

# Assessment Management

**Purpose:** Learn how to build, edit, and manage assessments

- **What is an Assessment?**

A scored test that learners take after completing a course in TRAIN

- **Assessment Reporting**

View our [Assessment Reporting](#) user guide for additional information

## Administrative Roles with Access:

- **Assessment Manager**
- **Course Provider**

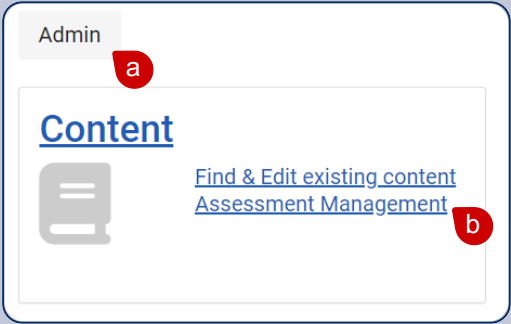
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1

Navigate to Assessment Management

Go to the (a) **Admin** menu. Click the (b) **Assessment Management** link under the **Content** tile.



Create an Assessment

2



On the Assessment Management page, click the **Add Assessment** button. Then, fill in the required assessment settings.

Assessment settings (Fields marked below are required)

Name

Title

How would you like to grade responses?

☒ Percentage

☐ Points (with calculated %)

☐ Manual grading (admins must manually grade the assessment result as Passed or Failed)

Passing score

Passing score

%

Question Delivery Type

☒ Defined sequence

☐ Random order

☐ M random questions out of N selected

- (a) **Name:** Type the title of your assessment here.
- (b) **Grading options:** Select how you would like to grade responses and type the required percentage or number of points for learners to receive a passing score.
- (c) **Question delivery:** Select how you would like questions to appear to learners.
- **Defined sequence** - questions will appear in the exact order listed
  - **Random** - questions will appear in an undefined order
  - **M random questions out of N selected** - a random number (M) of questions will appear out of a set of all available questions (N)

**TIP:** Required fields are marked with a red bar.

2

Create an Assessment (continued)

Fill in the remaining assessment settings.

(d) **Time limit:** Type the number of minutes learners can use to take the assessment here.

Time limit in minutes <sup>d</sup>

Time limit

Attempts allowed <sup>e</sup>

1

Days to complete all attempts <sup>f</sup>

Days to complete

(days remaining after completion of the first attempt)

Date range <sup>g</sup>

from

Start Date

to

End Date

08 : 00 AM

09 : 00 AM

(e) **Attempts allowed:** Type the number of times learners can take the assessment here. If you allow more than one (1) attempt and the learner fails the first attempt, they will remain in the **Post-Assessment Pending** status until they pass the assessment or exhaust all allotted attempts. If the learner does not achieve a passing score after exhausting all attempts, the registration will reflect a **Failed** status.

To allow **unlimited** attempts, delete the value from the text field.

(f) **Days to complete:** To give learners a restricted time period to complete the assessment, input the number of days you want them to have access to their remaining attempts after they complete their first attempt here.

(g) **Date range:** Provide a start date/time and an end date/time if you want to limit the time period learners can access the assessment. If the assessment end date passes and the course is still active, learners can still complete the course without taking the assessment.

AVAILABILITY:

Add or remove groups.  
Administrators from each group can edit and assign the assessment to their courses.

Select Group

Search by any part of group name or by group ID <sup>b</sup>

West Virginia

West Virginia/Administration

+

West Virginia/Agriculture

+

West Virginia/Attorney General

+

West Virginia/Auditor's Office

+

West Virginia/Board of Examiners for Licensed Practical Nurses

+

West Virginia/Board of Examiners for Registered Professional Nurses

+

West Virginia/Board of Licensed Dietitians

+

West Virginia/Board of Massage Therapy Licensure

+

West Virginia/Board of Pharmacy

Cancel

Apply

<sup>d</sup>

Availability <sup>a</sup>

Add

Administrators from these groups will be able to edit this Assessment and assign it to their courses

West Virginia

<sup>e</sup>X

- (a) Click the blue **Add** button to view available groups for the assessment.
- (b) Type keywords into the search bar to find a group.
- (c) Click the green **plus (+)** button to select a group.
- (d) Click the green **Apply** button to ensure the selected group has access to the assessment.
- (e) Click the **X** button to remove a group's access to the assessment.

