

About the Blackboard Learn Instructor Guide

The *Blackboard Learn Instructor Guide* provides detailed information about creating and managing Courses. The community engagement capabilities of Blackboard Learn offer the same set of functions and features for managing an Organization.

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

How Do I Develop and Deploy Tests and Quizzes in The Grade Center?

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

The Grade Center provides flexibility to meet the needs of basic and advanced users, institutional requirements, and a diverse student population. Instructors can easily and efficiently perform most Grade Center activities from a central view.

The Grade Center includes features to communicate and share assessment data directly with students, parents, and institutional administrators. A reporting feature can assist Instructors and other key stakeholders to understand student progress and make informed decisions to improve performance.

The Grade Center is organized around a main page that resembles a spreadsheet. Each row is populated by a user in the Course and each column is made up of assignments, tests, and other items that can be graded. Columns can also be used for calculating grades. Grades are entered directly on the Grade Center main page, the Grade Details page (where more information can be entered), or the Grade Questions page which allows Instructors to enter grades anonymously.

Grade Center data can be downloaded and worked outside of the system. This data can then be uploaded to the Grade Center at the convenience of the Instructor. Reports can be generated from the Grade Center so students, parents, and other stakeholders can examine the performance of any particular student or the entire Course.

This section is organized around the basic tasks that are performed in the Grade Center.

- [Features and Navigation](#)
- [Setting up the Grade Center](#)
- [Smart Views](#)
- [Using the Grade Center](#)
- [Saving and Reusing Grade Center Data and Settings](#)

How to Build a Pool of Test Questions

<https://www.youtube.com/watch?v=YICiXLeJEb0&list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN&index=13>

About Tests: Instructors use Tests to test Student knowledge, measure Student progress, and gather information from Students.

Before You Begin

When creating a Test there are a number of things the Instructor should consider:

- Are special instructions needed for this Test?
- How many questions?
- What type of questions?
- What is the point value associated with each question?
- Will partial credit be acceptable for some or all questions?
- Are some questions very difficult and may count as extra credit?

Creating Tests and Surveys

Tests and Surveys can be created by authoring new questions, using the various built-in question types, reusing existing questions from tests and pools, uploading questions, or importing pools.

Deploying Tests and Surveys

Once Tests and Surveys are created, they are deployed by adding them to a Content Area and then making them available to students. See [Deploying Tests and Surveys](#) for more information.

Grading Tests

Grading Tests within Blackboard is automated, but subjective test questions, such as Essays, must be graded manually. There are a number of options within the Grade Center that provide flexibility in grading tests:

- **Multiple attempts** allow an Instructor to customize grading with Test Creation settings. The final grade for an assessment can be the first attempt, last attempt, or an average of all attempts.
- The **Clear Attempts** option allows Instructors to erase a grade from the Grade Center. Attempts can be cleared one at a time or all at once. For example, if there is a technical failure at the Institution, all attempts for the Assessment taken on that date may be deleted.
- The **Override** option allows the Instructor to enter a grade that replaces the existing grade in the Grade Center. For example, in the case of extenuating circumstances, the Instructor could use Override to make a Student's grade higher or lower. This score is used when calculating the grade.

BUILD

Test and Survey Options

Test and Survey Options allow the Instructor to edit the name and description of a Test or Survey, (commonly referred to as Tests). Options control the availability, presentation, and feedback for an assessment. These options are only available once an assessment is added to a Content Area. Tests added to a Content Area are said to be deployed.

After a Test or Survey is deployed, the Test Options or Survey Options page appears. To edit an existing assessment, select **Edit the Test Options** or **Edit the Survey Options** from the contextual menu.

Edit Test or Survey Availability

Test and Survey availability is set after the assessment is added to a Content Area. Availability is managed on the options page. When an assessment is unavailable, it is deployed to a Content Area but a link does not appear to Students. Unavailable Tests are seen when the **Edit Mode** is **ON**.

The following are descriptions of the Test and Survey Availability options:

Option	Description
Make the Link Available	Select Yes to make a link to the Assessment appear to Students. If this option is set to No , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
Add a New Announcement for this Test/Survey	Select Yes to create an Announcement for the Test or Survey. The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]". This Announcement will appear in the Course Announcements.
Multiple Attempts	This option allows Students to take the assessment multiple times. The status of multiple attempts is displayed to Students at the top of the assessment. Select Allow Unlimited Attempts for Students to take the assessment as many times as they wish. Select Number of Attempts and enter a numeral to indicate a specific number of attempts that is allowed.
Force Completion	Students must complete the assessment the first time it is launched if Force Completion is selected. Students may not exit the assessment and continue working on it at a later date. The Save button is available for Students to save the assessment as they work through it, but they may not exit and re-enter the Assessment. If the Force Completion option is enabled, it is noted and explained to Students at the top of the assessment. If Force Completion is not enabled, Students may save their progress and complete the assessment at another time.
Set Timer	Select this check box to set a time limit for finishing the assessment. If this option is selected, enter the amount of time to allow for the Test or Survey in the hours and minutes boxes. The time elapsed is displayed to the Student during the assessment. A one-minute warning is also displayed as Students approach the time limit.
Display After	Select the date and time when the Test or Survey will become available to Students. This field is optional; the Instructor may control availability through the Make the Link Available option without setting specific dates.
Display Until	Select the date and time the Test will be made unavailable to Students. This field may be left blank.
Password	Select this check box to require a password for Students to access the assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.

