



## CREATING ASSESSMENTS IN BEACHBOARD



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## ACADEMIC INTEGRITY CONSIDERATIONS DURING ASSESSMENTS

### BeachBoard Academic Integrity Features

These features are recommended for minimizing academic dishonesty and are reviewed in this manual:

- Disable Right-Click.
- Turn off BeachBoard notifications while in an exam.
- Time your exam.
- Use BeachBoard to automatically shut down exams when time is over.
- Randomize answers choices between students.
- Randomize test questions between students.
- Use BeachBoard's Question Library to randomly select assessment questions for each student.

### Proctored Remote Exams

As of October 2020, ATS recommends [Respondus LockDown Browser and Monitor](#) for proctored exams. However, while Respondus is useful as a deterrent, it is unfortunately not possible to prevent all cheating. Consider [transitioning from high-stakes exams \[PDF\]](#) wherever possible.

After enabling Lockdown Browser and Monitor in your course, we suggest that instructors create a “trial” exam to allow students to download and install the tool troubleshoot any issues before an actual exam (configure the trial exam to allow for an unlimited number of attempts). Guide your students to [this Respondus troubleshooting resource](#) to help solve any problems that come up.

After a student takes an exam, Respondus Monitor will flag suspicious incidents. However, these flags are not solid evidence of cheating. [Here's how Respondus flags events during exams.](#)

Note that Respondus LockDown Browser and Monitor cannot be used with Chromebooks, mobile devices, and has [limited compatibility with iPads.](#)

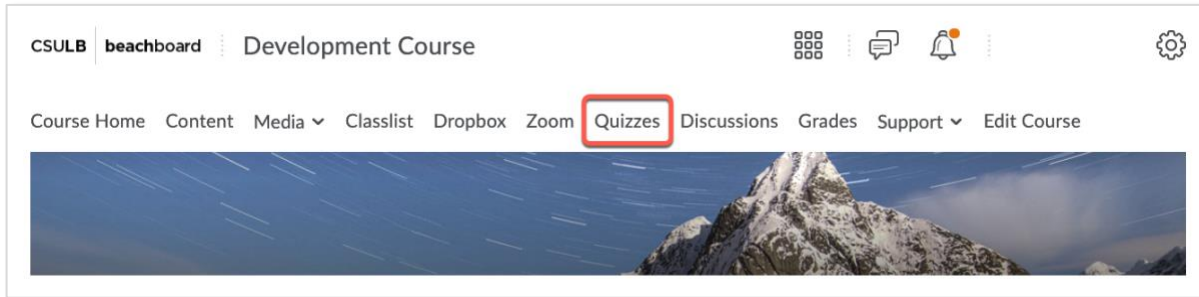
### Resources on Remote Assessments

- [Alternative Assessment to High Stakes Proctored Exams](#), curated by ATS
- [Remote Exams and Assessments](#), from Rutgers University
- [Alternatives to Traditional Testing](#), from UC Berkeley
- [Handling Exams When Your Course Unexpectedly Moves Online](#), from IU Bloomington

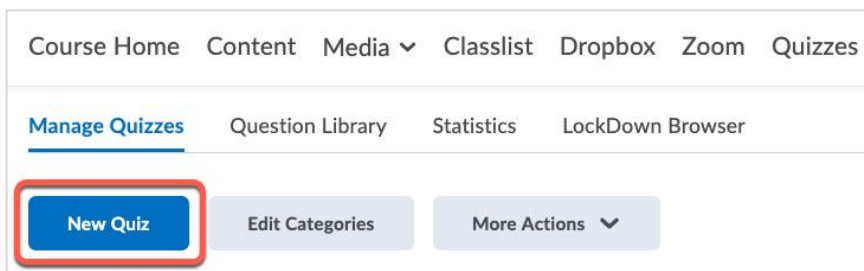


## BUILDING A NEW QUIZ

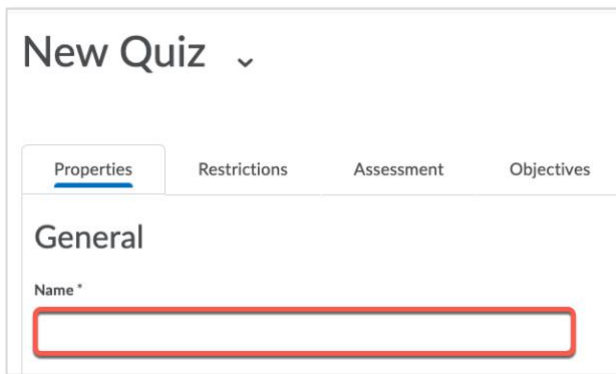
From you course homepage, select the “**Quizzes**” tab:



Select “**New Quiz.**”



**Name** your Quiz.



Scroll past the “Quiz Questions” section down to the “Description and Introduction” section.



## Description and Introduction

Click the “Expand” arrow to reveal this section. Then, select the radio buttons to activate either of these options and fill in the text boxes with the relevant information.

- **Description.** This is shown to students before an assessment becomes available. This could be a description of what the assessment covers.
- **Introduction:** this is displayed immediately before students start the assessment. Here, you could provide students with test instructions.

**Description / Introduction**

▼ Collapse description / introduction

**Description**

on  off ?

Format **B** *I* U [List icons] Font Famil 5 (18pt) [Color icon] ...

Your description here.

**Introduction**

on  off ?

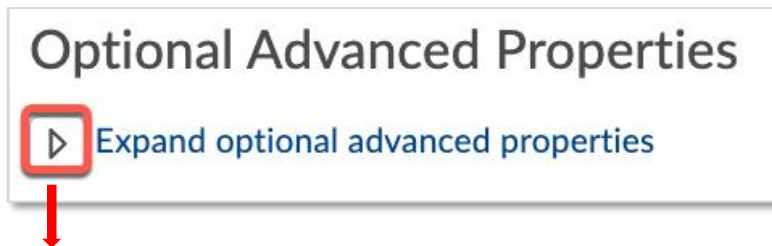
Format **B** *I* U [List icons] Font Famil 5 (18pt) [Color icon] ...

Your introduction here.

