OnPoint Course Manager:

Section 3
Assessments

ONPOINT

December 2017

Table of Contents

3.0 Assessments

The third top level menu choice button in Course Manager's dropdown menu system is the **Assessments** top-level Menu. When clicked once, this primary level menu option opens to reveal a number of drop-down options that provide direct access to all testing-related functionality in the Course Manager software. Each related option selected from the **Assessments Menu** will display a table listing of records within the OnPoint database specific to the selection made.

The **Assessments Menu** has drop-down selections as shown:

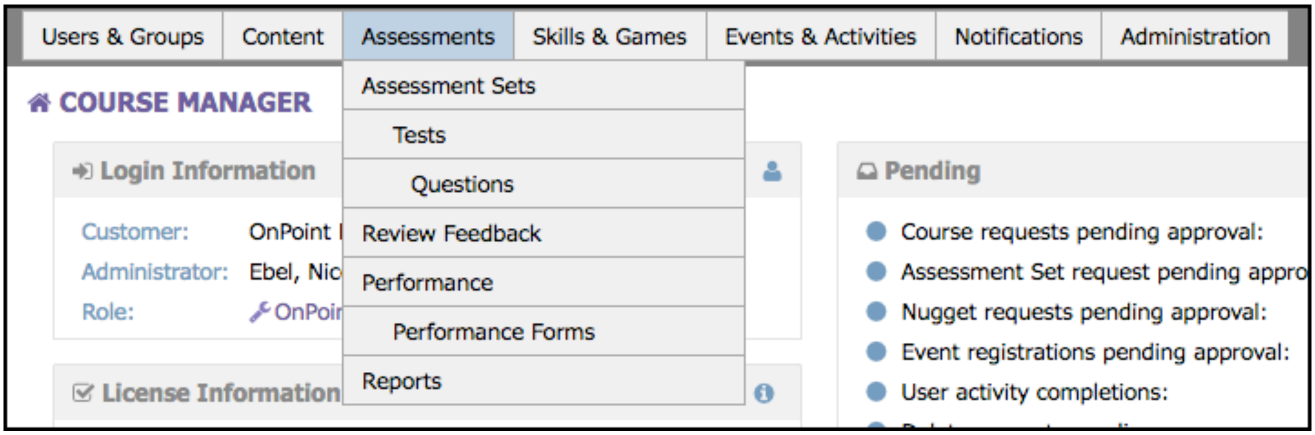


Figure 3-1 – Assessments: Submenu Selections

The standard Assessments submenu selections are:

A. **Assessment Sets** - This selection provides a table listing of all Assessment Sets created and managed in the OnPoint system. Assessment Sets are standalone Tests, Feedback Forms, Appraisals and Quizzes that are assignable to Users and/or Groups but not associated with an online Course. All details for defined Assessment Sets are accessible and editable by clicking on the desired Assessment Set name link shown in purple.

B. **Tests** - This selection provides a table listing of all Tests defined and managed in the shared repository. Tests can be set up as several different types: Test (graded), Feedback Form, Appraisal (non-graded), or Quiz (graded but not recorded). Tests can be assigned to Assessment Sets (for standalone delivery), or assigned to online Courses (to be delivered with a course). Specific Test details are accessible and editable by clicking on the desired Test.

C. **Questions** - This selection provides a table listing of all Test Questions defined and managed in the shared repository. A variety of question types are supported: essay, fill-in-the-blank, date, likert, multiple choice/single answer, multiple choice/multiple answer, numeric, sequencing, and true-false. Question detail is accessible by clicking on the desired Question.

D. **Review Feedback** - This selection provides a list of any Courses, Topics, Assessment Sets, or Nuggets that have an associated Feedback-type Test with pending data to review. Results for any completed Feedback forms are displayed in alphabetical order. Feedback details are accessible by clicking on the corresponding Course, Topic, Assessment Set, or Nugget name link shown in purple.

E. **Performance** - This selection supports Administrators in defining Performance Evaluation records to be managed in the database. These Evaluations include storage of master Review Documents as well as the calculations to be used to associate values and weighing for unique evaluation components (e.g. Tests, Appraisals). Routing scenarios are also established here, so that Appraisals/Reviews can be directed to the appropriate personnel for completion and/or comment.

G. **Reports** - This link provides preformatted Reports used by administrators to report on Assessments data.

3.0.1 Assessment Sets versus Tests

It is important to understand the difference between an **Assessment Set** and a Test. Think of an Assessment Set as a collection or set of one or more Tests that have been assembled to present to the User or Manager for completion, which stands "outside" of an online Course. For example, let's say you have an online course called "Fire Safety." At the end of that course you have included a Test called "Fire Safety at Acme." Thirty days later you want to re-test your employees without them having to go through the course again. You simply create an Assessment Set and assign that same test (or an altered version) to it. This Assessment Set can then be assigned to Users and/or Managers just like the online course was, and will appear in the User' assignments when they next login.

Assessment Sets are used to deliver standalone pre-tests/post-tests, feedback forms, and appraisals/reviews. Most Assessment Sets include just one assigned Test. There is no limit to the number of Tests you can assign to an Assessment Set, but keep in mind that a User must complete all Tests within an Assessment Set before they receive a completion status for the entire Assessment Set. The system will track and score all Tests assigned to an Assessment Set, and Users can complete any Test that is part of an Assessment Set, close, and return later to complete other Tests within that same Assessment Set.

Assessment Sets, like Courses, have a Welcome and Finish page that surround the assigned Test(s). When multiple Tests are assigned to an Assessment Set, they can be "sequenced" to appear in the order desired by the Author. Users take the first Test, see a results screen (which may or may not include a grade – depending on what type of test it is), then are launched into the next assigned Test if they move forward in the navigation. The Finish page does not display until the last assigned Test within the Assessment Set has been taken.

3.1 Assessments: Assessment Sets

The first dropdown menu selection found under the Assessments top-level menu is **Assessment Sets**. Making this selection displays the **Assessments: Assessment Sets** List which is a database listing of all current Assessment Sets defined in the system. From this screen, you may:

1. Select an Assessment Set record from the summary list to review or edit by clicking on the Assessment Set **Name** field
2. Click the **Add Assessment Set** button to create a new Assessment Set
3. Use the **Filter** button to narrow your search for a specific Assessment Set
4. Use the Category drop-down to narrow listing to that category

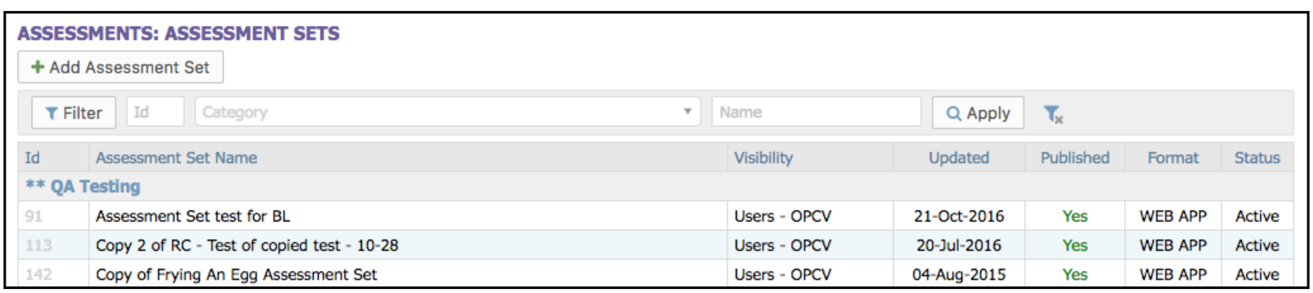


Figure 3-2 – Assessments: Assessment Sets Table Display

Assessment Sets are listed alphabetically by Assessment Set Name and organized by their Category assignment (if used). The Assessment Set list displays the following:

Assessments: Assessment Display Table	
Element	**Description**
Id:	Reference number auto-generated by the System.
Assessment Set Name:	The assigned name of the Assessment Set. Click the Assessment Set Name to view more details about the Assessment Set, or to edit the Assessment Set record. **Tip:** Always include a Category when creating an Assessment Set. Later, that will make it easier to find the specific Assessment Set you are searching for from the master list, since assigned names may be similar.
Visibility:	Indicates the specific user constituency who can access the published Assessment Set. Selections include: • Users – OPCV (accessible by Users/Learners via the Content Viewer) • Managers – OPPM (accessible by Reporting Managers or Group Managers via the Performance Manager) • All – OPCV, OPPM (accessible by both Users/Learners and Managers)
Updated:	The date the Assessment Set record was last updated.
Published:	Indicates whether the Assessment Set has been published and is accessible. Yes/No
Format:	Indicates if the Assessment is Web, App or both.
Status:	Indicates the status of the Assessment Set (Active, Inactive, or Delete Requested).

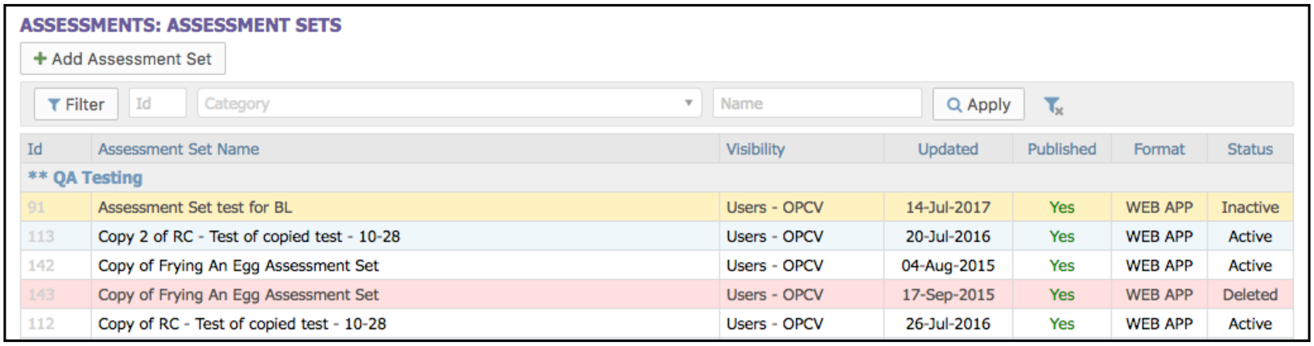
Other Test: List - Related Information:

A few additional features can be found on the **Assessments: Assessment Sets** List Screen:

Assessment Set Count - At the bottom left of the Assessments Sets List table is a count of the defined Assessment Sets managed in your Course Manager database, based on the filter criteria chosen.

Color Highlights and Keys – Assessment Set records listed in the database table are normally defaulted to those with **Active** status. To see all status conditions in the listing, click the **Filter** button and click the 'X' next to Active in the status field, then click **Apply**. Assessment Set records may be changed to **Inactive** or **Request Delete** status by an Administrator. When this occurs, the record will appear in a different color in the database listing: items marked with an "Inactive" status will be highlighted in **Yellow**; items marked as **Request Delete** will be highlighted in **Pink**. A color key appears at the bottom of the listing whenever one of these record types exists in the display.

Note: The items are not actually deleted until an Administrator formally deletes them via the Administration/Deletion Tasks function.


ASSESSMENTS: ASSESSMENT SETS

+ Add Assessment Set

Filter | Id | Category | Name | Apply

Id	Assessment Set Name	Visibility	Updated	Published	Format	Status
** QA Testing						
91	Assessment Set test for BL	Users - OPCV	14-Jul-2017	Yes	WEB APP	Inactive
113	Copy 2 of RC - Test of copied test - 10-28	Users - OPCV	20-Jul-2016	Yes	WEB APP	Active
142	Copy of Frying An Egg Assessment Set	Users - OPCV	04-Aug-2015	Yes	WEB APP	Active
143	Copy of Frying An Egg Assessment Set	Users - OPCV	17-Sep-2015	Yes	WEB APP	Deleted
112	Copy of RC - Test of copied test - 10-28	Users - OPCV	26-Jul-2016	Yes	WEB APP	Active

Figure 3-3 – Assessments: Assessment Sets Table with Color-Coded Legend

Note: Both the Count feature as well as the color highlights indicating status conditions can also be found on the table listings for Tests and Questions.

3.1.1 Assessment Sets: View an Assessment Set

To view an Assessment Set record, select the Assessment Set you wish to view from the list of **Assessments: Assessment Sets** by clicking on the Assessment Set Name and the Assessment Set record for that **Assessments: Assessment Set** will appear.

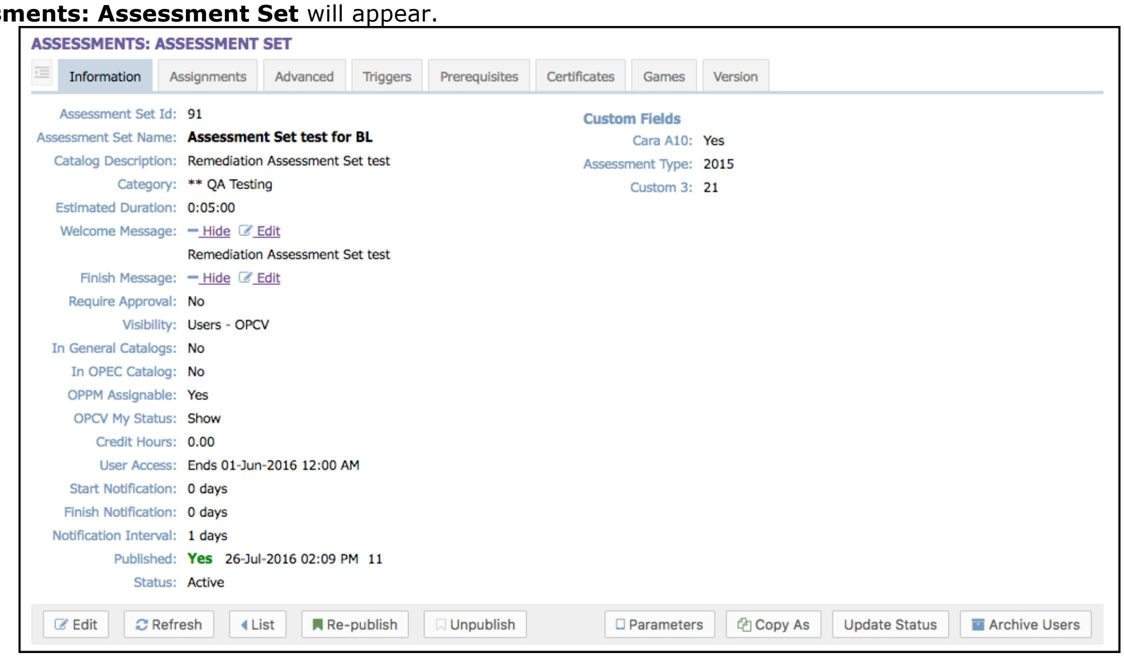


Figure 3-4 – Assessments: Assessment Set Information Tab

The Assessment Set record has a number of Submenu tabs covering all of the definitions and parameters for the selected Assessment Set, as follows:

- **Information Tab 1**- "Information" includes Assessment Set Information which includes fields for Assessment Set Name, Catalog Description, Welcome and Finish Messages, Estimated Duration, Category, Publication Status, Approval Required, Visibility, Catalog Displays, User Access and Status. You can also click the Show link to view the HTML Welcome/Finish message or the Edit link to update the Welcome/Finish Messages using the embedded HTML editor.

- **Assignments Tab 2-** "Assignments" lists all the current assignments for the Assessment Set, including one (or multiple) Tests/Surveys/Appraisals/Quizzes to be served up within the defined Assessment Set and which Users/Groups have been assigned to take/complete Set.
- **Advanced Tab 3-** "Advanced" provides additional fields to be edited to make the Assessment Set more specific. Fields like Assessment Set Language, setting a Due Date, Requiring Acknowledgement, Auto Archive, setting the Assessment Set to be Recommendable, and adding a Thumbnail Image. This tab also includes the ability to add Meta Tags and Display Tags.
- **Triggers Tab 4-** "Triggers" allows Administrators to establish one or more automated system actions that take effect upon the occurrence of specific Assessment Set conditions. Triggers, when established, drive specific messaging called Notifications that are sent to Users and Managers via the Portal, email, SMS message, or Mobile Push.
- **Prerequisites Tab 5-** "Prerequisites" is used to set prerequisite assignments that require completion before the User can take this Assessment Set.
- **Certificates Tab 6-** "Certificates" allows for adding certificates to the Assessment Set.
- **Games Tab 7-** "Games" allows for associating game points to Assessment Set.
- **Version Tab 8-** "Version" allows Administrators to mark an Assessment Set as a new version, add version-related notes regarding any changes, and archive the previous version if desired.

3.1.2 Assessment Sets: Search for an Assessment Set

Under the **Assessments: Assessment Sets** is a list of all current Assessment Sets in your Course Manager repository. Assessment Sets are listed alphabetically, organized by Category. To find a specific Assessment Set, you may:

1. Scroll through the list until you locate the Assessment Set record.
2. Use the **Filter** button at the top left to narrow your search for a specific Assessment Set.

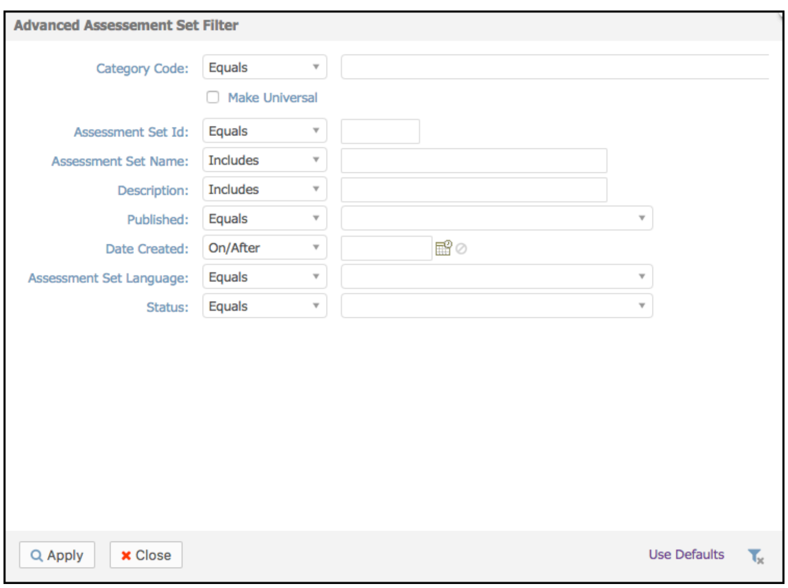
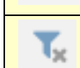


Figure 3-5 – Assessments: Advanced Assessment Set Filter

The **Advanced Assessment Set Filter** allows you to search for an Assessment Set by any of the following search criteria:

Assessments: Advanced Assessment Set Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **equals** – filters for a match of a letter or text string. • **begins with** – filters for all Assessment Sets beginning with the criteria (e.g. type an A and get a list of all Assessment Sets beginning with A). • **includes** – filters for all Assessment Sets that include the criteria (e.g. type "Baseball" and get all Assessment Sets that include that word). • **ends with** – filters for all Assessment Sets ending with the criteria. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Assessment Sets beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria.
Category Code:	Search by the Category the Assessment Set is associated with.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager.
Assessment Set Id:	The Id associated to the Assessment Set by the database.
Assessment Set Name:	Search by the name of the Assessment Set.
Description:	Search by the description of the Assessment Set (using same drop-down menu choices as detailed above).
Published:	Search for All Assessments Sets (the default), or only those that are published (Yes) or not published (No).
Date Created:	Search for an Assessment Set created on/after or before a specific date.
Assessment Set Language:	Choose to see all Assessment Sets within a specific language.
Status:	Search by the record status: Active (the default), Inactive, or Delete requested. If you do not make a selection or click the 'X' next to the current filter, it will show All status conditions.

