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## **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.

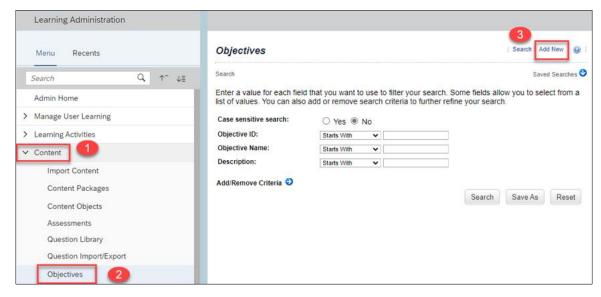
If you do not wish to use objectives, you may skip this section and proceed to <u>creating the questions</u> (alternatively, if not using objectives, TMS 2.0 now also allows you create the assessment first and then build the questions from within the assessment).







- 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.

Objectives		0
> Search > Add New		
Add New Objecti	ve	
* = Required Fields		Add Reset
Objective ID:	Auto Generated	
* Objective Name:	Effective Dates	
Description:	Identify references and application of 38 CFR 3.400.	
* Domain: Q Active: Online:	Enter your domain	Add Reset









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.

Objectives	,		Search   Add New   😡
> Search > Edit S	ummary		
Objective	ID: 778959		
Objective Na	me: Objective Name		
Edit the Ob	jective		
* = Required Field	5		
		Apply Changes	Reset Copy Objective Delete
Description:	Objective Descript	tion	

## **CREATING THE QUESTIONS**

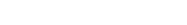
- 1. Click the 'Content' button.
- 2. Click the 'Question Library' tab.
- 3. Click 'Add New'.

Learning Administration			3
Menu Recents	Question Library		Search Add New
Search Q ↑ J	Search		Saved Search
Admin Home		ld that you want to use to filter your so o add or remove search criteria to fur	earch. Some fields allow you to select fro ther refine your search.
> Manage User Learning	Case sensitive search:	○ Yes   No	
> Learning Activities	Question ID:	Starts With 🗸	
✓ Content	Description:	Starts With 🗸	
	Exam ID:	Starts With 🗸	<b>T</b>
Import Content	Objective ID:	Starts With 🗸	<b>T</b>
Content Packages	Objective Name:	Starts With 🗸	
Content Objects	Status:	Active      Not Active      Bo	oth
Assessments	Created By: (User ID)	Starts With	
Question Library	Last Modified By:	Starts With 🗸	











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

	Create Question				
Question settings can be updated by clicking on the icon 🖏 in the editor.					
*Question ID:	(Item #)-Q01				
*Question Type:	Single Answer V				
*Points:	1.00				
*Locale:	English				
Description:					
*Domain:	313 Q				
Objective:	1272066 Q				
Active:	$\checkmark$				
	Cancel Create				

- 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 <u>Question Types</u> section):
  - Single Answer = multiple choice with 1 correct answer
  - Multiple Answers = multiple choice with multiple correct answers
  - o True or False
  - $\circ$  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:

"Building Strategic Partnerships through Service"









a. Click on the 'Objective' magnifying glass to search for the objective ID that you created for this question.

Ø Objectives > Search - Internet Explorer	-	- ×
https://va-hcm03s.ns2cloud.com/learning/search	nitSearch.do?searchType=0&stackID=picker&nukeStack=1&selectorN	larive&
Objectives	1.6	
Search		
Search Results		
Search Objectives		
Enter a value for each field that you want to use to filt also add or remove search criteria to further refine you Case sensitive search: Yes • N	your search. Some fields allow you to select from a list of values. You ca search.	n
⊖ Tes © N	Lange of the second sec	
	▼ 1269066 ×	
Objective Name: Starts With	×	
Description: Starts With	~	
Online Status: Online O	Not Online   Both	
Add/Remove Criteria 오	Search	~
		~
https://va-hcm03s.ns2cloud.com/learning/search/dos	arch.do?OWASP_CSRFTOKEN=RYLD-PH1M-FQ4F-V6EC-2WVC-7NEX-	431 👻 📑
Objective:		
Active:	V	
		Cancel Create

b) Click 'Select' for the correct objective.

