

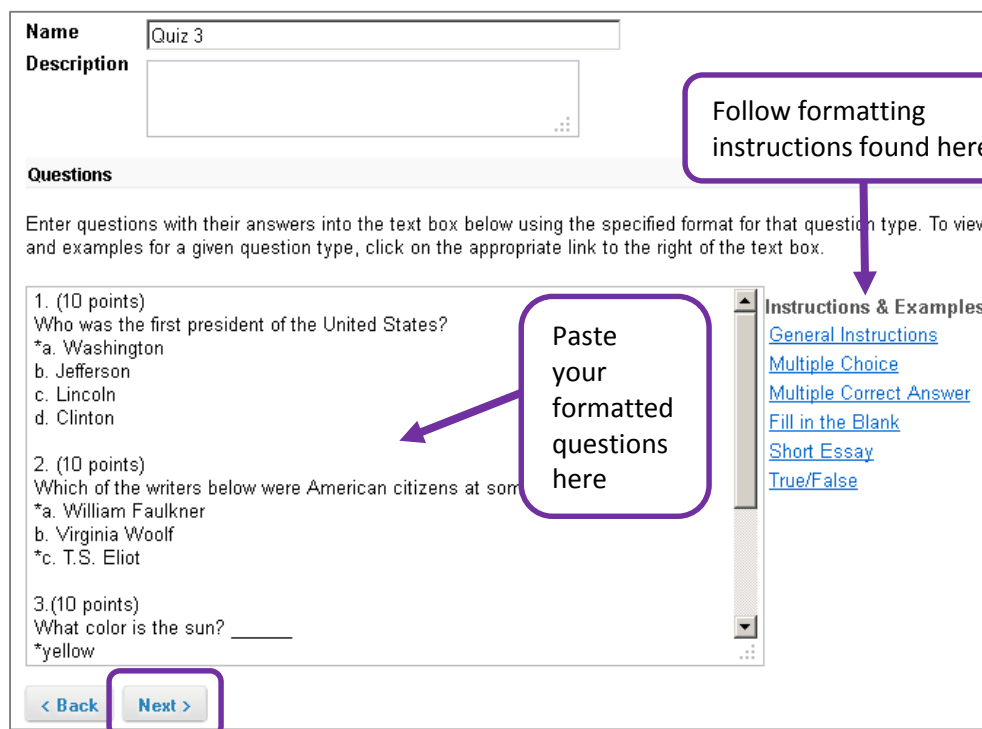
Choosing to create an assessment “using markup text” allows you to compose the assessment in a text editor (such as Notepad or WordPad) and paste it into Sakai. This method works for these question types: Multiple Choice, Multiple Correct Answer, Fill in the Blank, True/False, and Short Answer/Essay.

**You must follow a very specific format when composing questions.** Instructions and examples can be found here: <http://tinyurl.com/sakai-markup>

**TIP:** We recommend that you NOT compose questions in a full-featured word processor such as Microsoft Word, as it tends to add its own incompatible formatting. Instead, use a simpler text editing tool such as Windows Notepad or WordPad (or TextEdit on Macs).

*To create an assessment using markup text:*

1. In the main menu of your course site, click on **Tests & Quizzes**. (Then click “Reset” to make sure you are on the opening page of the tool.)
2. In the “Create from scratch” box, enter a title for your assessment and select “create using markup text”. Then click **Create**.
3. In the lower right area of the page, you’ll find instructions and examples for formatting your questions in a text editor.
4. After composing your questions in the proper format, paste them into the large **Questions** box. Then click **Next**.



5. On the next screen, review the questions and answers. If you see errors, you can click the **Back** button at the **BOTTOM** (not your browser’s back button) and make any needed changes.
6. When you are satisfied with the questions and answers, click **Create Assessment** or **Create Pool** to save them in the desired area of Tests & Quizzes.  
(Note: Questions can now be edited, if needed, within the assessment or pool.)