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 gopalm@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 gopalm@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.