

# Designing with the EWP Shell

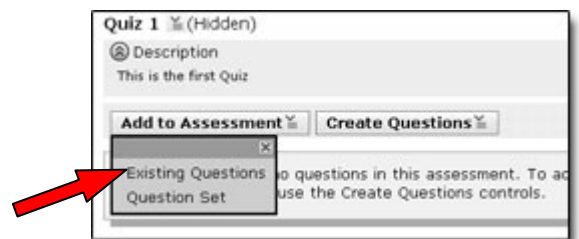
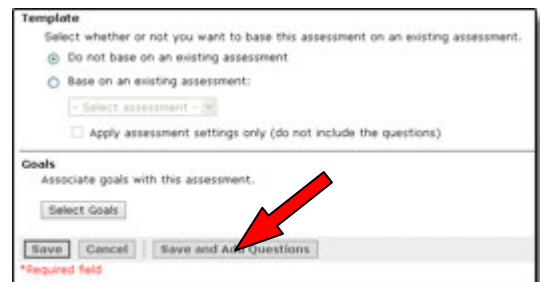
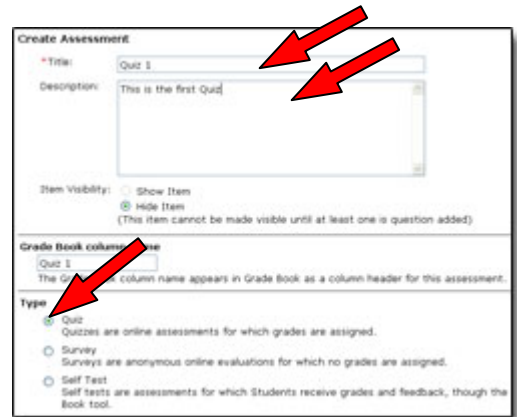
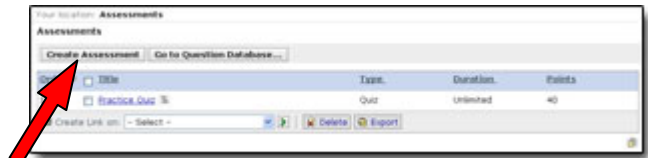
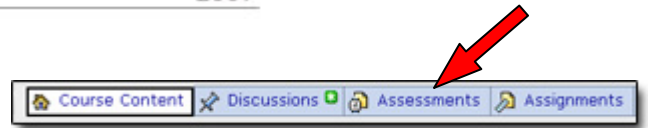
How To Clicksheet 2007

## Assessments – Creating Assessments

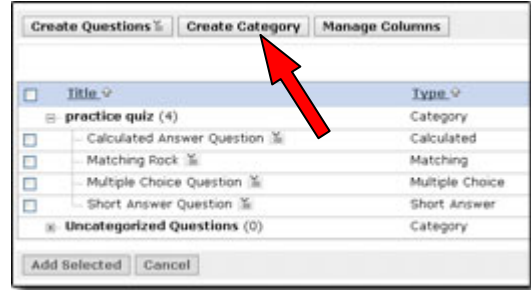
- 1.) Ensure that you are on the **Build** tab
- 2.) Open the **Assesments Tools**
- 3.) Click **Create Assessment**
- 4.) Type in a **Title** and **Description** for the assessment.
- 5.) Select **Quiz** for assessment type.

**Note:** The assessment tool is a very powerful and complex tool. This click sheet covers the creation of a basic quiz. To learn the advanced features it is highly recommended that you consult the Blackboard documentation which can be accessed by clicking **Help** in the upper right of the browser window.

