

Setting up Assessment in Blackboard Ultra

1) Go to the Course Content area in Blackboard Ultra

2) Select the + icon in the location where you'd like the test to appear—within a folder, inside a learning module, or directly on the course content page

The screenshot shows the Blackboard Ultra interface for a course. The top navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Analytics', and 'Groups'. The 'Course Content' area is the main focus, displaying a list of items. An orange arrow points to the '+ Course Content' header. Below it, there are three items: 'Panopto - Ultra', 'Introduction to Academic Research', and 'Finding and Evaluating Sources'. A context menu is open over the 'Introduction to Academic Research' item, showing options: 'Create', 'Auto-Generate Modules', 'Copy Content', 'Upload', 'Cloud Storage', 'Content Market', and 'Content Collection'. Another orange arrow points to the '+' icon in the context menu. The right sidebar contains 'Course Faculty' (Jordan Srou, Douaa Zaidan), 'Details & Actions' (Roster, Progress Tracking, Course Image, Course is private, Class Collaborate, Attendance, Books & Tools, Question Banks), and an 'Add course schedule' button.

BB Courses - Create Item

cil_demo_course_ultra

Demo course - Ultra

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Course Content

- Panopto - Ultra
Hidden from students
- Introduction to Academic Research
Hidden from students
This week, you will learn the importance of academic research, key terminology, and the differences between academic and non-academic sources. You will also explore the research process and develop an understanding of research ethics and integrity.
- Finding and Evaluating Sources
Hidden from students
In this week, you will discover strategies for finding reputable sources for your research. Additionally, you will explore different types of sources and their uses.
- Formulating Research Questions
Hidden from students
Week three will focus on formulating clear and focused research questions. You will learn how to develop research questions that are specific, measurable, achievable, relevant, and time-bound (SMART). You will also explore the relationship between research questions and research objectives.

You can choose from the list under "Assessment" the type of assessment you want to create



Create Item

Course Content Items

- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection
- SCORM package

Assessment

- Test
- Assignment
- Form

Participation and Engagement

- Discussion

Please Note the Following:

- **Assignment Item:** This allows students to upload various types of files or enter text directly. However, it does not support built-in question types such as multiple-choice, true/false, or other structured question formats. As a result, instructors must manually grade each assignment submission.
- **Test Item:** Designed for assessments with a defined structure, such as quizzes, midterms, or exams, the Test item offers a variety of question types, including multiple-choice, true/false, fill-in-the-blank, essay, and more. These question types can be automatically graded (where applicable), providing a streamlined grading process.

Can You Create a Test Format and Assign It as an Assignment?

Yes, if you want to create an assessment that includes both written responses and automated question types (such as MCQs and matching questions), the best approach is to use a **Test item**. After creating the test, you can change the grading category in the settings to "Assignment" to treat it as such (*see slide 7*).

Setting up an Assignment

😊 Creating an Assignment Item

1) Enter a title for the assignment

6) Use "Submissions" tab to view students' submissions

You can upload files, insert images, or link to additional resources.

Click on "Auto generate assignment" to generate ideas from AI

5) Select the **Release Conditions** to schedule a release based on criteria like date or performance.

4) Click on the gear icon to adjust the assignment settings (see more in slide 7)

2) Click inside the text box to display the tools panel

3) Once you've done, make sure to click "Save" to save the instructions

Click on the + icon to embed various types of content in the instructions box

The screenshot shows the Blackboard 'Assignment Item' creation page. At the top, the title 'Testing' is entered. Below the title are tabs for 'Content and Settings', 'Submissions (0)', and 'Student Activity'. The 'Instructions' section contains a rich text editor with a toolbar and a text box containing two numbered instructions. A dropdown menu is open below the toolbar, showing options like 'Math', 'Image from URL', 'Media', 'Content Market', 'Cloud storage', and 'YouTube video'. To the right, the 'Assignment Settings' panel is visible, showing 'Due date' (Tomorrow, Fri Nov 8, 2024 11:59 PM), 'Grade category' (Assignment), 'Grading' (Points | 100 maximum points), and 'Attempts allowed' (1 attempt). A gear icon is next to the settings panel. At the bottom right, there are buttons for 'Auto-generate assignment' and 'Hidden from students'. Arrows from the text boxes point to these specific elements in the interface.



😊 Configure Assignment Item Settings

Set a due date and time if needed. This will also help with automatic reminders and late submission flags.

Testing
Assignment Settings

Details & Information

Due date

11/8/24 11:59 PM

No due date

Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

Allow class conversations

Collect submissions offline

Formative Tools

Formative assessment
This is not automatically excluded from any grade calculations.

Display formative label to students

Grading & Submissions

Grade category

Assignment

Attempts allowed

1

Cancel Save

Assign the assessment to a specific grading category (e.g., quizzes, homework).

Select from various options (Points, Percentage, Letter, complete/incomplete) to determine how students see their grade.

Scroll down

Decide if grades are immediately visible or hidden until manually posted.

