Create an Assessment in Tests & Quizzes

1. Select Tests & Quizzes.
2. Enter an Assessment Title and select Create.
   *Note: You cannot have more than one assessment with the same title.

3. From the Add Question or from the Insert New Question drop-down menu, select a question type.

4. Enter the Point Value and Question text.
   *Note: If a value is added to the Negative Points Value, points will be deducted if an incorrect answer is entered.
5. Select **Require Rational** if you want students to write an explanation for their response.
6. Use the **Assign the Part** drop-down menu to assign this question to a part of the test or quiz.
7. To assign it to a question pool, select the pool from the **Assign to Question Pool** drop-down menu.
8. If desired, provide feedback within the **Correct/Incorrect Feedback** space.
9. Select **Save**.
10. Repeat steps 3 through 9 in order to add additional questions.
   a. The total number of questions within the assignment as well as the total points will be displayed in the right corner.
   b. To delete a question, click **Remove** (right of question).
   c. To make changes to a question, click **Edit** (right of question).