

Creating an Assessment for a WBT in Learn.com Training Guide

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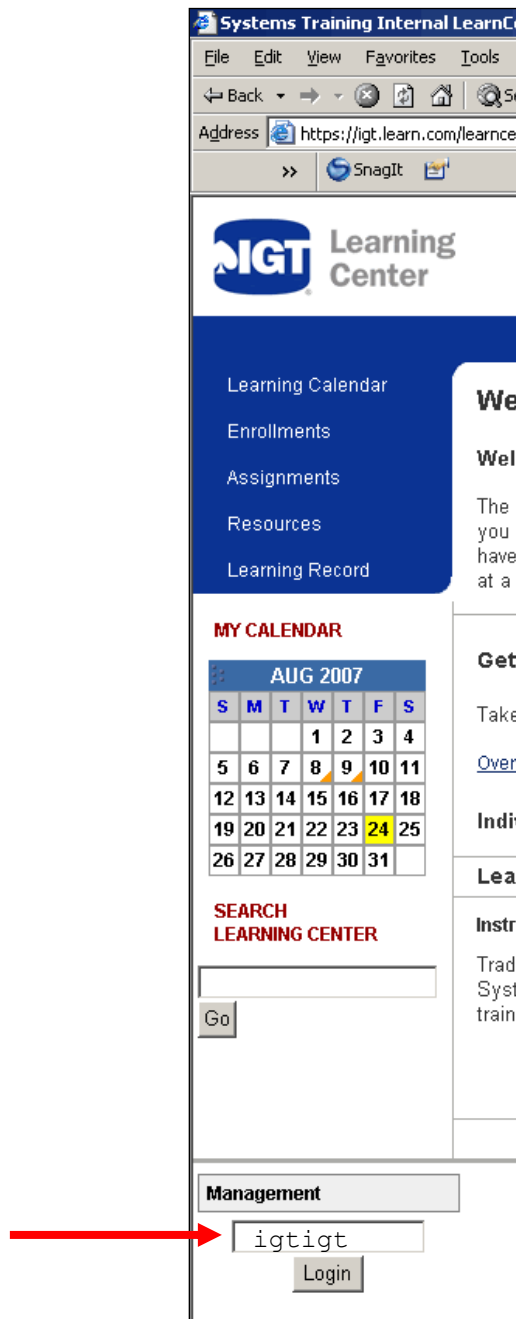
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Lesson 1 OVERVIEW

1. Receive the questions for the assessment from the course developer.
2. Add questions to the Learn Center. See [Add Questions to Learn](#) for complete instructions.
3. Create the assessment. See [Create an Assessment](#) for complete instructions.
4. Create an instance for the assessment. See [Create an Instance](#) for complete instructions.

1.1 Login to the Control Panel

1. From the Learn Center Page, enter the management password (igtigt). Note that the password will appear as asterisks.

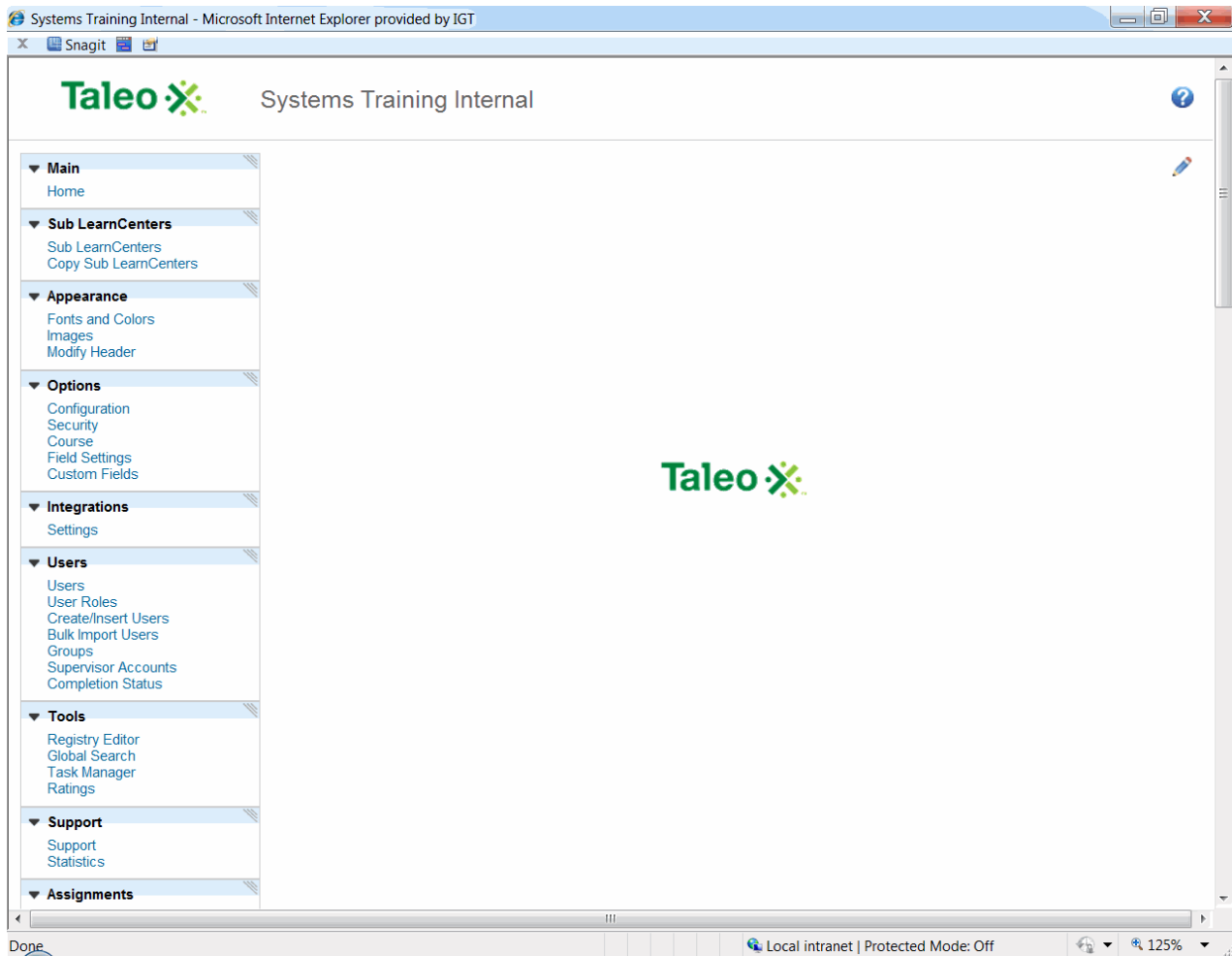


- From the Management menu, click ControlPanel.



Overview

The Control Panel appears as shown below:

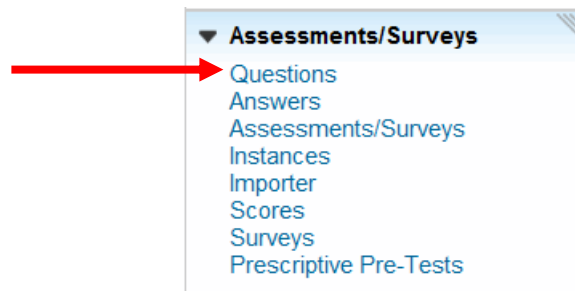


Lesson 2 ADD QUESTIONS TO LEARN

2.1 Search for questions

You can search the question database in Learn to see if questions already exist.

1. In the Control Panel, from Assessments/Surveys, select **Questions**.



2. Fill in the Fields in the Filters area that you want to search by.

 A screenshot of the 'Questions' search interface in the Taleo Systems Training Internal application. The interface includes a sidebar with navigation options like 'Main', 'Sub LearnCenters', 'Appearance', 'Options', and 'Integrations'. The main area is titled 'Questions' and contains a 'Filters' section with the following fields: 'Name/Prompt Contains' (text input), 'Status' (dropdown menu set to 'Active'), 'Catalog' (dropdown menu set to 'LearnCenter'), 'Category' (dropdown menu with a search icon and 'Select Category' text), and 'Question Type' (dropdown menu set to '[Show all]'). There are 'Search' and 'Reset' buttons at the bottom of the filter section.

Filter	Description
Name/Prompt contains	You can enter a word or phrase you are searching for here. This field is optional.
Status	Choose Show All: Questions that are not currently being used may have the status "Inactive."

Catalog	This should be left at LearnCenter.
Category	Select the Category you want to search for. This field is optional.
Question Type	If you are searching for a particular type of question, choose it from the drop-down menu. If you aren't sure what type of question it is this should be left at Show all.

