



Creating assessments

Comprehensive guide for designers

For Blackboard Vista 4.x

Contents

Introduction	1
Creating an assessment from Course Tools.....	1
Creating/Adding an assessment in a learning module.....	3
Populating an assessment with questions	4
Removing a question from an assessment	5
Structuring and formatting your assessment.....	5
Setting conditions for the assessment.....	6
Making your assessment available	7
Previewing and testing your assessment.....	7
Deleting an assessment	8

Introduction

Using the Assessments tool in you can create three types of assessments:

- *Quiz*: online tests with grades recorded in the Vista Grade Book. The results can contribute to the overall assessment for the course.
- *Self Test*: online tests with informal grades and feedback for students to monitor their progress; recorded as 'complete' in the Grade Book once submitted.
- *Surveys*: anonymous non-graded online tests, ideal for evaluating your course or canvassing students' opinions on an issue.

Assessments created by a designer can be accessed by an instructor in **Teach** tab, through the Assessments tool on the **Course Tools** menu, and by students through the **Student View** Assessments tool.

This guide summarises the activities possible in the **Build** tab, from creating an assessment, adding questions, setting conditions pertinent to that assessment, through to making an assessment available to instructors and students.

You can create an assessment in two ways, from the **Course Tools** menu or from within a Learning Module. Both are described below

Creating an assessment from Course Tools

1. Click on **Assessments** under **Course Tools** to open the **Assessments** screen. [If the Assessments tool has not yet been added to the menu, click On **Manage Course** under **Designer Tools**, then **Tools**. Click the checkbox for Assessments under **Student Learning Activities**.]

Creating assessments

The screenshot shows the LMS interface with the 'Build' tab selected. The left sidebar contains 'Course Tools' with 'Assessments' highlighted. The main content area shows 'Your location: Assessments' and a list of existing assessments. A red arrow points from the 'Assessments' menu item to the 'Create Assessment' button.

2. Click **Create Assessment**. The **Create Assessment** screen appears.

Your location: [Assessments](#) > **Create Assessment**

Create Assessment

***Title:**

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until at least one question is added.)

Grade Book column name

The Grade Book column name appears in Grade Book as a column header for this assessment.

Type

Quiz
Quizzes are online assessments for which grades are assigned.

Survey
Surveys are anonymous online evaluations for which no grades are assigned.

Self-Test
Self-tests are assessments for which Students receive grades and feedback.

Template

Select whether or not you want to base this assessment on an existing assessment.

Do not base on an existing assessment

Base on an existing assessment:

Creating assessments

Goals
Associate goals with this assessment.

Select Goals


Save Cancel Save and Add Questions

*Required field

3. Enter a Title for your assessment in the text box provided (Required field). Enter a brief description if desired.
4. The title will automatically appear as the Grade Book column name – edit this (e.g. shorten) if desired.
5. Choose the type of assessment by clicking the appropriate radio button.
6. Under **Template**, click the radio button for one of the options provided – either based on an existing assessment (formatted in a particular way) or not based on any existing assessment (the default setting).
7. Select **Goals** if you wish to associate goals with this assessment.
8. Click **Save**. The assessment is now added to the **Assessments** screen list. By default the assessment will be 'hidden' from student view and cannot be made visible until questions are added.

Adding an assessment to the home page or a folder

To add an assessment onto the home page or within a folder:

9. Open the home page or folder.
10. Click on  and select **Assessments >>** from the drop-down list.
11. Select the assessment from the inventory.

Assessments >>

Create Assessment

Select from inventory:


Intro. to communication tools & s
Online assessment self test

Add Selected


12. Click **Add Selected**.

Creating/Adding an assessment in a learning module

You can incorporate an assessment task within a learning module, and so provide a seamless learning pathway to the assessment.

