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## Wallace State Community College Blackboard

### Boot Camp B

Blackboard 9.1

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#### Assignments, Grade Center, and Assessment

- **Assignments**  
*Creating, administering and grading an assignment*
  - **Tests/ Assessment**  
*Creating, administering and grading a test or quiz*
  - **Grade Center**  
*User interface, grade assignments, send e-mail and download assignments*
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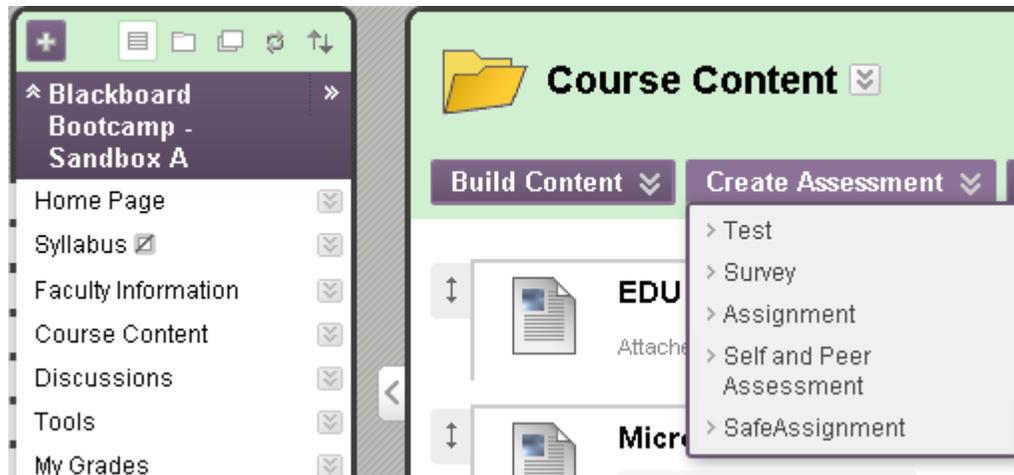
#### Adding an Assignment to Blackboard

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The Assignments Tool provides students with a place to upload documents or submit work. Instructors can then use the Grade Center to view and grade student submissions.

**IMPORTANT:** If you set the time of midnight as a due date, understand the assignment is due on the dates first minute of the 24 hour day – early in the morning. Select End of the Day if you intend to have it due late that night by 11:59pm.

1. From the Course Menu, click on the link to the Content area.
2. Decide where to add the assignment: on the main page of the content area or within an existing folder or learning module on that page.
3. Mouse over the **Create Assessment** button, then choose **Assignment**.