3. Click **Search**. Only questions that meet all of the entered requirements will be displayed.

- ▼ Main
 - Home
- ▼ Sub LearnCenters
 - Sub LearnCenters
 - Copy Sub LearnCenters
- ▼ Appearance
 - Fonts and Colors
 - Images
 - Modify Header
- ▼ Options
 - Configuration
 - Security
 - Course
 - Field Settings
 - Custom Fields
- ▼ Integrations
 - Settings
- ▼ Users
 - Users
 - User Roles
 - Create/Insert Users
 - Bulk Import Users
 - Groups
 - Supervisor Accounts
 - Completion Status
- ▼ Tools
 - Registry Editor
 - Global Search
 - Task Manager
 - Ratings
- ▼ Support
 - Support
 - Statistics
- ▼ Assignments
 - Assinments

Questions

Filters

Name/Prompt Contains:

Status: Active ▼

Catalog: LearnCenter ▼

Category Select Category

Question Type: [Show all] ▼

Questions

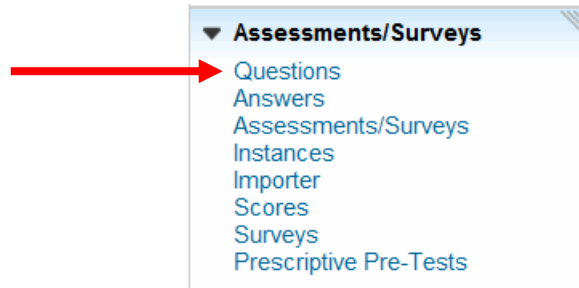
Create Question
 Change Status

6 results returned. Page 1 of 1

Status	Question	Type	Actions
1	If the Pre-check fails, you cannot continue the remote deployment.	Multiple choice single select	
2	Remote Deployment from inside the Client app has how many entry points?	Multiple choice single select	
3	Remote Deployment was not available in prior versions of IPS.	Multiple choice single select	
4	To continue on and complete the installation using remote deployment, what must complete without errors?	Multiple choice single select	
5	When configuring the install for each remote machine, which of these is not an installer that can be selected?	Multiple choice single select	
6	You should not have remote deployment installing to your central server.	Multiple choice single select	

2.2 Add questions

1. In the Control Panel, from Assessments/Surveys, select **Questions**.



2. Click **Create Question**.

The screenshot shows the Taleo Systems Training Internal interface. On the left is a navigation sidebar with categories: Main, Sub LearnCenters, Appearance, Options, Integrations, Users, and Tools. The main content area is titled 'Questions' and contains a 'Filters' section with search criteria for Name/Prompt, Status, Catalog, Category, and Question Type. Below the filters is a table of existing questions. A red arrow points to the '+ Create Question' button at the top right of the table.

Filters

Name/Prompt Contains:

Status: Active

Catalog: LearnCenter

Category Select Category

Question Type: [Show all]


Questions

1246 results returned. Page 1 of 25

Status	Question	Type	Actions
1 <input checked="" type="checkbox"/>	Please indicate the name of the assignment.	Multiple choice single select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2 <input checked="" type="checkbox"/>	"Stamping" machines with a number and location links them to the accounting database.	Multiple choice single select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

3. You must enter a name for every question. This can be the same as the Question Prompt.

Create Question

[Return to Questions List](#)  Save


Question Details **Answers**

Name:


Question Prompt:

Type: [Select one] ▼

Category

 Select Categories

Add to Global Catalog?

Resources  Insert From Resource Manager

Resource Name	File Type	Width	Height	Current
No resources currently are associated with this question				

4. The Question Prompt should be the question.
5. In the Type drop-down list, there are five types to choose from:
 - Fill in the Blank – do not use
 - Single Select – do not use
 - Multiple Choice single select – this is a normal Multiple Choice question
 - Multiple Choice Multiple Select – this can have more than one correct answer
 - Free Response – this is an essay response and must be hand-graded.

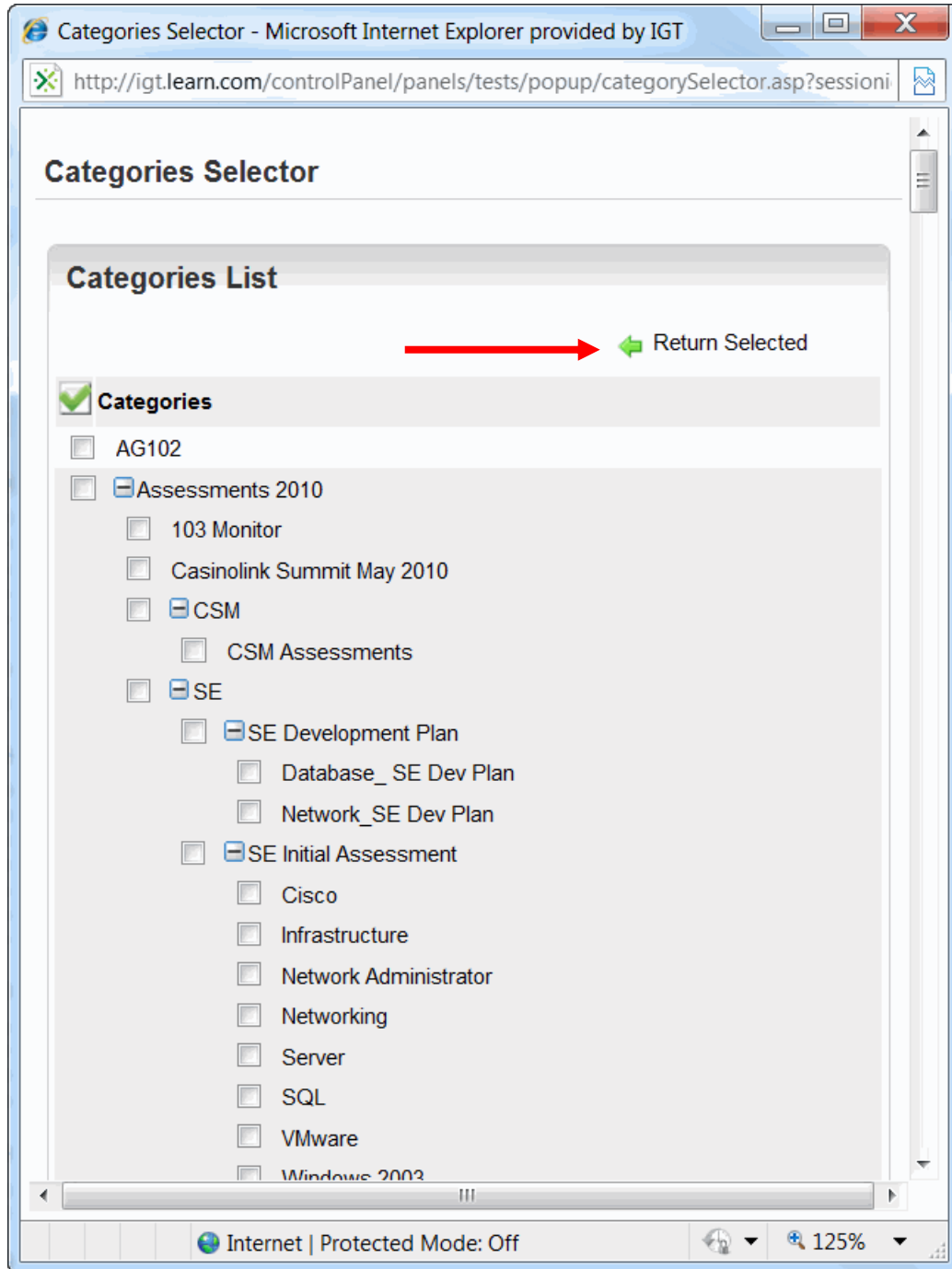


WARNING: Do not check "Add to Global Catalog?"

6. Click Select Categories and choose the correct category from the list. Make sure you select sub-categories if applicable.



NOTE: You must assign each category you want the question to have. Assigning a sub-category to a question will not automatically assign the broader category as well.



7. Click Return Selected.


8. Click Answers tab and the screen changes as shown below. Click Select from Answer Pool.

Create Question

[Return to Questions List](#) [Save](#)



Question Details Answers

+ Instructions

 [Select From Answer Pool](#)

Answer	Point Value
No answers currently exist for this question	
+ Create Answer	

Answer order:

- Check to see if answer exists by using the filters. If you find the answer, check the box to the left and click Return Selected Answers. Repeat for each answer.

Answers Selector

Filters

Combination Filters: Select criteria from any or all filters

Status: Answers in Category:

Active
 Inactive
 Both

Answer: Catalog:

containing beginning with

Display records per page

Answers List

← Return selected answers

7609 results returned. Page of 153 ⏪ ⏩

	<input checked="" type="checkbox"/>	Status	Answer	Actions
1	<input type="checkbox"/>	✔	"Enable Teaming" should be checked on the virtual switch settings.	
2	<input type="checkbox"/>	✔	as long as the connection between VirtualCenter and SQL Server is at least 1 Gbps.	
3	<input type="checkbox"/>	✔	DBCC DBREINDEX	

10. If answer is not present, close the window. In the Create Question window, click Create Answer.


Create Question

[Return to Questions List](#) [Save](#)



Question Details Answers

+ Instructions

Select From Answer Pool

Answer	Point Value
No answers currently exist for this question	
 + Create Answer	

Answer order:

- Fill in information for answer.
Answer Feedback and Category are optional. If you are using Answer Feedback, you must be careful not to choose answers that already have answer feedback.



WARNING: Do not check "Add to Global Catalog?"

Create Answer

Answer:

Answer Feedback:

Category

Select Categories

Add to Global Catalog?



Resources + Insert From Resource Manager

Resource Name	File Type	Width	Height	Active
No resources currently are associated with this answer				



- Click **Save**. You will be returned to the Create Question window.