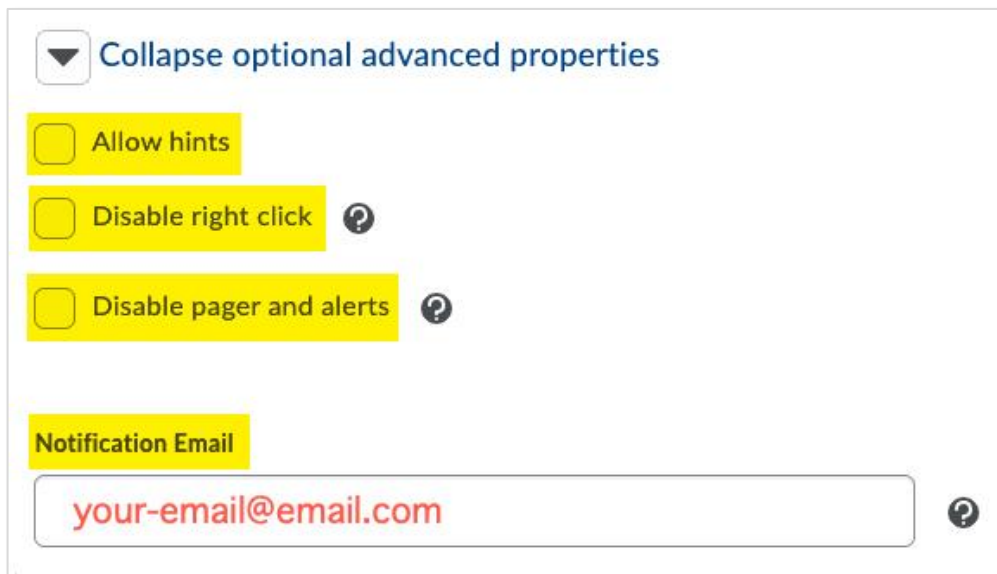


## Optional Quiz Properties

At the bottom of the page, you may want to select some of the “**Optional Advanced Properties.**” Click the “Expand” arrow to reveal this section:



optional advanced properties: allow hints, disable right click, disable pager and alerts, notification email.



- **Allow hints:** select this if you want to provide students with answer hints.
- **Disable right-click:** makes it harder for students to print or save assessment questions. Tech-savvy students may find a way around this however, it will be harder for most students to save assessment questions. Not compatible with Macs when using Internet Explorer or Safari.
- **Disable pager and alerts:** turns off BeachBoard pager and alerts while a student is taking an assessment.
- **Notification Email:** receive a notification when a student completes an assessment.



## Setting Restrictions

From the “Restrictions” tab at the top of the screen, you can adjust the following settings:

- **Hide from Users:** hide your assessment until you are ready to open it.
- **Due Date:** The due date sets an expectation for the date/time your students should submit their attempts.
- **Availability:** the window of time when students will be able to start an attempt. Please note that students will get the full enforced time limit set if they start an attempt at any point during this window.
- **Display in Calendar:** to have the assessment display on students’ BeachBoard Calendars.
- **Release Conditions:** use this feature to ensure students perform certain class activities before an assessment becomes available (e.g. complete certain module(s), activities, etc.)

Course Home Content Media ▾ Classlist Dropbox Zoom Quizzes

### Edit Quiz - Test Quiz ▾

Properties **Restrictions** Assessment Objectives Subm

Hide from Users

**Due Date**

Has Due Date

9/23/2020 8:58 PM Now

United States - Los Angeles

**Availability**

Has Start Date

9/16/2020 1:58 PM Now

United States - Los Angeles

Has End Date

9/23/2020 8:58 PM Now

United States - Los Angeles

Display In Calendar

**Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Note: **Security Options and Optional Advanced Restrictions** are for advanced users and will not be covered in this guide.



## Timing Options

**Recommended Time Limit:** allows you to set a recommended time for the assessment with an option to show a countdown clock for students. You will be able to see how much time was actually spent on the quiz.

The screenshot shows a 'Timing' configuration window. At the top, there are two radio buttons: 'Recommended Time Limit' (which is selected) and 'Enforced Time Limit'. Below this, there is a text input field containing '120' followed by the text 'minute(s)'. Underneath the input field, it says 'Will be displayed before the quiz starts'. At the bottom, there is a checkbox labeled 'Show clock'.

**Enforced Time Limit:** allows you to set a *required* time limit for an exam.

- **Time Limit:** how much time allotted for the exam.
- **Grace Period:** time allowed to exceed the limit (e.g. time to complete an answer in progress).
- **Exceeded Time Limit Behavior:** options for what happens when the grace period has ended.
  - Allow student to continue working: their exam will be flagged for exceeding time limit.
  - Prevent the student from making further changes: locks the exam and forces students to submit their exam as is.
  - Zero Option: allows students to continue working but will record their grade as “0”

The screenshot shows a 'Timing' configuration window. At the top, there are two radio buttons: 'Recommended Time Limit' and 'Enforced Time Limit' (which is selected). Below this, there are two input fields: 'Time Limit' with '120' and 'minute(s)', and 'Grace Period' with '5' and 'minute(s) before flagged as exceeded time limit'. Below these fields, there is a section titled 'Exceeded Time Limit Behaviour' with the text 'After the grace period, flag the quiz attempt as exceeded time limit, and'. There are three radio button options: 'Allow the student to continue working' (selected), 'Prevent the student from making further changes', and 'Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.'



## SPECIAL ACCESS TO ASSESSMENTS

Special Access allows you to set custom quiz parameters for individual students.

Select one of the “**Types of Access**” and then click “**Add Users to Special Access.**”

- **Allow selected users special access to this quiz:** means that the everyone in the course will adhere to the restrictions *except* for the students listed under “Special Access” who will have a different set of restrictions from everyone else (e.g., students with special needs or accommodations)
- **Allow only users with special access to see this quiz:** means that the quiz will only be visible to students selected for special access. Common cases for this are make-up exams.

**Special Access**

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

## Dates

- **Due Date:** The due date sets an expectation for the date/time your students should submit their attempts.
- **Availability:** the window of time when students will be able to start an attempt. Please note that students will get the full enforced time limit set if they start an attempt at any point during this window.

