Blackboard: Assignments, Quizzes, and Exams

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libanswers.wustl.edu

Q **How do I send an email in Blackboard?**

Topics: Blackboard for faculty   Last Updated: Nov 18, 2011 | 7 Views

A **Answer:**

1. Go to the Control Panel. Then, click **Course Tools**.

2. Click the "**Send Email**" tool (tools are in alphabetical order, left column then right column).

3. Pick the option which best suits your purpose.

4. Enter subject and text, attach file if needed, and then click "Submit".

Answered by Bryn Lutes ⋮ Email Answer ⋮ ✚ SHARE ◼ ▨ ☀ ... ⋮

💬 Other Answers / Comments (0)

Improve this answer or post a comment.

Related Questions Blackboard for faculty *View All*

- How do I view the users--students and teaching assistants--in my Blackboard course?
- How do I add a file to my Blackboard course?
- What is the difference between archiving a course and exporting a course in Blackboard?
- How do I archive my course in Blackboard?
- How do I export a course in Blackboard?

Assignments

Chapter 1 Assignment

Chapter 2 Assignment

Chapter 3 Assignment

Assignments tool

Create, manage, and distribute activities

Use incorporated Grade Center to provide feedback and grades

Overview:

- Access, view, and submit assignments (student view)
- Create assignments
- Access submissions for an assignment
- Presenting assignments

Accessing Assignments (students)

Submitting an Assignment (students)

1. Assignment Information

Name:	Chapter 1 Assignment
Instructions	You are previewing the assignment - your submission will not be saved.
Due Date	
Points Possible	25

2. Assignment Materials

Submission

Path: body

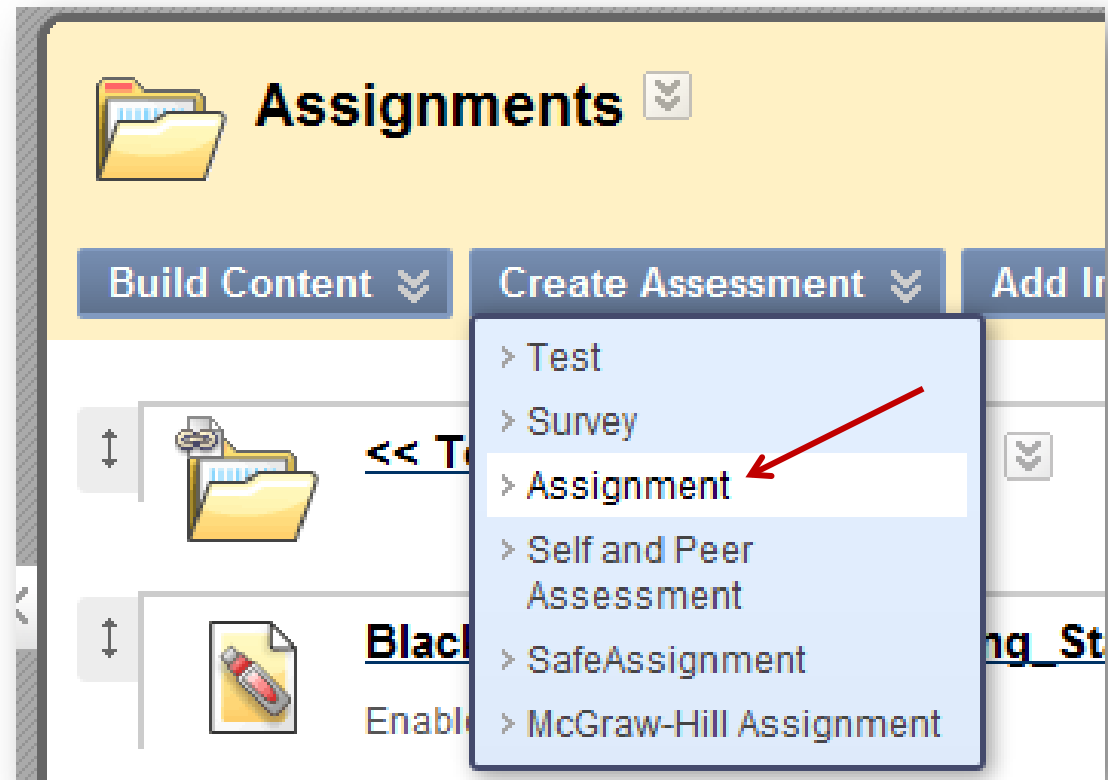|	
Attach File	Browse My Computer Browse Content Collection
Comments	

My Grades (students)

My Grades

Item Name	Details		Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Paper 1	Details	Nov 18, 2011			-	100	
Test Assignment	Details				-	100	
Weighted Total	Details				0.00%	100	
Total	Details				0.00	400	
essay 1	Details				-	100	
Safe Assign Test	Details				-	0	
test 38	Details				-	100	

Icon Legend

Creating an Assignment

Create Assignment

Assignments are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help

★ Indicates a required field.

