



Bb Quick Start for Assessments

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Tests, Surveys, and Pools allows instructors to create assessments in Blackboard. “Pools” are sets of questions that can be added to any test or survey. Pools are useful for storing common questions, and reusing them in more than one test or survey. “Surveys” are a tool for gathering data from students. They are not graded or used to evaluate student work. “Tests” are graded student assessment and a measure of student performance in the course. Tests, Surveys and Assignments can be added directly from the content folder, or created using the Course Management Tools.

Pool Manager

A pool or set of questions can be created for the course. From the Course Management menu, click **Course Tools**, and then **Tests, Surveys, and Pools**. Click “**Pools**” to create a set of questions.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

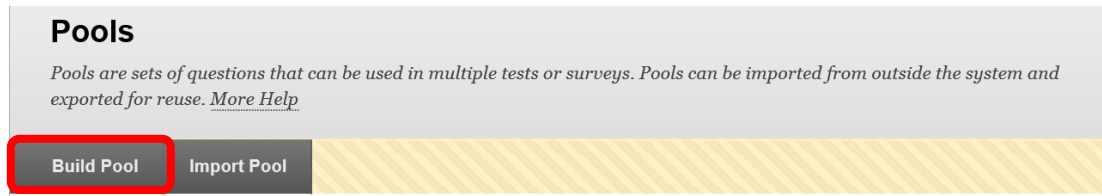
Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Click the “Build Pool” icon at the top of the page to start building the question pool. Question pools can also be imported.



Enter the name of the pool in the “Name” field. In the “Description” text box, enter a brief description. Enter instructions in the “Instructions” text box. The description and instructions are viewable only by the instructor, and are not visible to students. Click “Submit” to create the pool. Click “Cancel” to return to the menu with no changes.

This screenshot displays the 'Pool Information' form. At the top, the title 'Pool Information' is followed by a note: 'Type a **Name** for the Pool. This is a required field. Use a descriptive name to identify the Pool. [More Help](#)'. Below this is a legend: '* Indicates a required field.' and two buttons, 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red box. The form is divided into three main sections: 1. 'Pool Information' which contains a 'Name' field (marked with an asterisk and highlighted with a red box) with a red arrow pointing to it and the text 'Enter pool name', and a 'Description' text area (highlighted with a red box) with the text 'Enter pool description'. 2. 'Instructions' which contains a text area (highlighted with a red box) with the text 'Enter pool instructions'. Each section has a rich text editor toolbar above it. At the bottom of each section is a 'Path:' label and a 'Words:0' counter.

Questions will need to be created for or added to the new pool. To create a question, click “**Create Question.**” Select the question type from the pull down menu. Question types include: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False.

Create Question Find Questions Upload Questions Question Settings

Description Questions to be used in current event sections.

Instructions Use this pool for current event in sections 1-4

Total Questions 0

Total Points 0

Select a question type from the Create Question drop-down list.

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

Select question type from list

Each question type has a creation page. The required elements may vary depending on the type of question. Follow the prompts for the type of question selected. All questions will prompt for a Question Title, Question Text, Correct Answer, Categories and Keywords, and Instructor Notes. Categories and keywords are helpful for searching pools at a later date. Short answer was used for this example. Click “Submit” to create the question. Click “Cancel” to return to the menu with no changes. Repeat this process for all questions to be added to the pool.

Create/Edit Short Answer Question

Short Answer questions require students to enter an answer into one or more text boxes. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Question

Question Title Enter question title

* Question Text

Enter question

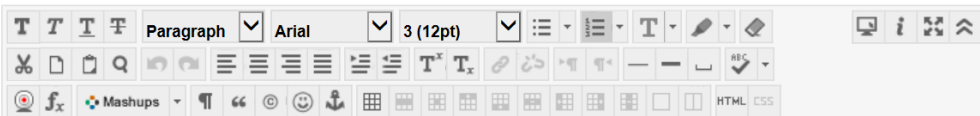
Path: Words:0

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Answer Text



Path: Words:0

3. Rubrics

Click to add a rubric

Name	Type	Show Rubric to Students

4. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

Add categories, keywords, difficulty levels or topics for indexing

5. Instructor Notes

Instructor Notes

Character count: 0

Questions can also be uploaded, or search for using the “Upload Questions” or “Find Questions” icons.

Pool Canvas: Current Event Questions

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Search for existing questions in course

Upload questions

Test Manager

Tests can be created either in the content area they will be deployed in, or by using the Course Management tools. Click “**Tests**” from the main “Tests, Surveys, and Pools” menu to create a test.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Click the “**Build Test**” icon at the top of the page to start building the assessment. Tests can also be imported. Test pools may be available from the publisher. Check with the Division or Department Chair for information specific to a course. **NOTE: If importing a test, be sure that it is a Blackboard format.**

Tests

Tests are a means of assessing student performance. [More Help](#)

Build Test

Import Test

Complete the Test Information. Enter a test name in the “Name” field. Enter a description in the “Description” text box, and instructions in the “Instructions” text box. Click “Submit” to create the test shell. Click “Cancel” to return to the menu with no changes.