When you are finished entering your selection criteria, click:

Apply	To start the Search.
Close	To close the filter window and return to the Assessment Set list without changing any filters.
Use Defaults	To reset the criteria to the default options (All Active Courses).
	To clear all criteria (including default settings) so that you can start again.

3.1.3 Assessment Sets: Create a New Assessment Set

To create a new Assessment Set, select **Assessment Sets** from the main **Assessments** dropdown menu; the list of previously defined Assessment Sets will appear. Click the **Add Assessment Set** button at the top left and the **Assessments: Assessment Set Edit** screen will appear.

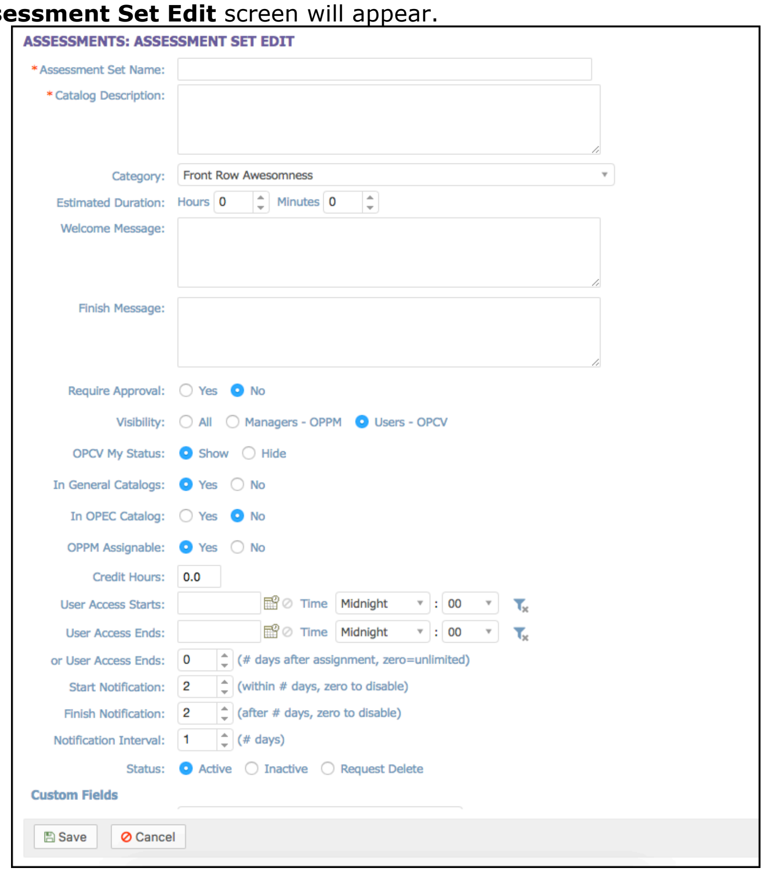


Figure 3-6 – Assessments: Assessment Set Edit

Complete the following data fields described below:

Assessments: Assessment Set Edit- Create New Assessment Set	
Element	**Description**
Assessment Set Name:	Enter the name of the Assessment Set. **(Required Field)**
Catalog Description:	Provide a brief description of the Assessment Set. (This appears to the User in the Assessments Catalog and on the Assessment Set Information Page.) **(Required Field)**
Category:	Select the Category the Assessment Set will be associated with from the drop-down list.
Estimated Duration:	Enter the estimated time (in minutes) that the User should need to complete the Assessment Set.
Welcome Message:	This is an editable message (HTML) that is displayed to the User/Manager on the first page of an Assessment Set, before the assigned Test(s) appear.

	Tip: Just like within the Welcome Page of an online course, this page offers you the opportunity to include a message to the User that they are about to take a certain type of test (e.g. graded or non-graded, timed, lengthy, etc.) and to remind them about using the arrows in the navigation to make sure their responses are saved and submitted.
Finish Message:	An editable message (HTML) that is displayed to the User/Manager after they complete all assigned/selected Tests within an Assessment Set. **Tip:** This is also an opportunity to remind Users of navigation or to thank them for completing the Assessment Set.
Require Approval:	Indicates whether the Assessment Set requires Manager approval to take. Select the option from that best fits: **Yes** = Requires Approval **No** = Does not Require Approval **Tip:** If a User or group of users is assigned to the Assessment Set, either manually by an Administrator or via a Skill Profile or Group association, this Y/N flag is not relevant. It is only relevant for Users not previously assigned this Assessment Set – e.g. the User saw this in the catalog and wanted to take it. Then, if the flag is set to Y=Yes, the User would need to explain why he/she wished to take it, and a Manager would need to approve it before access is granted. If the flag is set to N=No, any User who saw it in the catalog could select and take it, without prior approval.
Visibility:	Indicates the specific user constituency who can access the published Assessment Set. Selections include: • Users – OPCV (accessible by Users/Learners via Content Viewer) • Managers – OPPM (accessible by Reporting Managers via Performance Manager) All – OPCV, OPPM (accessible by both Users/Learners and Managers)
OPCV My Status:	This allows you to set whether or not the assessment set should show to the user in the My Status area of the portal. This is most useful for evaluations or exit interviews where a manager needs to rate an associate but not have it displayed to the user.
In General Catalogs:	Indicates whether or not the published Assessment Set will appear to Users/Learners in the Assessments Catalog in the Content Viewer. Configuration choices are “Yes” (Default) or “No”.
In OPEC Catalog:	Indicates whether or not the published Assessment Set will appear to Users/Learners in the Ecommerce Catalog that is included in the optional OnPoint Ecommerce application (“OPEC”). Configuration choices are “Yes” or “No” (default).
OPPM Assignable:	Indicates whether or not the published Assessment Set will be assignable in Performance Manager. Configuration choices are “Yes” (Default) or “No”.
Credit Hours:	An Assessment Set can be set to record a specific number of credits that can be received once the Assessment Set is completed. This is beneficial if customers are keeping track of these for education credits.
User Access Starts:	The date and time users can begin to access the Assessment Set. Use the calendar icon for easy date selection.
User Access Ends:	The date and time users can no longer access the Assessment Set. Use the calendar icon for easy date selection.
Or User Access Ends:	Select the number of days after user access starts for access to end, if zero is selected, then the number of days will be unlimited.

Start Notifications:	Number of days the user must start the Assessment Set, zero = unlimited.
Finish Notifications:	Number of days the user must finish the Assessment Set, zero = unlimited.
Notification Iinterval:	Set the notification before start or after first finish notification. This is in number of days.
Status:	• **Active** (Assessment Set is active) • **Inactive** (Assessment Set is not currently in use) • **Request Ddelete** (Assessment Set is no longer needed) Associate a certification to the Assessment Set.

After making your entries click one of the following:

Save	To save your entries.
Cancel	Returns you to the Assessment Set list without saving your entries.

3.1.3.1 Assessment Set: Information

Once an Administrator has created and saved a new **Assessments: Assessment Set** record, the Assessment Set screen will display, including a number of sub-tabs that define the Assessment Set (as previously summarized in Section 3.1.1). The default view is the Assessment Set Information tab.

A set of Action Buttons appear across the center of the page, including:

Assessments: Assessment Set Action Buttons

Action Button	Description
Edit	Allows you to view and edit the Assessment Set data fields for the selected record.
Refresh	Refreshes the web page with all recent updates (if needed).
List	Returns you to the list of Assessment Sets.
Re-publish	The action to Publish new Assessments Sets (or Re-publish existing ones) and make them available for access by Users and/or Managers.
Unpublish	The action to remove previously published Assessments Sets making them no longer accessible to Users and/or Managers.
Parameters	Allow unique tagging to help tie Assessment Set items to specific places within a user interface.
Copy As	Allows you to create a new Assessment Set using an existing Assessment Set as a template. The new record will contain much of the Assessment Set Information detail

	from the original, but will not have any User Assignments, Triggers, and will not be Published.
Update Status	This button is used if any status issues arise with Users who are progressing through an Assessment Set. The action performs a real-time check of the progress of all Users assigned to this specific Assessment Set and confirms/resets their status.
Archive Users	Archive all users of this Assessment Set that meet the criteria you choose. Choices include Archive users with a status of Completed or Passed, Failed, Incomplete, Not Attempted, or All. If a user has met the above selected criteria this action will move this Assessment set to their "History" tab.

3.1.3.2 Assessment Set: Assignments

Once an Assessment Set record has been created and defined, Administrators need to complete their assignment of any Tests/Feedback Forms/Appraisals/Quizzes they need and also assign Users/Learners and/or Groups to the Assessment Set. To begin making assignments, click the Assignments tab.

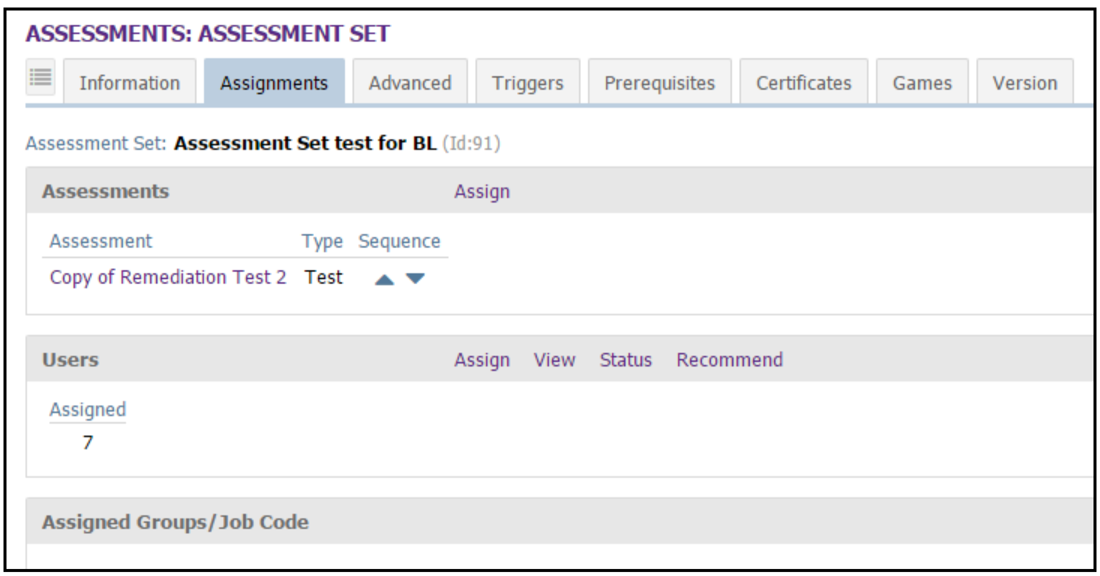


Figure 3-7 – Assessment Set: Assignments Tab

This screen displays the assignments for the Assessment Set, including:

Assessments: Assessment Set Assignment Tabs	
Element	**Description**
Assessments:	Indicates which Assessment objects (Tests, Feedback Forms, Appraisals, Quizzes) are currently assigned to the Assessment Set, and what type of assessment they are. When you click the **Assign** link, a listing of all *available* Assignments will display in the column on the right and a list of all *assigned* Assessments will display on the left. Assignments are committed by clicking the assessment name desired from the right-hand column. It is possible to assign more than one Assessment object to an Assessment Set (e.g., a Test and a Feedback Form), so click any additional assessments you wish to make part of this Assessment Set, one at a time. For

	environments with multitudes of available Assessments, a Filter button is available that can help you narrow the available Assessments list. Click the **Finished** button at the top left to return to the Assessment Set Assignments screen. If you assign multiple Assessments to the Set, use the Sequence Up/Down arrows to move the Assessments into the order you wish them to be displayed within the Set, to the User. If you wish to unassign an Assessment object, simply click the **Assign** link and click the assessment object(s) from the *assigned* column on the left hand side and they will return to the *available* column on the right hand side.
Assigned Users:	Indicates which Users/Groups have been assigned to take/complete the Assessment Set. Click this **Assign** link to assign Users/Learners (individually or via Group association by clicking on the **Group** button on the right of the Available Users column) to the Assessment Set. A listing of all *available* Users/Groups displays in the column on the right and a list of all *assigned* Users/Learners displays on the left. Assignments are committed by clicking the checkbox next to the individual User(s) or Group(s) and then clicking the **Assign** or **Unassign** buttons to move your selections from one list to the other. **IMPORTANT: USERS ARE ACTUALLY ASSIGNED AT THIS POINT IN TIME, NOT WHEN YOU CLICK THE FINISHED BUTTON, SO BE SURE OF YOUR SELECTIONS BEFORE YOU CLICK ASSIGN / UNASSIGN.** For environments with multitudes of Users/Learners, a Filter button is available that can narrow the display of available Users/Learners in the list. Click the **Finished** button at the top left to return to the Assessment Set Assignments screen. **Note:** Users/Groups need not be assigned to Assessment Sets in advance if the Assessment Set has been configured with its "visibility" set to Managers. In other words, if you have created an Appraisal that only Managers will access and complete, there would not need to necessarily be an assignment made to the User directly, because the Manager can select any User to complete the Appraisal on - that he/she supervises – and complete the Appraisal via the Performance Manager interface. Click the **View** link to review the current User assignments.
Assigned Groups/Job Code:	Displays the Groups that have this Assessment Set assigned to it. This field is not editable on this screen.

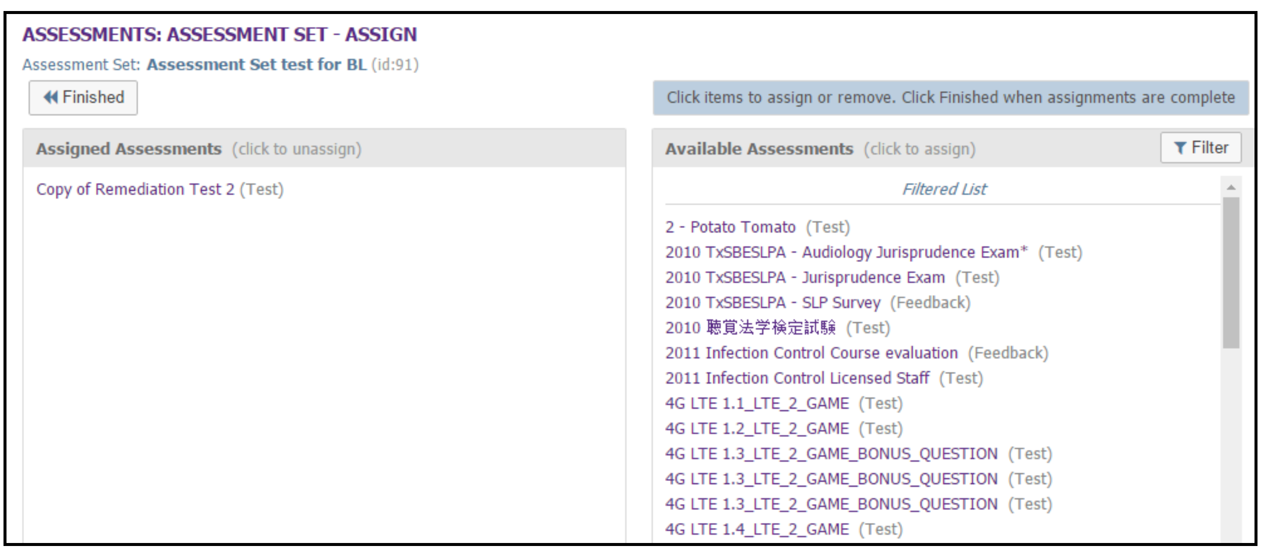


Figure 3-8 – Assessment Set: Assign Screen

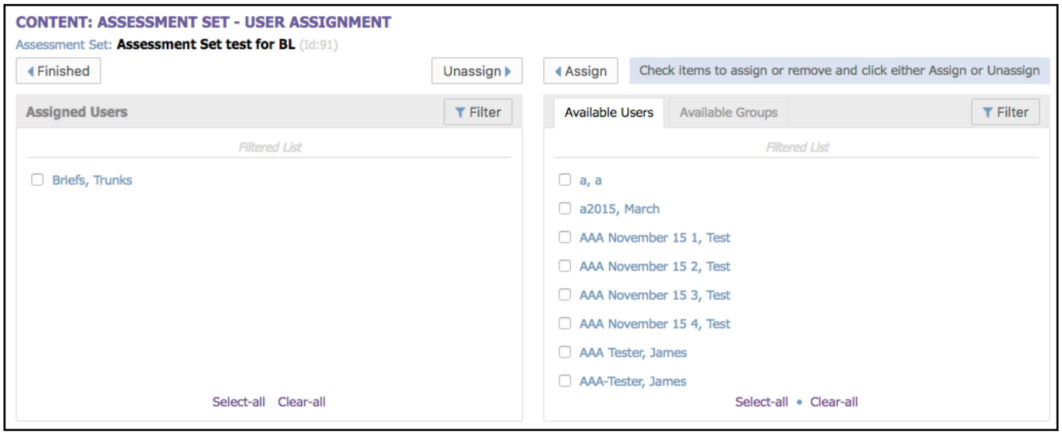


Figure 3-9 – Assessment Set: Group/User Assignment

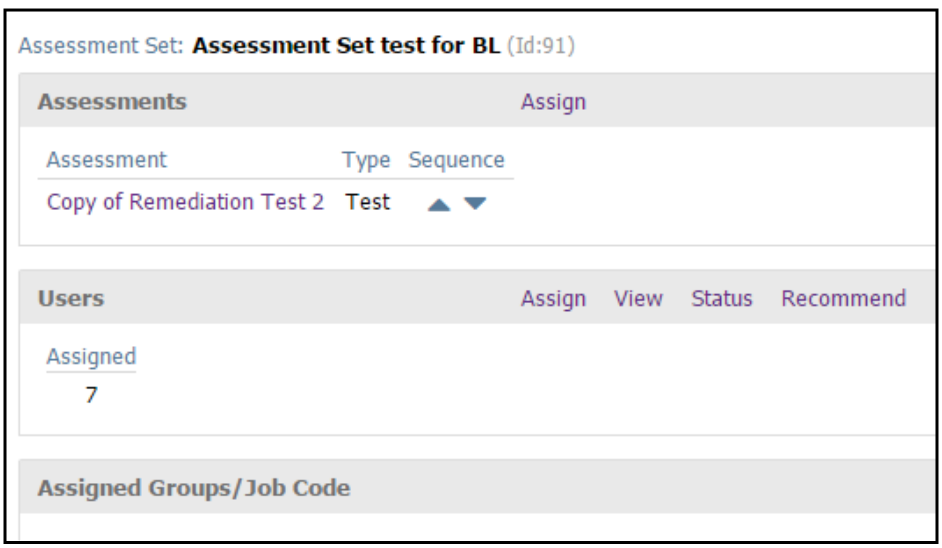


Figure 3-10 – Assessment Set: Assignments

3.1.3.3 Assessment Set: Advanced

The Advanced tab allows you to set the User Due Date, Assessment Set language, set require Acknowledgment to yes or no, set the number of days untill this is Auto Archived, set Recommendable to yes or no, manage the Thumbnail Image, Meta Tags, and Display Tags.

