Managing Assessments & Student Submissions

This training manual covers the following topics:

- Section 1 – Tests & Surveys
    - Creating a test, giving the test to students and viewing submissions.
    - Creating a survey, giving the test to students and viewing submissions

- Section 2 – Self & Peer assessment
    - Understanding Self & Peer Assessment
    - Creating a Self or Self and Peer Assessment Assignment
    - Adding the Evaluation Criteria/Rubric to the Assignment
    - Student view of a Self and Peer Assessment Assignment
    - Reviewing the status of a Self and Peer Assessment

- Section 3 – The Assignments Tool
    - Creating an Assignment & viewing submissions.
   - The Assignments Tool vs. The Digital Dropbox

Section 1   Tests & Surveys

Tests

Traditionally, tests are given to students in hard copy format and while this is still a highly used method of giving tests to students, instructors can now use Blackboard as an alternative method. Instructors can then use the Grade Center to view student submissions, grade same and provide feedback if desired.
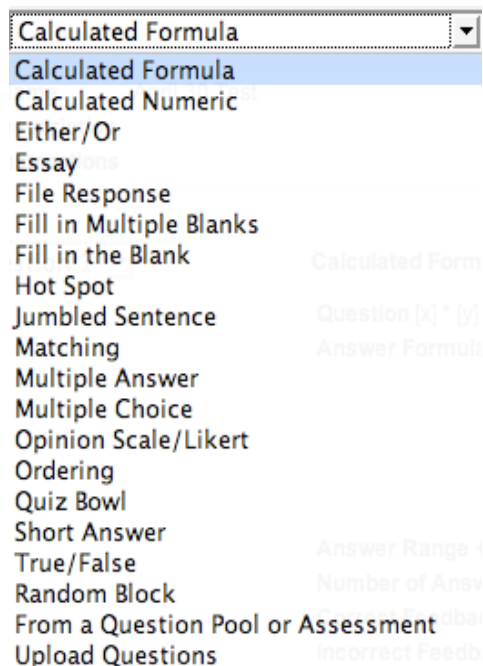
To create a test in Blackboard:

Go into the Control Panel and click on Test Manager in the Assessment section.
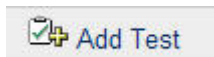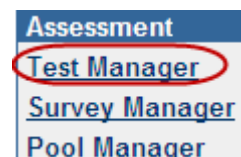
In your test manager window, click on Add Test icon.

In the Test Information window, enter a name, a description of the test and any specific instructions you want to give to students. Click Submit to save your changes.

Now we must add our desired questions to our test canvas. A brief description of the different question types is as follows:

Calculated Formula
Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False
Random Block
From a Question Pool or Assessment
Upload Questions

Calculated Formula:
Creates a question based on a formula, the variables of which can be set to change for each user within a min – max range for each variable. Answer sets are randomly generated with the correct answer either set as a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Calculated Numeric:
Similar to a fill-in-the-blank question, however here the student enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.

Either / Or:
Students answer to a statement based on a selection of pre-defined two-choice answers, such as Yes/No or Right/Wrong etc.

Essay:
Students write a detailed response to a question or statement.

File Response:
Students upload as the answer to the question.

Fill in the Blank:
Students enter text or numbers (one or multiple) to complete a statement.

Hot Spot:
Students indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Only one answer can be set per image.

Jumbled Sentence:
Students are shown a sentence with variable parts, and student must select the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.

Matching:
Students are presented with two lists of items and must pair items from one list with the other list.

Multiple Answer:
Students select one or more correct answers from a series of answers.

Multiple Choice:
Students select the single correct answer from a series of answers.

Opinion Scale / Likert:
Students answer indicates their opinion on the 6 point Likert scale (Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree or Not Applicable).

Ordering:
Students are presented with a list of items they must place in order according to criteria specified in the question.

Quiz Bowl:
Jeopardy type question where the student must enter their answer with who, what, where for a correct answer. Partial credit may be given if the question word is not included in the answer.

Short Answer:
Limits the size of the text-box so students can only type in one to six lines as their answer.

