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Certified LMS Administrator Program

03 Assessments

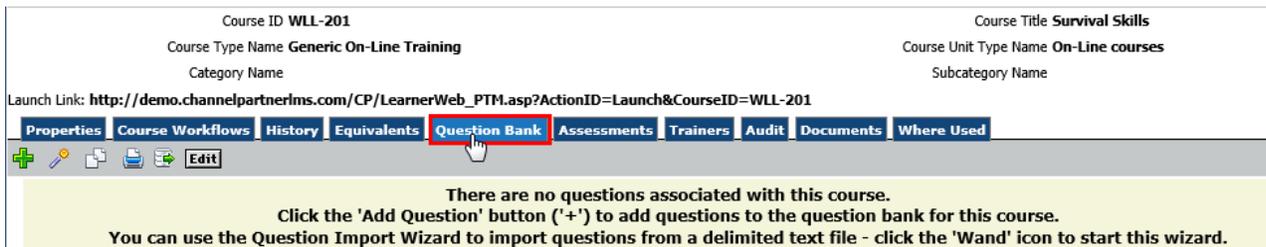
LWC-103.14.01

COURSE DESCRIPTION: This course offers a new look into performing pre- and post-course assessments. Students learn how to create a Question Bank, add Assessments and insert them into a course workflow.

Assessments are a series of questions that can be used to determine the level of expertise a learner has about a subject, also referred to as a pre-assessment, as well as a post-assessment to gauge the level of understanding that has been achieved through the training. There are preparations that must occur before an assessment can be used with a course – Build a Question Bank, Create an Assessment, and Add to Course Workflow.

Build a Question Bank

An assessment requires a series of related questions that can be assigned to it. So the first step to create a number of questions about the required topic. Click on COURSE in the Manager menu and click on the target course you want to assign the questions.



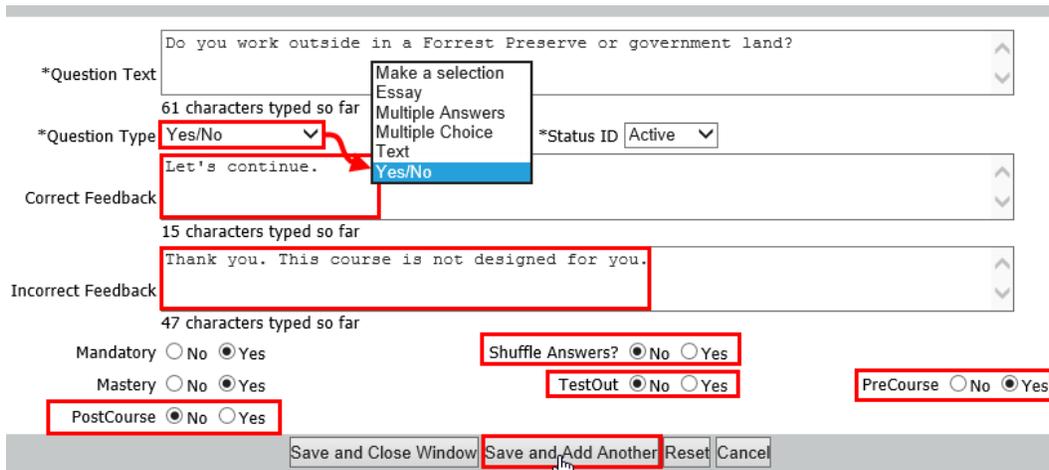
Course ID **WLL-201** Course Title **Survival Skills**
 Course Type Name **Generic On-Line Training** Course Unit Type Name **On-Line courses**
 Category Name Subcategory Name

Launch Link: http://demo.channelpartnerlms.com/CP/LearnerWeb_PTM.asp?ActionID=Launch&CourseID=WLL-201

Properties Course Workflows History Equivalents **Question Bank** Assessments Trainers Audit Documents Where Used

There are no questions associated with this course.
 Click the 'Add Question' button (+) to add questions to the question bank for this course.
 You can use the Question Import Wizard to import questions from a delimited text file - click the 'Wand' icon to start this wizard.

Click on the Question Bank tab to open. Then click on the Green Plus symbol (+) to add a question. In the illustration below are several important field and toggles:



Do you work outside in a Forrest Preserve or government land?

