Assignments and Tests/surveys

Blackboard offers several options for Assignments and Tests.

1. Assignments
2. Safe Assignments
3. SDU-Assignments
4. Test, Surveys and Pools

1. Assignments
In Assignments Students can upload homework, reports etc., and Instructors can manage grades and feedback, for each student separately, or for groups of students.

For ‘Handing-in’
1. Create a new ‘Content Area’
2. Name it
3. Make it ‘Available to Users’, now or do it later
4. ‘Submit’

Open the new ‘Content Area’ (Home work)
5. Add ‘Assignment’
6. Type in a ‘Name’ and ‘Instructions’ (optional)
7. Attach ‘Assignment File’ (optional)
8. ‘Grading points’
9. ‘Add Rubrics’ (optional)
   Read about ‘Rubrics’:
   https://elearn.sdu.dk/webapps/portal/frameset.jsp?tab_tab_group_id=_15_1
   Nyhedsbrev fra ‘SDU Universitetspaedagogik’
   News letter from Centre for Teaching and Learning
10. ‘Availability’
    Consider all fields
11. ‘Due Dates’ (optional)
    For warnings and calendar. Don’t affect ‘Availability’
12. Recipients
    If using groups, groups must be created first under ‘Users and Groups’ in the ‘Control Panel’.
13. ‘Submit’
Create Assignment

Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade Cen

* Indicates a required field.

1. Assignment Information

   * Name and Colour
     
     Indicators
     
     - T T T Anal - 3 (10p) - T + - - - - -
     
     Write information about this hand-in

   Path:

2. Assignment Files

   Attach File
   
   Browse My Computer
   
   Browse Content Collection

3. Grading

   Points Possible
   
   Associated Rubics
     
     Name
     
     Type
     
     Date Last Edited

4. Availability

   Make the Assignment Available
   
   This assignment cannot be made available until it is assigned to an individual or group of students.

   Number of Attempts
     
     Allow single attempt:
     
     Allow unlimited attempts:
     
     Number of attempts:

   Temporar Availability
     
     Display All:
     
     Enter dates as dd/mm/yyyy. This may be entered in any increment.

   Display Unit:
     
     Enter dates as dd/mm/yyyy. This may be entered in any increment.

   Track Number of views

5. Due Dates

   Submissions are not accepted after this date and are marked Missed.

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

6. Recipients

   If any students are enrolled in more than one group receiving the same assignment, they will submit more than one attempt for this a

   Recipients
     
     All Students Individually
     
     Groups of Students

7. Submit

   Click Submit to finish. Click Cancel to quit without saving changes.
2. Safe Assignments
3. SDU-Assignment

4. Test, Surveys and Pools
Tests and surveys are used to measure student knowledge, gauge progress, and gather information from students. You can create tests and surveys and then deploy them in a course area. You assign points to test questions for grading evaluation, but survey questions are not scored. Survey results are anonymous, but you can see whether a student has completed a survey. Pools are collections and groups of questions that you can include in tests and surveys.
Settings marked with ● must not be used in tests using ‘Respondus LockDown Browser (5).

Making area for taking a test or survey
1. Create a new ‘Content Area’
2. Give a name
3. Make it ‘Available to Users’, now or do it later
4. ‘Submit’

Open the new ‘Content Area’ (Tests)
5. Add ‘Test’
6. ‘Add Existing Test’ or ‘Create’ a new Test.

7. ‘Create’ a new test (opens a new Window)
8. ‘Name’ the Test
9. Fill in ‘Description’ and ‘Instructions’ (optional)
10. ‘Submit’
11. The ‘Test Canvas’ are now ready for inserting Questions, but start with 12.

12. Start with ‘Question Settings’ (Settings can be changed later, but only before any submitted answers)

13. The possibility to give ‘Feedback’ to users after submitting an answer

14. ‘Display’ the questions
   The option ‘Random ordering of answers’, give high load on the Blackboard server, and it is recommended not to use this feature for exams.

15. ‘Submit’
16. Insert the questions

You can use a program called ‘Respondus 4.0’, for making test and surveys on local computer, for later publishing to Blackboard.

Read more: http://respondus.com

Get the software: https://elearn.sdu.dk/webapps/portal/frameset.jsp?url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3DCourse%26id%3D_284337_1%26url%3D
Add Test

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Add an Existing Test

- Select Test Below

Test # 1
Test # 2

2. Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation. More Help.

