Using Blackboard for Student Assessment/Grading Workshop
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WORKSHOP AGENDA

❖ Introduction and Requesting a Developmental Site

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

Grading by Attempt

• More efficient when:
  o Short answer, less complex responses, fewer points awarded per question, grading mostly for completion
  o Efficiency gains come from reducing the number of clicks per question
• Examples:
  o 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, etc.)
• Avoid confusion by having a pre-set grading scale (say 1000 total points) or using the “Weighted Column” feature.
  o 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:

![Image of Campus Florida State University]

FIGURE 2:

**Blackboard Course Site Request**

Please note: This tool is for instructor use only. Students, can't find your course? Find out why.

Welcome. This tool is for faculty and staff to request Blackboard sites for face-to-face, hybrid and fully online courses which will be offered in the coming academic year. Development course sites are also available. Click the buttons above to begin the request process.

After you have successfully completed a request, your site information will appear in the Requested Course Sites table below. From there you will be able to view the details of your request and copy content between course sites.

**Copy Content**

Once you have requested a course site for the current or upcoming terms, you can copy content by following the instructions below.

*How do I copy content from one course to another?*

**Add or Delete a Section from a Cohort**

If you have requested a cohort site and need to add or remove sections, click the View button in the Request Details column. An information window will be displayed. Click the Add Sections to Cohort Request link to add or remove a section.

**Requested Course Sites for Current and Upcoming Terms**

<table>
<thead>
<tr>
<th>Bb Site Requested</th>
<th>Current Role</th>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>- no requests -</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

FIGURE 3:

**Blackboard Development Site Request**

1. **Select Title**

Instructor: DeborahNachman
Email Address: dak138@msra.edu
Title for development site:

2. **Add Comments**

Please add any additional comments concerning your request.

3. **Click Submit**

FIGURE 4:
FIGURE 5:

My Bb Course Sites

Courses where you are: Instructor
(THE2020.fal15.web_cohort1) Introduction to Theatre for Majors
(THE3214.sp16.web_cohort1) World Theatre History II
Blackboard Test Site
PIE Workshop
Test for PIE Workshop
Announcements:
> 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 mainten... 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.hsu.edu). Who do I contact?  
I’m trying to enroll a user, but 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 Tools
BB Manual
Training Opportunities

Student Resources
Getting Started with Bb
BB Manual
Online Programs

Known Issues
View all
“Error, unknown user” received during login  
Copyright issues with content editor  
Chrome & IT: Unable to open downloaded assessment results from Grad...  
Online Comments not saving when using Firefox  
Wiki Page Size Limitation Issue

FIGURE 7:

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.