

Assessments

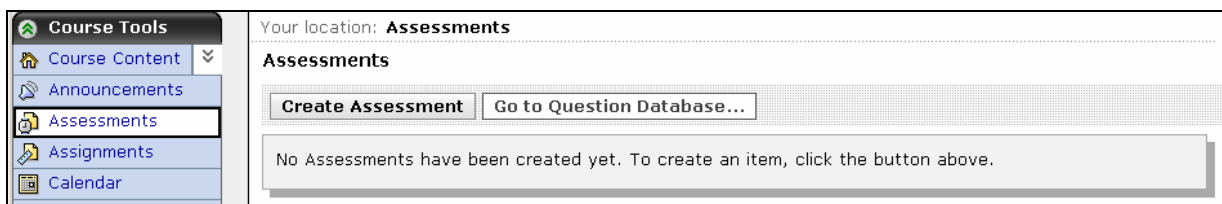
The Assessment tool is used to create quizzes, surveys, and self tests. Used in conjunction with Question Database, an instructor can reuse test questions in multiple assessments without entering them every time. There are three assessment types:

- **Quiz** – answers are automatically graded, with the exception of paragraph answers
- **Self Test** – is not graded nor recorded in the Grade Book, useful for self testing
- **Survey** – submissions are anonymous and not graded

► The Question Database

This tool keeps track of all previously entered questions so that they could be used again. To get to the Question Database:

1. Make sure **Build Tab** is active, click **Assessments** under **Course Tools**, and click on the **Go to Question Database** button.



2. To begin creating questions, click on **Create Questions** and select a question type.

► ► True/False

Students must determine whether the statement is true or false.

Create True False Question

*Title:

Question text: Enable HTML Creator

Use HTML Insert equation: ▶

Image: Browse...

Image Title:

Answer

Correct response: True / False

1. Enter a title that would help identify the question later.
2. Enter the question in the question text box.
3. Insert an equation or image if necessary.
4. Select the correct response.
5. Click on **More Options** to add general feedback, leave notes for the designer, or place the question in a specific category.
6. Hit **Save**.

▶ ▶ **Multiple Choice**

Students choose the correct answer from a list.

1. Fill in the title and question text sections.
2. Under the "Answers" section, select "one answer" mode if there is only one correct answer in the list. If there are multiple answers, check the "correct response" box for each correct answer and enter in the value for each one.
3. Under "Settings" is the option to allow negative score for selecting the wrong answer. There are also options to randomize the answer order and whether to give partial for multiple answers.
4. The choices under **More Options** are similar to the ones for True/False.
5. Hit **Save** when you're done.

▶ ▶ **Multiple Choice Combination**

Students choose the correct combination of answers from a list. There are no partial values to combination questions.

Create Combination Question

*Title:

Question text:

1. Fill in the title and question text sections.

Single Answers

Answer A: Use HTML

Answer B: Use HTML

Answer C: Use HTML

Answer D: Use HTML

Answer E: Use HTML

2. Enter the values that you will use to create the combinations.

Create Answer Combinations

Specify a combination of single answers (e.g., A, B, E), or enter an alternate answer.
For the correct answer combination, select *Correct response*. **Note:** you can only select one correct response.

Combination 1: Correct response

A | B | C | D | E | Other: Use HTML

Feedback: Use HTML

Combination 2: Correct response

A | B | C | D | E | Other: Use HTML

Feedback: Use HTML

3. Using the values entered above, create several combinations with one as the correct response. Use "Other" for alternative answers, such as "None of the above" or "All of the above".

► ► **Fill in the Blank**

Students are presented with a question containing blank spaces and must provide the missing text.

Create Fill in the Blank Question

*Title:
 Enclose text that is to appear as a blank within square brackets. Example: Fill in the [blank].

Question text:

1. Type in the statement that you want to appear as the question and then add square brackets around the words that you want to appear as blanks.
2. Hit **Generate Answer**.

Answers
 Questions appearing in a quiz must be assigned an answer value (%) and grading scheme.

Answer text	Value (%)	Grading scheme	Actions
Answer 1: legislative	<input type="text" value="33"/>	Equals	<input type="button" value="Create Alternate"/>
Alternate 1a: congress	<input type="text" value="33"/>	Equals	<input type="button" value="X"/>
Answer 2: executive	<input type="text" value="33"/>	Equals	<input type="button" value="Create Alternate"/>
Alternate 2a: presidency	<input type="text" value="33"/>	Equals	<input type="button" value="X"/>
Answer 3: judiciary	<input type="text" value="34"/>	Equals	<input type="button" value="Create Alternate"/>
Alternate 3a: supreme court	<input type="text" value="0"/>	Equals	<input type="button" value="X"/>

3. Enter the desired value for each answer. Values must total 100%. "Equals" means the response must be exact whereas "contains" can include anything else as long as the answer is in there. Click **Create Alternative** to add alternative answers for full or partial credit.

