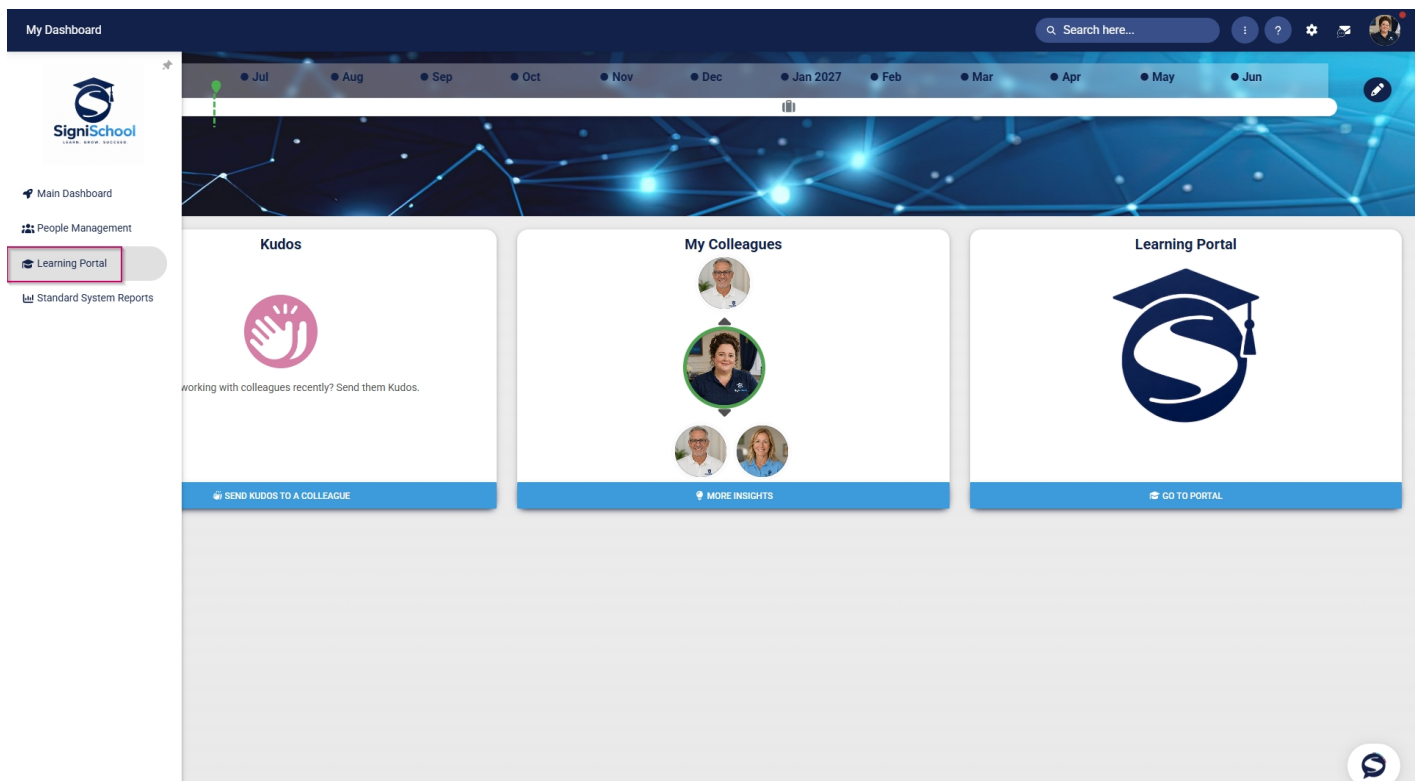


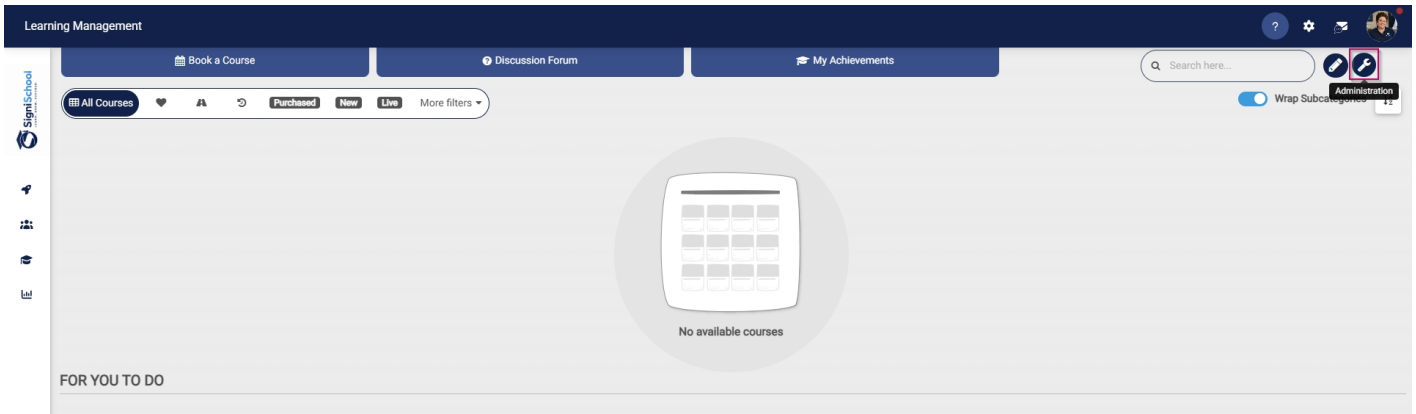
# Create an Assessment

For this example, we will import assessments into the system. For more information on building assessments