Unavailable Tests

There is a difference between unavailable Tests and deleted Tests. Deleted Tests have been deleted from the Course. Unavailable Tests are deployed to a Content Area but a link does not appear to

Students. Instructors can access the assessment when **Edit Mode** is **ON** and through the Control Panel under Course Tools > Tests, Surveys, and Pools.

Assessment availability is managed on the Test Options page. Assessment availability is limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Edit Self-Assessment Options

The following are descriptions of the Self-Assessment options:

Option	Description
Include this Test in Grade Center Score Calculations	Select this option to include this test in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations.
Hide Results for this Test Completely from Instructor and the Grade Center	Select this option to hide this test score from the Instructor and in the Grade Center. If selected, this item behaves as a survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the grade details pages.

Edit Test Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page. The Test feedback options determine the type of results users receive after a Test is submitted. One or more options may be selected.

Feedback Mode	Description
Score	Present the final score to Students.
Submitted Answers	Present the Student's answers.
Correct answers	Present the correct answers to the questions.
Feedback	Present the question feedback to the Student.

Edit Survey Feedback

When a Survey is deployed, two feedback options appear on the Survey Options page. The Survey feedback options determine they type of results users receive after a Survey is submitted. One or both options may be selected.

Feedback Mode	Description
Status	Students see whether the Survey is complete or incomplete.
Submitted Answers	Students see the answers they submitted.

Edit Test Presentation

There are a number of options for presenting questions on Tests and Surveys. The following are descriptions of each option:

Option	Description
All at Once	Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If this is selected, Prohibit Backtracking cannot be selected.
One at a Time	Displays one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the assessment. Prohibit Backtracking may be selected. Randomize Questions may also be selected.
Prohibit Backtracking	Prevents Students from going back to questions they have already answered. If backtracking is prohibited, questions will be presented one at a time and the buttons <<, <, or >> do not appear to Students during the assessment. These buttons will appear if backtracking is not prohibited.
Randomize Questions	Display questions in a random order each time the Assessment is taken.

About the Test and Survey Canvas

A Test or Survey's Canvas page allows Instructors to edit the name and instructions, add and edit questions, and change question settings. Instructors can use the check boxes to select any or all questions and then delete them or change the points for them.

With the exception of minor text changes, such as correcting a typographical error, Tests or Surveys should not be edited if they have already been deployed.

Instructors can create a Random Block, which is a randomly distributed number of questions, from the Test Canvas. The Instructor determines the questions, the number to display, the order, and the points per question. See [Creating and Editing a Random Block](#) for more information. Random Blocks are not available in Surveys.

How to Open the Canvas Page for a New Test or Survey

1. Select **Tests, Surveys, and Pools** in the Course Tools area of the Control Panel.
2. Click **Tests** or **Surveys**.
3. Click **Build Test**.
4. Complete the **Information** page and click **Submit**.

How to Open the Canvas page for an Existing Test or Survey

1. Select **Tests, Surveys, and Pools** in the Course Tools area of the Control Panel.
2. Click **Tests** or **Surveys**.
3. Click **Edit** in the Contextual Menu for an existing Test or Survey.

Next Steps

Here are the tasks that are performed on the Canvas page:

To . . .	Click . . .
add a new question	the Create Question drop-down list in the and select a type of question.
change the Default Point Value for questions in the Test	Question Settings and enter a number in the Default point value field. This option is not available for Surveys.
change the name, description, or instructions for the Test or Survey	Edit from the contextual menu next to the first header.
change the order of the questions	the double arrow upper left corner of the question and drag and drop the question to the appropriate position.
change the settings for this Test	Question Settings . The Test Question Settings page appears. Question Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
copy a question	Copy in the contextual menu of the question header. The Create/Edit Multiple Choice Question page is displayed, where changes are made to

To . . .	Click . . .
	the copied question. Copied questions retain all of the settings of the original question.
edit a question	Edit in the contextual menu of the question header. Instructors can edit linked questions from the Canvas. Changes made to linked question are reflected everywhere there is a link to that question. Tests that are in progress will not display the changes to a linked question. See Reusing Questions for more information.
delete a question	Remove in the contextual menu of the question header. A confirmation box appears. Removing a question is irreversible.
reuse a question from another Test or Survey	the Reuse Question drop-down list and select Find Questions . See About Find Questions for more information.
create a Random Block	the Reuse Question drop-down list and select Create Random Block . See Creating and Editing a Random Block for more information. This option is not available for Surveys.
preview a question in the Random Block	the preview button next to the question text. The question appears in a separate window. This option is not available for Surveys.
show or hide the questions within the Random Block	the Questions in the Block link. This option is not available for Surveys.

