

Scoring the results of your (blackboard)test

This is a short instruction for finding and scoring the results of your Blackboard test

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Finding and scoring results

1. Go to Blackboard.nhlstenden.com
2. Log in
3. Find the test you want to review
4. You can find your blackboardcourse(s) with the test(s) on the MY STUDY tab, in the list MY COURSES.
All the courses with tests start with: -[Exam
5. Click on the course to ENTER the course
6. You are "Course manager" of the course. This means you are the owner of the course and you have all the permissions.
Be careful, NEVER DELETE THE TEST (this will also delete all the results and answers of the students).
Also never remove a student from the course. This will delete the results and answers of this specific student.
7. There are several ways of scoring the results. I give you a method with which you can also EDIT a result (or go on with a test you started earlier with).
8. Go to Control panel > Grade Center > Tests (you will find the control panel below the menu of the course)
9. When you click on Tests, you will see the column of your test in the right of the screen.
10. If a student has done the test, you will see the icon  next to the student.

When a student has a blue icon , then the student did not finish the test correctly. Of course you will need to check, but there's a good chance this student did not answer all the questions. It's difficult to say why, you'll have to ask the student. If there has been a problem, the recordings from proctorexam could be used to check the story of the student.

NOTE: Before you start grading, first check if the course is unavailable. You can check this in the top right of your course



(the padlock should be closed)

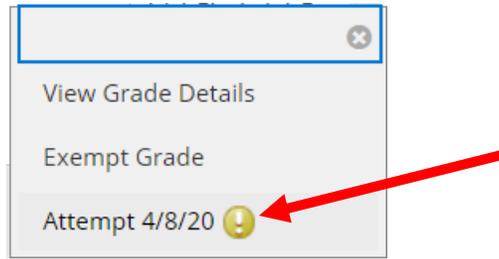
While your course is unavailable, the students will not be able to see the result after you graded their test. So, you can first grade all the students and then make the course available. This way all the students will get their result at the same time.

Make sure that you first read the section [Show Test Results and Feedback to Students](#) before you make the course available.

11. To grade a student, keep your mouse in the column of the test and next to the  or . You will see a “ribbon” . Click on the ribbon!

12. You will now see a menu

Click on the **Attempt** to see the attempt of this student.



13. You will now see the test of this specific student.

14. First you get some information, for instance, how much time this student used for the test. To see this information, click on **Test information**

Test Information

15. At this stage Blackboard has not yet counted the points.

Current Grade	- out of 88 points
Status	Needs Grading
Attempt Score	0 out of 88 points
Time Elapsed	1 hour, 57 minutes out of 2 hours and 15 minutes

16. Below the Test information you will find the answers of the student.

17. MC questions will be graded automatically (see picture below: left incorrect, right correct)

QUESTION 1: MULTIPLE CHOICE

INKOOP vraag 1 t/m 2



Het model de waardeke met marge?

Given Answer:  Het

Correct Answer:  Het

QUESTION 6: MULTIPLE CHOICE

Bij veel, met name grotere, bedrijven rechtstreeks contact op te nemen



Given Answer:  Gatekeeper

Correct Answer:  Gatekeeper

18. You can override the automatic grade of Blackboard, by entering points anyway.

out of 1 points

19. The essay question will always have to be graded by the Course Manager (or Teacher or Grader).
Right from 'Given Answer' you will find the answer of the student. If you also have an answer model, this will be visible after **Correct answer**:
In the right side of the screen you can score the essay question

QUESTION 23: ESSAY

- out of 20 points

Circular Economy (20 points)

23a. Explain the difference between the line

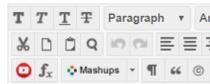
23b. In the circular economy the "RESOLVE"

Given Answer: 23A. The difference between linear system and is only focusing on economic growth. For instance we use raw materials in products that focusing on that, the only thing that

23B. The resolve framework stands back in the day when your phone customers to hand in their old product not being an owner of a product but the broken one with them.

