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 <u>steps for creating a test, quiz, or survey</u> using the **Test Manager**, and instructions for <u>posting an assignment</u> 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 <u>randomize</u> 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.
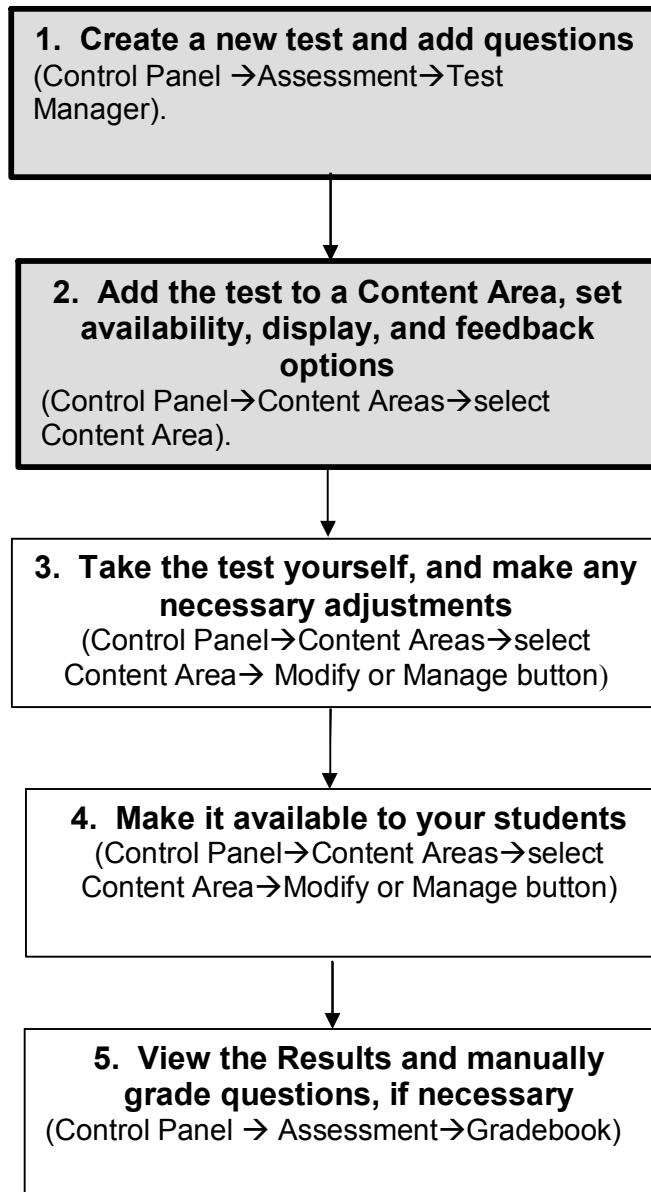
For instructions and download information, go to http://elms.umd.edu; under the *Training* tab, see the section titled "*Respondus (Faster Quiz Creation for ELMS).*"

For additional questions, email elms@umd.edu.

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
(Control Panel →Assessment→Test Manager).

↓

2. Add the test to a Content Area, set availability, display, and feedback options
(Control Panel→Content Areas→select Content Area).

↓

3. Take the test yourself, and make any necessary adjustments
(Control Panel→Content Areas→select Content Area→ Modify or Manage button)

↓

4. Make it available to your students
(Control Panel→Content Areas→select Content Area→Modify or Manage button)

↓

5. View the Results and manually grade questions, if necessary
(Control Panel → Assessment→Gradebook)

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 <u>randomize</u> 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.

