Brightspace: Checklists and Self-Assessments

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Agenda

- Checklist Tool
- Self-Assessment Tool

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Use Checklists

- To highlight important or required assignments, readings, or other items to complete
- To improve the effectiveness of individuals and groups navigating your course
- As requirement to control access to other materials by applying Release Conditions

Benefits to Students

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- Focuses their minds on important objectives
- They are less likely to forget to do tasks
- Shows the bigger picture of things that must be done across the course
- Students feel more in control by letting them decide on priorities
- Students are less likely to become sidetracked by non-urgent/non-important tasks
- Have a record of what they have completed and what they have left to do

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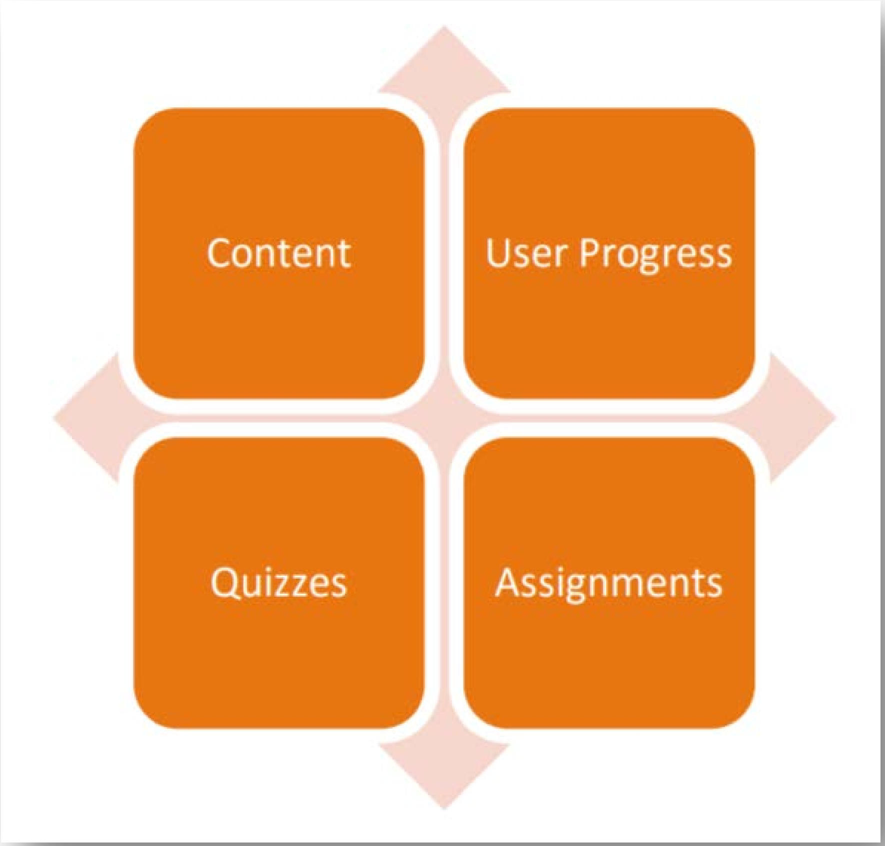
Checklist Tool

- Some common tools that interact with the Checklist Tool



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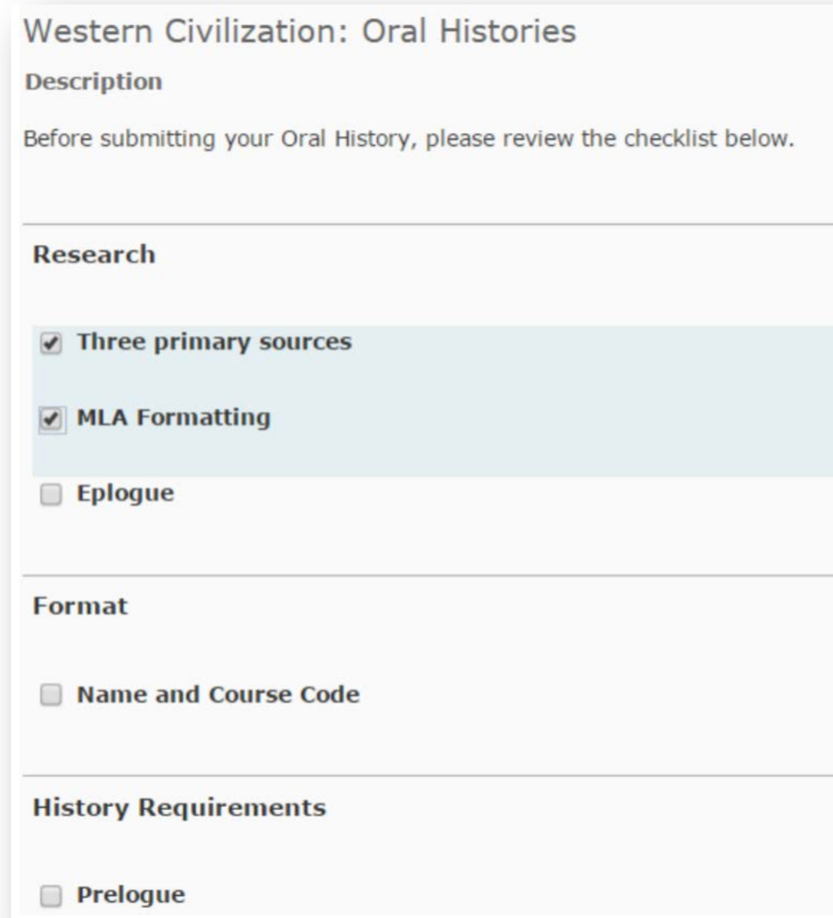
Checklists

- Each checklist contains one or more categories, into which checklist items are organized



