Creating and Assigning Formatives

* **+New Formative** –
* Opens a new window for you to create your own Formative!



* **The blue “+” icon**
* Gives you options to add content and questions to your formative.



* Add Content – red icons
* Options to add images, video, etc.
* Add Question – blue icons
* Various question type options

Let’s Try It!

* Start with an image.
* A quick and easy way to add an image – Use your *snipping tool*.
* Use any saved image.
* Click the red image icon and you will see this screen below.



* Select Choose File to navigate to where you saved the image to insert it.
* Below is an example of what appears after you insert the image.
* Click on the blue “+” sign to add a question about this image.





* Enter the text of your question in the box
* Click next to the “Add a correct answer” to enter your answer

* *IF* your question could have multiple correct answers or possible ways a student might express the answer - you can add as many additional acceptable answers by continuing clicking “Add a correct answer” and adding other possibilities
* Changes are automatically saved as you create!!!
* If you need to change something in a formative or question - simply click the Edit button at any time.

**Assign Formatives**



* When you are finished creating your formative just click on the “assign/share” button to adding it to your classes.
* Select the classes you want to complete this formative
* Then click the blue Assign button at the bottom of the page.

**Student Responses**

* Click View responses to see student responses to each question.



* The numbers in the Totals tab toggle between responses to each question.
* Along the right side you can look at the responses of each class.