Blackboard: Assignments, Quizzes, and Exams

Presenters:
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How do I send an email in Blackboard?

Topics: Blackboard for faculty

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 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)
## My Grades (students)

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Details</th>
<th>Last Student Activity</th>
<th>Last Instructor Activity</th>
<th>Grade</th>
<th>Points Possible</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Nov 18, 2011</td>
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<td>Test Assignment</td>
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<tr>
<td>Weighted Total</td>
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<td>0.00%</td>
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</table>
Creating an 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.

1. **Assignment Information**

   - **Name and Color**

   - Instructions

2. **Assignment Files**

   - Attach File
     - Browse My Computer

3. **Grading**

   - **Points Possible**
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: [enter number]

**Limit Availability**
- Display After [enter date]
- Display Until [enter date]

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 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.
Editing Assignments

- Chapter 1 Assignment
- Chapter 2 Assignment
- Chapter 3 Assignment

Options:
- Edit
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status (Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Delete
Presenting Assignments

Add all assignments to one Content Area

Option A
Presenting Assignments

Add assignments to different Content Areas

Option B
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
## Grading Assignments

<table>
<thead>
<tr>
<th>Group Project E</th>
<th>Group Project F</th>
<th>Class Part</th>
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</thead>
<tbody>
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</table>

- 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.*
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

**Test Information**

Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. More Help

* Indicates a required field.

1. **Test Information**

   **Name**
   
   Exam 1

   **Description**
   
   This is the first exam of the semester.

   Smart Text Plain Text HTML

   **Instructions**
   
   Please answer the multiple choice questions.
The Test Canvas is where you add new or existing questions to a specific exam.
<table>
<thead>
<tr>
<th>Quizzes and Exams: Question Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated Formula Questions</td>
</tr>
<tr>
<td>Calculated Numeric Response</td>
</tr>
<tr>
<td>Questions</td>
</tr>
<tr>
<td>Either/Or Questions</td>
</tr>
<tr>
<td>Essay Questions</td>
</tr>
<tr>
<td>File Response Questions</td>
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<tr>
<td>Fill In Multiple Blanks Questions</td>
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<tr>
<td>Fill in the Blank Questions</td>
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<tr>
<td>Hot Spot Questions</td>
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<tr>
<td>Jumbled Sentence Questions</td>
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<tr>
<td>Matching Questions</td>
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<tr>
<td>Multiple Answer Questions</td>
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<tr>
<td>Multiple Choice Questions</td>
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<tr>
<td>Opinion Scale and Likert Questions</td>
</tr>
<tr>
<td>Ordering Questions</td>
</tr>
<tr>
<td>Quiz Bowl Questions</td>
</tr>
<tr>
<td>Short Answer Questions</td>
</tr>
<tr>
<td>True or False Questions</td>
</tr>
</tbody>
</table>
Quizzes and Exams: Question Types

Essay Questions  

Multiple Choice 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
Test Canvas: Exam 1

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

Description
This is the first exam of the semester.

Instructions
Please answer the multiple choice questions.

Total Questions 1
Total Points 10

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
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 test must be completed in one sitting. Do not leave the test before completing it.

Set Timer
Set expected completion time. Selecting this option also records completion time for students when they begin the test.

- Hours: 1
- Minutes: 00

Display After
- Date: 01/05/2012
- Time: 04:01 PM

Display Until
- Date: 01/05/2012
- Time: 04:02 PM

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 be available during Summer 2012.