OPTIONS:

Options

Retry behavior

a

☒ If user quits the assessment without finishing, allow user to resume where they left off

☐ If user quits the Assessment without finishing, start assessment from the beginning

Reviewing results

b

☒ Allow users to review completed assessment results

Correct questions

☐ Hide information about correct questions

☒ Show whether the question is answered correctly or not on any attempt

☐ Show whether the question is answered correctly or not on the final attempt

Correct answers

☒ Hide correct answers

☐ Show correct answers on any attempt

☐ Show correct answers only on the final attempt

Correct question feedback

☐ Hide Correct Question Feedback

☒ Show Correct Question Feedback on any attempt

☐ Show Correct Question Feedback on only the final attempt

Incorrect question feedback

☐ Hide Incorrect Question Feedback

☒ Show Incorrect Question Feedback on any attempt

☐ Show Incorrect Question Feedback on only the final attempt

Make selections about learner retry behavior options and assessment result review options.

- (a) **Retry behavior** - This refers to where TRAIN will direct the learner when they quit an assessment before completion. Choose whether they can resume from their last answered question or restart the assessment from the beginning.
- (b) **Reviewing results** - Choose whether you want assessment results to be visible for learners. If yes, select learner feedback visibility settings.

>>

Once you have filled in the required information, remember to click the green **Save** button in the upper right corner of the Assessment Settings page.

Save

←

Add Questions to an Assessment

On the Assessment details page, scroll down to the Questions section and click the **Add Question** button.

Add question

(Fields marked below are required)

Sample Assessment

Inactive

Percentage | Passing score: 70 %

a

☒ Choose a question type

☒ Multiple Choice

☐ True/False

☐ Yes/No

☐ Check All That Apply

☐ Fill in the Blank

☐ Rating (Likert scale)

☐ Essay / Short Answer

☐ Matching

b

☐ Find and clone a question

c

Next

Questions (0)

→ 

Add Question

Passing score: 70 %

Max available score: 100%

There are no questions defined for this assessment.

(a) Select a question type for your assessment.

(b) To copy a question from an existing assessment, click the **Find and Clone a question** button.

(c) Click the **Next** button.

4

TRAIN

From the Public Health Foundation

Add Questions to an Assessment (continued)

3






Cancel

PreviewSave

Edit Multiple Choice question

(Fields marked below are required)

Question text

B I H      Preview

Who should be involved in the advancement of health equity in rural communities?

Attach an image ?

Question weight

1

Answers

☐ Show answer options in a random order

+ Add an answer

Answers

☐ Show answer options in a random order






Local health officials

Regional government officials

School board members

General public

Edit question answer

B I H      Preview

All of the above






Attach an image ?

☒ Correct

☐ Other

Feedback





Correct

B I H      Preview

Yes, everyone can play a role in the advancement of public health equity.

Attach a file

Incorrect

B I H      Preview

All of the listed options can play a role in the advancement of public health equity.

Attach a file

Fill in the required assessment question details.

(d) Enter your question text here.

(e) The default question weight is equal for all questions. If you want a question(s) to be worth more than others, input a higher number in the **Question Weight** text field. Below are two examples:

- If there are four questions with a default weight of 1, they will all be worth 25 percent.
- If there are three questions with a default weight of 1, and one question with a default weight of 2, the three questions will be worth 20 percent and the one question will be worth 40 percent.

(f) Click the **Add an answer** button.

(g) Type your question answers here.

(h) Mark the appropriate answer as **Correct**.

(i) Select the green check button to save your answer.

Answers

☐ Show answer options in a random order

Local health officials

Regional government officials

School board members

General public

✓ All of the above

Edit

Delete

+ Add an answer

(j) Use the six-dot button to drag and reorder the answers.

(k) Click the three-dot menu to Edit or Delete an answer.

(l) Provide answer feedback here.

(m) Click the **Preview** button to view how your question will look to learners, then click the green **Save** button.

5

TRAIN

From the Public Health Foundation

4

Additional Question Setting Options

On the Assessment review page, you can edit the order or conditions of questions.

Questions (3) Move questions Edit conditions Add Question

Passing score: 70 %  
Max available score: 100%

#	Question	Type	Weight
1	Who should be involved in the advancement of health equity in rural communities? <div><div>Local health officials</div><div>Regional government officials</div><div>School board members</div><div>General public</div><div>✓ All of the above</div></div>	Multiple Choice	1

>> To rearrange the order of questions, click the **Move questions** toggle. Use the arrows to adjust the question sequence.