Test Information

Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Test Information

* Name

Enter test name

Description

Use tools to configure text

Enter description

Path:

Words:0

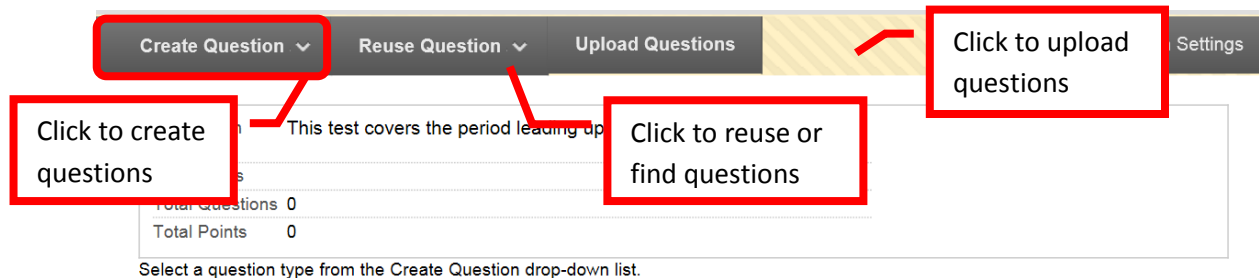
Instructions

Enter instructions

Path:

Words:0

Questions will need to be added to the test shell. Questions can be created, reused, and uploaded. Click “Create Question” and chose the question type. Complete the question creation page as described in the section above. Repeat the process for each question to be added to the test.



Questions can be added from established Pools. To use a test pool of questions, click the “**Reuse Questions**” icon, then select “**Create Random Block.**” A new window will open. On the left side menu, select the pool(s) to use, and the question type(s). Click the check box to select. The questions will appear on the right of the screen. Click “Submit” to continue. Click “Cancel” to return to the menu with no changes. On the test, the system will then randomly select one of the questions in the block to display to the student. Repeat the process for each of the “blocks” or until the total number of blocks equals the total number of questions that is desired on the test.

Callouts in the image:

- Select pool (pointing to 'Current Event Questions' in the Pool list)
- Click to select question type(s) (pointing to the Question types list)
- Selected questions (pointing to the first row in the table)
- Question type (pointing to 'Multiple Choice' in the table)
- Name of pool taken from (pointing to 'Current Event Questions' in the table)

Create Random Block

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria

View

Pool

☒ Current Event Questions

Question types

☐ All Pool Questions

☐ Calculated Formula

☐ Calculated Numeric

☐ Either/Or

☐ Essay

☐ File Response

☐ Fill in Multiple Blanks

☒ Fill in the Blank

☐ Hot Spot

☐ Jumbled Sentence

☒ Matching

☐ Multiple Answer

☒ Multiple Choice

☐ Opinion Scale/Likert

☐ Ordering

☐ Quiz Bowl

☒ Short Answer

☒ True/False

Selected Criteria

+ Pool Current Event Questions + Question types Fill in the Blank Matching Multiple Choice Short Answer True/False

Preview questions that match selected criteria

Displaying 1 to 4 of 4 items

Question Text	Question Type	Source Name
Nelson Mandela's Global Contribution: Nelson Mandela recently passed away. What change did he affect in South Africa?	Short Answer	Current Event Questions
North Korean Political Execution: What North Korean leader, who recently executed his Uncle, was the 4th President of the United States?	Multiple Choice	Current Event Questions
President Obama takes a selfie: At Nelson Mandela's service, President Obama was caught taking a "selfie" with...	True/False	Current Event Questions
President of the United States: _____ was the 43rd President of the United States.	Fill in the Blank	Current Event Questions

Displaying 1 to 4 of 4 items |

Once the questions have been added. Points can be edited. The default points per question is 10. To change the point value of a single question, click the points total on the right. In the dialog box, enter the new point value for the question. The question can also be designated as “Extra Credit” by clicking the check box. Click “Submit” to save the changes. Click “Cancel” to return to the menu with no changes. The point total and question points will be updates. A group of questions can also be selected, and the points entered in the “Point” field at the top. Click “Update,” and the point total for the selected questions will be changed. “**Question Settings**” can also be used to change the point value, add images and links, scoring options, and display.

The screenshot shows the 'Question Settings' dialog box. At the top, there are tabs: 'Create Question', 'Reuse Question', and 'Upload Questions'. The 'Question Settings' tab is active. Below the tabs, there is a 'Description' field with the text 'This test covers the period leading up to and including the Civic War'. Below that is an 'Instructions' field. Below the instructions, there are fields for 'Total Questions' (1) and 'Total Points' (10). Below these fields, there are buttons for 'Delete', 'Points' (with a text input field), 'Update', and 'Hide Question'. Below the buttons, there is a list of questions. The first question is '1. Multiple Answer: Civil War Causes: What were the primary issues facing A...'. To the right of the question, there is a 'Points' field with the value '10'. Below the list of questions, there is a 'Update Points' section with a text input field containing '10', a checkbox for 'Extra Credit', and buttons for 'Cancel' and 'Submit'. Red callouts point to various elements: 'Click to edit settings' points to the 'Question Settings' tab; 'Use to edit the points for multiple selected questions' points to the 'Update' button; 'Enter new point value for question' points to the 'Points' text input field; 'Click to make extra credit' points to the 'Extra Credit' checkbox; and 'Click to edit settings' points to the 'Points' field in the question list.

The screenshot shows the 'Test Question Settings' page. At the top, there is a header with the title 'Test Question Settings' and a subtitle 'Question Settings control the options available when creating Test questions. Not all options are available for all question types [More Help](#)'. Below the header, there are buttons for 'Cancel' and 'Submit'. The page is divided into five sections: 1. Feedback, 2. Images, Files, and Web Links, 3. Question Metadata, 4. Scoring, and 5. Display. Each section contains various options and checkboxes. In the 'Scoring' section, there is a 'Default point value' field with the value '10'. In the 'Display' section, there are checkboxes for 'Specify random ordering of answers', 'Specify the horizontal or vertical display of answers', and 'Specify numbering options for answers'.

Set the Test Options

The “Test Options” page allows instructors to set up the specifics for the test. The previously completed information (e.g. Name, description, etc.) will auto fill. The “Test Information” section includes the test name, a description (visible only to the instructor), and the option to open the test in a new window.

