

How to Collect Assessments, Including Projects, Presentations, and Performances

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Learning Objectives

Participants will be able to...

- Collect basic assignments
- Collect recorded presentations
- Facilitate asynchronous presentations
- Use rubrics for grading



HOW DO I COLLECT ASSIGNMENTS?



Create an Assignment

The screenshot displays a web interface for a course titled "DESIGNING ONLINE COURSES - 2019SPRING EDE486.2019SPRING.47636". The breadcrumb trail indicates the current location: "Learning Modules > Module 3 - Instructional Design Concepts". A dark blue sidebar on the left contains navigation links: "DESIGNING ONLINE COURSES - 2019SPRING (EDE486.2019SPRING.47636)", "Course Home Page", "Announcements", "Course Schedule", "Assignment Checklist", "Syllabus", "Learning Modules", "Discussion", "Email", and "Library Resources". The main content area has a top navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content" menus. The "Assessments" menu is open, showing options: "Test", "Survey", "Assignment", "Mobile Compatible", "Test", "Taskstream", "Assignments", "Quickly Jot", and "Assignment". A red arrow points to the "Assignment" option. The main content area shows a document titled "Module 3 - Instructional Design Concepts" with a list of tasks:

1. Read and discuss the assigned reading material.
2. Actively participate in the synchronous class sessions using the Zoom link on the course home page.
3. Actively participate in the asynchronous class discussion.
4. Complete the Learning Objectives Table and submit by March 2 to the Learning Objectives Table discussion area ~~AND~~ submit through the assignment function.
5. Review and comment on the Learning Objectives Tables from your thinking partners.
6. Complete the online quiz.
7. Submit your reflection journal on the last day of the module.



Provide a Name and Instructions

ASSIGNMENT INFORMATION

* Name and Color

Assignment - Module 2



Black

Instructions

Meet Professor Smith. You have just been assigned as her research assistant.

Hello, my name is Julie Smith. I hope you enjoy working as my research assistant. I just finished collecting data from some local teachers and I need it entered into SPSS. I hope you can help with this project. I need you to create the data set structure and then enter some of the paper survey responses. Another student is working on entering the rest of the data. When you are done, you can add his responses to yours.

Download the Homework instructions and create your own SPSS dataset from the survey responses and codebook provided. After
Path: p

Words:151








Attach any Necessary Files

ASSIGNMENT FILES

Attach Files

[Browse My Computer](#) [Browse Content Collection](#)

Attached files

File Name	Link Title	File Action	Item's Alignments
 HOMEWORK - Module 2.docx	<input type="text" value="HOMEWORK - Module 2.c"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal
 CooperatingTeacherSurvey_Codebook.doc	<input type="text" value="CooperatingTeacherSurv"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal
 CooperatingTeacherResponses.pdf	<input type="text" value="CooperatingTeacherResp"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal
 AppendCases.sav	<input type="text" value="AppendCases.sav"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal
 Homework2_GradingRubric(1).docx	<input type="text" value="Homework2_GradingRub"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal



Assign Due Date and Points

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date






 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics

	Name	Type	Date Last Edited	Show Rubric to Students
  	Copy of Assignment - Module 2 Rubric	 Used for Grading	Apr 21, 2018 4:45:00 PM	 Yes (With Rubric Scores)



Submission Details

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission

Number of Attempts

Single Attempt ▼

Single Attempt ▼

Single Attempt

Multiple attempts

Unlimited Attempts



Assignment Type

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Groups must be created in advance of this selection
One student from group submits.
Grade applies to everyone in group



Grading Options

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Grading

You do not have the ability to change this setting.

Enable Delegated Grading

Delegate grading responsibilities to one or more additional grader.



Display of Grades

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as

Primary

Score ▼

and

Secondary

None ▼

(displayed in Grade Center only)

Include in Grade Center grading calculations

Scores on anonymously graded assignments won't be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades

Show average and median statistics for this column to students in My Grades



Make Assignment Available

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views



Student Submission Space

INSTRUCTIONS	ASSIGNMENT INFORMATION
SUBMISSION	 Points Possible 10
Create Submission	
Upload Files	
Add Comments	



Upload File Submission

SUBMISSION

[Create Submission](#)

[Upload Files](#)

Attach Files

Browse Local Files

Browse Content Collection

[Add Comments](#)






Write Text Submission

SUBMISSION

[Create Submission](#)

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U  Paragraph ▼ Arial ▼ 10pt ▼   A ▼ ...