using the **Assessment Builder** module, please refer to the [Assessment Builder](#) guide.

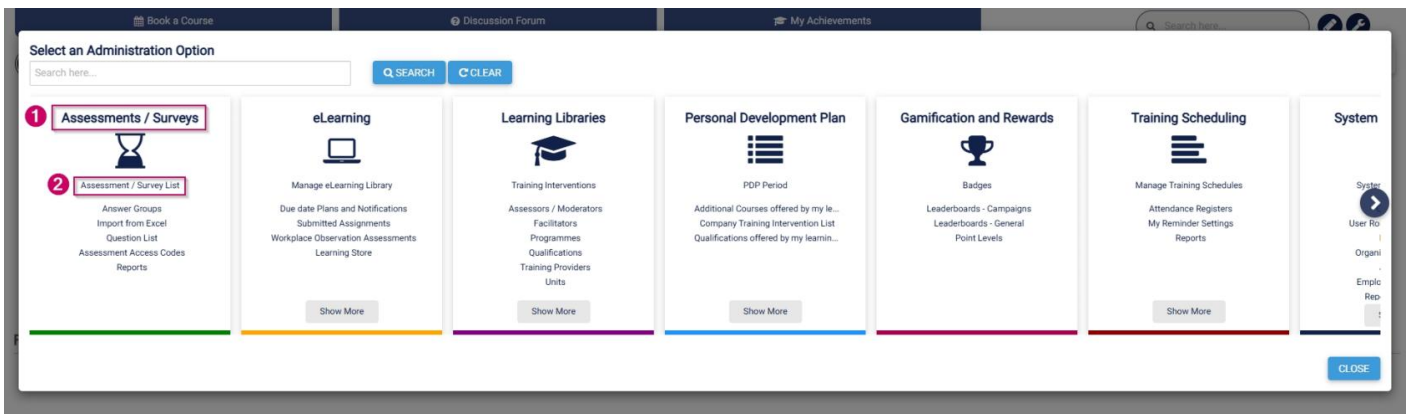
- Hover over the **sidebar** menu, then click **Learning Portal**.



