——Instructor

Guideline

Blackboard Ultra

Assessment

Contents

Overview

This guide is designed to help you develop your course in Blackboard Ultra instead of Blackboard Original. Also, It would give you a comprehensive of using course tools and items.

If you have not used Blackboard much in the past, now is a great opportunity to learn. We are all in this transition together with the goal of providing BMC students with consistent quality experiences.

Tips for Getting Started

For starters, It is extremely helpful to know some symbols meaning in your course such as ⊕ which mean you're about to create an item. ••• ellipsis which mean more options for your course or your item. ↑↓ double arrows which mean you can move your item to any desired location. ⌄ down arrow which mean there are some items hidden, to show them up you must click on it. 💡 lamp which mean a hint or note about something. 🔄 student preview which mean you can give a look at what you have done in your course from student perspective.
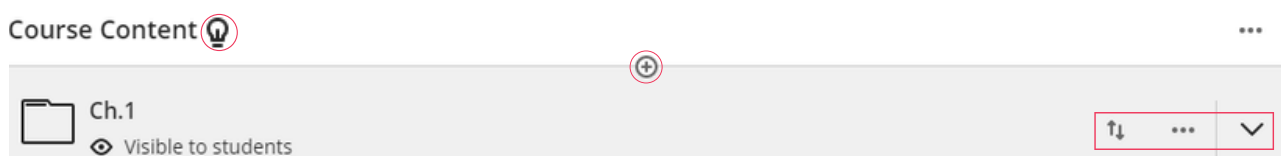
Assessment

Test

Assignment

When should you use an assessment?

You should use an assessment when you need to build a test or assignment. Both of them have the same properties and grade category. It's recommended to use (Test, Exam, Quiz) with a test and (Homework, and Presentation) with an assignment.
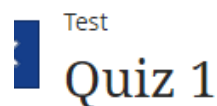
How can you build it?

1- Click on ⊕ in the content area to show up the list.
2- Click on ⊕ Create for creating an assessment.

3- Click on Test for creating test, exam, or quiz. Click on Assignment for creating Homework, or presentation.

4- Type a title for the assessment.

5- Determine the assessment visibility (Visible to students: Which mean the assessment will be visible all the time, Hidden from students: Which mean the assessment will be hidden all the time, Release conditions: Which mean the assessment will be visible depend on instructor conditions such as (Selecting all students or some of them, setting date and time to show on and hide after, and students grades in a specific assignment or assessment)).
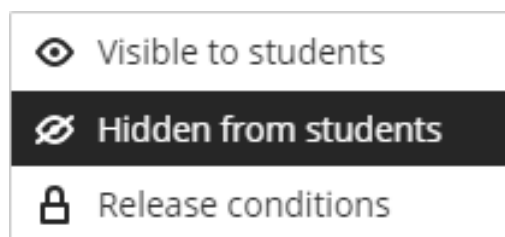
6- Specify the assessment points.   5 points

7- Click on ⊕ to choose type of questions

Use this space to build your test.
You can save your changes along the way.
Just close the test when you're finished.

⊕

8- There are seven types of questions (Calculated Formula, Calculated Numeric, Essay, Fill in the Blank, Matching, Multiple Choice, and True/False)

⊕ Add question pool

⊕ Add Calculated Formula question

⊕ Add Calculated Numeric question

⊕ Add Essay question

⊕ Add Fill in the Blank question

⊕ Add Matching question

⊕ Add Multiple Choice question

⊕ Add True/False question

⊕ Reuse questions

T Add text

Add local file

Add file from Cloud Storage

⊕ **Add Calculated Formula question**:

Step 1: Type the question text and use letters in brackets [ ] to define variables in the text editor as shown below:

STEP 1 OF 3: Question text and formula

* Write the question text
Use letters in brackets to define variables. Include instructions for units required and notation style.

Calculate the mean of the following three numbers:
[X],[Y], and [Z]

Step 2: Use the editor to create the formula for your equation

* Enter the answer formula
Use the editor to create the formula for your equation.

$$\frac{(X+Y+Z)}{3}$$

☐ Display formula to students

Next ❯

Tick the checkbox (Display formula to student), If you want the formula to be shown for students. Then, Press on next to move on.