P

0 WORDS POWERED BY TINY

[Upload Files](#)

[Add Comments](#)



RECORDED STUDENT PRESENTATIONS



Video Submissions

- Stored in Cloud – Link Shared in Assignment
- Panopto Video Submission through Assignment
- Panopto Assignment Dropbox
- Voicethread Contribution
- Voicethread Creation



Record and Store Video

- Students record themselves
- Students can store the video in a shared folder
 - Box
 - Google Drive
- Make sure link is shared
- Submit the link via Assignment

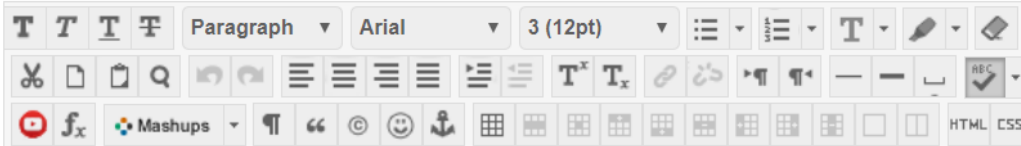


Submit the link to the video via Blackboard Assignment

ASSIGNMENT SUBMISSION

Text Submission

Write Submission



Paste link here

Path: p

Attach Files

Browse My Computer

Browse Content Collection

It is not recommended to have students upload large files into the Blackboard Assignment.



Panopto Video Assignment

- Student records themselves
- Student uploads to their own folder
- Student links assignment to their video

This option creates a Grade Center column.

Only people with grading permissions can see the videos

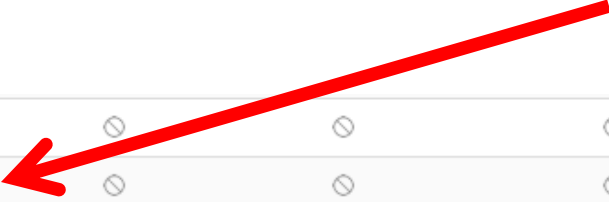


Turn on Tool

Panopto Course Tool Application	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Panopto Student Video Submission	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Panopto Video Link	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Panopto Video Quiz	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

