

GALE IN CONTEXT: FOR EDUCATORS

Assessment Authoring

Gale In Context: For Educators allows you to not only find authoritative and curriculum-aligned content, but also to author your own assessments to gauge student understanding. Utilize this tip sheet to explore the features and workflows of our powerful assessment authoring tool.

ACCESS ASSIGNMENT AUTHORING

Assessment Authoring can be found using three workflows, through the **Navigation Bar**, through a **Document**, or through a **Folder**.

Navigation Bar

- While on any page within *Gale In Context: For Educators*, select the circular person icon in the top right of the banner.
- Select **Assessment Authoring**.

Through a Document

- **Browse** or **Search** for content to use in your instruction. It can be a document, video, image, audio file, or any other type.
- Select the content and save to a **Folder**.
- In the **My Tools** section, select **Add Assessment**.

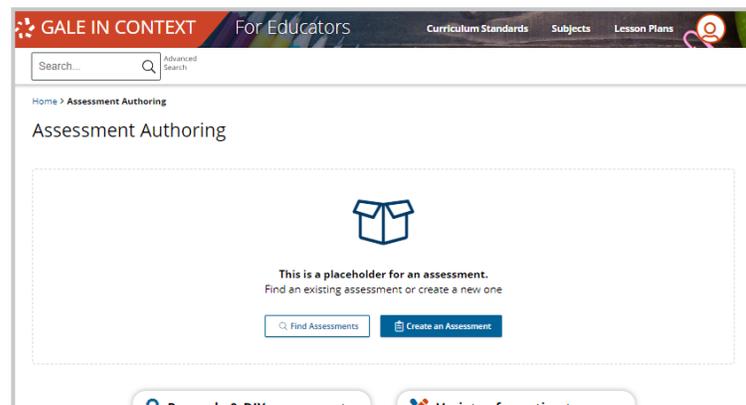
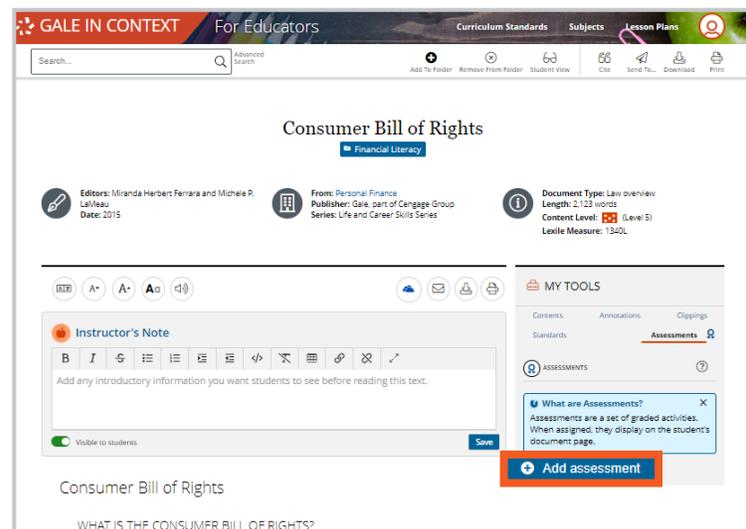
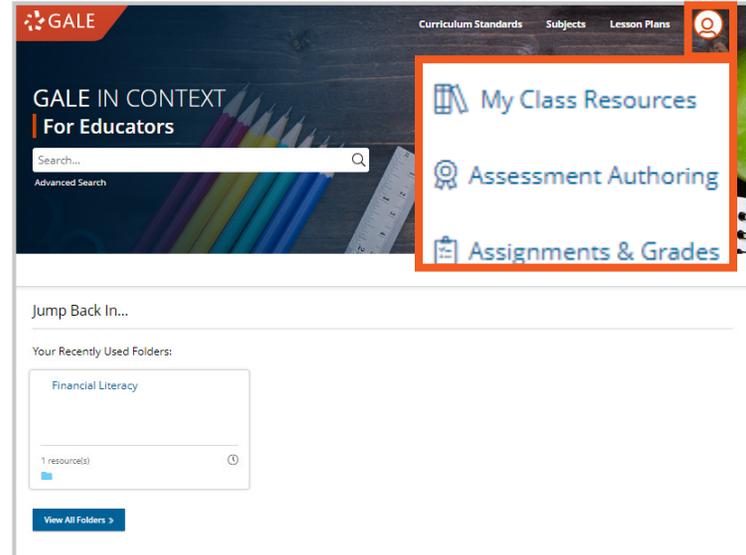
Through a Folder

- Select the circular person icon in the top right of the banner.
- Select **My Class Resources**.
- Choose your **Folder**.
- Select the **Add** button in the tool bar, then choose **Assessment**.

