Bb CE 6
Advanced Assessment Tools
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Workshop Overview

In this workshop, participants will gain hands-on experience with a range of advanced tools and utilities that can be used to manage assessments throughout the semester. Advanced functions of the grade book will be explored. Advanced functions of the Quiz tool will be explored.

Topics

- Enroll a Teaching Assistant
- Grade Book Columns and Scoring Formulas
- Managing Students in the Grade Book
- Randomizing Quiz Questions
- Export and Print Quizzes
- Allow Extra Time for Student Quizzes and Selective Release of Quizzes

Learning Outcomes

After completing this workshop, participants will be able to:

- Enroll a Teaching Assistant
- Delete and move columns in the grade book.
- Apply formulas in the grade book
- Hide un-enrolled student data in the grade book
- View all student data in grade book
- Create a quiz containing randomized questions
- Export quizzes to other courses
- Export quiz to other courses and print hard copy of a quiz
- Allow extra time on a quiz for a specific student
- Set release criteria before and after an assessment
Enroll a Teaching Assistant

To enroll a teaching assistant:

1. From the My WebCT page, select the Administration Tab and then the Tarleton State University link.

2. Select the live course you wish to enroll a Teaching Assistant.

3. Click on the Teaching Assistant link, and then Find Users to Enroll button.

4. Enter the Assistant’s Duck Trax ID and click Run Query, click Enroll.

5. You may need to log out and log back into WebCT to view the change in your Grade Book area in the Teach Tab.
Manage Columns in the Grade Book

To add and reorder columns in a grade book:

1. From the Teach tab, under Instructor Tools, select **Grade Book**.

2. Select the **Create Column** button and select a type of column from the dropdown menu.

3. Select the new column settings and select **Save**. You will return to the Grade Book view.

4. To reorder the columns from the Grade Book view, click the **Reorder Columns** button and the grade book columns appear in a list order.

5. Select the box in front of the column you wish to move. Place the cursor just below the place the new column should appear. The pop up message appears: **Move Selected Items Above**. Left mouse click and the grade book item will appear in the new order.

6. Continue to move grade book columns until the desired column order is created. **Note:** All columns should display the **Hide Column** button in order to be viewed by students. If you wish to hide the column, click on the Hide Column button (and the **Show Column** button appears). This may be confusing at first, so be aware of this important function.
Delete Columns in Grade Book

To delete a column in the Grade Book:

1. From the Teach tab, under Instructor Tools, click Grade Book.

2. In the right portion of the grade book screen, select the Grade Book Options action link and then Column Settings from the dropdown menu.

3. Select the box above the column you wish to delete and press the Delete button.

Move Columns in Grade Book

To move a column in the Grade Book:

1. From the Teach tab, under Instructor Tools, click Grade Book.

2. In the center portion of the grade book screen, select Reorder Columns button.
3. Select the box in front of the column you wish to move.

4. Select the Move Selected Items Above icon to the left of the column boxes.

5. Select the save button.

Apply Formulas in Grade Book

To apply formulas in the Grade Book:

1. From the Teach tab, under Instructor Tools, click Grade Book.

2. Select the Action Link to the right of the column title. Note: the column must be a calculated column type.

3. Click on Edit Column Formula from the dropdown menu.
4. From the **Edit Formula** screen, create a formula for the calculated column. Use the functions, numerals, operators and column references provided on the screen. To group expressions within your formula, use parentheses. As you create your formula, it appears in the preview box. When you have finished creating your formula, click **Save**.

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**Hide Un-enrolled Student Data in Grade Book**

To hide un-enrolled student data in the Grade Book:

1. From the **Teach tab**, under **Instructor Tools**, click **Grade Book**.

2. In the right portion of the grade book screen, select the **Grade Book Options** action link, and then **Hide Unenrolled Member Data** from the dropdown menu.
View all Student Data in Grade Book

To view all student data in the Grade Book:

1. From the Teach tab, under Instructor Tools, click Grade Book.

2. In the lower right corner of the Grade Book window, click on the Paging Preferences icon (looks like a stack of yellow pages). The Edit Paging option will open in a popup window.

3. Enter the number of students you wish to view at one time, without paging to additional screens.

4. Select Save button.

Randomizing Quiz Questions

A question set is a group of individual questions from which a random selection is presented to Students. For example, you can select four questions to be added as a set from which one will be randomly selected and presented to Students.

**Tip:** Because question sets present questions randomly to Students, they help to prevent Students from sharing answers. However, if you add a question set to a quiz that can be taken multiple times, each time a Student takes the quiz, the same questions appear in the same order. This prevents Students from taking and re-taking a quiz until they receive easier answers.

**Important:** If you want unique question sets to be delivered each time a Student takes an attempt of the same assessment, under Assessment Properties, Attempts, you can specify that questions in a question set be randomized for each attempt.

**Note:** Before you can add a question set, questions must already be added to the Question Database tool.

After an assessment is taken by Students, you cannot add or delete questions in a question set.

1. From the edit screen for the assessment, select the question or part above which you want the question set to appear. If you do not select a question or part, the question set will be added to the bottom of the list of questions.
2. Click **Add to Assessment** and select **Question Set**.

3. If you want to preview a question before adding it to the question set:
   a. Locate the question and click its **Action Links** icon.
   b. Click **Preview**.
   c. If you want to preview the graded question:
      i. Enter or select an answer and click **Grade**.
      ii. If you want to try a different answer, click **Back**.
   d. Click **Close**.

4. Select the questions that you want to add to the question set.

5. Click **Add Selected**.

Now that you have created the question set, you can specify the number of questions to be randomly selected from the set and how many points each question carries.

