

## Creating Summary Assessments

A Summary Assessment is essentially a data table. It can hold more robust data than an Assessment and can be used to quickly collect data.

To create a Summary Assessment:

1. Click on the switcher.



2. Click the Assessment icon.



3. Click "Create Assessment".



4. Click "New Summary Assessment".



- This screen asks users about the basics of their summary assessment. Name it and add a date type if you'd like. Typically data type, multiple rows, and date given are left alone. Make sure to have the academic year match the year that you'd like to give the assessment. You can select multiple grades if you'd like. After choosing your subject area, you will want to choose "user created" for the Test Type. The number of fields is the number of different data points you'd like to collect. Finally, the assessment target is students. Click "Next Step" when you are done.

## Create Summary Assessment

Assessment Name:

Description:

Date Type:  Use a single date  Use a date range

Multiple Rows:  Only allow 1 row of data per student  Allow multiple rows of data per student

Date Given:  -  -

Academic Year:

Grades:

Subject Area:

Scope / Test Type:

Number of fields:

Assessment Target:  Students  Teachers

Make Publishable:  Publishable

- Enter your Field Name and choose a Field Type. Note, there are several different Field Types that are not available in an assessment. Click Next Step.

**Describe your new Assessment fields:**

Field Name	Field Type	Max. Value (if applicable)
<input type="text"/>	Numeric - Integer	<input type="text"/>

- Numeric - Integer
- Numeric - Decimal
- Text - Character (1)
- Text - Word (15)
- Text - Sentence (100)
- Text - Paragraph (255)
- Check Box
- Y/N
- Date
- Year
- Calculation

- Once you've saved your Fields, you will be directed to a screen where you can click Enter/Edit Data (Multiple) to enter your data.

**Data Management**

- Enter/Edit Data (Multiple)
- Import Data

- The "Enter/Edit Data (Multiple)" screen will allow you to enter your data. Here's how mine looks based on my fields I entered.

Save	Save and return to results >>	Locked	Total Points	Save	Save and return to results >>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Once you click "Save and Return to Results" you will be able to see you results in the format below.

<u>Student Name</u>	<u>Student ID</u>	<u>Total Points</u>
<input type="checkbox"/>	<input type="text"/>	3