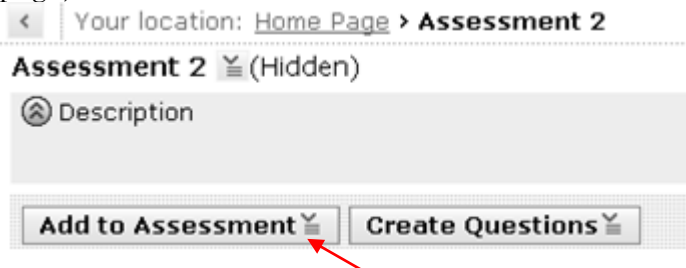
13. Open the learning module and click .

Creating assessments

14. Select **Assessments >>** and then, from the Assessment pop-up box that appears, select either **Create Assessment** to create a new assessment, or select the assessment to be added from the drop-down list (inventory).
15. Click **Add Selected**. The assessment is now listed as a content item within the learning module.
16. To re-position the assessment within the list of contents for the learning module, click the check box next to the title of the assessment and, under **Move**, click the *Insert Selected Items Above* icon  beside the row that contains the content item that you want the assessment to sit above.


Populating an assessment with questions

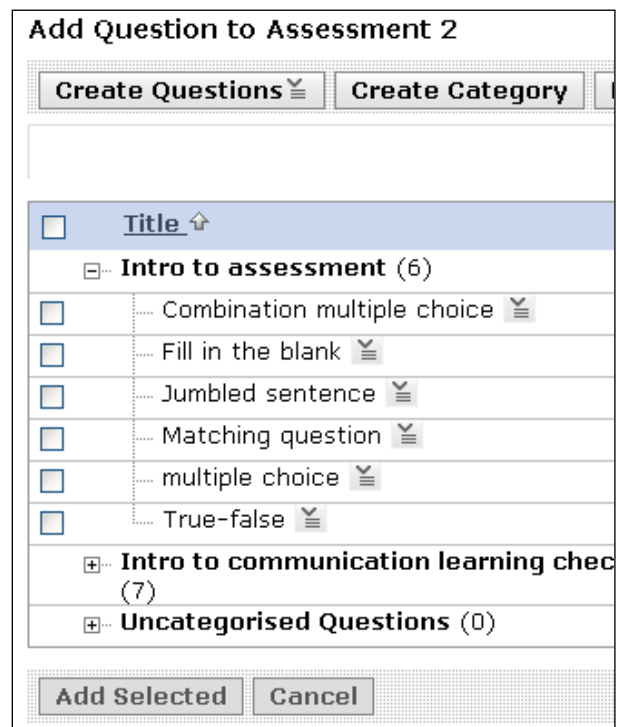
1. In **Build** view, open the assessment by clicking on the assessment title on the home page, folder or learning module. If your assessment is not yet linked to a page, click on **Assessments** on the **Course Tools** menu, then the assessment title.



2. If the questions or question set you want to add already exists in the Question Database, click on **Add to Assessment** and select from the drop-down list. (If the questions don't exist, go straight to step 5.)



The **Add Question to Assessment ...** screen appears, with questions from the Question Database grouped into categories. (For more information on the Question Database see the **Creating and managing assessment questions** guide).

3. Expand the categories, if necessary, by clicking on the expand  icon. Click the check boxes to select the questions.
4. Click **Add Selected**. The questions are now added to the assessment with default point values.



5. If there are no pre-existing questions for this assessment, choose **Create Questions**—a drop-down list of question types appears. See the comprehensive guide: **Creating and managing assessment questions** for further instructions and guidance here.

Removing a question from an assessment

1. Open the assessment.
2. Either select the checkbox next to the question title and click  **Remove**, or click on the *ActionLinks*  next to the question title and select **Remove** from the drop-down list.

