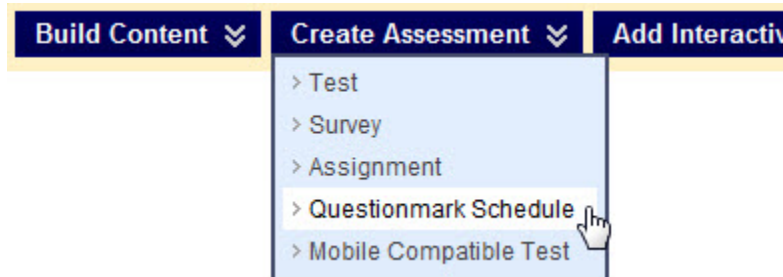


Add an Assessment to Blackboard

Log into Blackboard and enter the course to which you want to add the assessment. Make sure you have “Edit Mode” turned on. Navigate to the exact location within the course where you want to include the assessment.

On the top toolbar menu, click on the drop down menu, hover over “Create Assessment” and select “Questionmark Assessment.”



The next screen will show you the Schedule Assessment form. On this form, you will need to fill in the following sections:

1. Schedule name – This will be the words that the student will click on to open the assessment
2. Schedule description – OPTIONAL – This description will be shown to students just below the Schedule name.
3. Store results in Grade Center? – Here you can opt to have the results stored in a column in the grade center. Your options are:
 - a. Percent scores,
 - b. Point scores, or
 - c. Do not store anything.
4. Select result to display in Grade Center – If you choose to store results in the Grade Center and your assessment allows students to take the assessment multiple times, you may choose which result will appear in the Grade Center.
 - a. First Result – the result of their first attempt will be shown
 - b. Last Result – the most recent grade will be shown
 - c. Best Result – the student’s best score will be shown
 - d. Worst Result – the student’s worst score will be shown
5. Select assessment to schedule – Here is where you select the assessment. If you do not see your exam listed in the dropdown menu, call or email Timberley Barber (x2851; tbarber@uchc.edu) for assistance.
6. Limit attempts? – This allows you to restrict access to the exam so that students can only take it the number of times that you specify. If you do not select the checkbox or assign a number of attempts, students will be able to take the assessment as many times as they want without restriction.
7. Create schedule for each group participant? – It is recommended that you do select this checkbox. This makes it so you can adjust a schedule for an individual student, which is helpful if you have a student who needs to take an exam early before the rest of the class.

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8. Set access period? – This allows you to restrict the dates when the link to the assessment will be available for students to click on. If you do not select the checkbox, the exam will be available as soon as you submit the form and will be available indefinitely.
9. Permit Users to View this Content? – This allows you to hide the assessment from student view. This overrides any dates in the “Set access period?” section.

When you are ready, click on the “Submit” button.

1. User Information

* Schedule name
Maximum 50 characters allowed

The schedule name must be unique if results are to be stored in the Grade Center

Schedule description
Enter a short description for this Content item, N.B. Plaintext only.

Store results in Grade Center?

Select result to display in Grade Center

Select assessment to schedule

Limit attempts?

Create schedule for each group participant?

Set access period?

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

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

Permit Users to View this Content? Yes No

2. Submit

Cancel

Submit