



## Blackboard Version 9.1 - Assessment Tools

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### Edit mode

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The most important detail instructors need to know about Blackboard 9.1 is where to find the Edit Mode button which allows instructors to manage their courses. This button is located in the upper-right corner of each Course area and in any subfolders. With **Edit Mode ON** you can easily manage course content. With **Edit Mode OFF** you see what your students see.

## Tools for Assessment

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**Rubrics** – Provide a tool to create rubrics (qualitative evaluation criteria).

**SafeAssignment** – These assignments created are compared against a database composed of millions of articles, books, Internet sites, and previously submitted student papers in an effort to combat plagiarism.

**Tests/Surveys Manager** – Tests/Surveys can be created, exported, edited, or deleted from this area.

**Pools** – The Pools serves as a repository for test questions so that they can be stored for repeated use.

**Course Reports** – These reports provide information about student activity, content usage, course standards, and course objectives in the course.

**Early Warning System** – This rule-driven tool sends an email message to students when the criteria for a pre-determined rule are not met. Rules may be based on test score, due date, or course access. Notification messages are customizable and a notification log is created for each student who receives an Early Warning message.

**Performance Dashboard** – This tool provides an up-to-date report on the activity for all students.

**Needs Grading** – Attempts ready for grading or review will be displayed on the Needs Grading page. The items in the list can be sorted and filtered. Instructors may easily access assignments and tests and provide feedback through the Needs Grading page.

**Full Grade Center** – Assignments automatically add a column to the Grade Center for each student. Instructors may easily access assignments and tests and provide feedback through the Grade Center.

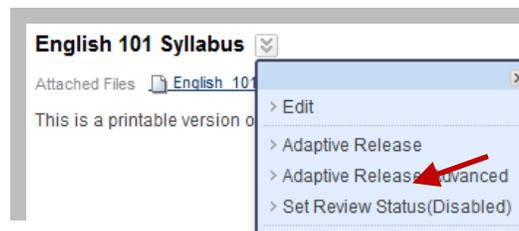
## Enabling Review Status

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How can I tell whether students have viewed materials in my Blackboard site? **Review Status** allows instructors to track user review of specific Content items. The default setting of Review Status is disabled, and therefore it should be enabled by the instructor for each individual item to be tracked.

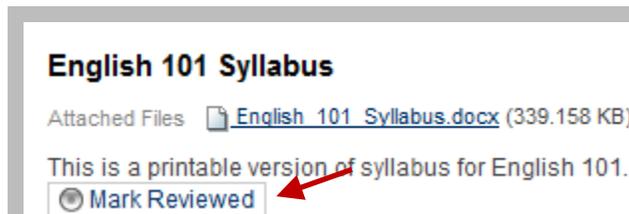
### Enabling Review Status

1. Click on the Action Link (chevron) next to a Content item.
2. Select **Set Review Status (Disabled)**.
3. On the Review Status page, choose the **Enable** option.
4. Click **Submit**.



### Viewing Review Status

When enabled, users are presented with a **Mark Reviewed** button. Users click the button to acknowledge they have reviewed the material. Once clicked, the button changes to



**Reviewed.** Instructors can check the status of user reviews from the **User Progress** page or the **Performance Dashboard**.

## Statistics Tracking

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**Statistics Tracking** enables an instructor to view detailed usage statistics on selected content items for all enrolled users or selected users. The default setting of Statistics Tracking is disabled, and therefore it should be turned on by the instructor for each individual item.

### Enabling Statistics Tracking

1. Click on the Action Link (the two arrows pointing downward) next to a Content item.
2. Select **Statistics Tracking (On/Off)**.
3. On the Statistics Tracking page, choose the **On** option.
4. Click **Submit**.

### Viewing Statistics Reports

1. Click on the Action Link (the two arrows pointing downward) next to a Content item.
2. Select **View Statistics Report**.
3. Click on the Action Link next to **Content Usage Statistics** and click **Run**.
4. On the **Run Reports** page, select the desired **Format, Users, Start Date,** and **End Date**.
5. Click **Submit** to run the report.

## Accessing Course Reports

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1. Select **Evaluation** from the **Control Panel** area.
2. Select **Course Reports** and the desired criteria:
  - **User Activity in Content Areas** displays a summary of user activity in Content Areas.
  - **User Activity in Forums** displays a summary of user activity in Discussion Board Forums.
  - **User Activity in Groups** displays a summary of user activity in Groups.
  - **Overall Summary of User Activity** displays user activity for all areas of the course, as well as activity dates, times and days of the week.
3. Using the drop down menu next to the desired report, select **Run**.
4. Select the **Report Specifications** and click **Submit** to run the report.

