

# INSTRUCTIONS



Blackboard



Learning Lab

## Table of contents

Tests	3
Assignments	5
Learning Module (Learning Path)	6
Grade Centre and Feedback	8
Rubrics	10
Peer Assessment (Self and Peer Assessment)	12
Groups	14

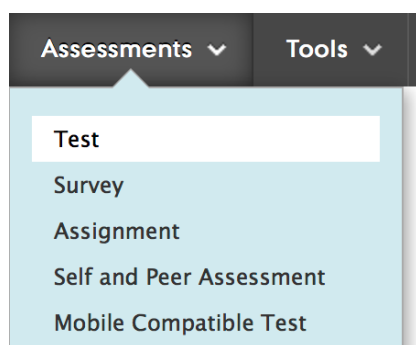
# TESTS

With this type of assessment, you can test students' prior knowledge or whether they have understood the main points of your lectures. You can create the questions for the tests yourself or you can ask the students to write the questions. You can incorporate multiple digital formats into your tests, e.g. texts, audio, videos, and pictures. It is essential for test questions and answers that the wording is clear and unambiguous. A test cannot be answered anonymously in contrast to surveys, which are anonymous.

There are two steps to creating a test: first step is to create the test, and the second step is to add questions (and answers). Deployment of the test also has two steps: distribution of the test to the students and subsequent feedback on their replies.

## How to

1. Go to your desired course page and choose the content area where you want your test
2. In '**Assessment**' select '**Test**'



3. Below '**Add Test**' select '**Create**'
4. In '**Test Information**', you can name the test and write instructions, e.g. the Purpose of the test and which criteria need to be met
5. Click '**Submit**'
6. Click '**Create Question**'. Here you will find a number of different types of questions you can choose from, e.g. either/or, multiple-choice, etc.
7. Write the text for the question in the editor and/or insert video, pictures, links, etc. You do not have to give the questions a title
8. Fill in the correct answer and feedback
9. Click '**Submit**' if you want to make the next question a different type of question, or if you are done with making the test. Otherwise you can select '**Submit and Create**', if you want to create more questions of the same type. You can edit questions, answers, and settings at any time. If, for instance, you have not written feedback for the answers, just add them later
10. Click '**OK**' when done creating the test

Now you need to assign the test.

11. Select the test in '**Add an Existing Test**' and click '**Submit**'

You can insert, e.g., a deadline and select how many attempts the students have. REMEMBER to make the test visible to the students

## 2. Test Availability

Make the link available  Yes  No

The test is now assigned to the selected content area:



**Kemi test**

### Implementation and feedback on the test

Which students have completed the test and with what result can be seen in the Grade Center. Here you can also give feedback to the students individually or in groups. To do this, select the menu at the right side of the table where the student's row meets the row of the test.

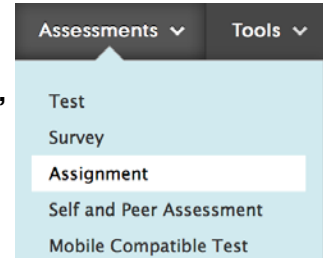
To read more about Grade Centre, go to page 8.

# ASSIGNMENTS

Assignments are created from within a Content Area.

## How to

1. To create a Blackboard assignment, click '**Assessments**' and select '**Assignment**'.
2. Create the assignment using the tools available. Begin by giving the assignment a name as well as instructions to students.
3. In '**Grading**', add the number of points possible for the assignment. If you do not want to use the grade system, you can write 0 in the field for points.
4. Attach files to the assignment, set availability dates, etc.
5. You can allow more than one attempt in point 4 '**Availability**'
6. When the assignment is ready to be made available to students, click '**Submit**'.
7. The assignment has now been created. To access it later on; go to the '**Content Area**' in which the assignment was created.
8. Student assignment submissions can be seen in the '**Grade Center**' - '**Needs Grading**' as well as in '**Full Grade Center**'.

