

Create an Assessment in ELM - Saba LMS

Columbia University HR System Training

Create an Assessment in the Enterprise Learning Management (ELM) System

Assessments are created in ELM and are attached to training courses and classes.

Overview

Learners access materials and courses via the Columbia University Enterprise Learning Management System (ELM). ELM tracks learner completion and test scores which are required for compliance reasons or to access some CU systems.

Assessments are created in ELM and scoring assigned. Learners view course status, including scores and answers (if desired) in their learning transcript.

How Tests Appear in Courses

As a reminder, below is the course structure used in ELM.

Course = the top level that houses all components, the container.

Class = the component of the course that allows learner to complete the course. Can be WBT, ILT, or Virtual. The class **must** have the same name as the course.

Activity = the individual learning items of a class. **Activities are added to the class**, not to the course and can consist of several types of components. E.g. WBT modules, **assessments**, ILT classes.

An assessment cannot exist on its own for learner access. Once it is created, it must be attached to a course/class. Even if the course is to complete a quiz, it still must be contained within a course and class.

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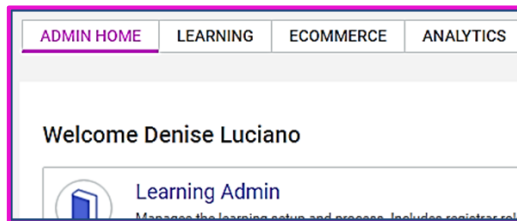
Log into ELM (Enterprise Learning Management) – Test and Production Site URLs

Testing and QA Site – **Pink Font**

It is highly recommended to create the test in the practice environment first and then test it. This ensures that the test works as intended and that the learner transcript and reporting display the correct data.

Test Site - This is the **QA Site** which is the practice environment – (will see **Pink Text**) -
<https://columbiasb.sabacloud.com>

1. **Log in** with Uni and password
2. Click **Hamburger** Icon
3. Click the **Admin** tile
4. Click **Learning Admin**

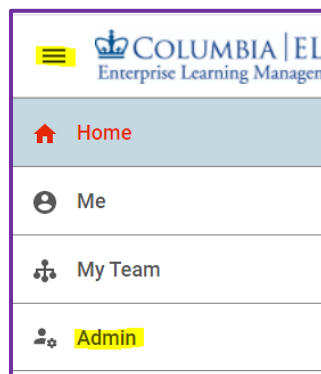


Production Site – Blue Font

Once the test behavior and results recording have been tested and is working as intended, you can create it in the Production environment where learners access training.

Production Site - This is the Production Site – <https://columbia.sabacloud.com> where learning is accessed.

1. **Log in** with Uni and password
2. Click **Hamburger** Icon
3. Click the **Admin** tile
4. Click **Learning Admin**



Create an Assessment

Assessments are divided into two Categories: tests and surveys.

Difference between a Test and a Survey

Test: Questions with one or more correct answers. Results are scored and reported, and we set how questions are weighted.

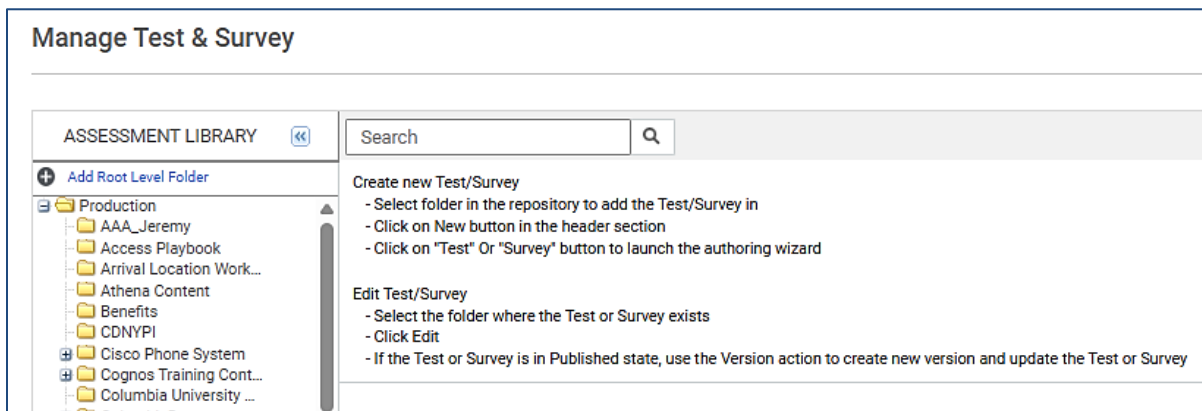
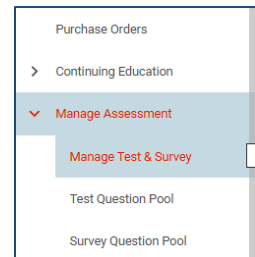
Survey: Used to gain opinions. No score is calculated. Cannot review the questions after submission.