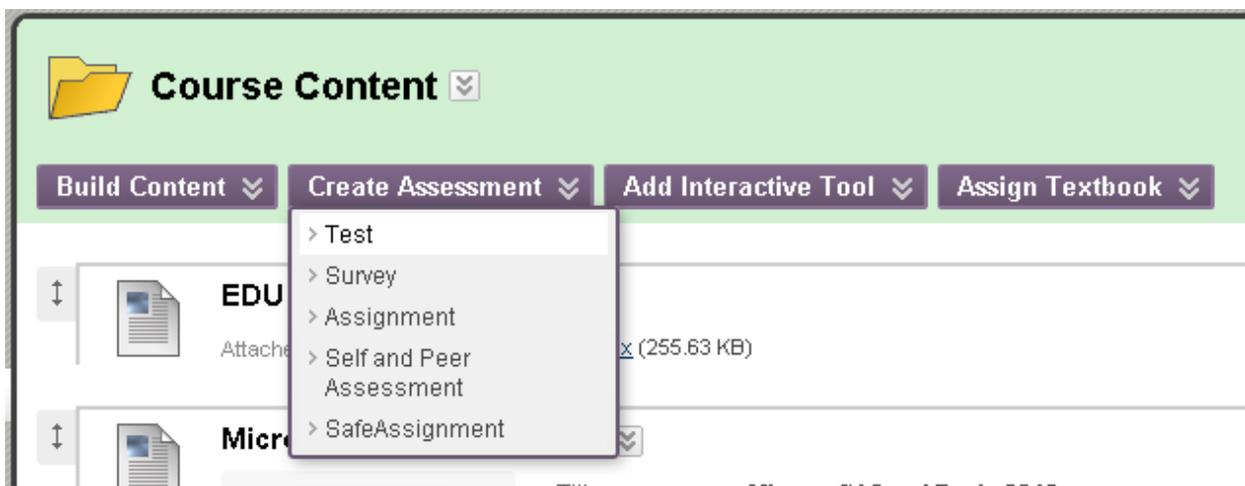


4. On the Create Assignment screen, at a minimum enter a Name and Points Possible.
5. Tell students if you want them to paste the text of their assignment into the Submission area, upload a file by clicking on Browse for Local File, or use both areas. The Comments box is used for students to enter questions or notes to the instructor about their submission. Also include how many times they can submit, as well as importance of choosing Submit so that you receive their assignments.
6. **Make the Assignment Available:** uncheck this field if you don't want to release the assignment to students yet; you can also keep the assignment available but restrict its visibility via the Limit Availability dates.
7. **Number of Attempts:** if you want to track iterative progress, select Allow unlimited attempts or a specific Number of attempts. For multiple attempts, each time a student clicks Submit, an attempt is recorded.
8. **Limit Availability:** if Make the Assignment Available is checked, then optionally set dates/times for when this assignment should appear to students and/or when it should stop appearing. Enter a date/time or click the Calendar and Time icons and choose a date/time. Several combinations are available:

- Set a future date/time the assignment should appear and stay appearing: check Display After and enter date/time but leave Display Until alone.
  - Have the assignment begin appearing immediately but stop appearing at a future date/time: leave Display After alone but check Display Until and enter date/time.
  - Set a window for when the assignment should appear and stop appearing: check Display After and enter date/time, and check Display Until and enter date/time.
9. **Due Date:** optionally check the box for the Due Date and enter a date/time for the assignment deadline or click the Calendar and Time icons and choose a date/time.

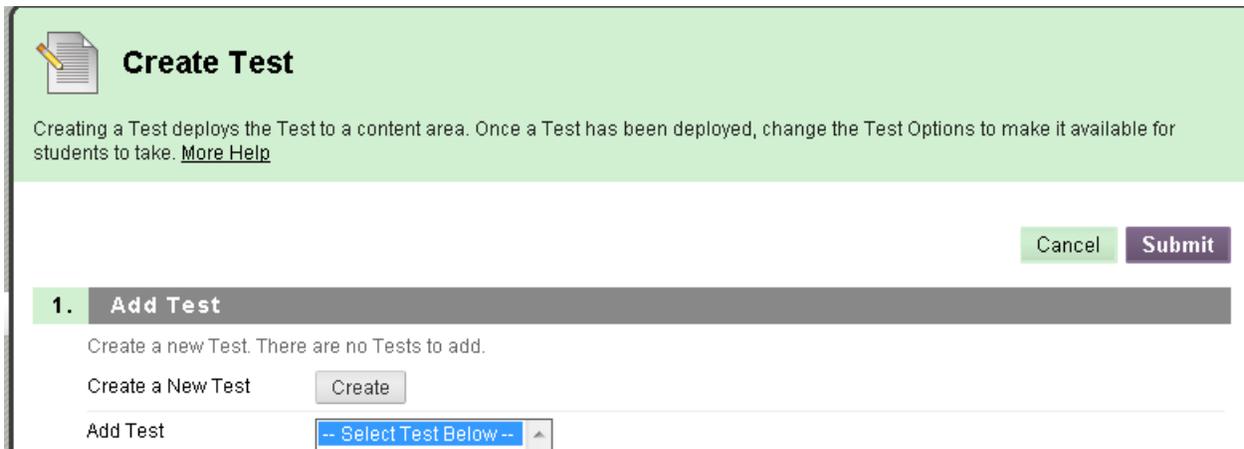
### Creating a Test or Quiz

1. Click the drop-down arrow button in the Create Assessment button.
2. Select Test. Click the Create button to add a test on the next screen.



3. On the Test Information page, enter a Name, Test Description, and Instructions. Click the Submit button.
4. Click the Create Questions button on the Test Canvas.

5. Each type of question type will give instructions on how to create that type of question.



6. Create all the questions for the test with point values. Click Submit when the test is complete.

## Making a Test or Quiz Available

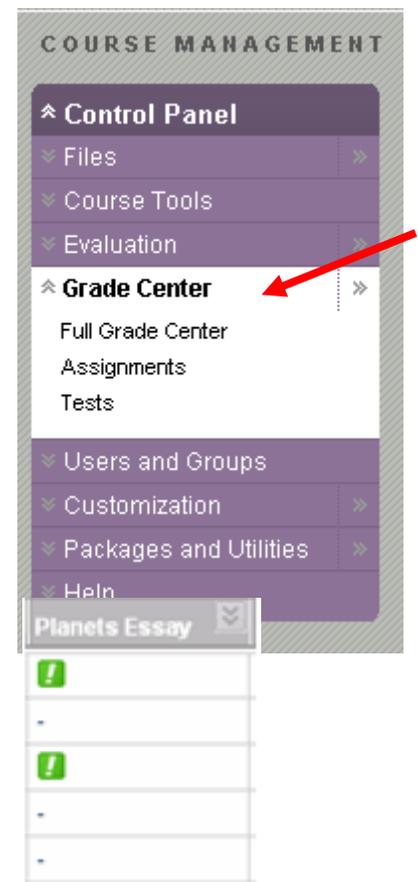
1. After the test has been created, click the drop-down arrow to the right of the test name.

