

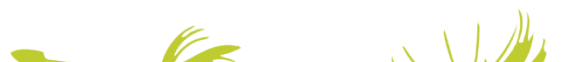
amsphere

knowledge, liberated.

Assessment

Assessment Creation Steps

By Amsphere Kaams Test Team



Introduction

Welcome to Assessment Creation user guide. This user guide designed to provide Kaams assessment creation steps. As per company training procedures employees have to attend assessments. Kaams platform facilitates assessment module for each entity. Employees can read the documentation in the entity content and artifact section and attend to the assessment.

Users who have 'Edit' permission to the topic can create questions and prepare assessment by adding created questions. Finally assign the users who need to be attended.

Distribution menu of entity shows all assessment assignees statuses. Based on user actions (Respond to acknowledgement, Assessment pass/Fail, Resubmission) distribution menu 'Receive, Understood, demonstrated' column statuses are changed. User guide section 3.1 describes the status change.

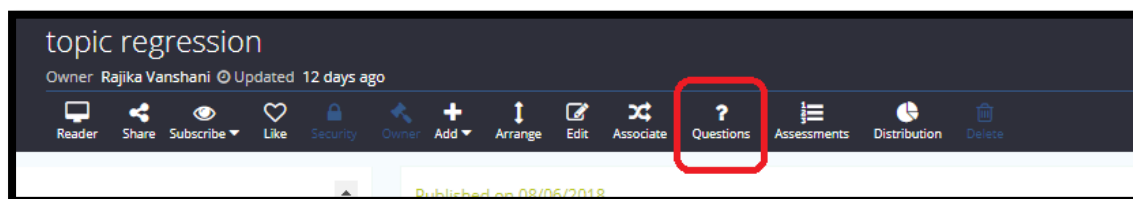
Contents

- 1.1 Create Questions 4
- 1.2 Modify Questions 8
- 1.3 Delete Questions and Answers 11
- 2.1 Create an Assessment 13
- 2.2 View Details of Assessment 19
- 2.3 Assessment Detail Modification 20
- 2.3 2.4 Delete Questions/Users 23
- 3.1 Distribution Menu Statuses Change 25
- 3.2 Distribution Statuses Change 25

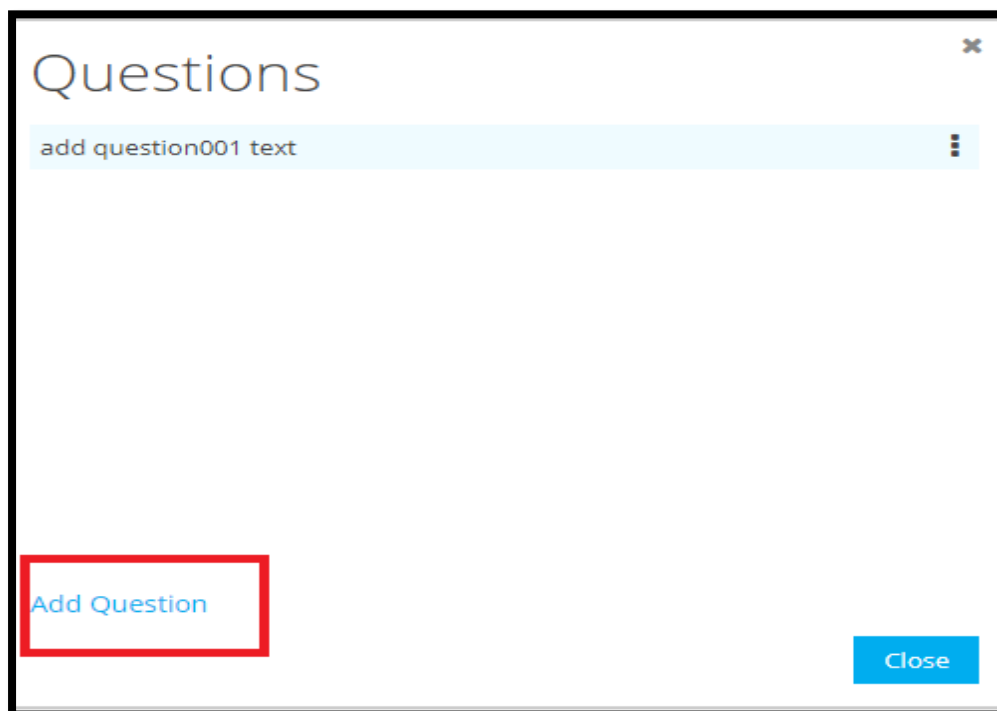
To create assessment and questions in the entity you should have 'Edit' permission on the topic. Once create questions on the entity you can create assessment by adding questions.

1.1 Create Questions

To open question creation form, navigate to entity detail page you need to create assessment and click on 'Questions' menu in the entity menu bar.



Once Click on the 'Questions' button to add questions, click on 'Add Questions' label in the questions form. It will show the 'Add Questions' form.



To add 'Free Text' questions, select free text radio button and type the question you want to appear, then save the question by clicking 'Save' button.

The screenshot shows a window titled "Add Question" with a close button (x) in the top right corner. Below the title is a text input field with the placeholder text "Type your question here". Underneath the text field are two radio button options: "Multiple choice" and "Free text". The "Free text" option is selected and highlighted with a red box. At the bottom left is a blue link labeled "< Back". At the bottom right is a blue button labeled "Save", also highlighted with a red box.

To add multiple choice question, select multiple choice question radio button and type question you want to appear in the text area and click on 'Next' button. It will appear 'Add Questions' form to add answers to the multiple-choice question.

The screenshot shows a window titled "Add Question" with a close button (x) in the top right corner. Below the title is a text input field with the placeholder text "Type your question here". Underneath the text field are two radio button options: "Multiple choice" and "Free text". The "Multiple choice" option is selected and highlighted with a red box. At the bottom left is a blue link labeled "< Back". At the bottom right is a blue button labeled "Next >", also highlighted with a red box.

To add answers, click on 'add answer' label in the 'Add Question' form. It will display 'Add Answer' form. Type answer you want to add to the question and click 'Ok' button. Add multiple answers to the question by clicking 'add answer' label.

Add Question

Add each answer choice you want to appear for the question and select the correct one.
No answers

Add Answer

< Back

Save

Add Answer

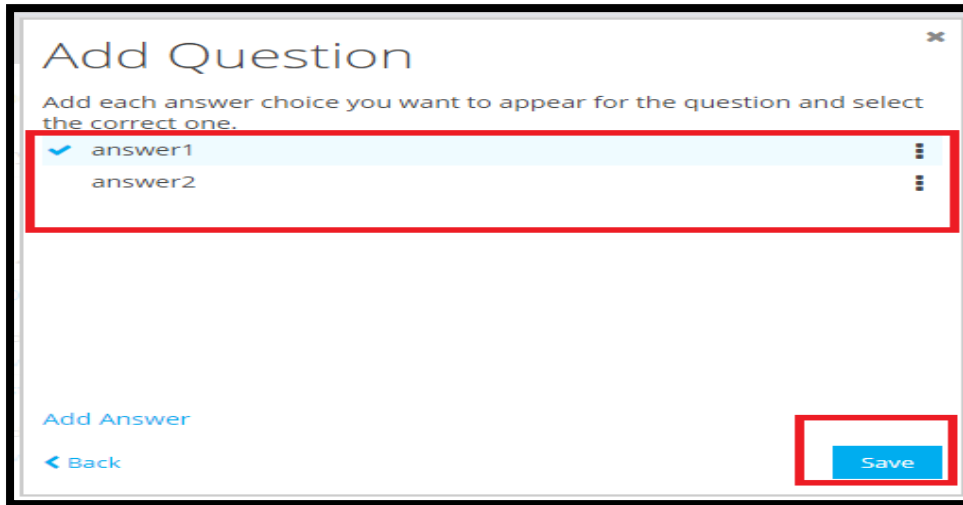
Text

type the answer

< Back

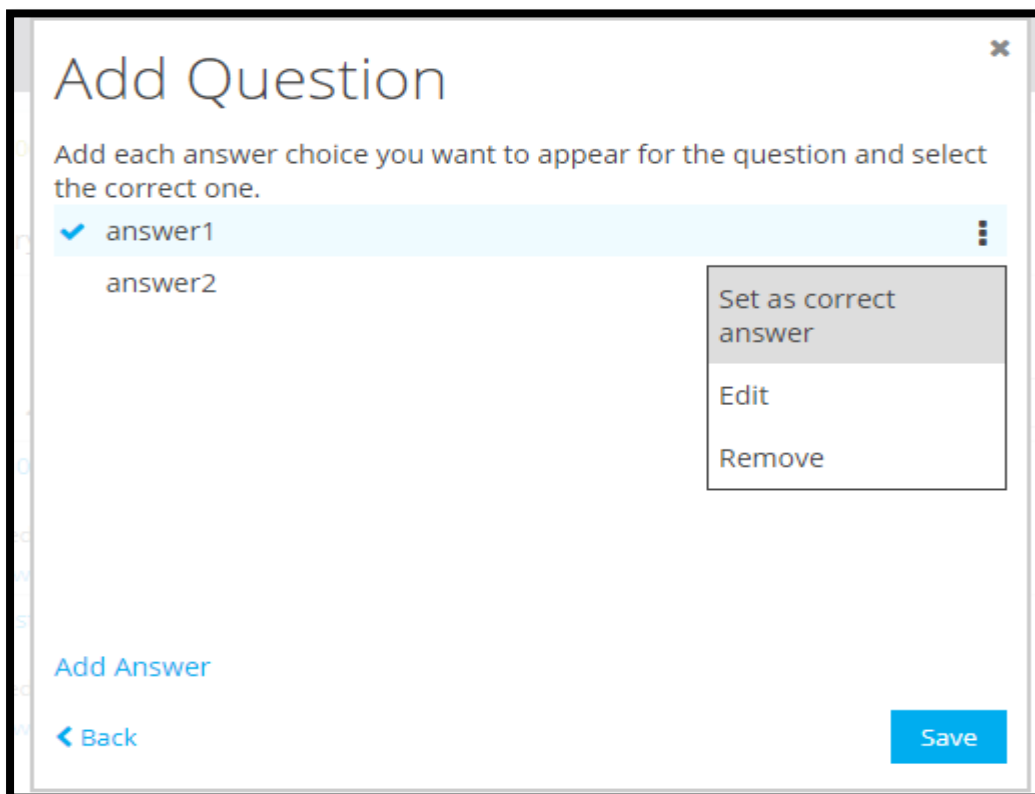
OK

Once you added all the answers, system displays all added answers as below image. Finally click on 'Save' button to save the answers.



