Ultra Courses
Creating Graded Items

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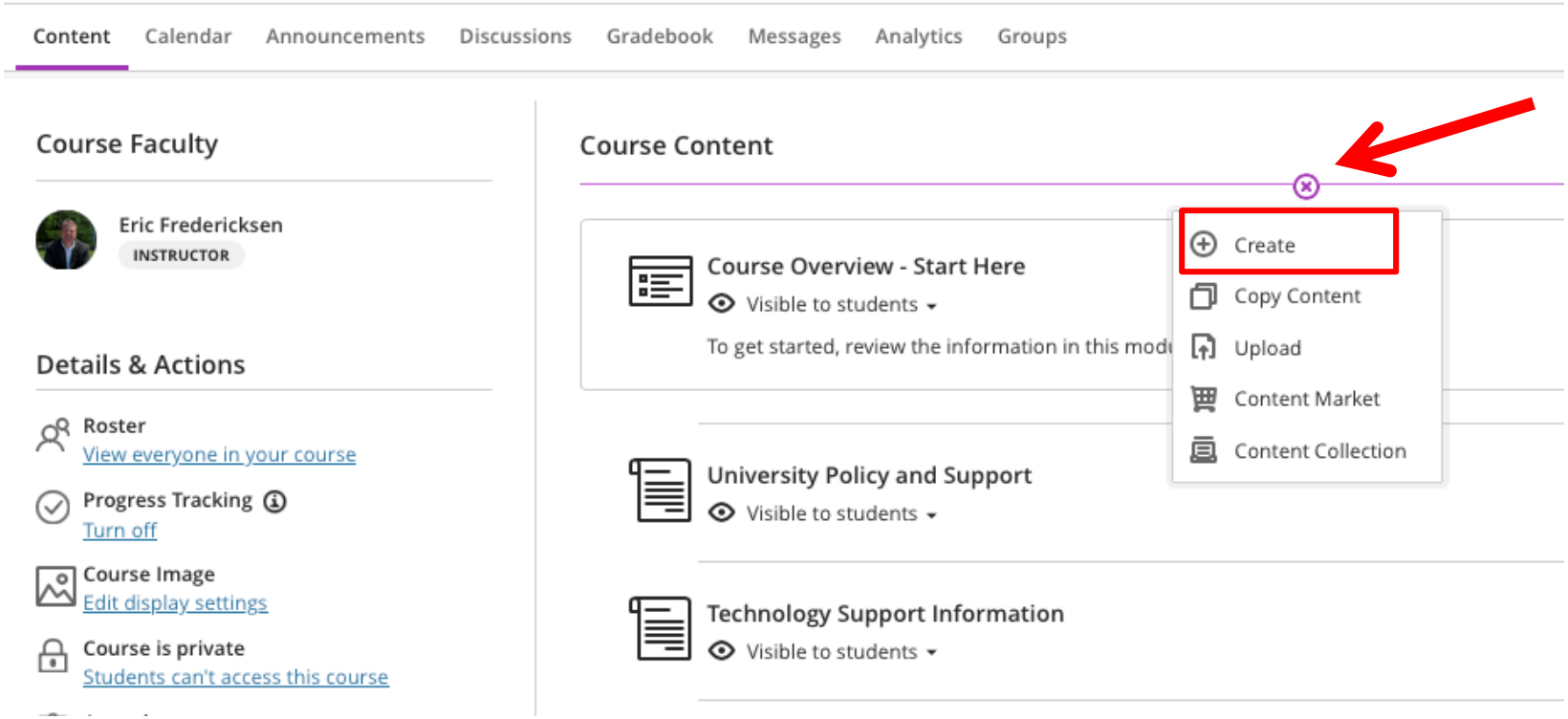
Workshop Learning Objectives
Participants will be able to…

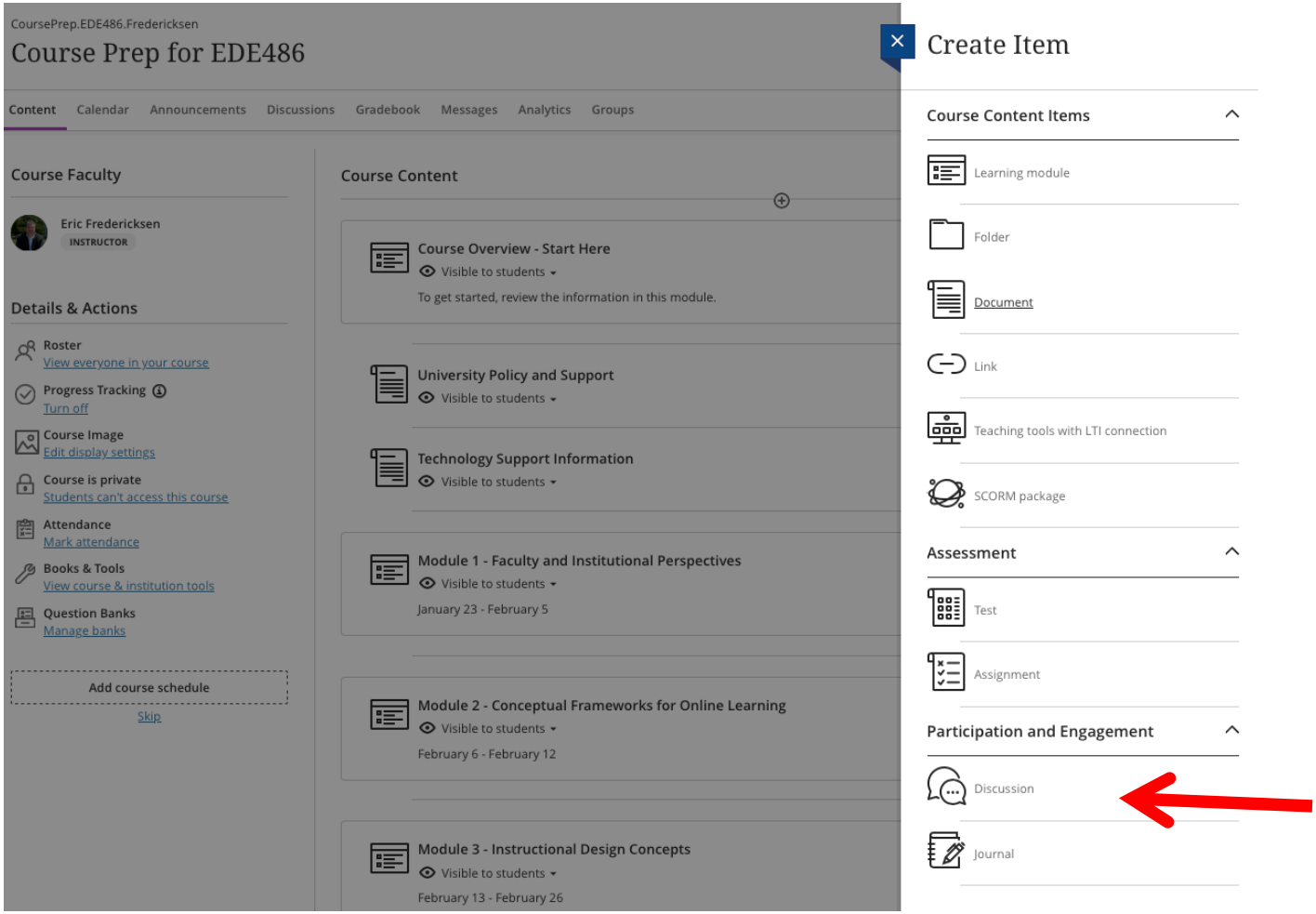
- Create a Blackboard Discussion board
- Create a Blackboard Journal
- Create a Blackboard Assignment
- Create a Blackboard Test
- Create access to other integrated tools
- Set up the Gradebook

Reminder: Creating in Ultra

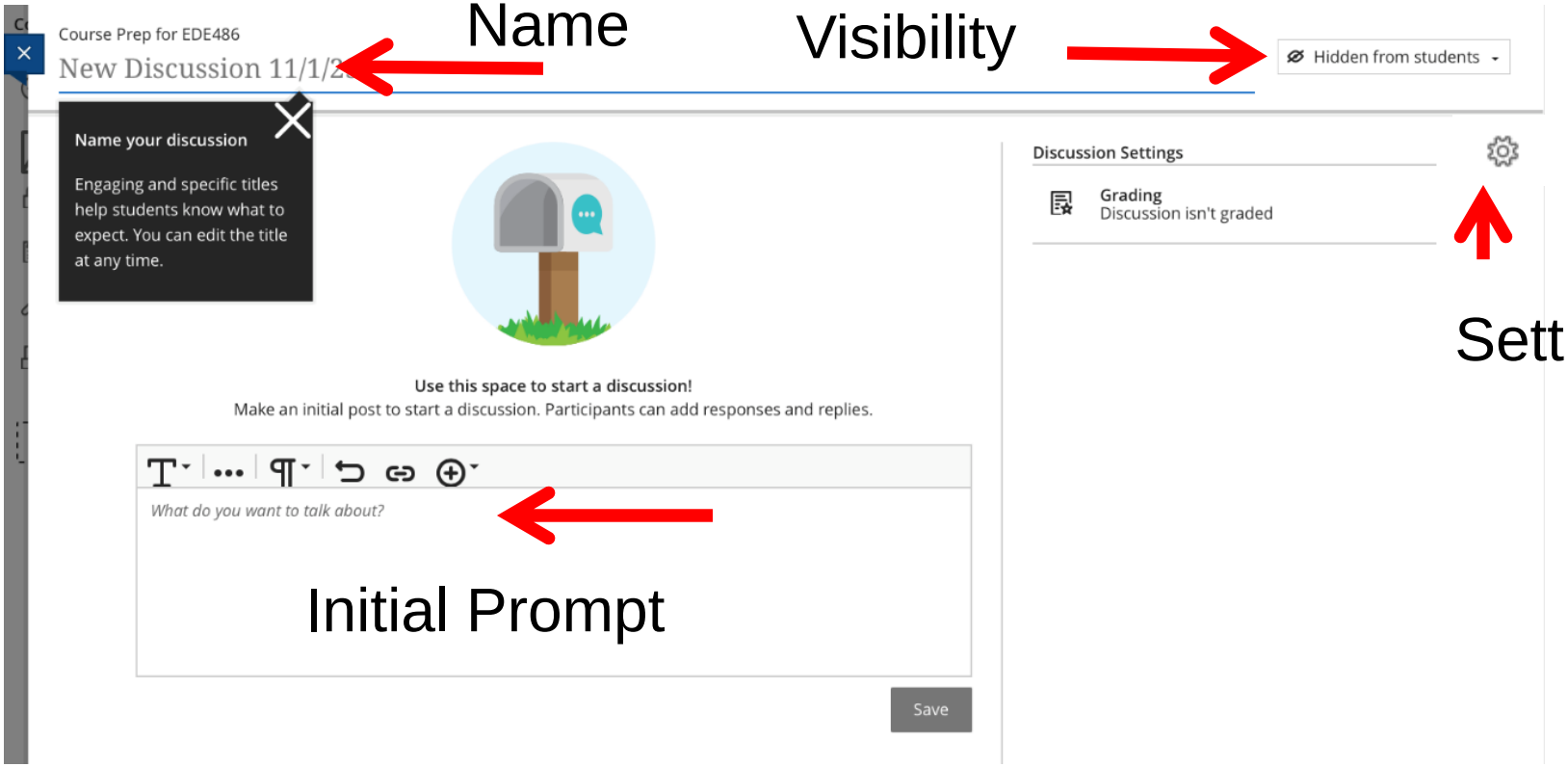


HOW TO CREATE A BLACKBOARD DISCUSSION

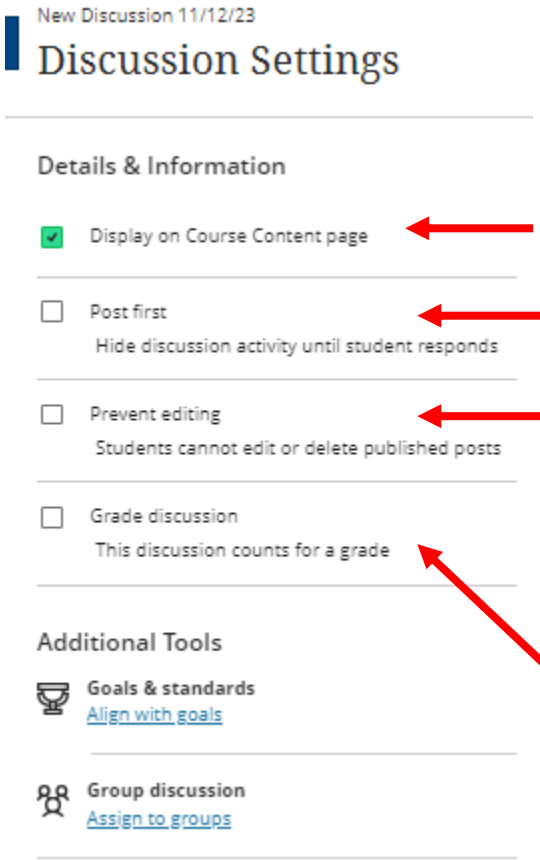
Create a Discussion Board



Setting up a Discussion Board



Discussion Board Settings



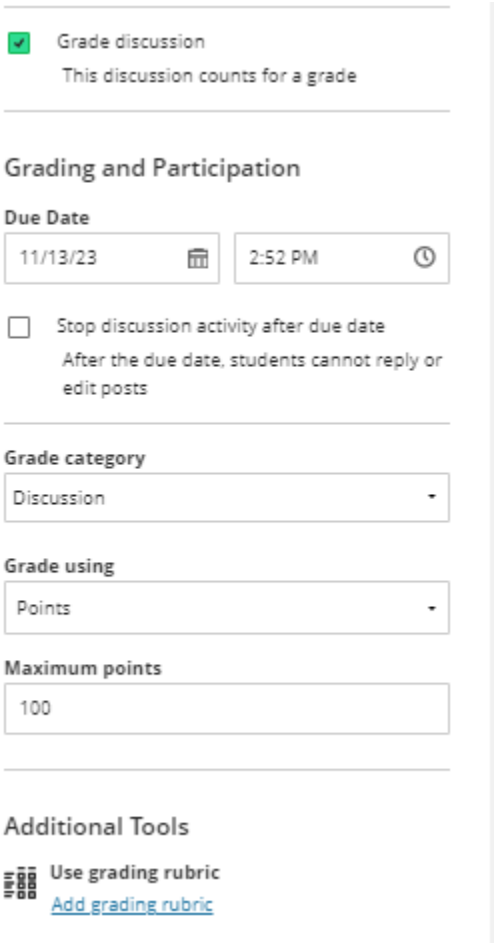
Uncheck to only make available on Discussion menu

