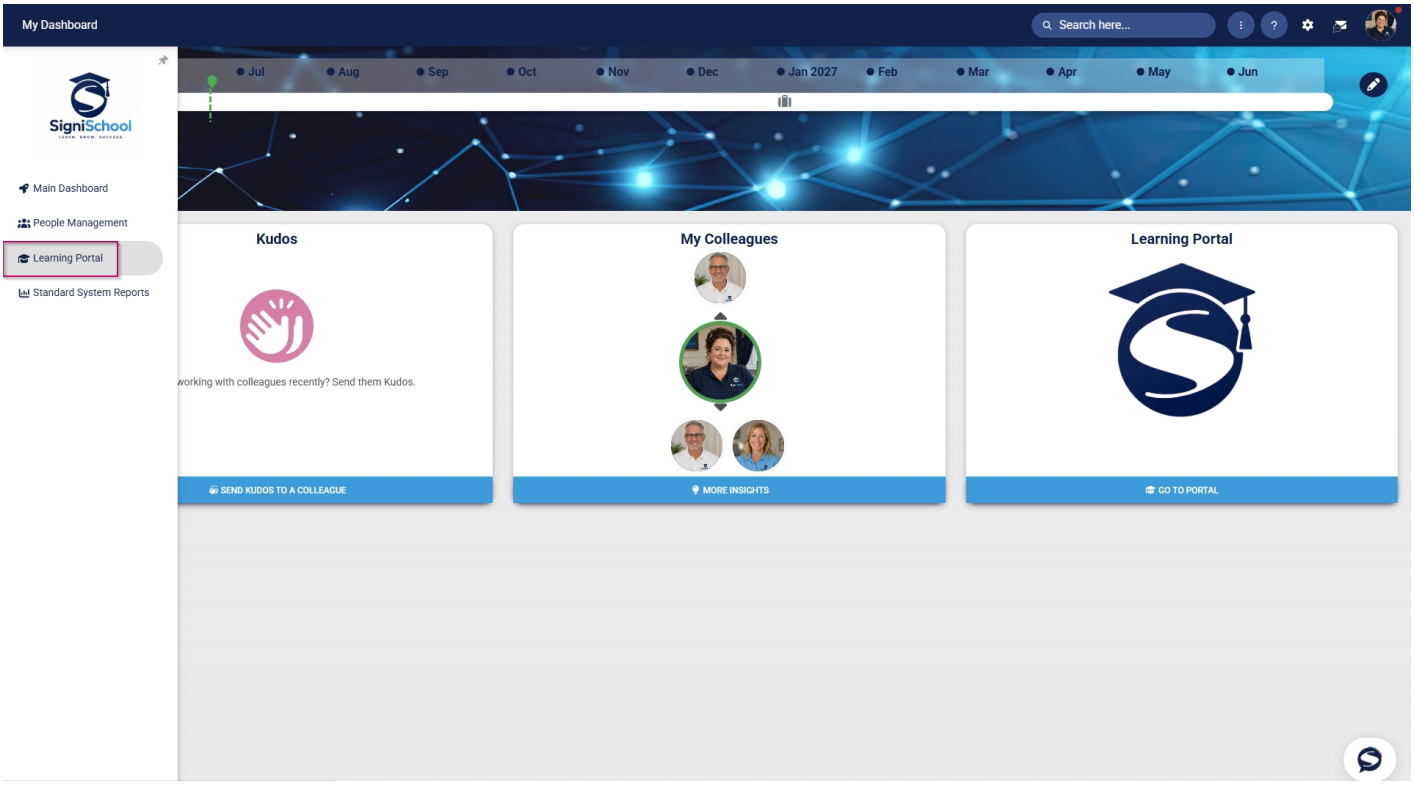
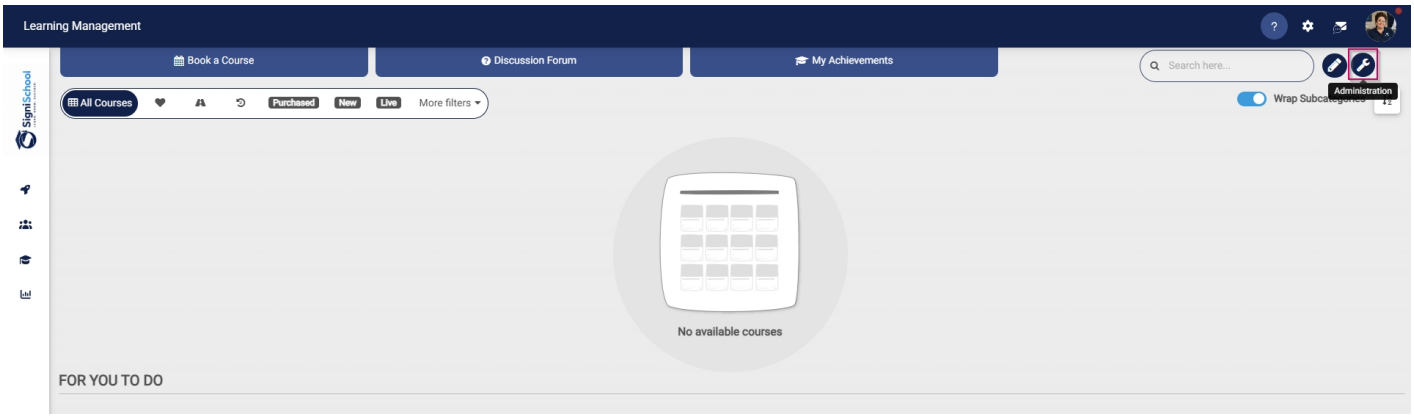
Create an Assessment

