

Using Blackboard for Student Assessment/Grading Workshop

December 5, 20126

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WORKSHOP AGENDA

❖ Introduction and Requesting a Developmental Site¹

- Sign into Blackboard
- Click **Courses and Orgs** (upper right)
- Under “Instructor Course Tools” (upper left), click **Request a Course/Dev Site** (Fig. 1)
- A page titled “Blackboard Course Site Request” will appear. Click **Request Development Site** (Fig. 2)
- A page title “Blackboard Development Site Request” will appear. Complete the form and click “Submit” (Fig. 3)
- A page will appear that confirms the request was successfully submitted (Fig. 4)
- An email from Blackboard User Support will arrive in your FSU email (within a few minutes) that your development site has been created
- Return to Bb Home page and your development site will be listed under **My Bb Course Sites** (Fig. 5)

❖ Overview of Blackboard Online Manual and Tutorials

- From the Bb Home page click on **Support** (upper right corner)
- A page titled Blackboard Support Center will appear
- Click **Blackboard Manual** (Fig. 6)
 - This will take you to the **Instructor** page, showing many Bb topics and features and there are many ways to navigate; for today, we’re going this way:
 - Click the small purple square
 - Click **Learn** from the dropdown menu (Fig. 7)
 - Click **Instructor** (center circle with cartoon figure in a blue shirt - see Fig. 8)
 - The Instructor page will appear (Fig. 9)
 - Scroll down to **EXPLORE**. Here, click on any of the boxes to learn on various topics to help you navigate and find Bb resources, such as FAQs, Set Up Courses, Interact With Students, Assignments, Test, Surveys, and Pools as well as video tutorials (Fig. 10)
(Later, we will return here to click on the box titled “Grading” to see how to create written assignments and rubrics)

¹ [Reminder: If you’re a PC User, we highly recommend using the latest, stable version of Mozilla Firefox or Google Chrome. If you’re a Mac user, we highly recommend using the latest, stable version of Mozilla Firefox or Safari. We do not recommend using Internet Explorer because of compatibility issues with Blackboard.]

❖ **Creating Tests and Quizzes**

Blackboard refers to gradable items as “tests.”

To make an assignment find the “Tests, Surveys, and Pools” link under the “Course Tools” tab

Two options:

- **Build Test**
 - Make “tests” from scratch in blackboard question by question with the option of multiple choice, true false, short answer, etc.
- **Import Test**
 - If you have access to an online test bank there may be an option to “export (the test) to blackboard.” Once the zip file is downloaded to your desktop blackboard allow you to upload by “browsing your computer.”

Add your assessments to your course content areas by:

- Entering the content area you wish to display the test and selecting “Assessments.” (upper left second tab)
- Click “test,” then add a test from the tests you have already made or you are given the option to build a new test.
- There are many different options for tests that can be selected to change the complexion of the assignment
 - Forced completion - I like to use this option to simulate a quiz environment. Students have a limited amount of time to answer questions. I like to add multiple attempts (usually 2) so if there are technical computer problems the student can restart. NOTE: if you have multiple attempts available to short answer questions you will have to grade the same student’s response multiple times.
 - Non-forced completion allows the students to save their work and return to it later, more like a traditional homework setting.
- You can pre-set the time window for taking the test using “display after” and “display until”

I always send out announcements whenever new quizzes/homeworks/tests are posted to blackboard.

