

# Ultra Courses

## Creating Graded Items

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# Workshop Learning Objectives

## Participants will be able to...

- Create a Blackboard Discussion board
- Create a Blackboard Journal
- Create a Blackboard Assignment
- Create a Blackboard Test
- Create access to other integrated tools
- Set up the Gradebook




# Reminder: Creating in Ultra


Content Calendar Announcements Discussions Gradebook Messages Analytics Groups


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### Course Faculty


 **Eric Fredericksen**  
INSTRUCTOR

### Details & Actions


 **Roster**  
[View everyone in your course](#)




 **Progress Tracking** ⓘ  
[Turn off](#)






 **Course Image**  
[Edit display settings](#)

 **Course is private**  
[Students can't access this course](#)

### Course Content



-  **Course Overview - Start Here**  
Visible to students ▾  
To get started, review the information in this mode
-  **University Policy and Support**  
Visible to students ▾
-  **Technology Support Information**  
Visible to students ▾

-  **Create**
-  Copy Content
-  Upload
-  Content Market
-  Content Collection



# HOW TO CREATE A BLACKBOARD DISCUSSION



# Create a Discussion Board

The screenshot displays a course management interface for 'Course Prep for EDE486'. The interface is divided into three main sections: Course Faculty, Details & Actions, and Course Content. The 'Create Item' menu is open on the right side, showing various content types. A red arrow points to the 'Discussion' option in the 'Participation and Engagement' section.

**Course Faculty**

Eric Fredericksen  
INSTRUCTOR

**Details & Actions**

- Roster [View everyone in your course](#)
- Progress Tracking [Turn off](#)
- Course Image [Edit display settings](#)
- Course is private [Students can't access this course](#)
- Attendance [Mark attendance](#)
- Books & Tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

**Course Content**

- Course Overview - Start Here  
Visible to students  
To get started, review the information in this module.
- University Policy and Support  
Visible to students
- Technology Support Information  
Visible to students
- Module 1 - Faculty and Institutional Perspectives  
Visible to students  
January 23 - February 5
- Module 2 - Conceptual Frameworks for Online Learning  
Visible to students  
February 6 - February 12
- Module 3 - Instructional Design Concepts  
Visible to students  
February 13 - February 26

**Create Item**

- Course Content Items
  - Learning module
  - Folder
  - Document
  - Link
  - Teaching tools with LTI connection
  - SCORM package
- Assessment
  - Test
  - Assignment
- Participation and Engagement
  - Discussion
  - Journal



# Setting up a Discussion Board

The screenshot shows the 'New Discussion' setup page for a course titled 'Course Prep for EDE486'. The title is 'New Discussion 11/1/2018'. A red arrow points from the word 'Name' to the title field. Another red arrow points from the word 'Visibility' to a dropdown menu currently set to 'Hidden from students'. A third red arrow points from the word 'Initial Prompt' to the text input area, which contains the placeholder text 'What do you want to talk about?'. On the right side, a 'Discussion Settings' panel is visible, with a red arrow pointing from the word 'Settings' to a gear icon. Below the gear icon, the 'Grading' setting is shown as 'Discussion isn't graded'.

**Name**

**Visibility**

**Settings**

**Initial Prompt**



# Discussion Board Settings

New Discussion 11/12/23

## Discussion Settings

### Details & Information


Display on Course Content page ←

Post first  
Hide discussion activity until student responds ←

Prevent editing  
Students cannot edit or delete published posts ←

Grade discussion  
This discussion counts for a grade ←

### Additional Tools

 Goals & standards  
[Align with goals](#)

 Group discussion  
[Assign to groups](#)

Uncheck to only make available on Discussion menu

Check to make this “post first” required

Check to prevent students from editing or deleting

Check to make this graded and open new options





# Discussion Grading Settings

Grade discussion  
This discussion counts for a grade


---


**Grading and Participation**

**Due Date**  
11/13/23  2:52 PM 

Stop discussion activity after due date  
After the due date, students cannot reply or edit posts

---


**Grade category**  
Discussion 

**Grade using**  
Points 

**Maximum points**  
100

---

**Additional Tools**

 Use grading rubric  
[Add grading rubric](#)



Add due date



Freeze discussion after due date



Gradebook category



Display as



Points in Gradebook



Assign Rubric





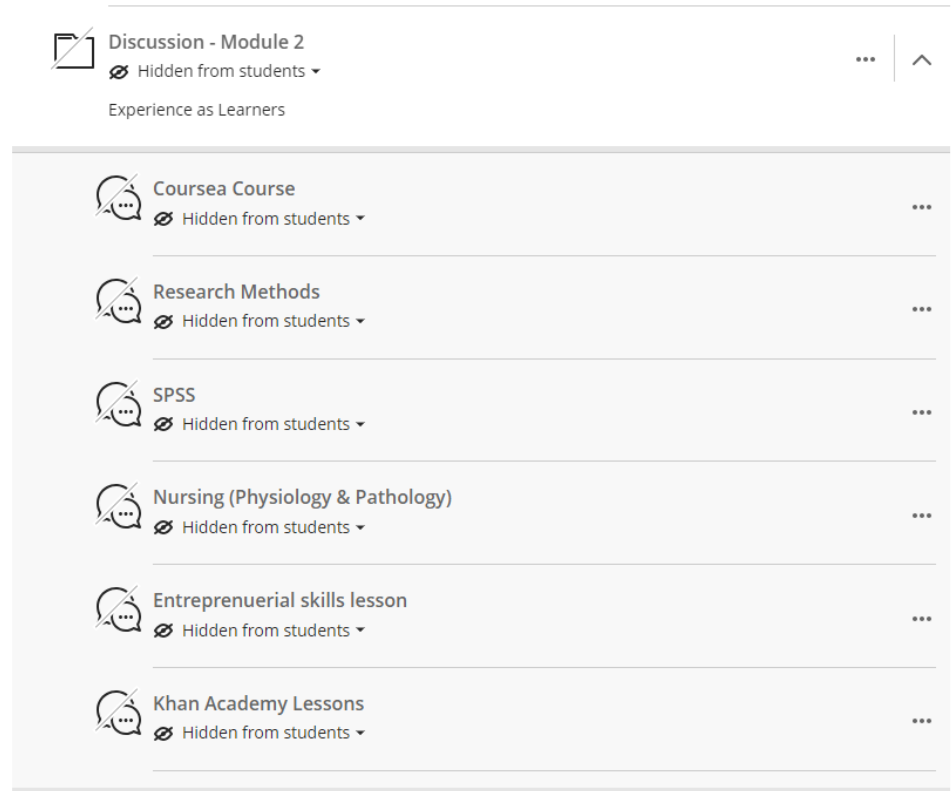
# What's Different

- A discussion board has just ONE thread or forum
- Can only create ONE link to a Discussion board
  - But Discussions are available on the top menu
  - Can use Course Link
- Currently cannot subscribe to a discussion



# Original Forums with Multiple Threads

- If you copied a discussion forum over that had multiple forums
- You will see multiple boards within a folder now



# HOW TO CREATE A BLACKBOARD JOURNAL



# Create a Journal

The screenshot shows a course management interface for 'Course Prep for EDE486'. The main content area lists course items such as 'Course Overview - Start Here', 'University Policy and Support', 'Technology Support Information', and three modules. On the right, a 'Create Item' modal is open, displaying a list of item types: Learning module, Folder, Document, Link, Teaching tools with LTI connection, SCORM package, Test, Assignment, Discussion, and Journal. A red arrow points to the 'Journal' option.

