

How to: Withhold Test Grades or Feedback in Bb9 (STAFF)

Background:

When setting an assessment for students in Bb9, it's sometimes needed to withhold test grades and feedback from students until. For example to avoid student collusion on a test which forms part of their final grade.

Feedback on test performance is given to students in two places within Bb9:

- Immediately after the student submits to test by clicking the OK button to view results from the individual submission
- Through the My Grades tool to see a list of attempts made for a test. This would be the intended way for students to pick up their feedback from tests taken in an earlier sitting, particularly where they are no longer able to take the test

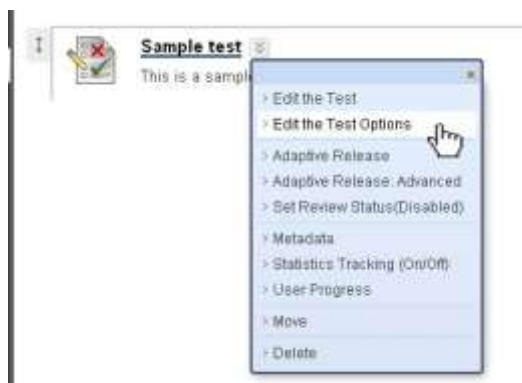
Settings need to be applied that that hide performance feedback from both of these places. The settings can then be reverted at a later date to give access to students to this information. To change the settings follow the instructions below.

Immediately following a test attempt

The display of feedback received on submission of a test is dependant upon settings in the Test Options screen. This screen is configured during the deployment of a test into a Content Area, or if the test has already been deployed it can be reached by clicking on the chevron drop-down button next to a test within a Content Area. These setting are only available once the test has been deployed into a content Area – for instructions on how to do this see KB article .

Make sure that the Edit mode button is turned to On

Locate the test deployed within in a Content Area, and click on the tests chevron button, and choose Edit the Test Options



At the Test Options screen scroll-down the page until you see the four feedback options, and deselect all of these

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

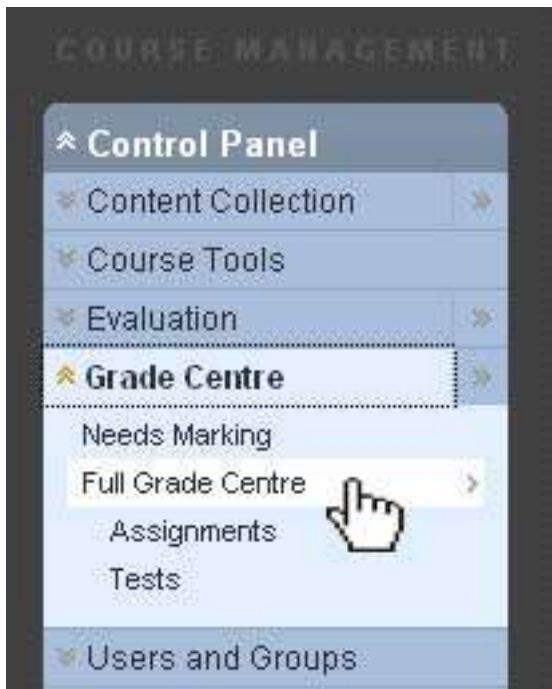
- Score
 - Submitted Answers
 - Correct Answers
 - Feedback
-

Click Submit.

