CONTENTS

OVERVIEW

Assessments are used to test a user's knowledge. TMS assessments consist of multiple components:
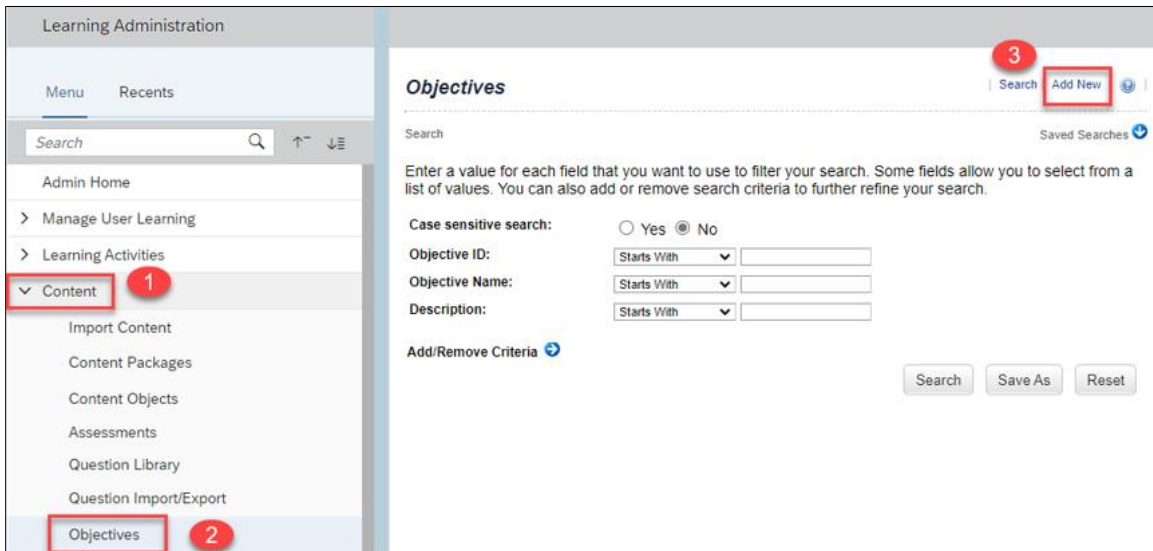
- Questions
- Objectives: Objectives are the component that allows you to group questions within the assessment.
- Exam Object: The Exam Object contains the questions and is the component that is attached to the item.

CREATING OBJECTIVES

Using objectives in your assessment is optional. However, they can be used to group your questions by topic or to create pools of questions on a topic. For example, if you create an objective on a topic and add questions to it, you can then add that objective to your assessment and you will have the option to use some or all of the questions from the objective. In TMS 2.0, you can also build a question library so that you can easily reuse questions on multiple assessments and objectives can help you organize those questions.

If you do not wish to use objectives, you may skip this section and proceed to creating the questions (alternatively, if not using objectives, TMS 2.0 now also allows you create the assessment first and then build the questions from within the assessment).

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1. Click the 'Content' button.
2. Click the 'Objectives' tab.
3. Click 'Add New'.

4. Complete the fields as shown below and click the 'Add' button.
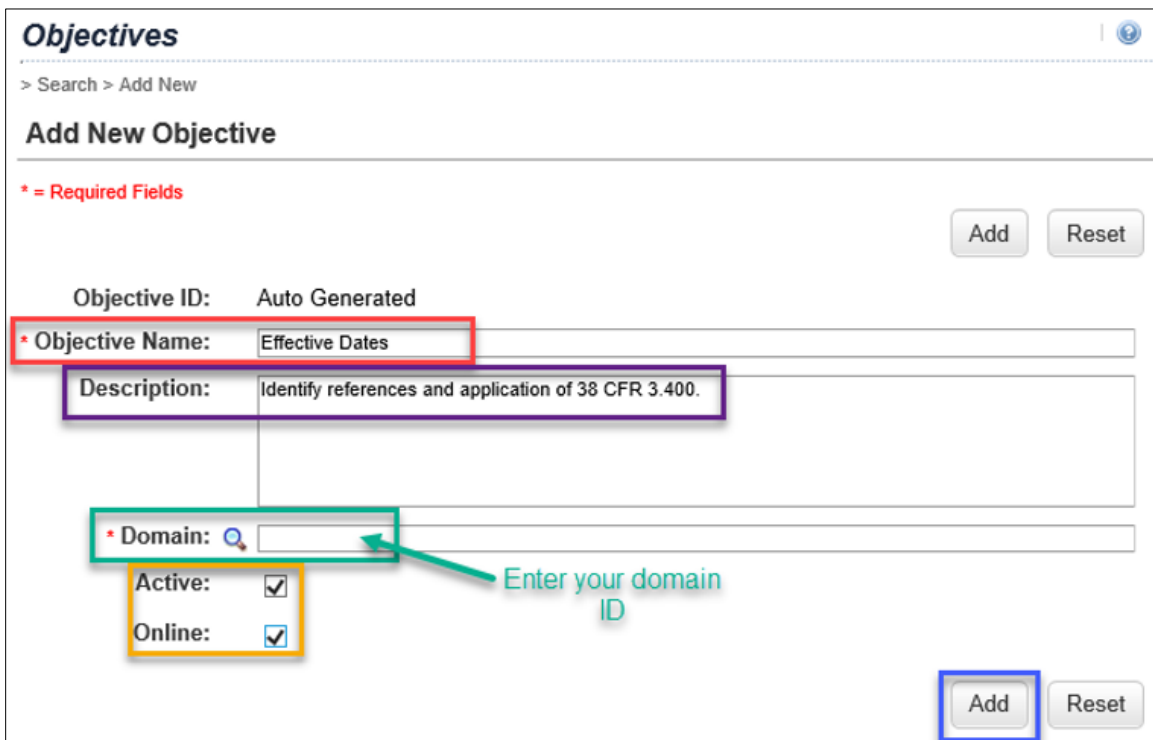
5. The next page will show you the objective ID. Record the objective ID so that you can search for it later. If you will be maintaining a copy of the assessment key, it is recommended to record the objective ID on the key. If you have multiple objectives to create, it is easiest to create them all before proceeding to question creation.

