



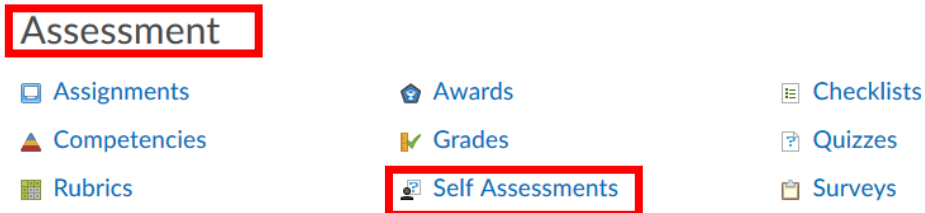
# Creating a Self Assessment Within D2L Brightspace

The purpose of a self assessment is to help the student reflect on the material in their D2L Brightspace course.

- Click **“Course Admin”** on the course navigation bar:

Course Home Materials ▾ Communication ▾ Assessment ▾ Resources ▾ **Course Admin**

- select **“Self Assessments”** from the **“Assessment”** section:



- Click the **“New Self Assessment”** button:

**New Self Assessment**

- Enter a **“Name”** for the self assessment:

Name \*



- Select the category for the self assessment if desired.
- You can also create a new category using the “**add category**” link:

Category

- You can allow **hints** and mixing the order of questions by checking the following checkboxes:

Hints

allow hints

Shuffle questions at the self assessment level

Also shuffles sections at the self assessment level. Does not cascade to sub-sections.



- You can add a Page header and footer to the self assessment by clicking the “on” and “off” radio buttons and adding a description:

Click the “Expand page header/footer” link: [Expand page header/footer](#)

### Page Header/Footer

▼ Collapse page header/footer

#### Page Header

on  off

▼  ▼ **B** *I* U ▼ ▼ ...

#### Page Footer

on  off

▼  ▼ **B** *I* U ▼ ▼ ...

- Click the “Save and Close” button:

**Save and Close**



- Click **“Edit”** from the dropdown menu of the self assessment:

**How do I Like this course** ▼

**Edit**

Preview

- Click the **“Add Questions”** button:

**Add/Edit Questions**

- You can either create New questions or Import questions from the question library.
- If you would like to create New questions, click the **“New”** button:

**New** ▼

- Chose the desired question type from the dropdown list

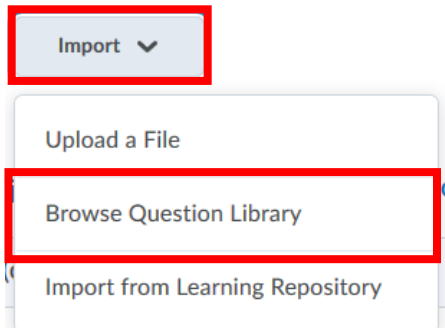
*For each question type, you will be able to choose options that will be listed.*

- When finished, click the **“Save”** Button:

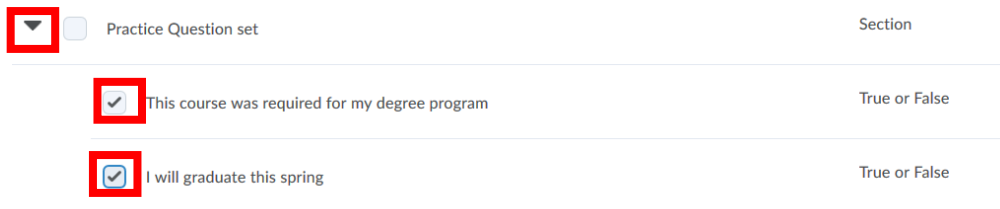
**Save**



- If you choose to import question from the question library, click the **“Import”** button and select **“Browse Question Library”**:



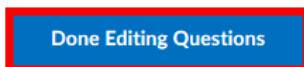
- Click the arrowhead to open the questions
- Click the check boxes to select the desired questions
- Click the **“Add”** button:



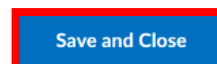
- Click the **“Add”** button:



- Click the **“Done Editing Questions”** button:



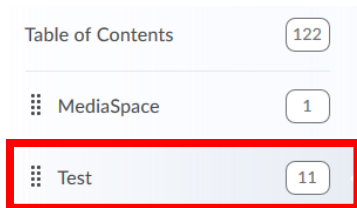
- Click the **“Save and Close”** button:





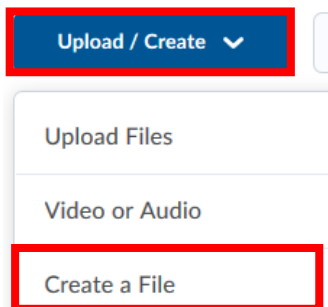
In order for students to have access to the self-assessment, you will need to add it to a **topic** in the **Content** section.