CoursePrep.EDE486.Fredericksen

## Course Prep for EDE486

Content | Calendar | Announcements | Discussions | Gradebook | Messages | Analytics | Groups

### Course Faculty

Eric Fredericksen  
INSTRUCTOR

### Details & Actions

- Roster [View everyone in your course](#)
- Progress Tracking [Turn off](#)
- Course Image [Edit display settings](#)
- Course is private [Students can't access this course](#)
- Attendance [Mark attendance](#)
- Books & Tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

Add course schedule [Skip](#)

### Course Content

- Course Overview - Start Here  
 Visible to students -  
To get started, review the information in this module.
- University Policy and Support  
 Visible to students -
- Technology Support Information  
 Visible to students -
- Module 1 - Faculty and Institutional Perspectives  
 Visible to students -  
January 23 - February 5
- Module 2 - Conceptual Frameworks for Online Learning  
 Visible to students -  
February 6 - February 12
- Module 3 - Instructional Design Concepts  
 Visible to students -  
February 13 - February 26

### Create Item

#### Course Content Items

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

#### Assessment

- Test
- Assignment

#### Participation and Engagement

- Discussion
- Journal



# Setup a Journal

The screenshot shows the journal setup interface for a course titled "Course Prep for EDE486". The journal name is "New Journal 11/1/23". A red arrow labeled "Name" points to the journal title. A red arrow labeled "Visibility" points to the "Hidden from students" dropdown menu. A red arrow labeled "Settings" points to the gear icon in the "Journal Settings" section. A red arrow labeled "Initial Prompt" points to the text input area for the journal prompt, which contains the text "What do you want students to focus on?". The interface also includes a "Name your journal" tip box, a journal icon, and a "Save" button.

Course Prep for EDE486

New Journal 11/1/23

Name

Visibility

Hidden from students

Name your journal

Engaging and specific titles help students know what to expect. You can edit the title at any time.

Journal Settings

Grading  
Journal isn't graded

Settings

Journals are a personal space for students to communicate privately with you.  
Create a prompt to get students started with their journal entries.

What do you want students to focus on?

Initial Prompt

Save



# Journal Settings

New Journal 11/12/23

## Journal Settings

---

### Details & Information

- Grade journal  
This journal counts for a grade
- Allow users to edit and delete entries
- Allow users to edit and delete comments

---

### Additional Tools

---

Check to make this graded and open new options

Uncheck to prevent students from editing or deleting



# Journal Settings

## Details & Information

- Grade journal  
This journal counts for a grade
- Allow users to edit and delete entries
- Allow users to edit and delete comments

## Participation & Grading

### Due date

11/13/23



2:59 PM



Add due date

### Grade category

Journal



Gradebook category

### Grade using

Letter



Display as

### Maximum points

100



Points in Gradebook

## Additional Tools



Use grading rubric

[Add grading rubric](#)



Assign Rubric



# What's Different

- Can only create ONE link to a Journal tool
- If you want a running journal, need to create the first one somewhere
- Can create **Course Link** to the Journal within other modules (note students will be taken to that space)





# HOW TO CREATE A BLACKBOARD ASSIGNMENT



# Assignments and Tests

- **Assignments** and **Tests** share the same user interface and options. Many options in the settings are enabled or disabled based on whether at least one question is included in the assessment.
- In practice, instructors use these assessments differently.
  - You might create an assignment with instructions for students to submit a file for a grade.
  - In a test, students may answer a series of questions you've added to the assessment.
- **What's Different:** Default Category assigned to this in Gradebook



# Important

- Once a student opens an Assignment or Test item, you are unable to make changes to that item.
- Keep **Hidden from Students** until ready to have students see this!



# Create an Assignment

The screenshot displays a course management interface for 'Course Prep for EDE486'. The main content area shows a list of course items, including 'Course Overview - Start Here', 'University Policy and Support', 'Technology Support Information', 'Module 1 - Faculty and Institutional Perspectives', 'Module 2 - Conceptual Frameworks for Online Learning', and 'Module 3 - Instructional Design Concepts'. On the right, a 'Create Item' dropdown menu is open, listing various content types: Learning module, Folder, Document, Link, Teaching tools with LTI connection, SCORM package, Assessment, Test, Assignment, Participation and Engagement, Discussion, and Journal. A red arrow points to the 'Assignment' option in the 'Assessment' section.

CoursePrep.EDE486.Fredericksen  
Course Prep for EDE486

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Course Faculty

Eric Fredericksen  
INSTRUCTOR

Details & Actions

Roster  
[View everyone in your course](#)

Progress Tracking   
[Turn off](#)

Course Image  
[Edit display settings](#)

Course is private  
[Students can't access this course](#)

Attendance  
[Mark attendance](#)

Books & Tools  
[View course & institution tools](#)

Question Banks  
[Manage banks](#)

Add course schedule  
[Skip](#)

Course Content

Course Overview - Start Here  
Visible to students -  
To get started, review the information in this module.

University Policy and Support  
Visible to students -

Technology Support Information  
Visible to students -

Module 1 - Faculty and Institutional Perspectives  
Visible to students -  
January 23 - February 5

Module 2 - Conceptual Frameworks for Online Learning  
Visible to students -  
February 6 - February 12

Module 3 - Instructional Design Concepts  
Visible to students -  
February 13 - February 26

Create Item

Course Content Items ^

Learning module

Folder

Document

Link

Teaching tools with LTI connection

SCORM package

Assessment ^

Test

Assignment

Participation and Engagement ^

Discussion

Journal



# Setup an Assignment

Course Prep for EDE486

**New Assignment 10/26/23** ← **Name** →  Hidden from students

**Visibility**

**Name your assignment**

Engaging and specific titles help students know what to expect. You can edit the title at any time.

**Create your assessment**

Select the plus icon to get started

⊕ ← **Instructions**

Allow students to add content at end of assessment

Students can add text, images, and files here.

**Assignment Settings** ⚙️

**Due date** 10/27/23, 12:00 AM (EDT) ↑ **Settings**

**Grade category** Assignment

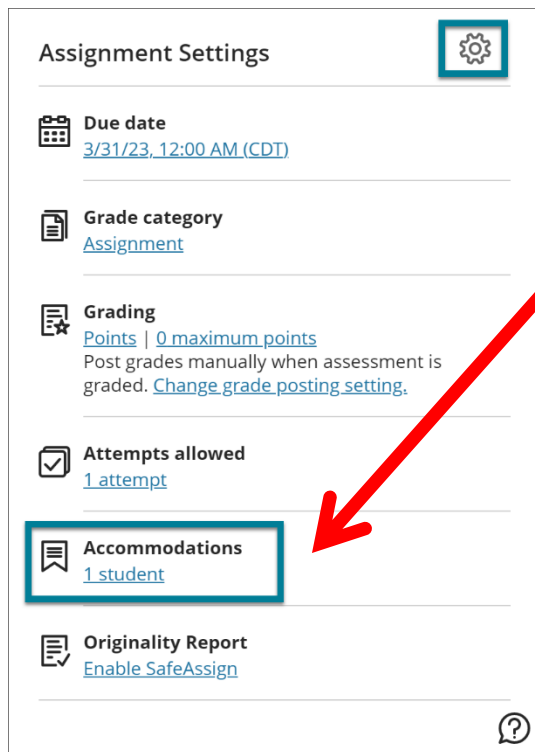
**Grading** Points | 100 maximum points  
Post grades manually when assessment is graded. [Change grade posting setting.](#)

**Attempts allowed** 1 attempt



# Accommodations

IF any students have been indicated with Accommodations, it will display here.



The screenshot shows the 'Assignment Settings' interface. It includes a settings gear icon in the top right corner. The settings are listed as follows:

- Due date:** 3/31/23, 12:00 AM (CDT)
- Grade category:** Assignment
- Grading:** Points | 0 maximum points. Post grades manually when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Accommodations:** 1 student (highlighted with a red box and a red arrow pointing to it)
- Originality Report:** Enable SafeAssign

A red arrow points from the text on the right to the 'Accommodations' section in the screenshot.