**Add Special Access to Quiz: Test Quiz**

**Special Access Properties**

**Due Date**

Has Due Date

9/23/2020 11:25 PM Now  
*United States - Los Angeles*

**Availability**

Has Start Date

9/16/2020 4:25 PM Now  
*United States - Los Angeles*

Has End Date

9/23/2020 11:25 PM Now  
*United States - Los Angeles*





## Timing

- **No Changes:** this option will keep the same settings as the original quiz.
- **Recommended Time Limit:** set a *recommended* time for the assessment with an option to show a countdown clock for students. You will be able to see how much time was actually spent on the quiz.
- **Enforced Time Limit:** allows you to set a *required* time limit for an exam different from the original exam.

Timing

No changes    Recommended Time Limit    Enforced Time Limit

## Attempts

This option allows you to set how many times a student can attempt a quiz. First, check the “**Override Attempts Allowed**” box. Then, set the number of attempts (from 2-10) you would like students to have. Select “**Apply**.”

Override attempts allowed

Attempts Allowed

1

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

## Advanced Attempt Conditions

On this menu, determine the score (percentage) that will qualify a student for another attempt (e.g. a min score of 0% and max score of 80%). For each attempt, indicate the score range that will release another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min:  % Max:  % on Attempt 1

## Users

Indicate who will have special access to the quiz. Click the “**Add Special Access**” button after checking the box with the student’s name to complete the setup.

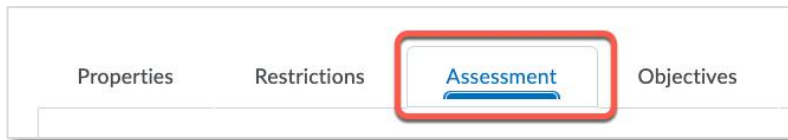
<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	Sam Student 0123456789



## ASSESSMENT PROPERTIES

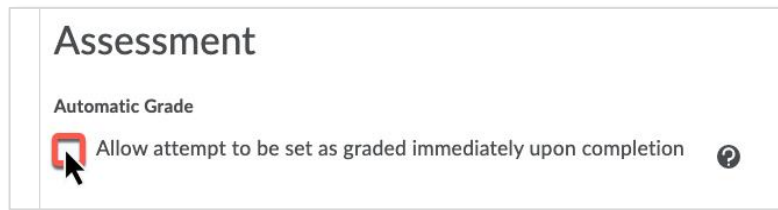
This section covers various options for setting up quizzes and connecting quiz results to your BeachBoard Gradebook. Visit our website, [Grading in BeachBoard](#) for detailed instructions to set up your Gradebook.

In “**Edit Quiz**” mode, click on the “**Assessment**” tab to access these properties.



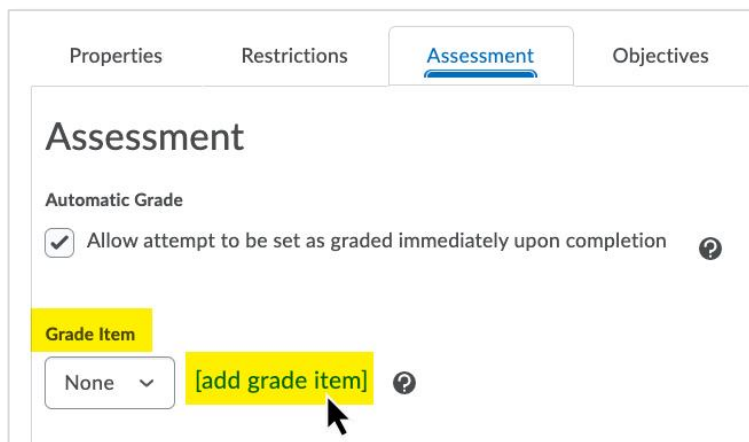
### Automatic Grade

Check this box if you want the quiz to be graded and published for the student to review.



### Attaching Assessments to the Gradebook

“**Grade Item**” tells the system which grade item in the gradebook this exam is tied to. Select “**[add grade item]**” to create a new item in the gradebook.





- **Auto Export to Grades:** exports automatically graded assessment grades to the gradebook.
- **Student View Preview:** leave this as the default setting. This option shows how student grades will be displayed.
- **ePortfolio Artifacts:** this will allow students to post their quiz results to their portfolio with limited information certified by BeachBoard.

The screenshot displays the 'Assessment' configuration page with the following settings:

- Automatic Grade:**  Allow attempt to be set as graded immediately upon completion
- Grade Item:** None (dropdown menu) [add grade item]
- Auto Export to Grades:**  Allow automatic export to grades
- Student View Preview:** - / - (dropdown menu)
- ePortfolio Artifacts:**  Allow users to add the result of this quiz to their ePortfolio



## Attempts

- **Attempts Allowed:** allows you to set how many times a student can attempt a quiz. Select between 2-10 attempts and click “Apply.”
  - A new menu will pop up at the bottom: Advanced Attempt Conditions. Determine the score as a percentage to qualify a student for another attempt (e.g. a min score of 0% and max score of 80%). For each attempt, indicate the score range that will release another attempt for students.
- **Overall Grade Calculation:** select how you want Beachboard to determine the final grade for an assessment by select which attempt(s) should be used.
  - Highest Attempt
  - Lowest Attempt
  - Average of All Attempts
  - First Attempt
  - Last Attempt

The screenshot shows the 'Attempts' configuration interface. At the top, the title 'Attempts' is displayed. Below it, the 'Attempts Allowed' section features a dropdown menu set to '2' and an 'Apply' button. A note states: 'Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.' The 'Overall Grade Calculation' section has a dropdown menu set to 'Highest Attempt'. The 'Advanced Attempt Conditions' section includes instructions: 'To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.' and 'If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.' Below this, there are input fields for 'Attempt 2 - Min: [ ] %' and 'Max: [ ] % on Attempt 1'. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.



## ADDING QUESTIONS TO YOUR ASSESSMENT

Use the BeachBoard Question Editor to upload questions into your assessments.