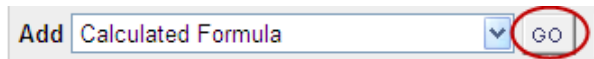*True / False:*
Students select the validity of a statement

Random Block:

From a Question Pool or Assessment:

Upload Questions:
Upload questions from an external document in a specific format acceptable.

From the Add drop-down list, choose the type of question you wish to create and click **Go**.
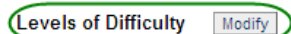
Add Calculated Formula ▼ GO

In Sections 1 & 2 enter the question text, point value, student feedback etc. if desired and the possible answers (if applicable). With some question types you can also add feedback for a correct or incorrect answers which is automatically shown to the student based on their response.

❸ Categories and Keywords

Categories   Modify
None

Levels of Difficulty   Modify
None

Topics   Modify
None

Enter keywords separated by commas.
Keywords   [   ]
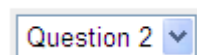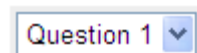
In Section 3 you can assign a Category, Level of Difficulty or Topic or Keywords to a specific question.

By assigning these categories, words etc to each specific question, you can then set up a Test that pulls all the 'easy' questions, or the questions related to a specific topic, from all of your created tests and creates a new test from same. This is an advanced feature of the "From a Question Pool or Assessment" type question in the question type drop-down list.

Finally, click **Submit** to save your changes.

As you add new questions to a test, Blackboard places the most recent question last in the test. However, it is often necessary to change the order of questions. To the left of each question there is a drop-down list with numbers. Changing the number displayed beside a question will change the display order of the questions in the test.

Question 1 ▼

Question 2 ▼

Giving the test to students

Now that we have created the test, we must deploy it to a specific content area for viewing and completion by students.

From the control panel, click on the content area where you want the test to be displayed. In this example we will use **Assignments**.

Content Areas
Course Information   Assignments
Course Documents   External Links

Click on the **+Test** icon.

A list of pre-created tests will be displayed – any tests already deployed to students will not be shown in this list.
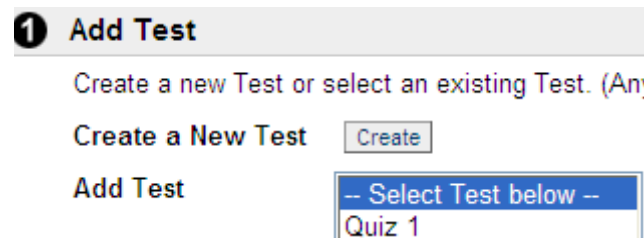
Click on the test you wish to deploy and click **Submit.**

① Add Test

Create a new Test or select an existing Test. (An

Create a New Test   Create

Add Test
-- Select Test below --
Quiz 1
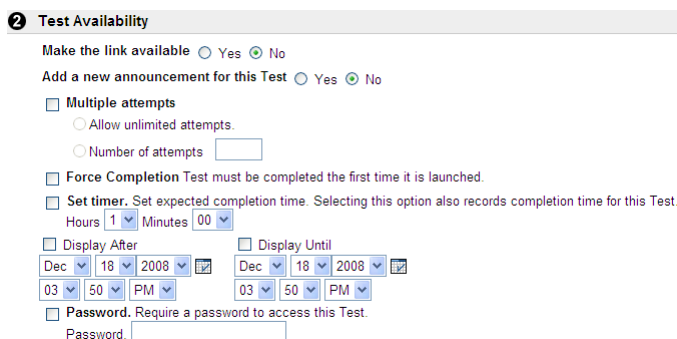
Next, you can either click on the :

Modify the Test link to make changes to any of the instructions or questions on the test, or

Modify the Test Options link to specify how and when you would like students to be able to view the test.

▶ Modify the Test
    Modify the Test in the Test Canvas.

▶ Modify the Test options
    Modify the Test options, such as availability and feedback

In Section 1, add any desired description to the test and pick a color for the test name.

