Creating an Assessment in Blackboard

You can provide tests, surveys, and assignments in Content Areas, Learning Modules, Lesson Plans, or folders. You can create a new test, survey, or assignment or link to an existing one. You can provide relevant assessments with your teaching materials. For example, include a pre-test at the beginning of a Learning Module and a post-test at the end. Or take a survey of students' background knowledge in the subject in your course orientation folder. You can create assessments in advance, making them available only as they are needed.

| Assessment Type	Description
Test	You can create tests to assess student knowledge. Numerous question types are available, including multiple choice, true/false, matching, calculated, and essay. You assign point values to the questions as you create them. The majority of questions are **auto-graded**, so after students submit their answers for grading, the results are **recorded in the Grade Center**. Students can find out their score immediately after completing it if all questions are auto-graded and you release this information.
Survey	Surveys are **ungraded** tests. You can use surveys to poll student opinion and conduct class evaluations. Survey results are anonymous, but you can see whether a student has completed a survey and view aggregate results for each survey question. Survey creation and deployment is almost identical to test creation, except for: • Survey creation settings do not include options for assigning scoring defaults because survey questions are not graded. • When questions are added, you do not specify which answers are correct. • Random blocks of questions cannot be added to surveys.
Assignment	You can use assignments to present a variety of learning activities to students which they can view and submit from one location. Assignments can be submitted as: • Text students include on the **Upload Assignment** page • Attached files • A combination of both text and attached files rubrics and examples may be provided as part of the assignment to let students know how they will be evaluated.
Self and Peer Assessment	The Self and Peer Assessment Building Block is designed to enhance the reflective learning skills of students. Students **receive constructive feedback from their peers** as well as provide it.
TurnItIn Assignment	The TurnItIn building block enables comparison of submitted assignments against a database of academic papers, articles and websites to identify areas of overlap between the submitted assignment and existing works. You can use TurnItIn to prevent plagiarism and to create opportunities to help students properly cite sources. TurnItIn and regular assignments are created and graded in similar ways. However, they are completely separate tools and you cannot change an existing assignment into a TurnItIn Assignment.

Creating a New Test or Survey

Log in to Blackboard http://eaglebb.coppin.edu .

Go to your course site.

1. In the course menu on the left, click the **Content** (or other content area). Click **Create Assessment** and then select **Test**.
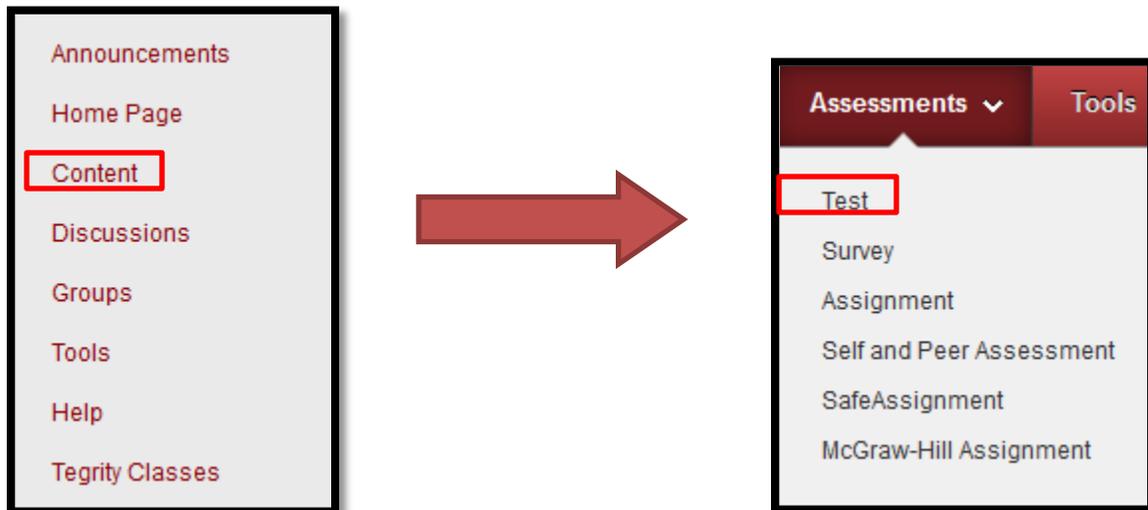
5. On the **Create Test** or **Create Survey** page, click **Create** to build a new test or survey.
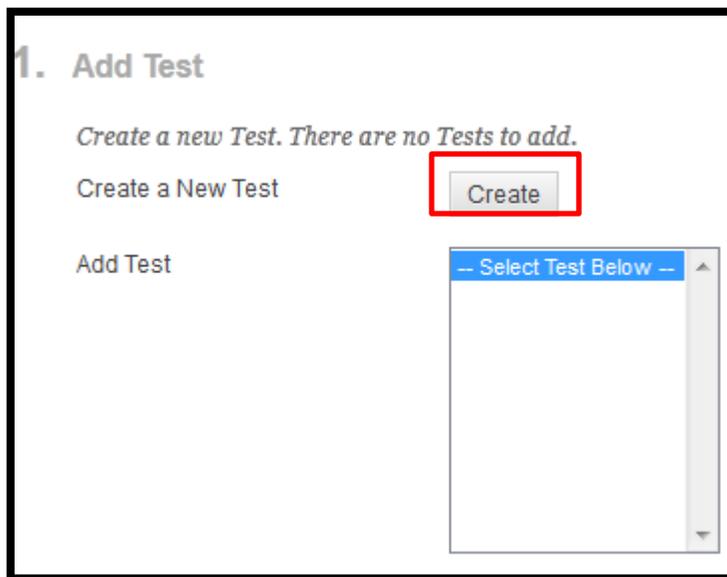
6. On the **Test Information** or **Survey Information** page, provide a name. Click **Submit**.

