


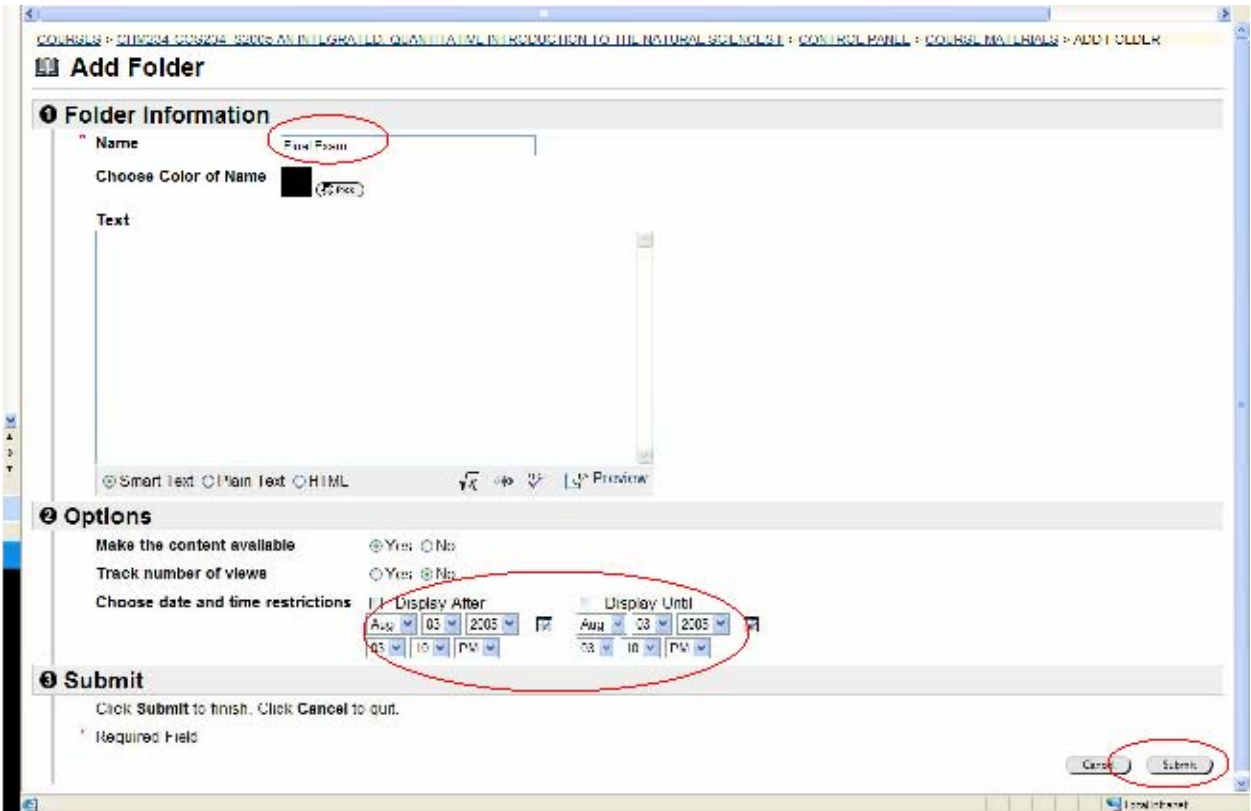


Timed Take-Home Exams in Blackboard

Instructions for administering a timed exam through Blackboard, without using the Blackboard Assessment tool

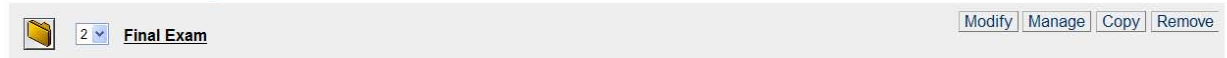
Part I: Setting up the exam


1. Put your exam questions and instructions in a word processing file, such as MS Word, and save.
2. In the control panel of your Blackboard site, go to the content area in which you wish to place the exam, such as Course Materials. Click the  Folder icon at the top of the frame and create an appropriately labeled folder, maybe *Final Exam*. Set the date and time restrictions so that the students cannot see the folder until the prescribed moment, and cannot access it after your exam period ends. Click  and then .



The screenshot shows the 'Add Folder' form in Blackboard. The 'Folder Information' section has the 'Name' field set to 'Final Exam'. The 'Options' section has 'Make the content available' and 'Track number of views' set to 'Yes'. The 'Choose date and time restrictions' section has 'Display After' set to August 03, 2005 at 03:10 PM and 'Display Until' set to August 03, 2005 at 03:10 PM. The 'Submit' section has 'Submit' and 'Cancel' buttons.




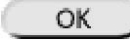
3. Now click on the name of the folder.




