



## Assessments: Adding Parts

You can divide assessments into parts to better organize the questions within the assessment.

**EXAMPLE** The first portion of a quiz contains multiple choice and true false questions and the second portion contains essay questions. The assessment is then divided into two parts: *Part 1: Multiple Choice* and *Part 2: Long Answer*.

### To create parts for an assessment:

1. From the Assessment screen, click a linked assessment title. The assessment appears.
2. Click **Add a Part**. The Add a Part area expands.
3. Enter the Part Title and click **Create**. The screen updates and the part is added to the bottom of the list of questions.

A screenshot of a web interface showing a dialog box titled "Add a Part". At the top left of the dialog is a button labeled "Add to Assessment" with a dropdown arrow. At the top right is a button labeled "Add a Part" with a right-pointing arrow. Below these buttons is a text input field labeled "Part Title:" containing the text "Part One - Multiple Choice". At the bottom of the dialog is a button labeled "Create". A mouse cursor is pointing at the "Create" button.

## To group questions into parts:

1. Select each question you want to group under the part.
2. From the Move questions to part drop-down list, select the part and click the **Go** icon. The screen updates and the questions are grouped under the selected part.

**Collapse/expand parts**

Move	Title	Points	Type
<input type="checkbox"/>	1.-5. <b>Part One - Multiple Choice</b>	--	Part
<input type="checkbox"/>	1. <u>Authors and Their Novels</u>	10	Matching
<input type="checkbox"/>	2. <u>Juliet - The Balcony Scene</u>	10	Fill in the Blank
<input type="checkbox"/>	3. <u>King Lear's Daughters</u>	10	Short Answer
<input type="checkbox"/>	4. <u>Romeo and Juliet - The Balcony Scene</u>	10	Fill in the Blank
<input type="checkbox"/>	5. <u>Shakespeare's Comedies</u>	10	Combination
<b>Total Points:</b>		<b>50</b>	<input type="button" value="Update Total"/>
Move questions to part: <input type="text" value="- Select -"/>		<input type="button" value="Add Question Alternates"/>	<input type="button" value="Remove"/>