Types of Tests

- Test
- Pre-Test
- Post-Test
- Test-Out – if pass, requirements are completed, and learners get credits for the course without taking the course.

Access Manage Test & Survey Page

1. Admin Menu > **Learning Admin Menu**
2. Select Manage Assessment > **Manage Test & Survey** from the left menu to arrive at the Landing Page

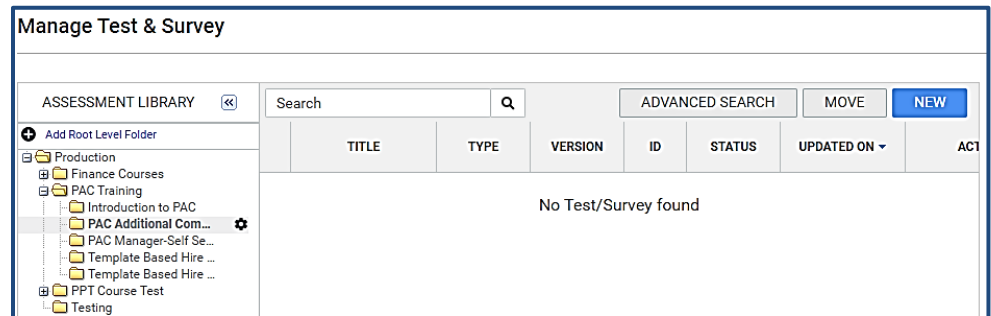


Create New Test

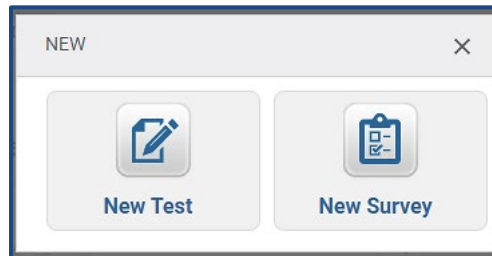
Before creating the test, identify the folder where it will be saved. This is most likely the same name as the domain that you were provided with access to, but it could also be a department or program.

1. Select the **folder** in the Assessment Library for your domain and/or course structure which is where your test will be stored. This will make it easier to locate your content.
2. If you need to create a folder or sub folder, you can do so at the Root Level, or within the domain/course folder.
3. To create a test, Click **New** in the upper right corner.

This is an example of PAC training assessments within the PAC training folder.



4. Select **New Test**. New Survey is for creating surveys.



Enter Test Information Details

1. **Title** = title of test. Example - PAC Salary Distribution Transactions Training Knowledge Assessment
2. **Description** = enter description of test. Be sure to include any pertinent information regarding the score and the number of attempts.

You will set the scoring requirements as well as if there are a limited number of attempts before the attempts can be reset or if it is unlimited.

Sample -

The PAC Sponsored Projects Salary Cost Transfer Supplemental Training Knowledge Assessment is available once the associated course is completed. This assessment requires a passing grade for successful completion and is part of a group of three assessments required to gain access to the Accounting functionality in PAC.

This assessment consists of 10 questions each worth 10 points. A total score of 90% or greater is required to pass and you can submit this assessment three (3) times. Your highest score will be recorded.

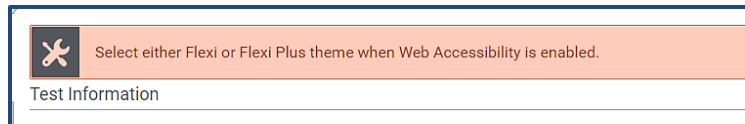
At the end of the assessment, you can view feedback to the questions indicating if they were answered correctly or incorrectly. Please view the correct/incorrect feedback wording for each question.