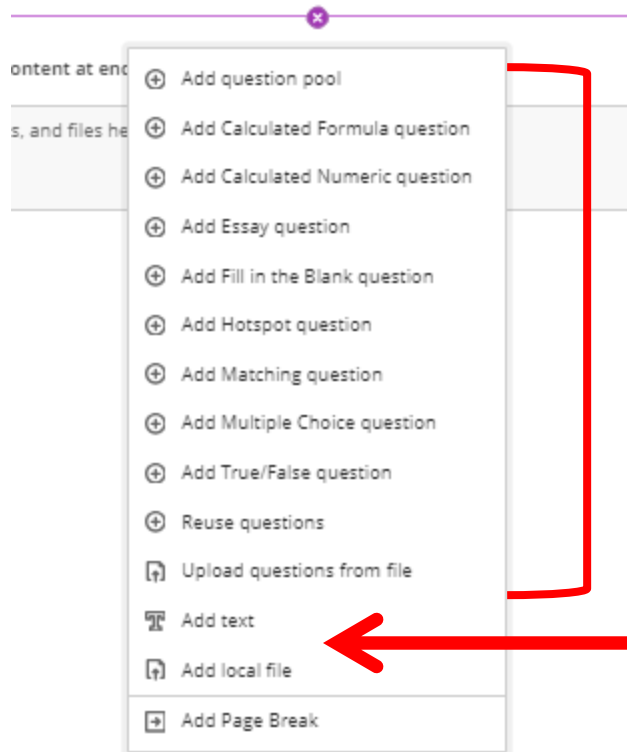
Accommodations are set in your course (not at each test/assignment) on the Roster page.



# Assignment Instructions

Create your assessment

Select the plus icon to get started



A screenshot of a software interface showing a dropdown menu for adding questions. The menu items are: Add question pool, Add Calculated Formula question, Add Calculated Numeric question, Add Essay question, Add Fill in the Blank question, Add Hotspot question, Add Matching question, Add Multiple Choice question, Add True/False question, Reuse questions, Upload questions from file, Add text, Add local file, and Add Page Break. A red bracket on the right side of the menu groups the first ten items. A red arrow points from the right towards the 'Add text' and 'Add local file' options.

- ⊕ Add question pool
- ⊕ Add Calculated Formula question
- ⊕ Add Calculated Numeric question
- ⊕ Add Essay question
- ⊕ Add Fill in the Blank question
- ⊕ Add Hotspot question
- ⊕ Add Matching question
- ⊕ Add Multiple Choice question
- ⊕ Add True/False question
- ⊕ Reuse questions
- 📁 Upload questions from file
- 📄 Add text
- 📁 Add local file
- 📄 Add Page Break

These options are for TESTS

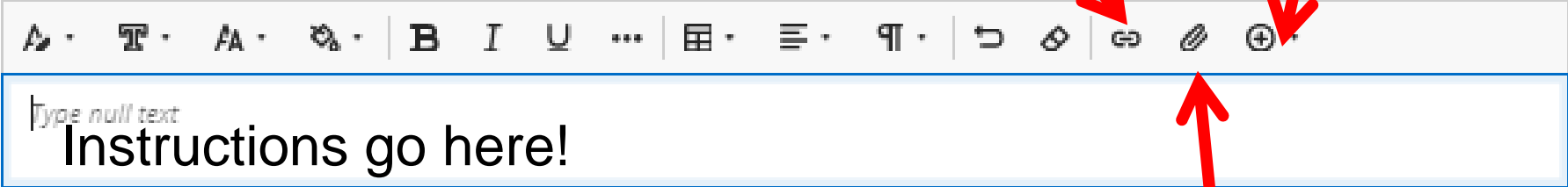
Add TEXT and/or LOCAL FILE



# Assignment - Add text

Add Links

Add Media



The image shows a rich text editor toolbar with various icons. Three red arrows point to specific icons: one to the link icon (a chain link), one to the media icon (a film strip), and one to the attachment icon (a plus sign in a circle). Below the toolbar is a text input field containing the text "Instructions go here!". At the bottom right of the input field are "Cancel" and "Save" buttons.

Instructions go here!

Cancel Save

Add File Attachments





# Assignment – Add File Separate from Text

The image shows a Windows File Explorer window titled 'Open' with the address bar set to 'Documents > Warner\_Teaching > SPSS > Assignment > Module5'. The left sidebar shows the 'Documents' folder selected. The main pane displays a list of files:

Name	Date modified	Type
HOMEWORK - Module 5	4/8/2023 4:26 PM	Micr
HOMEWORK - Module 5	4/8/2023 4:26 PM	Chro
Homework5_GradingRubric	4/8/2023 4:51 PM	Micr
Homework5_GradingRubric	4/8/2023 4:51 PM	Chro
IllinoisSchoolReportCard2004-2005	4/8/2023 4:28 PM	Micr
IllinoisSchoolReportCard_Codebook	4/8/2023 4:28 PM	Micr

A red arrow points from the first 'HOMEWORK - Module 5' file to the 'Edit File Options' dialog box. The dialog box has the following content:

**Edit File Options**

\* Display Name  
HOMEWORK - Module 5.pdf

File Options

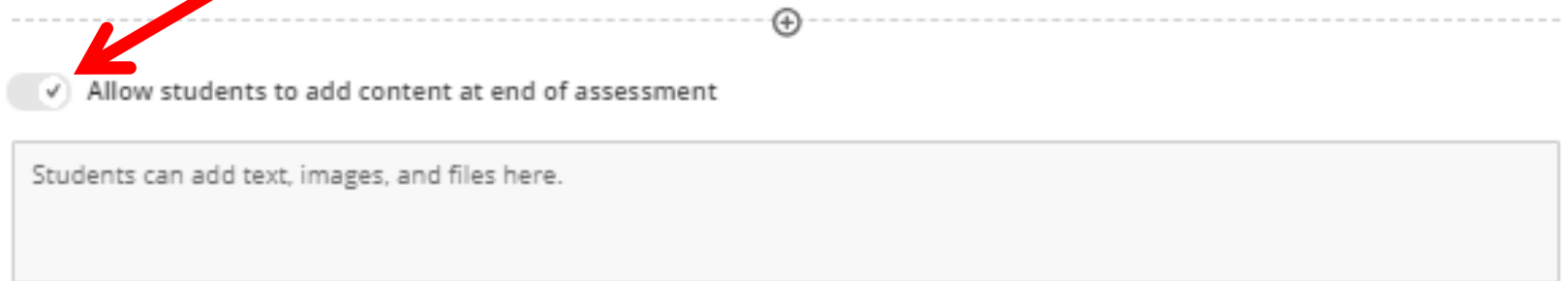
- View and download
- View only
- Download only

Buttons: Close, Save



# Assignment – Allow Add Content

**IMPORTANT** – Allows students to submit files



A screenshot of a software interface for configuring an assignment. A red arrow points from the text 'IMPORTANT – Allows students to submit files' to a checked checkbox labeled 'Allow students to add content at end of assessment'. Below this checkbox is a large, light gray rectangular area containing the text 'Students can add text, images, and files here.'.

Allow students to add content at end of assessment

Students can add text, images, and files here.



# Assignment Settings Details & Information

Details & Information

Due date

11/13/23 12:00 AM

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

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

Allow class conversations

Collect submissions offline

## Due Date

Check to not allow late.  
In progress will Auto-submit

Check to keep students  
from starting after the due  
date

Create a discussion board  
associated with this assignment

Manual Column that has  
Due Date and allows  
Rubric grading



# Assignment Settings

## Presentation Options

---

### Presentation Options

- Display one question at a time  
*Turned off until you add questions*
  - Prohibit backtracking
  - Randomize questions  
*Turned off until you add questions*
  - Randomize answers  
*Turned off until you add questions*
  - Randomize pages
    - Do not randomize first page
- 



**IGNORE**  
**Used for TESTS**



# Assignment Settings

## Formative Tools

---

### Formative Tools

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



Adds a label and filter to the Instructor View



Shows same information to students



# Assignment Settings

## Grading & Submissions

Grading & Submissions

Grade category  
Assignment - ← Gradebook category

Attempts allowed  
1 - ← Attempts Allowed (can be changed)

Grade using  
Points - ← Display as

Maximum points  
100 - ← Points in Gradebook

Anonymous grading  
 Hide student names ← Grading and Review Options

Evaluation options  
 2 graders per student  
 Peer review  
 Delegated Grading

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



# Important – Grade Posting

If this is NOT checked, students will not see grades until you POST them

More in January!