## Grade Center

The Grade Center is more than just a way to record students' grades; it is a dynamic and interactive tool.

### To view and grade submissions from the Assignments tool

1. In the Control Panel, select Evaluation, then select Grade Center.
2. In the Grade Center, you have the option of viewing the Full Grade Center or just viewing the assignments or tests columns.

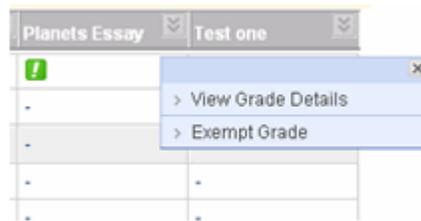


3. If the assignment has never been graded, you will see the Needs Grading icon . For example:

4. Hold your cursor over the grade cell until the drop-down arrow (or action link) appears:



5. Click the action link and choose View Grade Details.



6. On the Grade Details page, in the Attempts section, click the drop-down arrow to the right of the Needs Grading icon – green exclamation mark. For example:

 **Grade Details**

[Jump to...](#) [View Rubric](#)

User **Student User1 (suser1)** < > Column **Chapter 1 P 73 (Assignment)** < >

**Current Grade:** **Needs Grading**  out of 100 points  
 Grade based on Grade of Last Attempt  
 Due: None  
 Calculated Grade  
[Grade Attempts](#)

**Edit** [Manually Override](#) [View Column Details](#) [Grade History](#)

Delete

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Oct 25, 2010 8:14:45 AM (Needs Grading)				<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/>

7. Choose View Attempt

8. After choosing View Attempt, the Grade Assignment page appears. Review, grade, and provide feedback on the submission.

9. Read the submission or if the student attached a file, **open** or **download** the file by selecting its link. You can also right-click on the link and choose Save Target As to download a file.

**2. Review Current Attempt**

Submission

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Attached Files [palace.tif](#)

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Comments

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**3. Grade Current Attempt**

 Grade  out of 100

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Feedback to User

- Enter the Grade and any Comments for the student. If you downloaded the student's file and made changes to it, use Browse for Local File to find that file, then select Attach File to upload it. You can attach multiple files by repeating this process.

## Action Buttons

The four buttons at the top of the Grade Center are called the Action buttons.

The screenshot shows the top of the Grade Center interface. At the top left is a small icon of a person and the text "Grade Center: Full Grade Center" with a dropdown arrow. Below this is a paragraph of text explaining screen reader mode. A row of five buttons follows: "Create Column", "Create Calculated Column" (with a dropdown arrow), "Manage" (with a dropdown arrow), "Reports" (with a dropdown arrow), and "Filter". To the right of these buttons is a "Work Offline" button with a dropdown arrow. Below the buttons is a navigation bar with "Move To Top" and "Email" (with a dropdown arrow) on the left, and "Sort Columns By: Layout Position" (with a dropdown arrow) and "Order: ▲Ascending" (with a dropdown arrow) on the right.

## Grade Center Terminology

<b>Create Column</b>	Click to add a column that represents a gradable item in the course.
<b>Create Calculated Column</b>	Calculated Columns perform functions such as weighting grades. Calculated Columns can also perform averages and totals on sets of grades.
<b>Manage</b>	<p>Customize the Grade Center by adding Categories, Smart Views, Grading Periods and Grading Schemas.</p> <p>Organize the order of columns.</p> <p>Hide/Show Users to reduce number of rows in grid.</p> <p>Send emails to Users and Observers.</p>
<b>Reports</b>	<p>Generate Reports on one or many students using Grade Center data. Reports are generated and printed out for the individual students in the report.</p> <p>Display history of all grade changes in the course.</p>
<b>Work Offline</b>	<p>Upload data into the Grade Center from an external source file.</p> <p>Download data from the Grade Center in a delimited file format.</p>

<b>Current View</b>	Toggle back and forth between different views of the Grade Center, each of which can be set as the default view.  Possibilities include the Full Grade Center, Preview of My Grades, Final Grade View, Smart Views, and Grading Periods.
<b>Sort Columns By</b>	Sort the spreadsheet by: Categories, Column Creation Date, Alphabetically by Display Name, Due Date, Layout Position, and Points Possible.
<b>Order</b>	Set the default order, Ascending or Descending, when columns are clicked on for sorting.