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.

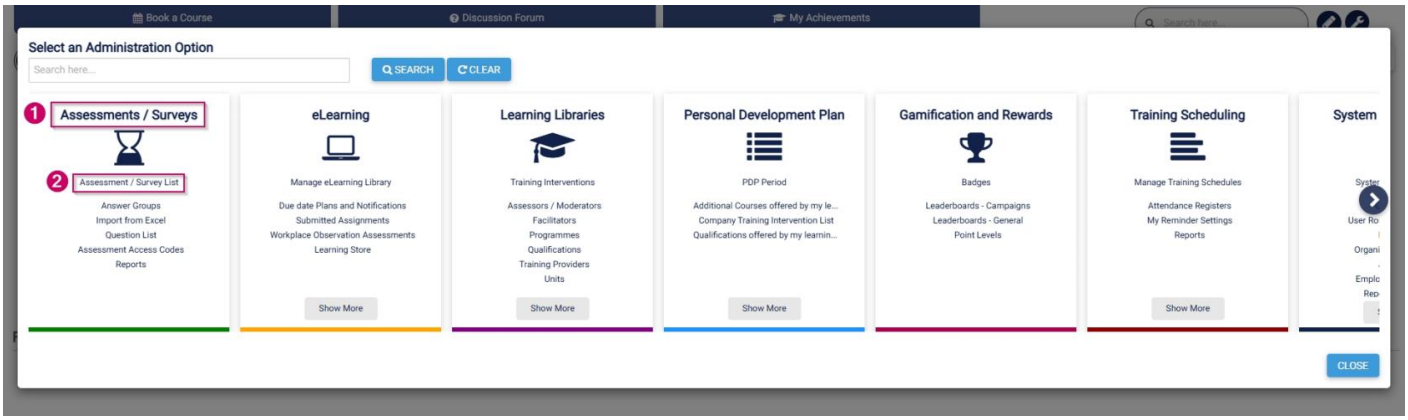
- Hover over the **sidebar** menu, then click **Learning Portal**.



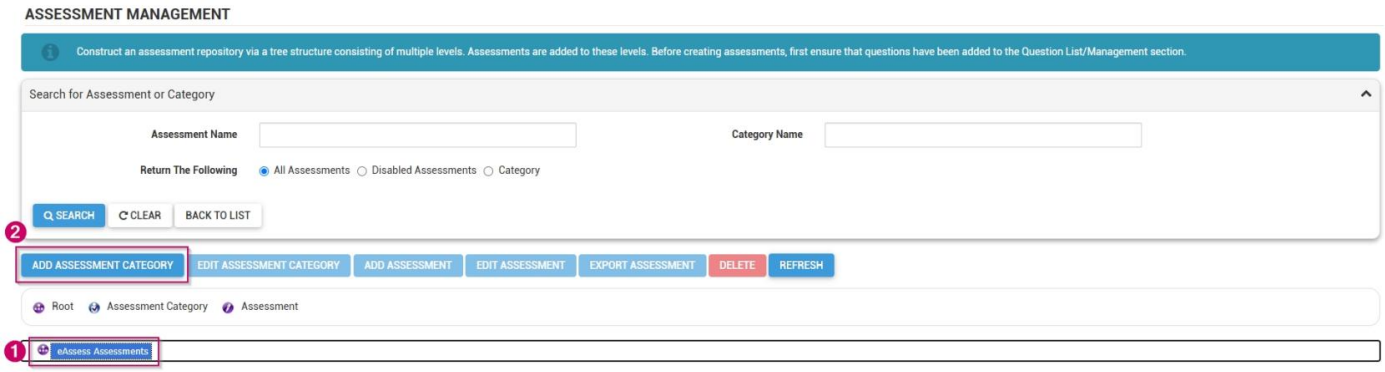
- Click the **spanner icon** to access the system's **Administration** menu.