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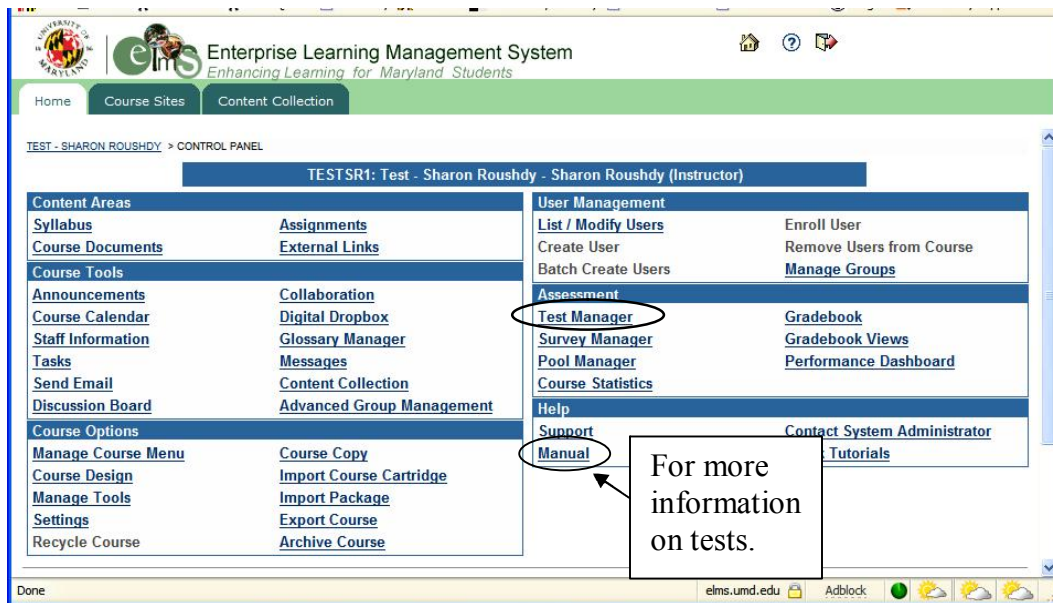
2. On the Test Manager page, click on the **Add Test** button.
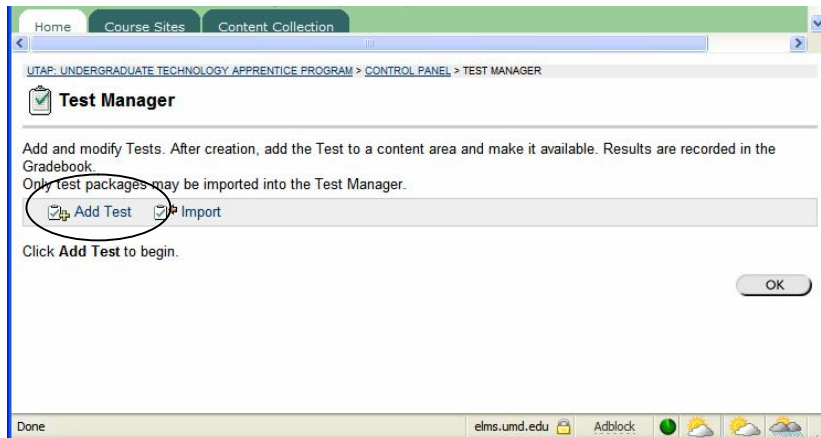
3. Type in a **Name** for the test. Optionally, type in a **Description** and **Instructions** in the available boxes. Click **Submit**.
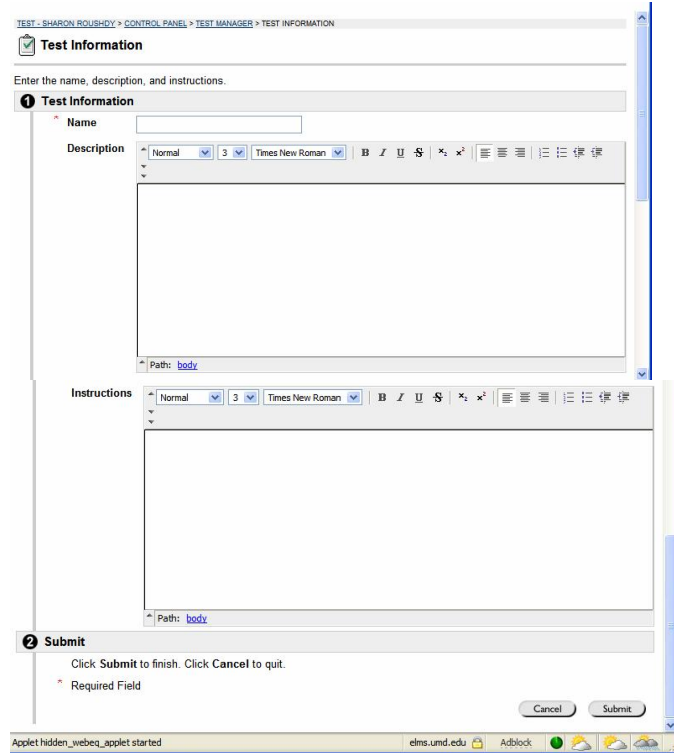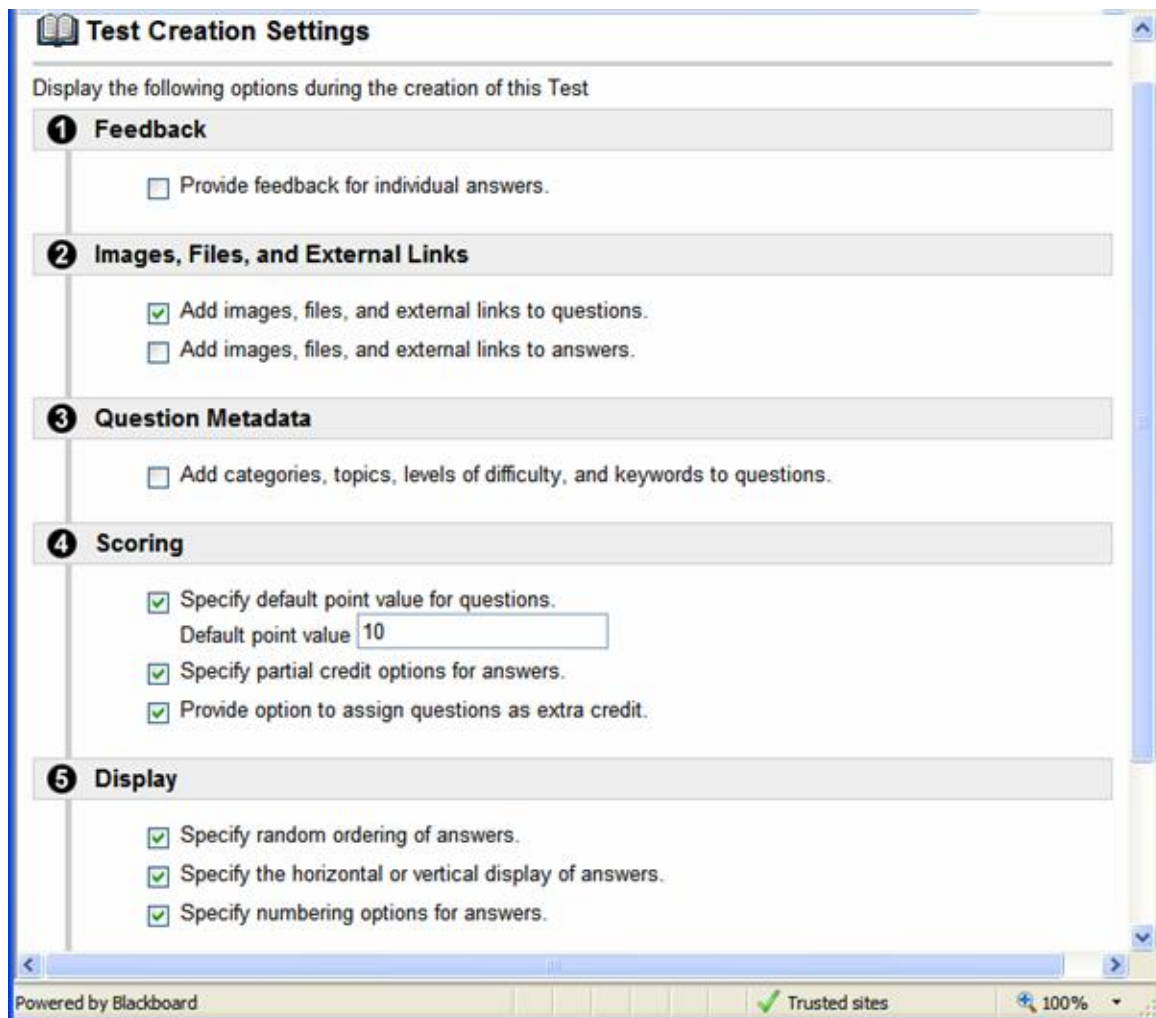
4. On the *Test Canvas*, begin by selecting the **Creation Settings** link.
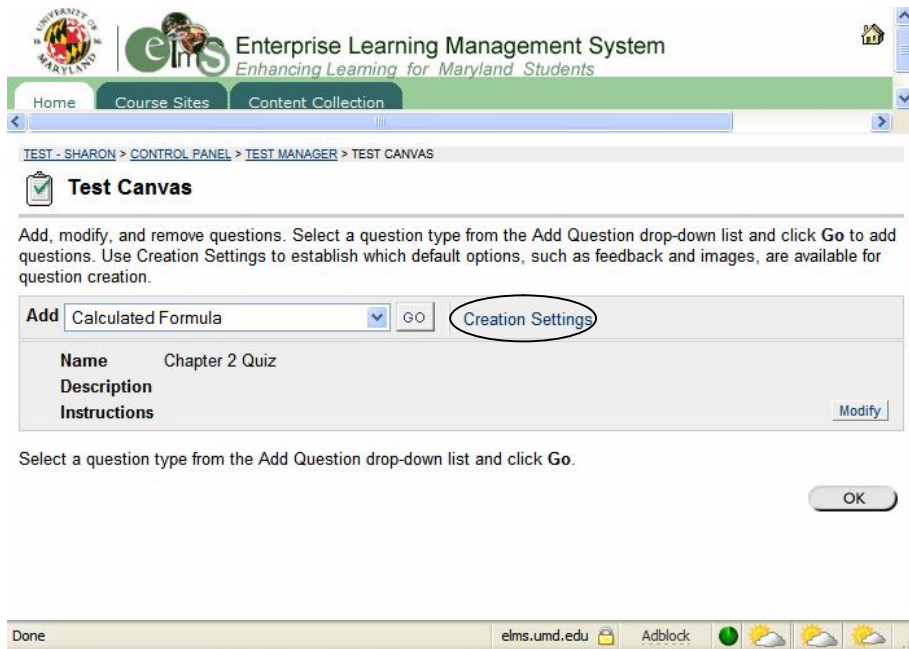
The *Test Creation Settings* page allows Instructors to select which default options will be available while creating questions. (For a detailed explanation of each setting, click on Manual, under Help on the Control Panel and select Chapter 13, Test Creation Settings.).