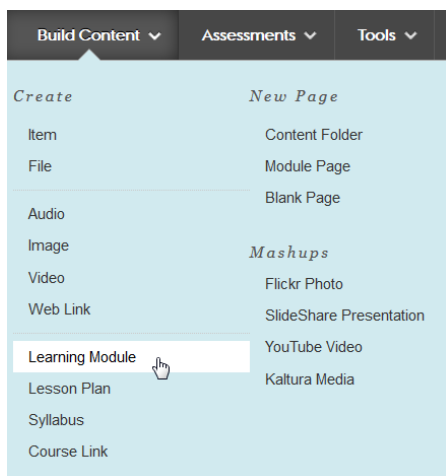


# LEARNING MODULE (Learning Path)

Learning modules are a way in which you can structure your online teaching and/or student preparation in a predetermined and sequential structure. In learning modules, you can put almost all forms of Blackboard elements like items, links, documents, videos in content areas, or activities like tests, wikis, blogs, discussion fora, assignments, etc.

## How to

1. Go to your Blackboard course page
2. Create a content area using the "+" and name it learning module (now you have one menu item in which all your learning modules are compiled. It is up to you whether you want the students to see it.)
3. Create a learning module and name it e.g. *Week 1: Introduction to the course*: click *Build Content* and select *Learning Module* (*Læringsmodul* in Danish).



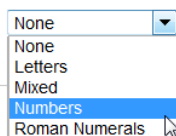
Name it e.g. *Week 1: Introduction to the course* or another fitting title and create a short description. Select *Numbers* below *4. Table of Contents*, which creates the best overview

## 4. Table of Contents

Select **Yes** to show a structured view of the Learning

Show Table of Contents to Users  Yes  No

Hierarchy Display

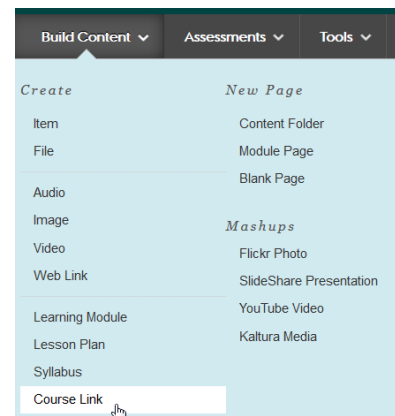


## 5. Submit

4. Click *Submit*.
5. Open the learning module and add an *Item* using the menu *Build Content*. Name it something fitting and add content like:
  - o a description of and introduction to the subject and content of week one
  - o a picture or figure that illustrates the application of the given subject
  - o provide information on how many activities the week will consist of and an estimated number of hours to be spent plus a bit information on the teaching format in general. You can always edit the duration and numbers of activities later on
  - o Click *Submit*
6. Add another *Item*, which contains an exposition of the subject. It can be, e.g., text, an article, a video (from YouTube), etc.
7. Create and add an activity that activates the subject you just went over. It can be an *assignment* or a *test* with a question related to what the students just learned.
8. Repeat step 5 and 6 a few times until the appropriate part of the curriculum have been covered. You can also experiment with other types of activities like discussion fora, wikis, surveys, etc.
9. Test your learning module by changing to *Student Preview*. Notice that the learning module looks very different to students. It is especially important to check what the activities look like. You might have to add a short explanation about where to click to launch.
10. Click *Exit Preview* and do the final corrections and fine-tunings, like
  - o changing the order of the steps (if relevant),
  - o add explanations to activities about how to launch tests, open discussion fora, etc.
  - o make the learning module available to students



11. In the relevant menu item to the left, create a direct link to the learning module. This is done by clicking *Build Content* and select *Course Link*. Use the browse function to find and select learning module, name it (e.g. *Week 1: Introduction to the course*), select *Available to users*, and click *Submit*.



