GAUGE GUIDE

gauge

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Introduction
What is Gauge?

Gauge is an online assessment management system designed to deliver large scale assessments to targeted groups of students.

Gauge can be accessed by users in one of three roles: admin, teacher, and student. Admins can manage assessments and deployments for all students in their institution. Teachers can manage assessments and deployments for students they teach. Students can take assessments in Gauge.

Admins & Teachers

Build Assessments

Admins and teachers can use Gauge to **build assessments** with a variety of item types that measure student competency in a variety of subjects. Assessments can be modified using various **assessment settings** and aligned to outcomes at the **assessment** or **question level**.
Customize Deployments

### 7th Grade History Assessment

#### Deployments

<table>
<thead>
<tr>
<th>Deployment Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Results Release Date</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seventh Grade</td>
<td>CLOSED</td>
<td>September 10, 2018</td>
<td>September 11, 2018</td>
<td>September 11, 2018 2:59 PM</td>
<td>179</td>
</tr>
<tr>
<td>End-of-Year Deployment</td>
<td>LIVE</td>
<td>December 3, 2018</td>
<td>December 7, 2018</td>
<td>Release Now</td>
<td>60</td>
</tr>
</tbody>
</table>

Assessments can be [deployed to students](#) to complete within specific timeframes. Assessments can be deployed to student groups of various sizes, from school campuses to course sections. Admins and teachers can also select when assessment results will be made available to students.
Moderate Student Attempts

Admins and teachers can moderate student attempts and review students’ answers.
Gauge includes assessment reports for admins and teachers to view student performance, including mastery of learning outcomes.
Students

Complete Assessments

US History Assessment

Complete the assessment to show what you have learned in US History.

1 point

The Declaration of Independence was signed in __________, Pennsylvania.

2 points

Match the state to its capital.

New York
Delaware
New Jersey
Maryland

Students can access Gauge from their Canvas instance to take an assessment.
View Assessment Results

Students can view assessment results in Gauge. If an assessment was aligned to learning outcomes, results will include outcomes mastered and outcomes that provide opportunities for learning and growth.

**Note:** Assessment results are not available to students until that information has been released by the institution.
How do I use Gauge as an admin?

Gauge is a world-class assessment tool that allows schools to create assessments with a variety of question formats. These assessments can be delivered to specific student groups within defined timeframes.

To use Gauge as an admin, users must have an active Admin role in Canvas and be added to Gauge through SIS import. Deactivated users cannot use Gauge.

Open Gauge

In Global Navigation, click the Gauge link.
Open Gauge Navigation Menu

Click the Menu icon.

View Gauge Navigation Menu

The Gauge Navigation Menu includes links to Gauge assessments [1], people in your account [2], SIS imports [3], and account settings [4].
View Assessments

From the Assessments page, you can manage Gauge assessments. To create a new assessment, click the Add Assessment button [1].

To moderate an assessment, click the Moderate icon [2]. To view deployments for an assessment, click the Calendar icon [3].

To copy an assessment, click the Copy icon [4]. To view reports for an assessment, click the Reports icon [5].

To delete an assessment, click the Delete icon [6].

Note: Assessments with deployment data cannot be deleted.

View Open Assessments
Open assessments include live assessments [1] and draft assessments [2]. Live assessments are assessments that are currently deployed to students. Draft assessments are assessments without a scheduled deployment.

View Closed Assessments

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Status</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>US History Assessment</td>
<td>CLOSED</td>
<td>Sam White</td>
</tr>
<tr>
<td>Revolutionary War Assessment</td>
<td>CLOSED</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

Closed assessments includes all assessments that are past their scheduled deployment window.

View Assessment Tabs

When creating and editing assessments, you can manage assessment by using the assessment tabs. Using the tabs, you can build an assessment [1], add and manage tags [2], manage assessment settings [3], moderate your assessment [4], deploy the assessment [5], and view item analysis reports [6].
View People

From the People page, you can manage users in your account added through SIS import.

Note: You cannot currently add or remove users in Gauge. For help adding or removing users, please contact Canvas Support.

View SIS Imports

From the SIS Imports page, you can view the SIS imports in your account.
View Settings

### General Settings

**Timezone**

- US/Mountain

### User Roles

- **Inherit administrator role from Canvas**

<table>
<thead>
<tr>
<th>Type</th>
<th>Effect on Assessment</th>
<th>Members</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Manages all assessments</td>
<td>19</td>
<td>Manage</td>
</tr>
<tr>
<td>Teacher</td>
<td>Manages own assessments and partial access to associated assessments</td>
<td>1</td>
<td>Assigned via SIS enrollments</td>
</tr>
<tr>
<td>Learner</td>
<td>Takes assigned assessments</td>
<td>24</td>
<td>Assigned via SIS enrollments</td>
</tr>
</tbody>
</table>

From the Settings page, you can manage account settings.
How do I manage users in my Gauge account?

You can view users that have been added to your Gauge account through SIS import.
You can [add or remove users from the SIS Imports page](#).

Open Gauge

In Global Navigation, click the **Gauge** link.
Open Gauge Navigation Menu

Click the **Menu** icon.

Open People Page

Click the **People** link.
View People Page

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Role</th>
<th>User ID</th>
<th>More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abigail Allan</td>
<td><a href="mailto:abigail.allan@example.com">abigail.allan@example.com</a></td>
<td>Student</td>
<td>1860</td>
<td></td>
</tr>
<tr>
<td>Abigail Ball</td>
<td><a href="mailto:abigail.ball@example.com">abigail.ball@example.com</a></td>
<td>Student</td>
<td>2626</td>
<td></td>
</tr>
<tr>
<td>Abigail Bell</td>
<td><a href="mailto:abigail.bell@example.com">abigail.bell@example.com</a></td>
<td>Student</td>
<td>2059</td>
<td></td>
</tr>
</tbody>
</table>

The People page includes each user's name [1], email address [2], role [3], and user ID [4].

To search for a specific user, enter the user’s name in the Search People field [5].

Open User Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Role</th>
<th>User ID</th>
<th>More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abigail Allan</td>
<td><a href="mailto:abigail.allan@example.com">abigail.allan@example.com</a></td>
<td>Student</td>
<td>1860</td>
<td></td>
</tr>
<tr>
<td>Abigail Ball</td>
<td><a href="mailto:abigail.ball@example.com">abigail.ball@example.com</a></td>
<td>Student</td>
<td>2626</td>
<td></td>
</tr>
<tr>
<td>Abigail Bell</td>
<td><a href="mailto:abigail.bell@example.com">abigail.bell@example.com</a></td>
<td>Student</td>
<td>2059</td>
<td></td>
</tr>
</tbody>
</table>

To view more details for a user, click the More link.
In addition to email address, you can also view a user’s SIS ID [1] and classification [2].

Abigail Allan
Student

Email
abigail.allan@example.com

SIS ID
user_id_1858

Classification
General
How do I manage SIS imports for an account in Gauge?

You can create and view SIS imports for your Gauge account. SIS imports are created by uploading CSV files compressed into a single ZIP file. When uploading files, you can select an incremental update or a full batch update. Incremental updates will add new data contained in the CSV files. Batch updates will update user data in Gauge to match the data in the CSV files exactly. All data that is not included in the CSV files will be deleted.

Open Gauge Navigation Menu

To open the Gauge Navigation Menu, click the Menu icon.

Open Settings Page
Click the **SIS Imports** link.

**View SIS Imports Page**

<table>
<thead>
<tr>
<th>ID</th>
<th>Archive</th>
<th>Summary</th>
<th>Status</th>
<th>Log</th>
</tr>
</thead>
</table>

View the SIS Imports page.

Each import includes the import name that can be clicked and downloaded [1], type [2], and status [3].

**Note:** The SIS Imports page will list the last 50 SIS imports for your account.

**Import ZIP File**

<table>
<thead>
<tr>
<th>ID</th>
<th>Archive</th>
<th>Summary</th>
<th>Status</th>
<th>Log</th>
</tr>
</thead>
</table>

To upload a SIS import file, click the **Import File** button. SIS import files must be a ZIP file that [includes at least one supported CSV file](https://docs.gauge.com).
Upload File

Importing New File

Drag and Drop Your File Here or Click to Choose File

Upload Settings

- Incremental
- Full Batch Update

Start

To upload a file, drag and drop the file [1] or select a file by clicking the Add icon [2].
Select Upload Settings

× Importing New File

Upload Settings

1 Incremental
2 Full Batch Update

Start

To create an incremental upload, click the Incremental option [1]. Incremental updates will only add new data contained in the CSV files.

To create a full batch update, click the Full Batch Update option [2]. Batch updates will update user data in Gauge to match the data in the CSV files exactly. All data that is not included in the CSV files will be deleted.

View SIS Import

<table>
<thead>
<tr>
<th>ID</th>
<th>Archive</th>
<th>Summary</th>
<th>Status</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Winter_Semester_Update.zip Incremental import</td>
<td>Show Summary</td>
<td>Queued 12/17/18 1:04 PM</td>
<td>Download Log</td>
</tr>
<tr>
<td>2</td>
<td>New_Student.zip Incremental import</td>
<td>Show Summary</td>
<td>Processed 12/17/18 12:49 PM</td>
<td>Download Log</td>
</tr>
</tbody>
</table>

View your SIS import [1].
If your import status displays as queued [2], your import is processing and you will be unable to view the import summary and download log.

If your import status displays as processed [3], your import is finished and the import summary and download log will be available to view.

Open Import Summary

<table>
<thead>
<tr>
<th>ID</th>
<th>Archive</th>
<th>Summary</th>
<th>Status</th>
<th>Log</th>
</tr>
</thead>
</table>

To view the import summary, click the Show Summary button.

View Import Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>处理完成</td>
<td>2017年8月11日11:56 AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Users</th>
<th>Course Sections</th>
<th>Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>创建</td>
<td>4,010</td>
<td>211</td>
<td>648</td>
</tr>
<tr>
<td>更新</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>活动</td>
<td>4,011</td>
<td>211</td>
<td>648</td>
</tr>
<tr>
<td>总计</td>
<td>4,011</td>
<td>211</td>
<td>648</td>
</tr>
</tbody>
</table>
View the import summary. The summary includes the users, course sections, and enrollments that have been created [1] or updated [2] in the import. It also includes the active [3] and total [4] number of users, course sections, and enrollments.

Open Download Log

To open the download log, click the Download Log button.

View Download Log

View the download log.
How do I format CSV files to upload SIS data in a Gauge account?

Gauge allows you to manually update SIS data in your account using CSV files. The following CSV files are supported: users.csv, sections.csv, enrollments.csv, and change_sis_id.csv. To [upload to a Gauge account](#), these files must be zipped together in an unencrypted file containing a flat list of CSVs.

Each CSV file is symbiotic with another and tells Canvas how to manage all information for the account. The change_sis_id.csv file is always imported first.

**CSV File Format**

In order to bulk upload data into Canvas, you must create one or more CSV text files. CSV files can be generated by many programs. Student Information Systems (SIS) often have a method for generating reports in CSV format that can be modified to fit the format Gauge requires.

If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your CSV file (e.g., Excel).

**CSV Field Formatting**

The first row of the CSV file will be interpreted as a header defining the ordering of your columns. This header row is mandatory.

Fields that contain a comma must be surrounded by double-quotes. Fields that contain double-quotes must also be surrounded by double-quotes, with the internal double-quotes doubled. (e.g., James "Jim" Anderson should be formatted as "James ""Jim"" Anderson").

All text should be UTF-8 encoded.

**users.csv**

CSV Fields:

- **user_id**: A unique identifier used to reference users in the enrollments table. This identifier must not change for the user, and must be globally unique. In the user interface, this is called the SIS ID.
- **full_name**: Full name of the user.
- **email**: The email address of the user.
- **status**: Mark as active to add a user or deleted to remove an existing user. When a user is deleted, it will delete the login tied to the sis_id. If the login is the last one, all of the users enrollments will also be deleted and they won't be able to log in to the school's account.
- **Custom properties**: Custom properties can be added to the users.csv to reflect student demographic data. Common custom properties include grade, gender, race, ethnicity, DOB, student number, etc. To add a custom property, the column heading format is `property:PropertyName`.
* = Required Field

Users CSV Example

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>user_id</td>
<td>full_name</td>
<td>sortable_name</td>
<td>email</td>
<td>status</td>
<td>property:Grade</td>
</tr>
<tr>
<td>2</td>
<td>1103</td>
<td>Bob Smith</td>
<td>Smith, Bob</td>
<td><a href="mailto:bob.smith@myself.net">bob.smith@myself.net</a></td>
<td>active</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13634</td>
<td>John Doe</td>
<td>Doe, John</td>
<td><a href="mailto:john.doe@myself.net">john.doe@myself.net</a></td>
<td>active</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>13aa3</td>
<td>Peggy Sue</td>
<td>Sue, Peggy</td>
<td><a href="mailto:peggy.sue@myself.net">peggy.sue@myself.net</a></td>
<td>active</td>
<td></td>
</tr>
</tbody>
</table>

sections.csv

CSV Fields:

- **section_id**: A unique identifier used to reference sections in the enrollments data. This identifier must not change for the section, and must be globally unique. In the user interface, this is called the SIS ID.
- **name**: The name of the section.
- **status**: Mark as active to create a section or deleted to remove an existing section.
- **Custom properties**: Custom properties can be added to the sections.csv, such as subject, course name, etc. To add a custom property, the column heading format is property:PropertyName.

* = Required Field

Sections CSV Example

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>section_id</td>
<td>name</td>
<td>status</td>
</tr>
<tr>
<td>2</td>
<td>S001</td>
<td>Section 1</td>
<td>active</td>
</tr>
<tr>
<td>3</td>
<td>S002</td>
<td>Section 2</td>
<td>active</td>
</tr>
<tr>
<td>4</td>
<td>S003</td>
<td>Section 3</td>
<td>active</td>
</tr>
</tbody>
</table>

enrollments.csv

**Required Field**

- **user_id**: The user identifier from users.csv, required to identify user.
- **role**: Can be set to student or teacher.
• **section_id**: The section identifier from sections.csv, if none is specified the default section for the course will be used.
• **status**: Mark as *active* to enroll a user in a course and *deleted* to remove a user from a course.

* = Required Field

Enrollments CSV Example

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>user_id</td>
<td>role</td>
<td>section_id</td>
<td>status</td>
</tr>
<tr>
<td>2</td>
<td>1103</td>
<td>student</td>
<td>1B</td>
<td>active</td>
</tr>
<tr>
<td>3</td>
<td>13834</td>
<td>student</td>
<td>2A</td>
<td>active</td>
</tr>
<tr>
<td>4</td>
<td>13aa3</td>
<td>teacher</td>
<td>2A</td>
<td>active</td>
</tr>
</tbody>
</table>

change_sis_id.csv

*Required Field*

• **old_id**: The current sis_id of the object that should be changed.
• **new_id**: The desired sis_id of the object.
• **type**: This is the type of object. Type can be section or user.

* = Required Field

Change SIS ID CSV Example

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>old_id</td>
<td>new_id</td>
<td>type</td>
</tr>
<tr>
<td>2</td>
<td>u001</td>
<td>u001a</td>
<td>user</td>
</tr>
<tr>
<td>3</td>
<td>S001</td>
<td>S001a</td>
<td>section</td>
</tr>
</tbody>
</table>
How do I view the settings for an account in Gauge?

You can view the settings for your Gauge account.

On the Settings page, you can change your account's timezone. When creating a deployment, your account timezone will determine when the assessment will be deployed to students.

You can also manage user roles and registered applications.

Open Gauge

In Global Navigation, click the Gauge link.
Open Gauge Navigation Menu

To open the Gauge Navigation Menu, click the Menu icon.

Open Settings Page

Click the Settings link.
View the Settings page. The Settings page includes general settings [1], user role settings [2], and registered applications [3].
Change Timezone

To change the timezone for your account, click the **Timezone** drop-down menu [1] and select the option for your timezone [2].
View User Roles

In User Roles Settings, you can view the role types in your account [1], the effect each role has on assessments [2], and the number of active users assigned to each role [3].

You can also view how each role is assigned [4]. Teacher and student roles can only be assigned by SIS enrollments. The admin role can be inherited from Canvas or assigned manually. By default, the Inherit administrator role from Canvas option will be enabled [5].

To add a custom role to the account, click the Add Custom Role button [6].

Manage Admin Role

<table>
<thead>
<tr>
<th>Type</th>
<th>Effect on Assessment</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Manages all assessments</td>
<td>18</td>
</tr>
<tr>
<td>Teacher</td>
<td>Manages own assessments and partial access to associated assessments</td>
<td>1</td>
</tr>
<tr>
<td>Learner</td>
<td>Takes assigned assessments</td>
<td>24</td>
</tr>
</tbody>
</table>
To manage admin roles, click the **Inherit administer role from Canvas** button so the option is turned off [1]. Then click the **Manage** button [2].

**View Admins**

View the admins for your Gauge instance [1]. You can also view the email address [2] and ID number for each admin [3].

To revoke admin rights for a user, click the **Revoke** button for the user [4].
To grant admin permissions for a user, type the name of the user in the **Grant role to user** field [1] and select the name when it displays below [2]. Then click the **Grant Role** button [3].
View Registered Applications

In Registered Application Settings, you can view the name [1] and details [2] for each registered application. Details include a client ID [3] and secret key [4] that can be used by the application owner to get access to the Gauge account’s API.

Learn how to create a registered application.
How do I manage custom roles in Gauge?

As an admin, you can create and manage custom roles in Gauge. Each custom role can be assigned tags for grade level, year, department, subject, language, and campus. Users with custom roles can view and edit assessments that have tags that match the tags assigned to their role.

Learn about adding tags to an assessment.

Open Gauge Navigation Menu

Click the **Menu** icon.

Open Settings Page

Click the **Settings** option.
Click the Settings link.

Add Custom Role

On the Settings page, find User Roles settings [1]. To add a custom role to your account, click the Add Custom Role button [2].
Edit Custom Role

Enter the name of the custom role in the Role Name field [1].

You can add tags to the custom role for the following categories: grade level [2], year [3], department [4], subject [5], language [6], and campus [7].
Add Tags

To add a tag to a custom role, click the field for the tag category [1]. Then click the name of the tag you want to add [2].

**Note:** You cannot create new tags when editing custom roles. Tags can be [created from the assessment details page](#).
View Tags

View the tags for the custom role [1]. You can also view how many assessments users with the custom role can access [1]. To save the custom role, click the Save button [2].
View Custom Role

### User Roles

<table>
<thead>
<tr>
<th>Type</th>
<th>Effect on Assessment</th>
<th>Users</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Manages all assessments</td>
<td>19</td>
<td>Manage Users</td>
</tr>
</tbody>
</table>
| 6th Grade History Admin | Can manage only assessments matching query  
  gradelevel = 6th  
  department = History  
  subject = US History, World History  
  language = English | 0     |                         |
| Teacher               | Manages own assessments and partial access to associated assessments                  | 10    | Assigned via SIS enrollments |
| Learner               | Takes assigned assessments                                                            | 179   | Assigned via SIS enrollments |

View the custom role [1]. To assign the custom role to users, click the **Manage Users** button [2].
Grant Custom Role

To grant custom role permissions for a user, type the name of the user in the Select user field [1] and select the name when it displays below [2]. Then click the Grant Role button [3].
View all users with the custom role [1]. To revoke the custom role from a user, click the Revoke button [2].

To return to the Settings page, click the Close button [3].
## Edit Custom Role

### User Roles

<table>
<thead>
<tr>
<th>Type</th>
<th>Effect on Assessment</th>
<th>Users</th>
<th>Manage Users</th>
<th>Edit Custom Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Manages all assessments</td>
<td>19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **6th Grade History Admin** | Can manage only assessments matching query  
gradelevel = 6th  
department = History  
subject = US History, World History  
language = English | 3     |                       | **Edit Custom Role**      |
| Teacher               | Manages own assessments and partial access to associated assessments                  | 10    | Assigned via SIS enrollments |                           |
| Learner               | Takes assigned assessments                                                            | 179   | Assigned via SIS enrollments |                           |

To edit a custom role, click the **Edit Custom Role** button.
Delete Role

To add a new tag, click the category field [1]. To remove a tag, click the Delete icon for the tag [2].

To delete the custom role, click the Delete Role button [3].
How do I create a deployment for a Gauge assessment as an admin?

Once you have created an assessment in Gauge, you can create deployments to deliver the assessment to students. An assessment does not need to have content to schedule a deployment, but you should add content before the assessment start date.

You can filter deployment recipients using a pool of all users at their institution. You can also allow teachers to moderate and grade a deployment.

You can schedule multiple deployments for any Gauge assessment. Each deployment can include a unique delivery window and set of recipients.

Gauge automatically checks for new students meeting deployment criteria each hour while a deployment window is open. These students are added to the deployment, which will give them access to the assessment within a few hours after a SIS update.

Open Assessment Deployments

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Assessment</td>
<td>LIVE</td>
<td>Andy Admin</td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

On the Assessments page, find the assessment you want to view [1]. To open the Deployments page for the assessment, click the Calendar icon [2].
Create Deployment

There are no scheduled deployments

Create a deployment for this assessment.

Click the Add Deployment button.

Edit Deployment Name

To name the deployment, type the name in the Name field.
Select Date Range

To set the date range for the deployment, click the Start Date field [1] or End Date field [2]. Then select the dates from the calendar [3].

Note: You must select a date range to schedule a deployment.
Select Deployment Time

To set the time the deployment will begin and end, click the Start Time drop-down menu [1] or End Time drop-down menu [2]. Then select the preferred time from the menu [3]. Time options range between 12:00 am and 11:55pm in five minute increments.

Add Date Range

To add an additional date range, click the Add Date Range link.
Select Release Option

You can select how to release assessment results to students.

To release the results manually at a later time, click the Manually option.

Schedule Results Release

To schedule when results will be released to students, click the Schedule option [1]. Then select the date and time that results will be released to students [2].

Allow Teacher Moderation

Allow teacher moderation and grading for this deployment
To allow teachers to moderate and grade a deployment, click the Allow teacher moderation and grading for this deployment checkbox.

Add Recipients

You can filter the recipients of a deployment by course section [1] or user role [2]. Filtering by course section allows you to deploy by course properties. Filtering by user role allows you to deploy using student demographics.

To add recipients to the deployment, click the drop-down menu [3] and select the option that includes the recipients you want to take the assessment [4]. You can filter recipients by the course metadata fields that were imported into Gauge. You can select multiple recipient groups in the same category.

Note: You must select a recipient in at least one category to schedule a deployment.

Save Deployment

To save the deployment as a draft, click the Save as Draft button [1]. To save and schedule the deployment, click the Save and Schedule Deployment button [2].
View Deployment

View the deployment on the Deployments page [1]. To moderate users in the deployment, click the Moderate tab [2].
How do I create a registered application in Gauge?

As an admin, you can create a registered application in your account.

Registered applications receive access to your account through the Gauge API. To access the API, they will need to use the client ID and secret key displayed in My Registered Applications. The client ID and secret key provide access to all Gauge resources that a Gauge admin can access.

For more information on Gauge API, view the Gauge API documentation.

Open Gauge Navigation Menu

To open the Gauge Navigation Menu, click the Menu icon.
Open Settings Page

Click the Settings link.

Create New Application

On the Settings page, find the My Registered Applications section [1]. Then click the Create New Application button.
Name Application

Manage OAuth Application

To name your application, enter the name in the **Application Name** field [1]. Then click the **Save** button [2].