Determine the answer format (Normal, Exponential). Then, choose from the drop down list the rounding (Decimal, or significant figures). On the precision scoring options, tick on to allow for full or partial credit if the answer is within a chosen range. Also, There is an answer unit where you have to determine it if you tick on this option. Moreover, You need to determine the minimum and maximum variable ranges and the number of answer sets and click on next to move on to step 3.

Step 3: Variables value and answers will be calculated automatically.

Enable automated feedback to announce students about the right answer or type a phrase that shows the answer is correct or incorrect. Then, click on save button

Note: It's instructor's option to enable/disable it.

Automated Feedback   Available after submission ⓘ

CORRECT ANSWER FEEDBACK

Excellent, your answer is correct

INCORRECT ANSWER FEEDBACK
This feedback also applies to partial credit answers

Unfortunately, your answer is not correct

Cancel   Save

Allow students to add content at end of assessment, It's instructor's option.

Test Content

Question 1   5 points   ...

Calculate the mean of the following three numbers:
[X],[Y], and [Z]

$$\frac{(X + Y + Z)}{3}$$

Show answer settings   ↓

Allow students to add content at end of assessment

Additional Content

Students can add text, images, and files here.

Test Settings:

Click on settings icon to determine test settings

Details & Information:

Set "**Due date**" of assessment, Tick "**Prohibit late submissions**" when you want the system to submit automatically all in progress attempts at the due date and time, Tick "**Prohibit new attempts after due date**" when you don't want to allow students to be able to have attempts after due date, Tick "**Allow class conversations**" when want to have a conversations with students during the test or assignment, Tick "**Display one question at a time**" when you want one question to be shown to students instead of all questions at once, Tick "**Prohibit backtracking**" when you don't want students to be able to go back to question once they pass it, Tick "**Randomize questions**" when you don't

want questions to be shown at the same sequence for each student, Tick "Randomize answers" when you don't want answers to be shown at the same sequence for each student, and Tick "**Collect submissions offline**" when you want to add a topic in a text format which will be graded manually after students participate in it such as oral presentations.

Details & Information

Due date

| 8/4/22 🗓 | 1:25 PM 🕐 |

☐ Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

☐ Display one question at a time

☐ Prohibit backtracking

☐ Randomize questions

☐ Randomize answers
Multiple Choice and Matching answer choices are randomly ordered for students

☐ Collect submissions offline
You can't collect submissions offline for an assessment with questions

Grading & Submissions:

"**Grade category**" allows you to choose one of the following (Assignment, Test, Discussion, Journal, Exam, Homework, presentation, and Quiz) from the drop down list.

"**Attempts allowed**" allows you to choose one of the following (1 - 10 attempts , or unlimited attempts) from the drop down list, if the chosen is more than 1 then "**Grade attempts**" will show up with following choices (Average of all attempts, First attempt with a grade, Attempt with highest grade, Last attempt with a grade, and Attempt with lowest grade).

"**Grade using**" allows you to choose type of grade (Letter such as A+ A B+ B..etc, Percentage, or points), If you choose points "**Maximum points**" will be activated to determine maximum points.

"**Anonymous grading**" By ticking this option, you decide to hide student names in the assessment. Usually, instructors would do that to make the assessment acts as a survey.

"**Evaluation options**" Tick "2 graders per student" whenever you want to assign a user in your course who has grader privileges.

"**Assessment grade**" Tick "Post assessment grades automatically" whenever you need the system to post grades on behalf of you.

Grading & Submissions

Grade category

> Test ▾

Attempts allowed

> 1 ▾

Grade using

> Points ▾

Maximum points

> 5

You can't edit the maximum points for an assessment that contains individually scored questions

Anonymous grading

☐ Hide student names

You can't hide student names for an assessment with questions

Evaluation options

☐ 2 graders per student

You can't turn on parallel grading for an assessment with questions

☐ Peer review

You can't turn on peer review for an assessment with questions

Assessment grade

☑ Post assessment grades automatically **NEW**

Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Assessment results:

"**Submission View**" Instructor can choose one of the following choices (After submission, After individual grade is posted, After due date, After all grades are posted, or On specific date) once Instructor ticks "Allow students to view their submission".

"**Automated Question Feedback**" Instructor can choose one of the following choices (After submission, After due date, After all grades are posted, or On specific date) once Instructor ticks "Show automated feedback".