Cancel   Submit

1.   Assignment Information

★ Name and Color   [   ] ▣ ⌄ Black
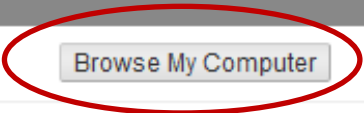
Instructions

Text Editor is: ON

| Normal ⌄ | 3 ⌄ | Arial ⌄ | **B** *I* U ̶a̶b̶e̶ x₂ x² | ≡ ≡ ≡ | ▤ ▥ | ⅜≡ ≔ ⇥ ⇥ |

abc ✂ ⧉ ⧉ ❮❯ ↺ ↻ 🌐 ▦ ⁄ A ⬚ ✎ √x̄ ⟨⟩ ⟨⟩ ▭ ✓

▤ 🖼 ▣ ▣ ▣ ▣ ▣

Path: body

2.   Assignment Files

Attach File   (Browse My Computer)

3.   Grading

★ Points Possible   [0]

4. Availability

☑ Make the Assignment Available

This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts	● Allow single attempt
	○ Allow unlimited attempts
	○ Number of attempts: [ ]

Limit Availability ☐ Display After [   ] 📅 [   ] 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [   ] 📅 [   ] 🕐

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 ☐ [   ] 📅 [   ] 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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.
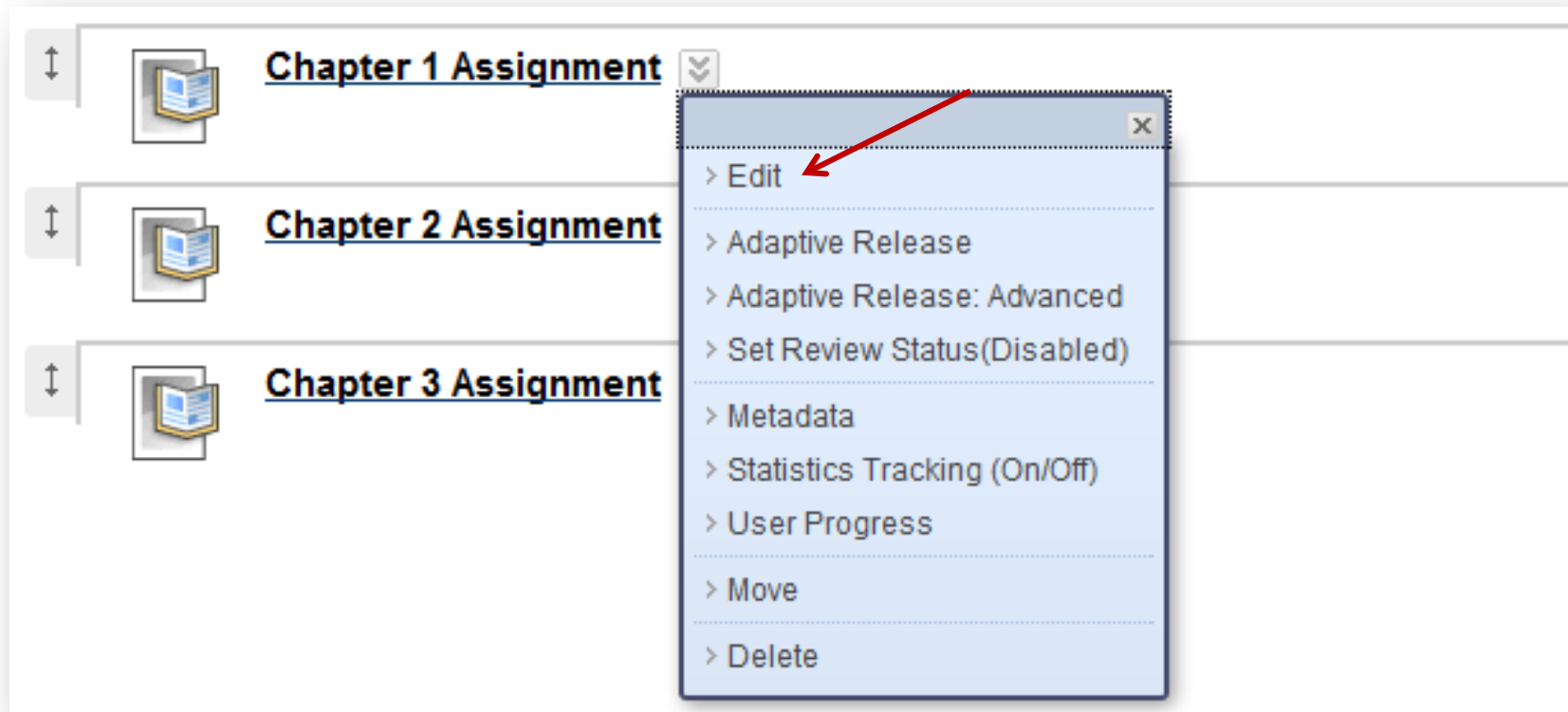
| Recipients | ● All Students Individually |
| | ○ Groups of Students |