3. **Exam ID** = specify and identifier for the test (20-character length max). We should follow a taxonomy for IDs
Example:
 - a. PACSponProjTest01
4. **Domain** = your department domain. Where your content sits and where you and your learning admin colleagues can access it.
5. **Author** = defaults to the creator

The screenshot shows the 'Test Information' form in the ELM system. On the left is a navigation sidebar with icons for 'Test Info', 'Topics & Questions', 'Messages', and 'Test Properties'. The main form area contains the following fields:

- Title:** PAC Sponsored Projects Salary Cost Transfer Supplemental Training Know
- Description:** The PAC Sponsored Projects Salary Cost Transfer Supplemental Training Knowledge Assessment is available once the associated course is completed. This assessment requires a passing grade for successful completion and is part of a group of three assessments required to gain access to the Accounting functionality in PAC. The other two assessments are the PAC Salary Distribution Transactions Training Knowledge Assessment and the PAC Salary Distribution Transactions Training Knowledge Assessment.
- Exam ID:** PACSponProjTest01
- Version:** 2
- Status:** DRAFT
- Domain:** Learning Catalog
- Author:** Denise Luciano

6. **Security** = Domain Based. This selection restricts access to test to other content administrators by domain or use. Only users in the same domain as the author can view and edit the test. This is the default setting.
7. **Add Language Support** = if yes, the test is available in one of the languages in the drop-down list.
8. **Web Accessibility** = Leave at Default = **No**.
 - a. Yes, restricts the test to features compliant with Web Content Accessibility Guidelines. See Saba Support information for the restrictions. Note, cannot use the CU Theme if select yes for Web Accessibility. Need to use Flexi or Flexi Plus.



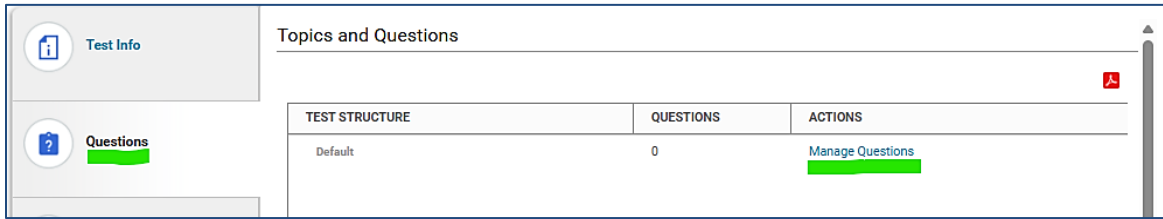
9. **Choose Theme** = CU Theme
10. **Override Question Style** = don't select. If selected, then the selected player theme style overrides only the following font styles in the questions: the font family, weight, size and color.
11. **Override Message Style** = don't select. If selected, then the selected player theme style overrides only the following font styles in the messages: the font family, weight, size and color.
12. Click **Save & Next**

A screenshot of the ELM assessment configuration interface. The interface is divided into several sections. At the top, there are two sections: "Security" with radio buttons for "Domain Based" (selected) and "Manage" (with an info icon), and "Add Language Support?" with radio buttons for "Yes" and "No" (selected, with an info icon). Below this is a "Web Accessibility" section with radio buttons for "Yes" and "No" (selected, with an info icon). The "Choose Theme:" section has a dropdown menu showing "CU Theme" (with a down arrow and an info icon). Below that are "Override Question Style:" and "Override Messages Style:" sections, each with an unchecked checkbox and an info icon. At the bottom right, there are two buttons: "EXIT" (grey) and "SAVE & NEXT" (blue).

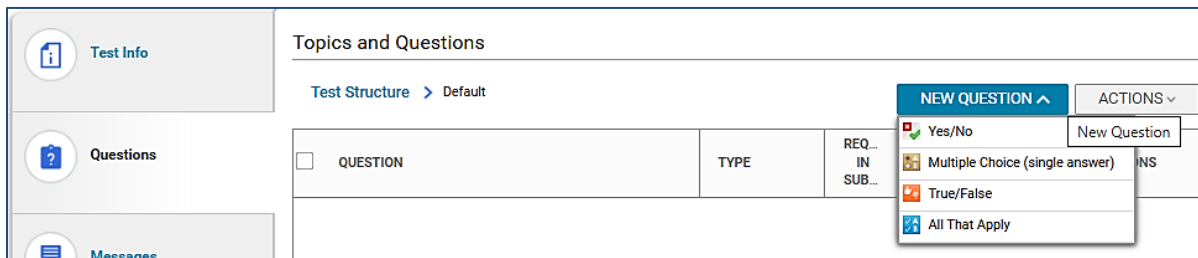
Create Questions & Answers

You are now in the Questions menu portion.

