

# **ELMS: Assessment and Evaluation in Blackboard Academic Suite (The Basics)**

v.2

(updated 6/22/07)

Institute for Instruction Technology  
Office of Information Technology



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# Introduction

This document provides a basic sequence of steps for creating a test, quiz, or survey using the **Test Manager**, and instructions for posting an assignment using the special features of the **Assignments** tool in ELMS Blackboard.

**Note about Surveys:** Use the *Survey Manager* to create a survey. It is similar to the *Test Manager*, but with a fewer options to select.

**Note about Question Pools:** If you would like to randomize the selection of a set number of questions from a larger pool of questions, you will need to:

- create the questions in the Pool Manager, or
- add the questions to a Pool from an existing Test.

Pools can be used to store survey questions, as well. For instructions, go to <http://elms.umd.edu>; under the *Training* tab, see the *ELMS OIT Training Handouts* module for handout files (pdf) to download.

**Note about more efficient Test or Survey creation:** As an alternative method of getting questions and tests into ELMS, you can use **Respondus**. Respondus is a special application, free to faculty and staff, that helps speed up the process of test, quiz, survey creation in ELMS.

Respondus gives you two options: one is to quickly move/publish questions to a Pool in your Bb course, from which you can pull questions randomly; the other option is to publish the questions to a Test. Questions in one Test can be reused in other Tests. When you publish questions as a Test, you can also add it to a Content Area.

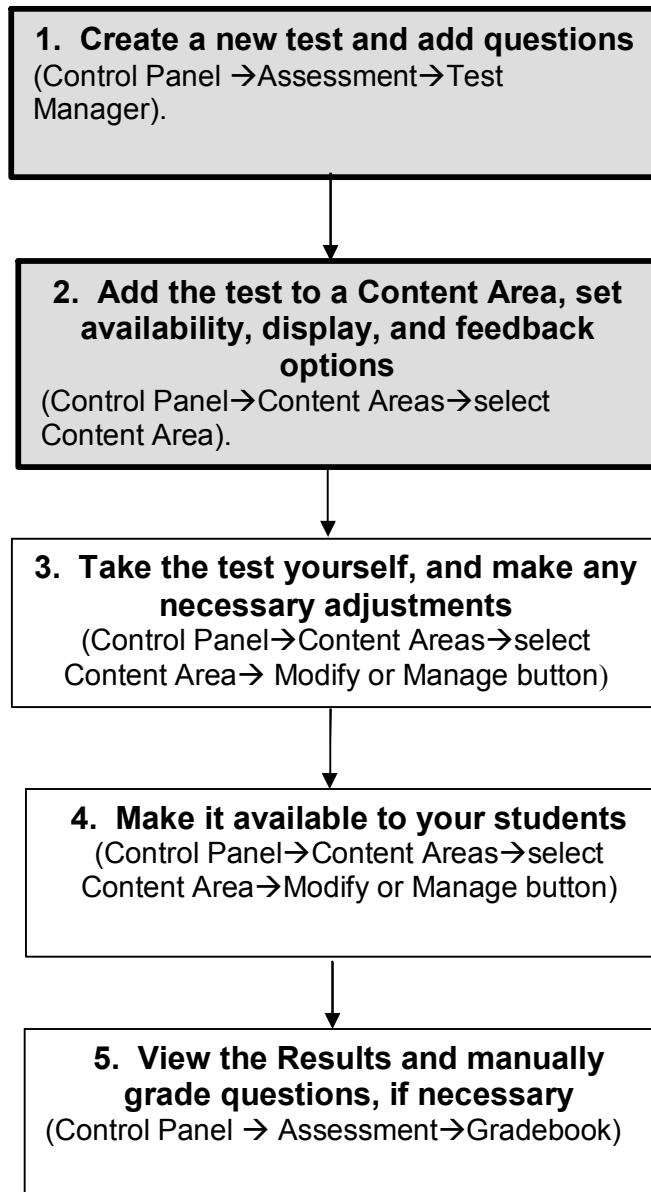
For instructions and download information, go to <http://elms.umd.edu>; under the *Training* tab, see the section titled “*Respondus (Faster Quiz Creation for ELMS)*.”

For additional questions, email [elms@umd.edu](mailto:elms@umd.edu).

For additional workshop handouts, go to <http://elms.umd.edu>; under the *Training* tab, see the *ELMS OIT Training Handouts* module for handout files (pdf) to download.

# Creating a Test/Quiz or Survey

## Summary of Main Steps



## 1. Create a new test and add questions

The Test Manager allows you to create, modify, and remove Tests/Exams/Quizzes.

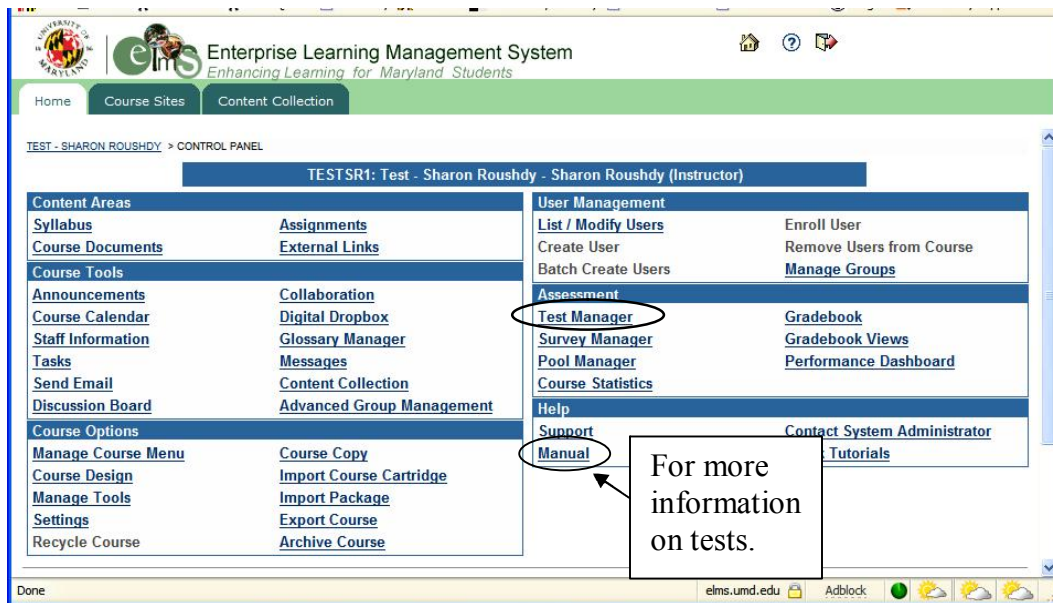
1. To access the Test Manager, select **Test Manager** from the **Control Panel**.