View Application

View the new registered application [1]. To display the client ID and secret ID for the application, click the **Show client ID and secret** link [2].
View ID and Secret Key

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Application</td>
<td>Show client ID and secret</td>
</tr>
</tbody>
</table>

1. **Client ID**: 8f4822e6c06219266db73a690e602f42347106/8715
2. **Secret**: 9c63f4e67da4f22b87973a7f4b4c30b9293656b4f190ec4c

View the client ID [1] and secret key [2] for the registered application. The client ID and secret key can be used by the application owner to access the account’s Gauge API.

Manage Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Application</td>
<td>Show client ID and secret</td>
</tr>
</tbody>
</table>

To rename an application, click the **Edit** button [1]. To delete an application, click the **Delete** button [2].
Admins & Teachers
How do I create an assessment in Gauge?

Admins and teachers can create an assessment with various types of assessment questions in Gauge. Admins can create assessments to deploy to specified groups of users who are in their institution. Teachers can create assessments to deploy to specified groups of students who are enrolled in courses they teach.

Open Gauge

In Global Navigation, click the Gauge link.

Add Assessment

Click the Add Assessment button.
Build Assessment

In the Build page, you can edit the title and description of your assessment [1], view your item banks [2], align the assessment to outcomes [3], and navigate the assessment [4].

You can use the Rich Content Editor to format and add content to your assessment instructions.
Add Content

To add content to the assessment, click the **Add** button.

To insert content from an item bank, click the **Item Bank** button [1]. To create a new question, click the button for the question type [2] or **add stimulus content** [3].

The following question types are available in Gauge:
For each question, you can enter a question title [1], the question description [2], and answers [3]. You may also select options specific to the question [4], align the question to an outcome [5], and add the new question to an item bank [6].

In the Points field [7], adjust the point value for the question by entering a number or clicking the arrow buttons.

To save the question, click the Done button [8].
Notes:

- Essay questions do not include an answer field and must be graded manually.
- You can add feedback to a question by using the Feedback icon [8]. Currently, this feedback is not visible to students.

Delete Question

To delete a question, click the Delete icon. The page will confirm you want to remove the item.

Open Question Navigator

To open the Question Navigator and view an assessment, click the Expand icon.
View Question Navigator

In the Question Navigator, you can view each question number [1], question type [2], point total [3], and question stem of the description [4].

To view a question in the assessment, hover over and click the question [1]. You will be taken to the question within the assessment.

To manually reorder questions, click and hold the Move icon [2]. Drag the question to where you want it to display in the assessment.
How do I copy an assessment in Gauge?

Admins and teachers can copy assessments in Gauge. Copied assessments include all content and settings from the original assessment. Reports and deployments are not copied.

Copied assessments are titled Copy of [Original Assessment Title] by default. It is recommended that you create a new title to avoid confusion with the original assessment.

Admins can copy all assessments in their institution. Teachers can only copy assessments that they have authored.

Open Assessments

In the Gauge Navigation Menu, click the Assessments link.

Duplicate Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>
Find the assessment you want to copy [1]. Then click the Copy icon [2].

Enter Assessment Title

Copy Assessment

We recommend entering a new name when making a copy. This will ensure there is no confusion between the original and the duplicated assessment.

Copy of History Pre-Assessment

Enter a title for your assessment in the Title field [1]. If you do not enter a name, the assessment will be titled Copy of [Original Assessment Title] by default.

To save your assessment title, click the Ok button. To cancel the assessment copy, click the Cancel button [3].

View Copied Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

View your copied assessment [1]. Assessment copies are indicated by a Dot icon [2].
How do I import an assessment from a QTI package in Gauge?

Admins and teachers can import assessments from QTI packages in Gauge. You can only use QTI packages to create a new Gauge assessment. You cannot modify an existing assessment using a QTI import.

Open Gauge

In Global Navigation, click the Gauge link.

Add Assessment

Click the Add Assessment button.
Import Content

In the Build tab, click the **Menu** icon [1] then select the **Import Content** option [2].

**Import QTI File**

To import a QTI file, drag and drop the file [1] or select a file by clicking the **Browse** button [2].

To start the import, click the **Import** button [3].
View Import Status

A status bar will display the status of your import.

View Assessment

**Midterm Exam**

Instructions

Add Instructions...

1. Multiple Choice 2 points Question

   Animal life is responsible for the high concentration of which gas near the ocean surface
   - ozone
   - carbon dioxide
   - oxygen
   - methane

View your imported assessment.
How do I create a Categorization assessment question in Gauge?

When creating an assessment, you can create a Categorization question in Gauge. Categorization questions require students to place answers in the correct categories while ignoring all distractors.

Add Question

Instructions

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in the assessment.
Add Categorization Question

Click the Add Categorization button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Add Categories

To name a category, type the name in the **Category** fields [1]. Each category must have a unique name. To add a new category, click the **Add Category** link [2].

To delete a category, click the **Delete** icon [3].

### Add Answers

To add an answer for a category, type the answer name in an **Answer** field below the category where it belongs [1]. To add a new answer, click the **Add Answer** link [2].

To delete an answer, click the **Delete** icon [3].
You can also add distractors to a question. Distractors will appear with the answer choice but do not belong to any of the categories. To add a distractor, click the Add Distractor link [1] and type the distractor name in the Additional Distractor field [2].
Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create an Essay assessment question in Gauge?

When creating an assessment, you can create an Essay question in Gauge. In an Essay question, students are required to enter a text response. You can also add word count, word limit, spell-check, and Rich Content Editor options for students’ essay responses.

You can also add grading notes to an Essay question. Grading notes will display next to the question as a reference to help you grade student responses.

Add Question

Instructions

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in your assessment.
Add Essay Question

Click the Add Essay button.

Add Question Title and Prompt

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question/Prompt field [2], add the question or prompt for the Essay question. You can use the Rich Content Editor to format and add content to your question or prompt.
Set Question Options

You can enable various tools for students to use when answering an Essay question. To allow students to use an on-screen calculator, click the Show on-screen calculator checkbox [1].

When you select this option, you can choose either a basic or scientific calculator [2]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

The Rich Content Editor is enabled for students by default. To disable the Rich Content Editor, click the Rich Content Editor checkbox [3].

To enable spell-check, click the Spell-check checkbox [4]. To enable word count tracking, click the Show Word Count checkbox [5].

To set a word limit for the Essay question, click the Set Word Limit checkbox [6]. You can set a minimum and maximum word limit for student answers [7].

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Add Grading Notes

To add grading notes, click the **Grading Notes** tab [1] and enter your notes in the field [2].

Align to Outcome

To **align the question to an outcome**, click anywhere in the **Align to Outcomes** section.
Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a File Upload assessment question in Gauge?

When creating an assessment, you can create a File Upload question in Gauge. You can limit the number of files and the file extensions that can be uploaded by students.

File Upload questions must be graded manually.

Add Question

Instructions

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in the assessment.
Add File Upload Question

Click the **Add File Upload** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Limit File Uploads

To limit the number of file uploads allowed for students, click the Limit File number checkbox [1]. Then type the file number in the Number field [2] or use the arrows to increase or decrease the value [3].

Note: If the Limit File number option is not selected, students will be allowed unlimited uploads to a question.

Restrict File Types

To restrict the file types that can be uploaded by students, click the Restrict File Types checkbox [1]. Then enter the file extensions separated by commas in the File Types field [2].
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Fill in the Blank assessment question in Gauge?

When creating an assessment, you can create a Fill in the Blank question in Gauge. Fill in the Blank questions can have multiple blank spaces and include various answer types.

Note: Fill in the Blank question stems with large amounts of column formatting, text, or tables may result in blanks that cannot be clicked by students.

Add Question

Complete the assessment to show what you have learned in U5 History.

To create a question, click the Add button anywhere in the assessment.
Add Fill in the Blank Question

Click the Add Fill in the Blank button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add the question stem. The question stem contains additional instructions and information for your Fill in the Blank question. You can use the Rich Content Editor to format and add content to your question stem.
Note: The question stem is not used to add blank spaces for your Fill in the Blank question.

**Type Statement**

Please fill in the blanks in the question below.

Type a statement, select text, and press Enter to create a new blank.

Type a statement...

To begin creating a Fill in the Blank question, type a statement in the **Type a statement** field.

**Create Blank Space**

The Declaration of Independence was signed 1 Philadelphia, Pennsylvania.

To create a blank space, highlight a word or group of words [1]. Then click the Create Blank Space button [2] or press the Enter key.

**View Blank Space**

The Declaration of Independence was signed in Philadelphia, Pennsylvania.

View the blank space.

You can create multiple blank spaces in a single question. To create another blank space, highlight a new word or group of words.
Select Answer Type

In the Answer Type menu, select the answer type to use for a blank space [2]. Fill in the Blank answer types are Open Entry, Dropdown, or Word Bank.

Select Text Match

For Open Entry answer types, you will need to select a Text Match option from the Text Match menu. The following options are available:

- **Close Enough**: Uses Levenshtein Distance to determine if the response is close enough to the correct answer. Levenshtein Distance is the number of single-character edits needed to change one word to another. You can choose to ignore case.
- **Exact Match**: Requires case and spelling to match exactly.
- **Contains**: Allows for the word to exist anywhere in student responses.
- **Specify Correct Answers**: Specifies that each acceptable response use regular expressions for a custom match.
- **Regular Expression Match**: Requires using specialized text strings that describe search patterns. Not recommended for beginners.
Select Possible Choices

For Dropdown and Word Bank answer types, enter the answer choices in the Possible Choices fields [1]. Click the button next to the correct answer [2].

To add additional answers, click the Add Answer button [3]. To delete an answer, click the Delete icon [4].
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Formula assessment question in Gauge?

When creating an assessment, you can create a Formula assessment question in Gauge. In a Formula question, students need to type in the correct numerical answer.

Add Question

Instructions

Complete the questions below to display your knowledge in oceanography.

To create a question, click the Add button anywhere in the assessment.
Add Formula Question

Click the Add Formula button.
Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Identify variables in your question by surrounding variable names by backticks. (e.g., a variable name of x can be identified by typing `x`.)
Add Variable Answers

Question

You can define variables by typing variable names surrounded by backticks (e.g., "what is 5 plus `x`?")

The average blue whale weighs 300,000 pounds. Calculate the weight of `x` whales.

Answers

Once you have entered your variables above, you should see them listed below. You can specify the range of possible values for each variable below.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Min</th>
<th>Max</th>
<th>Decimals</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

After typing the question with the variable, parameters to define the formula will display [1]. Set the variable answers for the formula. Specify the minimum [2] and maximum [3] values for the variable. Select decimal places in by using the increase or decrease arrows [5].

Add Formula Definition

Formula Definition

Next, write the formula or formulas used to compute the correct answer. Use the same variable names listed above. (e.g., "5 + x")

300000*x

Type the formula definition in the formula field. Make sure the formula does not contain any brackets or equal signs.

Notes: The Formula Definition supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).
Generate Possible Solutions

Finally, build as many variable-solution combinations as you need for your quiz.

- In the solution field, specify the number of possible solutions you want to generate [1].
- In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).
- To view possible solutions, click the Generate button [3].

View Possible Solutions

Possible solutions will process according to the number of value combinations.
Set Options

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.
Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Hot Spot assessment question in Gauge?

When creating an assessment, you can create a Hot Spot question in Gauge. Hot Spot questions allow teachers to upload images and have their students identify a specific area in that image.

The following image types can be used for Hot Spot questions:

- BMP
- GIF
- JPG/JPEG
- PNG

Note: Hot spot questions are not accessible for users who require keyboard-only access or screen readers.

Add Question

Complete the assessment to show what you have learned in U5 History.

To create a question, click the Add button anywhere in your assessment.
Add Hot Spot Question

Click the Add Hot Spot button.
Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Upload Image

To upload an image for the Hot Spot question, drag and drop the image [1] or select a file by clicking the **Browse** link [2].
Draw Hot Spot

You can use one of three shapes to draw the hot spot: square [1], circle [2], and polygon [3].

