

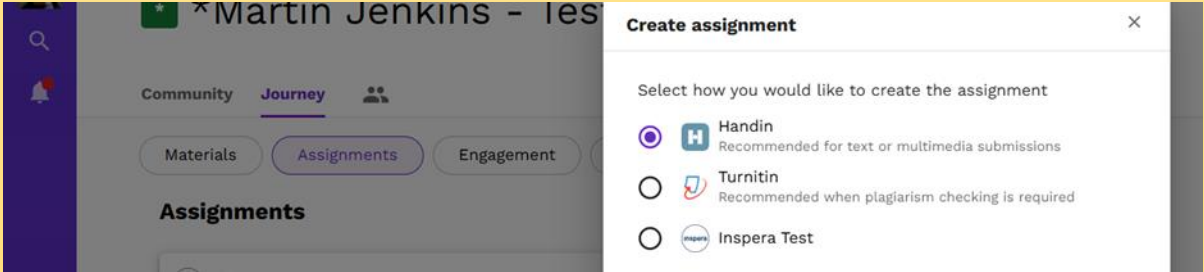
Scheduling Assessments Workflow



1 – Use Aula-Inspera Integration to initiate set up

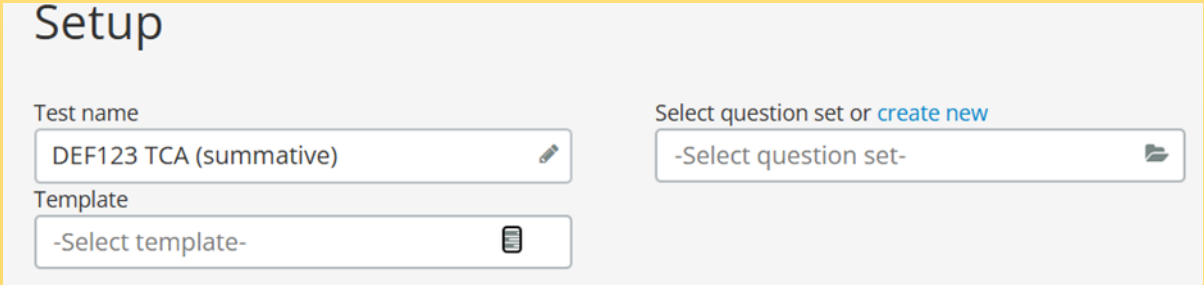
Use Aula Journey > Assignment integration link. Add:

- Test name using Naming Conventions
- Test Start and End Time
- Set Maximum Grade = 100



2 – Select Inspera Template & attach Question Set

When Inspera opens select the appropriate template for your assessment. There are seven templates for formative, Core, TCAs and exams.

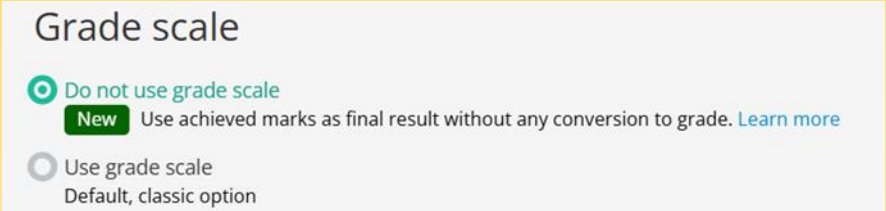


3– Design Settings

Recommend using 'Fetch from Question Set' option to apply Design Settings

4 – Assessment Settings

Select either 'Do not use a grade scale' [Recommended] or 'Use Grade Scale'.



5 – Confirm Settings

Use this step to check settings and are correct. Any additional contributors (i.e. additional Graders) can be added at this point.

6 – Activate test

Test is ready for delivery and will open to students at the specified Test Start time.

