Parts and Question Sets

You can divide assessments into parts to better organize the questions in an assessment if you wish. For example, you can create an assessment where the first part contains multiple choice questions, and the second part contains essay questions.

To create parts for an assessment:

1. From the Build tab, click on your Assessment tool. (If the Assessment tool does not appear in your Course Tools Panel on the left side of your course, refer to the documentation on how to add tools to your course.)
2. Click on the title of the assessment you would like to divide into parts
3. Click the Add to Assessment button and select Part
4. Enter the title for the Part (ie. Part I Multiple Choice) and click OK. The screen will update and the Part is added to the bottom of your list of questions in your assessment.
5. Group questions into parts by selecting each question you would like to group into that Part, and from the drop-down menu at the bottom of the screen, select Move Questions to Part, and select the appropriate part to group your questions into, then click the green Go icon.

You can also group your questions into Sets. A question set is a group of two or more questions from which one question is randomly selected and presented to students. Question sets are an effective way to prevent students from sharing answers. For example, you can create a question set of 100 questions, but select only 5 out of those 100 questions to be presented in your assessment. The likelihood of two students receiving the same 5 questions on their exam is pretty low.

To add a question set:

1. From the Build Tab, click on your Assessment tool. (If the Assessment tool does not appear in your Course Tools Panel on the left side of your course, refer to the documentation on how to add tools to your course.)
2. Click on the title of the Assessment you want to edit.
3. Click the Add to Assessment button and select Question Set.
4. Select the questions you want to add as a set and click Add Selected. The Assessment screen appears and the question set is added.
5. Assign point values to your Question Set by
   ○ Choosing the number of questions you would like to randomly select from that set via the drop-down menu next to the set
   ○ In the Points box, enter the number of points you want to assign to each question in the set and click the Update Total button.

You can create a question set of 50 questions, and select 50 out of the 50. That way, your students will receive all of the same exam questions, but they will receive them in mixed order on their individual exams.