Grading & Submissions

Grade category

Assignment

Attempts allowed

1

Grade using

Points

Maximum points

100

Anonymous grading

Hide student names

Evaluation options

2 graders per student

Peer review

Delegated Grading

Assessment grade

Post assessment grades automatically
Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Assessment security

*** Access code
[Add access code](#)

Cancel Save

Select the number of attempts allowed (single, multiple, or unlimited).

Scroll down

Create a grading rubric to set clear criteria and ensure consistency in grading.

To prevent cheating, enable Respondus LockDown Browser. Watch [video 1](#) and [video 2](#) to learn more about the tool. (More video tutorials are available within the tool.)

Enable the timer if the test has a time limit. Set the duration (e.g., 60 minutes).

You can assign the assessment to existing groups or create new ones.

Click Save to apply your settings

Assessment security

*** Access code
[Add access code](#)

Respondus
[LockDown Browser Dashboard](#)

Additional Tools

Time limit
[Add time limit](#)

Use grading rubric
[Add grading rubric](#)

Goals & standards
[Align with goals](#)

Assigned groups
[Assign to groups](#)

Description

Add a description

Maximum 750 characters

Cancel Save

Setting up a Test

😊 Creating a Test Item

1) Enter a title for the test

Demo course - Ultra
Testing

Hidden from students

2) Click on the + icon to add question from various question types



Click "Auto generate question" to generate question ideas using AI

Click "Add question pool" if you want each student to receive a different set of questions. (*Learn more in slide 13*)

Click "Reuse questions" to copy a question from an existing assessment

Click "Upload questions from file" to import assessments. Make sure to check the detailed guidelines [here](#) first.

Click "Add text" to add any specific instructions or guidelines that students need to follow.

Click "Add local file" to upload files or resources that students may need for the assessment

Click "Add Page Break" to divide the assessment into separate pages



😊 Creating a Test Item

Creating an MCQ question:

The screenshot shows the Blackboard Assessment tool interface. At the top, there are tabs for 'Content and Settings', 'Submissions (0)', 'Student Activity', and 'Question Analysis'. The 'Content and Settings' tab is active. Below the tabs, there is a 'Test Content' section. Underneath, there is a 'Question 1' section with a '1 point' indicator. The 'Question Text' field is empty. Below it, there is a section for 'Options' with three empty text boxes and an 'Add Option' link. To the right of the options, there are fields for 'Due date' (Tomorrow, Fri Nov 8, 2024 11:59 PM (UTC+2)), 'Grade category' (Test), and 'Attempts allowed' (1 attempt). At the bottom right, there are 'Cancel' and 'Save' buttons.

8) Use "Submissions" tab to view students' submissions

1) Click inside the text box to display the tools panel and enter the question text.
From the tools panel, you can format text, upload files, insert images, link to additional resources, and embed various types of content.

7) Click on the gear icon to adjust the test settings (see more in slide 11)

5) Set points for the question

2) Provide answer options (if applicable) and mark the correct answer.

3) Enable Automated Feedback to provide students with real-time feedback.

4) Enter feedback text for correct and incorrect answers.

6) Once you've finished, make sure to click "Save" to save the question.

😊 Configure Test Item Settings

In addition to the general assignment item settings (see slide 7), the test item settings include specific settings for **Presentation** and **Assessment Results** :

Configure how questions are presented (e.g., all at once, one at a time)

11/8/24 11:59 PM

- No due date
- Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time
- Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed
- Allow class conversations
- Collect submissions offline
You can't collect submissions offline for an assessment with questions

Presentation Options

- Display one question at a time
- Prohibit backtracking
- Randomize questions
- Randomize answers
Multiple Choice answer options are randomly ordered for students
- Randomize pages
 - Do not randomize first page

Formative Tools

- Formative assessment
This is not automatically excluded from any grade calculations.
- Display formative label to students

Grading & Submissions

Cancel Save

Customize when the submission content is visible to students and configure the availability conditions for the automated feedback, scores and answers.

Assessment grade

- Post assessment grades automatically
Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Assessment results

Automated feedback, scores and answers availability conditions will apply after the student submission is visible.

- Submission View**
[Available after submission](#)
- Automated Question Feedback**
[Available after submission](#)
- Question Scores**
[Available after all grades are posted](#)
- Correct Answers**
[Turn on setting](#)

Assessment security

- Access code**
[Add access code](#)
- Respondus**
[LockDown Browser Dashboard](#)

Additional Tools

Cancel Save

Click Save to apply your settings

After students complete the assessment, use the **Gradebook** to view submissions, review scores, and provide feedback if applicable.

