

TUTORIAL

CREATE EXAMSOFT ASSESSMENTS

A prerequisite to this tutorial is the “Creating Questions” tutorial which can be found in the digital toolkit: www.pace.edu/digitaltoolkit
Log in to examssoft.com/pace to get started.

1. Log in to ExamSoft. Click **Assessments** and then click **Create a New Assessment**.

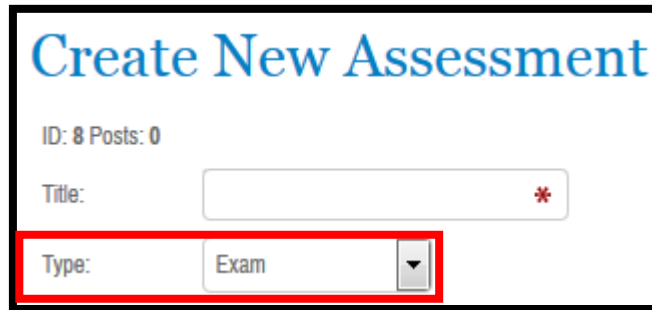


2. Type in a title that the faculty and administrators will see in the system. When posting an exam, you have an option to specify a different name for the students to see.

A screenshot of the 'Create New Assessment' form. The title 'Create New Assessment' is displayed in large blue font at the top. Below the title, the text 'ID: 8 Posts: 0' is shown. A red box highlights the 'Title:' input field, which is currently empty and has a red asterisk to its right, indicating it is a required field.

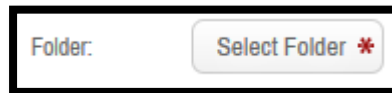
TUTORIAL

- Choose an exam type. The choices are exam, quiz, mock/practice, writing assignment, observation or presentation. You will be able to filter by this in the reporting section later on.




The screenshot shows the 'Create New Assessment' form. The 'Type' dropdown menu is highlighted with a red box and is currently set to 'Exam'. The form also includes a 'Title' field and a 'Type' dropdown menu.

- Select a folder for your assessment to be housed in.



The screenshot shows the 'Folder' selection field. The 'Folder' label is followed by a 'Select Folder' button with a red asterisk icon.

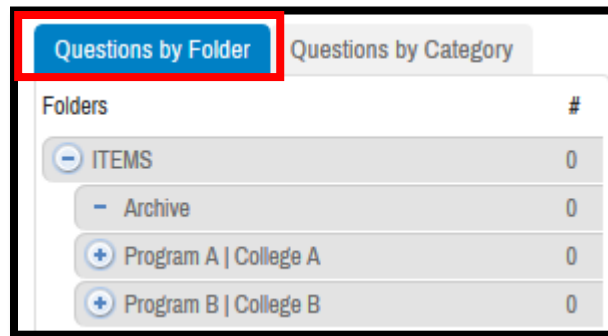
- Click **Add Questions to Assessment**.



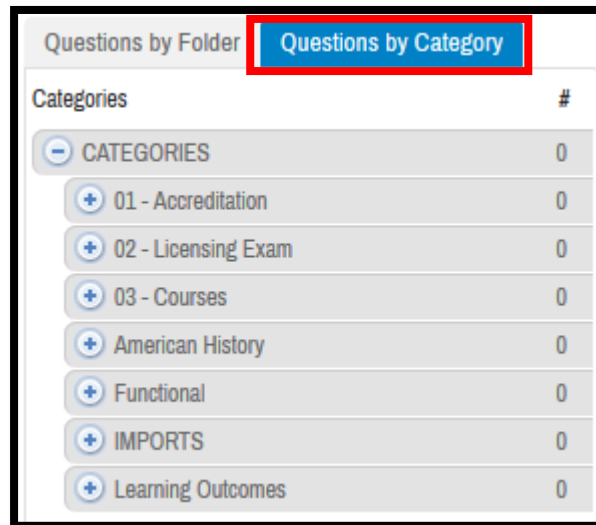
The screenshot shows the 'Create New Assessment' form with the 'Add Questions to Assessment' button highlighted with a red box. The form includes fields for 'Title', 'Type', and 'Creator', and a 'Questions' section with a 'Stats' link.

TUTORIAL

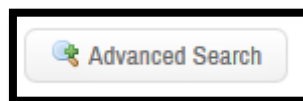
6. There are three ways in which you can search for questions to add to your assessment:
- Search for **Questions by Folder** which lets you search across multiple folders at the same time. You can only look at one folder at a time.



- Search for **Questions by Category** which lets you search for questions by the categories that they are associated with. You can only look at one folder at a time.