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



Add due date

Freeze discussion after due date

Gradebook category

Display as

Points in Gradebook

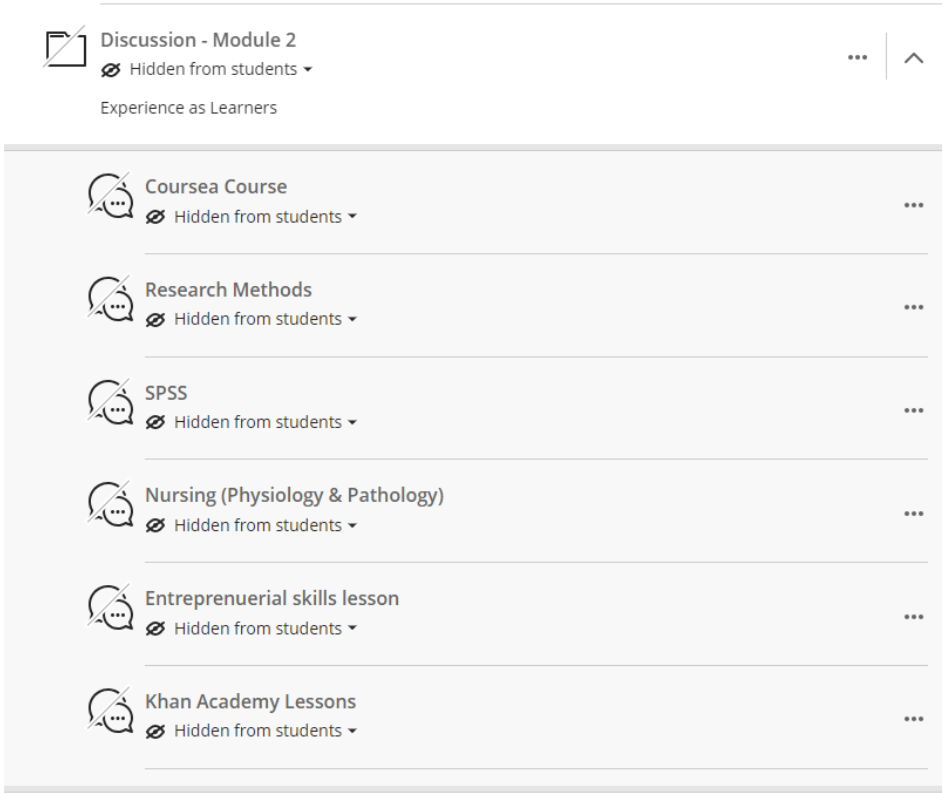
Assign Rubric

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

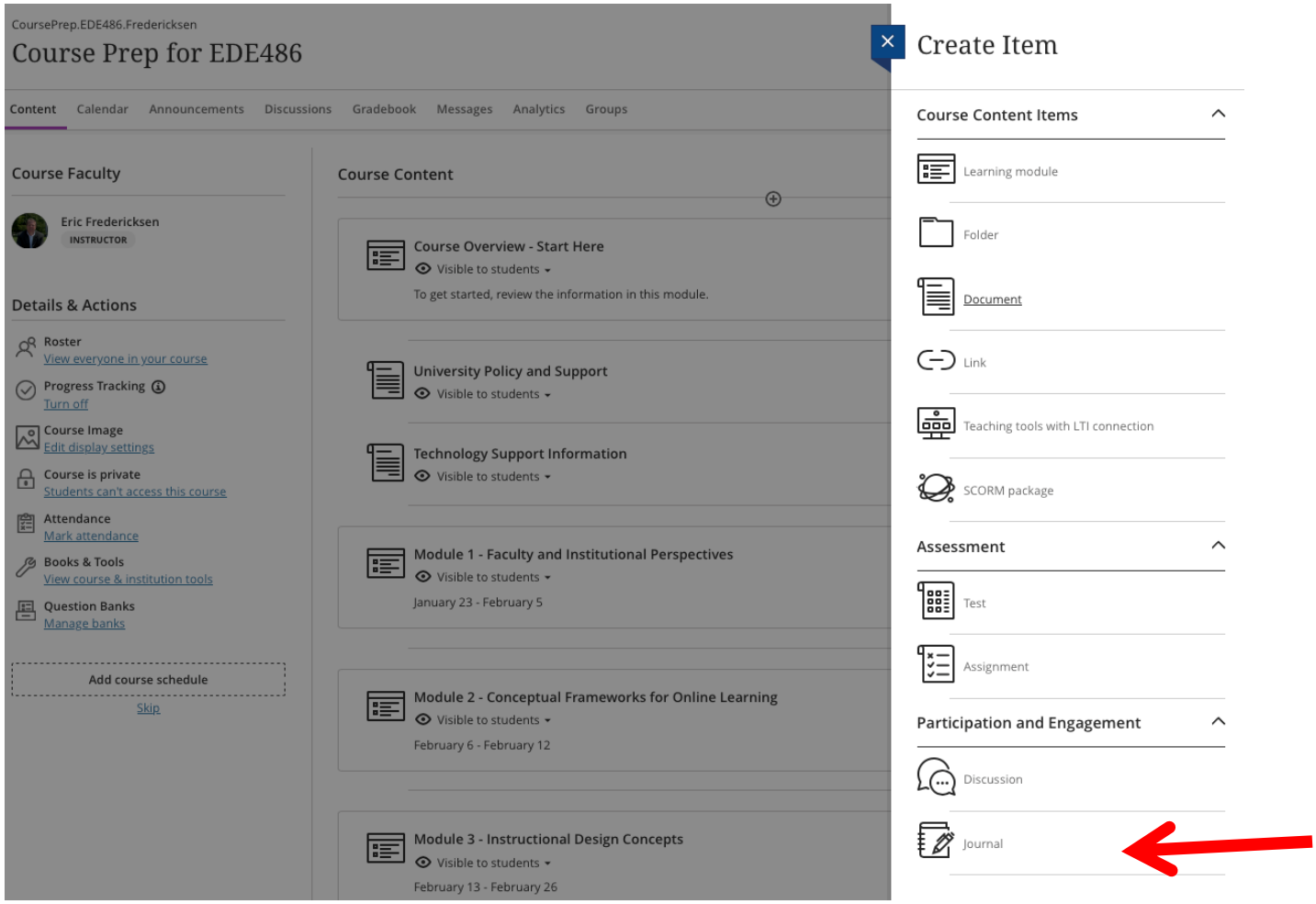
Original Forums with Multiple Threads

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

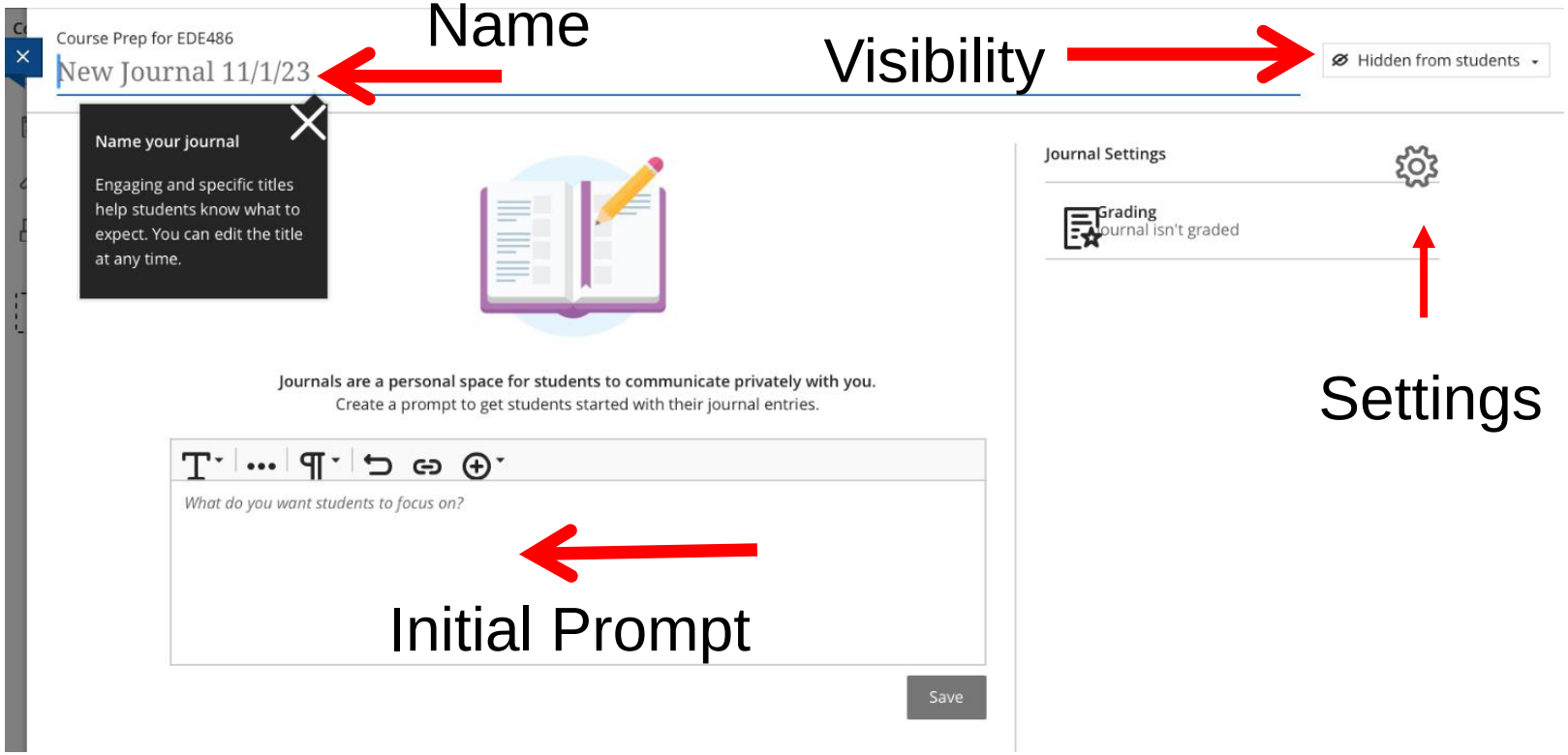


HOW TO CREATE A BLACKBOARD JOURNAL

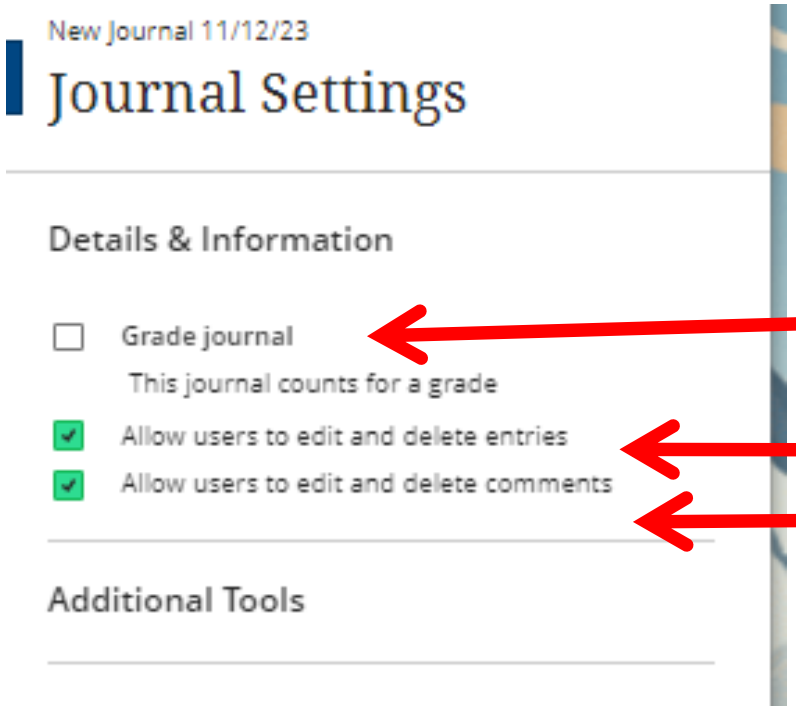
Create a Journal



Setup a Journal



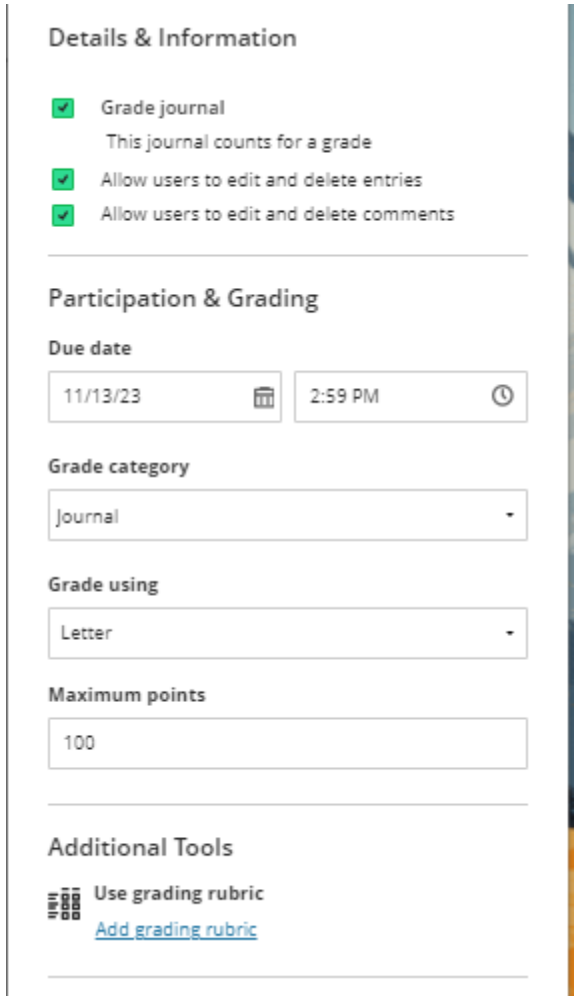
Journal Settings



Check to make this graded and open new options

Uncheck to prevent students from editing or deleting

Journal Settings



Add due date

Gradebook category

Display as

Points in Gradebook

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

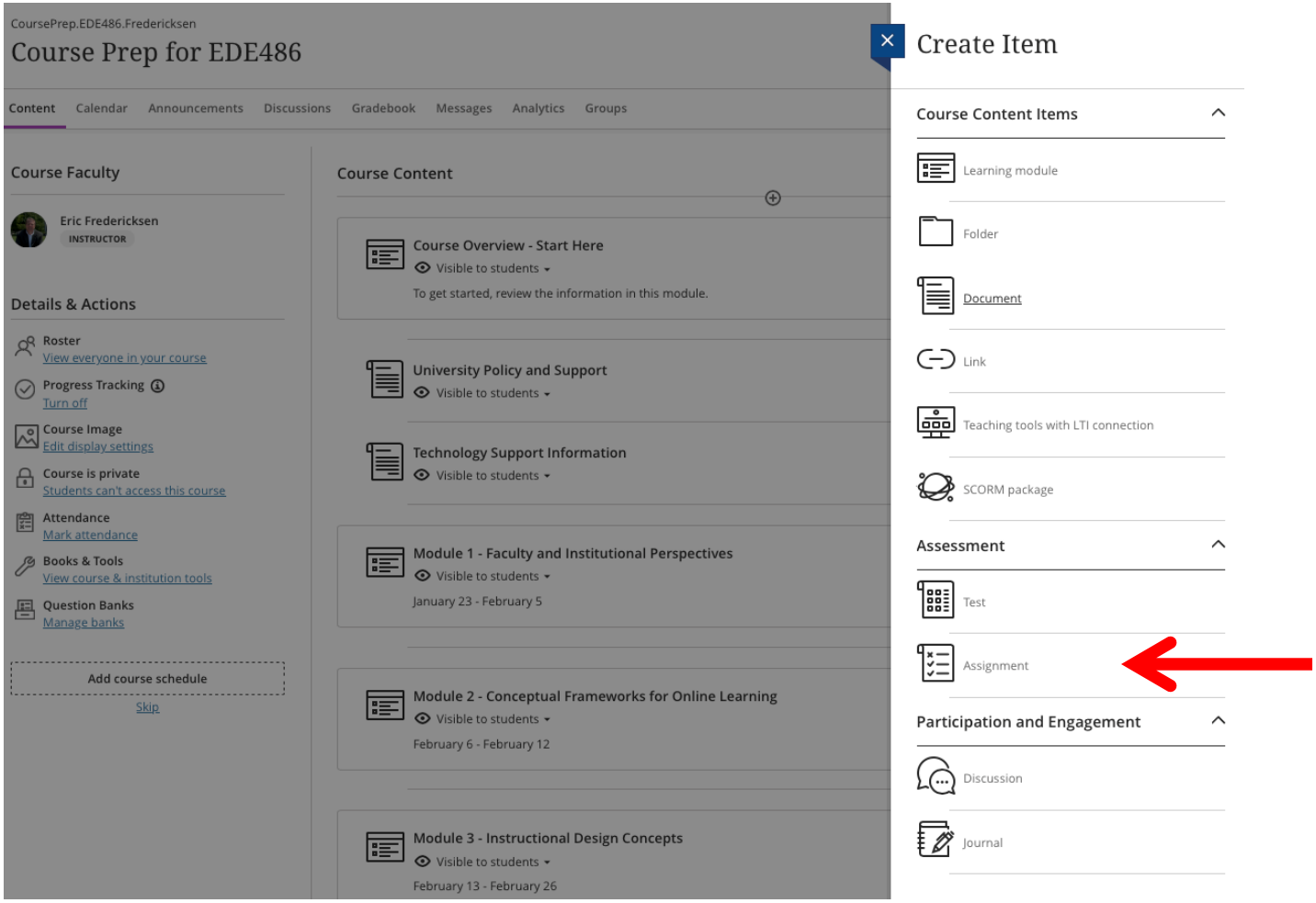
Assignments and Tests

- **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

