BLACKBOARD ASSIGNMENTS & TESTS

PRESENTED BY ITSC

ASSIGNMENTS

1. Create Assignments ([Blackboard Help](#))

   - After creating the assignment, please hide the Total column and Assignment column if you don't want to show the grades to students ([Blackboard Help](#))

   - For video (or any large file) submission over 200MB, please consider using other ways, such as Panopto Assignment folder, or ask students sharing their videos on OneDrive. ([more information](#))

2. Submit Assignments in student role

   - Students should make sure they receive the email confirmation and can see the submission receipt ([Blackboard Help](#))

ASSIGNMENTS

3. Download Assignments ([Blackboard Help](#))

   - Use "Work Offline" to upload the grades ([Blackboard Help](#))

4. Inline Grading Assignments ([Blackboard Help](#))

   - Must input and submit the numeric grade or else students would not be able to see their grades and feedback

5. View Grade Details and Check Submission Receipt

   - If needed, you can ignore attempt / add additional attempt under "View Grade Details" ([Blackboard Help](#))

TESTS

1. Best Practice: http://www.cuhk.edu.hk/eLearning/c_systems/blackboard/Blackboard-TestBestPractices.pdf

2. Create Tests and Deploy Tests (Quick Start Guide) (Blackboard Help)

3. Submit Tests in student role (Blackboard Help)

4. Grade Tests (Quick Start Guide) (Blackboard Help)

    - You can "Ignore Attempt" under "View Grade Details" (Blackboard Help)

    - You can view "Access Log" (Blackboard Help)

    - You can check "View Grade History" (Blackboard Help)

RESPONDUS LOCKDOWN BROWSER

1. Using Respondus LockDown Browser (and a Webcam) for Online Exams: https://www.youtube.com/watch?v=bF27uqRWiJA&feature=youtu.be

2. Daily training webinars: https://web.respondus.com/webinars/

3. Resources:

   - http://www.cuhk.edu.hk/eLearning/c_systems/Respondus/lockdown-teacher.html

   - https://web.respondus.com/he/monitor/resources/