13. Click Save on the Create Question window. The question will be added.

Create Question



 Return to Questions List  Save

Question Details Answers

 Instructions  Select From Answer Pool

Answer	Point Value
No answers currently exist for this question	
 Create Answer	

Answer order:

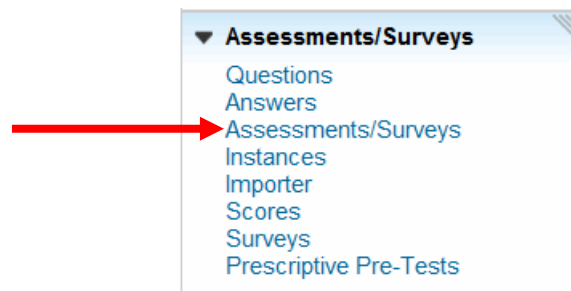



Lesson 3 CREATE AN ASSESSMENT

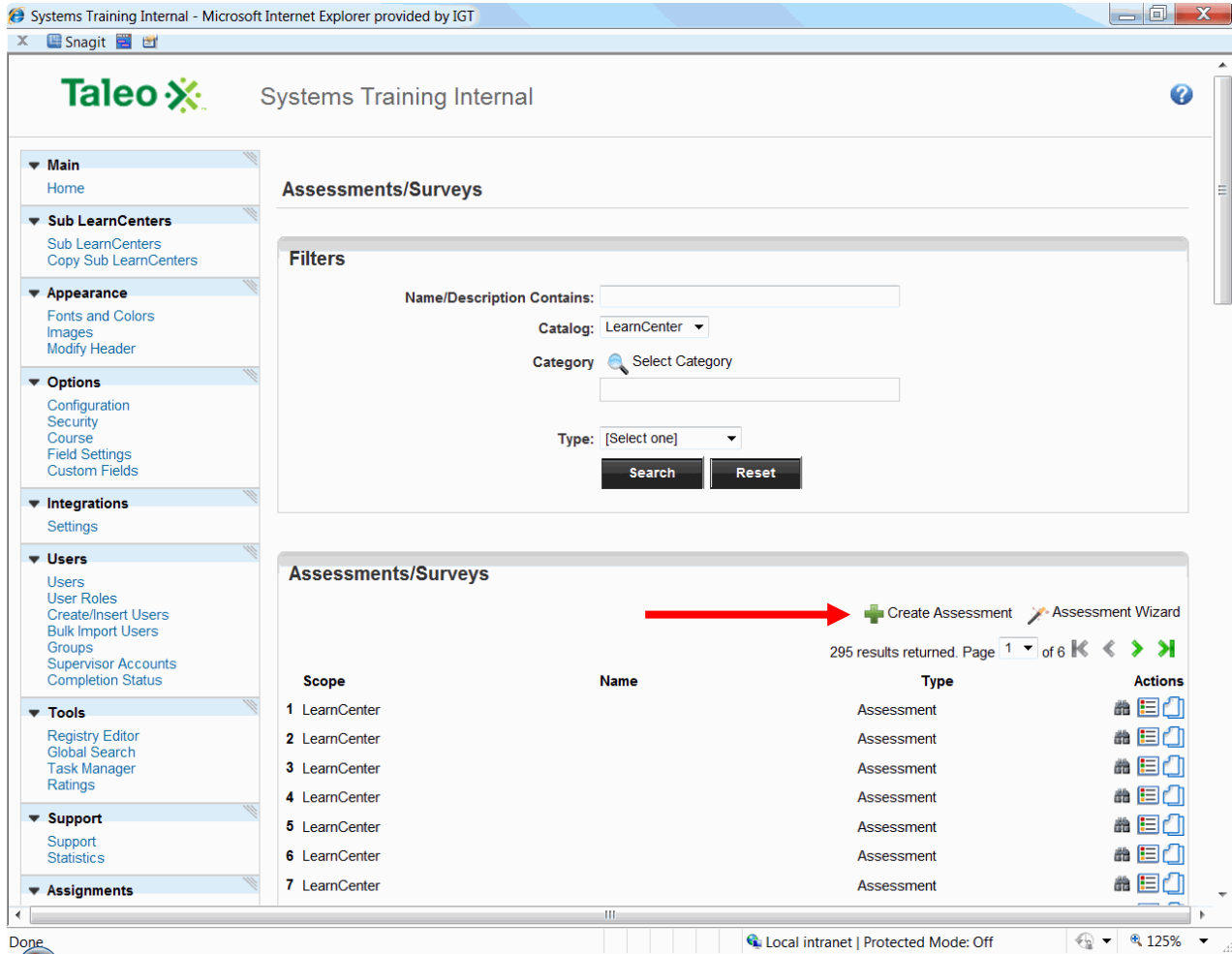
The assessment is basically the group of questions that are going to be asked to the user. At this point, it is just a set of questions, it's not attached to a course or available to a user.

3.1 Create an assessment

1. In the Control Panel, from Assessments/Surveys, select Assessments/Surveys.



2. Click Create Assessment.



3. Fill in information:
Name – should include the name of the course, for example, (What's New in Patron Management v8.2 sp8 test)
Instructions/Description – enter date created, your name and number of questions
Type should be Assessment.

Create Assessment

[Return to Assessment list](#)



Test

Name:

Instructions/Description:

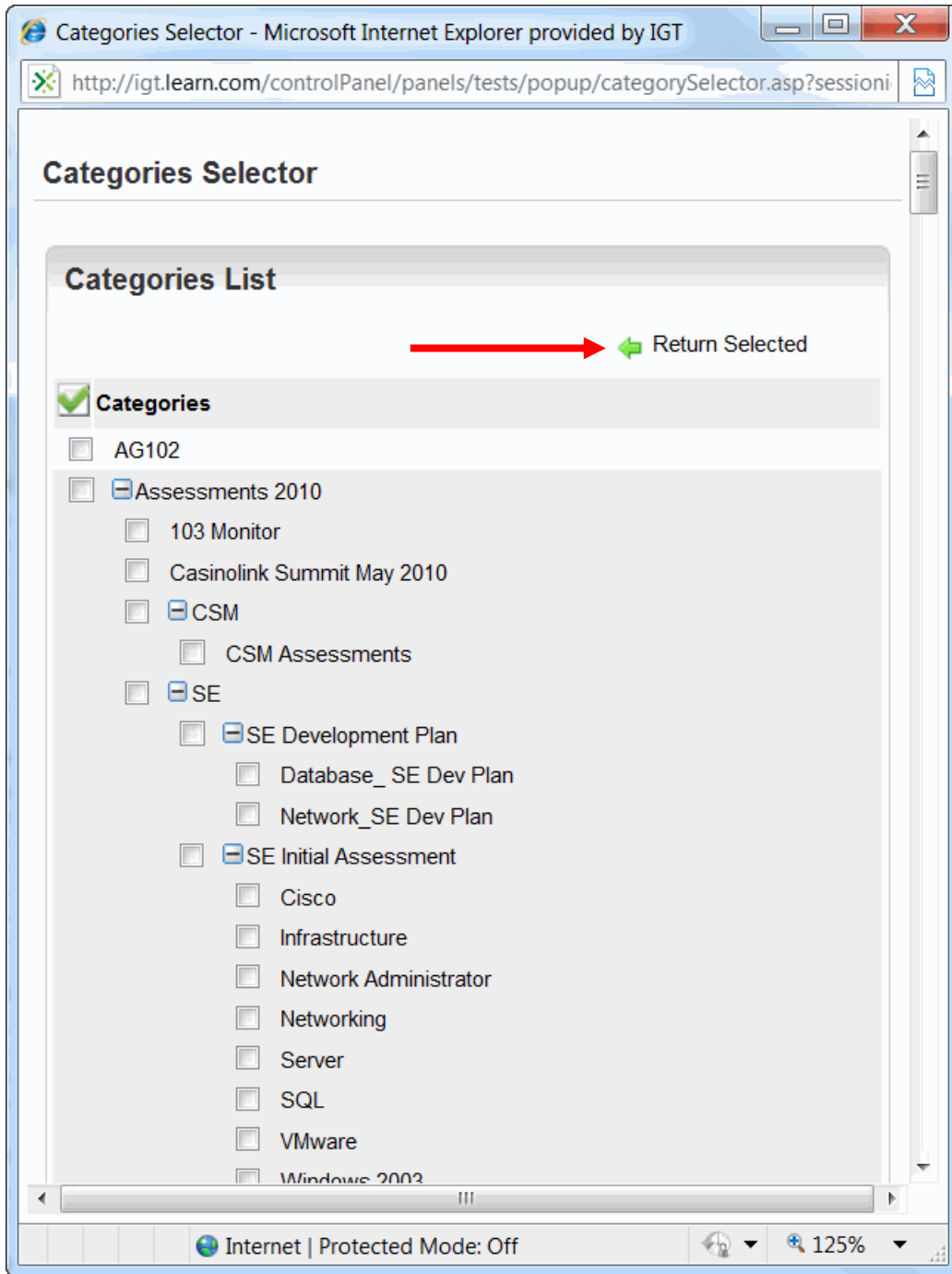
Type:

Category

  [Select Categories](#)

Add to Global Catalog?


4. Click Select Categories and choose the correct category from the list. Make sure you select sub-categories if applicable.





5. Click **Return Selected**.

- Choose "Manually select the questions to appear on this assessment", then click Select/Manage Questions.

Questions

Manually select the questions to appear on this assessment. 