### **Enter or Change a Grade in the Grade Center**

1. Click cell on the Grade Center spreadsheet.
2. Enter a new grade or edit an existing grade and press Enter.
3. Another grade can be entered while the grade in the previous cell is being saved.

### **Delete a Grade**

1. Click grade in the Grade Center spreadsheet.
2. Press Backspace or Delete and then Enter.

### **Drop a Grade**

1. **Exempting a Single Grade:** Click the drop-down arrow button in the grade cell and select Exempt Grade.
2. **Dropping Grades Automatically:** You can set a Calculated Column to automatically drop any number of lowest or highest grades. After selecting the Columns and Categories, enter a number in Drop Highest or Drop Lowest fields.

## Erase an Attempt

1. To erase an attempt, on the Grade Details page in the Attempts area, click the drop-down arrow button next to the value and choose Clear Attempt.

## Create a Grade Column

1. Click Create Column.
2. Enter a Column Name and Points Possible.
3. Optionally enter a Due Date and decide on options.
4. Click Submit.

**Options Available for Grading:** More display options, such as letter grade schemes, can be defined in the Manage > Grading Schemas area:

**Complete/Incomplete** = use for check off items, such as marking Attendance or Pass/Fail items. This is the default option for surveys. A appears for the grade once you enter a value.

**Letter** = display the grade as a letter grade, such as A, B, C, D, etc., that equals a specific range of percentages. The system default letter grade scheme is viewable in the Manage > Grading Schemas area and can be modified. For example, 94% to 97% equals an "A" Letter grade. Typically, letter grades are reserved for final grades.

**Percentage** = display the grade as a percentage of the total points. Percentage is calculated as  $\text{Score} / \text{Points Possible} * 100$ . For example, if 50 is the total and you gave someone a score of 40, then the percentage would read 80% in the Grade Center (and My Grades).

**Score** = the default option, which displays the raw score earned by the individual. There is a limit of 6 digits, including any decimal points; e.g., 100.00 or 123456.

**Text** = allows you to enter any string as the score for a Grade Center item. It does not have any calculable value. Scores that

are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values. TIP: The Text option is good if you want to just enter comments or feedback to students to show in their My Grades area.

### Running Total

- Example of calculation behavior when Calculate as Running Total = Yes: an individual has done "A" work on the first 4 assignments in the course, and there are 12 assignments total to be graded. As this person completes these first 4 assignments, assume she sees a 95% because that is how well the student has achieved on just those 4 assignments. Assignments 5-12 are not figured into the total yet, not until they are graded.
- Example of calculation behavior when Calculate as Running Total = No: an individual has done "A" work on the first 4 assignments in the course, and there are 12 assignments total to be graded. As this person completes these first 4 assignments, assume she sees a Total as 24%. The system has calculated that percentage based on the grading of 12 assignments, not just 4. Assignments 5-12 are figured into the total as a 0 for each. But once these assignments are given a true grade, the Total will increase automatically.

### Create a Weighted Column

1. Click Create Calculated Column.
2. Select Weighted Column.
3. Enter a Column Name.
4. Select Columns and Categories to include.
5. Set the percentage of the total for each category.
6. Click Submit.

**IMPORTANT:** The **default** setting for calculated columns is to include **only** items that have grades or attempts. If you want to include **all** items in the calculations, where a value of 0 is used for items with no grades, you must select **No** for the **Calculate as Running Total** option.

### Delete a Column

1. Click the drop-down arrow button in the Column header.

2. Select Edit Column Information or Delete Column.
  3. Click OK on the warning message (when deleting).
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## Grade Center: Calculating Grades

New courses and restored courses will contain two calculated columns: a Total points (Score) column and a Weighted Total (Percentage) column. The instructor can configure the settings of these two columns.

### The two options for weighting:

- Weight by Item is to weight grades by name as they are defined in the Grade Center. For example, the midterm exam can be weighted differently than the final exam. Enter the percentage to weight each item in the Selected Columns area.
- The Weight by Category is to weight grades by the category. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the Selected Columns area. **NOTE:** When Weight by Category is selected:
  - Each item in a category is worth the same weight, regardless of total points. For example, if quizzes are worth 25% as a category, a quiz worth 50 points will not be weighted more than a quiz worth 15 points.
  - The weight for each item is calculated by taking the weight for the category and dividing that by the number of items in the category.
  - The number of items in the category is counted as the number of items the instructor has created in that category. Therefore, if Quizzes have a 100% weight and a student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the instructor adds a second quiz, the student's weighted total will drop to 50%, since the weight for each item is divided by two. Since the student has not taken the second exam yet, their score for it is zero.

