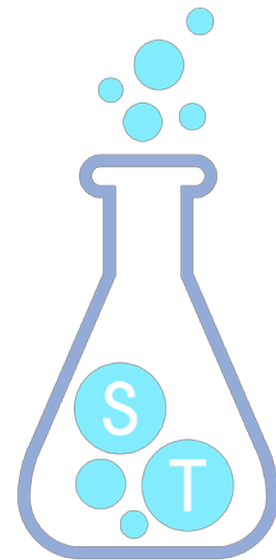


INSTRUCTIONS



Blackboard



Learning Lab

Inspirationsdag

14. September 2017

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QUIZ/TEST

Instructors can use Blackboard's assessment tools to test student knowledge, measure student progress and gather information from students. The tools enable you to create online tests using different question types such as multiple-choice, opinion scale, True/False or short answer. You can provide students with immediate feedback on tests and automatically grade (objective-type questions) and record student test scores directly in the Grade Center.

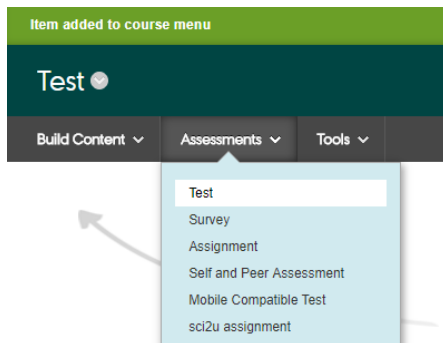
Test typically involves three steps:

1. create a test
2. add questions to the test
3. deploy the test to students

How to


Create a test in a content area

1. Be sure that you are in the content area where you want the test to be
2. Click on *Assessments* and select *Test*



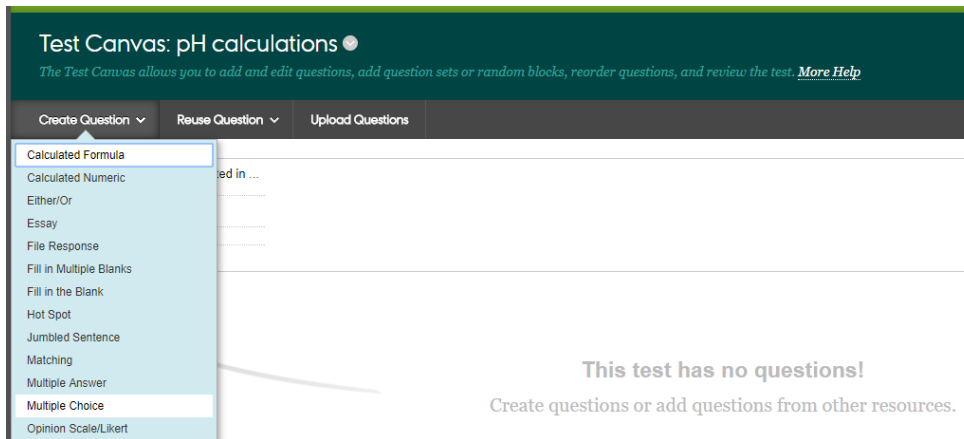
3. You can reuse an existing test or add a new. In the case we add a new, so

click on [Create](#)

4. Give the test a name, a description and instructions for students taking the test. Click . Now you have created a test without questions

Add question(s)


1. Click on *Create Question* and the question type you want (here Multiple Choice)

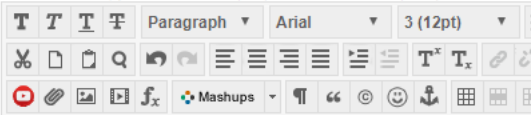


2. Give the question a name and write the question text

1. Question

Question Title

 Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



What does STLL stand for?

3. Select the options for the question

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

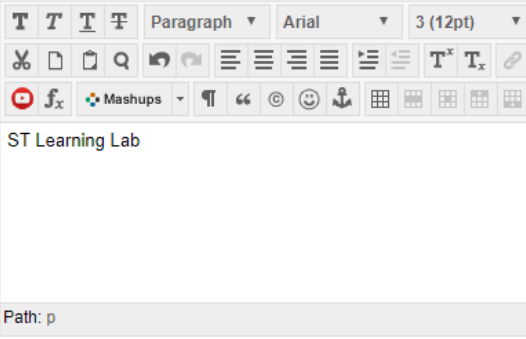
Allow Partial Credit

Show Answers in Random Order

4. Type in the answers (you can select the number of answers, at least 4). Be sure to make reasonable wrong answers

Correct

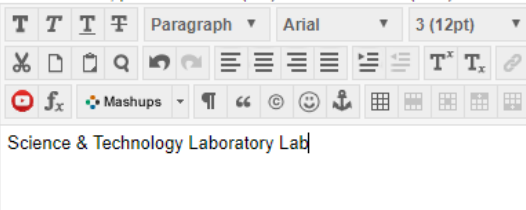
Answer 1.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