Test Options
Test Options control information about the Test, including instructions, availability, feedback, and presentation. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Choose Color of Name

Description

Path: p

Open Test in New Window ☐ Yes ☒ No

Words: 10

Visible only to instructor

Option for opening test in new window

The “Test Availability” section includes an option to “Make the Link Available,” “Add a New Announcement for this Test,” allow multiple attempts (and how many), “Forced Completion,” “Set Timer,” display dates and times, and “Password.” The “**Make the Link Available**” field allows instructors to make the test available to students. *If “No” is selected, the instructor must remember to make the test available at the appropriate time – otherwise students will not be able to see, access, or complete the test.* “Add a New Announcement for this Test” will add an announcement to the students course home page. This is recommended. “**Multiple Attempts**” allows students the opportunity to take the assessment more than one time. Unlimited attempts or a specific number of attempts can be set. “**Force Completion**” ensures that the student will complete the assessment in one sitting. “**Set Time**” allows the instructor to set a maximum time the student has to complete the assessment once they start it. “On / Off” relates the to the assessment timer. “Off” allows a student to continue the assessment after time expires. “On” will terminate the assessment when the allotted time has expired. “**Display After**” and “**Display Until**” allow instructors to have the assessment only visible for a specified period of time. “**Password**” allows an instructor to put a password on a test. *The instructor must provide students with the test password, or they will not be able to access it.*

2. Test Availability

Make the Link Available ☐ Yes ☒ No Makes test accessible to students

Add a New Announcement for this Test ☐ Yes ☒ No

☐ Multiple Attempts

☒ Allow Unlimited Attempts Requires completion in one sitting

☐ Number of Attempts

☐ Force Completion Once started, this Test must be completed in one sitting

☐ Set Timer Sets time limit for completion

Set expected completion time. Selecting this option also records completion time. Please select the timer option before they begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

☒ OFF ☐ ON

☐ Display After Sets date / time the test is visible

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password Password protects test

Require a password to access this Test.

Password

“**Due Date**” allows an instructor to set a due date for the assessment to be completed. “**Self-Assessment Options**” let the instructor “**Include this Test in Grade Center Score Calculations,**” or “**Hide Results for this Test Completely from the Instructor and the Grade Center.**” “**Test Feedback**” allows the instructor to select what kind of feedback the student will see upon completion of the assessment.

3. Due Date

Due Date Creates Due Date and Calendar Item

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Self-assessment Options

☒ Include this Test in Grade Center Score Calculations Includes score in student's grade

Grade Center items excluded from summary calculations are also excluded from weighted items. Items included in calculations and other weighted items are not, grade weight calculations will be skewed.

☐ Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

☒ Score Feedback provided to student upon completion of assessment

☐ Submitted Answers

☐ Correct Answers

☐ Feedback

“**Test Presentation**” allows the instructor to select how the test will be viewed by the student. The choices are either “**All at Once**” (all the questions on one screen), or “**One at a Time.**” If “One at a Time” is selected, the instructor can prohibit students from backtracking and changing previous answers by selecting the “**Prohibit Backtracking**” check box. The instructor also has the option of “**Randomize Questions**” which will present the test questions in a random order to students. Once the Test Options have been completed, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.

6. Test Presentation

Presentation Mode

- ☒ All at Once
Present the entire Test on one screen.
- ☐ One at a Time
Present one question at a time.
- ☐ Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
- ☐ Randomize Questions
Randomize questions for each Test attempt.

Only 1 question is displayed per page

Displays all questions on 1 page

Prohibits backtracking

Presents questions in random order

Publisher Test Banks may be available for use. Inquire with the Division Office as to the availability and procedures for uploading into a Blackboard course.

Adding a Test to the course by clicking on the folder of the content area the test will be added to. Click the “**Assessments**” icon, and select “**Test**” or the desired assessment. Complete the “**Create Test**” page. Under the “**Add Test**” section, click the “**Create**” icon to create a new test or select an existing test from the selection. Click “**Submit**” to continue. Click “**Cancel**” to return to the menu with no changes.

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

Test

Survey

Assignment

Self and Peer Assessment

McGraw-Hill Assignment

Turnitin Assignment

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

1. Add Test

Create a new Test or select an existing Test to deploy

Create a New Test

Create

Add an Existing Test

Select an existing test

Click to create new test

Select Test Below

Current Events 1/20/14

Surveys

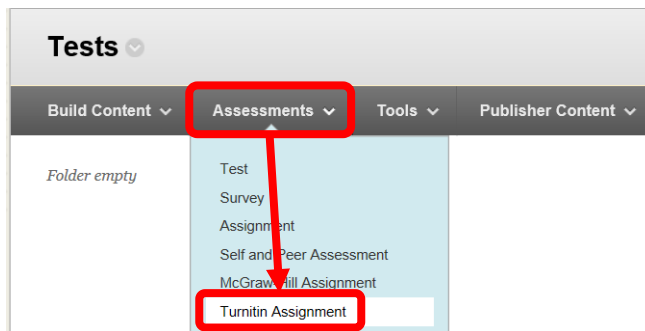
Surveys are created and added to content areas the same way as described in the test section. To view the survey results, access Grade Center. Find the survey column, click the down arrow (v) or chevron and select “**Attempts Statistics.**”

Assignments

Assignments added to the content area the same way as described in the test section. Assignments can be assigned to all students or specific groups.

