

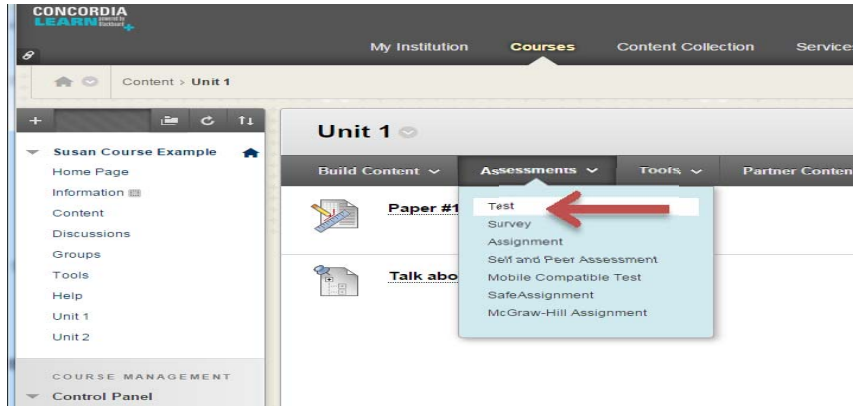
Blackboard Learn: Assessments and Rubrics

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.




- b. Click on Create, then Submit.

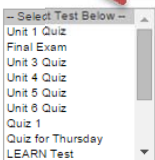
Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

1. Add Test


Create a new Test or select an existing Test to deploy.

Create a New Test 

Add an Existing Test 

2. Submit

*Click **Submit** to add this Test. Click **Cancel** to quit.*



c. Enter a name of the test. Enter an optional description and instructions. Click Submit when finished.

Test Information
Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

1. **Test Information**

* Name

Description

Path: p Words: 0

Instructions

Path: p Words: 0

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

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

Success: Test 1 created.

Test Canvas: Test 1

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions

Description
Instructions
Total Questions 0
Total Points 0

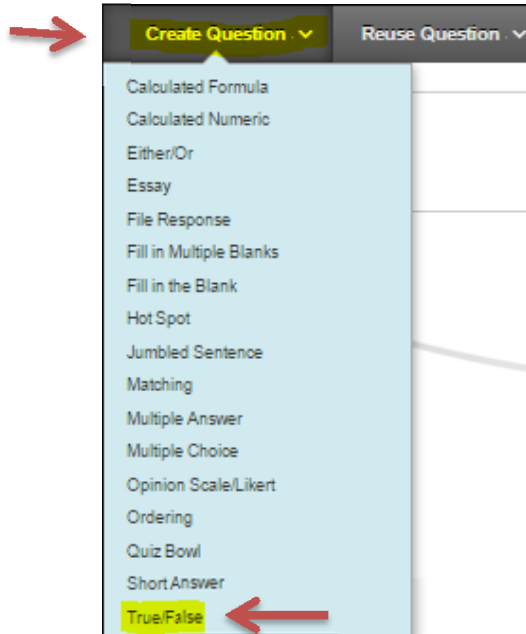
This test has no questions!
Create questions on the fly or add questions from other resources.

Refer to the next page where there are step-by-step instructions on how to create various types of test questions.

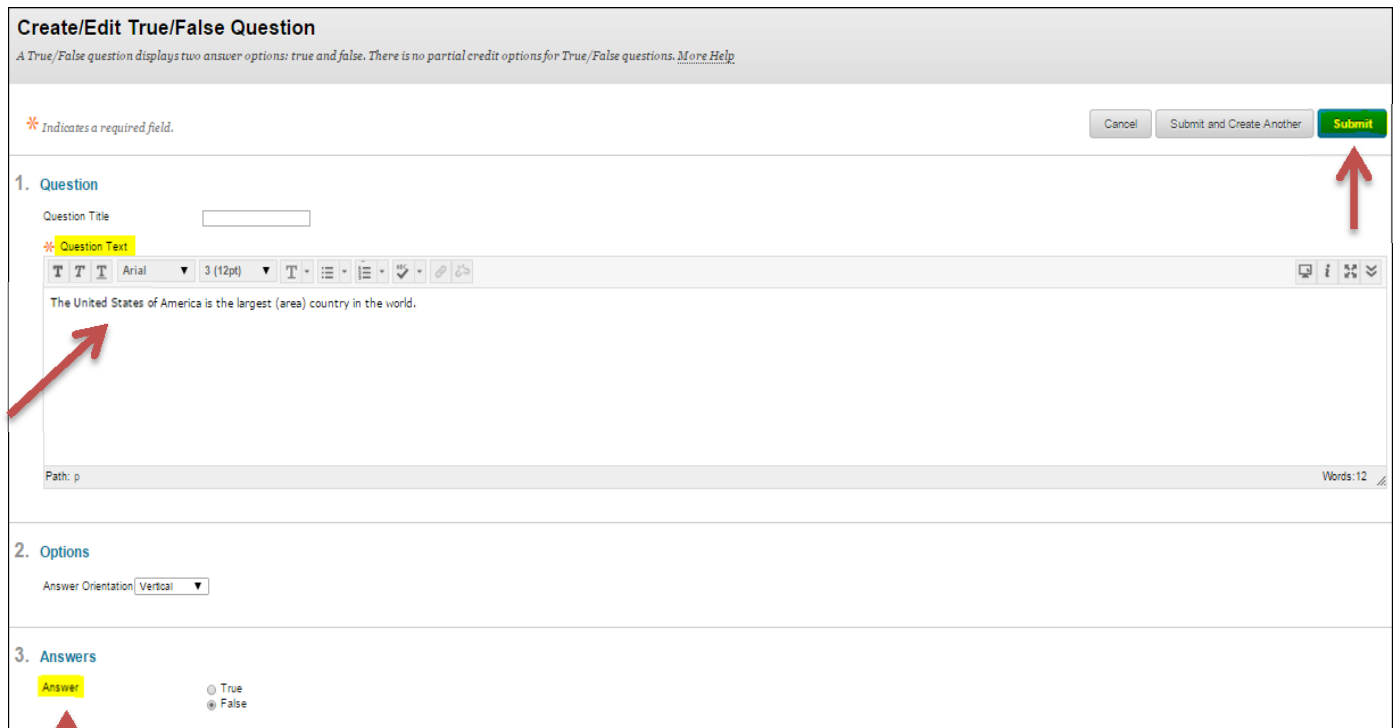
2. Question Types

a. True/False

i. To add a true/false question, select Create Question and choose True/False.



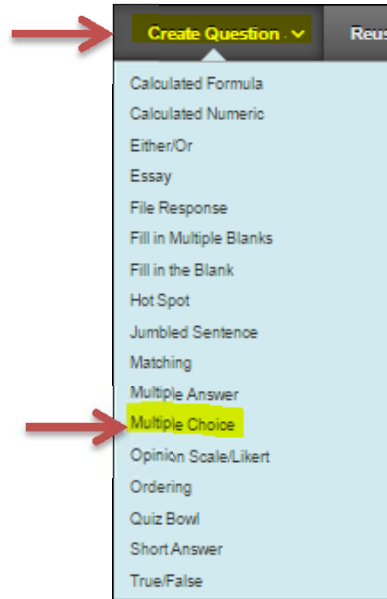
ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.



