Setup Assessments - Wizard 3

1. To setup your assessments open the Setup Assessments wizard.

   ![Paper Setup](image)

   - **1. Import Or Setup Paper Format**
     - Import content or if creating new content, set up the paper format.
   - **2. Setup Gradebook**
     - Setup of paper aggregation method, assessment categories and weights.
   - **3. Setup Assessments**
     - Setup of all assessments for this paper.

2. Choose if you want the assessment item counted towards the final grade or if it is formative assessment for feedback.

   ![Add New Assessment Item](image)

   **Add New Assessment Item**
   Assessment items for final grade can be items such as summative assignments, quizzes and forums which are counted towards the final grade.
   Assessment items for feedback are not counted towards the final grade, such as formative assignments, quizzes, forums and oral presentations.

   **Will this assessment item be counted towards the final grade or for feedback purposes only?**
   - Assessment for final grade
   - Assessment for feedback

3. Next select the item type. Selecting **Assignment**, **Quiz** or **Forum** will take you to that specific activity form to complete these details. **Other Assessment** will add an assessed item that will not be submitted within Moodle and graded, but needs results manually entered.

   **Other Assessment MUST use this Assessment wizard to setup Other assessed items.**
   If they are entered directly in the Gradebook they will NOT appear in the Assessments tab or the list in the wizard.

   Select from the drop down menu, where the item should go in the paper.
4. Next complete the details for the item you have selected.
5. Enter the weight for the item created and what category it should be in within the gradebook. These categories were setup in Setup Gradebook wizard 2. Remember, it is necessary for every item in the gradebook to be within a category even if it does not count towards the final grade.

6. Now select Complete and your new assessment item will be in the gradebook under the correct category. Assessment items will appear in the Paper Setup section where you can edit any assessment settings or delete from the paper.

The assessment will also appear in the selected section as well as the Assessment tab above the content.