Select question category/categories and have questions selected randomly during assessment administration



 Select/Manage Questions
 Select Random Questions from Mapped Categories

Question	Point Value
No questions are currently assigned for this test	

Question Order

To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order
- Click the adjacent down arrow icon to move the question down in order
- Click the Save button found above to save all changes made

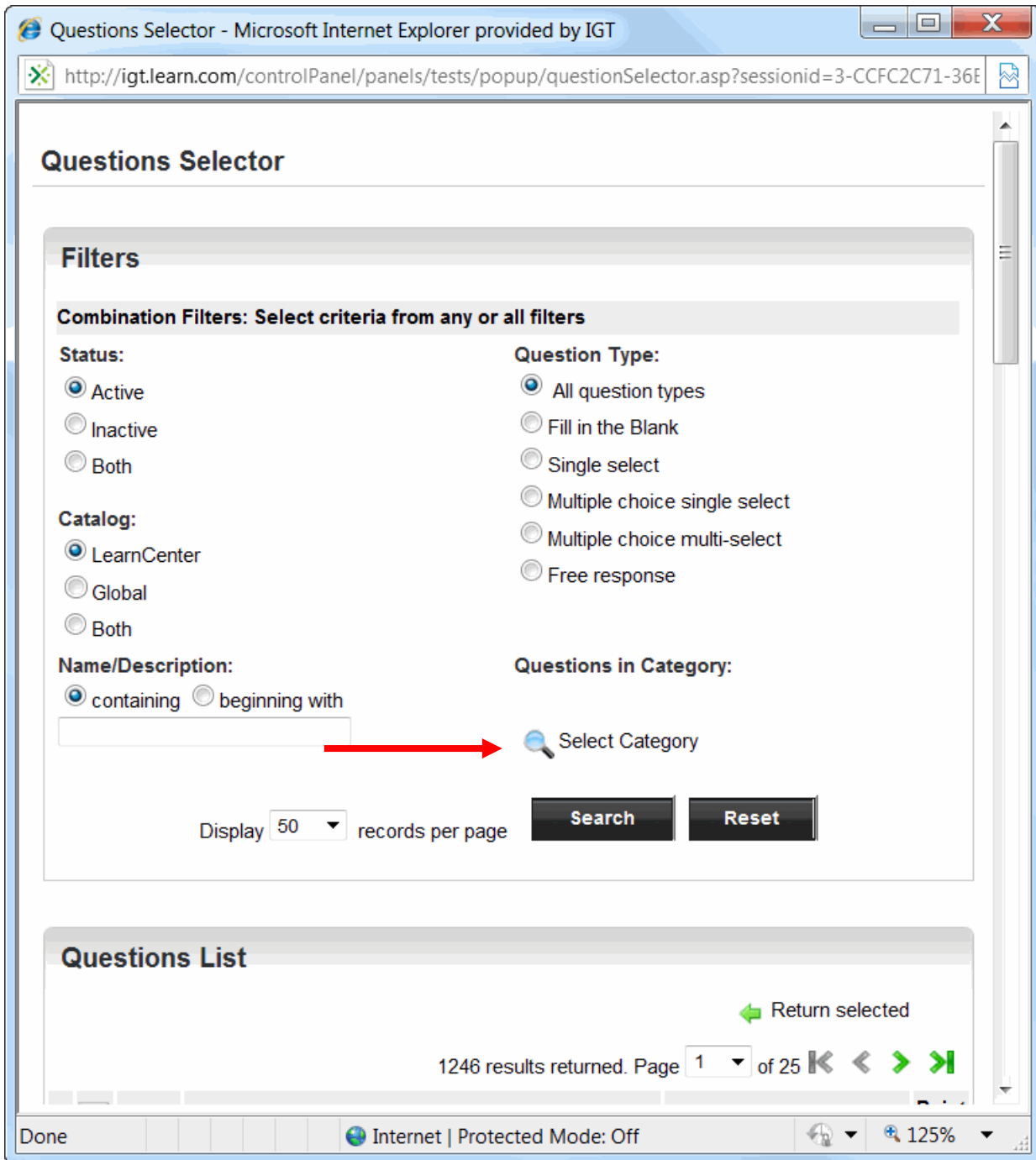



NOTE: If random order is specified for a mapped instance, the order specified here will be disregarded

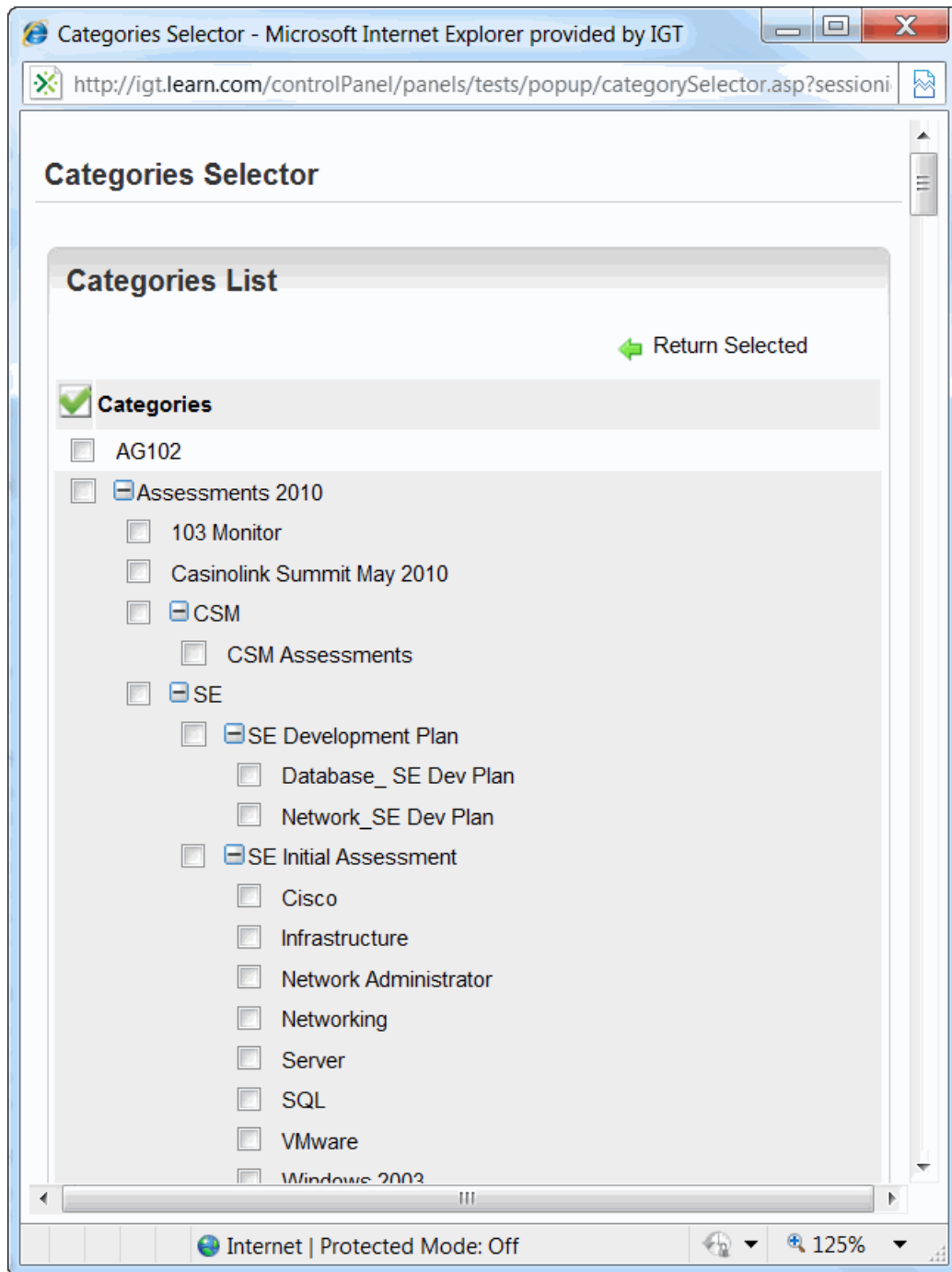
Mapped Instances

Status	Instance	Actions
No instances are currently mapped for this test		

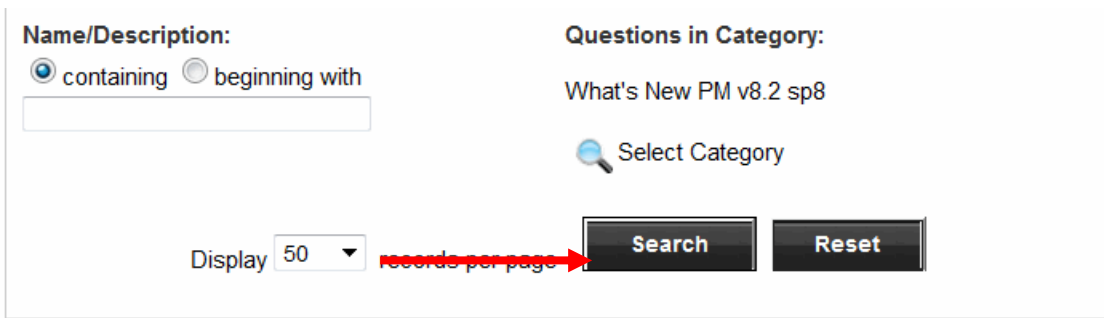
7. In the Filters area, choose Select Category.