Go back to the “**Properties**” tab at the top. Under Quiz Questions, select the “**Add/Edit Questions**” button:

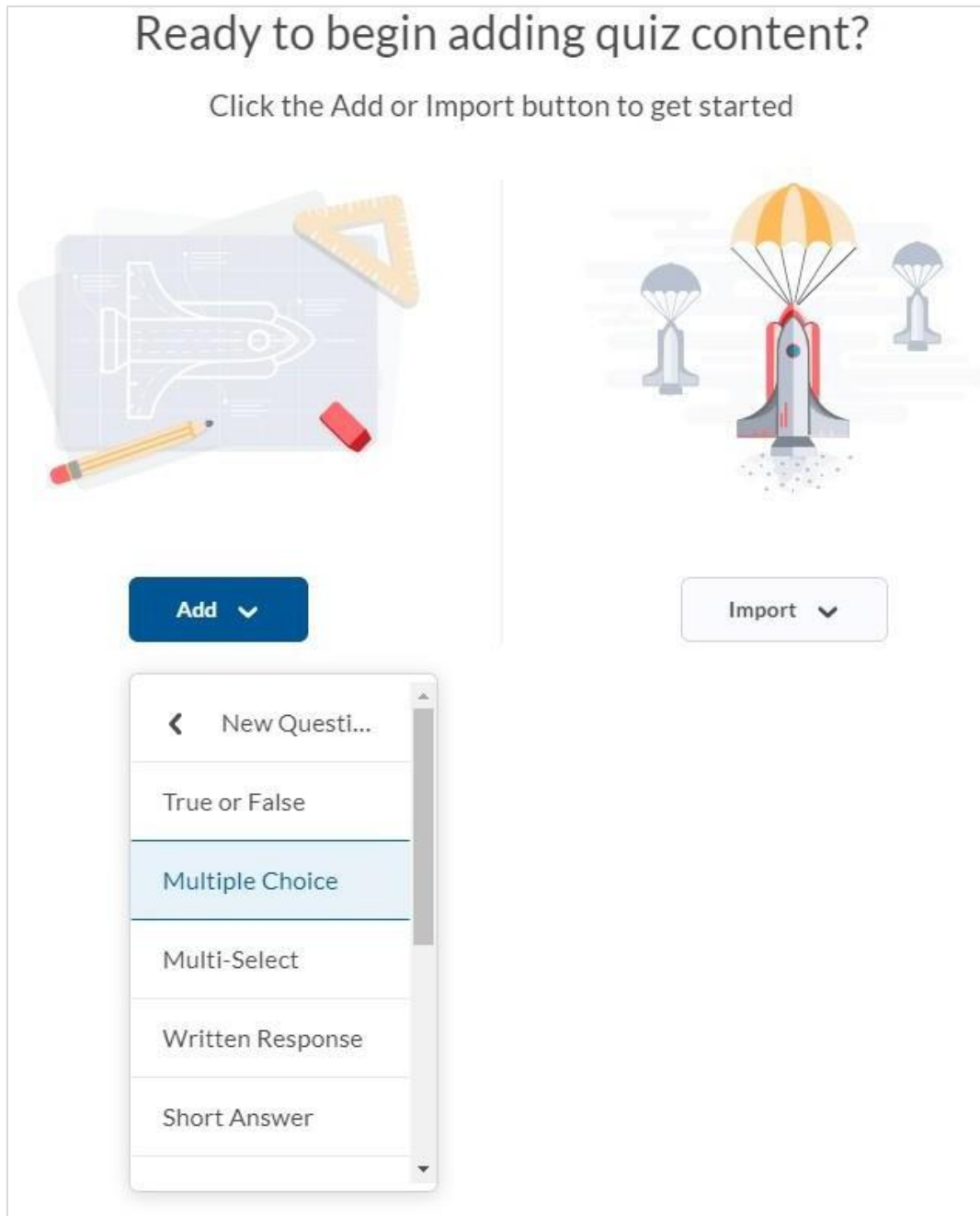
The screenshot shows the 'Properties' tab selected in the top navigation bar. Below it are tabs for 'Restrictions', 'Assessment', and 'Objectives'. The main content area is titled 'General' and contains a 'Name \*' text input field and a 'Category' dropdown menu currently set to 'no category'. There is a link for '[add category]' and a help icon. Below this is the 'Quiz Questions' section, which states 'This quiz is empty.' At the bottom of this section, the 'Add/Edit Questions' button is highlighted with a red rectangle and a mouse cursor is pointing at it.

You will be taken to a screen to select how you would like to create your assessment questions:

The screenshot shows a screen titled 'Ready to begin adding quiz content?' with the instruction 'Click the Add or Import button to get started'. There are two main options presented as cards. The left card features an illustration of a blueprint with a pencil, a ruler, and a red eraser, and has a blue 'Add' button with a dropdown arrow. The right card features an illustration of a rocket launching with a parachute, and has a grey 'Import' button with a dropdown arrow.



Click the “Add” button followed by “New Question.” Select the type of question you would like to add from the dropdown menu ([see Question Types](#)). For this guide, we will select “Multiple Choice” as an example.





**Multiple Choice Question Form:** On this screen, fill in your question information.

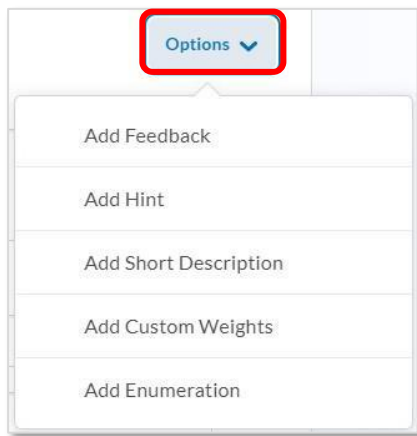
- **Question Text:** use this space to enter your assessment question.
- **Answers:** you will be presented with a field to insert the answer(s) to the question that you posed.
- **Add Answer:** use this option if you need additional answer fields.
- **Randomize answers for each student:** randomizes the answers so that students do not receive the answers in the same order. We recommend turning this feature on.
- **Points:** indicate the number of points that the question is worth.