The screenshot shows a window titled "Add Question" with a close button (X) in the top right corner. Below the title is the instruction: "Add each answer choice you want to appear for the question and select the correct one." There are two answer choices listed: "answer1" (with a blue checkmark) and "answer2". Each choice has a three-dot menu icon to its right. At the bottom left, there are two buttons: "Add Answer" and "< Back". At the bottom right, there is a blue "Save" button. A red rectangular box highlights the two answer choices, and another red rectangular box highlights the "Save" button.

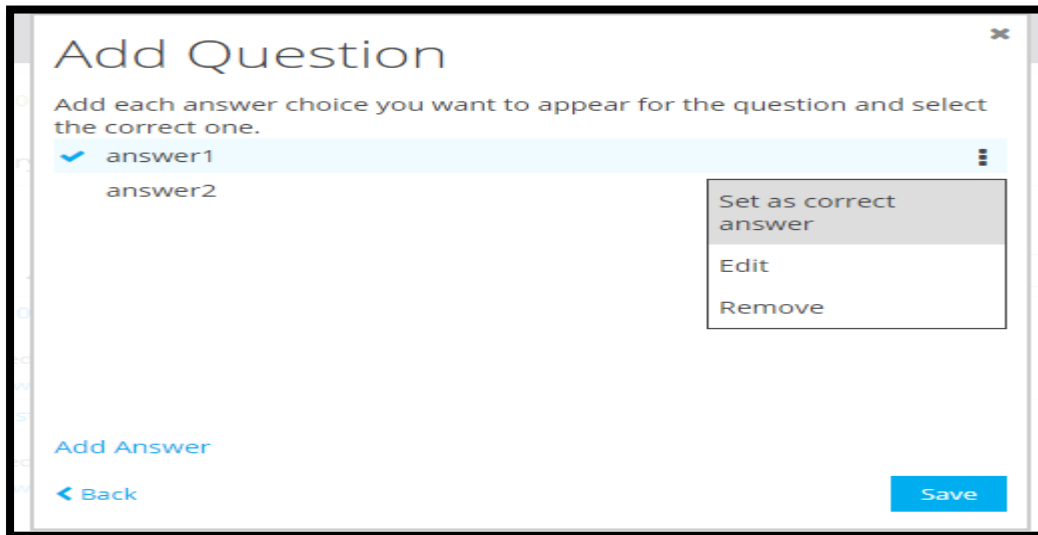
To select correct answer, click on three dotted line of correct answer and select 'Set as correct answer'. (If you do not select correct the answer, default answer will be the first answer)



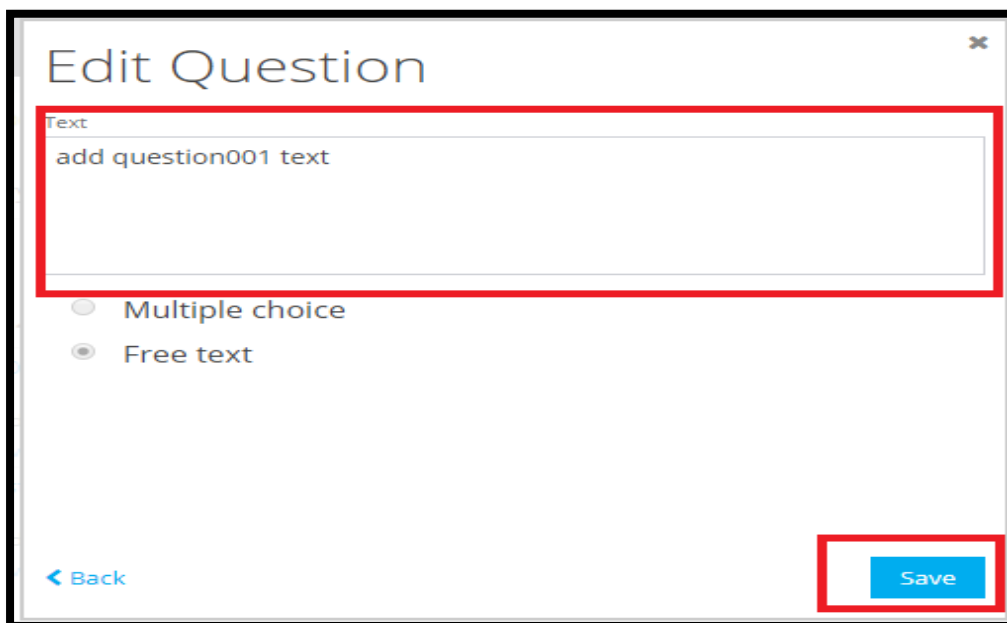
The screenshot shows the same "Add Question" window. The "answer1" choice is highlighted in light blue. A context menu is open over the three-dot icon for "answer1", showing three options: "Set as correct answer" (highlighted in grey), "Edit", and "Remove". The "Save" button at the bottom right is now a solid blue button. The "Add Answer" and "< Back" buttons remain at the bottom left.

1.2 Modify Questions

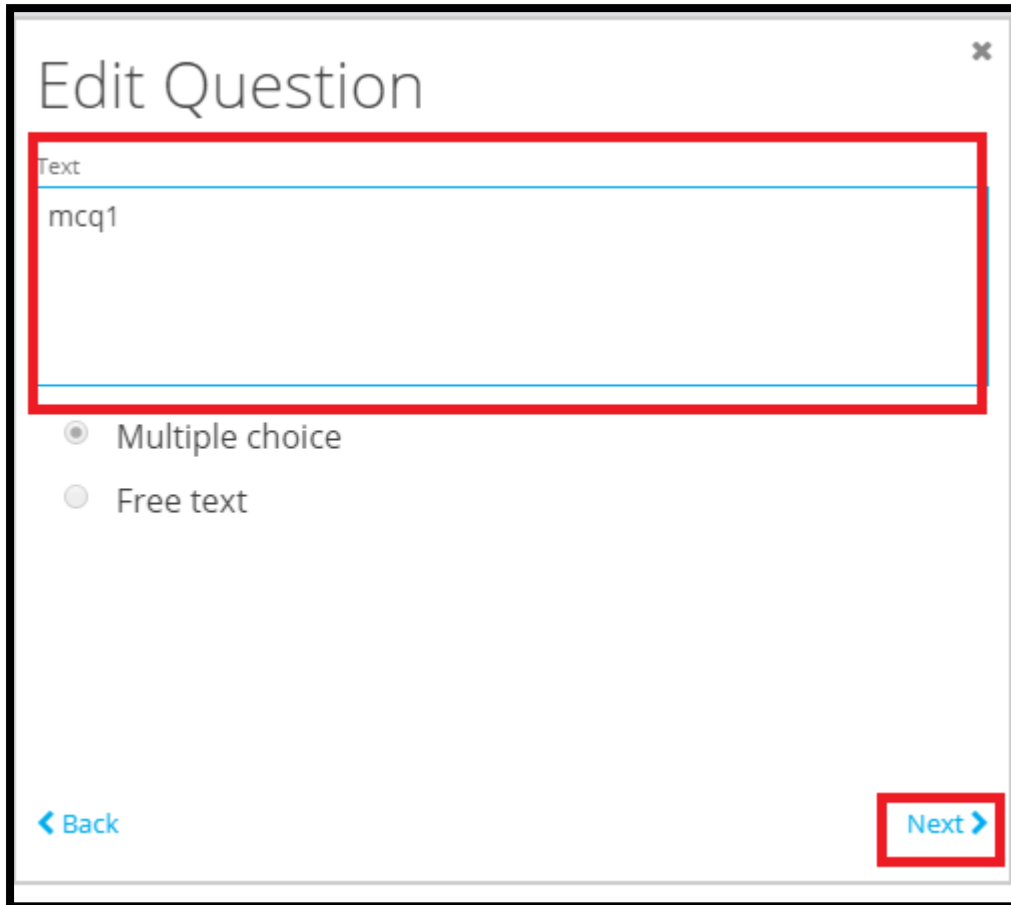
To modify a question, open question menu by clicking entity detail page 'Questions' menu. It will show all the questions available. Click on three dotted line menu of required question and select 'Edit'. Edit shows edit question form.