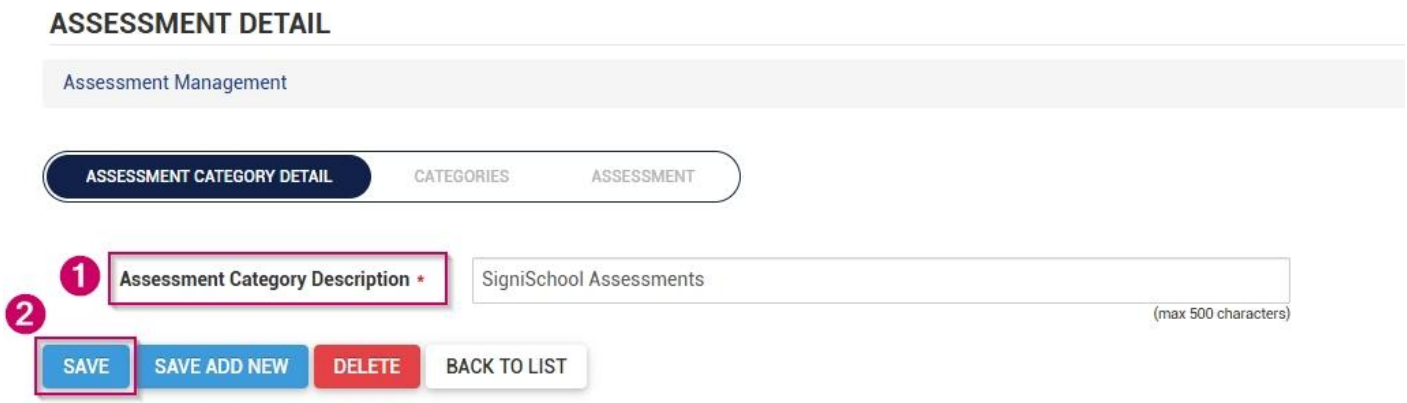
- On the **Assessments/Surveys** card, click **Assessment/Survey List**.



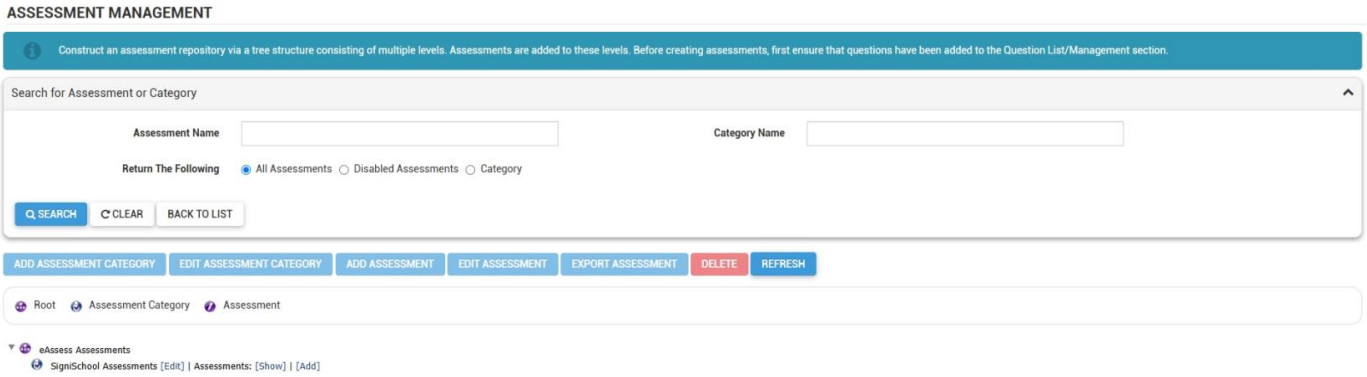
- The **assessment management** screen will open in a new tab.
- Click on **eAssess Assessments**, then click the **ADD ASSESSMENT CATEGORY** button.



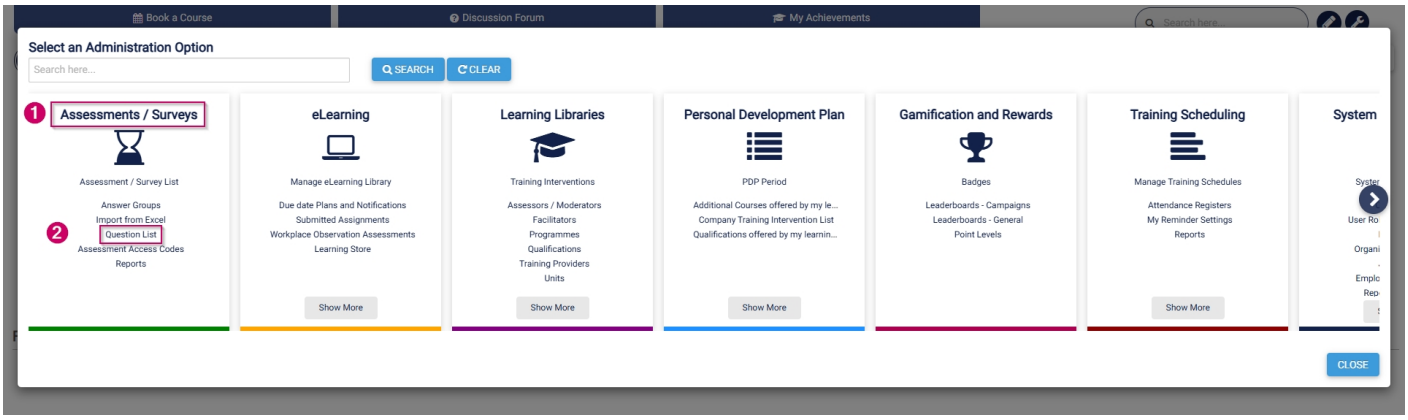
- Add a **name** for the assessment category.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another assessment category, or click **CANCEL** to discard your edits.