CREATING THE QUESTIONS

1. Click the 'Content' button.
2. Click the 'Question Library' tab.
3. Click 'Add New'.

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4. In the new window, fill in the following as noted below:

- Question ID = The question ID field has a fairly short character limitation. Depending on how you plan to use question (if you will be maintaining a question library for reuse or just using the question on a single exam), you will want to develop a standard question naming convention. For example, if you will be using the question on only one exam, you could use the format of *(Item #) – Q#* (Example: 4461801 – Q01) It is recommended to record the question ID on your assessment key document (if applicable).

- Question Type (for more details, see the Question Types section):
  - ○ Single Answer = multiple choice with 1 correct answer
  - ○ Multiple Answers = multiple choice with multiple correct answers
  - ○ True or False
  - ○ Ordering
  - ○ Fill-in-the-blank = a free-response fill-in-the-blank question

- Points = 1.00 (default)

- Locale = English (default)

- Domain = Your domain ID

- Objective = You can type the objective ID in the box or use the magnifying glass icon to search for the appropriate objective ID that you created:
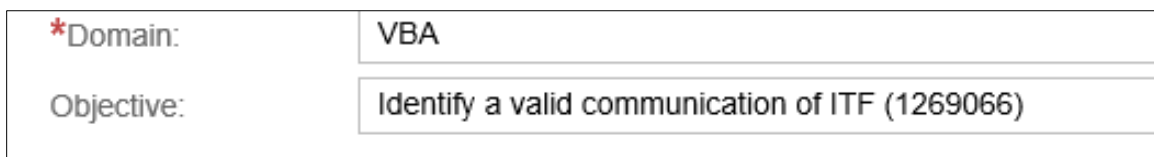
a. Click on the 'Objective' magnifying glass to search for the objective ID that you created for this question.
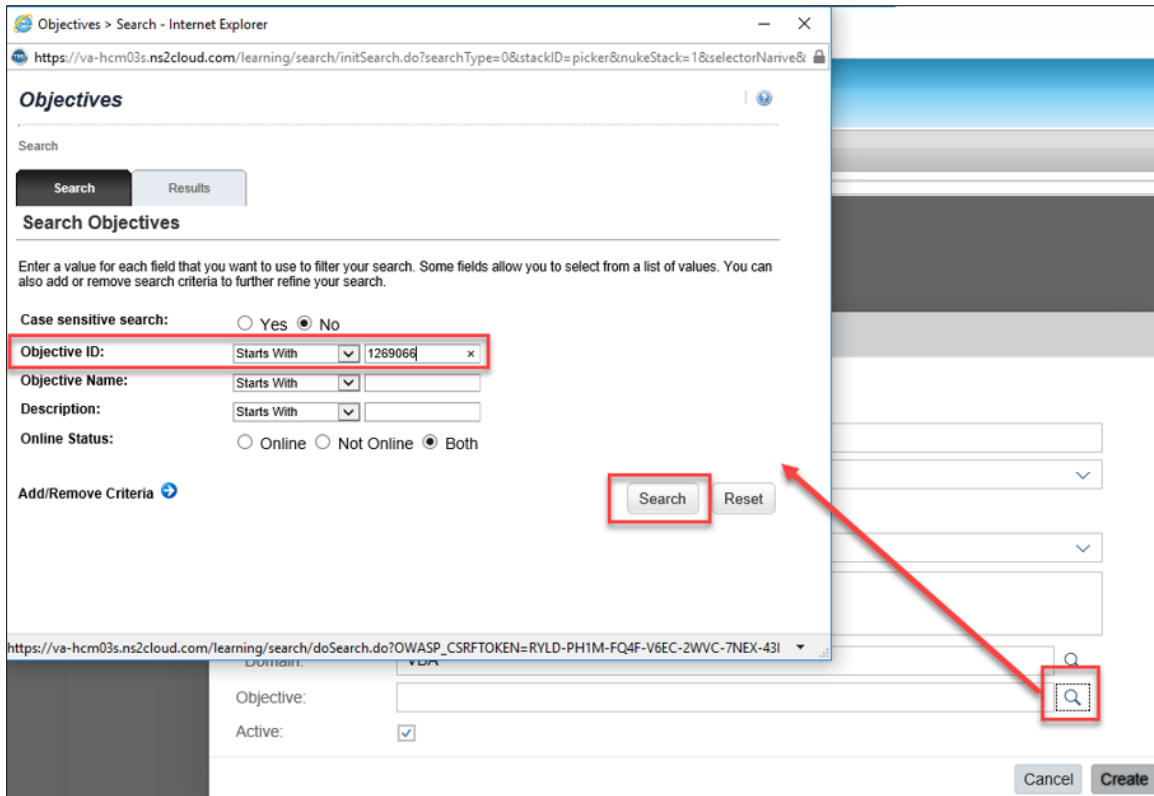
b) Click 'Select' for the correct objective.
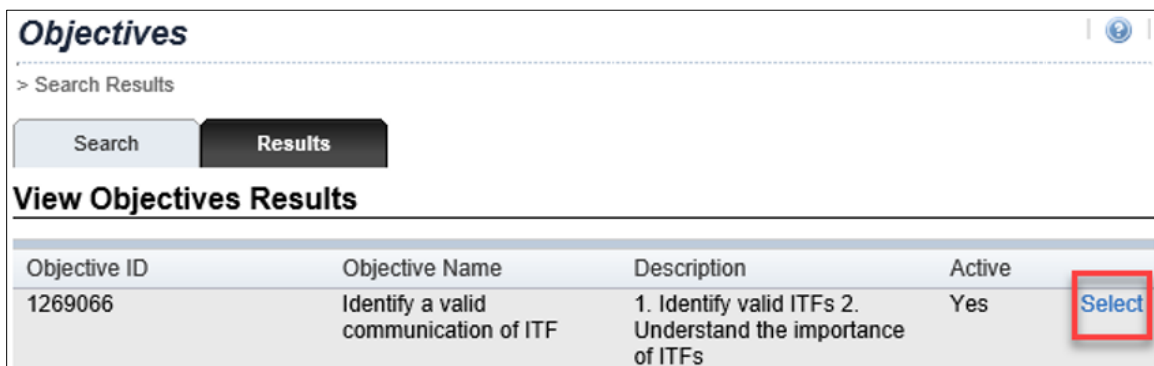
a) The objective ID and description will now appear at in the 'Objective' field:

5. Click the 'Create' button.

This will take you to the below page, where you will copy and paste the question-and-answer info into TMS to build the question.

6. If you will be building the questions from an existing assessment key, you may wish to open a Notepad window and copy and paste the question and answers from the assessment key into Notepad to remove any formatting. Otherwise, you may directly enter the questions in the question builder.

7. Copy and paste the question and answers from Notepad into the corresponding text boxes in TMS.

8. Move the selected dot to the correct answer.

9. If the answers should not be randomized, move the 'Randomize Answers' slider to 'Off' (white).

  – Randomize on:

  Randomize Answers [⬤]
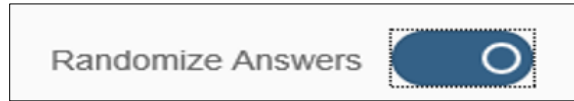
  – Randomize off:
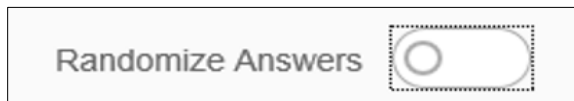
  Randomize Answers [◯]

- Questions should not be randomized when the answers are lettered (A, B, C, D) and one or more of the answers references the letters (such as 'Both A and B), if one of the answers is 'All of the above', or if the answer options are sequential (dates, numbers, etc.).

10. TMS 2.0 now features correct and incorrect answer feedback for each question. This is text that will display to the user, based on their selection, after they have graded the question. These are required fields, so if you do not have specific feedback to provide, you may enter 'Correct' and 'Incorrect.

Answers:

◯ January 1, 2014

⦿ March 24, 2015

◯ March 24,2016

◯ August 15, 2016

[+ Add Answer]

Correct Answer Feedback:

Correct

Incorrect Answer Feedback:

This answer is incorrect. Please review Chapter 5, section 3.