**Note:** For a survey, go to the Survey Manager.

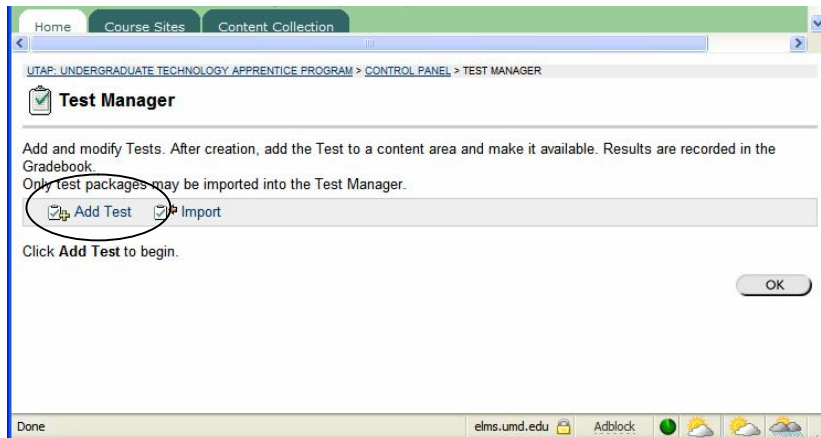
**Note about Question Pools:** If you would like to randomize the selection of a set number of questions from a larger pool of questions, you will need to:

- create the questions in the Pool Manager, or
- add the questions to a Pool from an existing Test.

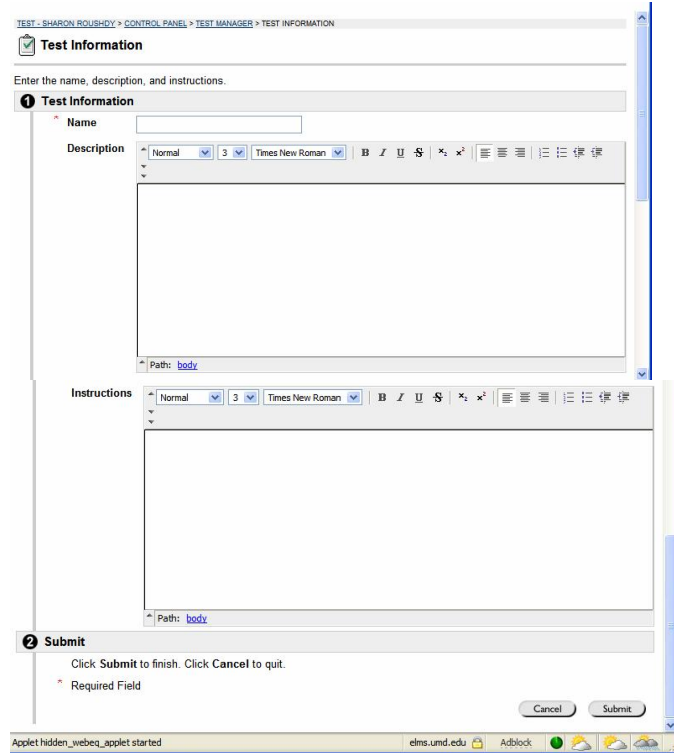
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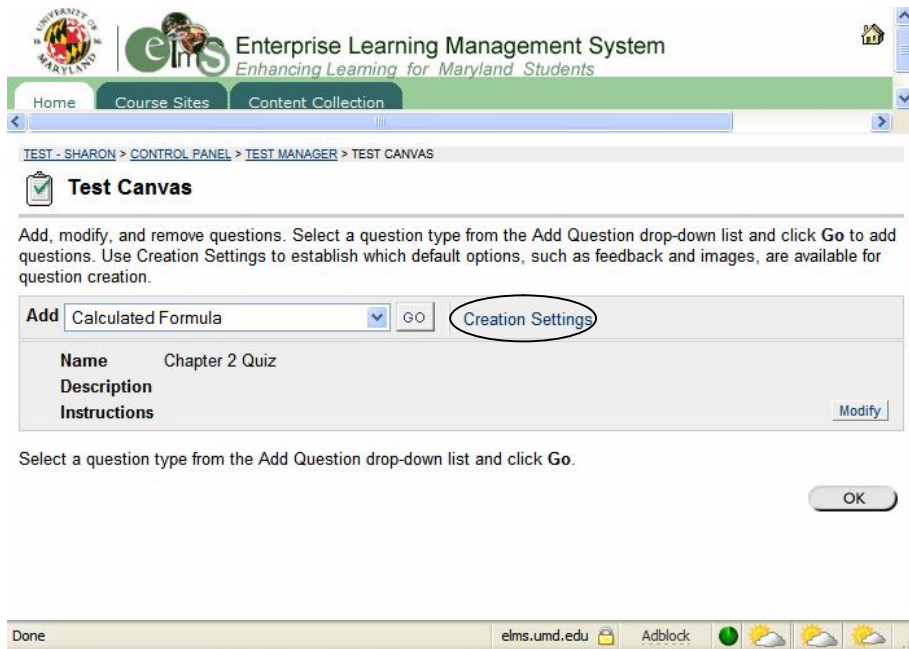
2. On the Test Manager page, click on the **Add Test** button.



3. Type in a **Name** for the test. Optionally, type in a **Description** and **Instructions** in the available boxes. Click **Submit**.



