## **Disposition Acknowledgement Quiz Tutorial**

Beginning in Spring 2020, the College of Education (COE) will track student acknowledgement of the COE Statement on Professional Dispositions via a quiz to be deployed by faculty in their Blackboard courses. Each faculty member will need to import the quiz into their course, deploy it for student access, and download the quiz results to submit to the college to be used for accreditation and reporting purposes. The following tutorial will demonstrate how to complete each one of those steps.

## Importing the Dispositions Acknowledgement Quiz (DAQ)

- 1. Each instructor will be provided a zip file that contains the Dispositions Acknowledgement Quiz via email. Once you have downloaded the zip file to your computer, navigate to your Blackboard course. *Do not extract the zip file*.
- Under the "Course Management" section of your course menu, select the "Course Tools" option.



3. Under the "Course Tools" sub menu, select the "Tests, Surveys, and Pools" option.



4. At the resulting Tests, Surveys, and Pools screen, select the "Tests" option.



5. On the Tests screen, select the "Import Test" button.



6. On the Test Import screen, select the "Browse Local Files" button.

TEST IMPORT			
Click <b>Browse</b> to locate a file to import.			
Attach File	Browse Local Files	Browse Course Files	

7. A pop-up window will appear with your computer file structure. Navigate to the downloaded zip file. *Note: The export file must be in the zip file format in order for you to import the quiz.* 

NOTE: If you do not get a pop-up window, your browser probably has pop-ups blocked. You need to have pop-ups enabled to get this window. Check your browser settings to enable pop-ups for our Blackboard site.



8. Once you have located the file, click it once to select it and the select the "Open" button.

🝅 File Upload								×
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9. When you are returned to the Test Import screen, select the "Submit" button to complete the process.

TEST IMPORT		
Click <b>Browse</b> to locate a file to	to import.	
Attach File	Browse My Computer Browse Course	
Selected File	File Name Test_ExportFile_WRKGRP.BBSAND.willisopalenik_COE Dispositions Acknowledgement.zip	
	Do not attach	
		₽ ₽
Click Submit to proceed.		Cancel Submit

## Deploying the DAQ

Once you have imported the DAQ to your quiz, you will need to deploy it for your students to access.

1. Begin by navigating to the content area in your course where you want to deploy the DAQ. Once on the desired content page, roll over the "Assessments" button and select the "Test" option from the menu.

Assessments 🗸	Tools 🗸
Test Survey	
Assignment	
Self and Peer Asses	sment
Mobile Compatible	Test
McGraw-Hill Assign	ment

2. At the Create Test screen, select the "COE Dispositions Acknowledgement" option from the list of existing tests and then click the "Submit" button.

Create Test (her you create a test, the next st	tep is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. <u>More Heip</u>
ADD TEST	
Create a new test or select	an existing test to deploy.
Create a New Test	Creater
Add an Dristing Test	- Select Test Below - Test Test COE Dispositions Fusikation ECHE Dispositions Archaelengemeent
Click Submit to add this	test. Click Canced to quit.

3. On the Test Option screen, scroll down until you get to the "Test Availability" section. Then, select the "Yes" radio button for the "Make available to students" field.

TEST AVAILABILITY	п	
Make available to students	O Yes ⊚ No	
Add a new announcement for this test	⊖ Yes ● No	

4. Select BOTH the "Multiple Attempts" checkbox and the "Allow Unlimited Attempts" option. Then, click the "Submit" button, located in the bottom right corner of the screen, to complete the process.

Make available to students	⊖ Yes ● No
Add a new announcement for this test	⊖ Yes ⊚ No
Multiple Attempts Allow Unlimited A Number of Attem	Attempts

If you add the dispositions acknowledgement quiz to your master course shell, it will be there when you next provision your course from the master. If you provision from a previous semester version that did not include the quiz, you will have to add it.