Turn It In Assignment

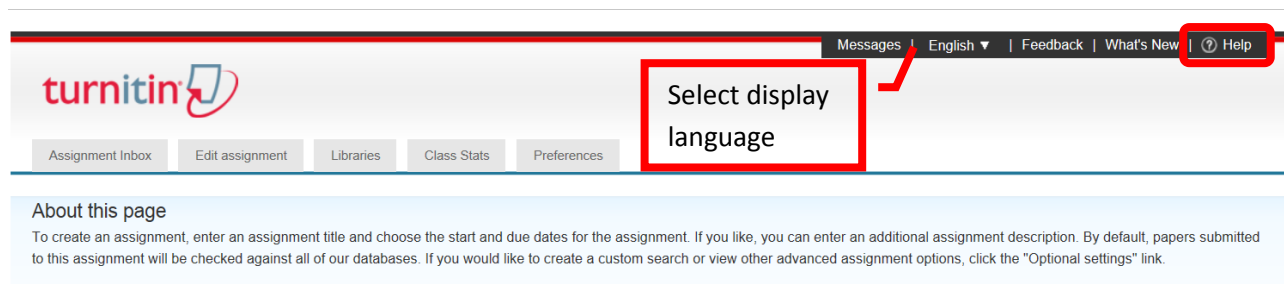
Turnitin.com is a site that provides rich feedback to help improve student writing, detects plagiarism for instructors, and helps ensure academic integrity. From the course home page, click on the content area the assessment will be added to access it. Click the “Assessments” icon, and select “Turnitin Assignment.”



First time users will need to accept the “User Agreement” by clicking the “I Agree – Continue” icon. Turnitin will send a confirmation Email from “Turnitin No Reply” with the subject “Your Turnitin user profile has been created.” The Email contains account information for Turnitin. For security reasons, it is recommended that the Turnitin password be changed. Instructors should follow the instructions in the Email to change the Turnitin password. The Turnitin User ID / password will only be necessary if the instructor accesses Turnitin through the website (www.turnitin.com). Access through Blackboard does not require authentication.



The “Add Turnitin Assignment” page will appear. The top right tool bar has links for “Messages,” site display language, “Feedback,” “What’s New,” and “Help.” The “**Help**” feature will provide Instructors with FAQ’s, step by step instructions and videos. The site language display allows users to select the language that Turnitin is displayed in. The header also contains links for “Assignment Inbox,” “Edit Assignment,” “Libraries,” “Class Status,” and “Preferences.”



To add an assignment, complete the “**Assignment Title**” and “**Point Value**” fields on the left. Set the start, due and post dates and times on the right. The “**Start Date**” is the date that the assignment will be made available to the student and students can submit. The “**Due Date**” is the date that the student must complete and submit the assignment. The “**Post Date**” is the date that the marked papers or grades will be available to the student to view. The Post Date can be set prior to the due date. It may be useful for students to receive feedback prior to the final submission of the paper. Hover the mouse over the blue circle with “?” to display the field help.

Enter the title of the assignment that your students will see in their assignments list for the class.

New Assignment

Assignment title ?

Point value ?

Optional

Start date ?

08-Jan-2014

at 15 : 50

Due date ?

15-Jan-2014

at 23 : 59

Post date ?

16-Jan-2014

at 0 : 00

NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Center.

There are optional settings for the assignment. Click the “+” next to “**Optional Settings**” to expand the section. The Optional Settings allow instructors to “Enter special instructions,” “**Allow submissions after the due date**,” “**Generate Originality Reports for student submissions**,” “Exclude bibliographic materials from Similarity Index for all papers in this assignments,” “Exclude quoted materials from Similarity Index for all papers in this assignment,” “Exclude small matches,” “**Allow students to see Originality Reports**,” “Reveal grades to students only on post date,” “Submit papers to,” “Search options,” “**Attach a rubric / form to this assignment**,” “Enable grammar checking using e-rater technology,” and “**Would you like to save these options as your defaults for future assignments**.” The default settings will generally not need to be changed. There are couple of more frequently used options. “Allow submissions after the due date” allows students to submit late papers if “Yes” is selected. “**Allow students to see originality reports**” will provide students with a copy of the originality report for each submission. Originality reports provide students with timely and structured feedback to help them hone their writing skills. For the option to “**Generate Originality Reports for student submissions**” the recommended choice is “**Immediately (can overwrite reports until due date)**”. This allows students to receive the Originality Report each time they submit their paper. Students can submit their paper as many times as needed prior to the due date. “**Attach a rubric / form to this assignment**” allows a rubric to be created or uploaded and assigned. If the check box next to “**Would you like to save these**

options as your defaults for future assignments” is selected, Turnitin will remember the selections and apply them to all future assignments. Hover the mouse over the blue circle with “?” to display the field help. Once all the options have been set, click “Submit” to continue.

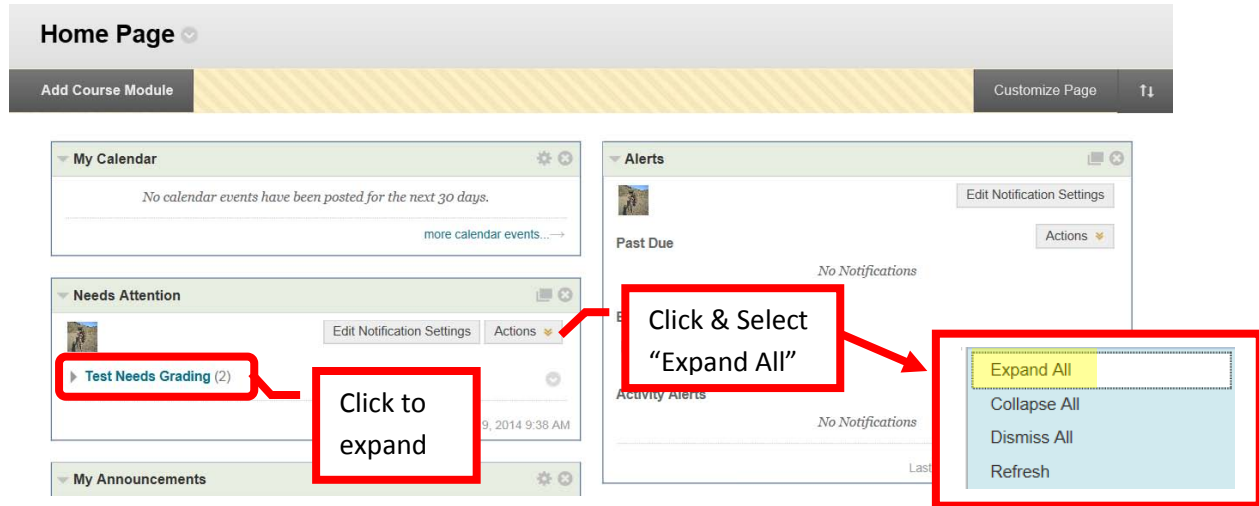
The image shows a screenshot of the Turnitin assignment settings page. Red callout boxes with arrows point to specific features and settings:

- Optional settings**: A red box highlights the "Optional settings" header at the top.
- Close options**: A red box highlights the "Close options" button.
- Enter special instructions**: A red box highlights the "Enter special instructions" field.
- Field help**: A red box highlights a blue circle with a question mark icon.
- Allow submissions after the due date?**: A red box highlights the "Allow submissions after the due date?" section, which includes radio buttons for "Yes" and "No".
- Generates Originality Report**: A red box highlights the "Generate Originality Reports for submissions?" section, which includes radio buttons for "Yes" and "No".
- Recommended setting: "Yes"**: A red box highlights the "Yes" radio button for "Generate Originality Reports for submissions?".
- Generate Originality Reports for student submissions**: A red box highlights the "Generate Originality Reports for student submissions?" section, which includes a dropdown menu.
- Recommended to change selection to "Immediately (can overwrite reports...)"**: A red box highlights the "Immediately first report is final" option in the dropdown menu.
- Exclude bibliographic materials from Similarity Index for all papers in this assignment?**: A red box highlights the "Exclude bibliographic materials from Similarity Index for all papers in this assignment?" section, which includes radio buttons for "Yes" and "No".
- Exclude quoted materials from Similarity Index for all papers in this assignment?**: A red box highlights the "Exclude quoted materials from Similarity Index for all papers in this assignment?" section, which includes radio buttons for "Yes" and "No".
- Exclude small matches?**: A red box highlights the "Exclude small matches?" section, which includes radio buttons for "Yes" and "No".
- Allow students to see Originality Reports?**: A red box highlights the "Allow students to see Originality Reports?" section, which includes radio buttons for "Yes" and "No".
- Recommended setting: "Yes"**: A red box highlights the "Yes" radio button for "Allow students to see Originality Reports?".
- Reveal grades to students only on post date?**: A red box highlights the "Reveal grades to students only on post date?" section, which includes radio buttons for "Yes" and "No".
- Submit papers to:**: A red box highlights the "Submit papers to:" section, which includes a dropdown menu.
- Search options:**: A red box highlights the "Search options:" section, which includes checkboxes for "Student paper repository", "Current and archived internet", and "Periodicals, journals, & publications".
- GradeMark**: A red box highlights the "GradeMark" section.
- Attach a rubric/form to this assignment**: A red box highlights the "Attach a rubric/form to this assignment" section, which includes a dropdown menu and a "Launch Rubric/Form Manager" button.
- Use to add a rubric to assignment**: A red box highlights the "Create a rubric" option in the dropdown menu.
- Makes selected options the default on all assignments**: A red box highlights the "Would you like to save these options as your defaults for future assignments?" section, which includes a checkbox.

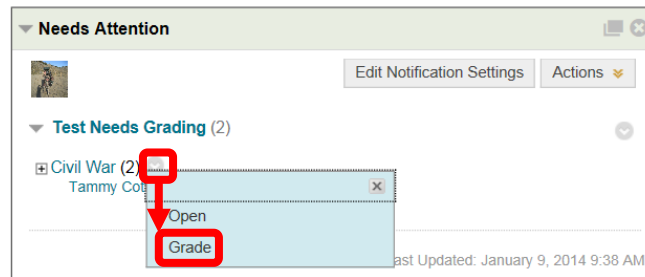
A confirmation page will appear if the assignment was successfully created. Click “OK” to continue.