11. Click the 'Save' button.
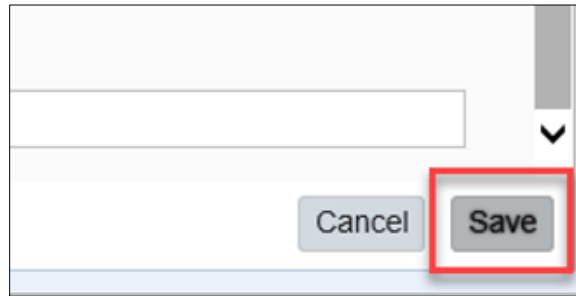
12. Move the 'Available' slider to 'On' (blue).
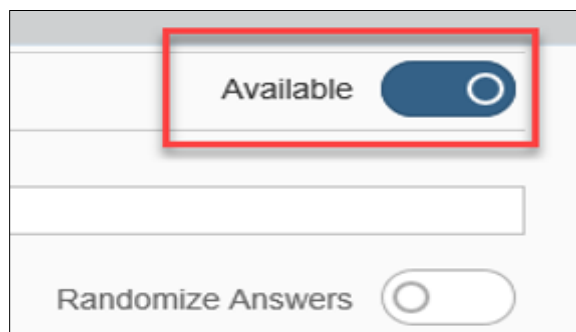
13. If you need to add a variant to this question, click the 'Add Variant' button, which is a '+'. Otherwise, click the 'Add Question' button to add the next question.
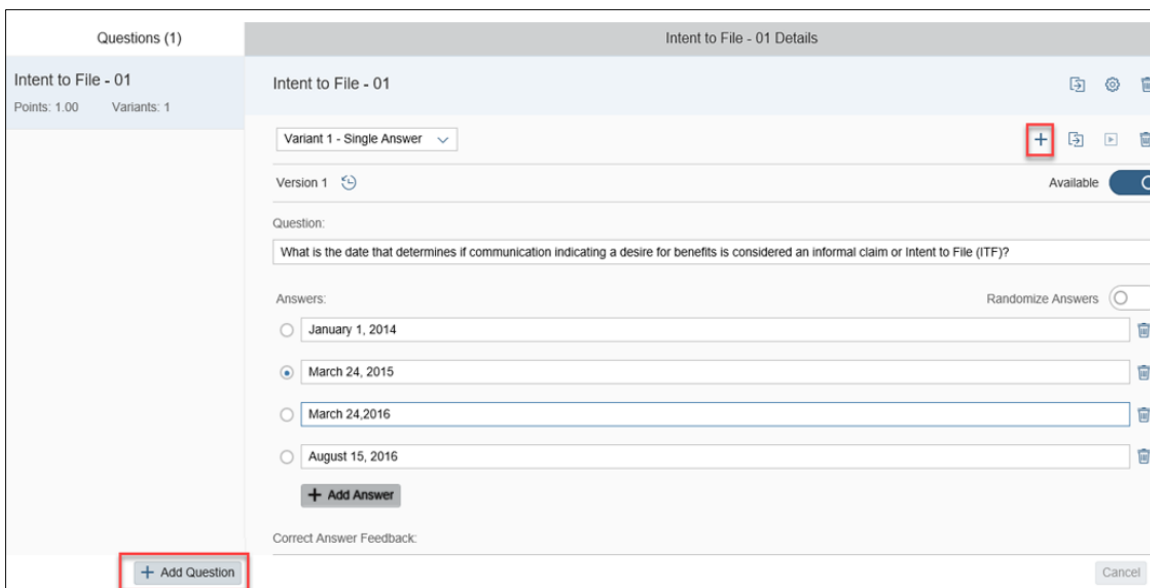
14. When you have finished entering all of your questions, review each one to ensure that it is available, the correct answers are indicated correctly, and that the correct randomization setting has been applied. If there is different feedback text for all or some questions, check that as well.

NAVIGATING THE QUESTION BUILDER

Below is a screenshot showing some additional information on navigating the question builder.
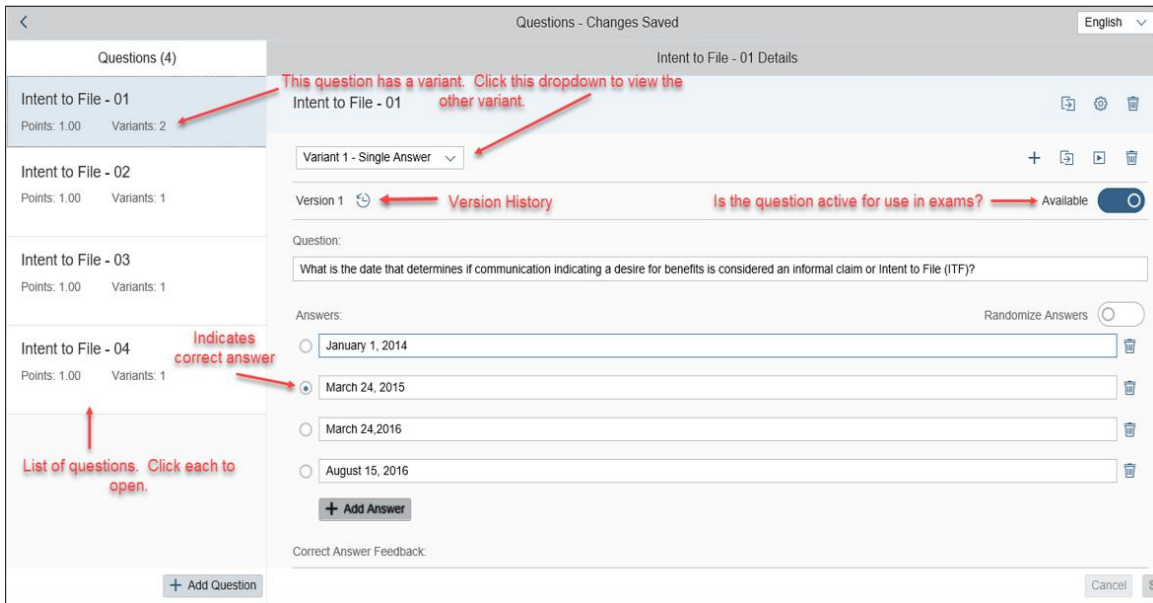
This screenshot shows the name of each of the button icons in the upper right of the question builder:
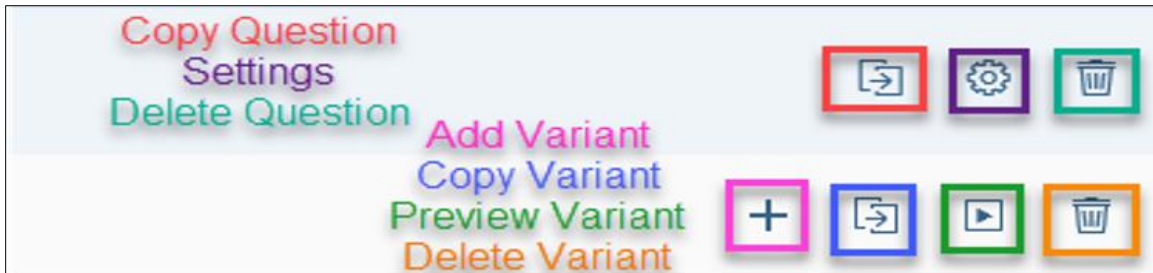
This is the window that appears when you click on the 'Settings' button:
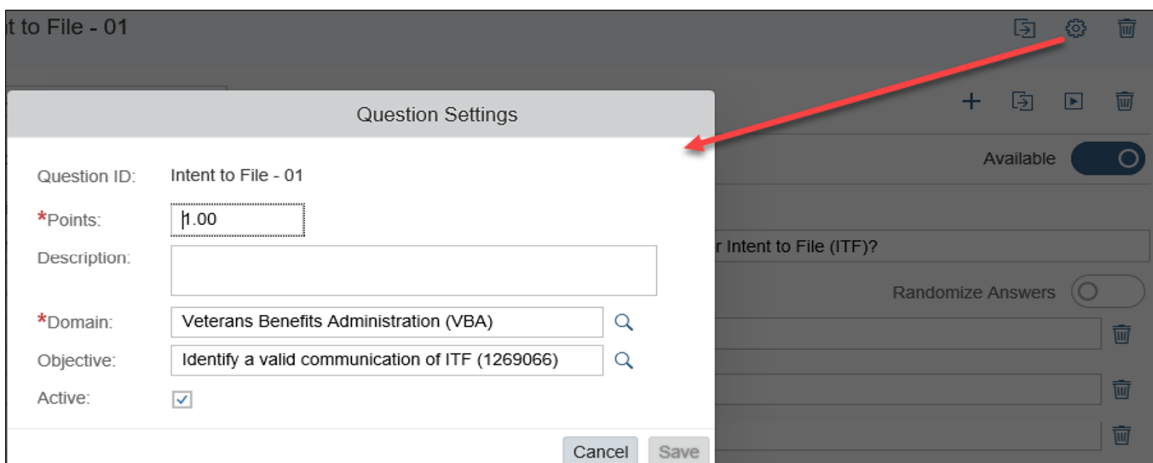
Question Types

