



## TROUBLESHOOTING BLACKBOARD ASSESSMENTS

### **I have created an assessment, but my students cannot see it.**

When you originally created the assessment, you may have opted to hide it from students. To release an assessment, complete the following steps:

1. Click **Assessments** from the Course Menu. A list of available Assessments for your course displays.
2. Select the drop down menu next to the Assessment you want to display to students.
3. Select **Edit Properties**. The Edit Assessment Properties opens.
4. In the Visibility field, select **Show Item**.
5. Click **Save** located at the bottom of the page.

### **How do I view the results of an assessment?**

1. In Blackboard, select the Teach tab.
2. From the Instructor Tools section of the Course Menu, select **Assessment Manager**.
3. Click onto the desired Assessment to view the results.

### **Can a student submit an assessment without saving all of the questions?**

Yes, however, unsaved questions will not be graded, and the student will receive zero credit.

### **If I reset a student's attempt, how does it affect the student's grade? How does it affect the grades of other students?**

Resetting a student's assessment attempt returns the student's grade to zero allowing the student to take the assessment again. Other student's grades will not be affected.

### **How do I randomize questions on an assessment?**

1. Create the questions you intend to use in the assessment. If you need to create questions, go to the Question Database to create questions one by one. See <http://www.wit.edu/td/bb/modules/Assessments/questionDatabase.html> for instructions on how to access the Question Database and create questions.
2. Create a Question Set using the questions you created above. A Question Set is a group of individual questions from which a random selection of questions is presented to students. See <http://www.wit.edu/td/bb/modules/Assessments/Adding%20QuestionsSets.htm> for instructions on how to create a Question Set.
3. Create an Assessment. After creating an Assessment, add the Question Set you created in step 2. See <http://www.wit.edu/td/bb/modules/Assessments/usingassessmenttool.html> for instructions on how to create an Assessment.

### **How can I copy assessments/questions from one section to another?**

First, you need to export the questions from the previous class. Next, after exporting the questions, you'll need to import them into your current course. See <http://www.wit.edu/td/bb/modules/Assessments/movingAssessments.html> for step-by-step instructions.



**I made a wrong answer as the correct answer in my assessment and did not notice until after the assessment was given. What can I do?**

Use caution when indicating the correct answer for a question. If you accidentally select the wrong answer as the correct answer for an assessment, you cannot correct it after the assessment has been given. You will need to manually adjust all student grades as a result of the error.