7. Submit

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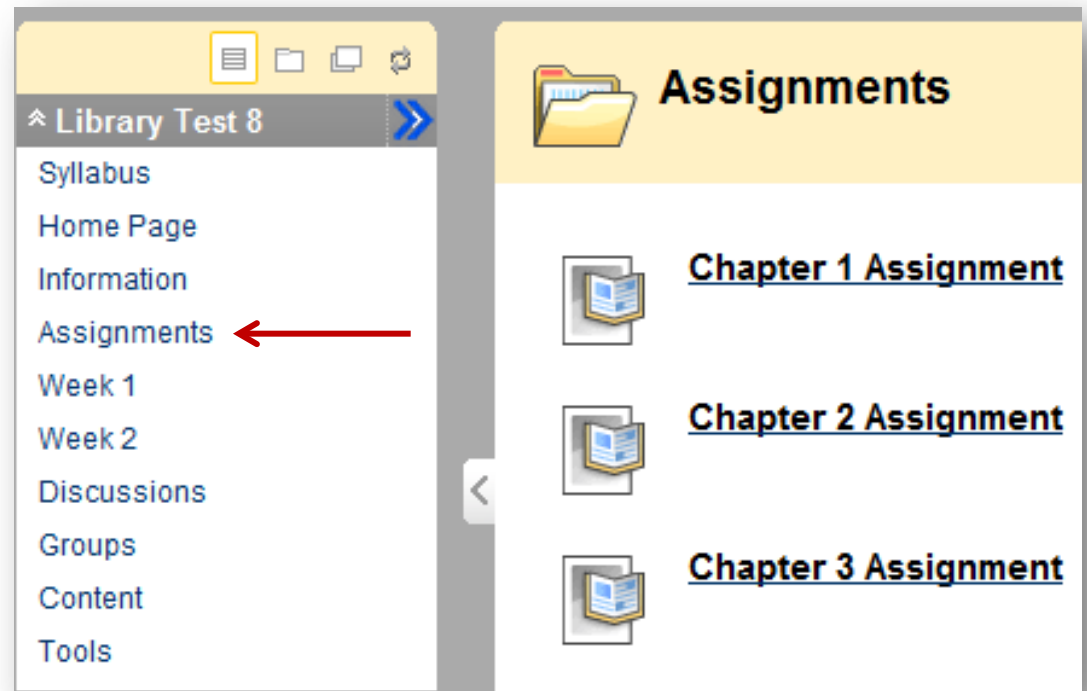
Cancel   Submit