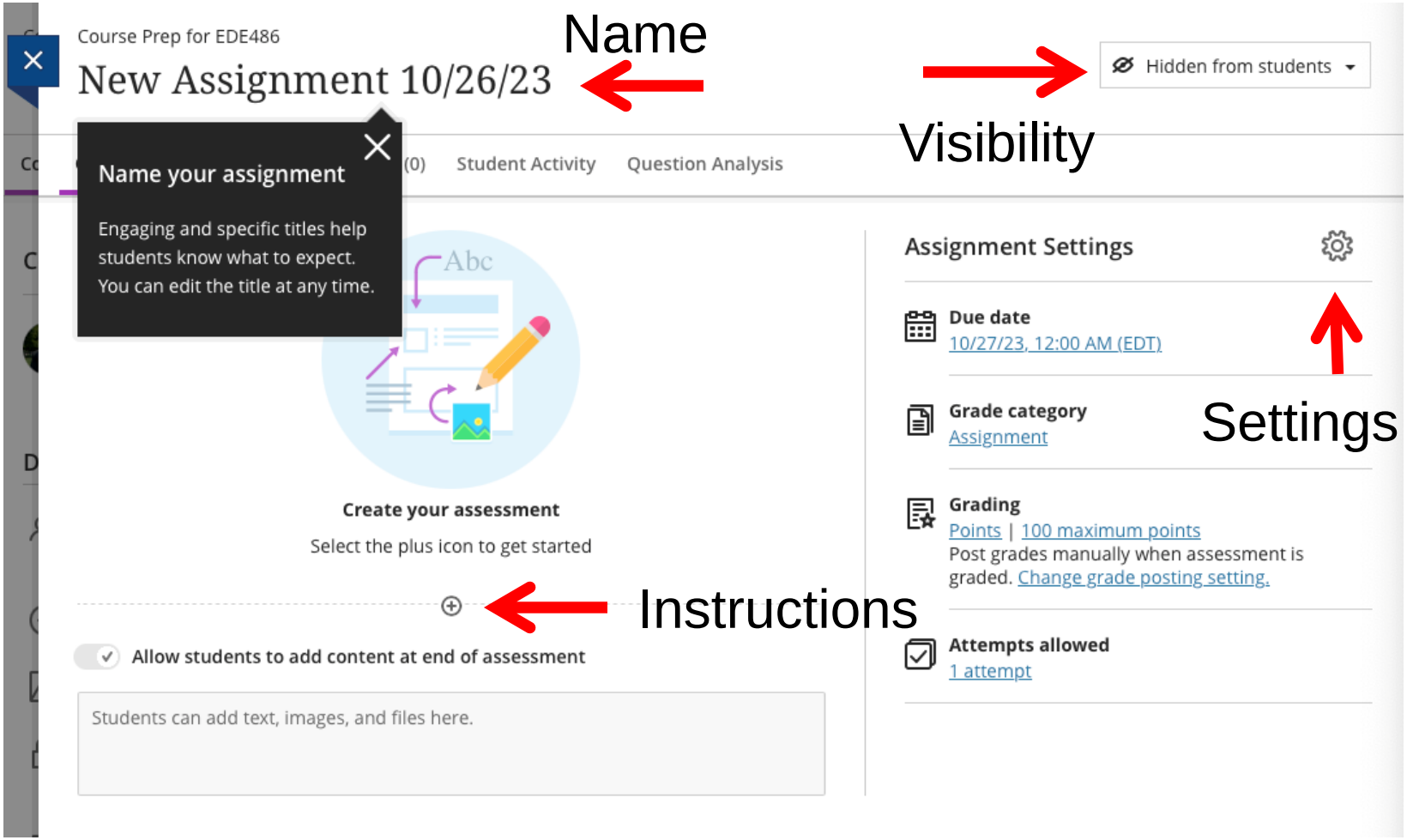
Important

- 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!

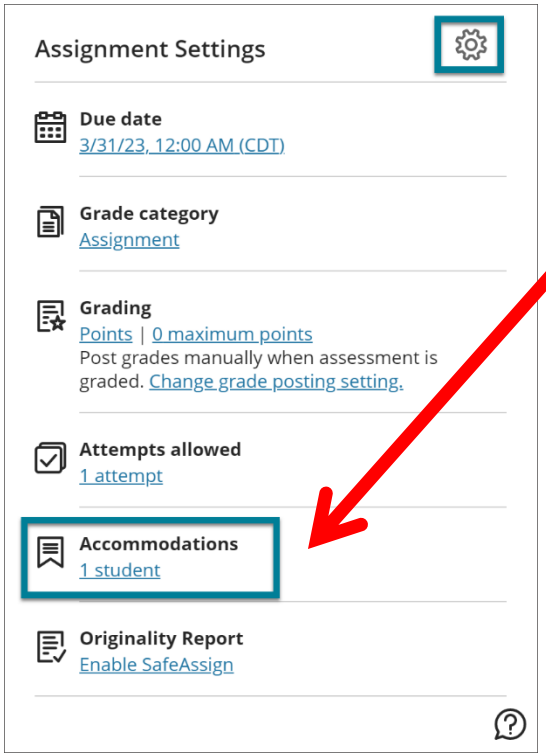
Create an Assignment



Setup an Assignment



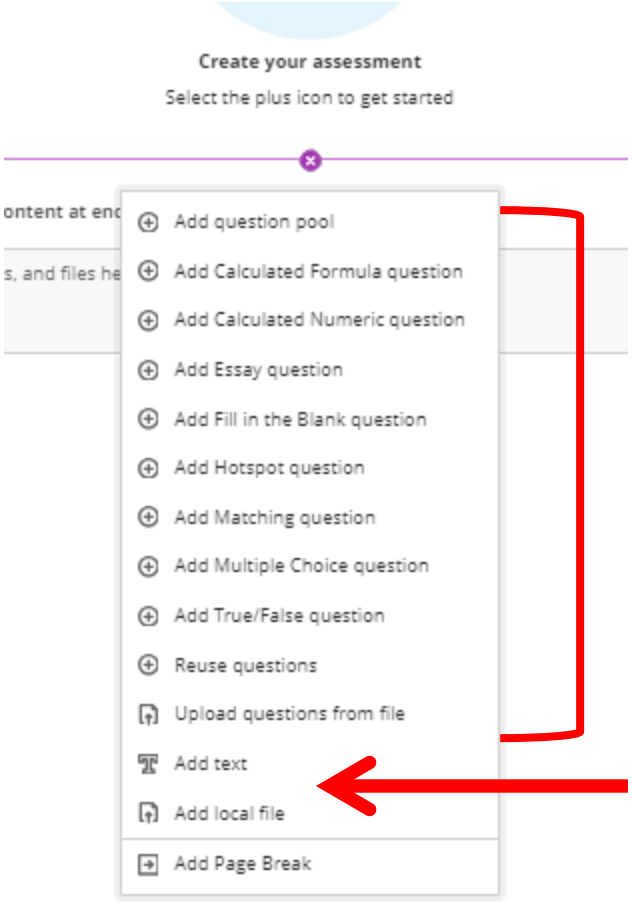
Accommodations



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

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

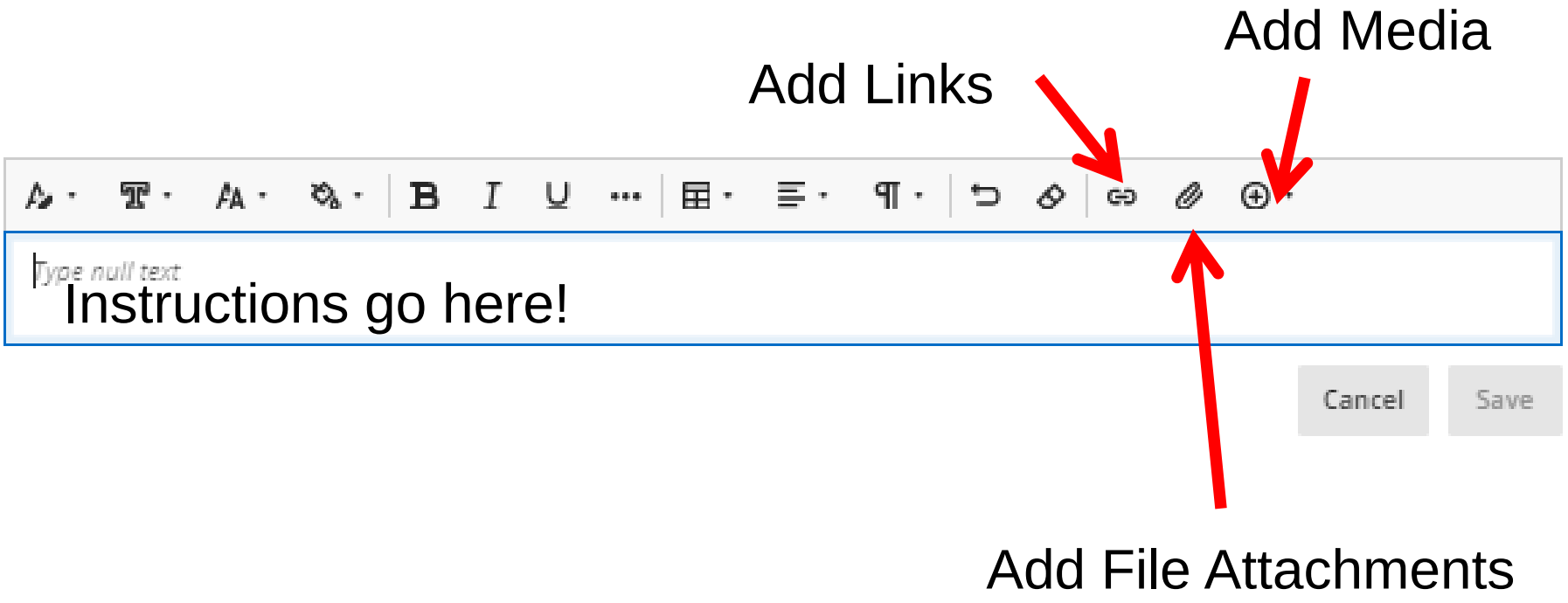
Assignment Instructions



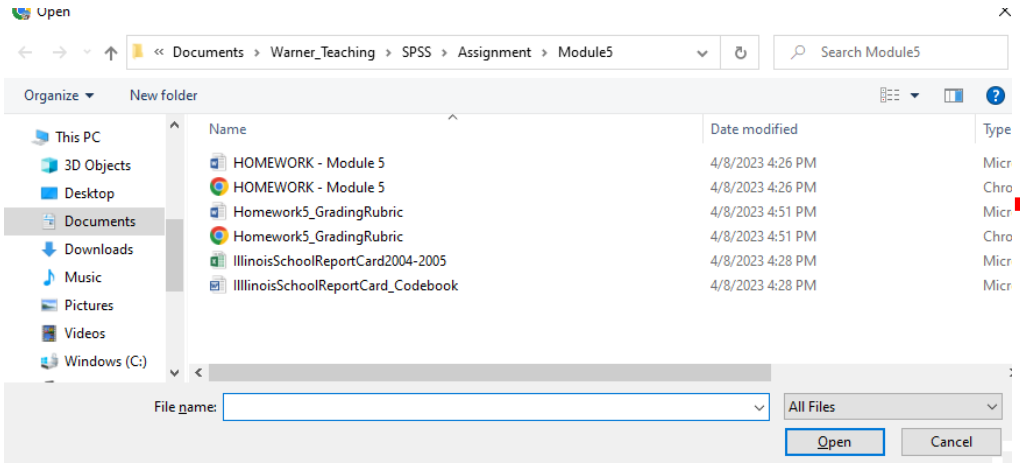
These options are for TESTS

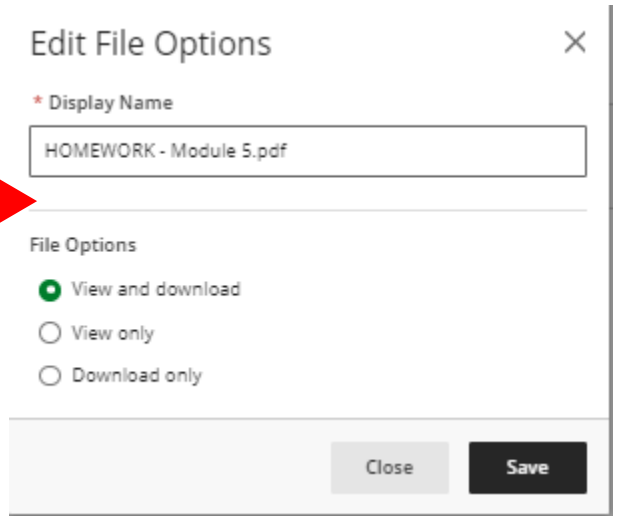
Add TEXT and/or LOCAL FILE

Assignment - Add text



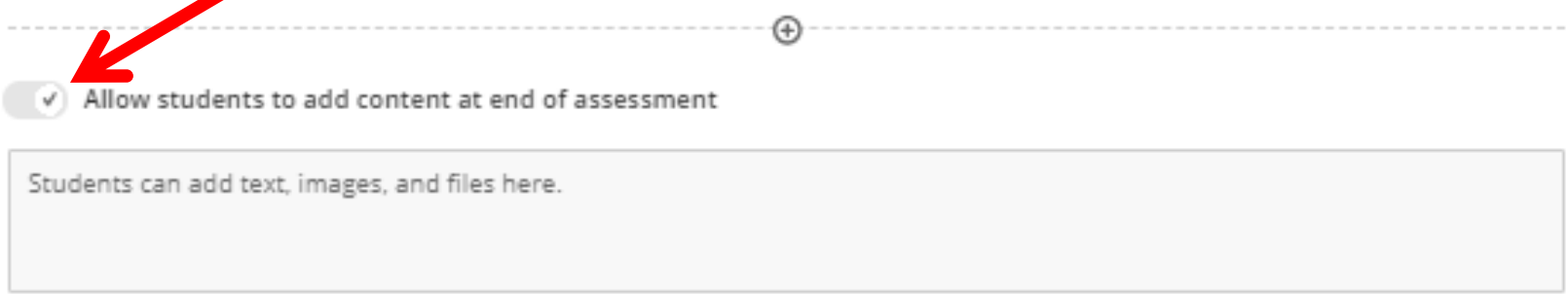
Assignment – Add File Separate from Text



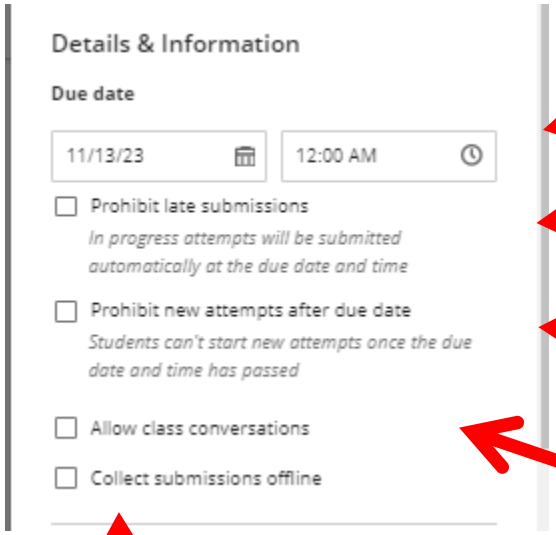


Assignment – Allow Add Content

IMPORTANT – Allows students to submit files



Assignment Settings
Details & Information



Due Date

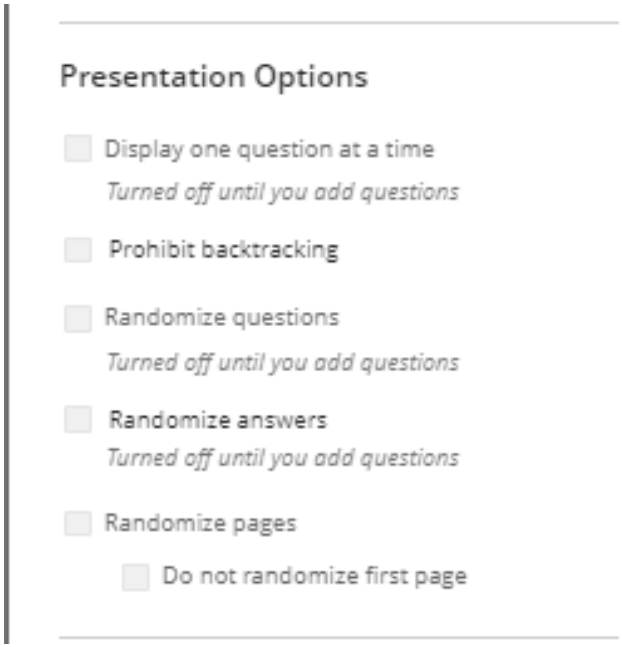
Check to not allow late.
In progress will Auto-submit