- Choose a module from the content section:



- Click the **“Upload/Create”** button

- Choose **“Create a File”**:

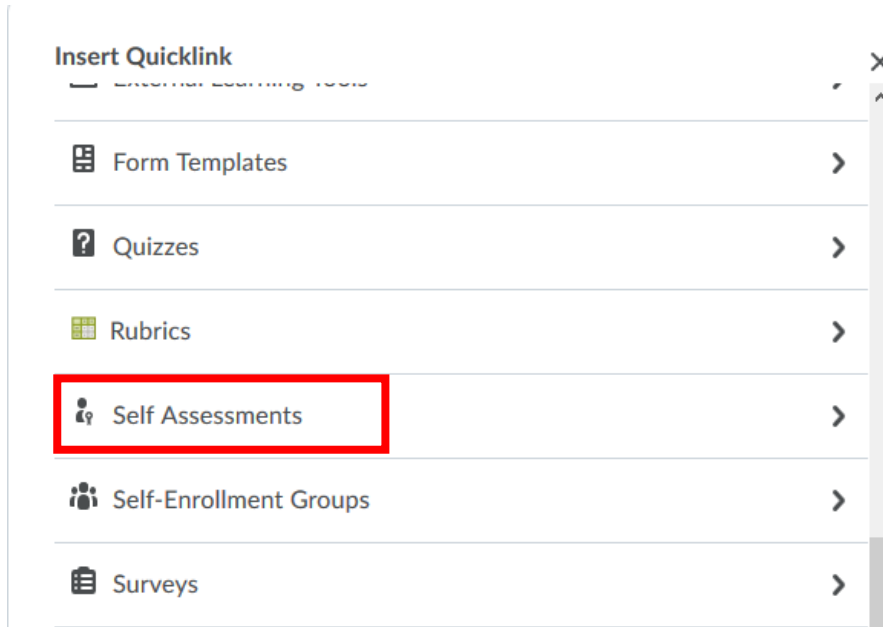


- Enter a title in the **“Title”** field
- In the **“Description”** field add any text then click the **“Insert Quicklink”** icon:

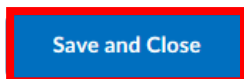




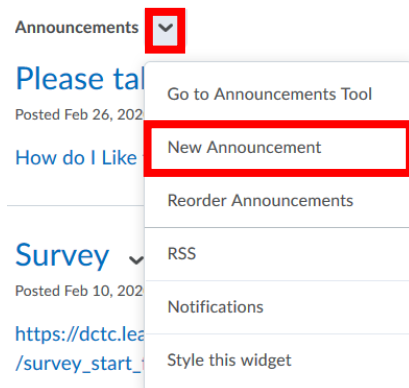
- Click on **“Self Assessments”**:



- Click on the Self Assessment that you would like to add
- Click the **“Save and Close”** button:



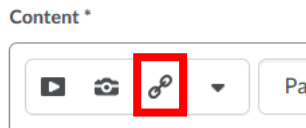
- To add a Self Assessment as an announcement, go to the announcement tool and click **“New Announcement”**:







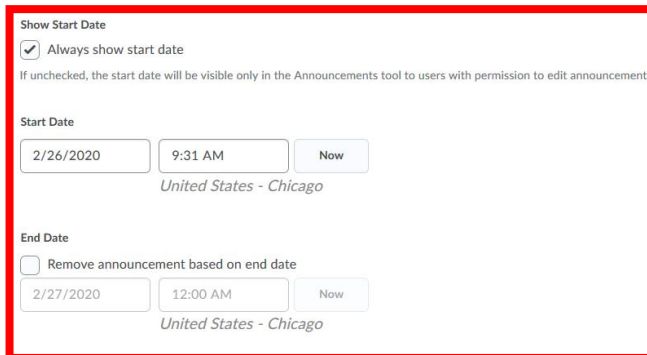
- Enter a **“Headline”** for the announcement
- Enter any text in the **“Content”** dialog box
- In the **“Content”** dialog box, click the **“Insert Quicklink”** button:



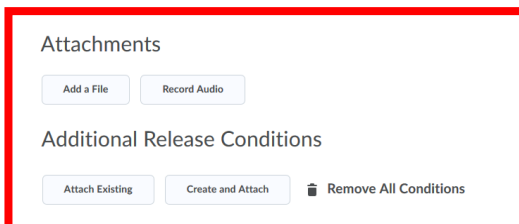
- Click **“Self Assessment”**:



- Click on the Self Assessment you would like in the announcement.
- Enter the availability of the announcement:



- You can add attachments and release conditions to the announcement:



- Publish the announcement when ready:

