Blackboard ULTRA Assignments and Test Guide

Assignments

- **Create An Assignment:**
  - Open the course.
  - From the course content page click on the plus sign.
  - Select Create to open the Create Item panel and select Assignment.

    - **Notes**:
  - You can also expand or create a folder and add an assignment.
  - When you create an assignment, a gradebook item is created automatically.

Course Content

What do you think?
Due date: 10/29/20, 1:14 PM
Visible to students

⊕ Create
🗐 Copy Content
⬆ Upload
🛒 Content Market
☁ Cloud Storage
🗄 Content Collection

Lesson 1: Water
Visible to students
In this lesson, you'll learn about water's crucial ro

Guest speaker review
Due date: 10/28/20, 1:30 PM
Visible to students

Introduction to Sociology
Visible to students

Submission Checklist
Visible to students

Deviance and Crime
Due date: 10/28/20, 10:20 AM
Visible to students

_98_1/outline/create?parentId=_1191_1&positionBefore=start

Course Content Items

▦ Learning module
📁 Folder
🗎 Document
🔗 Link
🖥 Teaching tools with LTI connection
🪐 SCORM package

Assessment

▦ Test
☑ Assignment

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hantest_ultra

New Assignment 7/25/22

Name your assignment ✕

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

1

Content and Settings

Abc

5 ⊘ Hidden from students ▾

4 (0) Submissions →

Assignment Settings **3** ⚙

📅 Due date
7/26/22, 12:00 AM (UTC+4)

🗎 Grade category

- **Building the Assignment:**
  1. **Name your assignment:**

     Engaging and specific titles help students know what to expect and the students can easily find the assignment among your course content. On the Course Content page. You can edit the title at any time.
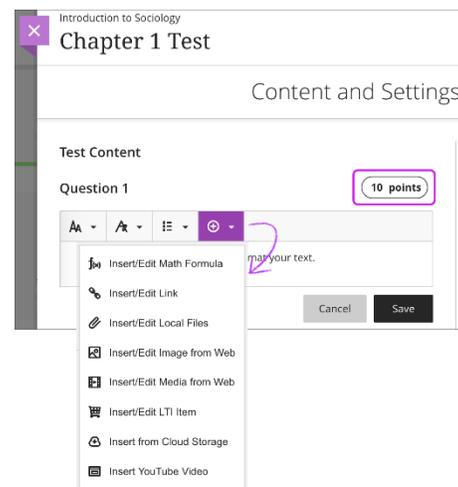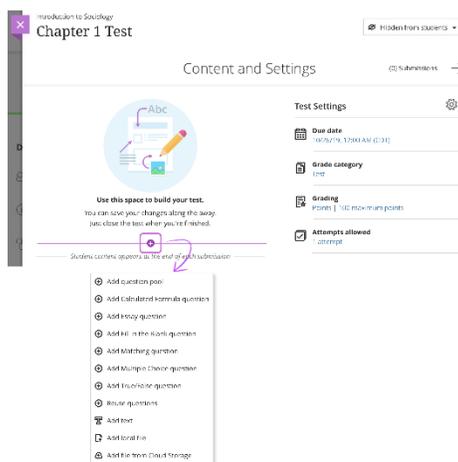
  2. **Building the assignment content:**

     I. **Adding the questions:**

     You will see a message "Use this space to build your assignment", Select the plus sign to **open the menu and make a selection.**

     You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can add files and text, such as instructions for the assignment.

     The Test Content area opens where you type the question and answer choices if required, such as for Multiple Choice questions. Questions have a default value of 10 points. Select the Points box to type a new value.

     II. **question types:**

o **Essay question:** Essay questions require students to type an answer in a text box, and you need to grade these questions manually. When you create a new test, select the plus sign to open the menu and select Add Essay question.

o **Fill in the Blank question** consists of a phrase, sentence, or paragraph with a blank space where a student provides the missing word or words, Type your question and add brackets around the answer. You can use the options in the editor to format the text and add formulas, files, images, and links, Separate multiple correct answers with a semicolon, **Example**: One of the primary colors is [red;blue;yellow].

In the Response type menu, choose how the answer is evaluated against a student's answer:
- Exact match
- Contain match
- Match a pattern: When you choose to match a pattern for an answer, you can test the pattern and a new window opens. A check mark appears for a pattern that works. You can also type an expected correct answer and test your pattern.

o **With matching questions**, students pair items in the **prompts** column to items in the **answers** column **Example**: Match the animals to their diets, Students match the **prompts**: pig, lion, zebra, horse, and hedgehog to the **answers**: carnivore, omnivore, and herbivore, in this example, students need to use some answers more than once. All answers appear in a random order to students.

o **Multiple Choice and Multiple Answer** questions are graded automatically. If an assessment only has these types of questions, the assessment scores are posted automatically for students to view, **To create Multiple Answer questions, use the Multiple Choice question type and choose multiple correct answers**

o **Calculated Formula questions** present students with a question that requires them to make a calculation and respond with a numeric answer. The numbers in the question change with each student and are pulled from a range that you set. The correct answer is a specific value or a range of values. In the example, the numbers 87 and 19 are randomly generated from a range of values set by an instructor.
An instructor creates this question: If a small glass can hold [x] ounces of water, and a large glass can hold [y] ounces of water, what's the total number of ounces in 4 large and 3 small glasses of water? When a student views the question, the variables [x] and [y] are replaced with values that are generated randomly from number ranges that the instructor specifies.

1. The Question Text may contain variables or basic equations. Surround variables with square brackets. Variables are replaced by values when shown to students.
2. The Answer Formula is the mathematical expression used to find the correct answer. Choose operators from the functions across the top of the Answer Formula box. In the example, the formula is 4y+3x.
3. Select Next to proceed.

To **define the answer settings** Add a calculated formula question, complete the first page, and select next. Use the next step in the process to define the question's settings, scoring options, and answer sets:

1. Set your Answer format and Rounding settings.
2. In Precision scoring options, select your scoring options.
   Allow full credit if answer is within a chosen range: The range of answers that are awarded full credit. Select whether it is a Number or a Percentage. If the answer must be exact, type zero for the range. Allow partial credit if answer is within a chosen range: Allow partial credit on a less accurate range of answers. Set the Credit to award if the student's answer is within the partial credit range.
3. Choose your Answer units setting. If required, the unit of measurement must be included in the student's answer. Type the Answer Units and Units Points Percentage to be awarded if the units are entered correctly.

Answer units must be an exact match. For example, if you type "meters" for the unit, "m" will be considered incorrect.

4. In the Variable ranges section, provide the Minimum Value and Maximum Value for each variable. When the question is presented to a student, the system replaces the variable with a value that is randomly selected from the range you defined. You can use scientific notation in the value boxes. Select the number of Decimal Places for each variable's value.
5. The number of decimal places you select can affect the minimum and maximum values of a variable. For example, you set the minimum value as 0.0000004 and the maximum value as 1, and you choose 2 decimal places. The system rounds both numbers to 2 decimal places, therefore the system generates variables in the answer sets with values between 0.00 and 1.00.
6. Type a Number of answer sets to generate.
7. Select Next to view the answer sets. You can edit the answer sets on the next page. Select Back to go to the previous page, or Cancel to quit.

Verify the answer sets: The last step in the process displays the answer sets that were generated by the system. Each set represents one of the possible variations of the question that can be presented to students.

1. You can change the values of the variables in each answer set by typing in the boxes. Select Calculate answers to update the calculated answers and save your changes **before** you submit.
2. Select Repopulate answer set to delete it and have the system automatically replace it with another set. If you want to reduce the number of sets, select Back and change the number of answer sets in Answer Settings.
3. Select Save to add the question to the test.

STEP 3 OF 3: Verification

Question text
If a small glass can hold [x] ounces of water and a large glass can hold [y] ounces of water, what's the total number of ounces in 4 large and 3 small glasses of water?

Answer formula
4y + 3x

Repopulate answer set   ↻ Calculate answers

	x	y	Answer (meters)
1	8	14	80
2	14	91	406
3	5	71	299
4	88	44	440

‹ Back

Cancel   Save

o   With **Calculated Numeric questions**, students are presented with a question that requires a numeric answer. The question doesn't need to be a mathematical formula. You can provide a text question that requires a numeric answer. Calculated Numeric questions resemble Fill in the Blank questions where correct answers are numbers.

   ➢ Students may enter a number as an answer. The number can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.
   ➢ Instructors may combine text and mathematical formulas in the question.
   ➢ Instructors may define an answer range. The range value can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.
   ➢ The answer field validates only numeric digits.

1. Access a test, survey, or pool. From the Create Question menu, select Calculated Numeric.
2. Type the Question Text and the Correct Answer. This value must be a number.
3. Optionally, allow an answer range. The range value can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.
4. Select Save.

o   **True/False question:** With True/False questions, students choose true or false in response to a statement question. True/False questions are graded automatically. You can't change the points an individual student earned for an automatically graded question.

III.   edit, and delete, Reorder questions:

o **Before students open an assessment**, open the menu to access Edit or Delete. To change the points, select the score pill and type a new value.

o **You can edit the text of most questions and answers**, even after students have made submissions. For example, you may have chosen the wrong answer, found a typo, or want to adjust points or scoring options. You can make a change for all students to see and automatically update all grades.
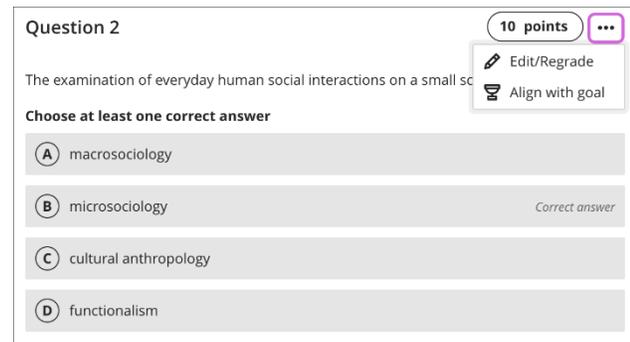
> **After students open the assessment**, you can't make these changes:

  - Add new questions and answers
  - Delete a question
  - Delete answers in Matching and Multiple Choice questions
  - Change the number of blanks in a Fill in the Blanks question
  - Move the content, such as switch the order of questions, answers, or additional content
  - Add or remove questions from a question pool or delete a pool from an assessment

> **After students open the assessment or make submissions**, you can make these changes:
  - Edit the text of questions and answers
  - Edit the point value, New grades are recalculated for all previously submitted assessments
  - Give everyone full credit for a question
  - Change which answers are correct
  - Change the scoring options for Multiple Choice and Matching questions
  - Align questions with goals, from the assessment only

In an assessment or a student's submission, **open a question's menu and select Edit/Regrade to make changes**. You receive a warning after you save your changes if student submissions exist and regrading will occur.

o **You can give everyone full credit for a question you didn't explain clearly or doesn't accurately reflect your lecture or textbook material,** after you select Edit/Regrade in a question's menu, you can select the check box for Give full credit for question. After you give full credit, you can clear the check box to revert to the automatic grade or a previously assigned manual grade.

