

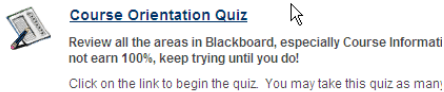


Tests & Assignments Blackboard for ICC Students

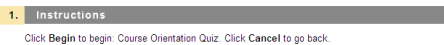
August 2011

Surveys/Tests

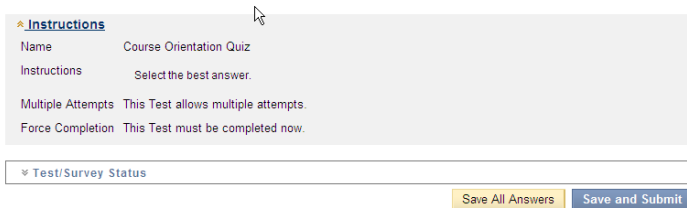
Surveys and tests can be created and deployed in Blackboard. Surveys are anonymous -- the instructor knows who took the survey, but not how a specific student answered the questions. Tests/quizzes identify the student submitting the answers.



Click on the link to quiz. A screen will display to confirm starting the quiz. Click **Begin** to start the quiz or **Cancel** to go back.

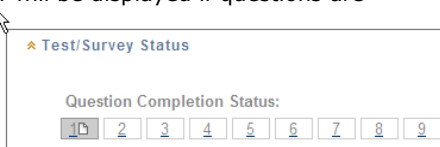


Review the instructions. Tests can be configured to allow only one attempt or multiple attempts. Some instructors will allow tests to be started and then completed later while others will require a test be completed when it is started.

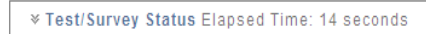


Answers to questions can be saved as they are taken or can be saved and submitted at one time.

The **Test/Survey Status** window will be displayed if questions are presented all at once or if questions are presented one at a time and you are allowed to move back and forth in the test. As answers to questions are saved they will be displayed in the Test Status window. This allows you to see which questions have been completed. A link to each question is also provided so you can click on a link to a question and move to it directly.

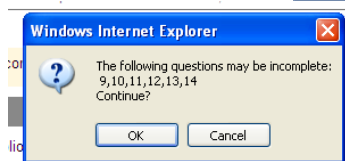
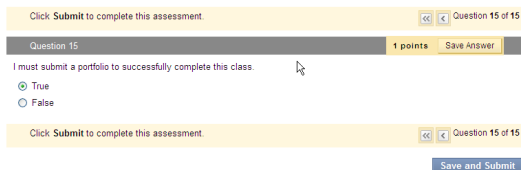


If a timer is set for the elapsed time will be displayed on the screen.



When all of the questions have been presented the **Save and Submit** button will be displayed.

Click on the button to submit the finished quiz. If questions are incomplete a prompt will be presented to confirm submission. Click **OK** to continue or **Cancel** to return to the test.



Test Taking Tips

1. Use Mozilla Firefox as your Internet browser to access Blackboard whenever possible.
2. Understand the test parameters that are used by your instructor BEFORE you start the test and ask questions about anything you do not understand. Is there a time limit on the test? Do you have to finish it once you start it? Can you take it more than once? How long should you allow to take the test?
3. Time yourself, do not rely on the system timer. A timer will be displayed just below the instructions for the test and will start running as soon as you start the test. You will see a 1-minute warning when the end of the test time is near. Allow a little time to save and submit the test so that it is finished in the allotted time frame.
4. Do not use other windows, programs, etc. while in a Blackboard test; use only the answer buttons, the arrows to move forward or backward and the save and submit buttons. **Never use the Back button in the Internet browser once you start an online test in Blackboard.**
5. If the test is setup as one question at a time be sure to use the *single arrow* to the right to go one question forward or the arrow to the left for one question back; the *double arrows* will take you to the beginning or end of the test respectively. *Clicking the Save button with no answer selected will result in an error message being displayed.*
6. If the test is setup to show all of the questions at once use the *Save All Answers* button periodically to save answers as you go – Blackboard needs to have a submission from you every 20 minutes or it will assume you have left the computer and will lock you out of the test.
7. If the instructions and directions at the top of the test take up too much space on the screen you can click on the upward pointed arrows to the left of the word *Instructions* to collapse them and give you more space on the screen for the test.
8. If you are not sure your computer or Internet connection is reliable enough to take an online test use a computer on an ICC campus. See this website for computer lab locations and hours: <http://icc.edu/technologyServices/computerLabs.asp> Or, visit an ICC Learning Lab for access to a computer and assistance from a staff member. To learn more about the Learning Lab see the Tutoring section or this web page: <http://icc.edu/currentStudents/academicSupport.asp>
9. If a technical problem occurs, notify the instructor immediately and seek additional technical troubleshooting assistance from the ICC help Desk at 309-694-5457, which is open these hours: <http://icc.edu/technologyServices/helpDesk.asp>
10. Only your instructor can view or reset your test if needed. Check with your instructor on his/her test reset policies.