Working with Question Pools

😊 Creating a Question Pool

1) Click on "Filter" to open the Filter Criteria panel

2) Use this panel to filter questions. You can pull questions from previous assessments or question banks. *(learn more on question banks in slide 16)*

3) Click on the arrow to expand questions

4) Use checkboxes to select the questions you want in the pool

5) Click "Add Questions"

BB Courses - Assessment

Testing

Add Question Pool

Filter 42 Results

Select all | Clear all

Assignment 1

- Multiple Choice 1 point
- True/False 1 point
- Fill in the Blank 1 point
- Matching 1 point
- Essay

4 questions will be added

Cancel Add Questions

😊 Creating a Question Pool

The screenshot shows the Blackboard Assessment 'Testing' page for a 'Demo course - Ultra'. The page is titled 'Testing' and has a 'Hidden from students' toggle. The main content area is for creating a question pool. It includes a 'Question Pool' section with a 'View questions' link and a 'Number of questions to display to students' input field set to '1'. A '2 points each' label is visible. Below this is a 'Save' button. To the right, there are 'Assessment Settings' for 'Grade category' (Test), 'Grading' (4 maximum points), and 'Attempts allowed' (1 attempt). A 'Cancel' button is also present.

4) Once you've saved the question pool, click on 'View Questions' to see the questions within the pool. You can add, remove, or edit questions.

1) Assign points per question

2) Set the number of questions to randomly draw from the pool.

3) Click "Save"

Kindly note that a more detailed guide on creating and editing question pools can be found [here](#).



Working with Question Banks

😊 Question Banks

A question bank is a collection of questions that can be used across multiple assessments, such as tests, surveys, or assignments. From the **Course Content** page, go to the **Details and Actions Menu** on the right-hand side.

The screenshot shows a Blackboard course page for 'Demo course - Ultra'. The 'Course Content' section is visible, with an orange arrow pointing to the 'Content' tab in the top navigation bar. The 'Details & Actions' menu is highlighted with an orange box, and an orange arrow points to the 'Manage banks' link under the 'Question Banks' section. The menu items include: Roster (View everyone in your course), Progress Tracking (Turn on), Course Image (Edit display settings), Course is private (Students can't access this course), Class Collaborate (Room disabled), Attendance (Mark attendance), Books & Tools (View course & institution tools), and Question Banks (Manage banks). At the bottom of the menu is a dashed box with the text 'Add course schedule'.

Click on "Manage banks"

😊 Question Banks

The screenshot shows the Blackboard interface for a "Demo course - Ultra" with the "Question Banks" page open. A central icon of a desk with a laptop and books is highlighted by an orange box with the text: "Click on the + Icon and select from the dropdown menu". Below this icon, a purple horizontal line contains a small purple plus sign. An arrow points from this plus sign to a dropdown menu containing three options: "New", "Import from file", and "Auto-generate". Another orange box with the text "Select 'New' to create a new question bank." has an arrow pointing to the "New" option in the dropdown menu. The browser's address bar shows "BB Courses - Question Banks".

BB Courses - Question Banks

Demo course - Ultra

Question Banks

Click on the + Icon and select from the dropdown menu

Use t
Use q
You

anks.
ts.

New
Import from file
Auto-generate

Select "New" to create a new question bank.

?

😊 Question Banks

The screenshot shows the Blackboard 'Edit Question Bank' interface. At the top, there is a tab labeled 'Demo course - Ultra' and a section for 'Assignments'. Below this is a 'Description' field. A central area contains a plus sign icon and a dropdown menu for selecting question types. The interface is annotated with several orange callout boxes and arrows:

- Enter a title for your bank.** (Points to the 'Assignments' field)
- You can add a brief description.** (Points to the 'Description' field)
- Click on the + Icon and select from the dropdown menu** (Points to the plus icon)
- Select the desired question type.** (Points to the dropdown menu)

Below the plus icon, there is a small icon of a desk with a globe and books. Below that, a text box explains: "Use question banks to share questions between multiple assessments. You can import question banks from other courses and resources. Select the question bank you want to begin."

The dropdown menu lists the following question types:

- Auto-generate questions
- Calculated Formula question
- Calculated Numeric question
- Essay question
- Fill in the Blank question
- Hotspot question
- Matching question
- Multiple Choice question
- True/False question
- Reuse questions

😊 Question Banks

BB Courses - Edit Question Bank

Demo course - Ultra

Assignments

Filter 1 Result

To avoid losing changes, you can't adjust filter or pagination settings while you're editing a question.

Description

1-1 of 1 25 items per page

Fill in the Blank

1 point

Academic **[Blank 1]** involves the study and analysis of existing literature in a particular field to discover new insights.

Blank 1

Research

Response type: Exact match Case sensitive

[Previous Step](#)

Automated Feedback

Cancel Save

Page 1 of 1

2) Click on the + icon to add more questions

1) Fill in the question text, answer choices, and correct answer(s) and set any necessary point values, feedback, and other options then click on "save".

Kindly note that a more detailed guide on creating and editing question banks can be found [here](#).

For more guidelines and tutorials please visit the CIL website
<https://cil.lau.edu.lb/>

For technical support related to Blackboard kindly contact Mrs. Dima Tawk via email at dima.tawk@lau.edu.lb.

For questions about managing hybrid teaching and instructional approaches, feel free to contact the CIL via email at cil@lau.edu.lb.



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Innovative Learning**