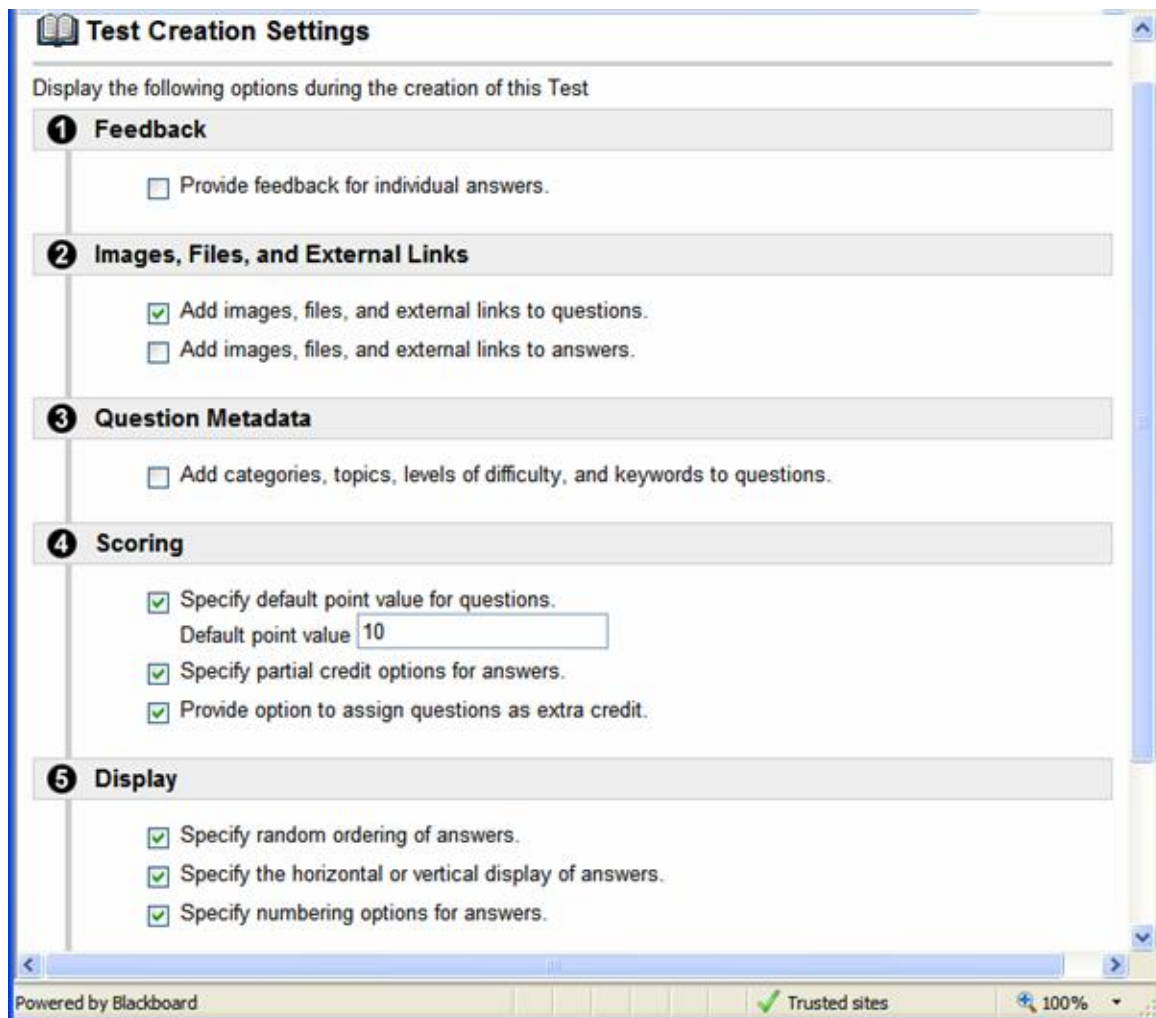
4. On the *Test Canvas*, begin by selecting the **Creation Settings** link.





The *Test Creation Settings* page allows Instructors to select which default options will be available while creating questions. (For a detailed explanation of each setting, click on Manual, under Help on the Control Panel and select [Chapter 13, Test Creation Settings](#).)

In this example, only the elements and options we think we will use for this test are selected.



**Test Creation Settings**

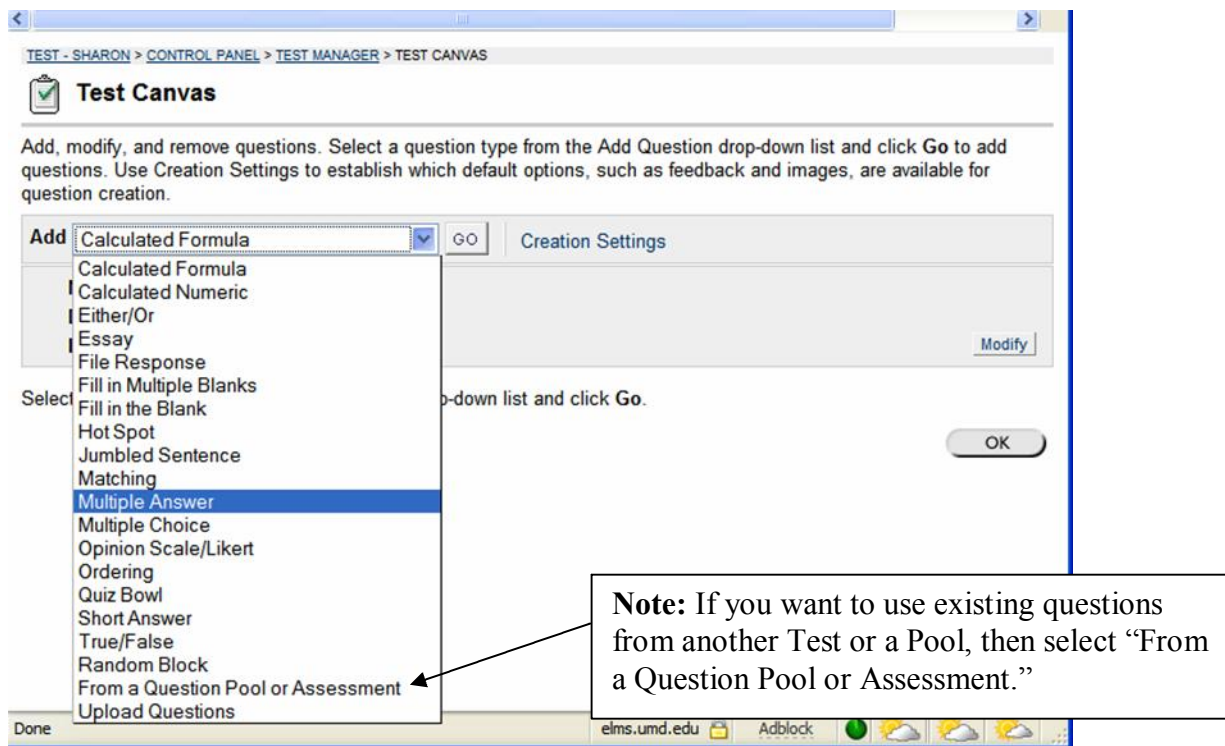
Display the following options during the creation of this Test

- 1 Feedback**
  - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
  - Add images, files, and external links to questions.
  - Add images, files, and external links to answers.
- 3 Question Metadata**
  - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
  - Specify default point value for questions.  
Default point value
  - Specify partial credit options for answers.
  - Provide option to assign questions as extra credit.
- 5 Display**
  - Specify random ordering of answers.
  - Specify the horizontal or vertical display of answers.
  - Specify numbering options for answers.