Grading in Blackboard

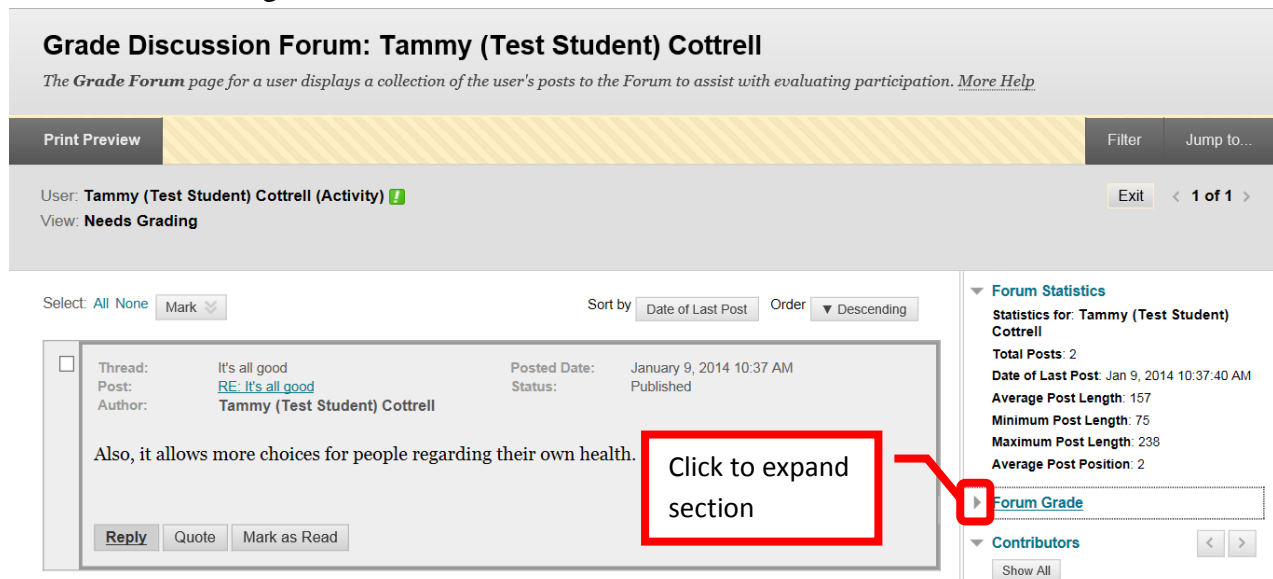
Assignments or assessments that need grading will appear in the “Needs Attention” module on the course home page. Click on the item to expand the section, or click the “Actions” icon in the upper right corner, and select “Expand All” from the pull down menu. Some assignments / assessments will be auto graded by Bb.



The items will be displayed. Click the down arrow (v) or chevron next to the item. The menu allows the instructor to either “Open” or “Grade” the item. Click “Grade.”



This will access the selected assignment. In the right margin, click the right facing arrow (>) or chevron next to “Forum Grade” to display the grading box. For some assignments, grading will be accessed by clicking the down arrow next to the assignment or “Item Name.”



Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All
Filter

Category: All Categories
Item: Term Paper Topic
User: All Users
Date Submitted: Any Date
Go

Enter dates as mm/dd/yyyy

1 total items to grade.

Category	Item Name	Date Submitted	Due Date
Assignment	Term Paper Topic	January 9, 2014 9:58:11 AM	January 8, 2014

Displaying 1 to 1 of 1 items | Show All Edit Paging...

Grade All Users (1)
Grade Anonymously (1)

Enter the points in the “Current Grade Value” field. Comments can be left for the student in the “Feedback” field. There is a “Grading Notes” field that is only visible to the instructor. Click “Save Grade” to submit the grade.

Enter grade (points)

Click for grading options

Provide feedback for student

Instructor grading notes

Save Grade

The grade, feedback, and grading notes will appear under the “Forum Grade” in the right margin.

Print Preview
Filter
Jump to...

User: Tammy (Test Student) Cottrell (Activity)
View: Needs Grading
Exit < 1 of 1 >

Select: All None Mark
Sort by: Date of Last Post Order: Descending

Thread: It's all good
Post: It's all good
Author: Tammy (Test Student) Cottrell

Posted Date: January 9, 2014 10:01 AM
Status: Published

I think American families will like it. Now everyone will get healthcare. Even those that may not be able to afford it before. It's important to keep eveyrone healthy so that they can go out and be a productive part of society.

Reply Quote Mark as Read

Select: All None Mark
Exit < 1 of 1 >

Forum Statistics
Statistics for: Tammy (Test Student) Cottrell
Total Posts: 1
Date of Last Post: Jan 9, 2014 10:01:32 AM
Average Post Length: 238
Minimum Post Length: 238
Maximum Post Length: 238
Average Post Position: 1

Forum Grade
Edit Grade
Grade for: Tammy (Test Student) Cottrell
Grade: 3 out of 10
Grade Date: 1/9/14 10:24 AM
Feedback: Please provide more detail regarding how families will get healthcare, and think about if there is any cost associated with it.
Grading Notes: Needs to include more details.

Contributors
Show All
Tammy (Test Student) Cottrell (1)

Grading Using a Rubric

Access the item to be graded. Click the down arrow (v) or chevron next to the assignment or “Item Name.” Select “**Grade All Users.**” “**Grade Anonymously**” allows instructors to grade assessments without seeing the student identity. This will ensure an unbiased grade.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All **Filter**

Category: All Categories Item: Term Paper Topic User: All Users Date Submitted: Any Date **Go**

Enter dates as mm/dd/yyyy

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Term Paper Topic	Tammy (Test Student) Cottrell	January 9, 2014 9:58:11 AM	January 8, 2014

Displaying 1 to 1 of 1 items **Show All** **Edit Paging...**

This will access the assignment. The student’s uploaded content will be displayed on the left side of the screen. The grading tools will be in the right margin.

Grade Assignment: Term Paper Topic

User: Tammy (Test Student) Cottrell (Attempt 1 of 1) **View:** Needs Grading

Student document

Term Paper Topic:

The effect of reconstruction on the South's economy after the Civil War

Thesis:

This paper will study the effect of reconstruction on the economy of southern states after the Civil War. While the reconstruction was envisioned to rebuild the south's decimated landscape and economy, it effectively bolstered the manufacturing economies of the northern states while providing little to no real economic benefit to southerners.

Summary:

My paper will provide a brief overview of reconstruction. I will then examine the effect of reconstruction on the South's economy and analyze the economic stimulus and the distribution of wealth generated by the effort. I will also briefly detail the social and socio-economic effects of reconstruction on southern society.

Assignment Details

GRADE Last Graded Attempt /10

ATTEMPT (LATE) 1/9/14 9:58 AM /10

SUBMISSION

Term Paper Topic.docx

COMMENTS

Grader Feedback

Character count: 200

The Assignment Details can be accessed by clicking the down arrow. “Grade” allows a manual override grade to be entered. Click the Edit (pencil) icon and enter the total points awarded in the box. Click “Save” to submit the grade. Click “Cancel” to exit the grade manual grade box. Comments for the student can be left in the “Grader Feedback” field. The student’s document is under the “Submissions” section. The original document can be downloaded if necessary by clicking the download icon at the far right.