Optionally, type **Instructions** and a **Description**. You can use the Text Editor functions to format the text and include files, images, web links, multimedia and mashups.
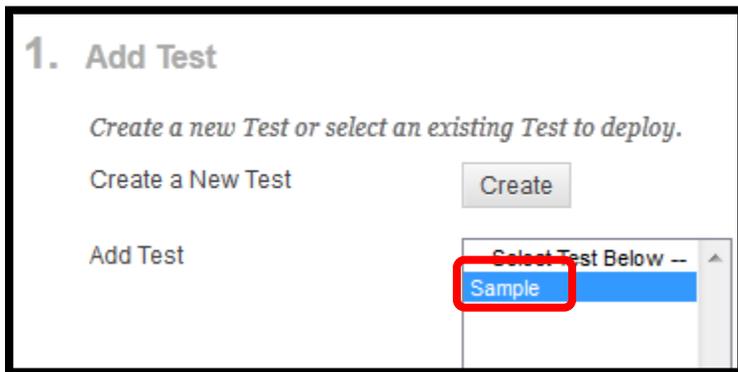
> *Any files uploaded from your computer are saved in Course Files or Content Collection in the top level folder. Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment.

7. On the **Test Canvas** page, create questions.

Choose the type of question that you'd like to create by clicking "**Create Question**".

8. Click **OK** when you are done creating all of your questions.

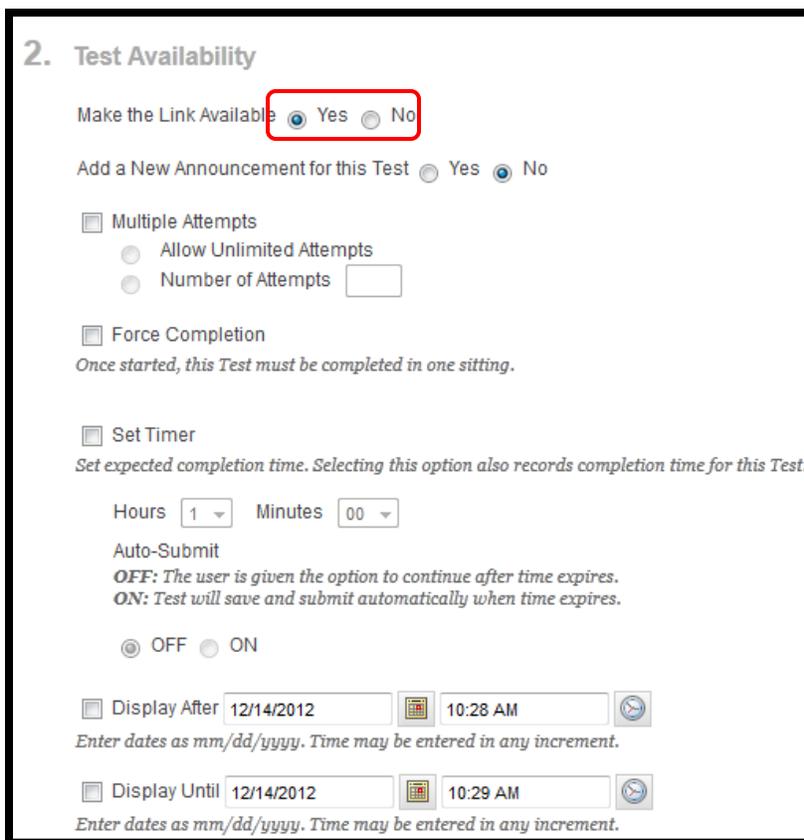9. On the **Create Test** page, select your newly created test or survey from the list.