Single Answer

Single answer questions are multiple choice questions that only have one correct answer.

Multiple Answers

Multiple answer questions are multiple choice questions that have more than one correct answer. The user must select all of the correct answers for the question to be correct. These questions will also have checkboxes rather than circles. "Select all that apply" is usually included in the question text for this type of question.

True or False

The 'True' and 'False' text is prepopulated and is not editable. Therefore, if you have a Yes/No question, you will need to use the Single Answer question type and remove two of the answer options. True/False questions also do not have the randomization setting as they should never be randomized.

Ordering

Ordering questions require the user to drag and drop the answer options into the correct order. When building these questions, the answers must be entered in the correct order (there is no other indicator for the correct order). These questions also do not have a randomization setting as they will, obviously, always be randomized.

Fill-in-the-Blank

Fill-in-the-blank questions have a free response text box for users to enter their response. Due to the fact that this type of question can leave a lot of room for errors, such as misspellings, this type of question should be used cautiously. There are a couple of important notes on this type of question:

- As noted, when you start this type of question, you must indicate the blank space with two, and only two, underscores. If you enter more than two underscores, you will receive an error indicating that "the question text can only contain one blank".

- This type of question has the option for correct answer variations. For example, if the correct answer is 'telephone', 'phone' should also be considered a correct answer and would need to be entered as an alternate answer.

- Capitalization in the user's response does not matter – they will not be penalized for using capitalization different than the correct answer that is listed in TMS. Additionally, the question builder will not allow you to enter the same answer, but with different capitalization, twice.

- Spelling does matter. If the user misspells the answer, it will be graded as incorrect.
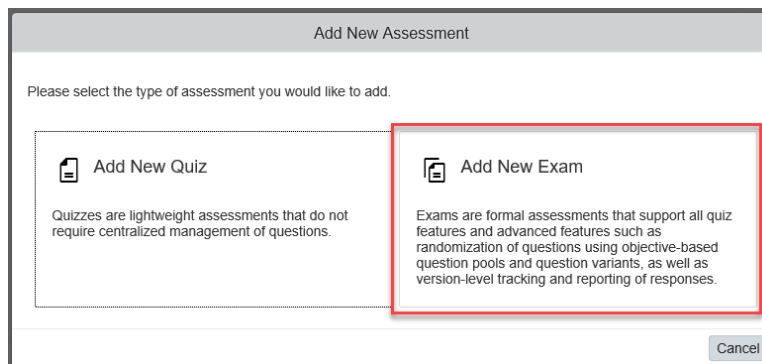
CREATING THE ASSESSMENT / EXAM OBJECT

