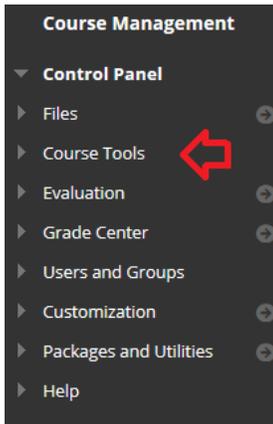


Disposition Acknowledgement Quiz Tutorial

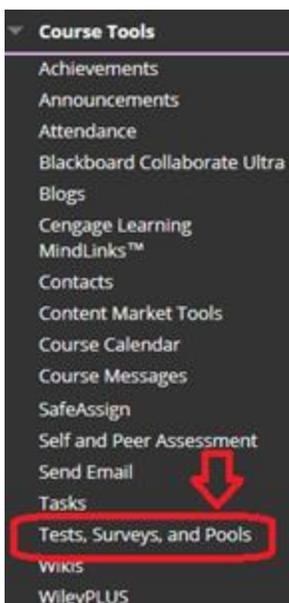
Beginning in Spring 2020, the College of Education (COE) will track student acknowledgement of the COE Statement on Professional Dispositions via a quiz to be deployed by faculty in their Blackboard courses. Each faculty member will need to import the quiz into their course, deploy it for student access, 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)

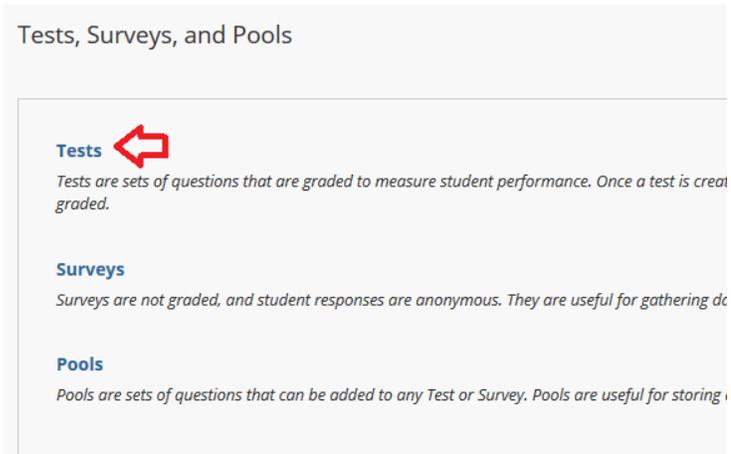
1. Each instructor will be provided a zip file that contains the Dispositions Acknowledgement Quiz via email. Once you have downloaded the zip file to your computer, navigate to your Blackboard course. **Do not extract the zip file.**
2. Under the “Course Management” section of your course menu, select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



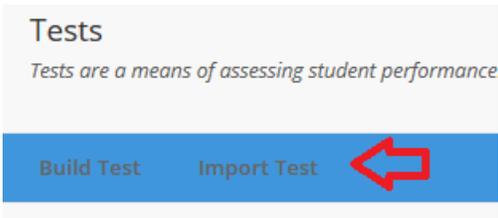
3. Under the “Course Tools” sub menu, select the “Tests, Surveys, and Pools” option.



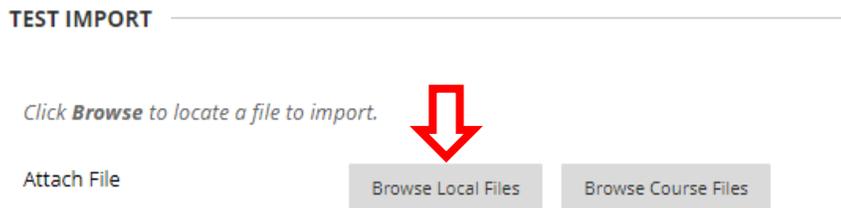
- At the resulting Tests, Surveys, and Pools screen, select the “Tests” option.