A screenshot of the 'Create/Edit True/False Question' form. The form is titled 'Create/Edit True/False Question' and includes a subtitle: 'A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. [More Help](#)'. The form is divided into three sections: 1. Question, 2. Options, and 3. Answers. In the 'Question' section, there is a 'Question Title' field and a 'Question Text' field. The 'Question Text' field contains the text: 'The United States of America is the largest (area) country in the world.' In the 'Options' section, there is an 'Answer Orientation' dropdown menu set to 'Vertical'. In the 'Answers' section, there is an 'Answer' field and two radio buttons: 'True' and 'False'. The 'False' radio button is selected. At the top right of the form, there are three buttons: 'Cancel', 'Submit and Create Another', and 'Submit'. A red arrow points to the 'Submit' button. Another red arrow points to the 'Question Text' field. A third red arrow points to the 'Answer' field in the 'Answers' section.

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.

A screenshot of a question creation form. The form is divided into two main sections: '1. Question' and '2. Options'. In the '1. Question' section, there is a 'Question Title' field, a 'Question Text' field with a red asterisk, and a rich text editor. The 'Question Text' field contains the text 'What does NATO stand for?'. In the '2. Options' section, there is a note: 'If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.' Below this note, there are several settings: 'Answer Numbering' is set to 'Lowercase Letters (a, b, c)', 'Answer Orientation' is set to 'Vertical', 'Allow Partial Credit' is unchecked, and 'Show Answers in Random Order' is unchecked. Two red arrows point to the 'Question Text' field and the 'Answer Numbering' dropdown.

- 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.

3. **Answers**

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct Answer 1

Answer 1: National Agreement for Traditional Organization

Answer 2: North Atlantic Treaty Organization

Answer 3: North American Target Officials

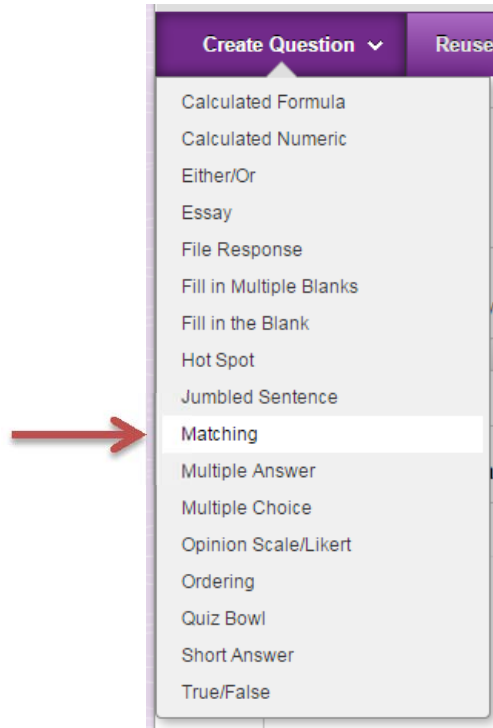
- iv. Click Submit when done.

7. **Submit**

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.

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.

1. Question

Question Title

* Question Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools.

Match to following cities to the state in which they reside. 

Path: p

2. Options

Allow Partial Credit

Answer Numbering

- 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 Update Partial Credit %

Question/Answer Pair 1

✖ Question

Remove

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Wisconsin ←

Path: p

✖ Answer

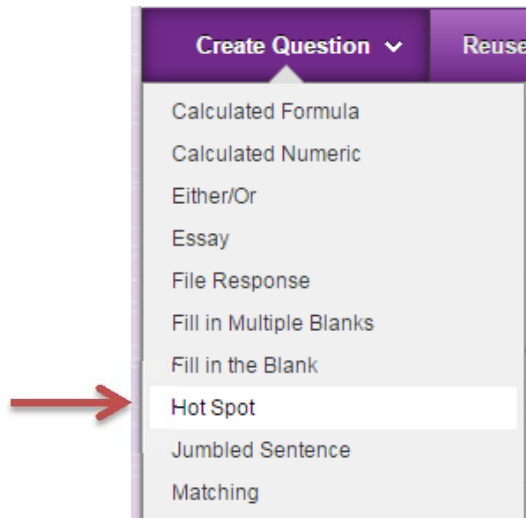
Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Milwaukee ←

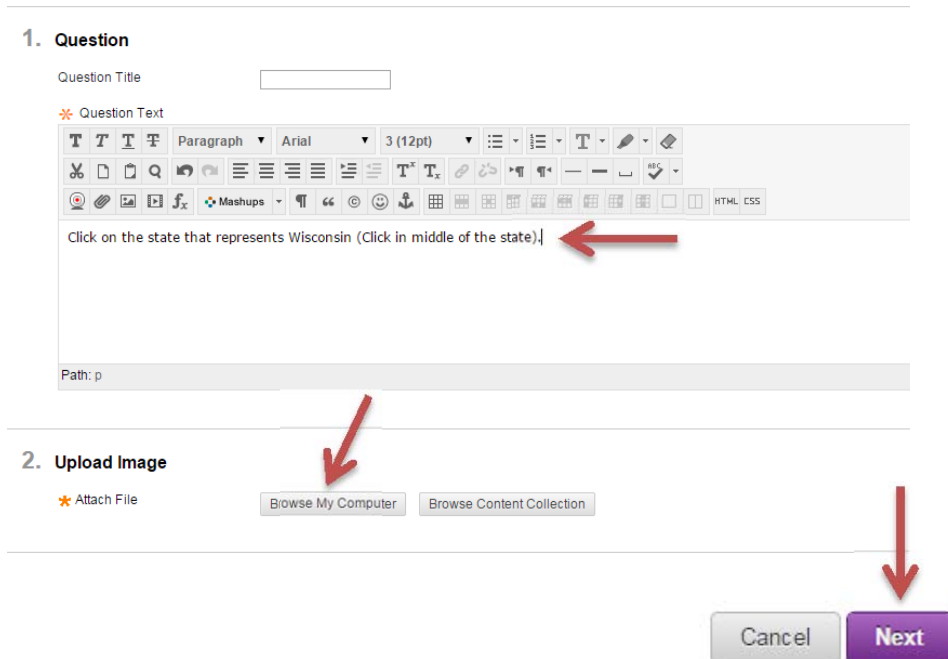
Path: p

Cancel Submit and Create Another **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.

