



# **ASSESSMENT Manual**

## **Version 6**

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## Chapter 6 – Assessment

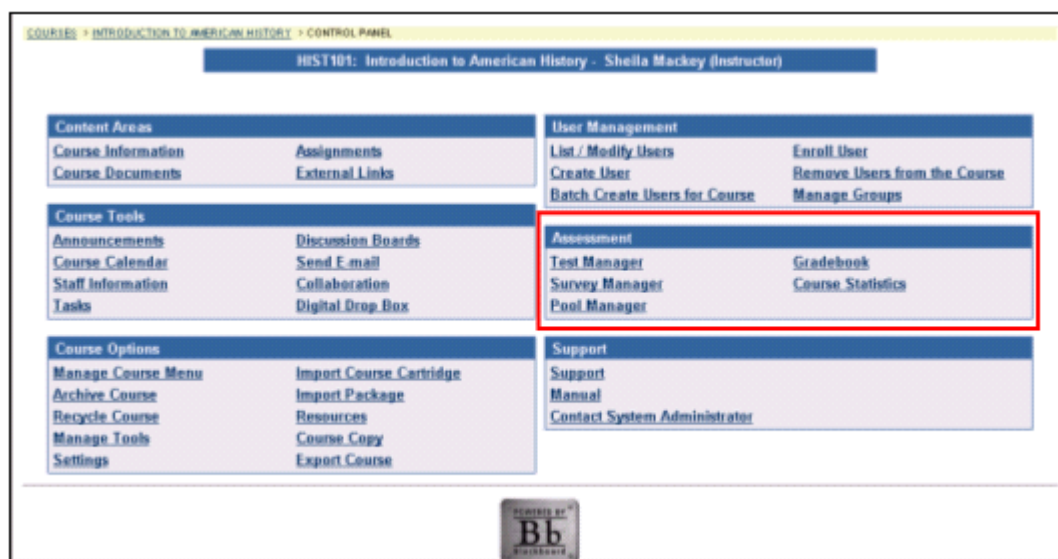
### Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading, and the results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value, and Surveys are not graded.

The Assessment area allows Instructors to:

- follow a simple, step-by-step process to create Tests and Surveys
- create several different types of questions
- include multimedia or other attachments with Assessment and Survey questions
- re-use questions from Pools and previous Tests
- provide password-protected Tests, timed Tests, and instant feedback to Students
- create statistical reports of Student answers.



### In this chapter

This chapter includes information on the following sections:

<b>Section</b>	<b>Description</b>
<a href="#">Test Manager</a>	Explains how to create and manage Tests.
<a href="#">Survey Manager</a>	Explains how to create and manage Surveys.
<a href="#">Pool Manager</a>	Provides information on creating and managing Pools of questions.
<a href="#">Assessment Workflow in Release 6.0.10 and Higher</a>	Explains changes to the Assessment workflow introduced in Release 6.0.10.
<a href="#">Gradebook</a>	Describes how to manage all aspects of Student grades, including grade weights, specific items and downloading and uploading grades.
<a href="#">Gradebook Views in Release 6.0.10 and Higher</a>	Explains the new Gradebook Views available in Release 6.0.10.
<a href="#">Course Statistics</a>	Explains how to generate reports on the course usage and activity.

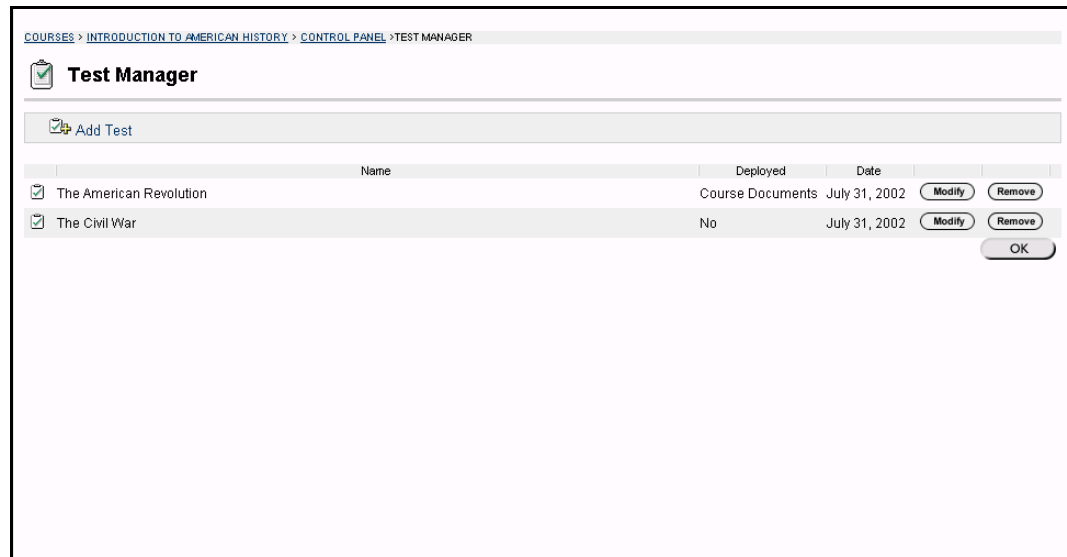
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## Test Manager

### Overview

The Test Manager is used to create, modify, and remove Tests. Instructors can create Tests to check the knowledge and skill level of the users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the Gradebook.

**Note:** Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions in the same way as the Test Manager.



### Find this page

Follow the steps below to open the Test Manager page.

- Step 1** Select a course from **Courses You are Teaching** in the Courses common area.
- Step 2** Click **Control Panel** on Course menu
- Step 3** Select **Test Manager** in Assessments.

### Functions

The functions available on this page are described in the table below.

To . . .	click. . .
create a Test	<b>Add Test</b> . The Test Info page will appear.
modify a Test	<b>Modify</b> next to the Test. The Test Canvas page will appear.
remove a Test	<b>Remove</b> next to the Test. A confirmation box appears. Removing a Test is irreversible.

## Questions to consider before creating an Assessment

Below are questions to consider when planning an Assessment:


- How many questions will this Assessment contain?
- Are there instructions that will be included with this Assessment?
- What type of questions will this Assessment contain?
- What is the point value associated with each question?

## Warning

The following warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [CONTROL PANEL](#) > [TEST MANAGER](#) > [TEST CANVAS](#)

 **WARNING!**

You are about to modify an assessment that students have already taken. **Only textual changes to existing fields are allowed**, for example to correct a typo or reword a confusing question. Note that after you make textual changes, existing assessment attempts (tests that students have already taken) will show the new text, not the original text.

Do not change the number of points for a question.  
Do not add or remove questions.  
Do not add or remove answers or feedback.  
Do not change settings.  
Do not change attached files.

If you need to make any changes other than textual changes, you should create a new assessment. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt the entire assessment and its Gradebook entries.

## How to Create/Modify a Test

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### Overview

Tests can be used to measure a Student's understanding of the course. This overview describes how to create a Test. The sections that follow provide details about each Web page. Students take the Test online and the Test is automatically graded (with the exception of essay questions). Tests may consist of the following types of questions:

- multiple choice
- true/false
- matching
- ordering
- multiple answers
- essay or short answer. Essay and short answer questions are not graded online.

**Note:** Surveys are created through the Survey Manager in the same way that Tests are created through the Test Manager. Surveys questions do not include point values or correct and incorrect answer.

### Find this page

To open the Test Manager, click **Test Manager** in the Assessments area on the Instructor Control

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### How to create a Test

Follow the steps below to create a Test. To modify a Test, click **Modify** next to the Test that needs to be modified.

- Step 1** Select **Add Test** on the Test Manager page.
- Step 2** Enter a name, description, instructions and click **Submit**.
- Step 3** Select a question type on the Test Canvas and click **Go**.
- Step 4** Create one of the following questions:
  - [Multiple Choice](#)
  - [True/False](#)
  - [Fill in the Blank](#)
  - [Multiple Answer](#)
  - [Matching](#)
  - [Ordering](#)
  - [Essay](#)
- Step 5** Enter the Point Value for the question.
- Step 6** Attach a file or URL.
- Step 7** Enter answers to choose from and select the correct answer.
- Step 8** Enter a correct response that the Student will see if the answer is correct.
- Step 9** Enter an incorrect response that the Student will see if the answer is incorrect and click **Submit**.

**Step 10** Repeat Steps 4-9 until finished adding questions.

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**How to make a Test available**

Follow the steps below to make a Test available.

**Step 1** Open the content area in which the Test will appear and select **Add Test**.

**Step 2** Select the Test to add to this content area and click **Submit**.

**Step 3** Select the Properties, Availability, Feedback, and Presentation options for the Test.

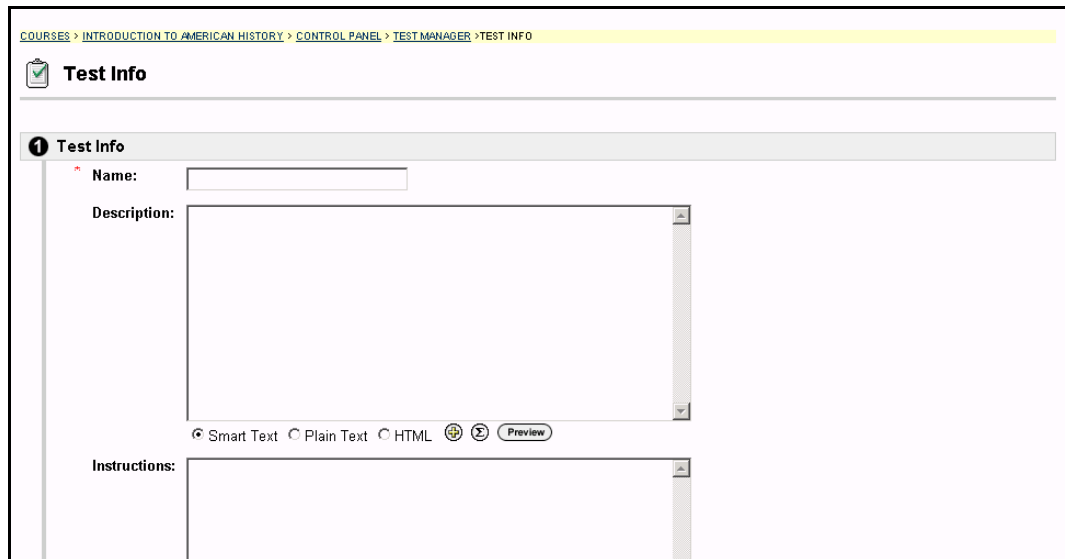
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## Test Info

### Overview

Tests are on-line evaluations that can be used to measure a Student’s understanding of the course. Instructors add Tests and Surveys through the Test Manager page. On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

**Note:** Surveys are created in the same way as Tests through the Survey Manager. The Survey Info page functions in the same way as the Test Info page. Survey questions do not include point values or correct and incorrect answers



### Find this page

Follow the steps below to open the Test Info page.

- Step 1** Select **Test Manager** in the area of the Course Control Panel.
- Step 2** Click **Add Test**.

**OR**

- Step 1** Select **Test Manager** in the area of the Course Control Panel.
- Step 2** Click **Modify** next to an existing Test.
- Step 3** Click **Modify** in the first section on the Test Canvas.

### Fields

The table below details the fields on the Test Info page.

Field	Description
<b>Test Info</b>	
<b>Name:</b> [r]	Enter the name of the Test.

<b>Description:</b>	<p>Enter a description of the Test. Select a text type from the following options:</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>Instructions:</b>	<p>Enter instructions for the users taking the Test. Select a text type from the following options:</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>

## Test Canvas

### Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests.

**Note:** Surveys are created on the Survey Canvas in the same way that Tests are created on the Test Canvas. Survey questions do not include point values or correct and incorrect answers.

COURSES > AMERICAN HISTORY UNTIL 1865 > CONTROL PANEL > TEST MANAGER > TEST CANVAS

**Test Canvas**

Add Question: True/False  [Creation Settings](#)

**Name:** Civil War Review Test  
**Description:** This exam reviews the Civil War. Questions will come from the readings, lecture notes, and class discussions.  
**Instructions:** You have 60 minutes to complete the exam. Do your best!

[Add Question Here](#)

Question 1	True/False	10 points	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
<b>Question:</b> The Civil War was fought between the North and the South.				
<b>Answer:</b> <input checked="" type="checkbox"/> True <input type="checkbox"/> False				

[Add Question Here](#)

### Find this page

Follow the steps below to open the Test Canvas page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Click **Modify** next to an existing Test.
- OR**
- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Click **Add Test**.
- Step 3** Complete the Add Test page and select **Submit**.

### Functions

The functions available on the Test Canvas page are described in the table below.

<b>To . . .</b>	<b>click . . .</b>
add a question	the drop-down menu in the <b>Add Question:</b> field, select a type of question to add and click <b>Go</b> . The Add Question page for that question type will appear.
add a question in between existing questions	the drop-down menu in the <b>Add Question:</b> field, select a type of question to add and click <b>Add Question Here</b> in the location where the question should appear. The Add Question page for that question type will appear.
change the settings for this Test	<b>Creation Settings</b> . The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	<b>Modify</b> to the right of the Name, Description, and Instructions. The Test Info page will appear.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.
modify a question	<b>Modify</b> to the right of the question header. The Add/Modify Question page will appear.
remove a question	<b>Remove</b> to the right of the question header. A confirmation box will appear. Removing a question is irreversible.

## Test Creation Settings

### Overview

The Test Creation Settings page allows Instructors to adjust settings and add options to a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

**Note:** The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the **Specify default point values for questions** options is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the **Add Categories to questions** option is not available on the Survey Creation Settings page.

