Essentials
Assignments/Assessments and the Grade Center
Blackboard Learn 9.1
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1.0 Workshop Overview

In this section, we will look at the key concepts covered in this hands-on workshop. You will be introduced to the teaching and learning features of Blackboard Learn™.

From the instructor perspective, you will follow a scenario-based approach representing the tasks you will complete to set up assignments, assessments and grading. You will begin by creating, editing, and grading assignments and Safe Assignments. You will then learn how to create and deploy assessments. Finally, you will navigate through the Grade Center.
2.0 Assignments

The Assignments tool enables instructors to create, distribute, and collect assignment submissions. You can create varied assignments for students, such as:

1. Case studies
2. Problem-based learning exercises
3. Essays and research papers
4. Group projects

Learning Outcomes

After completing this section, you will be able to:

- Create assignments
- Edit and manage assignments
- Explain the options for presenting assignments in Content Areas
- Review and grade assignment submissions
- Download submissions to review offline
- Create successful online assignments
Creating Assignments

Assignments are created in Content Areas, but can also be added to Learning Modules, Lesson Plans, and folders. Any instructions and file attachments that students need to complete the assignment are added at the time of creation. Assignments can be assigned to each student individually or as collaborative work for groups of students.

Quick Steps: creating assignments in a Content Area

1. In a Content Area, point to Create Assessment to access the drop-down list and select Assignment.
2. On the Create Assignment page, type a Name. Optionally, type optional Instructions for the Assignment. Format the text with the Text Editor, if you want.
3. Optionally, attach a file using Browse My Computer and type a Link Name, if you want. Files cannot be attached from My Course for Assignments.
4. Type Points Possible.
5. Select the check box for Make the Assignment Available and select the option for Number of Attempts, if you want. If applicable, select the Display After and Display Until check boxes and type the dates and times or use the interactive Date Selection Calendar and the Time Selection Menu.
6. Optionally, select the Due Date check box and type the date and time.
7. Select the Recipients option for All Students Individually or Groups of Students.
8. Click Submit.
Assignments: Creating Assignments

1. **Assignment Information**
   - **Name and Color**: Research Paper, Black
   - **Instructions**
     - Write a 5-page summary on Chapters 1-5 of your textbook. See the attachment for additional instructions.
     - **Path**: body
     - **Save as Reusable Object**

2. **Assignment Files**
   - **Attach File**: Browse My Computer
   - **Attached files**
     - **File Name**: Chapters1-5Assignment.docx
     - **Link Title**: Chapters1-5Assignment
     - **Do not attach**

3. **Grading**
   - **Points Possible**: 100

4. **Availability**
   - **Make the Assignment Available**
     - This assignment cannot be made available until assigned to an individual or group of students.
   - **Number of Attempts**
     - Allow single attempt
     - Allow unlimited attempts
     - Number of attempts:
   - **Limit Availability**
     - Display After: 11/11/2011
     - Display Until: 11/15/2011
     - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
   - **Track Number of Views**

5. **Due Dates**
   - Submissions are accepted after this date, but are marked Late.
   - **Due Date**: 10/09/2010 08:00 AM

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 assignment. It may be necessary to provide these students with an overall grade for the assignment.
   - **Recipients**: All Students Individually, Groups of Students

7. **Submit**
   - Click Submit to finish. Click Cancel to quit without saving changes.
   - **Cancel**
   - **Submit**

---

Figure 2.2

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Assignments: Editing and Managing Assignments

Editing and Managing Assignments

After assignments are added to Content Areas, they can be reorganized, edited, and managed as needed. Ensure **Edit Mode is ON**.

![Diagram of assignments in Content Areas](image)

**Figure 2.3**

**Take Note**

A. Add assignments to a Content Area in any the order and reorder using the drag-and-drop function.

B. Use an assignment’s Action Link and perform the following actions:

- Select **Edit** to change its name and instructions, add or delete file attachments, and adjust availability.

- Apply Adaptive Release, Tracking, Metadata, and Review Status.*

- Delete an assignment to permanently erase it and all of its submissions. The assignment’s column and grades are not deleted from the Grade Center.
Assignments: Reviewing Assignments Offline

Reviewing Assignments Offline

Download assignment submissions to your computer to review offline instead of reviewing them online from the Grade Center. You can download all or selected submissions as a single zipped file. Unzip the file to view the contents, where each submission is saved as a separate file.