The screenshot shows the 'Assignment Details' page. A red box highlights the 'GRADE' section, which includes a pencil icon and a dropdown arrow. A red arrow points from the pencil icon to a 'Save' button in a modal window. Another red arrow points from the dropdown arrow to the same modal window. A third red box highlights a download icon next to the submission 'Term Paper Topic.docx'. A red arrow points from this icon to a text box that says 'Click to download original document'. A fourth red box highlights the 'Grader Feedback' section, with a red arrow pointing to a text box that says 'Provide student feedback'. The right sidebar shows assignment details like 'NAME', 'DUE DATE', 'ASSIGNMENT INSTRUCTIONS', 'ASSIGNMENT FILES', and 'CLASS STATISTICS'.

“**Attempt**” shows the date and time the student submitted the assignment. In the example below, it was after the due date – indicated by the “(Late).” Grading Notes, visible only to the instructor, can be added by clicking the icon next to the grading box. Click the “**Rubric**” icon in the grading box.

This screenshot focuses on the 'ATTEMPT (LATE)' section. A red box highlights the 'Grading' area, which contains two icons: a notepad icon and a grid icon. A red arrow points from the notepad icon to a text box that says 'Click to add Grading Notes'. Another red arrow points from the grid icon to a text box that says 'Click to access Rubric'. The submission 'Term Paper Topic.docx' is visible below the grading area. The 'Save as Draft' and 'Submit' buttons are at the bottom.

A new page will open with the Rubric Detail. Select the student’s performance for each row of the rubric. The percentage and total points assigned for each row and column will be displayed. Once selected, a green checkbox will appear next to the column and a “Feedback” field will be provided for each row. Comments can be entered for the student. The “Raw Total” will provide the total of the points based on the columns in the rubric. The raw total score can be overridden by entering the score in the “Change the number of point out of 10.0 to:” field. There is a “Feedback” text box where additional comments can be provided for the students. However, this field will not be visible to students unless the grading score has been set as visible in the rubric properties. Once the rubric has been completed, click “Save” to submit. Click “Cancel” to return to the menu with no changes. Once saved, the Rubric can be edited by clicking on the Rubric icon again.

Rubric Detail

You can interact with a rubric to grade in **Grid View** or **List View**. [More Help](#)

Name: **Term Paper Topic**

Description: **Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit

Save

Grid View

List View

	Novice	Competent	Proficient
Topic	<input type="radio"/> Points: 0 (0%) Student did not provide a topic	<input type="radio"/> Points: 1.7 (17%) N/A	<input type="radio"/> Points: 3.3 (33%) Student provided a topic
Thesis	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully develop and did not follow the provided guidelines	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully develop and did not follow the provided guidelines	<input checked="" type="radio"/> Points: 3.4 (34%) Student provided a topic Feedback: Good topic.
Summary	<input type="radio"/> Points: 0 (0%) Student did not provide a summary	<input type="radio"/> Points: 1.65 (16.5%) Student provided a summary that did not meet the required elements	

Raw Total: 0.00 (of 10.0)

Change the number of points out of 10.0 to:

Feedback Students will not see this feedback unless you click the "Show Feedback" button to be visible to the students.

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and other formatting tools.

Enter student feedback

Path:

Words:1

Name: **Term Paper Topic**

Description: **Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit

Save

The total points assigned in the Rubric will appear in the "Attempt" column. Additional feedback can be left for the student in the "Grader Feedback" field. Click "Submit" to save. Click "Save as Draft" to save the work to come back to finish at a later time.

ATTEMPT (LATE)
1/9/14 9:58 AM

8.35 /10

TOTAL POINTS

SUBMISSION

Term Paper Topic.docx

COMMENTS

Grader Feedback

Enter additional student feedback

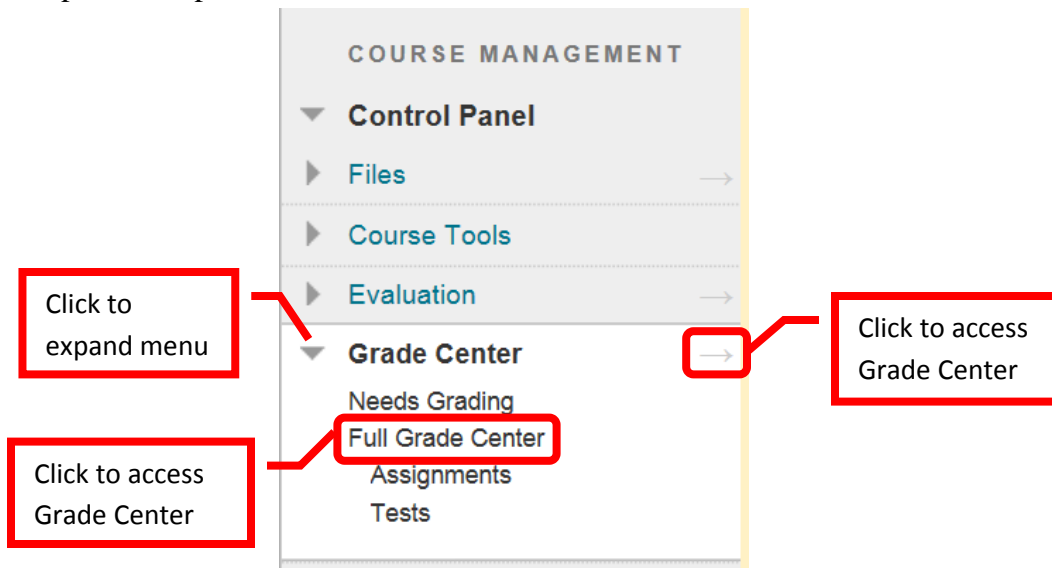
Character count: 0

Save as Draft Submit

Total points assigned from rubric

Resetting a Student Assessment

If a student experiences technical (or other) issues during the course of an assessment, and the assessment is set to allow only one attempt, it will need to be reset in order for the student to complete it. It is at the discretion of the faculty whether to allow the student to retake or complete the assessment. To reset a student assessment, from the “Course Management” tools, either click the gray arrow next to “Grade Center” or click on “Grade Center” to expand the option. Then select “Full Grade Center.”