### Find this page

Follow the steps below to open the Test Creation Settings page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Click **Add Test**.
- Step 3** Complete the Add Test page and select **Submit**.
- Step 4** Select **Creation Settings**.

### Fields

The table below details the fields on this page.

Field	Description
<b>Creation Settings</b>	

<b>Provide feedback for individual answers</b>	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. <b>Note:</b> Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, and Matching questions.
<b>Add images, files, and URLs to questions</b>	Select this check box to include the option to attach images, files, and URLs to questions in the Test.
<b>Add images and files to answers</b>	Select this check box to include the option to attach images and files to answers.
<b>Add categories and keywords to questions</b>	Select this check box to include the option to create categories and add questions to them. 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.
<b>Specify default point value for questions</b>	Select this option and all questions will automatically have the same point value. Enter the point value in the <b>Default point value:</b> field. This only sets a default. The point total for each question can still be customized.

### 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 it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

## Add/Modify Question – Multiple Choice

### Overview

After selecting Multiple Choice question type on the Test Canvas the Add/Modify Multiple Choice Question page appears. Multiple-choice questions allow the users a multitude of choices. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

### Find this page

Follow the steps below to open the Add/Modify Multiple Choice Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Multiple Choice** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
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<b>Multiple Choice Question</b>	
<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answers</b>	
<b>Number of Answers:</b>	Select the number of possible answers to this question from the drop-down list. This number will determine the number of answer boxes that appears on the page.
<b>Answer:</b>	Enter an answer to the question. Select the <b>Correct</b> option next to the correct answer to the question. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear. Click <b>Remove</b> and the answer will be removed. This action is irreversible.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this answer.
<b>Action:</b>	Select an option from the drop-down list to choose the action for this file.
<b>URL:</b>	Enter a URL to include with the answer.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback:</b>	Enter feedback that Students will view for this specific answer to the question.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this feedback.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the feedback.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback</b>	

<b>Correct Response:</b>	<p>Enter a response that will appear if the Student answers the question correctly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response:</b>	<p>Enter a response that will appear if the Student answers the question incorrectly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Use Browse to select a file to attach to this response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	
<b>Categorize</b>	<p>Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Test Creation Settings</a> page.</p>
<b>Keywords:</b>	<p>Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.</p>

## Add/Modify Question – True/False

### Overview

After selecting the True/False question type on the Test Canvas the Add/Modify True/False Question page appears. True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False. The True/False questions provide an area for the Instructor to type the question and designate the correct answer.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

### Find this page

Follow the steps below to open the Add/Modify True False Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **True/False** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
<b>True/False Question</b>	

<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answers</b>	
<b>Correct Answer Values</b>	Select <b>True</b> if the statement in the Question Text: field is correct. Select <b>False</b> if the statement in the Question Text: field is incorrect.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	

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<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords:</b>	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

---

## Add/Modify Question – Fill in the Blank

### Overview

After selecting the Fill in the Blank question type on the Test Canvas the Add/Modify Fill in the Blank Question page appears. Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.

Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors, for example: there and their
- Provide answers that allow for abbreviations or partial answers, for example Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.
- Create the question that indicates to Students the best way to answer the question, for example: \_\_\_\_\_, is pictured on the one hundred dollar bill. Avoid using nicknames or abbreviations in your answer.
- Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. For example if the question is *Ben's favorite colors are \_\_\_\_\_* and the correct answer is *Ben's favorite colors are red and blue* but the Student types *blue, red*, the answer will be marked incorrect

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

### Find this page

Follow the steps below to open the Add/Modify Fill in the Blank Question page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Fill in the Blank** in the Add Question: drop-down list and click **Go**.

## Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
<b>Fill in the Blank Question</b>	
<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answers</b>	
<b>Number of Answers:</b>	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
<b>Answer 1:</b>	Enter a correct answer to the question. Click <b>Remove</b> to remove the answer. The number of answers will automatically be updated if an answer is removed.
<b>Feedback:</b>	Enter feedback that Students will view for this specific answer to the question.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this feedback.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the feedback.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback</b>	

<b>Correct Response:</b>	<p>Enter a response that will appear if the Student answers the question correctly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response:</b>	<p>Enter a response that will appear if the Student answers the question incorrectly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	
<b>Categorize</b>	<p>Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the Creation Settings page.</p>
<b>Keywords:</b>	<p>Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.</p>

## Add/Modify Question – Multiple Answer

### Overview

After selecting the Multiple Answer question type on the Test Canvas the Add/Modify Multiple Answer Question page appears. Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points a Student receives on the [Grade Assessment](#) page.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

### Find this page

Follow the steps below to open the Multiple Answer Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Multiple Answer** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
<b>Multiple Answer Question</b>	

<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answers</b>	
<b>Number of Answers:</b>	Select the number of correct answers that will be accepted for this question. This number will determine the number of Answer fields that appear on the page. The maximum number of answers is 20.
<b>Answer:</b>	Enter an answer to the question. Select the <b>Correct</b> option if the answer is correct. Click <b>Remove</b> to remove the answer. The number of answers will automatically be updated if an answer is removed.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this answer.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the answer.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.

<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Use <b>Browse</b> to select a file to attach to this response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Creation Settings</a> page.
<b>Keywords:</b>	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

## Add/Modify Question – Matching

### Overview

After selecting the Matching question type on the Test Canvas the Add/Modify Matching Question page appears. Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

### Find this page

Follow the steps below to open the Add/Modify Matching Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Matching** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
<b>Matching Question</b>	
<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Question Items</b>	
<b>Number of Questions:</b>	Select the number of questions. This number will determine the number of <b>Question</b> fields that appear on the page. The maximum number is 20.
<b>Question Items:</b>	Enter a question in each of the <b>Question</b> fields. Click <b>Remove</b> to remove a question. The number of questions will automatically be updated if an answer is removed.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answer Items</b>	
<b>Number of Answers:</b>	Select the number of answers. This number will determine the number of <b>Answer</b> fields that appear on the page. The maximum number of answers is 20.
<b>Answer Items:</b>	Enter an answer in each of the <b>Answer</b> fields. Click <b>Remove</b> to remove an answer. The number of answers will automatically be updated if an answer is removed.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the answer.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the answer.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Submit Information</b>	
<b>Cancel</b>	Select this option to return to cancel this question and return to the Test Canvas.
<b>Continue</b>	Select this option to finish creating the Matching Question.
<b>Assign</b>	
<b>Match Question Items and Answer Items</b>	Select the corresponding letter value from the Answer Items column next to each number in the Question Items column.
<b>Feedback</b>	

<b>Correct Response:</b>	<p>Enter a response that will appear if the Student answers the question correctly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Incorrect Response:</b>	<p>Enter a response that will appear if the Student answers the question incorrectly.</p> <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> <p>Click <b>Preview</b> to view the text as it will appear.</p>
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	<p>Select an action for the attached file in the drop-down list:</p> <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	
<b>Categorize</b>	<p>Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Test Creation Settings</a> page.</p>
<b>Keywords:</b>	<p>Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.</p>

## Add/Modify Question – Ordering

### Overview

After selecting the Ordering question type on the Test Canvas the Add/Modify Ordering Question page appears. Ordering questions require Students to provide an answer by selecting the correct order of a series of items.

Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category. Surveys are not graded; therefore answers are not correct or incorrect.

COURSES > WRITING 101 > CONTROL PANEL > TEST MANAGER

**Add/Modify Ordering Question**

**1 Ordering Question**

\* Question Text:

Smart Text  Plain Text  HTML

\* Point Value:

File:

Action:

URL:

### Find this page

Follow the steps below to open the Add/Modify Ordering Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Ordering** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page. Some of these fields may not be available based on the options chosen on the Test Creation Settings page.

Field	Description
<b>Ordering Question</b>	
<b>Question text:</b> [r]	Enter the question, as it is to appear on the Test. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answers</b>	
<b>Number of Answers:</b>	Enter the number of answers to choose from. The maximum number of answers is 20.
<b>Correct Order:</b>	Enter the answers in the correct order. Click <b>Remove</b> to remove an answer. The number of Answers will automatically be updated if an answer is removed.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Submit Information</b>	
<b>Cancel</b>	Select this option to cancel this question and return to the Test Canvas.
<b>Continue</b>	Select this option to finish creating the Matching Question.
<b>Answers</b>	
<b>Display Order</b>	Select the order for the answers are to appear on the Test.
<b>Correct Order</b>	Displays the correct order for the answers.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly. <ul style="list-style-type: none"> <li>Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well..</li> <li>Plain Text: Displays text as written.</li> <li>HTML: Displays text as coded using HTML tags.</li> <li><math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>+: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>Create a link to the file</li> <li>Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.

<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the response.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the response.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Test Creation Settings</a> page.
<b>Keywords:</b>	Enter keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

## Add/Modify Questions –Essay Question

### Overview

After selecting the Essay question type on the Test Canvas the Add/Modify Essay Question page appears. Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the [Grade Assessment](#) page. Essay questions may use the Math and Science Notation Tool.

**Note:** Survey questions cannot be assigned a point value, keywords or to a category.

### Find this page

Follow the steps below to open the Add/Modify Essay Question page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Essay** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page.

Field	Description
<b>Essay Question</b>	

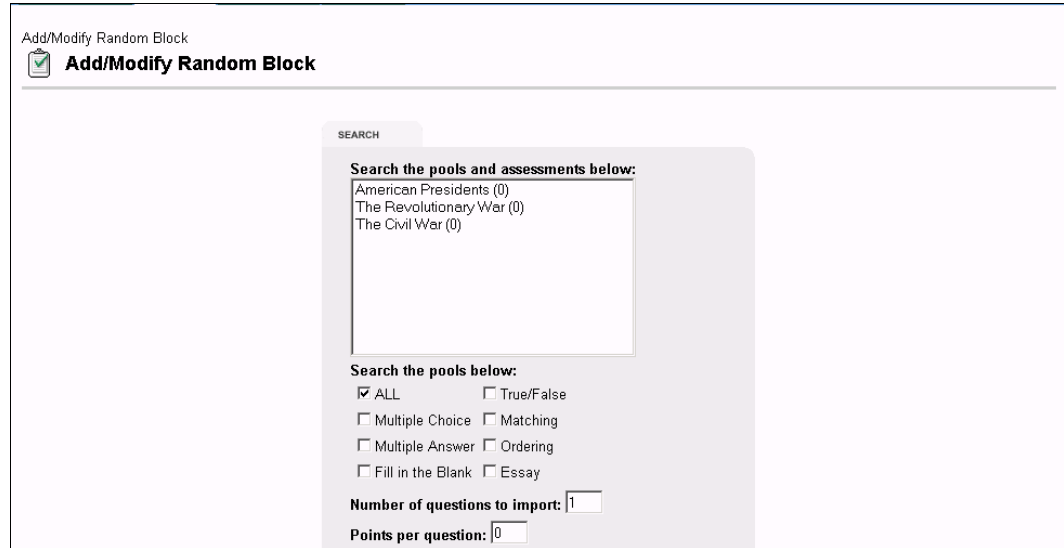
<b>Question text:</b> [r]	Enter the question, as it is to appear on the Assessment. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Point Value:</b> [r]	Enter the point value for this question.
<b>File:</b>	Click <b>Browse</b> to select a file to attach to the question.
<b>Action:</b>	Select an action for the attached file in the drop-down list: <ul style="list-style-type: none"> <li>• Create a link to the file</li> <li>• Display the media file within the page</li> </ul>
<b>URL:</b>	Enter a URL to include with the question.
<b>Title:</b>	Enter a title for the URL as it should appear on the Test.
<b>Answer</b>	
<b>Answer</b>	Enter an example of an answer. Students will be able to view this sample. <ul style="list-style-type: none"> <li>• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well.</li> <li>• Plain Text: Displays text as written.</li> <li>• HTML: Displays text as coded using HTML tags.</li> <li>• <math>\Sigma</math>: Opens the <a href="#">MathML Equation Editor</a>.</li> <li>• +: Opens the <a href="#">WebEQ Equation Editor</a>.</li> </ul> Click <b>Preview</b> to view the text as it will appear.
<b>Categories</b>	
<b>Categorize</b>	Click <b>Categorize</b> and the Categorize Question page will appear, enabling the Instructor to associate the question with an existing category or to create a new category. Categories are only available if the <b>Add categories to questions</b> option is selected on the <a href="#">Creation Settings</a> page.
<b>Keywords:</b>	ENTER keywords for this question. When searching for questions in another Test or Pool, Instructors may search by keyword. When this type of search is performed the system will search through the keywords entered in this field.

## Add/Modify Random Block

### Overview

After selecting the Random Block question type on the Test Canvas the question page appears. Random Blocks enable the Instructor to use a random selection of questions from another Test or Pool. The Instructor can also select criteria for the questions that are chosen, such as the question type.

**Note:** Random Blocks cannot be included in a Survey or a Pool.



Add/Modify Random Block

**Add/Modify Random Block**

SEARCH

Search the pools and assessments below:

American Presidents (0)  
The Revolutionary War (0)  
The Civil War (0)

Search the pools below:

ALL  True/False  
 Multiple Choice  Matching  
 Multiple Answer  Ordering  
 Fill in the Blank  Essay

Number of questions to import:

Points per question:

### Find this page

Follow the steps below to open the Add/Modify Random Block page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **Random Block** in the Add Question: drop-down list and click **Go**.

### Fields

The table below details the fields on this page.