For free text question edit, modify question in the edit question text area and save it. Then system shows the edited question in the questions form.



To edit multiple choice question, click on three dotted menu of question and select edit. It will show edit question form. Edit the question and click on next.



Text

mcq1

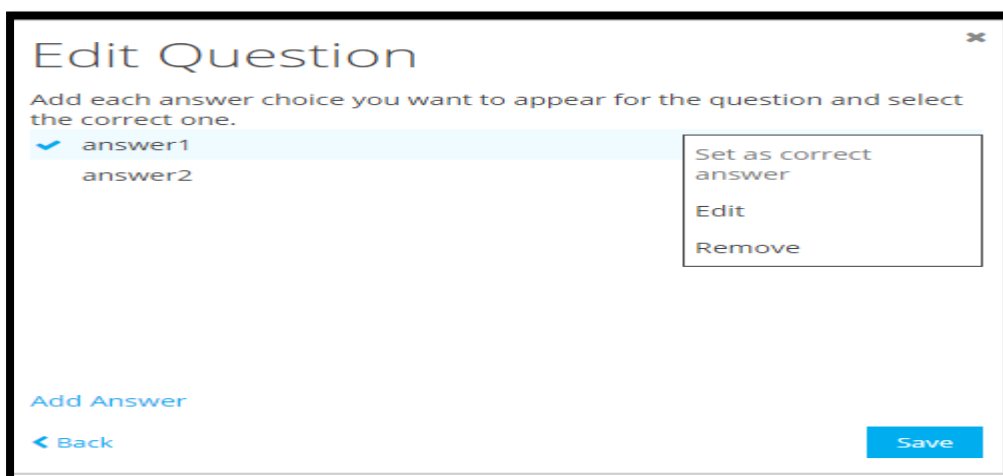
Multiple choice

Free text

< Back

Next >

To edit multiple choice question answers, click on three dotted line menu of required answer and select 'Edit'. It will show 'Add Answer' page to edit the answer.



Edit Question

Add each answer choice you want to appear for the question and select the correct one.

✓ answer1

answer2

Set as correct answer

Edit

Remove

Add Answer

< Back

Save

To Edit multiple choice answer, modify the answer in the 'Add Answer' page and click on 'ok' button. In this way update all the required answers. Finally click on 'Save' button to save the modified answers.

Add Answer

Text

answer1

< Back

OK

Edit Question

Add each answer choice you want to appear for the question and select the correct one.

- ✓ answer1
- answer2

Add Answer

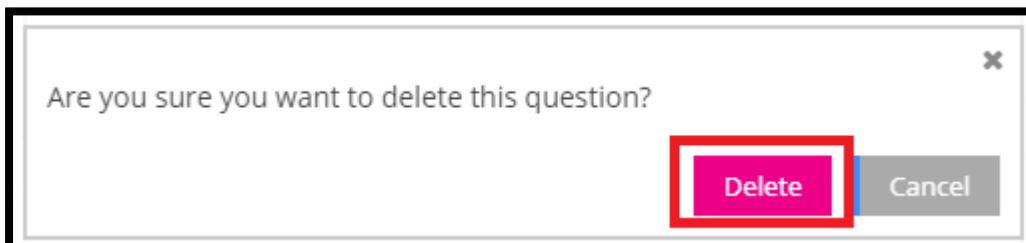
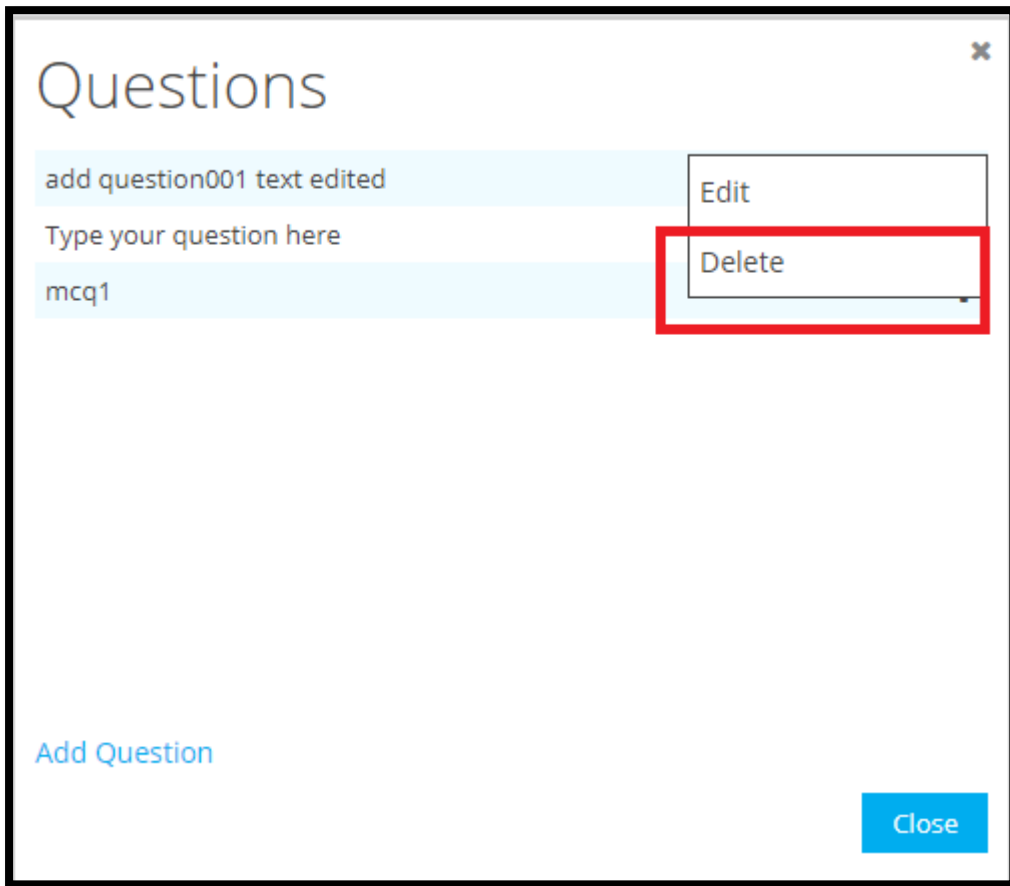
< Back

Save

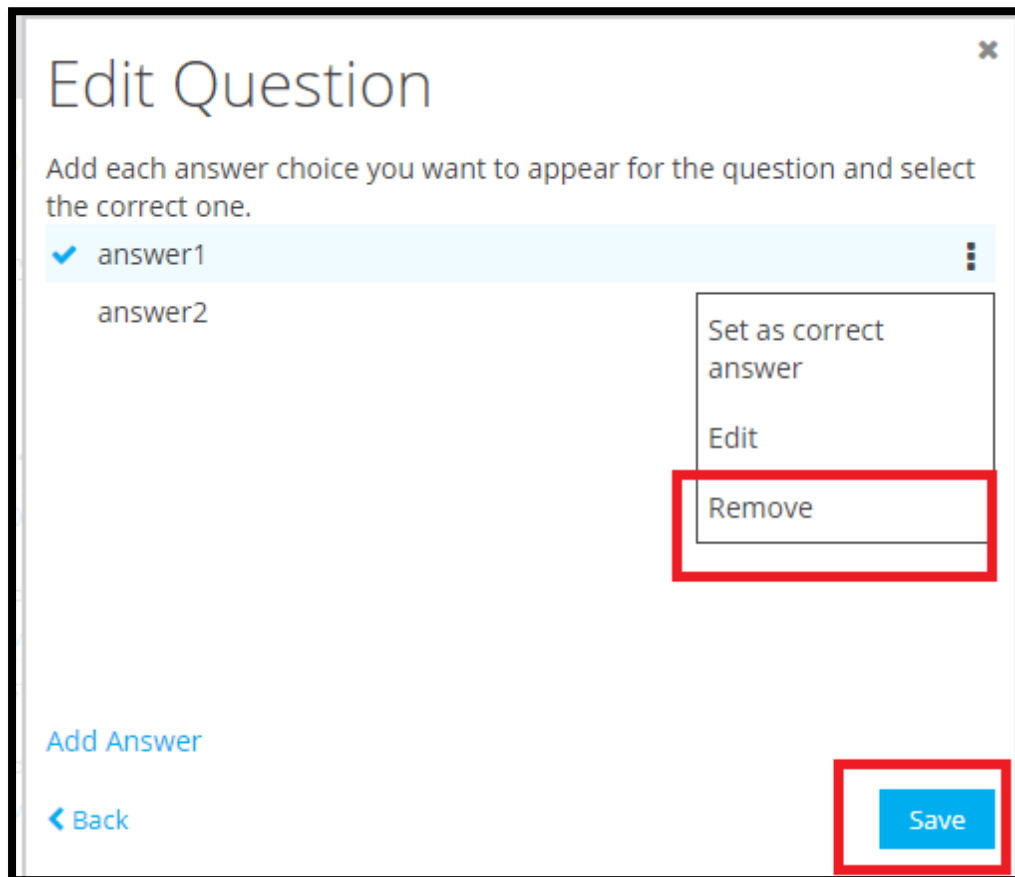
1.3 Delete Questions and Answers

To delete a question, open question menu by clicking entity detail page 'Questions' menu. It will show all the questions available. Click on three dotted line menu of required question and select 'Delete'. Then select 'Delete' option of error message. It will delete the question, for multiple choice questions it deletes questions and all the answers.