10. Set the options for taking the test. For example, make sure you select "**Yes**" to "Make the Link Available".

11. Scroll down and click **Submit.** The students will now be able to see and take the test.

Congratulations! You have just created a test for your course!

Note: When you select an existing test or survey, a link to it is created in the course area. The original test or survey remains in the **Test** tool. When you create a new test or survey, it is added to the **Test** tool and the link is created in the course area. If you delete a link to a test in a course area, the test remains in the **Test** tool and can be linked again in another course area.

Alternatively, you can create tests and surveys by accessing the Control Panel, expanding **Course Tools**, and selecting **Test, Surveys, and Pools**. When tests and surveys are created here, you must create a link to your test in a course area to deploy it to students as described in this section.

Creating a New Self and Peer Assessment

Allowing your students to evaluate their peers' assessments allows them to provide valuable feedback on submitted answers. This feedback can provide improved comprehension of the material for both the assessed peer and the student providing the evaluation.
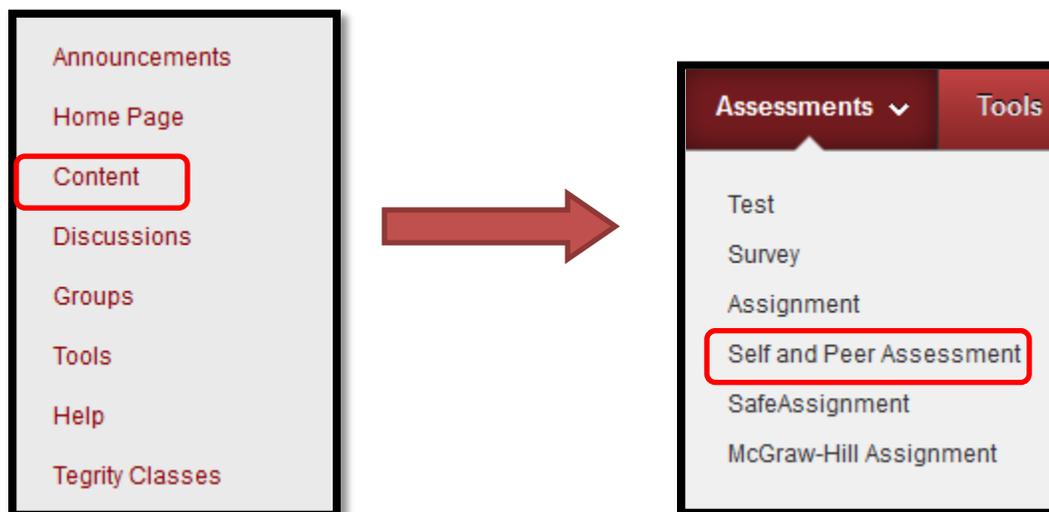
Students can access the assessment using the same link they used to complete it and begin the evaluation. The **Evaluation Overview** page lists the number of submissions the student needs to evaluate (including their own), with the evaluators own name at the top of the list.

If anonymous evaluations are enabled, the evaluator does not see the name of the student whose assessment they are evaluating.

Note: Do not enroll or un-enroll students after the evaluation state date, because doing so can negatively affect the results already gathered.

Note: Tests can only be evaluated during the evaluation period designated during the assessment creation.

1. Log in to Blackboard http://eaglebb.coppin.edu .

2. Go to your course site.

3. In the course menu on the left, click the **Content** (or other content area). Click **Create Assessment** and then select **Self and Peer Assessment**.

