

Creating Assessments

Within the Course Manager, you can create assessments for your course within the Assessments tool. This documentation will walk you through that process!



Artificial Intelligence

[Preview changes](#)[Publish](#)

Hi, Regina Johnson! What do you want to onboard today?

Standard

Don't worry if you don't have all the information and content just yet!
Enter everything you know now, and we'll nudge you when we need to know more.

I want to onboard...

Instructor-led Course



General Information

Course name, Code, Image, Start date, End date



Syllabus

Course Syllabus, Description, Document Attachment



Course Organization

Units or Weeks



Course Content

Content & Lectures



Assessments

Homework, Practice tests, Quizzes, Exams



Badges

Badge Title, Image, Association

Once you are in the Assessments tool, click ‘Create Assessment.’

Assessments

Progress Setup >

UNASSIGNED ASSESSMENTS

Create Assessment >

Assessments will appear here.

ASSESSMENTS

Drag & drop to assign assessments to a specific week from unassigned assessments or to reorder assessments in between weeks.

WEEK 1

Engagement 1

Homework 1

WEEK 2

Engagement 2

Create Assessment >

You will be asked for the assessment type and other details.

Create Assessment

[Download CSV Template](#)[+ Upload CSV file](#)

Assessment Type *

Submission Type *

Assessment Title *

Assessment Description

Start Date

Start Time

End Date

End Time

Assessment Weight

Assessment Notes

[Cancel](#)[Save Assessment](#)

For Assessment type, it is recommended that CMU Faculty use:

- Assignment
 - These assessments are untimed and are auto graded if all of the questions on the assessment are multiple-choice.
 - Assignments are created using a pre-formatted CSV file where you input the questions and answers and upload them to this Assessment creation page. ***Please see the last section of this document for detailed CSV file instructions.***
- Engagement
 - These assessments are untimed and require learners to make at least 2 posts per Engagement activity to earn full credit.

Depending on which Assessment type you select, different fields will appear for you to complete.

- **Upload CSV File:** This will only be required for Assignment assessments. *Please see the last section of this document for detailed CSV file instructions.*
- **Submission Type:** Assessments can have a submission type of Time Based or Submission Based. Time-Based assessments will be submitted for all learners when the end date and time have been reached. Submission Based assessments will be submitted when the learner completes and manually submits them.
 - **CMU Faculty must select 'Submission-Based' for all assignments, as these offerings will be asynchronous.**


Submission Type *

Submission Based

Time Based

Submission Based

- **Assessment Title:** This will be the title of the assessment that learners will see when accessing the assessment through the Course Journey.
- **Assessment Description:** This description is only visible within the Course Manager. Include a brief description of the assessment for internal reference only.
- **Start Date/Time:** Date and Time that the assessment becomes accessible to the learner.
- **End Date/Time:** Date and Time that the assessment can no longer be accessed by the learner. *Please make this the same date as the course end date for CMU Online Learning Offerings.*
- **Assessment Weight:** Applicable for Standard Grading courses only – this is the weight at which this assessment will count towards the final grade of the course.
- **Assessment Notes:** The Assessment Note is visible to the learner at the very beginning of the assessment. This is typically used for assessment instructions or other information you want to provide the learner about this assessment.

 FOREFRONT
Global Technologies

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LOG OUT

Homework #6, AI Homework 6

Note: AI Homework 6

Submit

Showing 1-10 of 10

1. Which of the following is a way AI in IoT helps businesses?

☐ Avoiding costly, unplanned downtime

☐ Increasing operational efficiency

☐ Enhances risk management

☒ All of the Above

Once you have completed all the required fields, click 'Save Assessment'.

Your Assessment will appear on the left, under 'Unassigned Assessments.' From there, you can drag and drop the content tile to the corresponding course unit.

The screenshot shows the Forefront Global Technologies Course Manager interface. The top navigation bar includes the Forefront logo, Home, Manage, Notifications (with a red badge), Messages, and Account, along with a Log Out button. The breadcrumb trail is Course Manager > Job Skills > Assessments. The main heading is 'Assessments' with a 'Progress Setup' button. The interface is divided into two columns: 'UNASSIGNED ASSESSMENTS' and 'ASSESSMENTS'. In the 'UNASSIGNED ASSESSMENTS' column, there is a 'Create Assessment' button and a tile for 'Assignment 1'. In the 'ASSESSMENTS' column, there is a text area for reordering content and a dashed box labeled 'Drag & drop from the left to assign'.

Once you have moved the assessment tile to the corresponding course unit, click 'Preview Changes' to view the new assessment in the Course Journey before publishing.