"**Question Scores**" Instructor can choose one of the following choices (After individual grade is posted, After due date, After all grades are posted, or On specific date) once Instructor ticks "Show question scores"

"**Correct Answers**" Instructor can choose one of the following choices (After individual grade is posted, After due date, After all grades are posted, or On specific date) once Instructor ticks "Show correct answers"

Note: When Instructor ticks "Show correct answers" automatically "Show question scores" will be ticked too.

Assessment results

Automated feedback, scores and answers availability conditions will apply after the student submission is visible.

👁 **Submission View**
Available after submission

💬 **Automated Question Feedback**
Available after submission

📋 **Question Scores**
Available after all grades are posted

✓ **Correct Answers**
Turn on setting

Assessment security:

"**Access code**" Instructor can add access code to an assessment to prevent accessibility for students who haven't the access code.

Assessment security

⁎⁎⁎ **Access code**
Add access code

Note: Click on ▢ to copy access link, and click on ↻ to refresh access code. Once you refresh the access code, the old access code will not work.

✓ On

823935 ▢ ↻

Additional Tools:

"**Time limit**" Instructor can add a time limit for an assessment once the time limit expires, there are two submission rules that are instructor optional to choose between them (First rule: Work is automatically saved and submitted when time expires, and Second rule: Students have extra time to work after the time limit expires). If instructor chooses the second rule, Extra time option will show up and let instructor decides to select one of the following choices (50% of time limit which has been added, 100%, or unlimited).

"**Use grading rubric**" Instructor can use rubrics to grade the essay assessment.

"**Goals & standards**" Instructor can determine goals for an assessment, but goals must be added via blackboard administrator.

"**Assigned groups**" Instructor can assign the assessment to a group.

"**Originality Report**" Instructor can enable SafeAssign to check plagiarism for students submissions when type of assessment is essay. Once instructor enables it, there are two options for instructor to tick them (Allow students to view the SafeAssign Originality Report for their attempts, and Exclude submissions from the institutional and Global Reference Databases). It's recommended to tick the second option.

"**Description**" Instructor can Type a description of assessment.

Click on save button to save all settings that have been made.

Additional Tools

⧗ **Time limit**
Add time limit

▦ **Use grading rubric**
You can't add a rubric to an assessment with questions

🏆 **Goals & standards**
Align with goals

👥 **Assigned groups**
Assign to groups

📋 **Originality Report**
Enable SafeAssign

Description

Add a description

Maximum 750 characters

Cancel   Save

⊕ Add Calculated Numeric question:

- Type the question text inside the text editor.
- Specify an exact numeric answer in text box below Correct Answer.
- Tick "Allow an answer range" to specify an allowable range.
- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

Question 1   (1 points)

* Write the question text

What is the sum of **10 + 20 =**

* Correct Answer ⓘ

30

Integer, decimal, or E notation allowed
Maximum 16 digits

☐ Allow an answer range
   When activating this option, the answer range will be requested.

✕ Automated Feedback   Available after submission ⓘ

Cancel   Save

⊕ Add Essay question:

- Type the question text inside the text editor.
- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

Question 1   (5 points)

> What are the 7 functions of the heart?

Cancel   **Save**

⊕ Add Fill in the Blank question:

- Type the question text inside the text editor.
- Type the answer inside brackets [ ].
- Click on Next Step to specify options.

Question 1   (1 points)

To format your question, type brackets around the answer and separate multiple answers with a semicolon. For example: One of the primary colors is [red; blue; yellow]. You may also use a regular expression. Only one expression per blank will be recognized. For example: [[a-zA-Z]] is any letter in the alphabet.

> The human heart is an organ that pumps blood throughout the body via the [circulatory system].

Next Step

- Choose from drop down list "Exact match".
- Tick Case sensitive, if the answer must be typed in a certain pattern such as standards ISO, ANSI.
- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

The human heart is an organ that pumps blood throughout the body via the **[Blank 1]**.

Blank 1

circulatory system

Response type   Exact match ▼   ☐ Case sensitive

Previous Step

❌ Automated Feedback   Available after submission ⓘ

Cancel   **Save**

⊕ Add Matching question:

- Type the question text inside the text editor.
- Specify prompts and their answers.
- Click on Add Pair to add a new fields.
- Click on Add answer for adding additional answers.
- If there are no additional answers, then delete the field.
- Select scoring options from the drop down list ("Allow partial Credit", "All or nothing", "Subtract points for incorrect matches, but question score can't be negative", "Allow negative question score").
- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

Question 1   (3 points)

Add at least 1 prompt and 2 answers. Delete empty answers and pairs before you can save.

