university of groningen

USER MANUAL
ASSESSMENT FOLDER

ASSESSMENT TOOLS
BUILDING BLOCK VERSION: 2.0

Last updated: 01-11-2013

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PREFACE

The Assessment Folder is a Blackboard tool built to let instructors present several assessment items as a single exam and to manage it in an easy way. Students taking the exam get a clear overview of their progress during the exam. Instructors can print their exam at once, collect or print individual student submissions and grade all the assignments.

INSTRUCTOR FUNCTIONALITY

As an instructor you can add several assessment items to a folder. Static items to provide instructions, essay assignments and Blackboard tests are currently supported. Essay assignments can be used to let students write their answer in a Word-like editor in which you can set a limit to the number of words and students will have a continuous backup available. Blackboard tests can be used to compose a test of different question types, like multiple choice, matching and ordering, calculated formulas, etc.

The folder provides easier ways to grade your student's essay submissions by displaying them student-by-student, assignment-by-assignment, in a matrix-wise view or to print them. You could also print the complete exam for archiving purposes, for students with special needs or for emergencies.

The following screenshots give a first impression of the way an Assessment Folder looks. Figure 1 shows the instructor manage view in which you design your exam and manage it during the test or afterwards. Figure 2 shows the student view with the personal progress badges on the right.

Figure 1: Instructor manage view for an Assessment Folder

Figure 2: The corresponding student view.

CREATING AN ASSESSMENT FOLDER

- Open the course in which the Assessment Folder should be created
- Open/make a content area
- Under Build Content, navigate to Assessment Folder
- The screen on the next page appears:

1. Fill in the title and description of the Assessment Folder
2. Choose whether you would like to create a course menu button for the Assessment Folder or to just show the folder on the page where you created it. If you choose to move the folder to the course menu it will not be visible on the current page anymore.
3. Choose which computers may access this folder:
   - No restrictions, every computer can have access
   - Only RUG computers can have access
   - Only AJH computers (row A-L) can have access
   - Only test range can have access (not applicable for regular courses)
4. Choose:
   - The availability of this item for users
   - Whether or not the number of views need to be tracked
   - Possible date restrictions.
5. Submit your settings

An empty Assessment Folder is created and you can start creating your assessment content. You can always return to the settings screen by selecting an Edit from the dropdown menu next to your folder title (both from the screen in Figure 1 and from the content area in which the folder is placed).

Create new Assessment Folder

An Assessment Folder is a type of folder in which you can add Essay Assignments and Blackboard tests. By using this folder you can manage several assessments items at once and provide students with a quick overview of their progress while taking an exam.

✱ Indicates a required field.

[Cancel] [Submit]

1. Information

✱ Title   Assessment Folder

Color of Title   ■ Black

Instructions

Path: p   Words: 0

2. Creating A Menu Item

Turn this item into a course menu item. You can choose to "move" the item to the menu (removing it from the content area), or make the menu item just a shortcut to the item (which stays in the content area). If you "move" the item then no further editing is possible! Note that the content item will be removed if you were to remove the menu item in the future!

◉ Do not make a menu item.
◯ Make a menu item, and remove this content from its current folder.

3. Folder Details

Access Restriction
☑ geen restrictie
☐ alle computers @ RUG
☐ AJH toetszaal rij A
☐ AJH toetszaal rij B
☐ AJH toetszaal rij C
☐ AJH toetszaal rij D
☐ AJH toetszaal rij E
☐ AJH toetszaal rij F
☐ AJH toetszaal rij G
☐ AJH toetszaal rij H
☐ AJH toetszaal rij I
☐ AJH toetszaal rij J
☐ AJH toetszaal rij K
☐ AJH toetszaal rij L
☐ test range

4. Options

Permit users to view this item   ◉ yes ◯ no

Track number of views   ◯ yes ◉ no

Choose date restrictions   ☐ 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.

5. Submit

Click Submit to proceed. Click Cancel to quit.

[Cancel] [Submit]

Figure 3: Assessment Folder creation settings.

CREATING CONTENT IN THE ASSESSMENT FOLDER

Create static item

An item is a type of file, text or image that appears to users to provide them with instructions or an introduction on a specific subject.

How to create an Item:
- Open the Assessment Folder
- Click **Add Item**
- The following screen appears
- Create a regular Blackboard item

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help

✱ Indicates a required field.

Cancel   Submit

1. **Content Information**

   ✱ Name

   Color of Name   ■ ○ Black

   Text

   Path: p   Words:0

2. **Attachments**

   If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

   Attach File   Browse My Computer   Browse Content Collection

3. **Standard Options**

   Permit Users to View this Content   ● Yes ○ No

   Track Number of Views   ○ Yes ● No

   Select Date and Time Restrictions ☐ 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.