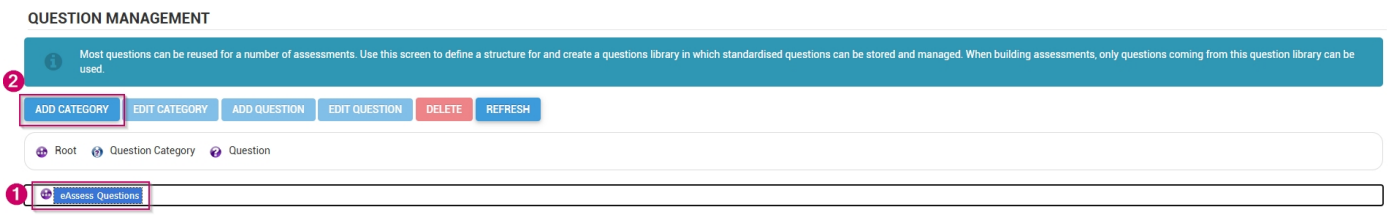
- The new category has been added to the **assessment management** list.



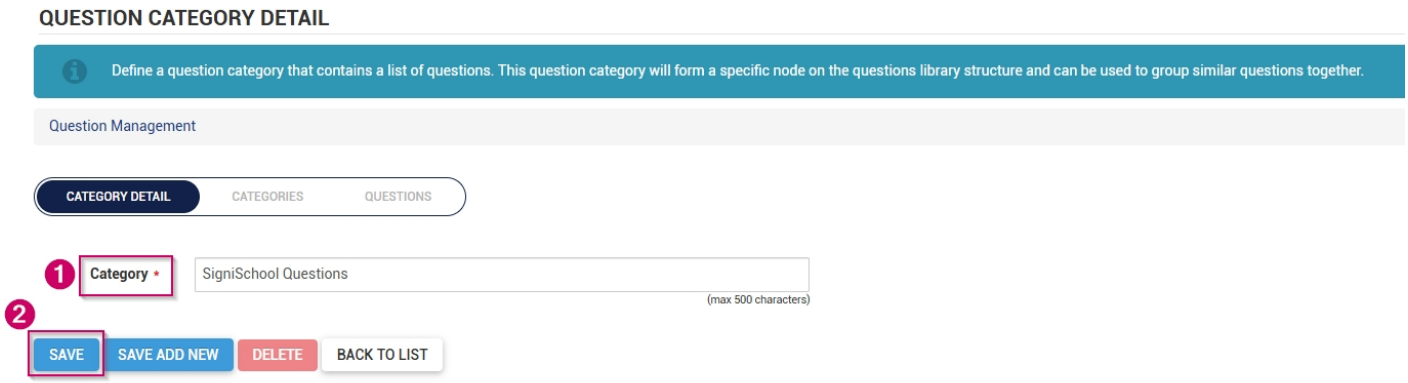
- Close the tab and return to the **Learning Portal** tab.
- On the **Assessments/Surveys** card, click **Question List**.



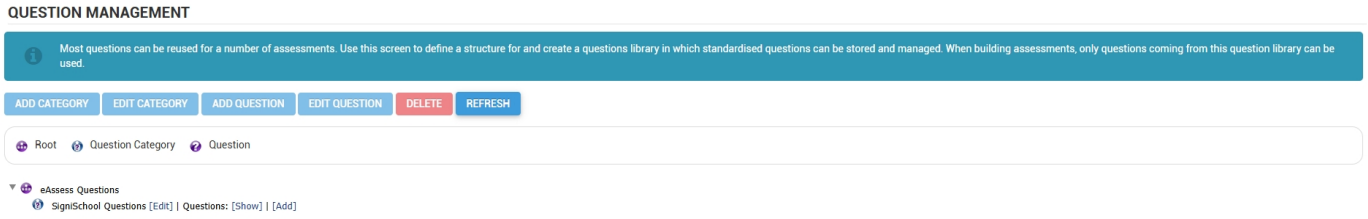
- The **question management** screen will open in a new tab.
- Click on **eAssess Questions**, then click the **ADD CATEGORY** button.