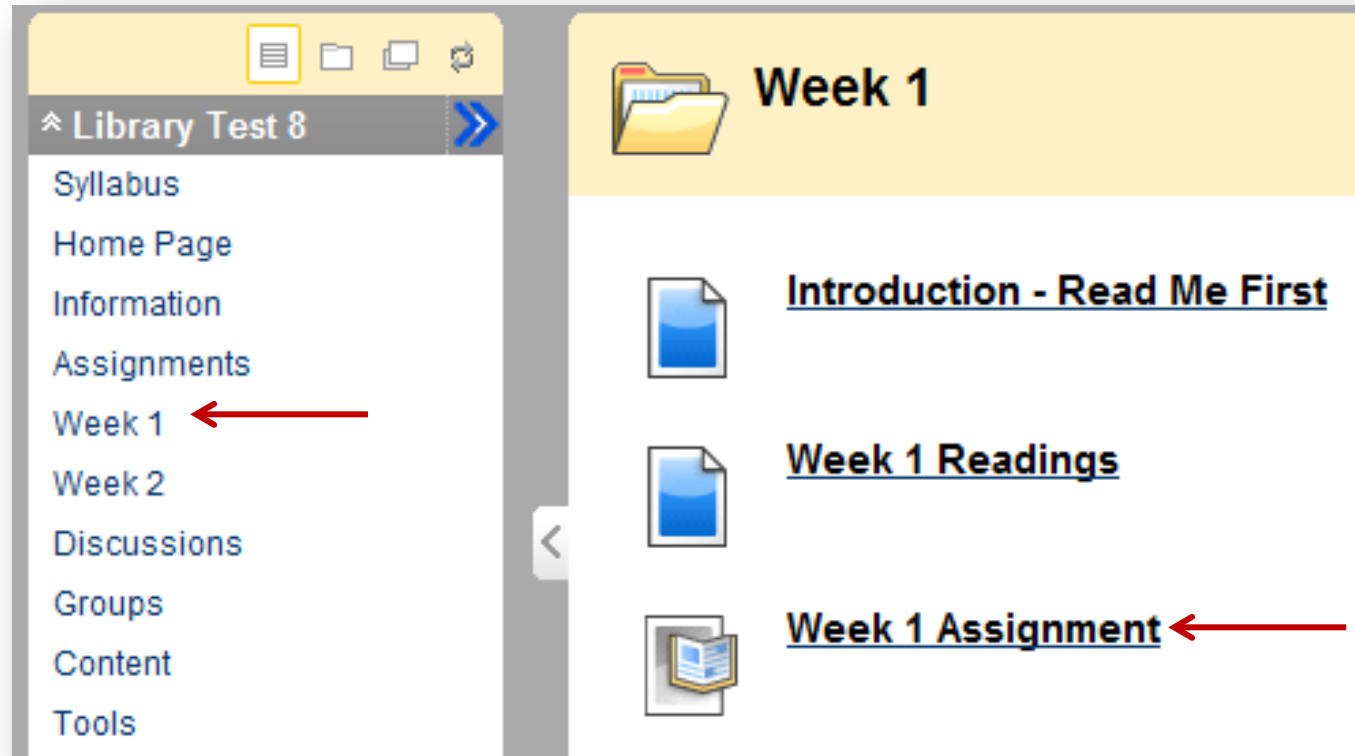# Editing Assignments

Presenting Assignments

Add all assignments
to one

Content Area
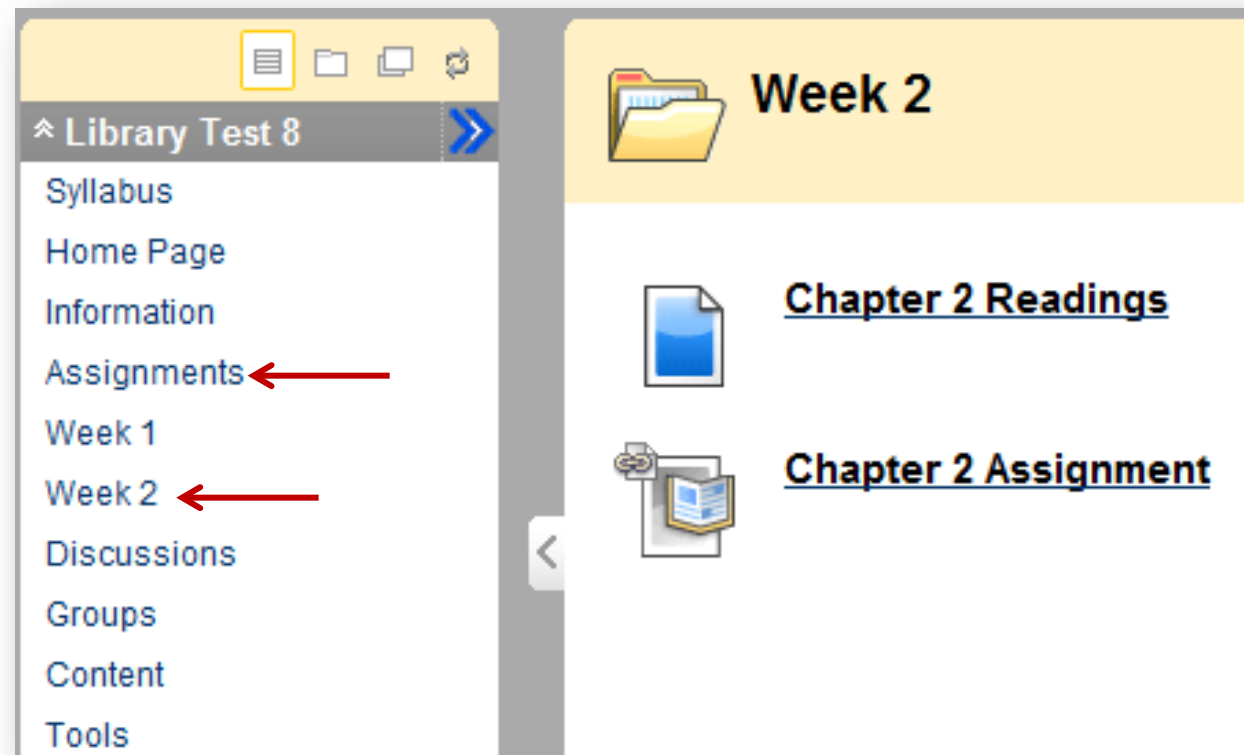

Option A

Presenting Assignments

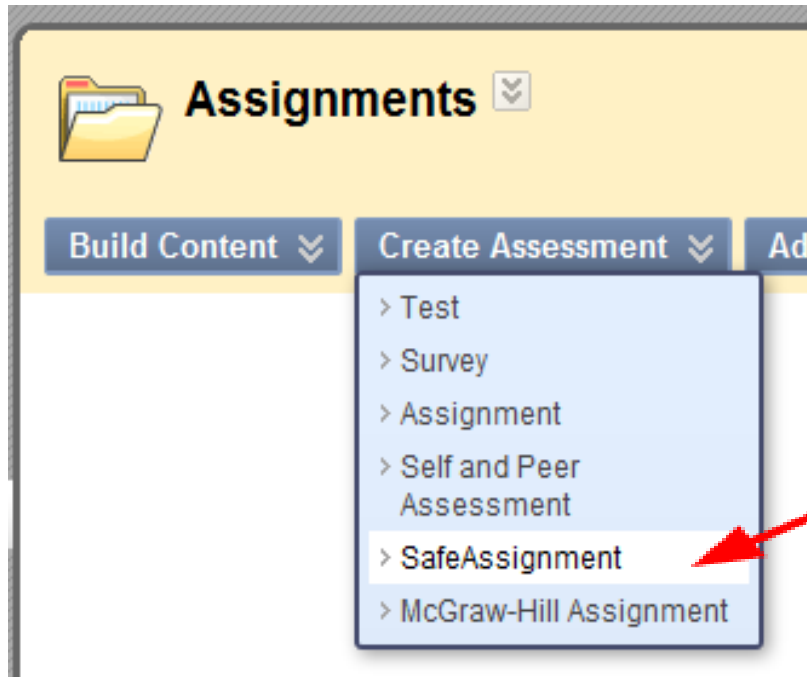Add assignments to different Content Areas

Option B

Presenting Assignments

Add assignments to a single Content Area, and in addition, add links to assignments in other areas

Option C

Safe Assign

Creating a Safe Assignment

Safe Assign Submission

Cancel   Submit

1. Assignment Information

Name   Essay 1 (Draft)

Instructions   I understand that this assignment will be checked against several databases for original content and will produce an originality report which I and my instructor can view. This report will show how my paper compares to documents available on the Internet, in many print journals, a database of other papers submitted by Washington University in St. Louis students, as well as a Global Database of papers submitted by all users of SafeAssign. I understand that my paper will be added to the Washington University in St. Louis database for comparison of future papers against my work. I also understand that if I select to upload my paper to the Global Reference Database below, I am agreeing to have my paper stored in a Global Database of work so that future work of all students using the SafeAssign system can be compared against my work. I understand that submitting my paper to the Global Database is completely voluntary. I maintain ownership of the original intellectual property created, but this document must remain a part of the SafeAssign Institutional and Global Databases.

pick a topic and write a paper.

Safe Assign agreement

2. Your Files

Comments

File To Attach   [_____] Browse...

NOTE: SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.

