



**BLACKBOARD ASSIGNMENTS & ASSESSMENTS WORKSHOP**

Instructors: Susan Pennestri and Gorky Cruz

**Workshop Objectives**

Upon completion of this workshop participants will be able to:

- Describe advantages and disadvantages of online assessment
- Learn best practices using Bb assessments
- Create a test with various question types
- Set test Creation Settings
- Deploy a test within a content area
- Understand availability and test options
- Take an exam to understand the student perspective
- View completed exam via the Grade Center
- Enter points to open-ended test questions
- Clear a student's attempt if technical issue occurs
- Navigate the Grade Center interface
- Create, view, and grade assignments
- Enable tracking of a specific content item
- Monitor the students' overall performance

Blackboard at Georgetown University: <http://campus.georgetown.edu>

Instructors control their Blackboard course through the **Control Panel**. The most basic actions relating to assessments are outlined in the table below.

<b>Create a Test</b>	Control Panel > Test Manager > Add test > Add Forum > Enter information > Choose question type > click GO > continue adding questions > when done, click OK.
<b>Deploy and Make Test Available</b>	Control Panel > Assignments > Add test > select test > Submit > OK > Modify Test Options > Under Test Availability select "Yes" > choose remaining options > Submit.
<b>View Student's Responses on Test</b>	Control Panel > Grade Center > Mouse over "!" symbol and click on chevron > Select Grade Details > Click on View Attempt > Review responses.
<b>Clear a Student's Test Attempt</b>	Control Panel > Grade Center > mouse over red exclamation symbol > click double arrows > click Grade Details > Clear Attempt.
<b>Add an Assignment</b>	Control Panel > Assignments > Select Assignment (on far right drop down menu) > click GO > Name assignment and enter specific instructions > Submit.
<b>Enable Review Status on a Content Item</b>	Control Panel > Select Content Area > Choose item to track > click Manage button > select Review Status > choose Enable > Submit.
<b>Browse Bb Resources</b>	Help icon (located at top of every page)