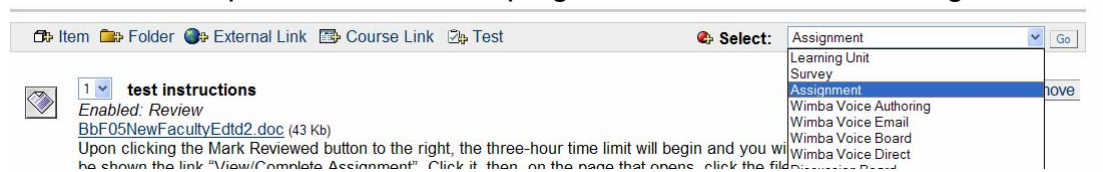
4. Click the  Item icon, and name the item *Exam Instructions*, or something along those lines. In the text box, type the instructions. Here is a sample instruction text:



Upon clicking the **Mark Reviewed** button to the right, the three-hour time limit will begin and you will be shown the link View/Complete Assignment. Click it, then, on the page that opens, click the file link called [instructor should insert the name of the final exam file here]. This will open the Word document that contains your exam questions. If you wish, you can then close Blackboard until you have finished the exam.

When you have completed answering your questions, save your document as FinalExamCourseID_LastnameFirstinitial (e.g., FinalExamENG101_SmithJ), then return to the page in Blackboard from which you downloaded your exam questions. Type a comment in the comment box (you cannot submit the file without a comment), then browse to your saved exam where it says Attach Local File, then click submit.



5. After typing in your instructions, you can spell check by clicking the  icon below the text box. You can also preview the instructions by clicking the  Preview icon. When you are satisfied with the instructions, click  and then .

6. From the dropdown box at the top right of the frame, select Assignment then click .



7. Name the assignment, something like *Final Exam*. If your exam document has instructions, you do not need to fill in the instruction box, though you may want to remind them here that the clock is ticking. Click the Browse button to the right of **File to Attach**, find your exam and double-click on it. Click  and then .

8. This will bring you to a screen that shows you the edit view of the folder contents. To the right of the assignments you will see three buttons, Modify, Manage, Remove. Click Manage > Adaptive Release. Under date (part 1), either enter a Display Until date, or clear the check box for Display After.

9. Scroll down to part 4, Review Status, and click Browse. Find and click on the exam instruction item you created in step 4 above (you may have to click the “+” icon next to the folder for the exam to reveal the instruction item). Click . A small box will pop up that says, *Making this selection will enable review for the item selected.* Click OK. The receipt page that appears next should say, *The Rule was updated successfully.* Click .

You have now created a folder in your Blackboard course site, with two items:

- ◆ Instructions that students have to indicate they have reviewed in order to access the exam document. In so indicating, they are creating a date/time stamp for you.
- ◆ An Assignment with its own column in the gradebook. From this assignment area,

they will download your exam file, and into this assignment area, they will upload their completed exam file.

Part II: Accessing the time stamps and exam file

1. In the course control panel, open the content area where you set up the exam (Such as Course Materials), then the folder that contains the exam. To the right of the exam instructions, you will see four buttons. Click the one labeled Manage.

Modify Manage Copy Remove

2. Click **Adaptive Release and Review Status: User Progress**

3. With your mouse, highlight the area with the table of names and information (see illustration below), then on your press keyboard Ctrl+C or Ctrl+Apple. Open a blank Word document and paste (Ctrl+v or Ctrl+Apple) the table you have copied. This will give you a chart with the starting times for you to compare to the submission time. Name and save it to your desktop for easy access.

user name	first name	last name	course role	training	reviewed	date reviewed
Train	01	train01	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	02	train02	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	03	train03	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	04	train04	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	05	train05	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	06	train06	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	07	train07	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	08	train08	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	09	train09	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	10	train10	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	12	train12	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	13	train13	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	14	train14	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	15	train15	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	16	train16	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	17	train17	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	18	train18	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	19	train19	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	20	train20	Student	<input type="checkbox"/>	<input type="checkbox"/>	
Train	11	train11	Instructor	<input type="checkbox"/>	<input type="checkbox"/>	


4. Now open the Gradebook in your control panel. Click on the heading of the column for the exam (for example, **Final Exam**). On the page that opens, click **Item Download**. The page that opens will show you the submission times for the exams, which you can compare to start time, found in the document you saved in the previous step.

5. To download the exams, click Check All at the top of the table then click

6. The page that comes up will read *The assignments have been exported.* **Download assignments now. (7850 KB)**. Click this link and the exams will all be saved to your hard drive in a zip file. Unzip them to a regular desktop folder.

Part III: Recording the Grades and Returning the Marked Exams

If you wish to record the students' grades in the Blackboard gradebook and send the marked exam to the students:

1. Open the gradebook in the course control panel then click on each student's name individually.
2. After clicking a student's name, you will be presented with a page titled **User Options: Student, Josie**. Click the first link, **User Grade List**.
3. Locate the row for the exam and click the **View** button in the far-right column.
4. In Area 3 on the page that displays, enter the grade, any comments, and browse to the student's exam file, double click it, scroll to the bottom of the page and click .



Feedback to Student

Grade: out of 25.0

Comments:

Attach local file:

or Copy file from Content Collection:

Currently Attached Files:

Instructor Notes