- On the Tests screen, select the “Import Test” button.

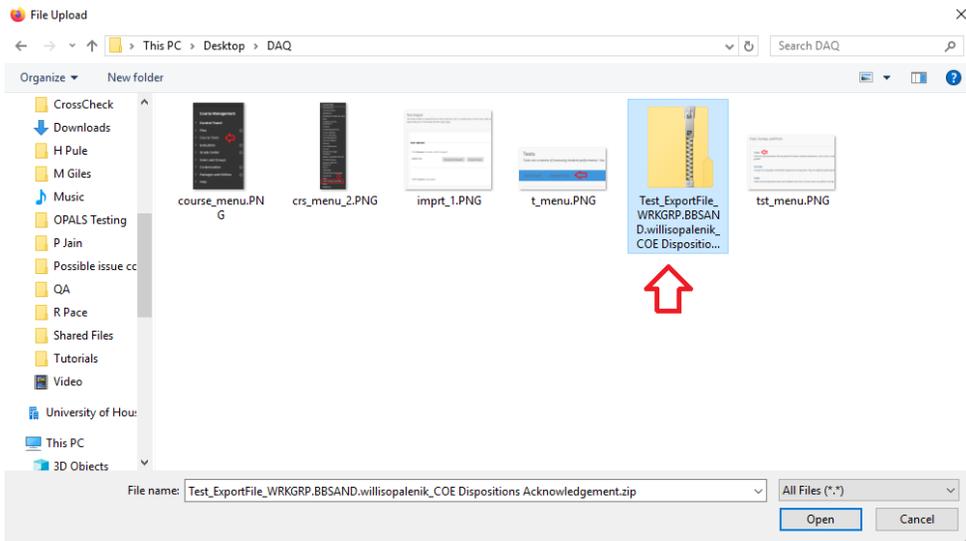


- On the Test Import screen, select the “Browse Local Files” button.

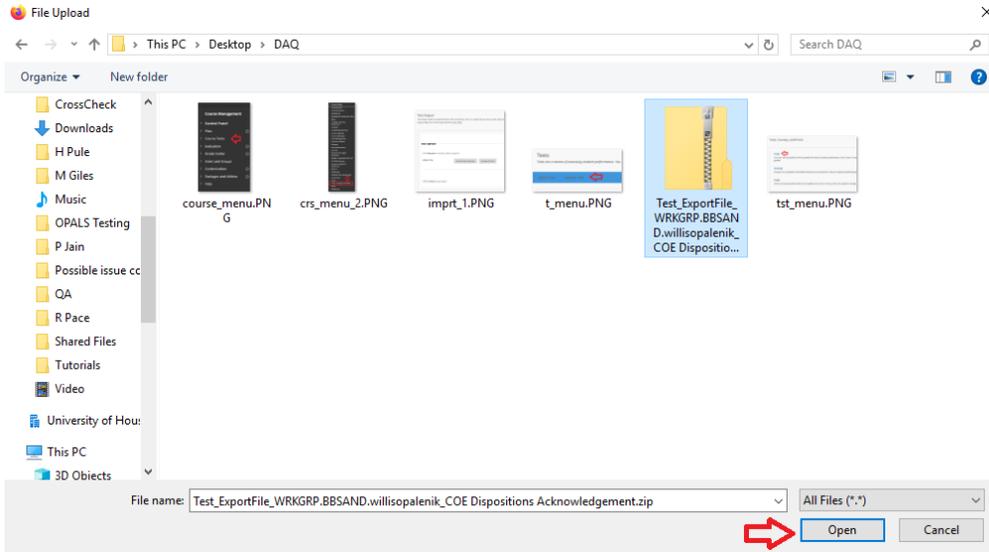


7. A pop-up window will appear with your computer file structure. Navigate to the downloaded zip file. *Note: The export file must be in the zip file format in order for you to import the quiz.*

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.



- When you are returned to the Test Import screen, select the “Submit” button to complete the process.

TEST IMPORT

Click **Browse** to locate a file to import.

