

## 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://bit.ly/test-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 assessment creation interface. At the top, there is a form with fields for "Name" (containing "Quiz 4") and "Description". Below this is a large "Questions" text area. A green callout box with the text "Follow formatting instructions found here" points to a list of links on the right side of the page titled "Instructions & Examples". These links include "General Instructions", "Multiple Choice", "Multiple Correct Answer", "Fill in the Blank", "Short Essay", "True/False", and "Fill in Numeric". The "Questions" text area 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", and "3. (10 points) What color is a violet? \_\_\_ \*blue |". A green callout box with the text "Paste your formatted questions here" points to this text area. At the bottom of the form, there are two buttons: "< Back" and "Next >". A green arrow points to the "Next >" button.

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.)