BUILD + ADD

Creating and Editing a Test or Survey

This topic describes how to build and edit a Test or Survey. Once a Test or Survey is built, questions are created or added from existing questions from Tests, Surveys, and Pools.

About the Warning Page

A warning page appears if any students are in the process of taking the Test or have already taken the Test when **Edit** is selected. Certain areas of the Test will not be available to edit if the Test has already been taken by students.

If the Instructor edits an Test after a Student has submitted it, the Student will view the new, edited Test when they view their grade and feedback. They will not view their original Test attempt.

How to Build a Test or Survey and Create New Questions

1. Click **Tests** or **Surveys** on the Tests, Surveys, and Pools area on the Control Panel.
2. Point to **Build Content**.
3. Type a name, description, instructions and click **Submit**.
4. Select a question type from the **Create Question** drop-down button on the Test Canvas.
5. Type the necessary information to create a question and click **Submit**.

6. On the Test Canvas, type the **Point Value** for the question.
7. Repeat **Step 4** through **Step 6** until finished adding questions.
8. Click **Submit**.

How to Edit an Existing Test or Survey

1. Click **Tests** or **Surveys** on the Tests, Surveys, and Pools area on the Control Panel.
2. Point to the Action Link for the Test or Survey to edit.
3. Click **Edit**.
4. Make changes to the Test or Survey.
5. Click **OK**.

Next Steps

- o [Reusing Questions](#)
- o [Deploying Tests and Surveys](#)

Reusing Questions

Instructors can reuse questions by using the Find Questions page, which contains every question from all existing tests, surveys, and pools in the Course.

Copying and Linking to Questions

When using the Find Questions page, Instructors can choose to **Copy a Question** from an existing test to a new test, or **Link to the original question** in the new test. The difference is that if a linked question is changed, those changes are reflected everywhere a link to that question occurs. Questions that are linked display an icon that indicates they are used in other tests. Alternatively, when the question is copied, changes made to one instance of the question are not reflected in the other instances. Copy is the default selection.

Selected Questions

Questions that are selected through this process are displayed at the bottom of the page. Click **Show List** to view all the questions that have been selected. Click **Hide List** to minimize the Selected Questions. Questions are deleted from the Selected Questions list by clicking the red **X** link next to the question. This action does not delete the question.

How to Find Existing Questions and Add them to a Test or Survey

1. Point to the **Reuse Question** drop-down list and select **Find Questions**. The **Find Questions** pop-up window appears.
2. Choose a method for adding questions, **Copying** or **Linking**. The difference between the two, is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey. **Note:** The option to change the method is located above the table of questions. Select the correct option before you add the questions to the test.

3. Expand one or all of the following criteria: **Pools, Tests, Question Types, Categories, Topics, Levels of Difficulty, or Keywords.**
4. Use the **Search Current Results** field to narrow the search.
5. Select the questions to add using the check boxes.
6. Click **Submit**. The Question will be added to your Test or Survey as a Copy or a Link.

Creating and Editing a Random Block

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

Random Blocks are groups of questions that can be presented in a random fashion determined by the Instructor. Random Blocks are created by finding and selecting questions, deciding on the number of points per question, and then determining the number of questions to display to the user. Questions that are selected through this process are displayed in the Shopping List at the bottom of the window. Click Show List to view all the questions that have been selected. Click Hide List to minimize the Shopping List. Questions are deleted from the Shopping List by clicking the red X link next to the question. This action does not delete the question.

Question Sets

A Question Set is a collection of questions retrieved from selected Tests and Pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen for each time the test is taken.

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

About Question Settings

The Question Settings page allows Instructors to adjust settings for a Test, Survey or Pool. The Specify default point values for questions option is not available for Pools or Surveys and the Add Categories to questions option is not available for Surveys.

Default Point Value

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after the change will have the new point value. Questions created before the modification will have the old point value.

How to Change Question Settings

1. Select **Tests, Surveys, and Pools** in the Course Tools area of the Control Panel.
2. Click **Tests** or **Surveys**, or **Pools**.
3. Select an existing **Test, Survey, or Pool**.
4. Click **Question Settings**.
5. Make changes to the following fields:

Field	Description
Provide feedback for individual answers	Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers. Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
Add images, files, and external links to questions	Select this check box to include the option to attach images, files, and URLs to questions.
Add images, files, and external links to answers	Select this check box to include the option to attach images and files to answers.
Add categories, topics, levels of difficulty, keywords and instructor notes to questions	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword. This option is not available for Surveys.
Specify default points when creating questions	Select this option and all questions will automatically have the same point value. Type the point value in the Default point value field. This only sets a default. This is not available for Surveys or Pools.
Specify partial credit options for answers	Select this option to make partial credit available for questions included in this Assessment. If selected, an option to give partial credit appears when questions are created.
Provide option to assign questions as extra credit	Select this option to make extra credit available for questions included in this Assessment. If selected, an extra credit option appears when each question is created. If this option is selected points are added to the score if the question is answered correctly; no points are taken away if the questions are answered incorrectly.
Specify random ordering of answers	Select this option to include the option for display answers in random order.
Specify the horizontal or vertical display of answers	Select this option to include the option to display answers horizontally or vertically.
Specify numbering options for answers	Select this option to include the option for numbering the answers.

