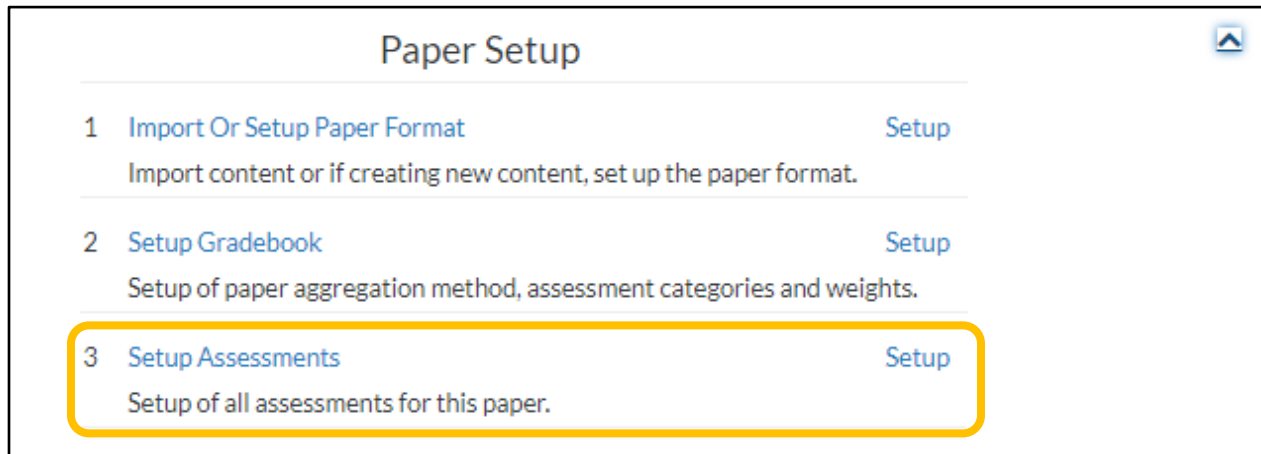


## Setup Assessments - Wizard 3

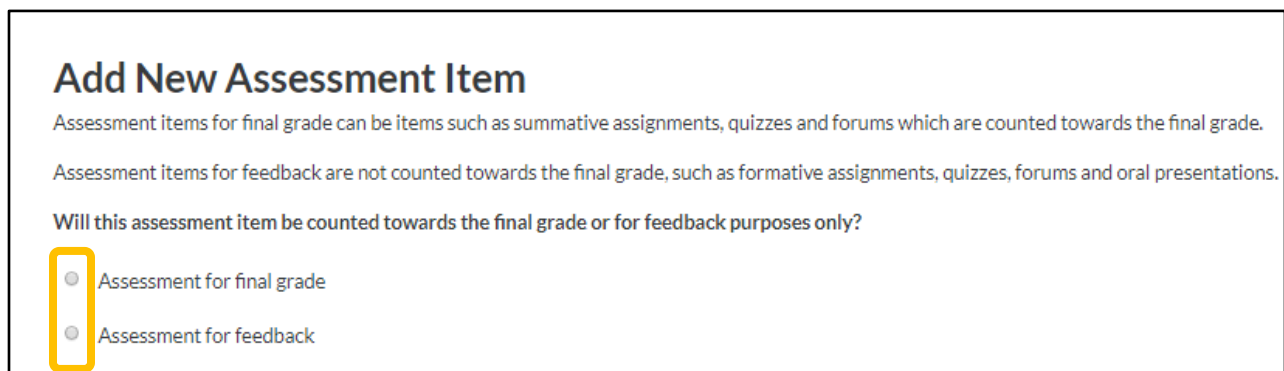
1. To setup your assessments open the **Setup Assessments** wizard.



**Paper Setup**

- 1 **Import Or Setup Paper Format** [Setup](#)  
Import content or if creating new content, set up the paper format.
- 2 **Setup Gradebook** [Setup](#)  
Setup of paper aggregation method, assessment categories and weights.
- 3 **Setup Assessments** [Setup](#)  
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**

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.

Assignment  
 Quiz  
 Forum  
 Other Assessment  
 This may be an assessed item such as an oral presentation, where nothing is submitted on Moodle but still needs to be a gradeable item on Moodle Gradebook.

Select where the item should go within the paper

Topic

**Next**

4. Next complete the details for the item you have selected.

## Create Assignment

### General

Assignment name

Description

Paragraph **B** *I*

## Create Quiz

### General

Name

Description

Paragraph **B** *I*

## Create Forum

### General

Forum name

Description

Paragraph **B** *I*

## Create Other

### General

Assignment name

Description

Paragraph **B** *I*

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.

### Set Grade Settings

Assessment item weighting

Grade category 

Discussions ▼

- Discussions
- Quizzes
- Essays
- Exams

[Complete](#)

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.

#### Paper Setup

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- 1 [Import Or Setup Paper Format](#) [Setup](#)  
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- 3 [Setup Assessments](#) [Setup](#)  
Setup of all assessments for this paper.

Q&A - Module 1	<a href="#">Edit Settings</a> <a href="#">Delete</a>
Learning Check: Leadership vs. Management	<a href="#">Edit Quiz</a> <a href="#">Edit Settings</a> <a href="#">Delete</a>
Q&A - Module 2	<a href="#">Edit Settings</a> <a href="#">Delete</a>
Learning Check - How to use the Moodle Paper	<a href="#">Edit Quiz</a> <a href="#">Edit Settings</a> <a href="#">Delete</a>
Team and Management Structures	<a href="#">Edit Settings</a> <a href="#">Delete</a>
Introductions	<a href="#">Edit Settings</a> <a href="#">Delete</a>

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

Introduction Paper Outline Communication Reading List Assessments Resources

- [Learning Check - How to use the Moodle Paper](#)
- [Team and Management Structures](#)
- [Learning Check - Team and Management Structures](#)
- [Assessment: Leadership Reflective Journal](#)
- [Assessment 1: Essay](#)