6. From the **Select** drop-down list, select the number of questions that you want to be selected from the set.

7. In the **Points** text box, specify the number of points for each question.

**Example:** In a question set of 5 questions, where 2 questions are selected, if you enter 10 in the **Points** text box, the points contributed by this set are $10 \times 2 = 20$. 
Export Quizzes (to courses)

If you want to re-use quizzes, surveys, and self tests that were created in this course, you can export them and import them to other Blackboard Learning System courses and installations.

1. From the Assessments screen, do one of the following:
   - To export one assessment, next to the assessment, click its **Action Links** icon.
   - To export multiple assessments, next to each assessment you want to export, select the check box.
   - To export all assessments on the page, in the table heading row, select the check box.

   **Tip:** To export assessments that span multiple pages, adjust the number of assessments listed on a single page to include all assessments you want to export. For more information, see *Navigating Multiple Pages*.

2. Click **Export**.

3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

4. In the **Save as** text box, enter a name for the zip file. We recommend that you use all lowercase letters for file names.

5. Click **OK**.

6. Click **Return**.

If you are going to import the assessments to another Blackboard Learning System installation, you must download the zip file to your computer first.

Print Hard Copy of Quiz

To print a hard copy of a quiz:

1. From the **Build tab**, click **Assessment**

2. Click on the **Action Link** beside the quiz and select **Preview**
3. Place the cursor in the quiz window. Right click and choose **Select All**. Right click again and choose **Copy**. Now **Paste** the quiz in Word and print. **Note**: This procedure works only if all questions are delivered at one time.

**Check Specific Student Answers on a Quiz**

To check on specific answers on a quiz:

1. From the **Teach tab**, under Instructor Tools, click **Assessments**.

2. Select View Submissions from the Action menu on the Exam you need to check.

3. After locating the student in question, click the link of the exam date and time to view the attempt.
Selective Release of Quiz

Under *Dates Available*, specify when the assessment is available:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important:</strong></td>
<td>If you specified release criteria for the assessment, ensure that any date criteria does not conflict with dates that you specify here.</td>
</tr>
<tr>
<td><strong>Start Time and End Time</strong></td>
<td><em>Start Time</em> is when the assessment becomes available. <em>End Time</em> is when Students can no longer access the assessment. If Students start the assessment before the <em>End time</em>, they have the full duration to complete the assessment. Click the Date Selection and Time Selection icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on local settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006.</td>
</tr>
<tr>
<td><strong>Create a corresponding event in the Calendar</strong></td>
<td>Add the assessment to the Calendar to help Students organize their schedules.</td>
</tr>
</tbody>
</table>

Adding Member Criteria to Items

If you want to release an item only to certain Students, you can add member criteria to the item.

**Example:** If you want a quiz to be released only to Students who did not complete the midterm, you can add member criteria to the quiz and it will be released only to the Students you specify.

If you do not want to release an item to certain Students and Auditors, you can also add member criteria to the item.

**Example:** If you want a quiz to be released to all Students except a few who will be completing a written assignment instead, you can add member criteria to the quiz and it will be released to all Students except the ones you specify.
Important: If you add member criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see Showing or Hiding Items Using the Selective Release Tool.

1. From the Selective Release screen, click the Course Content tab and locate the item.

   Tip: To display the items in a folder or learning module, next to the name of the folder or learning module, click the Expand icon. You will use this for Assessments.

   Your location: Assessments

   Assessments

   [Assessments table with items listed]

   2. Click Set Release Criteria for the item.

   3. Click Add Member Criteria.

   4. Do one of the following:
      o To release the item to specific Students only:
         a. Next to User ID, select Equals.
         b. Select members by doing one of the following:
            - To select one or more members, next to each member to which you want to release the item, select the check box.
            - To select all members, in the table heading row, select the check
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To specify the Students to whom you do not want to release the item:

a. Next to User ID, select Does not equal.

b. Select members by doing one of the following:
   - To select one or more members, next to each member to which you do not want to release the item, select the check box.
   - To select all members, in the table heading row, select the check box.

5. Click Save.

6. Click Save. The item will be released when the release criteria are satisfied. To indicate that release criteria have been set for the item, the word Conditional appears in parentheses next to the item.

Allow a Student Extra Time on a Quiz

The only way to extend the time for just one student is to create a new version of the same assessment, but this isn't difficult (you don't have to create it from scratch). To allow a student extra time on a quiz:

1. From the Build tab, click Assessment

2. Select Create Assessment>Template>Based on Existing Assessment. Select the previous assessment as a template. Suggestion: give it a title to indicate it's an adjusted version (e.g. Quiz C more time).

3. Select the Action Link beside the newly created assessment and choose Edit Properties.
In the Assessment Properties, edit the settings for the new duration. Edit any other settings you want to change.

4. Release the new quiz to that specific student using **Selective Release Criteria** (based on Member; User ID =). Refer to the previous section **Selective Release of Quiz**, page 13, for an explanation of this process.

5. You may also use **Selective Release** to deny access for that student to the original quiz.

**Note:** If the quiz is included in any column formula, add this new quiz to that column formula so that student's totals will accumulate just like the others. If you want none of the students to see both quiz columns in the grade book, you'll need to create a 3rd column that adds the results of the two, then hide the other two and just have that sum column showing for that quiz.

**Allow a Student to Take an Expired Quiz**

To allow a student to take an exam once the exam date has expired:

1. From the **Build tab**, click **Assessment**

2. Select the action link next to the particular exam or quiz you wish to modify. Select **Edit Properties** and change the dates. **Note:** all students will see the change in date, but the next step will address this issue.

3. Select the action link again and choose **Selective Release**.

4. Choose **Add Member Criteria**; check the box next to the student name and press **Save**.

5. The criteria will appear for confirmation, check the box next to it and click **Save**. **Note:** If the student is retaking a quiz, you must reset the initial submission.