# Quick Start: Assessments - Part 1 of 1

<table>
<thead>
<tr>
<th>Task</th>
<th>Steps</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating an Assessment</td>
<td><strong>Creating the test canvas</strong>&lt;br&gt;1. Under Control Panel click Course Tools then click Tests, Surveys, and Pools&lt;br&gt;2. Click Tests then click Build Test&lt;br&gt;3. Enter a Name&lt;br&gt;4. (Optional) Enter a Description and Instructions for the test&lt;br&gt;5. Click Submit</td>
<td>A newly created Assessment must be deployed to students in order for them to complete it.</td>
</tr>
<tr>
<td></td>
<td><strong>Adding questions to the test canvas</strong>&lt;br&gt;1. Click Create Question then select a question type.&lt;br&gt;2. On the Create/Edit page, provide the necessary information to create a question.&lt;br&gt;3. Click Submit&lt;br&gt;4. Repeat steps 1 through 3 to add more questions.&lt;br&gt;5. Click OK once you have finished adding questions to the test.</td>
<td>Click <a href="#">here</a> to launch a video demonstration</td>
</tr>
<tr>
<td>Editing an Assessment</td>
<td><strong>To edit a question</strong>&lt;br&gt;1. Click the menu arrow next to the title of the desired question and click Edit.&lt;br&gt;2. Make desired changes&lt;br&gt;3. Click Submit</td>
<td>Editing a deployed assessment will re-grade all current attempts for that assessment.</td>
</tr>
<tr>
<td></td>
<td><strong>To change a question’s point value</strong>&lt;br&gt;1. Click the Points box on the right of the question.&lt;br&gt;2. Update Points value&lt;br&gt;3. Click Submit</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>To delete a question</strong>&lt;br&gt;1. Select the checkbox next to the question to be deleted.&lt;br&gt;2. Click Delete at the top or bottom of the test canvas</td>
<td>After making the desired changes, click OK to save the changes</td>
</tr>
</tbody>
</table>

Click [here](#) to launch a video demonstration
Quick Start: Assessments - Part 1 of 1

Deploying Assessment to a Content Area

1. Enter a content area in your course (e.g., Content, Course Documents, Assignments)
2. Click Assessments and then click Test
3. On the Create Test page, select the test you wish to deploy from the list
4. Click Submit
5. On the Test Options page set test availability and other options as necessary
6. Click Submit

Click here to launch a video demonstration

Editing the Test Options on a Deployed Assessment

1. Navigate to the content area where the test is deployed.
2. Select the menu arrow next to the name of the assessment.
3. Click Edit the Test Options.
4. Make the desired changes.
5. Click Submit.

Click here for a video demonstration

The Edit the Test options page is used to customize Test Information, Availability, due dates, Self-assessment Options, Feedback, and Test Presentation.