## Assessment grade

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



# Assignment Settings

## Assessment Results

---

### Assessment results

*You can edit these settings after you add questions*

 Submission View

---

 Automated Question Feedback

---

 Question Scores

---

 Correct Answers

---



IGNORE  
Used for TESTS





# Assignment Settings

## Assessment Security

---

Assessment security

☰ Access code  
[Add access code](#)



Provide a code to students to complete assignment


Release assignment to only certain students at certain times by sharing the access code.




# Assignment Settings

## Additional Tools


### Additional Tools

 Time limit  
[Add time limit](#)

← New: Time Limit

 Use grading rubric  
[Add grading rubric](#)

← Grading Rubric

 Goals & standards  
[Align with goals](#)

 Assigned groups  
[Assign to groups](#)

← For Group Assignment

 Originality Report  
[Enable SafeAssign](#)

### Time limit

Add time limit

 minutes

---

### Submission rules

Work is automatically saved and submitted when time expires

Students have extra time to work after the time limit expires



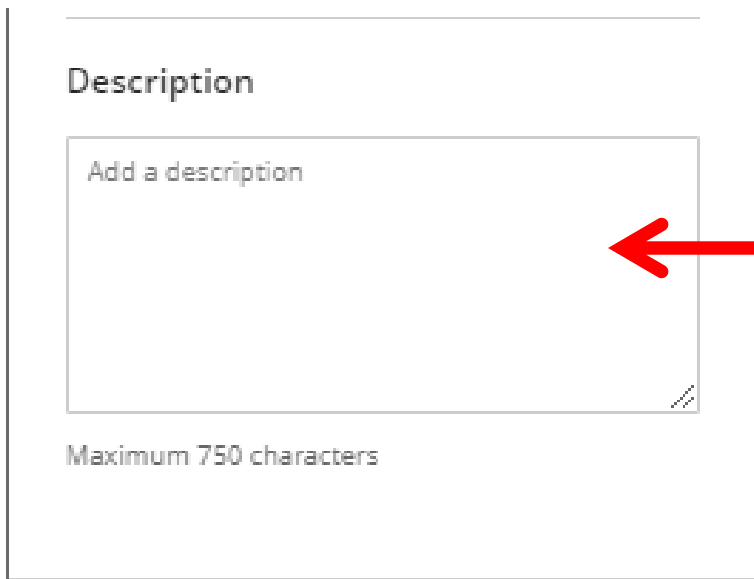
# Assignment Settings

## Description

Description

Add a description

Maximum 750 characters



Text that will appear  
on content page

750 chars  
No formatting



# Example Assignment

## Module 3 Assignment

Content and Settings Submissions (13) Student Activity Question Analysis


### Assignment Content

This exercise uses the Cooperating Teacher Survey data that you created in Module 2 homework.

A grading rubric is attached.

Submit both your completed dataset (SAV file) and the codebook (in Word or PDF format only) when you are finished.

 HOMEWORK - Module 3.pdf

 Homework3\_GradingRubric.pdf

#### About the files:

Word document - CooperatingTeacherSurvey\_Codebook.doc  
You will also need the SAV SPSS dataset file you created in Module 2.

 CooperatingTeacherSurvey\_Codebook.doc

Allow students to add content at end of assessment

#### Submission


Students can add text, images, and files here.

### Assignment Settings



 Due date  
[11/3/23, 11:59 PM \(EDT\)](#)

 Grade category  
[Assignment](#)

 Grading  
[Points](#) | [25 maximum points](#)  
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

 Grading rubric  
[Rubric for Module 3 Assignment](#)

Attempts allowed  
[1 attempt](#)

Text  
instructions



File uploads



Submission  
space



# HOW TO CREATE A BLACKBOARD TEST



# Create a Test

The screenshot displays the Canvas LMS interface for a course titled "Course Prep for EDE486". The page is divided into several sections:

- Course Faculty:** Shows the instructor Eric Fredericksen.
- Details & Actions:** Includes links for Roster, Progress Tracking, Course Image, Course privacy settings, Attendance, Books & Tools, and Question Banks.
- Course Content:** Lists modules such as "Course Overview - Start Here", "University Policy and Support", "Technology Support Information", "Module 1 - Faculty and Institutional Perspectives", "Module 2 - Conceptual Frameworks for Online Learning", and "Module 3 - Instructional Design Concepts".
- Create Item Sidebar:** A dropdown menu is open, showing options for "Course Content Items" (Learning module, Folder, Document, Link, Teaching tools with LTI connection, SCORM package) and "Assessment" (Test, Assignment). A red arrow points to the "Test" option.
- Participation and Engagement:** Includes options for Discussion and Journal.



# Setup a Test

Course Prep for EDE486

**Name** ← New Test 10/26/23 → **Visibility**

Hidden from students

**Name your test**

Engaging and specific titles help students know what to expect. You can edit the title at any time.

**Create your assessment**

Select the plus icon to get started

**Instructions and Questions**

Allow students to add content at end of assessment

Students can add text, images, and files here.

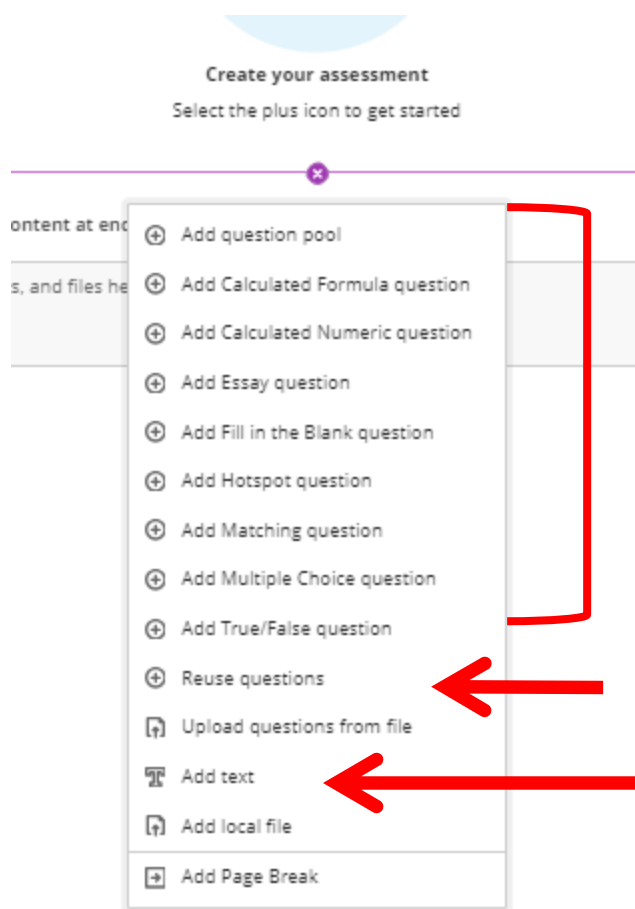
**Test Settings**

- Due date**  
10/27/23, 12:00 AM (EDT)
- Grade category**  
Test
- Grading**  
Points | 100 maximum points  
Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed**  
1 attempt

