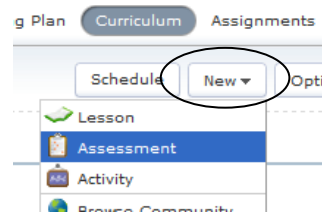


# Creating Assessments in Global Scholar

1. Open **Gradebook**; click on **Assessments**; click on **Curriculum**
2. Navigate to desired Subject/Class and Unit or lesson
3. Click on **New**; select **Assessment**



4. Click **Add Items** and select desired question type  
*Note: Constructive Response enables space for multiple word response*
5. Enter **Assessment Details**  
*Note: Attaching question sheets allows questions on a Word document and a numbered bubble sheet*
6. Click **Next (to Standards)**; and click **Next (to Items)**
7. Click **Add Items** to view menu of available question types (*under Create New Items*)
8. Click on desired question type (**New Item**) and enter question and answer
9. Click **Add** to move to next question;
10. When all questions are entered, click **Add & Close**
11. Review the Assessment
  - a. Reorder the questions
  - b. Click on **Pencil** icon to edit the question
  - c. Click on **Trashcan** to delete the question
  - d. Enter number of points for each question; points need to add up to total points in bottom left corner
12. Click **Next**; keep **Sharing Options** as **Only Me**
13. Click **Finished**; or click **Finished & Schedule** to complete the Assessment in Global Scholar, and begin the process to schedule Assessment in **Planbook** and **Gradebook Assignments**
14. To schedule the Assessment:
  - a. Click on **Distribution Method**:
    - i. **Paper**: requires printing question/bubble sheets for each student, bubbling answers, scanning bubble sheets as PDF and uploading in Global Scholar
    - ii. **Online**: requires student to take Assessment when in **PIV**
  - b. Click **Schedule**
    - i. **Scheduling Options**:
      1. Choose **All students** or **Selected students**
      2. Choose dates (*and times if using Online*)
    - ii. **More Options**: click **Optimization** box
    - iii. Click **Schedule**
15. To delete Assessment, delete in both **Gradebook** and **Global Scholar** in **THAT ORDER**:
  - a. **FIRST**, in **Gradebook**, in **Assignments** view, click on desired assessment and click **Delete**
  - b. **THEN**, in **Global Scholar**, click on **Assignments** in **Global Scholar**; click on **Trashcan** for desired **Assessment** (*Doing this out of order will result in not being able to delete the assessment in Gradebook; AND, NOT deleting the assessment in Global Scholar may result in the assessment showing back up in Gradebook*)

- \* There are printing, scanning and uploading issues to be considered
- \* There is a Review process to deal with scoring Constructive Response questions, and entering and changing scores
- \* Note: Assessments created in Global Scholar require scores to be entered directly in Global Scholar and not in Gradebook