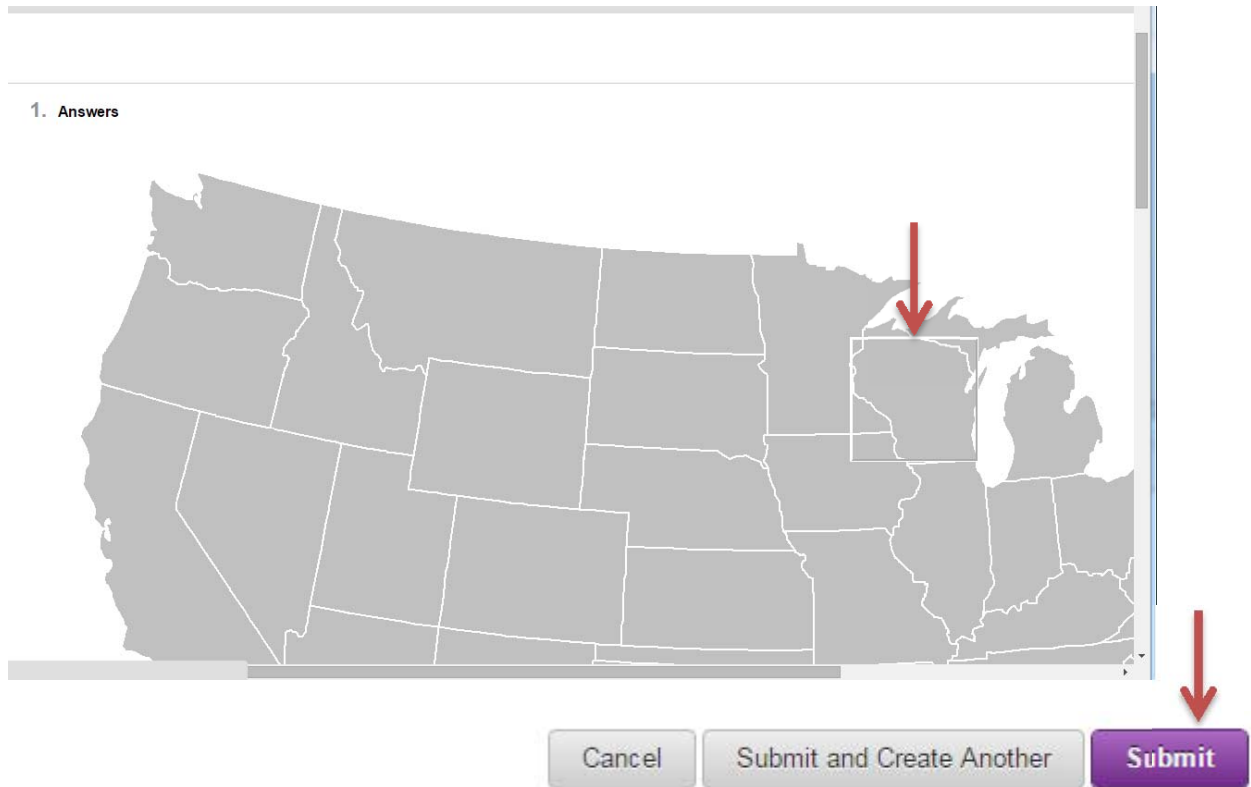


- ii. Enter question text. Browse your computer to find and upload the image. Click Next.



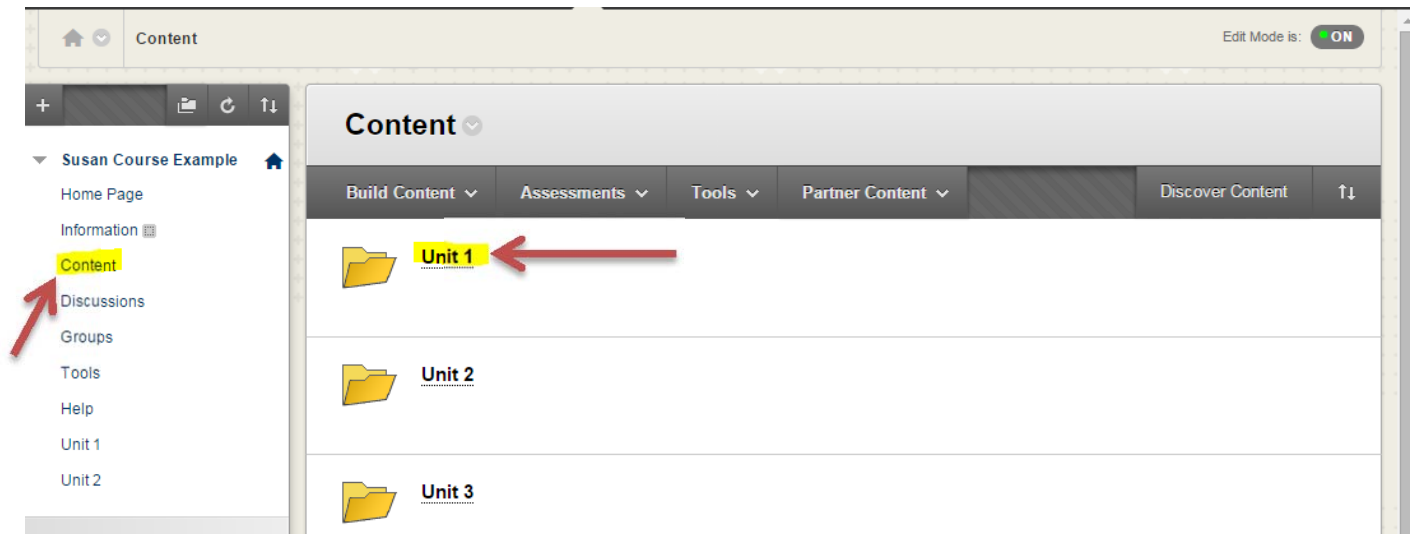
A screenshot of a question creation interface. The first section, '1. Question', contains a 'Question Title' field, a 'Question Text' field with a rich text editor toolbar, and a 'Path' field. The text in the 'Question Text' field is 'Click on the state that represents Wisconsin (Click in middle of the state)'. A red arrow points to this text. The second section, '2. Upload Image', contains an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Content Collection'. A red arrow points to the 'Browse My Computer' button. At the bottom right, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

- 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.