❖ **Grading Suggestions, Tips**

A. Grading by Question or Grade by Attempt

- Blackboard allows you to grade content in a few ways
- Allows the grader to stay organized and increase efficiency
- It’s possible to grade by question or attempt and if you wish, anonymously

- Depending on your needs, one may be faster than the other

Grading by Question or Grade by Attempt

- Grading time = time reading/evaluating + time “clicking”
- Fewer clicks are needed per question when grading by attempt
- Reading and evaluating the same question over and over allows the grader becomes more efficient grading that question

Grading by Question

- More efficient when:
 - Responses are longer/ have more parts, partial credit is awarded, and you as a grader demand more precision in grading
 - Reduced grade time comes from being more efficient in the reading/evaluating component of the “grade time”
- Examples:
 - Math questions, essays

Grading by Attempt

- More efficient when:
 - Short answer, less complex responses, fewer points awarded per question, grading mostly for completion
 - Efficiency gains come from reducing the number of clicks per question
- Examples:
 - Short response, very short math questions, questions asking for definitions

B. Posting grades to Blackboard

- Students receive immediate feedback and have a personal record for their performance
- Blackboard will automatically sum raw scores for all entries (tests, quizzes, homeworks, ect.)
- Avoid confusion by having a pre-set grading scale (say 1000 total points) or using the “Weighted Column” feature.
 - Column weights are set up by going into the blackboard gradebook, clicking “Create Calculated Column,” -> “Create Weighted Column.” This column will display a weighted average of the items you can select from your gradebook.

❖ Creating Written Assignments

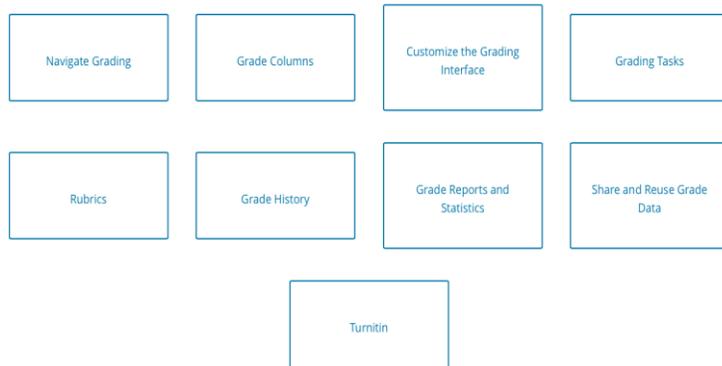
- Click Assignments
- Click Assessments
 - Click Assignments from drop down menu
 - Enter an assignment title
 - Write instructions
 - Attach a file (if wanted/needed)
 - **Add or create a rubric**
 - Click through additional assignment options
 - Click submit
 - Switch to “Student View” to “test” your assignment

- Creating Self and Peer Assignment(s)
 - Click Assessments
 - Click Self and Peer Assignment
 - Create Assessment and click submit
 - Create the Assessment questions
 - Return to Assignments and click on the assessment to edit
 - Click Assessment Canvas

- Creating Rubrics
 - Click Learn
 - Click Instructors
 - Click Grading
 - Click Rubrics - Creating and Grading
 - Associate rubrics with assignments, blogs, journals, wikis, discussion, Essay or short response test questions, etc.
 - Expand Course Tools (from control panel)
 - Create Rubric
 - Type a Name and descriptions
 - Select type that meets grading needs

❖ Feedback and Grading for Written Assignments

- Go to the small purple box
- Click Learn
- Click Instructor
- Click Grading



- Click Grading Tasks



❖ **Hands-on Activities - Attendees will work independently or in groups**

Suggestions:

- Create a multiple choice or short answer test (quiz)
- Create an assignment using TurnItIn or SafeAssign
- Create a rubric to associate with an assignment
- Create a self or peer assessment for students
- Create a discussion forum, wiki, or journal and explore ways to grade them
- Grade the sample written assignment using preset feedback or using your own

❖ **Q&A and Discussion - Sharing Assessment and Grading Tips and Best Practices**

❖ **Evaluation Retention Center**

- Course Reports
- Performance Reports
- Retention Center

❖ **Creating Media Assignments using Media Gallery**

❖ **Feedback and Grading Media Assignments**

❖ **Other Bb Resources for Feedback**

- Virtual classroom
- Chat
- Kaltura (video/interactive quizzes with immediate feedback, download grades into Bb)
- Fully Online Courses: Collaborate