Attach File

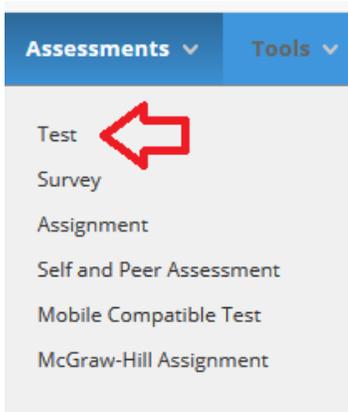
Selected File **Test_ExportFile_WRKGRP.BBSAND.willisopalenik_COE Dispositions Acknowledgement.zip**

Click **Submit** to proceed.

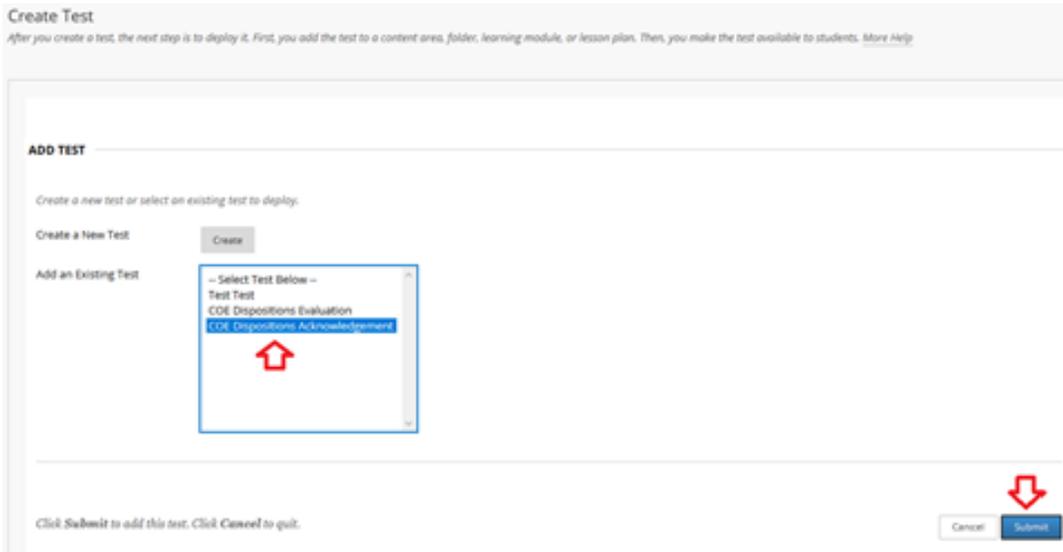
Deploying the DAQ

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

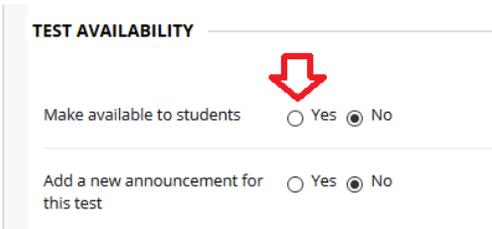
- Begin by navigating to the content area in your course where you want to deploy the DAQ. Once on the desired content page, roll over the “Assessments” button and select the “Test” option from the menu.



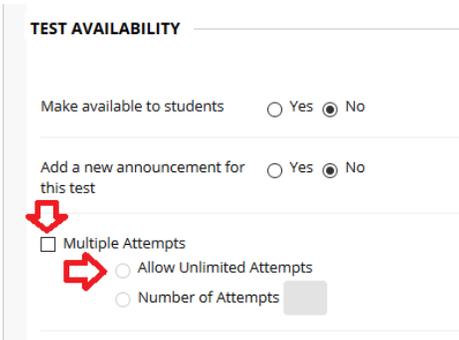
- At the Create Test screen, select the “COE Dispositions Acknowledgement” option from the list of existing tests and then click the “Submit” button.



- 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.



- 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.



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.