

## How Do I Create Assessments and Add Questions?

⇒ To create an assessment and add existing questions:

1. Under Course Tools, click **Assessments**. The Assessments screen appears.
2. Click **Create Assessment**. The Create Assessment screen appears.
3. Enter the Title, Description, and select the assessment *Type*.

**Create Assessment**

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item  
(This item cannot be made visible until at least one is question added)

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**Grade Book column name**

The Grade Book column name appears in Grade Book as a column header for this assessment.

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**Type**

Quiz  
Quizzes are online assessments for which grades are assigned.

Survey  
Surveys are anonymous online evaluations for which no grades are assigned.

Self Test  
Self tests are assessments for which Students receive grades and feedback, though the g

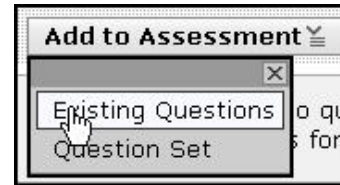
- Under Template, you can select whether you want to base this assessment on an existing one. You have the option to include only the settings.

**Template**  
 Select whether or not you want to base this assessment on an existing assessment.

Do not base on an existing assessment  
 Base on an existing assessment:  
  
 Apply assessment settings only (do not include the questions)

**You can base any new assessment on any existing one, regardless of assessment type**

- Click **Save and Add Questions**.
- Click **Add to Assessment** and select **Existing Questions** from its ActionLinks menu. You now see all questions in the Question Database.



- Expand the categories containing the questions you want to add and select the check boxes next to the questions.
- Click **Add Selected**. The Assessment screen appears and the questions are added to the assessment you created.

**Final Exam** (Hidden)

[Description](#)

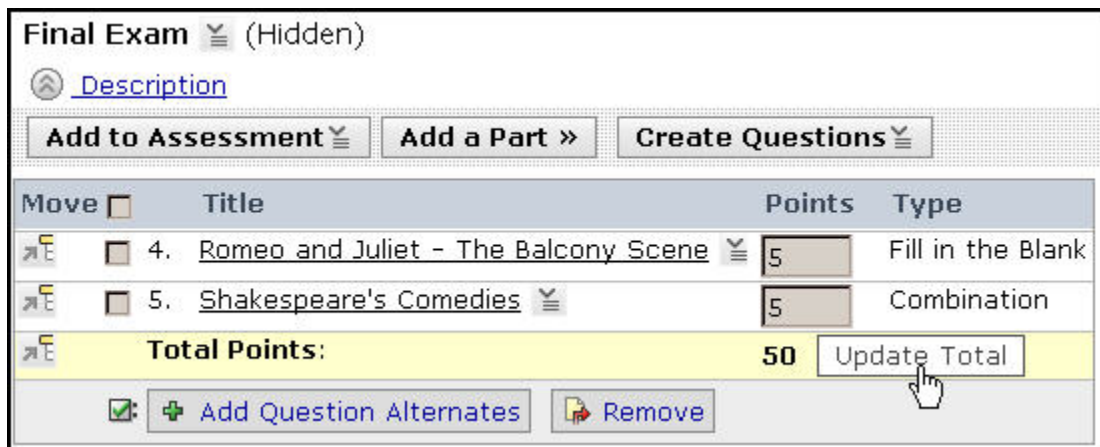
Move	Title	Points	Type
<input type="checkbox"/>	1. <a href="#">Authors and Their Novels</a>	10	Matching
<input type="checkbox"/>	2. <a href="#">Juliet - The Balcony Scene</a>	10	Fill in the Blank
<input type="checkbox"/>	3. <a href="#">King Lear's Daughters</a>	10	Short Answer
<input type="checkbox"/>	4. <a href="#">Romeo and Juliet - The Balcony Scene</a>	10	Fill in the Blank
<input type="checkbox"/>	5. <a href="#">Shakespeare's Comedies</a>	10	Combination
<b>Total Points:</b>		<b>50</b>	<input type="button" value="Update Total"/>

## Assigning Points to Questions

For quizzes and self tests, you can assign points to questions. By default, questions are assigned 10 points each. However, you can customize the number of points that each question is worth.

⇒ To assign points to questions:

1. From the Assessment screen, select the linked assessment title. The assessment appears.
2. Under Points, enter values for questions as needed.
3. Click **Update Total**. The screen updates and the total number of points for the quiz is updated.



The screenshot shows the Blackboard assessment interface for a quiz titled "Final Exam (Hidden)". The interface includes a "Description" link and three buttons: "Add to Assessment", "Add a Part", and "Create Questions". Below these is a table with columns for "Move", "Title", "Points", and "Type".

Move	Title	Points	Type
<input type="checkbox"/>	4. <a href="#">Romeo and Juliet - The Balcony Scene</a>	5	Fill in the Blank
<input type="checkbox"/>	5. <a href="#">Shakespeare's Comedies</a>	5	Combination
<b>Total Points:</b>		<b>50</b>	<input type="button" value="Update Total"/>

At the bottom of the interface, there are two buttons: "Add Question Alternates" and "Remove". A mouse cursor is pointing at the "Update Total" button.