

## 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) [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**.

The screenshot shows the 'Questions' section of the assessment creation interface. At the top, there are fields for 'Name' (containing 'Quiz 4') and 'Description'. Below these is a large text box for 'Questions' with the instruction: 'Enter questions with their answers into the text box below using the specified format that question type. To view instructions on the appropriate link to the right of the text box.' To the right of the text box is a section titled 'Instructions & Examples' with links for 'General Instructions', 'Multiple Choice', 'Multiple Correct Answer', 'Fill in the Blank', 'Short Essay', 'True/False', and 'Fill in Numeric'. The text box contains three sample questions with their answers formatted with asterisks. A green box with an arrow points to the text box with the text 'Paste your formatted questions here'. Another green box with an arrow points to the 'Next >' button at the bottom of the text box. A third green box with an arrow points to the 'Instructions & Examples' section with the text 'Follow formatting instructions found here'.

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.)