- o Questions are numbered automatically in the order you add them. The question numbers update when you reorder. Before students open the test, you can reorder the elements of your test.
- o Tab to an item's Drag to reorder icon.
- o Press Enter to activate move mode.
- o Use the arrow keys to choose a location.
- o Press Enter to drop the item in the new location.

3. Assignment Settings:

- o **Provide a due date.** Due dates appear on the calendar and in the activity stream. Late submissions appear with a late label in the course gradebook. Encourage students to review what's due now and what is ahead so they can ask questions as soon as possible.

➢ **Please differentiate between release conditions and due date,** Release conditions allow you to set a conditional rule that should be satisfied before showing the assignment to the students, the due date option is the last date and time to accept the assignment's attempt.
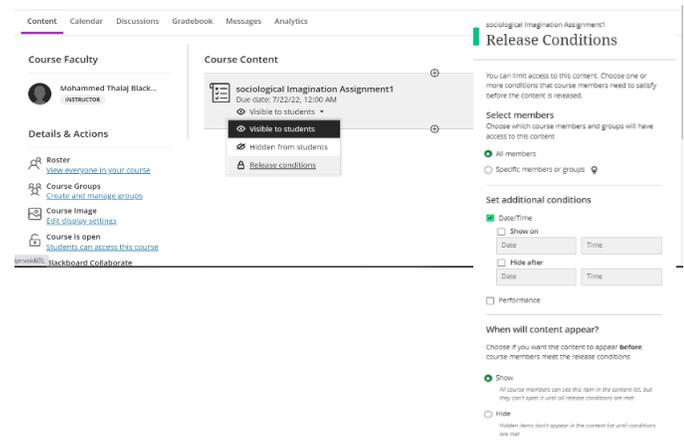
➢ **Prohibit Late Submissions** option will allow the instructor to prohibit late submissions for cases in which it's important for you as an instructor to enforce the due date. In-progress and saved attempts will auto-submit at the due date, and students will receive a submission receipt via email.

o **Prohibit New attempts After Due Date,** students will have the full amount of time available on a timed test if they start the test before **the** due date. In this scenario, we assume that the due date is of less importance the time limit. **This means a student can resume any attempt saved before the due date passes.** This setting will allow students to submit assessments late if they started their attempt before the due date, **but will prevent them from starting new attempts once the due date has passed.**

o **Allow class conversations**. What if your students have questions about an assignment? You can allow conversations within an assignment, and anyone can contribute. As the conversation develops, it appears only with the relevant assignment.

o **Prohibit backtracking** will Prevent students from going back to questions they have already answered.

o **Randomize questions and answers**. You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so assignments appear differently for each student.

o **Collect submissions offline.** You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.

o **Change the grade category.** You can change the assignment's grade category to be part of one of the custom gradebook categories you set up in your course. You can create new categories to customize how coursework is grouped in your course. Custom categories can be useful when you set up the overall grade.

o **Determine the number of attempts.** You can let your students submit more than one attempt at an assignment. When you allow multiple attempts, you can also choose how the final grade is calculated.

o **Select the grading schema.** From the Grade using menu, select an existing grading schema such as Points. You can change the grading schema at any time and the change will show to students and in your gradebook.

o **Enable anonymous grading.** When you create an assignment without questions, you can enable anonymous grading so student names are hidden while you grade. You may only add text and files to anonymously graded assignments.

o **Show assessment results.** Select the Show correct answers check box to allow students to see the correct answers to automatically scored questions after they submit. If you don't add questions to your assignment, select the check box for Show correct answers during creation.

Assessment results

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

👁 **Submission View**
Available after submission

🗨 **Automated Question Feedback**
Available after submission

📋 **Question Scores**
Available after all grades are posted

✓ **Correct Answers**
Turn on setting

o **Enable automated feedback.** Provide feedback to students that's released automatically based on your settings.

o **Add an access code**. You can issue an access code to control when students submit an assignment. At this time, access codes are generated randomly by the system. You can't customize the access codes. You can also add an access code to a group assignment.

o **Add a time limit**. A time limit can keep students on track and focused on the assignment because each person has a limited amount of time to submit. The assignment attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit, You can also allow students to work past the time limit. Additional time allows students to reconnect if they lose connectivity during their attempts.

Additional Tools

⧗ Time limit
60 minutes | Automatic submission

o **Enable SafeAssign.** You can use SafeAssign to check for potential plagiarism in student submissions. You can enable the SafeAssign Originality Report any time, even after students have started their submissions, but submissions are only checked when SafeAssign is enabled.