*Click **Submit** to finish. Click **Cancel** to quit.*

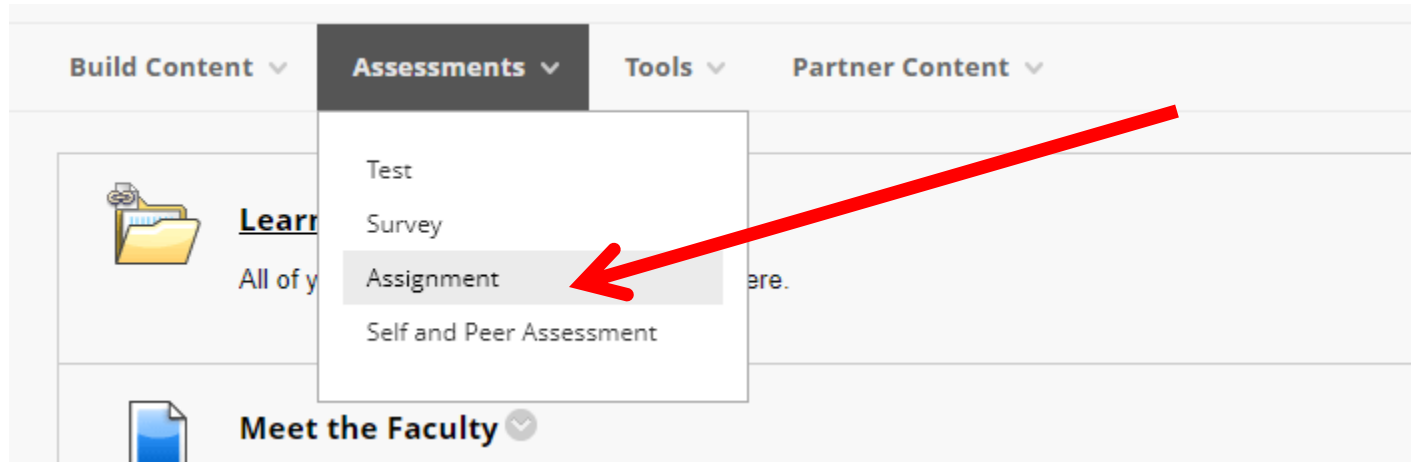
Cancel Submit



Panopto Student Video Submission



Create an Assignment



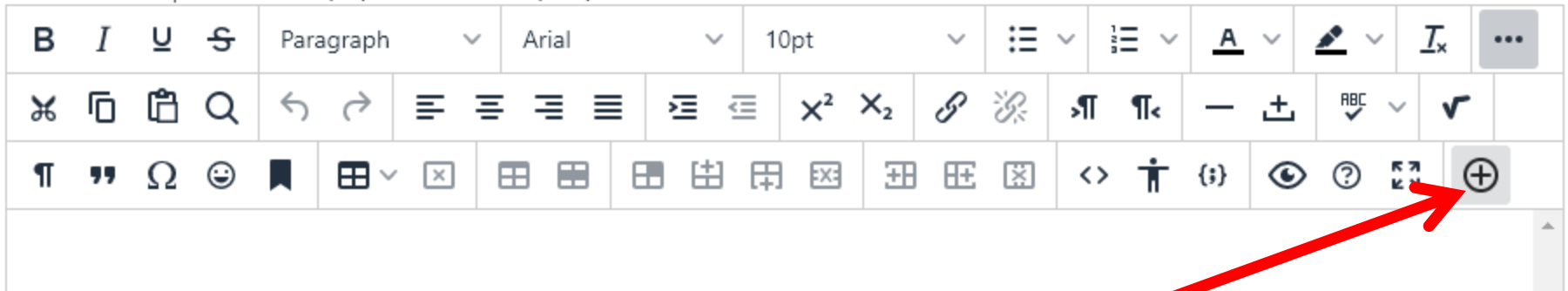
Provide Name

* Name and Color

 Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a screenshot of a rich text editor toolbar. The toolbar is organized into several rows of icons. The first row includes bold (B), italic (I), underline (U), strikethrough (ABC), paragraph style (Paragraph), font face (Arial), font size (10pt), bulleted list, numbered list, text color (A), background color (brush), and text background color (Ix). The second row includes undo, redo, indent, outdent, decrease indent, increase indent, superscript (x²), subscript (x₂), link, unlink, right-to-left, left-to-right, decrease indent, increase indent, ABC, and checkmark. The third row includes left-align, right-align, center-align, justify, table, table border, table border style, table border color, table border width, table border height, table border style, table border color, table border width, table border height, left-align, right-align, text background color, and a plus sign (+) icon. A red arrow points to the plus sign icon.

Click + to Add content



Choose Panopto Student Video Submission

Add content >



MATLAB Coding Problem



myBusinessCourse Content Selection



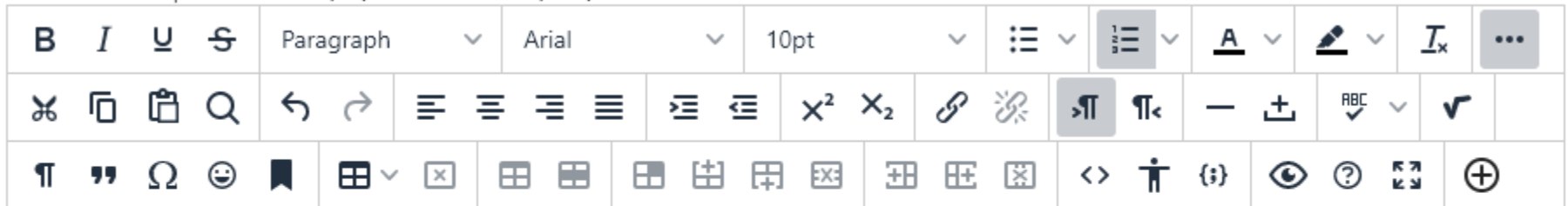
Panopto Student Video Submission



Auto-fills Instructions

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



1. Record or upload your video in Panopto. To start creating your video, open your [Panopto video library](#).
2. Open the assignment in Blackboard and select **Write Submission**.
3. In the text editor, select the three dots to expand the entire toolbar, and then select the icon, which looks like a circle with a plus symbol inside of it, to open the Add Content window. Then select **Panopto Student Video Submission**.
4. A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.
5. Select the video you wish to submit and click **Submit Video**.
6. Your video will be added to the submission. Add any extra information and **Submit**.