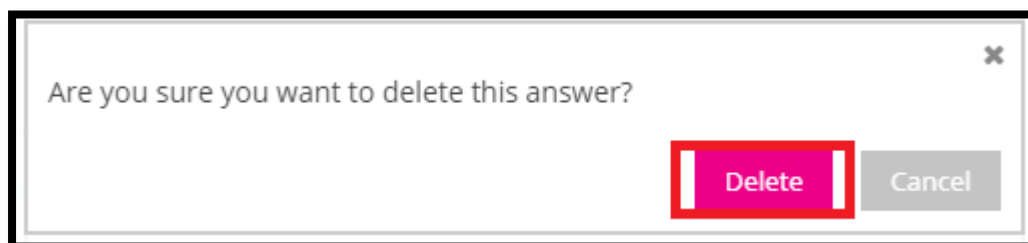
Warning!! You can not delete question which already added to the assessment.



To delete multiple choice question answer, click on question menu of entity detail page and click on three dotted line menu of required question. Then select 'Edit' option >>click on 'Next' button in the 'edit question' page. Next step selects 'Remove' option of answer which you want to remove by clicking three dotted line menu. Finally click on 'Delete' option for error message.



The screenshot shows the 'Edit Question' interface. At the top, it says 'Edit Question' with a close button (X). Below that, it says 'Add each answer choice you want to appear for the question and select the correct one.' There is a list of answers: 'answer1' (checked) and 'answer2'. A context menu is open for 'answer2', showing options: 'Set as correct answer', 'Edit', and 'Remove'. The 'Remove' option is highlighted with a red box. At the bottom left, there is a blue 'Add Answer' button and a '< Back' button. At the bottom right, there is a blue 'Save' button, which is also highlighted with a red box.



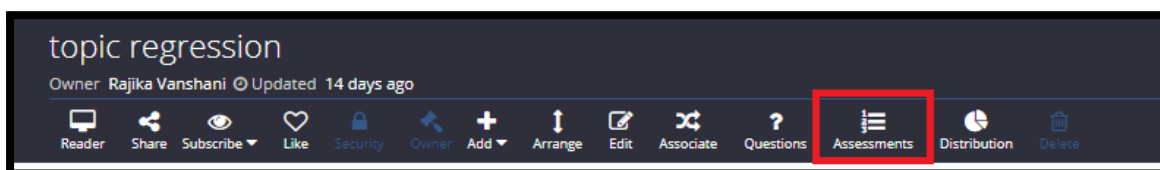
The screenshot shows a confirmation dialog box with the text 'Are you sure you want to delete this answer?'. At the bottom right, there are two buttons: 'Delete' (highlighted with a red box) and 'Cancel'.

Once you remove all required answers, click on 'Save' button to save the modifications.

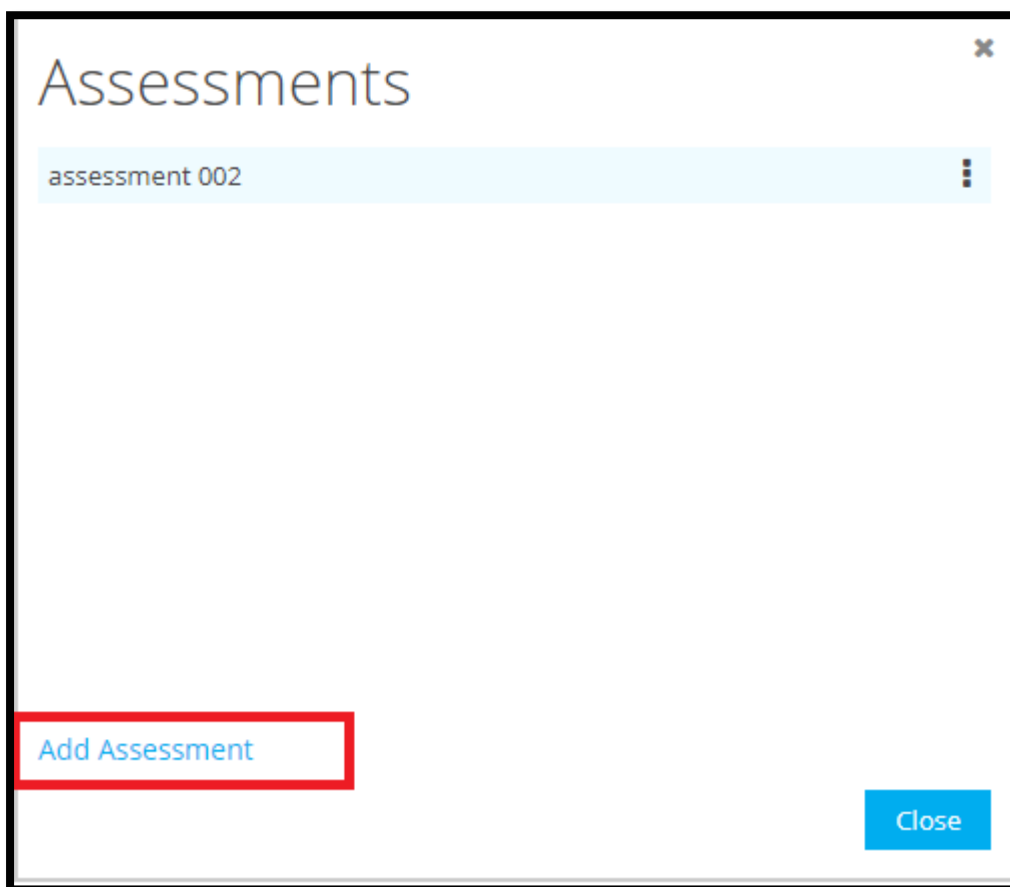
2.1 Create an Assessment

To Create an assessment, you need to have questions in the questions menu. Once you added questions to the questions to the questions (to add questions refer 'Create Questions' 1.1 section of this document)

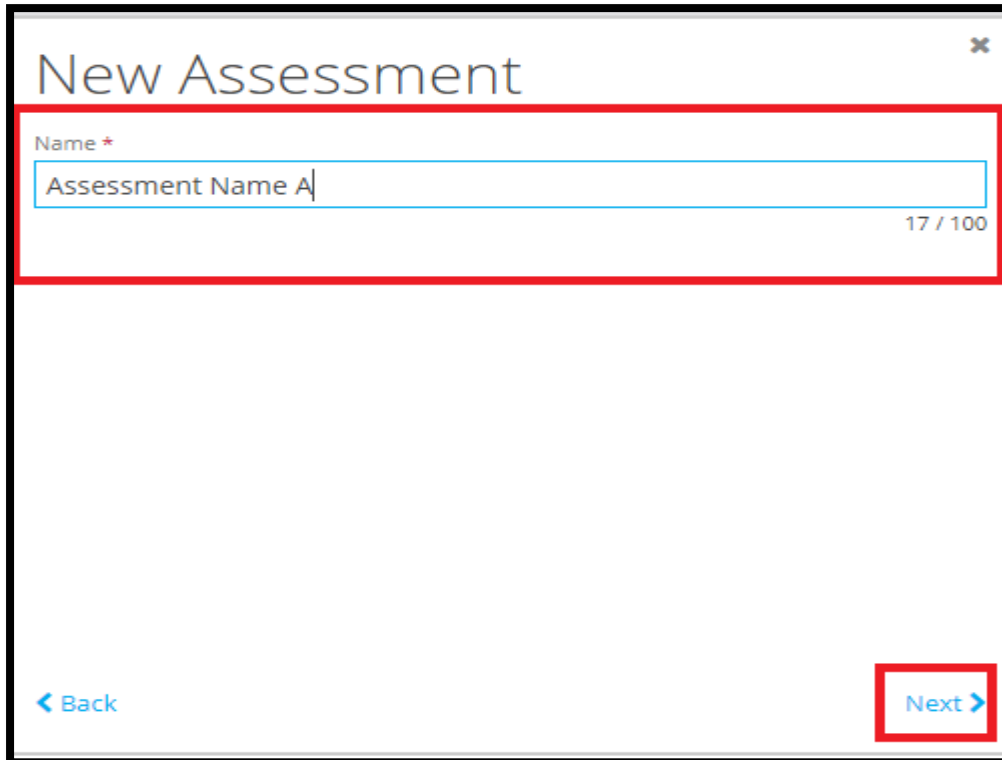
To open 'Assessment' menu of entity, navigate to the entity detail page and click on 'Assessment' menu of top menu bar. Once you click on assessment menu it will show 'Assessments' form.



To add new assessment, click on 'Add Assessment' label in the assessment form. It will show 'New Assessment' form.



Then type name for the assessment in the 'Name' text field and click on 'Next' button of 'New Assessment' form.



