



# ***Blackboard Academic Suite™*** **Instructor Manual**

---

**Release 6.1 – 6.2**  
***Blackboard Learning System™***  
***Blackboard Portal System™***  
***Blackboard Learning System - Basic Edition***

---

**Publication Date: July 29, 2004**  
**Date of last revision:**

## Chapter 7 – 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. 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. Surveys are not graded.
- 

### In this chapter

This chapter includes information on the following sections:

Section	Description
<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>	Describes how to create and manage Pools of questions.
<a href="#">Gradebook</a>	Describes how to manage all aspects of Student grades.
<a href="#">Gradebook Views</a>	Explains the different Gradebook Views available to Instructors.
<a href="#">Course Statistics</a>	Explains how to generate reports on the course usage and activity.

---

## Test Manager

---

### Overview

The Test Manager is used to create, modify, and remove Tests.

**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 like the Test Manager.

### Find this page

Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

---

### 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?
  - Are there instructions for this Assessment?
  - What type of questions?
  - What is the point value associated with each question?
- 

### Warning

A 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 their original Assessment attempt.

---

---

## How to Create or Modify a Test

---

### Overview

This topic describes how to create a Test.

---

### Find this page

Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

---

### How to create a Test

Follow the steps below to create a Test.

- 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**.
- Create one of the following questions:
- [Multiple Choice](#)
  - [True/False](#)
  - [Fill in the Blank](#)
  - [Multiple Answer](#)
  - [Matching](#)
  - [Ordering](#)
  - [Essay](#)
- Step 4** Enter the Point Value for the question.
- Step 5** Attach a file or URL.
- Step 6** Enter answers to choose from and select the correct answer.
- Step 7** Enter feedback that Students will see based on their answer.
- Step 8** Repeat Step 4 through Step 8 until finished adding questions.
- 

### How to make a Test available

Follow the steps below to make a Test available.

- Step 1** Open a course area and select **Add Test**.
- Step 2** Select the Test to add and click **Submit**.
- Step 3** Select the Properties, Availability, Feedback, and Presentation options for the Test.
-

## Test Info

---

### Overview

On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

---

### Find this page

Follow the steps below to open the Test Info page.

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

**Step 2** Click **Add Test**.

**OR**

**Step 1** Select **Test Manager** in the area of the 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.  If the Test name is changed after it is created the name of the test in the Gradebook will not be changed. To change the name of the Test in the Gradebook as well, edit the Item Information in the Gradebook.
<b>Description:</b>	Enter a description of the Test.
<b>Instructions:</b>	Enter instructions for the users taking the Test.

---

## 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. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

---

### Find this page

Follow these steps to open the Test Canvas page for an existing test.

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

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

Follow these steps to open the Test Canvas page for a new test.

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

To . . .	click . . .
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> .
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.
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.
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.
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 for 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** option 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 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.
<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 for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
<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.

**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 or Modify Questions

---

### Overview

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### 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 Choice Question</b>	
<b>Question text:</b> [r]	Enter the question.
<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 in the question.
<b>Answers</b>	
<b>Number of Answers:</b>	Select the number of possible answers to this question from the drop-down list.
<b>Answer:</b>	Enter answers to the question. Select the <b>Correct</b> option next to the correct answer to the question.  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 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>	Enter feedback that Students will view for this answer.
<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 in the question.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly.
<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.
<b>File:</b>	Use Browse 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 in the question.
<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. Questions may be searched by keyword.

## Add/Modify Question – True/False

---

### Overview

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.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### 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.
<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 in the question.
<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>	<ul style="list-style-type: none"> <li>Enter a response that will appear if the Student answers the question correctly.</li> </ul>
<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 in the question.
<b>Incorrect Response:</b>	<ul style="list-style-type: none"> <li>Enter a response that will appear if the Student answers the question incorrectly.</li> </ul>
<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 in the question.
<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. Questions may be searched by keyword.
------------------	---

---

## Add/Modify Question – Fill in the Blank

---

### Overview

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.
  - Provide answers that allow for abbreviations or partial answers.
  - Create the question that indicates to Students the best way to answer the question.
  - 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.
- 

### Find this page

Add or modify a question from the Test Canvas.

---

### 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.
<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 in the question.
<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 the correct 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 in the question.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly.
<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 in the question.
<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly.
<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 in the question.
<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. Questions may be searched by keyword.

## Add/Modify Question – Multiple Answer

---

### Overview

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.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### 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.
<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 in the question.
<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 in the question.
<b>Feedback</b>	
<b>Correct Response:</b>	Enter a response that will appear if the Student answers the question correctly.
<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 in the question.
<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly.
<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 in the question.
<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. Questions may be searched by keyword.