► QUICK STEPS: reviewing assignments offline

1. Expand Grade Center in the Control Panel and click Full Grade Center.
2. In Grade Center, locate the assignment column containing the assignment files you want to download and click the Action Link to access the contextual menu.
4. On the Download Assignment page, select the student submissions to download.
5. Click Submit.
6. On the next Download Assignments page, click Download assignments now.
7. Click OK to return to the Grade Center.
Assessments: Reviewing Assignments Offline

**NOTE:** Assignment File Cleanup allows you to select users and delete files associated with their submissions.

**Figure 2.5**

Within the downloaded zipped file, each submission’s file name includes the assignment title, user name, and attachment file name. If students included comments when they uploaded their files, you will also find a related .txt document.

**TIP:** When using the Assignment File Download function, the user names are automatically included in the file names for easy identification. However, if you plan to download files one by one from the Grade Assignment page, specify a root file name for your students to use and ask them to append their last names or user names to it.
Grading Assignments

After reviewing submissions and determining grades, you type grades and comments in the Grade Center. Using the contextual menu for a cell, click View Grade Details and then Edit Grade. If you need to attach files, use View Attempt instead.

Alternatively, grades can be typed directly in the Grade Center cells. The grade entered is designated as an Override. Since Override grades supersede all other grades, only use this method if students will not be submitting any other attempts.

Click the assignment’s exclamation mark and type the grade in the field. Click Enter to save the grade.
Rubrics

In this section, you will create rubrics. The new Rubrics tool allows you to specify criteria and performance levels for grading, providing clear guidelines for all instructors and teaching assistants.

Learning Outcomes

After completing this section, you will be able to:

- Create rubrics
- Add rubrics to Grade Center columns
Creating Rubrics

You can create multiple rubrics in a course. Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion.

Create rubrics using the Rubrics tool and then you can associate them with assignments and discussion topics.

► QUICK STEPS: creating a rubric

1. On the Control Panel, under Course Tools, select Rubrics.
2. On the Rubrics page, click Create Rubric.
3. Type the Name of the rubric.
4. Add rows and columns to the rubric, if you wish.
5. Click the Action Link beside the Levels of Achievement and Criteria names, and select Edit. Type the new name and click Save.
6. Select the Show Points or Show Points Range option associated with each individual cell of the rubric.
7. Type the criteria description and point value for each cell in the rubric.
8. Click Submit.
Rubrics: Creating Rubrics

Figure 2.9

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Novice</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formatting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows minimal understanding of scientific methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Points</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Points</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Indicates a required field.*

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Add Rubrics to Grade Center Columns

Associate a rubric to a Grade Center column for quick reference when viewing or grading a student’s submission.

► QUICK STEPS: add a rubric to a Grade Center Column

1. On the Control Panel, under Grade Center, select Full Grade Center.
2. On the Grade Center, click the Action Link beside a column heading to access the contextual menu and select View and Add Rubrics.
3. Click Add Rubric.
4. On the Rubrics page, preview and select one or more rubrics.
5. Click Show List beside Selected Rubrics to view the rubrics selected.
6. Click Submit.

Figure 2.10
When the rubrics have been added they appear on the column’s rubric page and can be previewed and deleted from there.

**View a Rubric While Grading**

For convenient reference, you can view a rubric while grading student submissions. From the Grade Details page, click View Rubric.
3.0 SafeAssignment

SafeAssign is a valuable tool for encouraging original writing and proper citation practices within your course. SafeAssign compares your students’ work with previously submitted papers and published works from several databases, including:

- **Internet** – comprehensive index of billions of documents available publicly on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from the 1990s to present time, updated weekly
- **Institutional document archives** with papers submitted by students at your institution. Each institutional database is stored in the central SafeAssign service, separate from other institution’s databases. Papers are automatically added to this database upon submission, and are only used when checking other assignments from the same institution.
- **Global Reference Database** with papers voluntarily submitted by students from Blackboard® client institutions to help prevent cross-institutional plagiarism. This database is separate from the institutional databases.

Once a paper is submitted in SafeAssign, a report is generated that indicates the percentage of the paper that matches existing sources. This overall score can be an indicator that you need to review the paper more closely. The SafeAssign report also shows the suspected source for each section of the paper that returns a match, allowing you to easily investigate whether the text was properly attributed.

SafeAssignments are similar to regular Assignments in many ways. For instance, both types of assignments are also created and graded in much the same way. However, the SafeAssign and Assignment tools are completely separate. For instance, you cannot change an existing Assignment into a SafeAssignment.

**Learning Outcomes**

After completing this section, you will be able to:

- Create a SafeAssignment
- Choose SafeAssignment options
- Interpret a SafeAssign Report
Create a SafeAssignment

SafeAssignments can be added to any Content Area or learning module, where students are able to access them. Students can submit papers in Word (.doc, .docx, .odt), Plain Text (.txt), Rich Text Format (.rtf), PDF, and HTML formats.

When a SafeAssignment is created, a statement is automatically added to the description which informs students that their papers will be checked for originality.

In addition, a Grade Center column is added automatically.

QUICK STEPS: creating a SafeAssignment
1. From a Content Area, in the Create Assessment drop-down list, select Create SafeAssignment from the menu. The Add SafeAssignment page appears.
2. On the Add SafeAssignment page, type a Name. Optionally, type optional Instructions for the Assignment.
3. Type Points Possible.
4. Select the check box for Make the Assessment Available and select other options as needed.
5. Click Submit.
Selecting SafeAssignment Options

Choose SafeAssignment options that support your instructional goals. For instance, to use SafeAssignments as a teaching tool to help students become more proficient at citing sources, select the Draft and Student Viewable options when creating the assignment.

Figure 3.2
What Students See

When students access a SafeAssignment, they can view instructions, enter comments in a text box, and attach a file, just as they do with regular Assignments. Students can submit papers in Word (.doc, .docx, .odt), Plain Text (.txt), Rich Text Format (.rtf), PDF, and HTML formats.

Students also have the option of submitting their papers to the Global Reference Database to help prevent plagiarism. This database is separate from each institution’s database. Students will NOT be able to submit papers to the Global Reference Database if you have selected Draft, which enables them to validate their papers before submitting them. Blackboard does not claim ownership of the submitted content; it is stored and used exclusively for plagiarism prevention.

![Upload SafeAssignment](image)

**Figure 3.3**

After students submit SafeAssignments, there is a slight delay between the upload and the availability of the SafeAssign report (if you have allowed students to view it). Results are normally available within 10-15 minutes.
Interpret the SafeAssign Report

The SafeAssign report provides extensive information to help you determine whether students are appropriately citing the works used in their papers.

The report includes:

- The overall SafeAssign score
- The phrases in the paper that match existing works in the databases
- The original sources for each matching phrase

You can save the report to disk, print it, or send a direct link to it using email.

**QUICK STEPS: accessing a SafeAssign report**

1. While viewing the attempt on the **Modify Grade** screen, select the SafeAssign icon. The detailed SafeAssign report displays.

2. From the list of Suspected Sources:
   - Click the listed source to view the original source.
   - Click the magnifying glass to highlight the related phrase within the paper.

3. Click a linked phrase in the paper’s text to view a comparison of it to the original source.

![Figure 3.4](image-url)
The top portion of the SafeAssign report contains the overall matching percentage as well as a Help link for further information. Instructors have the option to save the report to disk, print it, or send a link to the report by email.

Figure 3.5

The next section lists the original sources that match sections of the submitted paper. To display the original work, click on the source title. To display the related phrase within the student’s paper, click the magnifying glass.

You may also select sources and re-process the paper without them.

Figure 3.6
Within the paper’s text, matching phrases are numbered. Click a phrase to display the Source Comparison Window which provides a direct comparison between the paper’s phrase and the source document it matches.

<table>
<thead>
<tr>
<th>Paper Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water from melting ice sheets and glaciers is gushing into the world’s oceans much faster than previously thought possible, so.</td>
</tr>
<tr>
<td>For now, the polar bear walks the melting ice, uncertain of his future. The home of the giants of the Arctic is melting away. Once the ice the polar bear resides on melts, they will have to swim different ice caps, which could be scores of miles away. The distance becomes greater each year. The polar bears could become extinct within the next 100 years. (1) This is only one of the effects of global warming. (2) Global warming is defined as the warming predicted to occur as a result of increased emissions of greenhouse gases. (3) Carbon dioxide is the strongest contributor to the greenhouse effect and global warming. Other greenhouse gases include methane and nitrous oxide. (4) The US has less than 5% of the world’s population, but produces over one quarter of all greenhouse gases. (5) The US won’t be the only country to experience the impact of global warming. Unfortunately, global warming has caused an increase in the intensity of hurricanes in the past years. (6) Two recent studies found that in the past three decades, the number of category 4 and 5 hurricanes worldwide has doubled. (5) We all remember the recent hurricanes in Florida and New Orleans. Rita went from a category 2 to a category 5 in less than 24 hours. Wilma reached a category 5 in a single day. This increase in intensity is probably due to higher sea surface temperatures called “hot spots,” which provide more energy to the storms.</td>
</tr>
</tbody>
</table>

**Figure 3.7**
Interpreting the Overall SafeAssign Score

The overall SafeAssign score indicates the percentage of the submitted paper that matches existing sources. This score is a warning indicator only, and papers must be reviewed to see if the matches are properly attributed. You can use the following guidelines to determine which scores need your investigation.

- **Scores below 15 percent**: These papers typically include some quotes and few common phrases or blocks of text matching other documents and may not require further analysis.
- **Scores between 15 percent and 40 percent**: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers must be reviewed to determine if the matching content is properly cited.
- **Scores over 40 percent**: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and must be reviewed for plagiarism.

![Figure 3.8](image-url)
Direct Submit to SafeAssign

Direct Submit generates SafeAssign reports or papers submitted outside of a SafeAssignment. SafeAssign also allows you, as an instructor, to direct submit files. This is useful in case you forgot to set your Assignment as a SafeAssign, to submit old papers to the Institutional Database, or to submit an individual paper that is questionable.

Because Direct Submit is not integrated with the Grade Center, you need to use SafeAssignments to collect submissions whenever possible.

With Direct Submit, you can:

- Submit individual papers up to 10 MB in size
- Submit zipped packages containing up to 100 papers
- Upload files to either a shared or private folder
- Shared files are viewable by other instructors with access to Direct Submit
- Private files are only viewable by the instructor

**QUICK STEPS: Using Direct Submit**

1. From the Control Panel, under Course Tools, click SafeAssign.
2. On the SafeAssign page, click Direct Submit.

![Figure 3.9](Image)
3 Select the **Private** or **Shared** tab to display the folder where papers will be uploaded.

4 Click **Submit a Paper**.

5 Select **Submission Options**.

6 Select **Upload File** to browse for a file on a local drive. Select **Copy/Paste Document** to add the text directly to the textbox.

7 Click **Submit**. Log out, and then log back in to view the SafeAssign report.
4.0 Assessments in Blackboard

This section provides a hands-on introduction to the assessment function of Blackboard Learn™, with a focus on creating and grading tests. Although not covered in this workshop, you can also reuse questions from previous tests by using the Question Finder tool. In this workshop we will discuss how to create questions how to use tests as a teaching tool.

**Learning Outcomes**

After completing this section, you will be able to:

- Explain the overall steps for creating a test
- Explain the purpose of the Tests tool
- Create a test and review the following types of questions: true/false, multiple choice, multiple answer, ordering, matching, fill in the blank, and essay
- Select test Question Settings
- Deploy tests
Creating a Quiz/Test

Quizzes and tests can be added within a Content Page or from the Control Panel. When an assessment is created, enter basic information including:

- Name of the assessment
- Description, which appears under the title in the Content Area
- Instructions, which appear at the top of the test after it is started

▲ QUICK STEPS: creating a test from a Content Area

1. In a Content Area, select Test from the Create Assessment drop-down list.
2. On the Create Test page, select Create.
3. Click Submit.

Figure 4.1
4. On the Test Information page, type a Name, Description, and Instructions.

5. Click Submit.

**NOTE:** A description and instructions are optional, but recommended.
The Test Canvas

After entering the test information, the Test Canvas page appears, displaying the test name, description, and instructions. The next step in the test creation process is selecting the Question Settings.

Figure 4.3
Specifying Question Settings

The second major step in creating a test is to specify the test’s Question Settings. Question Settings control the options available when creating test questions. Your selections include whether to provide the following when creating questions:

- Feedback for individual answers
- Images, files, and external links in questions and answers
- Question metadata, such as categories, topics, levels of difficulty, and keywords
- Scoring defaults, such as a default point value or partial credit for answers
- Specifics for how answers are displayed, such as random ordering of answers

► QUICK STEPS: specifying Question Settings

1. On the Test Canvas page, click Question Settings on the Action Bar.
2. On the Test Question Settings page, select the desired options.
3. Click Submit.

Figure 4.4
The custom feedback provided to students can be based on their correct and incorrect answers. Decide on a question-by-question basis whether to include feedback for each possible answer.

You can type a default point value if all questions will be worth the same amount. The value can be edited for each individual question during question creation.
Question Types

The following table summarizes most of the question types available.

<table>
<thead>
<tr>
<th>▼ Question Type</th>
<th>▼ Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>True/False</td>
<td>Students select the validity of a statement.</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>Students select the single correct answer from a series of answers.</td>
</tr>
<tr>
<td>Multiple Answer</td>
<td>Students select one or more correct answers from a series of answers.</td>
</tr>
<tr>
<td>Ordering</td>
<td>Students are presented with a list of items to place in order according to criteria specified in the question.</td>
</tr>
<tr>
<td>Matching</td>
<td>Students are presented with two lists of items and must pair items from one list with the other list.</td>
</tr>
<tr>
<td>Fill in the Blank</td>
<td>Students type text or numbers to complete a statement.</td>
</tr>
<tr>
<td>Essay</td>
<td>Students write a detailed response to a question or statement.</td>
</tr>
</tbody>
</table>

The process for adding questions to tests is similar for each question type. All question types are chosen on the Test Canvas page using the Create Question drop-down list on the Action Bar. The question types are listed in alphabetical order. We will create a True/False question from start to finish.
At a minimum, you must type the following:

- Question text
- Answer
- Point value

Depending on the test’s Question Settings selected, you may type more information for each question. For example, you may also select the display order for the answers of a specific question.
Creating Multiple Choice or Answer Questions

With Multiple Choice questions, students select one correct answer. If you want students to select multiple correct answers, create a Multiple Answer question.