To delete a hot spot and create a new one, click a shape tool or the image.
Use Square or Circle Tool

To create a square or circle hot spot, click the shape [1] then drag the shape over the hot spot [2]. To complete the shape, click your mouse.
Use Polygon Tool

To create a polygon hot spot, click the polygon shape [1]. Click the image then drag the tool around the image to create each side of the polygon [2]. To end one side of the polygon, click your mouse. To close the hot spot area, double click your mouse at any time.

Expand Image

To expand the image when creating a hot spot, click the Expand icon.
From the expanded view, you can use any shape to create a hot spot [1]. To save your hot spot, click the Done button [2]. To return to your quiz question, click the Close icon [3].
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Matching assessment question in Gauge?

When creating an assessment, you can create a Matching question in Gauge. In a Matching question, students are required to match answers from drop-down menu with a list of questions.

Add Question

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in the assessment.
Add Matching Question

Click the Add Matching button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Add Question/Answer Pairs

To add a question and answer pair, type the question in the Question field [1] and its matching answer in the Answer field [2]. To add additional Question/Answer pairs, click the Add Question/Answer Pair link [3]. To delete a Question/Answer pair, click the Delete icon [4].

To shuffle questions, click the Shuffle Questions checkbox [5].

Add Additional Distractors
You can also add additional distractors to the question. Distractors will appear in the drop-down menu with the answers added in the Answer fields. To add a distractor, click the Add Distractor link [1] and type the distractor name in the Additional Distractors field [2].

To delete a distractor, click the Delete icon [3].

**Enable On-Screen Calculator**

![Options](image)

1. Show on-screen calculator
2. Basic calculator
3. Scientific calculator

It is highly recommended that you enable One Question at a Time mode in order to prevent students from using the calculator on questions it was not intended for. Changes to this setting will take effect immediately.

Enable One Question at a Time

Shuffle questions

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Multiple Answer assessment question in Gauge?

When creating an assessment, you can create a Multiple Answer assessment question in Gauge. Multiple Answer questions are formatted like Multiple Choice assessment questions, but there are multiple correct answers.

Add Question

To create a question, click the Add button anywhere in your assessment.
Add Multiple Answer Question

Click the Add Multiple Answer button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add the question stem. The question stem contains the question itself and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
To add answers to the Multiple Answer question, type the answers in the **Answer** fields [1]. To select the correct answers, click the checkbox next to the answers [2].

To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].
Enable On-Screen Calculator

1. Show on-screen calculator
2. Basic calculator
3. Scientific calculator

It is highly recommended that you enable One Question at a Time mode in order to prevent students from using the calculator on questions it was not intended for. Changes to this setting will take effect immediately.

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default, all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Multiple Choice assessment question in Gauge?

When creating an assessment, you can create a Multiple Choice question in Gauge. To create a question with multiple correct answers, create a Multiple Answer question.

Add Question

Instructions

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in your assessment.
Add Multiple Choice Question

Click the Add Multiple Choice button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Add Answers

To add answers to a Multiple Choice question, type the answers in the Answer fields [1]. To select the correct answer, click the button next to that answer [2].

To add an additional answer choice, click the Add Answer link [3]. To delete an answer, click the Delete icon [4].

Enable On-Screen Calculator

- Show on-screen calculator [1]
- Basic calculator [2]
- Scientific calculator [3]

It is highly recommended that you enable One Question at a Time mode in order to prevent students from using the calculator on questions it was not intended for. Changes to this setting will take effect immediately.
To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

### Vary Points by Answer

![Image of question interface with options for varying points by answer]

To vary points based on student responses, click the **Vary points by answer** checkbox [1].

With this option selected, you can set specific point totals for each option by typing the point value in the **Points** field [2] or using the arrows to increase or decrease the point value [3].

When this option is enabled, the total points will display the highest point value possible for an answer [4].
Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default, all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

**Note:** The total point value cannot be adjusted by the Vary points by answer option is enabled.

Save Question

To save the question, click the **Done** button.
How do I create a Numeric assessment question in Gauge?

When creating an assessment, you can create a Numeric assessment question in Gauge. In a Numeric question, students are required to provide only a numeric response.

Add Question

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in your assessment.
Add Numeric Question

Click the Add Numeric button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Select Requirement

To select a requirement for the answer, select an option from the **Requirement** drop-down menu [1]. You can select Exact Response, Margin of Error, Within a Range, or Precise Response.

To add additional answers, click the **Add Possible Answer** link [2].

Select Exact Response

To add an exact response answer, select the **Exact Response requirement** option [1]. Enter your answer by typing your answer in the **Answer** field [2] or using the arrows [3].

**Note:** The **Answer** field only accepts numbers, periods, and commas.
Select Margin of Error

To add a margin of error answer, select the **Margin of Error** option [1]. Enter the answer in the **Answer** field [2]. Then add the margin in the **Margin** field [3] and select the margin type in the **Margin Type** drop-down menu [4]. You can select percentage or absolute margin type.

**Note:** The Answer and Margin fields only accept numbers, periods, and commas.

Select Within a Range

To add an answer that must fall within a specific range, select the **Within a Range** option [1]. Then select the range start [2] and range end for the answer [3].

**Note:** The Range fields only accept numbers, periods, and commas.

Select Precise Response
To add an answer with a precise requirement, select the **Precise Response** option [1]. Then select the answer [2], precision value [3], and precision type [4]. The options for precision type are significant digits and decimal places.

**Note:** The Answer field only accept numbers, periods, and commas. The Precision field only accepts whole numbers greater than 1.

### Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add your question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create an Ordering assessment question in Gauge?

When creating an assessment, you can create an Ordering question in Gauge. In an Ordering question, students are required to place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

Add Question

Instructions

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in your assessment.
Add Ordering Question

Click the Add Ordering button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.

In the Question Stem field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.
Add Labels

By default, Ordering questions will include a top label and a bottom label. To name the labels, type the names in the Label fields [1]. To remove labels from the question, click the Include Labels checkbox [2].
Add Answers

To add answers to the Ordering question, type the answers in the Answer fields [1]. To add additional answers, click the Add Answer link [2].

To delete an answer, click the Delete icon [3].

Move Answers

You can move an answer in an Ordering question by using drag and drop or the Move icon.

To drag and drop an answer, hover over the answer until the Move cursor appears [1]. Then drag and drop the answer to its new location [2].
To move an answer using the Move icon, click the Move icon [1] and select the Move Up or Move Down option [2].

**Enable On-Screen Calculator**

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a True or False assessment question in Gauge?

When creating an assessment, you can create a True or False assessment question in Gauge.

Add Question

To create a question, click the Add button anywhere in your assessment.

Add True or False Question

![Add True or False Question](image)
Click the **Add True or False** button.

### Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. You can use the Rich Content Editor to format and add content to your question stem.

### Select Correct Answer

The first Continental Congress met in Philadelphia.

1. **True**
2. **False**

To select the correct answer for your question, click the button next to the **True** [1] or **False** [2] option.
Enable On-Screen Calculator

1. Show on-screen calculator
2. Basic calculator
3. Scientific calculator

It is highly recommended that you enable One Question at a Time mode in order to prevent students from using the calculator on questions it was not intended for. Changes to this setting will take effect immediately.

Enable One Question at a Time

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add your question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I insert stimulus content in Gauge?

When creating an assessment, you can insert stimulus content in Gauge. Stimulus content gives students a piece of content with associated questions.

Add Question

Complete the assessment to show what you have learned in US History.

To create a question, click the Add button anywhere in your assessment.
Add Stimulus Question

Click the **Add Stimulus** button.

Add Stimulus

To create a stimulus title, add a title to the **Title** field [1]. To add instructions for the stimulus, add instructions to the **Instructions** field [2].
Add Stimulus Content

To add content for the stimulus, type or paste content into the Rich Content Editor [1]. You can use the Rich Content Editor toolbar to add and format stimulus content.

Add Source URL

To add a source URL, enter the URL in the Source URL field.

Note: Source URLs are not visible to students.
Add to Item Bank

To add the stimulus to an item bank, click the Add to Bank link.

Attach Question

To attach a question to the stimulus, click the Attach Question button [1]. Then click the question type you want to attach [2]. You can also select content from an item bank [3].
All question types can be associated with stimulus content.

**Note:** If a question is not attached to the stimulus, the stimulus will not appear in students’ assessments.

**View Stimulus**

<table>
<thead>
<tr>
<th>Stimulus</th>
<th>10</th>
<th>True or False</th>
<th>1 point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Independence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Declaration of Independence includes the signatures of 56 delegates.
- True
- False

Your stimulus and question will appear side by side in the assessment.

To attach another question to the stimulus, click the **Attach Question** button.

**Note:** Multiple questions attached to a stimulus will each appear next to the stimulus when the assessment is set to display one question at a time.
How do I use the Rich Content Editor in Gauge?

The Rich Content Editor can be used to create and edit quiz instructions, question stems, stimulus content, and question feedback. Using the Rich Content Editor, you can format text, add tables, import content and media, and insert equations using MathQuil.

Note: Depending on where the Rich Content Editor is used in Gauge, all of the features in this lesson may not available.

Format Text

The Rich Content Editor includes several options for formatting text including undo [1], redo [2], bold [3], italics [4], underline [5], text color [6], and background color [7].

To clear any formatting, highlight the text and click the Clear formatting icon [8].

Align Text

To align text, place the cursor in front of the text you wish to align and click the Left Alignment [1], Center Alignment [2], or Right Alignment icon [3].

Superscript or Subscript Text

To create superscript or subscript text, use the icons provided in the Rich Content Editor.
To superscript text, select the text you want to modify and click the **Superscript** icon [1].

To subscript text, select the text you want to modify and click the **Subscript** icon [2].

### Create Bulleted or Numbered List

![Image of list creation icons](image)

To create a list, select the text you wish to include. Then click the **Bulleted List** icon [1] to make a bulleted list or the **Numbered List** icon [2] to make a numbered list.

### Change Font or Text Style

![Image of font and text style icons](image)

To change the font size, click the **Font Size** drop-down menu [1]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

To change the text style, click the **Text Style** drop-down menu [2]. You can choose from paragraph, heading 1, heading 2, heading 3, or heading 4, heading 5, heading 6, or preformatted styles.

### Add Table

![Image of table creation icon](image)

To add a table, click the **Table** icon. You can create up to 10 columns and 10 rows.
Import Content

To import an image, audio, or video file, click the Upload Media icon.

To import an image, click the Image tab [1]. To upload an audio file, click the Audio tab [2]. To upload a video file, click the Video tab [3].

To drag and drop a file, select the file and drop it into the Drag & Drop section [4]. To browse your device for a file, click the Browse button [5].

For image files, you can enter alt text in the alt text field [6].
Insert Media

To insert media, click the Insert/Edit Media icon.

To add media using a source URL, enter the URL in the Source field [1]. Then adjust the dimensions using the Dimensions fields [2].

To add media using an embed code, click the Embed tab [3]. To manage advanced settings, click the Advanced tab [4].

To insert media based on your selected options, click the Ok button [5].
Insert Link

To insert a link, select the text to be linked and click the Link icon.

Enter the link URL in the URL field [1]. View or change the text to be linked in the Text to display field [2].

To include a link title, enter the title in the Title field [3]. To open the link in a new tab, select the New Tab option in the Target drop-down menu [4].
Use MathQuil

To use MathQuil to insert formula information, click the MathQuil icon.

Use the MathQuill toolbar [1] to enter an equation in the equation field [2].

To insert the equation in the Rich Content Editor, click the Done button [3].
How do I manage settings for a Gauge assessment?

You can adjust the way that an assessment is delivered to students.

Open Assessment

To open an assessment, click the title of the assessment [1].

To create a new assessment, click the Add Assessment button [2].

