Importing an Assessment

Assessments can be imported from a variety of locations: Course Documents, the Content System, or from a local hard drive.

**Note:** If the Start Date of the imported Assessment is in the past then the system resets it to 24 hours from the time it is imported. All other dates are adjusted forward in time while maintaining the same relationships that were established in the original Assessment.

To import an Assessment:

1. Navigate to the Content Area where the Assessment will be added.
2. Hover your mouse over the [Create Assessment] button to display the sub menu, and then click on the **Self and Peer Assessment** link. The Create page will be displayed.
3. Click on the **Import** radio button.
4. Click the **[Browse...]** button to locate the Assessment File. File manager on your local computer will be displayed.
5. Select the zipped Assessment file.
6. Enter a Name for the imported Assessment. If this field is left blank, the imported Assessment name is used.

7. Enter a Due Date for the Assessment in the date field or click on the Calendar icon to select a date.

8. Click the [Submit] button to add the Assessment to the course.