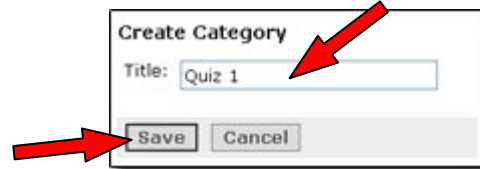
- 6.) Scroll down and click **Save and Add Questions**
- 7.) To add questions click **Add to Assessment**
- 8.) Click **Existing Questions**



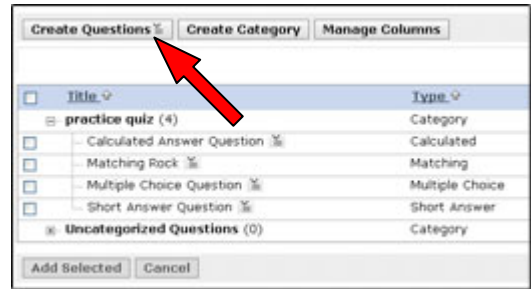
9.) Click **Create Category**



10.) Type in an intuitive **Title** such as the assessment name or the topic of the questions. Click **Save**.

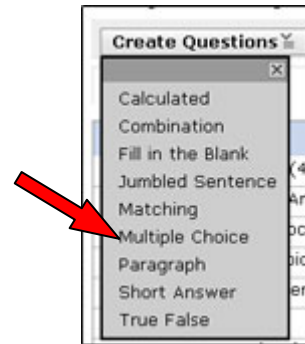


11.) Click **Create Questions**



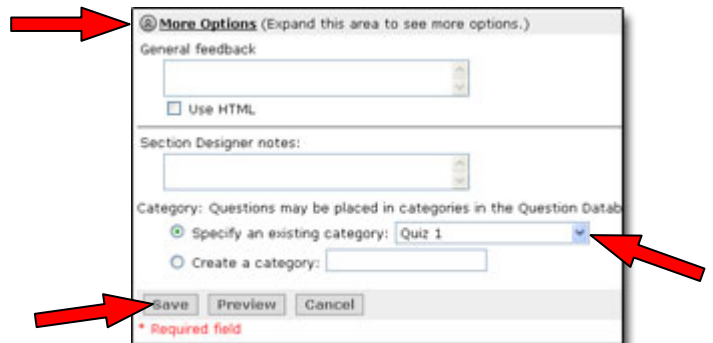
12.) Select the **Type** of question you wish to create and complete the question form which follows.

**Note:** There are many question types and options. For more information please consult the *Blackboard Documentation* by clicking **Help** in the upper right corner of your browser window.

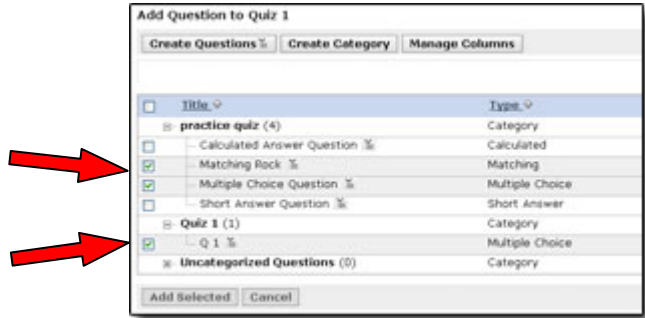


13.) When creating a question, click **More Options**. Then **Select** the category you created from the drop down list.

14.) Be sure to click **Save** when done creating the question or all the settings you just made will be lost.

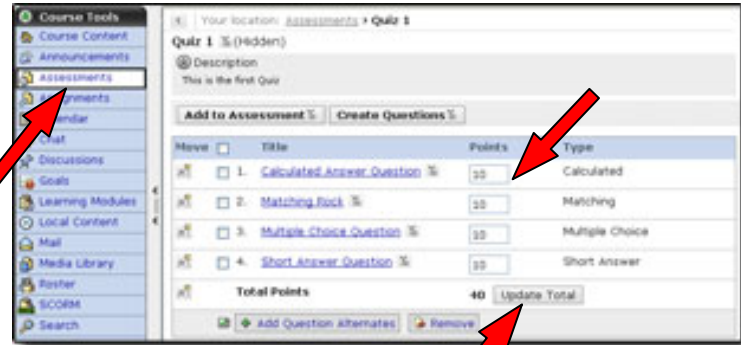


15.) Once questions have been created. Select the **check boxes** next to the ones you wish to add to the assessment. Then click **Add Selected**.



