Making the Most of Blackboard: Assessment & Gradebook

Creating a new Assessment (Test Survey or Question Pool)

1. Go to the course's Control Panel:
   a. On the main Blackboard page, click on the relevant course page.
   b. Click the button labeled Control Panel on the bottom left of the page.
   c. In the box labeled "Assessment" select either the **Test, Survey** or **Pool Manager**.
      - In Test Manager, click **Add Test**.
      - In Survey Manager, click **Add Survey**.
      - In Pool Manager, click **Add Pool**.
   d. Type the Name, Description, and Instructions for your Pool, Test or Survey and click **Submit** when you are done.
   e. You are now in the canvas section for the Assessment. Here you can begin making questions for your Assessment. There are many different types of questions to choose from. Choose the type of question you want to add and click **GO**.
   f. Now you must enter the text of the question. If dealing with tests, you must enter the point value of the question. If dealing with a Test or Pool, the correct answer must be selected in certain types of questions. Multiple Choice and True/False questions' correct answers are marked with the radio button to the left. When you are done click **Submit**.
   g. To return to the test canvas section at a later time, go back to the Pool, Test or Survey Manager and click **Modify** next to the item. You can click Creation Settings for some additional options

Importing Questions from an Assessment into a Test or Survey

1. Get to the Test Canvas or Survey Canvas (in the Test or Survey Manager click **Modify** next to the Assessment).
2. From the drop down menu "Add Question:" select **From a Question Pool or Assessment.**
3. Now select the item you want to import from. Tests can import from other tests, surveys can import from others surveys, and both can import from question pools. When you are done click **Search**.
4. Click the boxes next to the questions you want to import. When you are done click **Submit**.

Exporting/Importing Pools of Questions

1. To Export a question pool, simply click **Export** to the right of the Pool in the Pool Manager. It will save a zip file onto your computer which you can then use in any other Blackboard site.
2. To Import a question pool, click **Import** at the top in the Pool Manager. It will load a previously exported question pool zip file.

Making an Assessment Available

1. In the Control Panel, select the Content Area in which you would like your students to see the Test or Survey (ie. Course Information, Course Documents, or Assignments)
2. To add a test, click the button add the top that reads **Add Test**. To add a survey, click the drop down menu on the right and select **Survey**. Then click **GO**.
3. In the white box, select the test or survey you wish to deploy. When you have selected the test or survey, click **Submit**. *Note:* You can create a new test or survey here by clicking **Create**, but note that it will not automatically deploy in the given Content Area. You will have to follow the above steps again.
4. A page telling you the test or survey was added should come up. Click **OK**.
5. To make the assessment available (or to set the dates in which you want it available), click **Modify the test options** or **Modify the Survey Options**.
6. In the section marked Test Availability or Survey Availability, you can set the time limit on the test and when it will be available. Here, you can choose whether or not to make the teest or survey available to the students. You can also choose specific dates and times that the students will have access to the test by filling in the "Display After" and "Display Until" option. You can also require a password to take the test, if you wish. (This option can be useful for students who must take the test earlier or later than their classmates.)
   - If you are modifying survey options, you must also select whether to present the students with feedback about their **Status Only** (complete/incomplete) or **Detailed Results** (with the students' answers.)
7. When you are done configuring the test or survey, click **Submit**. If you want to return to the Test Options area again, you must:
   a. Go to the content area that contains the test
   b. Click the button to the right of the Assessment labeled **Modify**.
   c. Click **Modify the Test Options**.

The available question types are: multiple choice, true/false, multiple answer, ordering, matching, fill in the blank, and essay. Blackboard also includes some new question types such as Calculated Formula, Calculated Numeric, Either/Or, Fill in Multiple Blanks, File Response, Hot Spot, Opinion/Likert, Jumbled Sentence and Quiz Bowl. Blackboard will grade any of the objective questions, but will require an instructor, teaching assistant or grader to read and grade short answer and essay questions. (This will be indicated by an exclamation point in the student's gradebook entry.)

You can modify exams at any point before a students takes them, but once a student has started the exam, the settings of the exam **must not** be changed. You may still make textual changes to correct a typo or confusingly worded question, but you may not change point values, add or remove questions, or add or remove answers or feedback. If you feel the need to make any of these changes, the best option is to create a new assessment.
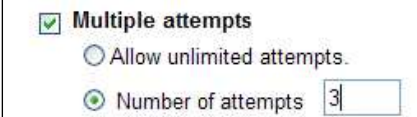
Once you have deployed an assessment, and students have taken it, the easiest way to track responses and grades on the assessment is in the Gradebook. Once there, you can view either the "item information", which offers data on all assessment attempts, or you can view individual students' responses.

Assessments: Multiple Attempts

Assessments can now be set to allow either unlimited attempts or a specific number of attempts. The Gradebook will display all of the attempts. The Gradebook column is then scored based on the grading option selected in that column's Item Information: last attempt, first attempt, highest score, lowest score, or average of scores can be used. In addition, an override field is available to allow the instructor to determine the final score for him or herself.