*Question Text 61 characters typed so far

*Question Type Yes/No

Correct Feedback Let's continue. 15 characters typed so far

Incorrect Feedback Thank you. This course is not designed for you. 47 characters typed so far

Mandatory No Yes

Mastery No Yes

PostCourse No Yes

Shuffle Answers? No Yes

TestOut No Yes

PreCourse No Yes

*Status ID Active

Save and Close Window Save and Add Another Reset Cancel

Question Text – Enter the question inside this area, keeping in mind the Question Type selected.

Question Type – Click on the arrow to drop-down available choices. Note the various types of questions that can be selected, including Essay, Multiple Answer, Multiple Choice, Text and Yes/No.

Status ID – Question can be set to INACTIVE so they cannot be used. Selecting ACTIVE means the question will display when the time comes to associate questions to an Assessment.

Feedback Fields – Note there are two fields for feedback, Correct and Incorrect. Enter the system response for both conditions.

Toggle Area – Click inside the radio buttons to toggle a field to yes or no. For example, in the illustration above, the POST COURSE option was set to NO but PRE COURSE was set to YES.

Click on the SAVE AND ADD ANOTHER button to create as many questions necessary. In this illustration below, multiple questions were created.

Course ID **WLL-201** Course Title **Survival Skills**
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Launch Link: http://demo.channelpartnerlms.com/CP/LearnerWeb_PTM.asp?ActionID=Launch&CourseID=WLL-201

Properties Course Workflows History Equivalents Question Bank Assessments Trainers Audit Documents Where Used

     **Edit**

Version	Question Text	Mandatory	Number of Answers	Status Name	User May Revise	Action
	Do you work outside in a Forrest Preserve or government land?	Yes	0	Active	Yes	 
	How often do you work alone? (Provide only one answer)	Yes	0	Active	Yes	 
	Have you been issued a Survival Kit?	Yes	0	Active	Yes	 

Total Records: 3

Add Answers

To make changes or provide the appropriate answers, click on the Green-i icon for each question that needs to be modified or require answers to the associated question. To create answers, click on the ANSWERS tab.

Properties | Answers

There are no records matching the selection criteria

Edit

Display Sequence

10% of the time.

*Answer Text

16 characters typed so far

Correct ? No Yes

Save and Close Window Save and Add Another Reset Cancel

Display Sequence – Enter a Display Sequence value to control the order the answer should appear. Leave it blank, especially if the answers will be set to display in a random order.

Answer Text – Enter the actual answer in this field.

Correct? – The NO radio button should be selected for all incorrect answers. Keep in mind that the Multiple Answers type question will provide the option to have more than one correct answer.

Save and Add Another – Click this button to save the answer and create the next one. Once the last answer is created, press the SAVE AND CLOSE WINDOW to complete the task. At this point, all of the answers for the question, correct and incorrect, are created.

Take your time and enter an answer for every question, acknowledging that some will need multiple answers. The illustration below shows how the question displays the number of answers created, while clicking on the Green-I icon and pressing the ANSWERS tab shows which is the correct answer. Once all the questions and answers are in place, the Assessment can be created.

Version	Question Text	Mandatory	Number of Answers	Status Name	User May Revise	Action
	Do you work outside in a Forrest Preserve or government land?	Yes	2	Active	Yes	
	How often do you work alone? (Provide only one answer)	Yes	0	Active	Yes	
	Have you been issued a Survival Kit?	Yes	0	Active	Yes	
Total Records: 3						

Display Sequence	Answer Text	Correct ?	Action
	Yes	Yes	
	No	No	
Total Records: 2			

Add the Assessment

With the select course properties displayed (if not, select Courses from the Manager menu and click on the course name that has the Question Bank ready to go), click on the ASSESSMENTS tab, which opens to an empty page. Click on the Green Plus symbol (+) to add an Assessment.

Properties Course Workflows History Equivalents Question Bank **Assessments** Trainers Audit Documents Where Used

There are no assessments associated with this course.
Click the 'Add Assessment' button ('+') to add one or more assessments to this course.