Open Settings

Click the Settings tab.
Shuffle Questions

To shuffle the order questions are displayed to students, click the **Shuffle Questions** button. If this setting is turned off, questions will display in the order you designate for the assessment.

**Note:** Item bank questions that have been added in a group will continue to be randomized within that group whether this setting is turned on or off.
Display One Question at a Time

To display one question at a time to students, click the One Question at A Time button [1]. To allow students to backtrack to previous questions in an assessment, click the Allow Backtracking checkbox [2]. Allow Backtracking is enabled by default.
Require Student Access Code

To require students to enter an access code to take an assessment, click the **Require a student access code** button [1]. Then enter the access code in the **Password** field [2].
Set Time Limit

To set a time limit for the assessment, click the **Time Limit** button [1]. Then enter the time limit using the **Hours** and **Minutes** fields [2].
Filter IP Addresses

To filter IP addresses the assessment, click the **Filter IP Addresses** button [1]. Then enter the allowed IP ranges using the **Allowed IP range** fields [2]. To add multiple IP ranges, click the **Add Allowed range** link [3].
Allow Students to Use Calculator

To allow students to use a calculator when taking the assessment, click the **Allow Calculator** button [1]. Then select if you want to provide students with a basic calculator [2] or scientific calculator [3].
How do I reorder questions in a Gauge assessment?

You can reorder questions in a Gauge assessment using three options: dragging and dropping in the Question Navigator, using the Move icon in a question, and dragging and dropping a question.

Edit Assessment

Click the title of the assessment you want to edit.
Move with Question Navigator

In the Question Navigator, locate the question you want to move.
Drag and Drop Question

Click the question's Move icon [1] and drag the question to its new location [2].
Drag and Drop into Assessment

You can also move a question by dragging a question from the Question Navigator into the assessment.

Click the question's **Move** icon [1] and drag the question to its new location in the assessment [2].

**Move with Move Icon**

To move a question using the Move icon, locate the question you want to move. Then click the **Move** icon.
Select Location

To move the question, select the option to move to the top [1], move up one place [2], move down one place [3], or move to the bottom [4].

Move with Drag and Drop

To drag and drop the question, hover your cursor over the Move icon [1]. Then click and hold to drag the question [2].
Drag and Drop into Question Navigator

You can also move a question by dragging it from the assessment into the Question Navigator.

Click the question's Move icon [1] and drag the question to its new location in the Question Navigator [2].
Move with Keyboard Navigation

To move a question using keyboard navigation, press the Tab key until the Move icon is highlighted for the question you want to move.

Open the Move menu by pressing the Enter key (PC) or Return key (Mac). Then use the arrow keys to select the option to move to the top, move up one place, move down one place, or move to the bottom.
How do I create an item bank in Gauge?

You can create item banks in Gauge. Item banks can be used to store questions and easily use them in an assessment.

Open Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Assessment</td>
<td>LIVE</td>
<td>Andy Admin</td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

To open an assessment, click the title of the assessment [1].

To create a new assessment, click the Add Assessment button [2].

Open Item Banks

Click the Item Banks button.
Add Item Bank

Banks

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Questions Total</th>
<th>Associated Across Stimuli</th>
<th>+ Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revolutionary War Questions</td>
<td>3</td>
<td>0</td>
<td>+ Share</td>
</tr>
<tr>
<td>Updated Sep 17, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Bank</td>
<td>0</td>
<td>0</td>
<td>+ Share</td>
</tr>
<tr>
<td>Updated Sep 17, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History Questions</td>
<td>2</td>
<td>0</td>
<td>+ Share</td>
</tr>
<tr>
<td>Updated Sep 17, 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the Add Bank button.
Name Item Bank

In the Bank Name field [1], enter the name of the item bank. To save the bank, click the Create Bank button [2].

View Item Bank

View your new item bank. To open the settings of the item bank, click the Options icon [1]. To edit the item bank, select the Edit option [2]. To delete the item bank, select the Delete option [3].
How do I delete an item bank in Gauge?

You can delete an item bank in Gauge.

Questions from a deleted item bank will not be removed from an assessment if they were added individually, but will not be available in an assessment that pulls a random number of items from the deleted bank. Once an item bank is deleted, it will also lose its statistical link to reports.

Open Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Assessment</td>
<td>LIVE</td>
<td>Andy Admin</td>
</tr>
<tr>
<td><strong>History Pre-Assessment</strong></td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

To open an assessment, click the title of the assessment.

Open Item Banks

Click the Item Banks button.
Delete Item Bank

Banks

7th Grade History Bank
Updated Sep 19, 2018 | 0 Questions Total | 0 Associated Across 0 Stimuli | + Share

Revolutionary War Questions
Updated Sep 17, 2018 | 3 Questions Total | 0 Associated Across 1 Stimulus | + Share

Sample Bank
Updated Sep 17, 2018 | 0 Questions Total | 0 Associated Across 0 Stimuli | + Share

To delete an item bank, click the **Options** icon for the bank [1]. Then select the **Delete** option [2].
Confirm Deletion

Delete Bank

Once deleted, items from this bank:

- will no longer be accessible to others who currently have shared access
- will **NOT** be removed from any assessments
- will lose their statistical link in reporting (if they were part of an assessment)
- will no longer be available to any assessments attempting a random/batch pull of items (removing the pull will resolve the issue)

View the warning message for deleting item banks [1].

To delete the item bank, click the **Delete** button [2]. To keep the item bank, click the **Cancel** button [3].

**Notes:**

- Questions added to an assessment individually will not be removed from the assessment when the item bank is deleted.
  Question groups that use a random number of item bank items will not be available after the item bank is deleted.
- Once an item bank is deleted, it will also lose its statistical link to reports.
How do I add content to an item bank in Gauge?

Once you create content in an assessment, you can add it to an item bank for use in other assessments. You can add questions or stimulus to an item bank. Questions and stimuli can also be added to an item bank when they are created. You can also add content to a new item bank.

After a question has been added to an item bank, all question properties other than point value and some options must be edited in the item bank. You should make sure your question is complete before adding it to an item bank.

Open Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
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<tbody>
<tr>
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<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

To open an assessment, click the title for the assessment [1].

To create a new assessment, click the Add Assessment button [2].
Edit Question

Multiple Choice 1 point

1. In What year did the Boston Tea Party take place?
   - 1773
   - 1770
   - 1778
   - 1767

Locate the question you would like to add to the item bank [1]. To edit the question, click the Edit icon for that question [2].

Open Item Banking

Multiple Choice

In What year did the Boston Tea Party take place?
   - 1773
   - 1770
   - 1778
   - 1767

Answer

Options

- Vary points by answer
- Shuffle Choices

Item Banking
Click the Item Banking button.

Add to Item Bank

Click the Add to Bank link.

Add to Existing Item Bank

To add the item to an existing item bank, click the Existing item bank button [1]. Then select the item bank from the Destination bank drop-down menu [2].

To add the item to your selected item bank, click the Add button [3].
Add to New Item Bank

To add the item to a new item bank, click the New item bank button [1]. Then enter a title for the bank in the New Bank Title field [2].

To add the item to the new item bank, click the Add button [3].
How do I share an item bank in Gauge?

You can share an item bank with another Gauge user. Item banks can only be shared with users with a teacher or admin role.

Sharing an item bank gives users full access to the item bank, including adding items to the bank, sharing or removing users from the bank, and deleting the bank.

Open Assessment

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>End of Year Assessment</td>
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<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

To open an assessment, click the title of the assessment [1].

To create a new assessment, click the Add Assessment button [2].

Open Item Banks
Click the **Item Banks** button.

### Share Item Bank

<table>
<thead>
<tr>
<th>Banks</th>
<th>7th Grade History Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Sep 19, 2018</td>
<td>Updated Sep 17, 2018</td>
</tr>
<tr>
<td>0 Questions Total</td>
<td>3 Questions Total</td>
</tr>
<tr>
<td>0 Associated Across 0 Stimuli</td>
<td>0 Associated Across 1 Stimulus</td>
</tr>
<tr>
<td>+ Share</td>
<td>+ Share</td>
</tr>
</tbody>
</table>

| Revolutionary War Questions                | Updated Sep 17, 2018                      |
| Updated Sep 17, 2018                       | 2 Questions Total                        |
| 0 Associated Across 0 Stimuli             | 0 Associated Across 1 Stimulus           |
| + Share                                   | + Share                                  |

Locate the item bank you want to share [1]. Then click the **Share** link [2].
Find User

Revolutionary War Questions

Share With

1. Andy Admin

Currently shared with

Sam White

Add User

Revolutionary War Questions

Share With

1. Andy Admin

You can enter the names of additional users in the Share With field [1].

To share the item bank with the selected users, click the Add button [2].
View Users

Revolutionary War Questions

Share With

Enter name or login id...

Add

Currently shared with

Andy Admin

Sam White

Undo Removal

Currently shared with

Andy Admin

Sam White
The names of removed users will be struck out until your changes are saved [1].

To undo the removal of a user from the item bank, click the **Undo** icon [2].

**Note:** You can remove any user from an item bank, including yourself.

### Save Changes

To save your changes and return to your item banks, click the **Done** button.
How do I add an item from an item bank to an assessment in Gauge?

You can add individual items from an item bank to an assessment in Gauge. You can also add multiple items from an item bank.

Open Assessment

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<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

Click the title of an assessment.

Open Item Banks

Click the Item Banks button.
Open Item Bank

<table>
<thead>
<tr>
<th>Banks</th>
<th>Updated Date</th>
<th>Questions Total</th>
<th>Associated Across Stimuli</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Grade History Bank</td>
<td>Sep 19, 2018</td>
<td>0</td>
<td>0</td>
<td>+ Share</td>
</tr>
<tr>
<td>Revolutionary War Questions</td>
<td>Sep 17, 2018</td>
<td>3</td>
<td>0</td>
<td>Sharing (2)</td>
</tr>
<tr>
<td><strong>U.S. History Bank</strong></td>
<td>Sep 20, 2018</td>
<td>1</td>
<td>0</td>
<td>+ Share</td>
</tr>
<tr>
<td>U.S. History Questions</td>
<td>Sep 17, 2018</td>
<td>2</td>
<td>0</td>
<td>+ Share</td>
</tr>
</tbody>
</table>

Click the name of an item bank.
Add Item

U.S. History Bank

Multiple Answer | Item
Which of these states were part of the original 13 colonies?

To add an item to an assessment, click the Add button next to that item.
Which of these states were part of the original 13 colonies?

- North Carolina
- Vermont
- New Hampshire
- Utah

The item will display in your assessment. To edit the item, click the Edit icon [1]. To move the item, click the Move icon [2]. To delete the item, click the Delete icon [3].
When editing an item bank question in an assessment, you will only be able to edit point values and some options [1]. To edit other parts of the question, click the **Edit in Bank** button [2].
How do I add all items or a random set from an item bank to an assessment in Gauge?

You can add multiple items to an assessment from an item bank in Gauge. These items display in random order. Depending on the number of items you include from an item bank, students may view different items when taking their assessment.

You can also add individual items from an item bank.

Open Assessment

Click the title of an assessment

Open Item Banks

Click the Item Banks button.
Open Item Bank

Click the name of an item bank.

- **7th Grade History Bank**
  Updated Sep 19, 2018 | 0 Questions Total | 0 Associated Across 0 Stimuli | + Share

- **Revolutionary War Questions**
  Updated Sep 17, 2018 | 3 Questions Total | 0 Associated Across 1 Stimulus | Sharing (2)

- **U.S. History Bank**
  Updated Sep 20, 2018 | 1 Question Total | 0 Associated Across 0 Stimuli | + Share

- **U.S. History Questions**
  Updated Sep 17, 2018 | 2 Questions Total | 0 Associated Across 0 Stimuli | + Share
Add Multiple Items

Revolutionary War Questions

Click the Add All/Random button.