Objectives				0
> Search Results				
Search	Results			
View Objectives	Results			
Objective ID	Objective Name	Description	Active	
1269066	Identify a valid communication of ITF	1. Identify valid ITFs 2. Understand the importance of ITFs	Yes	Select

a) The objective ID and description will now appear at in the 'Objective' field:

*Domain:	VBA
Objective:	Identify a valid communication of ITF (1269066)









#### 5. Click the 'Create' button.

*Domain:	VBA	Q	
Objective:	Identify a valid communication of ITF (1269066)	Q	
Active:	✓		
	[	Cancel	Create

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.

<	Questions - Edited			English	· ~	?
Questions (1)	Intent to File - 01 Details					
Intent to File - 01 Points: 1.00 Variants: 0	Intent to File - 01		Þ	0	Ŵ	^
	Variant 1 - Single Answer 🗸	+	Ð	Þ	Ŵ	
	Version 1 🕤	,	Availabl	e ()		
	Question:					
	Write your question here					
	Answers: Ra	ndomize	Answer	s 🧲	0	
	Enter answer here				Ŵ	
	C Enter answer here				Ŵ	
	C Enter answer here				Ŵ	
	C Enter answer here				Ŵ	
	+ Add Answer					
	Correct Answer Feedback:					~
+ Add Question				Cance	el	Save

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.

		Untitled - Notepad	_		Х
AQ 1-1-1	What is the date that determines if communication indicating a desire for	File Edit Format View Help			
Q1	benefits is considered an informal claim or Intent to File (ITF)?	What is the date that determines if communication indicat	ing a	desir	ne 🗠
Not randomized	a. January 1, 2014	for benefits is considered an informal claim or Intent to	File	(ITF)	)?
The fundering co	b. March 24, 2015 (correct)	a. January 1, 2014			
	c. March 24,2016	b. March 24, 2015 (correct) c. March 24,2016			
	d. August 15, 2016	d. August 15, 2016			
AQ 1-1-2	An ITF does not apply to which type of claim?	, , ,			





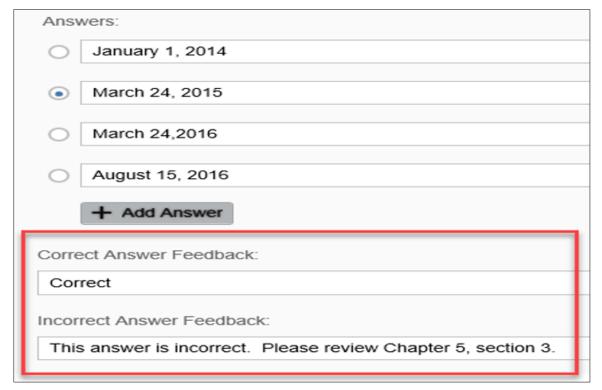




- 7. Copy and paste the question and answers from Notepad into the corresponding text boxes in TMS.
- 8. Move the selected dot to the correct answer.
- 9. If the answers should not be randomized, move the 'Randomize Answers' slider to 'Off' (white).

<ul> <li>Randomize on:</li> </ul>		
	Randomize Answers	$\bigcirc$
<ul> <li>Randomize off:</li> </ul>		
	Randomize Answers	$\bigcirc$

- 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.

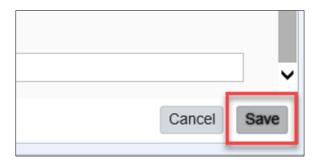




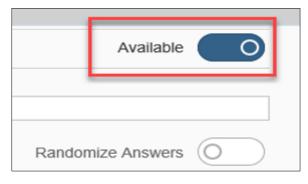




11. Click the 'Save' button.



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.