Structuring and formatting your assessment


Parts

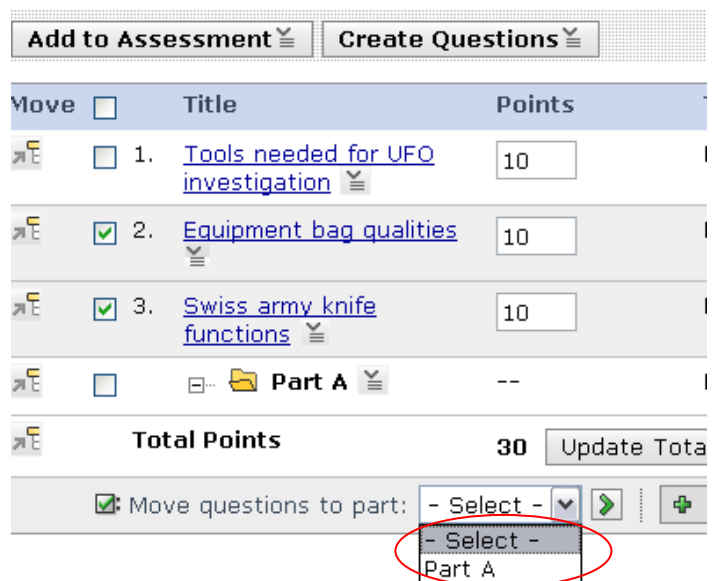
If you have a large number of questions in your assessment or questions relating to different subjects, you may want to separate the questions into parts. Adding parts is optional.

Adding a part to an assessment

- Click on **Add to Assessment** and select **Part** from the drop-down list; the **Create Part** dialog box appears.
- Enter a name for the part (e.g. 'Part A: true false questions') and then click **OK**. This name now appears in your list of question titles.



Moving questions into a part

- Select the questions by clicking the check boxes next to each question.
- In the **Select** drop-down list, choose the **part name** and then click .




The screenshot shows the assessment editor interface. At the top, there are two buttons: 'Add to Assessment' and 'Create Questions'. Below these is a table with columns 'Move', 'Title', and 'Points'. The table contains three questions and one part named 'Part A'. The 'Move' column has checkboxes and icons for moving items. The 'Points' column has input boxes with values 10, 10, and 10. At the bottom, there is a 'Total Points' section showing a total of 30 and an 'Update Total' button. Below the table, there is a 'Move questions to part:' section with a dropdown menu. The dropdown menu is open, showing options: '- Select -', '- Select -', and 'Part A'. The 'Part A' option is highlighted with a red circle.

Move	Title	Points
<input type="checkbox"/>	1. Tools needed for UFO investigation	10
<input checked="" type="checkbox"/>	2. Equipment bag qualities	10
<input checked="" type="checkbox"/>	3. Swiss army knife functions	10
<input type="checkbox"/>	Part A	--
Total Points		30

Move questions to part: - Select -  

- Select -
Part A

Changing the order of questions

1. Select the question you wish to move by clicking in the checkbox next to it.
2. Under the heading Move, click on the *Insert Selected Items Above* icon  in the row you wish the selected item to be placed above.

Changing the points value of a question

1. Under the heading **Points**, edit the score in the score box. Then click **Update Total**. A revised points total appears. (Note: Default points are not shown for a survey question.)


Setting conditions for the assessment

You can control a variety of conditions for the assessment such as duration, number of attempts allowed, when the task will be available, and how results will be released to students (if relevant). The range of settings available varies according to assessment type; e.g. settings regarding the release of student results are not relevant in a survey.


The following information relates to the settings for a quiz. Self tests and surveys have different sub-sets of these options.

All these actions are also possible in the **Teach** tab, and these settings can therefore be altered by an instructor.

Editing the settings

- Launch the Assessments tool and click on the *ActionLinks* icon  next to the assessment title. Select **Edit Properties** from the drop-down list. (Alternatively, click the *ActionLinks* icon next to the assessment task on the homepage or folder to access the **Edit Properties** option). The **Edit Assessment Properties** screen appears, with default entries for all the options. Pay particular attention to options flagged with a red asterisk – these are required fields.

 - Duration** option, if other than ‘Unlimited’ is desired, make sure you activate the Time radio button as well as set values in the drop-down lists that accompany the button.
 - Students score** offers the following options here:
 - Release the score once the assessment has been submitted* means upon submission by the student, the attempt is automatically marked and the score/grade recorded in the **Teach** tab Grade Book. The result is released to students, and accessed through their **My Grades** and **Assessment** tools. (Note: This is only relevant to tests made entirely of automatically graded questions.)
 - Release the score once the assessment has been submitted and all the questions have been graded* is relevant to tests with paragraph questions that need to be manually marked. Once marked, the test result is computed and released to students, automatically.
 - Do not release score* means that, although the submissions may be automatically graded upon submission and the results entered into the Grade Book, the grade score will not be released to students. (You can manually release the scores from the Grade Book at a later date; e.g. after marking all submissions.)

