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Assessment Options

In the *Control Panel*, you will see this information under the *Assessment* heading:

| Assessment | |
|-----------------------------------|---------------------------------------|
| Test Manager | Gradebook |
| Survey Manager | Gradebook Views |
| Pool Manager | Performance Dashboard |
| Course Statistics | |

Test Manager will allow you to create tests that you can use throughout the semester. When students take a Blackboard test, the results are automatically imported into the *Gradebook*.

Survey Manager will allow you to create surveys that you can use throughout the semester. Surveys do not have correct answers or point values. You can look at the survey responses on the *Item Detailed Statistics* page, accessed through the *Gradebook*.

Pool Manager will allow you to create and import groups of questions that can be stored and used repeatedly in tests. For example, if you plan to give numerous tests or quizzes during the semester, you could create one or more pools in the beginning of the semester to save data entry time. Once created, a pool can also be exported for use in other courses in Blackboard.

Gradebook will allow you to keep track of student's grades online. Blackboard tests are automatically imported into the *Gradebook*; you can add your own classroom grades manually into the *Gradebook*. **Please note** that you can now export grades to Excel and re-import them as needed; see directions for this at the end of this handout.

Gradebook Views allows you to choose the way in which you view the *Gradebook*: either by item (see class performance on an individual assessment item) or by user (see a particular student's performance on all assessment items).

Course Statistics allows you to view the course's usage statistics, i.e., which students are logging into the course, how often students are accessing information, etc.

Performance Dashboard gives you an assessment / measurement overview for the students in the course. It shows the last time a student has accessed the Blackboard system and links directly to his/her grades.

To Create a Quiz or Exam:


Choose *Test Manager*, then *Add Test*. Give the test a name, description and directions. Click *Submit*.

From the drop down menu at *Add Question*, choose the appropriate question type (or, if you are selecting a random block of questions from a pool that you have already set up, choose *From a Question Pool*) and click *Go*.

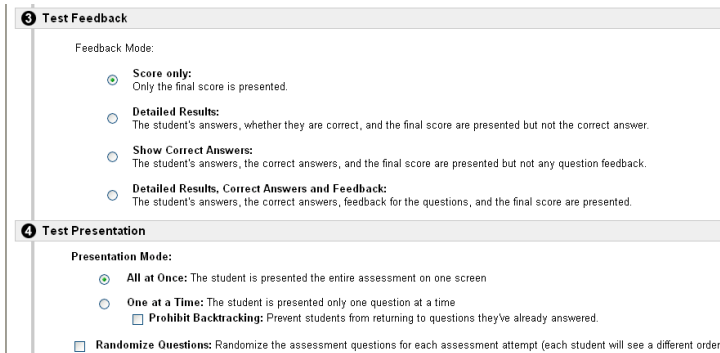
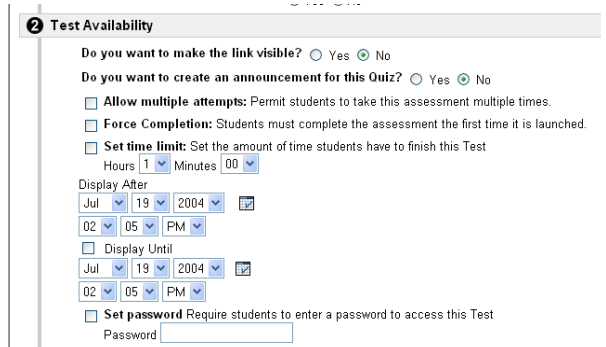
Supply the question text. Add the point value for the question where it asks for *Point Value*. Follow the directions on the screen to finish each question. **Please note:** *Feedback* is optional; it can be used to let students know whether they got the question correct after they have submitted their answer. Click *Submit*. To add a new question, click *Add Question Here* and repeat the process as needed.

When you are finished creating the test, click *OK*. You will now see the finished test listed in the *Test Manager*. To make the test available for students to take, go to the *Control Panel* and click on the *Content Area* in which you would like the test to appear. From there, click on the *Test* link. Choose the test from the list, or click *Create* to create a new test from scratch; click *Submit*.

Once the test has been added, you will be prompted to *Modify the Test Options*.

Please note: this section of test management has been updated and includes many new options. This is the screen you will see.  New options include:

Force Completion requires students to complete the assessment the first time it is launched.