Field	Description
Search	

---

<b>Search the pools and assessments below:</b>	Select a Test or question Pool from which to draw the group of questions.
<b>Choose question types to import:</b>	Select the check boxes next the question types to choose which to include in the Random Block. If <b>All</b> is selected no other options can be selected. If <b>All</b> is not selected one or more options may be chosen.
<b>Number of questions to import:</b>	Enter the number of questions to include in the Random Block.
<b>Points per question:</b>	Enter the number of points each question in the Random Block will be worth.

---

## Upload Questions

### Overview

Instructors may import files containing questions into an Assessment. After selecting the Upload Questions question type on the Test Canvas the Upload Question page appears.

The questions in the uploaded file must match a specific file structure, which is explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer and True/False questions, or any combination of these.

When questions are imported they automatically default to the point value set in [Creation Settings](#). If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must enter a point value for each question.

**Note:** Files with questions may be imported into Pools and Surveys. Survey questions that are imported may not include correct and incorrect answers.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.

### Find this page

Follow the steps below to open the Upload Questions page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

- Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.
- Step 2** Select **Upload Questions** in the Add Question: drop-down list and click **Go**.

### Function

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment. Instructors may not choose specific questions within a file to be uploaded.

### Point Value

Setting a default point value for uploaded questions must be done before the questions are uploaded from [Test Creation Settings](#). If a default point value is not set before questions are uploaded, then Instructors must go into each question and set a point value. If a point value is not set before the Assessment is deployed the questions will default to a 0 point value.

### Tips and Tricks

The following information is important to note when importing Assessment questions:

- Once uploaded, questions will function and can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with 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.

### File Structure

Questions in the file must conform to a specific structure in order to be uploaded to an Assessment successfully. The image below is a sample of how each type of question must be formatted in the file. Each field in the file is separated by a tab.

MC	Multiple choice question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Incorrect
MA	Multiple answer question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Correct
TF	True false question.	false					
ESS	Essay question.	Suggested Answer					
ORD	Ordering question.	First	Second	Third	Fourth	Fifth	
FIB	Fill in the blank question.	Answer 1	Answer 2				
MAT	Matching question.	Dog	House	Cow	Barn	Parakeet	Cage Fish Aquarium

#### Multiple Choice questions are structured as follows:

'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 questions are structured as follows:

'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 questions are structured as follows:**

'TF' tab <question text> tab 'true' or 'false'

**Essay questions are structured as follows:**

'ESS' tab <question text> tab [<rubric text>]

- Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.

**Ordering questions are structured as follows:**

'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 questions are structured as follows:**

'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.

**Fill in the Blank questions are structured as follows:**

'FIB' tab <question text> (tab <answer text>)

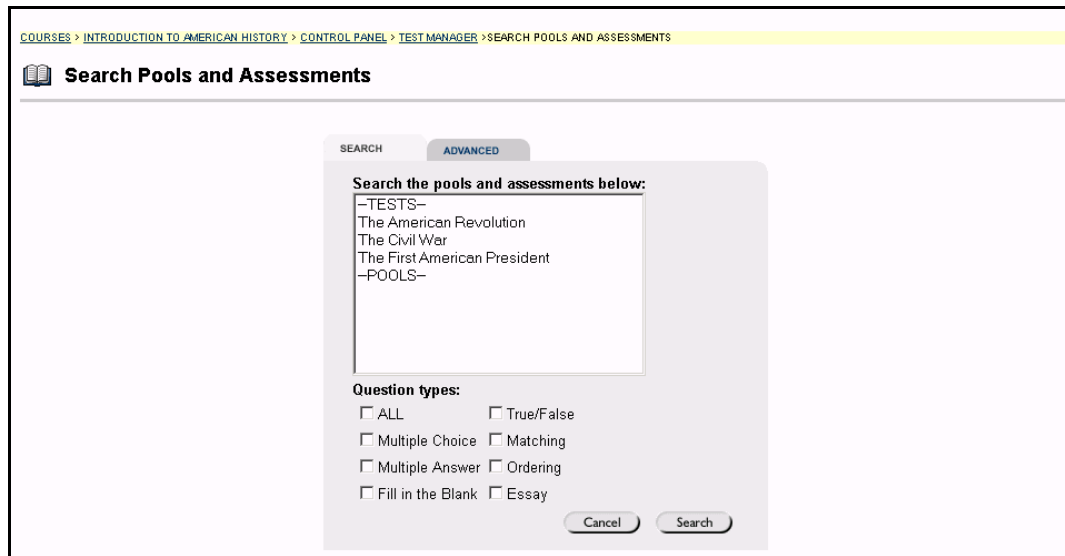
- Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
-

## Search Pools and Assessments

### Overview

After selecting From a Question Pool or Assessment question type on the Test Canvas the Search Pools and Assessments page appears. This section discusses how to select specific questions from Pools and other Assessments. The Advanced tab on the page offers the Instructor more options to choose from. Instructors may choose questions based on category, keyword and question type.

**Note:** Surveys include an option to **Search Surveys**. Test and Pool questions may not be included in a Survey and Survey questions may not be included in a Test or Pool.



### Find this page

Follow the steps below to open the Search Pools and Assessments page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

**Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.

**Step 2** Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**.

### Field

The table below details the fields on this page.

Field	Description
-------	-------------

<b>Search the pools and assessments below:</b>	Select a Test or question Pool from which to select the question(s).
<b>Question Types:</b>	Select <b>All</b> to choose questions from all question types or select one or more question type options.
<b>Related Categories:</b>	Select a category to choose questions from. This option is on the Advanced tab.
<b>Keywords:</b>	Enter keywords to search for questions. When entering more than one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

### Points

Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in [Test Creation Settings](#) the imported questions will automatically be set to the default.

## Search Pools and Assessments: Questions

### Overview

After selecting the question type on the Test Canvas the question page appears. The information required on this page varies depending on the question type selected. The Search Pools and Assessments page allows Instructors to choose specific questions from an existing Test or Pool. The questions that appear on this page are the result of the Instructor's search for a specific Test, Pool, or question type.

**Note:** Surveys include an option to **Search Surveys**. Test and Pool questions cannot be included in a Survey.

The screenshot shows the 'Search Pools and Assessments' interface. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > TEST MANAGER. Below this is a title bar with a clipboard icon and the text 'Search Pools and Assessments'. The main content area contains a table with the following data:

Type	Question Text	Name	Type
<input type="checkbox"/> Fill in the Blank	This man was the president of the United States during the Civil War.	The American Revolution	Test <a href="#">Preview</a>
<input type="checkbox"/> Multiple Answer	Which of the following issues during the Civil War.	The American Revolution	Test <a href="#">Preview</a>

Below the table, there is a text instruction: 'Select which questions you want. Click "Submit" to finish. Click "Cancel" to return to the previous page.' At the bottom right of the table area, there are two buttons: 'Cancel' and 'Submit'.

### Find this page

Follow the steps below to open the Search Pools and Assessments: *Questions* page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
  - Step 2** Click **Modify** next to an existing Test.
  - Step 3** Complete the Search Pools and Assessments page and click **Search**.
- OR**
- Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.
  - Step 2** Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**.
  - Step 3** Select the search criteria on the Search Pools and Assessments page and click **Search**.
  - Step 4** Complete the Search Pools and Assessments page and click **Search**.

## Functions

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to the second page of the search, select questions on that page and select **Submit**, and so on until finished.

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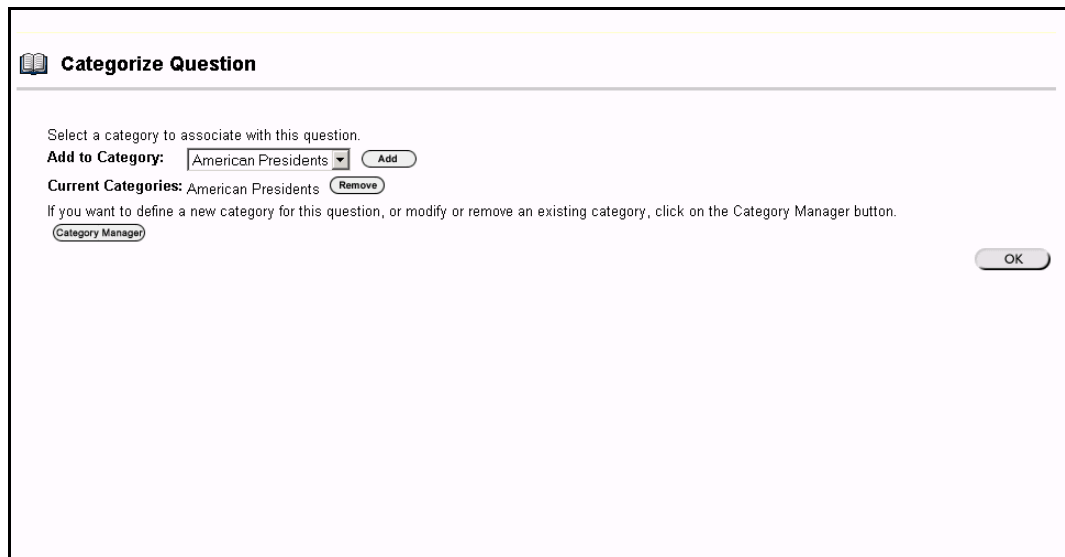
## Categorize Question

### Overview

Instructors have the option to create categories for questions to help organize them for future use. The Categorize Question page allows the Instructor to add a question to multiple categories and to remove a question from a category. The Category Manager page may also be accessed from this page. The Category Manager page enables Instructors to create new categories.

**Note:** The Categorize Question options are only available if **Add categories and keywords to questions** is selected in [Creation Settings](#).

**Note:** Questions on Surveys cannot be categorized.



### Find this page

Follow the steps below to open the Categorize Question page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Create a new Test or select **Modify** next to an existing Test.
- Step 3** Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
- Step 4** Click **Categorize**.

### Functions

The table below details the available functions on the Categorize Question page.

To . . .	click . . .
add a question to a category	the drop-down arrow and select a category for the question. Click <b>Add</b> .

---

remove the question from a category	<b>Remove</b> next to a category the question is currently categorized in.
add a new category	<b>Category Manager</b> . The Category Manager page will appear.

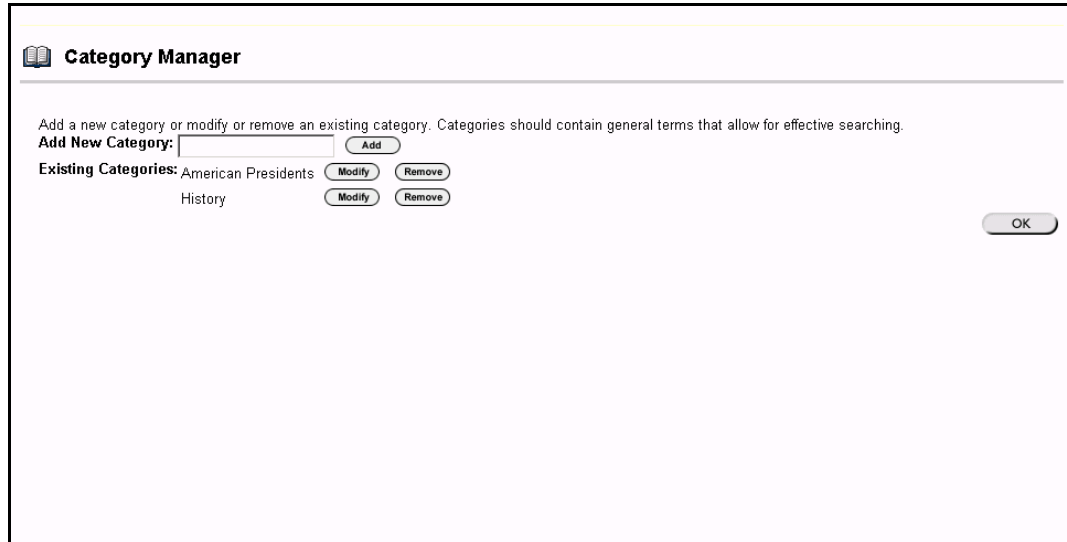
---

# Category Manager

## Overview

Instructors have the option to create categories for questions to help organize them for future use. Instructors may add new categories, modify existing categories, or remove categories using the Category Manager page.

**Note:** The Categorize Question options are only available if **Add Categories and keywords to questions** is selected in [Creation Settings](#).



## Find this page

Follow the steps below to open the Category Manager page.

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Create a new Test or select **Modify** next to an existing Test.
- Step 3** Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
- Step 4** Click **Categorize**.
- Step 5** Select **Category Manager**.

## Functions

The table below details the available functions on the Category Manager page.

To . . .	then . . .
add a new category	enter a new category name in <b>Add New Category:</b> and click <b>Add</b> . There is a 64 character limit on Category names.

---

remove an existing category	click <b>Remove</b> next to the category name. This action is irreversible.
modify an existing category	click <b>Modify</b> . On the page that appears change the name of the category in the <b>Existing Categories</b> field and select <b>Update</b> . If a category is modified, all questions that are part of this category will be updated.

---

## Survey Manager

### Overview

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > SURVEY MANAGER

**Survey Manager**

Add Survey

	Name	Deployed	Date		
<input checked="" type="checkbox"/>	Class Survey	No	July 31, 2002	Modify	Remove
<input checked="" type="checkbox"/>	Group Feedback	No	August 2, 2002	Modify	Remove

OK

### Find this page

Follow the steps below to open the Survey Manager page.

- Step 1** Select a course from **Courses You are Teaching** in the Courses common area.
- Step 2** Click **Control Panel** on Course menu.
- Step 3** Select **Survey Manager** in Assessment.

### Functions

The Survey Manager functions in the same way as the [Test Manager](#) and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.

- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.
- 

### Survey Creation Settings

The Survey Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

---

### Survey Results

Instructors may view the results of Surveys on the [Assessment Stats: Assessment Name](#) page. This page will show how Students responded to questions on the Survey by percentage.

---

## Pool Manager

### Overview

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools are course-specific although pools from other courses can be imported through the Pool Manager.

**Note:** When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.

Name	Deployed	Date	Export	Modify	Remove
<input checked="" type="checkbox"/> American Presidents	No	August 2, 2002	Export	Modify	Remove
<input checked="" type="checkbox"/> The Revolutionary War	No	August 2, 2002	Export	Modify	Remove
<input checked="" type="checkbox"/> The Civil War	No	August 2, 2002	Export	Modify	Remove

### Find this page

To open the Pool Manager page, click **Pool Manager** in Assessments on the Course Control Panel.

### Functions

The Pool Manager functions in the same way as the [Test Manager](#) and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Content Areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting **Import**.

- A file of Pool questions may be exported from the Pool Manager page by selecting **Export**.

### Pool Creation Settings


The Pool Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

### Warning

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. The following warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question they took on the Test.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [CONTROL PANEL](#) > [TEST MANAGER](#) > [TEST CANVAS](#)

 **WARNING!**

---

You are about to modify an assessment that students have already taken. **Only textual changes to existing fields are allowed**, for example to correct a typo or reword a confusing question. Note that after you make textual changes, existing assessment attempts (tests that students have already taken) will show the new text, not the original text.

Do not change the number of points for a question.  
 Do not add or remove questions.  
 Do not add or remove answers or feedback.  
 Do not change settings.  
 Do not change attached files.

If you need to make any changes other than textual changes, you should create a new assessment. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt the entire assessment and its Gradebook entries.

## Pool Import

---

### Overview

Instructors may import a Pool of questions for use in Tests. This topic describes how to import a Pool using the Pool Import page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > POOL MANAGER > IMPORT POOL

### Pool Import

**1 Import Question Pool**

Click the **Browse** button to locate a file to import.

Pool to import:

**2 Submit**

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

### Find this page

Follow the steps below to open the Pool Import page.

- Step 1** Open the **Pool Manager** in Assessments on the Course Control Panel.  
**Step 2** Click **Import Pool**.
- 

### Field

Enter the path to the Pool or click **Browse** to locate the path. Click **Submit**. The Receipt: Success page will appear. Pools must be in an exported .zip package when they are imported.

---

## Export Pool

---

### Overview

Questions may be archived for future use by using the Export Pool page. When a Pool is exported it is not deleted from the Pool Manager, a copy of the Pool is created for the export file.

COURSES > HIST600 > CONTROL PANEL > POOL MANAGER > POOL EXPORT

**Pool Export**

**1 Select Question Pool to Export**

Pool to export: Irish American History Questions

**2 Submit**

Click "Submit" to finish. Click "Cancel" to end this process and return to the top of Pool Manager.

Cancel Submit

### Find this page

Follow the steps below to open the Export Pool page.

- Step 1** Open the **Pool Manager** in the Course Control Panel.  
**Step 2** Click **Export** next to a Pool.

### Field

Select the pool of questions to be exported. Click **Submit**. The Receipt: Success page will appear. The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

---

## Assessment Workflow in Release 6.0.10 and Higher

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### Overview

Release 6.0.10 includes several updates to streamline the presentation of Assessments with a consistent workflow. These updates consist of one new option, Force Completion, and several changes to existing features and options to make the Assessment workflow intuitive and predictable.

**Note:** These changes are only available in the Blackboard Learning System, Release 6.0.10 and higher.

### Force Completion

A new option, Force Completion, has been added to the Test Options page. Students must complete the Assessment the first time it is launched if the Instructor selects **Force Completion**. 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 and a Student exits a Question-by-Question Assessment, the Assessment will open to the first unsaved question when it is re-entered.

### Changes to existing features and options

A number of changes related to the workflow of Assessments are included in Release 6.0.10. The following is a list of changes that have been made:

- When a Student selects an Assessment from a Content Area that has already been submitted, a receipt will appear. If this is a multiple attempt Assessment, the Student has the option to take the Assessment again. If this is not a multiple attempt Assessment, the Review Assessment page will appear when the Student clicks **OK** on the receipt.
- If a password is required by an Assessment the Assessment will check for a valid password before the Assessment begins. The Assessment will continue to prompt for a valid password until the correct one is entered.
- If an Assessment has a time limit, the time elapsed will be displayed to the Student during the Assessment. A one minute warning will also be automatically displayed.
- The status of multiple attempts (if they are or are not allowed) is displayed to the Student at the top of the Assessment.
- If an Assessment is set to Display All questions, the **Submit** and **Save** buttons will always be displayed.
- If an Assessment is set to Question-by-Question the buttons are displayed as follows:

- If backtracking is prohibited, the buttons <<, <, or >> do not appear. These buttons will appear if backtracking is not prohibited.
  - The **Save** button always appears, the **Submit** button will only appear on the last page.
  - If the **Save** button is selected, the work the Student has completed on the Assessment up to that point is saved. If the **Submit** button is selected, the Assessment is submitted to the system and the Instructor may access it from the Gradebook. If the **Submit** button is selected and the Student has left some questions blank, a warning message will appear stating which questions have not been answered.
  - If a Student is taking an Assessment that does not allow backtracking, an error page will appear if they submit a question and then attempt to use the browser's **Back** button. The Student will be sent to the last unsaved questions from this page.
  - If a user selects the **Back** button after submitting an Assessment a receipt page appears stating that the Assessment has already been taken. For multiple attempt Assessments they may choose to take the Assessment again; for single attempt Assessments they may review the results of the Assessment.
  - Surveys no longer report data as incorrect or correct answers. Instead, data is reported as percent answered.
-

# Gradebook

## Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions and grades for work completed outside of the *Blackboard Learning System*. Instructors may view the results of Surveys through the Spreadsheet. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Gradebook.

The Gradebook enables Instructors to manage all aspects of Student grades, including:

- Gradebook display settings and options
- grade weighting
- grade downloads and uploads

The Gradebook opens to the View Spreadsheet page, a powerful tool for organizing and managing course grades. All features of the Gradebook can be accessed through the Spreadsheet.

Items in the Gradebook are categorized. This enables Instructors to:

- sort and filter items by category. For example, Instructors may only want to view items in the Exam category on the View Spreadsheet page.
- weight categories differently. For example, items in a Homework category may be weighted less than items in an Exam category.

**Note:** Assessments that are not available to Students in a Content Area are not viewable from the Online Gradebook.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK

View Spreadsheet

Add Item
 Manage Items
 Gradebook Settings
 Weight Grades
 Download Grades
 Upload Grades

Sort Items by:   Filter Items by Category:   Filter Users by Last Name:

Student Name (Last, First)	Mid-Term review	Quiz #2	The American Revolution	Class Survey	Total	Weighted Total
<a href="#">Dorn, Brian</a>	-	80	80	-	160.0	0.0
<a href="#">Franklin, Greg</a>	-	85	-	-	85.0	0.0
<a href="#">Gude, Terry</a>	-	90	85	-	175.0	0.0
<a href="#">Johnson, Adam</a>	-	80	95	-	175.0	0.0
<a href="#">Kearnson, Julie</a>	-	70	-	-	70.0	0.0
<a href="#">Marcelli, Courtney</a>	-	65	-	-	65.0	0.0
<a href="#">Marv, Wallace</a>	-	85	75	-	160.0	0.0
<a href="#">Ortiz, Wendy</a>	-	80	-	-	80.0	0.0
<a href="#">Smith, Amanda</a>	-	90	-	-	90.0	0.0
<a href="#">Smith, Andrew</a>	-	75	-	-	75.0	0.0

## Find this page

To open the Gradebook, click **Gradebook** in the Assessment area on the Course Control Panel.

## Functions

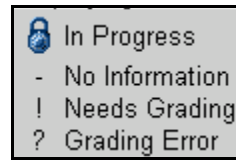
The following functions are available from the View Spreadsheet page.

To . . .	click . . .
add a Gradebook item	<b>Add Item</b> . The Modify Grade page will appear.
manage items	<b>Manage Items</b> . The Manage Items page will appear.
change Spreadsheet display and options	<b>Gradebook Settings</b> . The Gradebook Settings page will appear.
manage grade weighting	<b>Weight Grades</b> . The Weight Grades page will appear.
download grades	<b>Download Grades</b> . The Download Gradebook page will appear.
upload grades	<b>Upload Grades</b> . The Upload Gradebook page will appear.
modify a Test grade	the <b>grade</b> that needs to be modified. The View Grades page will appear.
modify an Assignment grade	the <b>grade</b> that needs to be modified. The View Grades page will appear.
view and modify the details for a Test or Survey	the <b>Assessment Name</b> . The Item Options page will appear.
view and modify the details for an Assignment	the <b>Assignment Name</b> . The Item Options page will appear.
view statistics for a user	the <b>user's name</b> . The User Options page will appear.
sort items	an option in the <b>Sort Item by:</b> drop-down list to sort the items by: <ul style="list-style-type: none"> <li>• Category</li> <li>• Date Added</li> <li>• Position</li> <li>• Title</li> </ul> Click <b>Go</b> .
view a specific category of Gradebook items	an option in the <b>Filter Items by Category:</b> drop-down list, then click <b>Go</b> . Only items that match that type will appear in the Spreadsheet View.

## Gradebook legend

Every Student has a value for every Gradebook item. If the value is not a representation of the grade, it will be one of the following symbols:

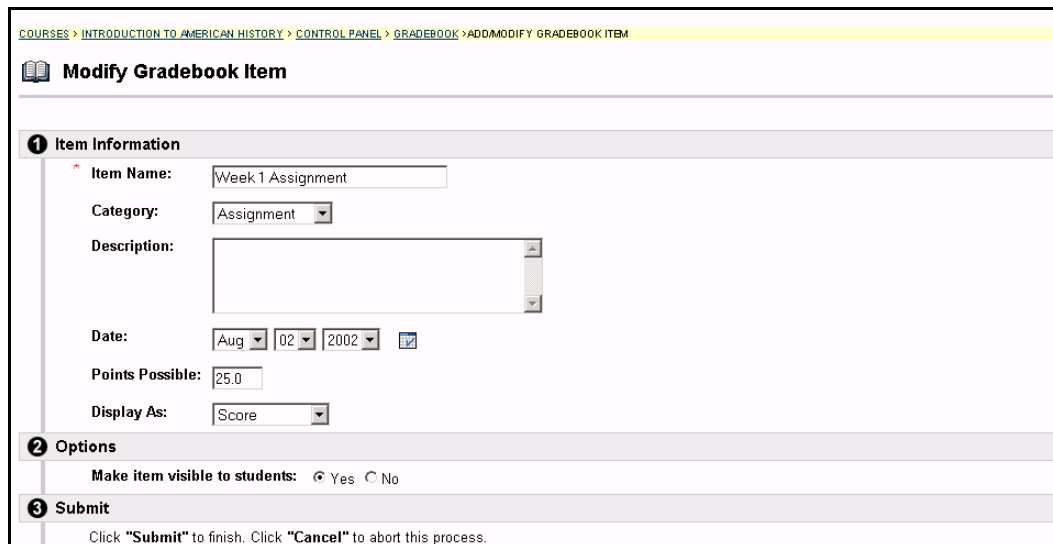
- Padlock: In Progress. A Student is currently using the Assessment or Assignment.
- Dash: No Information. A Student has not taken the Assessment or submitted the Assignment.
- Exclamation Point: Needs Grading. The item has been submitted by the Student and needs to be reviewed by the Instructor. Tests that include Essay questions will have this symbol when they are submitted.
- Question Mark: Gradebook Error.



## Add/Modify Gradebook Item

### Overview

The Gradebook enables Instructors to manage all aspects of Student grades. Gradebook Items may be added or modified from the Modify Gradebook Item page. Instructors may add items and grades to the Gradebook for work that has been done outside the *Blackboard Learning System*. For example, if Students manually hand in a project, the Instructor may add the Item and all of the grades for the project to the Gradebook.



### Find this page

Follow the steps below to open the Modify Gradebook Item page.

- Step 1** Select **Gradebook** in Assessments on the Course Control Panel.  
**Step 2** Select **Add Item**.

**OR**

- Step 1** Select **Gradebook** in Assessments on the Course Control Panel.  
**Step 2** Select the name of a Gradebook Item.  
**Step 3** Click **Item Information** on the Item Options page.

### Fields

The table below details the fields on the Modify Gradebook Item page.

Field	Description
<b>Item Information</b>	
<b>Item Name:</b> [r]	Enter a title for the new Gradebook item
<b>Category:</b>	Select a category, such as Homework or Quiz, from the drop-down list.
<b>Description:</b>	Enter a description of the Gradebook Item.
<b>Date:</b>	Select a date for the Gradebook Item from the drop-down list, or click the Calendar icon and choose a date.

<b>Points Possible:</b>	Enter the maximum number of points possible for this item.
<b>Display As:</b>	Select how the grade should be displayed from the drop-down list.
<b>Options</b>	
<b>Make item visible to Students:</b>	Select <b>Yes</b> to enable Student to view the item. Select <b>No</b> and Students will be unable to view the item.

---

## Manage Items

### Overview

The Manage Items page allows the Instructor to modify Gradebook items and select the order for them to appear in the Gradebook.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > MANAGE GRADEBOOK ITEMS

**Manage Items**

Add Item

Order	Item Name	Category	Date	
2	Mid-Term review	Exam	Jul 31, 2002	Modify Remove
3	Quiz #2	Quiz	Jul 31, 2002	Modify Remove
4	The American Revolution	Exam	Jul 31, 2002	Modify
1	Class Survey	Survey	Aug 2, 2002	Modify

OK

### Find this page

Follow the steps below to open the Manage Items page.

