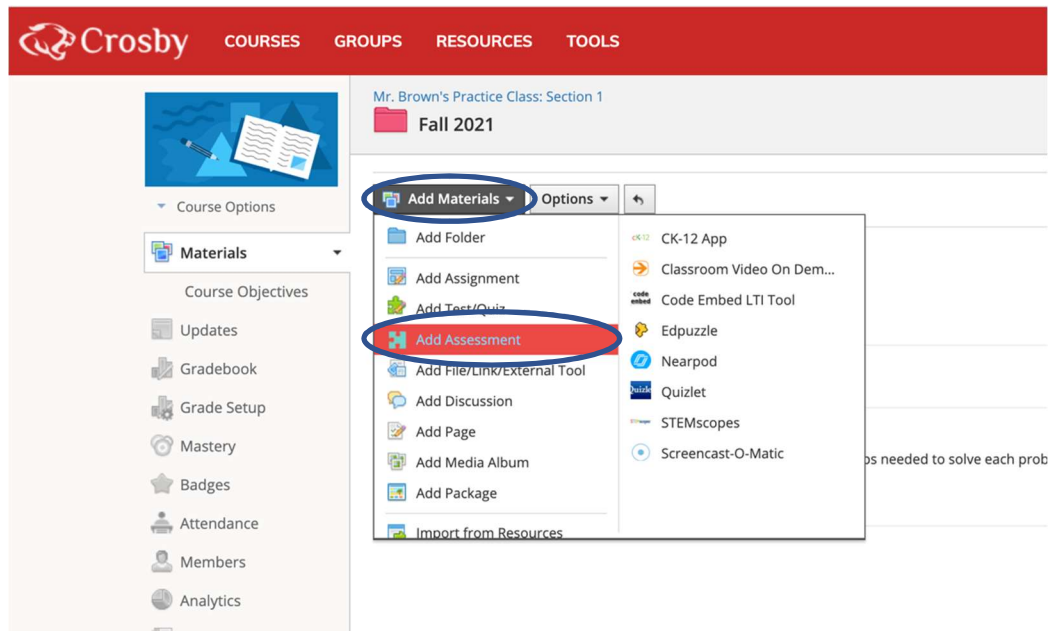


## Creating an Assessment in Schoology

### Adding Assessments

Within the course click the drop-down menu for Add Materials and choose Add Assessment.

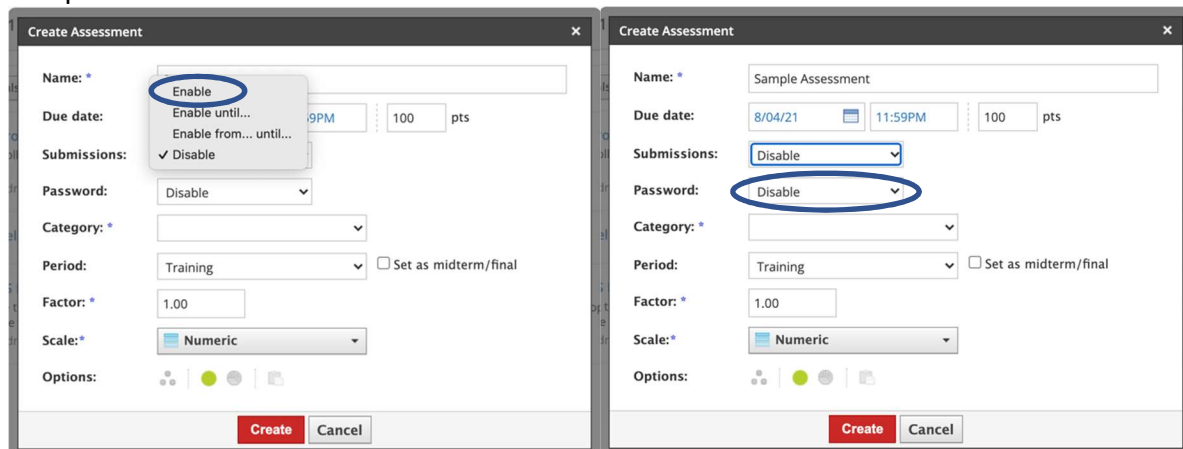


Write the name and due date for the assignment

Enable Submissions and choose one of the following:

Enable, Enable until a certain date, Enable from and to a specific date range

The password will remain set as disabled.



Choose the grading category for the assignment (Ungraded, Daily Work, or Test Grade)

The image shows two side-by-side screenshots of the 'Create Assessment' dialog box. In the left screenshot, the 'Category' dropdown menu is open, showing options: '(Ungraded)', 'Daily Work', and 'Test Grade'. The 'Ungraded' option is circled in blue. In the right screenshot, the 'Period' dropdown menu is open, showing the option 'Training', which is circled in blue. Both screenshots show the 'Name' field as 'Sample Assessment', 'Due date' as '8/04/21 11:59PM', and '100 pts'. Other fields include 'Submissions: Disable', 'Password: Disable', 'Factor: 1.00', and 'Scale: Numeric'. There are 'Create' and 'Cancel' buttons at the bottom of each dialog.

Choose which period you want to add the assignment to and leave the Factor and Scale to default settings.