4. Grading Assignments:

- **Assignment submissions list page:**

  The submissions list page displays all enrolled students. You can search for a student or a group and select how many items to display on the page. The system remembers your selection, so if you leave and come back, the setting is retained in the next session. You can select which page to view at the bottom of the screen.

a. **Use the Filter menu** to display only those submissions that need grading. At this time, you can filter by all statuses and Needs grading. The Filter menu does not appear for group and discussion items.

b. **Start grading.** Select student names to access their individual submissions, and assign grades and provide feedback. Type a numeric value of no more than five digits. You can include two additional digits after a decimal point. You can also assign grades directly on this page. These grades are override grades. An override label appears next to the grade. After you assign a value, click anywhere outside the grade area to save.

c. **Ready to post grades? Post** appears next to each grade you haven't released yet. You can choose which grades to post and when. Posted grades appear with a Posted message in the column. You can also grade all submissions for an item in succession and then select Post all grades to release all grades in one action.

d. For multiple attempts, on the Submissions list page, select a student's name to open the attempts panel. Point to a timestamp to view the additional information.

- **Feedback panel:**

    Open an attempt. On the Submission page, select the feedback icon to open the feedback panel. The panel remains in place as you scroll through the assignment and add overall feedback and a grade, When you post grades, students can view them and any feedback you provided. All feedback for all attempts, even ungraded attempts, shows to students.

- **Bb Annotate:**

You can annotate and grade student files directly within the browser with Bb Annotate, You can use BB Annotate for inline grading in your courses. Bb Annotate offers a more robust feature set to provide customizable feedback to students. Features include a sidebar summary view, freehand drawing tools, various color selections, and much more.
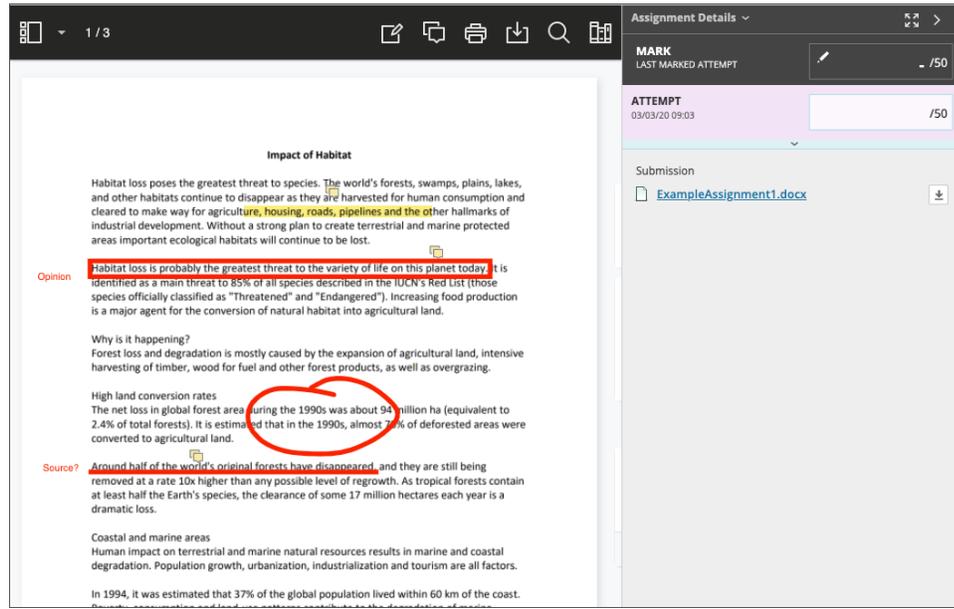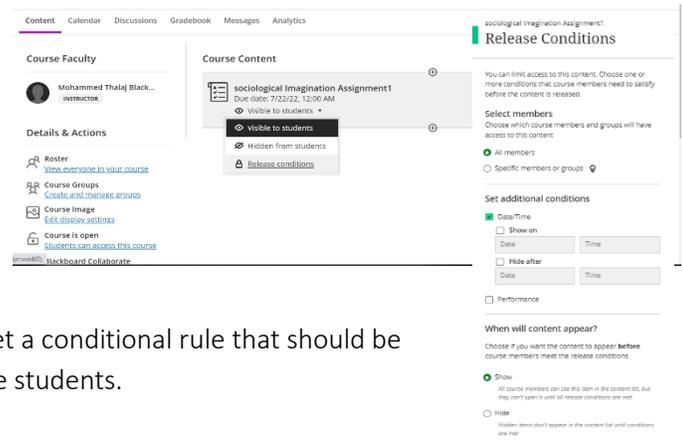

5. Assignment Visibility:
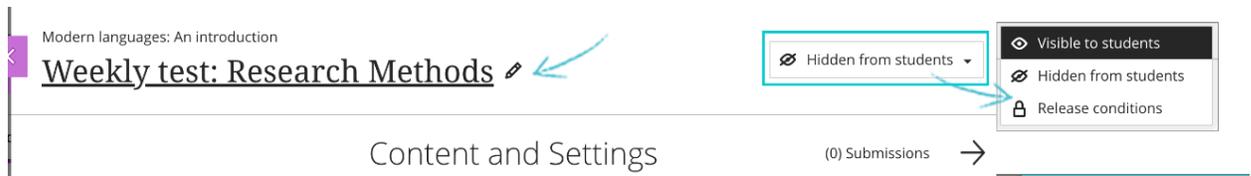
➢ The assignment will be hidden from the students by default, if you want to change the visibility of the assignment, click on the visibility options, and change it to **visible to students option and it will be shown to them immediately**.