New Assessment

Name *

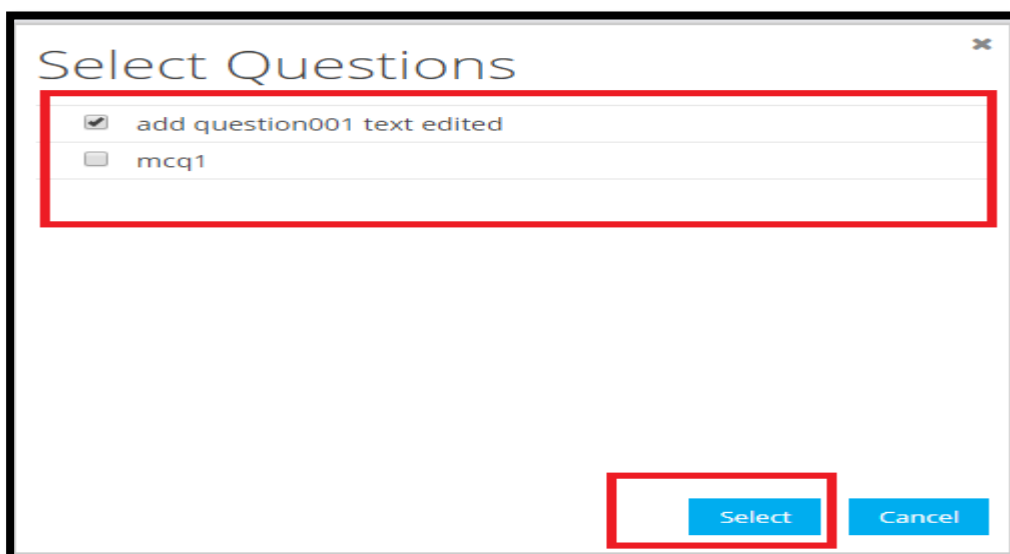
Assessment Name A

17 / 100

< Back

Next >

To add questions to the assessment, click on 'Add Questions' label. It will open 'Select Questions' page. Select questions which you want to display under assessment and click on 'Select' button. (Can select multiple questions at one time)



Select Questions

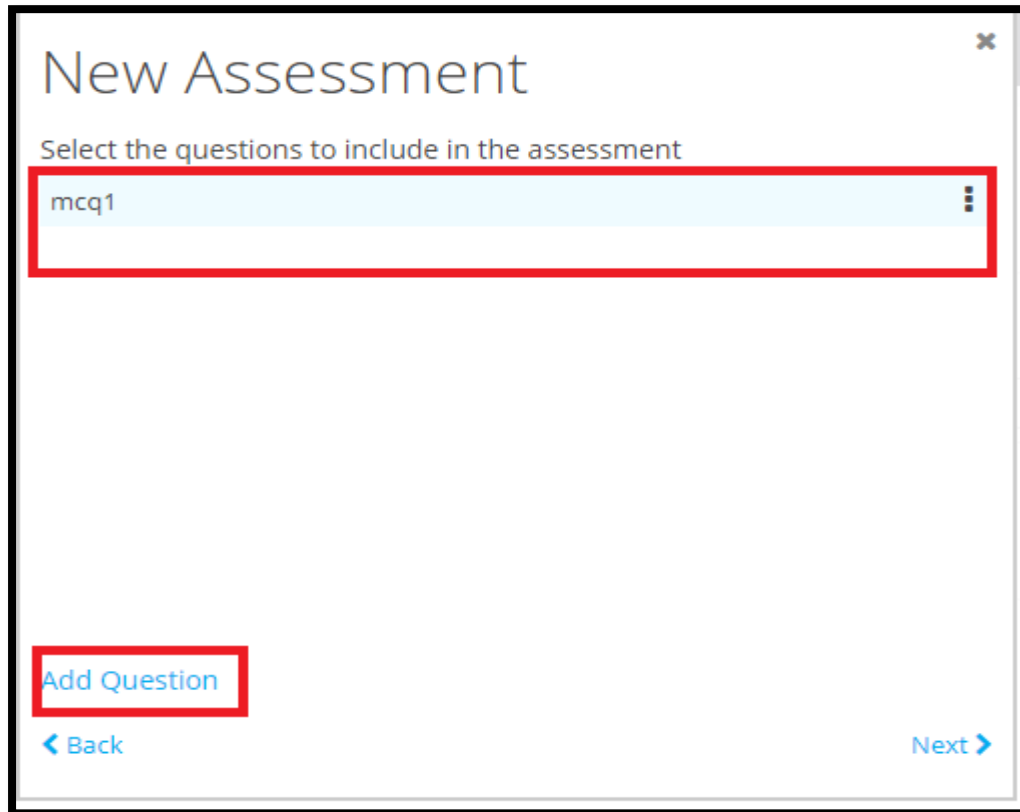
add question001 text edited

mcq1

Select

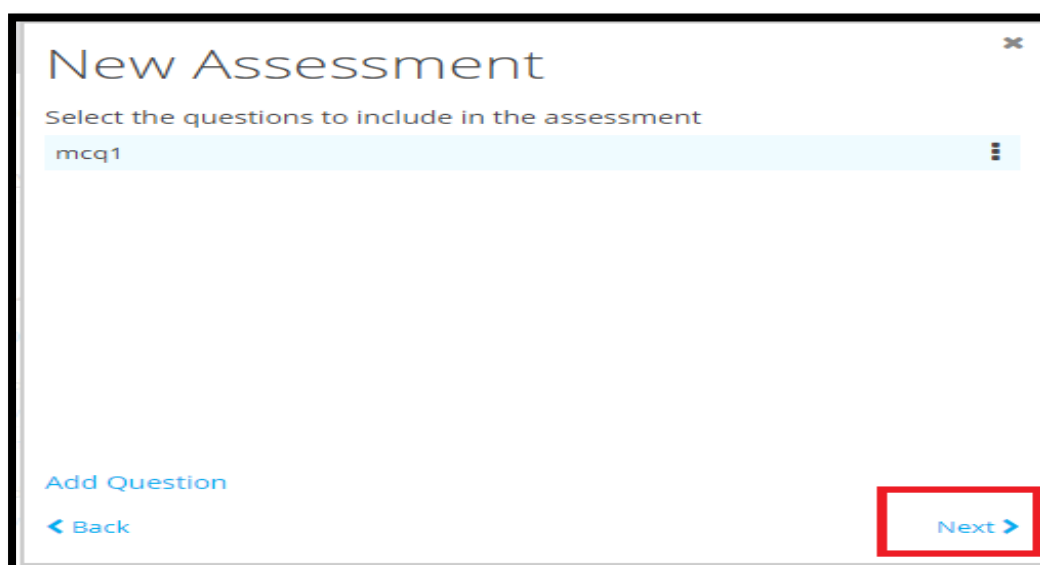
Cancel

Once you click on 'Select' button system shows 'New Assessment' form as below. New assessment form shows all added questions. To add new more questions, click on 'Add Questions' label and again select questions from 'Select Question' form and click on 'Select' button.



The screenshot shows a 'New Assessment' window with a close button (x) in the top right corner. Below the title, it says 'Select the questions to include in the assessment'. A list of questions is shown, with 'mcq1' selected and highlighted in light blue. A red box highlights the 'mcq1' entry. At the bottom left, there is a blue 'Add Question' button, also highlighted with a red box. Below it are blue '< Back' and 'Next >' buttons.

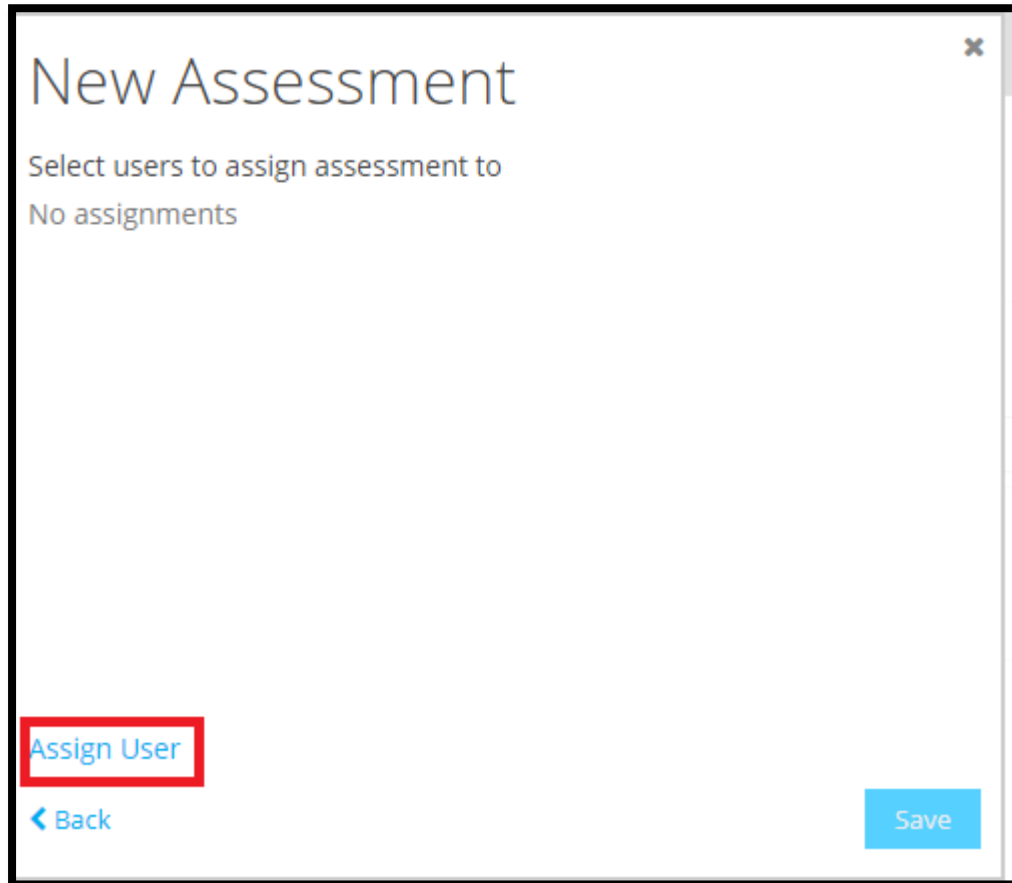
After adding all required questions, select 'Next' button to assign assessment to the users.