1. Click **Manage Questions** in the **Actions** section of the page



2. Click the **New Question** drop-down arrow to select the **Question Type**



3. **Enter Tags** – leave blank. Not sure how this is used
4. **Question ID** – assign an ID for the question, if desired. For example, PACAddCompQ01 or PACCostTranQ01 or PACSalDistQ01
5. **Question Type** – Defaults to the type selected
6. **Status** = Draft or Published. Defaults to Published. Note that when the test is published, only minor edits can be made using the Version feature. No major changes such as question type can be made.
7. **Question** = enter question wording (can change font and format using the edit bar features).
8. **Answers** = Select radio button(s) for the correct answer.
9. **Weight** = not sure how this is used, leave at 1.
10. **Note** = this is for your own internal notes
11. **Scramble Choices** = For multiple choice only. Select Yes or No.

True/False –

The screenshot shows the 'True/False' question editor. At the top, there is a 'Question*' field with a rich text editor toolbar (B, I, U, X², X₂) and a font selection dropdown set to 'Verdana' and '14px'. Below the question field is a text input area containing the word 'div'. Underneath, the 'Answers' section has two radio buttons: 'True' and 'False'. The 'Weight' is set to '1' with up and down arrows. There is an 'Add Media File' button and a 'Note' field at the bottom.

Yes/No –

The screenshot shows the 'Yes/No' question editor. It has a similar layout to the True/False editor. The 'Question*' field has the same toolbar and font settings. The text input area contains 'div'. The 'Answers' section has two radio buttons: 'Yes' and 'No'. The 'Weight' is set to '1' with up and down arrows. There is an 'Add Media File' button and a 'Note' field at the bottom.

Multiple Choice – can be a **single answer** or **all that apply**. You select which at the question type and add the options here. You can add more choices if needed.

The screenshot shows the 'Multiple Choice' question editor. The 'Choices' section contains five empty text input fields, each with a radio button to its left and an 'X' icon to its right. Below the choices is an 'Add Choice' button. At the bottom, there is a 'Scramble Choices' section with 'YES' and 'NO' radio buttons, where 'YES' is selected.

The screenshot shows the 'Multiple Choice' question editor with four choices selected. The 'Choices' section contains five text input fields with radio buttons. The first four fields contain the words 'one', 'two', 'three', and 'four', and their radio buttons are checked. The fifth field contains the word 'yellow' and its radio button is unchecked. Below the choices is an 'Add Choice' button. At the bottom, there is a 'Scramble Choices' section with 'YES' and 'NO' radio buttons, where 'NO' is selected.

12 Click **Save & Add Another** to add another question or **Save & Exit** once all questions are entered.

The screenshot shows the bottom navigation bar of the ELM interface. It features a large empty text input area at the top. Below it, on the right side, is a small box containing the number '201'. At the bottom, there are three buttons: 'CANCEL', 'SAVE & ADD ANOTHER', and 'SAVE & EXIT'.

Add More Questions to a Saved Test

You can continue to add questions to a saved test.

1. Navigate back to the saved assessment in your assessment folder.
2. Click the New Question drop-down arrow to the right of the overall test to add a new question and follow the steps above to create the question and answer(s).
3. Click the **Action** button on the right of the individual question to edit that question.

The screenshot shows the 'Topics and Questions' interface. At the top, there is a 'Test Structure > Default' breadcrumb. Below it is a table with columns: QUESTION, TYPE, REQ... IN SUB..., MA..., and KNO... The first row contains a question: 'Can you create a question in Draft Status?' with type 'True/False' and 'No' in the 'REQ... IN SUB...' column. A 'NEW QUESTION' dropdown menu is open, showing options: 'Yes/No', 'Multiple Choice (single answer)', 'True/False', and 'All That Apply'. To the right of the table, there is an 'ACTIONS' dropdown menu with options: 'Search & Add', 'Remove Questions', 'Move Questions', and 'Reorder Questions'.

If you navigate out of the application totally, select Edit from the Actions drop-down for the test. Note that the test is in Draft status and can be edited.

The screenshot shows the 'Manage Test & Survey' interface. On the left is a navigation menu with 'Manage Test & Survey' selected. The main area has a search bar and a table with columns: TITLE, TYPE, VERSION, ID, STATUS, UPDATED ON, and ACTIONS. The first row contains a test: 'How to Create an ...' with type 'Test', version '1', and status 'Draft'. The 'STATUS' column is highlighted with a blue box. An 'ACTIONS' dropdown menu is open, showing options: 'Edit', 'Discard', 'Preview', 'Export as PDF', 'Export to Excel', 'Copy', and 'Export for Cornerstone Classroom'.