Check to keep students from starting after the due date

Create a discussion board associated with this assignment

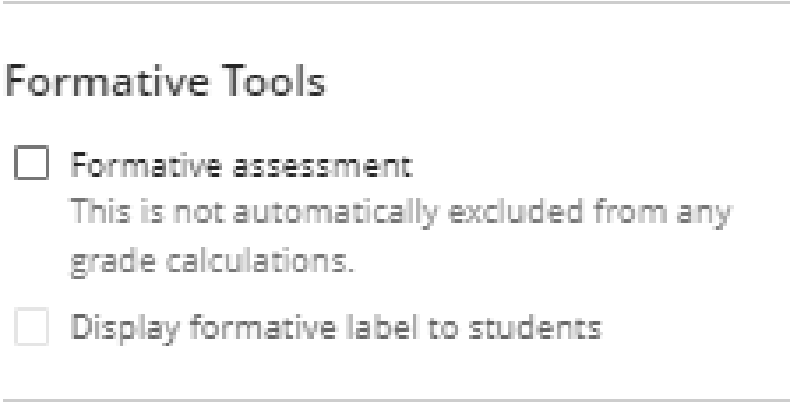
Manual Column that has Due Date and allows Rubric grading

Assignment Settings
Presentation Options



IGNORE
Used for TESTS

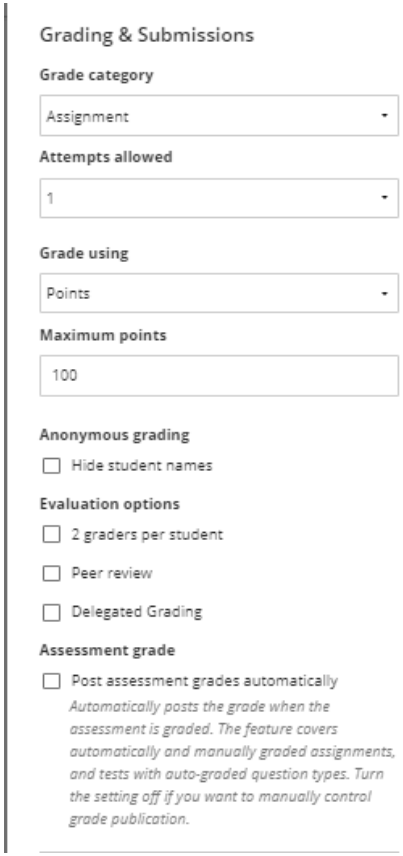
Assignment Settings
Formative Tools



Adds a label and filter to the Instructor View

Shows same information to students

Assignment Settings
Grading & Submissions



Gradebook category

Attempts Allowed (can be changed)

Display as

Points in Gradebook

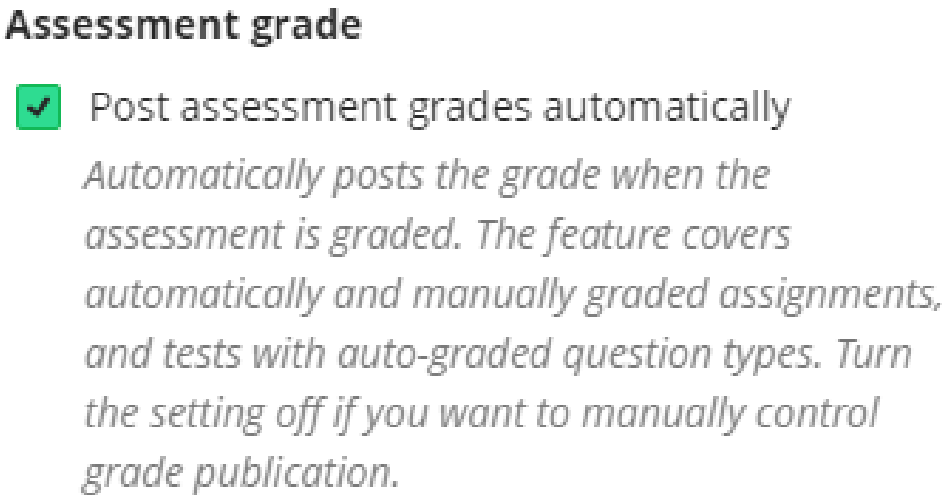
Grading and Review Options

Grade Posting Options

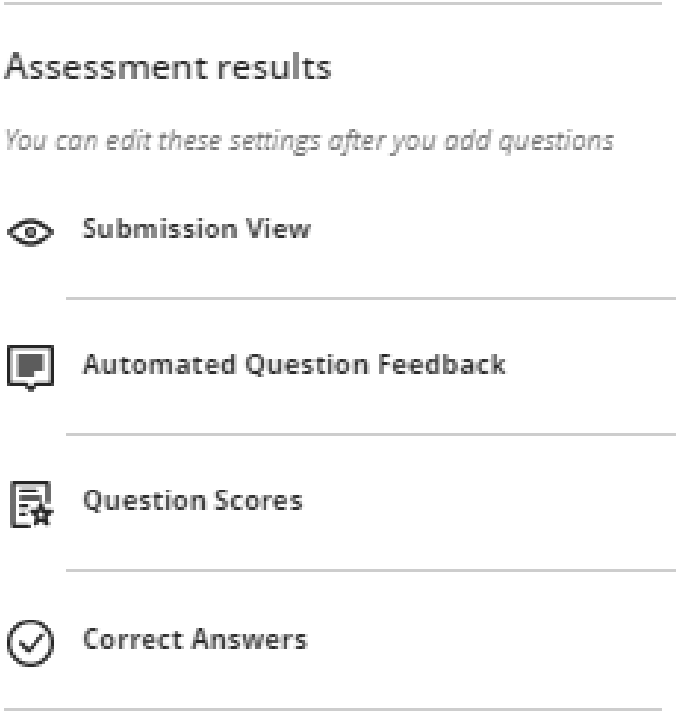
Important – Grade Posting

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

More in January!



