Name:**

   ![Select Assignment]

   - **Name and Color**
     - Black

   **Instructions:**
Files:

4. Optionally, select a **Due Date**.
5. In the Grading section, type the Points Possible and optionally, associate a rubric. Optionally, expand the sections to make selections such as anonymous grading and how the grade is displayed.
6. Make the assignment available.
7. Optionally, select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect availability, only when the assignment appears.

8. Optionally, select the check box to **Track Number of Views**.

9. Click **Submit**.
Assessments:

1. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.

2. Click **Course Tools** in the **Control Panel**.
3. Click **Tests, Surveys, and Pools**.
4. Click **Tests**.

5. Click the **Build Test** button.
6. Test Information
   
   A. Type the **name** of the test.
   
   B. Add a **short description** about the test (optional). This text will be presented to your students before they begin the test.
   
   C. Type the **test instructions**. This will be presented to students during the test.
   
   D. Click **Submit**.

7. Set the default test options including points per question, by selecting **Question Settings**. Make updates and click Submit.

8. Put your cursor on the **Create Question** button.
9. Use the pull-down menu to select the type of question.

10. For example, if you want to create a Multiple Choice question, click Multiple Choice from the list.
11. Edit your **Question Text**.

What's the best duration for one **online lecture**?
12. Edit your **Answers**.

**ANSWERS**

*Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.*

**Number of Answers**

Select **4**.

**Correct**

- **Answer 1.**
  
  For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  ![Toolbar Image]

  **5 minutes**

- **Answer 2.**
  
  For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  ![Toolbar Image]

  **7 minutes**
13. Once you finishing editing this question, click **Submit and Create Another** to add another question or click **Submit** if you finish adding all questions.

14. After you create all the questions, click **OK** on the bottom.
15. To deploy the test/make it available for students to take, go the Content folder, hover over Assessments, then click Test.

16. Choose the test you want to deploy, then click Submit.
17. In the next page, which is Test Options, you can set up the instructions, availability, due dates, feedback, self-assessment and presentation of the test. Once you’re done configuring Test Options, click the Submit button on the bottom. Then the test is available for students to take.