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Checklists

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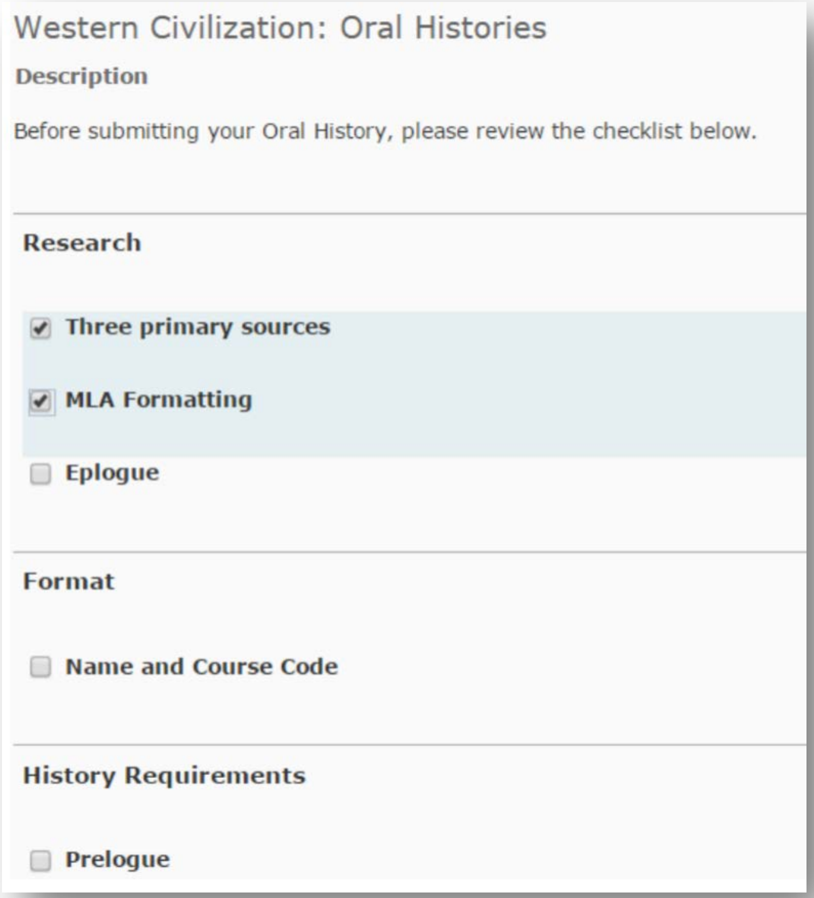
- Add release conditions to make completing checklist mandatory
- For example, students must complete checklist to gain access the assignment submission folder



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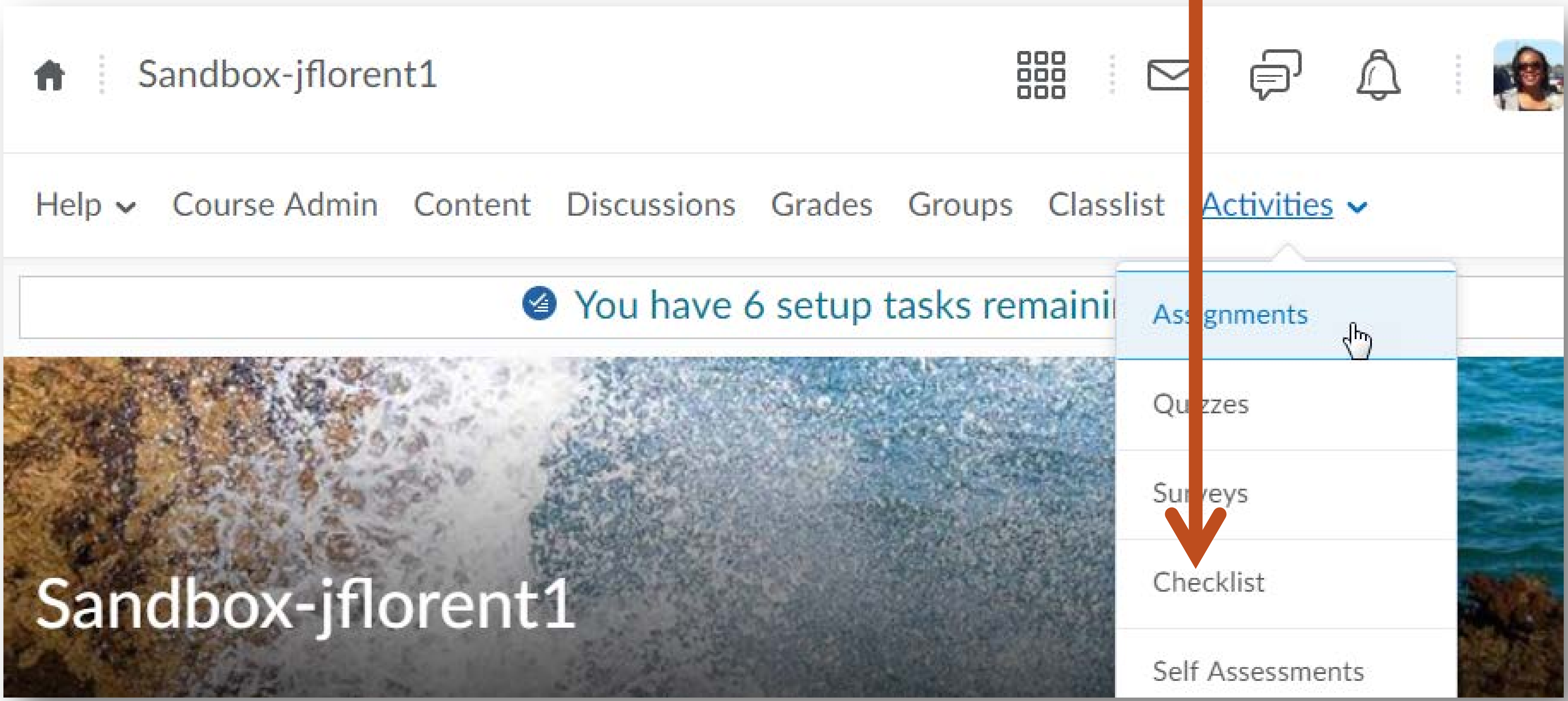
Checklist Tool