Provide additional details

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date



Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible





video assignment ▼

1. Record or upload your video in Panopto. To start creating your video, open your [Panopto video library](#).
2. Open the assignment in Blackboard and select **Write Submission**.
3. In the text editor, select the three dots to expand the entire toolbar, and then select the icon, which looks like a circle with a plus symbol inside of it, to open the Add Content window. Then select **Panopto Student Video Submission**.
4. A window will open to show the videos in your personal folder. If your video is located in a different folder, select the correct folder from the drop-down at the top.
5. Select the video you wish to submit and click **Submit Video**.
6. Your video will be added to the submission. Add any extra information and **Submit**.



Panopto “Dropbox”

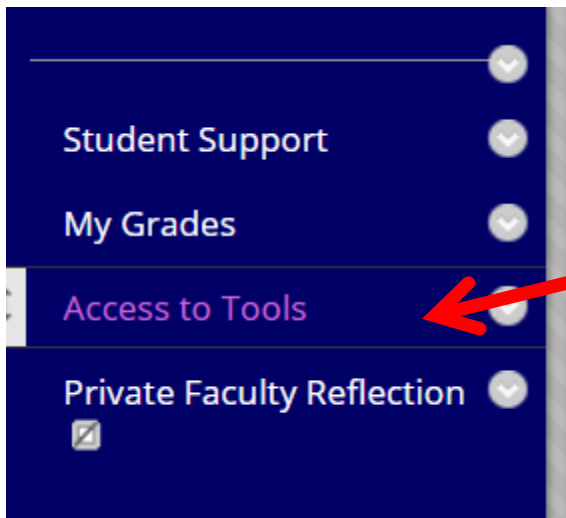
- Student records themselves
- Student uploads to Panopto course subfolder

This option does NOT create a Grade Center column.

You can however allow students to see each other's videos



Access Panopto



Tools

A light gray section titled 'Tools' containing several tool cards. Each card has an icon, a name, a button to show or hide the link, and a brief description. The tools are: 'AEFIS tools' (Hide Link), 'LibGuidesBasic' (Hide Link), 'Achievements' (Show Link, 'This link is hidden from students on this page. To turn off the tool everywhere, use the 'Tool Availability' page.'), 'My Grades' (Hide Link), 'Announcements' (Hide Link), and 'Panopto Content' (Show Link, 'This link is hidden from students on this page. To turn off the tool everywhere, use the 'Tool Availability' page.'). A red arrow points from the 'Panopto Content' card towards the right.



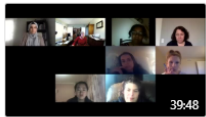
View from Course – Click Settings

EDE484.2020SPH - 2020SPRING

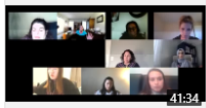
Refresh Filter by date Show scheduled recordings

Sort by: Name Duration Date

Add folder



Recording 04-23-2020
2 months ago



Recording 04-16-2020
2 months ago



Create Assignment Folder

Overview

- Share
- Settings
- Search
- Order
- Manage

Folder Information

Name [Edit](#)

Parent folder -- Top level folder -- [Edit](#)

Description

[Edit](#)

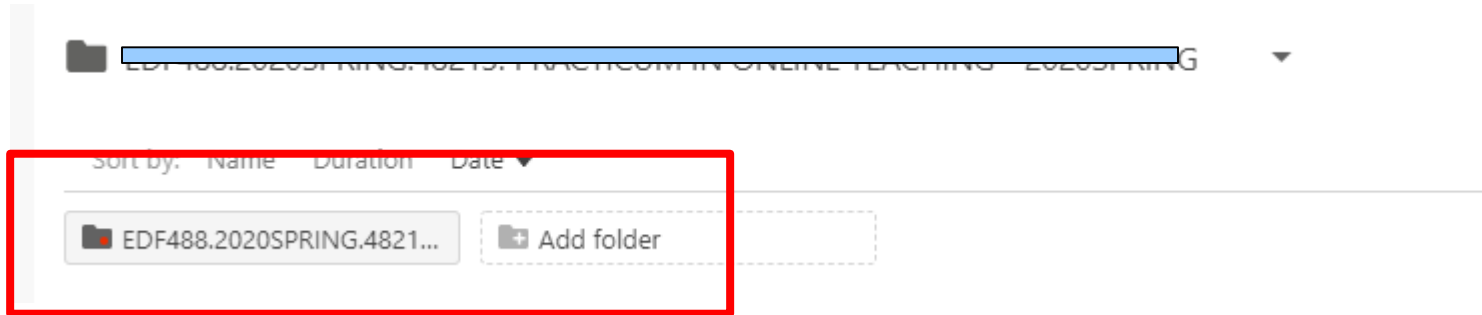
Assignment Folder

[Create Assignment Folder](#)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.