This screenshot is identical to the previous one, but the 'Next >' button at the bottom right is highlighted with a red box, indicating the next step in the process.

Assign users to assessment, assignee user should have 'Read' access to the entity which you create the assessment. If assignee does not have 'Read' access assign access to the user.

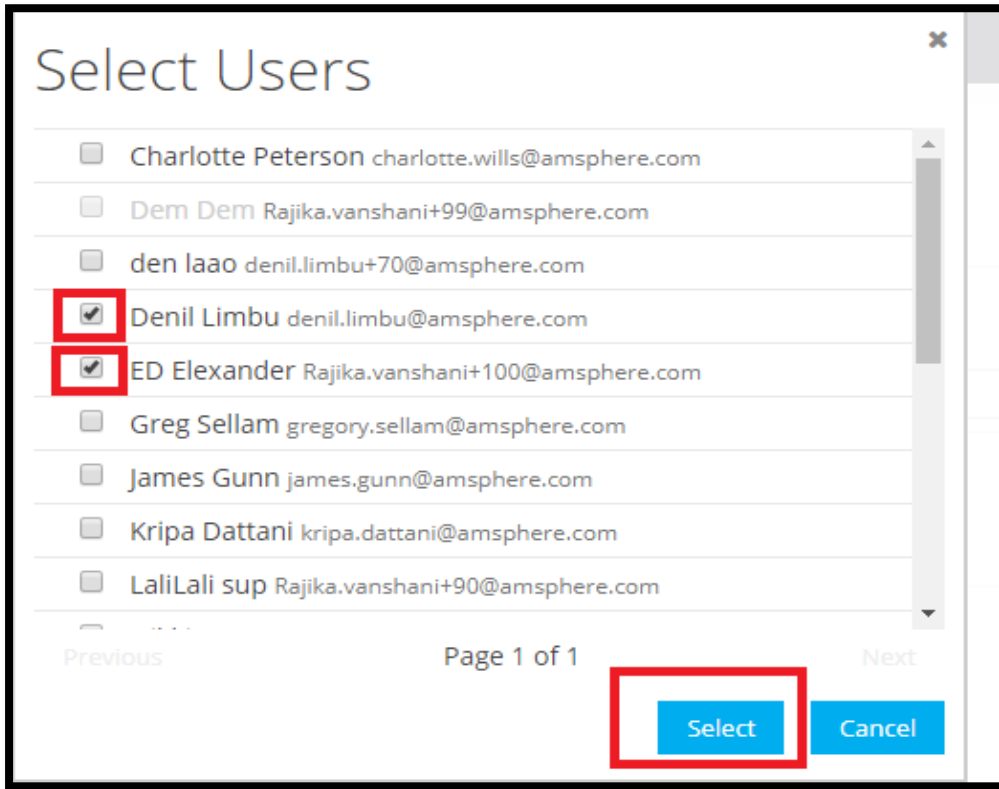
To assign users, once you click on 'Next' label of 'New Assessment' form system shows below form. Select 'Assign User' label. It shows 'Select Users' form.



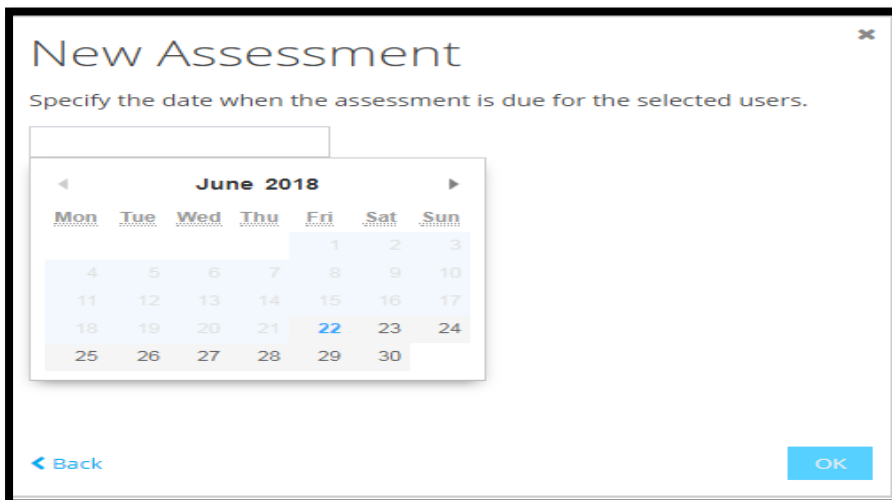
The screenshot shows a web form titled "New Assessment" with a close button (x) in the top right corner. Below the title, the text reads "Select users to assign assessment to" and "No assignments". At the bottom left, there is a blue button labeled "Assign User" which is highlighted with a red rectangular box. Below it is a blue link with a left-pointing arrow and the text "Back". At the bottom right, there is a blue button labeled "Save".

To select users, System shows all entity 'Read' accessible users names in the 'Select Users' form when you click 'Assign User' label. Select user names you want to assign the assessment. Finally click on 'Select' button.

FYI: If 'Select User' form does not show user name you need to select, provide 'Read' access to the user through security menu. Refer Kaams User guide 'Adding new users to a topic' section for assigning 'read' access.



Once you click on select button system shows below form to select due date for selected users. Click on text box and select the date using date time picker. Then click 'ok'.



Once you select due date and 'ok' system shows all assigned users and due dates. If you want to assign more users click on 'Assign User' again and select users. After assigning all required users click 'Save' to save the assessment and assigned users.

New Assessment

Select users to assign assessment to

ED Elexander Due 22/06/2018

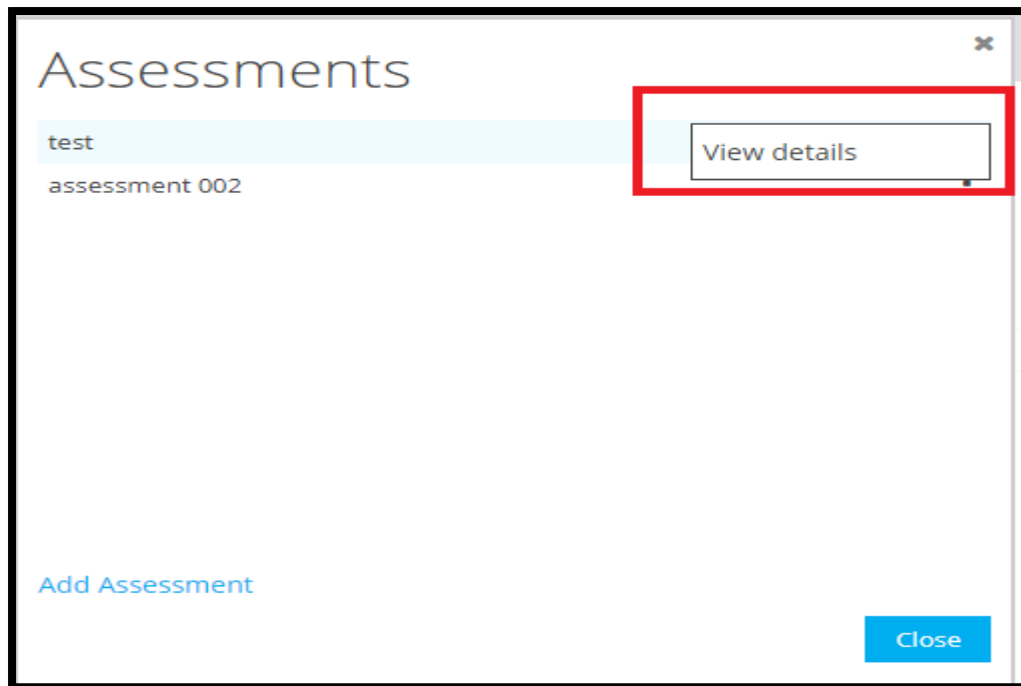
Assign User

Back

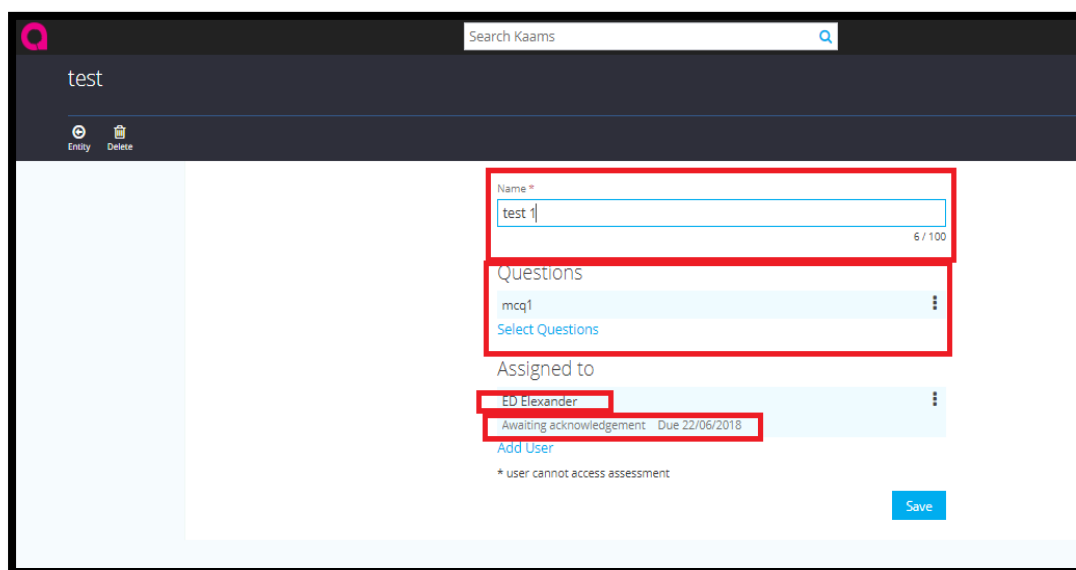
Save

2.2 View Details of Assessment

To view the details of assessment, click on 'Assessment' menu and click on the three dotted menu of assessment which you want to view the details.