➢ You can use **the release conditions option** to set a conditional rule that should be satisfied before showing the assignment to the students.

➢ **Please note that the release conditions option is different from the due date option**, The release conditions is to control the visibility of the assignment and the due date is the last date and time to accept the assignment's attempt.
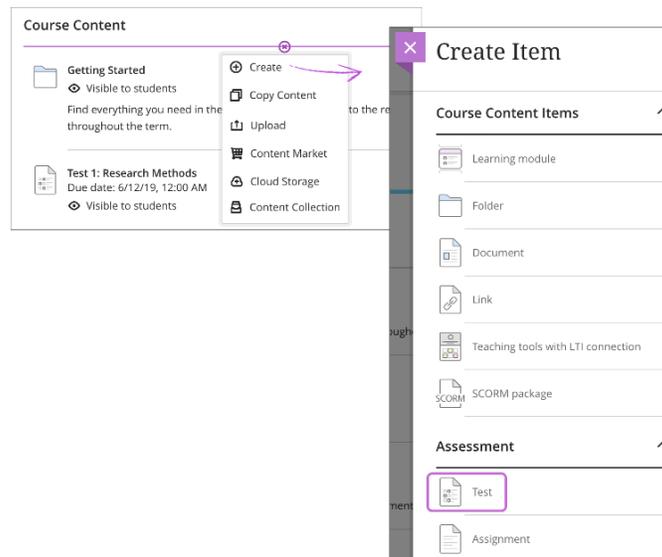
Tests

- **Creating Test:**

  1- On the Course Content page, select the plus sign wherever you want to add a test.
  2- In the menu, select Create to open the Create Item panel and select Test.

  ➢ You can also expand or create a folder or learning module and add a test.

  ➢ When you create a test, a gradebook item is created automatically.

- **Add questions to the test:**

  When you create a new test, select the plus sign to open the menu and select a question type. You can also reuse questions and content from existing assessments. If you add questions to a test, you cannot enable anonymous or parallel grading.

  The Test Content area opens where you type the question and answer choices if required, such as for Multiple Choice questions. Questions have a default value of 10 points. Select the Points box to type a new value.

  You can use the options in the editor to format the text, To help keep your test content organized, you can add files within individual questions. Make a selection from the editor's Insert Content menu, such as Insert/Edit Local Files,

  - **Add text blocks**. Select Add text to open the editor. **You can include instructions for a section of the test or introductory text for an audio file or image. You can also paste text from a Word doc**.
  - **Add files**. Select Add local file to browse for files on your computer. Your institution controls the maximum size of a file that you can upload. You can't add a folder of files.

- **Question Types:**

  o **Essay question:** Essay questions require students to type an answer in a text box, and you need to grade these questions manually. When you create a new test, select the plus sign to open the menu and select Add Essay question.

  o A **Fill in the Blank question** consists of a phrase, sentence, or paragraph with a blank space where a student provides the missing word or words, Type your question and add brackets around the answer. You can use the options in the editor to format the text and add formulas, files, images, and links**,** Separate multiple correct answers with a semicolon, **Example**: One of the primary colors is [red;blue;yellow].

In the Response type menu, choose how the answer is evaluated against a student's answer:

- Exact match
- Contain match
- Match a pattern: When you choose to match a pattern for an answer, you can test the pattern and a new window opens. A check mark appears for a pattern that works. You can also type an expected correct answer and test your pattern.

o **With matching questions**, students pair items in the **prompts** column to items in the **answers** column
Example:
Match the animals to their diets, Students match the **prompts**: pig, lion, zebra, horse, and hedgehog to the **answers**: carnivore, omnivore, and herbivore, in this example, students need to use some answers more than once. All answers appear in a random order to students.

o **Multiple Choice** and **Multiple Answer** questions are graded automatically. If an assessment only has these types of questions, the assessment scores are posted automatically for students to view, To create Multiple Answer questions, use the Multiple Choice question type and choose multiple correct answers

o **Calculated Formula questions** present students with a question that requires them to make a calculation and respond with a numeric answer. The numbers in the question change with each student and are pulled from a range that you set. The correct answer is a specific value or a range of values.
In the example, the numbers 87 and 19 are randomly generated from a range of values set by an instructor.
An instructor creates this question: If a small glass can hold [x] ounces of water, and a large glass can hold [y] ounces of water, what's the total number of ounces in 4 large and 3 small glasses of water? When a student views the question, the variables [x] and [y] are replaced with values that are generated randomly from number ranges that the instructor specifies.

1. The Question Text may contain variables or basic equations. Surround variables with square brackets. Variables are replaced by values when shown to students.

2. The Answer Formula is the mathematical expression used to find the correct answer. Choose operators from the functions across the top of the Answer Formula box. In the example, the formula is 4y+3x.