Assessments: Assessment Set Advanced Tab	
Element	**Description**
User Due Date:	Allows you to establish a fixed or dynamic "setting"; a fixed would equate to a specific date (ex: due 12/31/17) Dynamic would allow for a number of days such as "this is due 30 days from the assignment date". Default is none.
Assessment Set Language:	Set the language of the Assessment Set.
Require Acknowledgment:	Yes/No radio buttons. If Yes is selected, the user will be asked to accept or decline prior to starting the Assessment Set. The Message the user sees can be edited once flag is set to Yes.
Auto Archive:	Set the Assessment Set to Auto Archive after so many days. If set to zero then it is disabled.
Recommendable:	Allows you to set whether this assessment set can be recommended or not.
Thumbnail Image:	Allows you to change the thumbnail image for the Assessment Set. Select the image to change or un-assign Thumbnail.
Meta Tags:	Adding Meta Tags to an Assessment Set allows for quick references in custom UI's and searches.
Display Tags:	Optional tags used to associate this content item in a user interface.
Deep Links:	Allows an admin to add a deep link inside a push notification (to a mobile device) that a user can tap for direct access to this assessment set.

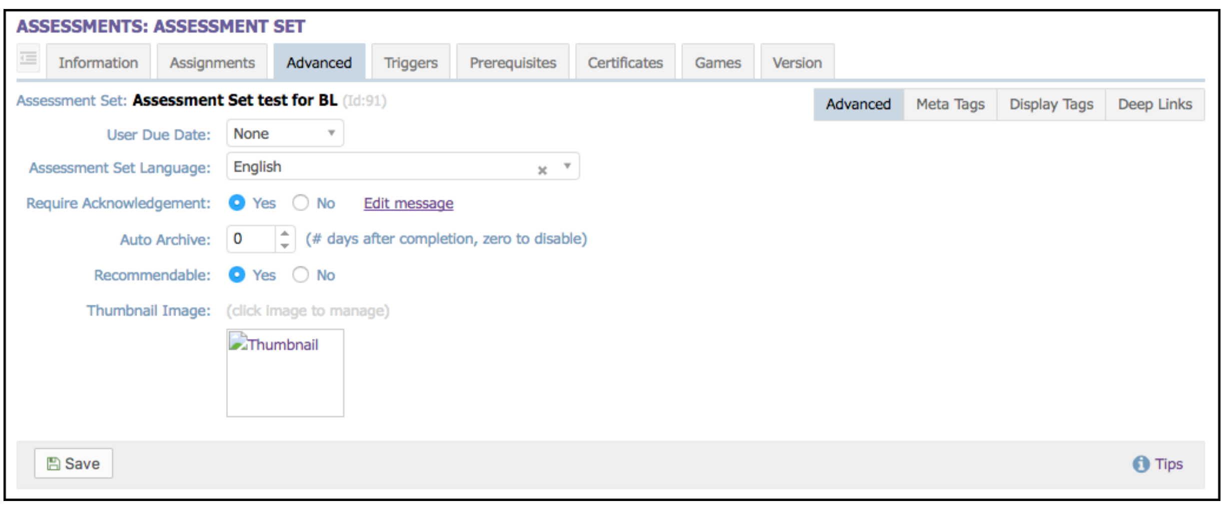


Figure 3-11 – Assessment Set: Advanced Tab

3.1.3.4 Assessment Set: Triggers

Once the assignments for the new Assessment Set have been defined, Administrators may choose to add one or more Triggers that will send informational messages called "Notifications" about the Assessment Set to Users and/or Managers. Triggers are defined via the "Triggers" Tab and can be added when the Assessment Set is created, or anytime thereafter.

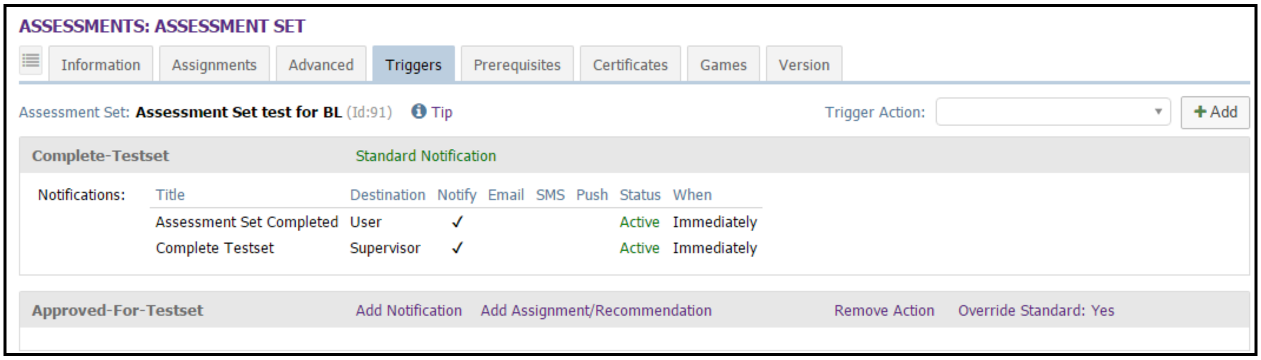


Figure 3-13A – Assessment Set: Triggers

From the Triggers tab, Administrators can set up automated notifications for:

Assessments: Assessment Set Triggers	
Element	**Description**
Approved For Testset:	Notification sent to user once they are approved for the Assessment Set.
Assigned to Testset:	Notification sent to user once they are assigned to the Assessment Set.
Complete Testset:	Notification sent to the user once they have completed the Assessment Set.
Denied for Testset:	Notification sent to the user once they are denied for the Assessment Set.
Fail Testset:	Notification sent to the user when they have failed the Assessment Set.
Fail to Finish Testset:	Notification sent to the user when they have failed to finish the Assessment Set.
Fail to Start Testset:	Notification sent to the user when they have failed to start the Assessment Set.
Recertify Testset:	Notification sent to the user when it is time for them to recertify for the Assessment Set.
Recommend Testset:	Notification sent to the user when an Assessment Set has been recommended to them.
Reinforce Recommendation Testset:	Notification sent to the user when a recommendation for an Assessment Set has been reinforced.
Request Testset:	Notification sent to the user when an Assessment Set has been requested.

	Note: Triggers do not send Notification messages to Users that have met any of these conditions in the past. The messaging takes effect from the point in time that the Trigger is established going forward.

The Trigger can also include the automatic assignment of a system object (e.g. a Course, another Assessment Set, Nugget, etc.).

Clicking the Trigger Action dropdown, choose the condition you wish to create a Notification for, then click the **Add** button.

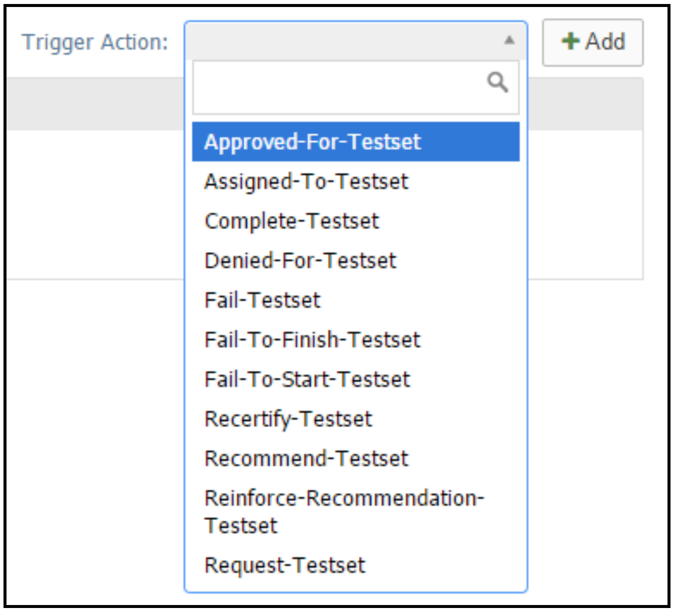


Figure 3-13B – Assessment Set: Trigger Action Menu

A condition header will appear offering you several Trigger Action links. The links include Add Notification, Add Assignment/Recommendation, Remove Action, and Override Standard: Yes; these are described below.

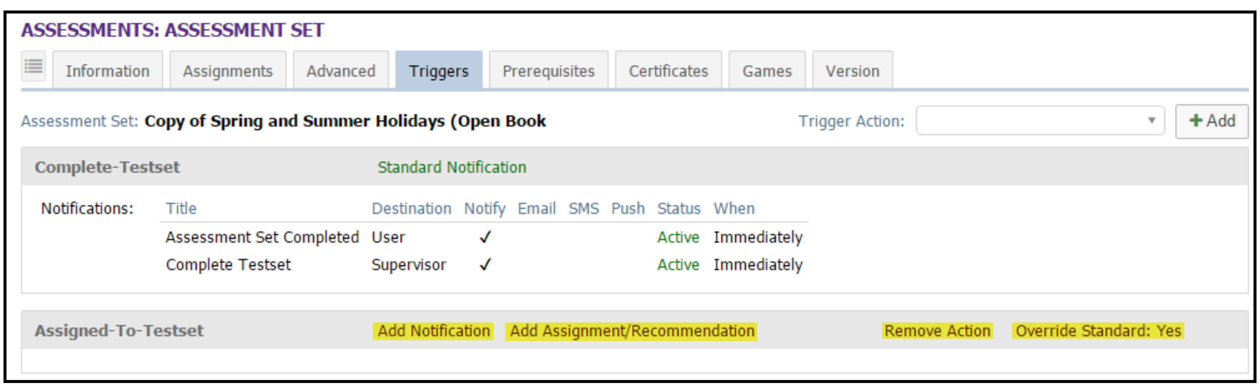


Figure 3-13C – Assessment Set: Trigger Action Links

Add Notification: Allows you to set up a Notification, including the actual message (text) you want to convey, who the message will be sent to, how it will be sent – via portal (Standard Notification-Default) and also optionally to the selected recipient's email, to their phone via SMS and/or Mobile Push- and when the message is to be sent. Notifications can be created that drive prerequisites, post-assessment set completion assignments, and reminders. Various database fields and deep links are available (down the right side of the screen) to be used within the message template text. Simply have your cursor inside the message window then click the file name desired. Click **Save** when you have completed the Notification creation or **Cancel** to return to the Assessment Set record without saving and changes.

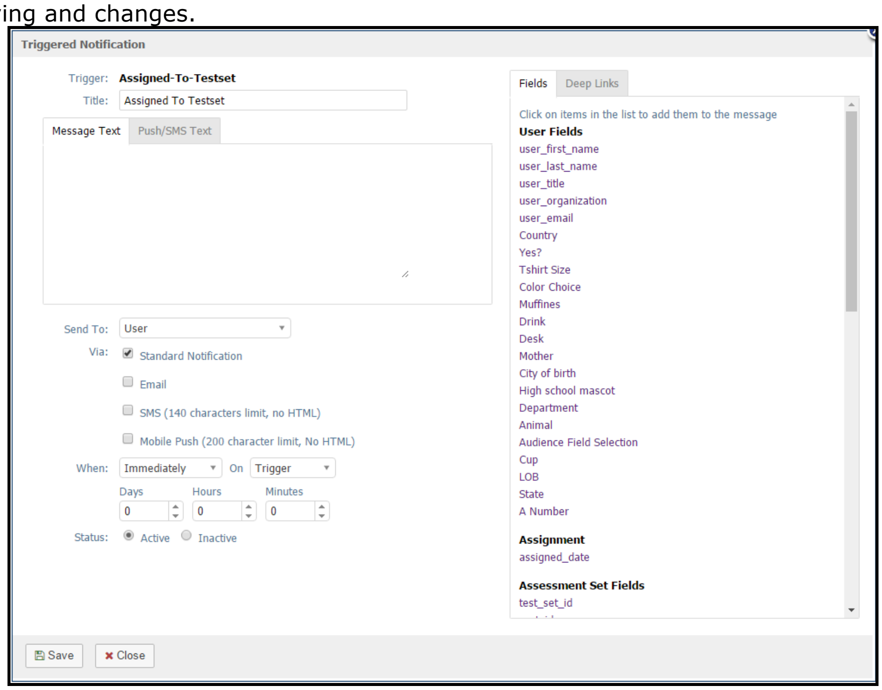


Figure 3-13D – Assessment Set: Triggers- Define Notification

Add Assignment/Recommendation: Allows you to select and assign or recommend published online Courses, Assessment Sets, Nuggets, Skill Profiles, Events or Activities to Users who meet the condition of the Trigger Action. First select whether you will be assigning or recommending the object. Then, simply select the assignment Object Type from the dropdown and a list of available items of that type will appear on the right. Scroll through the list and select one item. If you select the wrong item, simply make another selection to overwrite the first. You also have the option to delay the assignment, if you choose to use this option, just select the number of days you would like this trigger to be delayed. Click **Save** when finished. The assignment will then be listed. Multiple assignments can be made by following these steps again.

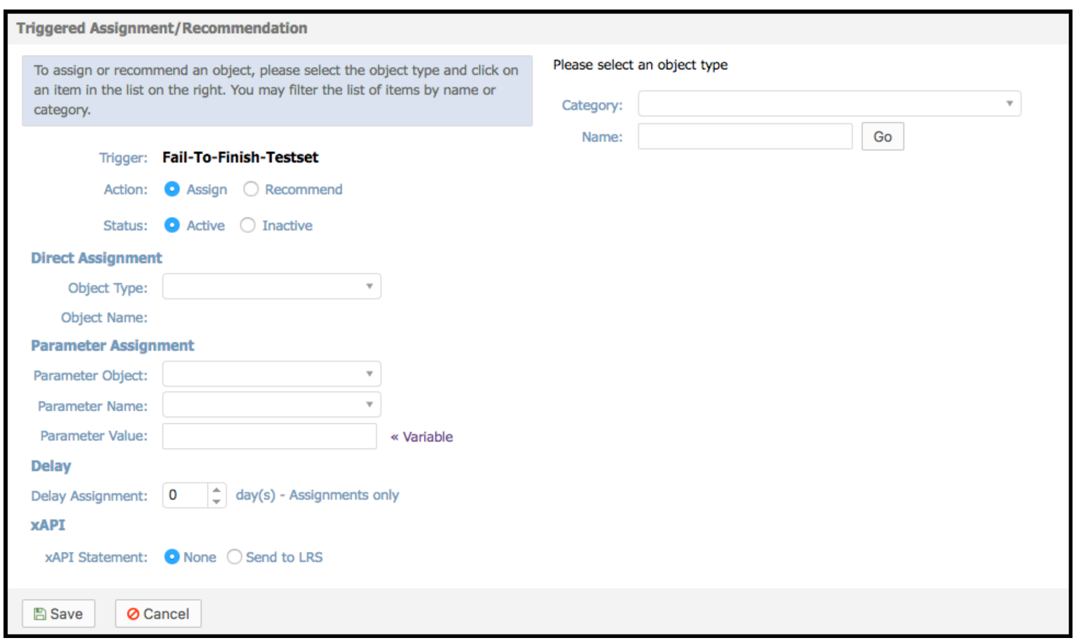


Figure 3-13E – Assessment Set: Triggers- Add Assignments

Remove Action: To remove an action, simply click the **Remove Action** link. A pop-up will ask you if you would like to remove trigger action, click OK and all assignments associated with that condition header will be removed.

Override Standard: Yes: When this setting is set to "Yes" then it will allow the current trigger to override any standard triggers that have been set. Standard triggers will appear at the top of the triggers tab. If you do not wish for this to happen, simply click on "Override Standard" and it will change to No.

3.1.3.5 Assessment Set: Prerequisites

The fifth tab for an Assessment Set record is the Prerequisites tab. From this sub-menu, Administrators can establish any requisite assignments they want Users/Learners to complete before accessing this Assessment Set. Prerequisites can be any object type in the system (Course, Assessment Set, Nugget, Event, or Activity). To assign a prerequisite, click on the object type you would like to assign and it will take you to the **Assessment: Assign Assessment Set Prerequisites** page where you can select which object you would like to assign from the right hand column. This will automatically move it to the left hand Assigned column. When you are done, select **Finished** and it will take you back to the Assessment set record. To Unassign, simply follow the same directions but select the object from the Assigned column to move it back to the Available column.

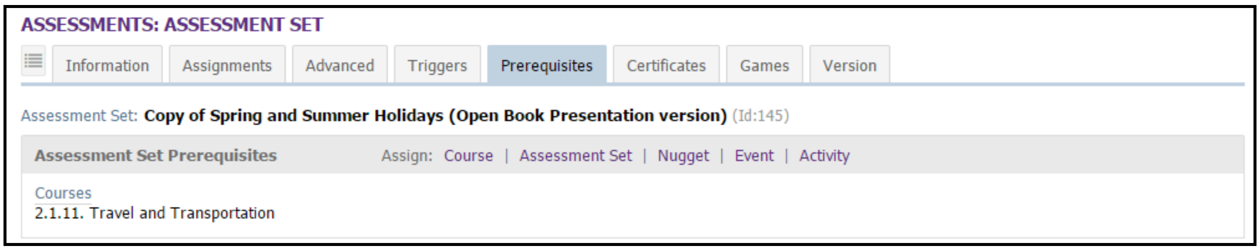


Figure 3-14 –Assessment Set: Prerequisite Detail

3.1.3.6 Assessment Set: Certificates

This tab displays the Assessment Set Name along with a drop down menu of available Certificates previously created within the Library. These are available to the user after completing the set requirements for the specific course.