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Hands-on Activity Structure

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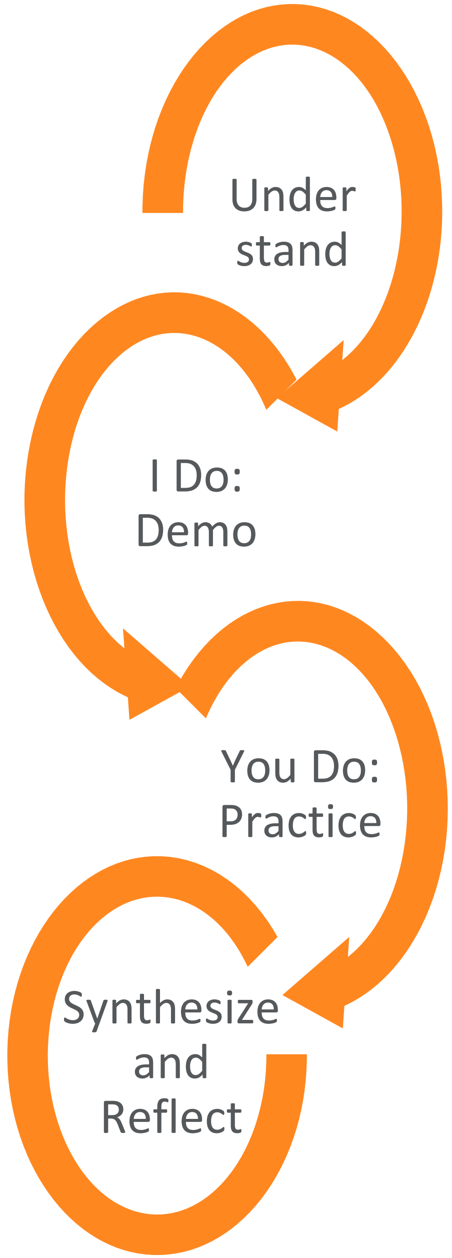

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Brightspace Training Courses

Student's Perspective

Brightspace Instructor Training

Instructor's Perspective

"Sandbox-username"

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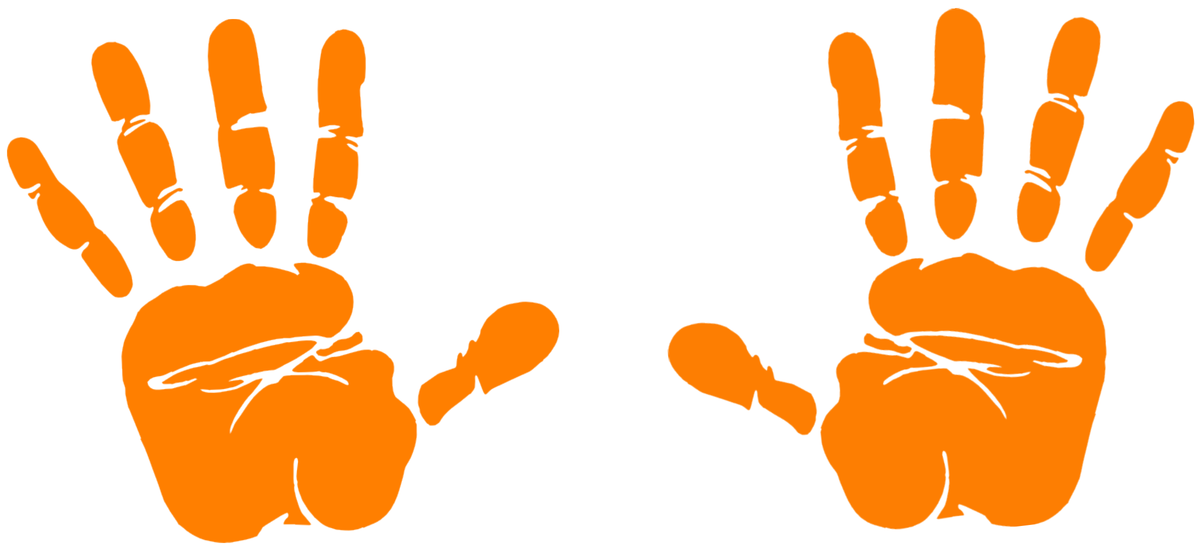
Hands on Activity



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Better Practices for Checklists

- Placing the checklist at the end of each week, unit, module, etc. adds more value for courses that are organized that way (i.e. content is organized by week, unit, module, etc.)
- Put a link to course content and activities in the checklist

Better Practices for Checklists

- When applying release conditions, make it clear to students that they must complete the checklist to gain access to the content you applied the release condition to

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Self-Assessments Tool

- Formative assessment tool that provides users with a series of questions and immediate feedback for their response
- Responses are not graded
- Questions do not have a points value or difficulty level indication

