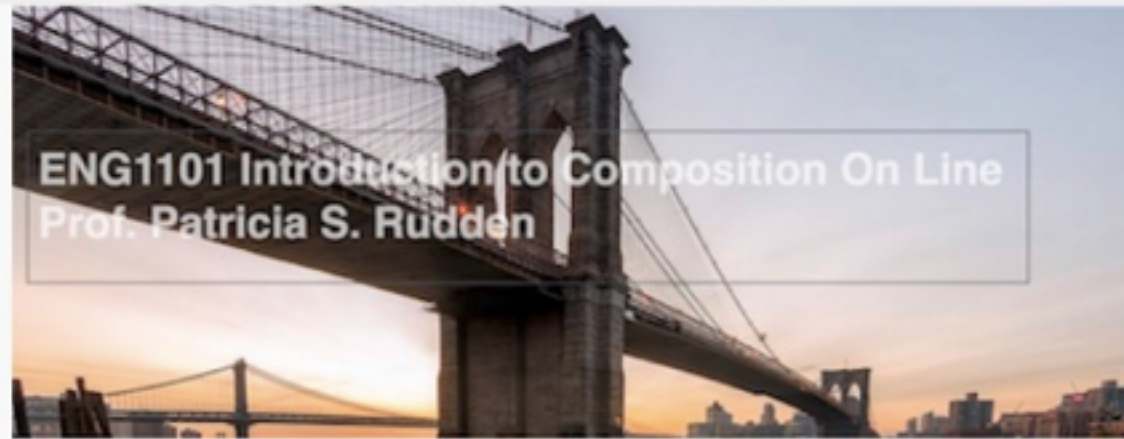


A Quick and Dirty Guide to Final Exams in Blackboard

Prof. Patricia S. Rudden



- 2020 Spring Term (1) English Composition I ENG 1101 OL01[23717] (NYC College of Technology)
- Announcements
- Course Information
- Assignments & Readings
- Discussions
- City Tech Library
- Home Page
- Groups
- Tools
- Help
- Journals



Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

Welcome to ENG1101 Online!

Posted by: Patricia Rudden
Posted to: 2020 Spring Term (1) English Composition I ENG

From my home page, I go to the Assignments & Readings button in the left panel. Go to where your students expect to find their latest required work.

2020 Spring Term (1) English Composition I ENG 1101 OL01[23717] (NYC College of Technology) Assignm

Assignments & Readings

Build Content Assessments Tools Partner Content

Test
Survey
Assignment
Self and Peer Assessment
Turnitin Assignment
McGraw-Hill Assignment
Mobile Compatible Test

The image shows a screenshot of a course management system interface. At the top, the course title is "2020 Spring Term (1) English Composition I ENG 1101 OL01[23717] (NYC College of Technology)". Below this is a navigation menu with a blue sidebar containing items like "Announcements", "Course Information", "Assignments & Readings", "Discussions", "City Tech Library", "Home Page", and "Groups". The main content area is titled "Assignments & Readings" and has a sub-menu with "Build Content", "Assessments", "Tools", and "Partner Content". The "Assessments" menu is open, showing a list of options: "Test", "Survey", "Assignment", "Self and Peer Assessment", "Turnitin Assignment", "McGraw-Hill Assignment", and "Mobile Compatible Test". In the background, there are folder icons labeled "LEP1" and "WSE" with "Enabl" text next to them.

Add an Assessment. In this case, click Test.

Test Information

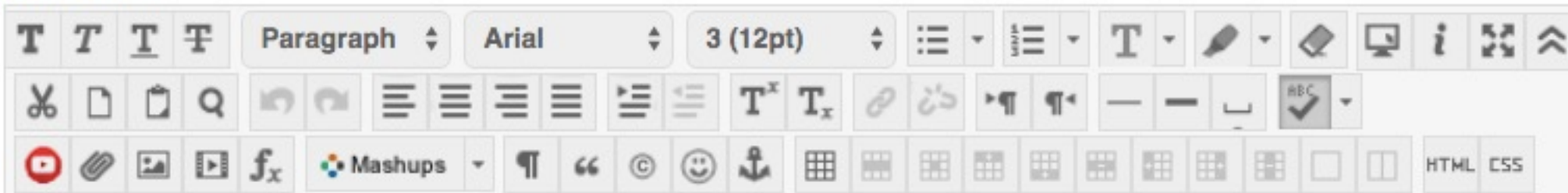
Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Description



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, strikethrough, paragraph style (Paragraph), font face (Arial), font size (3 (12pt)), bulleted list, numbered list, indent, outdent, link, unlink, text color, background color, link icon, help, and refresh. The bottom row includes icons for video, audio, image, formula, Mashups, text direction, quote, copyright, smiley, anchor, table, grid, and HTML/CSS options.

Click **Submit** to proceed.

Cancel

Submit

In Test Information, add the name of your test. I've named mine Final Exam, but clearly this is up to you.

Udemy Free Resource Center... Neuromarketing Tricks For... Yahoo Finance - Stock Market... Test Infor...


ny.edu/webapps/assessment/do/content/ad...