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- To add a question, select the desired question type from the **Add** drop-down box, and click **Go** (in this example, we are selecting a Multiple Answer question).

(For a more detailed explanation of the various question types, click on Manual, under Help on the Control Panel and select Chapter 13 – Assessment.)



### Multiple Answer question example:

**Note:** some of the options on the question form (shown below), will depend on what settings you select on the *Creation Settings* page.

- Under **Question** (of the form, shown below): Enter the question text.  
**Note:** If you wish to copy and paste text from another document, try using Shift-Insert to paste (instead of using Ctrl-v or Paste from the File menu).
- Attach a file or URL, as needed.
- Under **Options**: Select numbering and orientation options.
- Under **Answers**: Enter **answers** to choose from and select the **correct answer(s)**. If you plan to add a media file (e.g., image, audio, video), use the Browse button to select the file, and then select, "Create a link to this media file" to display a link, or "Display image within a page" if you want the file to open automatically.

TEST - SHARON ROUSHDY > CONTROL PANEL > POOL MANAGER > ADD/MODIFY MULTIPLE ANSWER QUESTION

### Add/Modify Multiple Answer Question

Add the question text, then set the point value and the number of answers. Add the answer choices, indicate the correct answers, and provide feedback for user responses.

**1 Question**

Question Text

Normal 3 Times New Roman B I U -S x<sub>2</sub> x<sup>2</sup>

What tools are used to post subject matter in ELMS?

Path: body

File  Browse...

Action Create a link to this media file

External Link

Link Name

**2 Options**

Answer Numbering Lowercase Letters (a, b, c)

Answer Orientation Vertical

Show Answers in Random Order

**3 Answers**

Select the number of answer choices, fill in the fields with possible answers.

Number of Answers 4

Correct  Answer a. Normal 3 Times New Roman B I U -S x<sub>2</sub> x<sup>2</sup>

Content Area

Path: body

File  Browse...

Action Create a link to this media file

You may add additional spaces for answers, by selecting from the drop-down menu.

Click the checkbox to indicate a correct answer.

10. Under **Feedback**: Optionally, you may use the spaces provided to enter general correct and/or incorrect feedback.

**Note:** Blackboard automatically informs the student of correct and incorrect answers. However, additional feedback can be a good learning aid when used to clarify, reference, explain, or guide the student.

#### 4 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

##### Correct Response Feedback

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> [List Icons]

The Content Areas, Items, and Learning Units can be used to add course subject material. Folders are also used for this purpose in conjunction with Items.

Path: [body](#)

##### Incorrect Response Feedback

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> [List Icons]

The Discussion area is a communication tool for course, group, or individual discussions.

11. Under **Categories and Keywords** (To display this option, select Question Metadata, under *Creation Settings*): Optionally, you may assign the question to a category, level of difficulty, topic, or keywords, to help organize and locate questions for use in other tests. These features are especially useful when you have large numbers of questions.

The screenshot shows two sections of a web interface. The top section, titled '5 Categories and Keywords', contains several fields: 'Categories' with a 'Modify' button and the text 'Category 1'; 'Levels of Difficulty' with a 'Modify' button and the text 'Easy'; 'Topics' with a 'Modify' button and the text 'Topic 2'; and 'Keywords' with a text input field containing 'elms, content'. Below this is a '6 Submit' section with the instruction 'Click **Submit** to finish. Click **Cancel** to quit.' and a 'Required Field' label. At the bottom right of the 'Submit' section are 'Cancel' and 'Submit' buttons.

12. Once you have completed all entries and selected your options, click the **Submit** button, at the bottom of the screen.

The following figure shows the question, now added to the test.