**Settings**



# Test Instructions and Questions



Add TEST questions

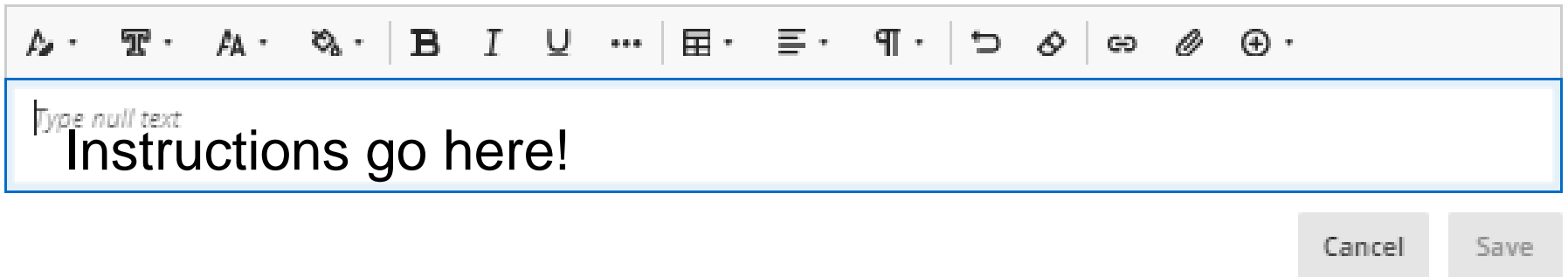
Use Question Bank or File Upload

Add TEXT and/or LOCAL FILE Instructions





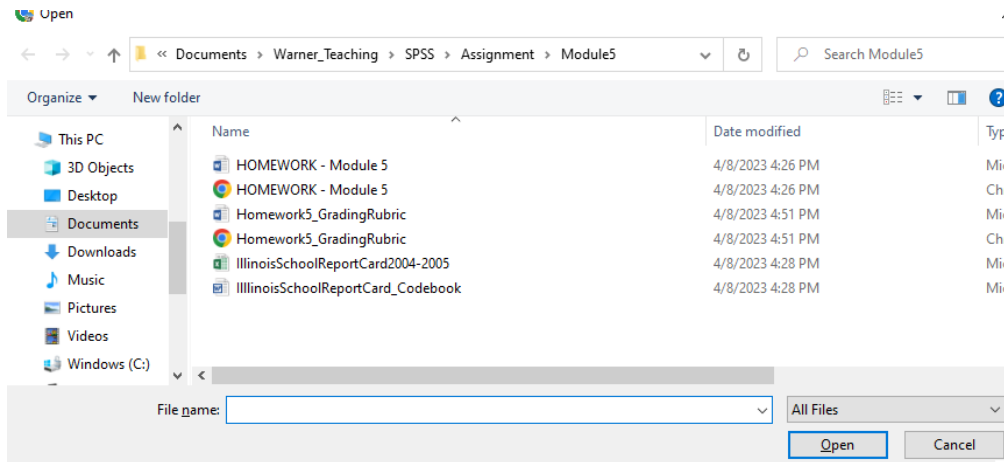
# Test - Add text



A rich text editor interface. The toolbar at the top contains icons for undo, redo, bold, italic, underline, link, unlink, and other text formatting options. Below the toolbar is a text input area with a blue border. The text area contains the placeholder text "Type null text" and the main text "Instructions go here!". At the bottom right of the text area are two buttons: "Cancel" and "Save".



# Test – Add File



## Edit File Options

### \* Display Name

HOMEWORK - Module 5.pdf

### File Options

- View and download
- View only
- Download only

Close

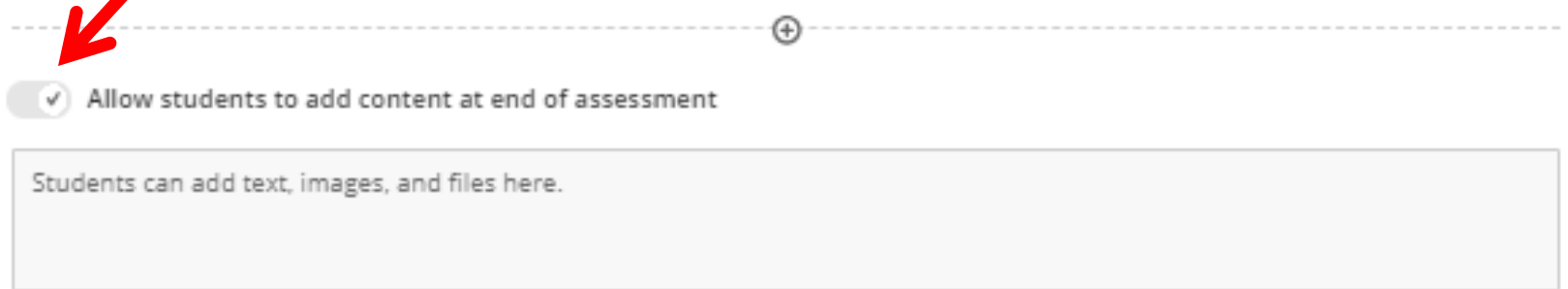
Save



# Additional Test Instructions

IMPORTANT – May want to turn this OFF

There are NO points associated with items submitted here in a TEST



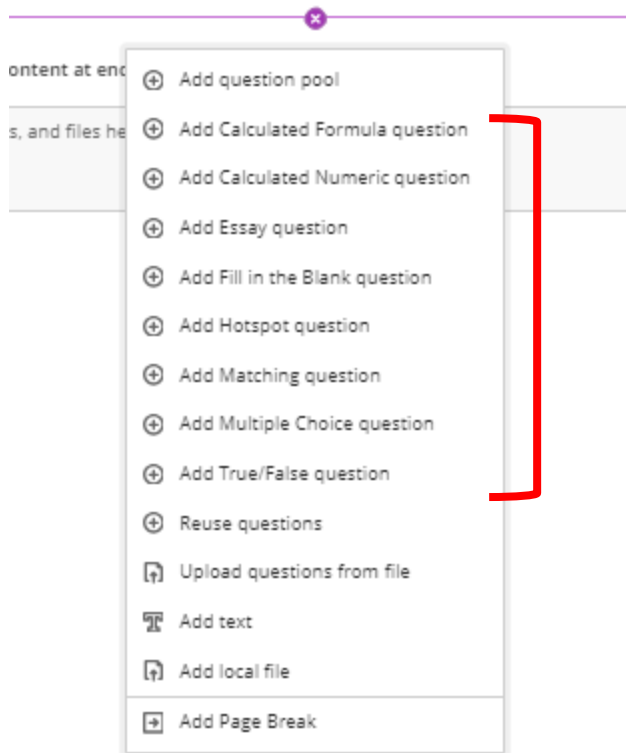
A screenshot of a test interface. At the top, there is a dashed horizontal line with a plus sign in a circle to its right. Below this line is a toggle switch labeled "Allow students to add content at end of assessment". The toggle switch is currently turned ON, indicated by a checkmark in a circle. A red arrow points from the text above to the toggle switch. Below the toggle switch is a text box containing the text "Students can add text, images, and files here."

For a timed test that includes only a file upload - Use Assignment instead.



# Add your Question Types

Create your assessment  
Select the plus icon to get started



Calculated Formula  
Calculated Numeric  
Essay Question  
Fill in the Blank  
Hotspot  
Matching  
Multiple Choice  
True/False

See Video on Creating each Type or see Bb Help

[https://help.blackboard.com/Learn/Instructor/Ultra/Tests\\_Pools\\_Surveys/Question\\_Types#ultra\\_types](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Question_Types#ultra_types)



# Automated Feedback on Questions

Automated Feedback Available after submission ⓘ

**CORRECT ANSWER FEEDBACK**

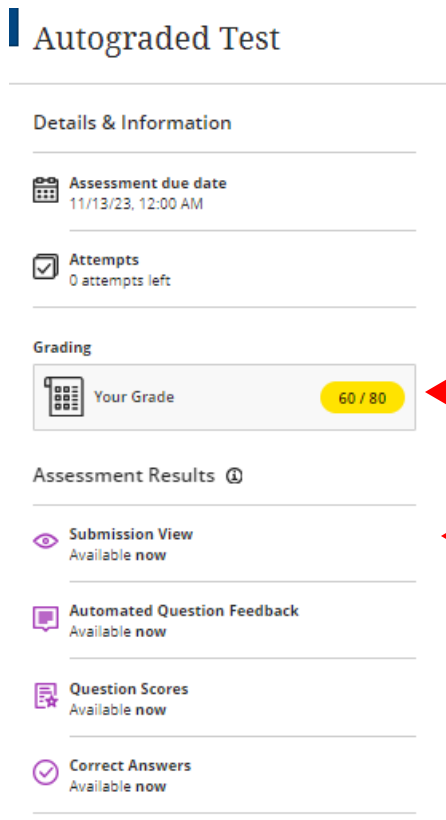
Feedback

**INCORRECT ANSWER FEEDBACK**  
This feedback also applies to partial credit answers

Feedback



# What Students See Feedback



The screenshot shows a sidebar for an 'Autograded Test'. It is divided into several sections: 'Details & Information' with 'Assessment due date' (11/13/23, 12:00 AM) and 'Attempts' (0 attempts left); 'Grading' with 'Your Grade' (60 / 80); and 'Assessment Results' with options for 'Submission View', 'Automated Question Feedback', 'Question Scores', and 'Correct Answers', all marked as 'Available now'. A vertical line is drawn on the right side of the sidebar, with two red arrows pointing to it from the right. One arrow points to the 'Your Grade' box, and the other points to the 'Assessment Results' section.