3. Select Next to proceed.

To **define the answer settings** Add a calculated formula question, complete the first page, and select next. Use the next step in the process to define the question's settings, scoring options, and answer sets:

8. Set your Answer format and Rounding settings.

9. In Precision scoring options, select your scoring options.
    Allow full credit if answer is within a chosen range: The range of answers that are awarded full credit. Select whether it is a Number or a Percentage. If the answer must be exact, type zero for the range.
    Allow partial credit if answer is within a chosen range: Allow partial credit on a less accurate range of answers. Set the Credit to award if the student's answer is within the partial credit range.

10. Choose your Answer units setting. If required, the unit of measurement must be included in the student's answer. Type the Answer Units and Units Points Percentage to be awarded if the units are entered correctly.
    Answer units must be an exact match. For example, if you type "meters" for the unit, "m" will be considered incorrect.

11. In the Variable ranges section, provide the Minimum Value and Maximum Value for each variable. When the question is presented to a student, the system replaces the variable with a value that is randomly selected from the range you defined. You can use scientific notation in the value boxes. Select the number of Decimal Places for each variable's value.
    The number of decimal places you select can affect the minimum and maximum values of a variable. For example, you set the minimum value as 0.0000004 and the maximum value as 1, and you choose 2 decimal places. The system rounds both numbers to 2 decimal places, therefore the system generates variables in the answer sets with values between 0.00 and 1.00.

12. Type a Number of answer sets to generate.

13. Select Next to view the answer sets. You can edit the answer sets on the next page. Select Back to go to the previous page, or Cancel to quit.

Verify the answer sets: The last step in the process displays the answer sets that were generated by the system. Each set represents one of the possible variations of the question that can be presented to students.

4. You can change the values of the variables in each answer set by typing in the boxes. Select Calculate answers to update the calculated answers and save your changes **before** you submit.
5. Select Repopulate answer set to delete it and have the system automatically replace it with another set. If you want to reduce the number of sets, select Back and change the number of answer sets in Answer Settings.
6. Select Save to add the question to the test.

o With **Calculated Numeric questions**, students are presented with a question that requires a numeric answer. The question doesn't need to be a mathematical formula. You can provide a text question that requires a numeric answer. Calculated Numeric questions resemble Fill in the Blank questions where correct answers are numbers.
   ➤ Students may enter a number as an answer. The number can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.
   ➤ Instructors may combine text and mathematical formulas in the question.
   ➤ Instructors may define an answer range. The range value can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.

➢ The answer field validates only numeric digits.

5. Access a test, survey, or pool. From the Create Question menu, select Calculated Numeric.
6. Type the Question Text and the Correct Answer. This value must be a number.
7. Optionally, allow an answer range. The range value can be an integer, decimal, or scientific notation. The largest value supported is 16 digits.
8. Select Save.

o Create a **True/False question:** With True/False questions, students choose true or false in response to a statement question. True/False questions are graded automatically. You can't change the points an individual student earned for an automatically graded question.

- **Add a question pool:**

  - In an assessment, select the plus sign wherever you want to add a question pool. Select Add question pool from the menu. The question pool is inserted at this point in the assessment.

  - On the Add Question Pool page, select the assessments, question banks, and question types you want to browse.

- The Filter Criteria panel is open by default and all questions appear in the active filter area on the right. The active filter area changes automatically as you select or clear criteria. You can expand and collapse sections.

- Select Add Questions. The question pool appears in your assessment. Type the points and the number of questions to display to students. The points are assigned to each question in the pool. You can't assign separate points for individual questions in the same pool.

- Select Save to add the question pool to your assessment.
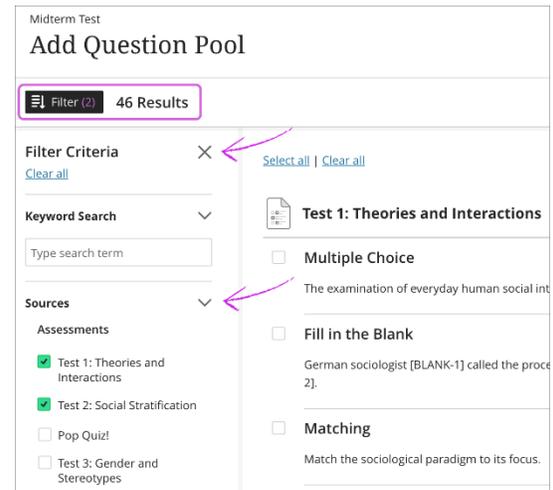

- **Edit points:**

  - You can edit the points assigned to each question in the pool even after submissions exist and trigger regrading.
  - For example, you grade an Essay question in a pool that's worth 10 points and post the grades for several students. You decide to change the points for each question in the pool to 5. If you previously assigned more than 5 points for some students' Essay questions, those points still apply. You can individually edit each student's points for the Essay question.