Edit Item Bank Settings

By default, an assessment includes all items from the item bank and will award one point per question. To edit these settings, click the Edit icon.
View Item Bank Settings

To change the item bank, click the Select the destination bank menu [1].

To use all items from the item bank, select the Use all questions option [2]. To randomly select a specific number of items, select the Randomly select questions option [3] and enter the number of items to use in the Number of questions field [4].

To adjust the amount of points awarded per question, enter the number in the Points per question field [5]. To save your settings, click the Done button [6].

View Items

View the items from your bank. You can view the assessment numbers that will be represented by items [1], the item bank used [2], and the amount of points per question to be awarded [3].
To move the items, click the Move icon [4]. To delete the item bank questions, click the Delete icon [5].
How do I move or copy a question from one item bank to another in Gauge?

You can move a question from one item bank to another in Gauge. You can move questions to item banks you have created or item banks that are shared with you. You can also choose to create a new item bank.

When moving a question to an item bank, you can choose to leave a copy of the question in its original item bank.

Open Assessment

To open an assessment, click the title of the assessment.

Open Item Banks

Click the Item Banks button.
Open Item Bank

Click the name of an item bank.
Move or Copy Question

Locate the question you want to move or copy [1]. Then click the Copy icon [2].
Choose Item Bank

Copy / Move Item

1. Existing item bank
   - New item bank

Select the destination bank

Revolutionary War Questions

3. Keep a copy in this bank

To add the item to an existing item bank, click the Existing item bank button [1]. Then select the item bank from the Destination bank drop-down menu [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the Keep a copy in this bank checkbox [3].

To copy the question to your selected item bank, click the Add button [4].

Add to New Item Bank

To add the item to a new item bank, click the **New item bank** button [1]. Then enter a title for the bank in the **New Bank Title** field [2].

To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3].

To copy the question to the new item bank, click the **Add** button [4].
How do I align an outcome to an assessment in Gauge?

You can align account outcomes to an assessment in Gauge. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment question.

**Note:** If you cannot see outcomes in Gauge, they have not been configured for your institution. Contact your Customer Success Manager for assistance.

Open Assessment

Click the title of the assessment you want to open.

Open Outcomes

Click the Outcomes button.
Align Outcome

Align Outcomes to Quiz

Align Institution outcomes to this quiz

Browse and add outcomes by clicking here.

Click anywhere in the Align Outcomes to Quiz section.
Select Outcome

Account outcomes will appear in the Attached Outcomes page [1].

Click the checkbox next to the outcome you want to add [2]. Then click the Align Selected button [3].
View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the Delete icon [2]. To add another outcome, click the Add button [3].
The details of an outcome include outcome ratings [1] and mastery level [2].
How do I align an outcome to an assessment question in Gauge?

You can align account outcomes to an assessment question in Gauge. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment.

Note: If you cannot see outcomes in Gauge, they have not been configured for your institution. Contact your Customer Success Manager for assistance.

Open Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Assessment</td>
<td>LIVE</td>
<td>Andy Admin</td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

Click the title of the assessment you want to open.
Edit Question

To edit the question, click the Edit icon.

Note: You can also edit the question by clicking anywhere in the body of the question.

Align to Outcome

Align Institution outcomes to this question.

Browse and add outcomes by clicking here.
To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

**Select Outcome**

Account outcomes will appear in the Attached Outcomes page [1].

Click the checkbox next to the outcome you want to add [2]. Then click the **Align Selected** button [3].
View Outcome

View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the Delete icon [2]. To add another outcome, click the Add button [3].

View Outcome Details

TEST OUTCOME

1

5
Exceeds Expectations

3
Meets Expectations

2
MASTERY 3 PTS

0
Does Not Meet Expectations
The details of an outcome include outcome ratings [1] and mastery level [2].
How do I add tags to an assessment in Gauge?

Admins and teachers can add tags to an assessment. Users with custom roles can view and edit assessments that have tags that match the tags assigned to their role. Learn about custom roles in Gauge.

Open Assessment

Click the name of the assessment you want to open.
Open Details Page

To open the Details page, click the Details tab.
View Details Page

The Details page includes tags that have been added to an assessment.

You can add tags for grade level [1], year [2], department [3], subject [4], language [5], and campus [6].

Add Tags

To add a tag to an assessment, click the field for the tag category [1]. Then click the name of the tag you want to add [2].
Create New Tag

To create a new tag, enter the tag name in the **Category** field [1]. Then click the name of the new tag [2].

**Note:** Created tags will display as tag options when adding tags to other assessments.

**View Tags**

View the tags for the assessment. Tags are save automatically.

To delete a tag, click the **Delete** icon next to the tag.
How do I moderate an assessment and view student results in Gauge?

You can view and moderate student results for Gauge assessment. Assessment results also include a detailed assessment log for each student.

From the moderation settings, you can reopen a student’s assessment attempt. Students can only access reopened attempts that are in an open deployment window.

Moderate Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>US History Assessment</td>
<td>LIVE</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Andy Smith</td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

Click the Moderate icon for the assessment you want to view.

Note: The Moderate icon may not be available for teachers viewing institution-created assessments.
View Moderation Page

The Moderation Page includes the names of each student who completed the assessment [1], all assessment attempts [2], the score for each attempt [3], the time for each attempt [4], and assessment logs [5].

Filter Results

You can filter the Moderation page by deployments or students. To filter results by deployment, click the Deployment drop-down menu [1].

To filter results by deployment status, click the Status drop-down menu [2]. Status filters include All Students, Not Yet Taken, In Progress, and Submitted.

To filter table results by student name, enter a student’s name in the Search field [3].
Moderate Attempt

To open moderation settings for a student, click the **Moderate** button.

Reopen Attempt

To reopen the attempt, click the **Reopen** button.

**Note:** Students can only access a reopened assessment in an open deployment window.
Accept Message

Reopen attempt

1. Reopening this attempt will allow the student to resume this assessment. Previously recorded responses will be retained. If this was a timed assessment, the timer will resume with any remaining time from the initial submission.

2. Cancel Reopen

A warning message will display to inform you that the student can resume their assessment attempt from its previous position [1]. To accept and reopen the assessment, click the Reopen button [2].

View Student Attempt

Moderate

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempts</th>
<th>Score</th>
<th>Time</th>
<th>Log</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Duncan</td>
<td>Attempt 1/1</td>
<td>100%</td>
<td>00:00</td>
<td>View Log</td>
<td>Moderate</td>
</tr>
<tr>
<td>Anthony Hill</td>
<td>Attempt 1/1</td>
<td>---</td>
<td>---</td>
<td>In Progress</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

To view the details of a student attempt, click the link for that attempt.
The student results page includes a student’s answers and grades for each assessment question. From this page, you can review and grade student answers.

To return to the Moderation page, click the Back to Moderate link.
View Log

To view the log for a student's assessment attempt, click the View Log link.
In the log, you can view the time and date a student began the assessment [1] and completed the assessment [2]. You can also view each event a student completed while taking the assessment [3] and the time that event was completed [4]. To view more details about an assessment event, click the drop-down arrow next to the event [5].

**Note:** The completion time on the log may differ from the time displayed on the Moderate page by a few seconds. The time shown on the Moderate page is more accurate and should be referenced when reviewing student attempts on timed assessments.
How do I review and grade student answers in Gauge?

You can review and grade student answers for an assessment in Gauge.

### Moderate Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
<th>Action Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Assessment</td>
<td>LIVE</td>
<td>Andy Admin</td>
<td></td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
<td></td>
</tr>
<tr>
<td>US History Assessment</td>
<td>CLOSED</td>
<td>Sam White</td>
<td></td>
</tr>
<tr>
<td>Revolutionary War Assessment</td>
<td>CLOSED</td>
<td>Sam White</td>
<td></td>
</tr>
</tbody>
</table>

Click the Moderate icon for the assessment you want to view.

**Note:** The Moderate icon may not be available for teachers viewing institution-created assessments.
Open Student Attempt

To view answers for a student attempt, click the link for that attempt.
View Results Page

Identify if these individuals served as President, Vice President, or both. Some answer choices will not be placed in any of the categories.

Uncategorized answers

- Aaron Burr
- Benjamin Franklin
  Correct Answer: Vice President

Buch

- George Clinton
- Alexander Hamilton

President

- James Madison
- George Washington
  Correct Answer: Both

View the results for a student's assessment attempt.
Change Student

To change the student to review and grade, click the Student drop-down menu [1] and select the student [2].

Grade Question

Which of these states were part of the original 13 colonies.

1. North Carolina
2. New Hampshire

Mislabeled Options

3. Utah - Incorrect

Selected Answer - Incorrect

4. / 1 Points
For each automatically graded question, you can view the correct answer [1] and incorrect answers [2]. Incorrect answers will also display the correct answer that was missed.

To adjust the point total for a question, type the new score in the Points field [3] or use the arrows to move the total up or down [4].

**Grade Essay Question**

If you were George Washington, what would you do as the first President of the United States of America?

Waiting for grade

Essay and File Upload questions must be graded manually. To award full points, click the Correct button [1]. To award no points, click the Incorrect button [2]. To adjust the point total for a question, type the new score in the Points field [3] or use the arrows to move the total up or down [4].

**Update Attempt**

Final Score 6 / 9

To save grade changes, click the Update button [1].

To continue directly to grade the next student, click the Continue to Next Student checkbox [2].
View Student Score

Final Score

7/9

Update

View the updated final score for the student.
How do I regrade an assessment question in Gauge?

You can regrade a question for an assessment in Gauge. Regrading allows you to change the correct answer or point value for a question. The point value can also be changed for individual answers for questions with varied point values.

Regrading only applies to completed submissions. If all students will be affected by the regrade, please wait for all submissions before regrading.

Regrading is not available for Essay or File Upload questions. Only point values can be changed for Categorization questions; correct answers cannot be changed for this question type.

Moderate Assessment

Click the Moderate icon for the assessment you want to view.

Note: The Moderate icon may not be available for teachers viewing institution-created assessments.
Open Student Attempt

Moderate

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempts</th>
<th>Score</th>
<th>Time</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Robertson</td>
<td>Attempt 1/1</td>
<td>50%</td>
<td>00:56</td>
<td>View Log</td>
</tr>
<tr>
<td>Brian Wilson</td>
<td>Attempt 1/1</td>
<td>100%</td>
<td>00:39</td>
<td>View Log</td>
</tr>
<tr>
<td>Diane Duncan</td>
<td>Attempt 1/1</td>
<td>25%</td>
<td>00:46</td>
<td>View Log</td>
</tr>
</tbody>
</table>

Click the link for a student attempt.

Click Regrade Button

Who was the first president to live in the White House?

- John Adams

Correct Answer: James Madison

Find the question you want to regrade [1]. Then click the Regrade button [2].
Change Correct Answer

Who was the first president to live in the White House?

- John Adams
- Thomas Jefferson
- George Washington
- James Madison

To change the correct answer for a question, select the correct answer for the question.

Note: This step shows how to regrade a Multiple Choice question. The steps to change a correct answer will vary based on the question type.

Change Point Value

[Image of point value change interface]
To customize the point value for the question, type the point value in the Points field [1].

If the question varies points by answer, the point total can be changed in the Points field for each question [2].

Click Regrade Button

Click the Regrade button.

Select Regrade Option

Select how to apply the regrade from the following options:

• Award full points for correct answers only [1]
• Award full points for current and previous correct answers [2]
• Award full points for all submitted answers [3]
• Award full points to all students [4]
To save your choice and regrade the question, click the **Regrade** button [5].

**Note:** Awarding full points for correct answers only may reduce some students' scores.
How do I view my deployments in Gauge?

Admins and teachers can view the deployments for a Gauge assessment. Deployments may be scheduled, live, closed or in draft.

Admins can view all Gauge deployments for their institution. Teachers can view deployments for assessments they have created or assessments that have been deployed to students in their courses.

