How to Create an Assessment Using Markup Text

Choosing to create an assessment “using markup text” allows you to compose the assessment in a text editor (such as Notepad or WordPad) and paste it into Sakai. This method works for these question types: Multiple Choice, Multiple Correct Answer, Fill in the Blank, True/False, and Short Answer/Essay.

You must follow a very specific format when composing questions. Here are Markup Instructions and examples [http://bit.ly/test-markup-details]

TIP: We recommend that you NOT compose questions in a full-featured word processor such as Microsoft Word, as it tends to add its own incompatible formatting. Instead, use a simpler text editing tool such as Windows Notepad or WordPad (or TextEdit on Macs).

To create an assessment using markup text:

1. In the main menu of your course site, click on Tests & Quizzes. Then click Add along the top.
2. In the “Create from Scratch” box, enter a title for your assessment and select Create using markup text. Then click Create.
3. In the lower right area of the page, you’ll find instructions and examples for formatting your questions in a text editor.
4. After composing your questions in the proper format, paste them into the large Questions box. Then click Next.

5. On the next screen, review the questions and answers. If you see errors, you can click the Back button at the BOTTOM (not your browser’s back button) and make any needed changes.
6. When you are satisfied with the questions and answers, click Create Assessment or Create Pool to save them in the desired area of Tests & Quizzes. (Note: Questions can now be edited, if needed, within the assessment or pool.)