② Test Availability
Make the link available ○ Yes ⊙ No
Add a new announcement for this Test ○ Yes ⊙ No
☐ Multiple attempts
    ○ Allow unlimited attempts.
    ○ Number of attempts [   ]
☐ 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 [00 ▾]
☐ Display After   ☐ Display Until
Dec ▾ 18 ▾ 2008 ▾ 📝   Dec ▾ 18 ▾ 2008 ▾ 📝
03 ▾ 50 ▾ PM ▾   03 ▾ 50 ▾ PM ▾
☐ Password. Require a password to access this Test.
Password. [   ]

In Section 2, you have the following options:

- Make the link available - if you are ready for students to see and complete the test, click on **Yes** to this option.

- Add a new announcement: Blackboard will automatically create a new announcement for you.

- <u>Multiple attempts:</u>   this will allow students to take the test more than once. If this option is checked, a student may take an test, submit it to see how they did, and then retake the test. This is a good option for creating practice quizzes with randomly generated questions from a large pool of questions. This option can work in conjunction with "force completion" - meaning that every time they begin the test they will have to complete the full test at that time. Please note also that these two options are mutually exclusive.

- <u>Force Completion:</u>   this will only allow the student to begin the test once. If the student does not complete the test in one sitting, Blackboard will not allow them to restart the test again. Forced completion will not stop the test even if used in conjunction with the timer.   If this option is NOT checked, students can save responses they make to the test as they go - this way, if they experience internet browser problems and become disconnected from Blackboard, they can return to the test and pick up where they left off although the timer will keep running from the first time they accessed the test.

- <u>Set Timer:</u>   will keep a log of how long a student took to complete an test, and will give them a one minute warning before their time is up, however, Blackboard will never kick someone out of an test. Regardless of how the options above are set, the timer will start the first time the student accesses the test, and continues until they click the "Submit" (NOT "Save") button at the end of the test. This time will then be displayed in the Grade Center for the instructor to note.

- <u>Display After/Until:</u>   this will set a date after which Blackboard will automatically make the test either available or unavailable to students.

- <u>Password:</u>   require and set a password to access this Test

IMPORTANT - Recommended Test Settings
     Forced completion – off
     Allow multiple attempts – off
     Setting the timer – on (if desired)

This will cover situations where students experience browser disconnect problems to re-access the test while also willing allow the instructor to see which students took longer than the allotted time and deduct marks for going over the time if necessary.

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 or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

In Section 3, you can set up a self assessment quiz, for example for review purposes, they can choose to *hide* the results from the Grade Center to avoid confusion.

In Section 4 you can choose the type of Feedback you would like to provide to students.

Lastly, in Section 5 you can choose if you would like all test questions on one page or one per page, and also if you would like to randomize the questions in the test so that each student will see the questions in a different order.

To view and grade student submissions

Click on the **Grade Center** link in the Assessment area of your Control Panel.

In the Grade Center you will see a green exclamation point for any student submissions.

You can view each submission individually by clicking on the icon to the right of the green exclamation point and click on the **Grade Details** link.
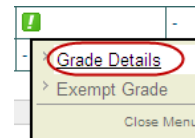
Or

You can download all submissions at once to your computer by clicking on the icon on the column and clicking on the **Download Results** link.
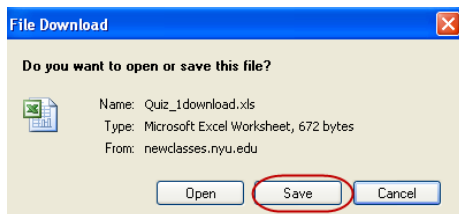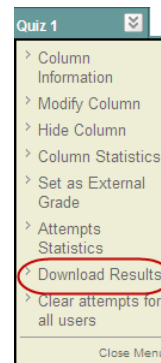
In the next page, choose your settings and click on the

link, NOT the OK button to download and **Save** to save the file to your computer.

Instructors may want to gain feedback from their students on various topics and at various stages throughout the course. The Survey tool which completed anonymous feedback from students and is often used to deploy mid-course evaluations for a given course. Faculty can administer mid-course evaluations midway through the semester to gather feedback while there is still time to make changes to a course.