Edit

*Course ID

Assessment Name

Assessment Type

Number of Questions

Randomize Questions No Yes

Delivery

Minimum Score

Feedback options

Display Score

Time Limit

The Assessment form has many fields, each one controlling an aspect of the process. Highlighted in red are some of the key fields that must be addressed. Below is a summary for all fields:

Assessment Name – Enter an appropriate name for the assessment.

Assessment Type – There are multiple types of assessments that can be performed. Click on this drop-down menu and choose the best type to accomplish the desired outcome. In this example, the **PRE-COURSE ASSESSMENT** was selected as a way to identify the Learners that should take the course.

Mastery Assessment
Post-Course Assessment
Pre-Course Assessment
Prerequisite Assessment
Survey
Test-Out Assessment
Track Questionnaire
Training Needs Assessment

Number of Questions – It is possible to add more questions in the Question Bank than will be used. In this example, 3 is entered into the field. Be sure there are enough questions created to meet the number entered into this field.

Randomize Questions – Select NO or YES to randomize the order questions are asked. This ensures Learners cannot share answers. This is more important when conducting a Mastery Assessment that measures the knowledge or skills of the student after completing a course.

Delivery – Choose to display all of the questions on a single page or a page for every question.

Minimum Score – Enter a value that will be used to determine if a student has PASSED or FAILED. Leave this blank if a score is NOT to be used.

Feedback Options – The Feedback responses entered into the answers can be displayed after each question or after all the questions have been answered.

After all questions
After each question
No feedback

Display Score – Choose NO SCORE if this assessment isn't determining a Pass or Fail status.

Time Limit – Leave this blank if there isn't a time limit. Or enter a decimal value for the time limit. Every 15 minutes is entered in a .25 increment and a full hour is entered as 1.

When the form is completely filled out, press the SAVE AND CLOSE button to complete the task. The new assessment is now in place.

Properties	Course Workflows	History	Equivalents	Question Bank	Assessments	Trainers	Audit	Documents	Where Used																		
<div style="display: flex; align-items: center; gap: 5px;"> + 📄 ↻ Edit </div> <table border="1"> <thead> <tr> <th>Course ID</th> <th>Assessment Type Name</th> <th>Assessment Name</th> <th>Minimum Score</th> <th>Delivery</th> <th>Number of Questions</th> <th>Time Limit</th> <th>User May Revise</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>WLL-201</td> <td>Pre-Course Assessment</td> <td>Survival Skills Assessment</td> <td></td> <td>All Questions on one Page</td> <td>3</td> <td></td> <td>Yes</td> <td> </td> </tr> </tbody> </table> <p style="text-align: center;">Total Records: 1</p>										Course ID	Assessment Type Name	Assessment Name	Minimum Score	Delivery	Number of Questions	Time Limit	User May Revise	Action	WLL-201	Pre-Course Assessment	Survival Skills Assessment		All Questions on one Page	3		Yes	
Course ID	Assessment Type Name	Assessment Name	Minimum Score	Delivery	Number of Questions	Time Limit	User May Revise	Action																			
WLL-201	Pre-Course Assessment	Survival Skills Assessment		All Questions on one Page	3		Yes																				

Add Course Workflow

To summarize the process up to now, a number of questions were added to the Question Bank, followed up with appropriate answers assigned to each question. Then an Assessment was created that connects to the Question Bank associated to the target course.

The final step to assign a workflow, the process that tells LearnerWeb when to use the Assessment. When the target course properties still displayed, click on the COURSE WORKFLOWS tab. Notice how this sample course has an existing workflow.

Properties	Course Workflows	History	Equivalents	Question Bank	Assessments	Trainers	Audit	Documents	Where Used										
<div style="display: flex; align-items: center; gap: 5px;"> + 📄 ↻ Edit </div> <table border="1"> <thead> <tr> <th>Course Workflow Type Name</th> <th>Workflow Step Number</th> <th>Course Activity Type Name</th> <th>Status Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Post-Training Workflow</td> <td>1</td> <td>User Training Sign-Off</td> <td>Active</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Total Records: 1</p>										Course Workflow Type Name	Workflow Step Number	Course Activity Type Name	Status Name	Action	Post-Training Workflow	1	User Training Sign-Off	Active	
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Post-Training Workflow	1	User Training Sign-Off	Active																

In the illustration above, this Generic Online type of course was automatically assigned a Post-Training Workflow when it was imported into the LMS. A User Training Sign-off requires the Learner to continually indicate if the course is in progress or completed whenever exiting out of the course.