**Note:** You may add questions from other assignments as well.

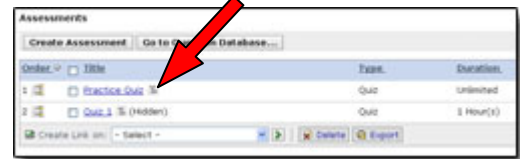
16.) Now modify the **Points** for each question to the values that you want. By default each question is given equal weight.



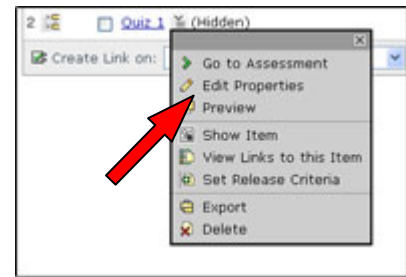
17.) Click **Update Total**, once you've made your changes or they will not be saved.

18.) Click an **Assessments Link** (Assessments) to return to the main assessments page.

19.) Click the **Action Links Icon** (☰) next to the quiz you just created.



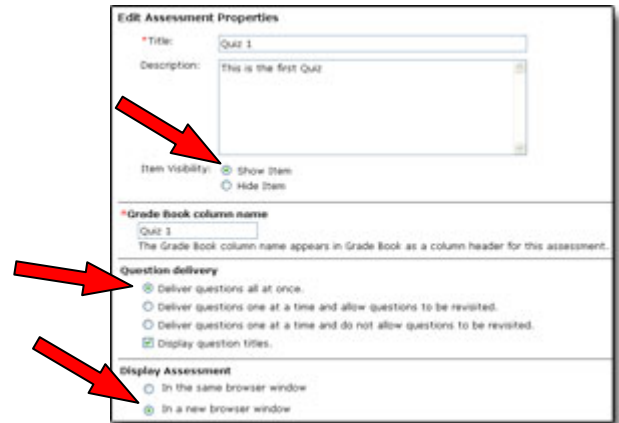
20.) Click **Edit Properties**



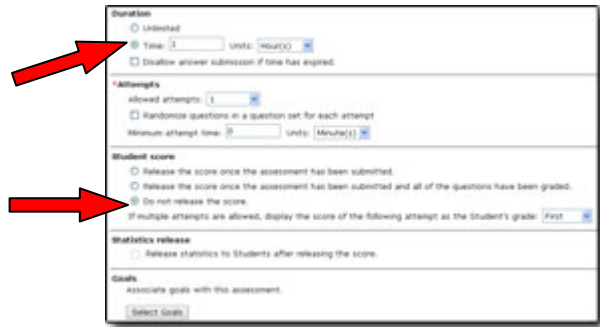
21.) Select **Show Item**

22.) Select **Deliver questions all at once**

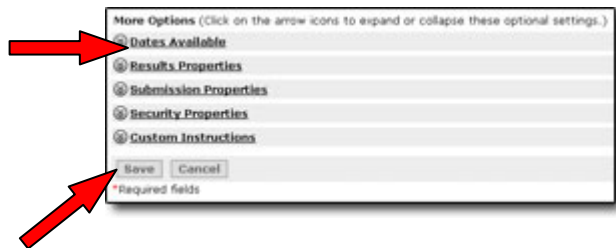
23.) Select **In a new browser window**



- 24.) **Scroll** to reveal more options
- 25.) **Set** the duration time that students will have to complete the quiz
- 26.) **Set** the score release setting you would like.



- 27.) **Scroll** to reveal more options
- 28.) All of these grey options will expand if clicked to display an array of related settings. They are beyond the scope of this tutorial but give the designer very precise control over how the assignment is to be administered. Consult the Blackboard documentation, located by clicking **Help** in the upper right corner of the browser window, to learn more.



- 29.) Click **Save** when finished. You have successfully created an assessment!