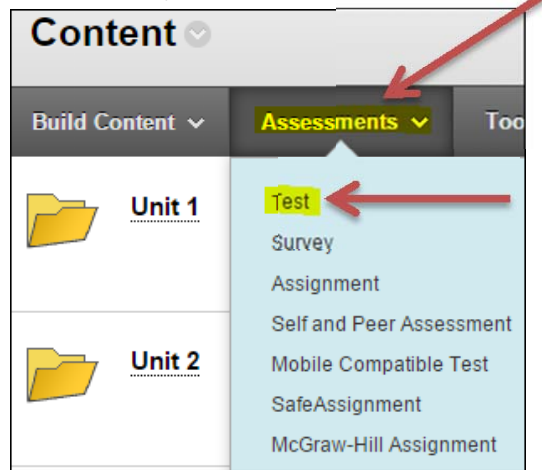


3. Deploy an Assessment

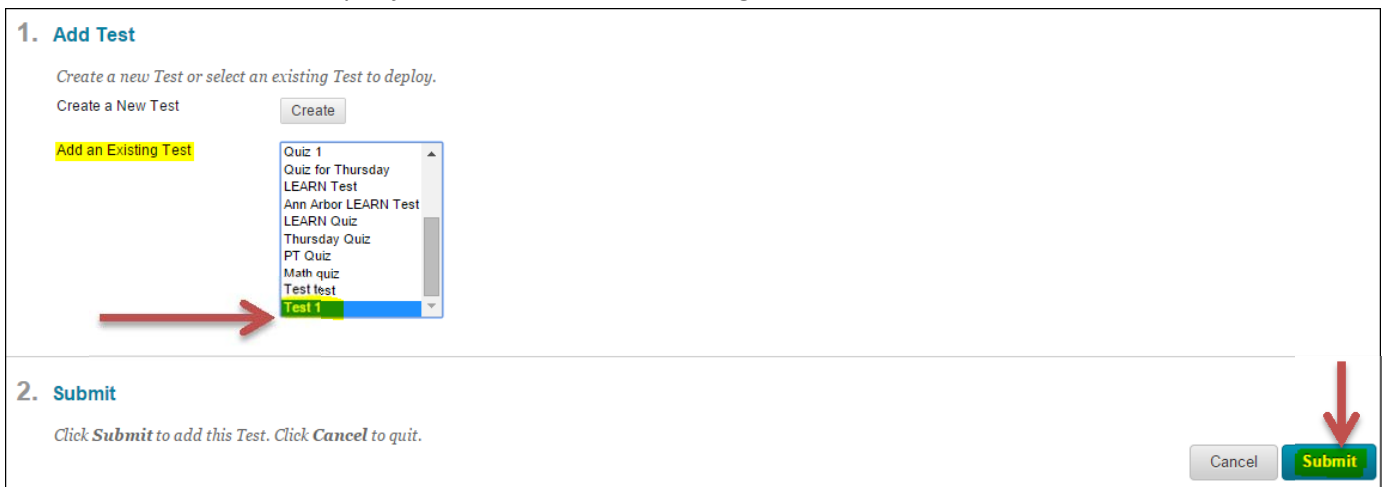
- a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.



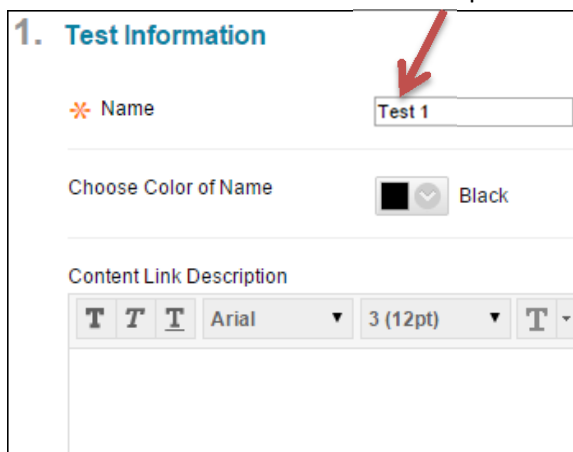
b. Click on Assessments, then Test.



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.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this Test.

Minutes
 Auto-Submit
 OFF ON

*OFF: The user is given the option to continue after time expires.
 ON: Test will save and submit automatically when time expires.*

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

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.

Password

Require a password to access this Test.

- g. Enter a Due Date and time, and select whether or not students are allowed to take the test after the due date.

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed. Submissions are accepted after this date, but are marked Late.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

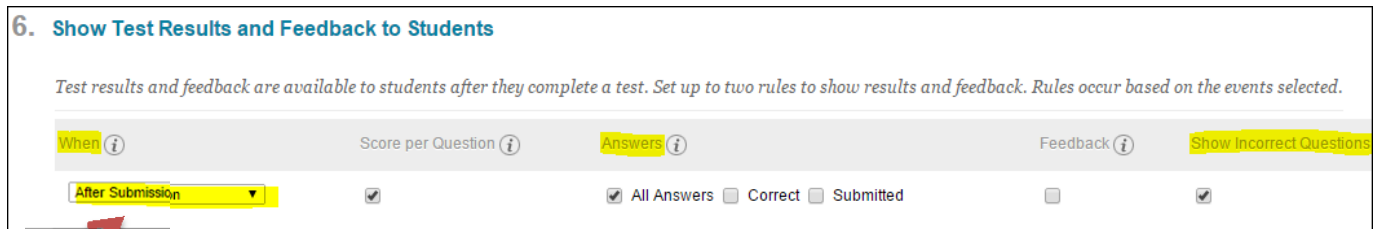
Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is checked.

- 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.

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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

7. Test Presentation

All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.

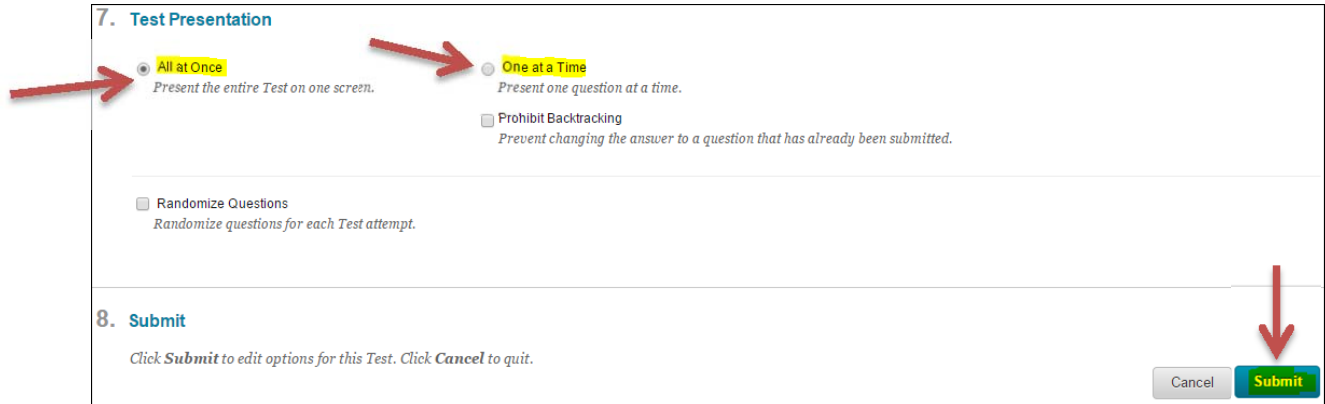
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Test attempt.