Survey Tool
Mid-semester feedback from students enables you to get inside your students' heads and see the classroom and the learning from their point of view. Without an appreciation of how students are experiencing learning, any methods we use risk being ill-informed, inappropriate or harmful.

The process of creating a survey is very similar to that of creating a test.

Go to the control panel and click on Survey Manager in the Assessment section.
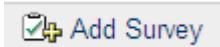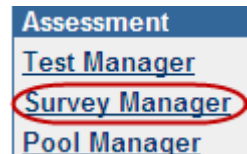
In the Survey Manager, click on the Add Survey link.

In the Survey Information window, enter a name, a description of the survey and any specific instructions you want to give to students. Click Submit to save your changes.

Now we must add our desired questions to our test canvas. A brief description of the different question types can be found on page 2 of this manual.

Giving the survey to students

At this stage the survey can only be viewed by the instructor or teaching assistant. To allow students to view the survey go to the Control Panel and click on the Content Area you want to add the survey to. In this example we will use **Assignments**.
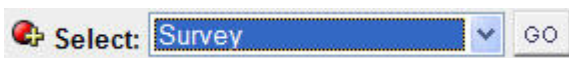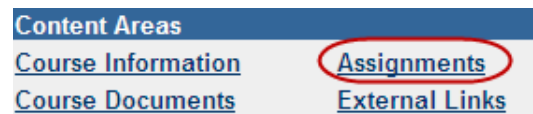
Choose Survey from the drop-down list on the right-hand side and click the Go button. Select the survey you want to add to the content area, and click **Submit**.

To make the survey available, click **Modify the Survey Options** which allows you to specify the details of how and when you would like students to be able to view the survey.

▶ **Modify the Survey**
Modify the Survey in the Survey Canvas.

▶ **Modify the Survey options**
Modify the Survey options, such as availability and feedback.

In Section 1, add any desired description to the test and pick a color for the test name.

In Section 2, you have the following options:

- Make the link available -   if you are ready for students to see and complete the survey, click on **Yes** to this option.

- Add a new announcement: Blackboard will automatically create a new announcement for you.

- Multiple attempts: this will allow students to take the survey more than once. If this option is checked, a student may take a survey, submit it to see how they did, and then retake the survey.

- Force Completion: this will only allow the student to begin the survey once. If the student does not complete the survey in one sitting, Blackboard will not allow them to restart the survey again. Forced completion will not stop the survey even if used in conjunction with the timer. If this option is NOT checked, students can save responses they make to the survey as they go - this way, if they experience internet browser problems and become disconnected from Blackboard, they can return to the survey and pick up where they left off although the timer will keep running from the first time they accessed the survey.

- Set Timer: will keep a log of how long a student took to complete an survey, and will give them a one minute warning before their time is up, however, Blackboard will never kick someone out of an survey. Regardless of how the options above are set, the timer will start the first time the student accesses the e survey, and continues until they click the "Submit" (NOT "Save") button at the end of the test. This time will then be displayed in the Grade Center for the instructor to note.

- Display After/Until: this will set a date after which Blackboard will automatically make the survey either available or unavailable to students.

- Password: require and set a password to access this survey.

In Section 3, you can choose to *hide* the results from the Grade Center to avoid confusion.

In Section 4 you can choose the type of survey feedback you would like to provide to students.

Lastly, in Section 5 you can choose if you would like all survey questions on one page or one per page, and also if you would like to randomize the questions in the survey so that each student will see the questions in a different order.

Finally, remind your students to complete the survey. Instructors may view survey results by going to the **Grade Center**, clicking on the *title* of a particular survey, and clicking on **Assessment Attempt Details**. This page will show how students responded to questions on the survey. Please see the following section on the Grade Center in Blackboard for further information on downloading student survey responses.

To view survey submissions

Click on the **Grade Center** link in the Assessment area of your Control Panel.
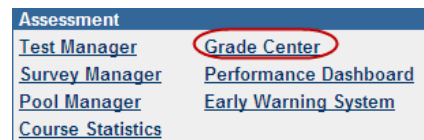
In the Grade Center you will see a green check-mark for any student submissions.