Creates Subfolder



Students
automatically
have permissions
to upload here.
But not View.

Click folder to
navigate into it.





See submissions


EDF488.2018SUMME [redacted] JMMER [assignments] ◀ | | ⚙


↑ Refresh [grid] [list] [list] Filter by date Show scheduled recordings

Sort by: Name Duration Date ▼

 [redacted] test for class edf 497
Settings Share Edit Stats Delete

 [redacted] 2 years ago

 [redacted] on Chess
2 years ago
Final presentation EDF 488 Chess

 [redacted] 5:16

See all student submissions.



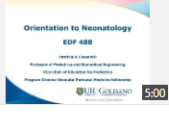



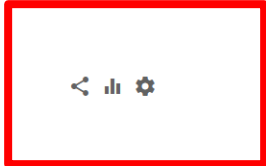
Change to Allow Students to View

EDF488.2018SUMME [redacted] JMMER [assignments]

↑ Refresh [redacted] Filter by date Show scheduled recordings

Sort by: Name Duration Date ▾

 <p>Annual Faculty-Fellow Review Neonatal Perinatal Fellowship Program June 27, 2018 1:48</p>	[redacted] test for class edf 497 Settings Share Edit Stats Delete
 <p>ED429 Theories of Human Development 5:02</p>	[redacted] 2 years ago
 <p>Orientation to Neonatology EDF 488 5:00</p>	[redacted] on Chess 2 years ago Final presentation EDF 488 Chess
 <p>5:16</p>	[redacted]



See all student submissions.



Click Settings

EDF40010... TEACHING - 2018SUMMER [assignments]

- Overview
- Share
- Settings**
- Order
- Manage

- Allow viewers to see each other's sessions.
- Enable podcast feed
- Allow viewers to make notes public
- Email viewers when new videos are ready
- Disable comments on all sessions in this folder

Downloads



Give Students Access

The image shows a navigation menu with two main sections: 'Tools' and 'Partner Content'. The 'Tools' section is expanded, showing a list of items. The 'Partner Content' section is also expanded, showing a list of items. The 'Panopto Course Tool Application' is highlighted with a red box.

Tools	Partner Content
Discussion Board	AEFIS tools
Blogs	Achievements
Journals	Announcements
Wikis	Blackboard Help
Groups	Calendar
Tools Area	Contacts
Panopto Video Link	Content Market Tools
Achievements	Email
VoiceThread	Glossary
GoReact	LibGuides
	LibGuidesBasic
	My Grades
	Panopto Course Tool Application
	Purchase Course Materials
	Qwickly Attendance Tool
	Research and Adopt Course Materials
	Roster
	Tasks
	Taskstream LTI



