Accessing the Assessment Builder Module

Introduction to the assessment builder module

This document focuses on the Assessment Builder module within the Signify HR System, which creates online assessments to evaluate an employee's knowledge of a specific subject. These assessments can then be added to pathways within the Signify HR System and made available to certain employees as required. Upon reaching the end of the document, a person should be able to understand the positioning, the purpose and application of this module. General users should be able to navigate themselves through an assessment.

Accessing assessment builder

Navigation from the main menu: Modules | e-Learning | Learning Management | **Assessment Builder**

Accessing assessment builder

Assessment management screen

The primary Assessment Management Page which opens from the above menu option has another menu at the top from which all the various screens can be accessed containing the Assessment Builder functions. The basic functions contained in these menu options, to be explained in more detail in further sections of the document, can be summarized as follows:

1. Creating answer groups which contain standard answers which will be used in questions.
2. Creating a database with questions and answers to be used in creating assessments.
3. Creating an assessment by using the questions in the questions and answers database.

4. Importing an assessment from an MS Excel spreadsheet workbook.
5. Printing reports related to the assessments and questions in the database.

Assessment management screen

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