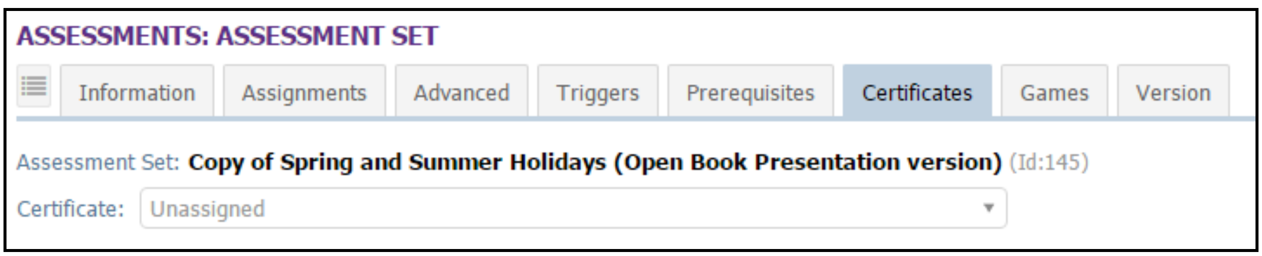


Figure 3-15 Assessment Set: Certificates

3.1.3.7 Assessment Set: Games

This tab displays the Assessment Set Name and allows you to assign game points for completion of or being assigned to this Assessment Set.

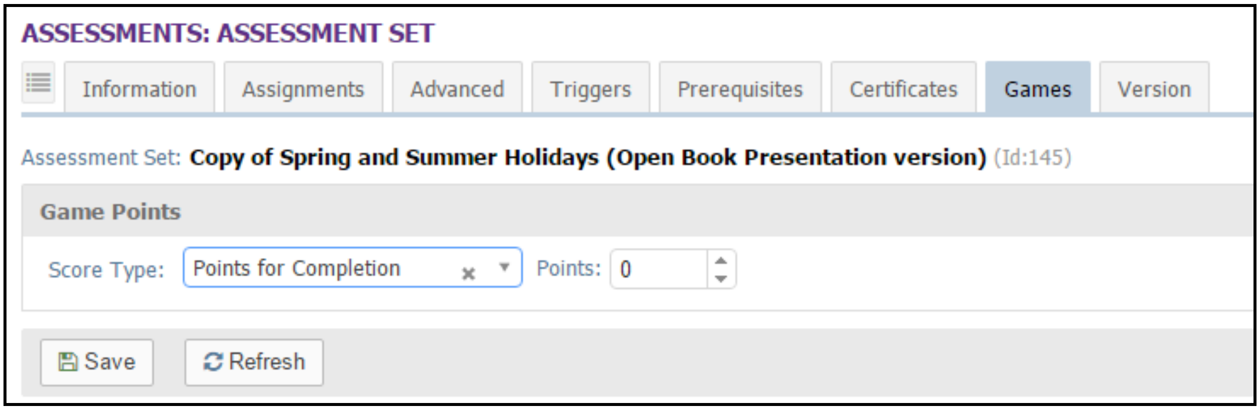


Figure 3-16 Assessment Set: Games

3.1.3.8 Assessment Set: Version

The eighth tab for an Assessment Set record is the Version tab. From this sub-menu, Administrators can create a new version of the Assessment Set and view version history. Version information is normally not important at the time an Assessment Set is first created, but becomes important in the future as the contents of an Assessment Set change.

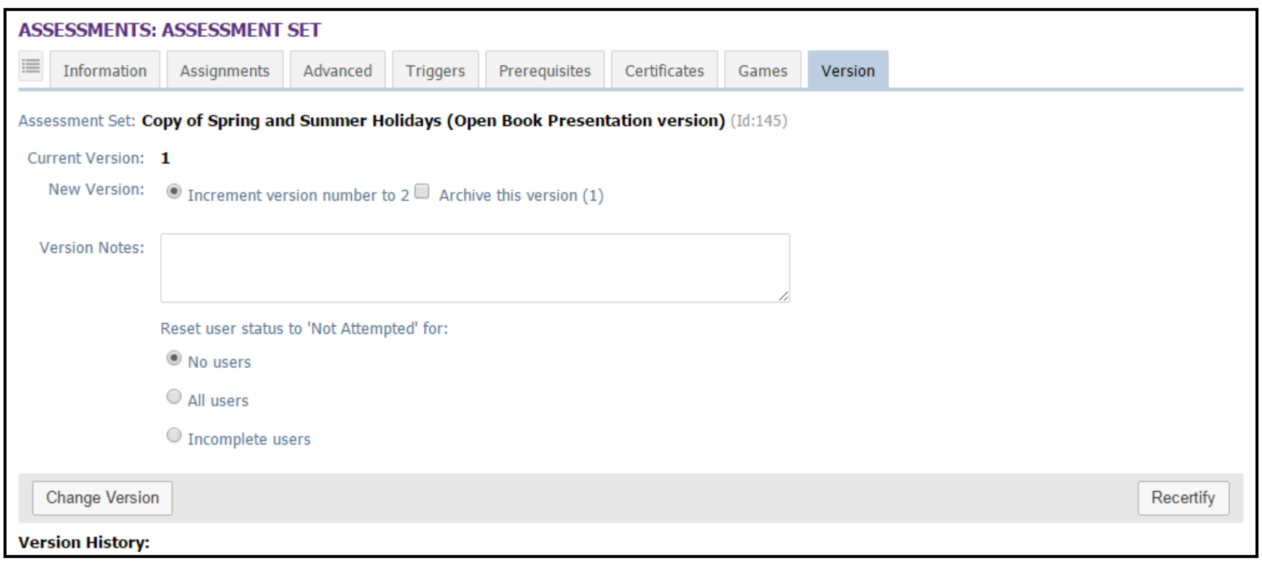


Figure 3-17 – Assessment Set: Version Detail

Version fields include:

Assessment Set: Version Data Fields	
Element	**Description**
Assessment Set:	Displays the Assessment Set name. This field is not editable from this screen.
Id:	Shows the system-generated Id. This field is not editable.

Current Version:	Displays the current version. This field is not editable.
Archive Version (X):	Checkbox that allows the Administrator to archive the previous version.
New Version:	Auto-generated field that indicates the next available version number for this Assessment Set.
Version Notes:	This is an editable field to enter any notes about the new version (e.g. what has changed from the previous version).
Reset User Status:	Checkbox that allows the Administrator to reset the status of the Assessment Set for no Users, all Users that are currently assigned to take it, or only incomplete users. This action will reset users back to Inactive Status so that they have to take the Assessment Set again. **Tip:** This feature is designed to allow an update to be made to an Assessment Set without a new Assessment Set having to be created; this can be especially important if the assignment is part of a Skill Profile. For example, a 2015 test is replaced with a 2016 version of the test; the test is assigned to an Assessment Set that the organization wants all Users to take again in 2016.

3.1.4 Assessment Sets: Publish an Assessment Set

Once you've created (or updated) the information in an Assessment Set, you need to publish (or re-publish) that Assessment Set so it can be displayed to assigned Users or available to affiliated Managers according to the visibility you've set. This is similar to the "publish" actions Administrators must perform when they activate or update online Courses.

From the **Assessments: Assessment Set** information screen, click the **Publish** button (or the **Re-Publish** button) and you will see the **ASSESSMENT SET: PUBLISH ASSESSMENT SET** confirmation page. Click the **Publish Assessment Set** button to initiate the publication process. Users/Learners will not be able to take an Assessment Set until it has been published. The confirmation page allows you to make this assessment set available for mobile devices.

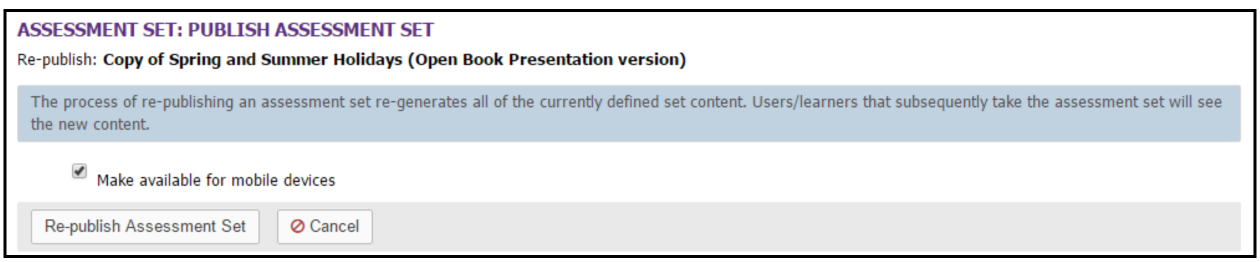


Figure 3-18A – Assessment Set: Publish Assessment Set Confirmation Page

The publication results page will display confirming your publication request has been completed. Click the **Continue** button to return to the Assessment Set record.

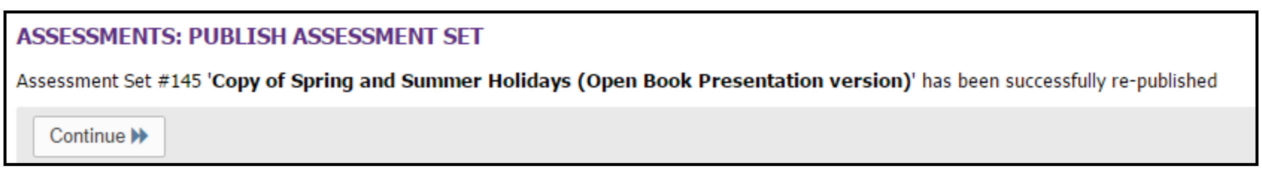


Figure 3-18B – Assessments: Publish Assessment Set Results

The Assessment Set Information tab will display a **Yes** in green at the Published field, and provide the date/time it was last published. A numeric value indicates the number of times this Assessment Set has been published/re-published.

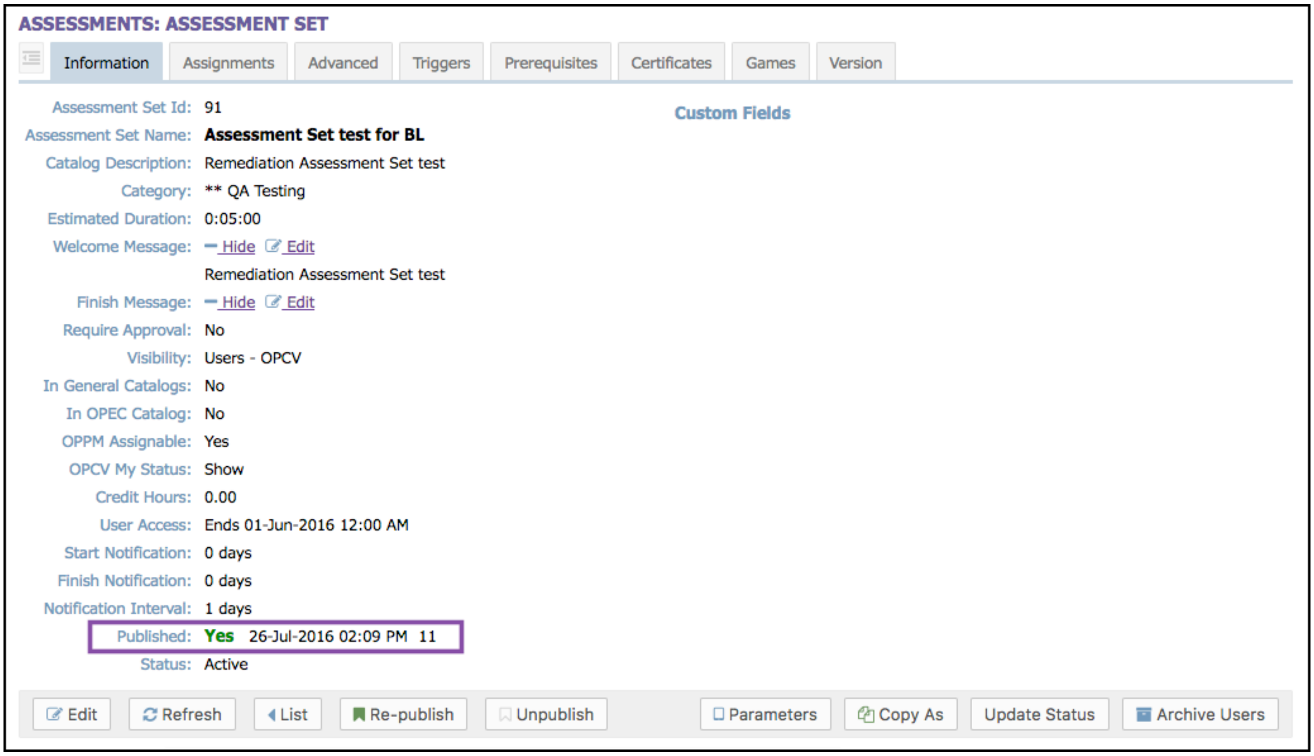


Figure 3-18C – Assessments: Assessment Set Published Results

3.1.5 Assessment Sets: Edit an Assessment Set

To edit an Assessment Set record, select the record you wish to edit from the **Assessments: Assessment Sets** page. When the Assessment Set record displays, the default view is the Information Tab. Click the **Edit** button at the lower left to open the **Assessments: Assessment Set Edit** page and update any fields.

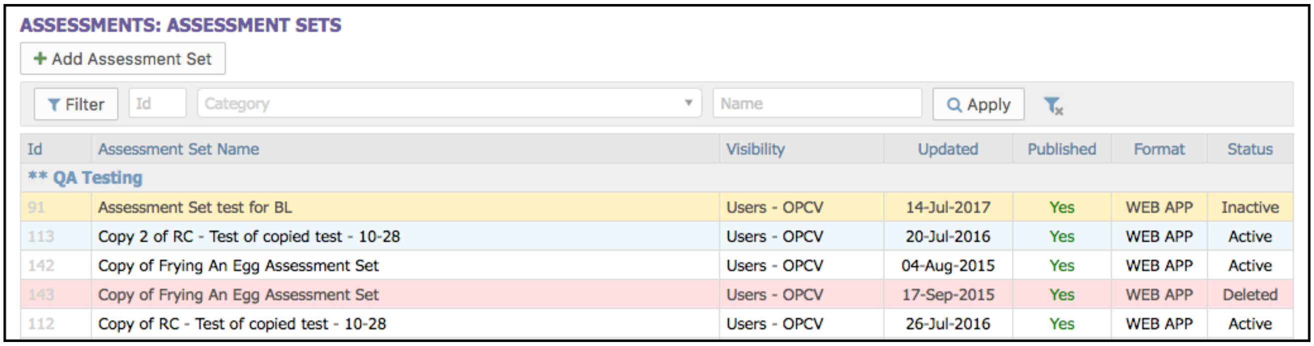
At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

> **Note:** After editing a record and saving your updates, click the **Refresh** button on the Information Tab to make sure all your changes are made and displayed.

3.1.6 Assessment Sets: Delete an Assessment Set

To change the status of an existing Assessment Set record, select the record you wish to mark inactive or request delete from the **Assessments: Assessment Sets** page. When the record is displayed, click the **Edit** button in the bottom left corner.

At the **Status** field, select **Inactive** to mark the record as currently not in use. Select **Request Delete** to mark the record for deletion. Click the **Save** button to activate your change. When going back to the list of Assessment Sets make sure to select the **Filter** button and remove any filter in the status field that may prevent the now inactive or deleted record from showing. You can show all status records by clicking the 'X' next to the current filter on the status field and then clicking **Apply**. Now you will see the Assessment Set highlighted in Yellow or Pink in the List so that other Authors are alerted to the status change. Items marked with an "Inactive" status will be highlighted in **Yellow**; items marked as "Request Delete" will be highlighted in **Pink**.



Id	Assessment Set Name	Visibility	Updated	Published	Format	Status
** QA Testing						
91	Assessment Set test for BL	Users - OPCV	14-Jul-2017	Yes	WEB APP	Inactive
113	Copy 2 of RC - Test of copied test - 10-28	Users - OPCV	20-Jul-2016	Yes	WEB APP	Active
142	Copy of Frying An Egg Assessment Set	Users - OPCV	04-Aug-2015	Yes	WEB APP	Active
143	Copy of Frying An Egg Assessment Set	Users - OPCV	17-Sep-2015	Yes	WEB APP	Deleted
112	Copy of RC - Test of copied test - 10-28	Users - OPCV	26-Jul-2016	Yes	WEB APP	Active

Figure 3-19 – Assessments: Changing Assessment Set Record Status

Note: Assessment Set records can only be deleted by a Site to Root Administrator. When you request that an Assessment Set be deleted, the Administrator reviews the request to ensure there is no need for that Assessment Set before performing the delete function (performed under the Administration-Deletion Tasks area).

3.2 Assessments: Tests

The second option under the **Assessments** primary drop down menu is **Tests**. This selection displays the **Assessments:Tests** List, a database listing of all current Tests defined and managed in Course Manager. From this list, you may:

- Select a Test record from the summary list to review or edit
- Click the **Add Test** button to create a new Test
- Use the Filter button to narrow your search for a specific Test

Id	Test Name	Type	Updated	Status
** QA Testing				
293	Copy of Remediation Test 2	Test	02-Mar-2017	Active
351	Copy of Spring and Summer Holidays (Open Book Presentation version)	Test	27-Sep-2016	Active
322	Executive Presentation Skills Class Evaluation	Feedback	21-Nov-2014	Active

Figure 3-20 – Assessments: Tests List Display (with no filter selected)

Tests are listed alphabetically by Test Name, organized by their Category association. The **Assessments:Tests** list displays the following:

Assessments: Tests	
Element	**Description**
Id:	Reference number auto-generated by the System.
Test Name:	The name of the Test. **Tip:** Always include a Category when creating a Test; this will make it easier to find a specific Test you may need to search for in the future from the full Test list since Test Names may be similar.
Type:	The type of Test (Test, Feedback, Appraisal, or Quiz). **Tip:** Tests are generally graded assessments that gauge a User's retention of information related to their job or assignments. Feedback forms are generally non-graded surveys that collect more subjective information about a person's thoughts, experiences and perceptions. Appraisals are generally also non-graded surveys but can be completed either by a user or by an affiliated party (e.g., manager, coworker, HR professional). A Quiz is typically used within an online Course, at the end of a Topic, to gage a User's knowledge of a particular concept; a Quiz can show a result to the User – but that grade is <u>not</u> recorded in the User's record.
Updated:	The date the Test record was last updated.
Status:	The status of the Assessment (**Active**, **Inactive**, or **Delete requested**).