Questions (1)	Intent to File - 01 Details		
Intent to File - 01 Points: 1.00 Variants: 1	Intent to File - 01	9	0 8
	Variant 1 - Single Answer 🗸 🗸	+ 3	•
	Version 1 😔	Available	$\bigcirc$
	Question:		
	What is the date that determines if communication indicating a desire for benefits is considered an informal claim or intent to File	(ITF)?	
	Answers:	Randomize Answers	0
	O January 1, 2014		Û
	March 24, 2015		ŧ
	O March 24.2016		1
	O August 15, 2016		Û
	+ Add Answer		
	Correct Answer Feedback:		
+ Add Question			Cancel

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.

<	Questions - Changes Saved		English	<ul> <li></li> </ul>
Questions (4)	Intent to File - 01 Details			
Intent to File - 01 Points: 1.00 Variants: 2	This guestion has a variant. Click this dropdown to view the Intent to File - 01 other variant.	5	0	Ø
Intent to File - 02	Variant 1 - Single Answer 🗸	+ 🖲	×	Ŵ
Points: 1.00 Variants: 1	Version 1 😊 +	Availab	le 🤇	0
Intent to File - 03 Points: 1.00 Variants: 1	Question: What is the date that determines if communication indicating a desire for benefits is considered an informal claim or Intent to File (ITF)? Answers:	Randomize Answe	rs (O	
Intent to File - 04 Indicates Points: 1.00 Variants: 1	January 1, 2014			1
List of guestions. Click each to open.	March 24, 2015     March 24, 2016     August 15, 2016			0 0 0
+ Add Question	+ Add Answer Correct Answer Feedback:		Cance	el S

This screenshot shows the name of each of the button icons in the upper right of the question builder:

Copy Question Settings Delete Question Add Variant	5 Ø
Copy Variant Preview Variant Delete Variant	+ 🕞 🕨 🗑

This is the window that appears when you click on the 'Settings' button:

it to File - 01				Ð	0	Ŵ
	Question Settings	_		+ 5	►	Ŵ
Question ID:	Intent to File - 01	-		Available		0
*Points: Description:	1.00		r Intent to File (ITF)?	Randomize Answers	6	
*Domain: Objective:	Veterans Benefits Administration (VBA) Identify a valid communication of ITF (1269066)	<u>ि</u> व		Kandomize Answers		<b></b>
Active:		~				Ī
	C	Cancel Save				面









### **Question Types**

### Single Answer

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

Va	riant 1 - Single Answer 🗸	+	Þ	►	Ŵ
Vers	ion 1 🕙		Available		0
Ques	tion:				
Wha	at is the date that determines if communication indicating a desire for benefits is considered an informa-	al claim or Intent to File	(ITF)?		
Ansv	vers:	Randomize	e Answers	. 0	)
$\bigcirc$	January 1, 2014				Ŵ
۲	March 24, 2015				Ŵ
$\bigcirc$	March 24,2016				Ŵ
0	August 15, 2016				Ŵ
	+ Add 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.

Variant 2 - Multiple Answers 🗸	+	5	►	Ŵ
Version 1 🕒	Av	ailable		0
Question:				
Which of the following is/are required element(s) of an ITF? (Select all that apply.)				
Answers:	Randomize A	nswers		0
The claimant can be identified				Ŵ
The claimant has identified the benefit sought				Ŵ
A VA Form 21-0966 signed by the claimant or authorized representative				Ŵ
A completed VA Form 21-4138				Ŵ
+ Add Answer				









### 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.

Version 1 🕒	Available	0	$\supset$
Question:			
True or False: Telephone development should occur if a VA Form 21-0966 is missing a required element.			
Answers:			
True			
○ False			
Correct Answer Feedback:			
Correct			
Incorrect Answer Feedback:			
Incorrect			
	Ca	ancel	Save

