

# Wrapping Up Your Course

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# Session Outline

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Conducting an online review class

Invigilating an online exam

Promoting Academic Integrity

Online grading

Q & A

# Conducting an Online Review

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# The Online Review Class

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Remind students of course deliverables

Reduce anxiety about final assessment

- answer questions
- set expectations
- give instructions – where, when and how to access
- practice with BB tests – review quiz

# Asynchronous Reviews

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Use tools and formats already familiar to the students

- Study guides
  - .pdf
  - [Quizlet](#)
- Blackboard announcement
- Discussion board / Padlet

# Synchronous Reviews

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Q and A

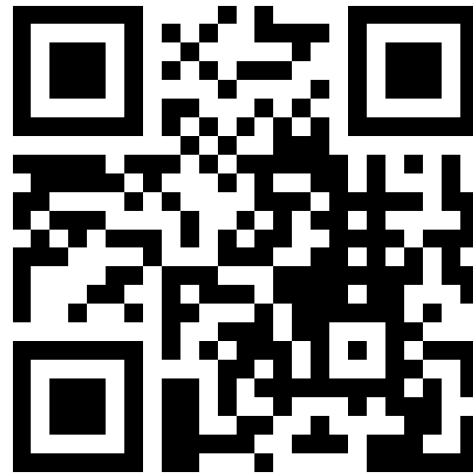
Interactive quiz

# Synchronous Reviews

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Q and A

Interactive quiz



**www.menti.com   Enter code   19 75 9**

# Invigilating an Online Exam

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Questions? [www.menti.com](https://www.menti.com) Enter code 19 75 9





# Invigilation Challenges

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Familiarity with Blackboard tests

Connectivity

- have a plan to address issues

Instructor is not physically present

- provide clear test instructions

# Be Available for Questions

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Prompt response

Public or private questions

- Email
- [Mentimeter](#)
- Seneca phone extension – [Cisco Jabber](#)
- Collaborate Ultra – private chat

Test it with your students!

# Configuring Test Options

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Ensure testing technology does not become a barrier to student success

Academic Integrity is best promoted through test design

Keep to a format students are familiar with

This is a unique situation

# Configuring Test Options

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## [How to Create a Final Exam in Blackboard](#)

Single attempt

Do not use Force Completion

Set a timer - allow extra time for navigation, keyboarding etc.

Turn on Auto Submit

Make Date Available for a 24 hr period - eg 12 am to 11:59 pm

Do not set a password

# Configuring Test Options

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Create exceptions for accommodated students

Do not set a Due Date

Include test in grade center calculations\*\*

Do not Show Test Results – set all options to “---Choose---”

Display questions All at Once or One at a Time

- do not Prohibit Backtracking

Randomize questions\*\*

**Make test available**

# Promoting Academic Integrity

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Questions? [www.menti.com](https://www.menti.com) Enter code 19 75 9



# When do Students Cheat?

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- When they feel pressured to achieve high grades
- When they have poor time management skills
- When there is little interest in the assessment
- When the assessment is perceived to not be relevant to their future learning (eg. exams ask them to recall information rather than think or be creative.)
- When instructions are not clear or confusing
- When they do not understand or are confused about what is cheating and what isn't

# Academic Integrity Strategies

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Awareness of academic integrity

- [Academic Integrity Policy](#)
- [Integrity in Action](#) module

Alternative assessments / Question and exam design

Decrease stressful situations

- alignment of questions to learning outcomes
- clear instructions
- access to instructor



# Academic Integrity Declaration

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“By beginning this test, I affirm that I will not give or receive any unauthorized help on this exam and that all work provided will be my own. I agree to abide by Seneca’s Academic Integrity Policy and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.”

## INSTRUCTIONS

### Instructions

**Please read these instructions carefully.**

1. You must complete all questions on the test. You may answer questions in any order.
2. You may use a calculator during this test. No other aids are allowed.
3. After each multiple choice question, provide an explanation for your choice in the following question.

### For help during exam

If you have a question during the test, email me at [linda.facchini@senecacollege.ca](mailto:linda.facchini@senecacollege.ca) or call my office extension at (416) 491-5050 ext. 26051

### Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

**By beginning this test, I affirm that I will not give or receive any unauthorized help on this exam and that all work provided will be my own. I agree to abide by Seneca's Academic Integrity Policy and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.**

### Timed Test

This test has a time limit of 1 hour.

### Timer Setting

This test will save and submit automatically when the time expires.

### Force Completion

This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

Click **Begin** to start: Sample Exam. Click **Cancel** to go back.

*Click Begin to start. Click Cancel to quit.*

Cancel

Begin

# Online Grading

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Questions? [www.menti.com](https://www.menti.com) Enter code 19 75 9



# Final Grades

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Final grades are not official until reviewed by promotion committees

In grade center...

- Hide total column from students
- Hide weighted total column from students
- Hide final assessment grade from students

[Hide a Column from Students](#)

# Blackboard Grading Tools - Tests

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Multiple Choice & True/False questions graded automatically

Short answer, essay and file upload questions need manual grading



Possible to reset the test

- determine time used
- create exception for time remaining
- ignore first attempt

# Blackboard Grading Tools - Assignments

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All assignments need manual grading 

Assignments can be:

- graded in-line [How to do Inline Grading in MySeneca](#)
- downloaded for grading off-line

Can view SafeAssign report

[MySeneca Safe Assign Tool](#)

# Resources

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[Academic Continuity](#) website

[How to Create a Final Exam in Blackboard](#) (video)

Blackboard [Test Manager](#) (step-by-step instructions)

[Blackboard Assignments](#)

[Hide a Column from Students](#)

[How to do Inline Grading in My.Seneca](#) (video)

[MySeneca Safe Assign Tool](#) (module)





# Thank you!

Photo by [Emma Matthews Digital Content Production](#) on [Unsplash](#)



# Questions?

[www.menti.com](https://www.menti.com) Enter Code 19 75 9



Online teaching & assessment support  
IT support

Blackboard training

**Request for Support form**  
**[bit.ly/ACsupport](https://bit.ly/ACsupport)**

**[bbsupport@senecacollege.ca](mailto:bbsupport@senecacollege.ca)**