REQUESTING A BLACKBOARD DEVELOPMENT SITE

FIGURE 1:

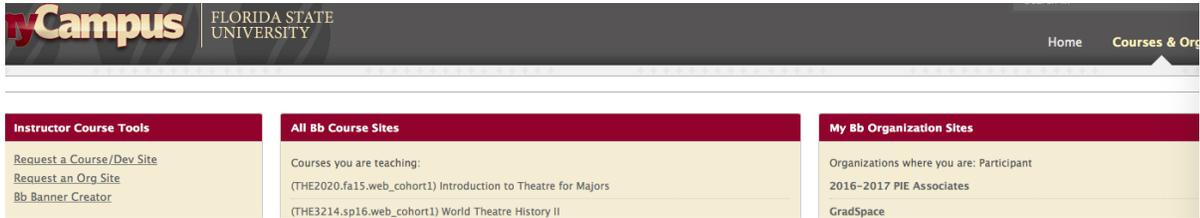


FIGURE 2:

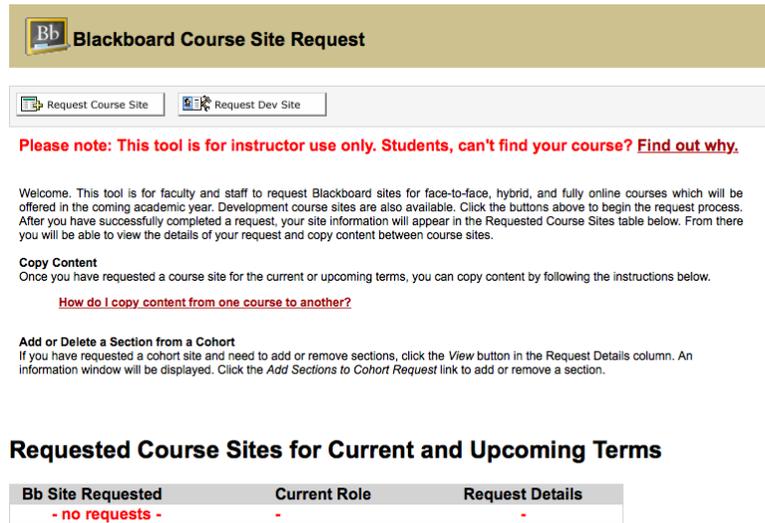


FIGURE 3:

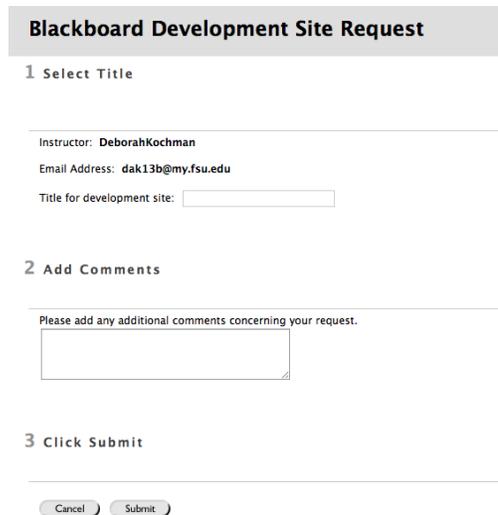


FIGURE 4:

Blackboard Development Site Request

Development Site Request Submitted Successfully

[Return to Site Request Home](#)

Sunday, December 4, 2016 11:33:44 AM EST

OK

FIGURE 5:



The screenshot shows the 'My Bb Course Sites' page in Blackboard. It features a dark red header with the text 'My Bb Course Sites'. Below the header, there is a section titled 'Courses where you are: Instructor' which lists two courses: '(THE2020.fa15.web_cohort1) Introduction to Theatre for Majors' and '(THE3214.sp16.web_cohort1) World Theatre History II'. Below this list are four more sections: 'Blackboard Test Site', 'PIE Workshop', 'Test for PIE Workshop', and 'Announcements:'. Under the 'Announcements:' section, there is a link with a right-pointing chevron: '> Development Blackboard Site'.