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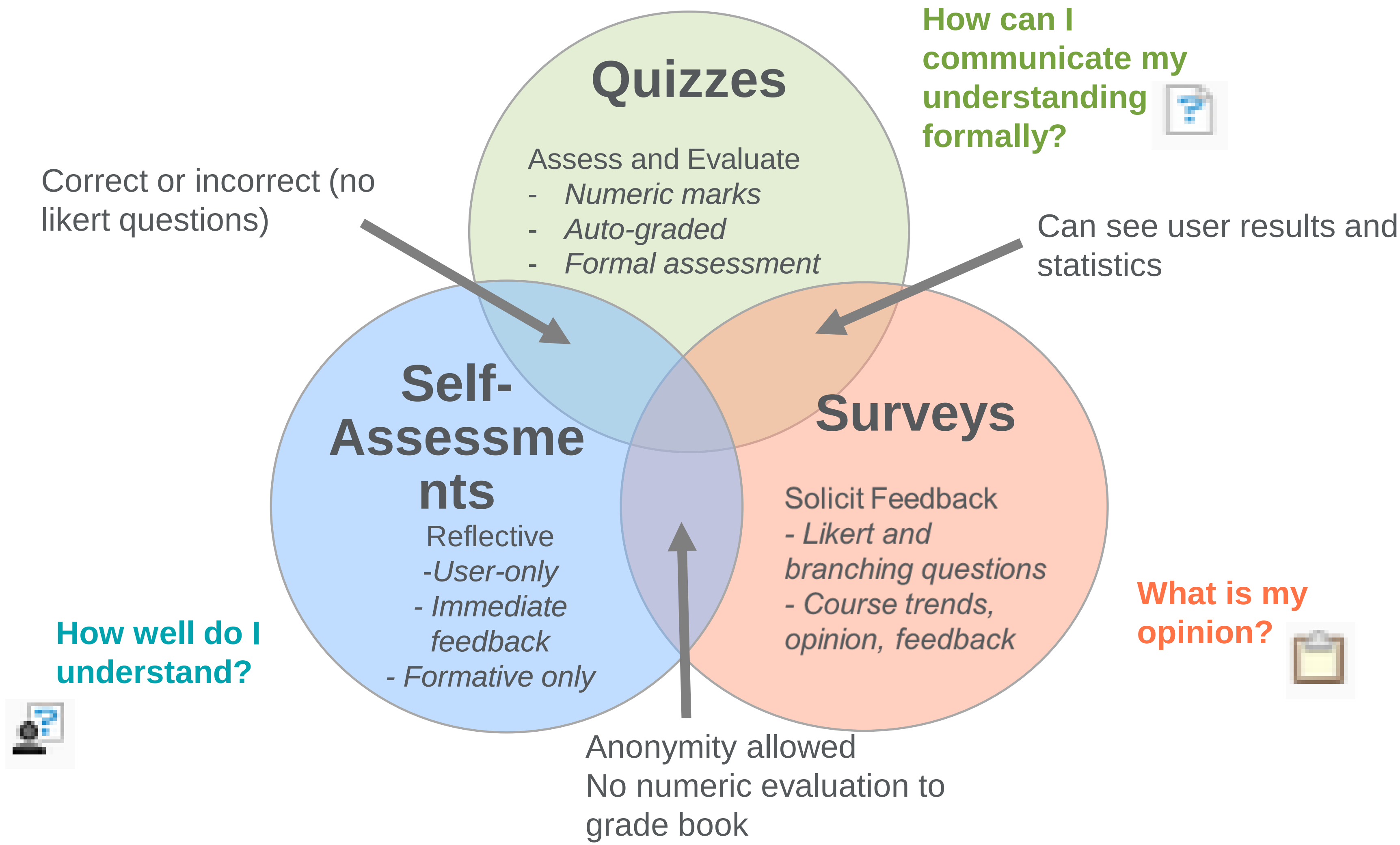

Quizzes
Assess and Evaluate
- Numeric marks
- Auto-graded
- Formal assessment
How can I communicate my understanding formally?
Correct or incorrect (no likert questions)
Can see user results and statistics
Self-Assessments
Reflective
-User-only
- Immediate feedback
- Formative only
How well do I understand?
Surveys
Solicit Feedback
- Likert and branching questions
- Course trends, opinion, feedback
What is my opinion?
Anonymity allowed
No numeric evaluation to grade book

Question Types

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- **Multiple Choice** and **True False** are best choices for Self-Assessments
  - These allow you to include feedback for **WHY** each answer option is correct or incorrect so students learn more as they make their answer choices

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Question Types

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Other question types that can be used:

- Written Response
  - Feedback can only indicate what a typical correct “essay” or long answer would be
- Short Answer
  - Feedback can only indicate what the correct answer is for this type of question since there is no way of knowing what the student may have typed as their answer

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Question Types

Other question types that can be used:

- Fill in the Blanks
  - Feedback can only indicate what the correct answer is for this type of question since there is no way of knowing what the student may have typed as their answer

Question Types

Other question types that can be used:

- Arithmetic
  - Since the numbers in the questions vary for every student, the check my answer that students see in the Self-Assessment can only provide them with the correct formula and not why their actual answer is incorrect

Question Types

Other question types that can be used:

- Ordering
  - Even if specific information for each answer option is provided only the overall feedback for the question can be viewed in the Self-Assessment. The overall feedback could show the options in the correct order.