► ► **Jumbled Sentence**

This question type is similar to fill in the blank except students are also presented with a list of the missing words.

Create Jumbled Sentence Question

*Title:
 Enclose each word or phrase that you want to jumble in square brackets. Example: The [quick] [brown] [fox] jumped over [the lazy] [dog].

Question text:

1. Type in the statement that you want to appear as the question and then add square brackets around words that you want to be jumbled.
2. Hit **Generate Answer**.
3. The "Answers" section will appear. Click **Create Alternate** if you'd like to change the order of the words around.
4. Click **Preview** to see what the question looks like before hitting **Save**.

▶ ▶ **Matching**

Students are presented with two lists and must match items from the first list to the second.

Matching pairs

Column 1: Displayed in a fixed order.

Column format: Short Answer Long Answer

Use HTML

Amendment 1 matches

Amendment 2 matches

Amendment 3 matches

Amendment 4 matches

Amendment 5 matches

Column 2: Ordered randomly in a drop-down list.

Column format: Short Answer Long Answer

Use HTML

Freedom of religion, speech, press, assembly, and petition.

Right to keep and bear arms in order to maintain a well regulated militia.

No quartering of soldiers.

Freedom from unreasonable searches and seizures.

Right to due process of law, freedom from self-incrimination, double jeopardy.

Create Additional Pairs

1. Enter a title for the question. Use the question text box for instructions.
2. Enter the two sets of answers. Click **Long Answer** on either side if extra space is needed.
3. Select the desired grading scheme.
4. Hit **Save**.

▶ ▶ **Paragraph**

Students answer a question in paragraph or essay format. These questions must be manually graded by the instructor.

1. Fill in the title and question text sections.
2. Use the pre-fill answer box for a lead in sentence that students can use to get started.
3. Fill in the sample correct response box if you'd like to show the students what the ideal answer would have been once the quiz has been graded and handed back.

▶ ▶ **Short Answer**

Students are presented with a question that they must answer in the form of a word or phrase. If there are multiple answers, you can require students to provide their answers in a specific order.

Answers

	Answer text	Value (%)	Grading scheme	Allow in answer box
1.	Washington	33	Contains	Answer 1
2.	Adams	33	Contains	Answer 2
3.	Jefferson	34	Equals	Answer 3

1. Fill in the title and question text sections.
2. Type in correct values in the answer slots.

3. If you plan to force a specific answer order, first enter the appropriate number of answer

boxes shown to the student under Settings.

► ► Calculated Questions

Students are required to apply mathematical operations to answer the question. Questions are entered with variables in place of numbers and then a list of values is generated based on chosen formulas.

The screenshot shows the question editor interface. At the top, there is a text area for the question text containing the example: "If gravity on the moon is 1/6th of what it is on the Earth, a [x] lb woman would weight [y] lb on the moon." Below this is a checkbox for "Use HTML" and an "Insert equation" button with a dropdown menu set to "New". There is also an "Image" field with a "Browse..." button and an "Image Title" field. At the bottom, there is a "Formula:" section with instructions: "Enclose variables in square brackets. Example: [x] + [y]. Values for variables will be inserted generated. You can also use constants in place of variables." and a link "View a list of supported formulas." The formula input field contains "1/6*[x]".

1. Enter the desired question with variables enclosed in square brackets. The variables will be replaced by values when the students view it.
2. Enter the formula in the formula box using the variables from the question. In the example, the formula is $1/6 * [x]$ so whatever number Blackboard generates for [x], the correct answer will be one-sixth of that.
3. Indicate the unit if you'd like to make that a part of the question.
4. Click **Analyze Variables**.

The screenshot shows the "Variables" and "Answers" settings dialog. Under "Variables", there are input fields for "Minimum" and "Maximum", and a "Calculate to" dropdown set to "0" with the text "decimal places". Under "Answers", there is an "Answer Set:" section with a dropdown for "Specify the number of answers per set" set to "10". Below that is a "Calculate the answer sets to" section with dropdowns for "0" and "Decimal". There is also an "Answer Tolerance (+/-):" field and radio buttons for "Units:" with "Percent" selected. At the bottom are "Generate Answer Set" and "Cancel" buttons.