As the survey tool is 100% anonymous, you can only view all submission to a survey at once. To do this, click on the ⊠ icon on the column and choose the **Attempt Statistics** link.
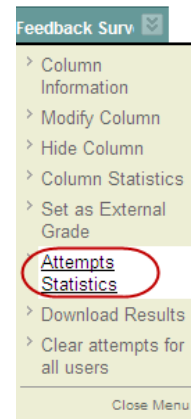
You can choose to download these results, similarly to tests, by clicking on the **Download Results** link in the column drop-down menu (as seen in the image).
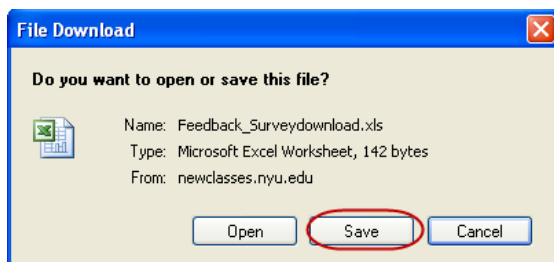
In the next page, choose your settings and click on the

Click to download results link, NOT the OK button to download and **Save** to save the file to your computer.

Section 2 Self & Peer Assessment

Creating a Self or Self and Peer Assessment Assignment
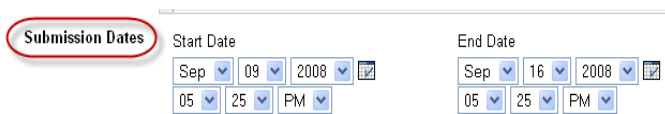
Log into Blackboard, and go into the desired course. Once in the student view, click on the **Control Panel** Icon at the bottom of your course menu. In the control panel for your course, click on the content area you want to add the self assessment assignment too. In this example, we will use the **Assignments** content area.

In the Assignments content area, locate the **Select** drop-down menu on the right-hand side of your screen and choose the *Self and Peer Assessment Option* from this list and click *Go.*

Section 1: Create New or Import
This asks you to decide whether you would like to create a new assessment or import a previously exported assessment. Should you choose to Import an assessment you can choose to rename it or use it's existing name. In this example you are going to choose New.

Section 2: Assessment Information
This allows you to input the **Assignment Instructions**, namely name, instructions, submission dates, etc.

Section 3: Self and Peer Evaluation Options

1	Evaluation Dates:	The evaluation dates <u>must</u> be after the submission dates.
2	Allow Anonymous Evaluation:	Anonymous evaluation hides the names of the submitters and the evaluators. Evaluation results can optionally be shown to the user who submitted the assessment, but if the evaluation is anonymous, submitters will not see evaluators' names.
3	Allow Self Evaluation:	Allow student to evaluate their own work.
4	Show Evaluation Results to Submitter:	Allow submitter to view the evaluation portion of the assignment.
5	Number of Submissions to Evaluate:	Specify the number of submissions each evaluator should evaluate. Submissions will be distributed among evaluators based on this number. Insert 0 if this assessment is only for self assessment purposes.

Section 4: Options
This allows you to set the availability options and date restrictions (i.e. Display After and Display Until) as with other assignments.

Section 5: Submit
Finally, section 5 allows you to click **Submit** to save their changes.

Adding the Evaluation Criteria/Rubric to the Assignment

Once you submit your assignment, you now have to add the evaluation criteria / rubric section to same. To the right of the assignment in the content area you will see 4 buttons:
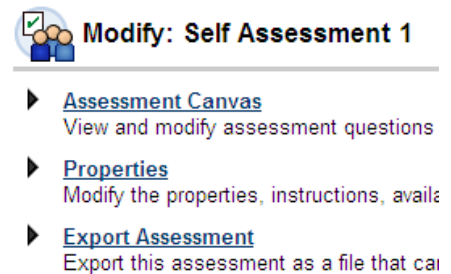
Modify: allows you to add evaluation questions and possible responses to the assignment. We will look at this capability next.

