

Center for Learning and Teaching

faculty-focused

Bb: Assignments, Tests, and Grading

Workshop

Educational Technologies Series



OLD DOMINION UNIVERSITY
DISTANCE LEARNING

Workshop Summary
Center for Learning and Teaching

Topic	Bb: Assignments, Tests, and Grading Participants will explore strategies and effective practices for online assignments, tools for student assessment, and for engaging students. The workshop will consist of active discussion and hands-on practice in creating a variety of assessment techniques.
Workshop objectives	Participants in this workshop will: <ol style="list-style-type: none">1. Select from a variety of appropriate assessment options that are available2. Utilize Bb features to make grading easier3. Locate resources
Workshop activities	<ol style="list-style-type: none">1. Discussing Assessment with Blackboard2. Using Online Tests and Surveys3. Taking Advantage of Assignment Tools4. Assessing Online Discussions5. Leveraging Rubrics
Who should attend	Faculty and Teaching Assistants
Workshop expected outcomes	Faculty members will increase their use of online assessment as it applies to their teaching strategies and subject matter.
Handouts	Workshop Summary, Activity Sheets, Online Assessment Quick Reference
Relevant Resources:	<ul style="list-style-type: none">• Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University• Lynda.com video library - https://www.odu.edu/ts/lynda

Activity 1: Discussing Assessment with Blackboard

Objectives:

In this exercise, you will learn how to:

- Select from a variety of appropriate assessment options that are available
- Locate resources

Roles with these privileges:

- Faculty, TA, students, staff

Tips:

- Use both formative and summative assessments
- Try a mix of assessment tools in your course

Other Resources:

- Online Assessment: Quick Reference (workshop handout)

Topics:

1. Discuss your assessment needs

- a. How are your course assessments handled now?
- b. What are assessment challenges you and your students face?
- c. What are areas where you would like to improve your assessments or save time and effort?

2. Reviewing Assessment Options with Blackboard

- a. Uses and benefits of assessment
- b. Testing
- c. Assignments
- d. Discussions
- e. What are some of the challenges and concerns with Blackboard assessment tools?

Activity 2: Using Online Tests and Surveys

Objectives:

In this exercise, you will learn how to:

- Select from a variety of appropriate assessment options that are available
- Utilize Bb features to make grading easier
- Locate resources

Roles with these privileges:

- Faculty, TA, students, staff

Assumptions:

- In concluding the activity, it is assumed faculty/staff will add Blackboard tests and/or surveys to their course.

Tips:

- Online testing can be used for both formative and summative assessment
- Include “practice” tests and exercises for students
- Respondus can be used to upload tests and question pools

Other Resources:

- Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University
- Lynda.com video library - <https://www.odu.edu/ts/lynda>

Topics:

1. Discuss the basics of Blackboard Tests

- a. Create the test in Tests, Surveys, and Pools. There are three main options: Create directly within Blackboard, Importing from a Publisher’s package, Using Respondus to import from a formatted file (Text, Word document).
- b. Add a link to the Test in a content area or a folder like Exams and set your Test options (availability, time limits, exceptions, delivery mode, etc.)
- c. Check/update the Grade Center column for the Test (add category, for example); then update the weighted grade column, if applicable
- d. Turn off Edit Mode or use student preview to check your settings in a simulated student view

2. FOLLOW THESE STEPS:

Deploying a test in Blackboard (within Blackboard directly)

Creating a Test

- a. Under **Course Management**, select **Control Panel > Course Tools > Tests, Surveys, and Pools**
- b. Select **Tests**
- c. Select **Build Test**
- d. Enter TEST INFORMATION (only Name is required)
- e. Select **Submit**

Adding Questions to a Test

Activity 2: Using Online Tests and Surveys

- a. Select **Create Question** > **Question Type** (e.g. Multiple Choice)
- b. Enter required and optional fields (as desired) for the question type
- c. Select **Submit** or **Submit and Create Another**
- d. Repeat for additional question/question types

Adding Test Link and Setting Test Options

- a. Navigate to content area, for example Exams, where the link will be for students
- b. Select **Assessments** > **Test**
- c. Select the Test from list
- d. Select **Submit**
- e. Enter Test information and options (details in next step below).
- f. Select **Submit**

Details on this process can be found on the Blackboard Help site at:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys

3. Discuss test options

The Test options for your Test link control such items as student access, time-limits, question delivery, and others.