- Step 1** Select **Gradebook** in Assessments on the Course Control Panel.
- Step 2** Select **Manage Items**.

### Functions

The following functions are available from the Manage Items page.

To . . .	click . . .
set the order for items to be listed on the View Spreadsheet page	the drop-down list next to each item name and select the order for them to appear.
modify the Gradebook item	<b>Modify</b> . The Modify Gradebook Item page will appear.
remove a Gradebook item	<b>Remove</b> . A warning pop-up window will appear. Removing a Gradebook item is irreversible.
Add a Gradebook item	<b>Add Item</b> . The Modify Gradebook Item page will appear.

### Remove items

Items that have been uploaded to the Gradebook, or input directly into the Gradebook, may be removed from this page. Items that have been created in the *Blackboard Learning System* (Tests, Surveys, and Assignments) must be removed

from the area where they were created. For example, a Test created in the *Blackboard Learning System*, must be removed from the Test Manager.

---

## Gradebook Settings

### Overview

The Gradebook Settings page allows Instructors to:

- change the way Student grades are displayed
- set the values for grades
- control the way grades are displayed.

### Find this page

Follow the steps below to open the Gradebook Settings page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Click **Gradebook Settings**.

### Functions

The following functions are available from the Gradebook Settings page.

Function	Description
<a href="#">Spreadsheet Settings</a>	Change the way Gradebook and Student information is displayed.
<a href="#">Manage Gradebook Categories</a>	Create new categories and change existing categories in the Gradebook.
<a href="#">Manage Display Options</a>	Create new options and modify existing options for displaying grades and setting their values.

## Spreadsheet Settings

### Overview

Instructors use the Spreadsheet Settings page to adjust the Student information that is displayed in the Gradebook.

### Find this page

Follow the steps below to open the Spreadsheet Settings page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Gradebook Settings**.
- Step 3** Click **Spreadsheet Settings**.

### Fields

The table below details the fields on the Spreadsheet Settings page.

Field	Description
<b>Options</b>	
<b>Student Name: Last Name, First Name:</b>	Select this check box to display the Student names with the last names before the first names.
<b>Student Name: First Name Last Name:</b>	Select this check box to display the Student names with the first names before the last names.
<b>User ID:</b>	Select this check box to display the User Names on the spreadsheet.
<b>Student ID:</b>	Select this check box to display the Student IDs on the spreadsheet.

**Note:** More than one check box may be selected. For example, the Instructor may choose to include both the Student Name and the User Name on the spreadsheet. Click CONTROL to select more than one option.

## Manage Categories

### Overview

The Manage Gradebook Categories page displays categories and category descriptions that are included in the Gradebook. Instructors may create new Gradebook categories. Categories can be used in weighting grades. For example, items in the Exam Category may have a greater weight than items in the Assignment category.

**Note:** Categories included with the *Blackboard Learning System* cannot be modified or removed.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > GRADEBOOK SETTINGS > MANAGE GRADEBOOK CATEGORIES

**Manage Categories**

[Add Category](#)

Category	Description
Assignment	
Attendance	
Essay	
Exam	
Extra Credit	
Final Exam	
Group Project	
Homework	
Journal	
Lab	
Lecture	<a href="#">Modify</a> <a href="#">Remove</a>
Midterm Exam	
Other	
Paper	

### Find this page

Follow the steps below to open the Manage Categories page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Click **Gradebook Settings**.  
**Step 3** Click **Manage Gradebook Categories**.

### Functions

The functions available on this page are described in the table below.

To . . .	click . . .
add a category	<b>Add Category</b> . The Create/Modify Item Category page will appear. On the Add Category page new categories can be entered.
modify a category	<b>Modify</b> . The Create/Modify Item Category page will appear. On the Modify Category page the category name and description may be changed.
remove a category	<b>Remove</b> . A warning pop-up window will appear. Removing a category is irreversible.

## Create/Modify Item Category

### Overview

The Instructors may create new Gradebook categories and make changes to existing categories from the Manage Gradebook Categories page. Categories can be added to the Gradebook and modified from the Create/Modify Category page.

**Note:** Categories included with the *Blackboard Learning System* cannot be modified or removed.

### Find this page

Follow the steps below to open the Create/Modify Item Category page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Gradebook Settings**.
- Step 3** Click **Manage Gradebook Categories**.
- Step 4** Click **Add Category**.

### Fields

The table below details the fields on the Create/Modify Item Category page.

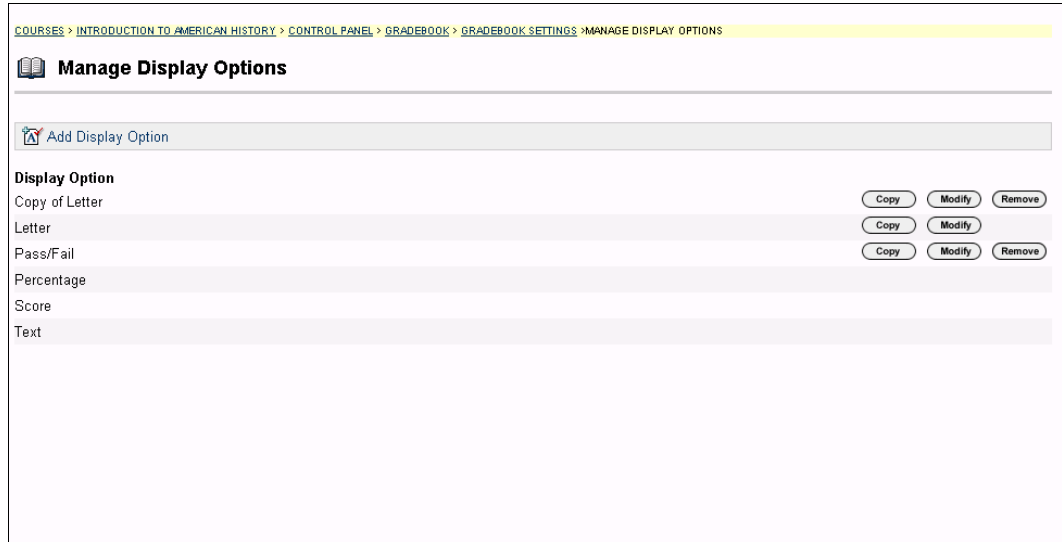
Field	Description
<b>Category Information</b>	
<b>Title:</b> [r]	Enter the name of the Gradebook category.
<b>Description:</b>	Enter a description of the Gradebook category.

## Manage Display Options

### Overview

Instructors may make changes to the display options from the Manage Display Options page. All display options created by the Instructor may be modified or removed.

**Note:** Display Options included with the *Blackboard Learning System* cannot be modified or removed.



### Find this page

Follow the steps below to open the Manage Display Options page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Gradebook Settings**.
- Step 3** Click **Manage Display Options**.

### Functions

The table below details the available functions on the Manage Display Options page.

To . . .	click . . .
add a grade display option	<b>Add Display Option.</b> The Create/Modify Grade Display Option page will appear. On the Add Grade Display Option page new options may be created with a name, symbols, and values.
modify a grade display option	<b>Modify.</b> The Create/Modify Grade Display Options page will display all of the current information. On the Create/Modify Display Option page the name, symbols, and options may be changed. Score and Percentage display options cannot be modified.

copy a grade display option	<b>Copy.</b> The Manage Display Options page will appear with all of the information filled in. The copy may be modified by selecting <b>Modify</b> . Score and Percentage display options cannot be copied.
remove a grade display option	<b>Remove.</b> A warning pop-up window will appear. Removing a category is irreversible. Display options included with the <i>Blackboard Learning System</i> may not be removed and do not have a <b>Remove</b> button associated with them.

### Grade Display Options

The following Grade Display Options are included with the Blackboard Learning System:

- **Score** – Score is the raw score earned by the Student.
- **Percentage** – Percentage is calculated by using the following calculation: (Raw Score/Points Possible) \*100
- **Letter** – Letter is a letter grade that equals a specific range of Percentages. For example, 94% to 97% equals an "A" Letter grade. The following Letter grades are built into the *Blackboard Learning System*. Instructors may modify these on the Modify Grade Display Options page.

97% to 100% (or higher) = A+	87% to 90% = B+	77% to 80% = C+
94% to 97% = A	84% to 87% = B	74% to 77% = C
90% to 94% = A-	80% to 84% = B-	70% to 74% = C-
67% to 70% = D+	59 or below = F	
64% to 67% = D		
60% to 64% = D-		

- **Text** – Text allows the Instructor to enter any string as the score for a Gradebook item. It does not have any calculable value. Scores that are entered as Text cannot be set to a numerical range. It is not possible to copy this display option, or modify the possible values.

## Create/Modify Grade Display Options

### Overview

Instructors can add and modify Grade Display Options in the Gradebook from the Create/Modify Grade Display Options page. Instructors can select a range of numeric grades to be associated with a letter grade, or create new Grade Displays, such as Pass/Fail.

**Note:** Grade Display Options are case sensitive. An "A" and "a" will not represent the same thing in the Gradebook.

**Note:** Display Options included with the *Blackboard Learning System* cannot be modified or removed.

### Find this page

Follow the steps below to open the Create/Modify Grade Display Options page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Gradebook Settings**.
- Step 3** Click **Manage Grade Display Options**.
- Step 4** Select **Add Display Option**.

### Fields

The table below details the fields on the Create/Modify Grade Display Options page.

Field	Description
<b>Name</b>	
<b>Name:</b> [r]	Enter the name of the new Grade Display Option.
<b>Add Symbols and Values</b>	
<b>System-graded items with a grade of:</b>	Enter the numeric values of the range for each grade. The system will automatically treat the numbers within each range the same.

<b>Manually-graded items entered as:</b>	Enter the symbol the Instructor will use to manually enter grades. Each symbol will correspond to the range in the System-graded items.
<b>Will be calculated as:</b>	Enter a single numeric value for each symbol in the Manually-graded items column. The number in this row will be used in Gradebook calculations, such as for the final grade and grade weight.
<b>Add</b>	Click <b>Add</b> to add a row in the Add Symbols and Values Section.
<b>Remove:</b>	Click <b>Remove</b> to remove a row in the Add Symbols and Values section.

**Example**

The following example demonstrates how a Pass/Fail option looks when created on the Create/Modify Grade Display Options page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > GRADEBOOK SETTINGS > MANAGE DISPLAY OPTIONS > ADD/MODIFY GRADEBOOK MAPPING

**Create/Modify Grade Display Options**

**1 Name**

\* Name:

**2 Add Symbols and Values**

Gradebook items that are automatically graded (such as Assessments) will be converted to this display option according to the translations provided on the left. In order to enter grades into the gradebook manually using this display option, translations from each symbol into a numeric score must also be provided (on the right) for calculation purposes.

System-graded items with a grade of: Manually-graded items entered as:

% to  % will display as:  will be calculated as:  %

% to  % will display as:  will be calculated as:  %

Note: To avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above. Thus, a range of 80 to 90 includes all grades up to, but not including 90. The highest range does, however, include 100%.

**3 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

## Weight Grades

### Overview

Instructors can set a weight for each Gradebook item to determine a final grade. For example, a final exam may be worth 25 percent of a Student’s grade while a reading quiz may be worth only 10 percent. Instructors can adjust Gradebook weights according to category or item.

### Find this page

Follow the steps below to open the Weight Grades page.

- Step 1**      Select **Gradebook** on the Course Control Panel.
- Step 2**      Select **Weight Grades**.

### Fields

The table below details the fields on the Weight Grades page.

Field	Description
<b>Weighting</b>	
<b>Weight by Category:</b>	Click <b>Weight by Category</b> to weight grades by the category they are assigned. For example, all Assignments will have the same weight and all Quizzes will have the same weight. Enter the percentage to weight each category in the boxes to the left.
<b>Weight by Item:</b>	Click <b>Weight by Item</b> to weight grades by name as they are defined in the Gradebook. For example, the mid-term exam can be weighted differently then the final exam. Enter the percentage to weight each item in the boxes to the left.

### **Weighted Total**

When Weight by Category is selected, the weight for each item is calculated by taking the weight for the category it's in and dividing that by the number of items in the category. The number of items in the category is counted as the number of items the Instructor has created in that category. Therefore, if a Student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the Instructor adds a second exam, the Students weighted total will drop to 50%, since the weight for each item is divided by two, and since the Student has not taken the second exam yet, the Student's score for it is zero.

---

## Download Gradebook


---

### Overview

Instructors can download and save a Gradebook for use in a spreadsheet program or as a comma-delimited file. This file, or Gradebook items in this file, can be uploaded to a Gradebook at a later date.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [CONTROL PANEL](#) > [GRADEBOOK](#) > [DOWNLOAD GRADES](#)

---

 **Download Gradebook**

---

Instructions

The downloaded gradebook has been saved according to the sorting and filtering options on the Spreadsheet view. To download the file to your computer, follow the instructions below.

1. After saving the file, open Microsoft Excel or a similar program, and go to the File menu. Select Open. On a Macintosh, this may be the only way to open the file, as the system may not automatically associate the saved file with Excel.
2. Locate the directory where the file is saved and double-click the filename (the file is named gradebook.csv by default.)

Download Tip: When downloading the gradebook, you may want to save it to a more permanent location, rather than the default location. This will help you locate the gradebook more easily once download is complete.

### Find this page

Follow the steps below to open the Download Gradebook page.

- Step 1**      Select **Gradebook** on the Course Control Panel.  
**Step 2**      Select **Download Grades**.