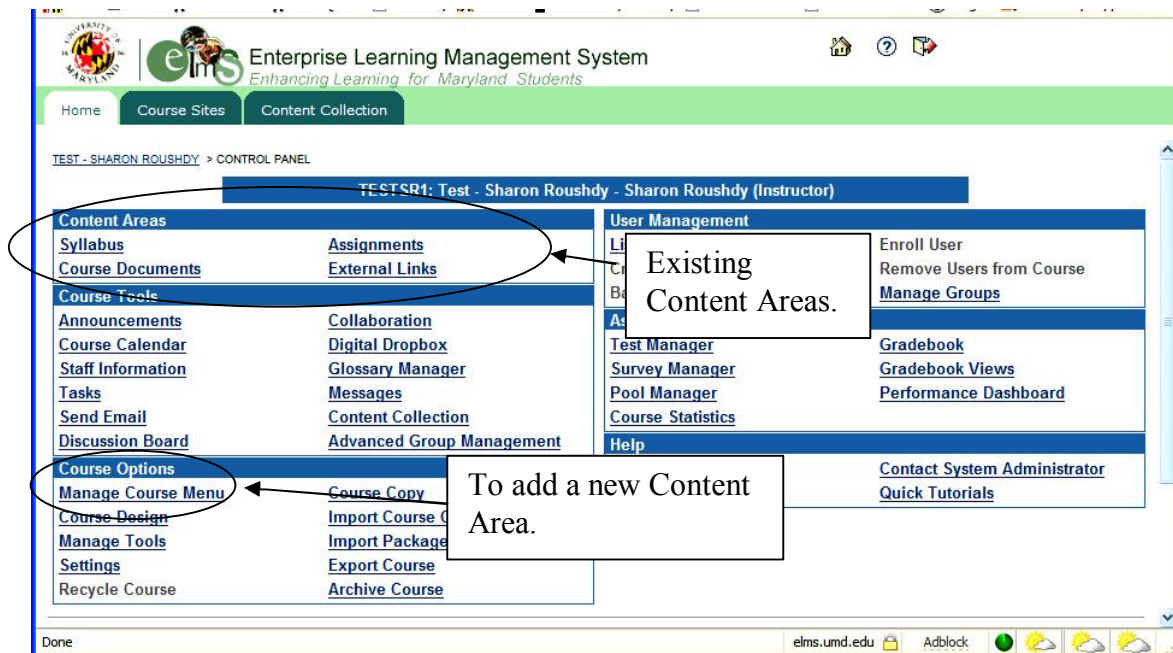
The screenshot shows the 'Test Canvas' interface. At the top, there is a breadcrumb trail: 'TEST - SHARON > CONTROL PANEL > TEST MANAGER > TEST CANVAS'. Below this is a 'Test Canvas' header with a checkmark icon and instructions: 'Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.' Below the instructions is an 'Add' section with a dropdown menu set to 'Calculated Formula', a 'GO' button, and a 'Creation Settings' link. The main area displays a list of questions. The first question is 'Question 1' with a dropdown arrow, 'Multiple Answer' type, and '10 points'. It has 'Modify' and 'Remove' buttons. The question text is 'Which tools can be used for adding your subject matter material online in an ELMS course?'. The answer options are: 'Content Area' (checked), 'Folder' (checked), 'Discussions' (unchecked), 'Chat' (unchecked), 'Learning Unit' (checked), and 'Item' (checked). There is an 'Add Question Here' button with a red arrow icon to the right of the question. The second question is 'Question 2' with a dropdown arrow, 'Multiple Choice' type, and '10 points', also with 'Modify' and 'Remove' buttons and an 'Add Question Here' button. The browser's address bar shows 'elms.umd.edu' and the taskbar shows 'Done', 'elms.umd.edu', 'Adblock', and weather icons.

13. Add additional questions by clicking **Add Question Here** (where you want to insert the new question), until the test is complete, and then click **OK**.
14. Click **OK**, at the bottom of the screen on the Test Manager to return to the Control Panel.

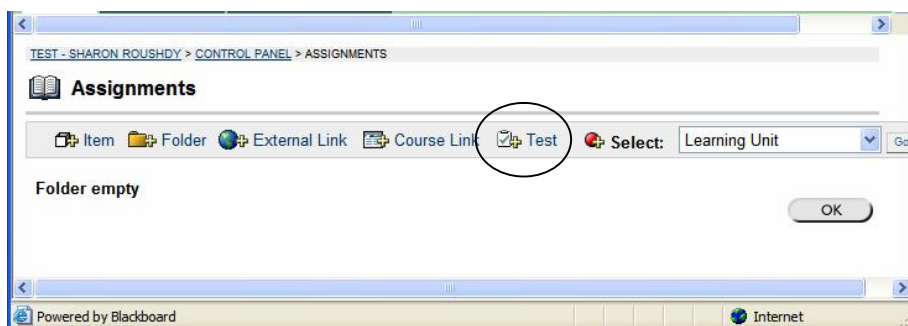
## 2. Add the test to a Content Area, set availability, display, and feedback options

1. Select a Content Area for which you want to add the Quiz/Test or Survey. In this example, we'll add it to the *Assignments* area.

**Note:** You can also access Content Areas from the Course Menu. If you need a new Content Area, go to Course Options, Manage Course Menu.



2. Click the add **Test** button.





3. Select the title of the test you want to add (a test created earlier in the Test Manager).  
**Note:** If you have not already created the test in the Test Manager, you could click the Create button below to do so now.

TEST - SHARON ROUSHDY > ASSIGNMENTS > ADD TEST

### Add Test

**1 Add Test**

Create a new Test or select an existing Test. (Any Test that has already been added will not be displayed.)

Create a New Test

Add Test

-- Select Test below --

Chapter 2 Quiz

**2 Submit**

Click **Submit** to add this Test. Click **Cancel** to quit.

elms.umd.edu Adblock

4. Click **Submit**.
5. Click **Ok**.
6. Click **Modify the Test** options.

7. Complete the **Test Options** screen, which now includes additional settings for availability and feedback (for a detailed explanation of each option, see Chapter 4, Test Options in the Manual on the Control Panel).

**Note:** If you want to be able to test the quiz yourself by taking it, be sure to make the test available at this point. Reserve any future date or selective release options for when you are done testing.

**Test Options**

**1 Test Information**

Name: Chapter 2 Quiz

Choose Color of Name:  

Description:   
Normal | 3 | Times New Roman | **B** *I* U ~~S~~ | x<sub>2</sub> x<sup>2</sup> | [List Icons] | [Link Icon] | [Image Icon]

This quiz allows you to practice the concepts in Chapter 2 of your textbook.

Path: [body](#)

Open Test in new window:  Yes  No

**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:



**Force Completion** Test must be completed the first time it is launched.  
 **Set timer.** Set expected completion time. Selecting this option also records completion time for this Test.  
 Hours 1 Minutes 00  
 **Display After** Sep 28 2006 11:00 AM  
 **Display Until** Oct 04 2006 11:00 AM  
 **Password.** Require a password to access this Test.  
 Password:

**3 Self-assessment Options**  
 **Include this test in Gradebook score calculations.**  
 Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.  
 **Hide the score of this test from the Gradebook.**  
 If this item is checked, then grade will not be displayed in the Gradebook.

**4 Test Feedback**  
 Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

**5 Test Presentation**  
**Presentation Mode**

- 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.