Move questions

Passing score: 70 %  
Max available score: 100%

Move	#	Question
	1	Who should be involved in the advancement of health equity in rural communities? <div><div>Local health officials</div><div>Regional government officials</div><div>School board members</div><div>General public</div><div>✓ All of the above</div></div>

>> To set conditions on certain answers, click the **Edit conditions** toggle.

Edit conditions

This feature allows you to route learners to specific questions based on their answers.

Click the (a) [Set Condition](#) link.

Select the (b) question where the learner will skip.

Then, click the blue (c) **Save Condition** button.

#	Question	Type	Weight
1	Who should be involved in the advancement of health equity in rural communities? <div><div>Local health officials <a href="#">Set Condition</a> (a)</div><div>Regional government officials <a href="#">Set Condition</a></div><div>School board members <a href="#">Set Condition</a></div><div>General public <a href="#">Set Condition</a></div><div>✓ All of the above <a href="#">Set Condition</a></div></div>	Multiple Choice	1

Edit Condition

Question #1

Who should be involved in the advancement of health equity in rural communities?

If answer is

Local health officials

Then skip to

question 3 (b)

None

question 3

the end

Cancel

Save Condition (c)

Advanced Assessment Settings

5

Advanced options

Provide custom introductory text

Provide custom final text

To create custom messages that will appear to learners at the beginning or end of an assessment, scroll to the **Advanced options** section of the Assessment review page.

>> To create a message learners will view at the start of an assessment, click the **(a) Provide custom introductory text** button.

>> To create a message learners will view at the end of an assessment, click the **(b) Provide custom final text** button.

>> Type the message in the **(c)** text box and click the blue **(d) Apply** button.

Introductory Text

B I H [list icon] [list icon] [quote icon] [link icon] [image icon] [document icon] Preview

Attach a file

Cancel Apply

6 Activate the Assessment

Click the **Active** option from the dropdown menu at the top of the Assessment details page.

! Learners cannot take an assessment until it is activated.

Active

Sample Assessment

3 questions 0 courses Advanced options

Grading type

Passing score

Question delivery type

Time limit in minutes

Attempts allowed

Days to complete all attempts

Active Inactive

70%

Defined sequence

Unlimited

1

Unlimited (days remaining after completion of the first attempt)

Find and Edit Existing Assessments

7

Assessment Management Add Assessment

Sample

1 record(s) found. Hide inactive

Name	Questions	Courses	Availability
Sample Assessment from May 1, 2024 to May 31, 2024	3	0	National/West Virginia, National/West Virginia/Administration

Type keywords into the **(a)** search bar on the Assessment Management page. Then, click the **(b)** magnifying glass icon to view assessment search results.

Assessment Management Add Assessment

Questions Courses Availability

3 0 National/West Virginia, National/West Virginia/Administration

Edit Preview questions Printable version Clone Deactivate Delete

Click the **(c)** three-dot menu to view a dropdown list of action items. From here, you can **Edit** the assessment, **Preview** assessment questions, view a **Printable** version of the assessment, **Clone** the assessment, **Deactivate** or **Activate** the assessment, or **Delete** the assessment.



8

Add an Assessment to a Course

There are three avenues to add an assessment to a course: **(1)** the Assessment Details page, **(2)** the Course Search page, and **(3)** the Course Edit page.

1. Adding an Assessment to a Course through the Assessment Details page

**(a)** Scroll down to the Courses section and click the **Assign to Course** button.

**(b)** Click the **Select Course** button.

Add Courses

"rural health message"

Q

Title	Organization
<input checked="" type="checkbox"/> Preparing a Strong Rural Health Message	Rural Health Rese...