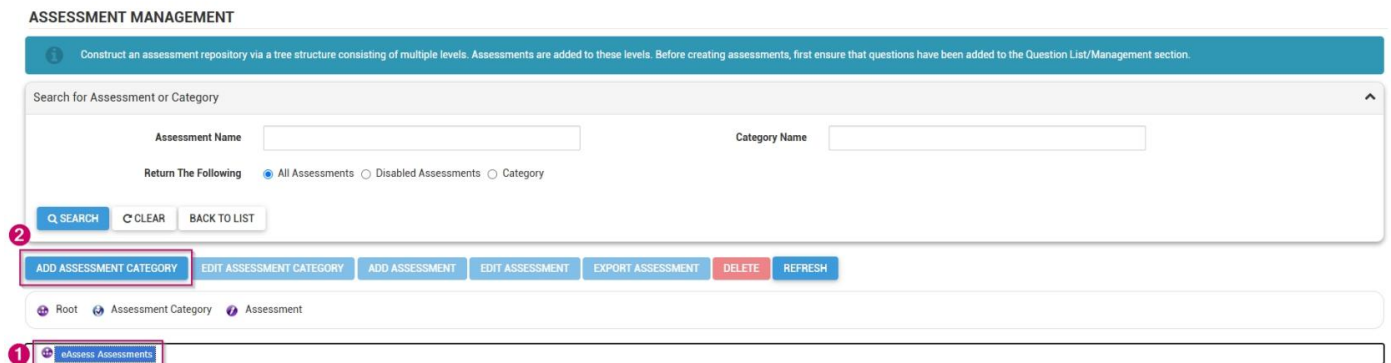
- Click the **spanner icon** to access the system's **Administration** menu.



- On the **Assessments/Surveys** card, click **Assessment/Survey List**.



- The **assessment management** screen will open in a new tab.
- Click on **eAssess Assessments**, then click the **ADD ASSESSMENT CATEGORY** button.



- Add a **name** for the assessment category.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another assessment category, or click **CANCEL** to discard your edits.

## ASSESSMENT DETAIL

Assessment Management

ASSESSMENT CATEGORY DETAIL

CATEGORIES

ASSESSMENT

1 Assessment Category Description \*

SigniSchool Assessments

(max 500 characters)

2 SAVE

SAVE ADD NEW

DELETE

BACK TO LIST

- The new category has been added to the **assessment management** list.

### ASSESSMENT MANAGEMENT

Construct an assessment repository via a tree structure consisting of multiple levels. Assessments are added to these levels. Before creating assessments, first ensure that questions have been added to the Question List/Management section.

Search for Assessment or Category

Assessment Name

Category Name

Return The Following  All Assessments  Disabled Assessments  Category

SEARCH

CLEAR

BACK TO LIST

ADD ASSESSMENT CATEGORY

EDIT ASSESSMENT CATEGORY

ADD ASSESSMENT

EDIT ASSESSMENT

EXPORT ASSESSMENT

DELETE

REFRESH

Root Assessment Category Assessment

eAssess Assessments

SigniSchool Assessments [Edit] | Assessments: [Show] | [Add]

- Close the tab and return to the **Learning Portal** tab.
- On the **Assessments/Surveys** card, click **Question List**.

Select an Administration Option

Search here...

SEARCH CLEAR

1 Assessments / Surveys

Assessment / Survey List

Answer Groups

Import from Excel

2 Question List

Assessment Access Codes

Reports

eLearning

Manage eLearning Library

Due date Plans and Notifications

Submitted Assignments

Workplace Observation Assessments

Learning Store

Learning Libraries

Training Interventions

Assessors / Moderators

Facilitators

Programmes

Qualifications

Training Providers

Units

Personal Development Plan

PDP Period

Additional Courses offered by my le...

Company Training Intervention List

Qualifications offered by my learn...

Gamification and Rewards

Badges

Leaderboards - Campaigns

Leaderboards - General

Point Levels

Training Scheduling

Manage Training Schedules

Attendance Registers

My Reminder Settings

Reports

System

System

User Ro

Organi

Emplo

Rep

...

CLOSE

- The **question management** screen will open in a new tab.
- Click on **eAssess Questions**, then click the **ADD CATEGORY** button.

