03 Assessments

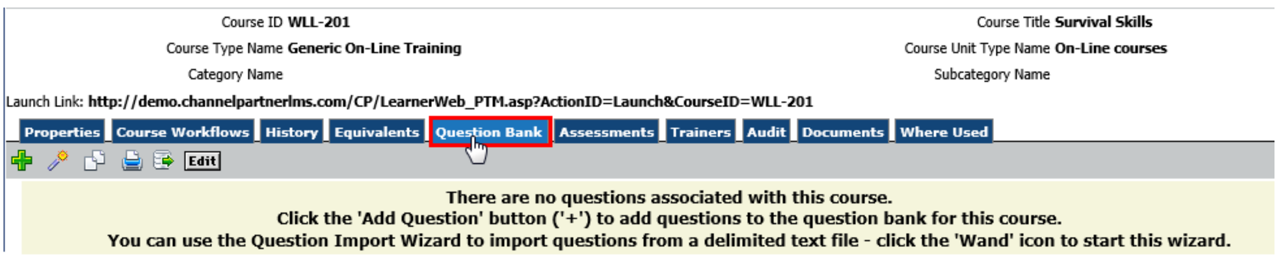
LWC-103.14.01

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.

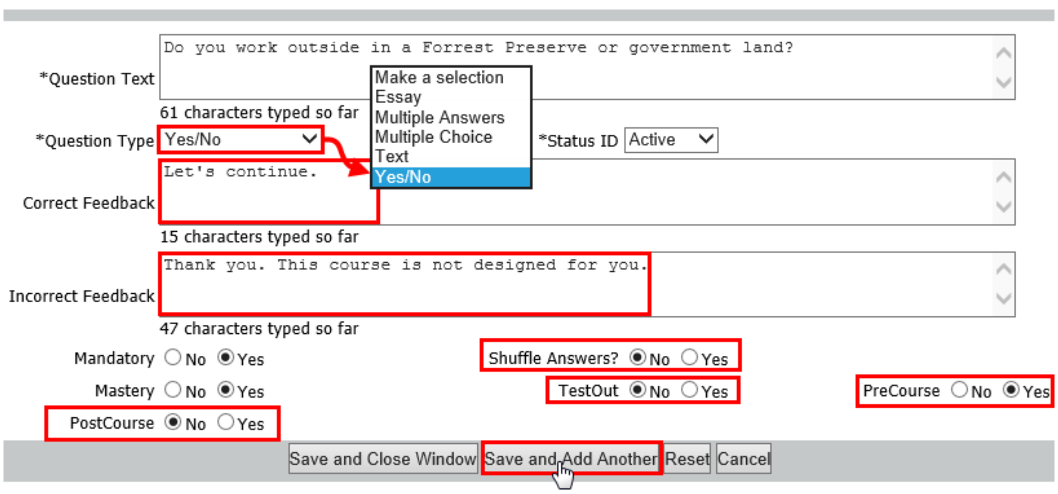
Assessments are a series of questions that can be used to determine the level of expertise a learner has about a subject, also referred to as a pre-assessment, as well as a post-assessment to gauge the level of understanding that has been achieved through the training. There are preprations that must 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.



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:



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

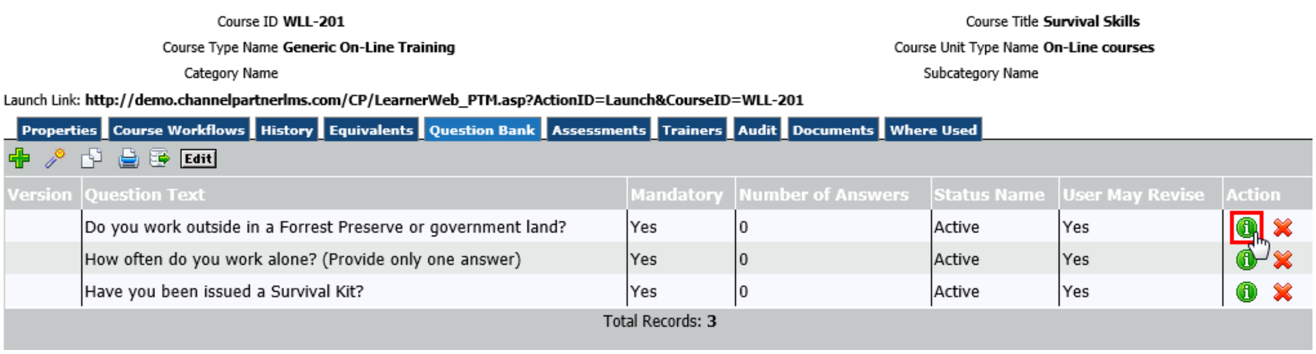
Question Type – Click on the arrow to drop-down available choices. Note the various types of questions that can be selected, including Essay, Multiple Answer, Multiple Choice, Text and Yes/No.