Manage: allows you to set Adaptive Release rules or Review Status rules for this piece of content

Copy: allows you to copy the assignment to another content area either within the same course or into a second course site which you are teaching.

Remove: allows you to remove the assignment from the content area.

View/Complete Assessment: allows students to first submit their assignment during the submission dates and then subsequently self or self and peer evaluate during the evaluation period. We will look at the student view of these types of assignments in Part 3 in the coming pages.

Modify: Clicking on the modify button provides 3 additional options:

- Assessment Canvas - view or modify assessment questions and evaluation criteria. You can also preview (i.e. see how a student will see same) the submission page or the evaluation page for the assessment.
- Properties - modify the properties, instructions, availability etc
- Export Assessment - export the assessment for reuse. This would be the initial step needed to allow for the **Import** option mentioned at the start of Part 1.

<u>The Assessment Canvas:</u>

Here you can add the questions to be answered by students and add evaluation criteria to each specific question.

To add a question click on the [Question] icon in the top left hand corner of your screen. Section 2 allows you to type in the **Question Information** while Section 3 allows you to provide an optional **Model Response** which allows evaluators to see a possible model response for evaluation purposes. The model response can be made available at any time, but it will only be visible during the evaluation process, after the submission process has ended. Finally, click **Submit** in Section 4 to save your changes.

Now that you have created your question, you must add **Criteria** to same. To do so click on the **Criteria** button to the right of the question when in the Assessment Canvas view.
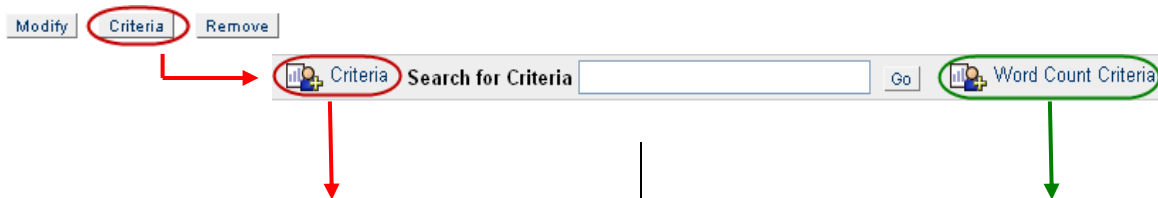
When adding a new criteria, you must specify the points that an evaluator can allow for this question and whether you will allow the evaluator to allow partial credit or not. You can also choose whether or not you wish the submitter to view the evaluator's feedback

This option allows you to set the criteria for "Does the submission meet the word count recommendation?" As with all criteria created you must also specify the points possible. However, when creating a **Word Count Criteria** you must also speicify the *Recommended Word Count* as well as an *Allowed Variation* of plus or nimus a specified number.

Tip:
Although evaluators can grade submissions it is important to note that the final grade can be amended by the instructor if desired.

You must repeat these steps (i.e. creating a question and then adding criteria to a question) for each aspect of your evaluation criteria / rubric you want the evaluating students to use. At any stage during this process you can **Preview** either the Submission or Evaluation view by using the [Preview Submission Go] icon in the top right hand corner of the Assessment Canvas screen.

As with other available assignments, students will see a **View/Complete Assessment** link in the content area where the Self and Peer Assessment Assignment was deployed.

Clicking on this link brings the student into the **Submission** view of the assignment. Here they will see the instructions provided by the instructors as well as a link to each question created in the Assessment Canvas and the status of same.

Clicking on the Question 1 link brings the student to the following screen:

Once a student submits a response to a specific question, the **Status** of that question changes to Completed.

Once all questions are completed, the student clicks **OK**.

Tip:
Students can complete one or multiple questions at any given time during the submission period – they do not have to complete all questions at the same time. Instructors can monitor which students have answered which questions via the Self and Peer Assessment Tool in the Control Panel at any stage during the Submission and/or Evaluation Period.

Once the submission period has ended, the student goes back into the content area and clicks on **View/Complete Assessment** again to view the evaluation portion of the assessment. As seen below if the assessment is set up to have a self evaluation aspect then the student will see their own name in listed, as well as the list of other students they are to evaluate.