The screenshot shows a web interface for creating a multiple-choice question. At the top left, there is a back arrow and the text "Back to Question Library". Below this, a dropdown menu is set to "Multiple Choice" with a downward arrow, and a blue "Options" link with a downward arrow is to its right. A yellow label "Question Text \*" is above a large empty text input field. Below that, a yellow label "Answers \*" is above four rows of answer options. Each row consists of a radio button, a text input field, and a small 'x' icon to the right. A yellow "Add Answer" button is located below the answer rows. Underneath, there is a checkbox labeled "Randomize answer order" which is currently unchecked. A yellow label "Default Points \*" is above a small text input field containing the number "1". At the bottom, there are two buttons: a blue "Save" button with a downward arrow, and a light gray "Cancel" button.



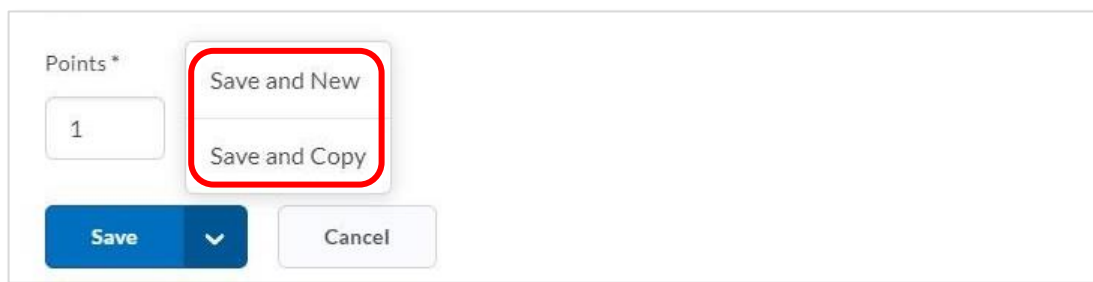
Click the “Options” (upper right corner) button to reveal even more ways to customize your questions:

- **Add Feedback:** to provide feedback to the student after the quiz has been submitted.
- **Add Hint:** Students can choose to have the hint displayed. When you are setting up the quiz make sure that you have turned this feature on in order to use it.
- **Add Short Description:** provide a short description of the question for students.
- **Add Custom Weights:** this allows you to set the weight of each answer.
- **Add Enumeration:** to have the answers to be enumerated (e.g. 1,2,3 or A, B,C).



### “Save and New” or “Save and Copy”

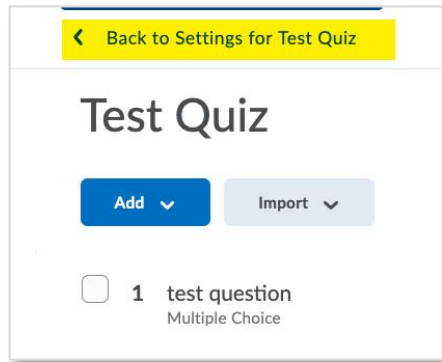
Once you are done you can click “Save” to save the question. If you select the dropdown menu arrow, you can use “Save and New” to save the question and start a new one. Or, select “Save and Copy” to save and copy the question to be used in another course.





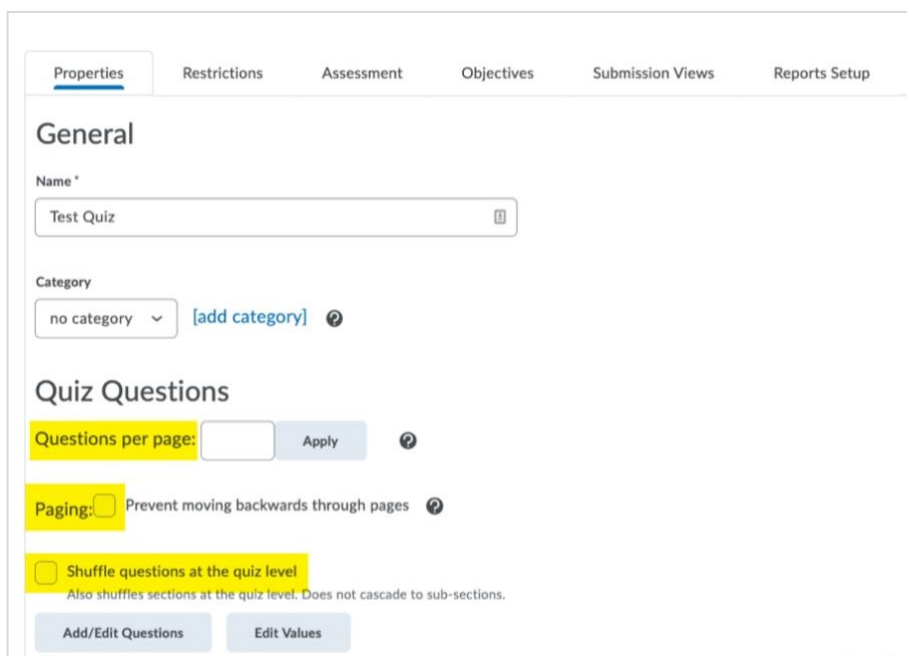


After adding all your questions, select, “**Back to Settings for [name of quiz]:**”



On the “**Edit Quiz**” page, you will see that “**Quiz Questions**” section now has additional options (These options will not appear until you have added at least one question in the previous step).

- **Questions Per Page:** you can select the number of questions that appears on a page. For maximum academic integrity we recommend one question per page.
- **Paging:** this restricts students from going back to previous questions. In a typical setting this is allowed however, to reduce instances of academic dishonesty online. We recommend that this feature be turn on.
- **Shuffling Questions:** this feature will ensure that students receive the questions in a shuffled manner, meaning, not all students will receive assessment questions in the same order. We recommend that this feature be turned on for assessments.





