

How to Create an Assessment Using Markup Text

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. Here are [Markup Instructions and examples](#) [http://tinyurl.com/sakai-markup-details]

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 the “Assessments” tab 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**.

The screenshot shows the Sakai assessment creation interface. At the top, there is a form with fields for "Name" (containing "Quiz 4") and "Description". Below this is a large text box for "Questions". To the right of the "Questions" box is a section titled "Instructions & Examples" with links for "General Instructions", "Multiple Choice", "Multiple Correct Answer", "Fill in the Blank", "Short Essay", "True/False", and "Fill in Numeric". A green callout box with the text "Follow formatting instructions found here" points to this section. The "Questions" box contains three sample questions with their answers: 1. (10 points) Who was the first president of the United States? *a. Washington, b. Jefferson, c. Lincoln; 2. (10 points) Which of the writers below were American citizens at some point in their lives? *a. Bill Faulkner, b. Ginny Woolf, *c. Tom Eliot; 3. (10 points) What color is a violet? *blue|. A green callout box with the text "Paste your formatted questions here" points to the "Questions" box. At the bottom of the form are buttons for "< Back" and "Next >". A green arrow points from the "Next >" button to the right.

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.)