6. Click **Submit**.

About Question Metadata

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

Instructors can create Metadata values for questions to help organize them for future use. The Metadata values created in one question can be used when creating other questions in the same Course. These Metadata values are used to help search for questions to reuse on the Find Questions page. Questions can have the following metadata values added to them:

- Categories
- Topics
- Levels of Difficulty
- Keywords

Uploading Questions


Instructors may upload files containing questions into a Test, Survey, or Pool.

Before You Begin

The following information is important to note when uploading questions:

- Once uploaded, questions are manipulated like other questions created within the Assessment.
- Questions that contain an error will fail to upload. Questions without errors will upload successfully.
- **The system does not check for duplicate questions.** It is up to the Instructor to manage this aspect of the Assessment questions.

The questions in the uploaded file must match the [file structure](#) explained in this topic. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.

	<p>Note: This feature is not available in Blackboard Learn– Basic Edition.</p> <p>The system does not check for duplicate questions.</p>
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Point Value

When questions are uploaded they automatically default to the point value they were assigned when exported. If a default value has not been chosen in Question Settings questions will automatically have a point value of '0' and Instructors must then enter a point value for each question.

How to Upload Questions

1. Click **Upload Questions** on the **Test Canvas** or **Survey Canvas** page.
2. Click **Browse** and locate the file.
3. Type a number in the **Points per question** field.
4. Click **Submit**.

File Structure

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab and each row is a separate question.



Note

Note: When uploaded to a Survey, the correct/incorrect answer Assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Question Type	Structure
Multiple Choice	'MC' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.
Multiple Answer	'MA' TAB question text (TAB answer text TAB 'correct' or 'incorrect') Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.
True/False	'TF' TAB question text TAB 'true' or 'false'
Essay	'ESS' TAB question text TAB [example] Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.
Ordering	'ORD' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.
Matching	'MAT' TAB question text (TAB answer text TAB matching text) Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.
Fill in the Blank	'FIB' TAB question text (TAB answer text) Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
File Response	'FIL' TAB question
Numeric Response	'NUM' TAB question TAB answer TAB [optional]tolerance
Short Response	'SR' TAB question TAB sample_answer
Opinion/Likert Scale	OP TAB question

Question Type	Structure
Multiple Fill-in-the-Blank	FIB_PLUS TAB question TAB variable1 TAB answer1 TAB answer2 TAB variable2 TAB answer3 The format consists of a list of variable-answers where each variable- answer is composed of the variable name and a list of correct answers for that variable. variable-answers are delimited by an empty field.
Jumbled Sentence	JUMBLED_SENTENCE TAB question TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2 The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.
Quiz Bowl	QUIZ_BOWL TAB question TAB question_word1 TAB question_word2 TAB phrase1 TAB phrase2 The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

BUILD, ADD, + **DEPLOY** (BAD)

Deploying Tests and Surveys

Once a Test or a Survey has been created, the next step is to deploy it to users. **This is a two-step process:** adding the Test or Survey to a Content area and then making it available.

About Unavailable Tests

There is a difference between unavailable Tests and deleted Tests. Deleted Tests have been deleted from the Course. Unavailable Tests are added to a Content Area but a link does not appear to Students. Instructors can access the assessment when **Edit Mode** is **ON** and through the Control Panel under Course Tools > Tests, Surveys, and Pools.

Assessment availability is managed on the Test Options page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** fields. The availability can also be open ended by setting only a start date or only an end date. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Before You Begin

Create the Test or Survey. Create new questions or use [Find Questions](#) to copy or link existing questions to the Test or Survey.

How to Add a Test or Survey to a Content Area

1. Navigate to a Content area of the Course.
2. Point to the **Create Assessment** drop-down list and select **Test** or **Survey**.

3. Select a Test or Survey from the **Add Test** or **Add Survey** list.
4. Click **Submit**. The **Test Options** page appears.

How to Make a Test or Survey Available

Test and Survey availability is set after the assessment is added to a Content Area. Availability is managed on the Test Options page.

1. On the Test Options page, click **Yes to Make the Link Available** to Users. If this option is set to **No**, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
2. Set the following options for the Test:

Option	Function
Add a New Announcement for this Test or Survey	The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]". This Announcement will appear in the Course Announcements.
Multiple Attempts	Click the checkbox and select from the following options: <ul style="list-style-type: none"> ○ Select Allow Unlimited Attempts for Students to take the assessment as many times as they wish. ○ Select Number of Attempts and enter a number to indicate a specific number of attempts that is allowed.
Force Completion	Click the Force Completion check box to force users to complete the Test or Survey once it has been launched. Students may not exit the assessment and continue working on it at a later date. The Save button is available for Students to save the assessment as they work through it, but they may not exit and re-enter the Assessment.
Set Timer	Click the Set Timer check box to set a time limit for completing the Test or Survey.
Display After and Display Until	Use the Display After and Display Until date and time fields to define the availability of the Test or Survey. Click both the Display After and Display Until check boxes in order to enable the date and time selections.
Password	Click the Password check box to require a password to access the Test or Survey.