ST Learning Lab

Path: p

Answer 2.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



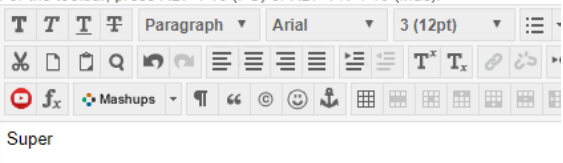
5. Enter feedback for each answer. Hint: If possible, explain why a wrong answer is wrong

Feedback


Enter feedback that will display in response to a correct answer and an incorrect answer.

Correct Response Feedback

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Super

6. Click   depending on the test being finished or you will like to add another question

7. Click 

Deploy the test

1. From the list of existing tests, select the one you want to add. Now you will be able to configure how the deployment of this test will be

2. If you want the instruction, you wrote for the test to be visible to the students in this deployment, remember to click *Show Instructions...*

Test Instructions click launch

Show Instructions to students before they begin the test.

3. Set the test availability, decide if the students can answer multiple times, if there is a limited time to complete the test and if it must be completed once started

2. Test Availability

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using Last Graded Attempt

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

Set Timer
Set expected completion time. Selecting this option also records completion t

Minutes
Auto-Submit
 OFF ON

4. If the test is mandatory, set a due date

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date but are marked **Late**.*

Due Date

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

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

5. If you want the test to be part of a calculated grade in grade center, select it.

5. Self-assessment Options

If this test is a self-assessment, choose to include or hide the scores in





Include this Test in Grade Centre Score Calculations
Grade Centre items excluded from summary calculations are also excluded weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade
If this option is selected, the instructor will not be able to see any student later without deleting all attempts.

6. Select how and when to give feedback to the students

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on answers, and feedback for each question.

When 	Score per Question 	Answers 
After Submission 	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input type="checkbox"/> Submitted

7. Select how the test will be presented to the students

7. Test Presentation

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.

Randomise Questions

Randomise questions for each test attempt.

8. And - finally - the test is included in the content area



pH calculations

You will be tested in ...

GROUP ASSIGNMENTS

To set a group assignment you need to create groups in Blackboard.

How to

1. Click on *Users and Groups* and then *Groups* in the Course Management menu
2. Click *Create* and select the type of group: a single group or a set of groups, and select whether the students should be able to select groups themselves (*Self-Enrol*), whether you want to divide students into groups (*Manual Enrol*), or if the students should be divided randomly (*Random Enrol*)



When creating Group Sets you can specify how many students you want in each group, and how many groups you wish to create. If you choose to distribute students at random, you can only select either the total number of groups or the maximum number of students per group.

3. Name and select which tools should be available in the groups.
4. Click *Submit*

After you have set up the groups, you can create the group assignment.

How to

1. Select *Assessment* in the grey menu
2. Below *Assessment* select *Assignment*
3. Now the Create Assignment page will appear with a number of items that need to be filled in. Elements marked with an asterisk are obligatory
4. Name the assignment and describe it
5. You can also attach files
6. Below Due Dates you can set the deadline
7. Fill in the Grading field (you can e.g. write 100, which means that 100 is the

maximum attainable or 0 if you do not wish to mark the assignment)

8. Under *Submission Details* you can select whether it should be an individual assignment (*Individual Submission*) or a group assignment (*Group Submission*)

If you choose *Group Submission*, you need to select which groups should receive the assignment. Select the groups you want and with the arrow move them to the box at the right

The screenshot shows the 'Assignment Type' section of a Blackboard assignment configuration page. It features three radio buttons: 'Individual Submission', 'Group Submission' (which is selected), and 'Portfolio Submission'. Below these is a note: 'Checking this box will require students to submit a portfolio as a response to this assignment'. Below the radio buttons is a selection interface with two columns: 'Items to Select' and 'Selected Items'. The 'Items to Select' column contains a list with 'Test group' selected. Between the columns are two arrow buttons, with the right-pointing arrow highlighted by a red dashed box. At the bottom of each column are 'Invert Selection' and 'Select All' buttons.

You can also allow for several submission attempts

9. In *Availability* you can select when the assignment should be accessible to the students
10. Select *Submit*

When you have set an assignment in the assignment module, it will appear in the WHAT'S NEW section on the front page of Blackboard in the assignment category.