### 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.

Version 1 🕒	Available
Question:	
Put the following months in the correct order:	
Answers:	
January	<b></b>
February	<u>w</u>
March	Ŵ
April	Ŵ
Мау	<u></u>
+ Add Answer	
	Cancel









### 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.

Variant 1 - Fill-in-the-blank 🗸	+	Ę	•	►	Ŵ
Version 1 🕒	A	vaila	able	0	
Question					
Write your question here. Indicate the position of the blank with two underscore characters, as in					
Answers:					
Enter answer here	(Prin	nary	Ansv	ver)	
+ Add Alternate Answer					
Correct Answer Feedback:					
Correct					
Incorrect Answer Feedback:					
Incorrect					
			Ca	ncel	Sav
	1000			100 10	
Variant 1 - Fill-in-the-blank 🗸	+	[	.∋	►	U
Version 1 🕒	/	Ava	ilable	e 🤇	C
Question					
development should occur if a VA Form 21-0966 is missing a required element.					
Answers:					
Telephone	(Prir	mar	y An	iswei	()
Phone	(Alter	nat	e An	iswei	)





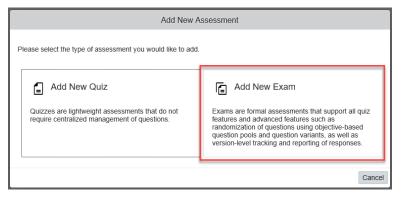


## **CREATING THE ASSESSMENT / EXAM OBJECT**

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

Learning Administration		
Menu Recents	Assessments	Search Add New
Search Q ↑ <sup>−</sup> ↓≣	Search	Saved Searc
Admin Home		that you want to use to filter your search. Some fields allow you to select fro add or remove search criteria to further refine your search.
> Manage User Learning	Case sensitive search:	○ Yes ◉ No
> Learning Activities	Assessment Type:	◯ Quiz ◯ Exam ◉ Both
✓ Content 1	Assessment ID:	Starts With 🗸
Import Content	Assessment Title:	Starts With 🗸
import content	Description:	Starts With
Content Packages	Status:	○ Active ○ Not Active ● Both
Content Objects	Objective ID:	Starts With V
Assessments 2	Items:	Exact V Type: V

4. Select 'Add new Exam'.













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

Add New Exam	
*Exam ID	
(Domain ID)-VA-(Item #)-Exam	
*Exam Name	
(Item Title) - Assessment	
Description	
This is the assessment for the (Item Title) course.	
*Primary Locale	
English	$\sim$
*Domain	
(Domain ID)	
Active YES O	
Cancel	Create

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

			Overview			Menu
						Exam Overview
	Assessment				I	Questions
EXAMIND. VDA	A-VA-(Item #)-Exam					Settings
						Bookmark
						Сору
Primary	Locale	Pending Questions	Total Questions	Published		Delete
۲	English (Primary)	0	0	0	Þ	Search
						Help









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.

Add New Question		
∎Ξ Single Answer	E Multiple Answers	True or False
C↓ Ordering	🕞 Fill-in-the-blank	
Add Existing		
? Question	Objective	

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





15



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

Select Obje	Select Objectives to add						
			(	Ad	d		
			Select All	)esele	ct All		
Objective ID	Objective Name	Description	P	\dd			
1269066	Identify a valid communication of ITF	1. Identify valid ITFs 2. Understand the importance of ITFs		✓			
1270066	Locate ITFs in VBMS, determine their status, and complete development for an inadequate ITF	Know how to locate ITFs in VBMS and complete development if needed	L				
			Select All / D	)esele	ct All		
				Ad	d		

Your questions have now been added to your assessment:

			Questions		En	nglish	× 1
Questions	s (4), Objectives (0)		Intent to File - 01 Details				
Search	ile - 02	Q	Intent to File - 01		5	0	×
Points: 1.00	Variants: 1	÷	Variant 1 - Single Answer	+	5	Þ	Ū
Intent to F Points: 1.00	<b>file - 01</b> Variants: 2	¢	Version 1 🔄 Question:	A	vailabl	e	0
Intent to F Points: 1.00	<b>file - 03</b> Variants: 1	÷	What is the date that determines if communication indicating a desire for benefits is considered an informal claim or Intent to File (IT Answers: Random		Answer	rs (O	
Intent to F Points: 1.00	<b>file - 04</b> Variants: 1	¢	<ul> <li>January 1, 2014</li> <li>March 24, 2015</li> </ul>				0 0









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'.