Score or Grade

Feedback options



# Correct Answer Feedback

## ✔ Question 1

10 / 10

Earth is the fourth planet from the sun

True

False

Correct answer

 Feedback

Great job

## ✔ Question 2

10 / 10

If  $5x + 32 = 4 - 2x$ , what is the value of  $x$ ?

Show answer choices ▾

 Feedback

Great job



# Incorrect Answer Feedback

## ✘ Question 7


0 / 10

If a small glass can hold 10 ounces of water, and a large glass can hold 24 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?

Round your answer to 0 decimal places.

Your Answer: 136

**Incorrect**  
The answer is 126.

 Feedback  
Review your math.


## ✘ Question 8

0 / 10

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?

Your Answer: 100

**Incorrect**  
The answer is  $98.6 \pm 0.5$ .

 Feedback  
Review your Celsius to Fahrenheit formula







# Test Settings

## Details & Information

Details & Information

Due date

11/13/23  12:00 AM 

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

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

Allow class conversations

Collect submissions offline

Due Date

Check to not allow late.  
In progress will Auto-submit

Check to keep students  
from starting after the due  
date

Create a discussion board  
associated with this test

Disabled when test  
questions are added



# Tests Settings

## Presentation Options

### Presentation Options

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



Presentation options for test questions



Note – this is for all MC questions!



# Test Settings

## Formative Tools

---

### Formative Tools

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



Displays  
label to instructors  
and adds filter in  
Gradebook

Can be displayed to  
students



# Test Settings

## Grading & Submissions

### Grading & Submissions

#### Grade category

#### Attempts allowed

#### Grade using

#### Maximum points

#### Anonymous grading

Hide student names

*You can't hide student names because automatic grade posting is turned on.*

#### Evaluation options

2 graders per student

Peer review

Delegated Grading

#### Assessment grade

Post assessment grades automatically

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



Gradebook category



Attempts Allowed (can be changed)



Display as



Points in Gradebook



Grading and Review Options



Grade Posting Options



# Important – Grade Posting

If this is NOT checked, students will not see grades until you POST them

Even auto-graded tests!

More in January!

## Assessment grade

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



# Test Settings

## Assessment Results


### Assessment results

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

 **Submission View**  
[Available after submission](#)




Students can see what they submitted – When?

 **Automated Question Feedback**  
[Available after submission](#)




Students can see the feedback

 **Question Scores**  
[Available after individual grade is posted](#)



Students can see the scores per question

 **Correct Answers**  
[Available after individual grade is posted](#)



Students can see the correct answers



# Test Settings

## Assessment Security

---

Assessment security

☰ Access code

[Add access code](#)



Provide a code to students to complete assignment

---


Release assignment to only certain students at certain times by sharing the access code.




# Test Settings

## Additional Tools


### Additional Tools

 Time limit  
[Add time limit](#)

← Time Limit

 Use grading rubric  
[Add grading rubric](#)


← Grading Rubric

 Goals & standards  
[Align with goals](#)

 Assigned groups  
[Assign to groups](#)

← For Group Test  
This is not Released to  
Group – this is single  
submission per group!

 Originality Report  
[Enable SafeAssign](#)

 Time limit ×

Add time limit

minutes

---

Submission rules

Work is automatically saved and submitted when time expires

Students have extra time to work after the time limit expires



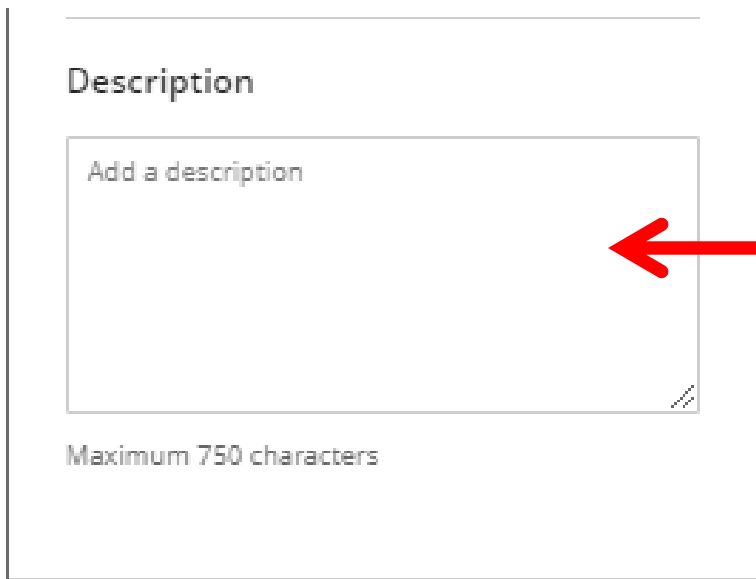


# Test Settings Description

Description

Add a description

Maximum 750 characters



Text that will appear  
on content page


750 chars  
No formatting



# Note: File Upload Only Test

## Test Content

As you read the passage in this file

 SampleREading.pdf

consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage.

Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

Allow students to add content at end of assessment

## Submission

Students can add text, images, and files here.

Te



Create an  
**ASSIGNMENT**  
instead and use  
**TIMER**



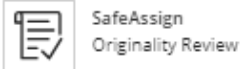
# OTHER TOOLS








# Some Course Tools in Books and Tools

## Books & Course Tools

### Instructor tools










### Available tools

-  AEFIS tools  
View syllabus, evaluations, asse...
-  Echo360
-  Gradescope
-  LibGuides
-  Noteflight  
Online music notation tool

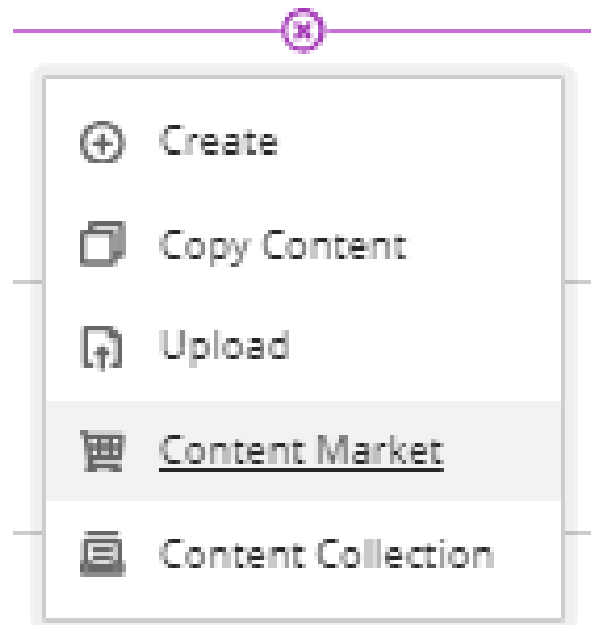
Click the card to access the tool

Click the + to add it to your Content area

-  Perusall Course Tool  
The Perusall social learning plat...
-  Piazza
-  ProctorU
-  Quickly Attendance Tool
-  Taskstream LTI
-  URMC OneNote Class Notebook
-  Zoom Meeting Manager



# Visit the Content Market



# Add to your Course Setup as Normal

If Card has a + on it, you must click the + in order to add the tool to your content area for Students to use.  
If not, the card will automatically add the tool when you click the card.

