



## Elsevier's Assessment Builder (EAB)

### Faculty Guide

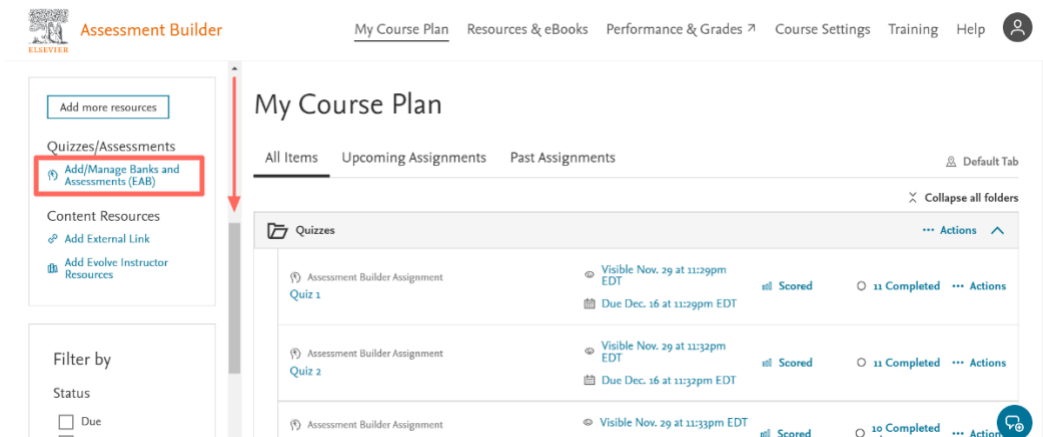
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#### ASSIGN ASSESSMENTS

**NOTE:** EAB will be fulfilled through the standard Evolve registration or via an LMS (Canvas, Blackboard, Brightspace D2L, Moodle) integration

1. Log onto EAB
2. Under the Quizzes/Assessments section, click on “Add/Manage Banks and Assessments (EAB)”



3. Once redirected to the Assessment Builder page, enter the Assign Assessment flow in one of four ways:

**NOTE:** To assign an assessment, you must build an assessment where all the items are complete.

- a. Select “Assign Assessment” from the “Manage Item Banks and Assessments” page.
- b. Select “Manage Item Banks and Assessments”, click “My Assessments” in the actions menu on the left, then click “Assign” on the corresponding assessment tile.

- c. Select “Assign Assessments” from the actions panel on the left.
- d. From an assignment, click “Assign” from the review tab.

### Manage Item Banks and Assessments

Create your own Next Generation NCLEX® (NGN) or traditional item types within item banks and assessments.

Manage Item Banks and Assessments >

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### Assign Assessments

Choose an existing assessment to assign to your students.

**My Assessments (33)** **Banked Items (54)**

Assign Assessments >

OR

My Course Plan > Assessment Builder > My Assessments ?

**Actions**

- Create Item Bank
- Create Assessment
- Assign Assessment

**Item Banks**

- My Item Banks (7)
- Elsevier Item Banks (12)

**Assessments**

- My Assessments (8)
- Sample Assessment (1)

Item Banks Assessments

### My Assessments

New Assessment +

Sort by Ascending, A - Z v

**Quiz 1**

5 item(s)

Assign >

Last edited: Tue Jan 24 2023

Copy Delete

**Quiz 2**

5 item(s)

Assign >

Last edited: Wed Nov 30 2022

Copy Delete

**Quiz 3**

5 item(s)

Assign >

Last edited: Tue Nov 29 2022

Copy Delete

OR

My Course Plan > Assessment Builder > My Assessments > Pediatrics ?

**Pediatrics**

Assessment | 3 item(s)  
Last edited: Thu Dec 21 2023 at 1:30 pm

Add Review

Search  Filters

<b>Standalone - Trend</b>	Done
VSD Repair - RN (Standalone - Trend) Review history and physical, nurse's notes, flow sheet, orders, and imaging studies.	RN Elsevier Item Edit ... Actions
<b>Standalone - Bowtie</b>	Done
Newborn After Exposure to Heroin - RN (Standalone - Bowtie) Based on the findings of the latest nurse assessment, the nurse decides to evalu...	RN Elsevier Item Edit ... Actions
<b>Unfolding Case Study</b>	Done
Newborn After Exposure to Heroin - RN (Unfolding Case Study) Review history and physical, nurse's notes, and flow sheet.	RN Elsevier Item Edit ... Actions

Back Assign Preview Save v



## Choose Assessment Content

**NOTE:** Only one assessment can be assigned per assignment

1. Select assessment content, then click “Next: Configure assignment”
  - a. The ‘Status’ column indicates if the assessment is ready to assign
    - i. If an assessment status is “Missing required fields”, it will not be assignable until the fields are filled out. Navigate back to your assessment and ensure all items are filled out entirely. You will know your assignment is ready to assign when the “Assign” button at the bottom of the “Review” tab is enabled and turns blue.
  - b. The ‘Preview’ action will open a preview of the assessment in a new browser tab.

Missing required fields ⓘ

Complete the required fields before attempting to assign this assessment.

My Course Plan > Assessment Builder > Assign Assessment

### Assign Assessment

1 Content — 2 Access and Availability — 3 Assignment

Step 1: Choose content  
9 assessment(s) available to assign.

Assessment ↑	Status	Actions
<input type="radio"/> NUR 221 Exam 1	Ready to assign	Preview ↗
<input type="radio"/> NUR 305 Exam 1	Ready to assign	Preview ↗
<input type="radio"/> Quiz 1	Ready to assign	Preview ↗

## Configure the Assignment

2. Add the assignment name, date/time visible to students, and due date/time.

### Assign Assessment

1 Content <assessment names> — 2 Access and Availability — 3 Assignment

Step 2: Set Access and Availability

**Display Name** ⓘ Visible to students

Name

**Scheduling** ⓘ Visible to students

Once the assignment is visible, you can no longer hide it.

ⓘ Set when students can start viewing this assignment

MM/DD/YYYY  :  pm EDT

3. Select students you would like to take this assessment. You can choose individual students in your course by searching student names, or you can choose to assign the assessment to all students.

### Select Assignment Goal and Scoring Setting

1. Select a goal for the assignment:
  - a. Study Mode
    - i. Students can choose to see rationales, their answer, and the correct answer after answering each question and at the end of the assessment. A full report of all items, answers, and rationales is available at the end of the exam. The exam will be administered in an unsecure browser.
  - b. Exam Mode
    - i. Students cannot see correct answers or rationales during the assignment. A report of missed items, without questions and answers, is available at the end. The exam will be administered in an unsecure browser.
  - c. Secure Exam Mode
    - i. Students will take the assignment in a secure exam tool that blocks access to all other applications.
    - ii. Students will need to complete their exam on a Mac or Windows operating system.
      - Chromebook, Android, and IOS are not currently supported.
    - iii. Students will only see the question number, question type, and rationale for missed questions on their assignment report at the end of the assessment.
    - iv. Students will never see the correct answers or be able to re-access the exam once it has been submitted.
    - v. **Access Code:**
      - If you selected "Secure Exam Mode," a required access code will be automatically generated.
      - Instructors will need to provide this code to students to access the exam. Students are not able to access the exam without it.

#### Access Code

Students will not be able to enter the assignment until they enter the access code.

- If you need to find the access code again, you can find it by accessing the assignment setting from “My Course Plan”.

Step 3: Configure Assignment

**Assignment Mode**

Study  
Students choose whether to see correct answers and rationale during the assignment. A full report of all items, answers, and rationale is available at the end.

Exam  
Students cannot see correct answers and rationale during the assignment. A report of missed items, without question and answers, is available at the end.

Secure Exam  
Students take the assignment in a secure exam tool that **blocks access** to all other applications and requires an exam code. Students cannot see correct answers and rationale during the assignment. A report of missed items, without question and answers, is available at the end.

Chromebooks, Android, and iOS are not currently supported. Students must use a MacOS or Windows device for secure exams.

2. Set scoring rules for the assignment, then click “Save and Continue”
  - a. Not Graded
  - b. Pass/Fail
  - c. Scored
    - i. If selected, Traditional items will follow the 0/1 (correct/incorrect) scoring rule, and NGN items will follow the partial scoring guidelines per NCSBN

**Grading** How does grading work?

Not Graded  
Students will not receive a score for the assignment.

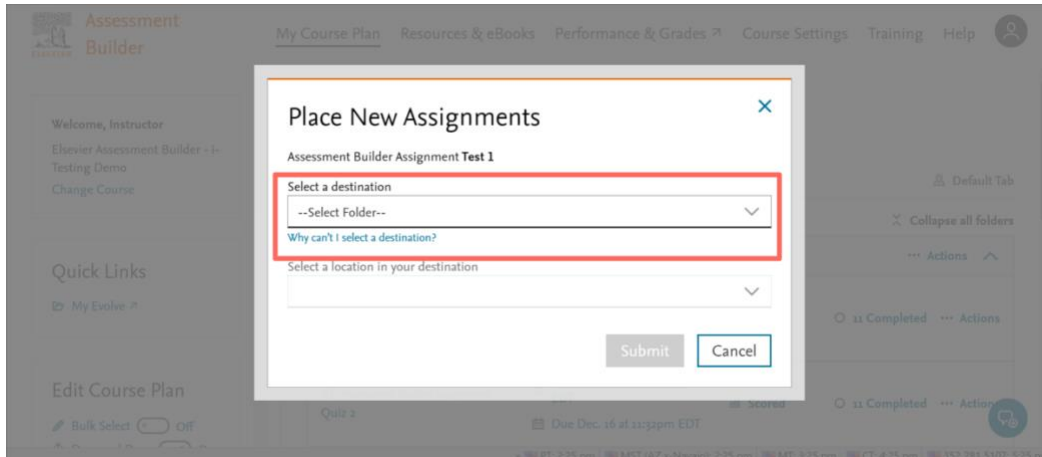
Pass / Fail  
Students will receive a Pass if they complete the assignment by the due date and a Fail if they do not.

Scored  
Students will be graded based on quiz questions. For the Next Generation NCLEX® (NGN) items, we follow the partial credit scoring guidelines and bind the score range between 0 and 1. In addition, each item is weighted by the number of Clinical Judgment Measurement Model (CJMM) category tags. [Learn More.](#)

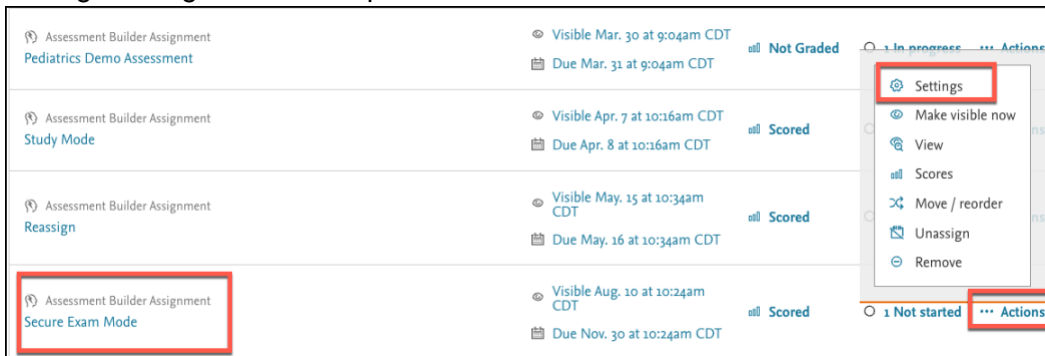
Cancel Back Save and Complete

### Place New Assignments

1. After selecting “Assign”, a prompt will appear asking where the assignment should appear in your course plan
2. Select a folder and a location, then click “Submit”
3. The assignment will appear in the Course Plan in the selected destination



4. If you need to find the access code for a secure exam, you can access the course settings through the course plan.



### ENABLING SECURE BROWSER FOR ASSIGNMENTS CREATED IN EXAM MODE

**NOTE:** Assignments set up in “Exam Mode” before the launch of “Secure Exam Mode” will not have the secure exam tool automatically enabled

1. If you have created an assignment in “Exam Mode” before the launch of the secure browser, you can enable the secure browser if the assignment meets the following criteria:
  - Created in “Exam Mode”
  - Visible date is in the future
  - No students have completed the assignment
2. If the current assignment does not meet the criteria and you would still like to enable the secure browser, you will need to create a new assessment in “Secure Exam Mode”
3. If the assignment does meet the criteria, enable the secure browser by going to the assessment settings, select “Secure Exam Mode”, and save the assignment.



## TROUBLESHOOTING TIPS

If a student is having trouble, follow these steps to troubleshoot the machine:

1. Make sure all other applications and tabs are closed before launching the secure exam tool.
2. Completely uninstall and reinstall the secure exam tool.
3. Review the technical requirement guides to ensure the machine is set up properly.
4. If issues persist, email, chat or call a support representative with screenshots or recordings of the issue.

## FACULTY TIPS AND RESOURCES

- 1. What happens if a student leaves or pauses an exam?**
  - If a student pauses or leaves an exam, they must submit the question they are currently working on. They can re-enter the exam using the access code if the assignment is not past the due date and time. Students will not have access to questions they have already answered.
  - Once the due date and time has passed, students will no longer be able to re-access the exam and the assignment will not be automatically submitted. In this scenario, the assignment will be marked as "Past Due". If the student needs to re-take the exam, you must create a separate exam and assign it specifically to that student.
- 2. How do I administer an assessment to a student using a Chromebook or iPad?**
  - The secure exam tool in EAB exclusively supports MacOS and Windows operating systems. If a student attempts to use a non-MacOS or Windows device, you must create a separate exam in "Exam Mode" and assign it specifically to that student. However, in this scenario, the student will complete their assignment in an unsecured environment.
- 3. What happens if a student is actively taking an exam and the due date has passed?**
  - If the student has not paused the exam, they will not be kicked out and can still complete the exam. However, they will receive an incomplete score since they didn't submit the exam by the due date. If you choose to accept the submission, you can check their score on the score report and manually adjust their grade in the LMS gradebook.