## Performance Dashboard

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This tool allows instructors to view key information and outcomes for all users. The Performance Dashboard displays the last time a user logged in, their course role, Adaptive Release criteria, Review Status for content items, and grades.

1. Select **Evaluation** from the **Control Panel** area.
2. Select **Performance Dashboard**.

- This brings you directly into the Performance Dashboard where you can see students' **Last Name, First Name, Username**, and their **Role** in the course.
- **Last Course Access** is shown next and it gives you the date and time the student last entered the course in Blackboard. If they have never entered the course it says *Never* next to the students' role.
- **Days Since Last Course Access** shows the exact number of days since students have been inside the course. It keeps a count from their last course access to the present day.
- **Review Status** needs to be enabled for use. If enabled, it lets you see how many items have been viewed in the course. Click the number underneath Review Status which brings you to the content item, if the item is visible, and if the student has reviewed the item.
- **Adaptive Release** needs to be enabled within the course to view the Adaptive Release status. If this is enabled, you will see what the students have Reviewed, Not Reviewed or what is Visible or Not Visible to the students within the course.
- **Discussion Board** shows you how many Discussion Boards the student has taken part in. Click the number underneath Discussion Board to show the forums they have participated in, the total number of posts, date of last post, average, minimum, and maximum post lengths, average post position, and their grade if that is enabled. Click Email user to send the student an email.
- **Early Warning System** needs to be enabled within the course. If this tool is enabled it shows the number of warnings and the number of rules. Click number under Early Warning System to open and show rules enabled in the course. Click Notify to send the student an Email notification that the Grade Center item is due.
- **View Grades** allows the instructor to open and view the students' grades, statistics, and personal information.

## Early Warning System

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1. Select **Evaluation** from the **Control Panel** area.
2. Select **Early Warning System**.
  - **Grade Rule** identifies when a students' performance on an item is equal to or below a certain level.
  - **Last Access Rule** identifies the last time a student accessed the course online.
  - **Due Date Rule** identifies when a student does not complete course work when it is due. This only works with Assignments or Assessments created through Blackboard. Due Date Rules cannot be created for manually graded items.

### Creating a Grade Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Grade Rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > click **Submit**.

### Creating a Last Access Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Last Access Rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > click **Submit**.

### Creating a Due Date Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Due Date rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > click **Submit**.

### Checking Early Warning Rules

Blackboard does not automatically check the Early Warning Rules or send Notifications. Faculty will need to click the **Refresh** button to generate warnings and send Notifications.

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Select the rule you want to view and click **Refresh**.
3. To view the history, select **Review Rule Status** in the drop down menu next to the Rule Name.
4. Select the students to **Notify**.

## Creating Tests in Blackboard

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1. Select **Course Tools** from the **Control Panel** area.
2. Select **Tests, Surveys, and Pools**.
3. Select **Pools**.
4. You now have the option to **Build Pool** or **Import Pool**.

### Pool Manager

1. Select **Build Pool**, enter the **Pool Information**, and click **Submit**.
2. The **Pool Canvas** allows you to **Create Question**, **Find Questions**, or **Upload Questions**.
3. To **Create Question** select the Question Type from the drop down menu.
4. Enter **Question Text** and **Answers** and click **Submit**.

### Test/Survey Manager

1. Select **Build Test**, enter the **Test Information**, and click **Submit**.
2. The **Test Canvas** allows you to **Create Question**, **Reuse Question**, or **Upload Questions**.
3. To **Create Question** select the Question Type from the drop down menu.
4. Enter **Question Text** and **Answers** and click **Submit**.

## Deploying Tests

Tests can be deployed in the content area where you want students to locate them.

1. Select the **Course Documents** area where you want to deploy the test.
2. From the **Create Assessment** drop down menu select **Test**.
3. In the **Add Test** area select the Test you wish to deploy and click **Submit**.
4. In the **Test Information** area, enter the **Name** of the Test and a **Description**.
5. Select the **Test Availability, Self Assessment, Test Feedback, and Test Presentation** options and then click **Submit**.