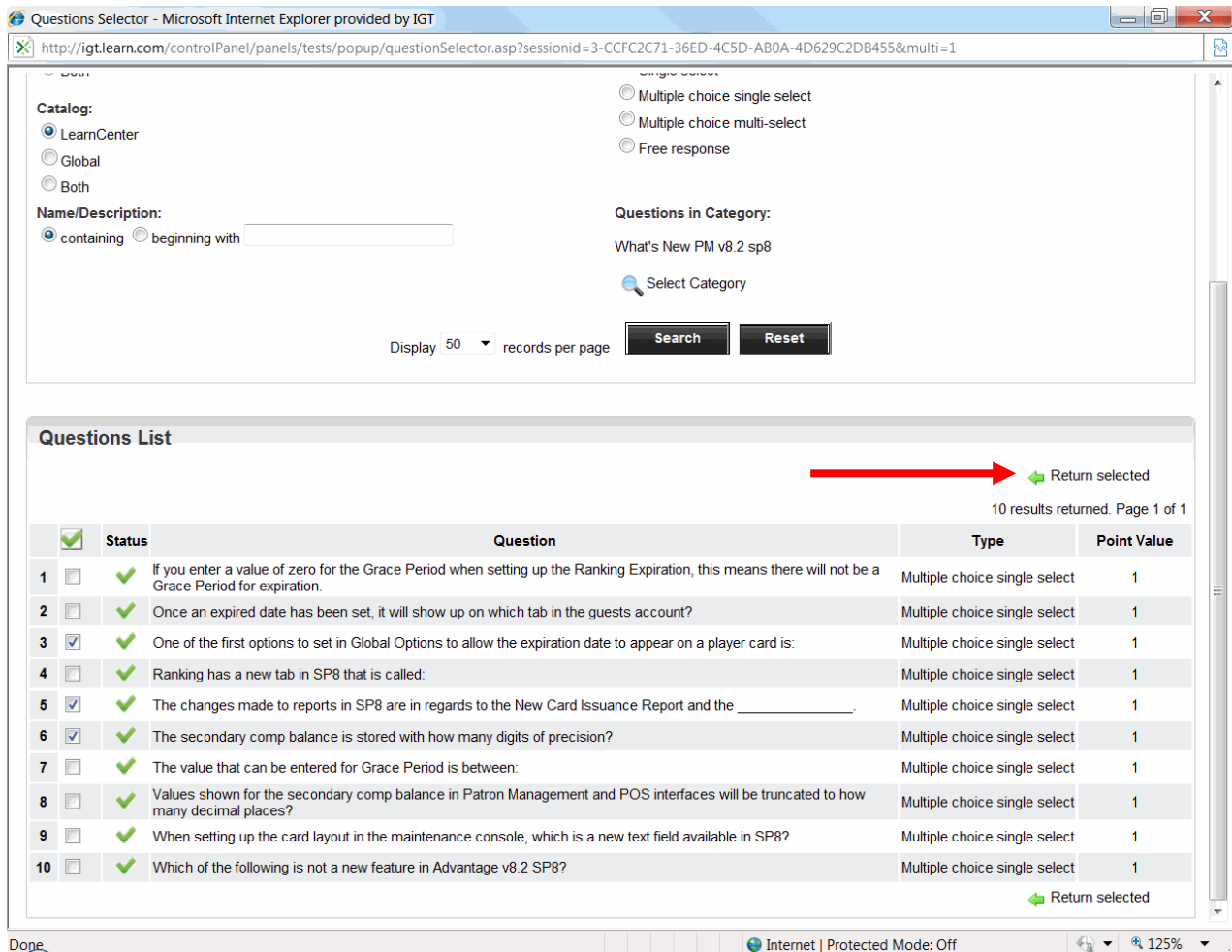
8. Select the category for the WBT (this should be the same category that was assigned to the assessment). Click Return Selected Categories.



9. You will be returned to the Question Selector window. Click Apply Filter.



10. Select questions by clicking the box to the left of the question. Each question must be selected individually and all questions should be selected. Once all questions have been selected, click **Return selected questions**.



11. Click Save Changes on the Create Assessment page.

2	The changes made to reports in SP8 are in regards to the New Card Issuance Report and the _____.	1
3	The secondary comp balance is stored with how many digits of precision?	1
Point Total:		3

Question Order



To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order
- Click the adjacent down arrow icon to move the question down in order
- Click the Save button found above to save all changes made

One of the first options to set in Global Options to allow the expiration date to appear on a player card is: _____.

The changes made to reports in SP8 are in regards to the New Card Issuance Report and the _____.

The secondary comp balance is stored with how many digits of precision?





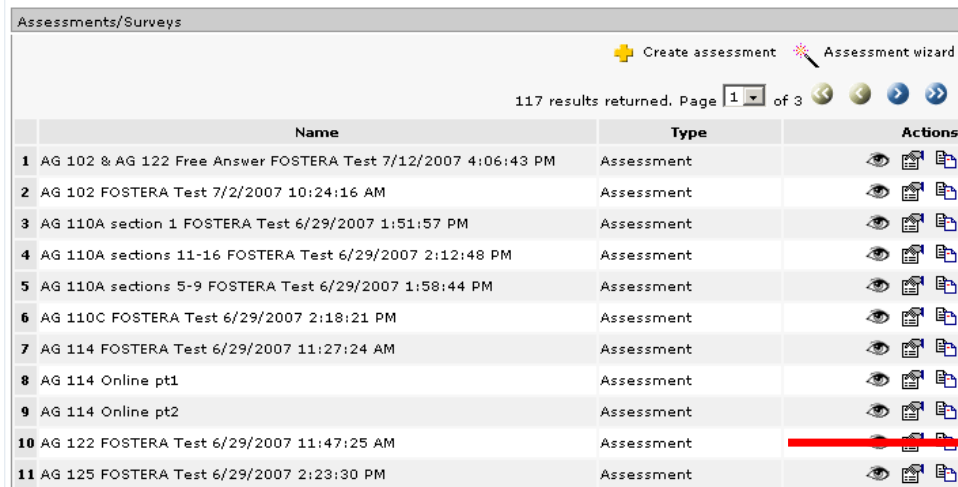
NOTE: If random order is specified for a mapped instance, the order specified here will be disregarded

Mapped Instances		
Status	Instance	Actions
No instances are currently mapped for this test		

Save




































12. Preview the assessment by clicking the  to the right of the Assessment name.



Assessments/Surveys

[+ Create assessment](#) [Assessment wizard](#)

117 results returned. Page 1 of 3

	Name	Type	Actions
1	AG 102 & AG 122 Free Answer FOSTERA Test 7/12/2007 4:06:43 PM	Assessment	  
2	AG 102 FOSTERA Test 7/2/2007 10:24:16 AM	Assessment	  
3	AG 110A section 1 FOSTERA Test 6/29/2007 1:51:57 PM	Assessment	  
4	AG 110A sections 11-16 FOSTERA Test 6/29/2007 2:12:48 PM	Assessment	  
5	AG 110A sections 5-9 FOSTERA Test 6/29/2007 1:58:44 PM	Assessment	  
6	AG 110C FOSTERA Test 6/29/2007 2:18:21 PM	Assessment	  
7	AG 114 FOSTERA Test 6/29/2007 11:27:24 AM	Assessment	  
8	AG 114 Online pt1	Assessment	  
9	AG 114 Online pt2	Assessment	  
10	AG 122 FOSTERA Test 6/29/2007 11:47:25 AM	Assessment	  
11	AG 125 FOSTERA Test 6/29/2007 2:23:30 PM	Assessment	  

3.1.1 To have Questions selected randomly from categories during the test:

1. Choose "Select question category/categories and have questions selected randomly during assessment administration", then click Select Question Categories.

Questions

Manually select the questions to appear on this assessment.
 Select question category/categories and have questions selected randomly during assessment administration ←

[+ Select Question Categories](#)