Questions (0), Objectives (2)		Details	
Search  Identify a valid comm  Points: 3.00 Questions: 3/1	Q	Identify a valid communication of ITF Available Objective Questions: 1 Objective Questions to Include in Exam: 3	© ×
Locate ITFs in VBMS Points: 3.00 Questions: 3/3	¢	Intent to File - 01 Variants: 2 Points: 1.00 Include: Randomly	Edit
		Item # - Q01       Variants: 1     Points: 1.00       Include:     Randomly	>
		Item # - Q02 Variants: 0 Points: 1.00 Include: Randomly	>

b. For each question, change 'Include:' to 'Always'.

Item # - Q	01		
Variants: 1	Points: 1.00	Include:	Randomly
Item # - Q	02	-	Always
			Randomly
Variants: 0	Points: 1.00	Include:	Never

c. Once all questions have been set as desired, click 'Save'.

	Cancel	Save
Intent to File - 01		
Variants: 2 Points: 1.00 Include: Always ~		
ltem # - Q01		
Variants: 1 Points: 1.00 Include: Always ~		
ltem # - Q02		
Variants: 0 Points: 1.00 Include: Always V		







- 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
  - I. Passing Percentage
  - m. Lock Exam = check the box for 'Exam Passed'
  - n. Do not check any of the other boxes.

General	Proctor Settings		
Exam ID: VBA-VA-4620605-Exam	Proctor code is required to begin the exam		
Active YES O	Post Exam Behavior		
Security Domain*	Post Exam Benavior		
Veterans Benefits Administration (VB	Results Summary		
Exam Behavior	Results Details		
Exam Type	Allow Exam Review YES O		
Sequential $\checkmark$	Passing Percentage* 80 %		
Feedback Display		On Passing	On Failure
Show feedback and correct $$	Lock exam	$\checkmark$	
Exam Attempts Limit*	Lock and Exit Item		
0 (0 = unlimited)	Clear All Objective Flags		
Display Points to User	Set Flags for Passed Objectives		
Randomize Questions VES O	Clear Flags for Failed Objectives		
Resumable YES O			









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

Exam Failed		
	Save	

- 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'.

	Settings
Global Settings	
General	Post Exam Behavior
Exam ID: VBA-VA-(Item #)-Exam	Results Summary

- 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.

General
*Exam Name
(Item Title) - Assessment
Description
This is the assessment for the (Item Title) course.
Messages
Welcome
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.
Success
Failure
Save

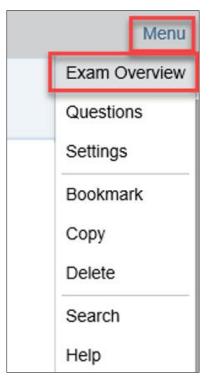








15. Click 'Menu' and select 'Exam Overview'.



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

Primary	Locale	Pending Questions	Total Questions	Published
۲	English (Primary)	0	3	O D

17. On the popup, click 'Yes'.



18. 'Publish' should now be blue.