# GRADE CENTRE AND FEEDBACK

The process of giving feedback is divided into two parts. First, we will look at how to navigate to the assignment that need to be assessed, and secondly, how to give feedback on the assignment.

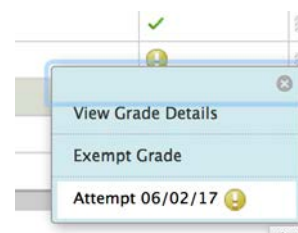
## Navigation

Navigating to the assignment:

1. Go to the course containing the assignment that you wish to assess.
2. Go to '**Grade Centre**' in the Control Panel and select '**Needs Marking**' or '**Full Grade Centre**'.



3. Filter the assignments and attempts if necessary, e.g. by date or by selecting a certain student's hand ins.
4. Where the row of a specific student meets the column of the assignment, you click on the arrow. Or you can click the arrow next to the assignment title and select '**Grade Attempts**' – this will give you all student submissions one by one.



## Feedback

When an assignment has been selected, feedback can be provided using the tools in the menu above the text. The tools include e.g. writing notes, highlighting, or striking out text.



## Comments

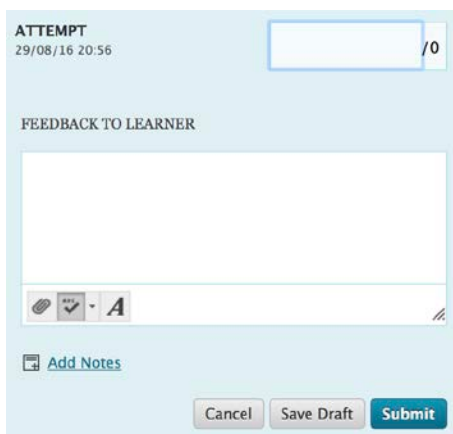
The grading/annotation feature allows you either to draw on the student's submissions (the pencil icon) or to add a comment (the message box).



To download the file for further editing, click the 'download' button next to the print icon. When comments have been added to the document (in an external annotation programme), save as either .docx or .pdf format and upload the document to the students.

## Grading

Grade the assignment in the right column of the page. To view and change the grade of the latest attempt, click on the pencil in the grading area to change the current attempt, or directly from the cell in the Grade Centre.



## Student's comments

The student's comments accompanying the assignment are shown below 'comments'. Give overall feedback to the student's attempt by using the 'Grader feedback' option. When grades, comments, and feedback have been given, click 'Submit'.

# RUBRICS

Rubrics is an assessment tool which allows the educator/lecturer to create a standardized evaluation form that can be used for feedback on the students' activity. You can even allow students to see the rubric before they hand in an assignment or similar. This will help students to organise their strengths in order to accommodate the demands of an assignment.

## 2. Rubric Detail

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

The screenshot displays the 'Rubric Detail' interface. At the top, there are controls for 'Add Row', 'Add Column', 'Rubric Type: Per cent', and 'Show Criteria Weight'. Below this is a table with three criteria rows and three achievement level columns. The criteria are 'Formatting' (Weight: 33.00 %), 'Organisation' (Weight: 34.00 %), and 'Grammar' (Weight: 33.00 %). The achievement levels are 'Novice', 'Competent', and 'Proficient'. Each cell in the grid contains a 'Per cent' input field with a dropdown menu. At the bottom, there is a 'Total Weight: 100.00%' and a 'Balance Weights' button.

Criteria	Novice	Competent	Proficient
Formatting Weight: 33.00 %	Per cent 0	Per cent 50	Per cent 100
Organisation Weight: 34.00 %	Per cent 0	Per cent 50	Per cent 100
Grammar Weight: 33.00 %	Per cent 0	Per cent 50	Per cent 100

Total Weight: 100.00% | Balance Weights

## How to

1. Go to your desired course page. Go to '**Control Panel**' and to '**Course Tools**'
2. Click on **Rubrics**
3. Click on **Create Rubric** in the horizontal grey menu
4. Name your rubric and add a description
5. Choose the details for your rubric. These are lined in a matrix. The rows represent the assessment criteria and their appertaining weighing compared to the final assessment. The columns represent the levels of the assignment. The intention is to place the assignment in the different levels of performance by every criterion.