3.2.1 Tests: View a Test Record

To view a Test record, select the Test you wish to view from the list of **Assessments:Tests** and the **Assessments:Tests** record for that Test will appear.

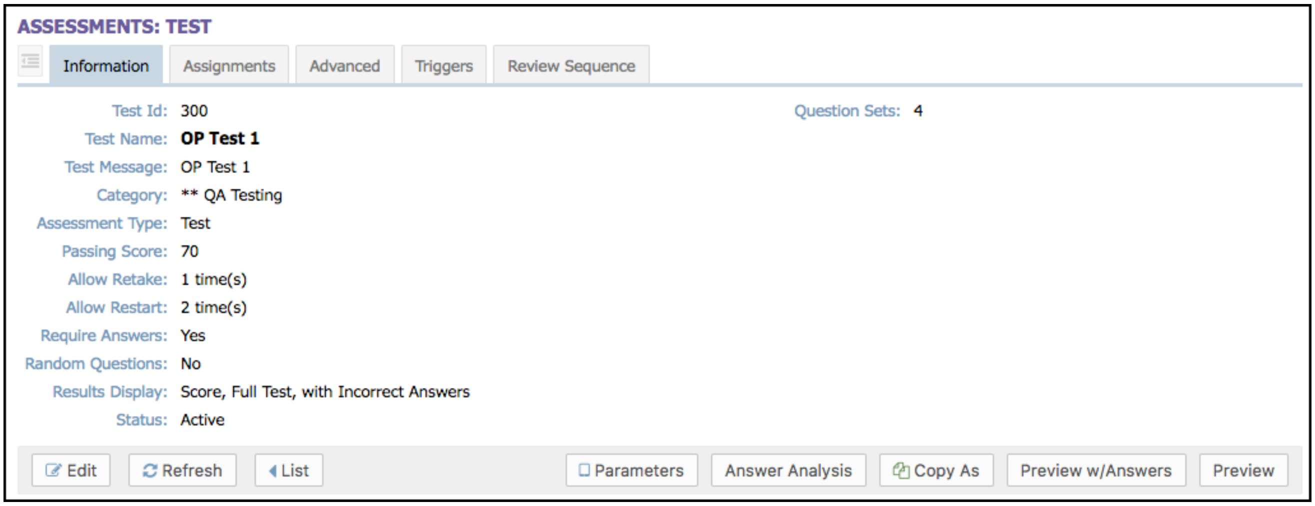


Figure 3-21 – Assessments: Test Record

The Test record has a number of Submenu tabs covering all of the definitions and parameters for the selected Test, as follows:

1. **Information (Tab 1)-** "Information" includes fields for Test Name, Test Message, Category, Assessment Type and other configurable conditions that influence the way the Test is presented to Users/Learners . The Test Information tab is the default sub-menu/tab view for a selected Test record.

2. **Assignments (Tab 2)-** "Assignments" lists the current Assignments for that Test including all of the Questions assigned and associated with the Test as well as all of its Course, Topic, Assessment Set and Nugget assignments in Course Manager. If the Test has more than one Question Set (used for question pooling), each defined Question Set will be displayed along with a listing of all Questions assigned to that particular Set.

3. **Advanced (Tab 3)-** "Advanced" provides fields to support more advanced functionality when creating Tests, such as applying remediation, defining question sets, and setting lock outs and timers.

4. **Triggers (Tab 4)-** "Triggers" allows you to create a notification to be sent to the User once the Assessment has been completed or when the Test has been attempted. If the triggers are already created, they will appear on the tab below the Assessment name. Triggers can be added using the Trigger Action drop-down menu.

5. **Review Sequence (Tab 5)-** "Review Sequence" allows for the creation of a workflow or routing scenario that governs the path a Performance Evaluation will take through the organization. This sub-menu tab will not appear unless the optional Performance Evaluation has been set up.

3.2.2 Tests: Search for a Test

Under **Assessments:Tests** is a list of all current Tests in your Course Manager repository. Tests are listed alphabetically and organized by their associated Category. To find a specific Test, you may:

- Scroll through the list until you locate the Test record
- Use the Filter button to narrow your search for a specific Test

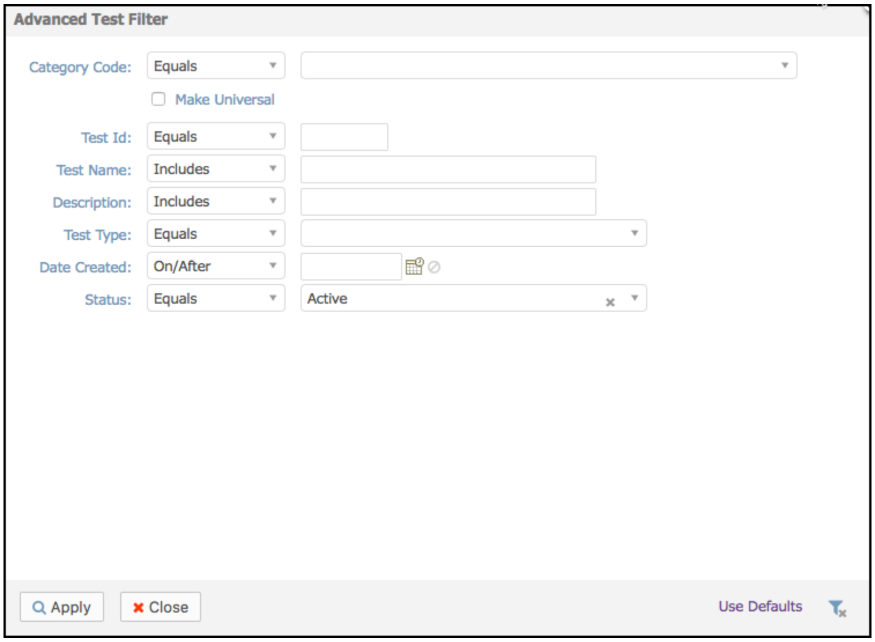


Figure 3-22 – Assessments: Tests- Advanced Test Filter

The Assessments: Tests- Advanced Test Filter allows you to search for a Test by any of the following search criteria:

Assessments: Assessment Test Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **equals** – filters for a match of a letter or text string. • **begins with** – filters for all Assessment Sets beginning with the criteria (e.g. type an A and get a list of all Assessment Sets beginning with A). • **includes** – filters for all Assessment Sets that include the criteria (e.g. type "Baseball" and get all Assessment Sets that include that word). • **ends with** – filters for all Assessment Sets ending with the criteria. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Assessment Sets beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria.
Category Code:	Search by the Category the Test is associated with.
Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager.
Test Id:	The auto-generated number assigned to the Test.
Test Name:	Search by the name of the Test.
Description:	Search by the description of the Test (using the drop-down menu choices as detailed above).
Test Type:	Search by the type of Test it is (Test, Feedback, Appraisal or Quiz).

Date Created:	Search for all tests created on/after or before a specific date.
Status:	Search by the record status: **Active** , **Inactive**, or **Delete Requested**.

Note: The most common search is by Category. This is also an easy place to get a list of all Tests that have been created for a specific Category, of different Status conditions, in the event you want to review your test creation history over time.

When you are finished entering your selection criteria you can select **Apply** to apply the filters and start the search, **Close** to exit the search without applying any changes, select **Use Defaults** to reset the filter criteria to the default options, or select to clear all filters (including default options).

Tip: If you apply a filter, for example a Category, that returns no results or results that are not what you were looking for, click the **Filter** button again to change your Filter settings. If at this time you simply wish to return to the test list, click the **Use Defaults** link then select the **Apply Filters** button to return to the Test database table listing and clearing the previous filter changes.

3.2.3 Tests: Create a New Test

To create a new Test, on the **Assessments:Tests** page select the **Add Test** button. The **Assessments:Tests Edit** screen will display.

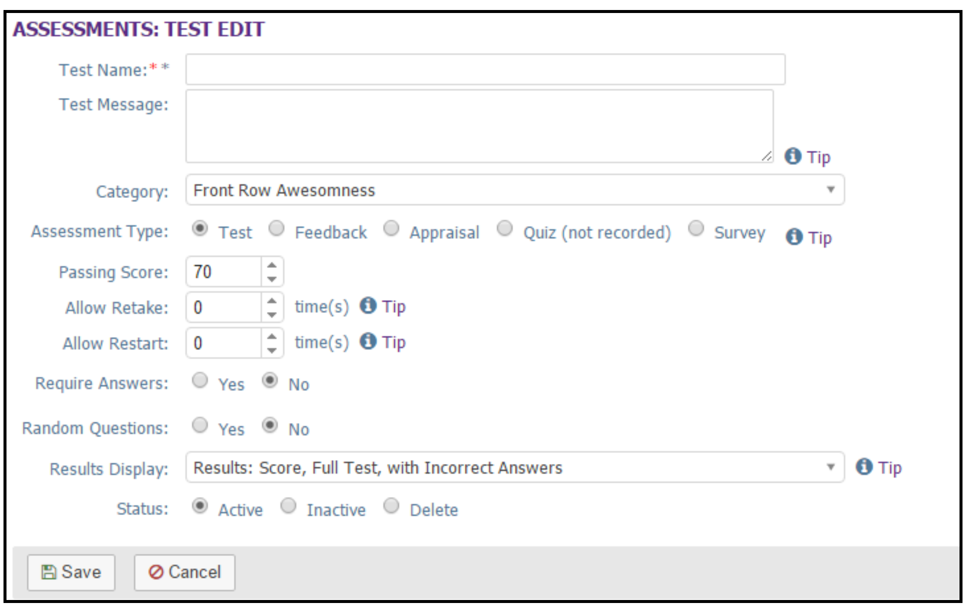


Figure 3-23 – Assessments: Test Record Edit

Complete the following data fields:

Assessments: Assessment Test Record Edit	
Element	**Description**
Test Name:	Enter the name of the Test. The name is displayed to Users/Learners in the Contents list for any Course, Assessment Set, Nugget, Event, or Activity where the Test is assigned, as well as in their My Status assignments/competencies views. **(Required Field)**
Test Message:	Enter an optional test message that appears at the top of the Test, just below the name, when accessed by the User/Learner. This field can be used to provide additional information or instructions to the User before they begin the assessment.
Category:	Select the Category the Test will be associated with.
Assessment Type:	Select the type of Assessment you are creating (Test, Feedback, Appraisal, Quiz, or Survey).
Passing Score:	The minimum numeric value a learner must attain in order to receive a passing score on this Test. The default may have been already established, but can be overridden here.
Allowed Retake:	Enter the number of times this Test can be taken again by Users/Learners to improve their score. Every attempt is recorded in the User's record and will display on their My Status reports.
Allowed Restart:	Enter the number of times this Test can be re-started from the beginning by the User. No test results or score exists in the User's record. **Concept:** If the User reaches the Test but does not click the **Finish Test** button, they normally receive an Incomplete status. By adjusting this number of restarts from 0 to 1, for example, the User would be able to return to the Test and complete it one additional time beyond the first time the Test displayed.
Require Answers:	Logic field ("Yes" or "No") that defines whether or not a User/Learner must answer every question before leaving the Assessment. Recommended configuration is Yes.
Random Questions:	Logic field ("Yes" or "No") that defines whether or not the Questions assigned to this Test will be displayed to Users/Learners in random order, thus making Test re-takes more challenging; also helps ensure that Users taking the test in the same physical location would have the questions appear in a different order.
Results Display:	Selection field that allows Administrators to configure what type of results message they want displayed to the User/Learner after they complete an Assessment. Select from the following: • **No Results – Submitted Message Only.** Displays a "Thanks for completing this assessment" message without any scoring. This is usually selected for a Feedback Form. • **Results – Score Only**. Displays a completion message as well as a score for any graded questions but does not display the actual test. • **Results – Score, Full Test, with Correct and Incorrect Answers**. Displays a completion message, score and a graded copy of the User's Test showing both incorrect and correct responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – Score, Full Test, Incorrect Answers.** Displays a completion message, score and a graded copy of the User's Test showing only incorrect responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – No Score, Full Test, With Correct and Incorrect Answers.**

	Displays a completion message and a copy of the User's Test showing both incorrect and correct responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – No Score, Full Test, With Incorrect Answers.** Displays a completion message and a copy of the User's Test showing incorrect responses. If remediation is enabled, question remediation will also display with this option if defined.
Status:	Indicates the Status of the Test (the default is Active). • **Active** (Test is active) • **Inactive** (Test is not currently in use) • **Request Delete** (Test record no longer needed)

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

Note: After creating a record and saving your entries, click the **Refresh** button to make sure all your entries are displayed.

3.2.3.1 Test: Information

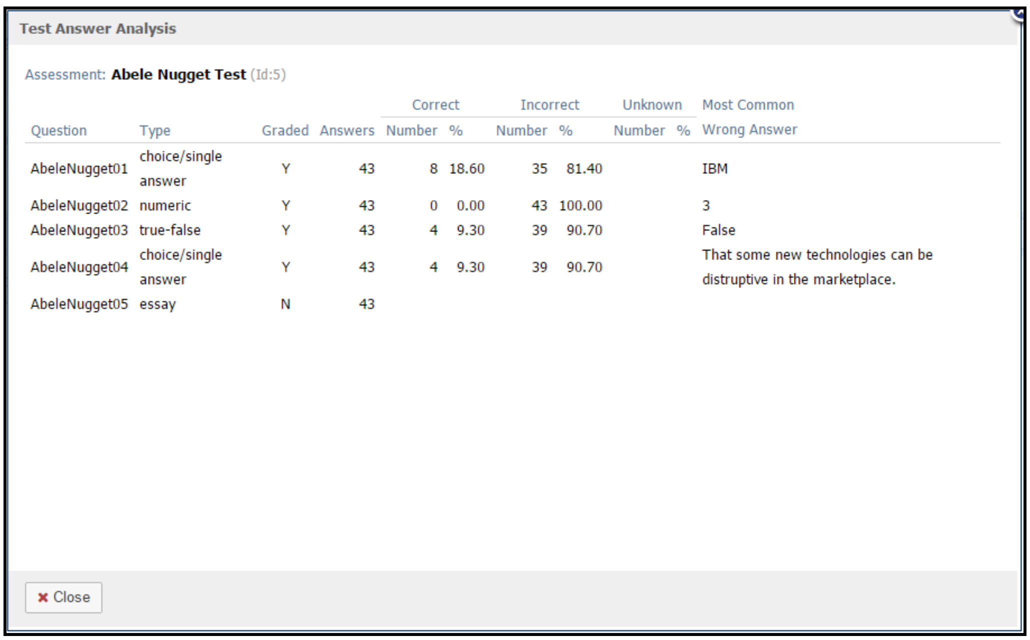
Once an Administrator has created and saved a new Test record, the **Assessments:Test** screen will display, including a number of sub-tabs that define the Test (as previously summarized in Section 3.2.1). The default view is the Test Information tab.

Action Buttons that appear across the lower portion of the Test Information sub-menu/tab page are used to manage the selected Test record profile. They include:

Assessments: Assessment Test- Action Buttons

Action Button	Description
Edit:	Allows you to view and edit the Test data fields for the selected record.
Refresh:	Refreshes the web page with all recent updates (if needed).
<List:	Returns you to the previous list of Tests.
Parameters:	Allows unique tagging to help tie test items to specific places within a user interface.
Answer Analysis:	The Answer Analysis button provides a detailed analysis of all of the correct and incorrect answers for every User/Learner who has requested, reviewed and submitted responses for the selected Test. This statistical breakdown helps administrators to determine whether or not their Tests are properly designed (too hard vs. too easy) and contain only valid questions (ensuring correct responses are specified).

Copy As:	Allows you to make a copy of the Test in order to create a new test that may be similar. The system will provide a temporary name ("Copy of Test Name") for the new record to help you differentiate it from the original Test, allowing you to update the information (now or later). The copy will have all of the same Question Assignments as the original, but will not be assigned to any Courses, Topics, Assessment Sets or Nuggets.
Preview w/Answers:	Provides a preview of the test with a green "correct" next to the right answers. **Note:** A Test Preview w/Answers will show the Author/Administrator the correct answers that have been established but of course these will not display to the User.
Preview:	Provides a quick view of the current Test including each Question that is currently assigned (or representative questions in the event you have configured your Test to use question pooling via Question Sets). Click the **Close** link at the top right of the Preview to return to the Test record.



Test Answer Analysis

Assessment: **Abele Nugget Test** (Id:5)

				Correct		Incorrect		Unknown		Most Common
Question	Type	Graded	Answers	Number	%	Number	%	Number	%	Wrong Answer
AbeleNugget01	choice/single answer	Y	43	8	18.60	35	81.40			IBM
AbeleNugget02	numeric	Y	43	0	0.00	43	100.00			3
AbeleNugget03	true-false	Y	43	4	9.30	39	90.70			False
AbeleNugget04	choice/single answer	Y	43	4	9.30	39	90.70			That some new technologies can be distruptive in the marketplace.
AbeleNugget05	essay	N	43							

✖ Close

Figure 3-24 – Assessments: Test – Answer Analysis Report

3.2.3.2 Test: Assignments

Once a Test record has been created and defined, Administrators need to complete their assignment of Test Questions. To begin making assignments, click the second tab on the test record, **Assignments**.

