Creating Assessments in MyGateway 9.1

To create an assessment:

1. Login to MyGateway and select the course.

2. Make sure the Edit Mode is on. The Edit Mode is located in upper right hand corner.

3. Open the content area (e.g. “Course Documents”) that will receive the test. *Note: You can also create a content area for tests. To the left on the Content Menu you will see a “+” symbol. Place the cursor over the symbol and select the option to create a content area. You can name the item “Tests” or “Exams”, etc....

4. Hover the mouse button over Add Interactive Tool.

5. Choose Test.

6. To create a new test:
   o Click Create and proceed through the following options:
     ▪ Test Information
       ➢ Name the test (remember, the name is the name that displays in the Grade Center; shorter is better).
       ➢ Provide a description for the test (optional).
       ➢ Provide test instructions (optional).
       ➢ Click Submit.

   o This creates the test. It is not yet populated with questions or deployed.
     ▪ To add questions to the test:
       ➢ Hover the cursor over Create Question.
       ➢ Click to select the question type from the dropdown list.
       ➢ Create/Edit question: Enter the question text and Submit
       ➢ Enter the answer(s) (For some question types (multiple choice, multiple answer, matching, etc.) you will have the option of setting the number of answers)
       ➢ You can enter a response for both correct and incorrect answers (optional).
Categories and Keywords let you categorize questions for searching (optional).

Click Submit.

- Test Canvas displays your question
  - Set point value if it is not the default. Note that there is now an extra credit option.
  - Repeat the add question process until the test is complete.
  - When the test is complete click the OK button at the bottom of the test.
  - Clicking OK takes you back to the Create Test screen. You can now deploy the test.

7. To deploy a test.

- From the preceding instructions, you should be on the Create Test screen
  - Select desired Test from Add Test list and Submit. This takes you to Test Options
  - Test Information allows you to edit the name and/or description of the Test
    - You can specify to open the Test in a New Window.
  - Test Availability
    - The Make the Link Available radio button must be set to Yes for the test to be visible to students.
    - Setting the Add a New Announcement Yes radio button will create an automatic announcement of the test when the test is available to students.
    - Allow Multiple Attempts (optional).
    - Set the Force Completion (optional)
    - Set the Timer (optional)
    - Set a date time range (optional). If you do set a range make sure the Display after and Display until boxes are checked.
    - Password (optional) The Password is usually employed when the Test is being taken at the Assessment Center
  - Set the Due Date (optional)
• Self-Assessment Options.
  ➢ Include this Test in Grade Center Score Calculations option is selected by default. You can unselect this if you do NOT plan to have the Test score calculated as part of the student’s grade
  ➢ Hide Results for This Test Completely from Instructor and the Grade Center option: WARNING: If you check this option it will do just what it says. There will be no way to recover the results.

• Test Feedback.
  ➢ Select the feedback options you prefer. You can check multiple boxes.

• Test Presentation.
  ➢ Select the Presentation Mode you prefer.
  ➢ Note: one at a time presentation mode can cause lockouts, especially for students using dial-up to access the Internet.

• Click Submit

8. To deploy a Test that has been previously created

• Make sure the Edit Mode displays ON

• Open the content area in which you want the test featured (e.g., Assignments, Course Documents, etc.)

• In the chosen Content Area, hover cursor over Add Interactive Tool.
  ➢ Choose Test.
  ➢ Select desired Test from Add Test list and Submit.
  ➢ Select preferences in Test Options, which is detailed under part 7.