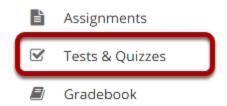
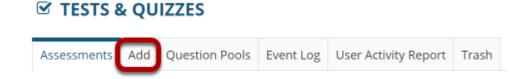
How do I create a new assessment using markup text or cut and paste?

Go to Tests & Quizzes.

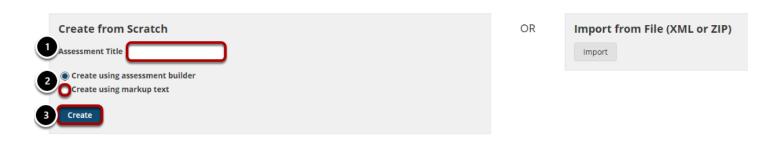


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Add.

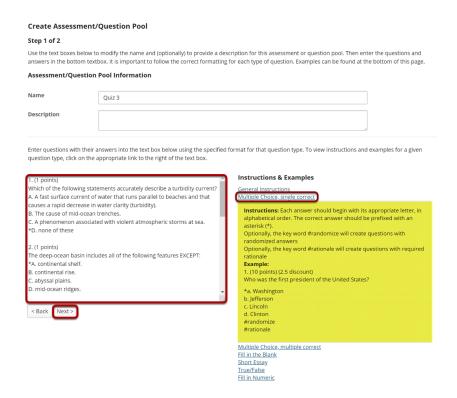


Create your assessment.



- 1. Enter a title for the assessment.
- 2. Choose the **Create using markup text** radio button.
- 3. Click Create.

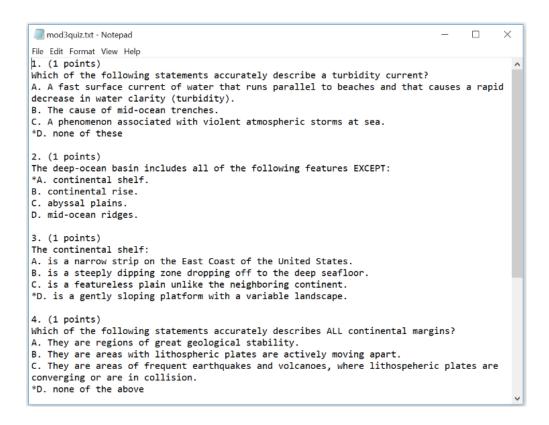
Paste your questions.



In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

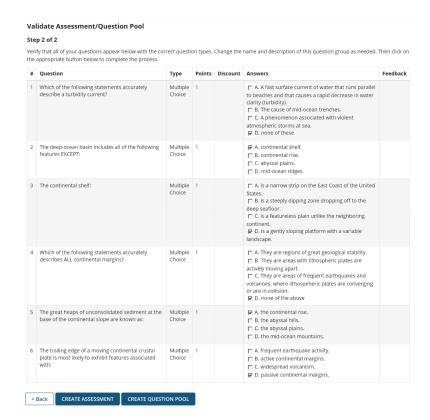
Note: Your questions must be written in a specific format. Refer to the "Instructions & Examples" shown on this screen for the correct format.

Write your questions in advance.



Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then copy and paste your questions into the markup text area.

Check your questions.



Check that your questions meet your expectations.

Click Create Assessment.



If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in <u>How do I create an Assessment (i.e., Test or Quiz)?</u>, starting from "Add a question."

Tip: Remember that you still need to <u>publish your assessment</u> before students can view and submit it.