Evaluation Overview: First Self & Peer Assessment

Assessment Name First Self & Peer Assessment
Questions 1
Instructions student instructions here
Evaluations to Complete Peer evaluations: 2
Self evaluate your own assessment submission
Evaluation End Date September 22, 2008 9:45:00 PM

Evaluations

Click on a name below to begin an evaluation. The names may be anonymous. Evaluations can be modified or reviewed until the end date for evaluation.

Tilda Tester	**Status:** Not Started	**Points Allocated:** 0 / 2
User 1	**Status:** Not Started	**Points Allocated:** 0 / 2
User 2	**Status:** Not Started	**Points Allocated:** 0 / 2

Tip:
To ensure that the evaluator does not know which student they are evaluating (i.e. submitters show up as User 1, User 2 etc) make sure to set **Allow Anonymous Evaluation** to Yes when creating the assessment. If you set it to No then the student submitter names will appear instead of User 1, User 2 etc so the evaluator knows exactly who's work they are evaluating.

Evaluators can see the Model Response (if provided), the students submissions via text or attached file and the evaluation criteria set for each question. Evaluators can then provide their feedback and allocate points for this question.

Reviewing the status of a Self and Peer Assessment Assignment

We have just seen how a student reviews their individual self and peer assessment. Let's now look at how an instructor can monitor the classes' progress on an assessment via the **Self and Peer Assessment** tool link in the course tools area of your control panel.

Using this tool you can monitor any of the previously created assessments. For each assessment you can view the following:

- Submissions: allows you to see which students have submitted or not.
- Evaluations: allows you to see the status of evaluations.
- Results: allows you to view the grades that the students have awarded to themselves during the self evaluation process and transfer these grades to the Grade Center. As previously mentioned, although evaluators can grade submissions it is important to note that the final grade can be amended by the instructor if desired.

Submissions

- Filter: allows you to 'show all', 'completed' or 'not started'
- View: allows you to view the submission, in text or attachment.
- Download: allows you to download a zip file to your computer which contains an html file with the students comment and name of attached file if any, as well as the actual attached file.

Evaluations

The evaluation view allows you to see the percentages, points and average evaluation results per student.

Results View

- **Send Results to Grade Center**: allows you to push results from this view into the Grade Center (where a column has already been automatically added when the assessment was deployed).

Tip:
Grades sent to the Grade Center from the Self Assessment Tool are associated with that assignment but the final grade for this assignment is at the discretion of the instructor.

- **View**: allows you to view the points allocated and feedback to user from each evaluator.

- **Download**: allows you to download an html version of the information contained in the View page.

The Assignments Tool provides students with a place to upload documents – or submit work. Instructors can then use the Grade Center to view and grade student submissions.

Go to the control panel of your course site and click on the **Content Area** you wish to deploy the assignment to. In this example, we will use the Assignments content area.
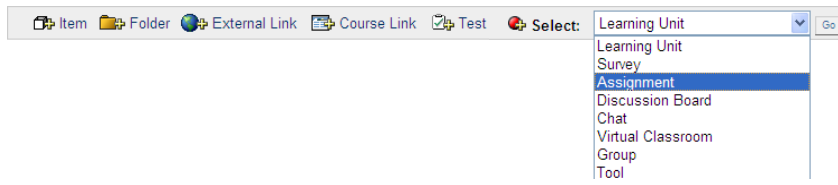
Choose **Assignment** from the *Select* drop-down list and click **Go**.

In Section 1, type a name, points possible and the optional due date for this assignment.

In Section 2, click on **Browse** to locate and attach any files related to the assignment such as a reading or a list of questions for students to answer.

In Section 3, choose the **availability** of the assignment to students, and the date restrictions if desired.

Finally, click **Submit** in section 4 to save your changes.

IMPORTANT:
Once you have created an assignment, Blackboard will automatically create a column in the Grade Center to track student submissions. From there you can download all submissions at once for printing or grading and add any grades and feedback for students also.