Open Deployments

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>History Pre-Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Assessment</td>
<td>DRAFT</td>
<td>Sam White</td>
</tr>
<tr>
<td><strong>US History Assessment</strong></td>
<td>CLOSED</td>
<td>Sam White</td>
</tr>
<tr>
<td>Revolutionary War Assessment</td>
<td>CLOSED</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

On the Assessments page, find the assessment you want to view [1]. To open the Deployments page for the assessment, click the Calendar icon [2].
View Deployments

View the deployments for the assessment. For each deployment, you can view the status [1], start date and time [2], end date and time [3], results release date [4], and number of recipients [5].

View Deployment Status

The Status column includes the current status of the deployment. The following labels can display in this column:

- Draft: Deployment is created but has not been scheduled [1].
- Closed: Deployment date range has passed and deployment is no longer available to students [2].
- Live: Deployment has been deployed and is available for students [3].
- Pending: Deployment is scheduled to deploy at a future start date and/or time [4].

**Edit Deployment**

### Deployments

<table>
<thead>
<tr>
<th>Deployment Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Results Release Date</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Assessment</td>
<td>DRAFT</td>
<td>October 16, 2017</td>
<td>October 21, 2017</td>
<td>Release Now</td>
<td>45</td>
</tr>
<tr>
<td>Elementary Assessment</td>
<td>CLOSED</td>
<td>October 9, 2017</td>
<td>October 12, 2017</td>
<td>Release Now</td>
<td>134</td>
</tr>
</tbody>
</table>

To edit a deployment, click the **Menu** icon [1] and select the **Edit** option [2].

You can edit the name [1], date range [2], release schedule [3], and recipient list [4] for a deployment.
To save your changes, click the **Save and Schedule Deployment** button [5]. To revert a scheduled deployment to draft state, click the **Revert to Draft** button [6].

**Release Results**

<table>
<thead>
<tr>
<th>Deployment Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Results Release Date</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School Assessment</td>
<td>[LIVE]</td>
<td>October 12, 2017</td>
<td>October 20, 2017</td>
<td>Release Now</td>
<td>90</td>
</tr>
</tbody>
</table>

To release the results of an assessment to students, click the **Release Now** link [1].

To recall the results from a deployment that has already been released, click the **Recall Results** link [2].

**Archive Deployment**

<table>
<thead>
<tr>
<th>Deployment Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Results Release Date</th>
<th>Recipients</th>
</tr>
</thead>
</table>

To archive a deployment, click the **Menu** icon [1] and select the **Archive** option [2]. Archiving a deployment will remove it from the Deployments page.
How do I view reports for an assessment in Gauge?

You can view reports for an assessment in Gauge. The reports available in Gauge are the Assessment Statistics and Item Analysis, Outcomes Mastery Dashboard, Individual Student Performance, and Assessment Results.

The Quiz Statistics and Item Analysis report includes assessment statistics aggregated for all deployments. The Outcomes Mastery Dashboard includes outcome mastery statistics for all students who took the assessment. The Individual Student Performance report provides a performance overview for students that have completed an assessment linked to an outcome. The Assessment Results report displays the point totals and percentage scores for all students who have completed an assessment.

You can also export assessment data relating to students, sessions, questions, and other assessment items.

Note: Teachers cannot view the Assessment Item Analysis report for institution-authored assessments.

Open Reports

On the Assessments page, find the assessment you want to view [1]. To open the Reports page for the assessment, click the Reports icon [2].
Open Assessment Item Analysis

Locate the Assessment Item Analysis report [1]. Then click the Run Report button [2].

Note: Teachers cannot view the Assessment Item Analysis report for institution-authored assessments.
The Quiz Statistics include statistics for overall scores. The following statistics are available:

- **High Score [1]**: displays highest percentage score
- **Low Score [2]**: displays lowest percentage score
- **Mean Score [3]**: displays average percentage score
- **Standard Deviation [4]**: represents the amount of variation from the mean score
- **Mean Elapsed Time [5]**: displays average time to complete assessment
- **Cronbach’s Alpha [6]**: measures internal consistency of how closely related a set of items are as a group
In the Item Analysis section, you can view statistics for specific questions in an assessment. The following item analysis statistics are available:

- **Difficulty Index** [1]: shows how hard it is to answer the question correctly. Calculated by dividing the number of correct answers by the number of times the item was included in the assessment.
- **Discrimination Index** [2]: measures how well a question can tell the difference between students who do well on the exam and those who do not. Calculated by subtracting the bottom 27% of difficulty index scores from the top 27% of difficulty index scores.
- **RPB (Point-Biserial Correlation Coefficient)** [3]: measures the correlation between a given item and the total score
- **Mean Earned Score** [4]: displays average point score

To view more statistics, click the **Arrow** icon [5].
View More Statistics

The **Answer Frequency Summary** chart displays the number and percentage of students who selected each answer choice [1].

The **Performance by Quintile** bar chart displays the number of students who scored within each percentage quintile [2].

The **Outcomes** section displays any outcomes linked to the assessment item [3].

**Note:** The Answer Frequency Summary chart only appears for questions with answer choices.
<table>
<thead>
<tr>
<th>Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Item Analysis</strong></td>
<td></td>
</tr>
<tr>
<td>Statistical analysis describing the performance of an assessment. Includes overall and item-level performance data.</td>
<td></td>
</tr>
<tr>
<td>Run Report</td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes Mastery Dashboard</strong></td>
<td>1</td>
</tr>
<tr>
<td>Overview of outcomes mastery on an assessment. Includes data on overall outcomes performance and individual student mastery.</td>
<td></td>
</tr>
<tr>
<td>Run Report</td>
<td></td>
</tr>
<tr>
<td><strong>Individual Student Performance</strong></td>
<td></td>
</tr>
<tr>
<td>Provides outcomes-based performance overview for a selected student on a selected deployment of an assessment.</td>
<td></td>
</tr>
<tr>
<td>Run Report</td>
<td></td>
</tr>
<tr>
<td><strong>Assessment Results</strong></td>
<td></td>
</tr>
<tr>
<td>A listing of student names and scores for an assessment with the option to filter by course section.</td>
<td></td>
</tr>
<tr>
<td>Run Report</td>
<td></td>
</tr>
</tbody>
</table>

Locate the Outcomes Mastery Dashboard report [1]. Then click the Run Report button [2].
View Outcomes Mastery Dashboard

The Outcomes Analysis includes each student who has completed an assessment [1] and their mastery results for each outcome [2].

To view more details for an outcome, click the name of the outcome [3].

Note: Teachers can only view the Outcomes Mastery Dashboard for students with active enrollments in their course sections.
View Outcome Detail

The Outcome Detail page contains performance information for a specific outcome, including number of students who reached mastery [1], description [2], average score [3], and score required to earn mastery [4].

You can also view the number of students who score within each criteria level [5] and how mastery is calculated [6].
**Open Individual Student Performance**

<table>
<thead>
<tr>
<th>Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Item Analysis</strong></td>
<td>Statistical analysis describing the performance of an assessment. Includes overall and item-level performance data.</td>
</tr>
<tr>
<td><strong>Run Report</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes Mastery Dashboard</strong></td>
<td>Overview of outcomes mastery on an assessment. Includes data on overall outcomes performance and individual student mastery.</td>
</tr>
<tr>
<td><strong>Run Report</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Individual Student Performance</strong></td>
<td>Provides outcomes-based performance overview for a selected student on a selected deployment of an assessment.</td>
</tr>
<tr>
<td><strong>1 Run Report</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Assessment Results</strong></td>
<td>A listing of student names and scores for an assessment with the option to filter by course section.</td>
</tr>
<tr>
<td><strong>2 Run Report</strong></td>
<td></td>
</tr>
</tbody>
</table>

Locate the Individual Student Performance report [1]. Then click the **Run Report** button [2].
Select Student & Deployment

Select the student you would like to view in the **Student** field [1]. Then select the desired deployment in the **Deployment** field [2].

To open the report, click the **Run Report** button [3].

**Note:** Reports are only available for students who have submitted the assessment.
View Individual Student Performance

View the Individual Student Performance report.

The Individual Student Performance report includes the time to complete the assessment and percentage score for the student [1]. The report also includes the average completion time and percentage score for all students who completed the assessment [2].

You can also compare the student's score to the scores of all students that have completed the assessment in the Individual Student Performance graph [3]. The selected student's score is designated by the Star icon [4].

To view data for a different deployment for the same student, click the Deployment drop-down menu [5]. To view the Individual Student report for a different student, click the Student drop-down menu [6].
View Outcomes Data

If the assessment has been aligned to outcomes, you can also view data for outcomes that are at or above mastery [1] and outcomes that are below mastery [2].

For each outcome, you can view the student’s score for items aligned to the outcome [3], the institution average [4], and the percentage difference between the scores [5]. The percentage difference is calculated by subtracting the institution average from the student’s score and dividing that total by the institution average.
Open Assessment Results

Locate the Assessment Results report [1]. Then click the Run Report button [2].
View Assessment Results

The Assessment Results report includes data for all students who have completed an assessment, including names and SIS IDs [1], point scores [2], and percentage scores [3]. You can filter the report by course section [4] or search for a user [5].

To open a student's Individual Student Performance report, click the percentage score link [6].
Export Data to CSV

Reports

**Assessment Item Analysis**

Statistical analysis describing the performance of an assessment. Includes overall and item-level performance data.

**Outcomes Mastery Dashboard**

Overview of outcomes mastery on an assessment. Includes data on overall outcome performance and individual student mastery.

To export assessment data to a CSV, click the **Export Raw Data** button [1]. Then click the link for the report you want to download [2]. The following reports are available:

- **Student Attempt**: data for each student that has completed the assessment.
- **Session Items**: data related to each assessment attempt. (May include multiple attempts for one student.)
- **Item Analysis**: data related to each item in an assessment.
- **Outcomes Mastery**: data related to assessment outcomes.

Select Section
The Outcomes Mastery report can be filtered by course section. To filter by section, select a section in the Filter Course Section menu [1]. To include all sections in the Outcomes Mastery report, select the All Course Sections option [2].

To download the report, click the Download button [3].

Note: Filtering by section is only available for the Outcomes Mastery report.
Students
How do I take an assessment in Gauge?

You can take an assessment from your Gauge account. Questions may be shown all on one page or one at a time. Gauge appears as a Global Navigation option in Canvas.

You can also leave an assessment and resume it at a later time, as long as it is in the timeframe that assessments are considered open by your institution.

Open Gauge

In Global Navigation, click the Gauge link.
Take Assessment

To take an available assessment, click the Take button.

Begin Assessment

US History Assessment

1 Complete the assessment to show what you have learned in US History.

2

Time Limit

01:00:00

No Due Date

3

Begin

View the instructions for the assessment [1]. If the assessment includes a time limit, the time limit displays on the page [2].

To begin the assessment, click the Begin button [3].
Enter Access Code

An access code is required to start

Password

Submit

If the assessment includes an access code, enter the code in the Access Code field [1]. Then click the Submit button [2].

View Assessment

US History Assessment

Complete the assessment to show what you have learned in US History.

1 point

The Declaration of Independence was signed in Pennsylvania.

2 points

Match the state to its capital.

New York

Delaware

New Jersey

Maryland

You may be asked to complete several types of question. Each question displays its point value [1].

To pin a question to review later, click the Pin icon [2].
Open Question Navigator

To open the Question Navigator, click the Expand icon.
The Question Navigator allows you to easily view all questions included in an assessment. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the Pin icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

**View Pinned Questions**

The Question Navigator allows you to easily view all questions included in an assessment. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the Pin icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.
All pinned questions will display in the **Pinned Questions** section [1]. To view a pinned question, click the name of the question [2].

**View Time Limit**

If the assessment has a time limit, a countdown displays at the top of the assessment [1]. To hide the time limit, click the **Hide** icon [2].