 **Randomize Questions.** Randomize questions for each Test attempt.

**6 Submit**  
 Click **Submit** to update options for this Test. Click **Cancel** to quit.

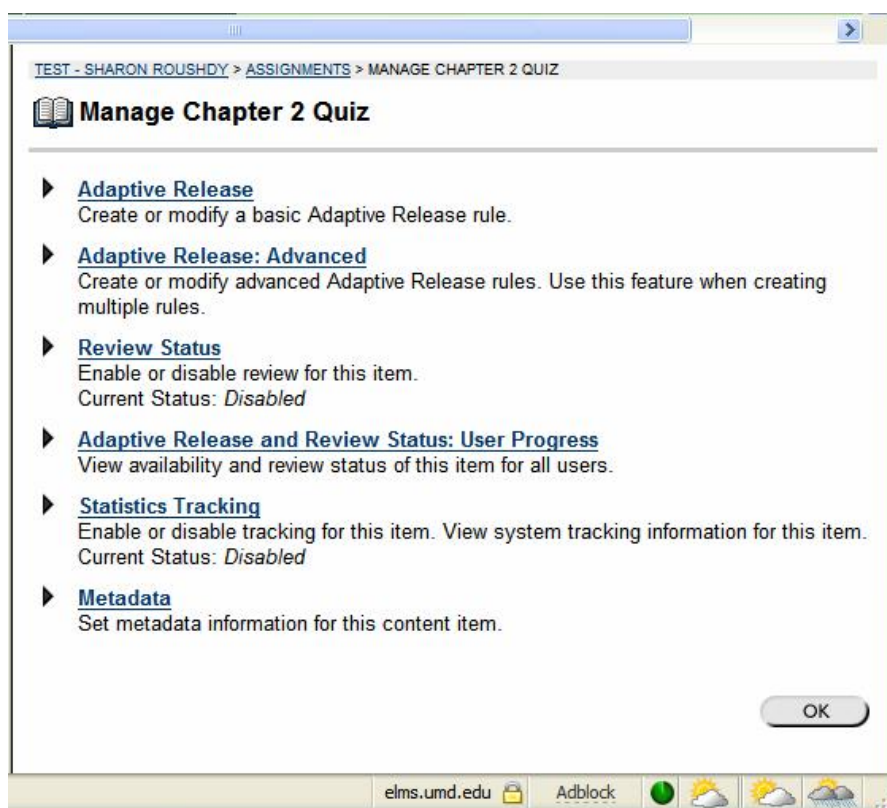
Callout 1: Allows you to include this test in the weighted total.  
 Callout 2: Once this option is selected, checkmarks will appear in place scores in the Gradebook.  
 Callout 3: Warning: This option CANNOT be reversed, after clicking Submit, below.

8. Click the **Submit** button.

TEST - SHARON ROUSHDY > ASSIGNMENTS DISPLAY VIEW  
**Assignments**  
 Item Folder External Link Course Link Test **Select:** Learning  
 1 **Chapter 2 Quiz** Modify **Manage** Remove  
 This quiz allows you to practice the concepts in Chapter 2 of your textbook.  
OK

Optionally, settings, such as adaptive release and others, click the **Manage** button. For a detailed explanation of each of these options, see [Chapter 4, Content](#) in the Manual on the

Control Panel. The relevant topics are: *Adaptive Release*, *Adaptive Release Functions*, *Adaptive Release Criteria*, *Review Status*, *User Progress*, *Performance Dashboard*, and *Statistics Tracking*.



9. When done, click the **OK** button.

### 3. Take the test yourself, and make any necessary adjustments.

While in the course as an instructor, you can take the test like a student; however, a grade will not be recorded.

**Note:** If you previously set the quiz to be available in the future, temporarily make it available now, so you will be able to take it.

### 4. Make the test available to the students

**Note:** When the test is ready for the students to take, set any desired future date or adaptive release settings you may want. Use the **Modify** button to set dates, and the **Manage** button to set adaptive release options.

## 5. View the results and manually grade questions, if necessary.

1. Click on **Gradebook** on the Control Panel.

Enterprise Learning Management System  
Enhancing Learning for Maryland Students

Home Course Sites Content Collection

TEST - SHARON ROUSHDY > CONTROL PANEL

TESTSR1: Test - Sharon Roushdy - Sharon Roushdy (Instructor)

|   |  |
|---|--|
| <b>Content Areas</b>                      | <b>User Management</b>                       |
| <a href="#">Syllabus</a>                  | <a href="#">List / Modify Users</a>          |
| <a href="#">Course Documents</a>          | <a href="#">Enroll User</a>                  |
| <b>Course Tools</b>                       | <a href="#">Create User</a>                  |
| <a href="#">Announcements</a>             | <a href="#">Remove Users from Course</a>     |
| <a href="#">Course Calendar</a>           | <a href="#">Batch Create Users</a>           |
| <a href="#">Staff Information</a>         | <a href="#">Manage Groups</a>                |
| <a href="#">Tasks</a>                     | <b>Assessment</b>                            |
| <a href="#">Send Email</a>                | <a href="#">Test Manager</a>                 |
| <a href="#">Discussion Board</a>          | <a href="#">Survey Manager</a>               |
| <b>Course Options</b>                     | <a href="#">Pool Manager</a>                 |
| <a href="#">Manage Course Menu</a>        | <a href="#">Course Statistics</a>            |
| <a href="#">Course Design</a>             | <b>Help</b>                                  |
| <a href="#">Manage Tools</a>              | <a href="#">Support</a>                      |
| <a href="#">Settings</a>                  | <a href="#">Manual</a>                       |
| <a href="#">Recycle Course</a>            | <a href="#">Contact System Administrator</a> |
| <a href="#">Assignments</a>               | <a href="#">Quick Tutorials</a>              |
| <a href="#">External Links</a>            |  |
| <a href="#">Collaboration</a>             |  |
| <a href="#">Digital Dropbox</a>           |  |
| <a href="#">Glossary Manager</a>          |  |
| <a href="#">Messages</a>                  |  |
| <a href="#">Content Collection</a>        |  |
| <a href="#">Advanced Group Management</a> |  |
| <a href="#">Course Copy</a>               |  |
| <a href="#">Import Course Cartridge</a>   |  |
| <a href="#">Import Package</a>            |  |
| <a href="#">Export Course</a>             |  |
| <a href="#">Archive Course</a>            |  |

TEST - SHARON ROUSHDY > CONTROL PANEL > GRADEBOOK

### Gradebook View Spreadsheet

[Add Item](#) [Manage Items](#) [Gradebook Settings](#) [Weight Grades](#) [Download Grades](#) [Upload Grades](#)

Sort Items by   Filter Items by Category   Filter Users by Last Name

| Name (Last, First) | Chapter 2 Quiz<br>Exam<br>Pts Possible 40<br>Weight 0% | Homework 1<br>Essay<br>Pts Possible 11<br>Weight 25% | Homework 2<br>Essay<br>Pts Possible 10<br>Weight 25% | Total<br>Pts Possible 61 | Weighted Total |
|--------------------|--|--|--|--------------------------|----------------|
| Roushdy, Sharon    | !  | 11   | -  | 11                       | 50%            |
| White, Jason       | -  | 11   | -  | 11                       | 50%            |

2 Users  
Displaying records 1 - 2

- In Progress
- No Information
- ! Needs Grading
- ? Grading Error
- ✓ Completed
- \* Denotes an unavailable item

Done

If any of questions, require manual grading (e.g., essay), then an exclamation point will be displayed. Otherwise, the total score will be shown.