5. Under Variables, enter the desired range using x minimum and maximum.
6. Under Answers, tweak the "Answer Tolerance" if you want to allow some room for the answer range.
7. Click **Generate Answer Set**.
8. Hit **Save**.

► Creating Assessments

1. Make sure **Build Tab** is active, click **Assessments** under **Course Tools**, and click on the **Create Assessment**.
2. Enter a title and description.
3. Select the assessment type (quiz, survey, or self test).
4. Select a previously created assessment under Template if you'd like to copy its settings.
5. Click Save and Add Questions. Questions can also be added via the Assessments screen by clicking on the Assessment's **ActionLinks Menu** and selecting **Go to Assessment**. Choose from **Add to Assessment** to import existing questions or **Create Questions**.
6. Check the boxes next to the questions that you'd like to add and click **Add Selected**.

7. On the next screen, assign the desired number of points for the questions. Click **Update Total** to save the changes.

Note: the assessment is created at this point. You can always access this screen again by clicking on the Assessment title in the Assessments screen. This is worth remembering because there are several things you can only do while on this page:

- **Adding Parts** – available under **Add to Assessment**, useful for organizing the test into multiple portions
- **Creating Question Sets** – group of two or more questions from which one question is randomly selected and presented to students

▶ ▶ Creating Question Sets

1. Click on the desired assessment title in the Assessments screen. Click **Add to Assessment**, select **Question Set**.
2. Check two or more questions to add as a question set. Click **Add Selected**.

Note: You can also create a question set by adding alternative questions to an existing question. Check the question to which you want to associate with a question set and click **Add Question Alternates**. Repeat step 2 from above.

- For each question set, you must determine the number of questions that will be presented and how many points per question.

	<input type="checkbox"/> 5.	Question Set	Select: <input type="text" value="1"/> x <input type="text" value="10"/>	Question Set
	<input type="checkbox"/>	M Amendments	--	Matching
	<input type="checkbox"/>	SA Presidents	--	Short Answer

In the drop down box to the right of the question set is the number of questions presented. Next to that is the number of points per question.

- Click **Update Total** if you've made any point changes.

▶ Assessment Properties

These properties define how a test will be delivered to the students and how results will be released. To access them, go to the Assessments screen, open up the desired test's **ActionLinks Menu** and click on **Edit Properties**. The available properties are:

- Title, description, item visibility and Grade Book column name
- Question delivery
- Display Assessment – whether to use a new browser window for the test
- Duration
- Attempts – number of attempts allowed, whether to randomize questions in question sets, minimum amount of wait time between each attempt
- Student score – select how scores are released
- Statistics release – only available if one of the “release the score...” choices is selected under Student score
- Dates Available – set the availability of the test
- Result Properties – specify how the graded submissions will appear
- Submission Properties – send a message to the students after they submit their test and whether to receive submissions via email
- Security Properties – password protect the test or specify an IP address for test takers
- Custom Instructions – display unique directions at the top of the test

▶ Managing Grades

Submissions are automatically graded except for questions requiring a paragraph answer. Grades are automatically added to the Grade Book for the assessment. There are two ways to manually grade questions:

- Grade by student** – review each student's entire submission
- Grade by question** – review the whole class' answers to one question

▶ ▶ Grade by Student

- Make sure **Teach Tab** is active, under **Instructor Tools**, click **Assessment Manager**. Click on the **Not Graded** tab.
- To grade a submission, click on **View Attempt 1**.

3. Enter or override the scores and add comments if necessary.
4. Click **Update Grade**.

Note: To re-grade an already graded assessment, go to the **Graded** tab instead of the **Not Graded** tab.

▶ ▶ **Grade by Question**

1. Make sure **Teach Tab** is active, under **Instructor Tools**, click **Assessment Manager**. Click on the **Not Graded** tab.
2. Click on the assessment title that contains the question you want to grade. If there is more than one submission of the same test, any will do.
3. Locate the desired question, open up its **ActionLinks Menu** and click **Grade All attempts of this question**.
4. Click **Hide Names** if you don't want to see the student names while grading.
5. Click on **Attempt 1** of the first student to begin grading.
6. Enter the grade. Click **Save and View Next Attempt** to go to the next student's answer.
7. Click **Done** when you've completed grading.

▶ **Allowing Students to Retake Assessments**

1. Find the assessment that you'd like to reset in **Assessment Manager**.
2. Expand the assessment if necessary.
3. Locate the attempt that you'd like to reset, open up the **ActionLinks Menu** for that submission, and click **Reset Attempt**.
4. At the bottom of the window is the button, **Reset Entire Submissions**, to reset all attempts.