8. Submit

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

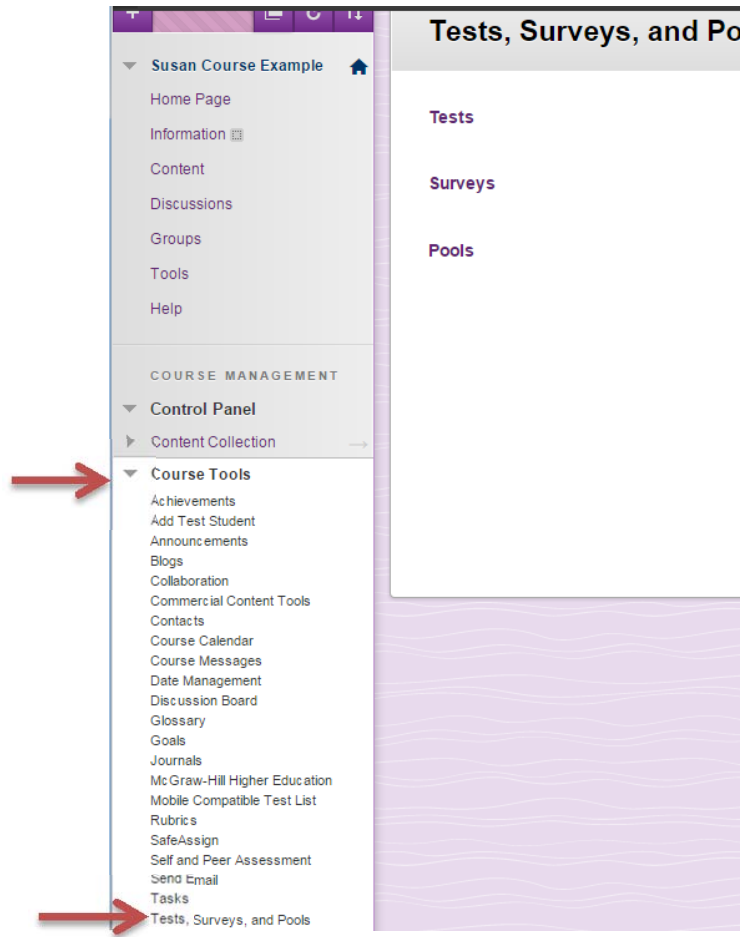
Cancel **Submit**



- 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.

* Indicates a required field.

Cancel Submit

1. Pool Information

* Name

Midterm Test Pool

Description



Path: p Words: 0

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.

Pool Canvas: Midterm Test Pool

Create Question

Find Questions

Upload Questions

Description
Instructions
Total Questions 0
Total Points 0

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.

Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

Search current results:

Browse Criteria

View

▼ Pools

- Midterm Test Pool
- ▶ **Tests** ←
- ▶ Question types
- ▶ Categories
- ▶ Topics
- ▶ Levels of Difficulty
- ▶ [Keywords](#)

Criteria Summary

To find questions, browse and select criteria.

- 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.

Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

Search current results:

Browse Criteria

View

▼ Pools

- Midterm Test Pool
- ▼ **Tests**
- All Tests
- Ann Arbor LEARN Test
- Final Exam
- friday test
- LEARN Quiz
- LEARN Test
- Math quiz
- Practice Quiz
- PreQuiz in Bb**
- PT Quiz
- Quiz 1
- Quiz for Thursday
- Tess' Winterim Quiz
- Test 1
- test 2
- Test test
- Thursday Quiz
- ttt
- Tuesday Test
- Unit 1 Quiz
- Unit 3 Quiz
- Unit 4 Quiz
- Unit 5 Quiz

Criteria Summary

Tests **PreQuiz in Bb**

Displaying 1 to 9 of 9 items

Question Display

<input checked="" type="checkbox"/>	Question Text <input type="button" value="v"/>	Question Type	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	544Q1-002: Homeostasis can be defined as?	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	544Q1-004: A 33 year old school teacher is seen by an OT at evaluation and complains of ...	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	544Q1-005: What is an external/extrinsic factor that can cause cell aging and death?	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	544Q1-006: As discussed in class and your readings, please describe client-centered ther...	Short Answer	2	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	544Q1-009: Drugs were classified into 5 categories or schedules based on:	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	544Q1-010: Your patient takes a baby aspirin on a daily basis. She is worried that if sh...	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	Angel 001: What is the organelle that contains the cell's DNA?	Multiple Choice	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	Angel 008: Alzheimer's disease is a normal part of the aging process.	True/False	1	PreQuiz in Bb	Test
<input checked="" type="checkbox"/>	Angel 009: As an OT we are able to treat what populations? More than one answer may be c...	Multiple Answer	1	PreQuiz in Bb	Test

Displaying 1 to 9 of 9 items

Selected Questions: 9

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.

Create Random Block

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria

View ▾ Reset to Default

Pool

- Midterm Test Pool

Question types

- All Pool Questions
- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

Selected Criteria

Pool: Midterm Test Pool + Question types: All Pool Questions

Preview questions that match selected criteria

Question Display ▾

Displaying 1 to 9 of 9 items

Question Text ▲	Question Type	Source Name
544Q1-002: Homeostasis can be defined as?	Multiple Choice	Midterm Test Pool
544Q1-004: A 33 year old school teacher is seen by an OT at evaluation and complains of...	Multiple Choice	Midterm Test Pool
544Q1-005: What is an external/extrinsic factor that can cause cell aging and death?	Multiple Choice	Midterm Test Pool
544Q1-006: As discussed in class and your readings, please describe client-centered ther...	Short Answer	Midterm Test Pool
544Q1-009: Drugs were classified into 5 categories or schedules based on:	Multiple Choice	Midterm Test Pool
544Q1-010: Your patient takes a baby aspirin on a daily basis. She is worried that if sh...	Multiple Choice	Midterm Test Pool
Angel 001: What is the organelle that contains the cell's DNA?	Multiple Choice	Midterm Test Pool

Cancel 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.