Click the exclamation point (or score) to view the *Modify Grade* page.

Instructions for grading or modifying grades is explained at the top of the **Modify Grade** page (see below).

1. Click the **View** button to view all question response submissions.

TEST - SHARON ROUSHDY > CONTROL PANEL > GRADEBOOK > MODIFY GRADE

### Modify Grade

If multiple attempts are permitted for this item, each attempt will be listed below. The grade for each attempt will be presented in the **Calculated Grade** fields. If a ! appears instead of a grade, manual grading is needed. The Calculated Grade is based on the **Grading Option** for this item. To override the grading option, use the **Override** field. To revert to using the Calculated Grade, delete the Override and click **Submit**. Use the clearing options below to clear attempts. Clearing an attempt will remove it from the list below.

**User Name** Sharon Roushdy (elms-sroushdy)  
**Item Name** Chapter 2 Quiz (Exam)  
**Item Date** Wednesday, October 4, 2006  
**Average Score** 0  
**Points Possible** 40  
**Weight** 0  
**Clear attempts** Last Attempt   
**Grading Option** Grade of last attempt  
**Override**

| Attempt Creation Date                 | Last Submitted/Modified Date          | Attempt Status | Calculated Grade   |
|---------------------------------------|---------------------------------------|----------------|--|
| Wednesday, October 4, 2006 4:40:43 PM | Wednesday, October 4, 2006 4:41:55 PM | Needs Grading  | ! <input type="button" value="View"/> <input type="button" value="Clear Attempt"/> |

In this example, Question 4 of the quiz is an essay question, which must be graded manually.

To override a score, such as a multiple-choice question, which is automatically graded, simply type in a new number in the field provided.

Question 3 Multiple Choice  
What is the name of the UMD learning management system?  
Given Answer: ✓ ELMS  
Correct Answer: ✓ ELMS  
10 of 10 points

Question 4 Essay  
Sample essay questions  
Given Answer: my essay answer  
Correct Answer: [None]  
0 of 10 points

Feedback:  
Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup>  
The student's answer would display here.  
Path: body

2. After entering the grade, click the **Submit** button.

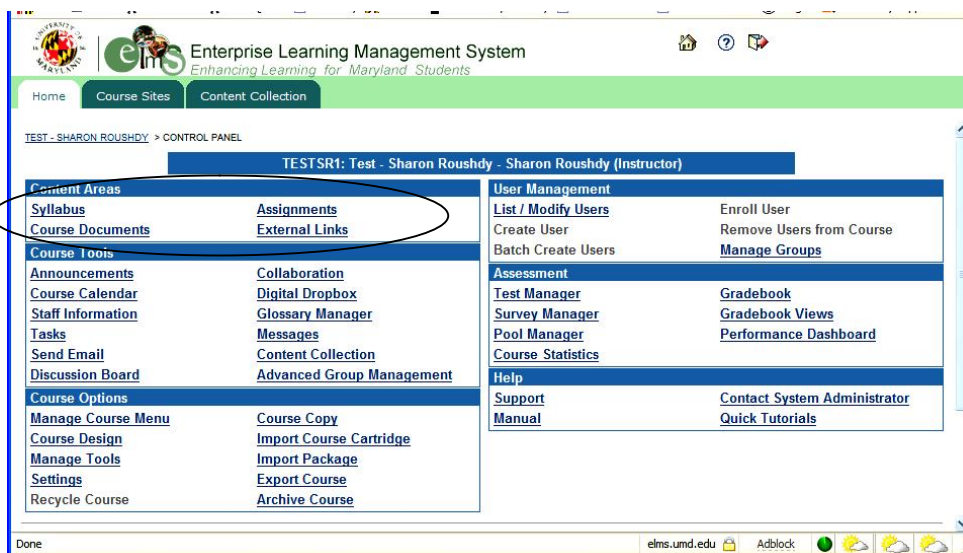
# Assignment Tool

The Assignment allows the instructor to add an assignment to a Content Area; the students can then complete it in a separate file, and send it back to the instructor. The Instructor may respond to each student separately, sending comments about their individual assignment and attaching files, if necessary.

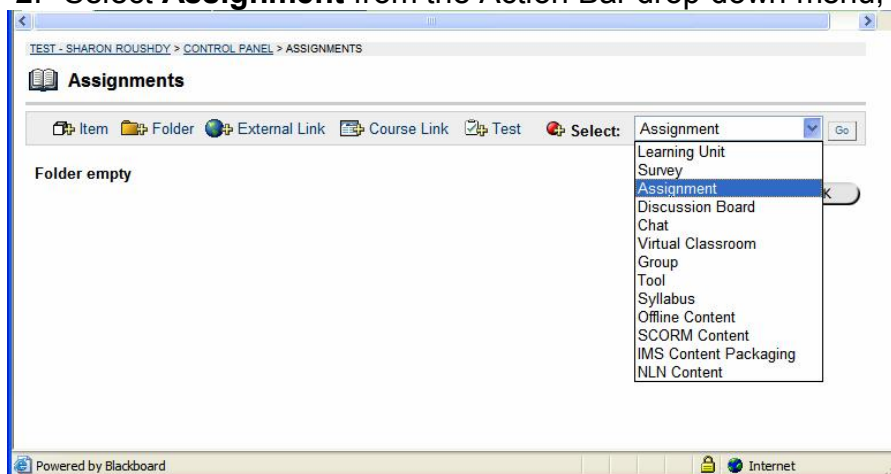
Once a Student completes and submits an assignment, with the Assignment tool, the Instructor may access this file in the Gradebook.

