ExamSoft

SofTeachTutorial

Creating a New Assessment

This document walks you through the process of creating an assessment from a Question Bank.

Users can create assessments to include questions that have been entered into ExamSoft. It is recommended to tag questions with categories to measure learning outcomes.

- 1. Navigate to the **Assessments** tab.
- Click Create New Assessment.



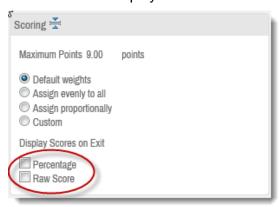
3. Fill in the **Title** field, and then select a **Folder** in which to save the assessment.



 Create a Pre-assessment Notice or select a previously created template from the dropdown menu.

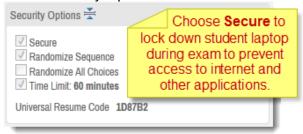


Select **Scoring** options to assign a point value to the assessment and choose the scores that will display if desired.





6. Select Security Options and Time Limit



7. Select **Options** to **Enable** for Exam Takers during the assessment. This will vary for MC exams and Essay Exams. (*Include Cut, Copy & Paste and Spell Check* for essay exams.)

Options to Enable 🛣	
Spell Check Suspend Calculator Mumbering Missing Answer Reminder Text Highlighting	Backward Navigation Require Answer Cut, Copy & Paste Find & Replace Show 5 Min Alarm Assessment Printing

You can attach an Assessment level
 Attachment. It can be accessed any time during an assessment.



9. In Font Override choose Arial 11 for Question Stem and Answer Choice.



10. Click add questions to the assessment to

Creating a New Quiz or Exam - Page 1

11. To add questions to the assessment, navigate to the folder. Click to add questions individually, or click the beside each question you want to add and then click

Add Selected to Assessment

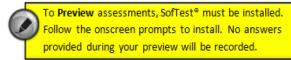
to add

selected questions to the assessment.

12. Click **Close**. All added questions will appear in the question pane.



- 13. Click **Save** to save the assessment as a draft.
- 14. Click Preview to view the assessment as an Exam Taker.



For more information on previewing assessments, <u>click here</u>.

Posting the Assessment

 Click Post Assessment to make the assessment available for Exam Takers to download.

Post Assessment

- 2. Posting Name should auto-filled.
- 3. Give Assessment a Password.
- 4. Select the corresponding course.
- Enter a Download Start time and a Download end time. Download End time should be about 30 minutes after the exam begins. (this can be extended later if someone has computer issues)
- 6. Enter a time for Scheduled On.
- 7. Enter a name of Instructor
- 8. Email Download Reminder time has to be the next morning at 2:00 AM
- Use the Remote Assessment Deletion for extra security. Choose a time after everyone should be finished with the exam.

