

How do I create a new assessment using markup text or cut and paste?

If you have created an assessment in a word processing program or text editor such as Microsoft Word or Notepad, you can use the **markup text** option to copy and paste your text and create assessment questions from it.

***Note:** In order to create an assessment using markup text, you will need to format questions per the instructions provided on the Create Assessment/Question Pool screen where you enter the question text.*

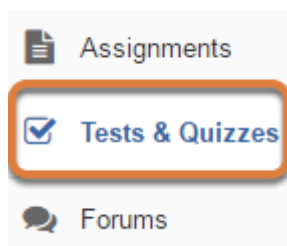
Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Create your assessment.

Create an Assessment

The screenshot shows a light blue box titled "Create from Scratch". Inside, there is a label "Assessment Title" followed by a text input field containing "Quiz 1". Below this are two radio buttons: "Create using assessment builder" (unselected) and "Create using markup text" (selected). Underneath is a label "Choose assessment type (optional)" followed by a dropdown menu showing "select". At the bottom is a blue "Create" button. Three numbered blue circles with orange borders point to the title field (1), the "Create using markup text" radio button (2), and the "Create" button (3).

In the *Create from Scratch* box:

1. Enter a title for the assessment.
2. Select the **Create using markup text** radio button.
3. Select **Create**.

Edit the assessment's Name or Description (optional).

The form has two sections. The first section is labeled "Name" and has a text input field containing "Quiz 1". The second section is labeled "Description" and has a larger, empty text input field.

On the *Create Assessment/Question Pool* screen, you can edit the **Name** and **Description** of the assessment by entering text in the appropriate field.

Refer to formatting instructions.

Instructions & Examples

General Instructions

Multiple Choice

Multiple Correct Answer

Fill in the Blank

Short Essay

Instructions: No answer should be provided for this question type.

Example:

4. (18 points)

Explain the purpose of education.

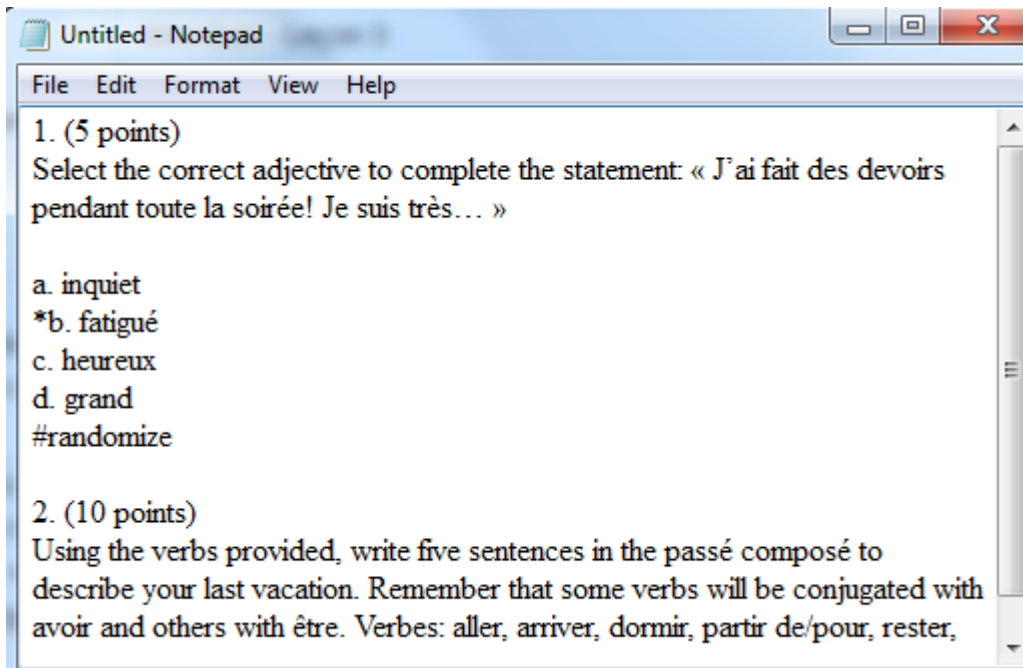
True/False

Fill in Numeric

Your questions must be written in a specific format. There is a list of *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Select **General Instructions** or a question type from the *Instructions & Examples* to see examples of questions with the correct formatting. Pictured above is the instructions list with the *Short Essay* question instructions expanded.

Note: Some question types, for example **file upload** and **student audio response** questions, cannot be authored using markup text. However, you can author these questions in markup text as if they were **short answer/essay** questions, and edit the questions to change their type after the assessment is created.

Tip: Write your questions in advance.



- 💡 You may find it convenient to prepare questions in advance and then copy and paste them into the **Questions** area. Refer to the *Instructions & Examples* shown on the *Create Assessment/Question Pool* screen next to the **Questions** text box. Following the required formatting, author your questions in a text editor. Then, copy and paste the questions into the text box.

Enter your questions.

Questions

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

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1. (5 points)
Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »

a. inquiet
*b. fatigué
c. heureux
d. grand
#randomize

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Instructions & Examples

[General Instructions](#)

[Multiple Choice](#)

[Multiple Correct Answer](#)

[Fill in the Blank](#)

[Short Essay](#)

[True/False](#)

[Fill in Numeric](#)

1. Type or paste your questions into the **Questions** box.
2. Select **Next**.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Select the correct adjective to complete the statement: « J'ai fait des devoirs pendant toute la soirée! Je suis très... »	Multiple Choice	5		<input type="checkbox"/> a. inquiet <input checked="" type="checkbox"/> b. fatigué <input type="checkbox"/> c. heureux <input type="checkbox"/> d. grand	
2	Using the verbs provided, write five sentences in the passé composé to describe your last vacation. Remember that some verbs will be conjugated with avoir and others with être. Verbes: aller, arriver, dormir, partir de/pour, rester, revenir, sortir, visiter.	Short Essay	10			

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Check that your questions meet your expectations. The questions will display in a table indicating the following:

- The question *number*,
- Text of the *Question*,
- The *Question Type* (e.g. multiple choice, short essay),
- The question's *Points*,
- *Discount* points - for **multiple choice**, **single selection** or **true false** questions only, discount indicates the amount of points the students will get deducted from their total assessment score if they select an incorrect answer,
- For automatically-graded questions such as multiple choice or fill in the blank, the *Answers*,
- Any *Feedback* you added while authoring the question.

1. If everything looks correct, select **Create Assessment** to create a new assessment.
2. Alternatively, you may select **Create Question Pool** to create a new [question pool](#) instead of a new assessment.

Continue editing your assessment.

Edit the assessment to confirm that the questions were created with the desired settings, change their question type and/or add question settings that are not available when authoring

using markup text. Make further changes as described in [How do I add a new question \(with the assessment builder\)?](#)



Tip: Remember that you will need to [publish your assessment](#) before students can view and submit it.