### QUESTION MANAGEMENT

Most questions can be reused for a number of assessments. Use this screen to define a structure for and create a questions library in which standardised questions can be stored and managed. When building assessments, only questions coming from this question library can be used.

2 ADD CATEGORY

EDIT CATEGORY

ADD QUESTION

EDIT QUESTION

DELETE

REFRESH

Root Question Category Question

1 eAssess Questions

- Add a **name** for the question category.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another question category, or click **CANCEL** to discard your edits.

### QUESTION CATEGORY DETAIL

Define a question category that contains a list of questions. This question category will form a specific node on the questions library structure and can be used to group similar questions together.

Question Management

CATEGORY DETAIL CATEGORIES QUESTIONS

1 **Category** SigniSchool Questions (max 500 characters)

2 **SAVE** **SAVE ADD NEW** **DELETE** **BACK TO LIST**

- The new category has been added to the **question management** list.

### QUESTION MANAGEMENT

Most questions can be reused for a number of assessments. Use this screen to define a structure for and create a questions library in which standardised questions can be stored and managed. When building assessments, only questions coming from this question library can be used.

ADD CATEGORY EDIT CATEGORY ADD QUESTION EDIT QUESTION DELETE REFRESH

Root Question Category Question

eAssess Questions  
SigniSchool Questions [Edit] | Questions: [Show] | [Add]

- Close the tab and return to the **Learning Portal** tab.
- On the **Assessments/Surveys** card, click **Import from Excel**.

Select an Administration Option

Search here... SEARCH CLEAR

1 **Assessments / Surveys**

Assessment / Survey List  
Answer Groups  
2 **Import from Excel**  
Question List  
Assessment Access Codes  
Reports

eLearning  
Manage eLearning Library  
Due date Plans and Notifications  
Submitted Assignments  
Workplace Observation Assessments  
Learning Store  
Show More

Learning Libraries  
Training Interventions  
Assessors / Moderators  
Facilitators  
Programmes  
Qualifications  
Training Providers  
Units  
Show More

Personal Development Plan  
PDP Period  
Additional Courses offered by my le...  
Company Training Intervention List  
Qualifications offered by my learn...  
Show More

Gamification and Rewards  
Badges  
Leaderboards - Campaigns  
Leaderboards - General  
Point Levels  
Show More

Training Scheduling  
Manage Training Schedules  
Attendance Registers  
My Reminder Settings  
Reports  
Show More

System  
System  
User Ro  
Organi  
Emplo  
Rep  
: :  
CLOSE

- The **Excel import** screen will open in a new tab.
- Click on **BROWSE**.

### IMPORT FROM EXCEL

Selected file to import  **BROWSE**

Root Assessment Category Assessment Question Category Question

Please select the relevant Assessment Category in which the assessment will be imported.

Please select the relevant Question Category in which the questions will be imported.

Assessments  
eAssess Assessments  
SigniSchool Assessments

Questions  
eAssess Questions  
SigniSchool Questions

**IMPORT INTO THE SELECTED CATEGORIES**

- Click **DOWNLOAD TEMPLATE** to populate, or click **DOWNLOAD EXAMPLE** to view an assessment example file.

#### IMPORT FROM EXCEL

Selected file to import

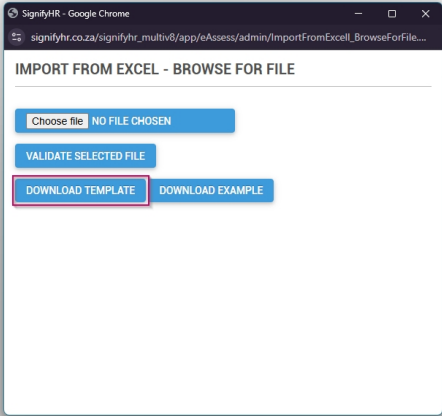
Root Assessment Category Assessment Question Category Question

Please select the relevant Assessment Category in which the assessment will be imported.