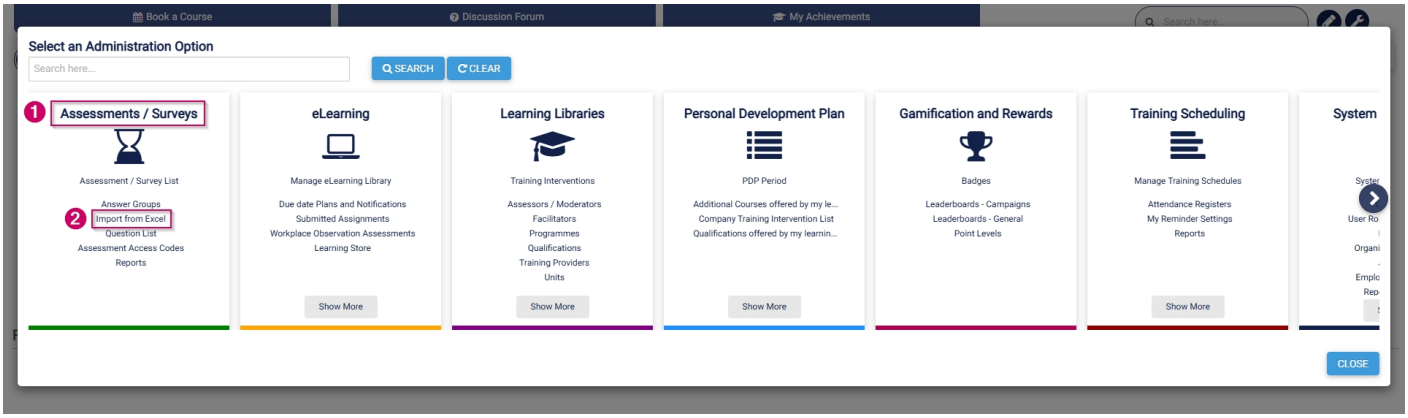
- Add a **name** for the question category.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another question category, or click **CANCEL** to discard your edits.



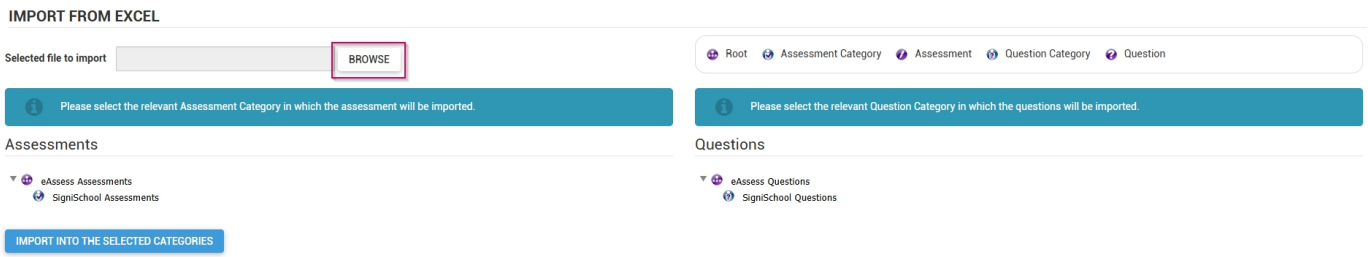
- The new category has been added to the **question management** list.



