# Quick Start: Assessments - Part 1 of 1

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| Creating an Assessment| 1. Under Control Panel click **Course Tools** then click **Tests, Surveys, and Pools**  
2. Click **Tests** then click **Build Test**  
3. Enter a **Name**  
4. *(Optional)* Enter a Description and Instructions for the test  
5. Click **Submit** | A newly created Assessment must be deployed to students in order for them to complete it. |

**Adding questions to the test canvas**  
1. Click **Create Question** then select a question type.  
2. On the **Create/Edit** page, provide the necessary information to create a question.  
3. Click **Submit**  
4. Repeat steps 1 through 3 to add more questions.  
5. Click OK once you have finished adding questions to the test.  

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

| Editing an Assessment | 1. Under Control Panel click **Course Tools** then click **Tests, Surveys, and Pools**  
2. Click **Tests** then click the menu arrow ⬤ next to the test name and click **Edit**. | Editing a deployed assessment will re-grade all current attempts for that assessment. |

**To edit a question**  
1. Click the menu arrow ⬤ next to the title of the desired question and click **Edit**.  
2. Make desired changes  
3. Click **Submit**

**To change a question’s point value**  
1. Click the **Points box** on the right of the question.  
2. Update Points value  
3. Click **Submit**

**To delete a question**  
1. Select the checkbox next to the question to be deleted.  
2. Click **Delete** at the top or bottom of the test canvas

After making the desired changes, click **OK** to save the changes  

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