Since this workflow is already in place, click on the Action icon to modify the workflow setting. Note that the Course Workflow Type is set to POST_TRAINING WORKFLOW and the Workflow number is set to 1. Since a Pre-Course assessment will be created, the workflow number need to be changed to 2.

Edit

*Course Workflow Type Name **Post-Training Workflow**

*Course Activity Type Name **User Training Sign-Off**

*Workflow Step Number **1**

Revision Type ID

Wait Days

Number of Attempts

Approver

*Status On Step **In Progress**

*Completion Status On Step **Complete**

Event Type On Step

Customer Script On Step

*Status On Pass **Finished**

*Completion Status On Pass **Requirement Met**

Workflow Step On Pass

Event Type On Pass

Customer Script On Pass

*Status On Fail **In Progress**

*Completion Status On Fail **In Progress**

Workflow Step On Fail

Event Type On Fail

Customer Script On Fail

Save Reset Cancel

Properties Course Workflow Post-Training Workflow

Action

In this example, the Workflow Step Number will be changed to 2. Note the number of labels that begin with an asterisk, indicating that these fields must be defined. Here is a quick summary for some of the key fields:

Workflow Step Number – Enter the appropriate sequential number required, keeping in mind the order if there are more than one workflow defined.

Number of Attempts – Enter **-1** in this field to provide the Learner unlimited attempts, perfect when using the Sign-Off workflow. Otherwise, enter an appropriate value to limit the number of times a Learner can attempt to successfully complete this workflow.

Status on Step – In this example, the current workflow status is set to IN PROGRESS.

Make a selection
Cancelled
Enrolled
Finished
In Progress
No Show
Not Taken
Requested
Waitlist
Waived

Completion on Status on Step – This field defines what happens when this step is completed.

Make a selection
Complete
Fail
In Progress
NA
Pass
Requirement Met

Status on Pass – If the Learner completes the step, how should the activity be reported? In this example FINISHED is selected.

Make a selection
Cancelled
Enrolled
Finished
In Progress
No Show
Not Taken
Requested
Waitlist
Waived

Completion Status on Pass – Once again, the workflow can be set to define what a PASS means. In this example REQUIREMENT MET is selected.

Make a selection
Complete
Fail
In Progress
NA
Pass
Requirement Met

Status on Fail – Set this field as required to instruct LearnerWeb what to do when a Learner fails. Note how this field and the *Completions Status on Fail* is set to IN PROGRESS so the Learner can continue.

Make a selection
Cancelled
Enrolled
Finished
In Progress
No Show
Not Taken
Requested
Waitlist
Waived

Workflow Step on Fail – While this field isn't highlighted, it is important when a workflow requires the Learner to do something when a Fail status occurs. Enter the step number of the Workflow, if appropriate, the Learner has to return if a Fail happens.

Make the appropriate changes and press the SAVE button to apply the change. Then press the CLOSE WINDOW button to close the form.

Now click on the Green Plus symbol (+) to add another workflow. This starts the ADD A COURSE ACTIVITY WIZARD process. For this example, the PRE_COURSE ASSESSMENT is selected and the NEXT button is pressed.

Add a Course Activity Wizard - Step 1

Select an Activity Type from the list below and then click **Next** to continue.

CourseWorkflowAdd/Step1

- Custom Prerequisite
- Manager Checklist
- Manager Review
- Manager Training Sign-Off
- Mastery Assessment
- Pre-Course Assessment**
- Questionnaire
- User Survey
- User Training Sign-Off
- User Upload Document
- Prerequisite Course
- Test-Out Assessment
- Post-Course Assessment

Course Activity Type ID

Questionnaire
 User Survey
 User Training Sign-Off
 User Upload Document
 Prerequisite Course
 Test-Out Assessment
 Post-Course Assessment

Select the appropriate settings. Note how in this example, the SURVEY ASSESSMENT drop-down list includes the assessment previously created. When ready, press the SAVE AND CLOSE WINDOW button to complete the process.

*Workflow Step Number

*Survey/Assessment

*Number of Attempts

*Approver

Event Type On Step

*Status On Pass

*Completion Status On Pass

Workflow Step On Pass

Event Type On Pass

*Status On Fail

*Completion Status On Fail

Workflow Step On Fail

Event Type On Fail

It's always a good idea to test the workflow. In this example, the Survival course is part of a Catalog that is assigned to everyone on the learning management system.

Catalog ID SVL-100				Catalog Name Survival Skills			
Catalog Type Name Course Catalog							
Properties	Courses	People	Assignment Criteria	Group Documents	Catalog Audit		
Search: <input type="text"/> Go Reset							
Learner ID	Learner Name	Title	Department	Learner Status	Catalog Status	Action	
ARCH-001	Lazear, Tom			Active	Incomplete		
MAX-101	Learner, Max			Active	Incomplete		
SHK-001	Square Hook, Josuha			Active	Incomplete		
WLL-001	Arroyo, Mike			Active	Incomplete		
WLL-002	Nickerson, Kris			Active	Incomplete		
WLL-003	Mendoza, Eduardo			Active	Incomplete		
WLL-DEMO1	User1, Demo			Active	Incomplete		
YIP-001	Brown, Robert			Active	Incomplete		
Total Records: 8							

My Catalog is selected from the My Menu and the Survival Skills catalog is expanded to expose the course. Then the LAUNCH link is pressed.

My Menu

MY DASHBOARD

MY ENROLLMENTS

MY LIBRARIES

MY RESOURCES

MY SCHEDULE

MY TRANSCRIPT

MY PROFILE

All Catalogs Search: Go Reset

Course Catalog is a listing of courses available to you in a training library grouped into expandable folders and sub folders. If no courses list this means no libraries are assigned to your profile. To view more information about a course, click on the course title. An action link to the far right of the course record will allow you to launch, register, review and perform other actions.

Course ID	Course Title	Category Name	Delivery	Action
<ul style="list-style-type: none"> Career CompetencyDevelopment EngagementAndRetention ProjectManagment <li style="background-color: #2e5496; color: white; padding: 2px;">Survival Skills 				
WLL-201	Survival Skills		On-Line courses	Launch

This opens the Assessment window. Click the TAKE PRE-TEST link to open the assessment questions or the YES button to go to the Enrollment page.

Enroll in Training

- Course Title: **Survival Skills**
- Course Id: **WLL-201**

You have been successfully enrolled into this course.

Your enrollment includes an on-line Pre-Test which you can take immediately by clicking this link: [Take Pre-Test.](#)

The Pre-Test link will also display on your Enrolled tab.

Would you like to go directly to the enrolled tab?

If the YES button is pressed, this takes the Learner to the Enrollment page. TIP: Both Enrollemnt and Catalog links inside the My Menu will show the same link to tke the pre-test before starting the course.

MY CATALOG

Course ID	Course Title
WLL-201	Survival Skills

MY ENROLLMENTS

My Enrollments is a listing of all current enrollments of training which is not completed or requires some additional action such as a survey or sign-off. You can get more information on the course by clicking the course title. You can launch or perform other actions, by clicking the action link to the far right.

Course ID	Course Title	Category Name	Course Unit Type Name	Status Date	Start Time	Status Name	Action Code Name	Action
WLL-001	Online Learning Principles		Instructor Led	04/15/2014	8:00AM	Enrolled	Approved	Take Pre-Test
WLL-201	Survival Skills		On-Line courses	03/31/2014		Enrolled	Approved	Take Pre-Test
PM-0235	Identify all possible outcomes before implementing a decision		On-Line courses	03/25/2014		In Progress	Approved	Launch

Total Records: 3

Click on the TAKE PRE-TEST link displays inside the Action column to open the assessment window. If the workflow limited the Learner to a number of attempts, that information is presented inside the page.

Pre-Course Assessment for Survival Skills

Detail Information

There is no time limit for this test.
 This assessment will deliver 3 questions pulled at random from a question bank
 To pass this assessment you must answer % of the questions correctly
 You are allowed 1 attempt
 This will be your first attempt

Directions

This assessment (test) must be completed in one sitting.

Please be sure your environment is well suited for taking this assessment. If you lose your internet connection or abandon the assessment with partial completion, this counts as an attempt and is recorded in the database. Only your supervisor or a training coordinator can authorize a retake if needed.