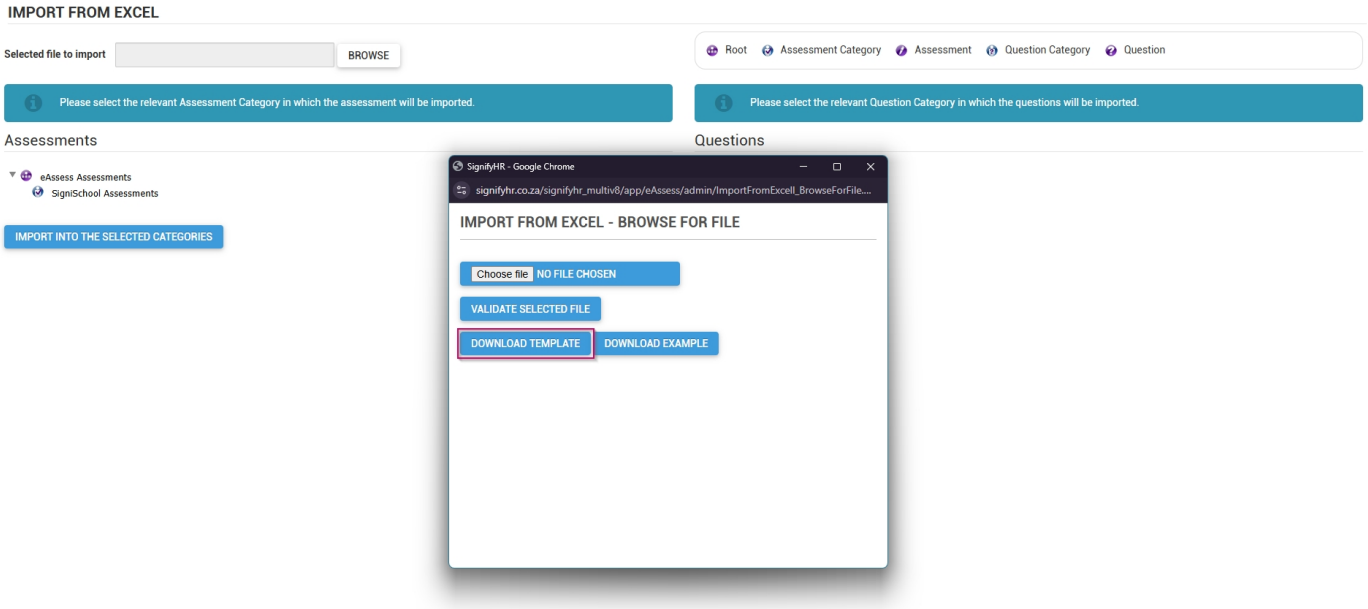
- Close the tab and return to the **Learning Portal** tab.
- On the **Assessments/Surveys** card, click **Import from Excel**.



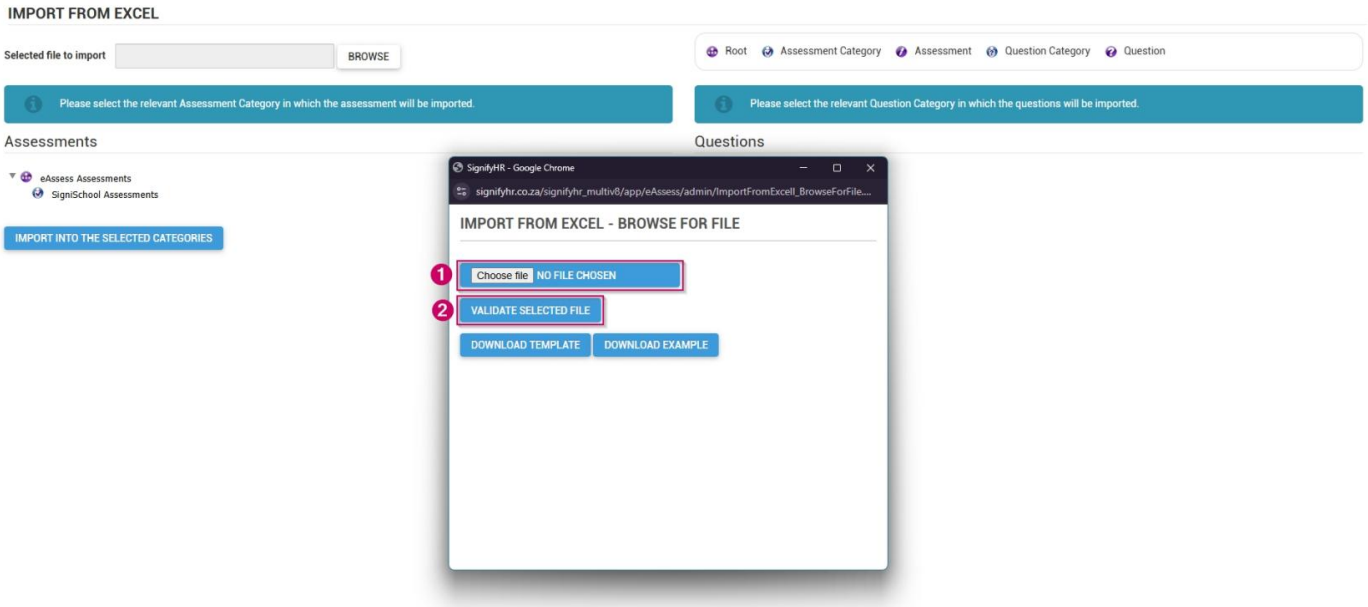
- The **Excel import** screen will open in a new tab.
- Click on **BROWSE**.