Configuring an existing assessment for multiple attempts:
1. navigate to the **Control Panel** and click on the content area housing the assessment
2. click the **Modify** button next your Assessment, then choose **Modify the Test Options**.
3. scroll down to Test Availability and click the checkbox next to **Multiple Attempts**.
4. select either **allow unlimited attempts**, or specify a **Number of attempts**.
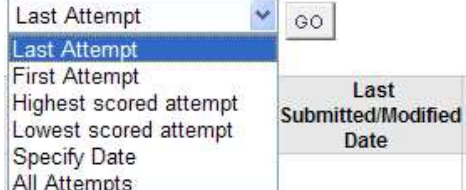5. once you have established your multiple attempt criteria, click **Submit**.

Viewing an individual student's attempts:
1. From the Control Panel, go to the Gradebook.
2. Click the Gradebook entry for the student within the assessments Gradebook column.
3. On the **Modify Grade** screen you will see every attempt that this user has submitted.

You can manually override the calculated score using the **Override Calculated Grade** box. You may also choose to clear this specific user's last attempt, first attempt, lowest or highest attempt, or any attempts within a specific date range. To remove a specific attempt:
1. Select the attempt(s) that you want to remove from the *Clear attempts* drop-down menu, click **Go**. You may also remove a specific attempt by clicking the **Clear Attempt** button next to the score you wish to clear.
2. Click **OK** to confirm your removal
3. Click **Submit** to return to the Gradebook.

Viewing attempts for all users:
You can view all attempts from all users, or clear specific attempts for all users. To do so:

1. Click the Gradebook column header for the assessment you wish to modify.
2. From the **Item Options** page, select **Item Grade List**.
3. On the **View Item Grades** page, use the drop-down menu in the middle of the page to Clear attempts for all users at once; you may remove their highest or lowest attempts, first or last attempts, all attempts, or you can specify the particular date range of attempts.
4. Once you have made your selection, click **Go**.
5. Confirm your removal by clicking **OK**.

From this page, you can also manually override scores for any or all users. When you are finished, click **Submit** and **OK** to return to the Gradebook.

Assessments: Self-Assessment Options

Self-assessment is now possible, either allowing the student and instructor to view the results of an assessment or allowing only the student to see the results.

To create a self-assessment, the instructor will first remove the assessment from Gradebook score calculations. This will enable both the student and instructor to see the test assessment results, while keeping the grade out of the Gradebook. There are two possible methods to do so:

First option:
1. Navigate to the **Control Panel** and click on the content area housing the assessment
2. Click the **Modify** button next your Assessment, then choose **Modify the Test Options**.
3. Scroll down to the Self-assessment Options and uncheck **Include this test in Gradebook score calculations**

Second option:
1. Navigate to the **Control Panel** and click on the Gradebook
2. Select the column header of your assessment and then choose **Item Information**.
3. Uncheck the box marked **Include item in Gradebook score calculations**. Click **Submit**.

The instructor can also allow the student to take self-assessment tests without displaying the results to the instructor. To do this:

1. Navigate to the **Control Panel** and click on the content area housing the assessment
2. Click the **Modify** button next your Assessment, then choose **Modify the Test Options**.

3. Scroll down to the Self-assessment Options and check **Hide the score of this test from the Gradebook**. Click **Submit**.
4. *Note: Once the score of a test is hidden from the gradebook, the instructor cannot see it. Hiding the score from the Gradebook will also automatically uncheck **Include this test in Gradebook score calculations**.*
5. *Please also note that making an assessment visible in the Gradebook after hiding it will remove any previously submitted attempts. If you accidentally hide a test score from the gradebook, please contact blackboard@case.edu for assistance.*
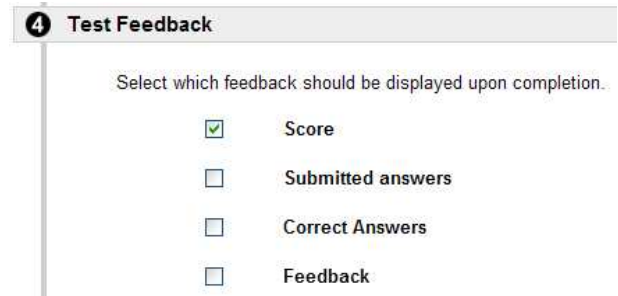

Assessments: Extra Credit

When creating a test, it is possible to mark questions as 'extra credit only.' This means that successfully answering the question will score the appropriate number of points, but that there will be no score penalty if the question is answered incorrectly. You must select this option in the creation of each individual question.

Note: Assessments developed before the upgrade to Blackboard 7.1 do not automatically display this option. In order for it to appear, the instructor must go to the Test manager, choose to modify the test, and then must click on "Creation Settings" at the top of the test canvas. Simply clicking 'OK' to confirm the selections will make the Extra credit and partial credit options appear.

Assessments: Customized Feedback

Feedback options were previously only the following: Score only, Score + detailed results, All of the above + correct answer, and all of the above + detailed results, and all of the above + feedback. Now users can select any combination of feedback desired, from score, submitted answers, correct answers, and feedback. You may choose the type of feedback provided from the **Test Options** page.

