M-106 - Course Outline
Create Effective Online Assessments in Blackboard Learn

Course Description

At the end of this module participants will gain competencies:

- Create an exam using recommended best practices and test settings
- Enable LockDown Browser as an online proctoring platform for the exam
- Deploy the exam in the Blackboard Learn

Duration

5 hours training

Eligibility and Pre-Requisites

- HCT Faculty
- Must have basic understanding of creating tests in Blackboard Learn (preferably should have completed the Module M104: Getting Started with Blackboard Learn)

Learning Resources

Course Outline

Module 0 (Pre-course Tasks)

1. Review the different types of questions available in Blackboard Learn
2. Identify the features of the Lockdown Browser as an online proctoring platform
3. Review the steps to:
   o Create a pool in Blackboard Learn
   o Create add questions in a pool
   o Create a test in Blackboard Learn
Module 1: Create an exam

In this section, you will learn to:
- Create question pools for an exam
  - Add questions
  - Tag questions by learning outcomes, keywords, or levels of difficulty (as applicable)
- Apply the recommended test settings to secure an online exam
  - Create an exam with question sets
  - Deploy the exam and apply the recommended test settings
- Enable LockDown Browser as online proctoring platform
  - Key features of LockDown Browser
  - Enable LockDown Browser for the exam
  - Assign passwords for the exam
  - Troubleshooting tips

Module 2: Prepare Students for an Online Exam

In this section, you will learn to:
- Set-up a practice test
- Assist students to install/download/update LockDown Browser
- Encourage students to take the practice test before the exam

Module 3: Conduct Exam

In this section, you will about:
- Things to remember before conducting an exam
- Tips for invigilating an online exam
- Tech tips to resolve minor technical issues

Assessment

- Create an exam with recommended best practices and test settings
- Take a quiz using LockDown Browser as student
  - Passing grades: 80% and above