Assignment Settings
Assessment Results



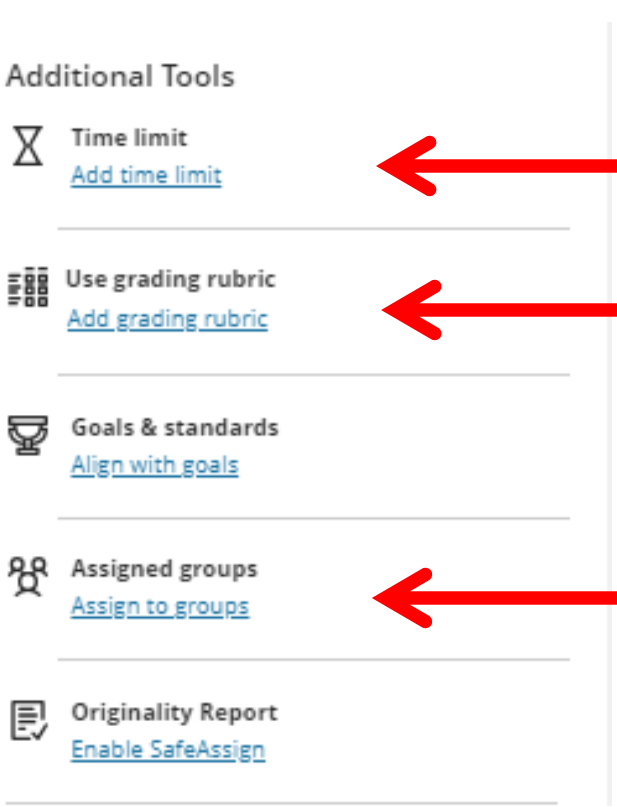
IGNORE
Used for TESTS

Assignment Settings
Assessment Security

Provide a code to students to complete assignment

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

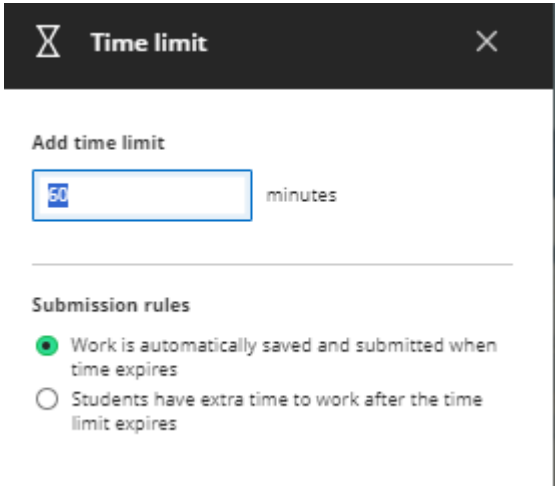
Assignment Settings
Additional Tools



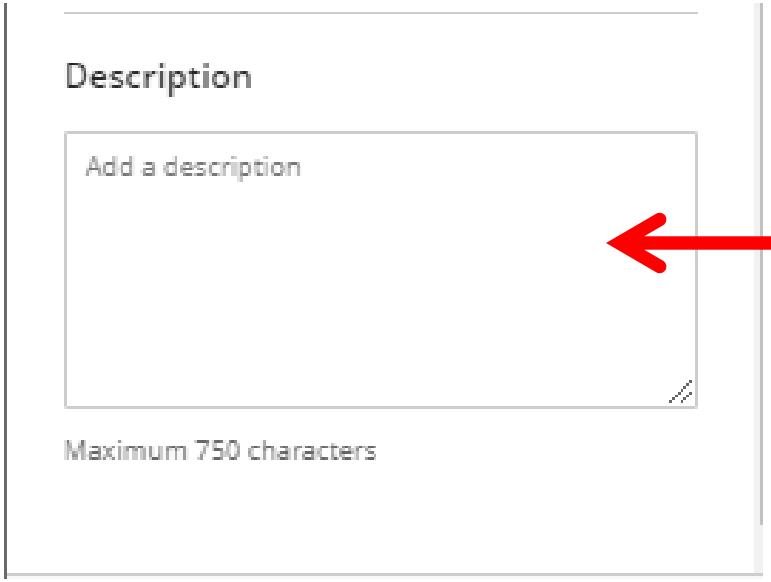
New: Time Limit

Grading Rubric

For Group Assignment



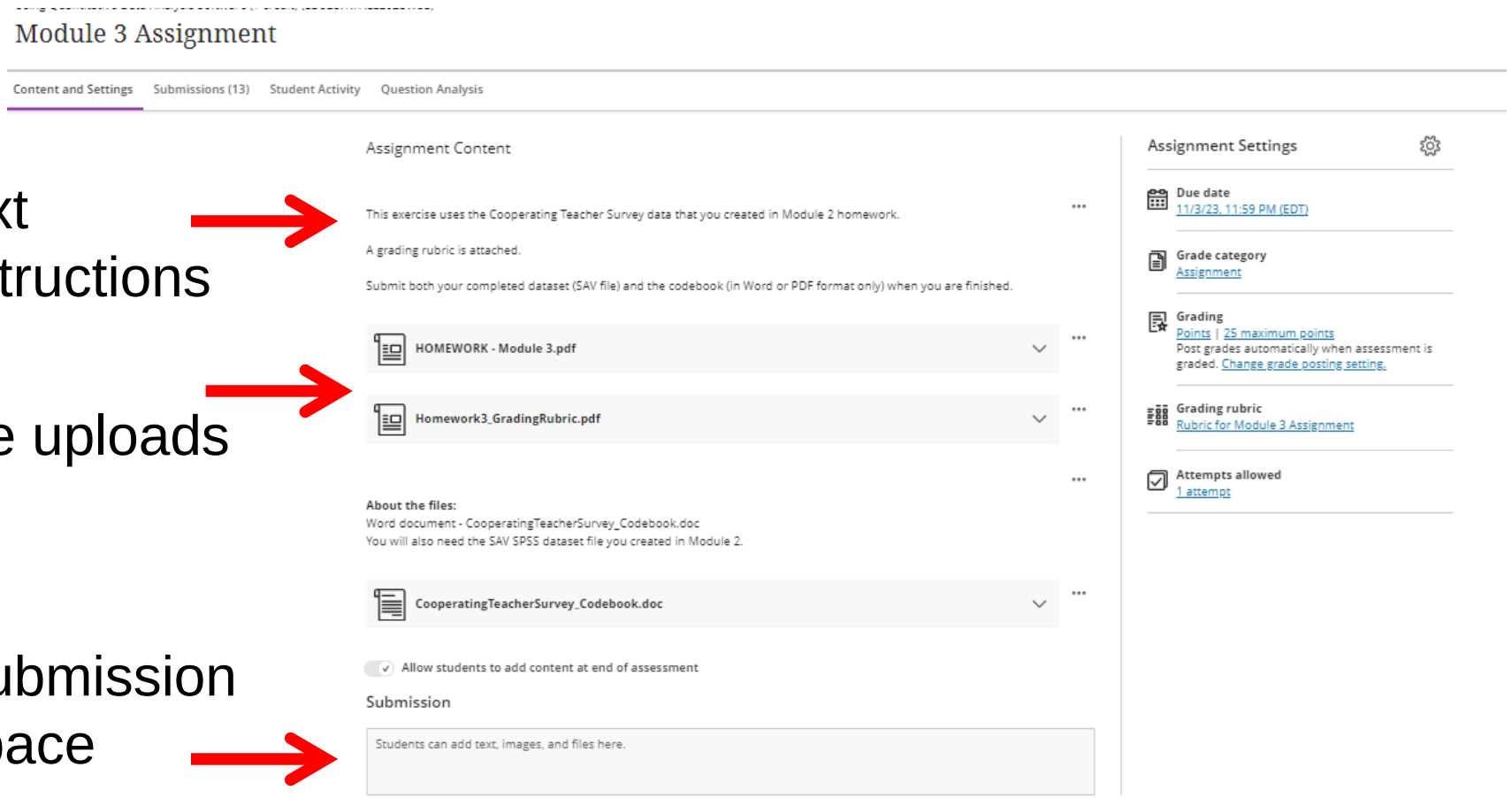
Assignment Settings Description



Text that will appear on content page

750 chars
No formatting

Example Assignment



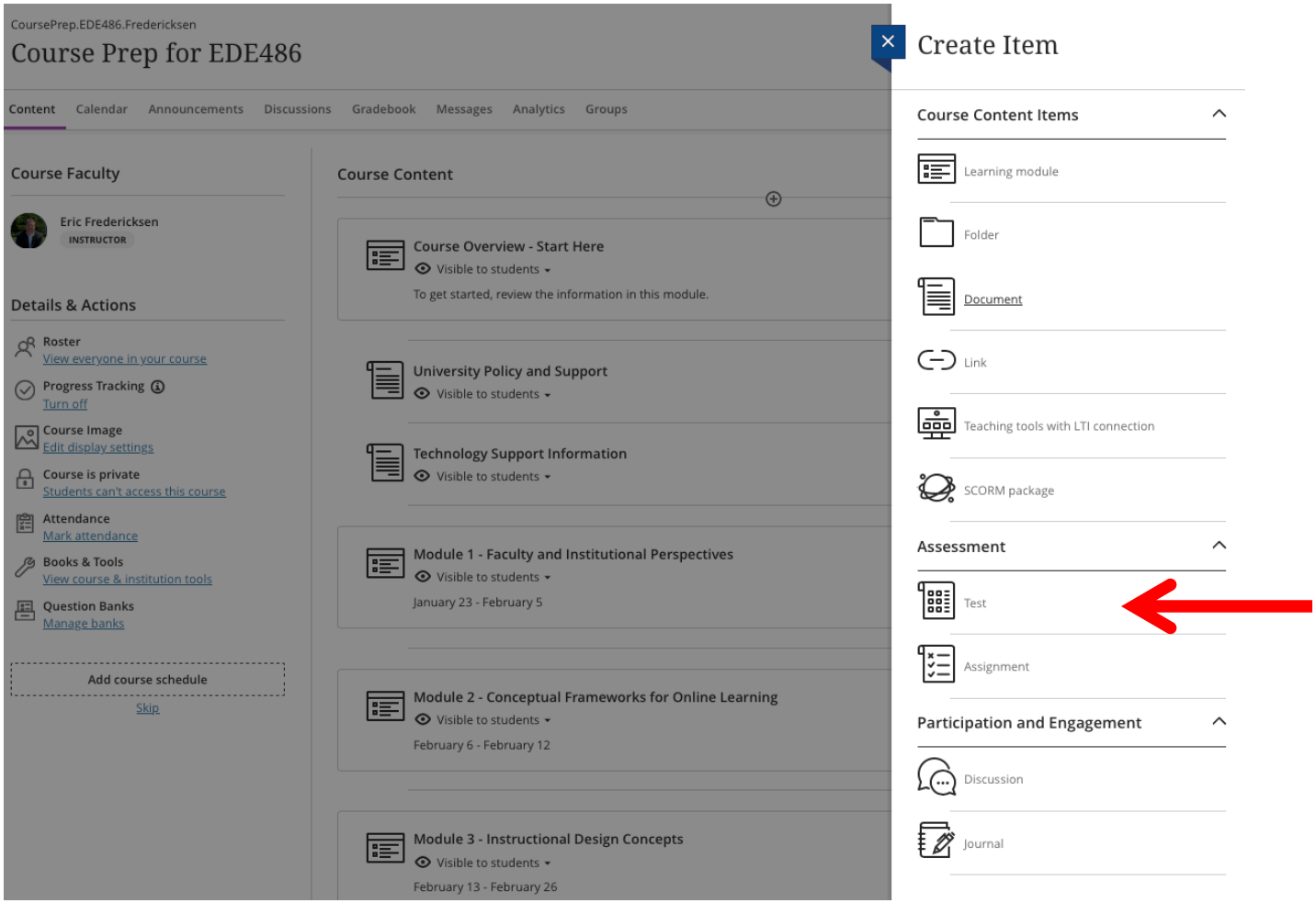
Text instructions

File uploads

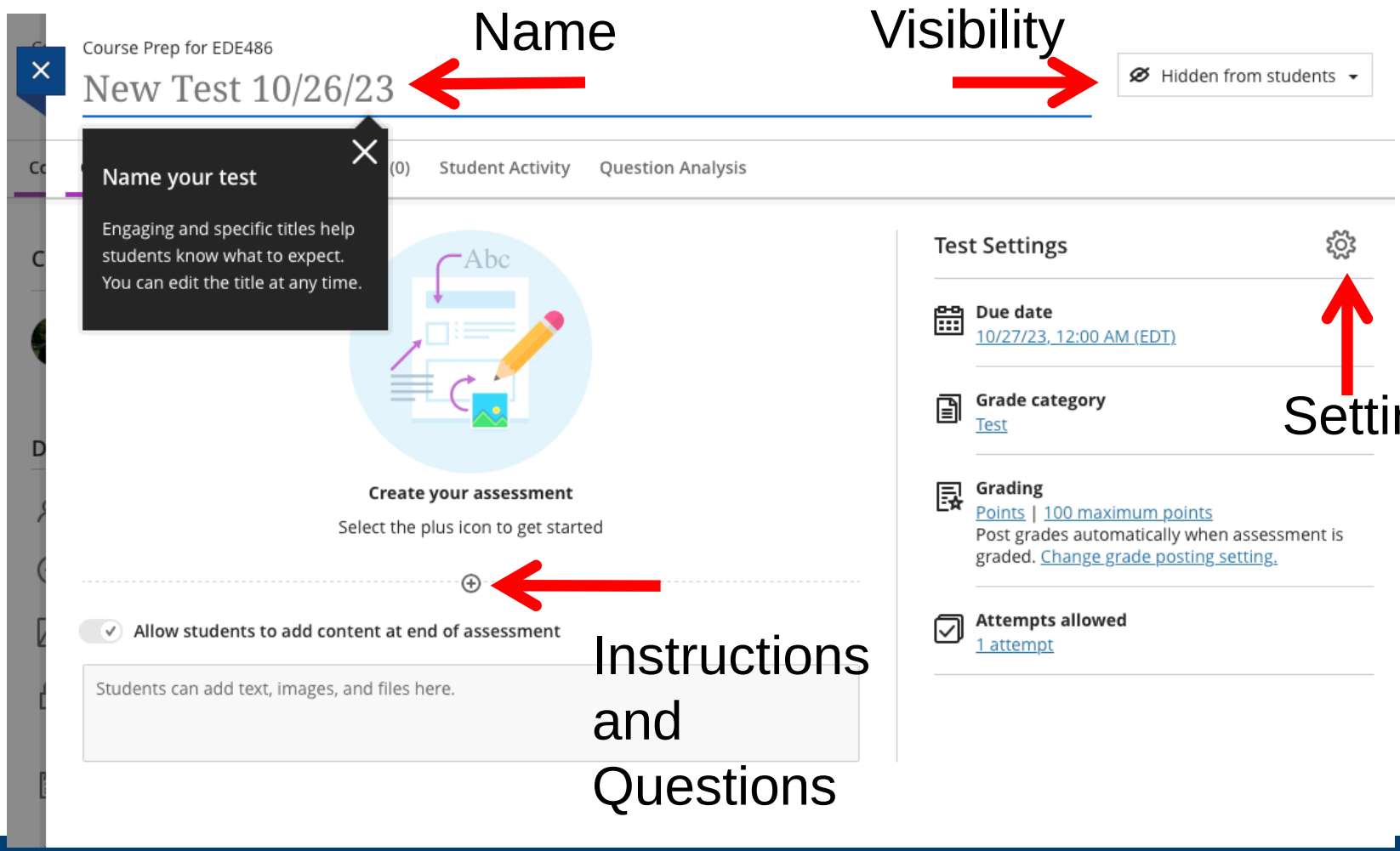
Submission space

HOW TO CREATE A BLACKBOARD TEST

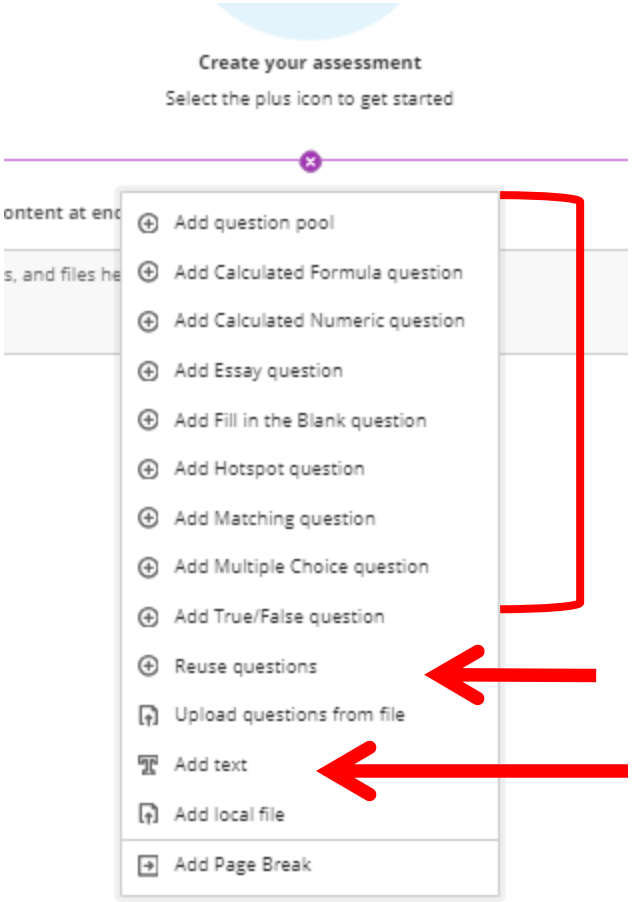
Create a Test



Setup a Test


Name
Visibility
Course Prep for EDE486
New Test 10/26/23
Hidden from students
Name your test
Engaging and specific titles help students know what to expect. You can edit the title at any time.
(0)
Student Activity
Question Analysis
Abc
Create your assessment
Select the plus icon to get started
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
Instructions and Questions

Test Instructions and Questions

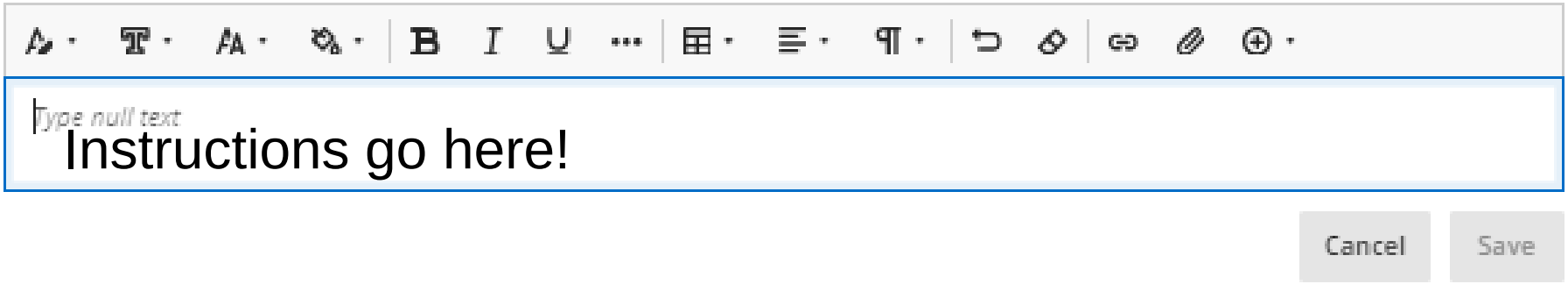


Add TEST questions

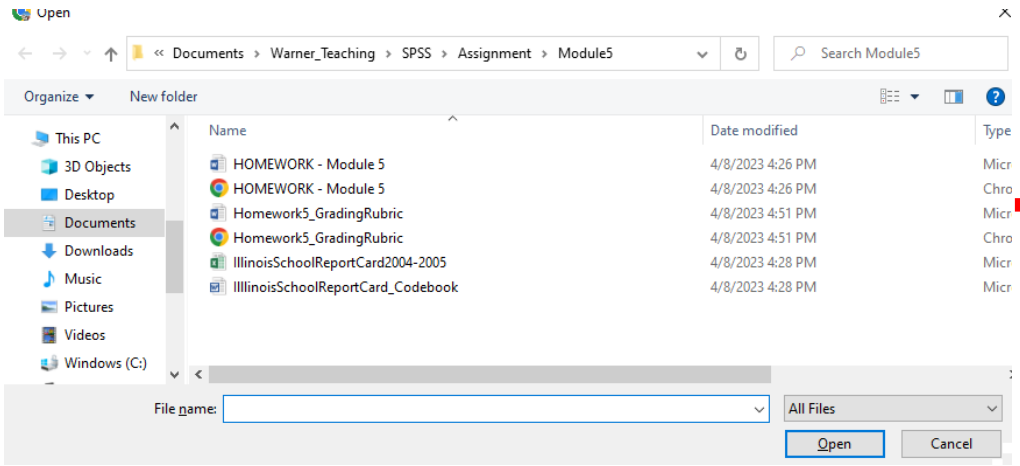
Use Question Bank or File Upload

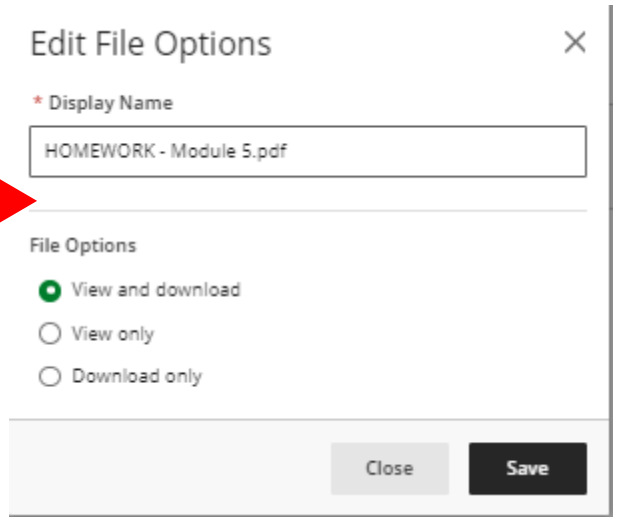
Add TEXT and/or LOCAL FILE Instructions

Test - Add text



Test – Add File

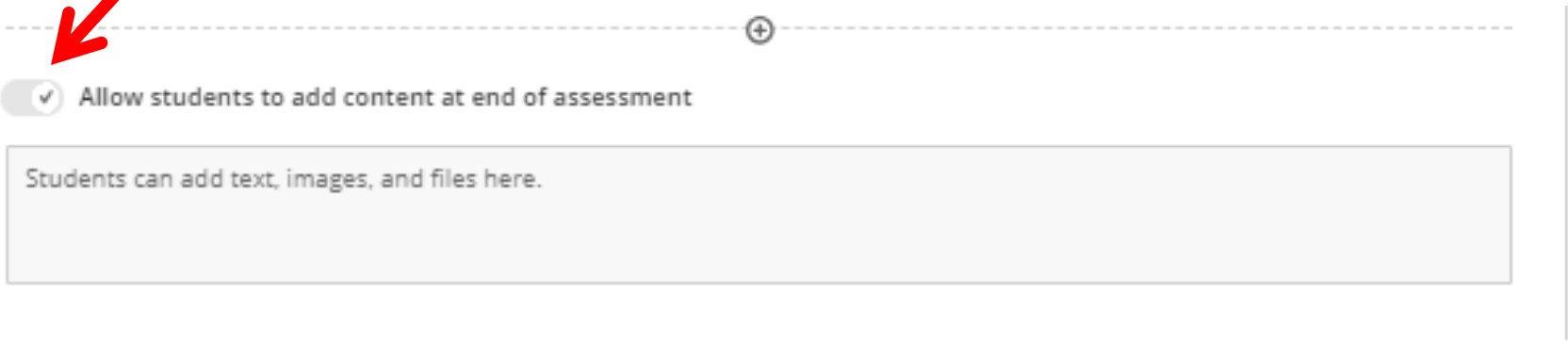




Additional Test Instructions

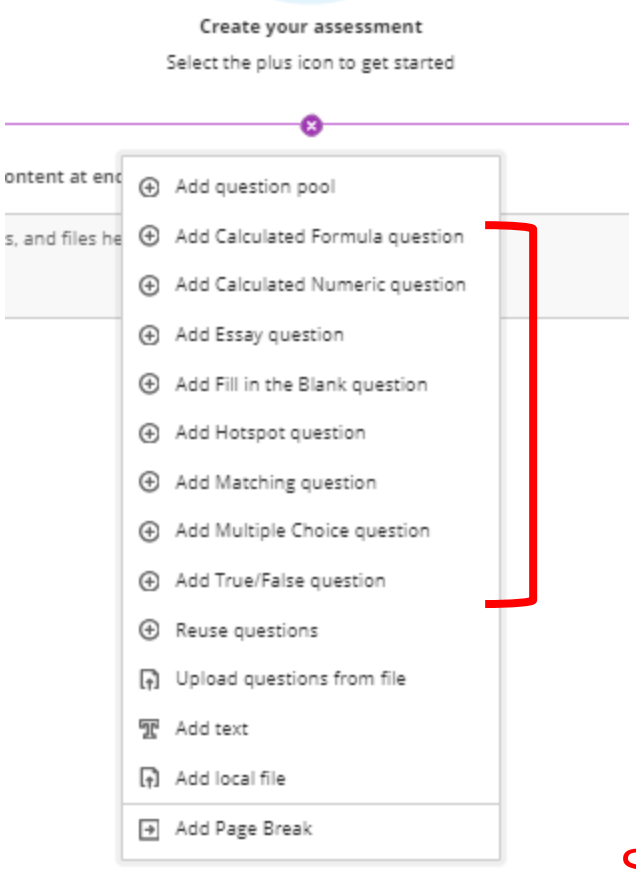
IMPORTANT – May want to turn this OFF

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



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

Add your Question Types

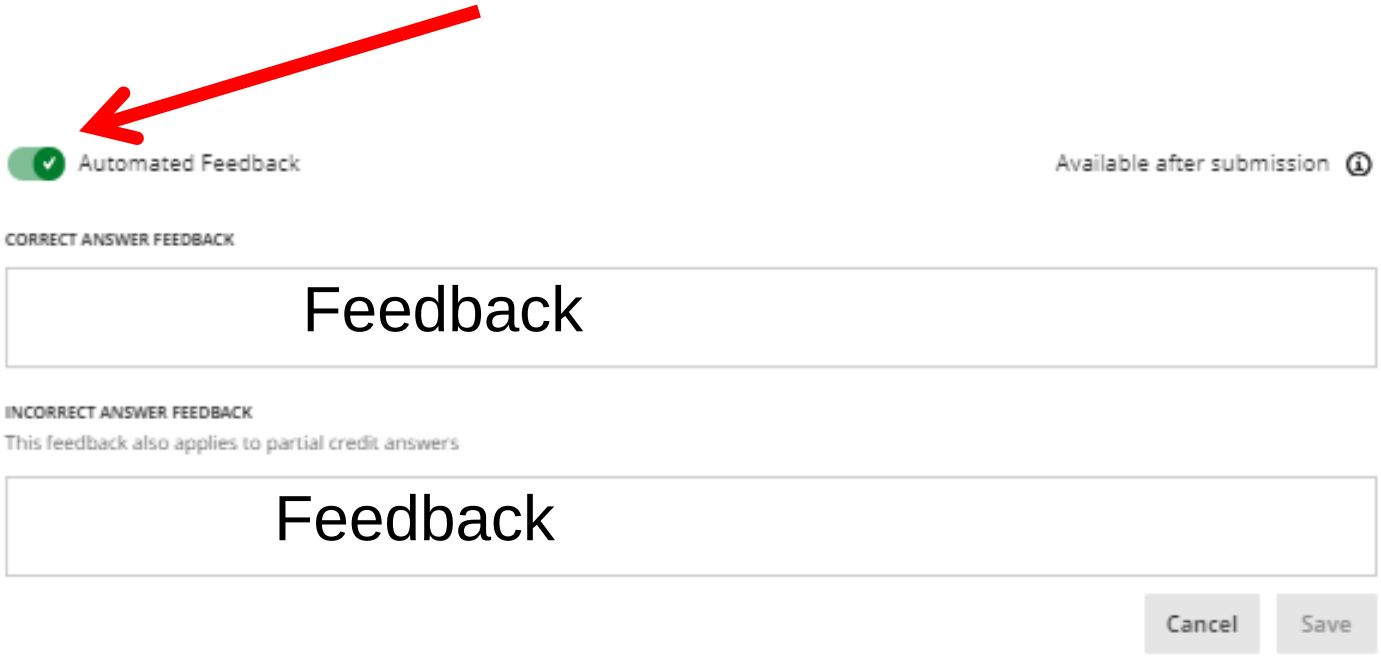


Calculated Formula
Calculated Numeric
Essay Question
Fill in the Blank
Hotspot
Matching
Multiple Choice
True/False