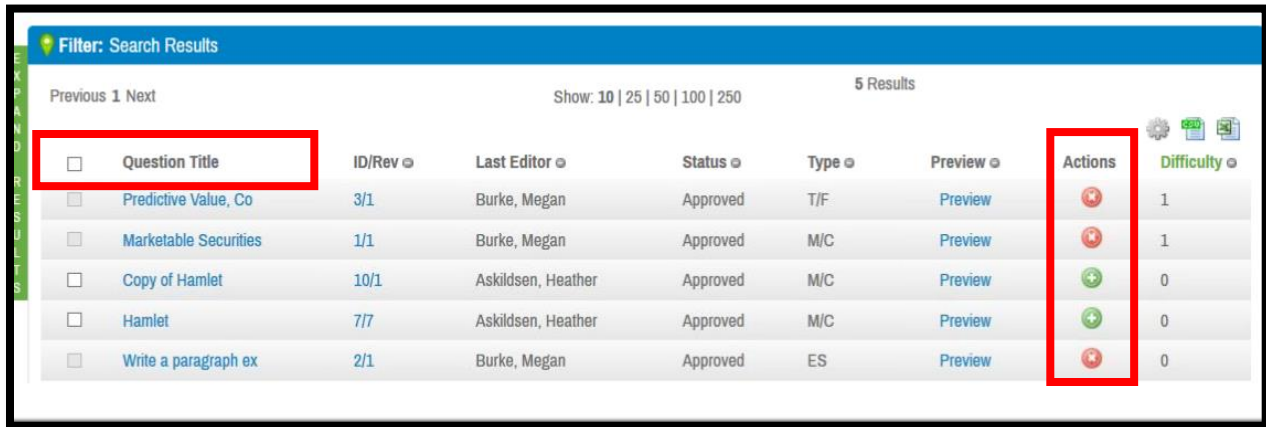


- Advanced Search** allows you to search across multiple categories or folders at one time. You can search by keyword, creator, attachment type, difficulty index ranges and dates.



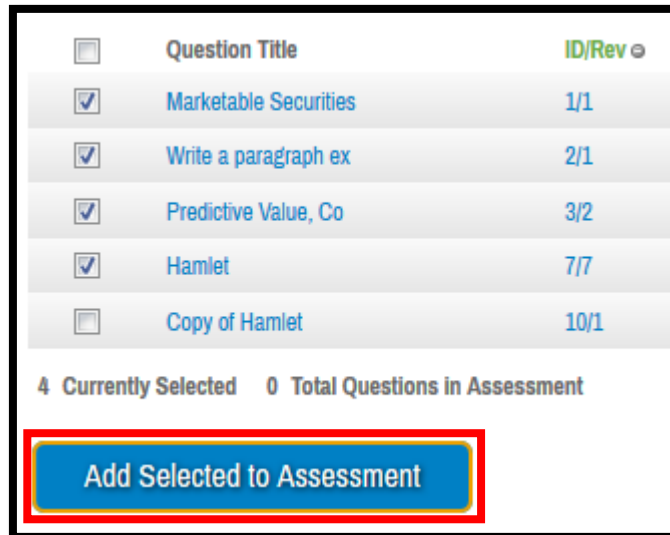
TUTORIAL

- Sort the data by clicking on the question header. The red x's under **Actions** mean that the question has already been added to the exam and they can be removed. Green checks mean that they have not yet been added to the exam and can be added at this time. You can add multiple questions to the exam at the same time. They will be added in the order that you see them on the screen.



<input type="checkbox"/> Question Title	ID/Rev	Last Editor	Status	Type	Preview	Actions	Difficulty
<input type="checkbox"/> Predictive Value, Co	3/1	Burke, Megan	Approved	T/F	Preview	<input type="checkbox"/>	1
<input type="checkbox"/> Marketable Securities	1/1	Burke, Megan	Approved	M/C	Preview	<input type="checkbox"/>	1
<input type="checkbox"/> Copy of Hamlet	10/1	Askildsen, Heather	Approved	M/C	Preview	<input checked="" type="checkbox"/>	0
<input type="checkbox"/> Hamlet	7/7	Askildsen, Heather	Approved	M/C	Preview	<input checked="" type="checkbox"/>	0
<input type="checkbox"/> Write a paragraph ex	2/1	Burke, Megan	Approved	ES	Preview	<input type="checkbox"/>	0

- Click **Add Selected to Assessment** and continue searching for and adding questions until the assessment is complete.



<input type="checkbox"/> Question Title	ID/Rev
<input checked="" type="checkbox"/> Marketable Securities	1/1
<input checked="" type="checkbox"/> Write a paragraph ex	2/1
<input checked="" type="checkbox"/> Predictive Value, Co	3/2
<input checked="" type="checkbox"/> Hamlet	7/7
<input type="checkbox"/> Copy of Hamlet	10/1

4 Currently Selected 0 Total Questions in Assessment

Add Selected to Assessment

TUTORIAL

9. You can reorder the questions by typing a new order and clicking **Reorder by Sort**. You can add new columns by clicking the gray gear icon. Click **Save** when you are finished.

The screenshot displays the 'Questions' management interface. At the top, there is a 'Stats' section with a 'Stats' icon. Below this is a table of questions. The table has columns for 'Order', 'Question Title', 'ID/Rev', 'Creator', 'Type', 'Weight', and 'Actions'. The questions listed are:

Order	Question Title	ID/Rev	Creator	Type	Weight	Actions
1	Write a paragraph ex	2 / 1	Burke, Megan	ES	1	[X]
5	Marketable Securities	1 / 1	Burke, Megan	M/C	1	[X]
3	Copy of Hamlet	10 / 1	Askildsen, Heather	M/C	1	[X]
4	Predictive Value, Co	3 / 1	Burke, Megan	T/F	1	[X]
2	Hamlet	7 / 7	Askildsen, Heather	M/C	1	[X]

Below the table, there are two buttons: 'Reorder' and 'Reorder By Sort'. To the right of the table, there is a gear icon for settings. At the bottom of the interface, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. The 'Reorder' and 'Reorder By Sort' buttons are also highlighted with a red box. The gear icon is also highlighted with a red box.