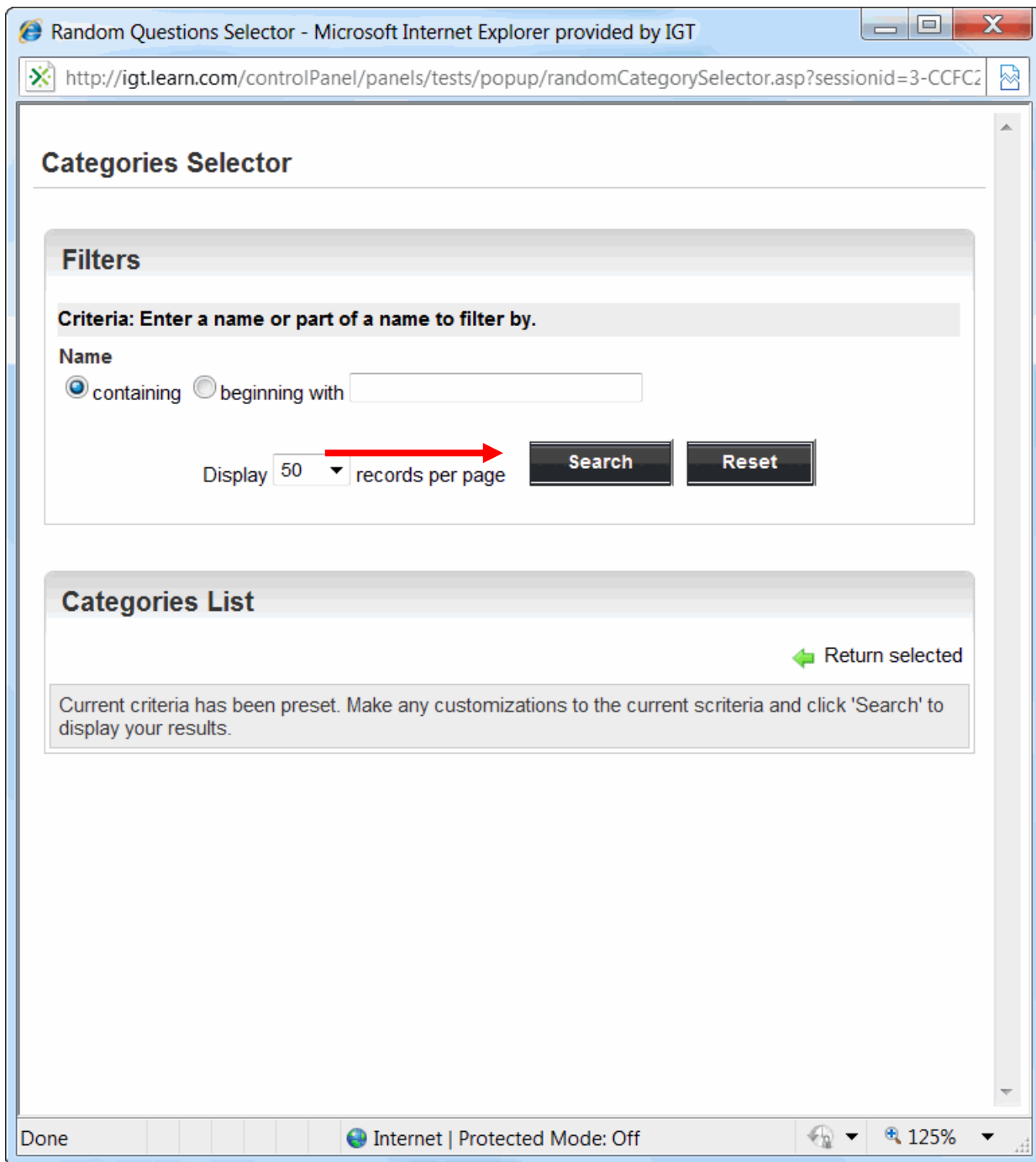
Active	Category	# of Questions	# of Points
No instances are currently mapped for this test			

Mapped Instances

Status	Instance	Actions
No instances are currently mapped for this test		

Save

2. In the Filters area, enter the name of the category and click **Search**.



- Select the desired category and enter the number of questions to be given from that category and the maximum number of points. Click Return Selected.

Random Questions Selector - Microsoft Internet Explorer provided by IGT

http://igt.learn.com/controlPanel/panels/tests/popup/randomCategorySelector.asp?sessionId=3-CCFC2

Categories Selector

Filters

Criteria: Enter a name or part of a name to filter by.

Name

containing beginning with

Display records per page

Categories List

← Return selected

▶ Instructions

1 result returned.

	Category	Total Questions
<input type="checkbox"/>	Assessments 2011	58
<input checked="" type="checkbox"/>	AT&T Connect Admin	28
	Questions: <input type="text" value="5"/> Max Points: <input type="text" value="5"/> (Lowest=0, Highest=29)	
<input type="checkbox"/>	IPS v10.2	20
<input checked="" type="checkbox"/>	What's New PM v8.2 sp8	10
	Questions: <input type="text" value="5"/> Max Points: <input type="text" value="5"/> (Lowest=0, Highest=10)	

← Return selected


Internet | Protected Mode: Off 125%

4. Check the Active box for the Categories and click Save on the Create Assessment page.

Questions

Manually select the questions to appear on this assessment.

Select question category/categories and have questions selected randomly during assessment administration

 [Select Question Categories](#)

	Active	Category	# of Questions	# of Points
1	<input type="checkbox"/>	AT&T Connect Admin	5	5
2	<input type="checkbox"/>	What's New PM v8.2 sp8	5	5
Point Total:			10	

Mapped Instances


Status	Instance	Actions
No instances are currently mapped for this test		

←



3.1.2 To have Questions selected randomly from categories:

1. Choose "Manually select the questions to appear on this assessment", then click Select Random Questions from Mapped Categories.

Questions

Manually select the questions to appear on this assessment. 

Select question category/categories and have questions selected randomly during assessment administration



 Select/Manage Questions
 Select Random Questions from Mapped Categories

Question	Point Value
No questions are currently assigned for this test	

Question Order

To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order
- Click the adjacent down arrow icon to move the question down in order
- Click the Save button found above to save all changes made

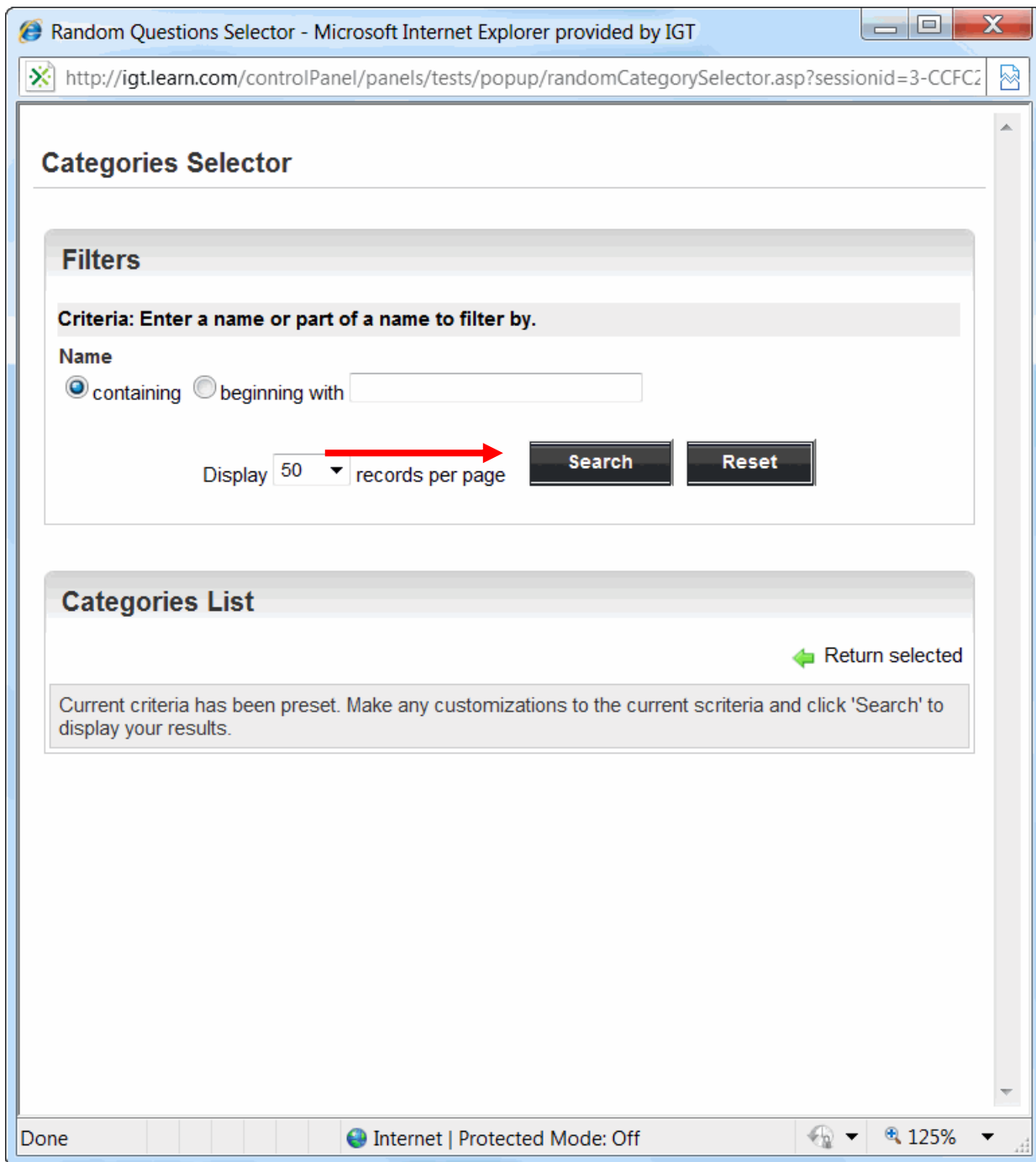



NOTE: If random order is specified for a mapped instance, the order specified here will be disregarded

Mapped Instances

Status	Instance	Actions
No instances are currently mapped for this test		

2. In the Filters area, enter the name of the category and click **Search**.



3. Select the desired category and enter the number of questions to be given from that category and the maximum number of points. Click Return Selected.

Categories Selector

Filters

Criteria: Enter a name or part of a name to filter by.

Name

containing beginning with 2011

Display 50 records per page

Categories List

(indicated by a red arrow)

▶ Instructions

1 result returned.

	Category	Total Questions
<input type="checkbox"/>	Assessments 2011	58
<input checked="" type="checkbox"/>	AT&T Connect Admin	28
	Questions: 5 Max Points: 5 (Lowest=0, Highest=29)	
<input type="checkbox"/>	IPS v10.2	20
<input checked="" type="checkbox"/>	What's New PM v8.2 sp8	10
	Questions: 5 Max Points: 5 (Lowest=0, Highest=10)	

Internet | Protected Mode: Off 125%

4. A random selection of questions from the categories you picked is presented. Arrange the order as desired.

Questions

Manually select the questions to appear on this assessment.

