



## **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:
  - Create a pool in Blackboard Learn
  - Create add questions in a pool
  - 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**