

Ensuring a Successful Assessment in Isidore

Are you getting ready to give a test or quiz in Isidore? Are you worried that the students will experience problems or that you may have configured the settings incorrectly? The E-Learning Lab has compiled a check-list that you can refer to when publishing an assessment in order to make sure everything is configured for success.

This checklist is designed to be used after you've published an assessment. Please review the [instructions for publishing an assessment](#) if you need assistance.

Assessment Checklist:

In the Tests & Quizzes tool, click on the 'Published Copies' tab. Next, click on the 'Select Action' drop-down menu to the left of the assessment title and select 'Settings' to check the following items:

On the 'Availability & Submissions' tab:

- ✓ Are the open and due dates for the assessment set correctly?
- ✓ Is the assessment released to the correct group – the entire site or a specific group?
 - If you need to make accommodations for any students, please follow the [instructions for setting up extended and alternate times](#).
- ✓ Is the assessment timed? If so, is the duration set properly?

On the 'Grading & Feedback' tab:

- ✓ Is the feedback provided to students after the assessment set properly?
 - Consider when and if you'd want the students to see their score, the questions, and the correct answers.
- ✓ Did you send the scores to the Gradebook?
 - Keep in mind that if scores are sent to the Gradebook, students will be able to see them immediately. You may want to leave this option off if there are questions you need to manually grade.

On the 'Layout' tab:

- ✓ Did you set the assessment to display one question per page or all of the questions on one page?
 - One question per page is the safest option because it saves students' responses as they proceed to the next question.
- ✓ Do you want students to have the ability to go back and change their answers as they navigate through the assessment?

Special Note: Once a quiz has been published, instructors should go in and check the settings of the published copy as opposed to the working copy. Any settings changed on the “Working Copies” tab will not be updated to the assessment you’ve already published.

View of the main ‘Tests & Quizzes’ tool page

The screenshot shows the 'TESTS & QUIZZES' interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below this, the 'Assessments' section is active, showing options to 'Create an Assessment' either 'from Scratch' or 'Import from File (XML or zip)'. The 'Create from Scratch' section has a text input for 'Assessment Title', radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text (Quick Create)', and a 'Create' button. The 'Import from File' section has an 'Import' button. Below the creation options, there are two tabs: 'Working Copies: not released to students' (highlighted in orange) and 'Published Copies: released to students' (highlighted in blue). A table below these tabs lists assessments:

Action	Title	Last Modified
Select	Calculated Q's2	Leah Bergman 01/03/2014 12:35:45 PM
Select	Leah's Test	Leah Bergman 12/30/2013 03:26:32 PM
Select	QP Test	Leah Bergman 12/26/2013 10:43:46 AM

Assessments that have been built but not published are listed here. **The assessment will be listed here even after it's been published to provide instructors with a 'template' that they can use to republish an assessment at any time.**

Assessments that have been published (made available to students).