### Download Gradebook

Click **Download** and select where on the local machine the Gradebook file will be saved. Downloading a Gradebook does not remove any information from the Gradebook.

**Note:** The Total and Weighted Total columns are included in a Gradebook download. However, these columns will not be included in a Gradebook Upload, because they are generated by calculations within the Gradebook. The Instructor cannot manipulate the data for these areas.

## Upload Gradebook

### Overview

Instructors may upload Gradebook information into the *Blackboard Learning System* from the Upload Gradebook page. Instructors may select a specific Gradebook item, such as a Quiz or a Test, to upload, as well as, specific Student grades within the Gradebook item to upload.

The Gradebook Upload will fail if the user name for each row of data is not present. Also, the Gradebook will not process the data for any user name that is not enrolled as a user in the *Learning System* course. Changes to the first name and last name columns will not be processed either.

**Note:** For best results, Instructors should manipulate and upload a Gradebook that has been downloaded from the *Blackboard Learning System* (Release 6). It is not advised that Instructors create a new Gradebook from scratch then upload it. Also, it is not possible to upload a gradebook from an earlier version of the *Blackboard Learning System*, such as Blackboard 5.

### Find this page

Follow the steps below to open the Upload Gradebook page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Upload Gradebook**.

### Upload a Gradebook

Click **Browse** and select the file to upload to the Gradebook. The Choose Column to Import page will appear. On this page the Instructor may specify which item he or she would like to upload to the Gradebook. When a Gradebook is uploaded the existing grades are not automatically written over or lost. In the following Web pages the Instructor chooses which information is uploaded and written over.

Gradebooks may be uploaded as .csv files (using a spreadsheet) or as .txt (flat files). When uploading as a .txt file, check to make sure that the file uses the following format:

```
"Last Name, First Name (User Name) | Student Id", "item1", "item2", "test  
4", "survey", "Total", "Weighted Total"
```

Keep in mind that the values for total and weighted total will not be processed as part of the upload. Only the scores for the individual Gradebook Items will be uploaded.

**Note:** The Total and Weighted Total columns cannot be included in a Gradebook upload because this data is generated by calculations within the Gradebook. Instructors cannot manipulate the data for these areas.

## Choose Column to Import: *Items*

### Overview

Instructors select which items in a Gradebook file they would like to upload to the *Blackboard Learning System* from the Choose Column to Import page. Instructors may choose to overwrite an existing item (this will not automatically overwrite Students' grades) or create a new Gradebook item.

The screenshot shows the 'Choose Column to Import' page. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > UPLOAD GRADES > SELECT IMPORT/DESTINATION COLUMNS. Below this is a header 'Choose Column to Import'. The page is divided into two main sections:

- 1 Choose Imported Item**: Please select the column you wish to upload from a file.
  - Assignment #1
  - Assignment #2
  - Civil War Review Test
  - Final Exam
  - History Test
  - Mid-Term review
  - Project #1
- 2 Choose Existing Item**: Please select the destination column for the uploaded data, or select "Create New Gradebook Item" if you want the data to appear as a new gradebook item.
  - Total
  - Weighted Total
  - Mid-Term review
  - Quiz #2
  - The American Revolution
  - Class Survey

### Find this page

Follow the steps below to open the Choose Column to Import page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Upload Gradebook**.
- Step 3** Select a file to upload on the Upload Gradebook page and click **Submit**.

### Fields

The table below details the fields on the Choose Column to Import page.

Field	Description
<b>Choose Imported Item</b>	Select the column in the file that should be uploaded to the Gradebook.
<b>Choose Existing Item</b>	Select the column in the Gradebook where the name of the uploaded Gradebook item should appear. If the information should appear in a new column in the Gradebook select <b>Create New Gradebook Item</b> . If <b>Create New Gradebook Item</b> is selected the Modify Gradebook Item will appear.

### Functions

If a Gradebook item in **Choose Import Item** is uploaded to an existing item, the only data that is uploaded and changed is the Gradebook item name. The Instructor selects

which Student's grades should be uploaded and written over on the [Choose Column to Import: Students](#) page.

---

## Choose Column to Import: *Students*

### Overview

When uploading Gradebook information, Instructors select one or more items in a Gradebook file they would like to upload from the first Choose Column to Import page. On the second Choose Column to Import page Instructors choose which Student information is uploaded from the Gradebook file. Only those Student's grades that are selected on this page will be uploaded to the destination file.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > UPLOAD GRADES > SELECT IMPORT/DESTINATION COLUMNS

**Choose Column to Import**

[Select All](#) [Select None](#) [Select Inverse](#)

Student	Source	Destination
<input type="checkbox"/> Dorn, Brian ( bdorn )	80	!
<input type="checkbox"/> Franklin, Greg ( gfranklin )	85	-
<input type="checkbox"/> Gude, Terry ( tgude )	90	!
<input type="checkbox"/> Johnson, Adam ( ajohnson )	80	-
<input type="checkbox"/> Kearson, Julie ( jkearson )	70	-
<input type="checkbox"/> Marcelli, Courtney ( cmarcelli )	65	-
<input type="checkbox"/> Mary, Wallace ( mwallace )	85	!
<input type="checkbox"/> Ortiz, Wendy ( wortiz )	80	-
<input type="checkbox"/> Smith, Amanda ( asmith1 )	90	-
<input type="checkbox"/> Smith, Andrew ( asmith )	75	-

Cancel Submit

### Find this page

Follow the steps below to open the Choose Column to Import: Students page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Click **Upload Gradebook**.
- Step 3** Select a file to upload on the Upload Gradebook page and click **Submit**.
- Step 4** Select which item in the file to upload and click **Submit**.

### Functions

The table below details the available functions on the Choose Column to Import: Students page.

To . . .	click . . .
upload information from the file for one or more Students	the checkboxes next to the Student's names.
add information for all of the Students in the file to the Gradebook	<b>Select All.</b> All of the check boxes next to the Student names will be selected.

---

clear the checkboxes next to all of the Student names	<b>Select None.</b> All of the check boxes next to the Student names will be removed.
select the opposite Students then those whose checkboxes are selected.	<b>Select Inverse.</b> The checkboxes for those Students who had been selected will be cleared and those Students who had not been selected will be chosen.

---

## Gradebook Views in Release 6.0.10 and Higher

### Overview

Instructors working in a course will notice a new feature available in the Assessments section of the Course Control Panel. The new section, Gradebook Views, lets the administrator view the Gradebook by item or by user. This will be especially useful for locating and modifying information in courses with a great number of users and a great number of Gradebook items.

The Course Control Panel for Release 6.0.10 and higher is shown below. The Gradebook Views link is available in the Assessment section of the Course Control Panel.

The Gradebook Views page includes links that show the Users in the Gradebook or the Items in the Gradebook. This is a tool for quick searching in the Gradebook.



### Find this page

Click **Gradebook Views** from the Assessment section of the Course Control Panel to open this page.

### Functions

The following functions are available from the Gradebook Views page.

To . . .	click . . .
access a list of Gradebook items	<a href="#">View Grades by Item</a>
access a list of users that appear in the Gradebook	<a href="#">View Grades by User</a>

## View Grades by Gradebook Item

### Overview

The View Grades by Gradebook Item page shows a list of all the items that are in the Gradebook. Gradebook details about each item can be accessed through this page. The page also contains a filter to make finding items easier.

Gradebook Items	Category	Points Possible	Weight	Date
<a href="#">Assignment #1</a>	Assignment	25	25%	Jun 20, 2003
<a href="#">Mid-Term review</a>	Exam	0	0%	Jun 20, 2003
<a href="#">Civil War Review Test</a>	Exam	105	75%	Jun 20, 2003
<a href="#">Quiz #2</a>	Exam	0	0%	Jun 20, 2003
<a href="#">Class Review</a>	Exam	0	0%	Jun 20, 2003

### Find this page

Follow these steps to find the View Grades by Item page.

- Step 1** Click **Gradebook Views on the Course Control Panel**.
- Step 2** Click **View Grades by Item**.

### Features

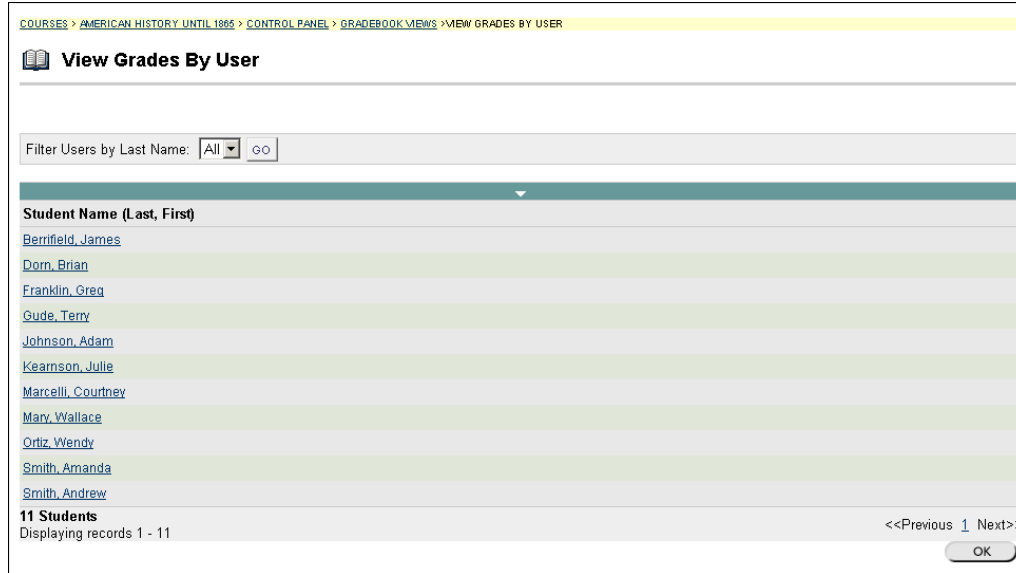
The following features are available on the View Grades By Gradebook Item page.

To . . .	click . . .
Sort Items	Click the caret at the top of each column to sort the list of items by that column. Items will appear in alphabetical order (A to Z), chronological order (most recent to earliest), or numerical order (greatest to least).
Show only certain items	the drop-down list, <b>Filter Items by Category</b> , and select a category. Click <b>Go</b> to display a list of items in that category.
View details of a particular item	the name of the item in the list. The Item Options page for that category of item will appear.

## View Grades by User

### Overview

The View Grades by User page shows a list of all the Users that are in the Gradebook. Gradebook details about each User can be accessed through this page. The page also contains a filter to make finding users easier.



### Find this page

Follow these steps to find the View Grades by User page.

- Step 1** Click **Gradebook Views on the Course Control Panel**.
- Step 2** Click **View Grades by User**.

### Features

The following features are available on the View Grades By User page.

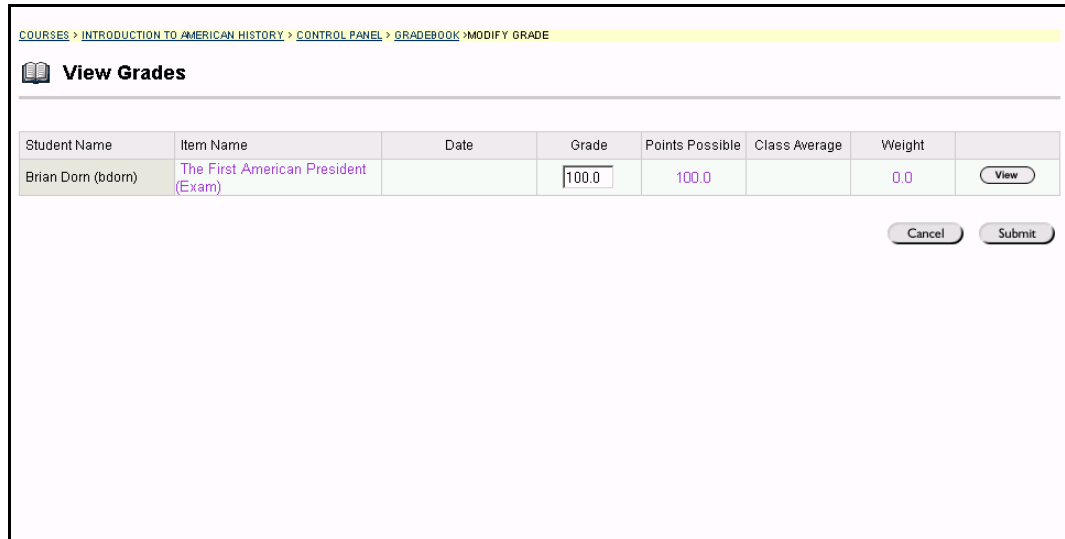
To . . .	click . . .
show only certain Users	the drop-down list, <b>Filter Users by Last Name</b> , and select a letter. Click <b>Go</b> to display a list of Users whose last name begins with that letter.
view details of a particular User	the name of the User in the list. The <a href="#">User Options</a> page will appear.

## View Grades: Assessment

### Overview

Instructors can modify a single Student grade on the My Grades page. On this page Instructors can also add comments for the Student.

**Note:** This feature is not available for Surveys.



### Find this page

Follow the steps below to open the My Grades: *Assessment* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select a grade on the spreadsheet.

### Functions

The table below details the functions available on this page.

To...	then...
change the grade a Student received on the Assessment	enter the new grade in the <b>Grade</b> field.
view the details of the Assessment submitted by the Student	click <b>View</b> to open the Grade Assessment: <i>Assessment Name</i> page. This page enables the Instructor to view the answers a Student submitted for a Test and the correct answers. Instructors can also change the number of points a Student is awarded for a question.