Provide Link Information

LINK INFORMATION

* Link Name

Panopto Content

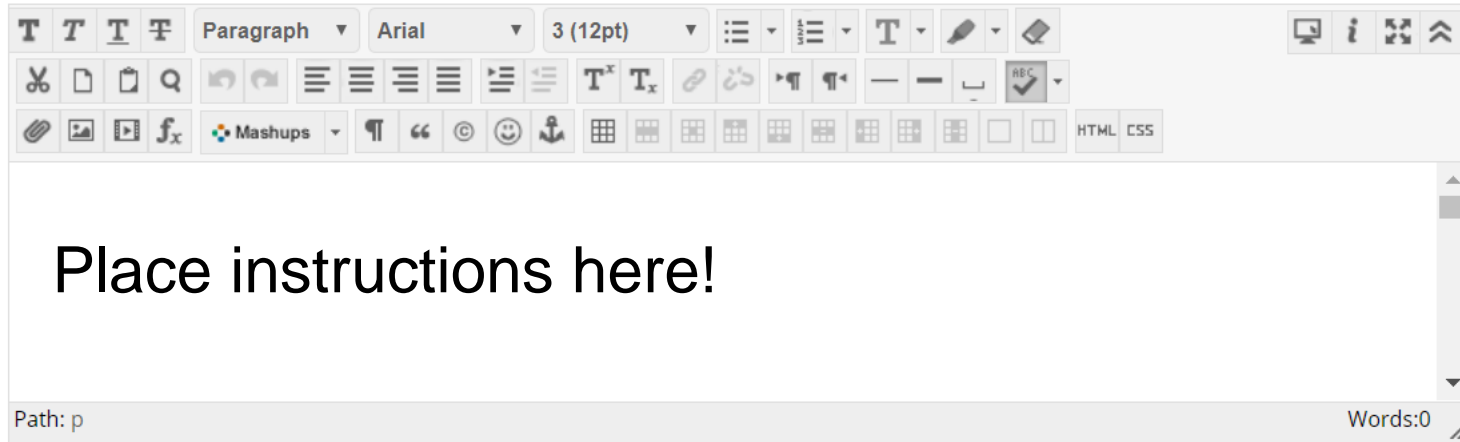
Color of Name

Black

Link

Tool: Panopto Content


Text





The image shows a rich text editor interface. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), font color, background color, bulleted and numbered lists, indenting, link and unlink, undo, redo, and a checkmark icon. Below the toolbar, the text area contains the placeholder text "Place instructions here!". At the bottom left of the editor, it says "Path: p" and at the bottom right, it says "Words:0".



Student Clicks Link



Summative Presentation  

Create a recording of your final reflective presentation and have it available in Panopto.

Length of video presentation: 5 minutes
Length of in-person presentation: no more than 10 minutes

Guidance for elements to include in your presentation

EDF488.2020SUMMER.15657: PRACTICUM IN ONLINE TEACHING - 2020SUMMER

Sort by: Name Duration Date

EDF488.2020SUMMER.156...

Add folder

Student clicks subfolder, and Create, Upload Media



VOICETHREAD FOR ASSIGNMENT



Two Types of Voicethread Assignments

- Contribution
 - Student adds slides to an existing Voicethread created by the Instructor
- Creation
 - Students create their own Voicethread

Attend the Voicethread workshop!



GRADING AND RUBRICS



Grading Discussions and Assignments

- Provide feedback frequently during the course
- Set expectations about feedback on assignments – and live up to them!
- Use feedback templates / rubrics



Blackboard Gradebook

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with links for Main, Courses, Instructor Access, Student Access, My Accounts, and Content Collection. Below this, a breadcrumb trail indicates the current location: (Course is unavailable to students) > Course Home Page. The main content area is titled "Course Home Page" and contains several sections: "Welcome" with a message "Welcome to XXX### - Course Name" and a placeholder "Place welcome message here."; "Faculty Contact Information"; "Meet Your Classmates" with instructions for the discussion board; and "Learning Modules". A footer contains copyright information for Blackboard Inc. On the left side, there is a vertical navigation menu. Under the "COURSE MANAGEMENT" section, the "Grade Center" item is highlighted with a red arrow pointing to it. The "Grade Center" menu includes sub-items: Needs Grading, Full Grade Center, Assignments, and Tests. Other menu items include "Users and Groups".



How to grade student submissions

The screenshot displays the Blackboard Grade Center interface for the course 'DESIGNING ONLINE COURSES - 2014SPRING (EDE486.2014SPRING.7 3366)'. The main heading is 'Grade Center : Full Grade Center'. Below the heading is a helpful note: 'When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)'.

The interface includes a navigation menu on the left with options like 'Course Home Page', 'Announcements', 'Syllabus', 'Course Schedule', 'Learning Modules', 'Discussion', 'Grades', 'Course Tools', 'Student Services', 'Reserves', 'Library Resources', 'Private Faculty Reflection', and 'Faculty Resources'. The top navigation bar contains 'Main', 'Courses', 'Instructor Access', 'Student Access', 'My Accounts', 'Content Collection', 'Libraries', and 'Help'. The 'Courses' menu is currently selected.

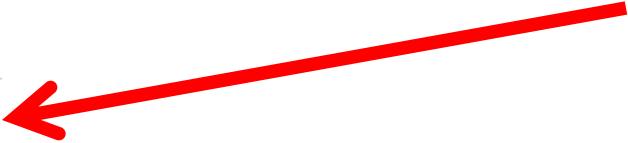
The main content area shows a table with columns for 'Last Name', 'First Name', 'Last Access', 'Total', 'Discussion -', 'Module 1 - R', 'Journal - Mo', 'Quiz - Modu', 'Discussion -', 'Quiz - Modu', 'Journal - Mo', 'Discussion -', and 'Quiz - Modu'. A large red checkered box obscures the student names and other data in the table. A red arrow points to a specific row in the table, indicating where a grade can be entered. The table also includes a 'Grade Information Bar' at the top with 'Move To Top' and 'Email' buttons, and a 'Sort Columns By' dropdown set to 'Layout Position' with an 'Order' dropdown set to 'Ascending'. The 'Last Saved' date is 'February 23, 2014 10:16 AM'. At the bottom right, there are buttons for 'Icon Legend' and 'Edit Rows Displayed'.