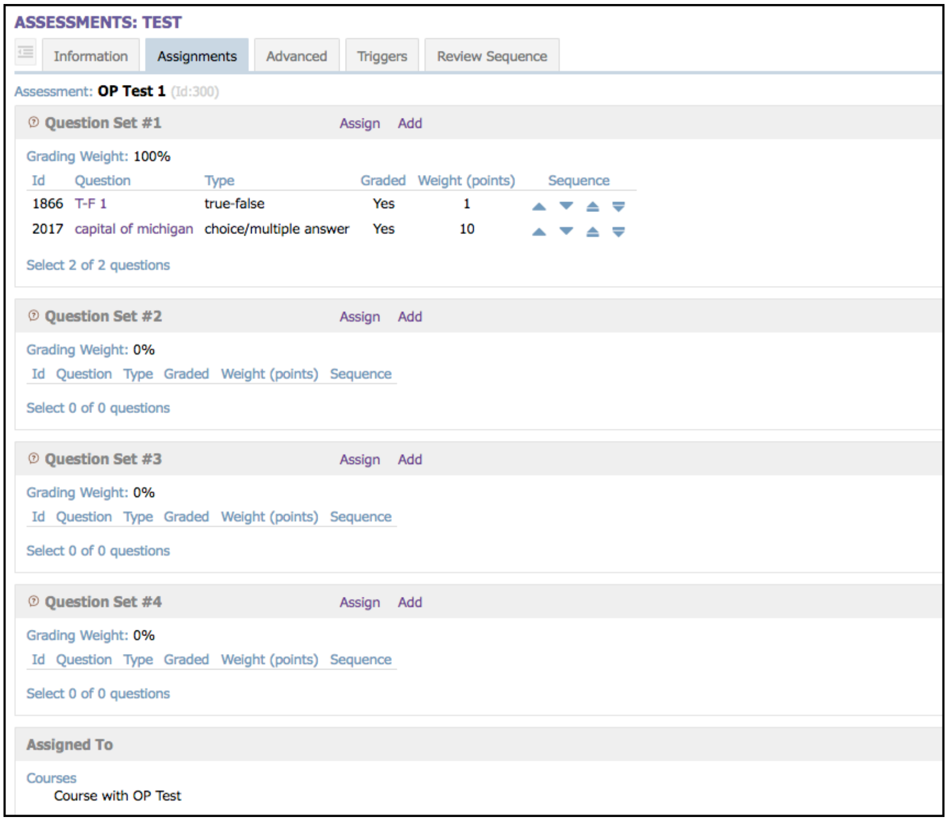


Figure 3-25 – Assessments: Test – Assignments Tab

The Assignments tab displays all of the assignments for the Test including:

Assessments: Test Assignment Tab	
Element	**Description**
Question Set #N: (where N = Q-Set 1 to 10)	Lists all of the Questions currently assigned to the Test by Question Set (if there is more than one defined). Click the **Assign** link to add or remove Question assignments, the **Add** link to create and assign a new Question to the selected Test, or the Sequence link to arrange all assigned Questions in the order you'd like them presented to Users/Learners.
Id/Question/Type/Graded/Weight/Sequence:	Displays the name of the Questions assigned to the Test, along with the type of question, whether it is a Graded or Non-Graded question, what weight (how many points) it has, and allows the ability to sequence and move question order around. This assists the Author in spot-checking the list of questions assigned. You may click on the **Question Name** link shown in purple to access the actual Question record if a change is needed.
Select X of Y questions: X = # of Qs to display; Y = # of Qs in Q Set.	Details the total number of Questions from the current Question Set (#1 through #10) to be displayed to Users/Learners taking the selected Test. **Note:** To update this parameter, go to the "Advanced" Tab and click the **Edit** action button.

Assigned to:	Automatically generated list of all Courses, Topics, Assessment Sets, Nuggets, Events, and Activities the selected Test is currently assigned to.

Question Types

When you create a Test, it is important to have determined what type of test you are creating and the types of questions you plan to include, because these are not easily changed later. If you want a Quiz or a Test to be graded as soon as the User takes it, then only include Question types that can be auto-graded by the system. If you just want to gather feedback, create a "Feedback"-type Assessment and only include non-graded Question types. Here are the types of questions supported by the system:

Auto-Graded Question types:

1. **Choice/Single Answer**- Can have any number of answers to choose from with one correct response.
2. **Choice/Multiple Answer**- Can have any number of answers to choose from with more than one possible correct response.
3. **Fill-in-the-blank**- A short, one-word or several word response that can be validated.
4. **Numeric**- Asks for a specific number to be entered.
5. **Sequencing**- Asks a User to move a list of items into the appropriate sequence they should occur in.
6. **True/False**- Response is either "True" or "False".

Tip: The system cannot provide a partial grade for a specific question, so use the Auto-Graded question types with caution in a graded test.

Non-graded Question types:

1. **Choice/Multiple Answer**- Can have any number of answers to choose from with more than one correct response possible.
2. **Date**- An information only question requiring a value date for an answer. The question is for information purposes only and will not be graded.
3. **Essay**- A long "fill-in-the-blank" answer. The number of lines can be specified to assist you in encouraging a short or long response from the User.
4. **Likert**- A way for Users to enter a degree of agreement relative to the question posed (e.g., rate something or someone on a scale of "Low" to "High" across 5 increments). Adding a comment field is common with Likert question types.

3.2.3.3 Test: Advanced

Once an Administrator has created a new Test and assigned questions, there are a number of advanced features that may optionally be applied by accessing the "Advanced" Tab.

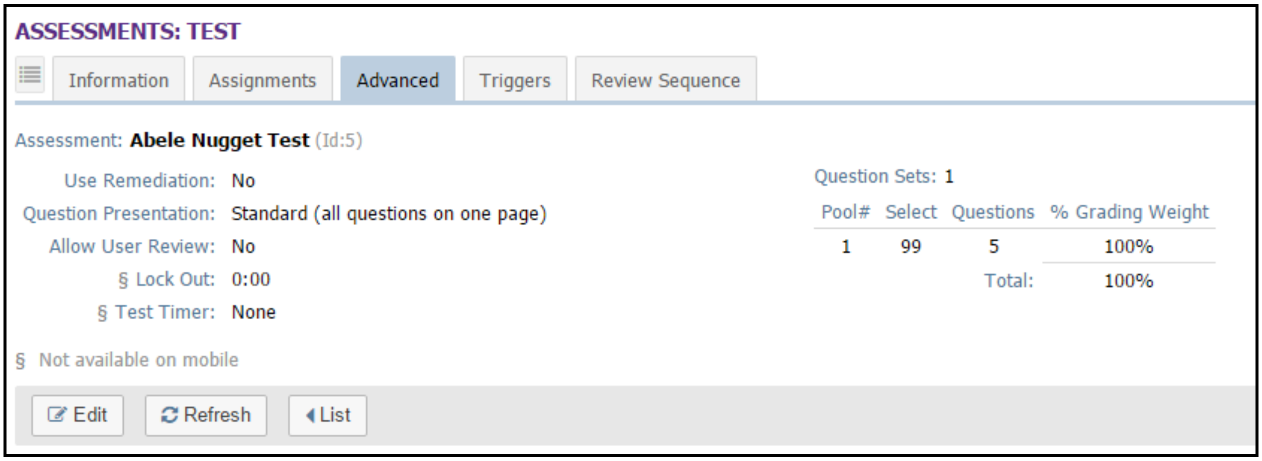


Figure 3-26 – Assessments: Advanced Tab

The Advanced tab displays the name of the Test along with data fields and action buttons. Select **Edit** to update or change any of the following data fields:

Assessments: Advanced Fields	
Element	**Description**
Use Remediation:	Logic field ("Yes" or "No") that defines whether or not the results page of a graded Test will display remediation responses providing Users/Learners with directed comments and support for the Questions they answered incorrectly.
Question Presentation:	Selection field that allows Administrators to configure how questions will be presented to Users/Learners based on the following: • **Standard Presentation** - **All Questions on One Page**; all questions assigned to the Test will be presented on a single scrolling page. A Finish Test button will appear at the bottom of the page. This is the default presentation. • **One Question Per Page** - Each question assigned to the Test will be presented on a separate page. The User/Learner can use buttons to navigate from Page to Page (or Test Question to Test Question). User's answers will be 'remembered' as they navigate. Once they reach the last question they will see the Finish Test button. • **Open Book/Assisted** - The Open Book /Assisted presentation style works like the "One Question Per Page" option above. However, when a User/Learner answers a question incorrectly, they will be immediately presented with a remediation page that allows them to correct their answer. This process will be repeated until they have correctly answered the question and can move on to the next question. This ultimately results in a score of 100. • **Flashcards** – Presents the question one at a time and one question per page.
Allow User Review:	Logic field that defines whether or not a User/Learner will be able to view a copy of their graded Assessment via their "My Status" tab in Content Viewer. If enabled, a Review link will appear in the User's Assignment Status view.
Lock Out:	This option sets whether the User will be prevented from accessing the test for

	retake, and for what time period. If a set amount of time (hours and minutes) is made for this test and a User fails the test, the User is prevented from retaking the Test for the specified number of hours and the status condition for the Course in the Content Viewer will be set to "Locked Out" until the time period has elapsed. **Note:** This feature works the same for a Course, Assessment Set, Nugget, Event and Activity where the test may be assigned.
Test Timer:	Allows you to establish a Maximum or Minimum timer for the Test. When a User begins a Test, a small timer appears in the upper left of the Test screen that begins to count. A Maximum setting controls the total amount of time a User has to complete the Test (e.g. you have 5 minutes maximum time). Any questions not answered within that time will be marked as incorrect. A Minimum setting controls the minimum amount of time the User should stay in the Test (e.g. you need to spend at least 15 minutes taking this Test before you can click the **Finish Test** button). Be sure to enter the Timer type and the associated number of minutes. **Note:** When using the "Minimum Timer" with a one-question-per-page test, the system will average the time over all the questions. For example, if there are 10 questions and the timer is set to 10 minutes, the User will have to stay on each question for a minimum of 1 minute.
Question Sets:	This choice permits Administrators to establish their randomized Tests with 1 to 10 different Question Sets which group all Questions for the selected Test into related "question pools" that focus on particular subjects or concepts. **Note:** This feature is generally used in support of Tests configured to use randomized Questions.
Pool #/Select/ Questions/ % Grading Weight	A table is shown that will list the Pool # of each Question Set along with the option to select how many questions from the pool to be included in the test. Questions refers to the total number of questions in the Question Set, if the Select number is lower than that, then all questions from that Question Set will not be asked. The % Grading Weight allows you to determine the weighting percentage you wish to apply to each defined Question Set. For example, Question Set #1 may represent 70% of the User's overall score; Question Set #2 may represent the remaining 30% of the score.

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

> **Note:** After adding any new Advanced features and saving your entries, click the **Refresh** button to make sure all your entries are displayed.

3.2.3.4 Test: Triggers

Refer to the section above on Assessment Sets. This section functions in the same way but the settings apply to the Test and not the Assessment Set.

3.2.3.5 Test: Review Sequence

The "Review Sequence" Tab 5 allows for the creation of a workflow or routing scenario that governs the path a Performance Evaluation will take through the organization. This tab will not appear unless the optional Performance Evaluation Module has been purchased.

	Note: Additional information is provided on this feature at the time of purchase.

3.2.4 Tests: Edit a Test

To Edit a Test record, select the Test you wish to edit from the list of **Assessments:Tests**. When the Test record displays, the default view is the Test Information Tab. Click the **Edit** button at the lower left to open the **Assessments: Test Edit** page and update any fields.

The following data fields can be updated or edited:

Assessments: Assessment Test Record Edit	
Element	**Description**
Test Name:	Enter the name of the Test. The name is displayed to Users/Learners in the Contents list for any Course, Assessment Set, Nugget, Event, or Activity where the Test is assigned, as well as in their My Status assignments/competencies views. **(Required Field)**
Test Message:	Enter an optional test message that appears at the top of the Test, just below the name, when accessed by the User/Learner. This field can be used to provide additional information or instructions to the User before they begin the assessment.
Category:	Select the Category the Test will be associated with.
Assessment Type:	Select the type of Assessment you are creating (Test, Feedback, Appraisal, Quiz, or Survey).
Passing Score:	The minimum numeric value a learner must attain in order to receive a passing score on this Test. The default may have been already established, but can be overridden here.
Allowed Retake:	Enter the number of times this Test can be taken again by Users/Learners to improve their score. Every attempt is recorded in the User's record and will display on their My Status reports.
Allowed Restart:	Enter the number of times this Test can be re-started from the beginning by the User. No test results or score exists in the User's record. **Concept:** If the User reaches the Test but does not click the **Finish Test** button, they normally receive an Incomplete status. By adjusting this number of restarts from 0 to 1, for example, the User would be able to return to the Test and complete it one additional time beyond the first time the Test displayed.
Require Answers:	Logic field ("Yes" or "No") that defines whether or not a User/Learner must answer

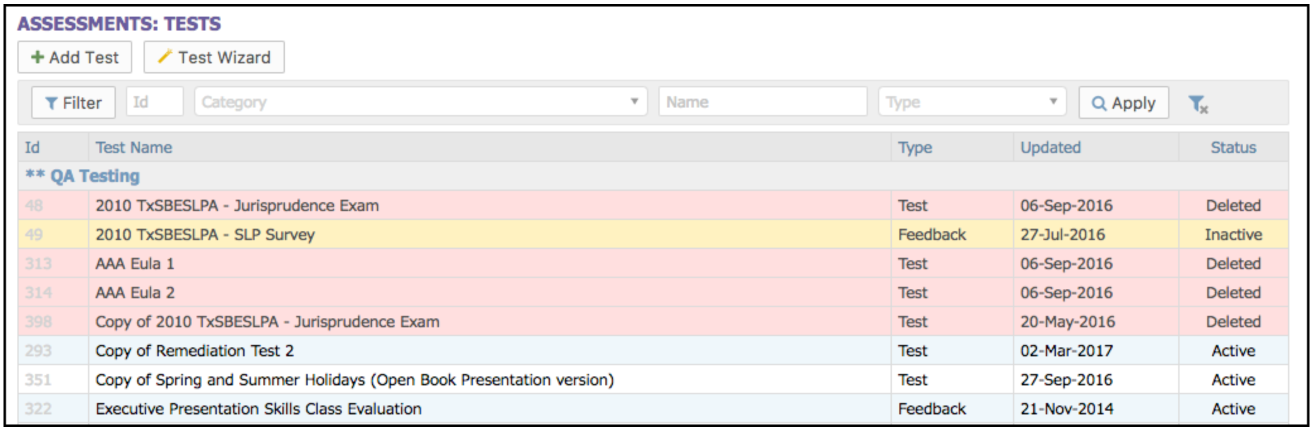
	every question before leaving the Assessment. Recommended configuration is Yes.
Random Questions:	Logic field ("Yes" or "No") that defines whether or not the Questions assigned to this Test will be displayed to Users/Learners in random order, thus making Test re-takes more challenging; also helps ensure that Users taking the test in the same physical location would have the questions appear in a different order.
Results Display:	Selection field that allows Administrators to configure what type of results message they want displayed to the User/Learner after they complete an Assessment. Select from the following: • **No Results – Submitted Message Only.** Displays a "Thanks for completing this assessment" message without any scoring. This is usually selected for a Feedback Form. • **Results – Score Only**. Displays a completion message as well as a score for any graded questions but does not display the actual test. • **Results – Score, Full Test, with Correct and Incorrect Answers**. Displays a completion message, score and a graded copy of the User's Test showing both incorrect and correct responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – Score, Full Test, Incorrect Answers.** Displays a completion message, score and a graded copy of the User's Test showing only incorrect responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – No Score, Full Test, With Correct and Incorrect Answers.** Displays a completion message and a copy of the User's Test showing both incorrect and correct responses. If remediation is enabled, question remediation will also display with this option if defined. • **Results – No Score, Full Test, With Incorrect Answers.** Displays a completion message and a copy of the User's Test showing incorrect responses. If remediation is enabled, question remediation will also display with this option if defined.
Status:	Indicates the Status of the Test (the default is Active). • **Active** (Test is active) • **Inactive** (Test is not currently in use) • **Request Delete** (Test record no longer needed)

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

3.2.5 Tests: Delete a Test

To change the status of an existing Test record, select **Assessments:Tests** from the Course Manager drop down menu, then select the Test you wish to mark inactive or delete from the list. When the record is displayed, click the **Edit** button.

At the **Status** field, select **Inactive** to mark the record as currently not in use. Select **Request Delete** to mark the record for deletion. Click the **Save** button to activate your change. The Status field will now show the requested change, the date/time, and who requested it. A highlight color will appear next to the status field in the Test record. The record will also be highlighted in the same color on the Assessments: Tests list page (items marked with an "Inactive" status will be highlighted in **Yellow**; items marked as "Request Delete" will be highlighted in **Pink**). Inactive or Request Delete records will only show in the list if the default filter is cleared. Select the filter button and then click the 'X' next to "Active" in the status field, this will show all records of any status designation.



ASSESSMENTS: TESTS

Add Test | Test Wizard

Filter | Id | Category | Name | Type | Apply

Id	Test Name	Type	Updated	Status
** QA Testing				
48	2010 TxSBESLPA - Jurisprudence Exam	Test	06-Sep-2016	Deleted
49	2010 TxSBESLPA - SLP Survey	Feedback	27-Jul-2016	Inactive
313	AAA Eula 1	Test	06-Sep-2016	Deleted
314	AAA Eula 2	Test	06-Sep-2016	Deleted
398	Copy of 2010 TxSBESLPA - Jurisprudence Exam	Test	20-May-2016	Deleted
293	Copy of Remediation Test 2	Test	02-Mar-2017	Active
351	Copy of Spring and Summer Holidays (Open Book Presentation version)	Test	27-Sep-2016	Active
322	Executive Presentation Skills Class Evaluation	Feedback	21-Nov-2014	Active

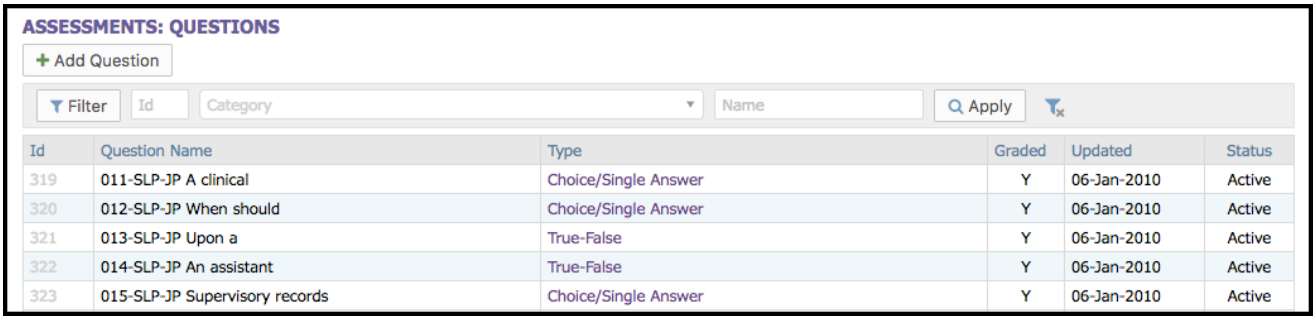
Figure 3-27 – Assessments: Changing Test Status

Note: Test records can only be deleted by a Site or Root Administrator. When you request that a Test be deleted, the Administrator reviews the request to ensure that there is no need for that Test before performing the delete function.

3.3 Assessments: Questions

The third option under the **Assessments** primary drop-down menu is **Questions**. This selection displays the **Assessments: Questions** List, a database listing of all current Questions defined in the Course Manager database. From this list, you may:

1. Select a Question record from the List to review or edit the record.
2. Click the **Add Question** button to create a new Question.
3. Use the Filter button to narrow your search for a specific Question.