---

## Add/Modify Question – Matching

---

### Overview

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.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### 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.
<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 in the question.
<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 Text:</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 in the question.
<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 Text:</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 in the question.
<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>	Enter a response that will appear if the Student answers the question correctly.
<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 in the question.
<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly.
<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 in the question.
<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. Questions may be searched by keyword.

## Add/Modify Question – Ordering

---

### Overview

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.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### 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.
<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 in the question.
<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 in the question.
<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.
<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 in the question.
<b>Incorrect Response:</b>	Enter a response that will appear if the Student answers the question incorrectly.
<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 in the question.
<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. Questions may be searched by keyword.

## Add/Modify Questions –Essay Question

---

### Overview

Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type 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.

---

### Find this page

Add or modify a question from the Test Canvas.

---

### Fields

The table below details the fields on this page.

Field	Description
<b>Essay Question</b>	
<b>Question text:</b> [r]	Enter the question.
<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 in the question.
<b>Answer</b>	
<b>Answer</b>	Enter an example of an answer. Students will be able to view this sample.
<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. Questions may be searched by keyword.

---

## Add/Modify Random Block

---

### Overview

Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.

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

---

### Find this page

Add a Random Block of questions from the Test Canvas.

---

### Fields

The table below details the fields on this page.

Field	Description
<b>Search</b>	
<b>Search the pools below:</b>	Select a 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.

The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.

**Note:** Files with questions may be imported into Pools and Surveys. When uploaded to a Survey, the correct/incorrect answer assignment is ignored, but the file must follow the same format as described for Tests and Pools.

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

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

- Once uploaded, questions 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.

---

### Find this page

Upload Questions from the Test Canvas.

---

### 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.

---

### Point Value

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 then enter a point value for each question.

---

### File Structure

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

#### 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 [example]

- 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.
- When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

**Fill in the Blank 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

This section discusses how to select specific questions from Pools and other Assessments. Instructors may choose questions based on category, keyword and question type.

---

### Find this page

Search Pools and Assessments for a question from the Test Canvas page.

---

### 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 questions.
<b>Question Types:</b>	Select <b>All</b> to choose questions from all question types or select one or more question types.
<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.

---

### Choose Questions

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.

---

## 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 to create new categories.

**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 Categorize Question page.

- Step 1** Select **Test Manager** in the Assessment area of the 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 may add new categories, modify existing categories, or remove categories using the Category Manager page.

---

### Find this page

Follow the steps below to open the Category Manager page.

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

---

### Find this page

To open the Survey Manager, click **Survey Manager** in the Assessment Area on the Control Panel.

---

### 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 from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.

**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.

### Find this page

Click **Pool Manager** in Assessments on the Control Panel to open the Pool Manager page.

### 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 Course 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**. The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

### 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. A 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.

---

## Pool Import

---

### Overview

Instructors may import a Pool of questions for use in Tests. Pools are exported and imported as .ZIP packages.

---

### Find this page

Follow the steps below to open the Pool Import page.

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

### Field

Enter the path to the Pool or click **Browse** to locate the path. Click **Submit**.

---

## Gradebook

---

### Overview

The Gradebook posts all Student grades associated with Tests and Assignments. The Gradebook also accommodates scores grades for work completed outside of the *Blackboard Learning System*. Instructors may also view the results of Surveys through the Gradebook.

The Gradebook opens to the View Spreadsheet page. The Spreadsheet lists Students in rows and graded items in columns. 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 do not appear in the Gradebook.

---

### Find this page

Click **Gradebook** in the Assessment area on the Control Panel to open the Gradebook.

---

### 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 grade	the <b>grade</b> that needs to be modified. The View Grades page will appear.
view and modify the details for an Assessment	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> </ul>

	<ul style="list-style-type: none"> <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.
- Checkmark: Item has been completed by the Student.
- Asterisk: Item is not visible.

## Add/Modify Gradebook Item

---

### Overview

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 Control Panel.  
**Step 2** Select **Add Item**.

**OR**

- Step 1** Select **Gradebook** in Assessments on the 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.  When editing an Assignment or Assessment created in the course, be aware that changing the Item Name will only change the Item Name in the Gradebook. It must also be changed in the course area where the item appears if Students are to see the new name.
<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 allow Students to view the item.
<b>Include item in Gradebook score calculations:</b>	Select <b>Yes</b> and this item will be included in Gradebook calculations. Select <b>No</b> and this item will not be included in calculating the Total column.

---

## 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.

---

### Find this page

Follow the steps below to open the Manage Items page.

- Step 1** Select **Gradebook** in Assessments on the 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 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.

