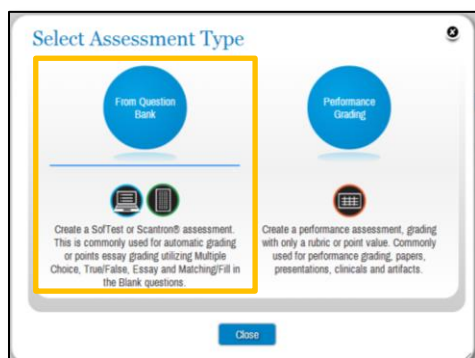
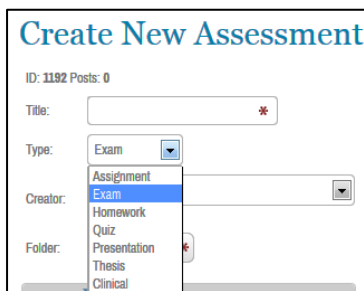


Users can create assessments to include questions that have been entered into ExamSoft. It is recommended to tag questions with categories to measure learning outcomes. Assessments can be constructed as exams administered on computers or iPads, or Take Home Exams (if enabled).

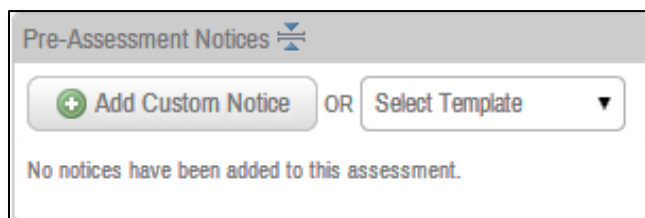
1. Navigate to the **Assessments** tab.
2. Click **Create New Assessment**.
3. Select the **Assessment Type**. This document walks you through the process of creating an assessment **From a Question Bank**.



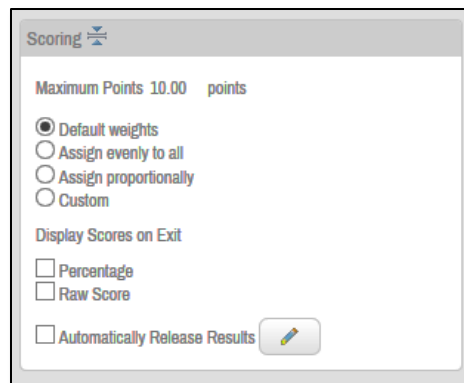
4. Fill in the **Title** field, and then select the **Type**, **Creator**, and a **Folder** in which to save the assessment.



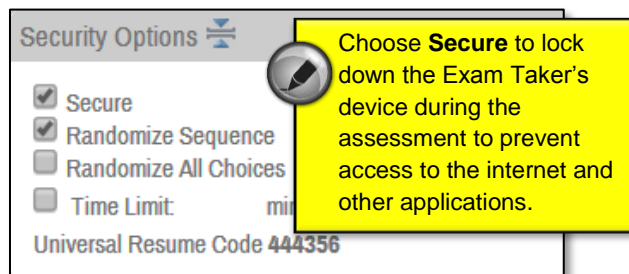
5. Create a **Pre-assessment Notice** or select a previously created template from the drop-down menu.



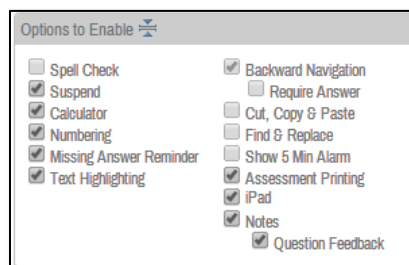
6. Select **Scoring** options to assign a point value to the assessment and choose the scores that will display.



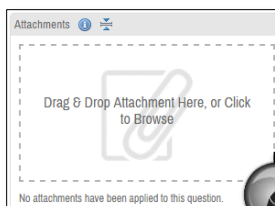
7. Select **Security Options**.