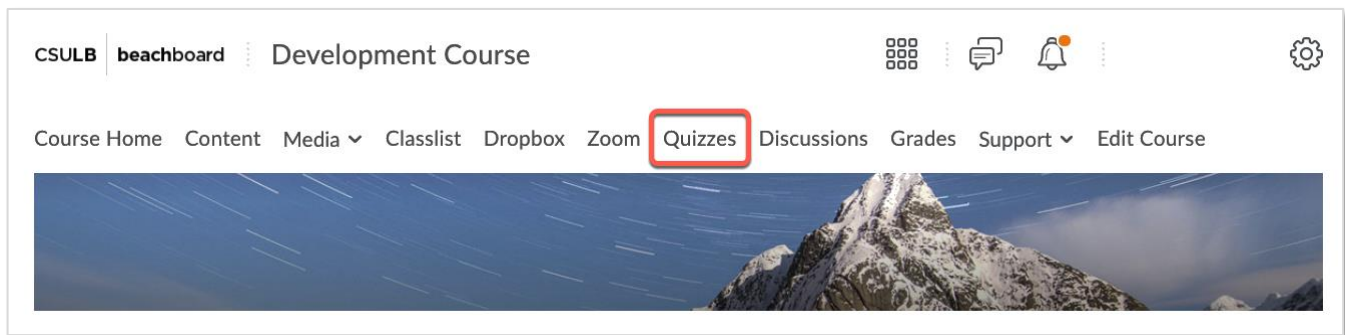
## THE QUESTION LIBRARY

The Question Library allows additional security for maintaining academic integrity. You can load your assessment questions into the question library and let the system randomly select questions to assign to students for the exam. This means that if you load 20 questions into the library and only require 10 questions, the system will randomly select from the pool of 20 questions 10 questions for a student to answer. This ensures that all students are not receiving the same set of questions.

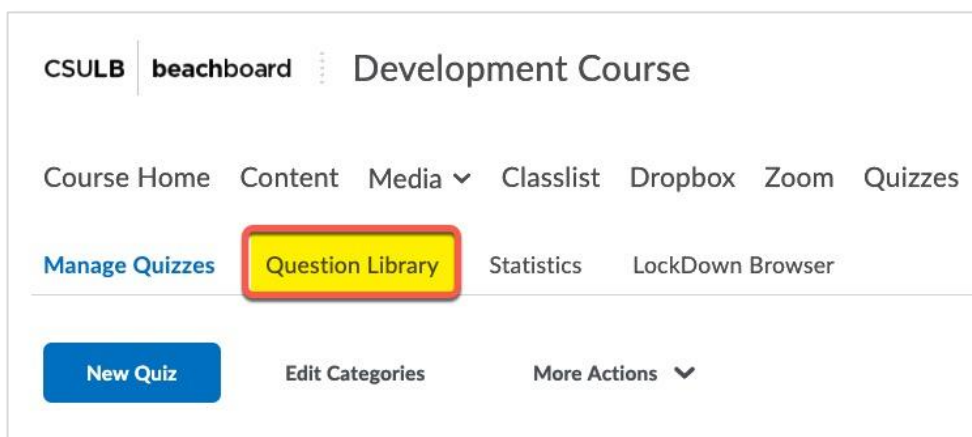
**We recommend loading test questions into the question library so that randomization can occur.**

As a best practice, create at least 10 additional questions (the more the better) in addition to how many questions you intend to ask during an exam. For example, if you intend to ask 20 questions you should prepare 30 questions for your assessment to allow for randomization of questions. The more randomization, the better you will be able to reduce academic dishonesty.

From the course homepage, select the “**Quizzes**” tab:



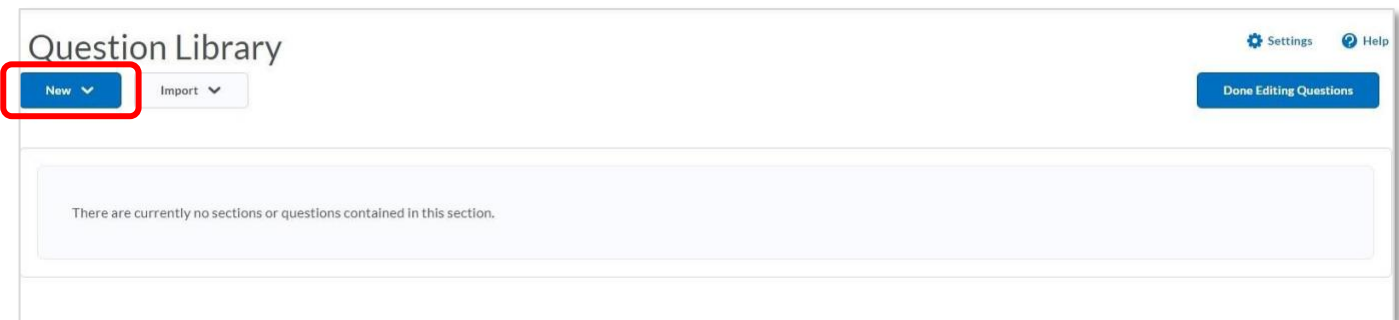
Select the “**Question Library**” tab:





You will be brought to this screen where you can begin to generate questions for your assessment.

Select **“New”** and choose the type of question you intend to use from the dropdown menu. For this guide, we will select **“Multiple Choice.”**



You will be taken to the question screen where you can insert question information:

Once you have all of your question populated, save and return to the Question Library screen.



Back at the main Question Library screen select **“Done Editing Questions:”**

The screenshot shows the 'Question Library' interface. At the top right, there are 'Settings' and 'Help' icons. Below them, a blue button labeled 'Done Editing Questions' is highlighted with a red rectangular box. The main area contains a table with columns: Name (click question name to edit), Type, Points, Difficulty, Mandatory, and Last Modified. The table lists three test questions.

	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Test Question 1	MC	1	1		Mar 18, 2020 10:34 AM
<input type="checkbox"/>	Test Question 2	MC	1	1		Mar 18, 2020 10:36 AM
<input type="checkbox"/>	Test Question 3	MAT	1	1		Mar 18, 2020 10:35 AM

At the “Manage Quizzes” Screen, select the assessment that you prepared:

The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' icon is visible. The main area contains a table with columns: Current Quizzes and Published. The table lists two quizzes: 'Current Quizzes' and 'Test'. The 'Test' quiz is highlighted with a red rectangular box.