Enter Messages

Here is where you customize the text learners will see at the beginning and end of the assessment.

1. Enter an **Introductory Message** – appears to learners before they begin the test. Example:
 - a. This is the assessment for the How to Create an Assessment course.

Successful completion of this course is required to have access to create assessments.

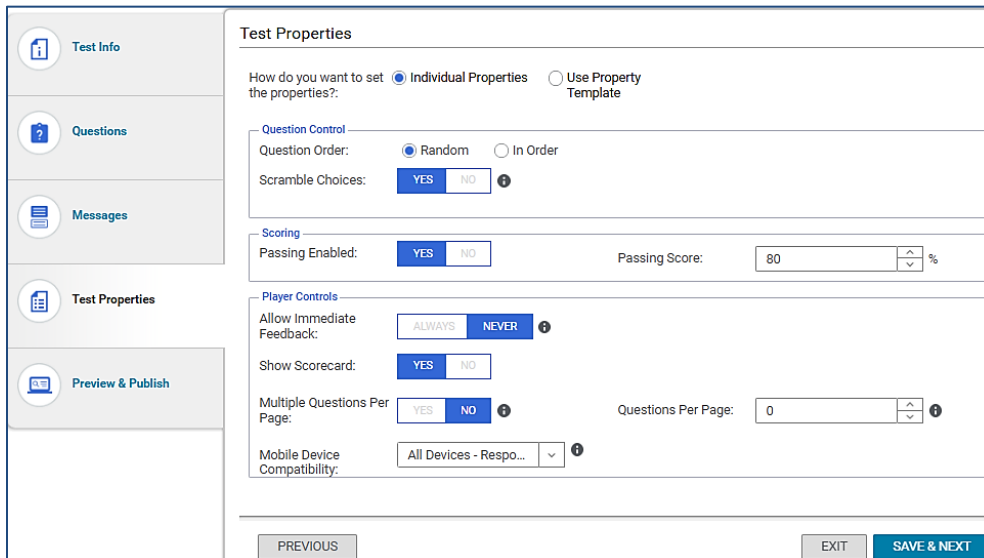
This assessment consists of 10 questions each worth 10 points. A total score of 90% or greater is required to pass and you can submit this assessment three (3) times. Your highest score will be recorded.

At the end of the assessment, you can view feedback to the questions indicating if they were answered correctly or incorrectly. Please view the correct/incorrect feedback wording for each question

2. Enter a **Concluding Message** – appears to learners after they finish the test
 - a. Your assessment has been submitted.
3. Enter an **At or Above Passing Score Message** – appears to learners after they finish the test
 - a. Congratulations! You successfully passed the assessment.
4. Enter a **Below Passing Score Message** – appears to learners after they finish the test. You can edit the messaging to the number of attempts, how learners can contact you, etc.
 - a. You did not receive a score of 90% or greater required to pass the assessment. You have a total of three attempts to pass the assessment. If you do not successfully pass within three attempts, contact us at.
5. Click **Save & Next**

Enter Test Properties

1. Select **Test Properties** from the left menu
2. Select **Individual Properties** (default) for how do set the properties
3. Enter the **Question Controls**
 - a. Question Order = select **Random** or In Order
 - b. **Scramble Choices** – select **Yes** to randomize the order of multiple-choice questions. Or select **No** to not change the order.
4. Enter the **Scoring**
 - a. **Passing Enabled** – select **Yes** if learner is required to achieve a passing grade. If **Yes**, the test is computed for the learner’s score and then displays status as passing or failed. If no, it just shows the test status as Complete
 - b. **Passing Score** – Enter the percentage needed to pass the test, e.g. 80% or 90%
5. Enter the **Player Controls**
 - a. **Allow Immediate Feedback** – lets learners review questions after every submission. Select **Never** – learners see feedback at end.
 - b. **Show Scorecard** – select **Yes**. Learners can see their score after submission clicking view results in their transcript
 - c. **Multiple Questions per Page** – select **no** for learner to see one question for page. If placing more than one question on a page, select Yes and then enter the number or questions per page.
 - d. **Mobile Device Compatibility** – select **All Devices-responsive**



Test Properties

How do you want to set the properties?: Individual Properties Use Property Template

Question Control

Question Order: Random In Order

Scramble Choices: ⓘ

Scoring

Passing Enabled: Passing Score: 80 %

Player Controls

Allow Immediate Feedback: ⓘ

Show Scorecard:

Multiple Questions Per Page: ⓘ Questions Per Page: 0 ⓘ

Mobile Device Compatibility: ⓘ

PREVIOUS EXIT SAVE & NEXT











If not scrambling choices, we must ensure that when creating questions we don't allow scrambling choices.