Click create and begin writing instructions below within Setup.

The image shows a screenshot of the 'Sample Assessment' setup page. The top navigation bar includes 'Crosby' and 'COURSES', 'GROUPS', 'RESOURCES', 'TOOLS'. The breadcrumb trail is 'Home > Mr. Brown's Practice Class: Section 1 > Fall 2021 > Sample Assessment'. The page title is 'Sample Assessment'. There is a 'Submissions Enabled' indicator and a 'Preview' button. Below the title, there are tabs for 'Setup', 'Questions', 'Grading', and 'Reporting'. The 'Setup' tab is selected and circled in blue. The 'Instructions' section has a text area with a rich text editor toolbar. Below the instructions, the 'Assessment Settings' section is circled in blue. It contains three settings: 'Assessment has a time limit' (No selected), 'Assessment questions are randomly ordered' (No selected), and 'Show possible points for each question during the attempt' (Yes selected).

Choose the assessment time limit, order and possible points for the attempt.

## Assessment Toolbar

Students can flag questions for review:

Yes  No

Students can eliminate answer choices:

Yes  No

Students can use a calculator during attempt:

No ▾

Students can use a ruler during attempt:

No ▾

Students can use a protractor during attempt:

Yes  No

Students can highlight text:

Yes  No

Students can use a notepad:

Yes  No

## Student Settings

Allow students to view results after an attempt is submitted:

No ▾

Number of attempts students can submit:

1 time ▾

---

Students can change and review answers before submitting an attempt. If unsubmitted attempts exist, students will be able to resume them.

SAVE

Within the Assessment Toolbar you can setup which features you want to enable.

The student settings can be enabled to allow the results to be viewed and set the number of attempts offered. When you have completed setup click Save.

## Sample Assessment

● Submissions Enabled

Setup **Questions** Grading Reporting

- Add Text
- Add From Item Bank
- CREATE ITEMS
- + Multiple Choice
- + True/False
- + Matching
- + **Ordering**
- + Fill in the Blank Text
- + **Fill in the Blank Dropdown**
- + Fill in the Blank Drag and Drop
- + Short Answer/Essay
- + Audio
- + Video
- + File Upload
- + Label Image
- + Highlight Hotspot
- + Highlight Image
- + **Highlight Text**
- + Math Short Answer
- + Number Line
- + Chart

### Create your assessment

Add content by clicking questions or text from the menu.

Multiple question options are available to create assessments. Examples of selected question types are shown below. You can always click [preview question](#) to see the student view.

Question Type Example: Ordering (next page)

**Important Note:** Do *not* create an ordering question with the list of **Options** already in the correct order. If the student does not need to move any of the items to correctly sort them in sequential order, the assessment system will not recognize that the student has answered the question.

## Question Type Example: Ordering

02 ORDERING

QUESTION SETUP

Question type: Ordering

Arrange the geometric figures in order from least sides to most sides.

Options

- pentagon
- octagon
- triangle
- square

+ Option

CORRECT ANSWER SETUP

CORRECT

- triangle 100 %
- square
- pentagon
- octagon

Scoring Type:  Exact Match  Partial Match  Partial Pairwise Per Response

Layout: button

Author Notes:

+ Learning Objectives

CANCEL SAVE

Enter the question and options available to order correctly. Below the options you will enter the correct order and select the scoring type. (See scoring options below)

Select **Partial Match** to award points relative to the number of choices the student selected correctly, without individually setting each possible permutation as an Alternate Answer.

**Note:** When Multiple Choice question types are set to Partial Match, they will automatically be awarded points for correct choices *and* penalized for incorrect choices. For example: If a student selects one correct choice and one incorrect choice, they would receive 0 points. For all other question types, the same response would be awarded points for the correct choice without further penalization.

**Note:** Partial Match will only award points if an option is in its correct slot, whereas Partial Pairwise Per Response will award points if an option is in a correct relative position to the other options.

## Question Type Example: Fill in the Blank Drag and Drop

01 FILL IN THE BLANK DRAG AND DROP

To create a blank type an underscore (e.g. \_). Type the correct response in 'Correct Answer Setup'.

QUESTION SETUP

1 Response: am Tam.

2 Response: Sam.

Possible Responses

a

I

is

his

see

+ Option

CORRECT ANSWER SETUP

CORRECT

100 %

I am Tam.

I see Sam.

Sam is at his mat.

I am at a mat.

Duplicate Responses

Scoring Type:  Exact Match  Partial Match

Penalty Score: 0

CANCEL SAVE

You can also choose how the question will be scored by selecting exact or partial match before saving.

You can assign a penalty score for missed entries.

To generate a blank when creating this type of question, type one underscore ( \_ ) into the text editor or click the **Insert Response** button in the stimulus toolbar. Each underscore corresponds to an answer blank under **Correct Answer Setup**. Add additional underscores to have multiple blanks in the question.

Enter the **Possible Responses** you want to appear for the question.

**Note:** The order that responses are listed in this view is the order that students will see them when viewing the question. Schoology does not randomize the responses. Drag and drop the possible responses within the **Correct Answer Setup** to change the order in which they will appear for students.