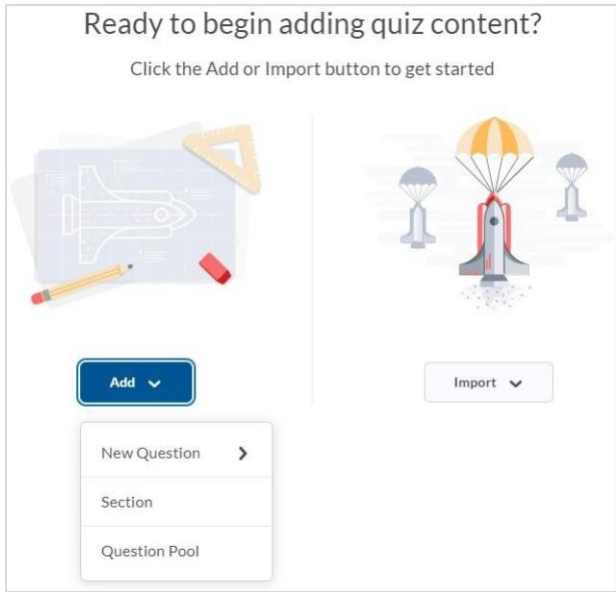
	Current Quizzes	Published
<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	Test	-

Select **“Add/Edit Questions”** under the “Quiz Questions” option.

The screenshot shows the 'New Quiz' interface. At the top, there are tabs for 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Properties' tab is selected. Below the tabs is the 'General' section with a 'Name' field and a 'Category' dropdown set to 'no category'. Below that is the 'Quiz Questions' section with the text 'This quiz is empty.' and a button labeled 'Add/Edit Questions' highlighted with a red rectangular box.



You will be taken to the “Quiz Content” screen. Here you can select the “Add” button then “Question Pool”

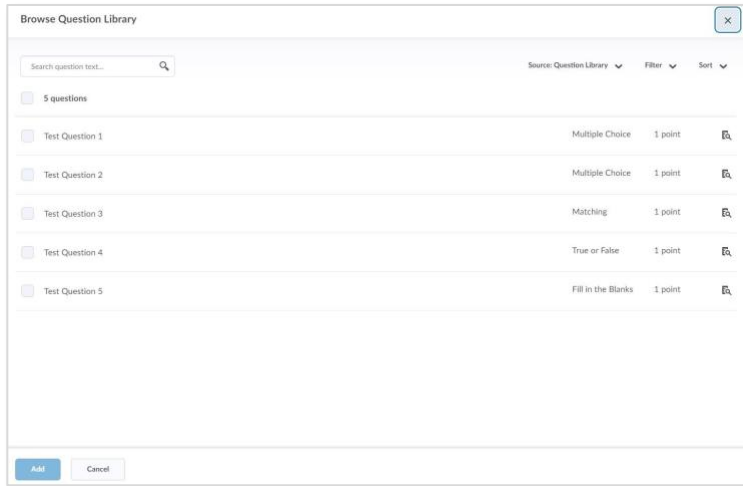


You will be taken to the question pool set-up page where you will need to fill in information.

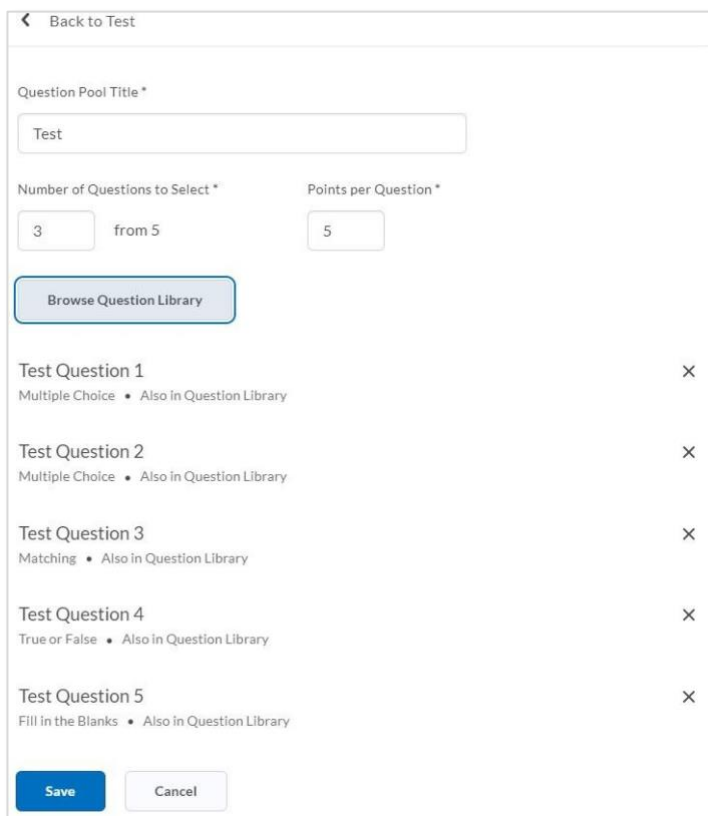
- **Question Pool Title:** give the question pool a name for the particular exam you are going to administer.
- **Number of Questions to Select:** enter the number of questions you would like to use for the exam.
- **Points Per Question:** enter the number of points will each question be worth.
- **Browse Question Library:** once you have filled in all the other information select this option to select the questions to include in the pool for the exam.



Enter the required information then select “**Browse Question Library**” to bring up the questions available in the library. Select the question you want to include in the assessment then select “**Add**” at the bottom of the page.

