The Assessment Tool

The Assessment Tool is used to create quizzes, surveys, and self-tests in your Blackboard CE 8 course.

There are 5 major stages in the assessment process:

1. CREATE - Create tests and questions
2. MANAGE - Deploy the test and set the test options
3. TAKE - Have your students take the test and view their results
4. GRADE - Grade your test and analyze statistics
5. REVIEW - Have your students review grades and instructor feedback.

- From the Build tab, you have the ability to create and edit assessments, create questions, and use the Question Database.
- From both the Teach and the Build tab, you have the ability to edit assessment properties.
- Only from the Teach tab can you grade assessments and run reports.

There are three types of assessments:

1. Quizzes: Quizzes are online assessments for which grades are assigned. Quizzes are graded automatically unless they contain paragraph questions, which must be graded by you.
2. Self-Tests: Self-tests are online assessments that allow students to test their own knowledge of the course contents. Self-tests are purely for students' benefit. Grades are not recorded in the Grade Book.

Surveys: Surveys are anonymous online assessments for which no grades are assigned. While instructors can see whether or not a student has completed a survey, the survey submissions themselves are anonymous.

The Assessment Process: CREATING QUESTIONS

There are three overall steps in creating a test:

1. Create questions
2. Create the assessment and add the questions to the assessment
3. Apply settings to the assessment

Although these tasks don't have to be completed in this order, many designers find the process outlined above to be the most efficient way to create assessments.

Creating Questions

There are 9 different types of questions that the Assessment tool supports. The basic question creation process is similar for all question types; only the settings differ between question types:

1. True-false: Students select the validity of a statement
2. Multiple Choice: Students select the correct answer from a series of answers
3. Combination Multiple Choice: Students are presented with a question and a list of answers from which they must choose the combination of items that are correct
4. Fill in the Blank: Students enter text or numbers to complete a statement
5. Jumbled Sentence: Students see a sentence with missing words and select correct words from a drop-down list
6. Matching: Students are presented with 2 lists and must match items from the first list to the second
7. Paragraph: Students write a detailed response to a question or statement (ie. an essay)
8. Short Answer: Students are presented with a question they must answer with a word or short phrase
9. Calculated: Students are required to apply mathematical operations to answer a calculated question. Each student receives one of several unique number sets for solving the problem.

The most commonly-used questions, such as true/false, multiple choice, short answer, and paragraph type questions are explained below.

- **True-False Questions**

To create a True-false question, from the Build tab and from your Course Tools Panel, click the Assessments tool. (If the Assessment tool does not appear in your Course Tools Panel on the left side of your course, refer to the documentation on how to add tools to your course.) Click the Go to Question Database button. Click Create Questions and select True False. The Create Question screen will appear:

Be sure to fill out the form accurately, paying attention to the Required Fields (marked by a red asterisk). Also, be sure to expand the More Options area for additional options. General Feedback is optional, but you can provide your students with more information about this particular question (ie. what chapter in the book covers this question, or what learning objective this question reinforces). You can also organize your questions in your Question Database into Categories if you wish.

You can either Preview your question right from the Create Question screen (via the Preview button), or after you Save your question, you can preview it by clicking the ActionLink next to the question's title and use the Preview option. From the Preview screen, you can also submit an answer to test your grading scheme for that
• Multiple Choice Questions

Multiple choice questions are questions where students are presented with a question and a list of answers from which they must select one or more correct answers.

To create a multiple choice question:

From the Build Tab, click the Assessment link from your Course Tools panel. (If the Assessment tool does not appear in your Course Tools Panel on the left side of your course, refer to the documentation on how to add tools to your course.) Click Go to Question Database. Click Create Question and select Multiple Choice. The Create Question screen will appear:
Enter the title and question text sections.

Complete the Answer text boxes and the optional feedback sections. (Make sure you’re putting your answer choices in the Answer text boxes and not the Feedback text boxes! You can give optional feedback for each answer choice, but just make sure you’re placing the correct text in the correct text boxes.)

In the Answers section, mark the correct answer(s). If there is more than one correct answer, enter the value (%) you want to assign each correct answer.

If you choose to administer a negative score for selecting an incorrect answer, for each incorrect answer, enter a negative value (%) and make sure under Settings you choose “Allow negative score”.

If you want to provide your students with more than 5 answer choices, simply click the Create Additional Answers button.
Click Save (or preview the question as was explained in the True/False section above).

- **Paragraph Questions**

  Paragraph questions are those questions in which a student must answer a question in paragraph or essay format. Paragraph questions must be manually graded by you. You may optionally pre-fill the answer box with a sentence that starts your students’ answer appropriately if you wish. You may also provide a correct response which students can view with their graded questions.

- **Short Answer Questions**

  Short answer questions are questions in which students are presented with a question they must answer in the form of a word or phrase. Students can be required to enter one or multiple answers. With multiple answers, you can require students to provide their answers in a specific order if you wish. To indicate acceptable answers and their values, complete the answer text, the value for each answer, the grading scheme, and whether the answer must be in a specific answer box. Under Settings, you must specify the number of answer boxes shown to students before you specify that answers must appear in a specific order.

The Assessment Process: CREATE ASSESSMENTS

Now that you've mastered creating questions to build your Question Database, you're ready to create assessments and add your questions to them. You can create an assessment and add questions in the same process.

To Create an Assessment and add existing questions:

1. From the Build tab, click Assessments (If the Assessment tool does not appear in your Course Tools Panel on the left side of your course, refer to the documentation on how to add tools to your course.)
2. Click the Create Assessment button.
3. Enter the Title, Description, and select the Type of Assessment you wish to create.
4. Under Template, you can decide whether you want to base this assessment on an existing one.
5. Click **Save and Add Questions**.
6. Click **Add to Assessment** and select the **Existing Questions** button. This will take you into your Question Database.
7. If you have created categories in your Question Database, click on the small plus sign to the left of the category to expand the category so you can view the questions which are contained inside. (If you did not create categories, your questions will appear in a category called "Uncategorized"). Check off the questions you would like to add to your quiz.
8. Click the **Add Selected** button at the bottom of the page. The Assessment screen appears and the questions you have added to it will be shown to you.
9. Assign point values to your questions by typing in the point value in the appropriate text box next to each question in your quiz. Be sure to click the **Update Total** button to save your point value assignments.