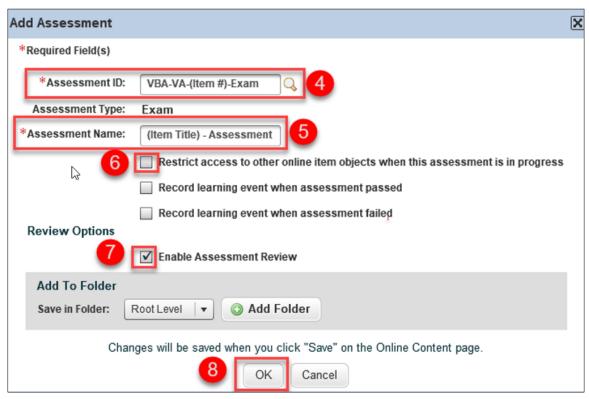


### ADDING THE ASSESSMENT TO THE ITEM

- 1. Open the item.
- 2. Click on the 'Online Content' tab.
- 3. Click the three dots (...) and select 'Add Assessment'.

Online Content Agenda Templa	te Classes	Request Reasons	Class Requests	Libraries	Categories	Curricula	Assignmer	nt Profiles In	structors
(i) This item was completed by one or r course if not reassigned. Additional h to update the content structure									
Online Content (3)								¢	↑-
Title					Content ID		Content T	ype	
✓ VACO Views Issue 2							Root	3	000
Video					VBA-VA-462	20823-02	Browser	Add Content Obj	ect
Evaluation					VBA-VA-462	20823-01	Browser	Add Content Pag	kage
							4	Add Assessment	
							_	Create Folder	

- 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'.

3	Online Content	Agenda Template	Classes	Request Reasons	Class Requests	Libraries	Categories	Curricula	Assignment P	rofiles	Instruct	tors
i		npleted by one or more signed. Additional histo tent structure										
Onli	ne Content (5)									°	^-	√≣
Title							Content ID		Content Type			
~	Section 1010 Ove	rview - Phase 2							Root			
	Video						VBA-VA-4620	605-02	Browser		000	>
	Script						VBA-VA-4620	605-03	Browser		000	>
	Assessment						VBA-VA-4620	605-Exam	Exam	9	000	>
	Evaluation						VBA-VA-4620	605-01	Browser		Edit	t
										10	Mo	ve
											Rer	nove

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

	Move to							
S	elected: Assessment							
$\sim$	Section 1010 Overvie	w - Phase	2					
	Video							
	Script							
	Evaluation							
	Inser	t Before	Insert After	Insert Inside	Cancel			

- 10. If you haven't already, edit the item's settings:
  - a. Click on the 'Settings' dropdown and select 'Modify Settings'.

1		Agenda Template	Classes	Request Reasons	Class Requests	Libraries	Categories	Curricula	Assignment Profiles	s Instructors
í		igned. Additional histor							those users or inability records. Please conside	
Onl	ine Content (5)									<b>°⊅</b> ^− J≣
Title	e						Content ID		Content Type	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.

	Online Co	ntent Settings						
Launch Course Progression Completion								
Add to History on Completion of All Content: Completion Status:* VA - COMPLETE (VA-Complete) - For Credit Users can Review Completed Content from History: AICC Max-Normal: 99								
Title	Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure			
✓ Section 1010 Overview - Phase 2	Root							
Video	Browser							
Script	Browser	$\checkmark$						
Assessment	Exam							
Evaluation	Browser							
					_			
					OK Cancel			

### Under the 'Course Progression' tab

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

	Online Content S	ettings		
Launch Course Progression Completion				
Title	Content Type	Complete Content in Sequence	Allow Assessment Review	Exam Duration
✓ Section 1010 Overview - Phase 2	Root	☑ (H)		
Video	Browser	-		
Script	Browser			
Assessment	Exam			
Evaluation	Browser			
				OK Can









#### 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.

	Online Content Setting	5		
Launch Course Progression Completion				
Automatically launch content when s	aunch (available for users): ON O tarting or resuming course: O OFF 's Progress after Inactivity:	J		
Title	Content Type	Downloadable	Lock Other Content When in Progress	Parameters
✓ Section 1010 Overview - Phase 2	Root			
Video	Browser			
Script	Browser			
Assessment	Exam			
Evaluation	Browser			
				OK Cancel





