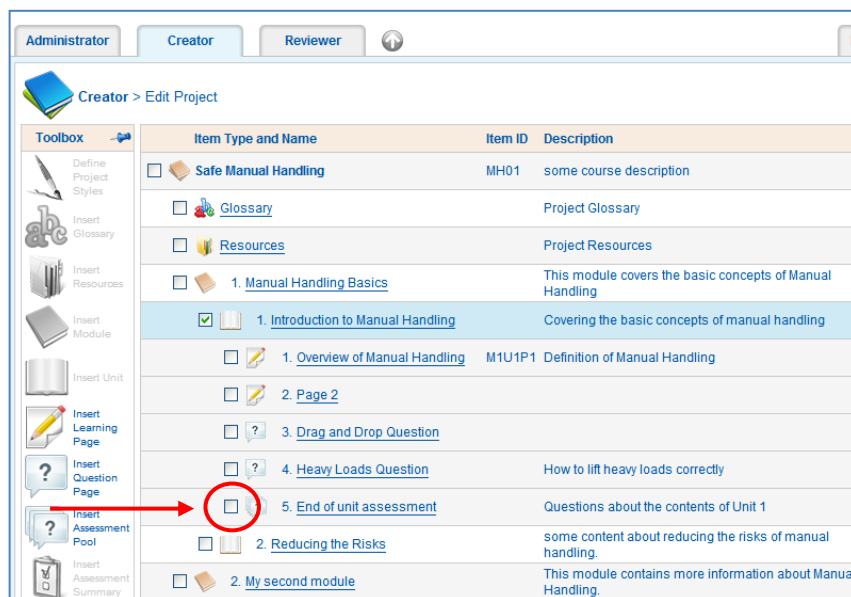


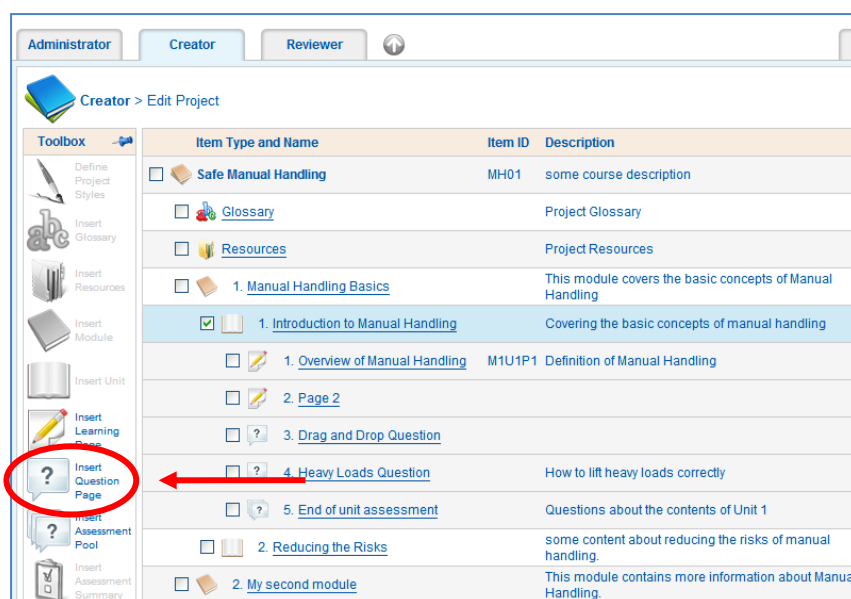
Assessment questions are intended to test the knowledge of your course audience on the subject of your course. The answers to these questions will be tracked and scored to evaluate such knowledge.

For a question to be tracked, it needs to be added to an assessment pool.

- 1) In the course structure, place a tick in the selection box for the assessment pool to which you want to add the question:



- 2) Click on the **Insert Question Page** button in your **Toolbox**:



3) You will see the **Insert Assessment Question** screen.

In the **Question name** box, type the title for the new question page.

In the **Description** box, add details about the contents of the question. Remember that although these details will not be visible to your end users, they will be used when searching the course, so it is good practice to add these details.

When all the details have been added, click on the **Save** button to complete the process.

The new assessment question page will be added at the bottom of the assessment pool you selected at the beginning of the process:

| Item Type and Name | Item ID | Description |
|---|---------|---|
| <input type="checkbox"/> Safe Manual Handling | MH01 | some course description |
| <input type="checkbox"/> Glossary | | Project Glossary |
| <input type="checkbox"/> Resources | | Project Resources |
| <input type="checkbox"/> 1. Manual Handling Basics | | This module covers the basic concepts of Manual Handling |
| <input type="checkbox"/> 1. Introduction to Manual Handling | | Covering the basic concepts of manual handling |
| <input type="checkbox"/> 1. Overview of Manual Handling | M1U1P1 | Definition of Manual Handling |
| <input type="checkbox"/> 2. Page 2 | | |
| <input type="checkbox"/> 3. Drag and Drop Question | | |
| <input type="checkbox"/> 4. Heavy Loads Question | | How to lift heavy loads correctly |
| <input checked="" type="checkbox"/> 5. End of unit assessment | | Questions about the contents of Unit 1 |
| <input type="checkbox"/> 1. What is manual handling | | Assessing the knowledge of the general concept of manual handling |
| <input type="checkbox"/> 2. Reducing the Risks | | some content about reducing the risks of manual handling. |