How to Create an Assessment Using Markup Text

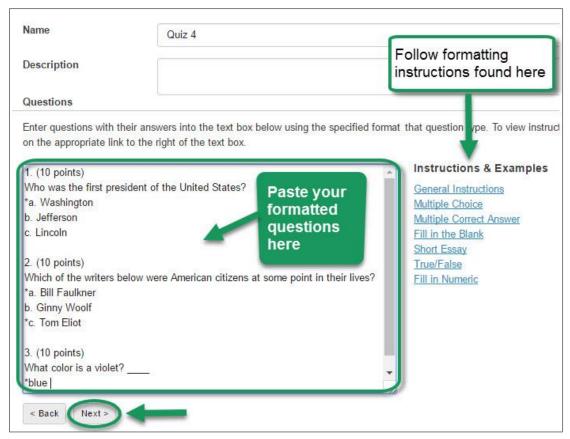
Choosing to create an assessment "using markup text" allows you to compose the assessment in a text editor (such as Notepad or WordPad) and paste it into Sakai. This method works for these question types: Multiple Choice, Multiple Correct Answer, Fill in the Blank, True/False, and Short Answer/Essay.

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 the "Assessments" tab to make sure you are on the opening page of the tool.)
- 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.)