## Creating an Assignment Using the Assignment Tool

1. Open a **Content Area**, such as Course Documents, from the Control Panel.



2. Select **Assignment** from the Action Bar drop-down menu, and click **Go**.







## Grading an Individual Assignment

1. Click on **Gradebook**, in the Control Panel.
2. To view an individual assignment, click on the exclamation point.

[Add Item](#) [Manage Items](#) [Gradebook Settings](#) [Weight Grades](#) [Download Grades](#) [Upload Grades](#)

Sort Items by Position  Filter Items by Category All  Filter Users by Last Name

|                                 | Homework 1                   | Chapter 2 Quiz               | New Survey                  | World History-5q            | Practice 2 - pool             | Total           | Weighted Total* |
|---------------------------------|------------------------------|------------------------------|-----------------------------|-----------------------------|-------------------------------|-----------------|-----------------|
| Name (Last, First)              | Assignment                   | Exam                         | Survey                      | Exam                        | Exam                          | Pts Possible 87 |                 |
|                                 | Pts Possible 20<br>Weight 0% | Pts Possible 40<br>Weight 0% | Pts Possible 0<br>Weight 0% | Pts Possible 5<br>Weight 0% | Pts Possible 27<br>Weight 40% |                 |                 |
| <a href="#">Newkirk, Jeremy</a> | -                            | -                            | -                           | -                           | -                             | -               | -               |
| <a href="#">Roushdy, Sharon</a> | !                            | -                            | -                           | -                           | 0                             | 0               | 0%              |

**2 Users**  
 Displaying records 1 - 2

- In Progress
- No Information
- ! Needs Grading
- ? Grading Error

3. Click on the **View** button to get access the the submitted assignment.

**Modify Grade**

---

**User Name** Sharon Roushdy (elms-sroushdy)  
**Item Name** Homework 1 (Assignment)  
**Item Date** Oct 5, 2006  
**Average Score for All Users** 10  
**Points Possible** 20  
**Weight** 0  
**Override Manual Grade**

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

| Creation Date          | Last Submitted/Modified Date | Status    | Manual Grade         |  |
|------------------------|------------------------------|-----------|----------------------|--|
| Nov 8, 2006 1:02:40 PM | Nov 8, 2006 1:02:40 PM       | Completed | <input type="text"/> | <input type="button" value="View"/> <input type="button" value="Clear Attempt"/> |

On the *Grade Assignment* page, you will be able to retrieve the assignment file, grade it, and optionally add comments for the student, send back a copy of the corrected file, and save notes for yourself.

The screenshot shows the 'Grade Assignment: Homework 1' interface. It is divided into five numbered sections:

- 1 Assignment Information:** Shows the assignment name 'Homework 1', instructions 'Please write a 300 word essay on good practices for teaching and learning with ELMS.', and a 'Clear Attempt' button.
- 2 User's Work:** Contains 'User's Comments' with the text 'This is my assignment. Grade this, or grade the attachment.' and 'User's Files' with a link to 'getting\_free\_blogs.doc'. A callout box labeled 'Submitted assignment.' points to this link.
- 3 Feedback to User:** Includes a 'Grade' field set to '10 out of 20.0' and a 'Comments' text area with the prompt 'Type in comments here, that you would like to have the students read.' Below this are fields for 'Attach local file' and 'or Copy file from Content Collection', each with a 'Browse...' button. A callout box points to the 'Browse...' button with the text 'Optionally, you can attach a file for the student, such as a corrected copy of the assignment.' There is also an 'Add Another File' button.
- 4 Instructor Notes:** Features a 'Notes' text area with the prompt 'The instructor can use this space to keep private notes about this student's assignment.' Below it are similar 'Attach local file' and 'or Copy file from Content Collection' fields with 'Browse...' buttons and an 'Add Another File' button.
- 5 Submit:** Contains the instruction 'Click **Submit** to finish. Click **Cancel** to quit.' and two buttons: 'Cancel' and 'Submit'.

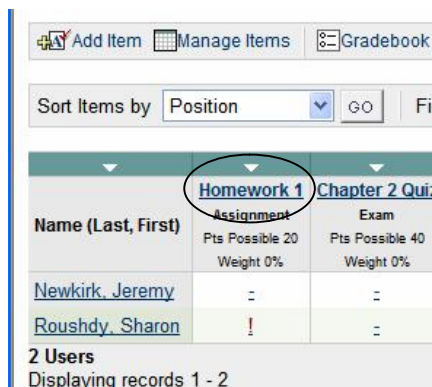
When done, click the **Submit** button.



## Multiple Assignment Download and Grading

When you have many assignments to grade, you may wish to download them all at once and then open, read, or edit them on your computer. The files will be compressed into a zipped file format (.zip). You will need an unzipping application installed on your computer to open the file.

1. In the *Gradebook*, click the column heading for the assignment.



The screenshot shows a gradebook interface with a toolbar at the top containing 'Add Item', 'Manage Items', and 'Gradebook' buttons. Below the toolbar is a 'Sort Items by' dropdown menu set to 'Position'. The main table has three columns: 'Name (Last, First)', 'Assignment', and 'Exam'. The 'Assignment' column heading is circled in red. The table contains two rows of data for users 'Newkirk, Jeremy' and 'Roushdy, Sharon'. The 'Exam' column heading is also circled in red.

| Name (Last, First)              | Assignment                   | Exam                         |
|---------------------------------|------------------------------|------------------------------|
|                                 | Pts Possible 20<br>Weight 0% | Pts Possible 40<br>Weight 0% |
| <a href="#">Newkirk, Jeremy</a> | -                            | -                            |
| <a href="#">Roushdy, Sharon</a> | !                            | -                            |

2 Users  
Displaying records 1 - 2

2. On the *Item Options* page, click **Item Download**.
3. Click/select the checkboxes of the assignments you want to download. Use **Select All**, **Select Ungraded**, or **Unselect All** to quickly check and uncheck items.
4. When done, click **Submit**.
5. To download a zipped (.zip) file of the selected assignments, click “**Download assignments now.**” (clicking OK, will cancel the process).
6. Save the file to your computer. To open the file, you will need an unzipping application on your computer (most later model PCs and Macs have built-in unzipping capability).
7. When you are ready to enter grades, you can either enter them individually, as explained in the previous section, or you can enter them all at once, first by clicking the column heading, and then clicking **Item Grade List**.