For Multiple Choice questions, text boxes for four answers are provided by default, but up to 20 answers can be entered.

**Figure 6.1 – Multiple Choice question from the student perspective**

<table>
<thead>
<tr>
<th>Question 8</th>
<th>2 points</th>
<th>Save Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which ocean basin is a remnant of the universal ocean Panthalassa?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Arctic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Atlantic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Pacific</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 4.7**

<table>
<thead>
<tr>
<th>Question 5</th>
<th>6 points</th>
<th>Save Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which of the following are viable methods for traveling from London to Paris?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️ b.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️ c.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️ d.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating Tests: Creating Multiple Choice or Answer Questions

**QUICK STEPS: creating multiple choice or multiple answer questions**

1. On the Create Question drop-down list, select Multiple Choice or Multiple Answer. In this example, we will create a Multiple Choice question.
2. On the Create/Edit Multiple Choice Question page, type the Question Text. Format the question with the Text Editor, if you want.
3. Select Options, such as how answers are numbered, if you want.
4. Select Number of Answers from the drop-down list.
5. Type answers in the Answer text boxes.
6. Select the Correct answer. For a Multiple Answer question, select all correct answers.
7. Optionally, type Feedback for correct and incorrect answers.
8. Click Submit.
Creating Tests: Creating Multiple Choice or Answer Questions

Figure 4.8
If Provide Feedback for Individual Answers was selected when the test's Question Settings were made, custom feedback can be entered for each answer.

**NOTE:** Any answer box can be deleted by clicking Remove to the right of the box.
Ordering the Test Questions

The final overall step in creating a test is to order the questions. By default, they will be presented to students in the same order they were added to the test. If the order of the questions is not important, skip this step.

In addition, when a test is deployed, or made available to students, you can choose to have the questions randomly displayed each time the test is taken.

Figure 4.10

▲ Take Note

A. Add questions to a test in any order. Questions are reordered on the Test Canvas page using the drag-and-drop function.

B. Alternatively, use the Keyboard Accessible Reordering tool accessed on the Action Bar.
Adding Tests to Content Areas

Once a test has been created and questions have been created, it can be added only once to a specific Content Area, learning module, or folder.

**QUICK STEPS: adding a test to a Content Area**

1. Ensure **Edit Mode** is **ON**, and access the Content Area where the test will be added.
2. On the Action Bar, from the **Create Assessment** drop-down list, select **Test**.
3. On the **Create Test** page, select a test from the **Add Test** box.
4. Click **Submit**. After an existing test is added to a Content Area, the Test Options page appears.
Setting Test Options

The Test Options page controls information about the test, including instructions, availability, feedback, and presentation.

► QUICK STEPS: setting test options

1. If you want, edit the Test Information, including Name and Description.
2. Under Test Availability, select the Yes option for Make the Link Available, and select other settings as needed.
3. Select Self-assessments Options.
4. In the Test Feedback section, select the Type of Feedback that will be displayed when completed.
5. In the Test Presentation section, select the Presentation Mode.
6. Click Submit.
**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**: Syllabus Quiz
   - **Description**: This quiz is designed to ensure that you understand the material in the syllabus. You must make a perfect score on this quiz before other assignments will be accepted.
   - **Path**: body
   - **Open Test in New Window**: Yes

2. **Test Availability**

   - **Make the Link Available**: Yes
   - **Add a New Announcement for this Test**: No
   - **Multiple Attempts**
     - **Allow Unlimited Attempts**: Yes
   - **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**: 0
   - **Display After**: 10/11/2010 04:22 PM
   - **Display Until**: 10/11/2010 04:23 PM

**Figure 4.12**
If the name or description of the test is changed, the changes only appear in the Content Area. They will not change in the Tests tool or in the Grade Center column.

3. **Self-assessment Options**

   Include this Test in Grade Center Score Calculations

   Grade Center 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 Results for this Test Completely from Instructor and the Grade Center

   If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

4. **Test Feedback**

   Select the Type of Feedback Displayed Upon Completion

   - Score
   - Submitted Answers
   - Correct Answers
   - Feedback

5. **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.

Figure 4.13
5.0 Exploring the Grade Center

From the Grade Center, you can enter and manage your students’ grades for assignments, tests, discussions posts, journals, blogs, wikis and projects.

In this section, you will become familiar with the Grade Center interface and features. You will learn how to navigate and customize the Grade Center so you can quickly focus on the student or data of interest.

