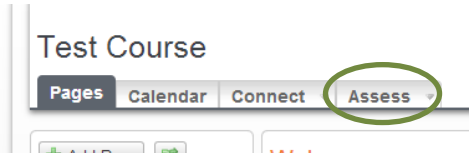


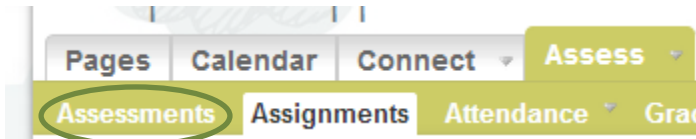
# Assess in Haiku

The Assess feature in Haiku allows the teacher to create different ways to assess their students' knowledge.

1. First click on the **Assess** tab at the top



2. You should see Assessments as the first sub tab, click on it.

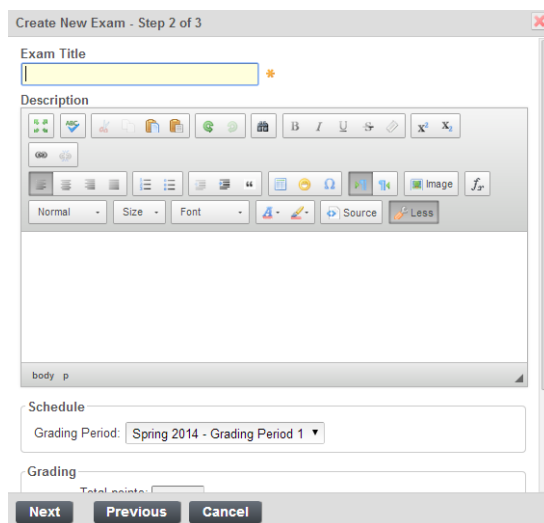


3. Click **Add Assessment** at the top. A dialogue box will appear asking you what type of assessment you would like to give.
  - a. **Practice**: provides feedback after each question and allows the student to try if the question is missed. This type of assessment would help students prepare for an exam or learn from mistakes. No essay questions
  - b. **Exam**: will not provide immediate feedback and students cannot answer a question twice

4. Let's choose **Exam**

5. The dialogue box below will appear. **Provide a title and discription or instructions** for the test.

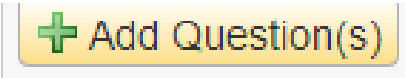
6. Hit **Next**

A screenshot of a dialog box titled 'Create New Exam - Step 2 of 3'. It contains a form for creating an exam. The 'Exam Title' field is empty and has a red asterisk. Below it is a 'Description' field with a rich text editor toolbar. The 'Schedule' section has a 'Grading Period' dropdown menu set to 'Spring 2014 - Grading Period 1'. The 'Grading' section has a 'Total points' field. At the bottom are 'Next', 'Previous', and 'Cancel' buttons.

7. Last apply setting

- a. Will the test be timed and how many attempts will students receive?

- b. Do you want questions to be in random or about answer choices?
  - c. Hit Finish
8. Now we want to add questions to our test
- a. Click **Add Question** at the top right
  - b. Choose **what type** of question you would like:



New Question	Existing Questions
<input type="button" value="Short Answer / Essay"/>	<input type="button" value="Question Library"/>
<input type="button" value="Fill in the Blank"/>	<input type="button" value="Import Questions"/>
<input type="button" value="Matching"/>	
<input type="button" value="Multiple Choice"/>	
<input type="button" value="True/False"/>	
<input type="button" value="Cancel"/>	

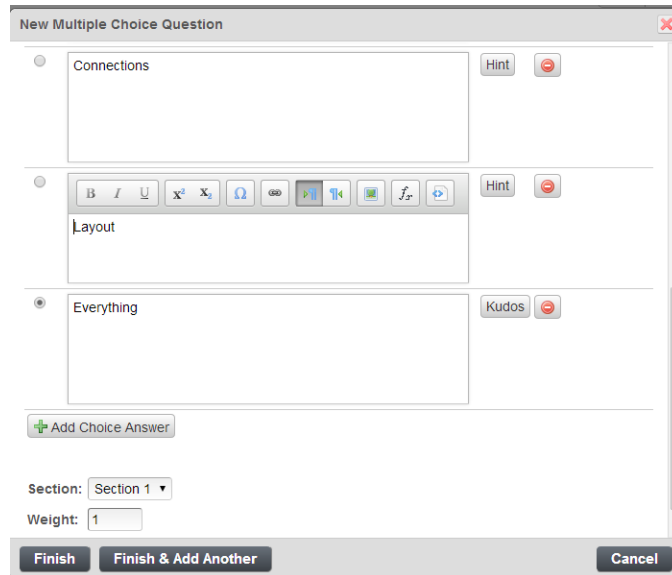
- i. All answers are graded by Haiku with the exception of Short Answer/Essay
- ii. Question Library: location where all questions you have created are saved for later use
- iii. Import Questions: not available to use as of now, these have to be in blackboard 6+ file

9. **Let's Practice by adding a multiple choice question**

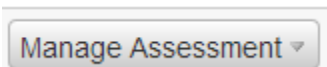
The screenshot shows a window titled "New Multiple Choice Question". At the top, there's a "Question" label and a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and image insertion. Below the toolbar is a large text area for entering the question. Underneath the text area is an "Attach a File" button. A note reads: "Enter two or more answers below, then mark one as the correct answer using the radio buttons in the first column." Below this note is a section labeled "Answer" with a radio button and a text input field. To the right of the input field are "Hint" and "Remove" buttons. At the bottom of the window are three buttons: "Finish", "Finish & Add Another", and "Cancel".

- a. **First type in the question.** Notice you can add styling, images, and for Math Fx is the equation button.

- i. For those who are looking to type out their own equations, type it in OneNote, Word etc and use the Screenshot option to save the question as an image and insert it into your question
- b. Next, **add the answer choices**
- c. Then select the right answer by clicking the circle to the left of the answer choice



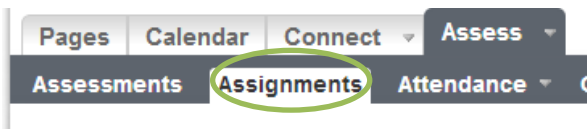
- d. Choose the Section (you could have multiple choice and True or False Sections)
  - e. Choose the weight of the questions
  - f. Last, hit finish or finish and add another
10. Once you have all your questions you can preview the test, click on **Manage Test** at the TOP right



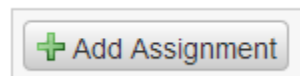
- 11. Click on **Preview**
- 12. Once your are ready to give the students the test hit **PUBLISH** under the Manage Test button
- 13. Choose a date and time for the test. Edit grading options if needed and choose location or page you want the test to appear

## Assignments

- 1. Assignments also go with the Dropbox found in the Connect tab



- 2. Click **Add Assignment** at the TOP and follow the instructions that we used in the Dropbox tutorial
- 3. Add Title, description, due date if needed, and assign to Dropbox if needed



4. Your assignment is added to the Dropbox and Calendar