ASSESSMENTS: QUESTIONS

+ Add Question

Filter | Id | Category | Name | Apply

Id	Question Name	Type	Graded	Updated	Status
319	011-SLP-JP A clinical	Choice/Single Answer	Y	06-Jan-2010	Active
320	012-SLP-JP When should	Choice/Single Answer	Y	06-Jan-2010	Active
321	013-SLP-JP Upon a	True-False	Y	06-Jan-2010	Active
322	014-SLP-JP An assistant	True-False	Y	06-Jan-2010	Active
323	015-SLP-JP Supervisory records	Choice/Single Answer	Y	06-Jan-2010	Active

Figure 3-28 – Assessments: Questions Table Display

Questions are listed alphabetically by Question Name and are organized by their associated Category. The **Assessments: Questions** list displays the following:

Assessments: Questions	
Element	**Description**
Id:	Reference number auto-generated by the System.
Question Name:	The name of the Question.
Type:	The type of Question (Date, Essay, Fill-in-the-Blank, Likert, Choice/Single Answer, Choice/Multiple Answer, Numeric, Sequencing, or True/False). **Note:** Essay or long-form fill-in-the-blank questions cannot be auto-graded by the system. If these questions require grading, responses must be viewed and evaluated by the Course Coordinator or an Administrator before grade adjustments can be made. All other question types can be graded if specified, when made part of a Graded test.
Graded:	(Y/N) indicates whether or not the Question is graded when submitted for processing.
Updated:	The date the Question record was last updated.
Status:	Indicates the Status of the Question (the default filter listing shows Active questions only). • **Active** (Question is active) • **Inactive** (Question is not currently in use) • **Request Delete** (Question record no longer needed)

3.3.1 Questions: View a Question Record

The **Assessments: Question** record display provides a detailed description of the question and its associated answers. To view a Question record, select the Question you wish to view from the list of **Assessments: Questions** by clicking on the Question and the **Assessments: Question** record for that Question will appear.

The Question record provides a detailed description of the Question including the Question Text and the Answer(s). The screen display is divided into three functional areas: the Question information section, Action Buttons, and the Assignments section, detailed as follow:

A. **Question Information**. Question Information begins at the top of the screen including fields for Question Id, Name, Description, Category, Question Text, Answer Type, Graded, Maximum Points, Remediation Correct, Remediation Wrong, Reference Page, Comment Question, and Status fields.

B. **Action Buttons**. Action buttons are located across the midsection, allowing you to Edit, Refresh, and Return to the Question List. Additional action buttons located to the right allow you to set Parameters, Preview the current Question, or make a copy of it.

C. **Assignments**. The lower portion of the Question record lists all the assigned Answers associated with the Question. Click the **Add** link to create a new answer that will be associated with the Question, or the **Sequence** link to reorder the Answers that have been selected. Below that are any Assets that this Question will include. Click the **Assign** link to select an Asset from the repository to display along with this Question. Click the **Remove** link to remove any assigned Assets.

	Note: The Edit action button is not needed when adding or sequencing answers. See Questions: Create a New Question for more details.

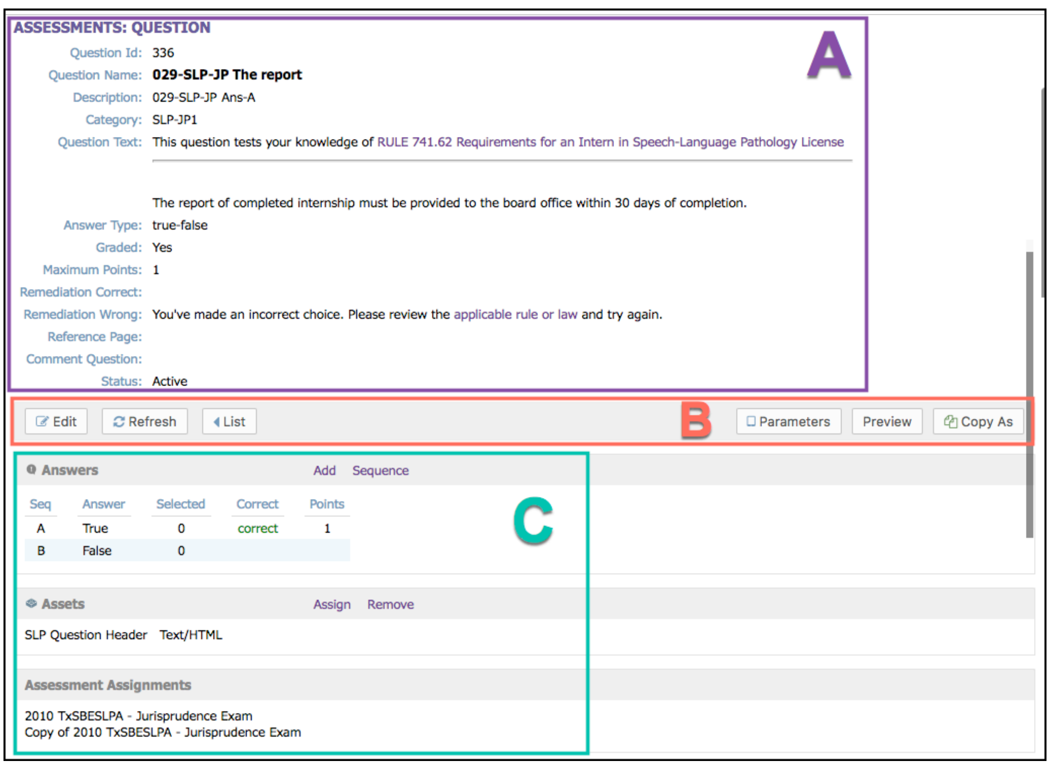


Figure 3-29 – Assessments: Question Record Summary

3.3.2 Questions: Search for a Question

Under **Assessments: Questions** is a list of all current Questions in your Course Manager repository. Questions are listed alphabetically and organized by their associated Category. To find a specific Question, you may:

1. Scroll through the list until you locate the Question record
2. Use the Filter button to narrow your search for a specific record

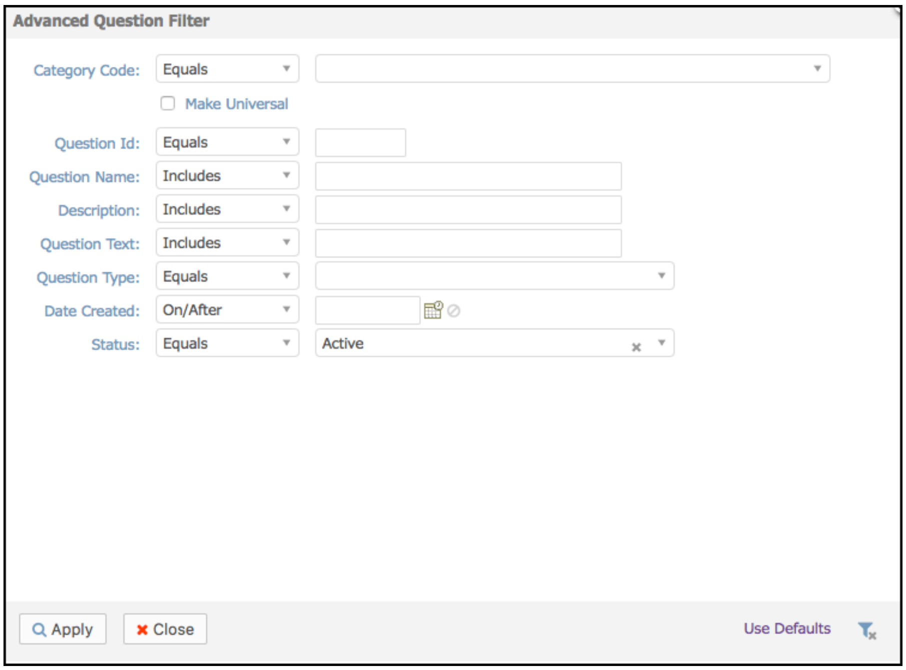


Figure 3-30 – Assessments: Advanced Question Filter

The Questions Filter allows you to search for a Question by any of the following search criteria:

Assessments: Assessment Question Filter	
Element	**Description**
	Use the drop-down menu to choose a filter option: • **equals** – filters for a match of a letter or text string. • **begins with** – filters for all Assessment Sets beginning with the criteria (e.g. type an A and get a list of all Assessment Sets beginning with A). • **includes** – filters for all Assessment Sets that include the criteria (e.g. type "Baseball" and get all Assessment Sets that include that word). • **ends with** – filters for all Assessment Sets ending with the criteria. • **not equal to** – filters out everything matching this entry, (e.g. type an A and no Assessment Sets beginning with A will display). • **less than** – filters all matches less than the criteria. • **greater than** – filters all matches greater than the criteria.
Category Code:	Search by the Category the Question is associated with.

Make Universal:	Select this box if you want all searches performed while you are logged in, to be set to this specific Category. This selection will maintain the filter until you clear it, or logout of Course Manager.
Question Id:	The database Id given to the question.
Question Name:	Search by the name of the Question.
Description:	Search by the description of the Question.
Question Text:	Search by text that is included within the Question text itself.
Question Type:	Search by the type of Question/Answer Type (e.g. Essay, Multiple Choice/Single Answer, True/False).
Date Created:	Search for any question on/after or before a specific date
Question Status:	Search by the record status: **Active**, **Inactive**, or **Delete Requested**.

Note: The most common search is by Category. This is also an easy place to get a list of all Questions that have been created for a specific Category, of different Status conditions, in the event you want to review your Question creation history over time.

When you are finished entering your selection criteria you can select **Apply** to apply the filters and start the search, **Close** to exit the search without applying any changes, select **Default** to reset the filter criteria to the default options, or select to clear all filters (including default options).

Tip: If you apply a filter, for example a Category, that returns no results or results that are not what you were looking for, click the **Filter** button again to change your Filter settings. If at this time you simply wish to return to the test list, click the **Default** link then select the Apply Filters button to return to the Test database table listing.

3.3.3 Questions: Create a New Question

To create a new **Assessments: Questions** record, select Questions from the main Assessments drop-down menu, then select the **Add Question** button at the top of the **Assessments: Questions** page. When executed, the **Assessments: Question Edit** screen will appear.

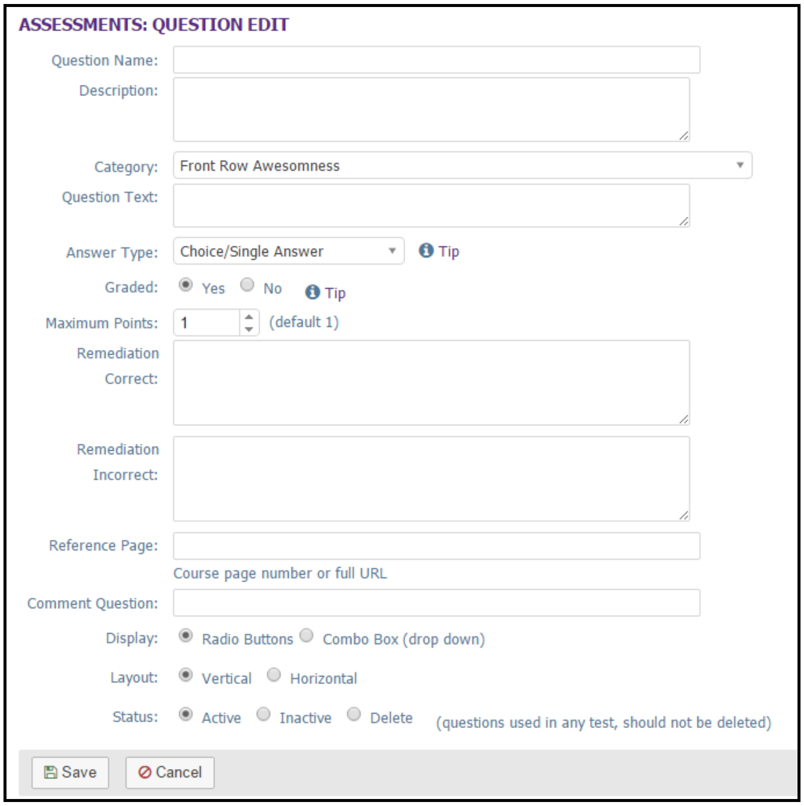


Figure 3-31 – Assessments: Question Edit Screen

Complete the following data fields:

Assessments: Assessment Question Edits	
Element	**Description**
Question Name:	Enter the name of the Question.
Description:	Enter a brief description of the Question (this is text searchable).
Category:	Select the Category the Question is associated with.
Question Text:	Enter the actual text of the Question. **Tip:** Do not include any unusual characters in the actual Question text. Web-based programs can have difficulty understanding certain characters. Avoid apostrophes, quotation marks, double dashes or hyphens, ampersands, and slashes.
Answer Type:	Select the type of Answer (Choice/Single Answer, Choice/Multiple Answer, Date, Essay, Fill-in, Likert, Numeric, Sequencing, True/False). **Tip:** When you are creating a new Question, be sure you have decided what type of Question/Answer you want to create. Once you make your selection from the drop-down list of types and Save the new record, you CANNOT change the type. For example, you initially create a True/False, then decide there are actually 3 possible answers, and you need to change the Question to a Multiple Choice. You

	would need to create a new Question and delete the original T/F Question.
Graded:	Choose whether the Question will be graded (default is "Yes").
Maximum Points:	Maximum number of points for a correct answer (default is 1).
Remediation Correct:	For Tests that are configured to use graded remediation, this field contains the text presented to the User/Learner offering constructive feedback specific to the Question they got correct. For Example " Congratulations that is correct!"
Remediation Incorrect:	For Tests that are configured to use graded remediation, this field contains the text presented to the User/Learner offering constructive or directed feedback specific to the Question they missed. For example: "Sorry, your response is incorrect. Please refer to Topic 3 to review that concept."
Reference Page:	For Assessments with remediated questions, this field permits Administrators to enter and reference the specific Page in the Course that covered the Question they missed on their Assessment. The remediated question includes a Reference button that, when clicked, will open that referenced Page in a pop-up window. Administrators can also refer the User/Learner to an external link/URL by supplying a web address instead. **Tip:** If you are not sure what page number to enter, review the outline to locate the page you need to reference. If you are waiting for the course to be complete, this field can be updated at any time prior to the course being published.
Comment Question:	Allows you to enter a Question inviting a comment that will be associated with the Question's answer (e.g. "Please provide any additional comments to explain your rating.").
Status:	Indicates the Status of the Question (the default is Active). • **Active** (Question is active) • **Inactive** (Question is not currently in use) • **Request Delete** (Question record no longer needed)

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

3.3.3.1 Question: Action Buttons

Once an Administrator has created and saved a new Question record, the **Assessments: Question** screen will display (as previously summarized in Section 3.3.1).

Action Buttons that appear across the center of the page include:

Assessments: Assessment Question Action Buttons	
Action Button	**Description**
Edit:	Allows you to return to the Question data fields and edit the record.
Refresh:	Refreshes the page with all recent updates.
List:	Returns you to the list of Questions.

Parameters:	Allow unique tagging to help tie question items to specific places within a user interface.
Preview:	Provides a quick preview of the Question. Click the **Close** link in the upper right corner of the Preview window to return to the Question record.
Copy As:	Allows you to make a copy of the Question in order to create a new Question that may be similar. The system will provide a temporary name ("Copy of Question Name") for the new record to differentiate it from the original, allowing you to then update the information as you wish. The copy will have all of the same record information, Question Text and Answers as the original. **Tip:** Avoid using the Copy As feature for a Sequence-type Question. That is one Question type that the system cannot accurately duplicate.

3.3.3.2 Question: Assignments

The lower half of the Question record displays Assignments for the Question, including:

Assessments: Question Records	
Element	**Description**
Answers:	Indicates which Answer(s) the Question will use. Click the **Add** link to add a new Answer for this Question, select **Save** when you are done or **Cancel** to return to the record without saving. If there will be multiple Answers, continue to click the **Add** link to create additional Answers. Click the **Sequence** link to rearrange the order of the Answers, if desired; select the **Finished** button when done. **Note:** A Multiple Choice can have any number of answers to choose from. The system auto assigns letter choices next to each possible answer you assign (e.g., A-E).
Assets (Assign):	This Assign link allows you to associate and display any Asset stored in the OnPoint repository with any Question, if desired. **Tip:** If you have a Test that is set up as Standard presentation (All questions on one page), you would not want to associate rich media Assets with the questions in this Test, since they would all begin to play immediately when the Test starts. Assets such as video or flash clips should only be used with Tests set up as One Question Per Page. Also, limit your assignment to just one Asset for any one Question, as multiple Assets could prove confusing.
Assessment Assignments:	This allows you to view all of the assessments that the question is assigned to.

When you click the **Add** link to create a new Question Answer, the **Assessments: Answer** screen will appear.

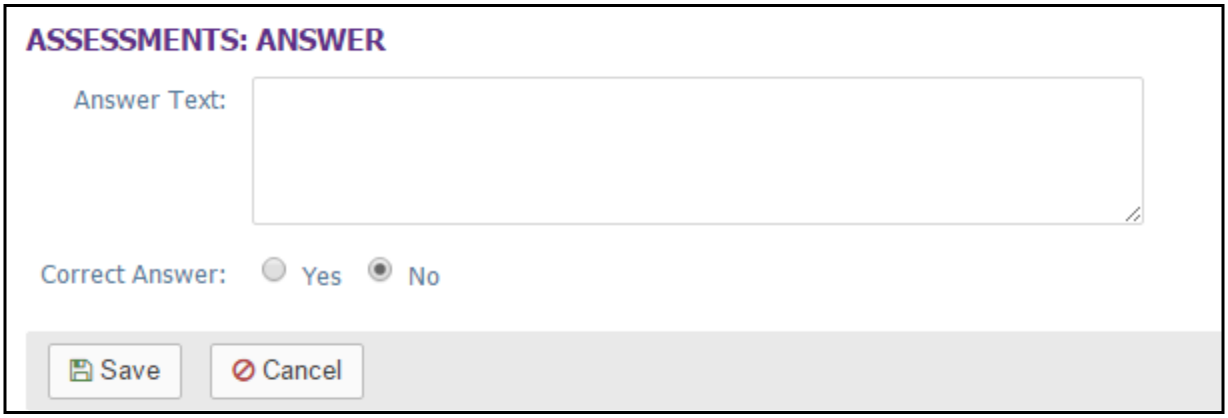


Figure 3-32 – Assessments: Add Answer Page

The Answer fields include:

Assessments: Questions Answers	
Element	**Description**
Answer Text:	Enter the text of the Answer. **Note:** For Multiple Choice questions, the system auto assigns letter choices next to each possible answer you assign (e.g. A-E). For Likert questions, enter the number in front of the text (e.g. "1. Excellent") if you desire numbering; also do this if you will want the system to apply values and score a Likert Appraisal question.
Correct Answer:	Enter whether this particular Answer is a correct answer (Yes or No) by clicking the associated radio button. **Tip:** It is possible to mark multiple answers as correct. If the Question is a Multiple Choice/Single Answer, any correct response provided by the User will provide a correct answer for the Question. If the Question is a Multiple Choice/Multiple Answer type, the User must select every correct answer in order to get the entire Question correct. In this latter case, if the User does not choose every correct answer, they will not get the Question correct, as the system cannot apply partial credit.