NAVIGATING TO THE Bb SUPPORT CENTER to MANUAL and TUTORIALS

FIGURE 6:

Bb Support Center

RECENT NEWS [View all](#)

11/30/2016: ITS Scheduled Maintenance - December 1, 2016, 12:01am-4:00am Information Technology Services (ITS) will be performing mainten...
11/23/2016: ITS Scheduled Maintenance - November 29, 2016, 12:01am-4:00am Information Technology Services (ITS) will be performing mainte...
11/21/2016: Upcoming Turnitin Maintenance: December 3, 2016, 10:00am to 2:00pm Turnitin will have scheduled maintenance between 10:00a...

FAQs [View all](#)

How do I request (create) a course site?
I registered for my course, so why isn't it showing up?
I'm having a problem logging into Blackboard (Campus.fsu.edu). Who do I ...
I'm trying to enroll a user, but I cannot find them! What do I do?
I don't see my students in my site. When will they show up?

Instructor Resources

- Prepare to Teach
- Getting Started with Bb
- Request a Course Site
- Course Banner Tool
- Bb Manual
- Training Opportunities

Known Issues [View all](#)

"Error, unknown user" received during login
Copy/paste issues with content editor
Chrome & IE: Unable to open downloaded assessment results from Grad...
Inline Comments not saving when using Firefox
Wiki Page Size Limitation Issue

Student Resources

- Getting Started with Bb
- Bb Manual
- Online Programs
- FSU Services & Support

FIGURE 7:

The screenshot shows the Blackboard Help page. At the top, there is a search bar and a language dropdown set to "English (US)". Below the search bar is a navigation menu with the following items: Home, Learn, Earlier Versions of Learn 9.1, 9.1 2014 and 2015 (expanded to show Student, Instructor, and Administrator), and g course assignments. The main content area contains text about Blackboard Learn and its features.

Blackboard Help

English (US)

Search Learn help...

- Home
- Learn
 - Earlier Versions of Learn 9.1
 - 9.1 2014 and 2015
 - Student
 - Instructor
 - Administrator
- g course assignments

Blackboard Learn organizes your online courses and delivers the tools you need to provide your students with a rich education. With the platform's intuitive design, you can easily share engaging content, create and grade assignments, and give students feedback.

The help in this section applies to both the April 2014 and October 2014 releases of Blackboard Learn 9.1 2014.

FIGURE 8:

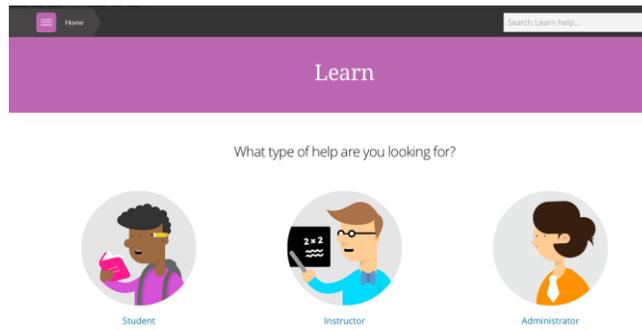


FIGURE 9:

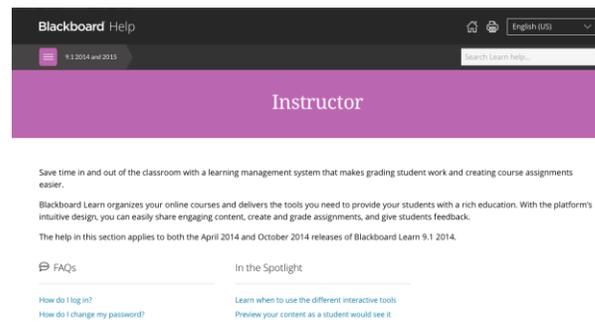


FIGURE 10:

Explore All

