# Intermediate Blackboard

## Important Take-Away Tips for Creating Tests:

* Determine early if you will be creating a test or test pool.
* Use a specific naming convention for your tests.
* **Avoid** specific dates and times in description and instruction information.
* Selecting “Reuse Question” allows you to use question pools or previous test.
* Question Options allow you to randomize answers and allow for partial credit.
* **Do Not** randomize answer options if a potential answer includes “all of the above,” or specific reference to the position of other answer options.
* Check your Total Questions and Total Points before clicking “OK.”
* Review your test questions before allowing students to attempt a test.
* Be consistent when deploying tests. If Test 1 and Test 2 are placed in their corresponding modules, place all other tests inside of their corresponding modules as well.
* **Never** use Force Completion.
* **Avoid** using passwords on tests.
* Additional training on tests can be found in the Advanced Blackboard presentations.

## ****Important Take-Away Tips for Assignment Settings and Tools****

* Use SafeAssign to help evaluate and assess plagiarism.
* If an assignment is not submitted through SafeAssign, utilize SafeAssign DirectSubmit.
* Utilize rubrics to provide clear grading criteria for students and consistency when grading.
* **Do Not** Use Self and Peer Assessment.

## Important Take-Away Tips for Setting-Up the Grade Center

* Always set an External Grade.
* Check your Total Points Possible to ensure accuracy.
* Delete Unused/Unneeded Columns.
* Familiarize yourself with common Grade Center icons.
* Test your exams before allowing student attempts.
* **Avoid** weighted grades, especially with extra credit.
* **Do Not** hide assignment columns from instructor view.
* Seek assistance from IDA if things aren’t adding up.

## Important Take-Away Tips for Using Groups

* **Avoid** randomly enrolling students in groups until the semester has begun.
* **Avoid** using numbers when you create group names, Blackboard will automatically add these once you indicate how many groups to create.
* Unmark tools that you do not intend to use.
* **Do Not** remove discussion board forums from groups.

## Important Take-Away Tips for Student Preview and Test Students

* Use Student Preview mode regularly to check your course settings.
* Add a Test Student to check your assessments and videos.
* Remove Preview User and Test Student data before using groups.
* Review My Grades tool from the student view.

## Critical Resource Take-Aways

* Come to IDA Blackboard and Accessibility Labs on Tuesdays and Wednesdays from 1:00 p.m. to 3:00 p.m. in the C-Space in Ablah Library.
* Email [IDA@Wichita.edu](mailto:IDA@Wichita.edu)
* Submit a OneStop Ticket for technical support.
* Seek help early!