### Change Grade

Instructors may change the Student’s grade on this page in the Grade column. The points a Student receives for a specific questions may be changed on the Grade Assessment: *Assessment Name* page, which may be accessed by selecting **View**.

## Grade Assessment: *Assessment Name*

### Overview

The Gradebook enables Instructors to manage all aspects of Student grades. The Grade Assessment: *Assessment Name* page enables the Instructor to view a Student's answers to Assessment questions as well as the correct answers. Instructors may also modify the number of points a Student is given for their answer to a question.

**Note:** Instructors may read and grade Essay questions on this page.

The screenshot shows the 'Grade Assessment: The First American President' page. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > MODIFY GRADE. Below this, the title 'Grade Assessment: The First American President' is displayed. The main content area shows the following details:

- Name:** The First American President
- Status:** Completed
- Score:** 100 out of 100 point(s)
- Instructions:** Please complete this exam within 1 hour.
- Clear Attempt:** If you would like to clear this student's attempt, you can do so by clicking this button. (Clear Attempt button)

Below the details, two questions are listed:

- Question 1 True/False** (50 of 50 point(s)): George Washington was the first president. Given Answer: ✓ true, Correct Answer: ✓ true.
- Question 2 True/False** (50 of 50 point(s)): Washington's home is at Mt. Vernon. Given Answer: ✓ true.

### Find this page

Follow the steps below to open the Grade Assessment: *Assessment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select a grade on the spreadsheet. The My Grades page will appear.
- Step 3** Click **Grades**.

### Functions

The table below details the functions available on this page.

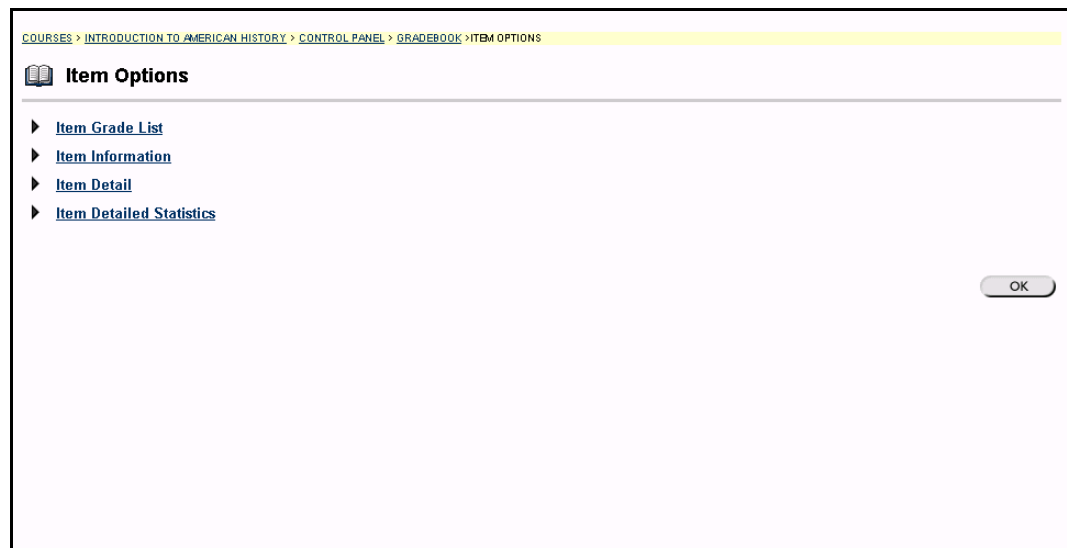
To...	then...
clear the Student's submission and enable them to take the Assessment again	click <b>Clear Attempt</b> . The Student will be able to re-take the Assessment.
change the number of points a Student received for a question	Change the number of points in the field corresponding to the question. Points received for an Essay question are input here.

## Item Options: Tests and Surveys

### Overview

The Item Options page enables Instructors to access areas where they can modify the Gradebook item and view item statistics. These options enable the Instructor to:

- view all Students' grades for this Item
- view details and statistics about the Gradebook item, such as, the class average and the high and low score received
- view and modify the Item, for example, make changes to the description or change the availability of the Item



### Find this page

Follow the steps below to open the Item Options page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Select a Gradebook item.

### Functions

The table below details the functions available on this page.

Function	Description
<a href="#">Item Grade List</a>	View a list of Students and their grades for this assessment.
<a href="#">Item Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Item Detail</a>	View the Assessment statistics, such as the average score and the percentage of Student who answered questions correctly and incorrectly.
<a href="#">Item Detailed Statistics</a>	View the statistics for how Students answered questions on an Assessment.

## View Item Grades

### Overview

Instructors may view a list of Student grades for a specific Gradebook item on the View Item Grades page.

**Note:** When this page is accessed for a Survey the fields will contain a check mark for those Students who have completed the Survey. Surveys are not graded; therefore, individual grades will not appear on this page.

COURSES > AMERICAN HISTORY UNTIL 1885 > CONTROL PANEL > GRADEBOOK > ITEM PAGES > ITEM GRADE LIST PAGE		
<b>View Item Grades</b>		
Berrifield, James		-
Dorn, Brian		
Franklin, Greg		-
Gude, Terry		-
Johnson, Adam		-
Kearnsen, Julie		
Marcelli, Courtney		-
Mary, Wallace		
Ortiz, Wendy		-
Smith, Amanda		-
Smith, Andrew		

### Find this page

Follow the steps below to open the View Item Grades page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select a Gradebook item. The Item Options page will appear.
- Step 3** Click **Item Grade List**.

### Function

Instructors may change the grade a Student has received on the View Item Grades page. Enter the new grade in the Grade column and click **Submit**.

## View Item Detail

### Overview

Instructors can view details for a Gradebook item on the My Grades page. These details include:

- the number of possible points
- the class average
- the high score in the class
- the low score in the class

**Note:** This is an informational page. No data may be modified or deleted.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > ITEM DETAIL

**View Item Detail**

Points Possible:	100.0
Item Weight:	0.0%
Category Weight:	N/A
Total Points:	250.0
Weighted Total:	N/A
Class Average:	83.333336
Standard Deviation:	9.622502
Variance:	92.59256
High Score:	N/A
Low Score:	N/A

OK

### Find this page

Follow the steps below to open the View Item Detail page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Select a Gradebook item. The Item Options page will appear.  
**Step 3** Click **Item Detail**.

### Surveys

When this page is accessed for a Survey the fields will not contain any information. Surveys are not graded and Survey questions do not have points.

## Assessment Stats: *Assessment Name*

---


### Overview

The Assessment Stats: *Assessment Name* page allows Instructors to view the statistics for a specific Assessment and Assessment questions. Statistics include:

- the average score Students receive on the Assessment
- the average number of points a Student received for each question
- the percentage of correct and incorrect answers on a question by question basis

**Note:** This is an informational page. No data may be modified or deleted.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > THE FIRST AMERICAN PRESIDENT

 **Assessment Stats: The First American President**

---

<b>Name:</b>	The First American President
<b>Average Score:</b>	83.333336
<b>Number Of Attempts:</b>	3
<b>Number Of Graded Attempts:</b>	3
<b>Number Of Attempts Needing Grading:</b>	0
<b>Instructions:</b>	Please complete this exam within 1 hour.

---

<b>Question 2</b>	<b>True/False</b>	<b>Average Score: 50 point(s)</b>
George Washington was the first president.		
✓ True	100.0%	
False	0.0%	
Unanswered	0.0%	

---

<b>Question 4</b>	<b>True/False</b>	<b>Average Score: 33 point(s)</b>
Washington's home is at Mt. Vernon.		
✓ True	66.66667%	
False	33.333336%	

### Find this page

Follow the steps below to open the Assessment Stats: *Assessment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select a Gradebook item. The Item Options page will appear.
- Step 3** Click **Item Detailed Statistics**.

### Surveys

Instructors may view the results of surveys on this page. Results to individual Student attempts on Surveys are not available.

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## View Grades: Assignment

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can modify a single Student grade on the My Grades page, make notes and add comments for the Student. Students access their grades and comments from the Instructor through the Course menu.

**Note:** Assignments are created by selecting **Add Assignment** in a Content Area.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > MODIFY GRADE

### View Grades

Enter or modify a grade for the assignment. Click View to access files sent by the student, to enter feedback or instructor notes, or to send a file to the student.

Student Name	Item Name	Date	Grade	Points Possible	Class Average	Weight	
Terry Gude (tgude)	Week 1 Assignment (Assignment)		<input type="text" value="25.0"/>	25.0		0.0	View

Student's Comments: Attached is my Assignment for week 1. I have some questions about the Question #2.

Feedback to Student:

Instructor Notes:

Cancel Submit

### Find this page

Follow the steps below to open the View Grades: *Assignment* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment grade on the View Spreadsheet page.

### Functions

The table below details the functions available on this page.

To...	then...
enter or change the grade the Student received on the Assignment	enter the new grade in the <b>Grade</b> field.
view the Assignment and add comments	click <b>View</b> to open the Grade Assignment: <i>Assignment Name</i> page. This page enables the Instructor to view the Assignment submitted by the Student. Instructors may enter a grade, submit comments for the Student, and upload files.

## Grade Assignment: *Assignment Name*

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. Instructors can review the Student's Assignment on the Grade Assignment: *Assignment Name* page.

The screenshot shows the 'Grade Assignment: Week 1 Assignment' page. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > MODIFY GRADE. Below this is a title bar with a book icon and the text 'Grade Assignment: Week 1 Assignment'. The page is divided into three main sections:

- 1 Assignment Information:**
  - Name:** Week 1 Assignment
  - Instructions:** Please complete the attached questions and return them before class on Wednesday.
  - Assignment Files:** Includes a file icon and a link: Click Here ([History\\_assignment.doc](#))
  - Clear Attempt:** If you would like to clear this student's attempt, you can do so by clicking this button. [Clear Attempt](#)
- 2 Student's Work:**
  - Student's Comments:** Attached is my Assignment for week 1. I have some questions about the Question #2.
  - Student's Files:** Includes a file icon and a link: [Terry Gude.doc](#)
- 3 Instructor Comments:**
  - Grade:** A text input field containing '1' followed by 'out of 25.0'.
  - Comments:** A large text area for entering instructor feedback.

### Find this page

Follow the steps below to open the Grade Assessment: *Assessment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select a grade for an Assignment on the Spreadsheet. The My Grades page will appear.
- Step 3** Click **View**.

### Field

The table below details the fields on this page.

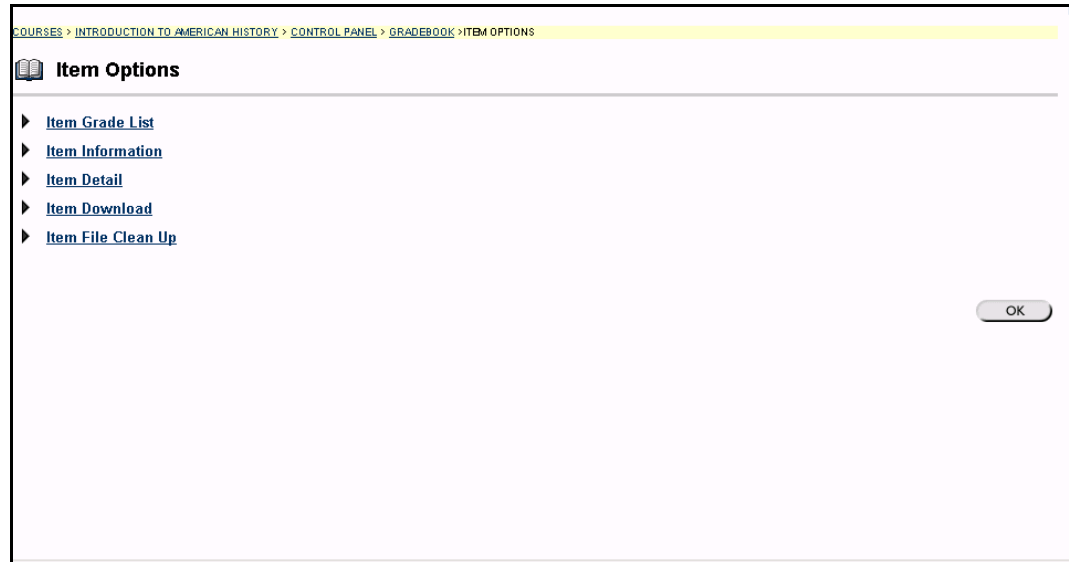
Field	Description
<b>Assignment Information</b>	
<b>Name:</b>	The name of the Assignment.
<b>Instructions:</b>	The instructions for this Assignment appear as entered by the Instructor on the Add Assignment page.
<b>Assignment Files:</b>	Files uploaded by the Instructor when the Assignment was created.
<b>Clear Attempt:</b>	Click <b>Clear Attempt</b> to delete the Student's Assignment. The Student will be able to re-submit the Assignment once this option is chosen.
<b>Student's Work</b>	
<b>Student's Comments:</b>	Comments entered by the Student when the Assignment was submitted.

<b>Student's Files:</b>	Files uploaded by the Student when the Assignment was submitted.
<b>Instructor Comments</b>	
<b>Grade:</b>	Enter a grade for the Assignment.
<b>Comments:</b>	Enter comments for the Student to view when they access the grade for this Assignment.
<b>File To Attach:</b>	Click <b>Browse</b> and select a file to add as an attachment for the Student to view with their grade. Click <b>Add</b> to add the file selected.
<b>Currently Attached Files:</b>	Lists the files currently attached to the Instructor Comments. The Student will be able to access these files when they access their grade for the Assignment.
<b>Instructor Notes</b>	
<b>Notes:</b>	Enter notes for this Assignment. These notes are only viewed by the Instructor.
<b>File To Attach:</b>	Click <b>Browse</b> and select a file to add as an attachment. Click <b>Add</b> to add the file selected. These files are only viewed by the Instructor.
<b>Currently Attached Files:</b>	Lists the files currently attached to the Instructor Notes. These files are only accessed by the Instructor.