Grading Assignments

Group Project E	Group Project F	Class Part
15.00		
15.00		
10.00		
15.00		
15.00		
15.00		
15.00		
15.00		
15.00		
15.00		
15.00		
15.00		

> Quick Column Information

> Grade Attempts

> Grade Anonymously

> Assignment File Download

> Assignment File Cleanup

> Edit Column Information

> Column Statistics

> Set as External Grade

> Show/Hide to Users

> Clear Attempts for All Users

> Sort Ascending
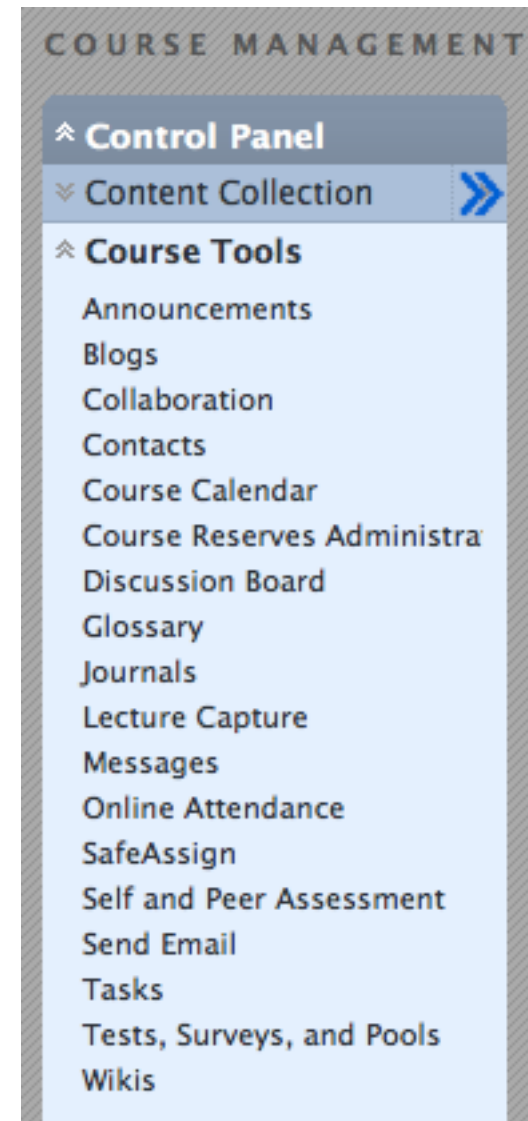
> Sort Descending

> Hide Column

Quizzes and Exams

When creating a quiz or exam there are a number of things the Instructor should consider:

- Are special instructions needed for this test?
- How many questions?
- What type of questions?
- What is the point value associated with each question?
- Will partial credit be acceptable for some or all questions?

Quizzes and Exams: Creating

Start by accessing the Control Panel, on the lower left side. Click *Course Tools* to expand the section that reveals *Test, Surveys, and Pools*.

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Announcements
Blogs
Collaboration
Contacts
Course Calendar
Course Reserves Administra
Discussion Board
Glossary
Journals
Lecture Capture
Messages
Online Attendance
SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
Wikis

Quizzes and Exams: Types of Evaluation

Tests
Tests are sets of questions that are graded to measure student performance. Test results are reviewed in the Grade Center.

Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Quizzes and Exams: Tests

Tests are graded evaluations, so this type can be used for quizzes and exams.

Quizzes and Exams: Test Information

Quizzes and Exams: Test Canvas

The Test Canvas is where you add new or existing questions to a specific exam.