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

❶  Feedback

        ☐  Provide feedback for individual answers.


❷  Images, Files, and External Links

        ☑  Add images, files, and external links to questions.
        ☐  Add images, files, and external links to answers.


❸  Question Metadata

        ☐  Add categories, topics, levels of difficulty, and keywords to questions.


❹  Scoring

        ☑  Specify default point value for questions.
            Default point value  10
        ☑  Specify partial credit options for answers.
        ☑  Provide option to assign questions as extra credit.


❺  Display

        ☑  Specify random ordering of answers.
        ☑  Specify the horizontal or vertical display of answers.
        ☑  Specify numbering options for answers.                            ⌄
⟨                                                                         ⟩
Powered by Blackboard                            ✓ Trusted sites    🔍 100%  ▾
```

5. 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 <u>Chapter 13 – Assessment</u>.)
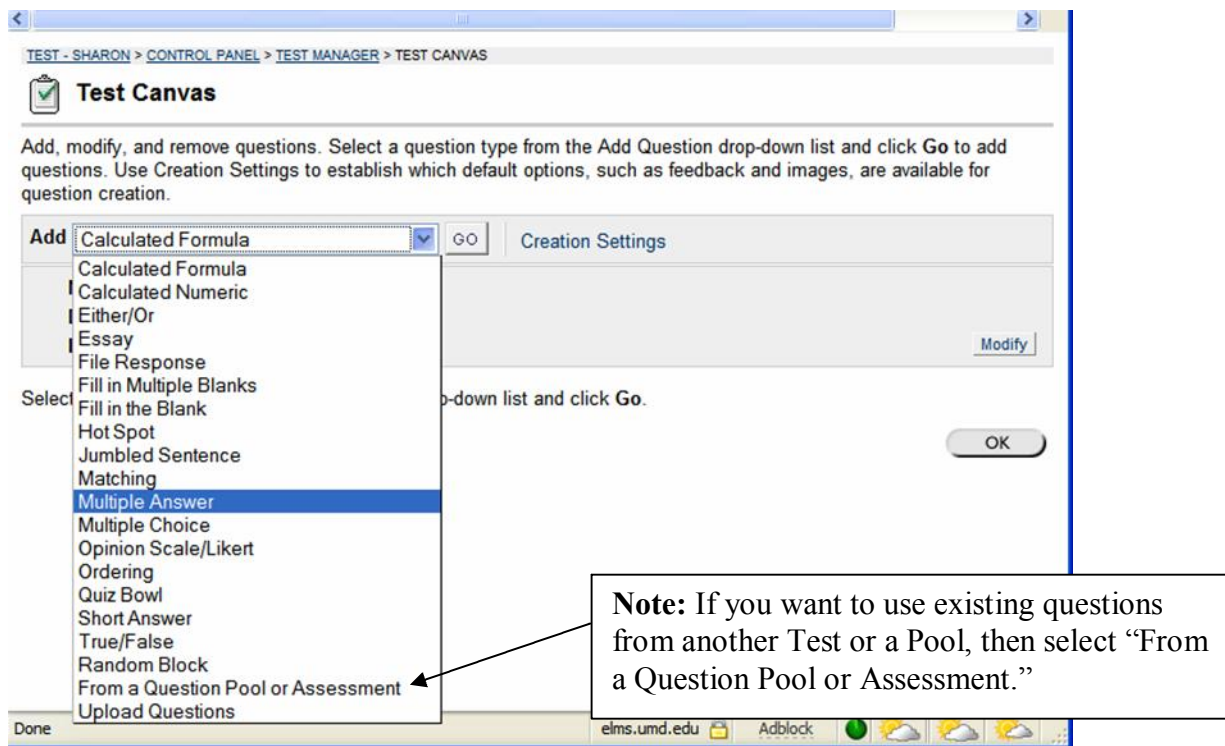
Multiple Answer question example:

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

6. 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 <u>Shift-Insert</u> to paste (instead of using <u>Ctrl-v</u> or Paste from the File menu).
7. Attach a file or URL, as needed.
8. Under **Options:** Select numbering and orientation options.
9. Under **Answers:** Enter **answers** to choose from and select the **correct answer**(s). If you plan to add a <u>media file (e.g., image, audio, video)</u>, 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.

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.

❶ Question

Question Text

| Normal ▾ | 3 ▾ | Times New Roman ▾ | **B** *I* <u>U</u> ~~S~~ | x² x² | ≡ ≡ ≡ | ⦂≡ ⦂≡ ⦂≡ ⦂≡ |

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 [ ]

❷ Options

Answer Numbering [Lowercase Letters (a, b, c) ▾]

Answer Orientation [Vertical ▾]