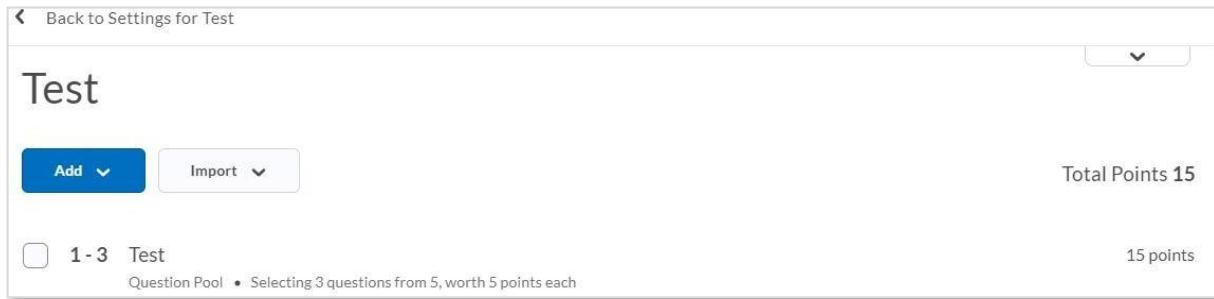


Once you are back at the question pool set-up page you can review the questions being used. You will notice that the “**Number of Questions to Select**” has updated to show “3 from 5”. This indicated that the system will select the number of questions you indicated (in this case 3) from the total number of questions selected (in this case 5). From this screen select “**Save**”.



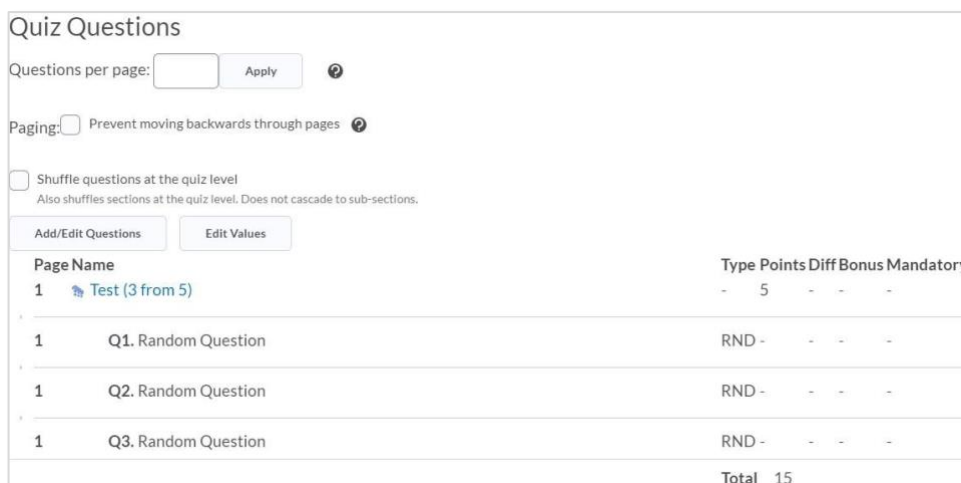


You will be taken to a summary page where you can verify the number of questions being selected and the total point value. Make sure this information is correct then select **“Back to Settings for Test”**.



Back at the “Edit Quiz” page, you will see that additional options have appeared under “Quiz Questions”. One on the question list you will see it says **“Random Question”** indicating the system will select a question at random.

- **Questions Per Page:** you can select the number of questions that appears on a page. For maximum academic integrity **we recommend one question per page in conjunction with additional security features (Paging & Shuffling)**.
- **Paging:** this restricts students from going back to previous questions. In a typical setting this is allowed however, to reduce instances of academic dishonesty online **we recommend that this feature be turn on**.
- **Shuffling Questions:** this feature will ensure that students receive the questions in a shuffled manner, meaning, not all students will receive assessment questions in the same order. **We recommend that this feature be turned on for assessments.**



After you have made your selections, be sure to save your assessment. Now you are done setting-up your assessment!



## QUESTION TYPES

### True False Questions

- Add Feedback
- Add Hint
- Add Short Description
- Add Enumeration

### Multiple Choice Questions

- Add Feedback
- Add Hint
- Add Short Description
- Add Custom Weights
- Add Enumeration

### Fill in the Blanks

- Insert Image
- Add Feedback
- Add Hint

### Multi Select Question

- Insert Image
- Add Enumeration
- Style of Display
- Grading Options
- Randomize Answers
- Add Hint
- Add Feedback

### Written Response

- Add Feedback
- Add Hint
- Add Short Description
- Add Answer Key
- Add Custom Response
- Box Size
- Add Initial Text

### Short Answer

- Add Feedback
- Add Hint
- Add Short Description

### Ordering Question

- Insert an Image
- Grading Options
- Add Hint
- Add Feedback

### Multi-Short Answer

- Insert Image
- Input Boxes
- Rows
- Columns
- Add Hint
- Add Feedback

### Arithmetic

- Add Image
- Formula
- Answer Precision
- Tolerance
- Units
- Evaluation Options
- Add Hint
- Add Feedback

### Significant Figures

- Add Image
- Tolerance
- Add Feedback
- Formula
- Units
- Evaluation Options
- Answer Precision
- Add Hint





## GLOSSARY OF QUESTION OPTIONS

**Answer Precision** – this sets how precise an answer needs to be.

**Add Answer Key** – you can add an answer key to certain question types for grading purposes.

**Add Custom Weights** – using this feature allows you to change the weight of answers.

**Add Custom Response Box Size** – for written responses you can adjust the size of the field students will provide their answer (paragraph, sentence, essay).

**Add Feedback** – allows you to provide feedback to students regarding a question.

**Add Hint** – you can add a hint to your assessment questions if you feel students will need it.

**Add Initial Text** – you can use to start a response for students (written responses).

**Add Short Description** – you can provide students with a short description about the question.

**Columns** – allows you to add columns to answer field.

**Evaluation Options** – allows you to make grammar selections.

**Formula** – this feature allows you to insert basic equations into a question.

**Grading Options** – you can determine how strict the grading is for a question (All or Nothing, Equally Weighted, or Right Minus Wrong).

**Input Boxes** – adds additional boxes to questions with multiple answers.

**Insert Image** – where noted some question types allow you to upload an image.

**Randomize Answers** – the potential answers are randomized so that all student do not receive them in the same order.

**Rows** – allows you to add rows to an answer field.

**Tolerance** – this establishes how much deviation you are willing to accept for an answer.

**Significant Figures** – set how many significant figures and answer should have.

**Style of Display** – you can change the way a question is displayed.

**Units** – this option allows you to set a particular unit of measure.