Quizzes and Exams: Question Types

Calculated Formula Questions

Calculated Numeric Response Questions

Either/Or Questions

Essay Questions

File Response Questions

Fill In Multiple Blanks Questions

Fill in the Blank Questions

Hot Spot Questions

Jumbled Sentence Questions

Matching Questions

Multiple Answer Questions

Multiple Choice Questions

Opinion Scale and Likert Questions

Ordering Questions

Quiz Bowl Questions

Short Answer Questions

True or False Questions

Quizzes and Exams: Question Types

Multiple Choice Questions

Essay Questions

Hot Spot Questions

Quizzes and Exams: Question Types

Multiple Choice Questions

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button.
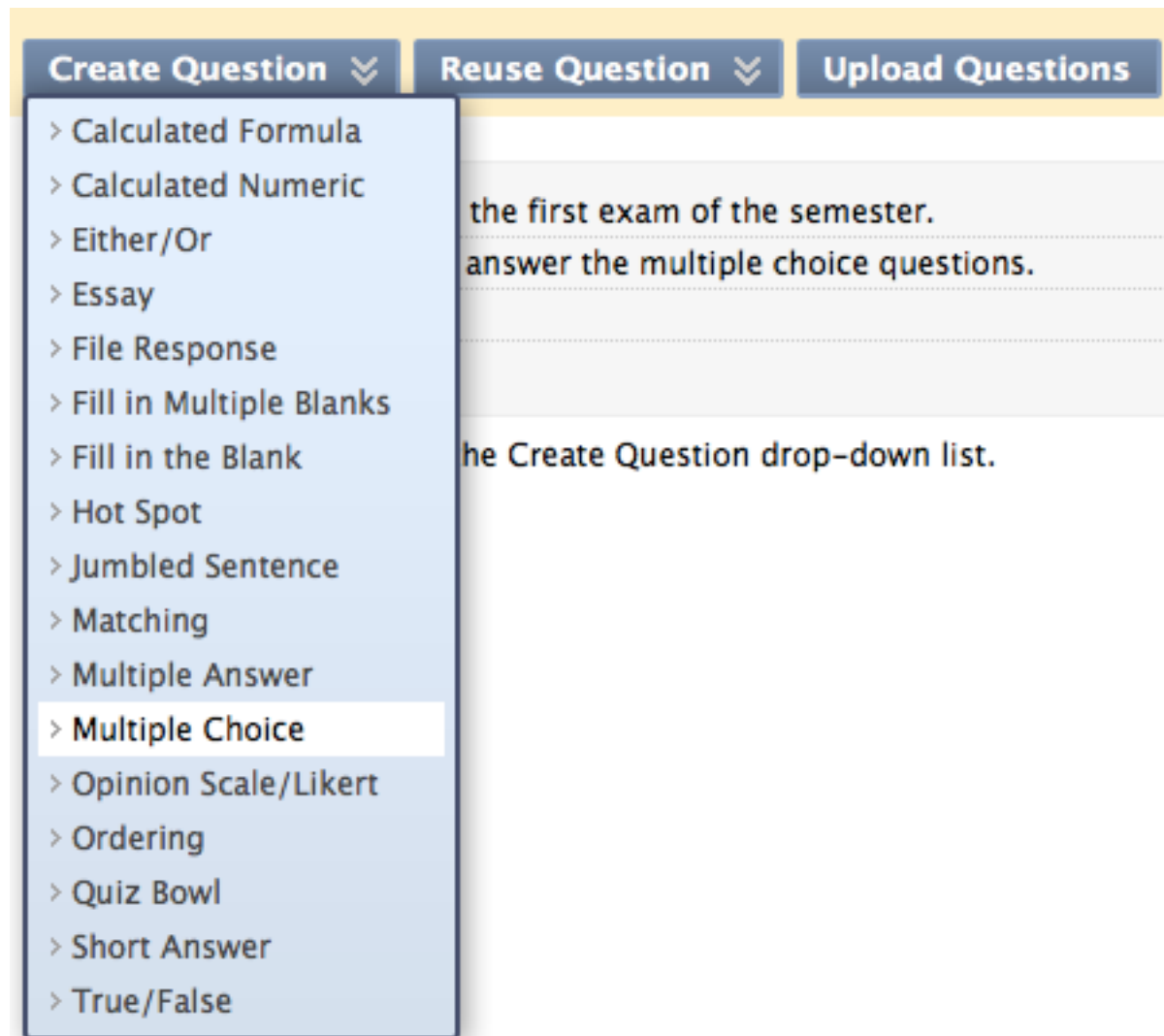
Essay Questions

Essay questions require the instructor to provide students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers are added for users or graders to use as a reference. These types of questions must be graded manually in the Grade Center.

Hot Spot Questions

Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.

Quizzes and Exams: Multiple Choice

Create Question ⌄	Reuse Question ⌄	Upload Questions

> 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

the first exam of the semester.

answer the multiple choice questions.

he Create Question drop-down list.

Quizzes and Exams: Question 1

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 20 answers can be added to the question. More Help

* Indicates a required field.