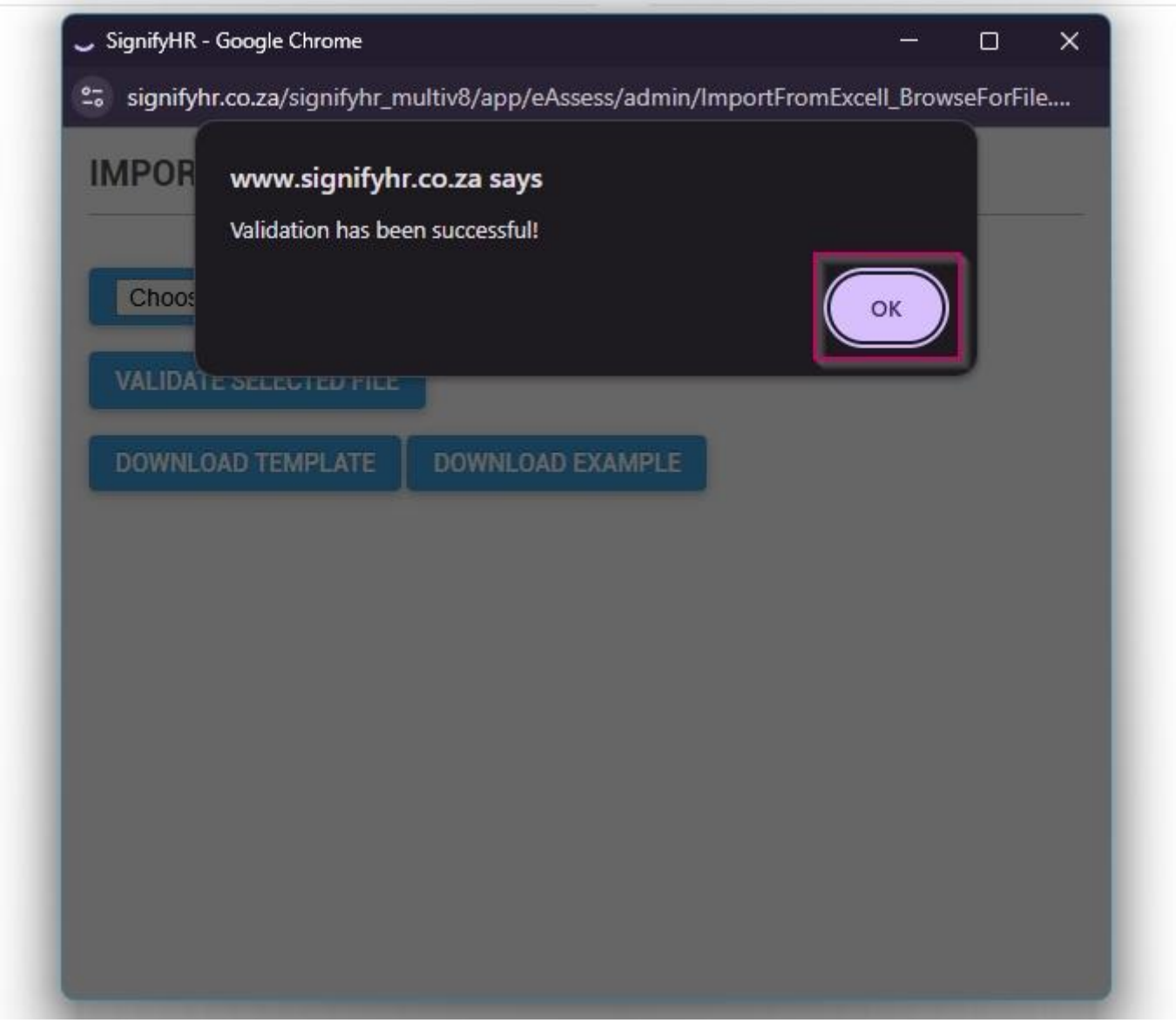
- Click **DOWNLOAD TEMPLATE** to populate, or click **DOWNLOAD EXAMPLE** to view an assessment example file.



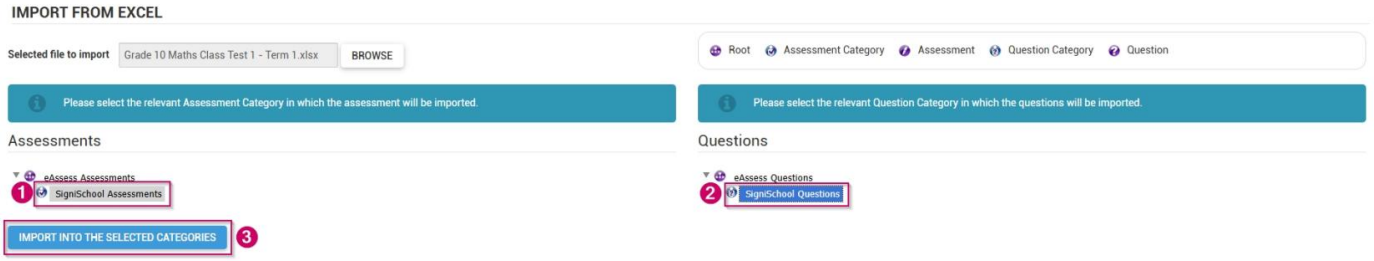
- Populate the file with the questions for your assessment. Please keep the following in mind:
  - Ensure the **Activity** name in column B is exactly the same as the **AssessmentName** in column Y.
  - For **single-selection questions,** ensure that only one correct answer is assigned a score.
  - For **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**.



