

Assessments

Slide 1

The Assessments feature of BlackBoard can be accessed by clicking on the Assessments button on the Course Tools menu.

Slide 2

A list of assessments, or in other words, quizzes or exams will appear.

Click on the assessment you have been instructed to take.

The Week 5: Underwater Basket Weaving Environment assessment was selected for this example.

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Once an assessment is selected, it will open as displayed.

Note the details included: available starting and ending date, duration, question delivery, attempts allowed, attempts completed and grade status.

Begin the assessment by clicking on the “Begin Assessment” button.

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Work through the assessment by reading each of the questions carefully and choosing the best answer possible. Note: the various types of available question formats.

Be sure to click on the “Save Answer” button when finished entering an answer for *each* question. Saving your answers as you go prevents you from losing work in the event of a technical problem.

Depending on the settings your Section Instructor has used for the assessment, you may be able to revisit questions and revise your answers. To revise an answer, enter your new response, and click “Save Answer.”

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Note the Question Status panel to the right of the question area. Check this area often to ensure accurate recording of your response for each question.

Notice that the status panel reports question #1 has been answered and saved. Question #2 has been answered, but not saved and Question #3 has been unanswered.

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A successfully completed and recorded assessment will show a check mark for each of the questions attempted.

If any of your answered questions are not indicated as “answered” be sure to answer and save them before exiting the assessment program. The “Save All” button can alternately be used for this purpose.

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A click on the “Finish” button is required to electronically submit the completed assessment to your instructor for grading purposes. Confirm the submission request by clicking on the OK button.

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A confirmation screen, such as displayed, will result.

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Click on the “View All Submissions” button to view a list of the assessment(s) you have submitted.

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Note that the Week 5: Underwater Basket Weaving assessment reports a status of graded and a resulting score of 40 out of a possible 50 points.

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Return to the home page by clicking on the [Course Content] button on the Course Tools menu.

Assessment Tool

1. T F T

Examples of assessments include quizzes and exams.

2. T F T

Questions must be answered and saved to be recorded.

3. T F T

A click on the “Finish” button is required to electronically submit the completed assessment to your instructor for grading purposes.

4. T or F F : View All Submissions

Click on the “View All Taken” button to view a list of the assessment(s) you have submitted.

5. T F

To revise an answer, enter your new response, and click “Save New”..