You can choose the type of assessment criteria:

- No points: Only feedback
- Points: Points for every level
- Point Range: An interval of points for every level
- Percent: Flexible rates of points depending on score
- Percentage Range: An interval of values for every level

In the review process, a percentage for every level will be chosen. The system will then calculate a score accordingly.

It is possible to add more levels and criteria by clicking on either '**Add Row**' or '**Add Column**', and change the name on the existing by clicking on their action arrow and expand the drop-down menu

Every area in the matrix must contain a description of the level. A rubric allows the student to see in which level the assignment is placed when the grader evaluates the assignment. Every column has a limit on 1.000 signs

6. When you are finished with the editing and (re)building the matrix, click on **'Submit'**

### **How to connect a rubric to an assignment**

To connect rubrics to an assignment, blog, wiki, journal, or a discussion forum, you must do the following:

#### **How to**

1. In **'Grading'** you click **'Add Rubric'**. Here you can add the rubrics you have already created or create a new
2. Remember to adjust how and when you want the students to see your rubric.
3. When you have to assess or give feedback on an activity, this is done through the Grade Centre

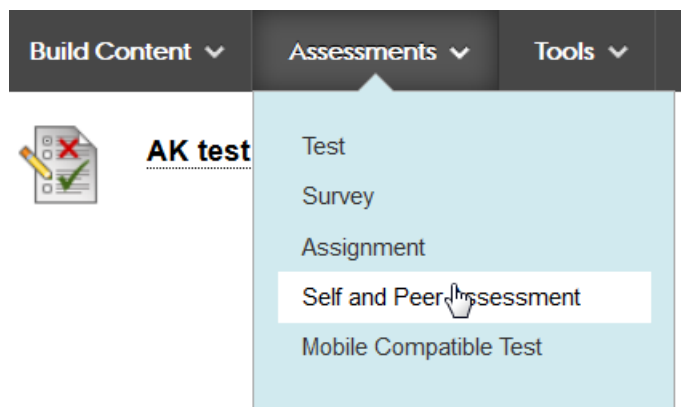
# PEER ASSESSMENT (Self and Peer Assessment)

You need three date intervals to create a *Self and Peer Assessment*.

- *Submission dates* (item 2): The date intervals for when students need to complete the assignment.
- *Evaluation dates* (pkt 3): The dates when students can do peer evaluation and evaluate their own assignment, if this choice has been made available.
- *Date restrictions* (pkt. 4): The days that the assignment is visible to students. This has no influence on the submission dates or evaluation dates.

## How to

1. Go to your Blackboard course page and select the menu item in which you wish to create an assignment with Self and Peer Assessment.
2. In *Assessment*, select *Self and Peer Assessment*.



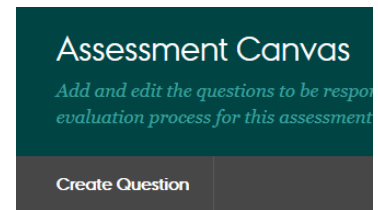
3. Name the assignment and add a description of what the students are about to do.
4. Chose if you want evaluations to be anonyms, self-evaluations, or if the students are allowed to view the feedback from their peers.
5. In *Numbers of Submissions to Evaluate*, you need to add how many evaluations each student needs to do. Be aware that the number does not include those who have submitted the assignment – if you want self-evaluation, you need to write (0).
6. Make sure the item is available (it is per default)
7. Click *Submit*

## Add questions

You need to add questions that students should answer in their assignment (1<sup>st</sup> round). Then you need to add the criteria, which the evaluation should be based on (2<sup>nd</sup> round). It can be content, form, academic or generic competences.