How to grade student submissions

FINAL PROJECT	DONE	OFFI SURV
[Redacted]	[Redacted]	--
		--
		--
		--
--		
[Warning Icon]		
[Redacted]	[Redacted]	--
		--
		--
		--

- View Grade Details
- Exempt Grade
- Attempt 6/25/20 [Warning Icon]



Grading Assignments

Assignment Instructions ▾

box

Backward Design - Lesson Design Template

Overview

Assignment Details ▾

GRADE /2
LAST GRADED ATTEMPT
Group Members ▾

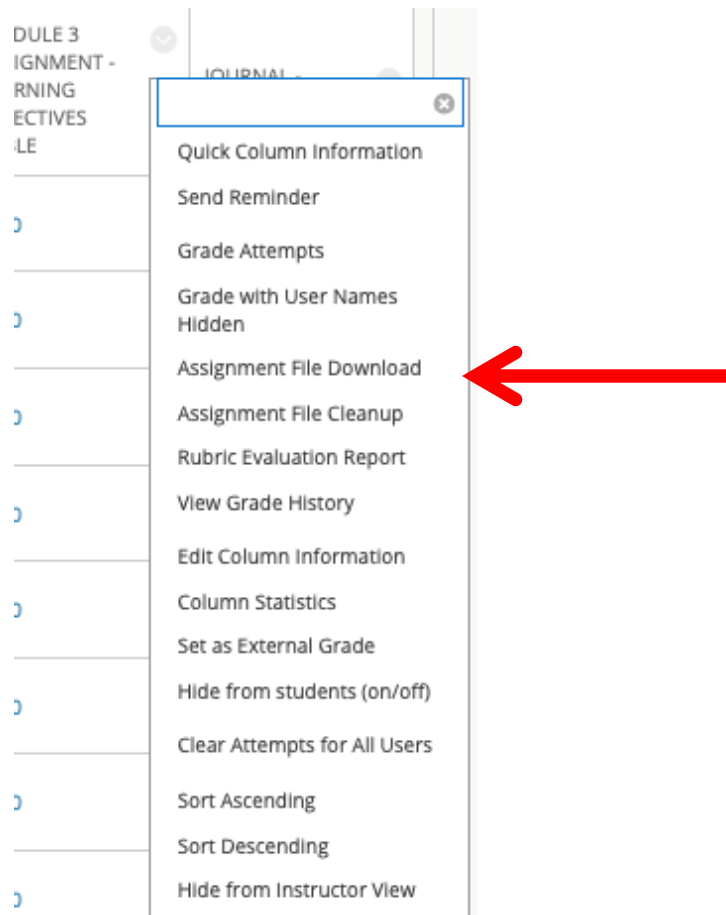
ATTEMPT /2
3/7/20 11:51 PM

Submission
[Group Project- Using Games to Teach.docx](#)

Group Members



Download all Submissions



Grading Using Rubrics

"Rubrics"

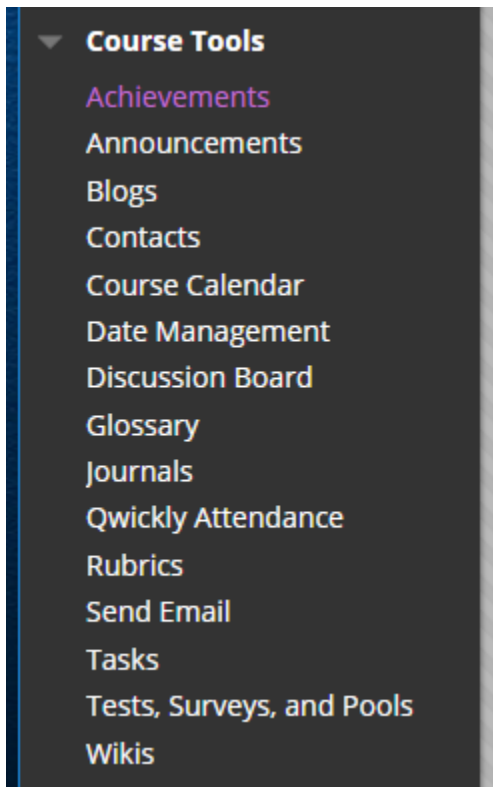


- Consistency in Grading
- Efficiency in Grading
- Sharing with students can impact performance