Select question category/categories and have questions selected randomly during assessment administration

+ Select/Manage Questions
 + Select Random Questions from Mapped Categories

Question	Point Value
1 How do you change the materials from Live to On Demand?	1
2 When using the Conference Settings in the Outlook Add-in, to populate the Conference Materials list you would click on _____.	1
3 What are the types of materials you can create for ATT Connect in Materials Editor? (select all that apply)	2
4 The reason to stop and start the push client is to fix which issue?	1
5 The secondary comp balance is stored with how many digits of precision?	1
6 Which of the following is not a new feature in Advantage v8.2 SP8?	1
7 Values shown for the secondary comp balance in Patron Management and POS interfaces will be truncated to how many decimal places?	1
8 Once an expired date has been set, it will show up on which tab in the guests account?	1
9 The value that can be entered for Grace Period is between:	1
Point Total:	10

Question Order

To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order
- Click the adjacent down arrow icon to move the question down in order
- Click the Save button found above to save all changes made

How do you change the materials from Live to On Demand?

When using the Conference Settings in the Outlook Add-in, to populate the Conference Materials list you would click on _____

What are the types of materials you can create for ATT Connect in Materials Editor? (select all that apply)

The reason to stop and start the push client is to fix which issue?

The secondary comp balance is stored with how many digits of precision?

Which of the following is not a new feature in Advantage v8.2 SP8?

Values shown for the secondary comp balance in Patron Management and POS interfaces will be truncated to how many decimal places?

Once an expired date has been set, it will show up on which tab in the guests account?

The value that can be entered for Grace Period is between:

↑
↓

5. Click Save on the Create Assessment page.

8	Once an expired date has been set, it will show up on which tab in the guests account?	1
9	The value that can be entered for Grace Period is between:	1
Point Total:		10

Question Order

To change the order of the questions as they are to appear on the test:

- Select the question by clicking on it from the list below.
- Click the adjacent up arrow icon to move the question up in order
- Click the adjacent down arrow icon to move the question down in order
- Click the Save button found above to save all changes made

How do you change the materials from Live to On Demand?
When using the Conference Settings in the Outlook Add-in, to populate the Conference Materials list you would click on _____
What are the types of materials you can create for ATT Connect in Materials Editor? (select all that apply)
The reason to stop and start the push client is to fix which issue?
The secondary comp balance is stored with how many digits of precision?
Which of the following is not a new feature in Advantage v8.2 SP8?
Values shown for the secondary comp balance in Patron Management and POS interfaces will be truncated to how many decima
Once an expired date has been set, it will show up on which tab in the guests account?
The value that can be entered for Grace Period is between.

↑
↓

NOTE: If random order is specified for a mapped instance, the order specified here will be disregarded

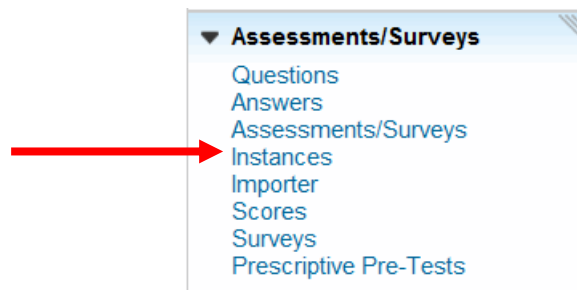
Mapped Instances		
Status	Instance	Actions
No instances are currently mapped for this test		

Save ←

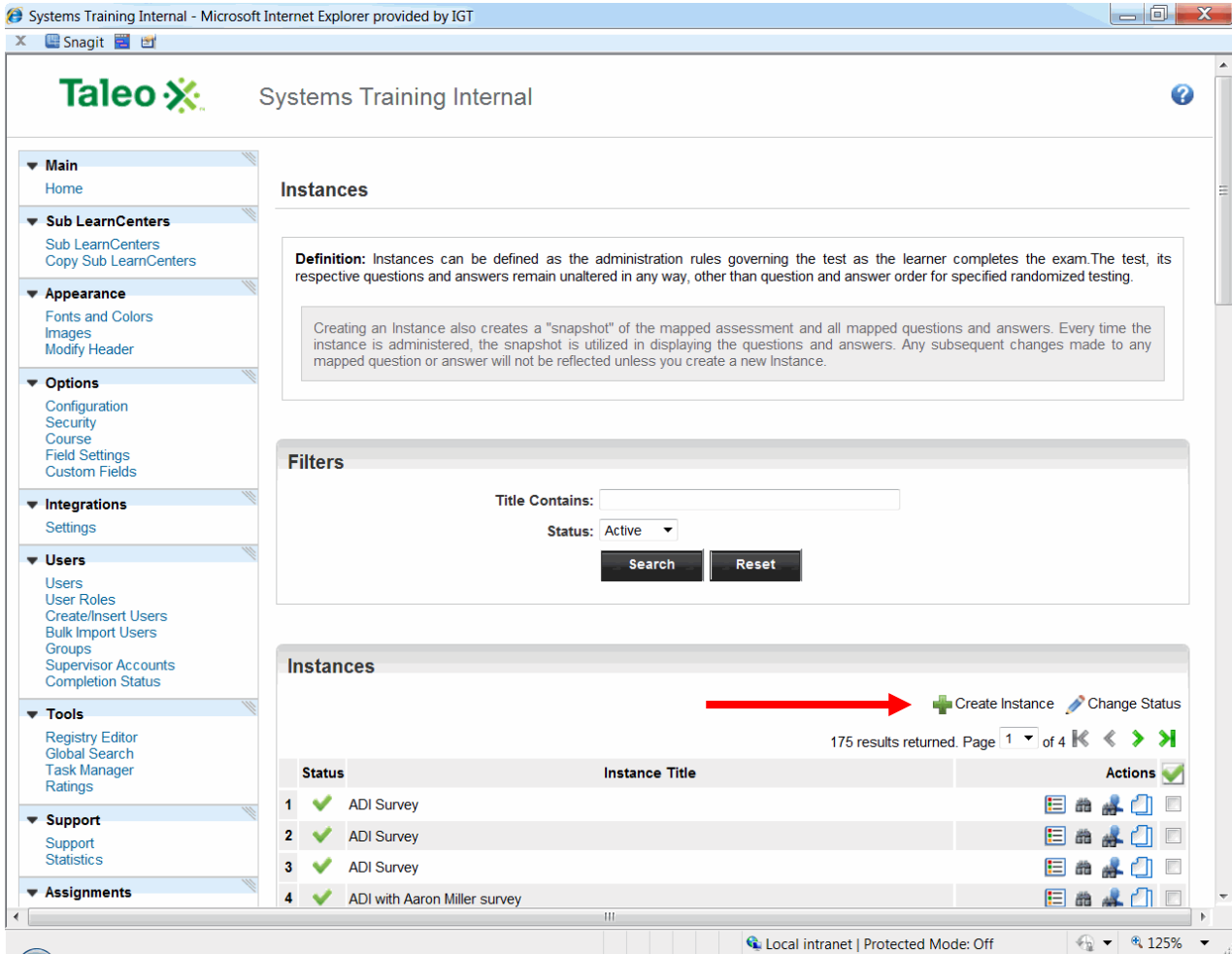
Lesson 4 CREATE AN INSTANCE

The instance is what makes the assessment actually viewable to the user. This is where you set how the test is available and various other settings on how it's actually viewed by the user. Once an instance is setup, any changes you make to the questions or the assessment will not be reflected in the instance. If you need to make any changes (for instance, correct a typo, or add a question to the assessment) you will need to create a new instance.c

1. In the Control Panel, from Assessments/Surveys, select Instances.




2. Click Create Instance.



3. Click Select Assessment.

Create Instance

 [Return to Instances List](#)

▸ Instructions

Select Assessment

  [Select Assessment](#)

Name:

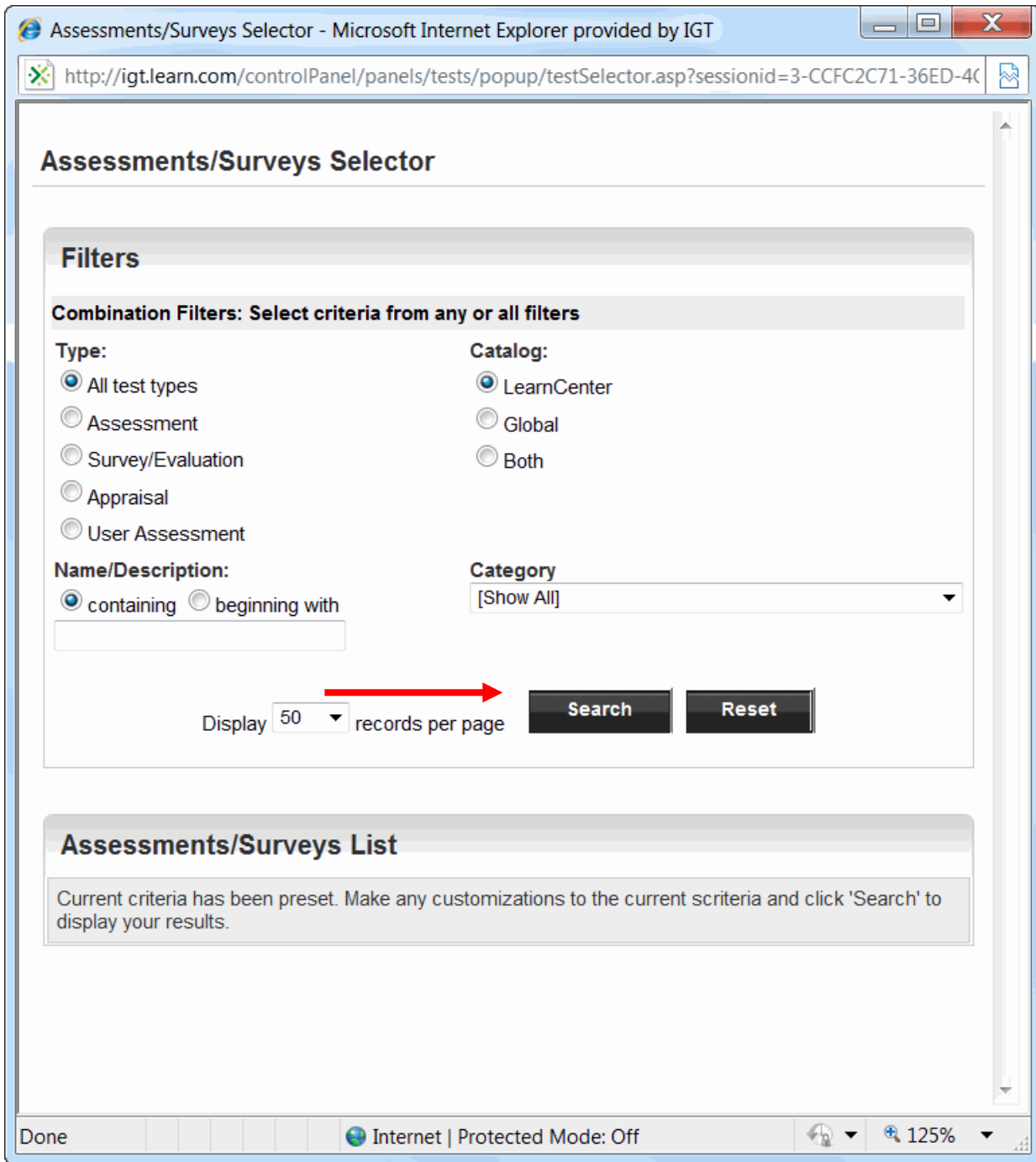
Pre-Instructions:

Post-Instructions:

Status: Active Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

4. In the Filters window, enter part of the name and click Search.



5. Select the correct assessment and click **Return selected**.

Assessments/Surveys Selector

Filters

Combination Filters: Select criteria from any or all filters

Type:

- All test types
- Assessment
- Survey/Evaluation
- Appraisal
- User Assessment

Catalog:

- LearnCenter
- Global
- Both

Name/Description:

containing beginning with

ips

Category

[Show All]

Display 50 records per page **Search** **Reset**

Assessments/Surveys List

← Return Selected
2 results returned.

	Name	Type
1	<input type="radio"/> IPS v10.2 Assessment	Assessment
2	<input type="radio"/> IPS v8.2 Assessment	Assessment

← Return Selected

Internet | Protected Mode: Off 125%

6. Add the pre and post instructions.

Pre-Instructions:

You must pass the test in order to get credit for this course. You will be able to take the test as many times as you want – only the highest score will be counted. Good Luck!

Create an Instance

To start this test, click the Next button above.

Post-Instructions:


Thank you for taking the test.

If you passed: Congratulations! You have received credit for this course.

If you did not pass, we suggest that you rewatch the WBT before attempting the test again.


In order to complete the course and leave feedback, please click the Exit button above.

Create Instance

 [Return to Instances List](#)

Instructions

Select Assessment

 Select Assessment

Name:

Pre-Instructions:



Post-Instructions:

Status: Active Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

- From the Item Association drop-down list, choose Course.

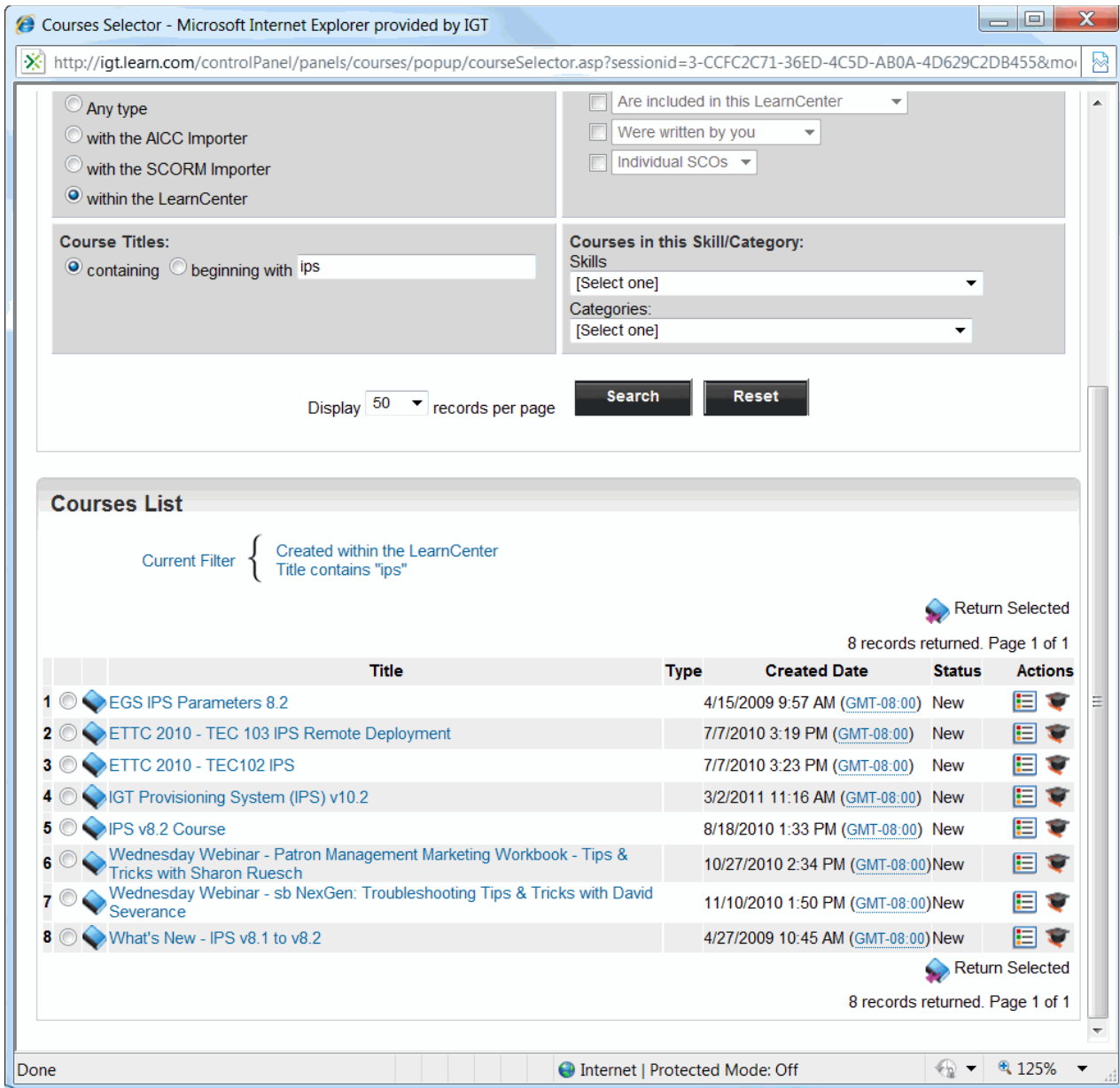
Item Association

Select the item type to associate the assessment with: Course

Select the specific course to associate with the instance. Select Course

- In the Course Selector window, choose Course Created: Any type. Under Course Titles choose containing and enter part of the course title.

9. Click Search.
10. Select the correct assessment and click **Return selected**.



11. You will be returned to the Create Instance window. Fill in Options according to the following table.

Option	Setting
Time Limit	0

Paging	Show # of (1) Questions per page. If there are 5 questions or less, use Show All.
Limit # of views	0
Limit # of submissions	0
Completion Credits	0
Randomize question order	Yes
Randomize answer order	Yes. If there are questions that use All of the Above or None of the Above, do not use this option.
Allow practicing with missed questions	No
Type of assessment	Post-test
Show results	Yes
Show details	No. If test is in the Technical Learn Center, Show Details.
Show author feedback	No. If you have questions that have author feedback, choose Yes. Make sure when creating questions, you do not choose answers that have author feedback from other tests.
Required	Yes
Show results in Gradebook	Yes

Score of record for course	Yes
Minimum passing score for completion (percentage)	80
Post Comments	DO NOT USE

Options

Time limit (in minutes):

Paging Show All
 Show # of Questions per page
 Show Questions grouped by Category

Limit # of views:

Limit # of submissions:

Completion Credits:

Randomize question order: No Yes

Randomize answer order (multi-choice questions only): No Yes

Show missed questions only: No Yes

Type of assessment: ▼

Show results: No Yes

Show details: No Yes

Show author feedback: No Yes

Required: No Yes

Show results in Gradebook: No Yes

Score of record for course: No Yes

Minimum passing score for completion (percentage):

Post Comments:

12. Click Save.

Required: No Yes

Show results in Gradebook: No Yes

Score of record for course: No Yes

Minimum passing score for completion (percentage):

Post Comments:

Customized Results Display

Customization Required:

Save