1 Create New or Import

New or Import   ● New   ○ Import

2 Assessment Information

★ Name   [   ] 5

Instructions   Text Editor is: **ON**

[Normal ▾] [3 ▾] [Arial ▾] | **B** *I* U̲ a̶b̶e̶ x₂ x² | ☰ ☰ ☰ | ⊟ ⊟ | ⊟ ⊟ ⊟ ⊟

6

▲ Path: body

☐ Save as Reusable Object

Submission Dates   Start Date   [11/10/2011] 📅 [06:08 PM] 🕐
   End Date   [11/17/2011] 📅 [06:08 PM] 🕐   7

3 Self and Peer Evaluation Options

Evaluation Dates   Start Date   [11/17/2011] 📅 [06:08 PM] 🕐
   End Date   [11/24/2011] 📅 [06:08 PM] 🕐   8

Allow Anonymous Evaluation   ● Yes ○ No

Allow Self Evaluation   ● Yes ○ No   9

10   Show Evaluation Results to Submitter   ● Yes ○ No

★ Number of Submissions to Evaluate   [2]   11

4 Due Date

Due Date   ☐ [   ] 📅 [   ] 🕐

5 Options

Make the assessment available   ● Yes ○ No   12

Track number of views   ● Yes ○ No

Choose date restrictions   ☐ Display After [11/10/2011] 📅
   ☐ Display Until [11/11/2011] 📅   13

5. Type a name for the assessment in the **Name** field.

   Note: At this point, a new column in the Grade Center is created with the same name.

6. Type instructions for the assessment in the **Instructions** Text Editor.

   Note: In the Text Editor there is an option to save these Instructions as a **Reusable Object**. If selected, these instructions will be available to Content Collection Users. The Content Collection must be available to use this option.

7. Set the **Availability (submission and Evaluation dates)**.

8. **Allow Anonymous Evaluations** by clicking the **Yes**.

9. **Allow Self Evaluations** by clicking the **Yes** radio button. Click **No** to disallow.

10. Allow submitters to view their own evaluation results by clicking the **Yes**.

11. In the **Number of Submissions to Evaluate** field, define how many of their peers' tests each student is expected to evaluate

   Note: The number entered in the **Number of Submissions to Evaluate** field does not include the creator of the assessment. Type zero (0) in this field if self evaluations are the only kind desired for an assessment.

12. Make the assessment available and track the number of views by selecting **Yes**.

13. Select **Display After** and/or **Display Until** to control when the content is available.

14. Click **Create Question** to add reflective questions for students to respond to during the assessment.

Assessment Canvas

Add and edit the questions to be responded to

Create Question
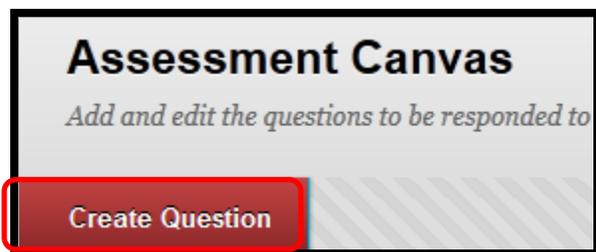
15. Enter a **Question** and **Model Response**. The Model Response allows evaluators to compare submitted answers to an example. It is not displayed to students taking the assessment, only to the evaluators after the assessment has been submitted. Click **Submit**.
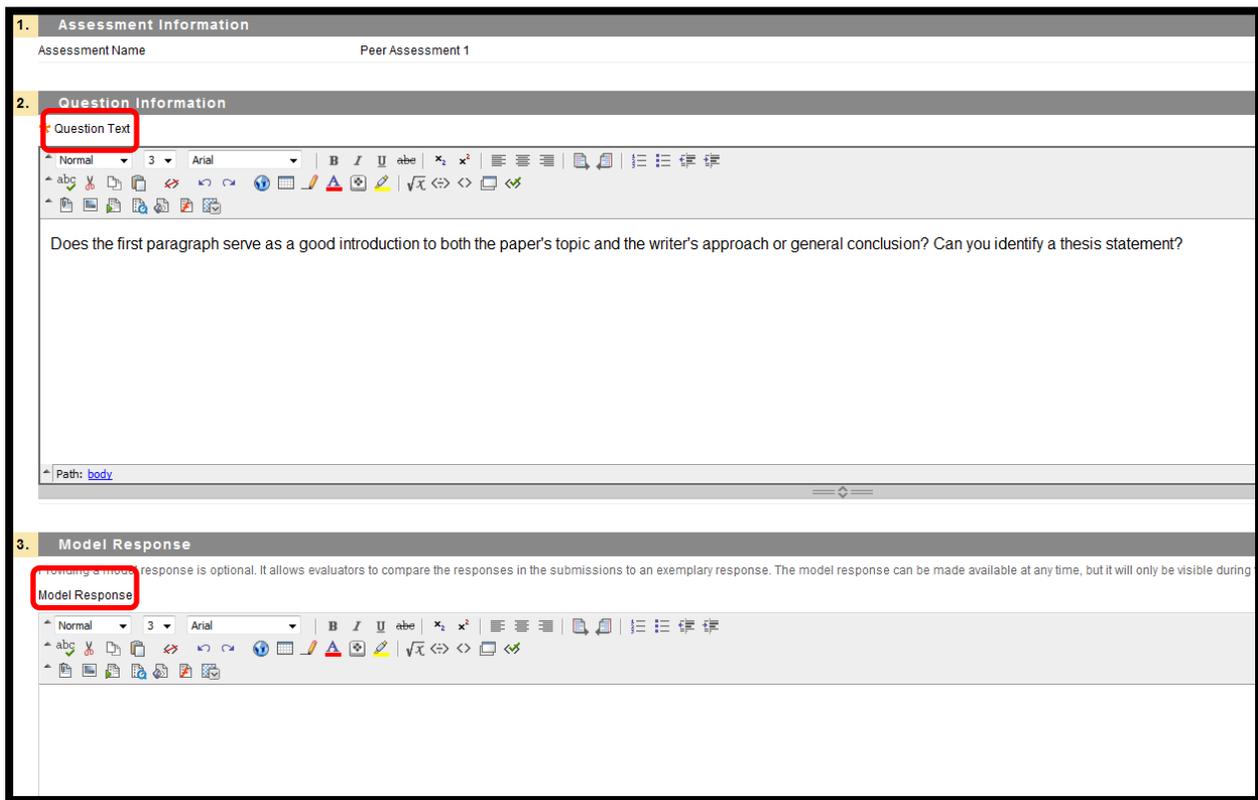