1. Click the 'Content' button.
2. Click the 'Assessments' tab.
3. Click 'Add New'.
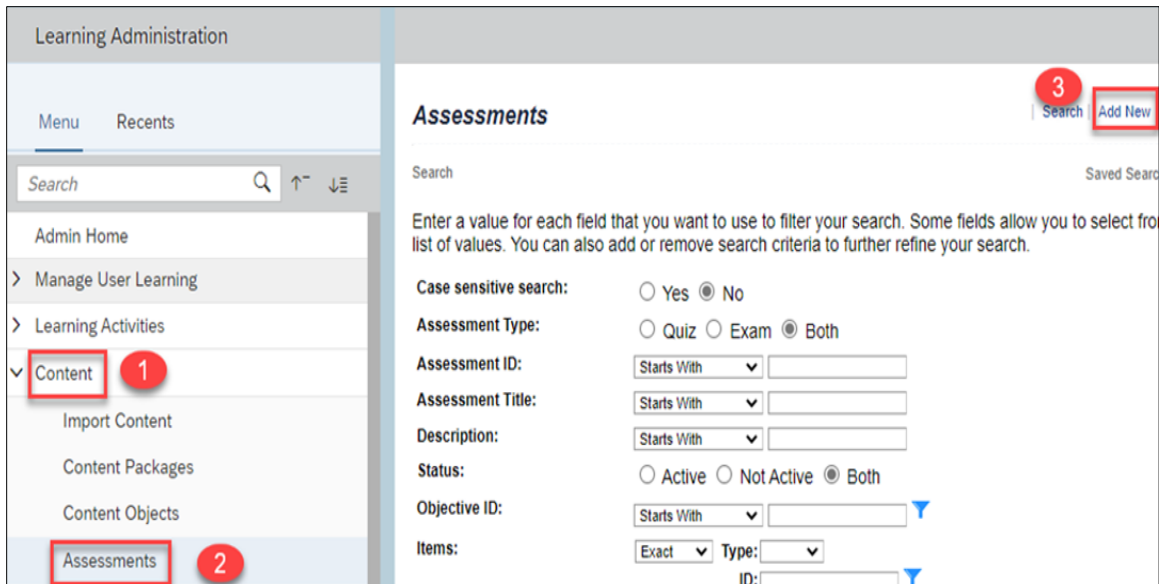
4. Select 'Add new Exam'.

5. Fill in the fields as noted below and click the 'Create' button.

6. Click on 'Menu' to open the dropdown and select 'Questions'.

7. If the assessment uses objectives: In the 'Add Existing…' section, select 'Objective'. (If you select 'Question' it will add the questions without associating the objective with the assessment/exam.)

   If your assessment does not use objectives: Either use the 'Question' button in the 'Add Existing…' section (if you have already created the questions) or use the buttons in the 'Add New Question' section to begin building your questions.

8. Search for your questions using either the objective ID(s) or the question ID(s). You can use the Comma Widget and search for multiple objective IDs at once.

9. Select all of the desired objectives or questions and click one of the 'Add' buttons.

Your questions have now been added to your assessment:

10. If using objectives:

If you are using questions from an objective pool (i.e. you are not using all of the questions associated with the objective), you will need to adjust the inclusion settings for each question (the default is 'Randomly').

If you will be using all of the questions within the objective, you will need to change the inclusion setting to 'Always' for each question.

a. Click 'Edit'.
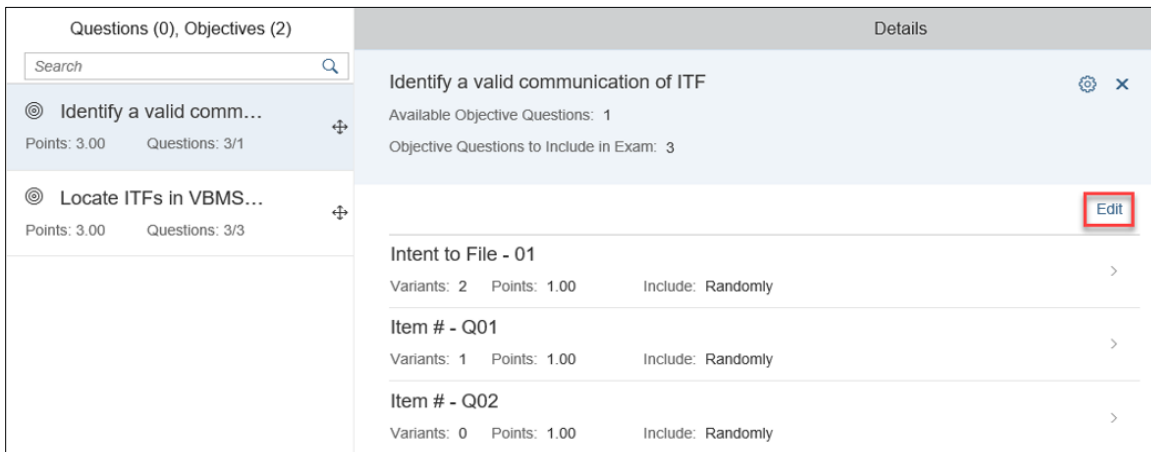
b. For each question, change 'Include:' to 'Always'.
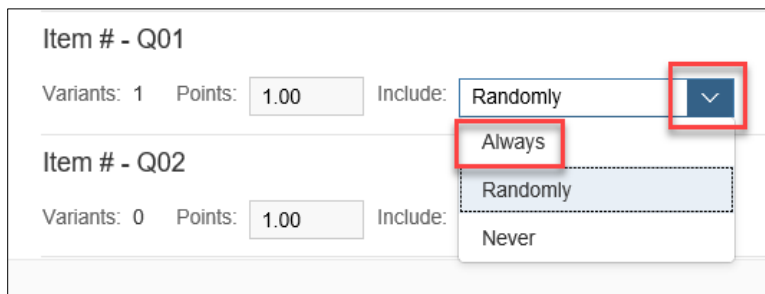
c. Once all questions have been set as desired, click 'Save'.
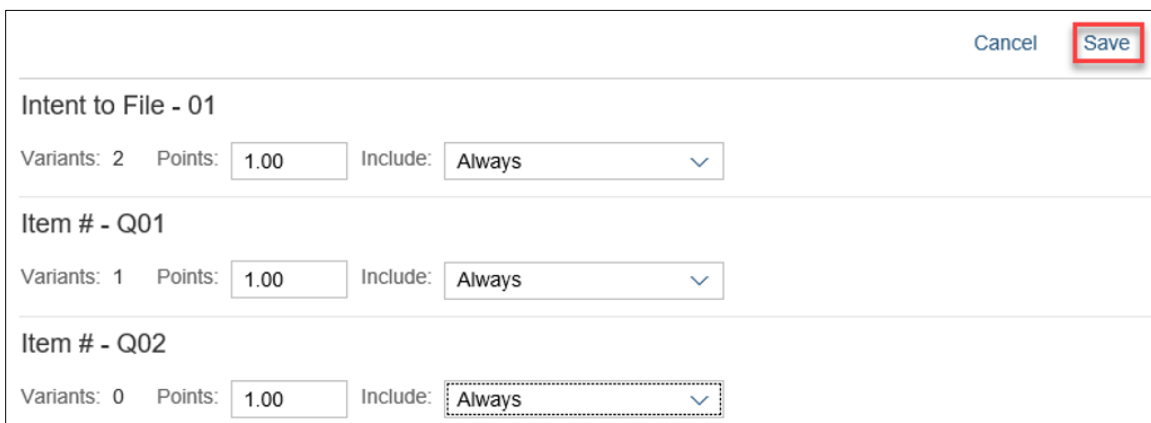
11. Click on 'Menu' and select 'Settings'.