If you <u>do not want</u> students to view the grades for an assignment you must ensure that **both** the column in the Grade Center and the assignment in the content area are set as unavailable. Just making the column in the Grade Center unavailable to students will block the grades from the My Grades area but if the assignment itself is still available, students can click on same to view their grades for that assignment.

The Student View

If the assignment is available to students, students will see a **View/Complete Assignment** button.

Assignment for Week 1
>> View/Complete Assignment: Assignment for Week 1

In the **Upload Assignment screen**, students can download any **assignment files**. When they are ready to provide their submission, they can type in their comments and then **Browse** to add one or more files.

Students can now click **Save** to save a draft submission (which an instructor can not see) or **Submit** to send their submission to Grade Center for viewing and grading by the instructor or TA.
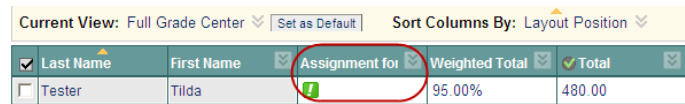
IMPORTANT:
Students must be aware that clicking the **Save** button will NOT submit their assignment to the instructor. They must click **Submit** in order to get credit for completing the assignment by the deadline.

As previously mentioned, once the assignment is created in a content area, Blackboard will automatically create a column in the Grade Center to track student submissions.
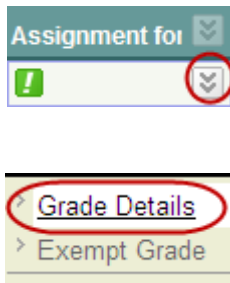
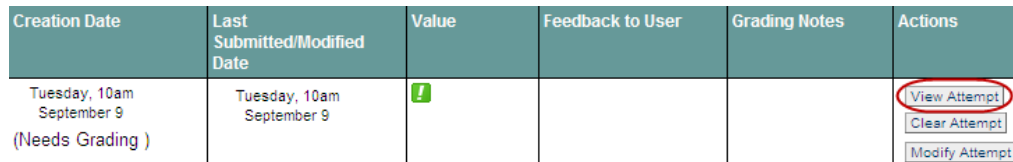In the Grade Center, you will see a green exclamation point when a student has submitted a file.

You can choose to download a specific submission or all received submissions.

To download a specific file, click on the **Extra Options** icon to the right of the green exclamation point, and choose **Grade Details**.


Click on **View Attempt** to view and download the students file, enter any feedback to the student or any instructor notes (which can only be seen via the Grade Center by other instructors or TAs on the course).

Tip:
If a student submits the wrong file, or the wrong version of a file an instructor or TA can clear their original attempt which will allow a student to submit a new file for a specific assignment. To do so the instructor or TA must use the **Clear Attempt** tool in the above window.

You can choose to download all current submissions for a specific assignment.
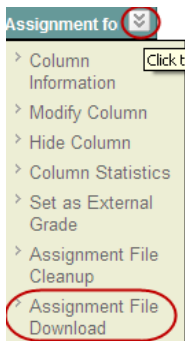
To do so, click on the **Extra Options** icon to the right of the column name and choose the **Assignment File Download** option.
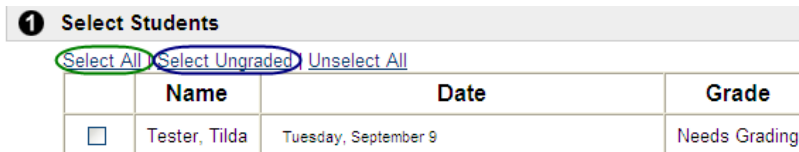
Click on **Select All** or **Select Ungraded** and Blackboard will place select the required students names. Click **Submit** to save your changes.

Right-click on the **Download assignments now** to download the documents in a zip file to your computer. The zip file will contain two files per student, one is the actual submission and the second is a text file with the submission information such as time, date and any student comments.

IMPORTANT:
If you do not want students to view the grades for an assignment you must ensure that **both** the column in the Grade Center and the assignment in the content area are set as unavailable. Just making the column in the Grade Center unavailable to students will block the grades from the My Grades area but if the assignment itself is still available, students can click on same to view their grades for that assignment.