Feedback Mode allows you to choose what students will see during and after the test. For example, if a student answers a question incorrectly, do you want them to see the correct answer?

Presentation Mode allows you to control the way students take the test

(one question on the screen at a time, or the entire test on the screen all at once). *Prohibit Backtracking* prevents students from returning to questions they've already answered. *Randomize Questions* displays the questions in a different order for each student.

When you are ready to make the test available, click *Submit*.

To Create A Survey:

Choose *Survey Manager*, then *Add Survey*. Give the survey a name, description and directions. Click *Submit*.

You may be surprised to see the same options here for creating a test, but when creating a survey you will probably choose *Essay* from the drop down menu that says *Add Question*. Click *Go* to add the survey topic. Click *Submit* when you are done. To add another survey question click *Add Question Here* or click *OK* to finalize the survey.

You will now see the finished survey listed in the *Survey Manager*. To make the survey available for students to take, go to the *Control Panel* and click on the *Content Area* in which you would like the test to appear. From there, click on the drop down menu to the right of the screen that says *Learning Unit*. Choose *Survey* and click *GO*. Choose the survey from the list, or click *Create* to create a new survey from scratch; click *Submit*.

Once the survey has been added, you will be prompted to *Modify the Survey Options*. **Please note:** this section of survey management has been updated much the same way as *Test Manager*. Follow the directions on the screen to finalize the survey setup. Click *Submit* when finished.

To Create A Pool:

Choose *Pool Manager*, then *Add Pool*. Give the pool a name, description and directions. Click *Submit*.

From here, you will begin data entry. Enter each question individually following the directions on the screen. To add a new question, choose *Add Question Here*. When you have completed the pool, click *OK*.

To use the pool, you should first create a new test; see instructions above. When prompted to add a new question, choose the *From a Question Pool* option and click *GO*. From the *Search Pools* screen, choose the appropriate question pool and the question type(s) you want; choose *ALL* if you want to include various question types. Click *Search*.

Click the box next to the question(s) you wish to include in the test and then click *Submit*.

Tips for Creating Online Tests:

- Have your questions ready when you sit down to make the quiz.
- Decide before you begin how many questions, the types of questions, etc., you want.
- Remember to enter the point value for each question as you go.
- Be consistent in where you place the assessments; for example, create an Assessments Folder and always place them there.
- Don't forget to select the correct answer for each item you add to the assessment.
- Pay close attention to the options: Do you want to allow your students to have multiple attempts at the test? Do you want them to see the correct answers for those they answered incorrectly?
- If you choose to have a timed assessment, set a reasonable amount of time.

Please note: If you choose to apply date restrictions to your assessment(s), it is advisable to make the assessment available longer than you tell your students. For example, tell them they only have Friday to take the quiz, but make it available Thursday to Saturday. If a student misses the window of opportunity, they don't get a chance in Blackboard.

Using the Online Gradebook:

If you are using Blackboard to administer tests or surveys, the results are automatically entered into the *Gradebook*. Otherwise, you will have to add grades into the system manually.

In the *Control Panel*, there are two options. 1) Use *Gradebook* to go to the spreadsheet layout that will allow you to view or change a student's grades. 2) Use *Gradebook Views* to choose whether you'd like a report by item (see how the entire class scored on a particular item) or a report by user (see how a particular student scored on all items).

To add an item to the *Gradebook* start in the spreadsheet view and choose *Add Item*. Give the item a name, points possible, etc. Click *Submit*.

To add a student's score to an item start in the spreadsheet view and click on the *Item Name*. Click on *Item Grade List*. In the *Grade* column, type in each student's numerical score for the item.

By default, the spreadsheet view will be listed in the alphabetical order of the students' last names. To sort the information, use the sort toolbar at the top of the screen.

To download the spreadsheet as an Excel file start in the spreadsheet view and choose *Download Grades*. Click *Download*. Save the file onto your hard drive, etc. You will now be able to open the *Gradebook* and edit it directly in Excel.

This version of Blackboard allows you to download the spreadsheet for editing in Excel, then to **UPLOAD** the file back into Blackboard. To upload the Excel file once you've downloaded it from Blackboard start in the spreadsheet view and choose *Upload Grades*. Click *Browse* to select the file. Click *Submit*.

If you have questions about Blackboard or library research,

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