Learning Outcomes

After completing this section, you will be able to:

- Navigate the Grade Center
- Grade an assignment
The Control Panel

The Control Panel is the central access point for course management functions and is not visible to students. The Control Panel is located under the Course Menu. You will access the Grade Center using the options on the Control Panel.

Figure 5.1

A. Expand each of the items on the Control Panel by clicking the double arrows pointing downward. The menu appears directly below the subheading. Select the option.

B. Alternatively, expand an item into the content frame by clicking the double arrows pointing right. Select an option.

Take Note
The Grade Center Interface

You access the Grade Center from the Control Panel. Click to expand the menu to include Smart Views, which are different ways that the Grade Center columns are sorted and displayed. For example, the Tests Smart View only displays test columns.

The Grade Center is made up of rows and columns of student information and gradable items. Cells in the grid contain data specific to corresponding students. Use the scroll bars to see additional rows and columns.
Figure 5.3

▲ Take Note

The Grade Center page contains the following areas:

A. Action Bar – rows containing functions specific to the current page
B. Grade Information Bar – to access column details quickly, click a Grade Center column title, and information appears in this grayed area
C. Grade Center – columns, rows, and cells that make up the current view of the Grade Center data
D. Icon Legend – explains the symbols used in columns and cells

NOTE: When the bottom and right scroll bars are used to navigate through the Grade Center columns, the view remains if the user navigates to another course area and then returns to the Grade Center. The user sees the column from the last visit and can continue from that spot in the Grade Center.
Grading an Assignment

You can enter grades for any items you manually grade, such as essays, group projects, or assignments and assessments not automatically graded by Blackboard Learn.

We will go through the steps to review and grade an assignment submission in the Grade Center. When an assignment is created, a grade column is automatically created. Assignments that have been submitted, but not graded, are indicated with an exclamation mark in the Grade Center.

When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.

► QUICK STEPS: grading an assignment

1. In the Grade Center, locate the cell for the student’s assignment containing an exclamation mark.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu and select Attempt.
4. On the Grade Assignment page, click Assignment Information to view information about the assignment, including the date submitted.
5. Under Review Current Attempt, click the file name next to Attached Files to view or download attachments.
6. Type a numerical value in the Grade box.
   - Optionally, type Feedback to User in the text box and attach files for the student to review.
7. Optionally, type Instructor Notes and attach files that only you can access.
8. Click Save and Exit to return to the Grade Center or Save and Next to grade the next assignment.
To return an assignment attempt without a grade and with comments only, follow the steps for grading an assignment, but at step 9, click Save as Draft. The attempt remains ungraded and student can access your feedback.
Viewing and Grading Tests

View and grade tests from the Grade Center, where there is a column automatically created for every assessment.

Some types of questions, such as true/false and multiple choice, are graded automatically, while others, such as short answer and essay questions, must be graded manually. You also have the option of adjusting a grade for an automatically graded question. For example, if a student successfully defends an answer selection, the grade for the question can be edited.

► QUICK STEPS: viewing and grading a test

1. In the Grade Center, locate the cell for the student’s test containing an exclamation mark. The exclamation mark appears when a test requires grading.
2. Move the mouse pointer over the cell to see the Action Link.
3. Click the Action Link to access the contextual menu.
4. Select Attempt.
5. On the Grade Test page, review the student’s answers, grade any questions that require manual grading, and type Feedback, if you want.
6. Click Save and Next to grade the next test, or Save and Exit to return to the Grade Center.
Working with Columns: Viewing and Grading Tests

**Figure 5.6**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Quiz 1</th>
<th>Syllabus Quiz</th>
<th>Unit 6 Quiz</th>
<th>Essay Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palmer</td>
<td>Laura</td>
<td>50.00</td>
<td>--</td>
<td>--</td>
<td>!</td>
</tr>
<tr>
<td>Palmer</td>
<td>Leland</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Renaut</td>
<td>Jacques</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student</td>
<td>CDE Test</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**Figure 5.7**

1. !
2. View Grade Details
3. Exempt Grade
4. Attempt 11/18/10
### Question 1: Essay

**Summarize Chapter 1.**

**Given:** The narrator, **Nick Carraway**, begins the novel by commenting on himself: he says that he is very tolerant, and has a tendency to reserve judgment. Carraway comes from a prominent Midwestern family and graduated from Yale; therefore, he fears to be misunderstood by those who have not enjoyed the same advantages. He attempts to understand people on their own terms, rather than holding them up to his own personal standards.