12. Adjust the following settings as desired. The below settings are the standards for national item assessments.

    a. Active = Yes

    b. Domain = Your domain ID

    c. Exam Type = Sequential

    d. Feedback Display = Show feedback and correct answer choices

    e. Exam Attempts Limit: 0 = unlimited or you may wish to limit the attempts before the exam will lock.

    f. Display Points to User = No

    g. Resumable = Yes

    h. Randomize Questions = Yes

    i. Results Summary = Yes

    j. Results Detail = Yes

    k. Allow Exam Review = Yes

    l. Passing Percentage

    m. Lock Exam = check the box for 'Exam Passed'

    n. Do not check any of the other boxes.

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13. Scroll to the bottom of the page and click the 'Save' button.

14. If the course is an instructor-led course (classroom or virtual classroom), you may wish to add a welcome message to the assessment to prevent user from completing the assessment before they have attended the training:

   a. Click on 'Localized Settings'.

   b. Enter the following text in the 'Welcome' box:
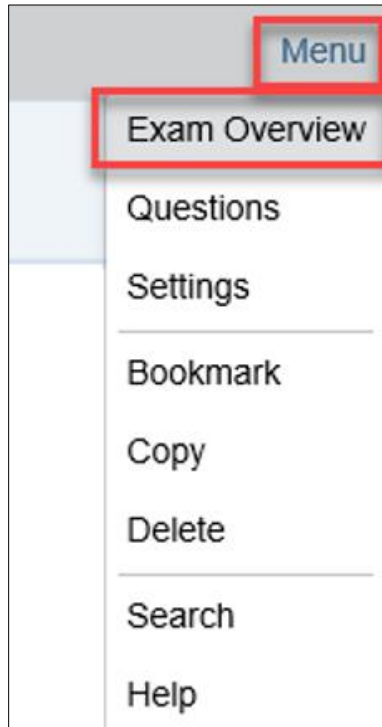
   ▪ Complete this assessment only after attending the instructor-led portion of this course. If you have not yet received this training, please select CLOSE to exit the exam.
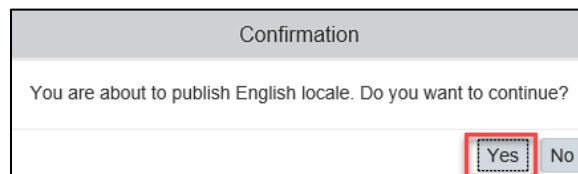
   c. Scroll to the bottom of the page and click the 'Save' button.