❹ Test Feedback

Select which feedback should be displayed upon completion.

☑ Score

☐ Submitted answers

☐ Correct Answers

☐ Feedback

Assessments: Enhanced Submission Reports

Submission reports for assessments now include the student's first and last names, the assessment name, the course name, and the date/time of assessment. This can be used as verification by the students that they have indeed submitted the assessment. (One verification technique requires students to print or send this information as a record of the activity.)

> *Example:*
>
> Assessment successfully submitted.
>
> **Student:** Patricia Q Student
> **Assessment:** Practice Quiz 1
> **Course:** ITAC - New BB 7.1 (ITAC_new_demo)
> **Submitted:** 4/19/07 10:26 AM
>
> Click **OK** to review results.

Making the Most of Blackboard: The <u>Gradebook</u>

The Gradebook can be used to post the scores of tests and the assignments administered in Blackboard and it also accommodates essay questions as well as work completed outside the Blackboard environment. The Gradebook enables Instructors to manage Gradebook display settings and options, grade weighting, and grade downloads and uploads. It also opens to the View Spreadsheet page where organizing grades can be made easier.

Managing Items

To add a Gradebook item

1. Click the **Add Item** button.
2. Provide the item a name and a point value (required). You may also stipulate a category for weighting purposes, a description and a date.
3. Choose whether or not to make this Gradebook item available to students. Decide if this item will be included in Gradebook score calculations. These options can help ensure that total grades are accurate throughout the semester if they are toggled once scores are available.
4. Click **Submit**.

To modify a Gradebook item

1. To modify an item, click the column header, then select **Item Information**; you may also click the **Manage Items** button, and then the **Modify** button.
2. Make your changes and then click **Submit**.

Note: The Due Date column will be displayed in students' My Grades page and is necessary for Blackboard's Early Warning System feature.

Gradebook Settings

- *Spreadsheet Settings* - You can change the way student grades are displayed based on name, user ID, or student ID.

❶ Options

Choose spreadsheet display options (at least one must be selected):

☑ Name: Last, First (example: Public, John Q.)

☐ Name: First Last (example: John Q. Public)

☐ Username

☐ Student ID

- *Manage Gradebook Categories* - You can Manage self-created categories for weighting and filtering Gradebook items. You cannot modify predefined categories.

Add Category

Category	Description
Assignment	
Attendance	
Essay	
Exam	
Extra Credit	
Final Exam	
Grade	(Modify) (Remove)

- *Manage Display Options* -You can create and modify grade display options and set their values.

Add Display Option

Display Option

Complete/Incomplete

Grade   (Copy) (Modify) (Remove)

Percentage

Score

Text

Weighting Grades

You can select which items within the Gradebook carry a percentage of the total grade. You can choose from either weighting each predefined category or weighting each individual item that has been added to the grades. Weighting values must add to 100%.

You can take information from a file and upload it into the Blackboard Gradebook. However it is recommended that you first download the Gradebook from Blackboard. You can modify and manipulate the downloaded file, and then upload it back to Blackboard. Taking an original file and uploading it into Blackboard can be problematic; Blackboard expects certain formatting of the Gradebook document that may not be correct if the document is an original creation. It is recommended that only scores are changed in a downloaded Gradebook. Creating or removing new Gradebook items may cause erratic behavior when uploading the file to Blackboard.

To Download the Gradebook

1. Navigate to the **Control Panel** of the pertinent Blackboard site
2. Click **Gradebook**
3. Click **Download Grades**
4. On the next page choose either a Tab or Comma delimited text file. Click **Submit**.
5. On the next screen right-click the **Download** button and choose **Save Target As…**
6. Save the file locally, and then click **OK**.

To Upload the Gradebook

1. Navigate to the **Control Panel** of the pertinent Blackboard site
2. Click **Gradebook**
3. Click **Upload Grades**

4. Click **Browse** to choose the Gradebook file
5. Once you have selected a file, click **Submit**

If the file matches up correctly, you will have the options to upload certain columns/items from your file and designate them to the proper existing item in Blackboard. Also, you can specify which students will be affected by the Gradebook changes on the screen that follows.

Adding Comments

After a grade has been entered for a certain Gradebook item, a new button in the Modify Grade page will be available. This new button, labeled "Modify Comments," allows instructors and teaching assistants to leave customized feedback for each student and each Gradebook item. If the "If Public" option is checked, Students will be able to see these comments by clicking on the "View Comments" button in their My Grades page.

<u>Early Warning System</u>

Blackboard's new Early Warning System is a tool that allows instructors to receive alerts about students based on customized criteria. Instructors can create rules for notification based on Gradebook entries such as attendance and grades as well as online activity.

Grade Rule – For any Gradebook item, alerts can be sent if a student's score is greater than or equal to, less than or equal to, or equal to an entered number.
Due Date – Due date rules can be created based on due dates for assessments and assignments, which can be changed in the Gradebook by entering the Manage Items/Modify Gradebook Item page.
Last Access – Notifications can be sent based on rules dependant on students' online activity.