Please select the relevant Question Category in which the questions will be imported.

Assessments Questions

eAssess Assessments  
SigniSchool Assessments



- Populate the file with the questions for your assessment. Please keep the following in mind:
  - ◦ Ensure the **Activity** name in column B is exactly the same as the **AssessmentName** in column Y.
  - For **single-selection questions**, ensure that only one correct answer is assigned a score.
  - For **multiple-selection questions**, ensure the question score in column AJ equals the sum of all correct answers.
  - For the **match column A with B questions**, ensure each answer is assigned a score, and that column AS is populated with a statement.
  - If options should be **randomised**, ensure the answer order for each option is 0 in column AY.
  - When providing **standard feedback** (in column AV), ensure that each option has feedback. Adding feedback to one option will not apply it to the others.
  - Should your **import fail**, download the error export file, and check the feedback provided in the **Status** column (column AZ). Follow the instructions to correct the assessment, then re-upload the file.
- Click **CHOOSE FILE** to upload your assessment, then click **VALIDATE SELECTED FILE**.

## IMPORT FROM EXCEL

Selected file to import

BROWSE

Root Assessment Category Assessment Question Category Question

Please select the relevant Assessment Category in which the assessment will be imported.

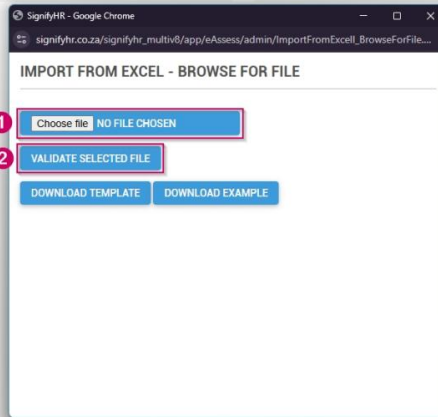
Please select the relevant Question Category in which the questions will be imported.