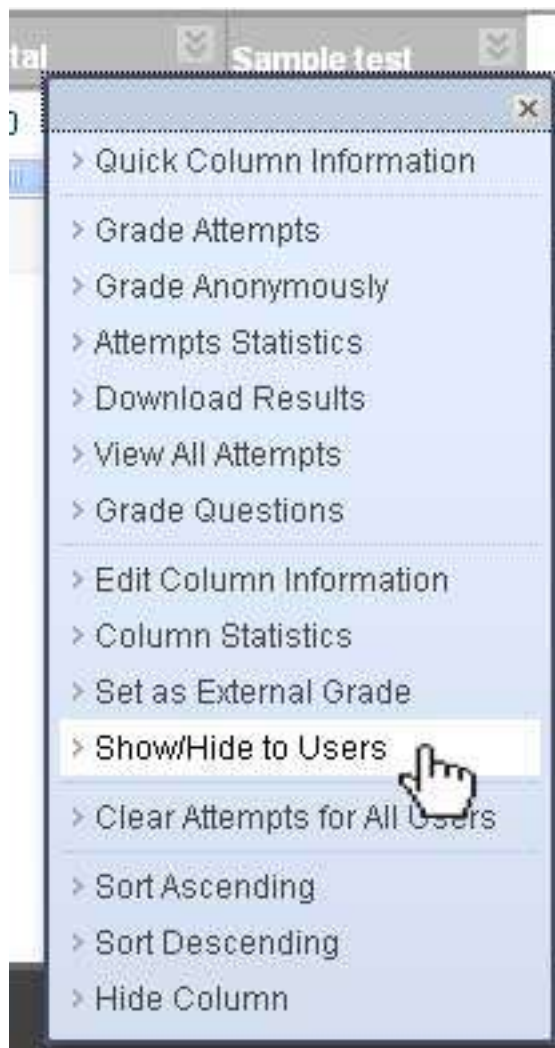
Through the My Grades tool

This screen provides students with an overview of their assessment performance to date, and if a test allows multiple submissions a student can receive feedback for all submissions. Students will need to use this screen if they are to return to the system and pick up feedback from an earlier assessment. The data displayed on this screen comes from information kept on the student's performance in the Grade Centre, and settings can be configured in the Grade Centre to change what and how data appears on this screen. By default test results will appear in My Grades, even when feedback options are turned off for a test (as above), therefore to hide this information from student follow the steps below.

Go to the Control Panel, click on Grade Centre, and then Full Grade Centre



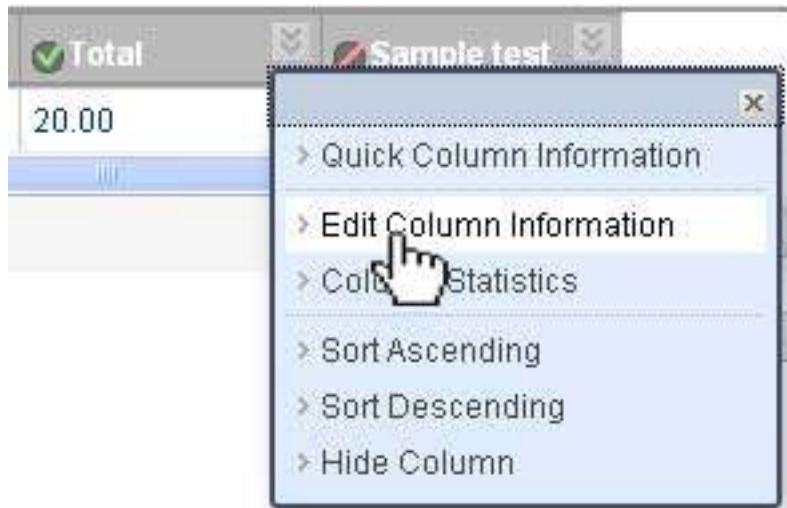
Scroll along the Grade Centre, until you see the column that relates to your test. Click on the columns chevron button and choose Show/Hide to Users



You should now see that the column title appears with a logo appearing with a strikethrough, symbolising that this information is no longer visible to students.

A further column needs to be hidden to Users, the Total column, as this displays a totalled score which students could use this score to work out what they achieved for a specific assessment.

Again in the Full Grade Centre, locate the Total column, and click on the column's chevron button and choose Edit Column Information



At the Edit Column Information screen, scroll down the page until you see the option to Show this Column to Student and set this to No.