## Assignment Manager

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1. Select the **Course Documents** area where you want to deploy the Assignment.
2. From the **Create Assessment** drop down menu select **Assignment**.
3. In the **Assignment Information** area, enter the **Name** and **Instructions**.
4. **Attach a File** if desired. File name is used as a title of the file by default. Type a descriptive assignment name in the **Link Title**.
5. In the **Grading** area, enter the **Points Possible**.
6. Select the **Availability, Due Dates, Recipients** and then click **Submit**.

## Rubrics

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A Rubric is a tool that lists evaluation criteria for an assignment. Blackboard 9.1 enables instructors to create and view rubrics when they grade student assignment. Rubrics help instructors explain their evaluations to students and help students organize their efforts to meet the requirements of an assignment.

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment. There is no limit to the number of Rubrics that can be created.

### Creating a Rubric

1. From the Control Panel area select **Course Tools > Rubrics**.
2. Click on the **Create Rubric** button.
3. In the **Rubric Information** area, enter the **Name** and **Description**.
4. Create a rubric by entering **Criteria** (rows) for measuring **Levels of Achievement** (columns).
  - Each row and column can be edited or removed using the contextual menu next to the row and column names.
  - Rows and columns can be added by using the Add Row and Add Column buttons.
  - Checkmark the **Show Points** option to provide points for each Levels of Achievement.
5. Click **Submit**.

## How to Associate a Rubric

Associated rubrics are visible under the grading and rubrics settings of the following test questions; **Assignments, Essay, Files Response, and Short Answer** as well as **Blogs and Journals, Wikis, Discussion Board** threads and forms, and through the Edit Column Information in the Grade Center.

To associate a rubric during the editing or creation process, point to Add Rubric and choose one of the options.

- Select Rubric associates a rubric that has already been created in the Rubrics area of Course Tools.
- Create New Rubric opens a pop-up window to allow immediate creation of a new associated rubric.
- Create From Existing uses a previously created rubric as a template to create a new associated rubric.

When associating a points-based rubric, the option to use the rubric's point value as the Points Possible will be available after clicking Submit on the rubric creation or selection page.

## Adding a Rubric to a Grade Column in the Grade Center

1. From the Control Panel area select **Grade Center > Full Grade Center**.
2. Locate a Grade column which you want to add a rubric.
3. Click on the **Action Link** (the two arrows pointing downward) next to the Grade column name.
4. Select the **View and Add Rubrics** option.
5. Click on the **Add Rubric** button.
6. Checkmark the desired rubric(s).
7. Click **Submit**.

**NOTE:** Once a rubric is added to a grade column in the Grade Center, you can view the rubric and add point values and feedback when you grade student performance within a grading widget for Blogs, Journals, Wikis, etc. Look for **View Rubric** button when you grade student performance within a grading widget.

## SafeAssignment

1. Select the **Course Documents** area where you want to deploy the Assignment.
2. From the **Create Assessment** drop down menu select **SafeAssignment**.
3. Enter the **Information** of the SafeAssignment.
  - Enter a **Name**, the number of **Point Possible**, and specific **Instructions** for the SafeAssignment. The point value will be shared with the Grade Center Item created for the SafeAssignment.
  - Select whether or not (“Yes” or “No”) you want the SafeAssignment to be visible to students.
  - Click the checkbox of **Track Number of Views** to track views of this item by students.
  - Set the date range when students can interact with the SafeAssignment. You must select the checkbox first, and then set the date.
    - **Display After:** The assignment will not be visible to students until a specific date you set.
    - **Display Until:** The assignment will be closed
  - Select **Draft** only if you want to allow students to submit their paper for “originality” without submitting it to the institutional database. The SafeAssignment created as a “Draft” will not be

graded. Create a second version of the SafeAssign if you want to allow students to submit a final paper for grading.

- Do not select **Urgent Checking** unless you want the originality report right away. Originality reports are usually returned within 15 to 30 minutes after submission.
- Select **Student Viewable** only when you want students to be able to see the report generated (originality report) after submission.

4. Create an Announcement about the SafeAssignment if desired and click **Submit**.

## Getting Help with Blackboard

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There are several ways to get help with Blackboard 9.1.

- Email: [tiltsupport@csufresno.edu](mailto:tiltsupport@csufresno.edu)
- Resource Center located on the second floor of the Henry Madden Library in Studio 2: 559-278-7373.
- Technical Support information: <https://blackboard.fresnostate.edu/bb/support.shtml>