**Open Calculator**

Your assessment may include a calculator that can be used for the entire assessment [1] or for an individual question [2]. If calculators can be used in your assessment, open the calculator by clicking the Calculator icon.
Note: If the Calculator icon does not display in your assessment, this setting has not been enabled by your instructor or institution.

Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the Clear button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the Close button [4]. Calculations are saved if you close the calculator window.

To move the calculator around the browser window, click and drag the calculator header [5].
The scientific calculator includes additional buttons for more advanced functionality [1].

Click the Rad/Deg toggle to switch between Radian and Degree mode [2].

**Submit Assessment**

To submit the assessment, click the Submit button.
How do I take a Gauge assessment where I can only view one question at a time?

Your institution may choose to build assessments that show one question at a time. This means you will view only one assessment question on your screen at a time instead of all questions posted at once.

Open Gauge

In Global Navigation, click the **Gauge** link.
Take Assessment

To take an available assessment, click the Take button.

Begin Assessment

View the instructions for your assessment [1]. If the assessment includes a time limit, the time limit will appear on this page [2].

To begin the assessment, click the Begin button [3].
View Backtracking Warning

If the assessment does not allow you to go back to questions after you answer them, a warning message displays in the assessment page. The message states that the assessment is delivered one question at a time and going back to previously answered questions is not allowed.

Enter Access Code

If the assessment requires an access code, enter the code in the Access Code field [1]. Then click the Submit button [2].
Each question displays one at a time. To advance through the assessment, click the Next button.

View Previous Question

3 1 point

The Declaration of Independence was **type your answer** in **choose your answer**, drag your answer here.

Delaware Pennsylvania New Jersey
If your instructor did not disable backtracking and allows you to return to prior questions, you can click the Previous button to check the answers or return to questions you left blank.

Open Question Navigator

You can also use the Question Navigator to move between questions in an assessment. To open the Question Navigator, click the Expand icon.

Note: If you cannot view the Question Navigator, your institution has disabled backtracking in the assessment.
View Question Navigator

To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the Pin icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.
View Pinned Questions

All pinned questions will display in the **Pinned Questions** section of the Question Navigator [1]. To view a pinned question, click the name of the question [2].

Open Calculator

Your assessment may include a calculator that can be used for the entire assessment [1] or for an individual question [2]. If calculators can be used in your assessment, open the calculator by clicking the **Calculator** icon.

**Note:** If the Calculator icon does not display in your assessment, this setting has not been enabled by your instructor or institution.
Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

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Click the Rad/Deg toggle to switch between Radian and Degree mode [2].

**Submit Assessment**

To submit the assessment, click the Submit button.
How do I answer each type of question in Gauge?

You can answer a variety of question types in an assessment in Gauge.

Categorization Question

To answer a Categorization question, drag and drop the possible answers in the matching category.
Essay Question

To answer an essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

Your essay may also include a minimum and/or maximum word count [3].

File Upload Question

To answer a File Upload question, drag and drop the file [1] or select a file by clicking the Browse link [2].

If your instructor has limited the file types that can be uploaded, you can view allowed file types for the question [3].
View your uploaded file [1]. To delete the file, click the Delete icon [2].

If your instructor allows multiple file uploads, you can upload additional files [3].

**Note:** If the option to upload a new file is not displayed, you have reached the file upload limit.

**Fill in the Blank Question**

Fill in the Blank questions include three answer types: text entry, drop-down, and drag and drop. To answer a text entry question, type your answer in the Answer field [1]. To answer a drop-down question, click the drop-down menu [2] and select the option that answers your question.

To answer a drag and drop question, drag your answer to the answer field [3].
Hot Spot Question

To answer a Hot Spot question, click the area of the image that will answer your question.
Matching Question

Match the state to its capital.

1. Delaware
2. New Jersey
3. Maryland

To answer a Matching question, view the question [1]. Then click the drop-down menu to select the matching answer [2].

Multiple Answer Question

Which of these states were part of the original 13 colonies.

- North Carolina
- Vermont
- New Hampshire
- Utah

To answer a Multiple Answer question, click the checkboxes next to all applicable answers.
Multiple Choice Question

In what year did the Battle of Yorktown take place?

- 1781
- 1776
- 1785
- 1768

To answer a Multiple Choice question, click the button next to the answer.

Numeric Question

How many British colonies declared independence in 1776?

Type your answer...

To answer a Numeric question, type your answer in the Answer field [1] or use the arrow keys to increase or decrease your answer [2].
Ordering Question

Place the US colonies in the order they ratified the U.S. Constitution.

Earliest

1. Delaware

2. Move Up

3. Move Down

3. Georgia

Latest

To answer an Ordering question, drag and drop the items in the correct order [1]. You can also click the Move icon [2] and move an item up or down [3].

Stimulus Question

Declaration of Independence

The Declaration of Independence includes the signatures of 56 delegates.

- True
- False

To answer a question that includes content, view the content [1] to answer the related question(s) [2]. Associated questions can be any of the other questions available in the Quizzes LTI.

**True or False Question**

The 1st Continental Congress met in Philadelphia.

- True
- False

To answer a True or False question, click the button next to the answer.
How do I use Gauge as a student?

Gauge allows you to take assessments that your school can use to evaluate your learning comprehension in any subject.

Open Gauge

In Global Navigation, click the Gauge link.
View Assessments

### My Assessments

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Assessment</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>Submitted</td>
<td>Sep 11, 2018</td>
</tr>
<tr>
<td>History Pre-Assessment - Seventh Grade</td>
<td>Submitted</td>
<td>Sep 11, 2018</td>
</tr>
<tr>
<td>7th Grade History Assessment</td>
<td>Submitted</td>
<td>Sep 11, 2018</td>
</tr>
</tbody>
</table>

In the Gauge Dashboard, you can view assessments available to take [1].

To take an available assessment, click the Take button [2].

Resume Assessment

To resume an assessment you left without submitting, click the Resume button.

**Note:** You can only resume assessments that are during the institution-selected timeframe that assessments are open. Once the timeframe ends, your assessment will be considered submitted.
View Submitted Assessments

<table>
<thead>
<tr>
<th>Submitted Assessments</th>
<th>History Pre-Assessment</th>
<th>Submitted Sep 11, 2018</th>
<th>Awaiting Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History Pre-Assessment - Seventh Grade</td>
<td>Submitted Sep 11, 2018</td>
<td>View Results</td>
</tr>
<tr>
<td></td>
<td>7th Grade History Assessment</td>
<td>Submitted Sep 11, 2018</td>
<td>View Results</td>
</tr>
</tbody>
</table>

You can also view submitted assessments [1]. Submitted assessments include the submission date [2].

To view your assessment results, click the View Results button [3].

**Note:** If the View Results button does not display, assessment results have not been made available by your institution [4].
View Assessment Results

Your assessment results include the time to complete the assessment and your percentage score [1]. The report also includes the average completion time and percentage score for all students who completed the assessment [2].

You can also compare your score to the scores of all students that have completed the assessment in the Individual Student Performance graph [3].

If your assessment was aligned to learning outcomes, you can also view outcomes you have mastered [4] and outcomes that provide opportunities for learning and growth [5].
Teachers
How do I use Gauge as a teacher?

In Gauge, teachers can create, moderate, and deploy assessments for students who are enrolled in a course where they have an active teacher role. Teachers can also view institution-authored assessments that have been deployed to sections they teach.

To use Gauge as a teacher, users must have an active Teacher role in Canvas and be added to Gauge through SIS import. Deactivated users cannot use Gauge.

Open Gauge

In Global Navigation, click the Gauge link.
From the Assessments page, you can manage Gauge assessments. To create a new assessment, click the Add Assessment button [1].

You can view assessments authored by you or your institution. To select which assessments display on the Assessments page, click the Assessments drop-down menu [2].
View Your Assessments

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Assessment</td>
<td>live</td>
<td>Sam White</td>
</tr>
<tr>
<td>History Pre-Assessment</td>
<td>draft</td>
<td>Sam White</td>
</tr>
<tr>
<td>US History Assessment</td>
<td>closed</td>
<td>Sam White</td>
</tr>
<tr>
<td>Revolutionary War Assessment</td>
<td>closed</td>
<td>Sam White</td>
</tr>
</tbody>
</table>

To view assessments you have authored, select the **My Assessments** option [1].

Your assessments include live assessments [2], draft assessments [3], and closed assessments [4]. Live assessments are currently deployed for students to take. Draft assessments are assessments without a scheduled deployment. Closed assessments included all assessments that are past their scheduled deployment window.
Manage Assessments

You can manage assessments that you have authored in Gauge.

To moderate an assessment, click the Moderate icon [1]. To view deployments for an assessment, click the Calendar icon [2].

To copy an assessment, click the Copy icon [3]. To view reports for an assessment, click the Reports icon [4]. To delete an assessment, click the Delete icon [5].

Note: Deployed assessments cannot be deleted.

View Institution-Authored Assessments
To view assessments authored by your institution, select the **Institution Authored Assessments** option from the Assessment drop-down menu [1]. After selecting this option, teachers can view institution assessments that have been deployed to sections where they have an active teacher enrollment.

Some assessment options for institution-authored assessments will be unavailable for teachers [2].

**View Assessment Tabs**

When creating and editing assessments, you can manage the assessment by using the assessment tabs. You can [build an assessment](#), [add and manage tags](#), [manage assessment settings](#), [moderate your assessment](#), [deploy the assessment](#), and [view item analysis reports](#).

**Notes:**
- Teachers cannot view all assessment tabs for institution-authored assessments.
- Teachers cannot view the Assessment Item Analysis report for institution-authored assessments.
How do I create a deployment for a Gauge assessment as a teacher?

Once you have created an assessment in Gauge, you can create deployments to deliver the assessment to students. An assessment does not need to have content to schedule a deployment, but you should add content before the assessment start date.

As a teacher, you can only deploy assessments to students who are enrolled in courses they teach.

You can schedule multiple deployments for any Gauge assessment. Each deployment can include a unique delivery window and set of recipients.

Gauge automatically checks for new students meeting deployment criteria each hour while a deployment window is open. These students are added to the deployment, which will give them access to the assessment within a few hours after a SIS update.

Open Deployments

On the Assessments page, find the assessment you want to view [1]. To open the Deployments page for the assessment, click the Calendar icon [2].
Open Deploy Tab

Click the Deploy tab.

Note: The Deploy tab may not be available when viewing institution-created assessments.

Create Deployment

There are no scheduled deployments

Create a deployment for this assessment.

Click the Add Deployment button.
Edit Deployment Details

**Deployments**

Name

**Unnamed Deployment**

To name the deployment, type the name in the **Name** field.

**Select Date Range**

To set the date range for the deployment, click the **Start Date** field [1] or **End Date** field [2]. Then select the dates from the calendar [3].

**Note:** You must select a date range to schedule a deployment.
Select Deployment Time

To set the time the deployment will begin and end, click the Start Time drop-down menu [1] or End Time drop-down menu [2]. Then select the preferred time from the menu [3]. Time options range between 12:00 am and 11:55pm in five minute increments.

Add Date Range

To add an additional date range, click the Add Date Range link.
Select Release Option

You can select how to release assessment results to students.

To release the results manually at a later time, click the Manually option.

Schedule Results Release

To schedule when results will be released to students, click the Schedule option [1]. Then select the date and time that results will be released to students [2].
Add Recipients

You can filter the recipients of a deployment by course section [1].

To add recipients to the deployment, click the Section By ID drop-down menu and search for a section ID [2]. Then select the section that includes the recipients you want to take the assessment [3]. You can select multiple sections.

Notes:

- You can filter recipients by the course metadata fields that were imported into Gauge.
- You must select a recipient in at least one category to schedule a deployment.

Save Deployment

To save the deployment as a draft, click the Save as Draft button [1]. To save and schedule the deployment, click the Save and Schedule Deployment button [2].
View the deployment on the Deployments page [1]. To moderate users in the deployment, click the Moderate tab [2].