### How to add a question

1. Click *Create Question* in the horizontal menu:
2. Add a description related to the 1<sup>st</sup> round.  
You can attach an assignment outline and a model answer.



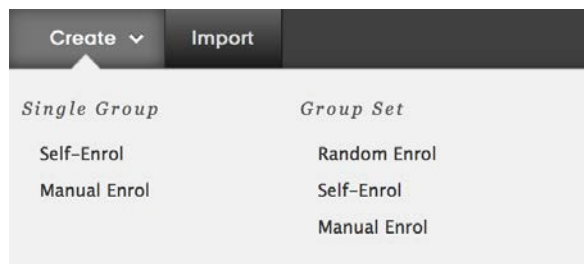
### How to add evaluation criteria

1. To add a description of the criteria which you want the students to evaluate one another on, you need to click on the action arrow next to the question and select *Criteria*. Then click *Add Criteria*. It is best to put all your evaluation criteria in the same *Question*, otherwise, it is harder for students to do feedback. Here you can also add the number of points students can give one another in the feedback process
3. Click *Submit* and then *OK*.

# GROUPS

As a teacher/course builder, you have the rights to create self-enrolment groups or manual groups. Only when you have established study groups, can students make use of the tools the teacher or course builder have selected.

There are two types of groups: '**Self-enrol**' where students can enrol themselves in the groups you create, and '**Manual enrol**' where you enrol students in groups you create.



## How to

Go to the course in question in order to manage groups. In the course management menu to the left, expand the '**Control Panel**', expand '**Users and Groups**', and click '**Groups**'.

## Self-Enrol

Hover the 'Groups' section and select '**Self-enrol**' in the '**Create Single Group**' column.

1. Name the group and provide a description in the '**description**' field.
2. Adjust the settings for '**tool availability**', e.g. 'Discussion Board', 'File exchange', 'Wikis', etc.
3. Enter a name for the 'sign-up sheet' and provide instructions for students' sign-up. It is also possible to enter a '**Maximum number of Members**'.
4. Put a checkmark in point 5 '**Group Set options**' to make a smart view in the grade centre for easy access to group activities.
5. Click '**Submit**' to create the student group. To access the group later on, go to '**users and Groups**' and click '**Groups**'.

## Manual enrol

Hover the 'Groups' section and select '**Manual-enrol**' in the '**Create Single Group**' column.

1. Name the group and provide a description in the '**description**' field.
2. Adjust the settings for '**tool availability**', e.g. Discussion Board, File exchange, Wikis, etc.

3. Put a checkmark in point 4. '**Group Set options**' to make a smart view in the grade centre for easy access to group activities.
4. Go to '**Membership**' and click '**add users**' to add students to the group. Click the **little triangle** to move the name from the '**litems to select**' list to the '**Selected items**' list. All students enrolled in the course can be added to the group.
5. Click on '**Submit**' to create the student group. To access the group later on, click on '**users and Groups**' and then click '**Groups**'.

## Group Set

Another available feature is to create a set of groups all at once. With group sets, you select how many students should be in each group. This does not mean that more or fewer students cannot be added to a specific group. The number is used for calculating how many groups need to be created based on the provided number of students per group.

Manual enrol and self enrol are available options for group sets as well, but there is a third feature, '**Random Enrol**'.

## Random enrol

Students are automatically enrolled into groups. If you have 26 students enrolled in your course and want groups of 4 students each, Blackboard will randomly distribute enrolment of the 24 students in 6 created groups. The remaining 2 can either be given their own 7th group, or they can each be randomly enrolled in 2 of the 6 groups. How Blackboard handles these remaining students can be changed in '**4. Membership**'.

## Manage group settings

You can easily manage the groups' access to course tools:

1. Click on '**View options**' and select '**Show tool availability**'.
2. You can give access to the different tools with a click in the relevant column.