GENERAL INFORMATION
1. (150218) Although the test allows you to scramble choices, some of the questions in the test does not support it.
OK

Examples:

- Question List and Navigation set to NO. This allows learners to get immediate question feedback.
- Question list and navigation set to YES. Should allow learners to see list of questions and get feedback at end.

Example with all options set to NO. This way the questions just appear one at a time with feedback at the end. Also, not scrambling choices (so letter first selected won't change when they review)

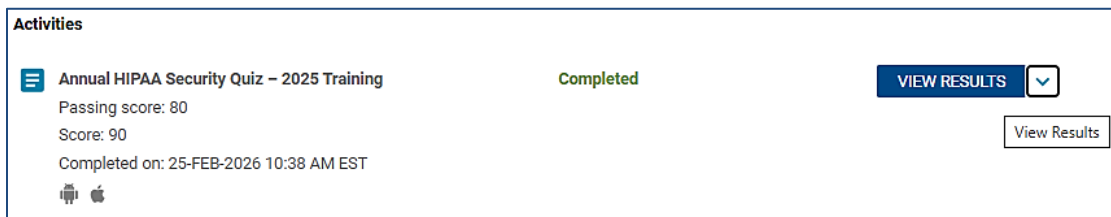
Question Control	
Question Order:	<input checked="" type="radio"/> Random <input type="radio"/> In Order <input type="radio"/> Topic Defined
Partial Credit:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Show Question List:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Show Unanswered Questions:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 
Subset:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Allow Question Comment:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Scramble Choices:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Allow Navigation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 
Subset Size:	<input type="text" value="0"/>   
Show Hint:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

How Learner Views Submitted Answers

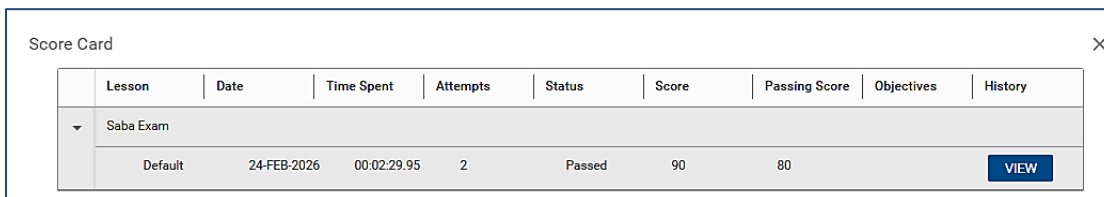
1. Navigate to **My Learning Plan** and locate the course
2. Select **View Summary** from the drop-down arrow to the right of the course



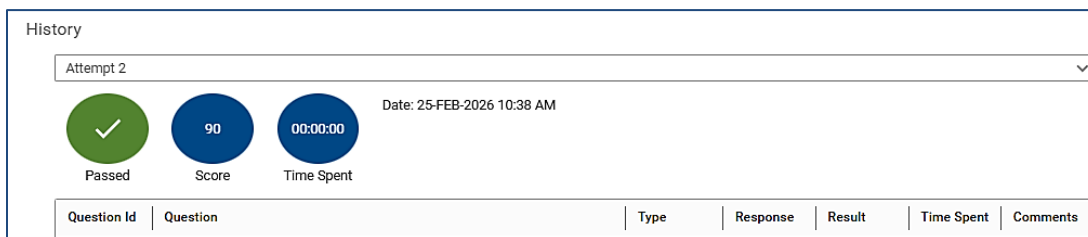
3. Select **View Results**



4. Select **View**



5. **History** appears



Preview and Publish

You are now in the Preview & Publish section.

1. Review test summary
2. Click **Preview** to see a preview of your test.
 - a. Here you can see what the test looks like and how it behaves when it is successfully completed and when it is not.
3. Click **Previous** or go back to the menu item to make any needed changes.
4. When the test is working as intended, select **Publish**; click Yes.