Show Answers in Random Order ☑

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

❸ 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* |

> Click the checkbox to indicate a correct answer.

Content Area

Path: body

File [ ] Browse...

Action [Create a link to this media file ▾]

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.

❹ 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 | x₂ | x² | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ |

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 | x₂ | x² | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ |

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.

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.

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.
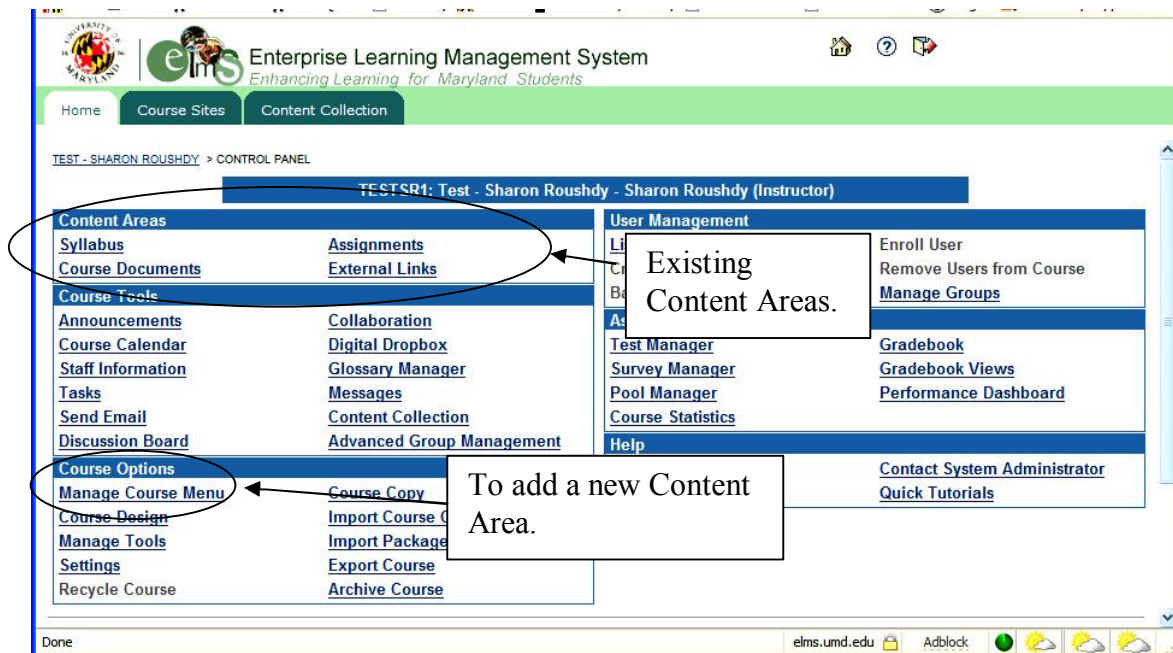
2. Click the add **Test** button.
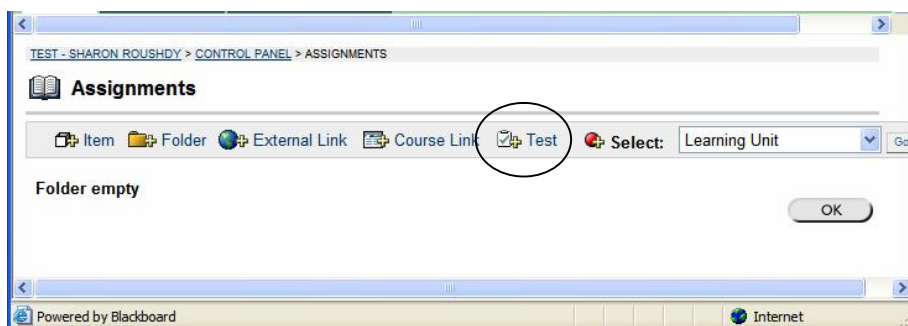
3. Select the title of the test you want to add (a test created earlier in the Test Manager).

   Note: If you have not already created the test in the Test Manager, you could click the Create button below to do so now.

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.

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**   ☑ **Display Until**
Sep ▾ 28 ▾ 2006 ▾ 🗓   Oct ▾ 04 ▾ 2006 ▾ 🗓
11 ▾ 00 ▾ AM ▾   11 ▾ 00 ▾ AM ▾

Password. Require a password to access this Test.
Password [＿＿＿＿＿＿＿]

❸ 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.

Allows you to include this test in the weighted total.

Once this option is selected, checkmarks will appear in place scores in the Gradebook.

Warning: This option CANNOT be reversed, after clicking Submit, below.

❹ Test Feedback

Select which feedback should be displayed upon completion.

☑   Score

☑   Submitted answers

☐   Correct Answers

☑   Feedback

❺ 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.

❻ Submit

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

(Cancel)   (Submit)