Cancel   **Submit**

1.   Question

Question Title   Question 1

* Question Text   Text Editor is: OFF

◉ Smart Text   ○ Plain Text   ○ HTML   Preview

Test Canvas: Exam 1 ⌄

The Test Canvas allows instructors to add and edit questions, add Question Sets or Random Blocks, reorder test before deploying it to users. **More Help**

Create Question ⌄   **Reuse Question** ⌄   **Upload Questions**

Description	This is the first exam of the semester.
Instructions	Please answer the multiple choice questions.
Total Questions	1
Total Points	10

Select: **All** **None**   Select by Type: — Question Type — ⬍

Delete   Points [   ] **Update**   **Hide Question Details**

↕ ☐ **1. Multiple Choice: Question 1: George Eliot is the pen name of:** ⌄

Question	George Eliot is the pen name of:
Answer	George Henry Lewes
✅	Mary Anne Evans
	Emily Brontë
	Elizabeth Barrett Browning

Select: **All** **None**   Select by Type: — Question Type — ⬍
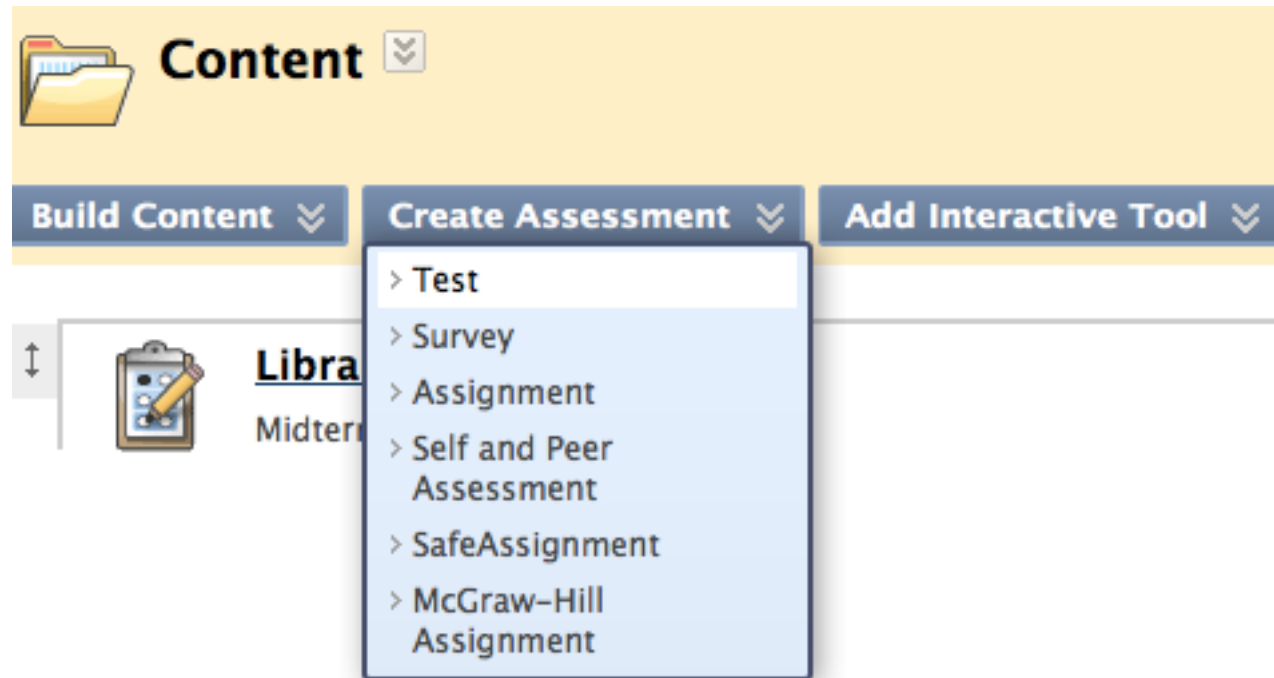
Delete   Points [   ] **Update**   **Hide Question Details**

Quizzes and Exams: Deploying Exam

Quizzes and Exams: Deploying Exam

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
    Once started, this {0} must be completed in one sitting. Do not leave the {0} before c

☐ Set Timer
    Set expected completion time. Selecting this option also records completion time fo
    they begin the Test.

Hours [1 ⬍]   Minutes [00 ⬍]

☐ Display After [01/05/2012] 🗓 [04:01 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [01/05/2012] 🗓 [04:02 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password
    Require a password to access this Test.

Password [_____]

Additional Resources--Handout

bb.wustl.edu

libanswers.wustl.edu

http://ondemand.blackboard.com

http://discussions.blackboard.com/

Training sessions and more information will available during Summer 2012.