TEST STRUCTURE	
Default:	2

QUESTION DETAILS	
True/False:	1
All That Apply:	1

QUESTIONS CONTROLS	
Question Order:	Random
Scramble Choices:	Yes

PLAYER CONTROLS	
Allow Immediate Feedback:	No
Show Scorecard:	Yes
Multiple Questions Per Page:	No

SCORING	
Passing Enabled:	Yes
Passing Score:	80

5. Select **Yes** to confirm this will be published in the version it was set.

The changes will be published as version 1. Do you want to proceed?

NO YES

Note that when the test is published, the Edit option is no longer available. Only Minor Edits or Version edits are allowed.

Manage Test & Survey

ASSESSMENT LIBRARY

TITLE	TYPE	VERSION	ID	STATUS	UPDATED ON	ACTIONS
<input type="checkbox"/> How to Create an ...	Test	1		Published	24-FEB-2026	<input type="button" value="ACTIONS ^"/> Version Minor Edit Preview Export as PDF Export to Excel Copy Export for Cornerstone Classroom

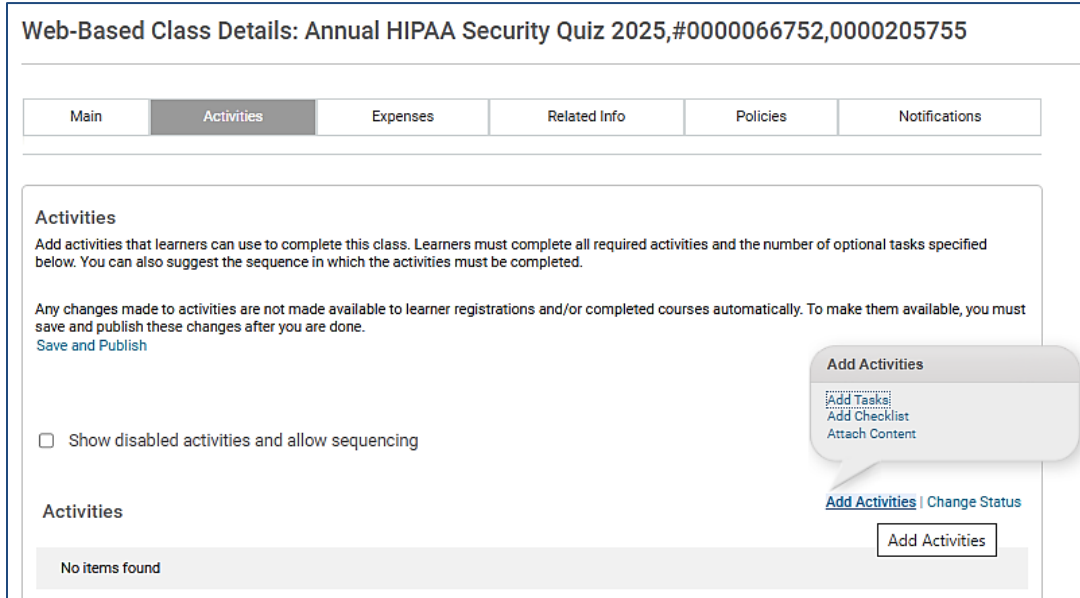
Ensure that in the Course Details > Policy page that the Show Best Attempt Score on Learner Transcript is set to **Yes**.

Show Best Attempt Score on Learner Transcript

Yes
 No

Attach Test to a Course/Class

1. **Navigate** to the class where the test will be accessed.
2. Click on **Activities** Tab.
3. Hover over **Add Activities** and click **Attach Content**.



Web-Based Class Details: Annual HIPAA Security Quiz 2025,#0000066752,0000205755

Main Activities Expenses Related Info Policies Notifications

Activities
Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.
Save and Publish

