Blackboard Learn: Assessments and Rubrics

This document contains the following:

1. Create an Assessment Page 2
2. Question Types Page 4
   a. True/False Page 4
   b. Multiple Choice Page 5
   c. Matching Page 7
   d. Hot Spot Page 9
3. Deploy an Assessment Page 10
4. Question Pools Page 14
5. Create a Rubric Page 19
6. Attach a Rubric to an Assignment Page 21
7. Grade an Assignment Using a Rubric Page 24
1. **Create an Assessment**
   a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.

   ![Image of creating a test in Blackboard]

   b. Click on Create, then Submit.
c. Enter a name of the test. Enter an optional description and instructions. Click Submit when finished.

d. You’ve now created an assessment. Now questions need to be added.

***Refer to the next page where there are step-by-step instructions on how to create various types of test questions.***
2. **Question Types**
   a. **True/False**
      i. To add a true/false question, select Create Question and choose True/False.
      
      ![True/False question creation interface](image)

      ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.

      ![True/False question example](image)
b. **Multiple Choice**

i. To add a multiple choice question, select Create Question and choose Multiple Choice.

ii. Write the question under Question Text and select how the answer choices should be numbered.
iii. Select the number of answer choices you would like to display. Add the answer choices in the individual text boxes. Make sure to check the bubble next to the correct answer choice.

iv. Click Submit when done.
c. **Matching**
   
i. Select Create Question and choose Matching.

ii. Enter the question text. If you want to allow partial credit, leave that box checked.
iii. Enter the number of question pairs; The minimum is 4 and the maximum is 20. Enter the question/answer pair sets. Click Submit when finished.

3. Questions

Number of Questions: 4

Question/Answer Pair 1

Question

Remove

Wisconsin

Answer

Milwaukee

Path: p

Submit
d. **Hot spot.** A Hot Spot question allows you to set up a question that is an image. Students will click on an area of the image to answer a Hot Spot question.
   
i. Click on Create Question, then Hot Spot.
   
   ii. Enter question text. Browse your computer to find and upload the image. Click Next.
iii. Drag mouse over the area of the image that is the correct answer. Note: the correct answer area can only be in the shape of a square. Click Submit.

3. **Deploy an Assessment**
   a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.
b. Click on Assessments, then Test.

c. Select the test you just created in Add an Existing Test and click Submit.

d. You can edit the test name or add an optional description.
e. Select Yes to make the test available to students. You also have the option to Force Completion so that students have to finish in one sitting. Also available is a timer so that students have to finish in an allotted amount of time. If you want the test to auto-submit once the maximum time allotted has been reached, click Auto-Submit to ON.

f. Choose the date you want the test to be opened and closed to students. You can also add an optional password.

g. Enter a Due Date and time, and select whether or not students are allowed to take the test after the due date.
h. You can select when you want test results to be shown to students. You can also select what answers should be shown and if incorrect questions should be marked.

![Test Results and Feedback to Students]

i. Choose whether you want questions to be shown all at once or one at a time, then click Submit.

![Test Presentation]

j. The test is now available to students.
4. **Question Pools.**
   a. Click on Course Tools, then Tests, Surveys, and Pools. Then click on Pools.
   b. Click on Build Pool.
c. Name the pool, then click Submit.

d. You can create questions (see Create and Assessment for creating questions). Here we'll create a pool from previous tests. Click on Find Questions.

This test has no questions!
Create questions on the fly or add questions from oth
e. You can find questions based on previously created tests, by question type, category, topic, level of difficulty, or keywords. Here’s well find questions based on previously created tests. Click on Tests.

f. You’ll see all the tests in your course. Click on each test to view the questions. Click on the questions you want to add to your pool, or click at the top to select all the questions from a test. Click Submit.
g. Continue the previous two steps until you’ve added all the questions into the pool.

h. To add a pool to a test, create an assessment (see the section Create an Assessment if needed).

i. Click on Reuse Question, then Create Random Block.
j. Click on the pool you just created. Then you can click on question types, or click on All Pool Questions to use all the questions in the pool. Click Submit.

k. You’ve created a test using a question pool and it is ready to be deployed. See the Deploy and Assessment section for further instructions if needed.
5. **Create a Rubric**
   a. Click on Course Tools, then Rubrics.

   ![Create Rubric](image1)

   b. Click on Create Rubric.

   ![Create Rubric](image2)
c. Name the rubric. Provide an optional description (not seen by students).

1. Rubric Information

   ![Rubric Information](image)

   **Name**
   - [ ] 
   - Description

---

2. Rubric Detail

   The Rubric Grid lists **Criteria (rows)** for measuring **Levels of Achievement (columns)**

   ![Rubric Detail](image)

   **Criteria**
   - Formatting
     - Weight: 33.00%
   - Organization
     - Weight: 34.00%
   - Grammar
     - Weight: 33.00%

   **Levels of Achievement**
   - Novice
   - Competent
   - Proficient

   **Rubric Type**
   - Percent Range
   - No Points
   - Points
   - Point Range
   - Percent

   **Show Criteria Weight**

   **Total Weight**: 100.00%

---

3. Enter the rubric details. You can create rubrics based on points, a point range, percentage, a percentage range, or no points. You can also add **rows** (criteria) and **columns** (levels of achievement). You can edit the criteria titles and levels of achievement titles by clicking on the arrow 🔄. Enter descriptions for each level of achievement in the text boxes. Enter the weighting for the criteria (below shows 33%, 34%, and 33%).
e. Click Submit when finished.

3. Submit

   *Click Submit to proceed. Click Cancel to quit.*

   ![Submit button](image)

6. Attach a Rubric to an Assignment

   a. Click on Content, find the assignment you want to add the rubric to, click on the arrow, then click Edit.
b. Click on Add Rubric, then Select Rubric.

c. Click the rubric you want to attach, then click Submit.
d. **Make the rubric visible to students.** On the right, hover over this area. Click on Yes With Rubric Scores.

![Rubric Visibility Option](image1)

**Availability**

e. **Now the rubric is visible to students.** Click Submit and the rubric will be attached.

![Submit Button](image2)

**Submit**

*Click Submit to finish. Click Cancel to quit without saving changes.*
7. **Grade an Assignment Using a Rubric**
   a. Click on Grade Center, then click on Needs Grading. Click on the student name to show their assignment submission.

   ![Grade Center screen](image)

   b. You can enter comments and feedback without downloading the paper (inline grading). More information about inline grading is described in the Blackboard Basics session. To view and grade using the rubric, click on the mall arrow.

   ![Inline grading screen](image)
c. Click on the rubric title to view the rubric.

d. Click on Show Descriptions to show more rubric details. Click on Show Feedback to enter individual feedback. Click on the buttons to grade using the rubric.
e. At the bottom of the rubric is another text box for overall feedback. When finished click Save Rubric.

f. The score will be entered for you. Click Submit. The score will be added to the Grade Center and the student will receive the graded assignment with rubric details.