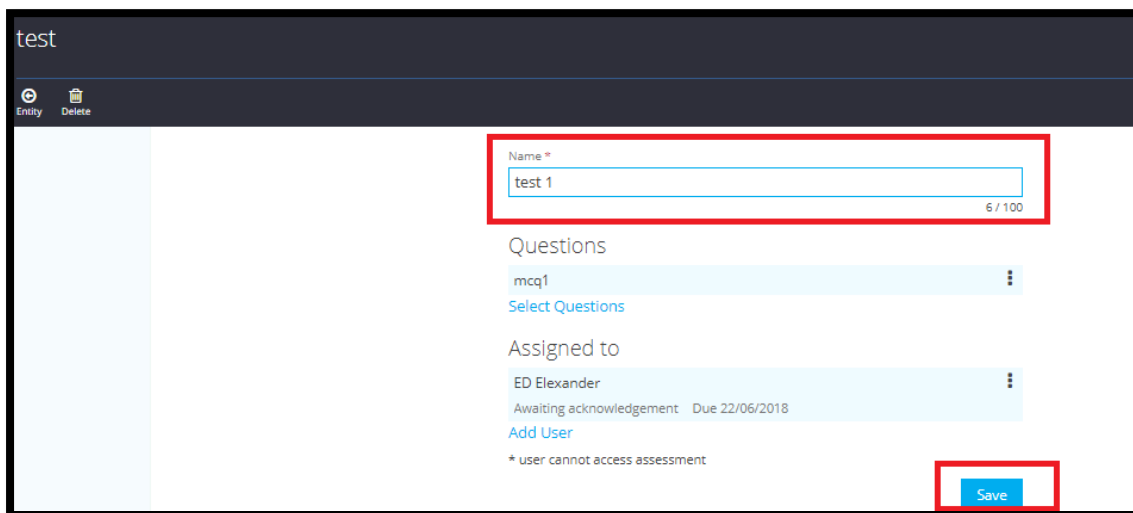


View details page shows, Assessment name, questions, assigned users and users statuses.

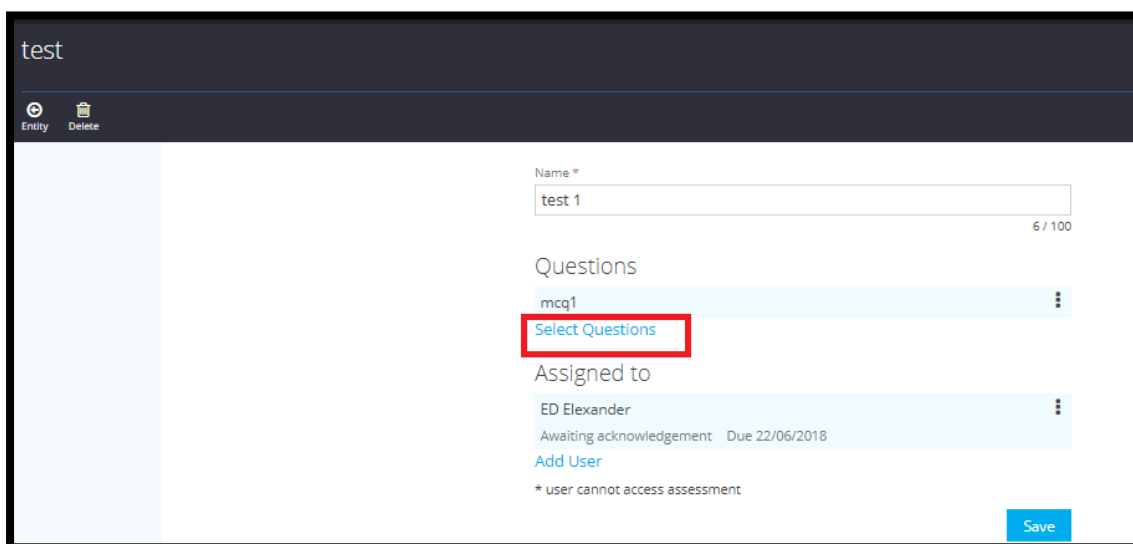


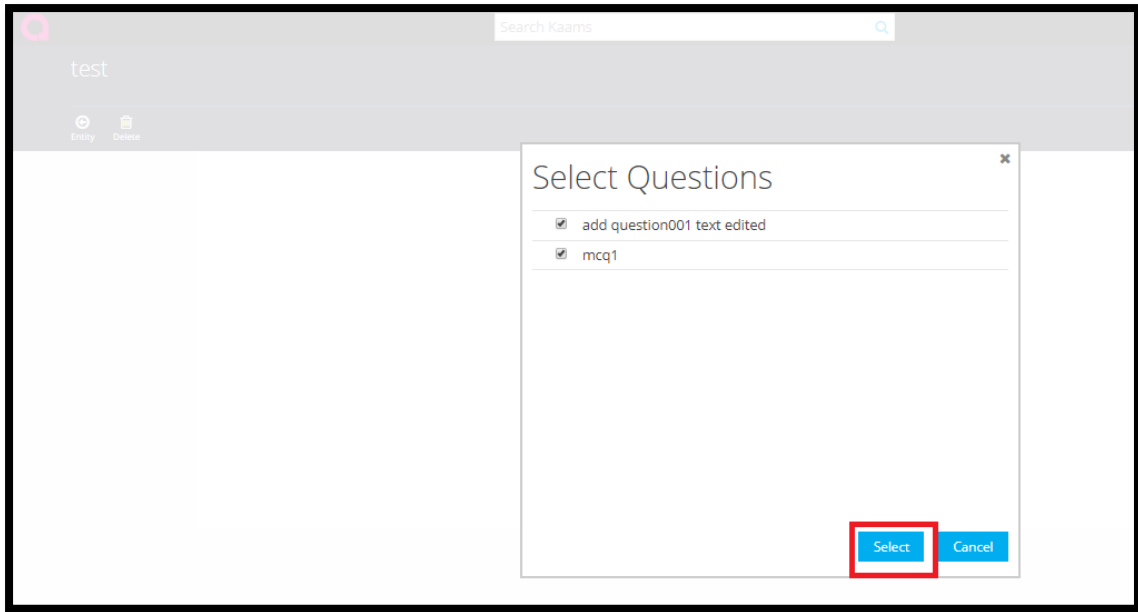
2.3 Assessment Detail Modification

To edit the assessment name, click on assessment menu >> then select assessment you want to edit name and click on three dotted line menu 'View Details'. Change the 'Name' field of view detail page. And 'save' it.

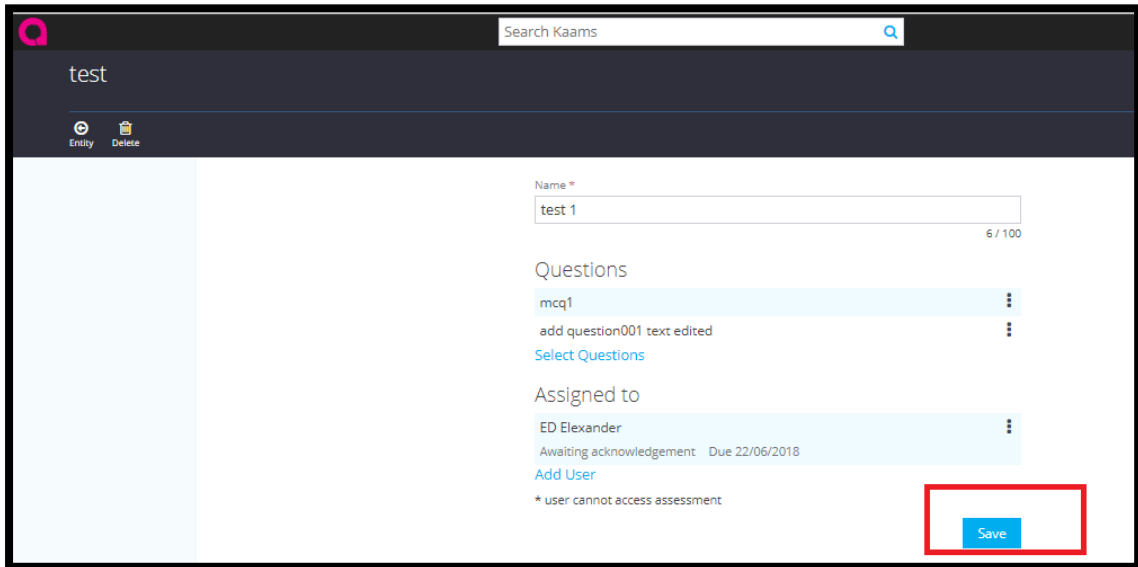


To update assessment questions, click on 'View Detail' option of required assessment and click on 'Select Questions' label. It will open 'Select Questions' form to select more questions. Select question you want to add and click on 'Select' button of 'Select Questions' form.