WQXR IA Lh WNBA NYL FamSch LI Y Fb CUNY SMS CTM GSch

Path: p Words:3

Instructions

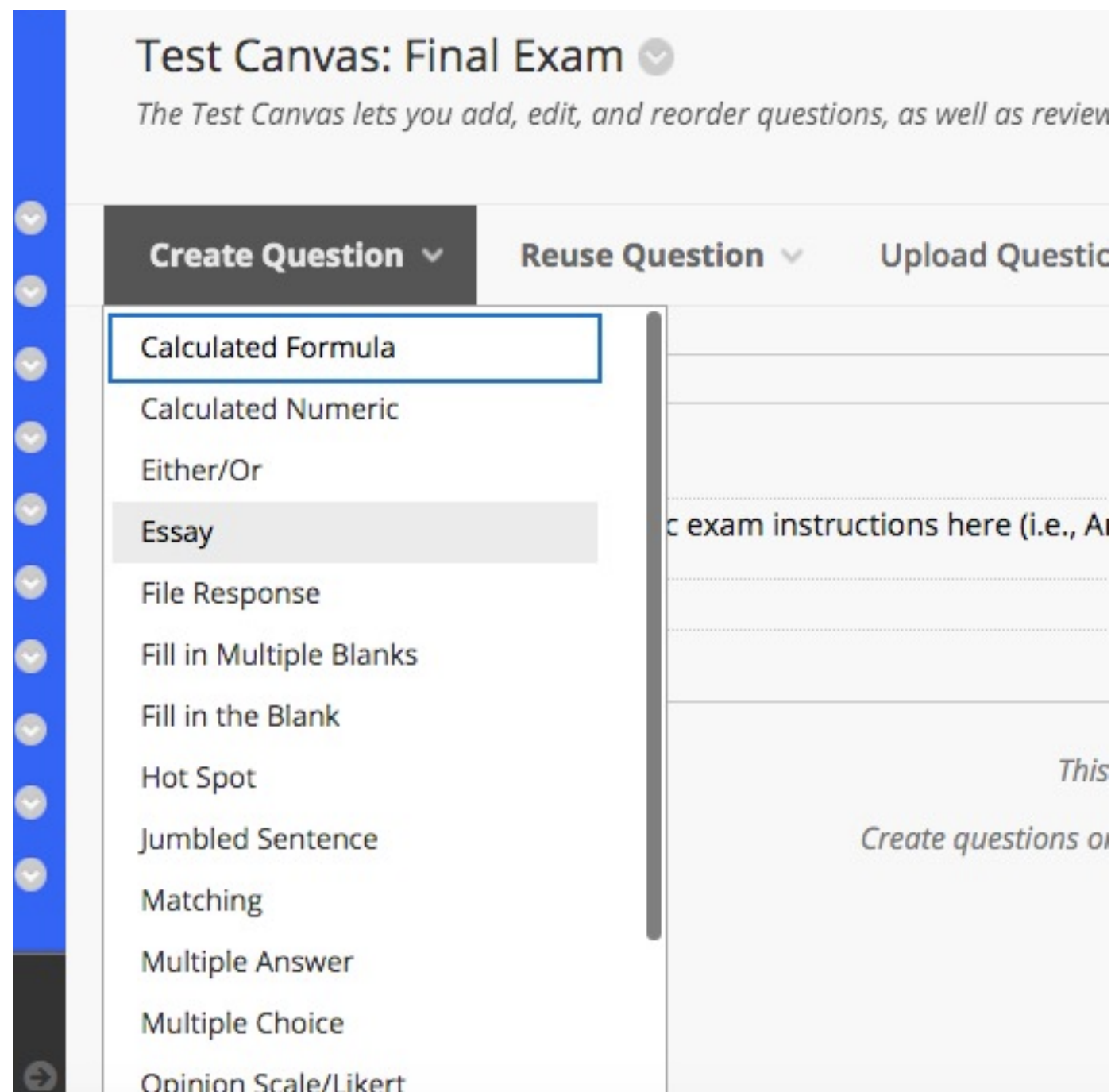
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Write your specific exam instructions here (i.e., Answer only ONE of these two essay questions)

Path: p Words:15

On this page there are windows where you can put a brief description of your exam. I leave this blank, because the name of the test says it all. But the window below is a place to add specific instructions.



Next, go to Create Question. We will probably all click Essay, but there are many options for other types of tests.