Applet hidden_webeq_applet started   ▮▮▮▮▮▮▮▮▮   elms.umd.edu 🔒   Adblock ● 🌤 🌤 🌥

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)

                    elms.umd.edu 🔒   Adblock ● 🌤 🌤 🌥

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

ver. 2   13

Control Panel. The relevant topics are: *Adaptive Release, Adaptive Release Functions, Adaptive Release Criteria, Review Status, User Progress, Performance Dashboard, and Statistics Tracking.*
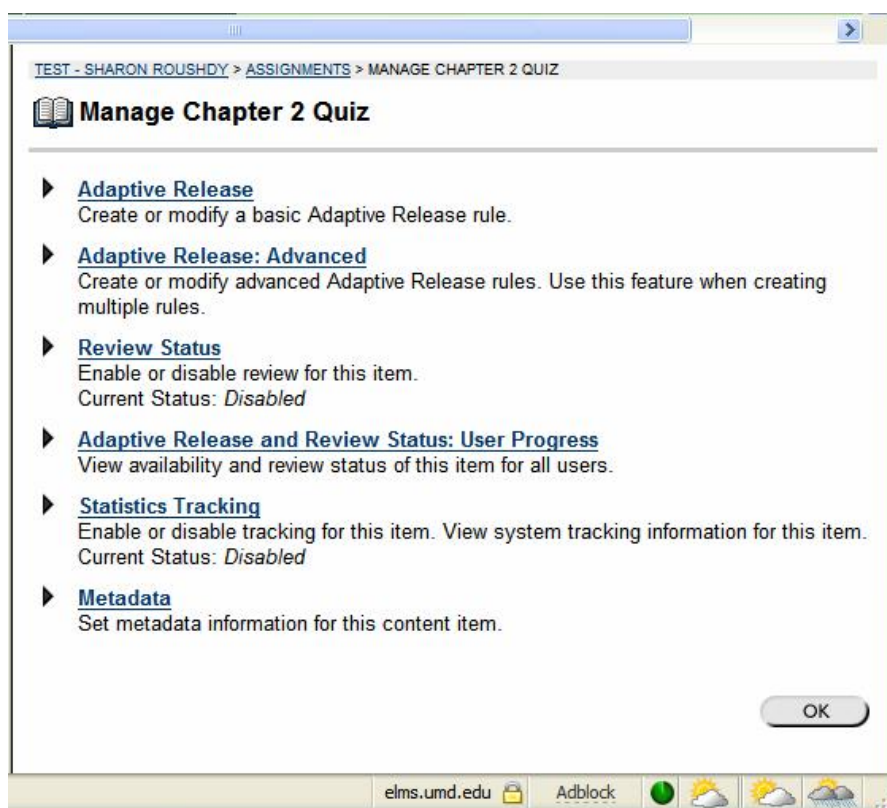
9. When done, click the **OK** button.

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 adpative release settings you may want. Use the **Modif**y 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.

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.

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.

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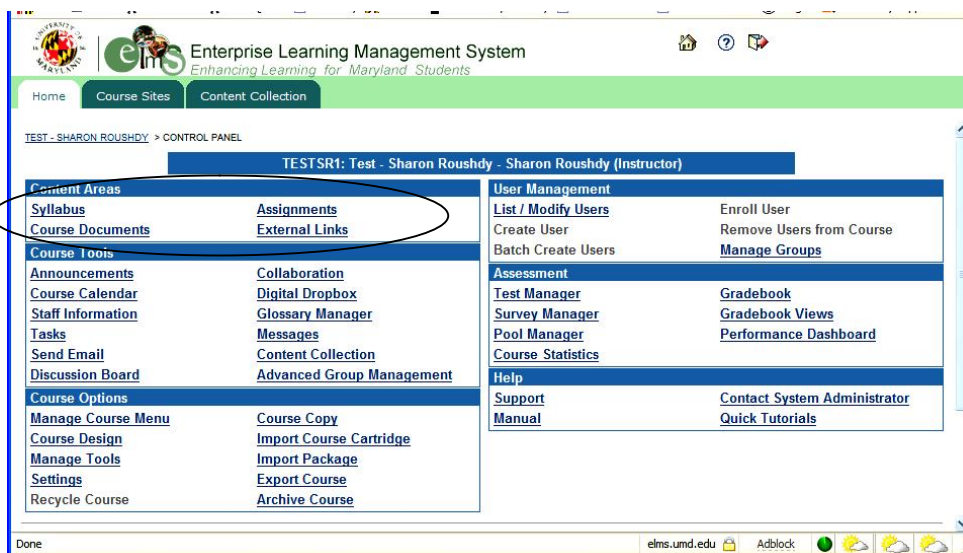
2. Select **Assignment** from the Action Bar drop-down menu, and click **Go**.

3. Complete the **Add Assignment** page and click **Submit**.

Tip: Since students will be submitting files to you, it is important to specify the desired file format (e. g., Word, PowerPoint, etc) and a file naming convention. A consistent file naming will help you identify the assignment and the student. For example, "*midterm_thoward.ppt*" or "*wk2_chapter1_bharris*.doc"

You can try the assignment yourself, if you have made the assignment available, by clicking on the available link. As an instructor, you may complete the assignment repeatedly, but you may need to wait a few hours before it allows you to have access again.

Grading an Individual Assignment

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

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

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.
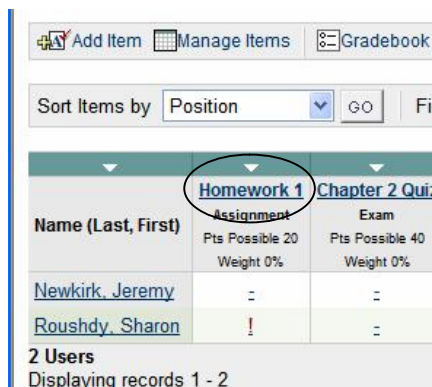

When done, click the **Submit** button.

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.

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.**