Details for these options can be found on the Blackboard Help site:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options

4. Simulating student view

When you simulate a student view by turning off the **Edit Mode**, you should be able to tell if your availability setting is correct. For example, if the Test should NOT be seen before a future date/time, then you should not see the link to the Test with **Edit Mode** off. On the day of the Test, check the setting again with **Edit Mode** off and you should see the link to the Test.

You can also enter **Student Preview Mode** to take the Test and see the results in the Grade Center. When exiting Student Preview mode, select the **Keep the preview user and all data** option.

5. Discuss Testing Techniques and Tools

a. Blackboard Pools

- Use pools to create categorized question sets for building other assessment items
- Plan ahead to determine how to organize your question sets
- Build new pools from old pools or Tests if you decide to reorganize question sets
- Add to pools each semester to increase your question sets
- Use Random Selection to pull different questions each time a Test is loaded

b. Respondus Lock-down Browser

Respondus LockDown Browser is a custom browser that locks down the testing environment within Blackboard. When students use Respondus LockDown Browser

Activity 2: Using Online Tests and Surveys

they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

c. *Respondus 4.0 for Publishing Exams to Blackboard*

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. As an ODU faculty or staff, you already have access to Respondus 4.0 to prepare, print, and upload exams into Blackboard. Respondus also allows you to download a Blackboard exam and to save it as a document for print, or for your records, or use by Educational Accessibility.

6. Grading Tests

Blackboard automatically grades subjective questions like Multiple Choice, True/False, etc. If a Test consists entirely of these types of questions, grades automatically appear in the Grade Center (if that option was selected for the Test). The instructor must manually grade essay questions and also approve special cases such as a student attempt occurring after the due date (if enabled).

Below are the steps for the most common functions for tests in the Grade Center.

a. *Grading All Test Attempts*

- Under **Course Management**, select **Control Panel** > **Grade Center** to expand the options
- Select **Needs Grading** to view a list of all items needing instructor grading or review
- Use the pull-down, options menu for any of the Test attempts listed to select **Grade All Users**
- Review each attempt, enter points values and feedback as appropriate, then select **Submit**
- Select Grade Next Item arrow button to proceed.

b. *View Student Test Attempt*

- Under **Course Management**, select **Control Panel** > **Grade Center** to expand the options
- Select **Full Grade Center**
- Locate the specific student's Test grade or **!** (Needs Grading) indicator in the Test column
- Use the pull-down, options menu for any of the test attempts listed to select **Attempt MM/DD/YY**
- Review attempt

c. *Clear Student Test Attempt*

- Under **Course Management**, select **Control Panel** > **Grade Center** to expand the options
- Select **Full Grade Center**

Activity 2: Using Online Tests and Surveys

- Locate the specific student's Test grade **!** (Needs Grading) indicator in Test column
- Use the pull-down, options menu for any of the Test attempts listed to select **View Grade Details**
- Select **Clear Attempt** button to allow student to retry the Test. **NOTE:** Double check if a Test Exception is needed to give the student access to the Test link.

7. Blackboard Surveys

- Follow the same guidelines for creating a Test and setting Test options. The exception is that surveys are anonymous and do not affect grades; therefore, there are no points or grade center calculations involved.
- You will be able to see who participate in the survey by a check mark in the grade center column
- You will be able to see the aggregate results, not individual results
- To view results, access the **Full Grade Center**, select the option menu for the Grade Center column and select **Attempts Statistics**

Activity 3: Taking Advantage of Assignment Tools

Objectives:

In this exercise, you will learn how to:

- Select from a variety of appropriate assessment options that are available
- Utilize Bb features to make grading easier
- Locate resources

Roles with these privileges:

- Faculty, TA, students, staff

Assumptions:

- In concluding the activity, it is assumed faculty/staff will add Blackboard assignments.

Tips:

- Use Safe Assign for high stakes assignments
- Consider Including “practice” assignments for students
- Use in-line grading of assignments and rubrics to make grading easier.

Other Resources:

- Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University
- Lynda.com video library - <https://www.odu.edu/ts/lynda>

Topics:

1. Discuss the basics of Blackboard Assignments

- a. Create the Assignment in your preferred content area (e.g. Submissions) and set your assignment options (availability, SafeAssign, grading, etc.)
- b. Check/update the Grade Center column for the assignment (add category, for example); then update the weighted grade column, if applicable
- c. Turn off Edit Mode or use student preview to check your settings in a simulated student view

2. FOLLOW THESE STEPS:

Deploying an Assignment in Blackboard

Creating the Assignment and Setting Options

- a. Navigate to content area, for example Submissions, where link will be available for the students
- b. Select **Assessments > Assignment**
- c. Enter Assignment information and options (details in next step below).
- d. Select **Submit**

Details on this process can be found on the Blackboard Help site at:

https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments

3. Discuss Assignment options

Activity 3: Taking Advantage of Assignment Tools

The Assignments options control such items as student access, attach files and rubrics, Due Date, Grade Center options, SafeAssign, and others.