## Item Options: Assignments

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Item Options page enables Instructors to access areas where they can grade the Assignment, view Student statistics for the Assignment and delete files associated with Assignments.



### Find this page

Follow the steps below to open the Item Options: *Assignments* page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Select an Assignment item in the Gradebook.

### Functions

The table below details the functions available on this page:


Function	Description
<a href="#">Item Grade List</a>	View a list of Students and their grades for this Assignment.
<a href="#">Item Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Item Detail</a>	View the Assignment statistics.
<a href="#">Item Download</a>	Download Assignments submitted by Students.
<a href="#">Item File Clean Up</a>	Delete files for specific Students.

## Download Assignment: *Assignment Name*

### Overview

When a Student submits an Assignment it will appear in the Gradebook, where Instructors can access and grade it. The Download Assignments: *Assignment Name* page enables the Instructor to download Student assignments and save them.

COURSES > AMERICAN HISTORY UNTIL 1865 > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > DOWNLOAD ASSIGNMENT: ASSIGNMENT #1

 **Download Assignment: Assignment #1**

**Select Students**

[Check All](#) | [Check Ungraded](#) | [Uncheck All](#)

	Student Name	Date	Grade
	Berrifield, James		N/A
<input type="checkbox"/>	Dorn, Brian	2002-05-06 17:24:31.0	I
	Franklin, Greg		N/A
<input type="checkbox"/>	Gude, Terry	2002-05-07 12:46:24.0	Needs Grading
	Johnson, Adam		N/A
	Kearmson, Julie		N/A
	Marcelli, Courtney		N/A
<input type="checkbox"/>	Mary, Wallace	2002-05-07 12:46:55.0	Needs Grading
	Ortiz, Wendy		N/A
	Smith, Amanda		N/A
	Smith, Andrew		N/A

### Find this page

Follow the steps below to open the Download Assignment: *Assignment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
- Step 3** Click **Item Download**.

### Fields

The following table details the fields on this page.

Field	Description
<b>Select Students</b>	
<b>Check All</b>	Select this option to download the files for all of the Students on the list who have submitted Assignments.
<b>Check Ungraded</b>	Select this option to select the check boxes and download the files for those Student's whose Assignments have not been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.

### Download Assignments

The Instructor selects the check boxes next to the Student Assignments he or she would like to download. Individual or multiple check boxes may be selected. After **Submit** is selected a Download Assignment: *Assignment Name* page appears. Click the link on this page to save the exported assignments to a location on the hard drive, where they can be accessed. The file name automatically includes the user name of the Student who submitted the file.

For example, a file submitted by Mary Wallace (user name 'mwallace') for Week 1 Assignment:

Week\_1\_Assignment\_mwallace

---

## Delete Assignment Files: *Assignment Name*

### Overview

When a Student submits an Assignment it will appear in the Gradebook where Instructors can access and grade it. The Delete Assignment Files: *Assignment Name* page enables the Instructor to delete files that are attached to an Assignment. This includes:

- files submitted by a Student
- files the Instructor has included in his or her feedback on the Grade Assignment: *Assignment Name* page
- files the Instructor has included in his or her notes on the Grade Assignment: *Assignment Name* page

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [CONTROL PANEL](#) > [GRADEBOOK](#) > [ITEM OPTIONS](#) > DELETE ASSIGNMENT FILES: WEEK 1 ASSIGNMENT

**Delete Assignment Files: Week 1 Assignment**

[Check All](#) | [Check All Student Files](#) | [Check All Instructor's Files for Students](#) | [Check All Instructor's Personal Files](#) | [Check Graded](#) | [Uncheck All](#)

<input type="checkbox"/>	Student Name	Grade	File Name	File Size	Type Name	Date
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Terry Gude.doc</a>	25 kb	Student's File	2002-08-02 15:54:07.0
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Instructor Feedback.doc</a>	25 kb	Instructor's File for Student	2002-08-02 17:07:18.0
<input type="checkbox"/>	Gude, Terry	Needs Grading	<a href="#">Instructor Notes.doc</a>	25 kb	Instructor's Personal File	2002-08-02 17:07:18.0
<input type="checkbox"/>	Johnson, Adam	Needs Grading	<a href="#">History assignment.doc</a>	25 kb	Student's File	2002-08-02 17:05:16.0
<input type="checkbox"/>	Mary, Wallace	Needs Grading	<a href="#">MaryWallace.doc</a>	25 kb	Student's File	2002-08-02 17:04:52.0

### Find this page

Follow the steps below to open the Delete Assignment Files: *Assignment Name* page.

- Step 1** Select **Gradebook** on the Course Control Panel.
- Step 2** Select an Assignment item in the Gradebook. The Item Options page will appear.
- Step 3** Click **Item File Clean Up**.

### Fields

The following table details the fields on this page:

Field	Description
<b>Select Students</b>	
<b>Check All</b>	Select this option to select and delete all files associated with an Assignment.

<b>Check All Student Files</b>	Select this option to select and delete all files submitted by a Student for an Assignment.
<b>Check All Instructor's Files for Students</b>	Select this option to select and delete files sent to a Student from an Instructor for an Assignment. These files are attached on the Grade Assignment: <i>Assignment Name</i> page.
<b>Check All Instructor's Personal Files</b>	Select this option to delete files an Instructor attached to an Assignment for personal notes. These files are attached on the Grade Assignment: <i>Assignment Name</i> page.
<b>Check Graded</b>	Select this option to select and delete those files for Assignments that have been graded.
<b>Uncheck All</b>	Select this option to deselect all of the check boxes.

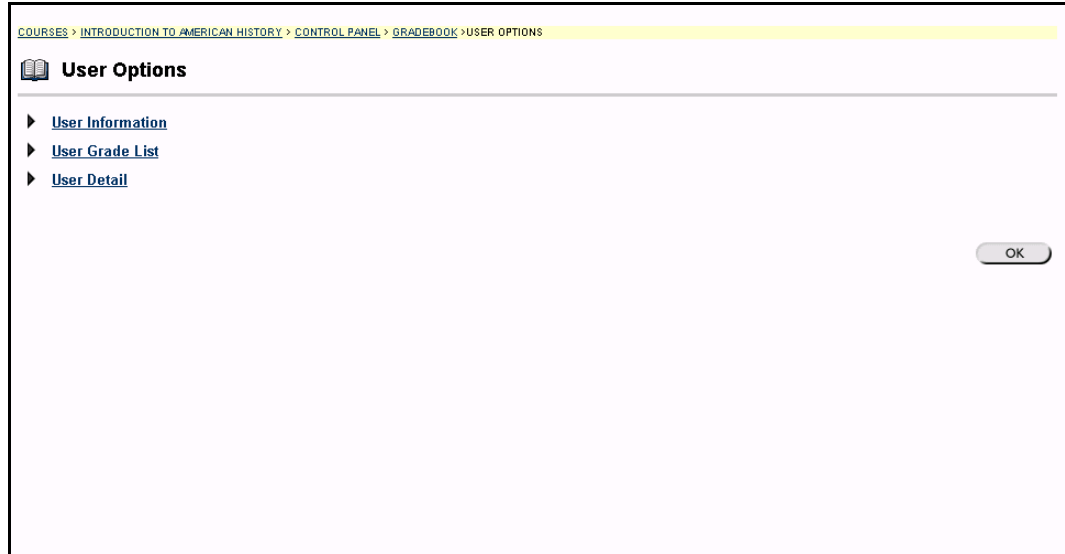
**Note:** Single or multiple files may be selected in the left-side check boxes by clicking CONTROL.

---

## User Options

### Overview

Instructors can view details about a Student from the User Options page. This includes their personal information, such as address and phone number, and statistical information about their performance in the course.



### Find this page

Follow the steps below to open the User Options page.

- Step 1** Select **Gradebook** on the Course Control Panel.  
**Step 2** Select a **Student Name** on the Spreadsheet.

### Functions

The table below details the functions available on this page:

Function	Description
<a href="#">User Information</a>	View information about a Student, such as name and address.
<a href="#">User Grade List</a>	View a list of Students and their grades for this Assessment.
<a href="#">User Detail</a>	View statistics about a Student, such as their average grade on an Assessment.

## View User Information

---

### Overview

Instructors can view Student information, such as address and phone number, on the View User Information page.

**Note:** This is an informational page. No data may be modified or deleted.



### Find this page

Follow the steps below to open the View User Information page.


- Step 1** Select **Gradebook** on the Course Control Panel.
  - Step 2** Select a Student Name on the Spreadsheet. The User Options page will appear.
  - Step 3** Select **User Information Page**.
-

## View User Grades

### Overview

Instructors can view all grades for an individual Student on the View User Grades page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS > ITEM GRADE LIST

 **View User Grades**

Mid-Term review	Jul 31, 2002	-	0.0	NaN
Assignment #1	Jul 31, 2002	80	0.0	80.0
The American Revolution	Jul 31, 2002	0	30.0	76.0
Class Survey	Aug 2, 2002		0.0	0.0
The First American President	Aug 2, 2002	100.0	100.0	83.333336
Week 1 Assignment	Aug 2, 2002		25.0	0.0

### Find this page

Follow the steps below to open the View User Grades page.

- Step 1**      Select **Gradebook** on the Course Control Panel.
- Step 2**      Select a Student Name on the Spreadsheet. The User Options page will appear.
- Step 3**      Select **User Grade List**.

### Function

Instructors may view and modify a Student's grades from the View User Grades page. To modify a grade, enter it in the box next to the date and click **Submit**. The Grade will be updated in the Gradebook.

## View User Detail

### Overview

The View User Detail page displays the overall Gradebook statistics for an individual Student, such as their average grade.

**Note:** This is an informational page. No data may be modified or deleted.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > GRADEBOOK > USER OPTIONS > USER DETAIL

**View User Detail**

Average Points/Assessment:	0.0
Assessment Average:	0.0%
Total Points:	225.0

OK

### Find this page

Follow the steps below to open the View User Detail page.

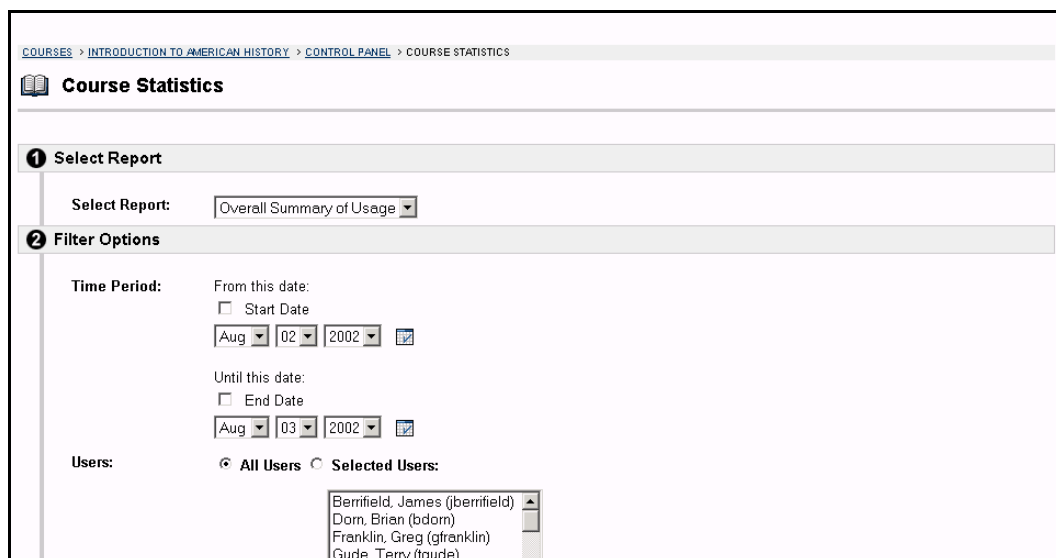
- Step 1**      Select **Gradebook** on the Course Control Panel.
- Step 2**      Select a Student Name on the Spreadsheet. The User Options page will appear.
- Step 3**      Select **User Detail**.

## Course Statistics

### Overview

Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the Course. The report appears in the form of graphical charts.

Please note that, when viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to the *Blackboard Learning System*. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).



### Find this page

Follow the steps below to open the Course Statistics page.

- Step 1** Select a course you are teaching and open the Course Control Panel.
- Step 2** Click **Course Statistics** in Assessments.

### Fields

The table below details the fields on the Course Statistics page.

Field	Description
<b>Select Report Filer</b>	
<b>Report Type:</b>	Select one of the following reports: <ul style="list-style-type: none"> <li>• Overall Summary of Usage</li> <li>• Accesses by Content Area</li> <li>• Accesses by Groups</li> <li>• Accesses by Forum</li> </ul>

<b>Time Period:</b>	Click <b>Start Date</b> and select a date to begin the report on. Select <b>End Date</b> and choose a date to end the report. If End Date is not selected the report will begin on the Start Date and end on the current date.
<b>Users:</b>	Select <b>All Users</b> to view a report containing information from all users who have accessed the course Web site. Select <b>Selected Users</b> to view a report for specific users. If this option is selected, choose users in the box below to include in the report. To choose more than one user hold down SHIFT or CONTROL.

**Report example**

Below is an example of the Course Statistics report.