Correct Answer: [None]

Response Feedback:



20. After you scored all the questions, you can choose one of the three options to exit the test. Of course choose **Save and Exit** OR **Save and Next** to SAVE the points!



21. Blackboard will now calculate the total number of points
22. If you want to edit a grade, you can go back to step 8, search for the student and click on the ribbon again to go to the attempt of the student.

You can watch all these steps in a small video (made by Brandman University): <https://youtu.be/lz-R2Y-I9HA>

Show Test Results and Feedback to Students

None of the *students* has seen a result yet of their test. We made sure that by default no result was shown after submitting the test, but of course you want to show the student their results.

What do you want to show to the students (only the result or more)

First you need to decide what you want the students to see after you scored the results. It's important to do this before you make the course available (next section).

In the 'Test Options' you can configure what students will see after you make the course available. In the test- week T4.5 the default test configuration has been set as follows:

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

It looks like nothing will be shown to the students, but that's not true. When you set the course available with these settings, students can see the grade/points from the grade center. If you haven't graded the test yet, the students will see nothing.

In the section **SHOW TEST RESULTS AND FEEDBACK TO STUDENTS** you can configure a lot of different options. You can for example decide to show the students their given answers, their incorrect answered questions.

Where can you find this section?

1. Go to the course with the test. (you are probably already in the course)
2. Go to the test options of the test

The screenshot shows the Canvas LMS interface. On the left is a navigation menu with a dark sidebar containing 'Course Management' and 'Control Panel' sections. The main content area is titled 'Toets / test' and shows a dropdown menu for 'Name of test 2'. The dropdown menu is open, showing options like 'Edit the Test', 'Edit the Test Options', 'Make Unavailable', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', and 'User Progress'. A table below the dropdown shows test details: 'Toetsnaam', 'Examinator', and 'Toetsduur'.

Scroll down to see the **SHOW TEST RESULTS AND FEEDBACK TO STUDENTS** section.

Please watch the following video. It explains how you can configure this.

<https://youtu.be/PH2TaUGGiF4>

When do students get to see the score of a test?

Students can only see their result when the course with the test is available. So if you want to share the results with students, you will have to make the course available after grading the results of your blackboard test.

To check if your course is available, you will have to open your course. In the top right of the screen you can see a padlock.



When the lock is closed, the course is unavailable. This is how you can set the course available again:

1. Go to the Control panel/Configuratiescherm (on the left side of your screen, below the course menu)
2. Choose Customization/Aanpassen
3. Choose Properties/Eigenschappen

Scroll down to see the Availability settings. *There you change the availability in **Yes** and the Duration in **Continuous**.* After that the course is visible again for students and they can also see their result in the MY GRADES section.

AVAILABILITY

Available Yes No

Duration Continuous Select Dates Days from the Date of Enrollment

A screenshot of the 'AVAILABILITY' settings section in Blackboard. It shows two rows of radio button options. The first row is labeled 'Available' and has 'Yes' selected. The second row is labeled 'Duration' and has 'Continuous' selected. Two red arrows point from the right towards the 'Yes' and 'Continuous' radio buttons.

Where can students find their result ?

In the movie below you can see where students have to click when they want to look into the test results <https://youtu.be/OdummyspFQpA>

Note: You do not have MY GRADES in the course menu by default, so your students have to go to the top right of Blackboard and click on their name. There they have to click on the “Grades icon”



[You need to score the results with colleagues, but they don't have access to the course / test](#)

As an examiner (sometimes with other examiners) you have been added to the course with the test. Nevertheless it is possible that other teachers also need to have access to the test results.

In Blackboard the 'course manager' is the owner of the course and also responsible for granting other people (students and teachers) access to the course. As an examiner you are 'course manager' so you can add your colleague to your course.

Please read the following instruction for adding students. Adding a teacher is exactly the same, except you change the role into 'course manager' or 'teacher'.

https://blackboard.nhlstenden.com/bbcswebdav/xid-343387_6