3. Click **Submit**.

How to Control the Presentation of a Test or Survey

The remaining options control the presentation and feedback for an assessment.

Option	Function
Include this Test in Grade Center Score Calculations	<p>Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to Students to be used in Grade Center calculation. Self-Assessment Tests are generally not included in Grade Center calculations.</p> <p>If the test is not included, the score will not affect any Grade Center calculations. This Test is also excluded from weighting.</p>
Hide Results for this Test Completely from Instructor and Grade Center	<p>If selected, this Test behaves as a Survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the Grade Details page. The Instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts. This is only available for Tests.</p>
Test or Survey Feedback	<p>Determine the kind of Feedback that is displayed upon completion:</p> <ul style="list-style-type: none"> • Score - presents the final score to Students. This is only available for Tests. • Status - presents the completion status to Students. • Submitted Answers - presents the Student's answers. • Correct Answers - presents the correct answers to the questions. This is only available for Tests. • Feedback - presents the question feedback to the Student. This is only available for Tests.
Presentation Mode	<p>All at Once - Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If this is selected, Prohibit Backtracking cannot be selected.</p> <p>OR</p> <p>One at a Time - Displays one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the assessment. Prohibit Backtracking and Randomize Questions may be selected.</p>
Prohibit Backtracking	<p>Click the check box to prevent Users from going back to questions they have already answered. If backtracking is prohibited, questions will be presented one at a time and the buttons <<, <, or >> do not appear to Users during the Test or Survey.</p>
Randomize Questions	<p>Click to display questions in a random order each time the Test or Survey is taken.</p>

Next Steps

- [About Test/Survey Status](#)
- [Entering Grades](#)
- [Changing Grades](#)

- [Deleting and Reverting Grades](#)

About Test and Survey Status

The Test/Survey Status Indicator is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times.

The **Save Answer** button next to each question provides a visual reminder to Students to save their work periodically.

Completion status of assessment questions is displayed at the top of the page when a Student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Instructions box. The Test/Survey Status indicator remains at the top of the page while the user scrolls down through the assessment.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box is updated to show that the previous question was answered. If the user does not answer a question and moves on to the next question, the status box shows that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to Tests deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a **Save** button to the right of each question to save this specific question without scrolling to the bottom of the page to save.

Saving either a single question or all of the questions that have been answered (with the **Save** button at the bottom of the page) changes the status indicator to show which questions have been completed.

Entering Grades

Grades are entered into the Grade Center in a variety of ways. Scores from items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from an external source, such as a Comma-separated Value File or an Excel spreadsheet, are uploaded to the Grade Center, eliminating the need for double entry. Other grades are manually entered into the Grade Center using any of the views of the Grade Center.

Grading Multiple Attempts

If you are grading multiple attempts, the graded item must have been set to allow multiple attempts when it was created. If the option for multiple attempts was selected, the option for grading will appear on the Grade Details page. Grades for all attempts are tracked in the Grade History.

Automatically Entered Grades

Tests that are added to the content of a Course and are scored online, automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be edited manually.

To edit grades see [Changing Grades](#).

Manually Entered Grades

Tests that are added to the content of a Course can be edited to allow students to have multiple attempts to take the assessment. These attempts are graded manually in the Grade Center.

There are many ways to manually enter these grades:

- [From the main Grade Center page](#)
- [Anonymously from the main Grade Center page](#)
- [From the Grade Details page](#)
- [Anonymously from the Grade Details page](#)
- [Overriding a grade from the Grade Details page](#)
- [Grading Tests by Question](#)

Instructors can enter grades for certain tools without having to navigate to the Grade Center. Grading can be done within the tool if the item has been set to be graded. Once these grades have been entered, they can be changed in the Grade Center.

Uploading Grades from External Sources

To eliminate repeated entry of Grade Center data in several tools, Instructors can work offline and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma-separated Value or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data. For in depth information on uploading grades see [Working Offline](#).

How to Enter Grades from the Grade Center Page

Grades are entered in any cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade from the Grade Center, follow these steps:

1. Click within the cell to be graded.
2. Type the value.
3. Press **Enter**. If **Enter** is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box asks if the user would like to save the grade entry. Select **OK** to save the grade.

How to Enter Grades Anonymously from the Grade Center Page

Instructors can grade items in the Grade Center without viewing user information. The users will be displayed in a random order, without any identifying information, to the Instructor for grading. Anonymous Grading is helpful to reduce bias from the Instructor or TA when grading. This option is available in the column header contextual menu on the Grade Center page.