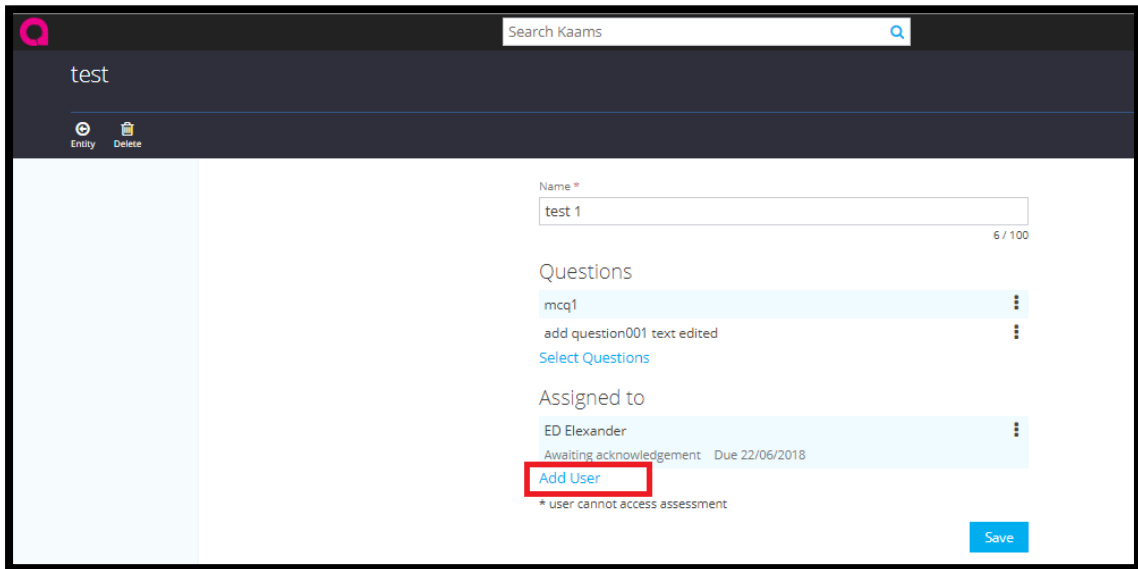




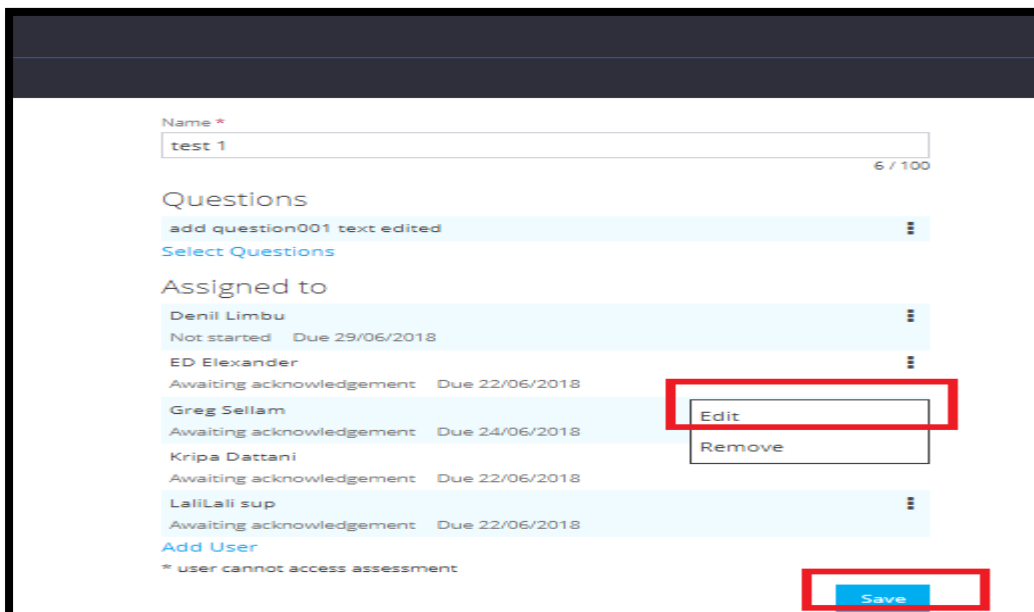
Once you click on the 'Select', system shows updated questions in the assessment view all page. Click 'Save' to save the updated questions.



Add new users to the assessment, click on 'View Detail' option of required assessment and click on 'Add User' label to add users. It will show 'Assign Assessment' form to select 'due date'. Click on text box of 'Assign Assessment' and click 'Next' label. It shows 'Select Users' form to select users. Click on the check boxes to select users and finally click on the 'Select' and 'Save' the changes in the assessment detail page.



To edit user assessment due date, click on the user's three dotted line menu and select 'Edit'. Then system shows 'Assign Assessment' form. Change the date from date time picker and click on 'Ok'. Finally click on 'Save' to save the modification.



2.4 Delete Questions/Users

To delete questions, click on three dotted line menu of question and click on 'Remove' option and 'Save' the change.

The screenshot displays the assessment management interface. At the top, there is a 'Name *' field containing 'test 1' and a '6 / 100' indicator. Below this, the 'Questions' section shows a list of questions. The first question, 'add question001 text edited', has a 'Remove' button highlighted with a red box. Below the questions, the 'Assigned to' section lists users: Denil Limbu (Not started, Due 29/06/2018), ED Elexander (Awaiting acknowledgement, Due 22/06/2018), Greg Sellam (Awaiting acknowledgement, Due 30/06/2018), Kripa Dattani (Awaiting acknowledgement, Due 22/06/2018), and LaliLali sup (Awaiting acknowledgement, Due 22/06/2018). At the bottom right, a 'Save' button is highlighted with a red box. A note at the bottom left states '* user cannot access assessment'.

To delete users, you can delete only users who has 'Waiting for acknowledgement' and 'Not Started' status. All the other status user deletion gives an error. To delete user, select the user need be deleted from assessment view all page. Click on three dotted menu of user and select 'Remove' option. Click on remove option remove the user from the page. Finally, save the changes by clicking 'Save' button.

Name *

 6 / 100

Questions

add question001 text edited

[Select Questions](#)

Assigned to

Denil Limbu	Not started	Due 29/06/2018	⋮
ED Elexander	Awaiting acknowledgement	Due 22/06/2018	⋮
Greg Sellam	Awaiting acknowledgement	Due 24/06/2018	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Kripa Dattani	Awaiting acknowledgement	Due 22/06/2018	⋮
LaliLali sup	Awaiting acknowledgement	Due 22/06/2018	⋮

[Add User](#)

* user cannot access assessment

3.1 Distribution Menu Statuses Change

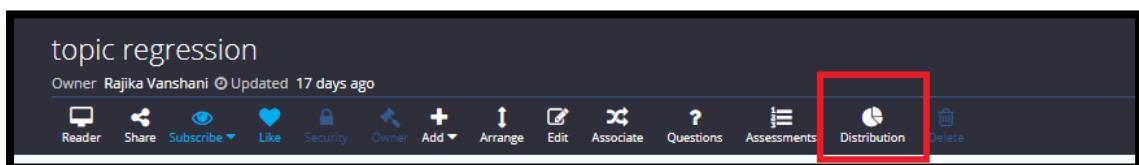
Once you assign user to an assessment, user statuses get change according to the user activities as below table. As per the user status distribution menu 'Receive, Understood, demonstrated' status flags will be changed. (demonstrated status should change after demonstration. Refer 2.6 topic)

		Distribution Form Status		
User Activity	User Status	Received	Understood	Demonstrated
User has assigned new assessment	Waiting for Acknowledgement	Yellow	Null	Null
User acknowledge to the request	Not Started	Green	Yellow	Null
User saves the answers of assessment	In Progress	Green	Yellow	Null
User submits the assessment	Pending	Green	Yellow	Null
User fails the assessment	Fail	Green	Red	Null
User passes the assessment	Pass	Green	Green	Null
User resubmits the assessment	Pending	Green	Yellow	Null
User demonstrates the details	Pass	Green	Green	Green

Note: When user assign to multiple assessments in same entity above statuses will be same.

3.2 Distribution Statuses Change

To change the demonstrated status, assessment assigned user should passed the test and demonstration. Then click on the distribution menu and select the correct name of user. Finally click on three dotted line menu and select 'Demonstrated'.



Distribution

User	Received	Understood	Demonstrated
ED Elexander	●	●	⋮
Greg Sellam	●	●	⋮
Kripa Dattani	●	●	⋮
LaliLali sup	●	●	⋮
Rose Fernando	●	●	⋮

✓ Request acknowledgement

Demonstrated

Select User

* user cannot access entity