Note: All questions that can be automatically graded will be scored upon submission. Quizzes made up entirely of automatically marked questions will be automatically graded upon submission, and the results entered into the Grade Book irrespective of the ‘Release the score’ setting.
- To reveal further options, click on the arrow icons  next to each heading beneath **More Options**.
- To change a setting either replace text, click on the desired radio button (or checkbox), and/or choose values from the drop-down lists.

- When finished, click **Save**.

Setting the release criteria

You can control the release of the assessment according to:


- **Date** – starting and finishing dates for the assessment’s availability
- **Member** – which students to release the assessment to
- **Group** – which learning groups to release the assessment to (groups are created in **Teach** tab under Group Manager)
- **Grade Book** – completion/performance on a prior assessment task before release to students.

To set the release criteria:

- Under **Designer Tools**, click on **Selective Release** to open the table of linked items. Then click on **Set Release Criteria** for the row that lists the assessment.
- Click on the **Add Date Criteria**, **Add Member Criteria**, **Add Group Criteria** or **Add Grade Book Criteria** button to set the relevant release criteria. Click **Save** in the **Add ... Criteria** window.
- Click **Save** in the **Set Release for ...** window.

Making your assessment available


Your assessment will only be available to users if the task is not hidden and any release criteria specified are met—regardless of whether you have specified start and end times under **Dates Available** in the **Assessment Properties**.

To show/hide an assessment link, click on the *ActionLinks* icon  next to the assessment title/icon and select **Show/Hide Item**.


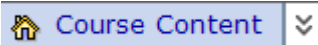
Previewing and testing your assessment

It’s wise to preview your assessment and test it from the student perspective.

Previewing the assessment

- Either Click on the *ActionLinks* icon  next to the assessment task on the home page or folder to view options, and select **Preview**. The Assessment task screen appears, listing the assessment conditions.
To view the assessment questions, click on **Begin Assessment**.
or

Click on **Assessments** under the **Course Tools** menu to open the **Assessments** screen. Then click on the *ActionLinks* icon  next to the assessment in question, and select **Preview**.

- Click the **Close** option in the top right hand corner of the screen to close the Question window. 
- Click on  to return to the homepage.

Testing the assessment

1. Click on the **Student View** tab and open the assessment task.
2. As 'Demo Student' you may complete and submit the assessment.
3. Click **OK** for submission.


Checking the submission in Teach tab

You will need access to the **Teach** tab to view the submission and see any grades entered into the Grade Book. [If you set the results settings to *Release score once the assessment has been submitted* then your score should appear in **Student View** under **My Grades** and/or on the *Assessments* screen.]

Deleting an assessment

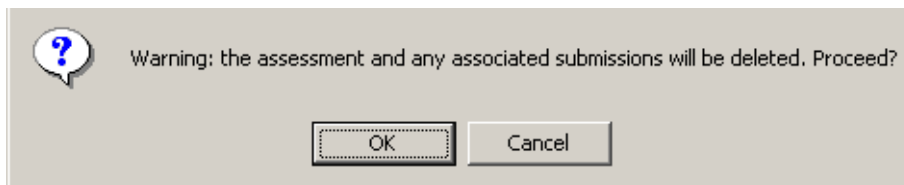
You can either delete the assessment link, or the assessment itself.

To remove an assessment link from the home page, folder or learning module

Click on the *ActionLinks* icon  next to the assessment task to view options and select **Remove Link**. The link is removed, but the assessment can still be accessed by launching the **Assessments** tool.

To remove an assessment from the course

Launch the **Assessments** tool from the **Course Tools** menu and select the checkbox next to the assessment title. Click the *Delete* button . The warning message appears:



Note: Although you lose all submissions, any grades will remain in the Grade Book.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

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