15. Click 'Menu' and select 'Exam Overview'.

16. Click the 'Publish' slider so that it is blue.

17. On the popup, click 'Yes'.

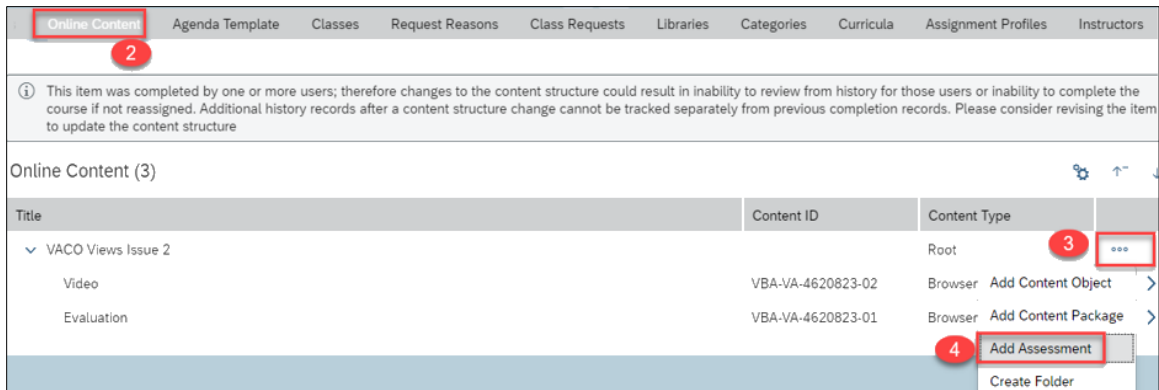18. 'Publish' should now be blue.

# ADDING THE ASSESSMENT TO THE ITEM

1. Open the item.

2. Click on the 'Online Content' tab.

3. Click the three dots (…) and select 'Add Assessment'.

4. Enter the assessment ID into the 'Assessment ID' box.

5. Enter the assessment title into the 'Assessment Name' box.

6. Uncheck the 'Restrict access to other online item objects when this assessment is in progress' box.

7. Ensure the 'Enable Assessment Review' box is checked.

8. Click the 'OK' button.
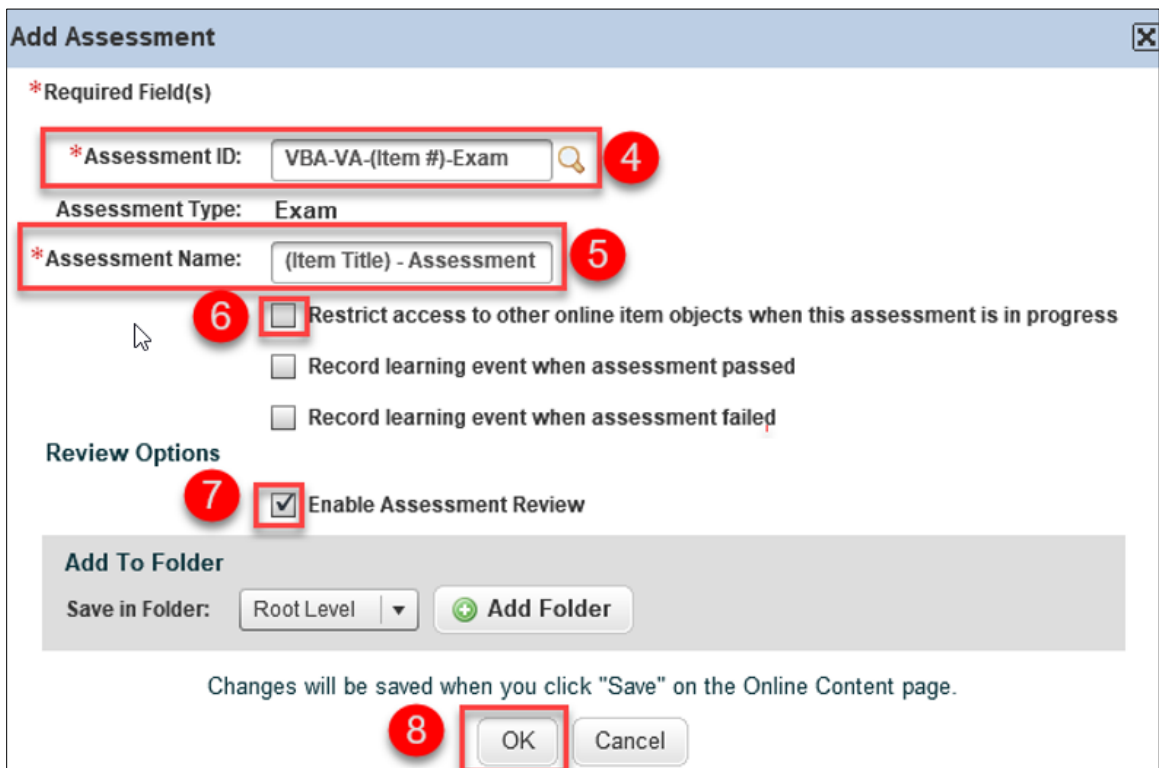
9. If you need to move the assessment, you can click on the three dots to the right of it and select 'Move'.

a. Select where you want the assessment inserted (before, after, or inside).

10. If you haven't already, edit the item's settings:

a. Click on the 'Settings' dropdown and select 'Modify Settings'.

Under the 'Completion' tab

b. Check the 'Add to History on Completion of All Content' box to 'ON'

c. Change the 'Completion Status' to 'VA – COMPLETE (VA-Complete) – For Credit'.

d. Check the 'Users can Review Completed Content from History' box to 'ON'

e. AICC Max-Normal box is '99'

f. 'Complete Content on Launch' should have checkmark next to all content except the Evaluation (& the assessment which doesn't provide a box to check).

g. Click the 'OK' button.

Under the 'Course Progression' tab

h. Click on the 'Complete Content" in Sequence tab, add a checkmark and click the 'OK' button.

Under the 'Launch' tab

     i. Check the 'Content is available for launch' (available for users) box to 'ON'.

     j. Leave the 'Automatically launch content when starting or resuming course' box 'OFF'

     k. Click the 'OK' button.

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