## Institution Tools

The screenshot displays a grid of tool cards under the heading "Institution Tools". The cards are arranged in two rows. The top row contains four cards: "AEFIS tools", "DawnSignDigital", "Echo360", and "Echo360". The bottom row contains four cards: "Echo360 Media Embed", "GoReact", "Gradescope", and "Harmonize". Each card features a small icon at the top, a title, and a brief description. A small plus sign icon is located in the bottom right corner of each card. Red boxes highlight the "DawnSignDigital" and "Echo360 Media Embed" cards, and red circles highlight the plus signs on the "DawnSignDigital", "Echo360", "GoReact", and "Harmonize" cards.

Tool Name	Description	Plus Sign
AEFIS tools	View syllabus, evaluations, assessments and more.	+
DawnSignDigital	This tool is used to access the DawnSignDigital Signing Na...	+
Echo360		+
Echo360		+
Echo360 Media Embed	For embedding Echo360 media into courses	+
GoReact		+
Gradescope		+
Harmonize	Discussion and Classroom Tools	+

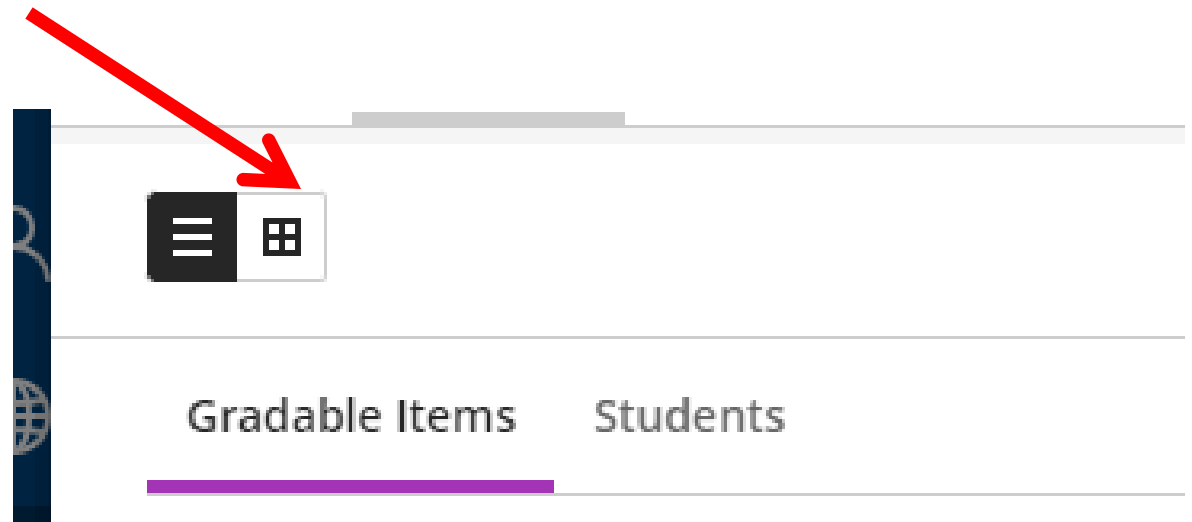


# SETTING UP THE GRADEBOOK



# Three Views

- List of Gradable Items
- List of Students
- Grid View





# List – Gradable Items

Similar to Manage – Column Organization

Icon	Name	Due Date	Status	Posted?	Options
	Gradable Items				
	Item	Due Date	Grading Status	Post	
	Calculation				
	Test Assignment 0 of 5 submitted		Nothing to grade		
	Weekly Reflective Journal 0 of 5 submitted		Nothing to grade		
	Manual column	5/11/23, 1:41 PM	5 to grade		
	test 0 of 5 submitted		Nothing to grade		
	Module 1 Quiz 5 missing   0 of 5 submitted	6/6/23, 11:59 PM	Complete		

- Send Reminder
- Edit
- Delete



# List - Students

Full Name      User Name      Last Access Date      Overall Grade      Options

Student ID

The screenshot shows a web interface for a 'List - Students' page. At the top, there are navigation tabs for 'Grable Items' and 'Students'. Below the tabs is a search bar with a magnifying glass icon and a 'Q' icon. To the right of the search bar are pagination controls: '1-7 of 7', a dropdown menu set to '25', 'Items per page', 'Page 1 of 1', and navigation arrows. Below these are column headers: 'Full Name ↑', 'Student ID ↓', 'Username ↓', 'Last Access ↓', and 'Overall Grade ↓'. A large blue rectangular area covers the left side of the table. The table contains several rows of student data. The first row shows a last access date of '12/3/23, 5:05 PM' and an overall grade of '64.15 / 66'. The second row shows '12/3/23, 12:18 AM' and a grade of '14'. The third row shows '12/3/23, 2:54 AM' and a grade of '61'. The fourth row shows '12/3/23, 3:14 PM' and a grade of '62'. The fifth row shows '12/3/23, 12:18 AM' and a grade of '38'. The sixth row shows '12/3/23, 3:15 PM' and a grade of '56.43 / 65'. The seventh row shows '12/3/23, 5:06 PM' and a grade of '60.26 / 66'. A context menu is open over the second row, showing options: 'Accommodations' and 'Message student'. Red arrows point to the search bar, the 'Student ID' header, the 'Username' header, the 'Last Access' header, the 'Overall Grade' header, and the 'Options' menu.



