

ASSESSMENT GENERATOR TUTORIAL

CREATING ASSESSMENTS – GETTING READY

Do some work before you try to create your assessment – it will save you hours of time!

1. What types of Assessments are you looking to create?
 - a. A Simple Assessment – one that is all scored as one assessment
 - b. A Type Based Assessment – one you can divide into sections and score separately
 - c. Remember, you can use all of these question types in any assessment created - these are the available Response Types.
 - i. Checkbox
 - ii. Options – or Multiple Choice
 1. Will your answer be one correct out of several or a one selection is better (receives more points – available only in Simple Type Assessment option) than another?
 - iii. Scale 1-5
 - iv. Scale 1-10
 - v. Narrative (Not Scored)
 - vi. Yes/No
 - vii. Yes/No/Maybe
 - viii. Yes/No/Sometimes
 - ix. True/False
2. Determine the type of assessment you want to create based on your need – once you determine the Type (Simple or Type Based) you will not be able to change the type.
3. Create your assessment questions in a Text Document – note which Response Type question for each – this cannot be changed after choosing a Response Type and submitting the changes.

- a. You can create your document in Word or another Word Processor for spell check capabilities, however, you will need to copy your Word document into a text software such as NotePad. Word creates formatting that conflicts with normal html code which is used in Assessment Generator and will cause unwanted formatting problems.
4. Create Score Keys for Simple Scored Assessments – you can add to these later if you would like.
5. Know the URL of your Logo
6. What Category will this assessment be placed into?
7. Will you want to separate your assessment into Pages or Sections
 - a. If Sections, decide what the sections will be
8. Determine the email address where you want the results sent to
9. Do you have an autoresponder that you want the name and email address of the participant logged to?
10. Do you have an autoresponder email address to use – have it ready
11. What is the URL of the final destination of your user – where do you want your user to go on the Internet after they complete the assessment?
12. When your user is finished taking your assessment, what do you want them to see on the Results Page? Prepare the header for this page – this may be your logo / a link to your site.
13. Are you sending an email to your participant after they take the assessment? Prepare what you will want to start that email with – Maybe Dear
14. Prepare the Footer for your email – most likely your signature line, email address and web site address

15. Decide how you want your Assessment to look – have in mind the following items:
 - a. Header – maybe your logo – you will need an image to add – your images will need to be located somewhere on the Internet – most likely your web site.
 - b. Footer on all pages
 - c. Additional footer on questions pages – this might be something like – “This assessment is 5 pages long, please continue to the next page.

16. What color do you want to use for the background of your assessment? We have provided a color table, but if you would like to match the color with your web site, you can add the specific color – here is a web site with those options: <http://www.visibone.com/colorlab/>

17. Determine the colors:
 - a. Page background
 - b. Assessment table background
 - c. Assessment table border
 - d. Assessment text
 - e. Assessment questions text

18. What Font size will you want for the assessment itself

Write your Questions out – use a text editor such as a notepad document

This is a **sample worksheet. Gather your information before creating your Assessment**

Write your Questions/Comments out:

Decide What Type of Assessment to use and Create your questions.

Simple

Type Based

How many score keys do you want to use and what score will be assigned to the Scores if it is a Simple type assessment? (numbers are samples only)

4 Score Boxes – you may create as many Score Keys as you wish – NO score keys for Type-based assessments.

0-6 – Score Box 1

7 – 13 Score Box 2

14 – 19 Score Box 3

20 – 25 Score Box 4

Write your Instructions

EXAMPLE: On a Scale of one to five, please choose the best answer. One being the least likely and five being more likely.

Create Score Keys

Score Key 1: You should rethink creating this e-course.

Score Key 2: You have a great idea, but need further research before beginning to develop the course

Score Key 3: You almost have everything together and should start working toward creating the e-course

Score Key 4: You have everything you need to get started

Write your Confirmation Email:

Thank you for taking this assessment. We hope it was helpful for you. Please contact me at xxx-xxx-xxxx or send me an email with your additional questions.

Gather your Information

Your Web Site Logo:

This should be in a .jpg or .gif format that you will place in your Assessment Header text box.

Your Email Address

kathy@vatechnicalschool.com

Your AutoResponder Email Address

kathy-3208@autocontactor.com

Your Web Site URL

<http://www.vatechnicalschool.com>