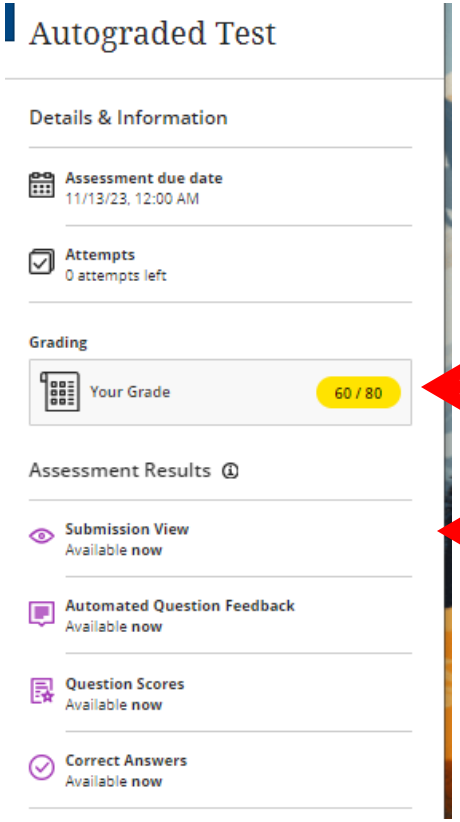
See Video on Creating each Type or see Bb Help

https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Question_Types#ultra_types

Automated Feedback on Questions



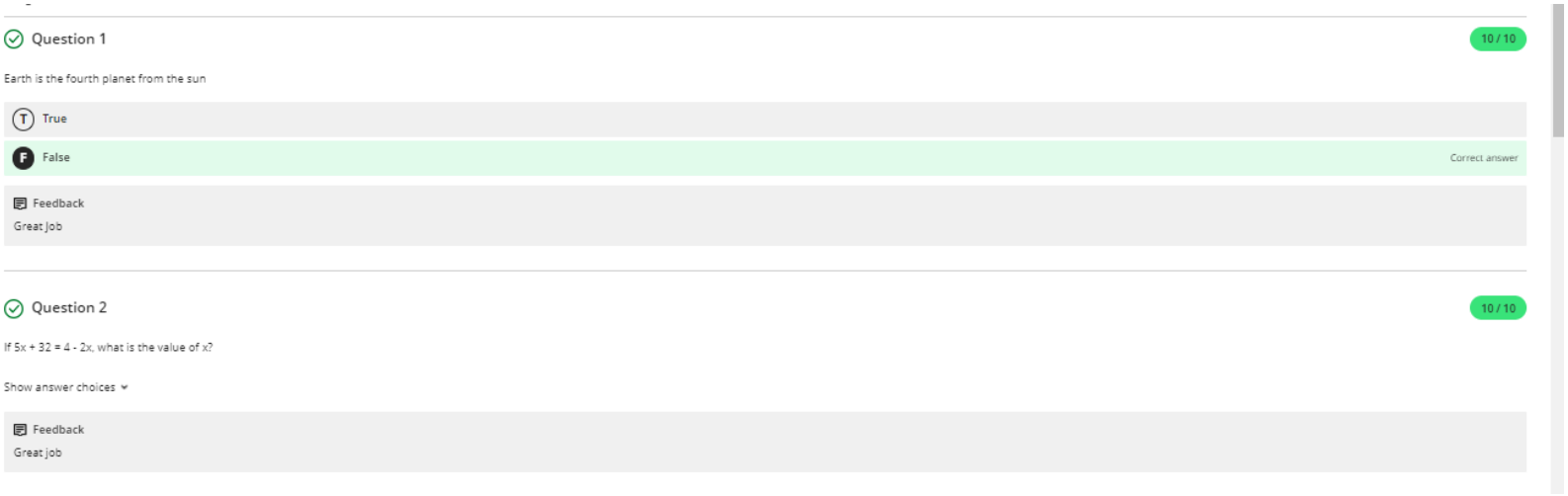
What Students See Feedback



Score or Grade

Feedback options

Correct Answer Feedback



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?

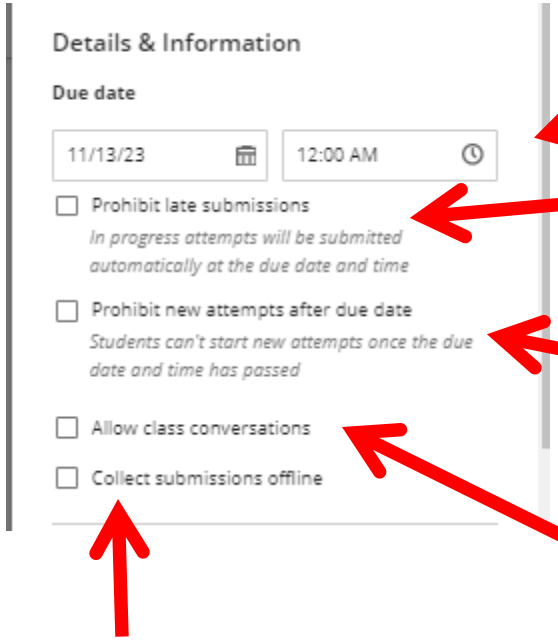
Your Answer: 100

Incorrect
The answer is **98.6 ± 0.5**.

Feedback

Review your Celsius to Fahrenheit formula

Test Settings
Details & Information



Due Date

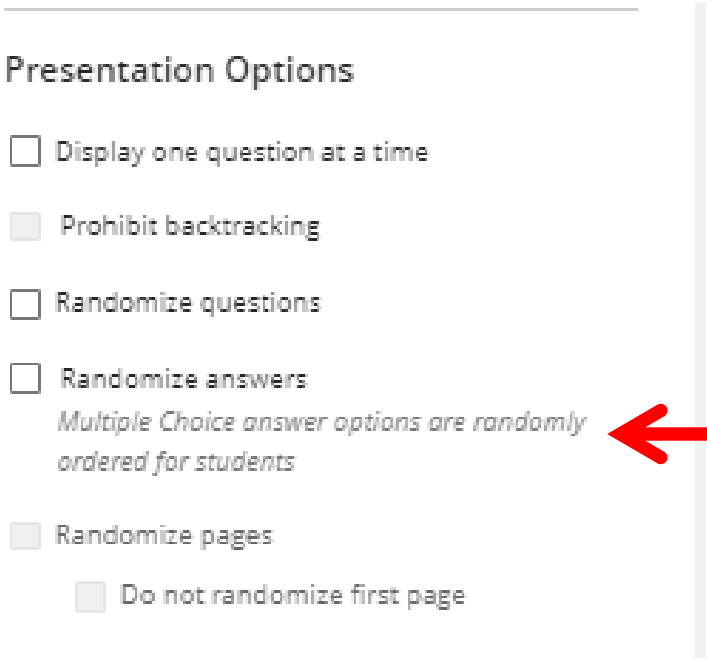
Check to not allow late.
In progress will Auto-submit

Check to keep students from starting after the due date

Create a discussion board associated with this test

Disabled when test questions are added

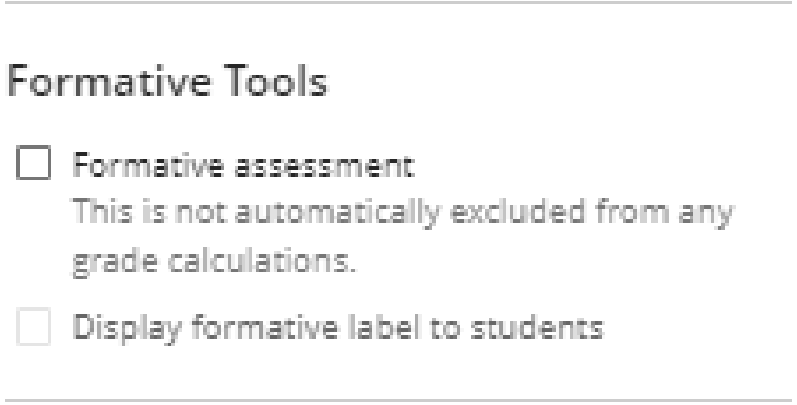
Tests Settings
Presentation Options



Presentation options for test questions

Note – this is for all MC questions!

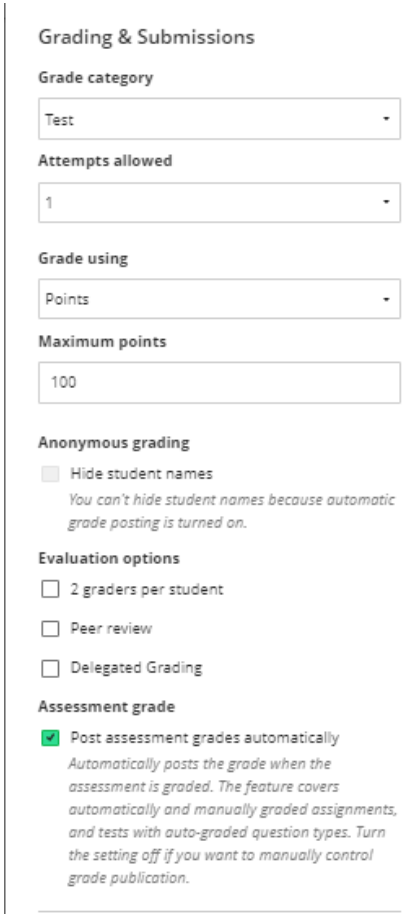
Test Settings
Formative Tools



Displays label to instructors and adds filter in Gradebook

Can be displayed to students

Test Settings
Grading & Submissions



Gradebook category

Attempts Allowed (can be changed)

Display as

Points in Gradebook

Grading and Review Options

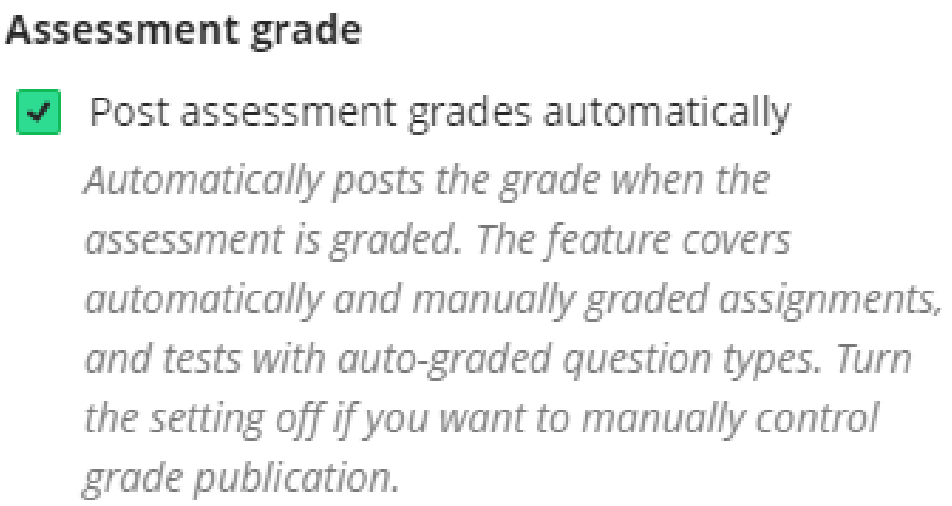
Grade Posting Options

Important – Grade Posting

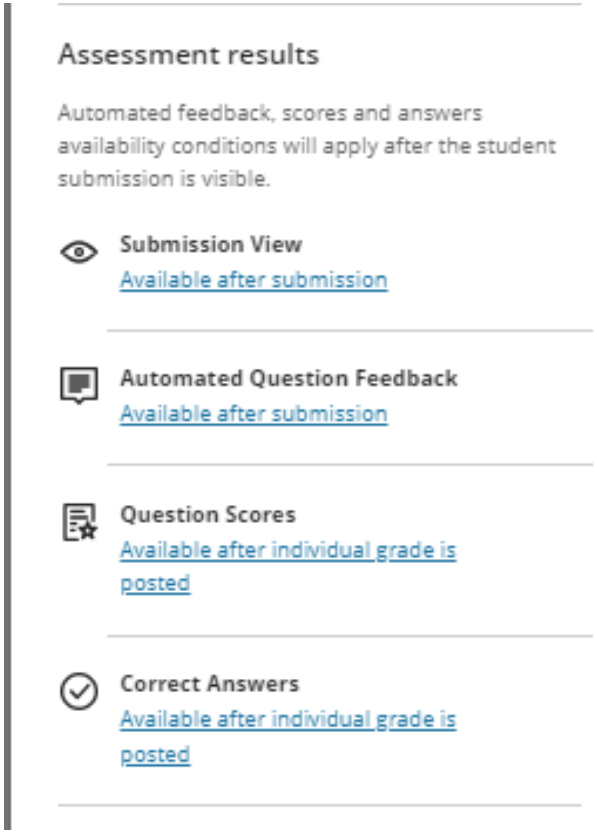
If this is NOT checked, students will not see grades until you POST them

Even auto-graded tests!

More in January!



Test Settings
Assessment Results



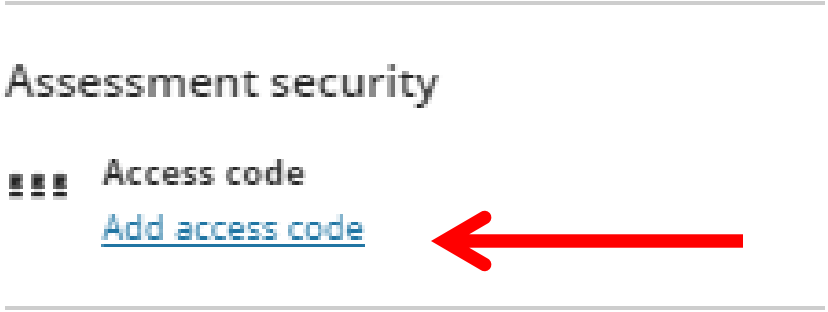
Students can see what they submitted – When?

Students can see the feedback

Students can the scores per question

Students can see the correct answers

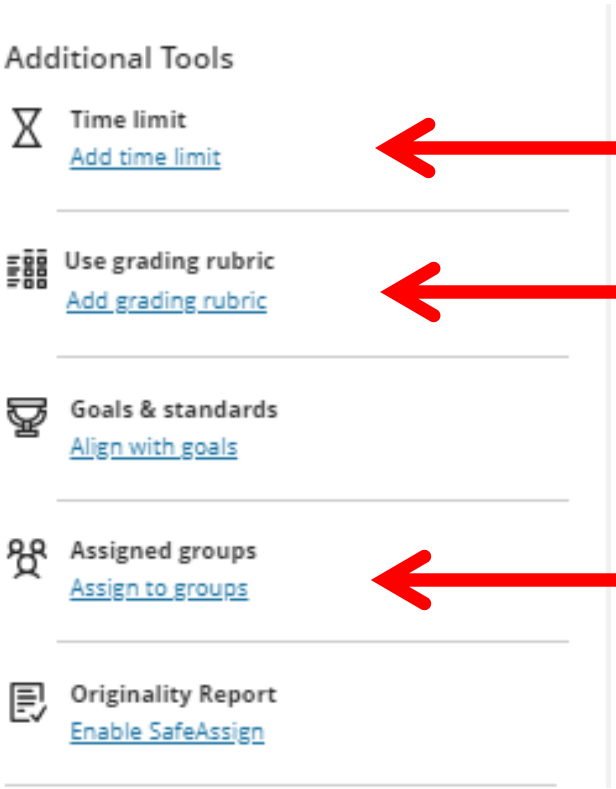
Test Settings
Assessment Security



Provide a code to students to complete assignment

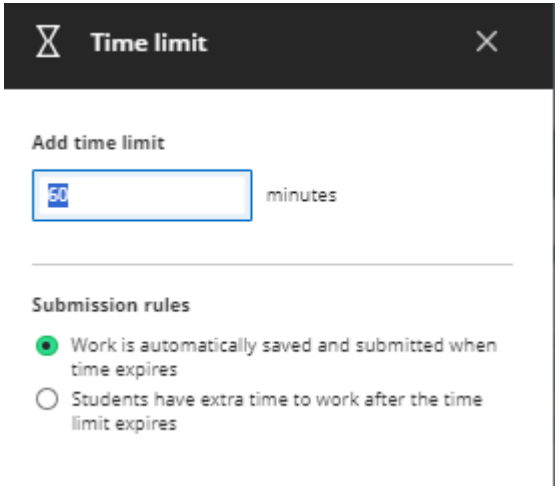
Release assignment to only certain students at certain times by sharing the access code.