Nick fought in World War I; after the war, he went through a period of restlessness. He eventually decided to go east, to New York City, in order to learn the bond business. At the novel’s outset, in the summer of 1922, Carraway has just arrived in New York and is living in a part of Long Island known as West Egg. West Egg is home to the nouveau riche (those who have recently made money and lack an established social position), while neighboring East Egg is home to the insular, narrow-minded denizens of the old aristocracy. Nick’s house is next door to Gatsby’s enormous, vulgar Gothic mansion.

One night, he attends a dinner party in East Egg; the party is given by **Tom Buchanan** and his wife, Daisy. Daisy is Nick’s cousin, while Tom was Nick’s classmate at Yale. Tom comes from a wealthy, established family, and was a much-feared football player while at Yale. A friend of Daisy’s is also in attendance. This woman, whose name is **Jordan Baker**, makes her living as a professional golfer. She has a gruff, boizish beauty and affects an air of extreme boredom.

Tom dominates the conversation at dinner; he wishes to propound ideas he has found in a book entitled “The Rise of the Colored Empires.” This book espouses racist and white supremacist ideas, to which Tom wholeheartedly subscribes. When Tom abruptly leaves to take a phone call, Daisy declares that she has become terribly cynical and sophisticated since she and Nick last met. Her claims ring false, however, particularly when contrasted with the genuine cynicism of Jordan Baker, who languidly informs Nick that Tom’s phone call is from his lover in New York. After his awkward visit with the Buchanans, Carraway goes home to West Egg. There, he sees a handsome young man, **Jay Gatsby**, standing on his wide lawn, with his arms stretched out to the sea. He appears to be reaching for a faraway green light, which may mark the end of a dock.

**Answer:** 95 out of 100 points
Customizing the Letter Grade Schema

Grading Schemas are mappings of a student's raw score to a grade display, such as a letter grade or a pass/fail evaluation.

There is a default schema for letter grades that consists of letter grades from A+ to F and their corresponding percentage ranges. If you choose to display students' scores as letter grades, the default letter schema is used to convert the scores to letter grades. You can customize the default letter schema to match your institution's grading scheme.

You can also create your own grading schemas.

► QUICK STEPS: customizing the letter grade schema

1. In the Grade Center, on the Action Bar, point to Manage to access the drop-down list.
2. Select Grading Schemas.
3. On the Grading Schemas page, click the Letter Action Link to access the contextual menu.
4. Select Edit.
5. On the Edit Grading Schema page, edit the Name, if you want, and add an optional Description.
6. In the Grades Scored Between text box, type the percentage range for the letter grade.
7. In the Will Equal text box, type the letter grade.
8. In the Will Calculate as text box, type the percentage value to be used if a letter grade is added manually.
9. Repeat steps for all letter grade values you want to edit.
10. Click Submit.
The name you add for the letter grade schema appears in the drop-down lists for Primary Display and Secondary Display when creating columns. The description is optional, but can help differentiate grading schemas.
Figure 5.9

**TIP:** Start from the top and complete the values for the first letter grade and then move to the next row. Then, delete any letter grades not needed and insert additional rows as needed.
Creating Categories

We learned earlier that there are up to nine default categories:

- Assignment
- Blog
- Discussion
- Journal
- SafeAssignment (when the tool is available)
- Self and Peer (when the tool is available)
- Survey
- Test
- Wiki

You can create an unlimited number of additional categories to organize your columns. Once you have created a category, you can do the following:

- Assign new columns to the category when you are creating a column
- Move existing columns to the new category

▶ QUICK STEPS: creating categories

1. In the Grade Center, on the Action Bar, point to Manage to access the drop-down list.
2. Select Categories.
3. On the Categories page, click Create Category on the Action Bar.
4. On the Add Category page, type the category Name and an optional Description.
5. Click Submit.
Working with Columns: Creating Categories

Figure 5.10

1. Grade Center: Tests
   - Create Column
   - Manage

2. Grade Information Bar
   - Move To Top
   - Email
   - Categories

Figure 5.11

3. Categories
   - Create Category

4. Create Category
   - Category Information
     - Name: Participation
     - Description: For class participation

5. Cancel

Changing Column Categories

You can move columns from one category to another. You can also move a column from a category to no category.

You can move any column, except calculated columns, to a different category. For example, you can move a column from the Discussions category to a category named Extra Credit.

► QUICK STEPS: changing a column category

1. In the Grade Center, on the Action Bar, point to Manage to access the drop-down list.
2. Select Column Organization.
3. On the Column Organization page, select the check box for the column to move.
4. On the Action Bar, point to Change Category to… to access the drop-down list.
5. Select the category to which to move the column.
6. Click Submit to save changes.
Figure 5.12
Creating Calculated Columns

In addition to using the Grade Center to record grades, you can use it to calculate grades. You do this by using a calculated column. By default, you will see two calculated columns in the Grade Center:

- Total
- Weighted Total

Each type of column is created in a slightly different way. A Total Column will calculate a total score only. A Weighted Total column contains the weighted sum of all grades for a user based on item or category weighting.