Questions? **ICC Help Desk**
helpdesk@icc.edu **309-694-5457**

Assignment Feature

Instructors use the **Assignment Feature** to allow you to submit assignments directly through Blackboard. Click on the link on the name of the assignment and the assignment will open and display the provided instructions and materials.



The Webiography Assignment

Click on the link provided for instructions for this assignment. You may want to view and print the document for your reference.

TO SUBMIT THIS ASSIGNMENT: View the instruction sheet and complete the assignment. You will be able to insert any comments you want about the assignment and upload your assignment file to this link. You can submit an assignment only once so be sure the file you submit is your final assignment. Once the assignment is graded you will see a grade and the instructor comments in your grade book.

Upload Assignment: The Webiography Assignment

Cancel Save as Draft Submit

1. Assignment Information

Name: The Webiography Assignment

Instructions: Click on the link provided for instructions for this assignment. You may want to view and print the document for your reference.

TO SUBMIT THIS ASSIGNMENT: View the instruction sheet and complete the assignment. You will be able to insert any comments you want about the assignment and upload your assignment file to this link. You can submit an assignment only once so be sure the file you submit is your final assignment. Once the assignment is graded you will see a grade and the instructor comments in your grade book.

Due Date: March 16, 2010 12:00:00 AM CDT

Points Possible: 51

Assignment Files: webiography.pdf (webiography.pdf)

Information about the assignment will be displayed -- the due date, the point value and links to any materials being provided by the instructor.

2. Assignment Materials

Submission Visual Editor: ON

Here is my assignment |

To submit an assignment, you can enter comments into the text box if you choose, they are not required.

Path: body

Attach File Browse for Local File

To submit a file as an attachment, browse for the file and select it.

Attached files	File Name	Link Title

When finished, click on **Submit** to turn in the assignment, **Save as Draft** to save it and return later to submit it or **Cancel** to abandon the process.

0 changes.

Cancel Save as Draft Submit

Successfully submitted assignments will be displayed in My Grades as an exclamation point -- waiting to be graded. Once graded, click on the link in My Grades where the grade is displayed to view comments or download any attached files from the instructor.

SafeAssignment Submissions

SafeAssign is a plagiarism checking tool. When instructors create assignments they can choose to have you send your work through SafeAssign to check for plagiarism and validate you are correctly citing resources. Click on the link provided submit your assignment.



Research Paper

Use the project instructions provided in the Unit 3 area of the course to complete this project and submit for grading. >> [View/Complete](#)

Upload SafeAssignment

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#), (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Cancel Submit

1. Assignment Information

Name: Research Paper

Instructions: Use the project instructions provided in the Unit 3 area of the course to complete this project and submit for grading.

2. Your Files

Comments:

File To Attach: W:\BB91 Student Materials\Ans [Browse...]

NOTE: SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.

Assignments uploaded using the SafeAssignment tool are compared to other assignments that have been submitted at ICC in the past, to materials that are posted on the Internet and to the ABI/Inform database of online periodicals. Assignments you submit through this tool will be added to the ICC database for comparison to assignments in the future. Type any comments you have for the instructor in the text box provided. Use the **Browse** tool to find and attach the assignment you wish to submit. Note the file types that can be accepted by this tool. Contact your instructor if the file you are trying to attach is not on the list.

Once the file is submitted it will appear in My Grades as an exclamation point. Your instructors can give you access to the reports that are returned from SafeAssign.

Research Paper	Details	Jan 13, 2011 11:30 AM	!	25		
Submitted Work						
Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Barbara Student			44%		Thu, Jan 13, 2011, 11:30 AM

Author: Barbara Student
 Title: Analysis paper 2 Blodgett.docx
 Matching: 44%

Assignment: Research Paper
 Submitted: Thu, Jan 13 2011, 11:30 AM
 Paper ID: 32774915
 Print version: [icon]
 Direct link: [icon]

Click on the exclamation point to see if the report has been returned and you can look at the results. Any text that is found in one of the sources that matches your submission will be highlighted. The percentage of matching indicates how much text matches online sources and/or submissions in the database.

Anything that is found as a match should be properly cited within the work. Materials that are a match to another source and are not referenced correctly can be viewed as plagiarized.

Submission Comment

Here is my paper...

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

Highlight All Unhighlight All

1 http://www.highbeam.com/doc/1G1-129894715.html

2 http://hearthevoice.com/web/files/uploads/TheLastEyewitness-Ch1.pdf