* Indicates a required field.

1. Test Information

- Name

Choose Colour of Name

Description

Open Test in New Window

2. Test Availability

- Make the Link Available

Add a New Announcement for this Test

Multiple Attempts

- Allow Unlimited Attempts

- Number of Attempts

- Force Completed

Once started, this Test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

- Hours

- Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.

ON: Test will be saved and submitted automatically when time expires.

- Display After

- Display Until

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

Password

Require a password to access this Test.

Password

3. Due Date

Due Date

Enter dates as dd/mm/yyyy. Time may be entered in any increment.
Test Options

19. ‘Name’ of Test
20. ‘Description’
21. ‘Open in a new Window, or not
22. Make the ‘Test’ ‘Available’ or not
23. Single or multiple ‘Attempts’
24. ‘Force Completion’ (once started the test must be completed) ●
25. ‘Set timer’ (The time for the test)
‘Auto-Submit’ is an option
26. ‘Display’ (after and/or until)
   If not used the test is visible after ‘Submitted’, if ‘Available’ in (22) is set.
27. Require a password to start the test.
   Hand out the password in the examination room, prevent ‘outsiders’ to access the test.
28. ‘Due Date’
   Don’t affect the test, but only markings in ‘Grade’ and ‘Retention Center’.
29. ‘Self-assessment Option’ (affecting the ‘Grade Center’)
30. ‘Test Presentation’
31. ‘Randomise Questions’

   This options can overload the Blackboard server if many users starts a test at the same time, so only use by appointment with the IT-department.
32. ‘Submit’

● Don’t use this setting, in Tests that require ‘Respondus LockDown Browser’ (5)
33. To set test options

34. ‘Adaptive Release’
   With ‘Adaptive Release’ you can make specific rules for the availability to the test. Only access for selected users or user groups, time restriction for these users, etc.
   Read more: https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/070_Course_Content/020_Release_of_Content
5. Using ‘Respondus LockDown Browser’

‘Respondus LockDown Browser’ is a custom browser that locks down the testing environment within Blackboard. When students use ‘Respondus LockDown Browser’ 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. Available for Windows and Mac.

Read more: http://www.respondus.com/products/lockdown-browser
Download: http://www.respondus.com/lockdown/information.pl?ID=997640814

Setup a test for using ‘Respondus Lockdown Browser’

1. Make a test as described in 4.
2. Go to the ‘Control Panel’ > ‘Course Tools’ > ‘Respondus LockDown Browser’

3. Choose the Test to be opened with ‘Respondus LockDown Browser’

4. Modify settings

5. Set ‘Require Respondus …’
6. Set Password (optional)
   Remember **not** to set password in the Test
7. Open ‘Advanced’
8. Set ‘Lock students into ….’
6. Results of ‘Assignments’ and ‘Tests/surveys’

‘Assignments’

Login to Blackboard and select the Course

1. Open the ‘Control Panel’ and ‘Grade Centre’
2. Choose ‘Full Grade Centre’
3. Find the ‘Assignment’ or ‘Test/surveys’
4. Use the ‘scroll bar’ to see ‘hidden’ objects
   If the ‘scroll bar’ is missing try to ‘zoom out’ (ctrl -) in the browser,
   or try another browser (Mozilla Firefox, Google Chrome, ..)
5. ‘Click’ the arrow to get the ‘pop-up menu’
6. ‘Show/Hide to Users’
7. ‘Grade Attempts’
8. ‘Open’ or ‘download’ the document
9. ‘Give feedback’
10. ‘Attach feedback file’
11. Open field for ‘Notes’
12. ‘Save as Draft’ or ‘Submit’
13. ‘Next hand-in’ (student)
14. ‘Exit’ (leave without saving or feedback)

‘Survey or Tests’
1. Repeat item 1-4 in ‘Assignments’
2. ‘Click’ the arrow to get the ‘pop-up menu’

3. To print the ‘Attempts Statistics’ or other text
   Remove the left menu

   Select’ the text to print (Ctrl+a for all text), and go to ‘File’ > ‘Print’ (or Ctrl+p) and choose ‘Selection’.

4. ‘Show/hide to Users’
5. ‘Download Results’
   Chose ‘Comma’ and the other settings you want, and ‘download’ and ‘Save’ the file.
   Import data from the saved file in a Spreadsheet or database for further treatment.