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 Type Name **Generic On-Line Training**
Category Name
Course Title **Survival Skills**
Course Unit Type Name **On-Line courses**
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

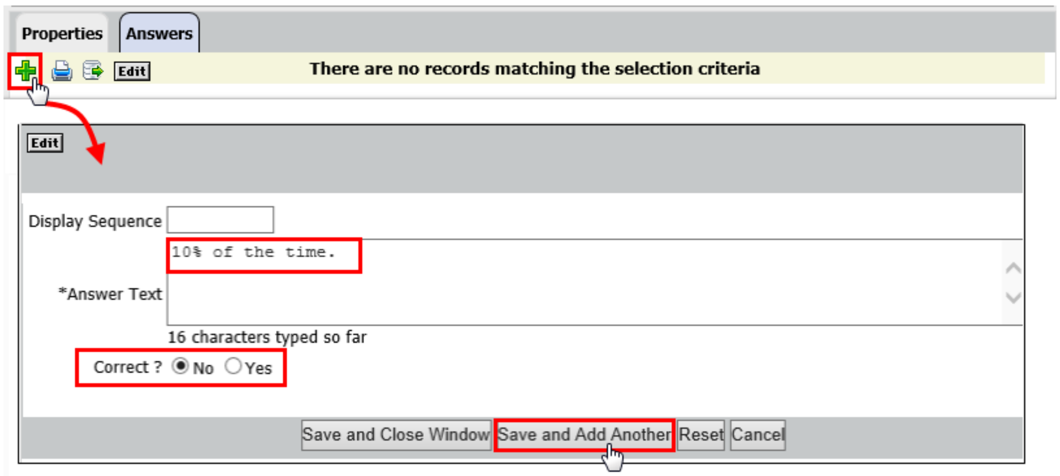
Edit

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.



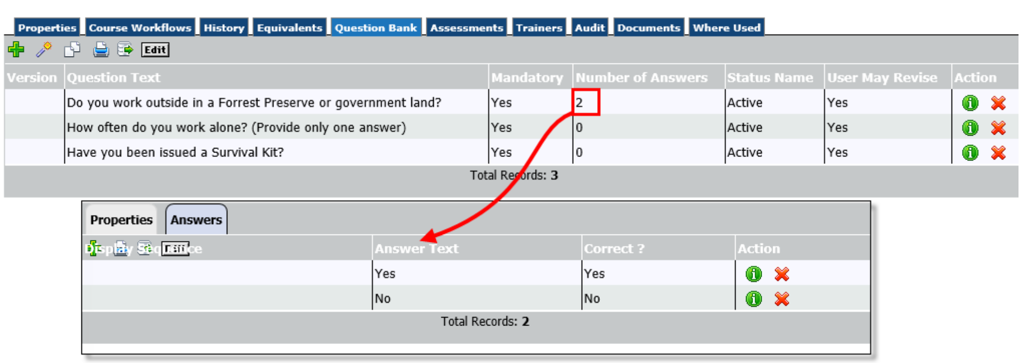
Display Sequence – Enter a Display Sequence value to control the order the answer should appear. Leave it blank, especially if the answers will be set to display in a random order.

Answer Text – Enter the actul 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.