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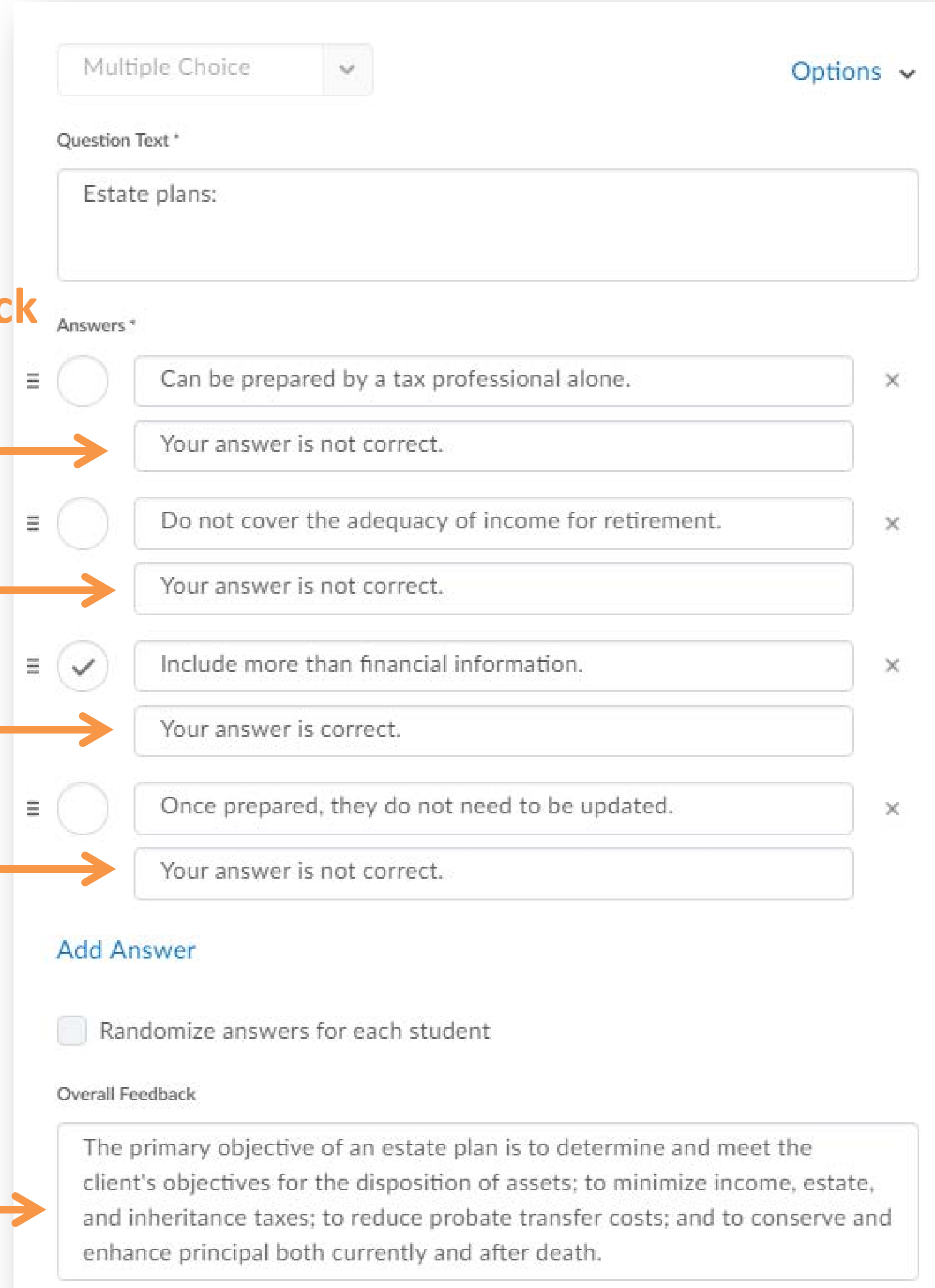
Add Feedback to Questions

Feedback

- This feedback could be more effective if **WHY** each answer choice is correct or incorrect was included in the feedback



Question Preview

Check Your Understanding: Estate Planning - Preview

Question 1

Estate plans:

- Can be prepared by a tax professional alone.
- Do not cover the adequacy of income for retirement.
- Include more than financial information.
- Once prepared, they do not need to be updated.

▷ Check my answer

Overall Feedback

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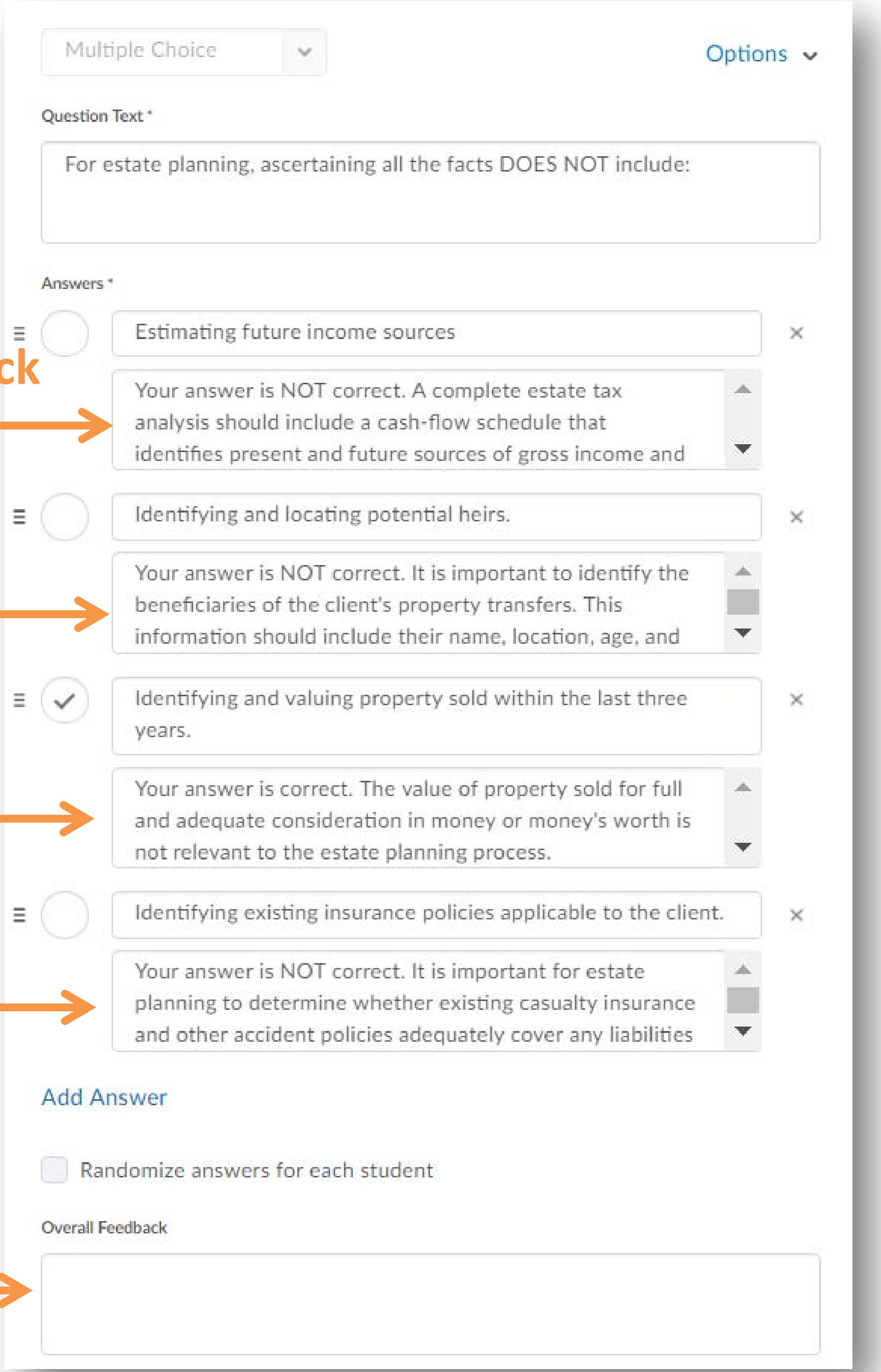
Add Feedback to Questions

