Previewing the Assessment

There are two ways to preview the Assessment once it has been created, by Submission and Evaluation. These options provide the Instructor a chance to see the Assessment as their Students will. Instructors can use these preview options to adjust the Assessment.

To preview an Assessment:

1. Click on the chevron to the right of the Assessment and then click on Edit in the dropdown menu. The Edit screen will be displayed.
2. Click on the Assessment Canvas link.
3. Click on the [Preview] button. A dropdown menu will be displayed. Next click on either Submission or Evaluation.
   - The Submission page offers a complete view of the Assessment.
• The page contains the following features:
  
  o **Assessment Name** – Displays the name of the Assessment.
  
  o **Instructions** – Displays the Instructions for this Assessment.
  
  o **Evaluations to Complete** – Displays the number of Evaluations that need to be completed.
  
  o **Submission** – Displays the date range for which submissions will be accepted.
  
  o **Evaluation** – Denotes how many evaluations each student must complete
  
  o **Questions** – Displays the Question text. Each question can be previewed in turn by clicking its name. **Note:** these pages are read only.

• The **Evaluation** page offers a view of all of the evaluations, regardless of their status.

![Evaluation Overview: Writing Assignment 1 (Evaluate Phase)](image)

The features of this page are as follows:

1. Click the Evaluator user name (if the Assessments are set as Anonymous students will be listed as User 1, User 2, etc.) to display their Evaluation page. Each question is displayed in a grouping of tabs. Navigate through the tabs to display the submitted response for that question.
2. The **Status** field displays the status of the evaluation. In Preview Mode the status is always **Not Started**.

3. The **Points Allocated** field displays the number of points given out of how many points are possible. In Preview Mode it is displayed as **0 / xxx**.