Assessments

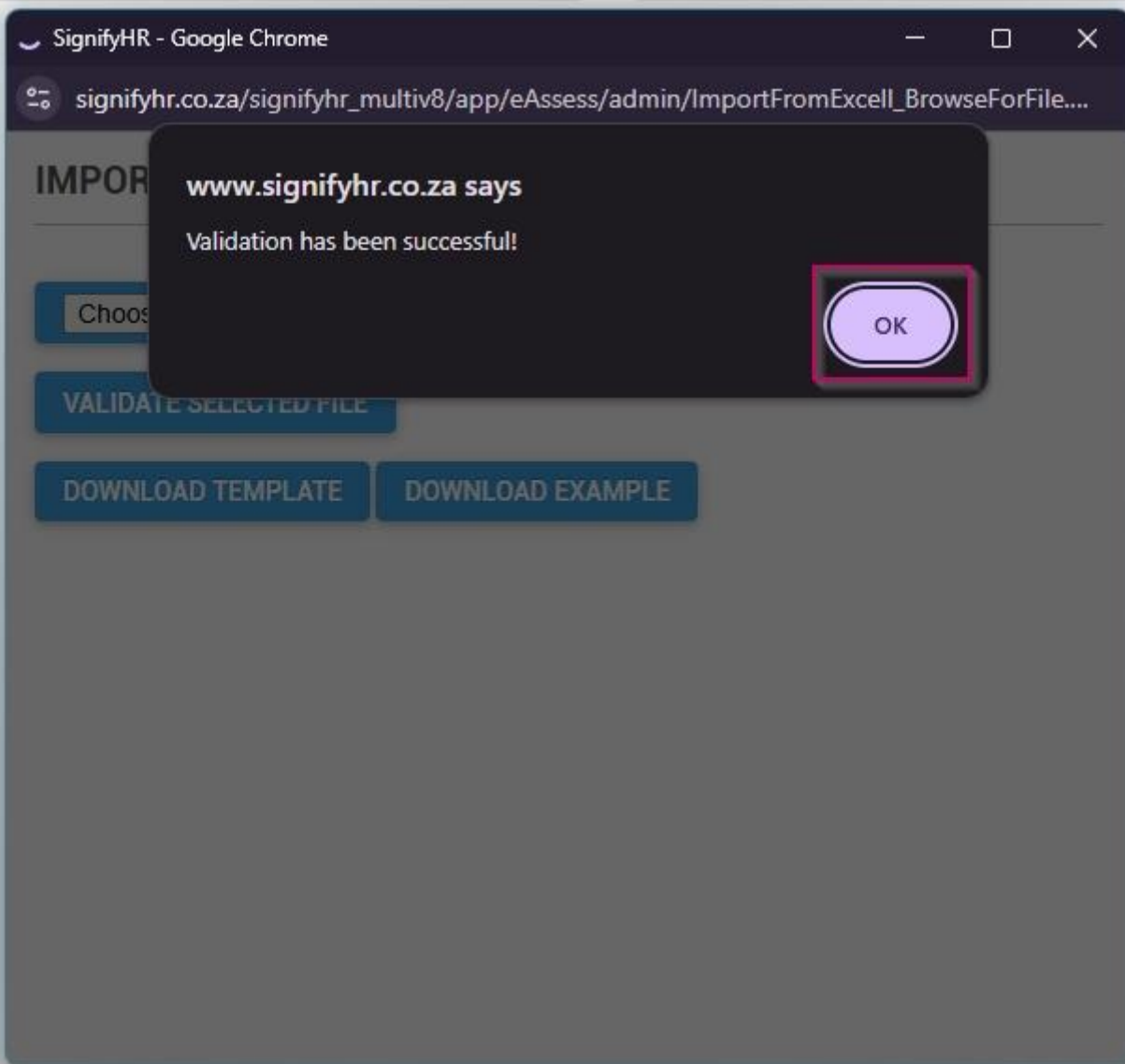
Questions

eAssess Assessments  
SigniSchool Assessments

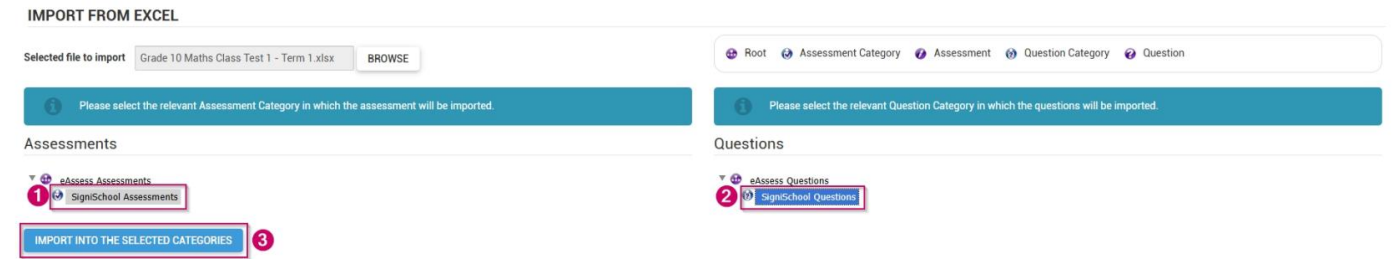
IMPORT INTO THE SELECTED CATEGORIES



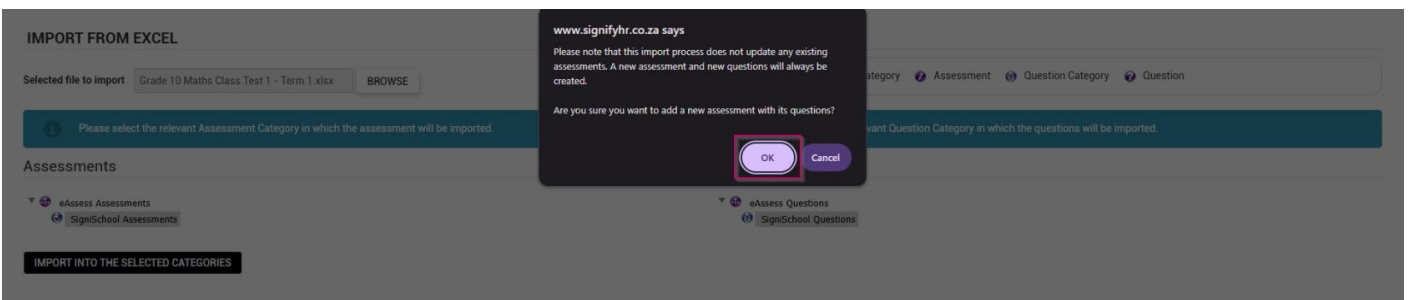
- If the validation is successful, click **OK** to proceed.



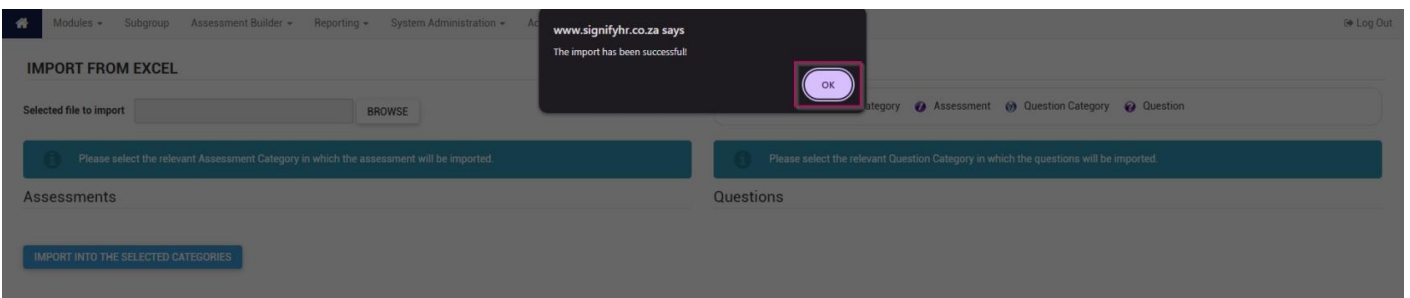
- Click the **assessment category** and the **question category** to which the assessment should be added.