---

## Spreadsheet Settings

---

### Overview

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

---

### Find this page

Follow the steps below to open the Spreadsheet Settings page.

- Step 1** Select **Gradebook** on the 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 Usernames 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 Username on the spreadsheet. Hold CONTROL to select more than one option. Also, keep in mind that the filter on the Spreadsheet will continue to filter by last name even if users' last names are not displayed.

---

## 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.

---

### Find this page

Follow the steps below to open the Manage Categories page.

- Step 1**     Select **Gradebook** on the 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 will appear. Removing a category is irreversible.

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

---

## 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.

---

### Find this page

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

- Step 1**     Select **Gradebook** on the 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. Display Options define the scale for presenting grades.

### Find this page

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

- Step 1** Select **Gradebook** on the 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. There is a limit of 6 digits. For example, 100.00 or 123456.
- **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.
  - Complete / Incomplete – This option signifies that a Student has completed an item. It is the default option for Surveys.
-

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

---

### Find this page

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

- Step 1**     Select **Gradebook** on the 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.

---

## 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 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. 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 than the final exam. Enter the percentage to weight each item in the boxes to the left.

### Weighted Total

The following information is important when weighting grades:

- Gradebook items that have not been completed by Students are still calculated in the weight. Instructors may also exclude items from calculations on [the Add/Modify Gradebook Item page](#).
- The percentages in the selected option (Weight by Category or Weight by Option) must add up to 100 percent. An error message will appear if the percentages do not add up to 100 percent.
- If an item has a weight of 0 percent, the item will not be calculated in the grade weight. This will occur if a new Gradebook item is added and a percentage for the item is not added to the Weight by Item column.

When **Weight by Category** is selected, the following information will apply:

- Each item in a category is worth the same weight, regardless of total points. For example, if quizzes are worth 25% as a category, a quiz worth 50 points will not be weighted more than a quiz worth 15 points.
- The weight for each item is calculated by taking the weight for the category 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 Quizzes have a 100% weight and a Student takes an exam and gets a perfect score, his or her weighted total will be 100%. If the Instructor adds a second quiz, the Students weighted total will drop to 50%, since the weight for each item is divided by two. Since, the Student has not taken the second exam yet, their score for it is zero.
-

## Download Gradebook

---

### Overview

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

---

### Find this page

Follow the steps below to open the Download Gradebook page.

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

### Download Gradebook

Click **Download** and select where to save the Gradebook file. 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.

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 Username 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.

**Note:** For best results, Instructors should manipulate and upload a Gradebook that has been downloaded from the *Blackboard Learning System* (Release 6 or higher). 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 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.

If the name of a column in the source does not match the name of a column in the destination, the user will be notified. They may decide whether or not they would like to proceed with the operation.

**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.

---

### Find this page

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

- Step 1** Select **Gradebook** on the 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.

---

### Find this page

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

- Step 1** Select **Gradebook** on the 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.

---

## Modify Grade: Assessment

---

### Overview

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

---

### Find this page

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

- Step 1**     Select **Gradebook** on the 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. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
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.
Clear a Grade	<b>Clear Attempt</b> . The Grade for the item will be reset.

---

### 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

---

### Overview

The Gradebook enables Instructors to manage all aspects of Student grades. The Grade Assessment 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.

---

### Find this page

Follow the steps below to open the Grade Assessment page.

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

### Functions

The table below details the functions available on this page.

<b>Function</b>	<b>Description</b>
<a href="#">Item Grade List</a>	View a list of Students and their grades for this Assessment.
<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 Information</a>	Modify the Gradebook item information, such as item name and description.
<a href="#">Assessment Attempt Details</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. If a user has exceeded the time limit set for a survey, an exclamation point will be displayed. The Instructor may enter a value in the **Grade** field. After the value is entered, a check mark will be displayed in the Gradebook for the survey.

### Find this page

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

- Step 1** Select **Gradebook** on the 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
- the variance of how far scores diverge from the average

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

---

### Find this page

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

- Step 1** Select **Gradebook** on the 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

---

### Overview

The Assessment Stats 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.

---

### Find this page

Follow the steps below to open the Assessment Stats page.

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

### Surveys

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

---

## Modify 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 Modify 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 Course area.

---

### Find this page

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

- Step 1**      Select **Gradebook** on the 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. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
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.
Clear a Grade	<b>Clear Attempt</b> . The Grade for the item will be reset.

---

## Grade Assignment

---

### 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 page.

---

### Find this page

Follow the steps below to open the Grade Assessment page.

- Step 1**     Select **Gradebook** on the Control Panel.
  - Step 2**     Select a grade for an Assignment on the Spreadsheet.
  - 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.
<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.

---