1. From the desired column header click **Grade Anonymously**.
2. Type a grade in the text box for each question.
3. Click **Save and Exit** to return to the Grade Center page.

OR

Click **Save and Next** to show the next user.

OR

Click **View Previous** to show the previous user.

How to Enter an Attempt Grade from the Grade Details Page

1. From the contextual menu next to a grade, select **View Grade Details**.
2. Click **Grade Attempts**.
3. Type a grade in the **Grade** field.
4. Click **Save and Exit** to return to the Grade Center page.
OR
Click **Save and Next** to display the next attempt.

How to Enter an Attempt Grade Anonymously from the Grade Details Page

Instructors can hide user information from the Grade Details Page. Once an attempt has been selected, the Instructor can hide the user information before grading the attempt.

1. From the contextual menu next to a graded item, click the **Attempt** link.
2. Click **Hide User Names**.
3. Click **OK**. This action will open a new attempt with all user identification removed. Any unsaved changes to the current Attempt will be lost.
4. Type a grade in the **Grade** field.
5. Click **Save and Exit** to return to the Grade Center page.
OR
Click **Save and Next** to display the next user.
OR
Click **View Previous** to show the previous user.

How to Override a Grade from the Grade Details Page

The latest or only Override grade takes precedence over all other grade entries, including grades entered for multiple attempts, and will display in the Grade Center. Any grade entered into the Grade Center for an automatically generated Grade Column, such as an Assessment, Assignment or Discussion Board grade, will be considered an Override grade.

1. From the contextual menu next to a graded item, click **View Grade Details**.
2. Click the **Manually Override** tab.
3. Type a new grade in the **Override Grade** text box.
4. Add any **Feedback to User** or **Grading Notes**.
5. Click **Save**.
6. Click **Return to Grade Center** to go back to the Grade Center page.

How to Grade Tests by Question

Instructors can grade all of the responses for a specific question at one time by using the **Grade Questions** option. This procedure is used for entering new grades or changing grades. Grades can be given anonymously by clicking **Hide User Names** on the Grade Responses page.

The test remains in Needs Grading status until all of the responses for all of the questions have been graded.

1. From the contextual menu of the column header, click **Grade Questions**. The Grade Questions page opens. You can select the option to grade responses anonymously.
2. Click the number in the **Responses** column to access the question.
3. Click **Edit** next to the score for the user.
4. Type a new grade in the **Score** field.
5. Click **Submit**.
6. Click **Back to Questions** to return to the Grade Questions page to select the next question to grade.

About Changing Grades

Any grade recorded in the Grade Center may be changed by the Instructor, TA, or Grader of the course due to the fluid nature of instruction and the different variables that can influence student performance on assessment. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been edited are denoted in the Grade Center by a triangular icon. Every time a grade is changed, an entry is made into the Grade History.

Override Grade Versus Edit Attempt

The Override Grade function is designed to ignore the results of all attempts and display the grade as entered. For automatically graded tests, this is useful in a worst-case scenario, such as if a Student is caught cheating. The grade is entered to reflect the incident regardless of student performance on any attempt. This is also why changing an automatically calculated grade on the page results in an override.

The edit attempt option is useful if a small error occurs. The Instructor mistakenly identified the correct answer and wants to give Students that took the test before she caught the mistake an extra 4 points. If multiple attempts are allowed and the Student takes the test again, they can do so and the change to the previous attempt does not apply.

Override Grade in the Grade Center

Changing grades in the Grade Center was designed with the following scenario in mind:

An attempt is logged each time a Student takes a test. Since the item is automatically graded each time an attempt occurs, a manual change to an automatic grade is most likely an override. The Instructor wants the Grade to be X no matter what.

With a manual grade, the only time an attempt is logged is when the Instructor enters the grade. Take a paper and a rewrite, for example. The Instructor enters a grade in the page for the original submission. The Instructor thinks a rewrite is appropriate and gives the student a chance to resubmit the paper. When the Instructor enters that new grade, the modified grade is entered as an attempt. This creates a history and shows that the user resubmitted, not that the Instructor gave a different grade to the same attempt.

Grade History

Every time a grade is changed, whether the score is overridden or new comments are added, an entry is made to the Grade History. The Grade History acts like a log file that keeps track of all the changes made

to each grade entry. Grades that have been edited are denoted in the Grade Center by a green triangular icon.

Uploading or Downloading Grade Center Items/ Working Offline

<http://library.blackboard.com/ref/a86c3648-80a5-43cc-8fed-b3f5d24518ce/index.htm>

To eliminate double entry of Grade Center data in several tools, Instructors can do off-line grading, and then import grades into Grade Center. Instructors can upload grades from external sources such as an Excel spreadsheet or a Comma-separated Value file. Data must be formatted very specifically to upload correctly and be synched with existing Grade Center data.