- Click **IMPORT INTO THE SELECTED CATEGORIES**.



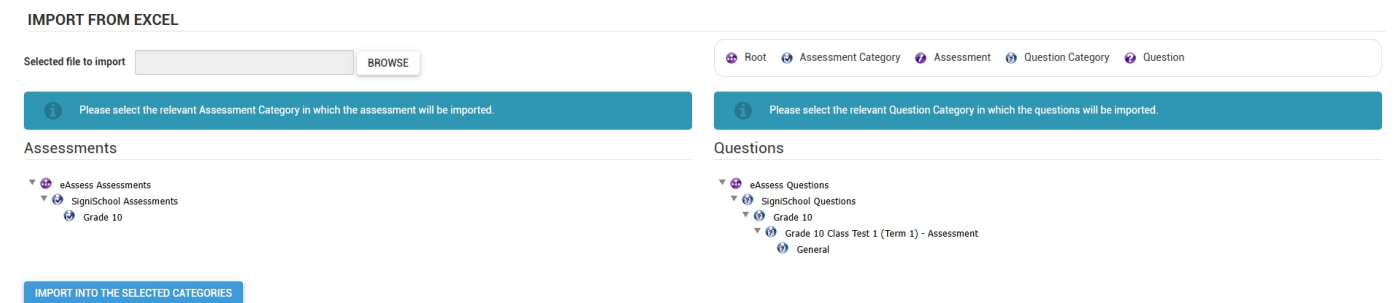
- On the warning message, click **OK** to proceed.



- If the import is successful, click **OK** to proceed.



- The new assessment has been added to the system.



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Revision #2

Created 2025-02-03 15:19:07 UTC by Chanan Stenden

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