In the Grade Center, locate the assessment to be reset. Click down arrow (v) or chevron next to student’s grade and select “**View Grade Detail.**”

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: View Grade Details Quick Comment Exempt Grade

Last Name	First Name	Preferred Na	Student ID	Quiz 2
Cottrell	Tammy	TC		10.00 (100.00%)
Cottrell	Tammy (Test Studer --			5.00 (50.00%)

Selected Rows: 0

Move To Top Email Icon Legend

Under the “Attempts” tab, click the “Clear Attempt” icon.

Selected student User Tammy (Test Student) Cottrell (tc12345_s) Column Quiz 2 (Quizzes) Selected Assessment

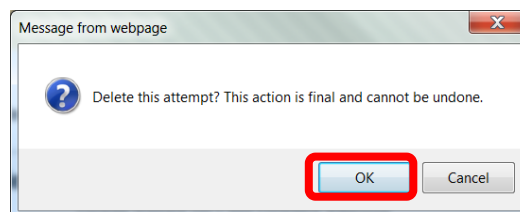
Current Grade: 5.00 out of 10 points Exempt
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Dec 17, 2013 2:20:21 PM	Dec 17, 2013 2:20:21 PM (Completed)	5.00			Clear Attempt Edit Grade

Click to reset assessment

A confirmation dialog box will appear. *Clearing an attempt on an assessment will delete all previous work by the student, and cannot be undone and the information cannot be recovered.* It is important to verify that the correct student and assessment have been selected. The student will be able to access the assessment, but none of their previous answers will be saved. When prompted, “Delete this attempt? This action is final and cannot be undone.” Click “OK” to continue. Click “Cancel” to return to the menu with no changes.



Grade Details

Jump to...

User Tammy (Test Student) Cottrell (tc12345_s) Column Quiz 2 (Quizzes)

Current Grade: - out of 10 points Exempt
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

Current Grade Value

Feedback to User

Paragraph Arial 3 (12pt)

Grade reset

The original student attempt will still be in the in record. Click the “**View Complete History**” icon at the bottom of the record. The student’s original attempt and grade will be displayed under the date of the attempt.

The screenshot shows the Blackboard Grade History interface for a user named Tammy (Test Student) Cottrell. The current grade is 'Exempt' out of 10 points. The interface has tabs for Attempts, Manual Override, Column Details, and Grade History. The Grade History table shows two entries: one from Jan 21, 2014 (Attempt Grade Cleared) and one from Dec 17, 2013 (Exemption Cleared). A red box highlights the 'View Complete History' link under the Dec 17, 2013 entry. An arrow points from this link to a second screenshot below. The second screenshot shows the 'View Complete History' expanded, revealing the original attempt date/time (Dec 17, 2013 2:20:21 PM) and the original grade (Grade 5). Red boxes and arrows highlight these details, with labels: 'Original Attempt Date/Time', 'Assessment reset', and 'Original grade assigned'.

User **Tammy (Test Student) Cottrell (tc12345_s)** Column **Quiz 2 (Quizzes)**

Current Grade: - out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Date	Last Edited by	Value	Comments
Jan 21, 2014 9:12:28 AM	Tammy Cottrell	Attempt Grade Cleared	
Dec 17, 2013 3:07:35 PM	Tammy Cottrell	Exemption Cleared	

[View Complete History](#)

Date	Last Edited by	Value	Comments
Jan 21, 2014 9:12:28 AM	Tammy Cottrell	Attempt Grade Cleared	
Dec 17, 2013 2:20:21 PM	Tammy Cottrell	Attempt Grade 5	

[Hide Complete History](#)

Original Attempt Date/Time

Assessment reset

Original grade assigned

Help, Support and Resources

On Blackboard:

- From the Institution Home Page, find the “Blackboard Help” module. Click the link for “**Blackboard Tutorials and Help.**”
 - A new page will open to the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.
- Distance Education also provides resources on the Blackboard Institution Home page. Locate the “**Distance Education Support**” module. Click on the appropriate link.
 - All instructors have access to the **Faculty Information Site** in Blackboard. On the Institutions Home Page, find the “**My Courses**” module. Click on “Faculty Information Site...”.
 - The Faculty Information Site contains resources for faculty using Blackboard for instruction. Explore the contents from the menu on the left side. Click “**Faculty Resources**” to access the resource folder.
- Blackboard Help is also available from the Course. Click the down arrow (v) or chevron next to “**Help**” in the Course Management menu. Click “**Blackboard Help For Instructors.**”
 - A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.
- From the Course Management Menu, select “**Help**”. Click “**Video Tutorials.**”
 - This will open a new page accessing the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.

Blackboard Online Help, Support and Resources

- Visit the Distance Education Website at www.sac.edu/disted for Blackboard information, help, support and resources.

Distance Education Office

The Distance Education Office supports faculty and students in all areas of online learning and instruction.

Contact or stop by the Distance Education Office at:

Email: sac_disted@sac.edu

Phone: (714) 564-6725

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