4. **Submit**

   Click Submit to proceed. Click Cancel to quit.

   Cancel   Submit

Create Essay Assignment

An essay assignment is an essay which can be completed by students and can be graded by course instructors or graders.

How to create an Essay Assignment:
- Open the Assessment Folder
- Click **Add Essay Assignment**
- Following screen appears
- Create a regular essay assignment

Create a Test

A Test can contain multiple questions of several types, like multiple choice, numeric answer, etc. Note that grading tests and providing feedback takes place through Blackboard's Grade Center.

How to create a Test:
- Open the Assessment Folder
- Click **Add Test**
- The following screen appears

Add existing Test:
- Choose an existing test
- Submit the test

Add new Test
- Navigate to 'create'
- The following screen appears (see next page)
- Create regular Blackboard Test, check for more information the standard Blackboard user manual

THE STUDENT'S PERSPECTIVE

When the student navigates to the Assessment Folder he will see the following screen, showing the contents of the folder and his personal progress in the badges on the right:

Figure 4: Initial student view for a folder.

The way students interact with essay assignments or regular Blackboard tests does not change. After saving contents for an item, or submitting it, the student is returned to the Assessment Folder screen which then indicates the updated progress:

Figure 5: Student view after making some progress.

The student can continue to work on the Essay Assignments until he is finished. He can then finalize all assignments individually or use the "Finalize all assignments" button to finalize all items at once. The Assignments can now be graded.

Note that only essay assignments can be finalized this way; Tests have to be finalized separately.
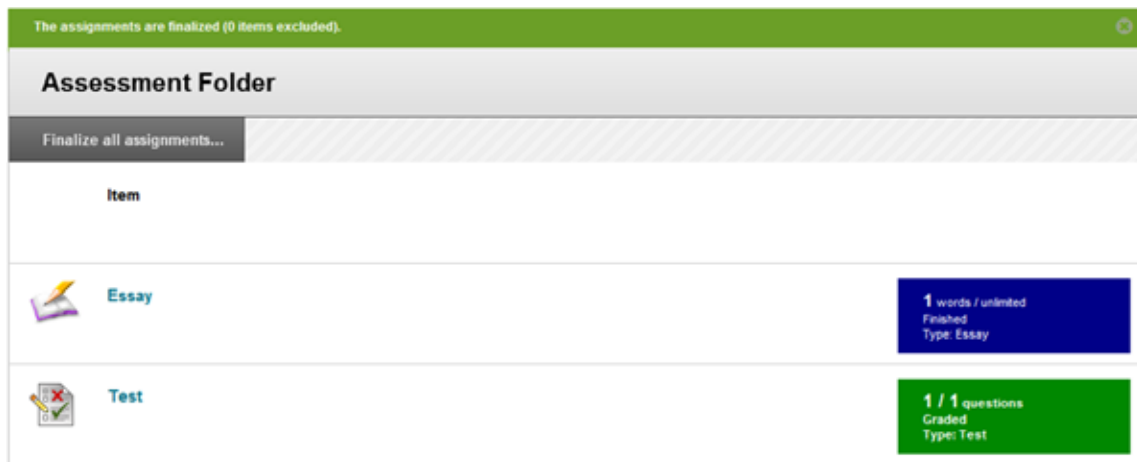

Figure 6: Student view after completing the test and finalizing the essay assignment.

GRADING THE ASSESSMENT FOLDER

How to grade the assessment folder:

- Navigate to the Assessment Folder
- Select the Essay Assignments which need to be graded
- The following screen appears:

Grading settings

You have selected 1 items for grading. Below you can customize the way you grade the items and select the students for which you would like to grade submissions.

Cancel | Start Grading

1. Navigation direction

Direction indicates whether you navigate through the submissions by student or by assignment.

Direction
- By assignment (horizontal)
- By student (vertical)

2. Field selection options

Show student names — no / yes

Show items marked as 'Do not review' — no / yes

Some assessment types allow students to indicate their submission should not be reviewed. Enable this option to ignore this setting and navigate through all submissions.

3. Select students

Select for which students submissions are graded.

Grade submissions of
- All students
- Students selected below:

Username	Name
s1915010	Sombeek, Jurriaan

4. Start Grading

Click Start Grading to start grading. Click Cancel to quit.