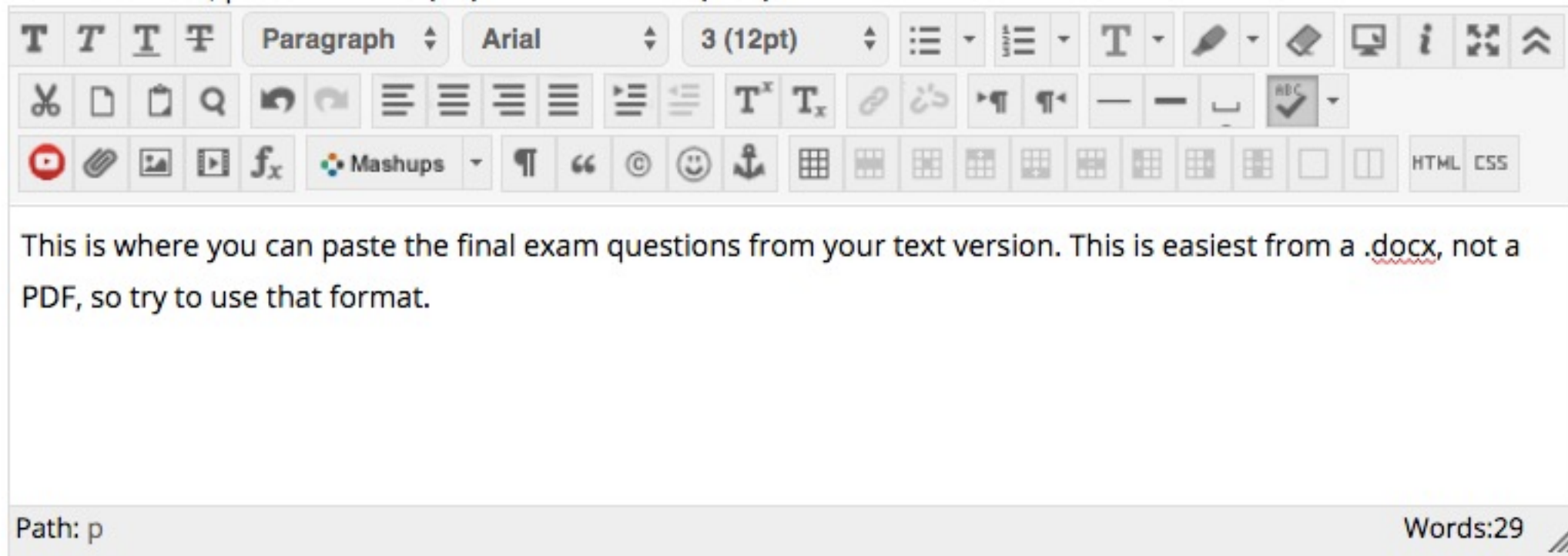
QUESTION

Question Title

Essay Questions

* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), font settings (font family: Arial, font size: 3 (12pt)), and other tools like bulleted and numbered lists, indent, link, unlink, and table creation. Below the toolbar is a text area containing the following text: "This is where you can paste the final exam questions from your text version. This is easiest from a .docx, not a PDF, so try to use that format." At the bottom of the text area, there is a status bar showing "Path: p" on the left and "Words:29" on the right.

The next window is where you can paste your questions. The departmental ENG1101 exam has two questions and the student is asked to respond to one. I put both here and in the directions, I tell them to choose only one. (When I used a separate window for each question, some students answered both.) PDF text can come out blurry, so it's best to use regular text.

Path: p

Words:16

RUBRICS

Add Rubric 

Select Rubric

Create New Rubric

Create From Existing

Date Last Edited

Show Rubric to Students

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing er*

As you set up your submission details, you may want to add a rubric. (This can get complicated, so ask me about it separately.)

I use rubrics for all assignments that are returned to students, and since the final doesn't go back to them, I don't include one here.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students w

Set the other submission details further down on the page. When the time comes, you will want to make it available and announce it. Decide how many attempts a student will be allowed to make, and if you are timing the test (which the FYW Committee decided not to do this semester but you may want to in future), hit Force Completion and fill out the details for the time. (See next slide.)

Force Completion

Once started, this test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students must select the timer option before they begin the test.

Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Display After  

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

Display Until  

Here you can set the dates and times of availability.

TEST PRESENTATION

All at Once

Present the entire test on one screen.

One at a Time

Present one question at a time.

Prohibit Backtracking

Prevent changing the answer to a question that has already been submitted.

Randomize Questions

Randomize questions for each test attempt

This is where you can control your students' view of the exam. If you have an exam with several questions, you may want them in sequence, or all at once.

Randomizing is a good thing for short answer tests taken in a computer classroom (for obvious reasons), but will not be relevant for FYW finals.

Management

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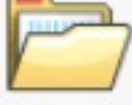
roups


on →


d Utilities →

 **CEP2** ▼
Enabled: Statistics Tracking

 **Comparison-Contrast/Conclusion** ▼
Enabled: Statistics Tracking

 **Works Cited** ▼
Enabled: Statistics Tracking

 **Big Essay** ▼
Enabled: Statistics Tracking

 **Final Exam** ▼
Availability: Item is hidden from students.
Your Final Exam.

The test now shows up in my list of assignments. You'll put it where your students can find it.

Make sure you hit "submit" in the lower right corner after each step, or you'll end up repeating that step.

Your students' tests will be waiting for you in Grade Center—>Needs Grading.

Good luck! Email me with questions: prudden@citytech.cuny.edu