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

	Tip: Do not include any unusual characters in the actual Question text. Web-based programs can have difficulty understanding certain characters. Avoid apostrophes, quotation marks, double dashes, hyphens, ampersands, slashes, etc.

	Note: Answers can be edited at any time. No Edit button is required to update the Answers field of a Question record. To edit an answer, simply click on the answer you would like to edit. To remove an answer from a question that you no longer desire, click on the answer and check the Delete this answer box, then save.

Remember that the Answer will remain in the database until an Administrator formally deletes it.

3.3.4 Questions: Edit a Question

To Edit a Question record, select the Question you wish to edit from the list of **Assessments: Questions**. When the Question record displays, click the **Edit** button at the lower left to open the record and update any data fields.

At any time you may click **Save** to save any changes that have been made or **Cancel** to cancel the action and exit the page without making any changes.

> **Note:** After editing a record and saving your updates, click the **Refresh** button to make sure all your changes are made and displayed.

3.3.4.1 Question: Record Status Change

To change the status of an existing Question record, select **Assessments: Questions** from the Course Manager drop down menu, then select the Question you wish to mark inactive or delete from the list. When the record is displayed, click the **Edit** button.

At the Status field, select **Inactive** to mark the record as currently not in use or select **Request Delete** to mark the record as no longer in use. If the question is currently assigned to an assessment it cannot be deleted so the only option avaialable will be inactive. Click the **Save** button to activate your change. The Status field will now show the requested change, the date/time, and who requested it. A highlight color will appear next to the status field in the Question record. The record will also be highlighted in the same color on the Assessments: Questions list page (items marked with an "Inactive" status will be highlighted in **Yellow**; items marked as "Request Delete" will be highlighted in **Pink**). Inactive or Request Delete records will only show in the list if the default filter is cleared. Select the filter button and then click the 'X' next to "Active" in the status field, this will show all records of any status designation.

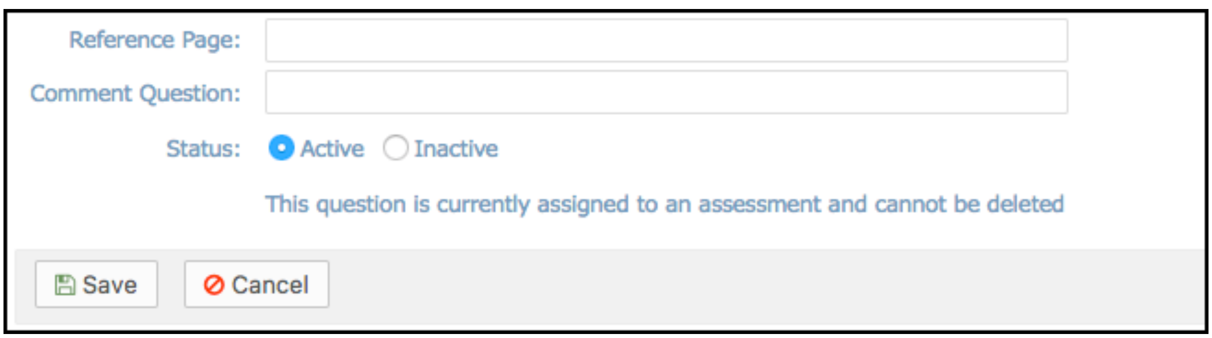


Figure 3-33 – Assessments: Changing Question Status

> **Note:** Question records can only be deleted by a Site or Root Administrator. When you request that a question be deleted, the Administrator reviews the request to ensure there is no need for that question before performing the delete function (performed under the Administrator-Deletion Tasks area).

3.4 Assessments: Review Feedback

The fourth option under the primary **Assessments** drop-down menu is **Review Feedback**. This selection displays the **Assessments: Feedback** List for Courses, Topics, Assessment Sets, and Nuggets. Listed under those headings are any Course Names, Topic Names, Assessment Set Names, or Nugget Names that have current Feedback records to review. From these lists, you may:

- Click on any Course Name to view Assessment results for that Course
- Click on any Topic Name to view Assessment results for that Topic
- Click on any Assessment Set Name to view Assessment results for that Assessment Set
- Click on any Nugget Name to view Assessment results for that Nugget

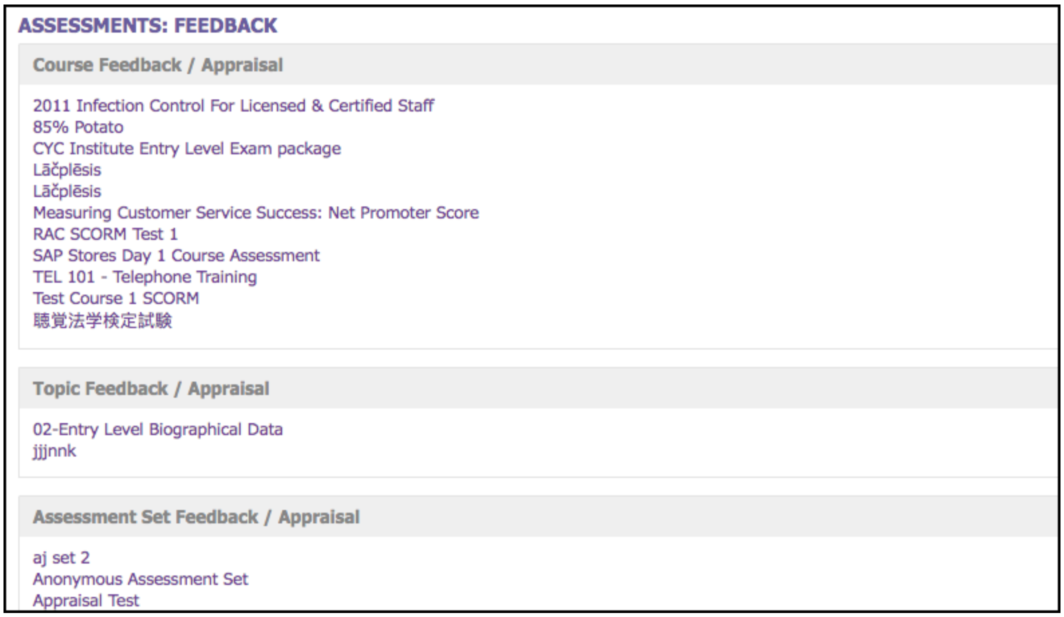
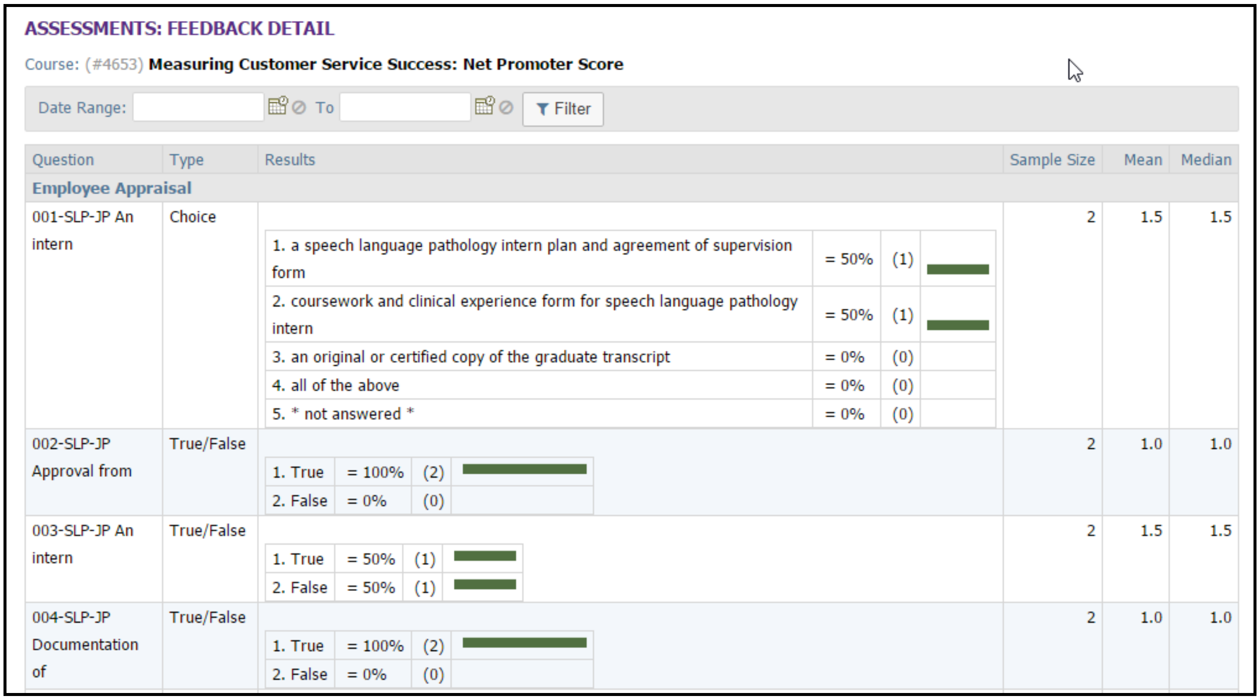


Figure 3-36 – Assessments: Feedback

Items are listed alphabetically by Name under each heading.

3.4.1 Assessments: View Feedback Detail

To View an **Assessments: Feedback** record, select **Review Feedback** from the primary **Assessments** drop-down Menu. From the **Assessments: Feedback** screen, select the specific Course, Topic, Assessment Set, or Nugget you wish to review from the lists. The **Assessments: Feedback Detail** record will display.



ASSESSMENTS: FEEDBACK DETAIL

Course: (#4653) **Measuring Customer Service Success: Net Promoter Score**

Date Range: To Filter

Question	Type	Results	Sample Size	Mean	Median
Employee Appraisal					
001-SLP-JP An intern	Choice	1. a speech language pathology intern plan and agreement of supervision form = 50% (1) 2. coursework and clinical experience form for speech language pathology intern = 50% (1) 3. an original or certified copy of the graduate transcript = 0% (0) 4. all of the above = 0% (0) 5. * not answered * = 0% (0)	2	1.5	1.5
002-SLP-JP Approval from	True/False	1. True = 100% (2) 2. False = 0% (0)	2	1.0	1.0
003-SLP-JP An intern	True/False	1. True = 50% (1) 2. False = 50% (1)	2	1.5	1.5
004-SLP-JP Documentation of	True/False	1. True = 100% (2) 2. False = 0% (0)	2	1.0	1.0

Figure 3-37 – Assessments: Feedback Detail Record

You may narrow down the results by entering a Date Range (From and To). Use the calendar icons to enter the dates, or leave these fields blank to get all results.

For simple feedback forms with likert/smile card fill-ins, the following data fields appear:

Assessments: Feedback Filter	
Element	**Description**
Question:	The name of the Question.
Type:	The type of Question (e.g. fill-in, likert, multiple choice, numeric, sequencing, true/false).
Results:	The percentage of Users answering a Question, by the choice of answer presented.
Sample Size:	The percentage of Users included in the response sampling (30 question responses equals a Sample of "30").
Mean:	The middle point, or average, of the responses in the Sample.
Median:	The middle value of the Sample's distribution.

Click the **Finished** button when you have completed your review to return to the **Assessments: Feedback** list.

For Feedback Forms with Essay and/or Fill-in questions that will not have a Sample, Mean or Median calculation, the system displays a Review responses link for each Question.

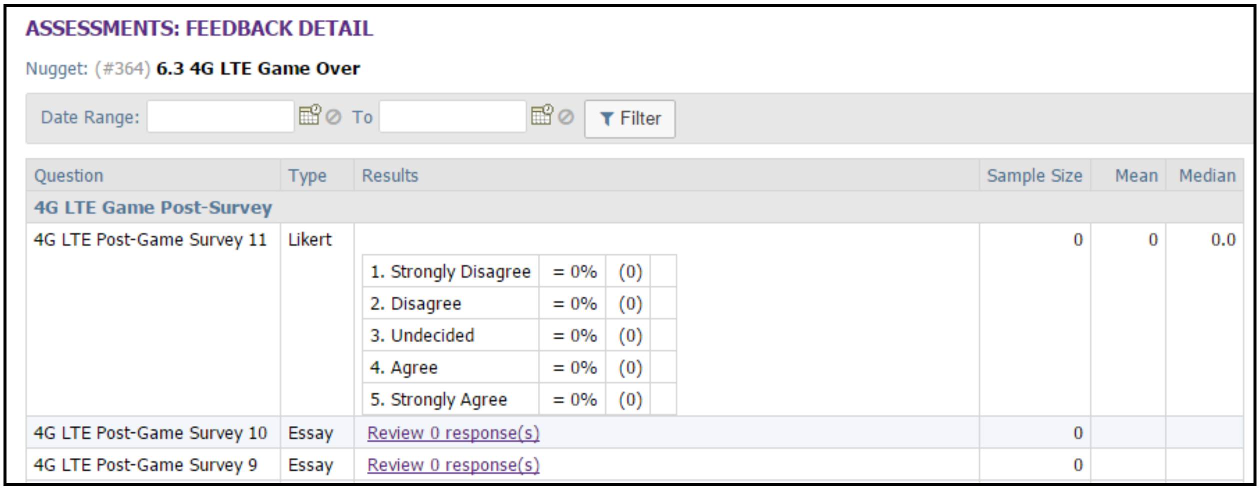


Figure 3-38 – Assessments: Essay & Fill-in Results Selection List

Click the Review responses link next to the desired question to see a listing of supplied responses by Users.

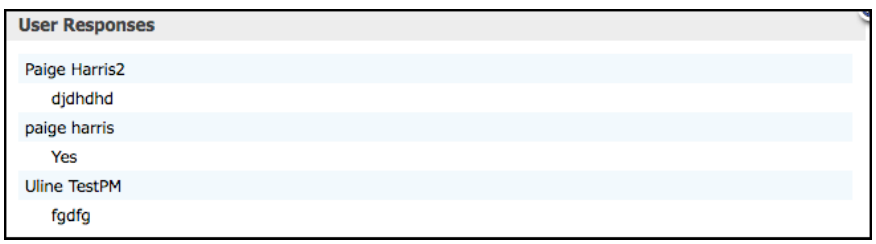


Figure 3-39 – Assessments: Fill-in Question User Response

3.5 Assessments: Performance

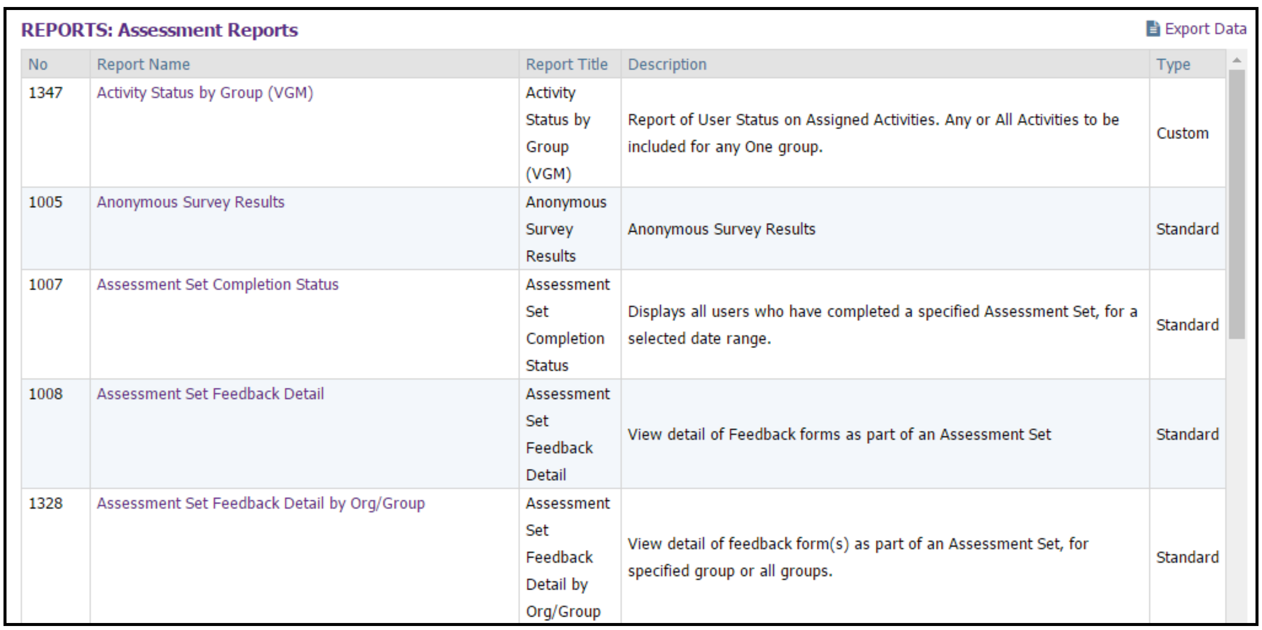
The fifth option under the primary Assessments drop-down menu is **Performance**. This selection only displays for Customers who have purchased the Performance Evaluation Module. Additional detail is provided at the time of purchase.

3.6 Assessments: Performance Forms

The sixth option under the primary Assessments drop-down menu is Performance Forms. This selection works with the Performance tab and only displays for customers who have purchased the Performance Evalation Module. Additional detail is provided at the time of purchase.

3.7 Assessments: Reports

The **Assessment: Reports** feature provides a number of pre-designed reports of Assessments stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the **Report Name** to select the report you desire. The following is a list of the Assessments Reports and their associated contents. Additional Reports can be created using the Manage Reports function under Administration.


REPORTS: Assessment Reports

Export Data

No	Report Name	Report Title	Description	Type
1347	Activity Status by Group (VGM)	Activity Status by Group (VGM)	Report of User Status on Assigned Activities. Any or All Activities to be included for any One group.	Custom
1005	Anonymous Survey Results	Anonymous Survey Results	Anonymous Survey Results	Standard
1007	Assessment Set Completion Status	Assessment Set Completion Status	Displays all users who have completed a specified Assessment Set, for a selected date range.	Standard
1008	Assessment Set Feedback Detail	Assessment Set Feedback Detail	View detail of Feedback forms as part of an Assessment Set	Standard
1328	Assessment Set Feedback Detail by Org/Group	Assessment Set Feedback Detail by Org/Group	View detail of feedback form(s) as part of an Assessment Set, for specified group or all groups.	Standard

Figure 3-40 – Assessments: Reports

Refer to Section 5 Event and Activities: Reports of this Administrator's Guide for specific report details.