Test Settings
Additional Tools



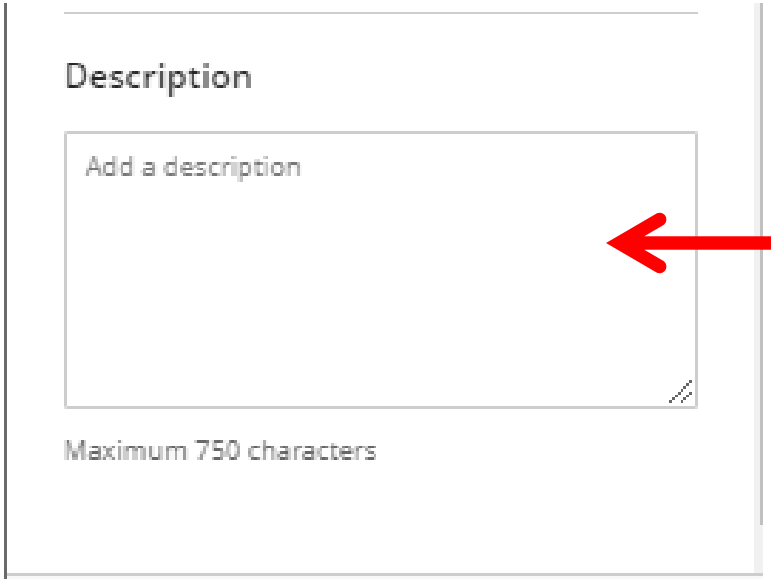
Time Limit

Grading Rubric



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

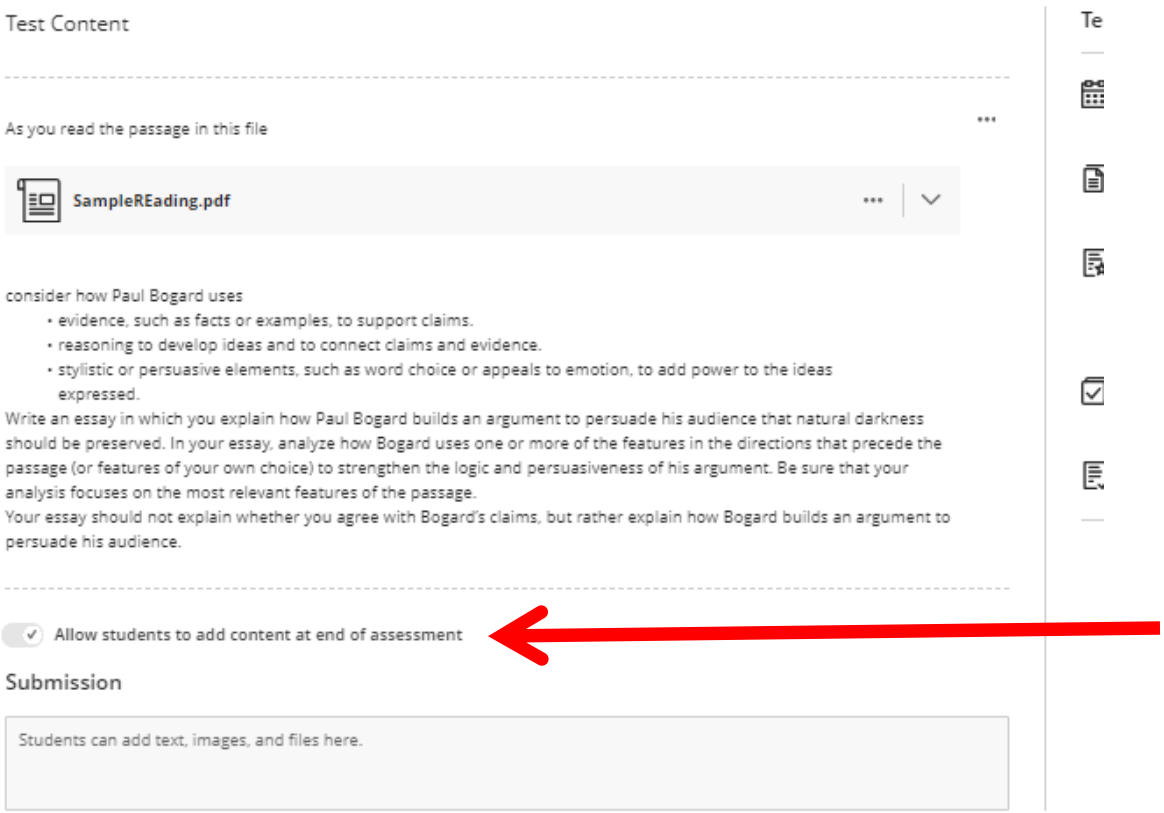
Test Settings
Description



Text that will appear on content page

750 chars
No formatting

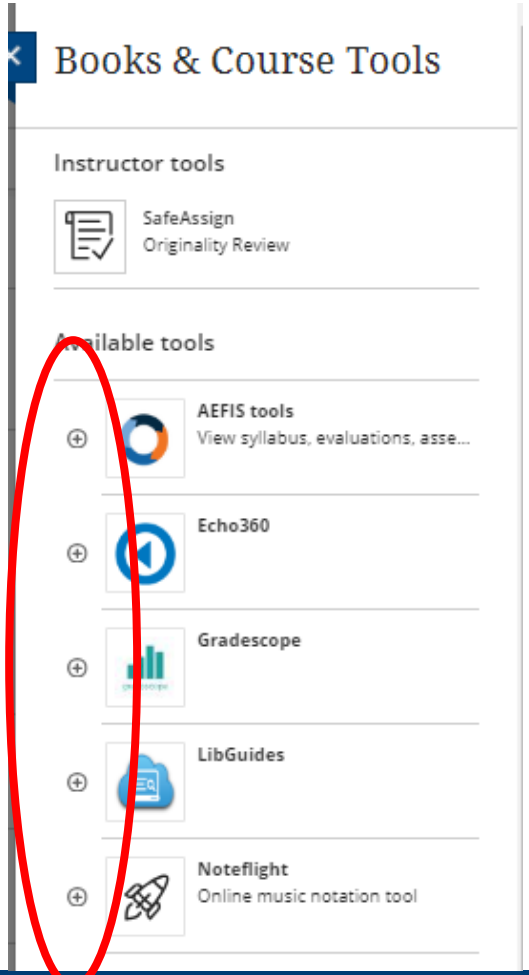
Note: File Upload Only Test



Create an ASSIGNMENT instead and use TIMER

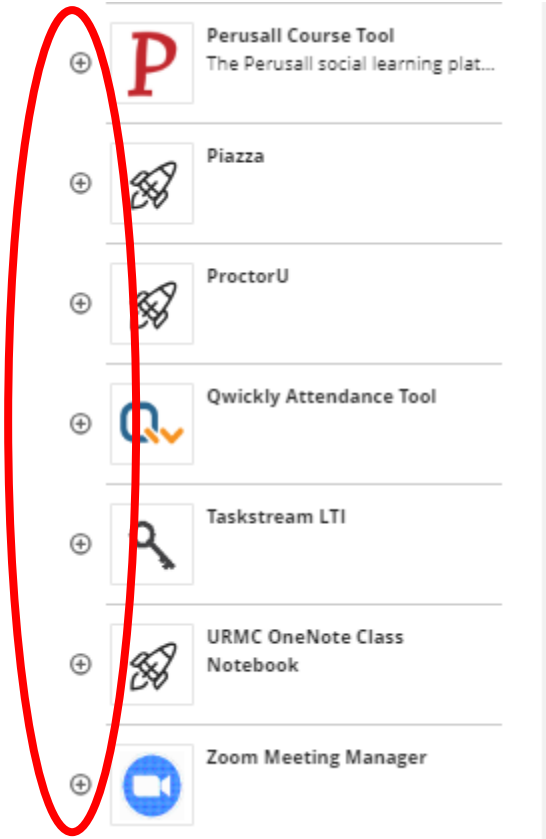
OTHER TOOLS

Some Course Tools in Books and Tools

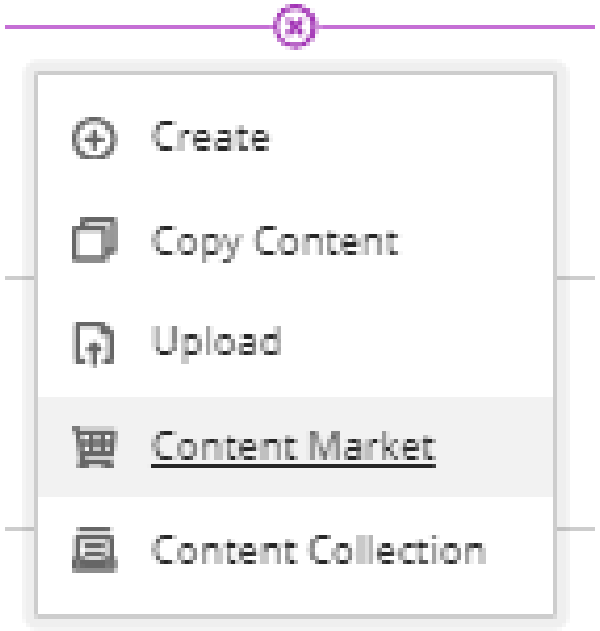


Click the card to access the tool

Click the + to add it to your Content area

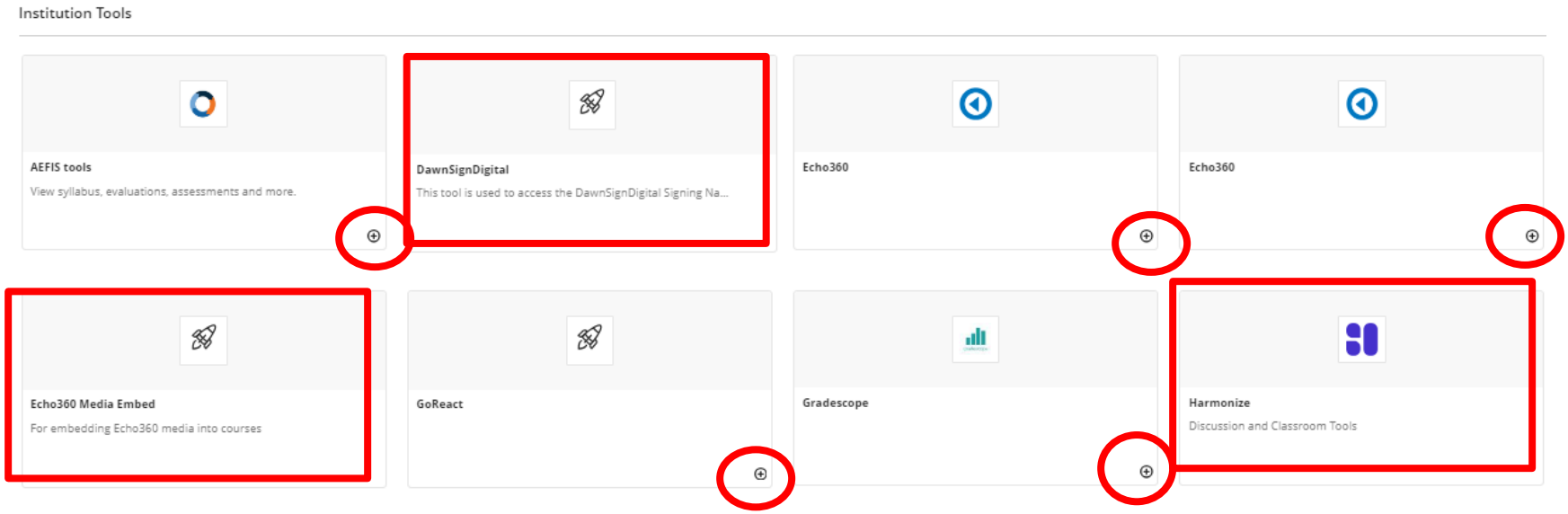


Visit the Content Market



Add to your Course Setup as Normal

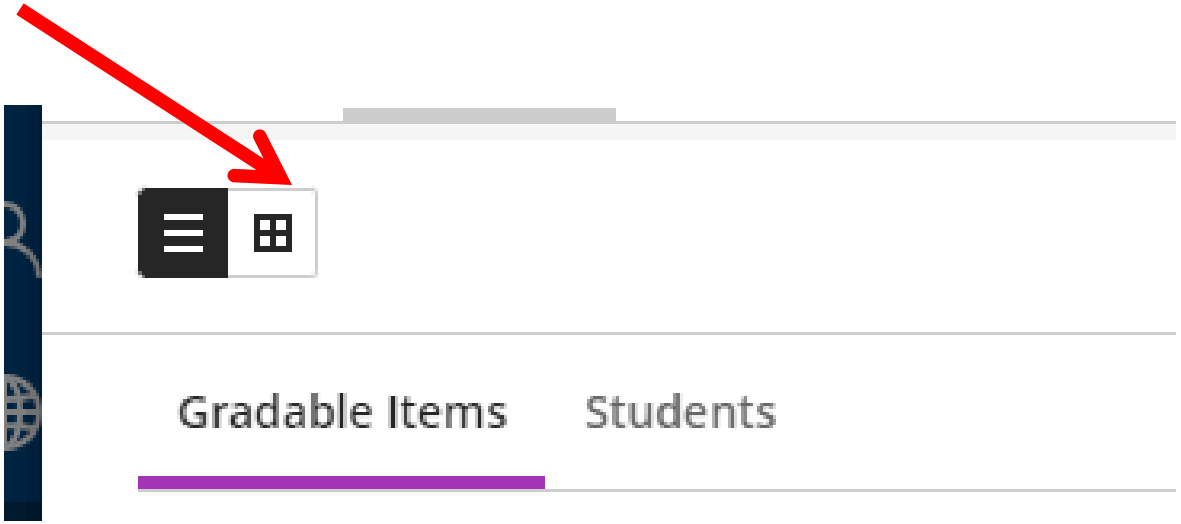
If Card has a + on it, you must click the + in order to add the tool to your content area for Students to use.
If not, the card will automatically add the tool when you click the card.