Cancel | Start Grading

1. Select the direction of grading. Navigating through submissions is possible by assignment or by student.
2. Select the visibility of student names and the visibility of items marked as 'Do not review'.
3. Select the students who need to be graded
4. The Grade view, as in Figure 7, is opened. On the left a submission is shown, on the right you can provide a grade and feedback. Navigation works as follows:
   a. Depending on the "Navigate by" choice, the blue Previous and Next button navigate to another student or another assignment.
   b. In the matrix below these buttons all submissions are listed with their status or grade if available. Click on a cell to open the corresponding attempt.
   c. Upon switching to another submission, your input in Grade and Feedback is saved; the cell is red during saving and becomes green after the grade was saved.
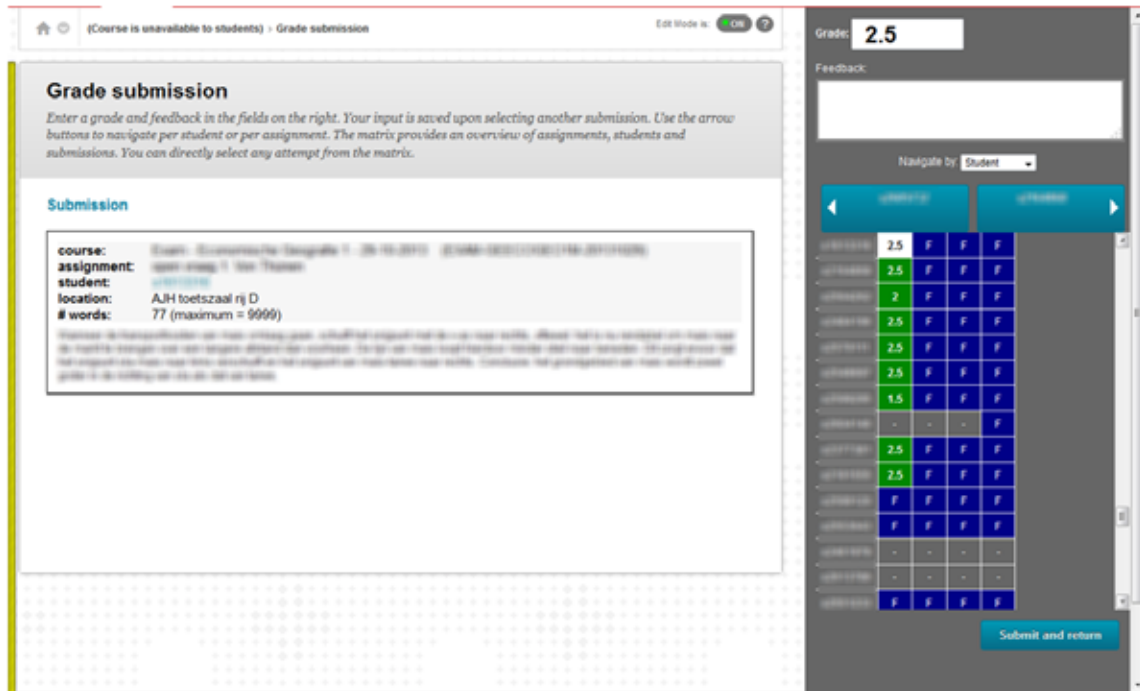
Figure 7: Grade view (personal data is blurred)

PRINTING THE ASSESSMENTFOLDER

From within the Assessment Folder you can print the assessment definition, to create a paper version of the exam, or you can print all the student submissions.

PRINT ASSESSMENT DEFINITION

In case you would like to print the questions as they are defined, you can take the following steps.

- Navigate to the Assessment Folder
- Select the items that should be printed (or select all using the topmost checkbox)
- Click Print/Download > Print question definitions
- Select whether you would like to insert page breaks between each item or not
- Click Print
- You will see a popup from your browser asking which printer to use, select the print options you normally use and click Ok.
- The print operation is starting and you can click "< Back" to return to your folder.

Note: it is not (yet) possible to print questions that are randomly selected from a pool.

PRINT STUDENT SUBMISSIONS

You can choose to print all student submissions. For now, only the submissions for essay assignments can be printed.

- Navigate to the Assessment Folder
- Select the Essay Assignments for which submissions need to be printed
- The following screen appears:

Figure 8: Several print options for printing student submissions.

1. Select the layout options for printing. Grouping submissions is possible by assignment or by student. Select whether you want page breaks.
2. Select the visibility of student names and the visibility of items marked as 'Do not review'. Also select whether you want to print results (grades) and instructor feedback.
3. Select the students for which submissions are printed or select all.
4. Click print to start the printing process.
5. You will see a popup from your browser asking which printer to use, select the print options you normally use and click Ok.
6. The print operation is starting and you can click "< Back" to return to your folder.

OVERVIEW OF AVAILABLE OPTIONS

In the Assessment Folder you can add several different assessment items. Due to technical reasons, some options are not available for some types of content. The table below indicates which tools are available for which item types:

	Item	Essay	Test
Set availability / Delete	✔	✔	✔
Finalize / Reopen	✖	✔	✖
Grade	✖	✔	
Download / Print submissions	✖	✔	
Print questions	✔	✔	✔

✔ Option is supported.

✖ Will not be supported.

(empty) Not supported, but might be supported in future versions.