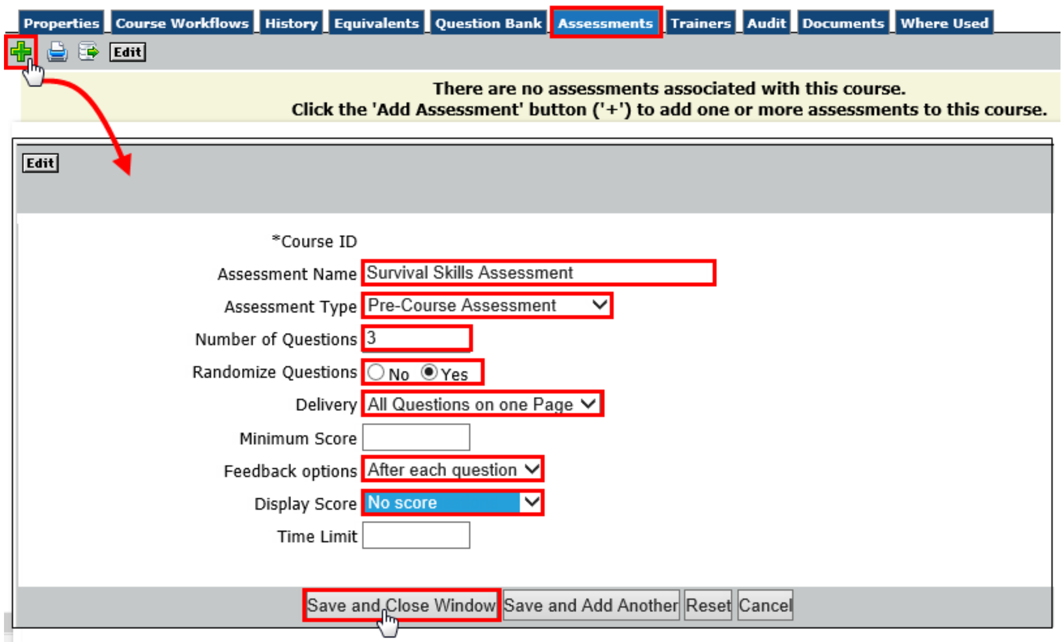
Save and Add Another – Click this button to save the answer and create the next one. Once the last answer is created, press the SAVE AND CLOSE WINDOW to complete the task. At this point, all of the answers for the question, correct nd incorrect, are created.

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.



Add the Assessment

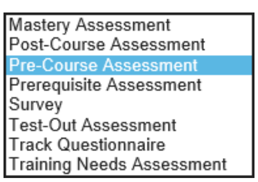
With the select course properties displayed (if not, select Courses from the Manager menu and click on the course name that has the Question Bank ready to go), click on the ASSESSMENTS tab, which opens to an empty page. Click on the Green Plus symbol (**+**) to add an Assessment.



The Assessment form has many fields, each one controlling as 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.



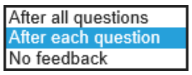
Number of Questions – It is possible to add more questions in the Question Bank than will be used. In this example, 3 is entered into the field. Be sure there are enough questions created to meet the number entered into this field.

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.

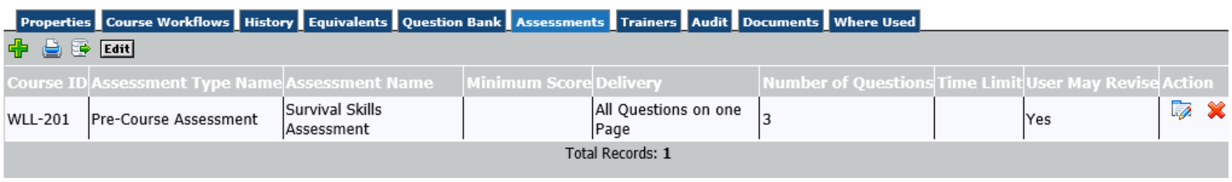
Feedback Options – The Feedback responses entered into the answers can be displayed after each question or after all the questions have been answered.



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.

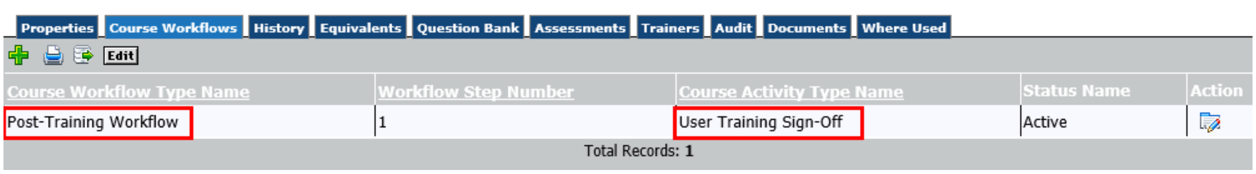
When the form is completely filled out, press the SAVE AND CLOSE button to complete the task. The new assessment is now in place.