Details for these options can be found on the Blackboard Help site:

https://help.blackboard.com/Learn/Instructor/Assignments/Assignment_Grade_Settings

4. Simulating student view

When you simulate a student view by turning off the **Edit Mode**, you should be able to tell if your availability setting is correct. For example, if the Assignment should NOT be seen before a future date/time, then you should not see the link to the Assignment with **Edit Mode** off. On the day of the Assignment is to open, check the setting again with **Edit Mode** off and you should see the link to the Assignment.

You can also enter **Student Preview Mode** to submit to the Assignment and see the results in the Grade Center. When exiting Student Preview mode, select the **Keep the preview user and all data** option.

5. Discuss Assignment Techniques and Tools

a. Safe Assign

- Use to have student Assignment submissions automatically compared to existing submission, data base papers, etc.
- Optionally students can see the SafeAssign report after submissions which can be helpful for drafts of assignments
- Review the SafeAssign Originality reports carefully, some flagged items are legitimate quotes and citations.

Details on using SafeAssign can be found at:

<https://help.blackboard.com/Learn/Instructor/Assignments/SafeAssign>

b. Student Collaboration on Assignments

- Discussion boards can be used for student collaboration on assignments.
- Groups can be created to form team to collaborate on assignments. An Assignment's options can be set for Group submissions under the Submission Details section of the Assignment options.

c. Self and Peer Review Assignments

- Students add their submission during specified time period
- Students perform peer review during review session with instructor defined questions and criteria
- Reviews can be sent to Grade Center or used by faculty to determine final assignment grade.

Details for the these types of assignments and grading can be found on the Blackboard Help sites:

https://help.blackboard.com/Learn/Instructor/Assignments/Self_and_Peer_Assessment/Create_and_Edit_Self_and_Peer_Assessments

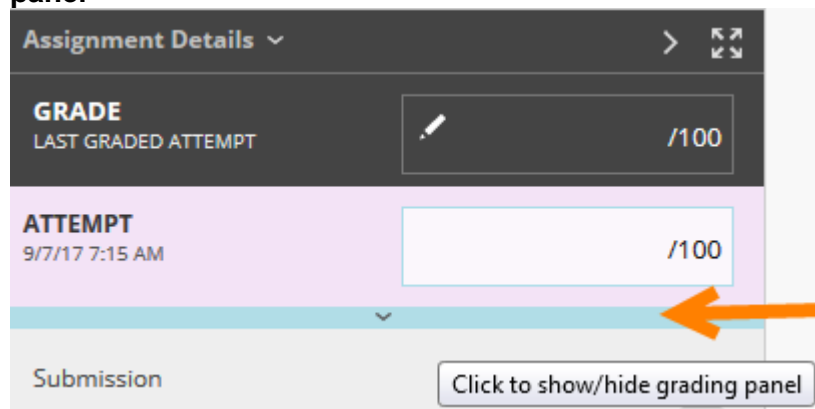
https://help.blackboard.com/Learn/Instructor/Assignments/Self_and_Peer_Assessment/View_Assessment_Submissions_Evaluations_and_Results

Activity 3: Taking Advantage of Assignment Tools

6. Grading Assignments

a. Grading Assignment Submissions

- Under **Course Management**, select **Control Panel** > **Grade Center** to expand the options
- Select **Needs Grading** to view a list of all items needing instructor grading or review
- Use the pull-down, options menu for any of the Assignment attempts listed to select **Grade All Users**
- Review each attempt, enter points values
- Optionally provide feedback by expanding the **Click to show/hide grading panel**



- Select **Submit**
- Select Grade Next Item arrow button to proceed.

b. Inline Grading of Assignment Submissions

- After accessing the Assignment submissions, submitted files can be marked using the *crocodoc* tools
- Select the Comment button to display the available tools including Comment tool, pencil, and highlighter
- Optionally download, marked submissions as a PDF file

Details for these types of assignments and grading can be found on the Blackboard Help sites:

https://help.blackboard.com/Learn/Instructor/Assignments/Grade_Assignments/Assignment_Inline_Grading

b. Grading Assignment Submissions with a Rubric

- After accessing the Assignment submissions, submitted files can be marked using the *crocodoc* tools
- Select the by expanding the **Click to show/hide grading panel**
- Select the Rubric name to expand the grading options
- Enter preferred rubric values for the submission
- Select **Save Rubric** button