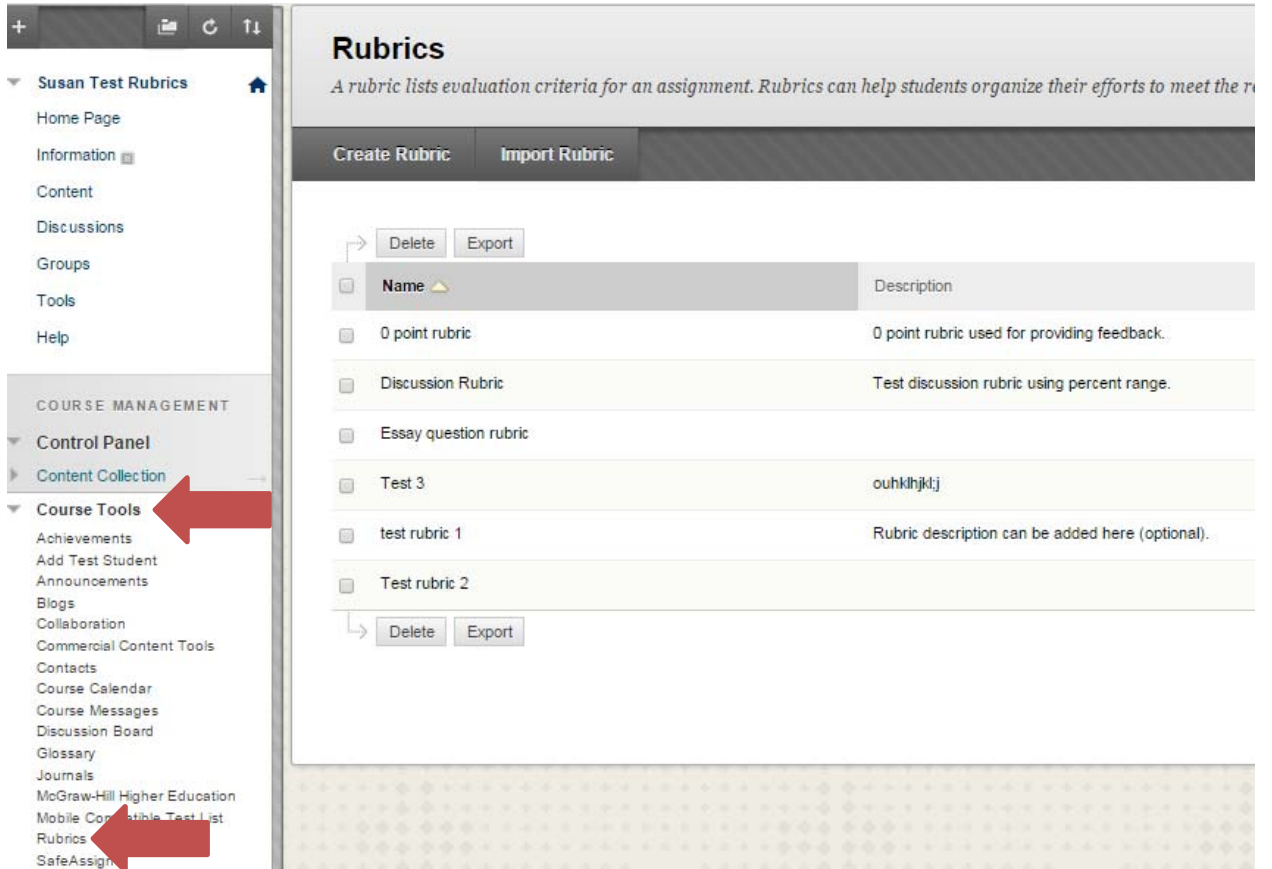
Tests

Build Test Import Test

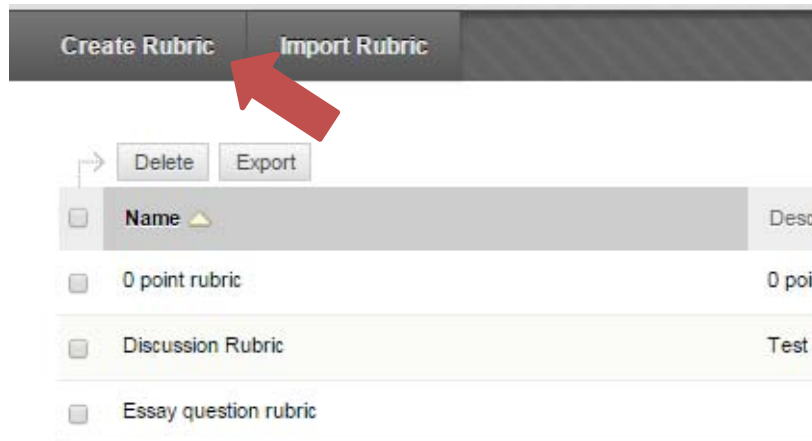
Name ▲	Deployed	Date Last Edited
Ann Arbor LEARN Test	No	January 5, 2015 4:15 PM
Final Exam	No	January 5, 2015 4:15 PM
friday test	Unit 1	January 6, 2015 9:16 AM
LEARN Quiz	No	January 5, 2015 4:15 PM
LEARN Test	No	January 5, 2015 4:15 PM
Math quiz	No	January 5, 2015 4:15 PM
Midterm Test	No	February 2, 2015 1:34 PM
Practice Quiz	No	February 2, 2015 11:41 AM

5. Create a Rubric

- a. Click on Course Tools, then Rubrics.

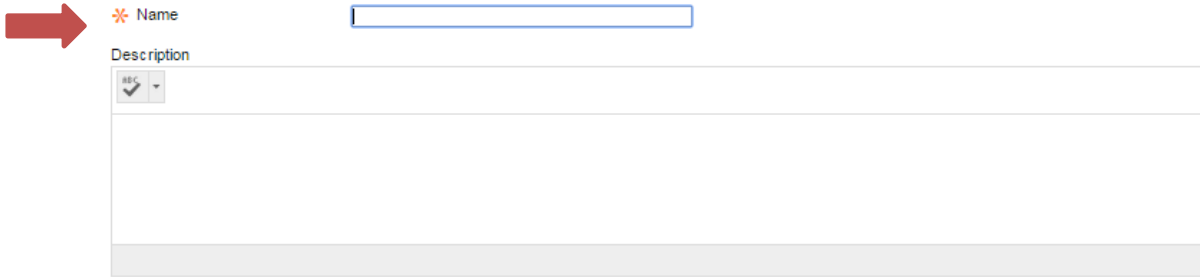


- b. Click on Create Rubric.




c. Name the rubric. Provide an optional description (not seen by students).