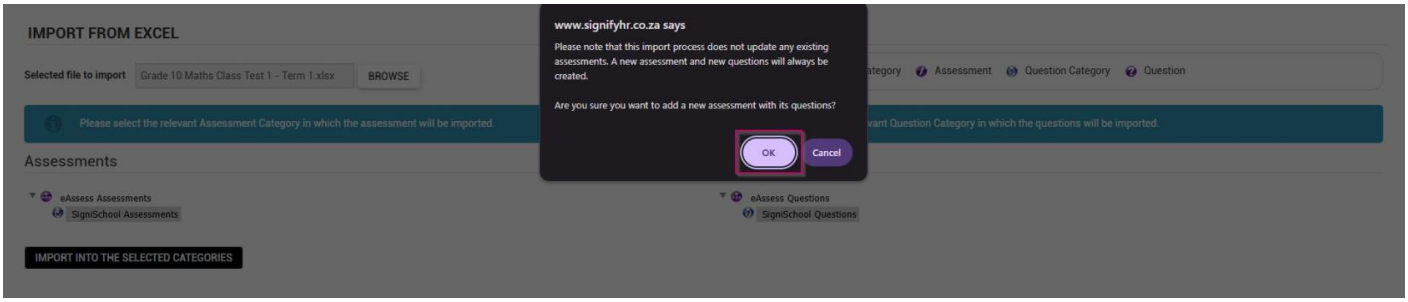
- If the validation is successful, click **OK** to proceed.



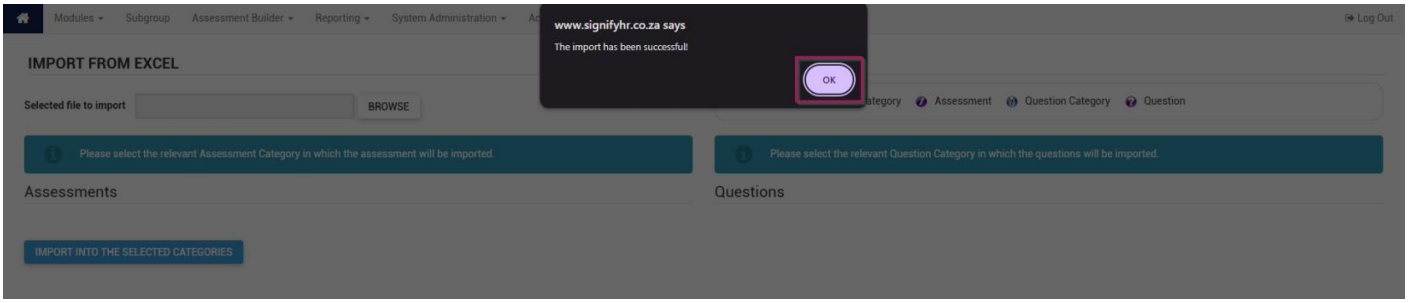
- Click the **assessment category** and the **question category** to which the assessment should be added.
- Click **IMPORT INTO THE SELECTED CATEGORIES**.



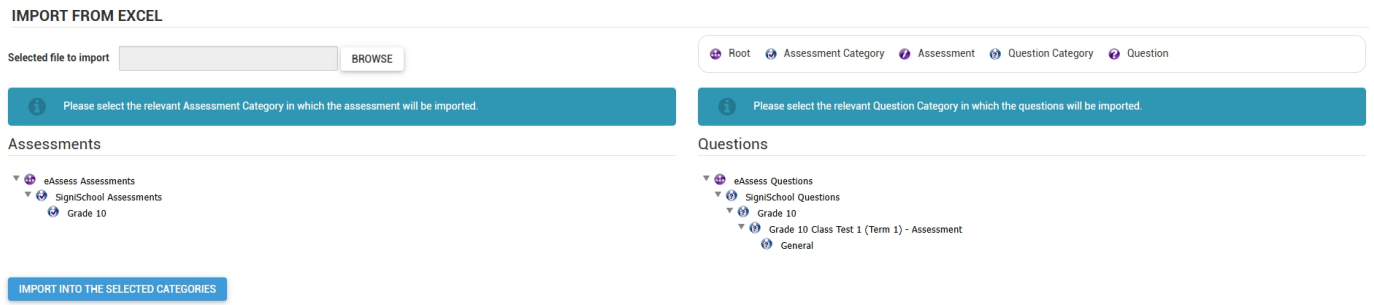
- On the warning message, click **OK** to proceed.



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



- The new assessment has been added to the system.



Revision #2
Created 2025-02-03 15:19:07 UTC by Chanan Stenden
Updated 2026-06-23 10:37:08 UTC by Chanan Stenden