- **Add additional content:**

  Once you've added a question to a test, you can choose if you want students to add additional content, like text, supporting files or attachments. By default, this feature is turned on for your test. Toggle this feature off if you don't want students to add additional content.
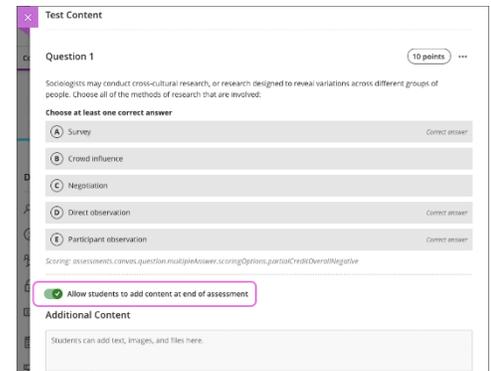

- **Show or hide the test:**
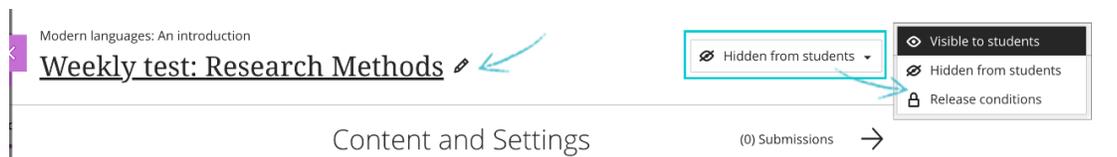
- The Test will be hidden from the students by default, if you want to change the visibility of the assignment, click on the visibility options, and change it to visible to students option and it will be shown to them immediately.
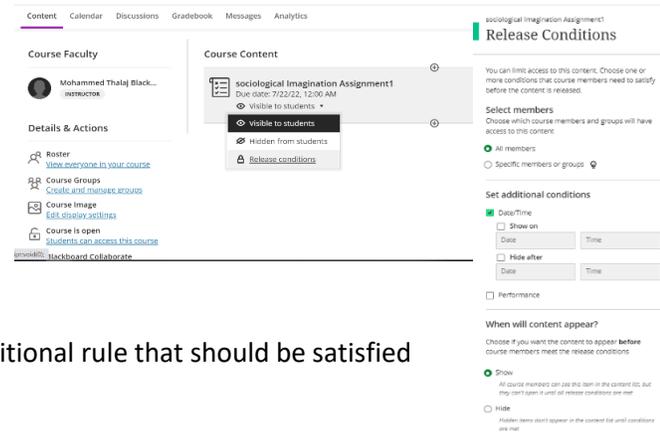
- You can use the release conditions option to set a conditional rule that should be satisfied before showing the assignment to the students.

- Please note that the release conditions option is different from the due date option, The release conditions is to control the visibility of the Test and the due date is the last date and time to accept the Test's attempt.

- **Test settings:**

Select the Settings icon to open the panel where you provide the test's details and information.
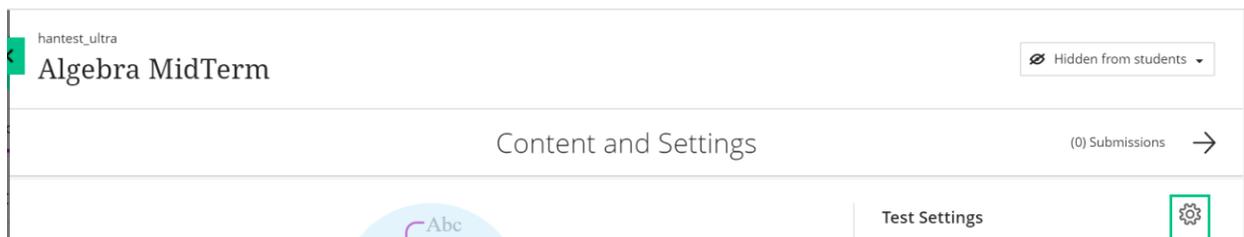
➢ **Provide a due date**: Due dates appear on the calendar and in the activity stream. Late submissions appear with a Late label in the course gradebook. Encourage students to review what's due now and what's ahead so they can ask questions as soon as possible.

➢ **Prohibit late submissions:** Enforce a hard deadline and prevent a late submission. In-progress and saved attempts will auto-submit at the due date. Students will receive a submission receipt email. Specified accommodations are still honored.

➢ **Prohibit new attempts after due date:** Prevent students from beginning a new attempt after the due date.

➢ **View accommodations:** You can set accommodations for students and make them exempt from certain course requirements, such as test due dates and time limits. To select accommodations,

go to the Roster and access the student's menu. The number of accommodations you've made appears on the test page in the Test Settings section.

➢ **Add a time limit**. A time limit can keep students on track and focused on the test because each person has a limited amount of time to submit. The test attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you can't add a time limit to group tests.

➢ **Allow class conversations**. If you allow class conversations, students can discuss the test with you and their classmates while the test is available. Students can contribute to the conversation before, during, and after the test. As the conversation develops, it appears only with the relevant test.

➢ **Collect submissions offline**. You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.

➢ **Randomize questions and answers**. You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so tests appear differently for each student. You can't randomize questions in a test with text blocks or attachments.

➢ **Change the grade category**. You can change the test's grade category to be part of one of the custom gradebook categories you set up in your course. You can create new categories to customize how coursework is grouped in your course. You can use the default and custom categories when you set up the overall grade.

➢ **Determine the number of attempts**. You can let your students submit more than one attempt at a test. When you allow multiple attempts, you can also choose how the final grade is calculated. At this time, you can't allow multiple attempts on a group test.

➢ **Show assessment results**. Select the Show correct answers check box to allow students to see the correct answers to automatically scored questions after they submit.

➢ **Add an access code**. You can issue an access code to control when students and groups take a test. At this time, access codes are generated randomly by the system. You can't customize the access codes.