Activity 3: Taking Advantage of Assignment Tools

- Select **Submit** button to save grade to Grade Center column

Details on grading with Rubrics can be found on the Blackboard Help sites:

https://help.blackboard.com/Learn/Instructor/Grade/Rubrics/Grade_with_Rubrics

Activity 4: Assessing Online Discussions

Objectives:

In this exercise, you will learn how to:

- Select from a variety of appropriate assessment options that are available
- Utilize Bb features to make grading easier
- Locate resources

Roles with these privileges:

- Faculty, TA, students, staff

Assumptions:

- In concluding the activity, it is assumed faculty/staff will add online Discussions.

Tips:

- Carefully format your discussion questions and thread to promote detailed responses
- Clearly set your expectations for students participation in discussions
- Set original post deadlines and a following date for all replies
- Moderate the forum but don't respond to every post
- Consider posting a summary response or asking one student to post a synopsis of the discussion

Other Resources:

- Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University
- Lynda.com video library - <https://www.odu.edu/ts/lynda>

Topics:

1. Discuss the basics of Blackboard Discussions

- a. Create the Discussion in your preferred content area (e.g. Class Discussions) and set your assignment options (availability, SafeAssign, grading, etc.)
- b. Check/update the Grade Center column for the Discussion (add category, for example); then update the weighted grade column, if applicable
- c. Turn off Edit Mode or use student preview to check your settings in a simulated student view

2. FOLLOW THESE STEPS:

Deploying an Online Discussion in Blackboard

Creating the Discussion and Setting Options

- a. Navigate to content area, for example Class Discussions, where link will be located for the students
- b. Select **Tools > Discussion Board**
- c. Enter Discussion Board information and options (details in next step below).
- d. Select **Submit**

Activity 4: Assessing Online Discussions

Details on this process can be found on the Blackboard Help site at:
https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create_Discussions

3. Discussion Board options

Discussion options control such items as student access, attach files and rubrics, Due Date, Grade Center options, student thread and post access, and others.


Key options are Discussion Boards are shown below.



FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade No Grading in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads

Show participants in "needs grading" status  after every Posts

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

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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Subscribe Do not allow subscriptions
 Allow members to subscribe to threads
 Allow members to subscribe to forum
 Include body of post in the email
 Include link to post

Create and Edit Allow Anonymous Posts
 Allow Author to Delete Own Posts
 Allow Author to Edit Own Published Posts
 Allow Members to Create New Threads
 Allow File Attachments

4. Simulating student view

When you simulate a student view by turning off the **Edit Mode**, you should be able to tell if your availability setting is correct. For example, if the Discussion Board should NOT be seen before a future date/time, then you should not see the link to the Discussion Board with **Edit Mode** off. On the day of the Discussion Board is to open,

Activity 4: Assessing Online Discussions

check the setting again with **Edit Mode** off and you should see the link to the Discussion Board.

5. Discussion Techniques and Tools

a. *Discussion Statistics*

- Monitor student participation in discussions and other Blackboard access
- Under **Course Management**, select **Evaluation > Performance Dashboard**
- Review the data for any student in the course.

Details on using the Performance Dashboard are at:

https://help.blackboard.com/Learn/Instructor/Interact/Discussions/View_Discussion_Statistics

b. *Group Discussions*

- Groups can be created to form teams to collaborate. Group Discussion boards are available as an option when creating groups.

c. *Discussion Etiquette*

- Require students to address any reply posts to the original thread author by name
- Suggest student quote or reference response accordingly

6. Grading Discussions

a. *Grading Discussions Submissions*

- Under **Course Management**, select **Control Panel > Grade Center** to expand the options
- Select **Needs Grading** to view a list of all items needing instructor grading or review
- Use the pull-down, options menu for any of the Discussion attempts listed to select **Grade All Users**
- Review each attempt, enter points values
- Optionally provide feedback
- Select **Submit**
- Select Grade Next Item arrow button to proceed.

b. *Grading Discussion Posts with a Rubric*

- After accessing the Discussion submission, select the Rubric name to expand the grading options
- Enter preferred rubric values for the submission
- Select **Save Rubric** button
- Select **Submit** button to save grade to Grade Center column

Details on grading with Rubrics can be found on the Blackboard Help sites:

https://help.blackboard.com/Learn/Instructor/Grade/Rubrics/Grade_with_Rubrics

Activity 5: Leveraging Rubrics

Objectives:

In this exercise, you will learn how to:

- Select from a variety of appropriate assessment options that are available
- Utilize Bb features to make grading easier
- Locate resources

Roles with these privileges:

- Faculty, TA, students, staff

Assumptions:

- In concluding the activity, it is assumed faculty/staff will be able to add and use Rubrics.