Link each country with ISO code:

* Prompts	* Answers	
1. United States	USD	...
2. Turkey	TRY	...
3. China	CNY	...

Add Pair   All answers will be ordered randomly

Additional answers

Add Answer

Scoring options | Allow partial credit   ▼ |

⊗ Automated Feedback   Available after submission ⓘ

Cancel   **Save**

⊕ Add Multiple Choice question:

- Type the question text inside the text editor.
- Type the answers and tick the right answer between them.
- If you tick more than one answer, you should notify students by typing "This question is multiple answers" next to your question.
- Click on Add Choice for adding additional answers.
- Select scoring options from the drop down list ("Allow partial Credit", "All or nothing", "Subtract points for incorrect matches, but question score can't be negative", "Allow negative question score").

- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

Question 1   2 points

Fathometer is used to measure

Choose at least one correct answer

☐ Earthquakes   ↑↓ 🗑

☐ Rainfall   ↑↓ 🗑

☑ Ocean depth   ↑↓ 🗑

☐ Sound intensity   ↑↓ 🗑

Add Choice

❌ Automated Feedback   Available after submission ⓘ

Cancel   **Save**

⊕ **Add True/False question:**

- Type the question text inside the text editor.
- Specify the correct answer.
- Click on save button to save question.
- To determine test settings, Please look back at pages from 8 to 15.

Question 1   0.5 points

Electrons move faster than the speed of light.

○ True
◉ False

❌ Automated Feedback   Available after submission ⓘ

Cancel   **Save**

⊕ **Reuse question:**

- Filter questions according to specific sources or specific question types.
- Tick all questions that you need to reuse.
- Edit question points.
- Click on Copy Questions button.

Note: Instructor can reuse questions in two ways:
First way: Reuse questions that already created in the course.
Second way: Copy assessment of another course and reuse its questions.

⊕ **Add question Pool:**

- Filter questions according to specific sources or specific question types.
- Tick all questions that you need to use.
- Click on Add Questions button.

- Specify question points each .
- Determine number of questions In the text box which is below "Number of questions to display to students".
- Click on save button.
- To determine test settings, Please look back at pages from 8 to 15.

Note: In each attempt, question pool will display a different set of questions.

𝕋 Add text:

Instructor may add a text between blocks of questions or in beginning of assessment as instructions.

3rd Section: Vocabulary   ...

⬆ Add Local file:

Instructor may add a file between questions or in the top of assessment. e.g. Adding an equations reference for students.
- Browse local files.
- Click on the desired file, then click on an open button.
- If the desired file is an image, Tick "This image is decorative and doesn't require alternative text".
- Specify file option (View and download, View only, Download only).
- Click on a save button.

Edit File Options   ×

*** Display Name**

`eqs_upload_File.PNG`

Image Type
☑ This image is decorative and doesn't require alternative text

File Options
○ View and download
● View only
○ Download only

Close   Save

- Check how the desired file looks like in the test content.
- Click on a save button.

1.	Pythagoras's Theorem	$a^2 + b^2 = c^2$	Pythagoras, 530 BC
2.	Logarithms	$\log xy = \log x + \log y$	John Napier, 1610
3.	Calculus	$\dfrac{df}{dt} = \lim_{h \to 0} \dfrac{f(t+h) - f(t)}{h}$	Newton, 1668
4.	Law of Gravity	$F = G\dfrac{m_1 m_2}{r^2}$	Newton, 1687
5.	The Square Root of Minus One	$i^2 = -1$	Euler, 1750
6.	Euler's Formula for Polyhedra	$V - E + F = 2$	Euler, 1751
7.	Normal Distribution	$\Phi(x) = \dfrac{1}{\sqrt{2\pi\rho}} e^{\frac{(x-\mu)^2}{2\rho^2}}$	C.F. Gauss, 1810
8.	Wave Equation	$\dfrac{\partial^2 u}{\partial t^2} = c^2 \dfrac{\partial^2 u}{\partial x^2}$	J. d'Almbert, 1746

Cancel   Save