- Feedback is effective when **WHY** each answer choice is correct or incorrect is included in the feedback

Feedback



Question Preview

Question 2

For estate planning, ascertaining all the facts DOES NOT include:

- Estimating future income sources
- Identifying and locating potential heirs.
- Identifying and valuing property sold within the last three years.
- Identifying existing insurance policies applicable to the client.

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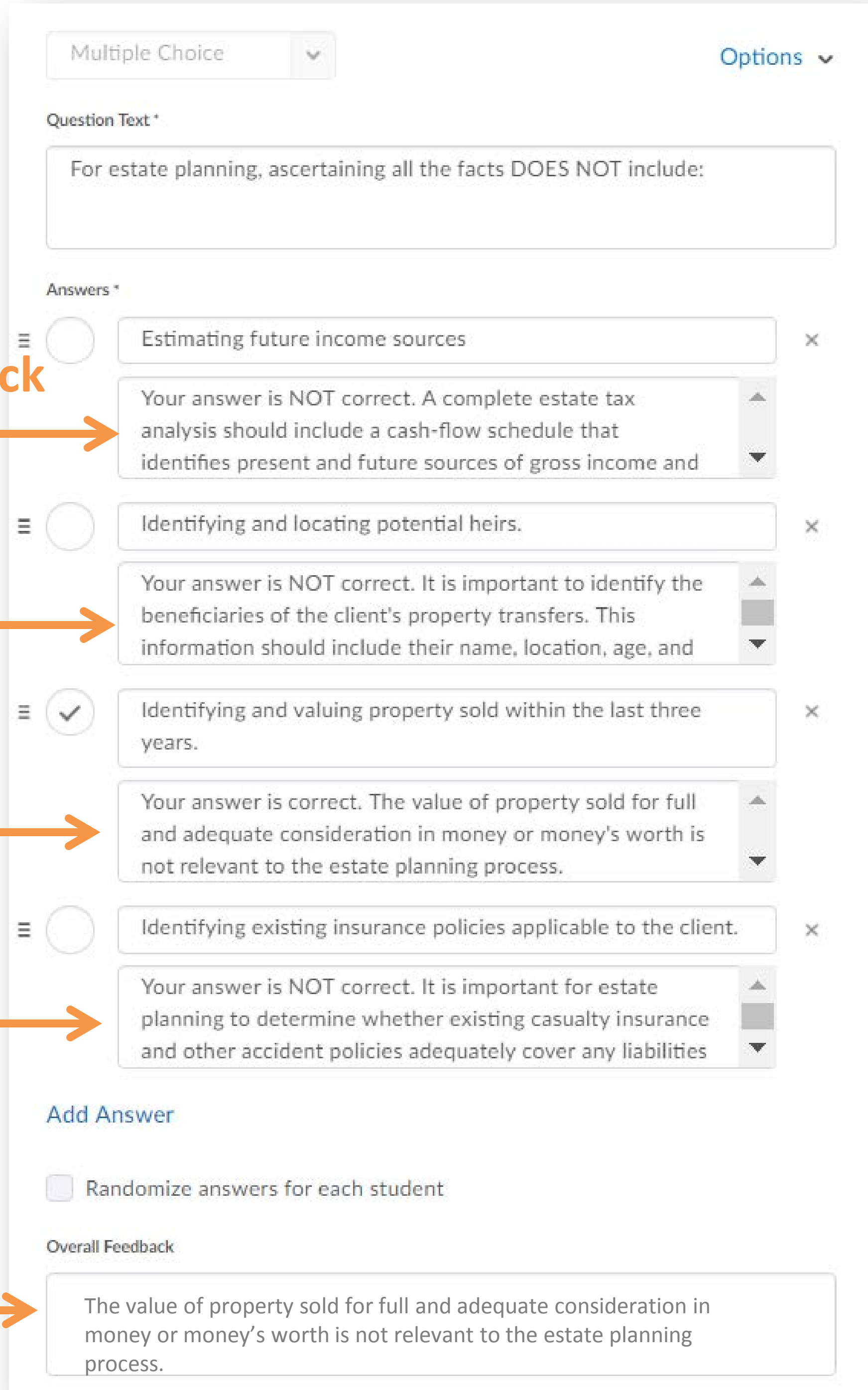
Add Feedback to Questions

- Feedback is effective when **WHY** each answer choice is correct or incorrect is included in the feedback

Feedback


Multiple Choice

Options

Question Text *

For estate planning, ascertaining all the facts DOES NOT include:

Answers *

Estimating future income sources

Your answer is NOT correct. A complete estate tax analysis should include a cash-flow schedule that identifies present and future sources of gross income and

Identifying and locating potential heirs.

Your answer is NOT correct. It is important to identify the beneficiaries of the client's property transfers. This information should include their name, location, age, and

Identifying and valuing property sold within the last three years.

Your answer is correct. The value of property sold for full and adequate consideration in money or money's worth is not relevant to the estate planning process.

Identifying existing insurance policies applicable to the client.