When you are ready to publish, click 'Publish Changes' from the preview screen.

The screenshot shows the 'Preview Changes' screen in the Forefront Course Manager. The breadcrumb trail is Course Manager > Preview Changes. At the top right, there are two buttons: 'Exit Preview' and 'Publish Changes' (which is highlighted with a red border). The main content area is divided into two sections: 'COURSE FEED' and 'COURSE HELP'. The 'COURSE FEED' section shows a 'Journey' for 'WEEK 1' (FEB 16 - FEB 17) with a 'Keep working on week 1' dropdown. It lists 'AI Lecture' with a '0%' progress indicator. The 'COURSE HELP' section shows a 'Start a Discussion' form with fields for 'POST TITLE' (Discussion Title) and 'POST CONTENT', an 'Upload' button, and a 'Post' button. The user's name 'Nancy Matheson' is displayed next to the 'Post' button.

A pop-up window will appear where you must check the box of the assessment item(s) that you want to publish. Check the box(es), then click 'Publish Changes'.


Great, you're ready to launch your changes! Please select all changes that you want to publish. ×

Don't worry, any changes you don't publish now will be saved until next time.


Name	Last Edited
<input checked="" type="checkbox"/> AI Lecture	09/11/22 09:42am

Cancel Publish Changes

Your assessment has now been published! When you are ready for this assessment to be unlocked for learners, go to the Course Journey, and toggle the lock/unlock button to green. Once you toggle this to green, the learner will be able to access the assessment once the Start Date/Time occurs.



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Good Evening, Instructor Johnson!
Artificial Intelligence
[Syllabus](#) [Tutorial](#)

Grade Status

0

11

50

Min

Mean

Max

UNGRADED

EXTENSION

To Do

3

0

Assessments

Requests

Journey

☒ AI Terms Study Sheet

Optional Study Sheet

0%

☐ Project Test

COURSE FEED

Start a Discussion

POST TITLE
Discussion Title

POST CONTENT

Upload

Post as Regina Johnson

Post

Course Feed

Using the CSV Template

The CSV template can be downloaded from the 'Create Assessment' tool when you are building an assessment.

FOREFRONT
Global Technologies

Home Manage Notifications Messages Account LOG OUT

Course Manager > Job Skills > Assessments Preview Changes

Create Assessment

Download CSV Template + Upload CSV file

Assessment Type * Submission Type * Assessment Title *

Assessment Description

Start Date Start Time


The CSV file has 6 columns in which you can insert question data. Each row reflects a question and its data. The columns are as follows:






- **number** - Assessment questions are ordered by these numbers. This order will show identically from the instructor's perspective, but learners' questions will be randomized uniquely when they are taking the assessment.
- **type** - M=MultipleChoice, S=ShortAnswer, F=FillInTheBlank, A=Attachment
[CMich Faculty must use ONLY the MultipleChoice question type for all assessments]
- **text** - The text that is displayed for this question on the assessment.
- **answer** - The answer options for multiple choice questions.
 - Entries must be in the following format: {First, Second, Third}
 - First is the first option (A), Second is the second option (B), and third is the third option (C).

- Commas delineate different answers; if a comma is part of your answer choice, use the backslash (\) to include it, i.e., 3\,000, 4\,000
- **correct_answer_no** - The correct answer for multiple choice questions.
 - Entries must be in the following format: {#}
 - If the first answer option is the correct answer, then the correct_answer_no will be {0}
 - If the second answer option is the correct answer, then the correct_answer_no will be {1}
 - If the third answer option is the correct answer, then the correct_answer_no will be {2}
- **score** - The grading weight of the question for this assessment.
 - Entries must be in the following format: {GradeWeight}

number	type	text	answer	correct_answer_no	score
1	M	Sociologists define social change as the alteration, modification, or transformation of public policy, culture, or social institutions over time; such change is usually brought about by collective behavior and social movements	{True,False}	{0}	{5}
2	S	Describe Astrophysics			{5}
3	F	Although astronomy is as ancient as recorded history itself, it was long separated from the study of terrestrial physics. In the Aristotelian worldview, bodies in the sky appeared to be unchanging spheres whose only motion was uniform _____, while the earthly world was the realm which underwent growth and decay and in which natural motion was in a straight line and ended when the moving object reached its goal			{5}
4	A	Describe cold spot?			{5}

Once you have completed your CSV template with your assessment questions, save your CSV file, then upload it to the assessment you are building by clicking on the 'Upload CSV File' button.



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