





Task	Steps	Notes
Creating an Assessment	<p><i>Creating the test canvas</i></p> <ol style="list-style-type: none">1. Under <i>Control Panel</i> click Course Tools then click Tests, Surveys, and Pools2. Click Tests then click Build Test3. Enter a <i>Name</i>4. (<i>Optional</i>) Enter a Description and Instructions for the test5. Click Submit <p><i>Adding questions to the test canvas</i></p> <ol style="list-style-type: none">1. Click Create Question then select a question type.2. On the <i>Create/Edit</i> page, provide the necessary information to create a question.3. Click Submit4. Repeat steps 1 through 3 to add more questions.5. Click OK once you have finished adding questions to the test. <p>Click here to launch a video demonstration</p>	<p>A newly created Assessment must be deployed to students in order for them to complete it.</p>
Editing an Assessment	<ol style="list-style-type: none">1. Under <i>Control Panel</i> click Course Tools then click Tests, Surveys, and Pools2. Click Tests then click the menu arrow  next to the test name and click Edit. <p><i>To edit a question</i></p> <ol style="list-style-type: none">1. Click the menu arrow  next to the title of the desired question and click Edit.2. Make desired changes3. Click Submit <p><i>To change a question's point value</i></p> <ol style="list-style-type: none">1. Click the Points box on the right of the question.2. Update Points value3. Click Submit <p><i>To delete a question</i></p> <ol style="list-style-type: none">1. Select the checkbox next to the question to be deleted.2. Click Delete at the top or bottom of the test canvas <p>After making the desired changes, click OK to save the changes</p> <p>Click here to launch a video demonstration</p>	<p>Editing a deployed assessment will re-grade all current attempts for that assessment.</p>




Deploying Assessment to a Content Area

1. Enter a content area in your course (e.g., **Content, Course Documents, Assignments**)
2. Click **Assessments** and then click **Test**
3. On the *Create Test* page, select the test you wish to deploy from the list
4. Click **Submit**
5. On the *Test Options* page set test availability and other options as necessary
6. Click **Submit**

Click [here](#) to launch a video demonstration

Editing the Test Options on a Deployed Assessment

1. Navigate to the content area where the test is deployed.
2. Select the **menu arrow**  next to the name of the assessment.
3. Click **Edit the Test Options**.
4. Make the desired changes.
5. Click **Submit**.

Click [here](#) for a video demonstration

The Edit the Test options page is used to customize Test Information, Availability, due dates, Self-assessment Options, Feedback, and Test Presentation.