Previewing the Peer and Self Assessment

There are two ways to preview an assessment once it has been created:

- **Submission Preview**
- **Evaluation Preview**.

These options provide a way to see the tests exactly as your students will. You can also use these preview options to fine-tune the assessment.

Note: The **Preview ▾** option is available from the **Assessment Canvas** page for the appropriate assessment.

1. Select either **Submission** or **Evaluation** from the drop-down list and click **Go.**
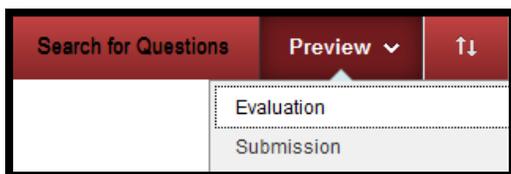
2. The **Submission Preview** page offers a complete view of the assessment. To preview each question in turn, click its name.

Note: Preview pages are read-only and cannot be edited or modified.

3. The **Evaluations Preview** page offers a view of all of the evaluations, regardless of their status.

Function	Description
Evaluator links	Click the evaluator user name to display their **Evaluation** page. Each question is displayed in a grouping of tabs. Navigate through the tabs to display the submitted response for that question. For questions that contain a model response and which has been made available, click **Model Response** to display the model response for that question in a separate window.
Status	Displays the status of the evaluation. In preview mode the status is always **Not Started**.
Points Allocated	Displays the number of points given out of how many points are possible. In preview mode it is displayed as **0 / xxx**.

Monitoring Assessment Submissions

Assessment submissions are monitored and reviewed during the assessment process. Submissions are downloaded as a collection or on an individual basis so they can be reviewed later. The submissions are bundled in a .zip file that contains an HTML file for each submission. The submissions can be opened and read in any web browser.
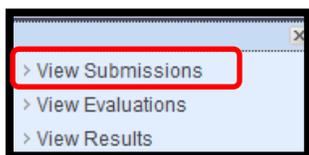
1. On the Control Panel within the course, under **Course Tools**, click the **Self and Peer Assessment** link.
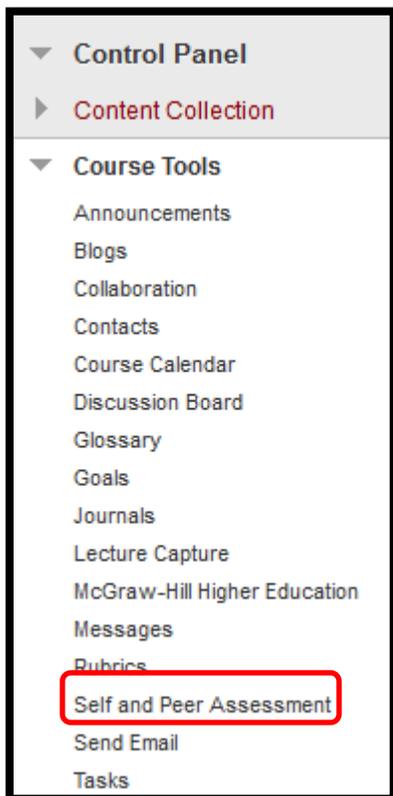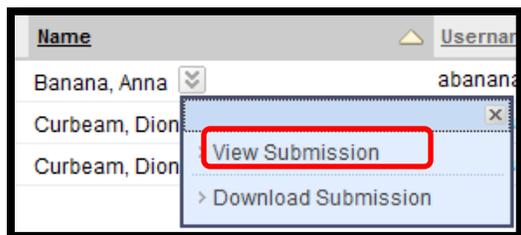

