

# Self Assessment v8.3.0

**User Guide**  
**March 11, 2008**

## Contents

What Self Assessments does  
Managing self assessments  
Creating self assessments  
Adding questions to your self assessment  
Grading and answers for self assessments  
Self assessment feedback  
Previewing your self assessment  
Using self assessments in Content  
Copying self assessments  
Deleting self assessments  
Index

---

## What Self Assessments does

You can create self assessments to use as topics in your course content modules. Doing this allows users to judge how well they understand material as they work through it. In addition, feedback can be embedded into a self assessment. Think of self assessments as quizzes that will not be graded.

Each self assessment belongs to a single course. To create a self assessment, go to the course that you wish to create it in and click the Self Assessments link on the navigation bar. This will take you to the Self Assessments tool.

---

## Managing self assessments

The Manage Self Assessments page displays when you enter the Self Assessments tool.

On the Manage Self Assessments page you can see all the self assessments that have been created for your course. If there are no self assessments associated with your course you will see the message “There are no self assessments available.”

Furthermore, from the Manage Self Assessments page you can choose to create a **new** self assessment, **copy** an existing self assessment, **reorder** the list of self assessments and **delete** self assessments.

---

## Creating self assessments

To create a new self assessment, click  **New** icon. The New Self Assessment page displays.

- 1 Name your self assessment.
- 2 You have the option of choosing an existing category to add your self assessment to, create a new one, or have no category. Adding categories to the Self Assessment List and grouping self assessments by category aids organization.
- 3 Select the **Hints** option if you would like users to be able to access hints that you add to questions.
- 4 Add header and/or footer information for your self assessment page.  
**Note** You can edit all details for a self assessment after it has been created by clicking the name of the self assessment in the self assessment list.
- 5 Click **Save Self Assessment**.

---

## Adding questions to your self assessment

Click the **Add/Edit Questions** button to access the Question Library. From the Question Library you can create new questions or choose existing questions to add to your self assessment. Questions in the Question Library are shared between the Self Assessment, Quizzes, and Surveys tools.

Self assessments can contain questions of the following types:

- Multiple Choice
- True or False
- Long Answer
- Short Answer
- Multi-Short Answer
- Likert
- Fill-in-the-Blank
- Multi-Select
- Matching
- Ordering
- Arithmetic
- Significant Figures

Self assessments can also contain text or image information sections.

For details about using the Question Library and working with different question types, please see *Quizzes User Guide*.

---

## Grading and answers for self assessments

Users do not submit self assessments and they are therefore not graded. They are unable to see the answer field to questions. They can only see feedback fields. In most cases it is unnecessary for you to fill in the answer field.

---

## Self assessment feedback


While creating self assessment questions, strongly consider using the feedback option. By providing feedback you can assist users while they answer the questions. You can provide feedback at the end of a question, or, for some types of questions, on an answer-

by-answer basis. What you choose as feedback is up to you. You can use feedback comments to indicate if an answer is correct, where a correct answer can be found in the course content, or what details you are looking for in an answer.

When you are finished working in the Question Library, click **Back to Self Assessments** link to return to your self assessment.

---

## Previewing your self assessment

To see what your self assessment will look like when viewed through a content page click the  **Preview** icon. The preview page is fully interactive: you can answer questions and view the feedback that you added to questions.

When you are done, exit the preview and save the self assessment.

---

## Using self assessments in Content

Unlike Quizzes and Surveys, users cannot see the Self Assessments link on the navigation bar. To make a self assessment available to users you need to create a QuickLink to it in the Content Manager. This method will connect your self assessment to your content, assisting users in knowing what material they should have covered before measuring their progress with the self assessment.

---

## Copying self assessments

A copied self assessment contains all of the questions from the original. A copied self assessment is a quick and simple way to start a review self assessment with old and new questions covering all previous units.

**Note** You can only copy Self Assessments from the same course.

To choose a self assessment to copy click the  **Copy Self Assessment** icon.

Select the self assessment that you would like to make a copy of from the Self Assessment to Copy drop-down list. Edit the name of the new self assessment, if desired. Check the box labeled “Edit self assessment after copy completes” if you would like to go to the New Self Assessment screen when you create the copy, otherwise you will return to the Self Assessments List. Click **Save** to finish.

---

## Deleting self assessments

To choose a self assessment to delete click the  **Delete Self Assessments** icon.

Select the checkbox next to the self assessment that you want to delete. Click the delete icon.

---

## Index

### A

Add questions to self assessment, 3

### C

Copy self assessments, 4

Create self assessments, 2

### D

Delete self assessments, 5

### G

Grade self assessments, 3

### M

Manage self assessments, 2

### O

Overview, 2

### P

Preview self assessment, 4

### S

Self assessment feedback, 3

Self assessments in content, 4