Your answer is NOT correct. It is important for estate planning to determine whether existing casualty insurance and other accident policies adequately cover any liabilities

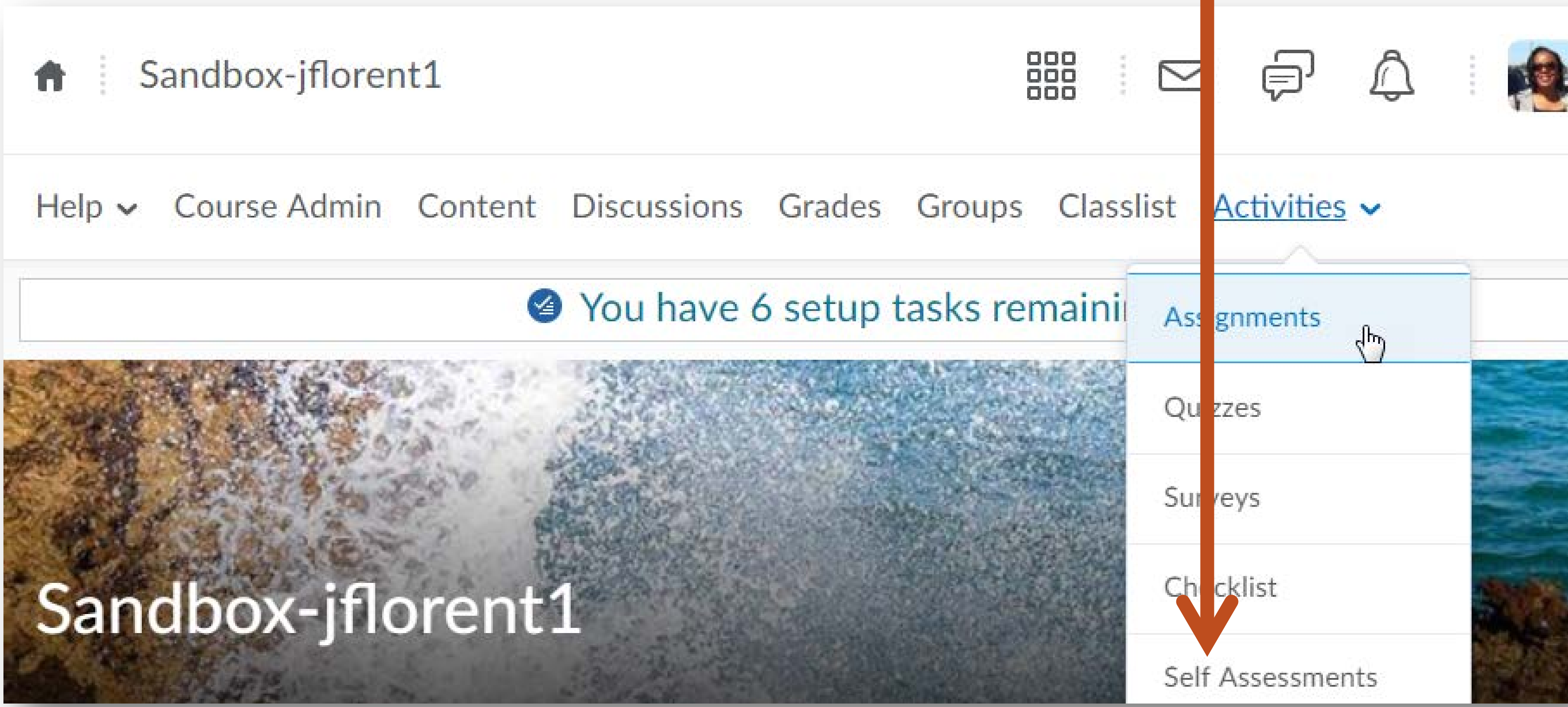
Add Answer

Randomize answers for each student

Overall Feedback

The value of property sold for full and adequate consideration in money or money's worth is not relevant to the estate planning process.

Self-Assessments Tool



Create a Self-Assessment

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Create a self assessment

Allow learners to reflect on their learning

Create a self assessment

1. On the navbar, click **Self Assessments**.
2. On the **Manage Self Assessments** page, click **New Self Assessment**.
3. In the **General** area, enter your self assessment details.
4. Click **Save**.
5. Click **Add/Edit Questions**.
6. Do any of the following:
    - To create a new question, from the **New** button, select the type of question you want to add. Enter the question details and click **Save**.
    - To add questions from another collection, a text file, or a learning repository, click **Import**. Enter your importing details and click **Save**.
7. Repeat the previous step until you have added all your quiz questions.
8. Click **Done Editing Questions** > **Save and Close**.

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Hands-on Activity Structure

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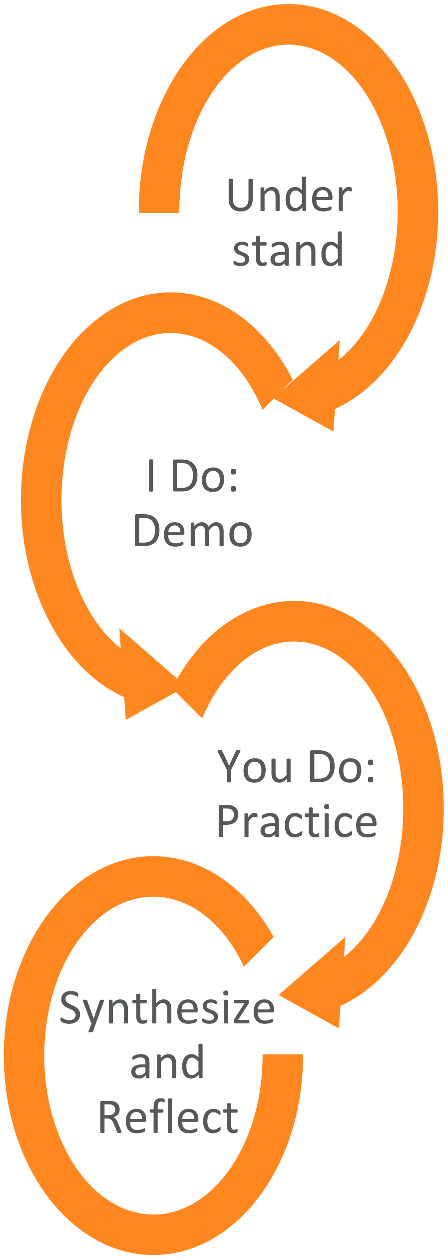