4. Options

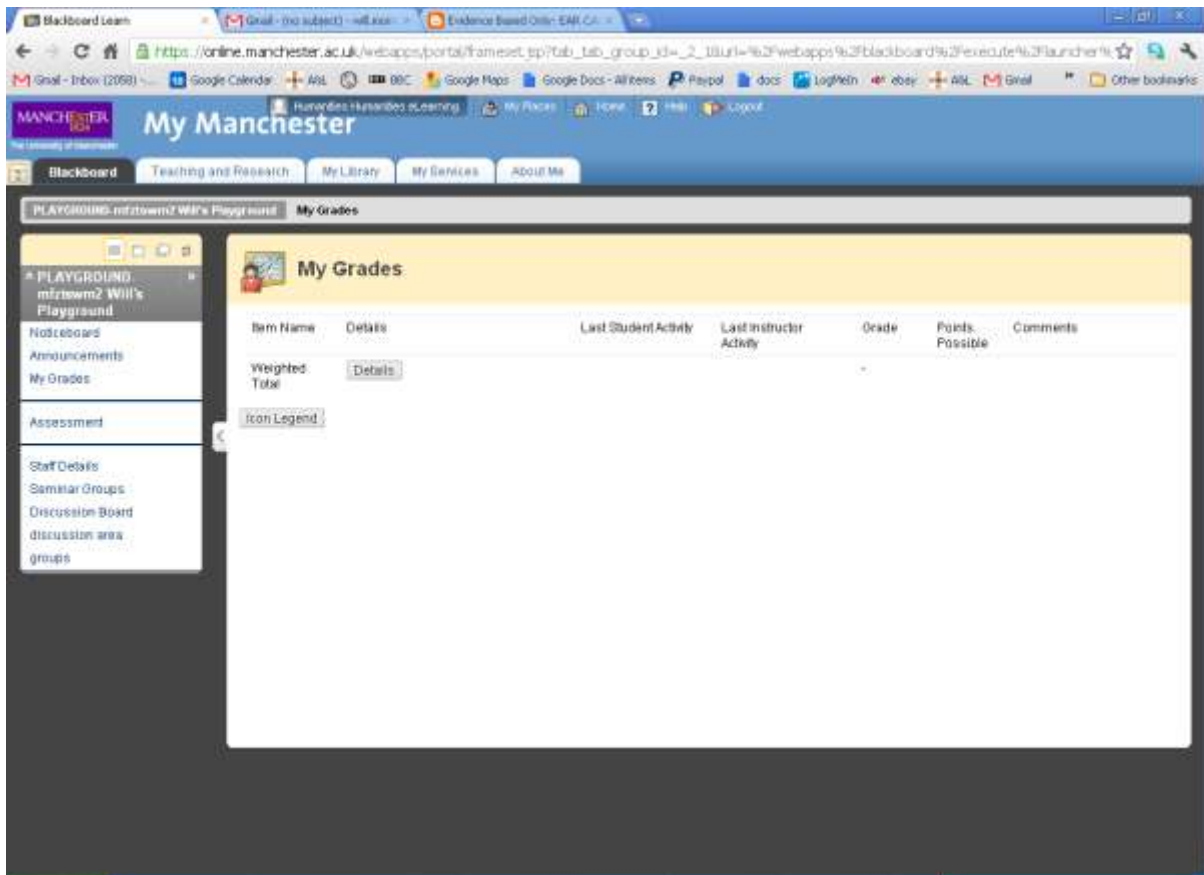
Select **No** for the first option to exclude this Grade Centre column from Grades. Select **Yes** for the third option to show column statistics to

Include this Column in Grade Centre Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Following the steps above should result in a My Grades screen without information about the test or totalled scores as in the image below



To reveal feedback/grade at a certain date

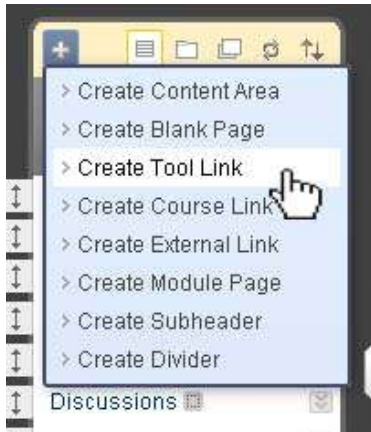
Reverse steps taken in the above two locations. Instruct students to go to My Grades to pickup their grade and feedback.

How to create My Grades tool link

Access to the My Grades tool is enabled by default through most School Standard Course Structures, but if you have modified the Course Menu for your course you may have deleted the link, in which case you can reinstate the My Grades tool link through following the steps below

Make sure Edit Mode is turned to On

Click on the plus symbol above the Course Menu, and choose Create Tool Link



At the Add Tool Link window, type the Name My Grades (as the link will be named in the Course Menu), and select the Type My Grades, and tick the box Available to Users

A screenshot of the 'Add Tool Link' dialog box. The title bar reads 'Add Tool Link'. There are three main fields: 'Name:' with a text input containing 'My Grades', 'Type:' with a dropdown menu containing 'My Grades', and a checkbox labeled 'Available to Users' which is checked. Below the 'Type:' field, there is a small text '(u) - Tool is off:'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

A link will now be made available to students in the Course Menu