FIND AN ASSESSMENT

Once you have accessed the **Assessments** page using one of the methods above, you can explore assessment created by you, your colleagues, and Gale.

- Select **Find Assessments** in the middle of the page.
- Use the **Created By** filter option to see assessments created by you, your school, Gale, or all.



GALE IN CONTEXT: FOR EDUCATORS

- Choose to search either by **Content** or by **Filters**.
- Type your search and select the **Search** button.
- Choose a result to be launched into the assessment.

CREATE AN ASSESSMENT

Once you have accessed the **Assessments** page using one of the methods above, you can create an assessment to assign to your learners.

- Select **Create an Assessment** in the middle of the page.
- Enter the title of your assessment under the gray save bar.
- When adding questions to your assessment, you can add questions created by others, or create your own.

Add Questions Created by Others

- Select **Find Items**.
- Use the gray **Search Bar** to search questions based on standard, title, or tag.
- Select the **Eye Icon** next to an entry to preview it.
- Check the check box of a question (or questions) you would like to add to your assessment.
- Select the **Add Item(s)** button.
- Select the orange **Back** button to return to the main assessment creation page.

Create Your Own Questions

- Select **Create Item**.
- Add a title for your question.
- Select Add New in the gray box.
- Choose what question format you would like to use. You can create questions as basic multiple choice, fill in the blank, or import videos and images.
- After you choose your question format, complete the required information including

The screenshot shows the 'Find Assessments' page in the Gale In Context For Educators interface. At the top, there is a search bar and navigation links for 'Curriculum Standards', 'Subjects', and 'Lesson Plans'. Below the search bar, there is a 'Create an Assessment' button. A message box states: 'This assessment bank displays content created by Gale, others at your institution, and yourself. Search by keyword, or filter by author, tags and status. Don't see an assessment you want? Create your own.' Below this, there are filters for 'Created by' (All, Me, My School, Gale) and a search box for 'Find by content'. A list of assessments is displayed, including 'Understand Finances', 'Payment Methods', 'Identifying the Central Idea', 'Main Idea', and 'Unit 3 Quiz'. Each entry shows the number of items, the date, and the creator's name.

The screenshot shows the 'Create an Assessment' page in the Gale In Context For Educators interface. At the top, there is a search bar and navigation links for 'Curriculum Standards', 'Subjects', and 'Lesson Plans'. Below the search bar, there is a 'Publish Assessment' button. A message box states: 'Once you create an assessment, publish creates a locked version, assignable to students and viewable across your institution. Your unpublished work can be found in the assessment bank list.' Below this, there are 'BACK' and 'SAVE' buttons. The title of the assessment is 'Personal Loans'. Below the title, there are tabs for 'Items (1)', 'Player', 'Details', and 'Tags (1)'. A 'Find Items' button is visible. Below the 'Find Items' button, there is a list of items, including 'Interest Are variable'. A 'Create Items' button is visible. Below the 'Create Items' button, there is a message box: 'An item contains a question, task, or prompt and is the foundation of an assessment. Select an item type, and customize what a student will see. Once saved, your item will be included in your assessment.' Below the message box, there are 'BACK' and 'SAVE' buttons. Below the 'BACK' button, there are tabs for 'Questions' and 'Features'. Below the 'Questions' tab, there is a search bar and a list of question formats: 'Multiple choice - standard', 'Multiple choice - multiple response', 'True or false', 'Multiple choice - block layout', 'Choice matrix - standard', 'Choice matrix - inline', and 'Choice matrix - idbits'.

GALE IN CONTEXT: FOR EDUCATORS

the question and answers.

- Utilize **More Options** to fine-tune your question.
- Select **Save**.
- Choose the orange **Back** button to return to the main assessment creation page.
- When you are done creating an assessment, you will need to **Publish** it before it can be utilized. To **Publish** your assessment, select the blue **Publish Assessment** button at the top of the page.
 - » Please note, when you publish an assessment it can no longer be edited. To change a created assessment you will need to duplicate the assessment, rename it, and then republish.

ATTACH AND ASSIGN AN ASSESSMENT

For students to see an assessment, it must be attached to either a piece of content or a folder.