## Weighted Grades

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages.

1. In the Grade Center, click the drop-down arrow to the right of the Weighted Total column.
2. Select Edit Column Information.

3. You can either weight your grades by column or by category.

The following diagram displays the workflow for creating a Weighted Grade column based on three (3) categories:

**Assignments Category = 30%**

**Discussions Category = 20%**

**Test Category = 50%**

**Select each column or category and press the arrow to select the column. You can set percentage, drop grades, and weight proportions.**

Columns to Select:

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Total  
Discussion Board:Internet Newbie?  
Course Scavenger Hunt  
Test 1  
Test 2  
Test 3

Column Information

Categories to Select:

Survey  
Problem Set  
Quiz  
Attendance  
Essay  
Exam

Category Information

\*30 % Category: Assignment

Weight Columns:  Equally  Proportionally

Drop Grades OR

Drop  Highest Grades  Use only the

Drop  Lowest Grades  Lowest Value to Calculate

Highest Value to Calculate

\*20 % Category: Discussion

Weight Columns:  Equally  Proportionally

Drop Grades OR

Drop  Highest Grades  Use only the

Drop  Lowest Grades  Lowest Value to Calculate

Highest Value to Calculate

\*50 % Category: Test

Total Weight: 100 %

## Work Offline

This drop-down list allows instructors to filter the Grade Center items. Only items that match that type will appear in the Spreadsheet View.

- **Upload:** Instructors may upload Grade Center information into Blackboard using the Upload Grades feature. The upload will fail if the user name for each row of data is not present. Also, the Grade Center will not process the data for any user that is not enrolled in the

course. Changes to the first name and last name columns will not be processed.

- **Download:** Instructors can download and save a Grade Center as a comma-delimited file for use in a spreadsheet program such as Microsoft Excel. This file, or Grade Center items in this file, can be uploaded back to the Grade Center at a later date.

## Modifying Grade Schemas

Blackboard has a default Grading Schema (below), which instructors may modify.	
97% to 100% (or higher) = A+	77% to 80% = C+
94% to 97% = A	74% to 77% = C
90% to 94% = A-	70% to 74% = C-
87% to 90% = B+	67% to 70% = D+
84% to 87% = B	64% to 67% = D
80% to 84% = B-	60% to 64% = D-
	59 or below = F

1. To modify the Blackboard default Grading Schema, or add a new scheme, go to the Manage button in the Grade Center.
2. Choose Grading Schemas.
3. You will now see a list and unless you have added other schemes already there will be only Letter listed.

## 2. TEST AVAILABILITY

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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

Test must be completed the first time it is launched.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test.

Hours  Minutes

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.

Password

Require a password to access this Test.

Password

- 2. Make the Link Available:** when you create a test, the link to it is not visible to learners until you select Yes to turn it on. Likewise, if you want to turn off the test/survey so that learners can no longer take it, select No here.
- 3. Multiple Attempts:** check here if you want learners to be able take the test multiple times - either an unlimited number of attempts or a specific number of attempts. The status of multiple attempts is displayed to learners when they open the test.
- 4. Force Completion:** when un-checked, learners can save their responses, leave the test or survey, and resume taking it in a later session. When checked, learners must complete the test or survey first time it is launched; they may not exit and re-open it at a later date. The Save button is available for learners to save

the test/survey as they work through it, but they may not exit and re-enter. A Force Completion test or survey is noted and explained to learners when they open the test.

5. **Set Timer:** check here to set a time limit for finishing the test. If this option is selected, enter the amount of time to allow for the test in the hours and minutes boxes. The time elapsed is displayed to the learner as they are taking the test. The clock starts as soon as the learner opens the test. Depending on time limit, learners will receive both a five-minute and one-minute warning as they approach the time limit. If someone goes over the limit, they will still be allowed to submit, however, they will not receive a grade. The status of the test will be "Needs Grading." In the Grade Center, you will have to review the test and the time they exceeded, in order for you to change or accept the score.
6. **Set password:** check here to require that learners enter a password to access this test. Enter a password no longer than 15 characters. Passwords are case sensitive. Learners must enter the password before they can open the test, which helps increase security for on-line tests. When used in a proctored testing environment, proctors can change the password after each testing session so that those who have already taken the test cannot share it with those who have not yet taken the test.