Create a Rubric

- From the Control Panel
- Click on Course Tools
- Click on Rubrics



RUBRIC DETAIL

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

<input type="button" value="Add Row"/>	<input type="button" value="Add Column"/>	Rubric Type: Percent ▼	Criteria Weight		
<input type="button" value="Criteria ↓"/>		<ul style="list-style-type: none">No PointsPointsPoint RangePercentPercent Range			
Formatting ▼			Competent ▼	Proficient ▼	
Weight <input type="text" value="33.00"/> %			Percent <input type="text" value="50.00"/>	Percent <input type="text" value="100.00"/>	
			<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>	
Organization ▼			Percent <input type="text" value="50.00"/>	Percent <input type="text" value="100.00"/>	
Weight <input type="text" value="34.00"/> %			<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>	
Grammar ▼			Percent <input type="text" value="50.00"/>	Percent <input type="text" value="100.00"/>	
Weight <input type="text" value="33.00"/> %			<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>	
			<input type="text"/>	<input type="text"/>	
Total Weight: 100.00%			<input type="button" value="Balance Weights"/>		



Attach existing rubric, or
create one here




GRADING

* Points Possible

25

Associated Rubrics

Add Rubric

Name	Type	Date Last	Show Rubric to Students
  Copy of Assignment - Module 2 Rubric	 Used for Grading Used for Secondary Evaluation	Apr 21, 20	<input checked="" type="checkbox"/> Yes (With Rubric Scores) Yes (Without Rubric Scores) After Grading No

ASSIGNMENT INFORMATION

Points Possible


25

View Rubric

What the Student Sees
If YES chosen



Grade by rubric

Copy of Final Project Rubric Used for Grading 

Show Descriptions Show Feedback

Open Excel in SPSS (4.00%)

- Inadequate 0 (0.00%) points
- Novice 0 (0.00%) points
- Adequate 0 (0.00%) points
- Competent 0 (0.00%) points
- Proficient 1 (4.00%) points

Define Variables (16.00%)

- Inadequate 0 (0.00%) points
- Novice 1 (4.00%) points
- Adequate 2 (8.00%) points
- Competent 3 (12.00%) points
- Proficient 4 (16.00%) points

Identify and fix bad data (16.00%)

- Inadequate 0 (0.00%) points
- Novice 1 (4.00%) points
- Adequate 2 (8.00%) points
- Competent 3 (12.00%) points
- Proficient 4 (16.00%) points


Rubric Grading

Finalize scoring
(Override available)

Raw Total: 24.00 (of 25)

Change the number of points out of 25 to:

Feedback:

abc 



Getting Started Workshops

- ~~Getting Started: Collecting Assignments, Projects, and Presentations Online~~
 - ~~August 16, 2023 10am - 11am~~
- **Getting Started: Facilitating Student Discussion and Interaction**
 - August 17, 2023 10am - 11am
- **Getting Started: How to Create and Facilitate an Online Exam, Test, or Quiz**
 - August 22, 2023 10am - 11am
- **Getting Started: Planning to use the Blackboard Grade Center**
 - August 24, 2023 10am - 11am



Additional Workshops in August

- ~~Add Interactivity to your Class: Poll Everywhere~~
- ~~How to Pre-Record and Deliver Video Content to your Students~~
- ~~How to Facilitate a Live, Interactive Zoom Session~~
- Collaborative Annotation using Perusall
- Building Community in your Course with Yellowdig
- Enhancing your Discussion and Student Interaction using VoiceThread
- Improve the Accessibility of your Course with Ally
- How to Use Padlet: A Digital Discussion Board
- Qwickly Tools for Attendance and Course Management
- Enhancing your Discussion and Student Interaction using Harmonize
- Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)



Getting Help

Online Documentation

<https://tech.rochester.edu/services/learning-management-system/>

Upcoming Workshops

<http://rochester.edu/online-learning/>



Reach Out!

Blackboard Support
Digital Instructional Design Support

UnivITHelp@Rochester.edu

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**THANK YOU
QUESTIONS?**