1. Rubric Information



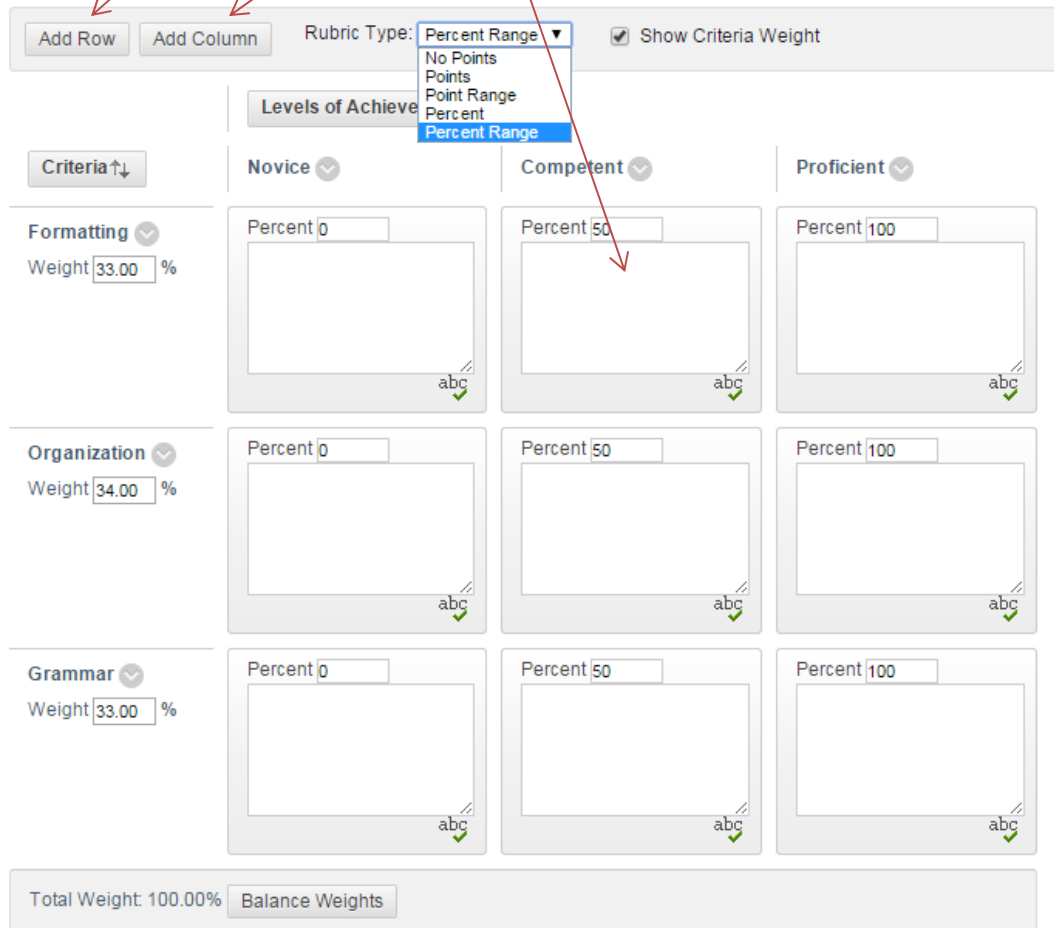
* Name

Description

d. 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 (bellow shows 33%, 34%, and 33%).


2. Rubric Detail


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





Add Row Add Column Rubric Type: **Percent Range** Show Criteria Weight




Levels of Achievement

Criteria 

Formatting 
Weight %

Organization 
Weight %

Grammar 
Weight %

Novice  Competent  Proficient 

Percent Percent Percent

Percent Percent Percent

Percent Percent Percent

Total Weight: 100.00%


e. Click Submit when finished.

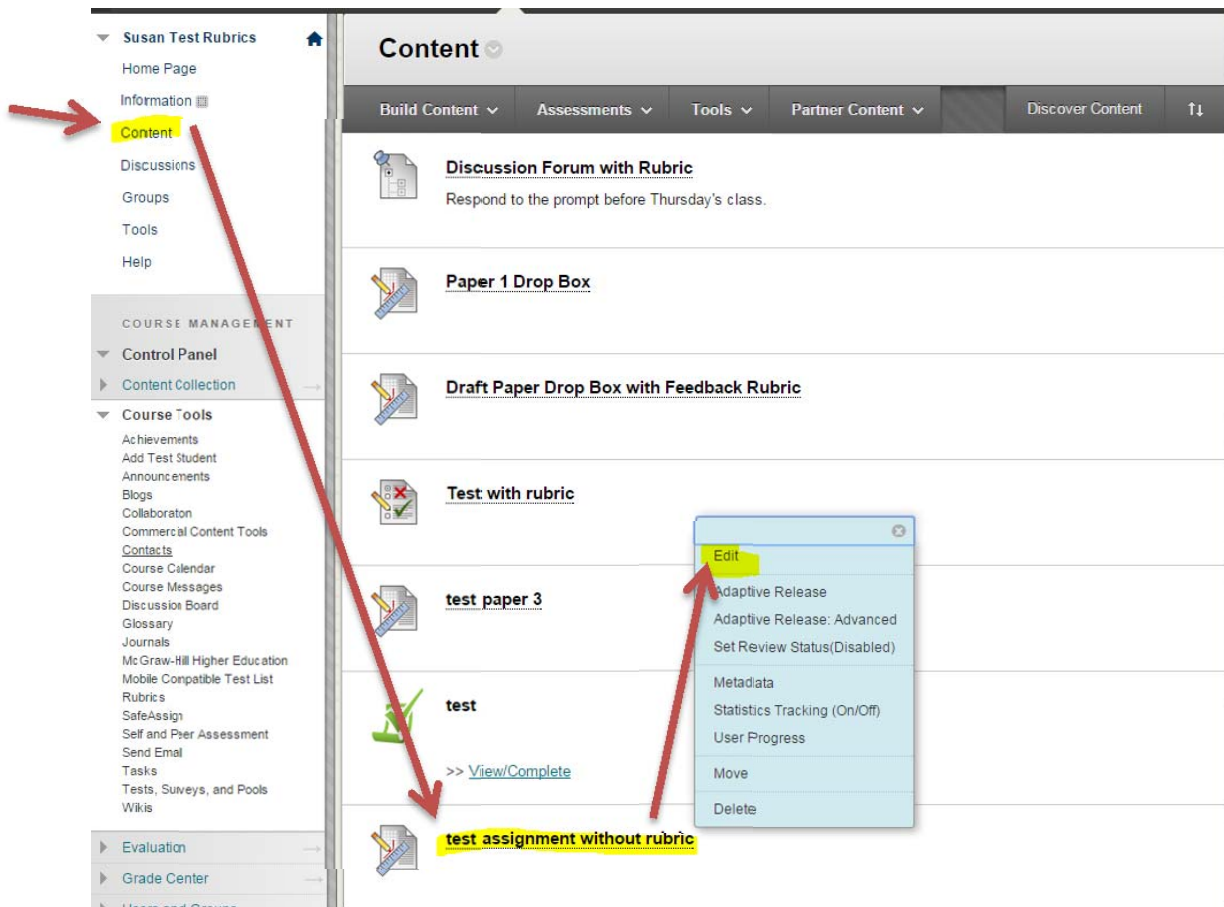
3. Submit

Click Submit to proceed. Click Cancel to quit.



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.

1. Assignment Information

Name and Color: test assignment without rubric [Black]

Instructions

Path: p Words: 0

2. Assignment Files

Attach File: Browse My Computer Browse Content Collection

3. Grading

Points Possible: 100

Associated Rubrics: Add Rubric

- Select Rubric
- Create New Rubric
- Create From Existing

4. Availability

rd/execute/manageAssignment?method=showmodify&content_id=-_73579_1&course_id=-_6349_1#

c. Click the rubric you want to attach, then click Submit.

Select Rubrics

<input type="checkbox"/>	Name	Description	Date Last Edited
<input type="checkbox"/>	0 point rubric	0 point rubric used for providing feedback.	11/19/14 3:35 PM
<input type="checkbox"/>	Discussion Rubric	Test discussion rubric using percent range.	11/20/14 2:12 PM
<input type="checkbox"/>	Essay question rubric.		11/19/14 4:32 PM
<input checked="" type="checkbox"/>	test rubric 1	Rubric description can be added here (optional).	11/19/14 3:28 PM

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

Selected Rubrics 1






Cancel Submit

- d. Make the rubric visible to students. On the right, hover over this area. Click on Yes With Rubric Scores.