- [How to Upload a File to the Grade Center](#)
- [How to Download Grades from the Grade Center](#)
- [How to Download Grade History Data](#)

Calculating Grades

In the Grade Center, an Instructor can calculate grades by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points. These are called Calculated Columns. These columns, which display performance results, are displayed to students or remain accessible to only the Instructor, TA, and Grader. The possible Calculated Columns include the following:

- **Weighted Grade**
- **Average**
- **Total**
- **Minimum/Maximum**

New Courses or Restored Course contain two created columns: a Total Points column and a Weighted Grade column. The user must configure the settings of these columns.

Next Steps

- [Creating Average Grade Columns](#)
- [Creating Weighted Grade Columns](#)
- [Creating Total Points Columns](#)
- [Creating Minimum/Maximum Columns](#)

Column Types and Functions

All graded items created for a Course through Blackboard Learn automatically generate columns in the Grade Center. These columns are eligible for use in all Grade Center operations. The following Content items automatically generate a column:

- **Assignments** – Assignments are added to Course Content and are graded manually.
- **Survey** – Surveys are automatically scored. Surveys are included or excluded in summary Grade Center calculations.

- **Test** – Tests are automatically scored online, in which case the grade is automatically entered in the Grade Center column. Tests may also contain questions that need to be scored manually, such as an essay question, and require the grade to be entered manually.
- Graded **Blogs, Journals, Discussion Board** threads and forums, and **Wikis** for Groups and individuals.

Once created, columns and their parameters are edited by the Instructor. For example, columns can be renamed, be associated with a different Grading Period or a different Grading Schema. Instructors also control whether columns are displayed to Students and Observers.

Grade Center Column Functions

The following functions are available from the contextual menu for all Grade Center columns. Open the contextual menu in the column header on the Grade Center page.

Function	Description
Quick Column Information	Shows the Column Information in a small window.
View and Add Rubrics	Shows the available Rubrics that provide guidelines for grading this item. Rubrics can be created from the same window.
Grade Anonymously	Enter grades for this item without knowing the identity of each user.
Grade Attempts	Enter a grade for an attempt made for this item.
Grade Questions	Enter grades for all of the responses for a specific question at one time.
View All Attempts	Shows the View All Attempts page for the item. These attempts can be graded, graded anonymously, or graded by question.
Edit Column Information	Shows the Edit Column page for this column.
Column Statistics	Shows the Column Statistics page for this column. The following statistics are shown: Column Details, Grade Distribution, Status Distribution, and basic Statistics such as Range, Average, Median, and Variance. If the Show Statistics setting is not selected for the column, this option is not shown on the contextual menu.
Set as External Grade	Choose this option to display this grade in the Observer Dashboard.
Attempts Statistics	Shows the Statistics page for the item. The following statistics are shown: Name, Score, Attempts, Graded Attempts, Attempts that Need Grading, and Instructions. Each question is shown along with its score information. If the Show Statistics setting is not selected for the column, this option is not shown on the contextual menu.
Download Results	Allows the Instructor to download Grade Center data for this column as a delimited file that is used in other applications such as Spreadsheet programs or statistical analysis programs.
Show/Hide to Users	Show or Hide this column in the Grade Center.

Function	Description
Clear Attempts for All Users	Shows a separate window where Instructors can clear selected attempts for all users. Attempts can be cleared by Criteria or by a Date Range.
Sort Ascending	Shows the items in the column in an ascending order.
Sort Descending	Shows the items in the column in a descending order.
Hide Column	Hides the column from view in the Grade Center. To show the column, point to Manage and select Column Organization.

Working with Grade Center Reports

Instructors can create printable Reports for their Courses and Students. An Instructor can create a Progress Report that contains all of the grades from a particular Grading Period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Prerequisites and Warnings

- Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.
- Reports are customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.
- Reports print one Student per page.
- Instructors can only choose students within the section being used to appear in the Report. If there is more than one section of a course, a separate Report must be run for each section.

How to Create a Report

1. Point to **Reports** in the action bar and select **Create Report**.
2. Select information to be included in the **Header Information** of the Report and type in the appropriate fields.
3. Select the Users to be included in the Report:
 - **All Users**: This will include all students in the Course on the Report.
 - **All Users in Group**: Select a Group to be included in the report. A Group must be created before it is chosen when creating a Report.
 - **Selected Users**: Select one or more students in the course. To choose more than one student, press and hold the Ctrl key and select the names with the mouse.
4. Select the check box if you want to **Include Hidden Users in Reports**.
5. Select the **User Information** to be included in the report.
6. Select the **Columns** to be included in the Report:

Column	Description
All Columns	Select to include all of the Grade Center columns in the Report.
All Columns in Grading Period	Select to display all of the columns of a particular Grading Period in the Report.

Column	Description
All Columns in Category	Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
Selected Columns	Select the desired columns to be displayed in the Report.
Include Hidden Columns in Reports	Click this check box to display any column that was hidden from the Grade Center view.