2. Click the name of the appropriate Assessment.

3. Click **View Submissions**.

4. Click the double arrows next to a student's name to view submissions.

Completing an Assessment (for students)

Completing an assessment allows the student to interact with you by providing answers to a series of questions. These answers are evaluated by their fellow students. Their feedback can assist in their overall comprehension of the material.

Students who have an assessment assigned to them can access them in appropriate course Content Area. The **Submission** and **Evaluation** date ranges are visible under the **Assessment** listing. In addition to submitting answers directly on the question page, students can also submit a local file or copy an item from the Content Collection to support their answer.
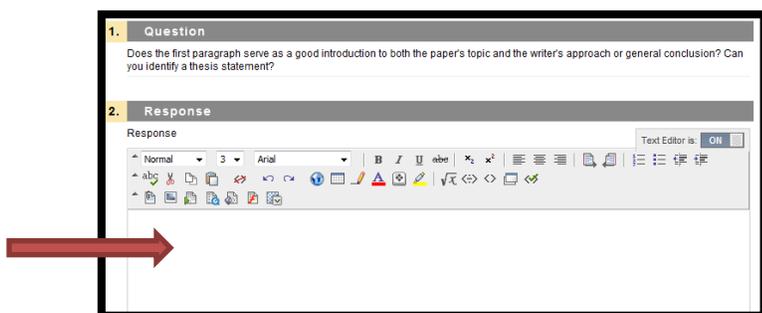
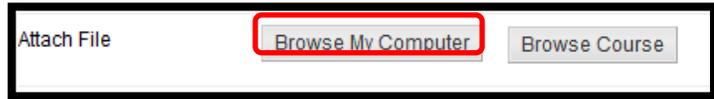1. Click the **View/Complete Assessment** link to begin the assessment.
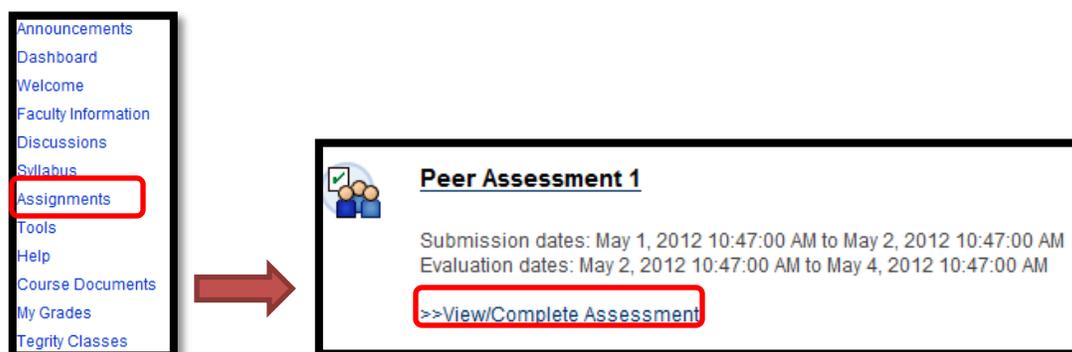
2. Click a question link.
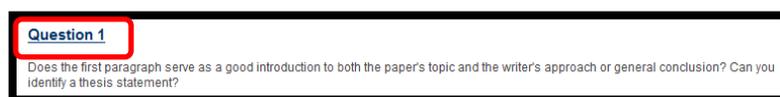
3. Type a response in the **Response** Text Editor.

4. Click **Browse** to **Attach local file**.

   Note: Only one file is attached to an assessment. If a second file is attached the first one is deleted. To attach multiple files, use the Text Editor.

5. Type a **Name of Link to File** to give a name to the attachment link.

6. Click **Submit**.

7. Click **Next**.

8. Repeat steps 2 -6 as necessary until all of the questions have been answered.

9. Click **OK** when the assessment is complete.

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**