Show disabled activities and allow sequencing

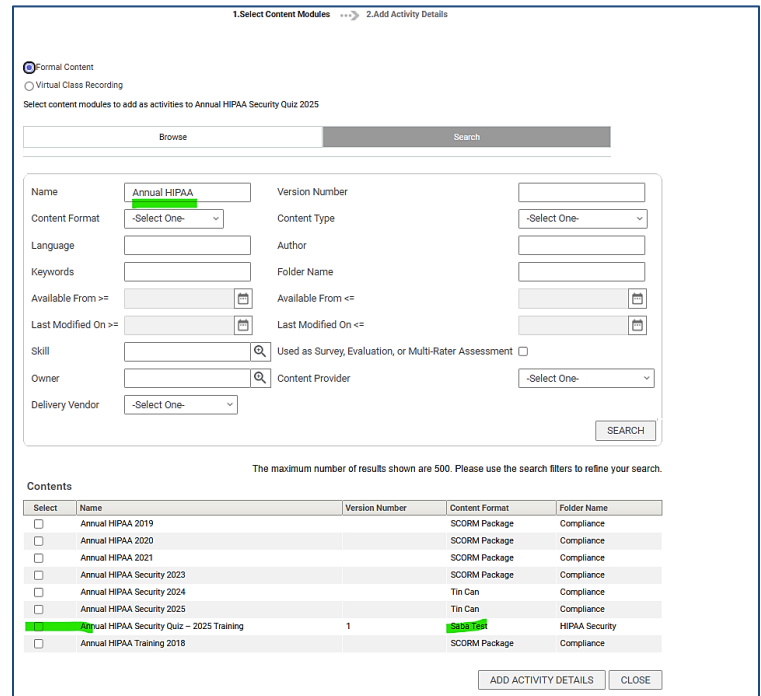
Activities
No items found

Add Activities
Add Tasks
Add Checklist
Attach Content

Add Activities | Change Status

Add Activities

4. Search for content by either using **Browse** tab to search through content folders where the test was saved or using the **Search** tab to search by its name.
5. Select **checkbox** next to item to attach
6. Click **Add Activity Details**



1.Select Content Modules 2.Add Activity Details

Formal Content
 Virtual Class Recording

Select content modules to add as activities to Annual HIPAA Security Quiz 2025

Browse Search

Name: Annual HIPAA Version Number: Content Format: -Select One- Content Type: -Select One-
Language: Author: Folder Name:
Keywords: Available From >=: Available From <=:
Last Modified On >=: Last Modified On <=:
Skill: Used as Survey, Evaluation, or Multi-Rater Assessment
Owner: Content Provider: -Select One-
Delivery Vendor: -Select One-

SEARCH

The maximum number of results shown are 500. Please use the search filters to refine your search.

Select	Name	Version Number	Content Format	Folder Name
<input type="checkbox"/>	Annual HIPAA 2019		SCORM Package	Compliance
<input type="checkbox"/>	Annual HIPAA 2020		SCORM Package	Compliance
<input type="checkbox"/>	Annual HIPAA 2021		SCORM Package	Compliance
<input type="checkbox"/>	Annual HIPAA Security 2023		SCORM Package	Compliance
<input type="checkbox"/>	Annual HIPAA Security 2024		Tin Can	Compliance
<input type="checkbox"/>	Annual HIPAA Security 2025		Tin Can	Compliance
<input checked="" type="checkbox"/>	Annual HIPAA Security Quiz - 2025 Training	1	SCORM Package	HIPAA Security
<input type="checkbox"/>	Annual HIPAA Training 2018		SCORM Package	Compliance

ADD ACTIVITY DETAILS CLOSE

- Enter the **details** for the test requirements regarding score, number of attempts.
- Click **Save**.

In this example, the test is required, has an unlimited number of attempts, and learner must achieve at least a passing score of 80.

Add activities: Attach Content

1.Select Content Modules ↔ 2.Add activity details

Add activities for the selected modules.

Name	Activity type	Required	Status	Sign Off	Passing Score	Attempts on Content	Consider for overall score
Annual HIPAA Security Quiz – 2025 Training	Training Content	Required	Enabled		80	Unlimited	<input checked="" type="checkbox"/>

Use pre-test as post-test

SAVE **BACK** **CLOSE**

- The test is now added to the class.
- Click **Save and Publish**

Activities

Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.

Save and Publish

Show disabled activities and allow sequencing

Activities [Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
⬇	⬆	Annual HIPAA Security Qui...	Training content	Required	Attempts on Content Allowed: Unlimited Passing Score: 80.00 Status: Enabled	Actions

Test the Test

Important! Before releasing it to learners, it is helpful for yourself and others to take the test to ensure the messaging is correct and that it works and scores correctly. To be able to assign it to testers, remember to select the **Display for Learner checkbox** in **both** the Course and the Class.

Display for Admins

Display for Learner

Then, generate a report for the course completion data with scores, to see that you are gathering the data required.

Annual HIPAA Security Quiz – 2025 Training

Thank you for taking the test.

You did not achieve the minimum required score of 80% to pass the assessment.

You are allowed a total of three (3) attempts to obtain a passing score. If you do not successfully pass the assessment within three attempts, please contact the Risk Department at isecurityrisk@cumc.columbia.edu for further assistance.

Your assessment has been submitted.

Test score	Test status	Duration
60%	Fail	01:17