SETTING UP THE GRADEBOOK

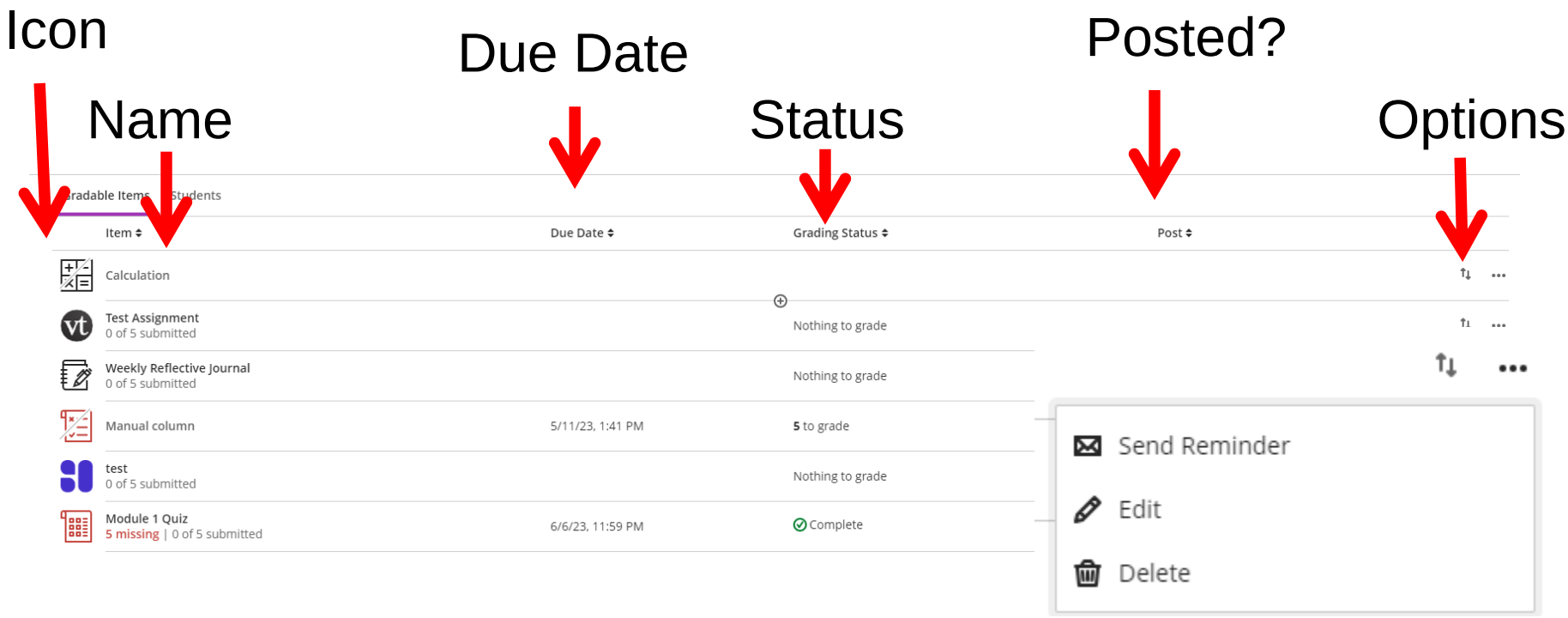
Three Views

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



List – Gradable Items

Similar to Manage – Column Organization



List - Students

Full Name

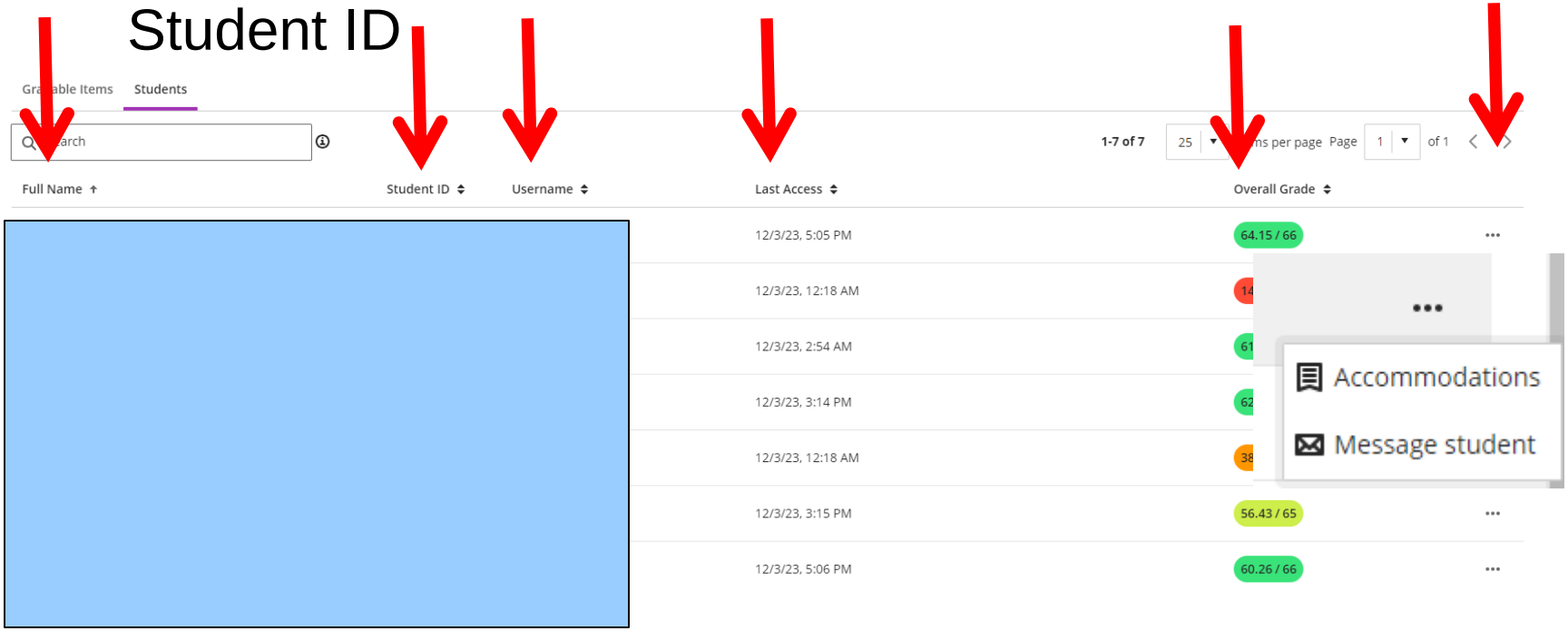
Student ID

User Name

Last Access Date

Overall Grade

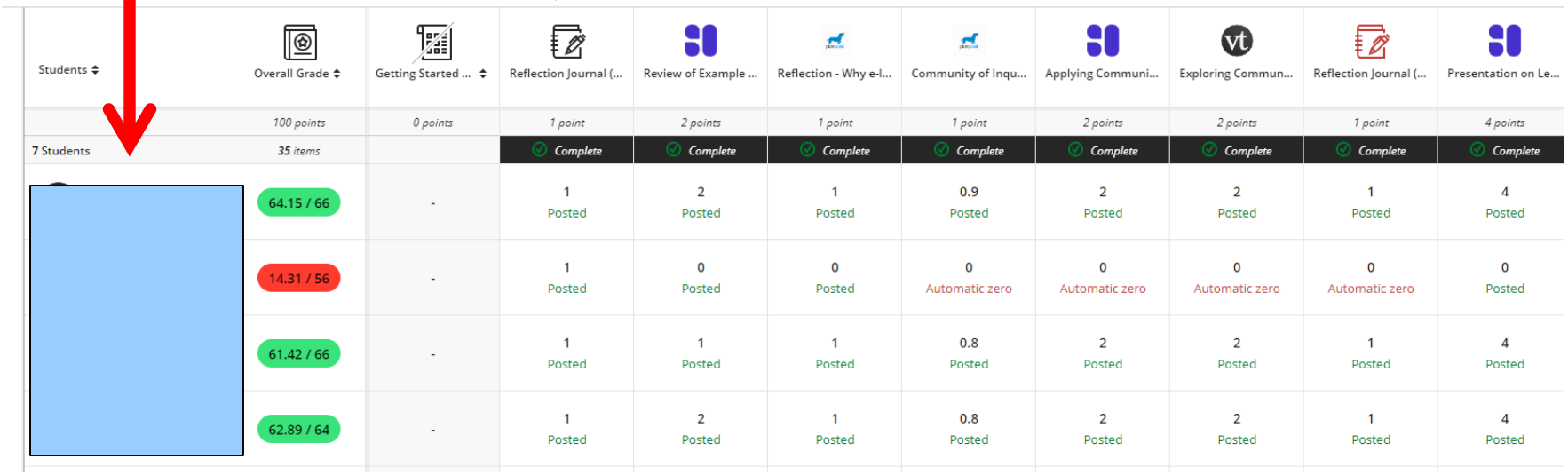
Options



Grid View

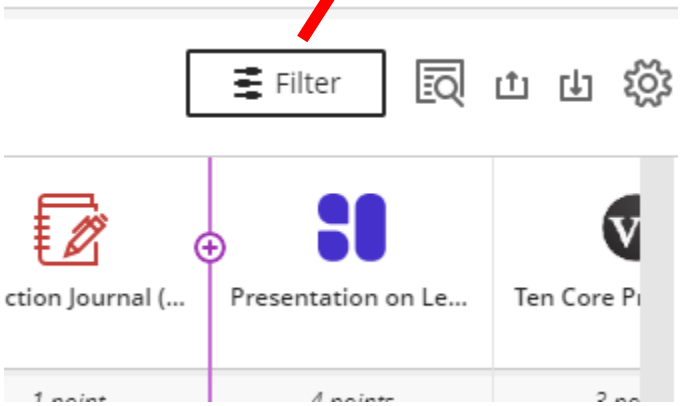
Student Names

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...
	100 points	0 points	1 point	2 points	1 point	1 point	2 points	2 points	1 point	4 points
7 Students	35 items		Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
[redacted]	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



Gradebook

Filters

Students

Search by first name or last name

Groups

Search by group

Gradable Items

Search gradebook

Assessment Type

- [ ] Formative
- [ ] Summative

Categories

- [ ] Assignment
- [ ] Discussion
- [ ] Exam
- [ ] Extra or Bonus
- [ ] Final Reflection
- [ ] Group Project

Gradebook Options

Settings

Search by Submission Receipt

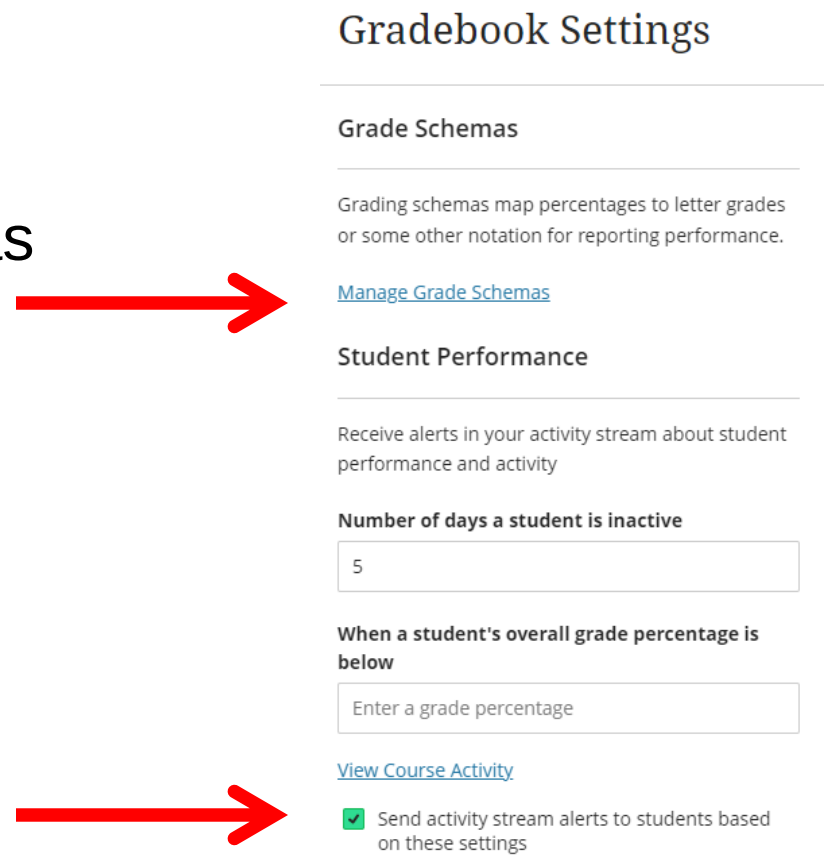
Upload/Download

Settings

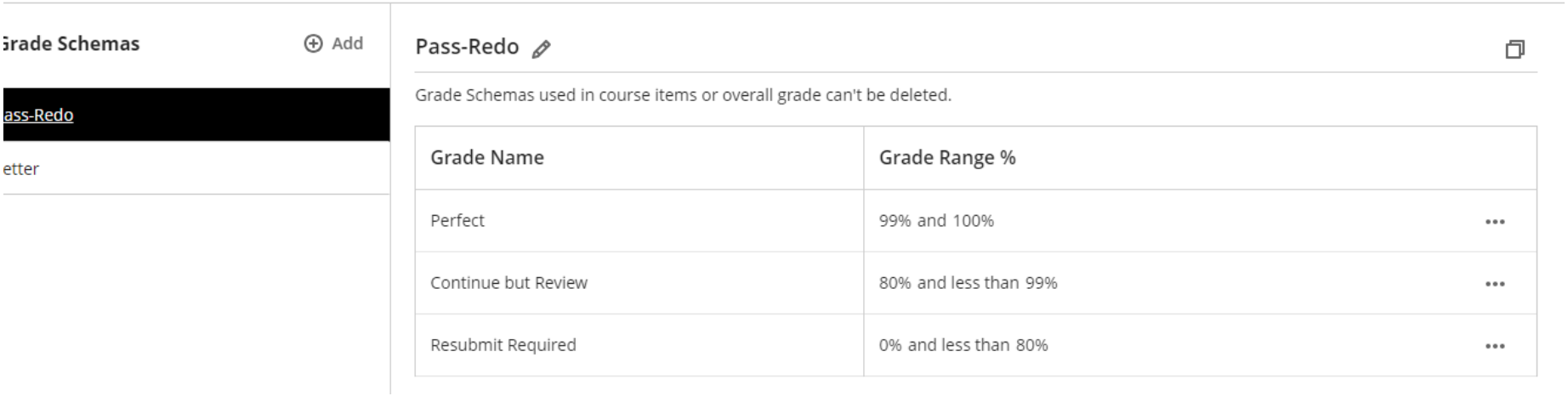
Schemas & Performance Monitor

See and Edit Grading Schemas

Set Performance Criteria for Notifications



Example
Grading Schema

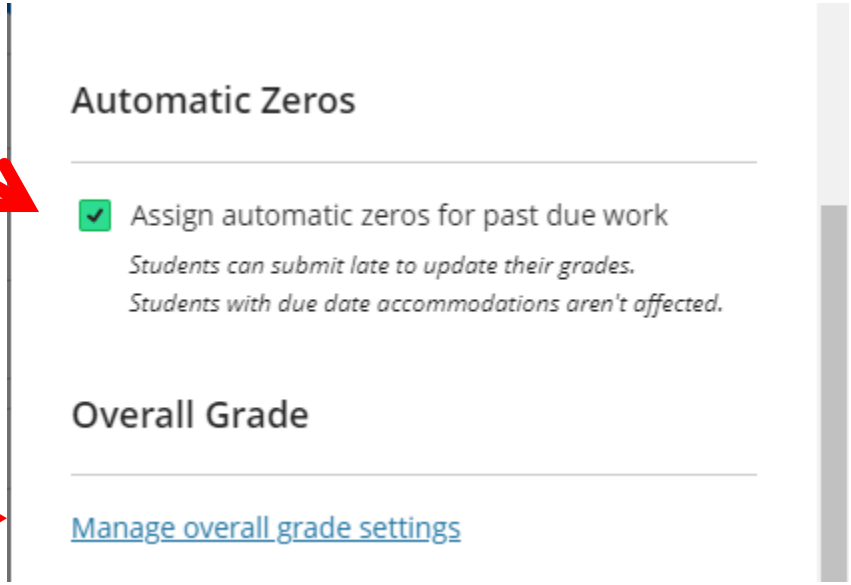


Automatic Zero Overall Grade

Automatically Assign Zero Grades after Due Date

Late submissions can still be graded

Setup Overall Grade Column

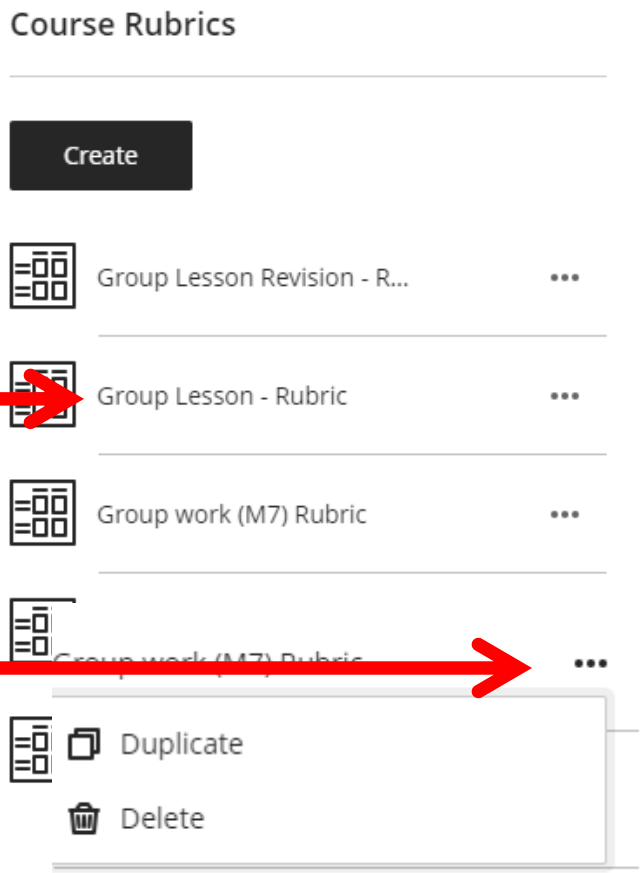


Manage Course Rubrics

Create new Rubric

Click to View/Edit Rubric

Copy or Delete Existing Rubric



What's Next - Workshops

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

Register through the Zoom link!

QUESTIONS?