7. Select the **Column Information** to be included in the Report. The Column Name and Current Grade will display automatically in the Report, and these cannot be deleted.
 - **Description:** Select to display the column's description in the Report.
 - **Due Date:** Select to display the column's Due Date in the Report.
 - **Statistics:** Click and then select to display the class **Average**, **Median**, or **Both** for each Calculated Column of Grade Column included in the Report.
8. Select the Footer Information to be included in the footer of the report. It includes the following:
 - **Custom Text:** Select and then enter any desired text to be displayed in the footer section of the Report
 - **Signature Line:** Select to display a signature line on the report.
 - **Date:** Select to display the Report creation date on the Report. This can be edited.
 - **Course Information:** Select to display the Course Name and Course ID on the Report.
9. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open.
10. Click **Submit**. This will display the report in a new browser window, but the Report creation browser window will return to the Grade Center page.

How to Save a Report

1. Point to **File** on the browser's menu and select **Save As**.
2. Choose the save location. The Report will be saved as an Internet file.

How to Print a Report

1. Point to **File** on the browser's menu and select **Print**.
2. Select the appropriate options and print the Report.

Viewing Grade Center Statistics

Instructors have the ability to view various statistical information related to a column and any User. The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on. The User Statistics page displays a User's statistics in the Categories.

Note: The Statistics pages are read-only, and grades or other information cannot be edited from this area.

- [How to View User Statistics](#)

- [How to View Column Statistics](#)

User Statistics

The following **Student Details** are displayed:

- **User** – First name, Last name, and Username
- **Student ID** – The Student ID number
- **Contact** – Contact information including address, home and work phone numbers, and email address. This information is generated from the student's User Properties.
- **Items Completed** – The percentage and total number of Items completed in the Course as of the present time and date.

The following **Category Statistics** are displayed in a table on the User Statistics page:

Column	Description
Category	All the possible Categories in the Grade Center, both created and default.
Average	The percentage value average of a particular Category.
Graded	The number of graded Items of a particular Category.
In Progress	The number of graded Items that are in progress, or incomplete.
Needs Grading	The number of graded Items that have not been graded.
Exempt	The number of Items that are exempt from grading.

Sending Email from the Grade Center

Instructors can communicate using Email with Students, their Observers, and others in the Grade Center. This form of direct contact allows Instructors to actively communicate with relevant parties while engaged in grading in the Grade Center. Such immediate feedback can quickly lead to intervention if required, promoting positive outcomes for students.

Email is sent from the Grade Center in two different ways, depending on whom the Instructor would like to contact.

How to Send Email to Multiple Users from the Grade Center Page

1. From the Grade Center page, select the Students you want to Email.
2. On the action bar, point to **Email** and select the type of recipients: **Email Selected Users**, **Email Selected Users and their Observers**, or **Email Observers for Selected Users**.
3. Fill in the **Subject** and **Message** fields on the Send Mail page.
4. Select **Include list of recipients** to show the names of every user who will receive this email.
5. Click **Attach a file** to include an attachment to the message.
6. Click **Submit**.

Note: Although an email is sent to the selected group, each individual recipient is not aware of any other recipients.

How to Send Email to Individual Users in the Grade Center

1. From the contextual menu next to a user's first or last name select **Email User**.
2. Fill in the **Subject** and **Message** fields on the Send Mail page.
3. Select **Include list of recipients** to show the names of every user who will receive this email.
4. Click **Attach a file** to include an attachment to the message.
5. Click **Submit**.

Downloading Grade Center Data

Instructors have the ability to download Grade Center data as a delimited file that is used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files are saved on a local computer drive or in the Content Management if it is available.

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading. For more information on uploading files to the Grade Center, see [Uploading External Grade Center Items](#).

How to Download Grade Center Data

1. Point to **Work Offline** on the action bar and select **Download**.
2. Select the data to download:

Radio Button Option	Description
Full Grade Center	Contains all columns and associated data
Selected Grading Period	From the drop-down list, select a Grading Period. Grading Periods must be created before they are chosen. For more information, see Creating Grading Periods .
Selected Column	Using the drop-down list, select one column and its data. Check the box to include comments for the column. Select to Include comments for this Column if you want.
Student Information Only	Only columns containing student data such as User Name are included.

3. Select the file delimiter, **Comma** or **Tab**.
Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .CSV. Comma delimited files will not open directly in Microsoft Excel.
Tab delimited files do not contain quote characters and have the file extension .xls. Tab delimited files will open directly in Microsoft Excel.
4. Select whether or not to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view being downloaded.
5. Select the location for the download. Files downloaded to **My Computer** will default to the Desktop. Files downloaded to the **Content Management** need to be saved in a folder in the Content Management. Click **Browse** to select the folder.
6. Click **Submit** to finish the download.

How to Download from the Grade History Page

The Grade History is exported as a delimited file and downloaded to local machine.

1. On the action bar, point to **Reports**, click **View Grade History**.
2. Click **Download**.
3. Select the **Delimiter Type** for the file, either Comma or Tab.
4. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
5. Click **Submit**.
6. Click **Download** to save the file to a local machine.