8. Select **Options to Enable** for Exam Takers during the assessment.

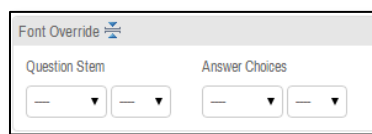


9. One assessment level **Attachment** can be added. This attachment can be accessed at any time during the assessment.

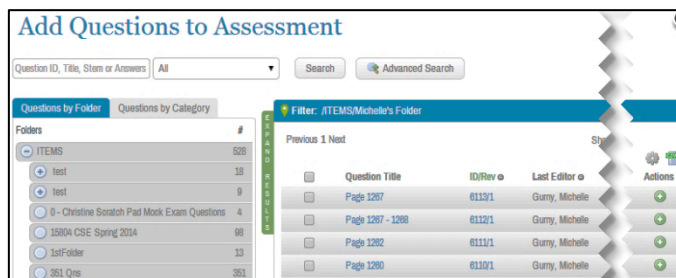


Note that question level attachments can also be

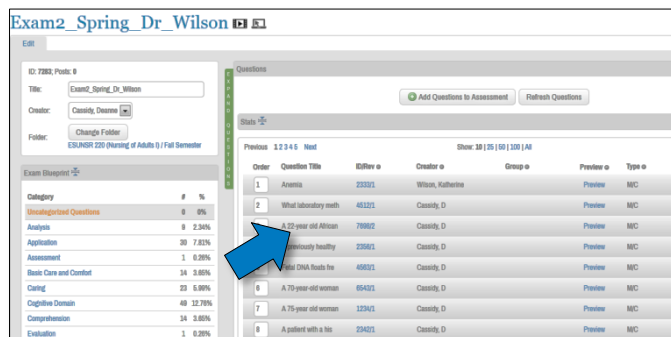
10. Edit the font size and style for questions and answers in the **Font Override** section.



11. Click the **Add Questions to Assessment** button to add questions to the assessment. A window will appear to review and add questions by folder or by category.
12. To add questions to the assessment, choose to:
  - a. Browse by folder or category, or create a search by question attributes (e.g., name, creation date, etc.).
  - b. Click the **Green Plus Icon** to add questions individually, or click the check box beside each question you want to add and then click **Add Selected to Assessment** to add the selected questions results to the assessment.



13. Click **Close**. All added questions will appear in the question pane.



14. Click **Save** to save the assessment as a draft.
15. Click **Preview** to view the assessment as an Exam Taker.



To **Preview** assessments, SoftTest® must be installed. Follow the onscreen prompts to install. No answers provided during your preview will be recorded.

For more information on previewing assessments, [click here](#).

16. Click **Post Assessment** to make the assessment available for Exam Takers to download. For more information on posting assessments, [click here](#).

## Reordering your Questions

After adding questions to an assessment, you have two different options for re-ordering your questions.

### Manually Reorder

1. Indicate the order you want your questions to be in by filling in the corresponding numbers into the text field in the order column.
2. Once all question order fields have been filled in, click **Reorder**.

### Reorder by Sort

3. Click on any one of the column headers to sort by that specific column.
4. Click the **Reorder by Sort** button at the bottom of the window.

Reorder By Sort

Order	Question Title	Type	Actions	ID/Rev	Weight
1	Hamilton's Econo '0' mic Program	MIC		3173 / 1	1
2	Hamilton's Economic Program	MIC		1713 / 1	1
3	Hamilton's Economic Program	MIC		1866 / 1	1
4	Hamilton's Economic Program	MIC		3158 / 1	1
5	Modern Election 1840	MIC		1717 / 1	1
6	Modern Election 1840	MIC		4424 / 1	1
7	verweert	FTTB		1823 / 1	0
8	Women's Rights	MIC		1714 / 1	1
9	Women's Rights	MIC		1867 / 1	1
10	Women's Rights	MIC		3159 / 1	1
11	Women's Rights	MIC		4421 / 1	1



Order	Question Title	Type	Actions	ID/Rev	Weight
1	verweert	FTTB		1823 / 1	0
2	Hamilton's Economic Program	MIC		1713 / 1	1
3	Women's Rights	MIC		1714 / 1	1
4	Modern Election 1840	MIC		1717 / 1	1
5	Hamilton's Economic Program	MIC		1866 / 1	1
6	Women's Rights	MIC		1867 / 1	1
7	Hamilton's Economic Program	MIC		3158 / 1	1
8	Women's Rights	MIC		3159 / 1	1
9	Hamilton's Econo '0' mic Program	MIC		3173 / 1	1
10	Women's Rights	MIC		4421 / 1	1
11	Modern Election 1840	MIC		4424 / 1	1

3. The questions in the assessment are now reordered based on the column that the User chose to sort them by.