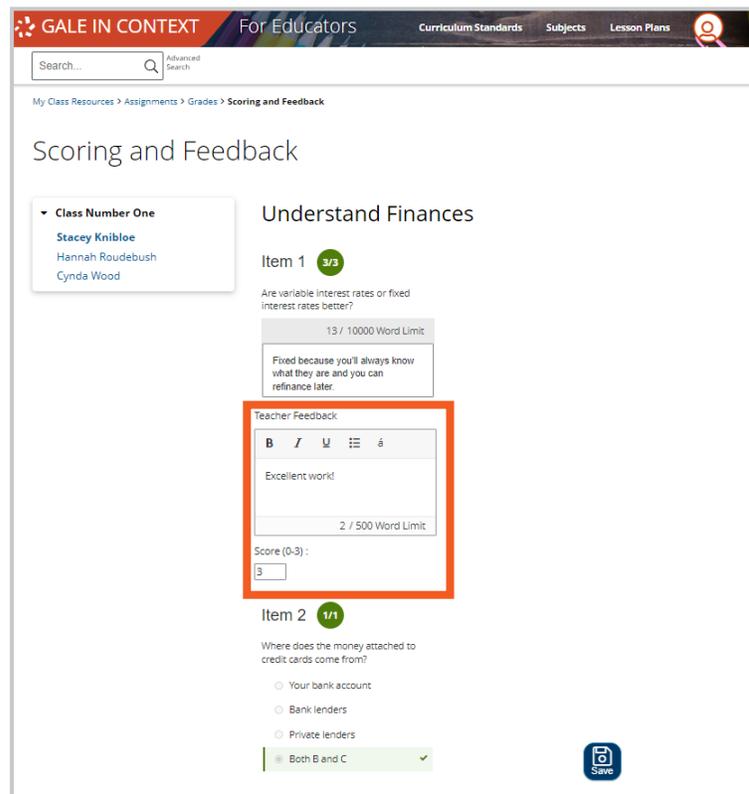
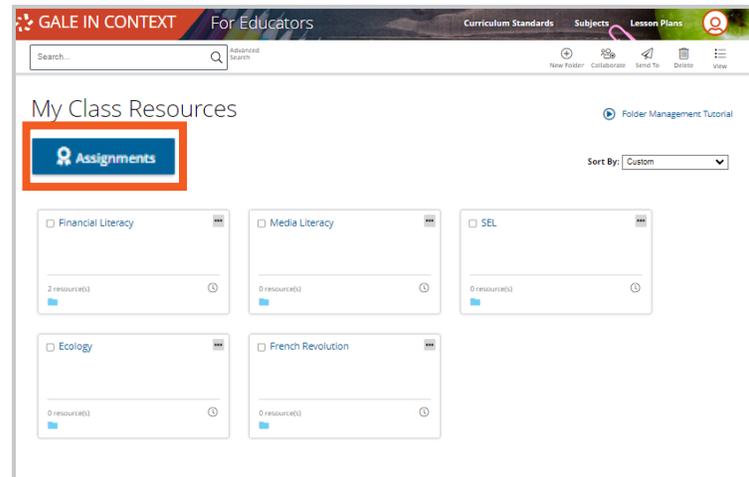
- Based on how you accessed the Assessment Authoring section, you will add an assessment to content differently.
 - » If you accessed through a **Document** or **Folder**, you will select **Add to Resource** at the top of the page, and it will automatically attach to the **Document** or **Folder** you accessed through.
 - » If you accessed from the tool bar at the top of the page, you will select Add to Resource and choose where you would like to add the content.
- Once you attach an assessment to a **Document** or **Folder**, select the **Send To** button and choose **Get Shareable Student Link**.
- Create multiple class links, or share one link for all students.

GALE IN CONTEXT: FOR EDUCATORS

VIEW RESULTS AND PROVIDE FEEDBACK

Once your students complete their assessments, you will be able to see answers and provide feedback.

- To access assessment results, you can navigate to **My Class Resources** using the circular person icon in the main navigation bar, and select **Assignments** at the top of the page, or navigate directly to the assessment attached within a **Document** or **Folder**.
- Once you select your assessment you will see each student's score, with any auto-graded answers already done for you.
- For questions that are not auto-graded, select the student you want to grade.
- Enter any feedback you have, and provide a score.
- Select **Save** once completed.
- Select **Download Scores** to save an Excel spreadsheet to your computer if needed.



NEED ADDITIONAL SUPPORT?

Visit support.gale.com for valuable training content, including student activities, professional development materials, tutorials, tips sheets, and webinars.