Add Course Workflow

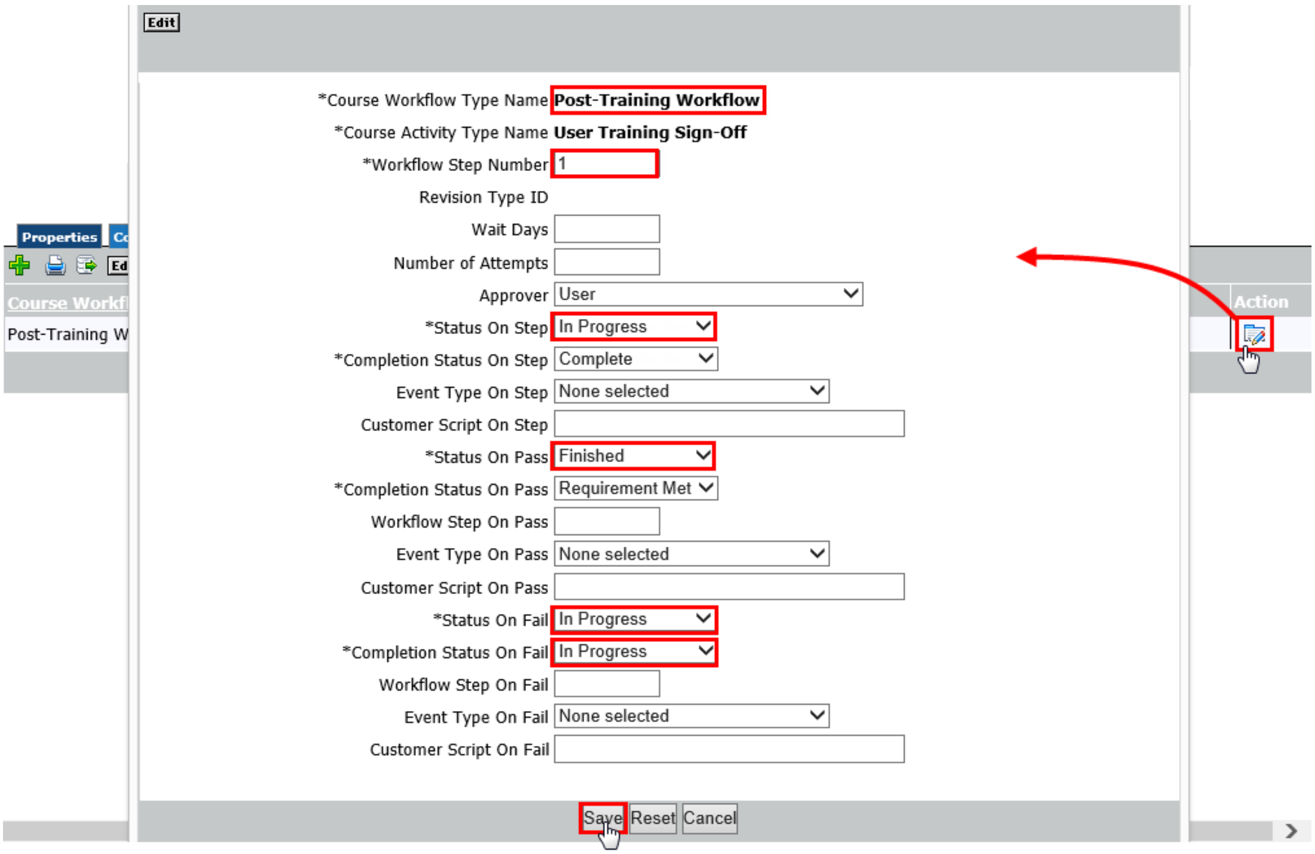
To summarize the process up to now, a number of questions were added to the Question Bank, followed up with appropriate answers assigned to each question. Then an Assessment was created that connects to the Question Bank associated to the target course.

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.



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 Wokflow 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.

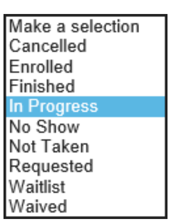


In this example, the Wokflow Step Number will be changed to 2. Note the number of labels that begin with an asterisk, indicating that these fields must be defined. Here is a quick summary for some of the key fields:

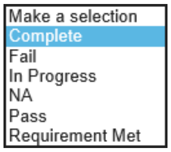
Workflow Step Number – Enter the appropriate sequential number required, keeping in mind the order if there are more than one workflow defined.

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.

