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!

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

Assessments   Progress Setup >

UNASSIGNED ASSESSMENTS   ASSESSMENTS

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

Assessments   WEEK 1
will appear here.
                                 Engagement 1   >

                                 Homework 1   >

                                 WEEK 2

                                 Engagement 2   >

Create Assessment   >

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

Create 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.*

- **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.

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.

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.

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'.

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.

Using the CSV Template

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

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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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