Tips:

- Share rubrics with students to set student expectations on assignment and participation in your course
- Use rubrics to provide guidance to teaching assistants and other faculty
- Ensure rubrics measure student performance

Other Resources:

- Blackboard Help - https://help.blackboard.com/Filter/Instructor/College_or_University
- Lynda.com video library - <https://www.odu.edu/ts/lynda>

Topics:

1. Discuss the basics of Rubrics Use in Blackboard

- Rubrics can be assigned to Assignments, Discussion Boards, Test questions (Essay, Short Answer, and File Response types only), BLOGS, Journals, and Wikis
- Create Rubrics in using the Rubric Course Tool
- Assign Rubric to actual Blackboard assessment

2. FOLLOW THESE STEPS:

Deploying a Rubric in Blackboard

Creating the Rubric

- a. Under **Course Management**, select **Control Panel > Course Tools > Rubrics**
- b. Select **Create Rubric** button
- c. Enter Rubric **Name**
- d. Optionally add a **Description**
- e. As needed use **Add Row**, **Add Column** buttons to create Rubric design for your grading needs
- f. Select preferred **Rubric Type** from pull-down menu
- g. Use Option Menu to change Row and Column titles
- h. Adjust Weight and Percent fields (depends on Rubric type)
- i. Select **Submit**

Activity 5: Leveraging Rubrics

Example Rubric Settings

RUBRIC DETAIL

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

Add Row Add Column Rubric Type: Percent Show Criteria Weight

Levels of Achievement ↕

Criteria ↑↓

	Novice	Competent	Proficient
Formatting Weight 33.00 %	Percent 0 abc ✓	Percent 50 abc ✓	Percent 100 abc ✓
Organization Weight 34.00 %	Percent 0 abc ✓	Percent 50 abc ✓	Percent 100 abc ✓
Grammar Weight 33.00 %	Percent 0 abc ✓	Percent 50 abc ✓	Percent 100 abc ✓

Total Weight: 100.00% Balance Weights

Details on this process can be found on the Blackboard Help site at:

<https://help.blackboard.com/Learn/Instructor/Grade/Rubrics>

3. Assigning Rubric

a. Adding Rubric to Test Question

- Under **Course Management**, select **Control Panel > Course Tools > Tests, Surveys, and Pools**

Activity 5: Leveraging Rubrics

- Select **Tests**
- Edit the Test using the Options menu
- Edit the Question
- Under RUBRICS, select **Add Rubric** button> **Select Rubric**
- Check box for the rubric
- Select **Submit** Button

b. Adding Rubric to an Assignment

- Navigate to the Assignment link
- Edit the Assignment using the Options menu
- Under RUBRICS, select **Add Rubric** button> **Select Rubric**
- Check box for the rubric
- Select **Submit** Button

c. Adding Rubric to a Discussion

- Under **Course Management**, select **Control Panel > Course Tools > Discussion Board**
- Edit the Discussion Board
- Under RUBRICS, select **Add Rubric** button> **Select Rubric**
- Check box for the rubric
- Select **Submit** Button

4. Grading with Rubric

a. Grading Test Question with a Rubric

- After accessing, the Test attempt for a student
- Select the Rubric name to expand the grading options for any questions using a rubric
- Enter preferred rubric values for the submission
- Select **Save Rubric** button
- Select **Submit** button to save grade to Grade Center column

b. Grading Assignment Submissions with a Rubric

- After accessing, the assignment submission, submitted files can be marked using the crocodile tools
- Select the by expanding the **Click to show/hide grading panel**
- Select the Rubric name to expand the grading options
- Enter preferred rubric values for the submission
- Select **Save Rubric** button
- Select **Submit** button to save grade to Grade Center column

b. Grading Discussion Posts with a Rubric

- After selecting the Rubric name to expand the grading options
- Enter preferred rubric values for the submission
- Select **Save Rubric** button
- Select **Submit** button to save grade to Grade Center column

Activity 5: Leveraging Rubrics

Details on grading with Rubrics can be found on the Blackboard Help sites:
https://help.blackboard.com/Learn/Instructor/Grade/Rubrics/Grade_with_Rubrics