Cancel

Add 1 courses

**(c)** Type keywords into the search bar.

**(d)** Select a course to attach the assessment.

**(e)** Click the green **Add course** button.

**(f)** To delete a selected course, click the red **X** button.

**(g)** Click the **Next** button.

Sample

Inactive

Type	Post-Assessment	Change
Availability	National	Change
Course	Assigned to 0 courses.	
	<div><div>X</div> Preparing a Strong Rural Health Message</div>	

Back

Next

Sample

Inactive

Course	Preparing a Strong Rural Health Message	Change
Type	<div><div><input type="radio"/> Pre-Assessment</div><div><input checked="" type="radio"/> Test-out (Complete the course immediately if pre-assessment is passed)</div><div><input checked="" type="radio"/> Post-Assessment</div><div><input type="radio"/> Open book (Allows launching online course until post-assessment is completed)</div></div>	

Back

Next

**(h)** Select whether the assessment is a pre-assessment or post-assessment.

**(i)** Click the **Next** button.

 **TIP:** This method only works if the course has been approved.



Add an Assessment to a Course (continued)

8

Cancel

Save

Assign to course

Sample

Inactive

Course

Preparing a Strong Rural Health Message

Change

Type

Post-Assessment

Change

Availability

Learners from these groups will be prompted to complete this Assessment

Add

National

X

Back

Next

- (j) Review the group availability. To add another group, click the **Add** button.
- (k) Verify the Course and Type selections are correct.
- (l) Click the green **Save** button.

2. Adding an Assessment to a Course through the Course Search page

ADMIN

SEARCH

USER SITE

HELP

Object Type

Any Object Type

Course

Format

Filter items

advocacy

1 record(s) found.

Course

Advocacy

Assessment

Web-based Training - Self-study

- (a) Search for a course.
- (b) Click the three-dot menu.
- (c) Select the **Assessment** option from the dropdown menu.

- (d) Click the **Assign Assessment** button.

Course Assessment

Advocacy

Web-based Training - Self-study

Search by name, ID, group, creator ID, and creator name

Assign Assessment

1 record(s) found. [Show inactive](#)

Name	Questions	Courses	Credit	Type	Availability
Advocacy	5	1	Contact Hours	Post-Assessment	National/West Virginia

Assign Assessment

Advocacy

Web-based Training - Self-study

Assessment

Sample

1 record(s) found.

Sample Assessment

- (e) Type key words into the search bar.
- (f) Select an assessment to attach the course.
- (g) To delete a selected assessment, click the red **X** button.

Advocacy

Web-based Training - Self-study

Assessment

Sample Assessment

Back

Next

- (h) Click the **Next** button.

8

Add an Assessment to a Course (continued)

- (i) Select which credit type (if any) learners can earn from passing the course assessment.
- (j) Click the **Next** button.

Assign Assessment

Advocacy

Web-based Training - Self-study

Assessment

Sample Assessment

Change

Credits

Select all Unselect all

☐ Contact Hours

☒ None

Back

j

Next

Advocacy

Web-based Training - Self-study

Assessment

Sample Assessment

Change

Credits

None

Change

Type

☐ Pre-Assessment

☐ Test-out (Complete the course immediately if pre-assessment is passed)

☒ Post-Assessment

☐ Open book (Allows launching online course until post-assessment is completed)

Back

Next

- (k) Select whether the assessment is a pre-assessment or post-assessment.

- (l) Review the group availability. To add another group, click the **Add** button.
- (m) Verify the Assessment, Credit, and Type selections are correct.
- (n) Click the green **Save** button.

Cancel

Assign Assessment

Advocacy

Web-based Training - Self-study

Assessment

Sample Assessment

Change

Credits

None

Change

Type

Post-Assessment

Change

Availability

Learners from these groups will be prompted to complete this Assessment

West Virginia

x

n

Save

3. Adding an Assessment to a Course through the Course Edit page

"public health foundation"

84 record(s) found.

Course x

a

b

Edit

Clone

Assessment

Evaluation

Roster

August Announcements Demo

Cross-Sector Collaboration: N

h Learning

in Health In

Collaborati

Departmen

- (a) Click the three-dot menu on the course search page.
- (b) Select the **Edit** option from the dropdown menu.
- (c) Select the **Assessments & Evaluations** section from the dashboard on the Course Edit page.

c

Assessments & Evaluations

Assessments & Evaluations

☐ Single Assessment / Evaluation

Only one Assessment and Evaluation of each type can be assigned to the course. Learners are allowed to select multiple credit types per registration.

☒ Multiple Assessment / Evaluation

Allow separate Assessments and Evaluations to be assigned to each credit type. Restricts learners to a single credit type per registration.

Assessments

Evaluations

- (d) Select whether the assessment is single or multiple.
  - **Single** - one assessment will be used for all credit types and learners
  - **Multiple** - different assessments can be used for varying credit types and learner groups
- (e) Click the **Assessments** button. Then, follow steps d-n listed in the “Adding an Assessment to a Course through the Course Search page” workflow above.