

Before “**Adding**” an Assessment

Before you add an assessment, think about the following:

- Do I see an “**Add Activity**” link on my page? Will one activity (which is simply a specific test) suffice to measure all my CLOs?
 - If your answer is “yes,” then it’s best to use that link rather than create an assessment from scratch.
- Do I need a separate assessment for each of my CLOs?
 - If your answer is “yes,” then it’s best to “Add assessment.”
 - In that case, you’ll need to ignore the “Add Activity” link and send an email to gopaln@yosemite.edu to *remove the Add-Activity link you don’t want to use.*
- I need to use the “**Add Activity**” link, but I also want to **add assessments**.
 - If you want to do both (that is first use the Add **Activity** & then use the Add **Assessment**)—for example, if you want to assess only one CLO from the **Add Activity** link and leave the rest of the CLOs blank, then your assessment will show up as incomplete. If you used the “N/A” option for the CLOs you’re not using in the “**Add Activity**” link, then we might have an abnormal amount of “N/A.”

- That's why, when you need to use the **Add Assessment** button more than the **Add Activity** link, it's important to send an email to gopaln@yosemite.edu about what was done. Do state the semester, the course number, the section number, and also state the title of the Add Activity link you want removed.
- Lastly, whatever option you choose, make sure to complete your assessment and "submit." When we create assessments and leave them hanging, the database reads it as an incomplete assessment. When a coordinator or data steward sees an incomplete assessment, it's very likely that he or she'll contact you about the incomplete assessment.