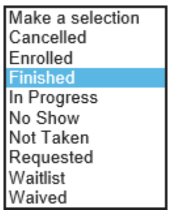
Status on Step – In this example, the current workflow status is set to IN PROGRESS.



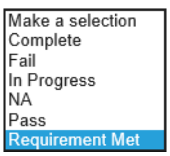
Completion on Status on Step – This field defines what happens when this step is completed.



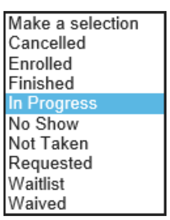
Status on Pass – If the Learner completes the step, how should the activity be reported? In this example FINISHED is selected.



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



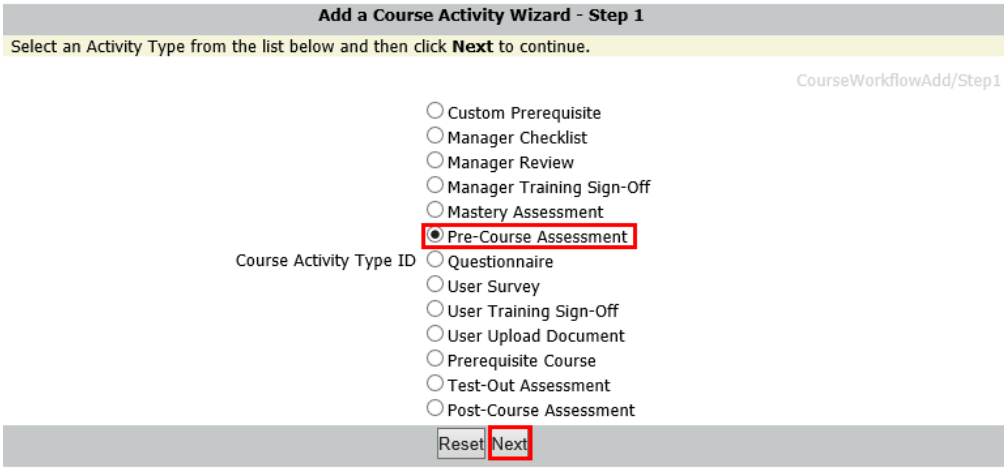
Status on Fail – Set this field as required to instruct LearnerWeb what to do when a Learner fails. Note how this field and the *Completions Status on Fail* is set to IN PROGRESS so the Learner can continue.



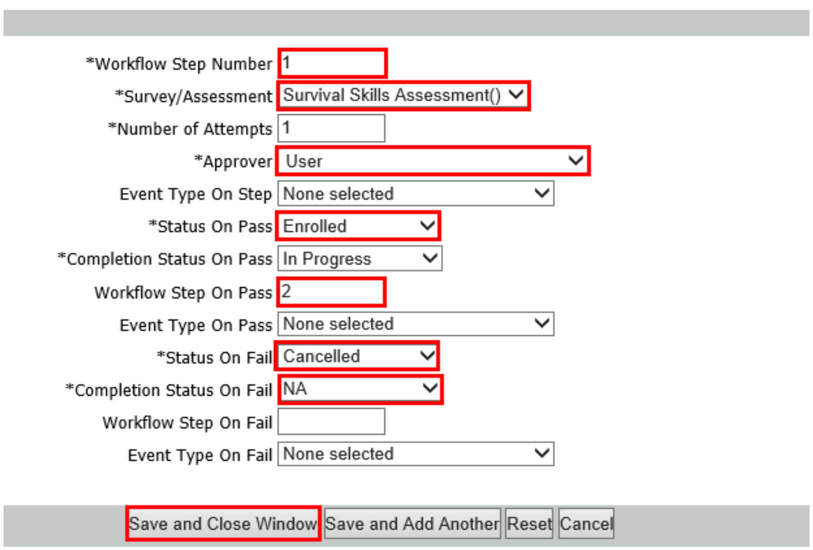
Workflow Step on Fail – While this field isn't highlighted, it is important when a workflow requires the Learner to do something when a Fail status occurs. Enter the step number of the Workflow, if appropriate, the Learner has to return if a Fail happens.

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

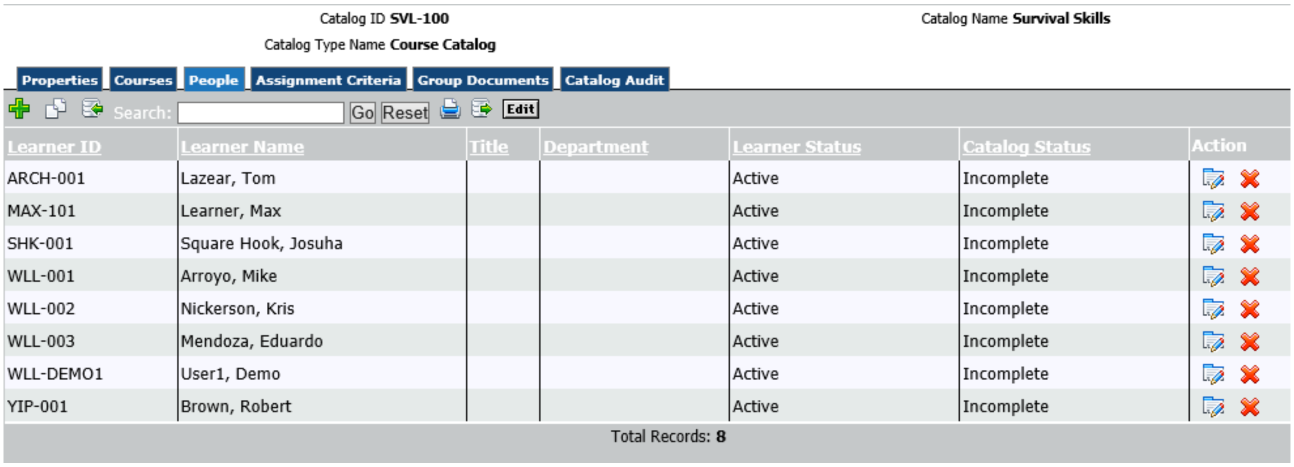
Now click on the Green Plus symbol (**+**) to add another workflow. This starts the ADD A COURSE ACTIVITY WIZARD process. For this example, the PRE_COURSE ASSESSMENT is selected and the NEXT button is pressed.



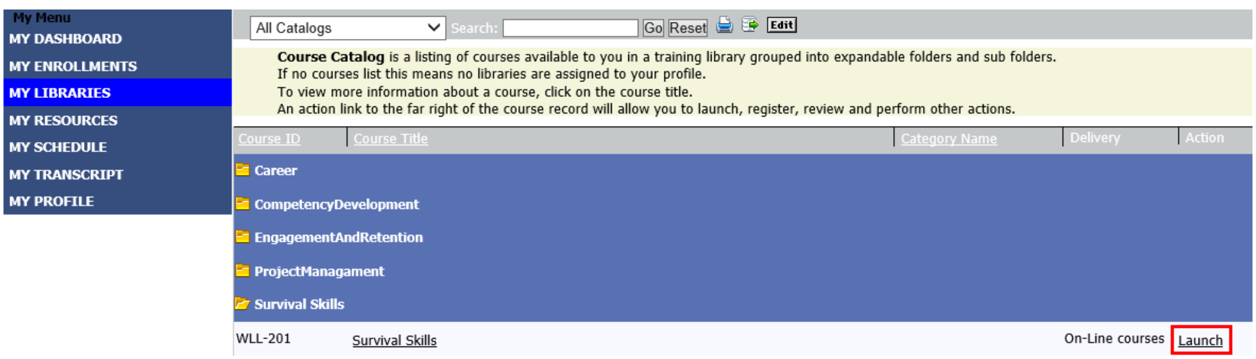
Select the appropriate settings. Note how in this example, the SURVEY ASSESSMENT drop-down list includes the assessment previously created. When ready, press the SAVE AND CLOSE WINDOW button to complete the process.



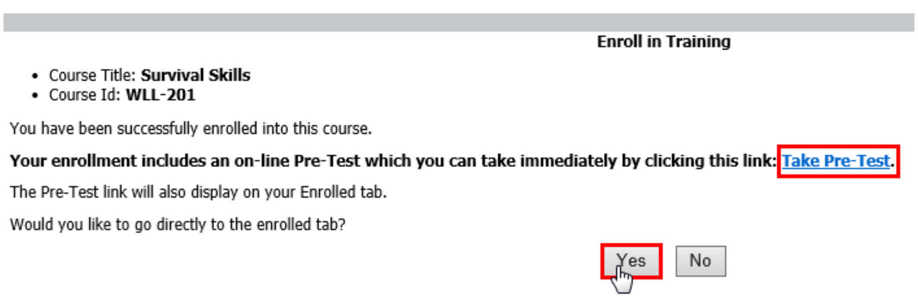
It's always a good idea to test the workflow. In this example, the Survival course is part of a Catalog that is assigned to everyone on the learning management system.



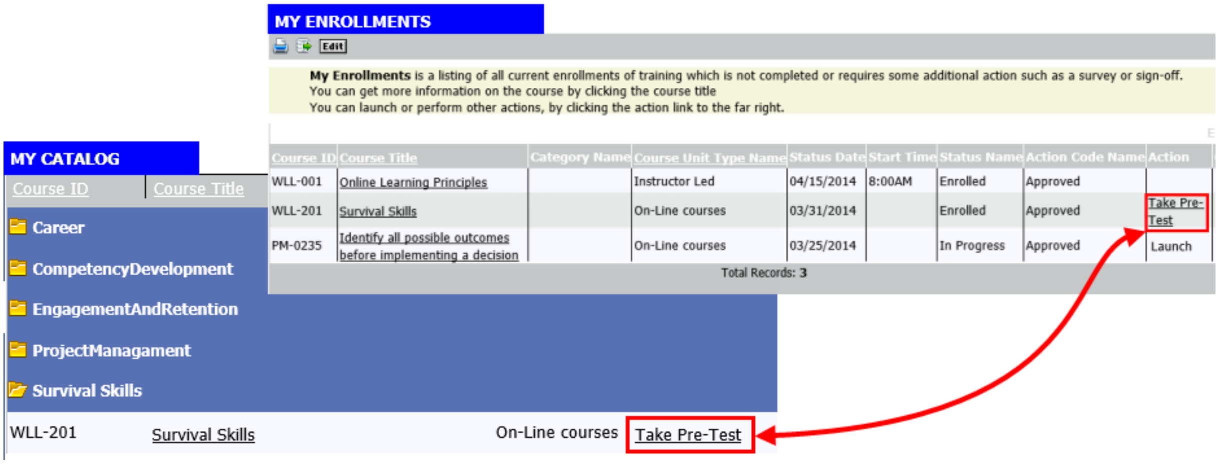
My Catalog is selected from the My Menu and the Survival Skills ctalog is expanded to expose the course. Then the LAUNCH link is pressed.



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.



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 ENROLLMENTS

Edit

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.

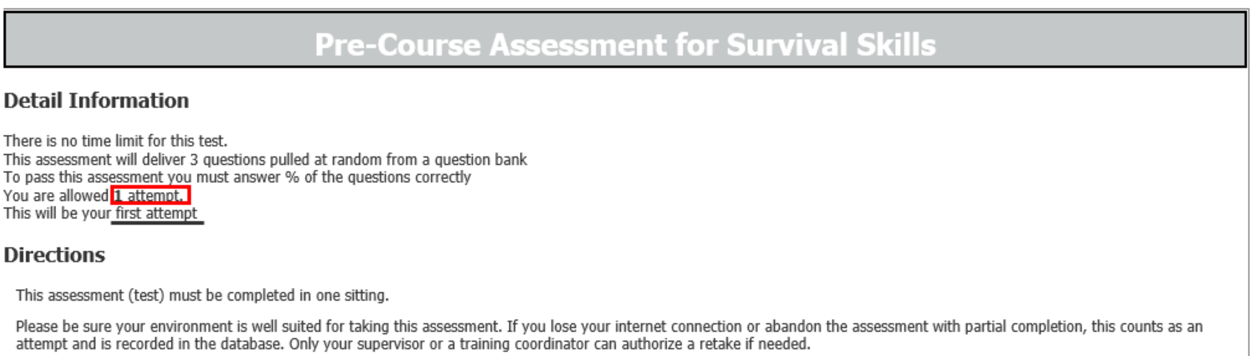
Course ID	Course Title	Category Name	Course Unit Type Name	Status Date	Start Time	Status Name	Action Code Name	Action
WLL-001	Online Learning Principles		Instructor Led	04/15/2014	8:00AM	Enrolled	Approved	
WLL-201	Survival Skills		On-Line courses	03/31/2014		Enrolled	Approved	Take Pre-Test
PM-0235	Identify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

Total Records: 3

MY CATALOG

Course ID	Course Title		
Career			
CompetencyDevelopment			
EngagementAndRetention			
ProjectManagament			
Survival Skills			
WLL-201	Survival Skills	On-Line courses	Take Pre-Test

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.