3. Grading

✖ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
   test rubric 1	 Used for Grading	Nov 19, 2014 3:28:25 PM	 No

Yes (With Rubric Scores)

Yes (Without Rubric Scores)

After Grading






4. Availability

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

3. Grading

✖ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
   test rubric 1	 Used for Grading	Nov 19, 2014 3:28:25 PM	 Yes (With Rubric Scores)

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.

The screenshot shows the Blackboard interface for a course titled "Susan Test Course Transfer AL 107 SW". The left-hand navigation menu includes "Grade Center" and "Needs Grading", both of which are highlighted with a red arrow. The main content area is titled "Needs Grading" and contains a table of items ready for grading. The table has columns for "Category", "Item Name", "User Attempt", "Date Submitted", and "Due Date". One item is listed: "Session I Learning Style Paper" with the item name "Session I Learning Style Paper Drop Box", submitted by "Susan (Test Student) Gallanis" on "November 25, 2014 1:08:04 PM". A red arrow points to the student name in the "User Attempt" column.

- 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.

The screenshot displays the inline grading interface for a student named "Susan (Test Student) Gallanis (Attempt 1 of 1)". The main content area shows a video transcript with the following text:
This video will show you how to make a **Rubric and use it in your course in ANGEL**.
To do this, go to the manage tab in your course and in the lower right hand corner there is a link to the rubric manager. Once you create a rubric in ANGEL, it can be copied to your course from semester to semester.
I'm going to show you how to create a new rubric for this course. To start, click add a rubric, and then click new. ANGEL has a rubric wizard that will walk you through the steps to creating your own rubric. First, name the rubric (Test Rubric in this case). Then you can select the number of columns for your rubric. ANGEL automatically defaults to four, but for this example I am going to change it to 5 because it reflects an A-F grading scale. Next, select the weight for
The right-hand sidebar shows "Assignment Details" for "Rubric Script 2.docx". The "GRADE" section shows "Last Graded Attempt" with a score of "/100". A red arrow points to a small downward-pointing arrow icon next to the score, which is used to open the rubric for grading.

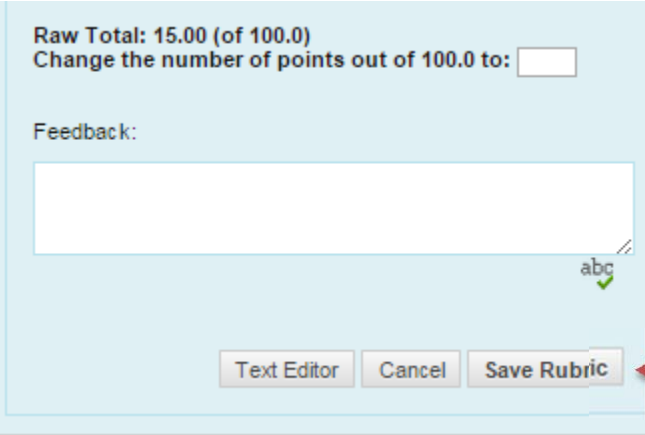
- c. Click on the rubric title to view the rubric.

The screenshot shows the 'Assignment Details' page for a grade. At the top, it says 'GRADE' and 'Last Graded Attempt' with a score of '/100'. Below that, it shows the attempt date and time '1/12/15 9:06 AM' and another score of '/100'. The 'GRADE BY RUBRIC' section is highlighted, and a red arrow points to the link 'TEST RUBRIC 1' which is labeled 'Used for Grading'. Below this is a 'FEEDBACK - SHOWN TO LEARNER' section with a text input field and a character count of 0. At the bottom, there are 'Cancel', 'Save Draft', and 'Submit' buttons.

- 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.

The screenshot shows the 'Assignment Details' page with the grade updated to '85/100'. The 'GRADE BY RUBRIC' section is expanded to show 'TEST RUBRIC 1' with 'Used for Grading'. Below this, there are two checked checkboxes: 'Show Descriptions' and 'Show Feedback'. The 'THESES STATEMENT' section is expanded, showing a list of performance levels: 'Novice' (10 (10%) points), 'Competent' (15 (15%) points), 'Proficient' (18 (18%) points), and 'New Column4' (20 (20%) points). A red arrow points to the 'Show Descriptions' checkbox, and another red arrow points to the 'Competent' option. Below the list is a 'Feedback:' text input field containing the text 'Nice job!'.

- e. At the bottom of the rubric is another text box for overall feedback. When finished click Save Rubric.



Raw Total: 15.00 (of 100.0)
Change the number of points out of 100.0 to:

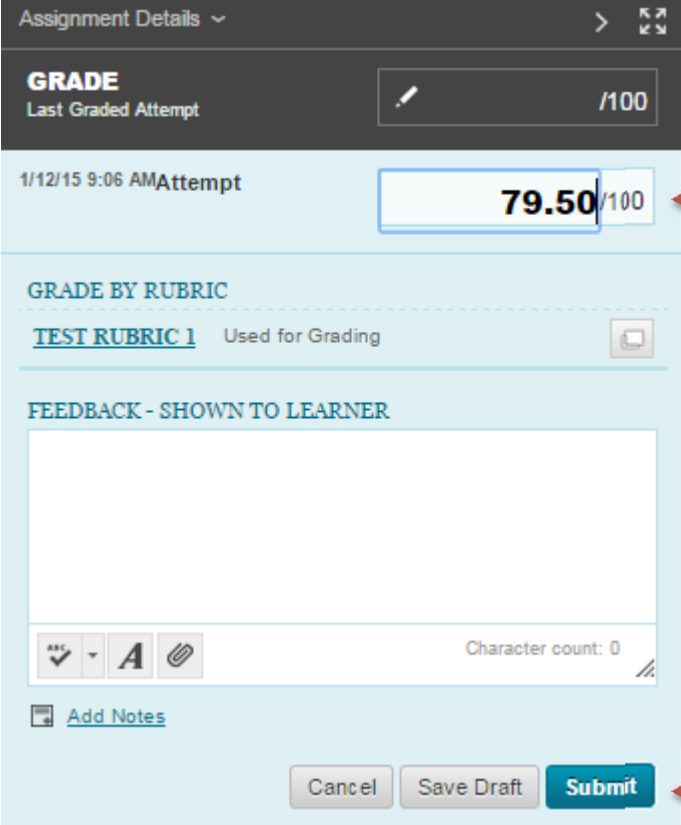
Feedback:

abc ✓

Text Editor Cancel Save Rubric

A red arrow points to the "Save Rubric" button.

- 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.



Assignment Details > ↗

GRADE /100
Last Graded Attempt

1/12/15 9:06 AM Attempt /100

GRADE BY RUBRIC

TEST RUBRIC 1 Used for Grading

FEEDBACK - SHOWN TO LEARNER

Character count: 0

Add Notes

Cancel Save Draft Submit

Red arrows point to the score input field and the Submit button.