You can edit the default columns to calculate and display the data most useful to you or you can create a new Calculated Column. When you use a calculated column, you select two or more grade columns or categories (such as Tests) from which the data is used to make the calculation.

You can use calculated columns to do the following:

- Calculate the average grade
- Calculate a minimum or maximum grade
- Calculate the total grade
- Weight grades by column, category, or both

In our example, we will create a calculated column to display a final grade using two categories (Quizzes and Chapter Tests) and one column (Final Exam):

<table>
<thead>
<tr>
<th>▼ Column</th>
<th>▼ Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>45%</td>
</tr>
</tbody>
</table>
QUICK STEPS: creating calculated columns

1. In the Grade Center, on the Action Bar, point to Create Calculated Column to access the drop-down list. Note: A Weighted Total column has already been created for you. You may wish to simply edit this column (then move to step 3).

2. Select Weighted Column.

3. On the Add Weighted Column page (or Edit Weighted Column page), complete the Column Information.

4. In the Select Columns box, click a Column title or a Category title to select it. Note: Use Columns for weights with one item (e.g. Final Exam is worth 30%). Use Categories for weights with multiple items (e.g. all quizzes are worth 20%).

   To select multiple columns in a row, hold down Shift and click. To select multiple items out of sequence, hold down the Control Key and click.

5. Click the right-pointing arrow to move columns into the Selected Columns box.

6. In the Selected Columns box, type the weight percentage for each item or category in the text boxes.

7. If you select a Category, you are able to drop highest or lowest grades.

8. Select Calculate as Running Total, if you want. Running totals exempt any cells that do not contain data.

9. Select the Options.

10. Click Submit.
Working with Columns: Creating Calculated Columns

**Edit Weighted Column**

* Indicates a required field.

1. **Column Information**
   - **Column Name**: Weighted Total
   - **Grade Center Display**
     - **Name**: Displays as the column header in the Grade Center. Cannot exceed 15 characters.
     - **Description**: The weighted sum of all grades for a user based on item or category weighting.
   - **Primary Display**: Percentage

2. **Select Columns**
   - **Include in Weighted Grade**
     - **Columns to Select**:
       - Dormant
       - Research Paper
       - Quiz Average
       - Executive Summary
       - Midterm Paper
       - Upload Test
       - Testing
       - Blank Grade
     - **Category Information**:
       - Testing: Category/Grade: Assignment / Points Possible 100
     - **Categories to Select**:
       - Assignment
       - Survey
       - Discussion
       - Blog
       - Journal
       - Skill and Peer
   - **Selected Columns**:
     - **Weight Columns**: Equally or Proportionally
     - **Weighted Columns**: Equally or Proportionally
     - **Drop Grades OR**: Use only the Lowest Value
     - **Highest Grades to Calculate**: Proportionally
     - **Total Weight**: 100%

3. **Figure 5.14**

4. **Figure 5.15**

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The following table describes the default columns, their default settings, and suggested use.

<table>
<thead>
<tr>
<th>▼ Column</th>
<th>▼ Default Settings</th>
<th>▼ Suggested Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>• Sum of all items in grade columns.</td>
<td>For a quick indicator of student performance, change the display of the Total column to show the percentage.</td>
</tr>
<tr>
<td></td>
<td>• Calculated columns or categories NOT included.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ungraded items NOT included. Change by editing the column and toggling the setting to: do not Calculate as Running Total.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Included in Smart Views &gt; Final Grade View.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Set as the External Grade column. This is the column used for the final grade.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• It is shared with the institution as the student’s grade for the course. Select any column as the External Grade column by clicking the column’s Action Link and selecting Set as External Grade.</td>
<td></td>
</tr>
<tr>
<td>Weighted Total</td>
<td>• No default settings. You must edit the column to select the columns to include in the weight calculation. If the final grade for your course will be based on weighting items, edit the column to include the desired items and their weights and use it to calculate final grades.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Included in Smart Views &gt; Final Grade View.</td>
<td></td>
</tr>
</tbody>
</table>
6.0 Workshop Wrap Up

The Workshop Wrap Up provides the opportunity to reflect on what has been learned by focusing your attention on the key concepts presented in the workshop.

In this workshop, you learned how to do the following:

- Create and edit Assignments
- Review and grade Assignments
- Add rubrics
- Create Safe Assignments
- Interpret SafeAssign Reports
- Create a Test
- Create Questions
- Deploy a Test
- Navigate the Grade Center
- Grade Assignments and Tests
- Edit a Grade Schema
- Manage Columns