➢ **Enable SafeAssign**. You can use SafeAssign to check for potential plagiarism in student submissions. You can enable the SafeAssign Originality Report any time, even after students have started their submissions, but submissions are only checked when SafeAssign is enabled.

- ## Reorder questions, text, and files in a test:

Questions are numbered automatically in the order you add them. The question numbers update when you reorder. **Before students open the test**, you can reorder the elements of your test.
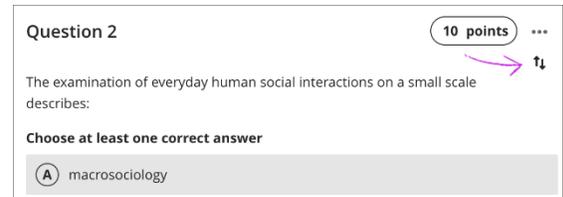
- Tab to an item's Move icon.
- Press Enter to activate move mode.
- Use the arrow keys to choose a location.
- Press Enter to drop the item in the new location.

- ## Activate Respondus lockdown browser to the test:
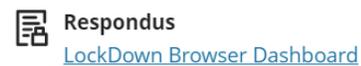
- From the test setting, the instructor will find the Respondus dashboard option, Click on Lockdown Browser Dashboard and it will redirect you to the Lockdown Browser settings.
- Click on Require Respondus Lockdown Browser for this exam.
- **For the On-Site exams,** make sure to add an access code, access code mentioned above on the previous page.
- **For the online exams,** make sure to activate the Require Respondus Monitor (automated proctoring) for this exam, If the Respondus Monitor is enabled Students will be guided through the startup process and then recorded during the online exam. Suspicious events are flagged for the instructor, and exams sessions are ranked according to risk. The instructor can view the proctoring results and video after the exam is submitted for grading.

➢ **To start a test, Students need to initiate it from their blackboard Ultra course, which will automatically launch Respondus lockdown browser.**
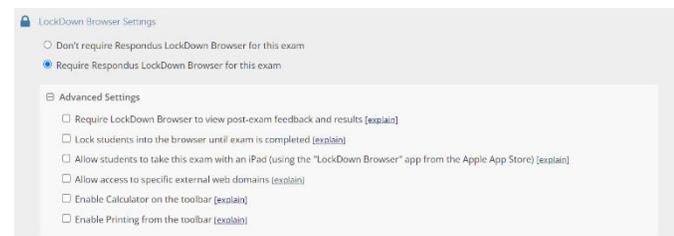
- ## Grading The Test:

When you access a test, the Content and Settings page displays the questions and settings, such as the due date and maximum score. Select the Test Settings icon to make changes. For example, you can change the grading schema at any time and the change will show to students and in your gradebook.

- **Test submissions list page:**
  The submissions list page displays all enrolled students. You can search for a student or a group and select how many items to display on the page. The system remembers your selection, so if you leave and come back, the setting is retained in the next session. You can select which page to view at the bottom of the screen.

- **Keep track of all submissions on one page:** Quickly see which attempts are ready to grade. Student profile pictures appear with a red circle when they have late submissions or the due date has passed with no attempt submitted.

- **Access the details:** Review the instructions and settings at any time. For example, select the Content and Settings link to return to the test page.

- **Start grading:** Select student names to access their individual submissions, and assign grades and provide feedback. Type a numeric value of no more than five digits. You can include two additional digits after a decimal point. You can also assign grades directly on this page. These grades are override grades. An override label appears next to the grade. After you assign a value, click anywhere outside the grade area to save.

- **Ready to post grades?** Post appears next to each grade that you haven't released yet. You can choose which grades to post and when. Posted grades appear with a Posted message in the column. You can also grade all submissions for an item in succession and then select Post all grades to release all grades in one action.

- **Give feedback on submission attempts:** Open an attempt. On the Submission page, select the feedback icon to open the feedback panel. The panel remains in place as you scroll through the assignment and add overall feedback and a grade, when you post grades, students can view them and any feedback you provided. All feedback for all attempts, even ungraded attempts, shows to students.
- **Grade, provide feedback, and post:** Assign points for each question. You can use up to two decimal places. Click anywhere outside the grade pill to save. When you've finished, the total appears at the top of the test. A test's score consists of the sum total of all the questions' points.

- **BB Annotate:** You can use BB Annotate for inline grading in your courses. Bb Annotate offers a more robust feature set to provide customizable feedback to students. Features include a sidebar summary view, freehand drawing tools, various color selections, and much more.
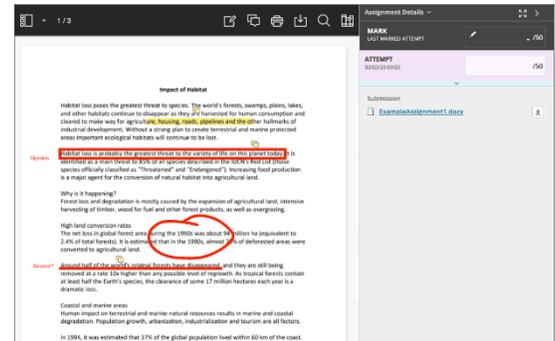
- **Edit points a student earns on an assessment question:** You can change the points a student earns on an assessment question. The points field supports negative and positive values with up to two decimal points.