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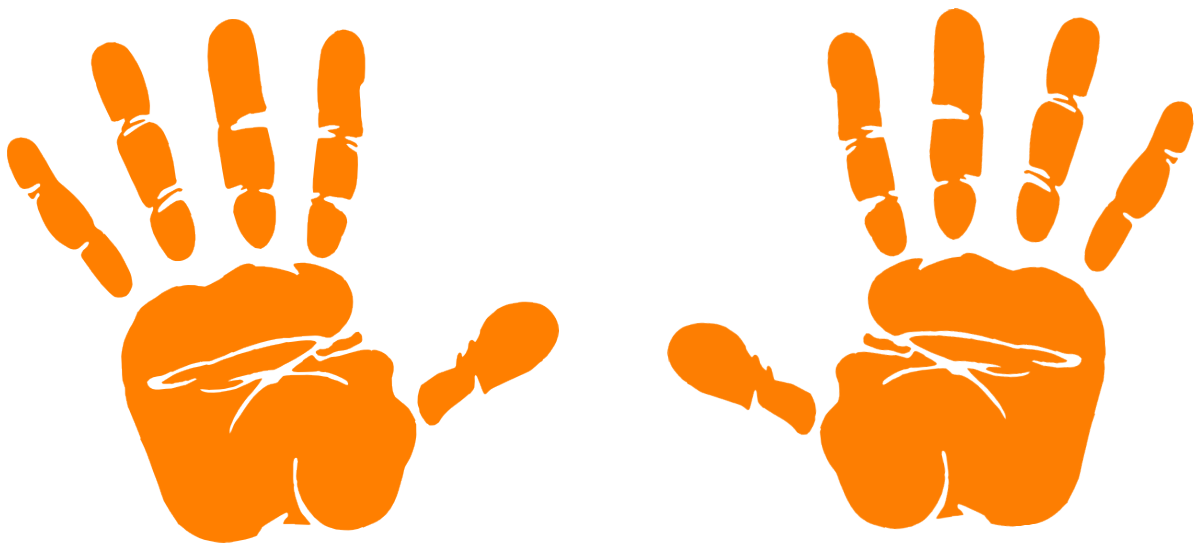
Hands on Activity



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Creating Self-Assessments

- There is no option to indicate # of questions per page
  - Divide Self-Assessments with a large number of questions into smaller assessments
- Restrictions option is not available
  - You cannot prevent students from taking Self-Assessments that are in the course, they can take a Self-Assessment at any time

About Self-Assessments

- You cannot see how students scored on a Self-Assessment
- The Completion Summary will tell you which students have completed the Self-Assessment
  - Use the "Existing Activities" option to insert a Self-Assessment into a module to see the Completion Summary

Better Practices for Self-Assessments

- Use Self Assessments as “Check Your Understanding”
- Re-purpose quiz questions or pools
- Provide clear, specific feedback on each wrong answer so students know WHY the answer was wrong
- Feedback should direct students back to content topics

Help Resources

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(for thought)

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Brightspace Tip #16: Help Resources

As you work on setting up your courses you may have questions. Here is a list of Brightspace help resources you can use to get answers to your questions.

- Brightspace How-to Documents
- Frequently Asked Questions (FAQs)
- Brightspace Training Recaps
- Brightspace Tips
- Brightspace Instructor Training Course
- Brightspace Help (on D2L's website)
- Brightspace Community

LiveChat

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BLACKBOARD

BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
- Collaborate
- Record, Upload, and Share Video on YouTube

BLACKBOARD FAQ

- Respondus Monitor FAQ
- Respondus LockDown Browser FAQ
- VoiceThread FAQ

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Training & Help for Students

- Please point your students to help resources
  - Student Resources

    In the NavBar on main landing page
  - CAT FooD

    cat.xula.edu/food
  - D2L's Documentation

    documentation.brightspace.com
  - 24/7 End-user Support

    Email

    Live Chat

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Instructional Continuity

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http://xulacat.wikispaces.com/Instructional+Continuity

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Next Steps

- Sign up for Brightspace training
- Experiment and explore Brightspace features and functions
- Build your courses/organizations

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Brightspace Tip #17: Copy Course or Copy Components

Janice Florent • December 20, 2017 • Leave a comment • Edit

There are a some situations where you may want to copy components of a Brightspace course OR copy an entire Brightspace course into another one. For example,

- You have a migrated course that you have tweaked and now would like to copy the course contents into your empty spring course shell.
- You have a Master Course Shell that you input content into and would like to copy the course contents into your empty spring course shell.
- You are teaching multiple sections of a course, you created all the content in one Brightspace course section and want to copy the content into the other sections.
- You created content in one course (e.g. rubrics, discussions, quizzes, etc.) and would like to copy that specific content from one Brightspace course into another.

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BLACKBOARD DOCUMENTS

- Guide to Taking Tests in Blackboard
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Product Ideas Exchange (PIE)

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- Submit new ideas for product changes
- Vote on existing ideas

- **Goto community.brightspace.com and click on Products Ideas Exchange link**

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Additional Resources

- One-to-one help through CAT+

  Appointment: **jflorent.youcanbook.me**

  Email: **jflorent@xula.edu**

  Phone: **ext. 7418**

- CAT+ training sessions

  cat.xula.edu/events

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Brightspace Faculty Share Showcase

Coming soon to the Orange Room

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- No Internet by Marcelo Graciolli
- Help by Neal Sanche

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Questions

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