# Grid View

Student Names

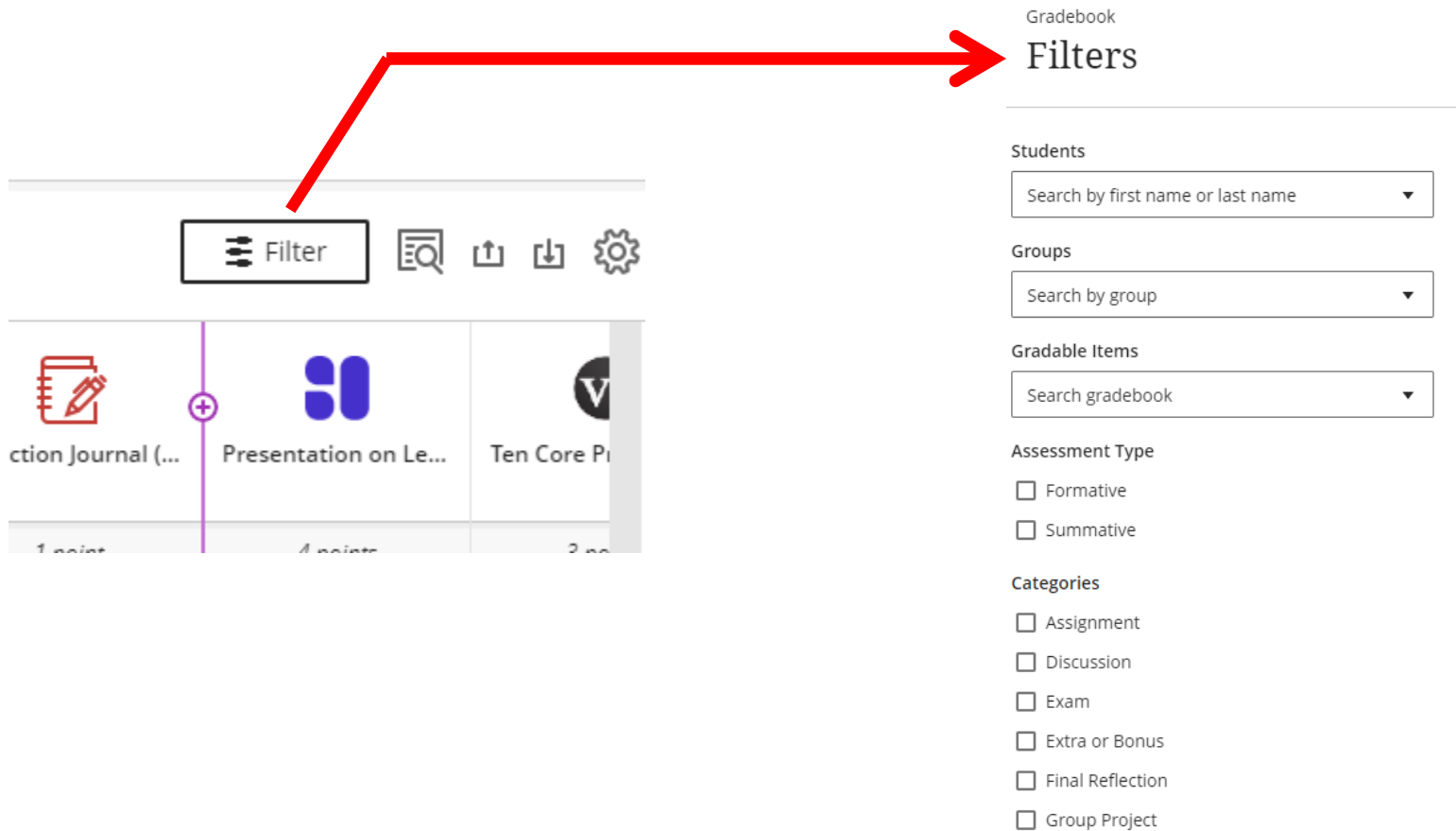
Icon and Name



Students	Overall Grade	Getting Started ...	Reflection Journal (...)	Review of Example ...	Reflection - Why e-l...	Community of Inqu...	Applying Communi...	Exploring Commun...	Reflection Journal (...)	Presentation on Le...
7 Students	100 points	0 points	1 point	2 points	1 point	1 point	2 points	2 points	1 point	4 points
35 items			Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
	64.15 / 66	-	1 Posted	2 Posted	1 Posted	0.9 Posted	2 Posted	2 Posted	1 Posted	4 Posted
	14.31 / 56	-	1 Posted	0 Posted	0 Posted	0 Automatic zero	0 Automatic zero	0 Automatic zero	0 Automatic zero	0 Posted
	61.42 / 66	-	1 Posted	1 Posted	1 Posted	0.8 Posted	2 Posted	2 Posted	1 Posted	4 Posted
	62.89 / 64	-	1 Posted	2 Posted	1 Posted	0.8 Posted	2 Posted	2 Posted	1 Posted	4 Posted



# Grid View Option



The image shows a screenshot of a gradebook interface. A red arrow points from the 'Filter' button in the top toolbar to the 'Filters' sidebar on the right. The grid view below the toolbar shows three columns of items:

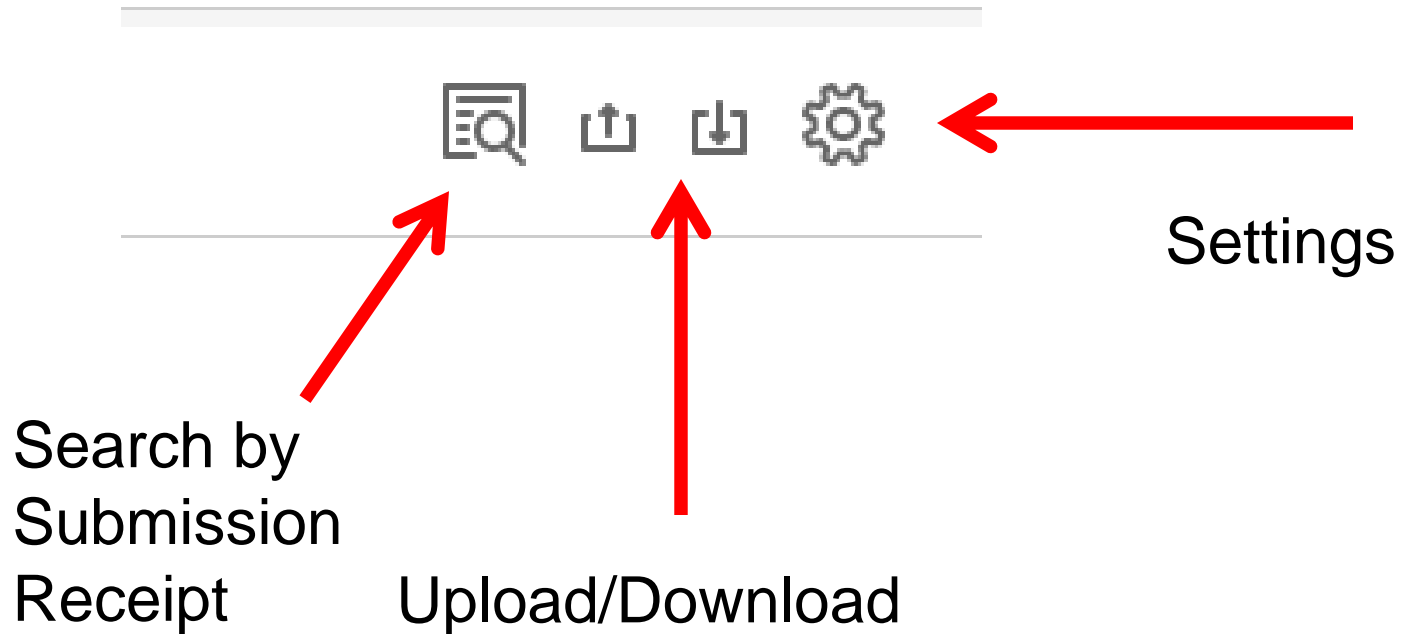
Item	Points	Item	Points		
ction Journal (...)	1 point	Presentation on Le...	4 points	Ten Core P...	2 po

The 'Filters' sidebar on the right is titled 'Gradebook Filters' and includes the following sections:

- Students**: Search by first name or last name (dropdown)
- Groups**: Search by group (dropdown)
- Gradable Items**: Search gradebook (dropdown)
- Assessment Type**:
  - Formative
  - Summative
- Categories**:
  - Assignment
  - Discussion
  - Exam
  - Extra or Bonus
  - Final Reflection
  - Group Project



# Gradebook Options



# Settings

## Schemas & Performance Monitor

See and Edit  
Grading Schemas



Set  
Performance  
Criteria for  
Notifications



### Gradebook Settings

---

#### Grade Schemas

---

Grading schemas map percentages to letter grades or some other notation for reporting performance.

[Manage Grade Schemas](#)

#### Student Performance

---

Receive alerts in your activity stream about student performance and activity

#### Number of days a student is inactive

When a student's overall grade percentage is below

[View Course Activity](#)

Send activity stream alerts to students based on these settings



# Example Grading Schema

Grade Schemas ⊕ Add

Pass-Redo

Grade Schemas used in course items or overall grade can't be deleted.

Grade Name	Grade Range %	
Perfect	99% and 100%	...
Continue but Review	80% and less than 99%	...
Resubmit Required	0% and less than 80%	...



# Automatic Zero Overall Grade

Automatically Assign Zero  
Grades after Due Date

Late submissions can still be  
graded

Setup Overall  
Grade Column

## Automatic Zeros

- Assign automatic zeros for past due work  
*Students can submit late to update their grades.  
Students with due date accommodations aren't affected.*

## Overall Grade

[Manage overall grade settings](#)





# Manage Course Rubrics

Create new  
Rubric



Click to  
View/Edit  
Rubric



Copy or Delete  
Existing Rubric



## Course Rubrics

Create



Group Lesson Revision - R...



Group Lesson - Rubric



Group work (M7) Rubric



Group work (M7) Rubric



Duplicate



Delete



# What's Next - Workshops

- Teaching in Ultra Courses
  - January 10 at 3pm
  - January 11 at 12noon

Register through the Zoom link!



# QUESTIONS?

