1

00:00:00,408 --> 00:00:01,068

Hello there.

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00:00:01,068 --> 00:00:09,288

In this video, I'm going to talk about setting up and managing Blackboard Groups relating to extra time and or stop the clock breaks for online exams.

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00:00:09,288 --> 00:00:14,298

There's two learning outcomes for this video. Firstly, we're going to learn how to create Groups in Blackboard.

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00:00:14,298 --> 00:00:22,737

And secondly, how to pull those Groups through to the Test Options page when we're setting up our electronic exam as a Test in Blackboard.

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00:00:22,737 --> 00:00:24,227

So having logged in to Blackboard,

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00:00:24,227 --> 00:00:32,446

I'm going to come down in left hand side underneath Control Panel and I'm going to click on Users and Groups, followed by Groups.

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00:00:32,446 --> 00:00:36,946

You'll notice I've already got a Group on this shell, that's for something different. But for today,

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00:00:36,946 --> 00:00:40,966

I'm going to come over Create and I'm going to create a Single Group and I'm gonna

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00:00:40,966 --> 00:00:46,576

make it Manual Enrol because I want to add the students into this myself.

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00:00:46,576 --> 00:00:52,186

So I'm potentially going to create three Groups, which I will do for this example video.

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00:00:52,186 --> 00:00:55,456

I'm going to create, firstly, a Group for students who require extra time only.

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00:00:55,456 --> 00:01:00,076

Then I'll create a Group for students who require a stop the clock break only and then

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00:01:00,076 --> 00:01:04,096

I'll create a third Group for students who require extra time and a stop the clock break.

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00:01:04,096 --> 00:01:10,216

But for this first example, I'm going to create the one for students who require extra time.

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00:01:10,216 --> 00:01:16,306

So I'm going to call this Group 'extra time for exams' in the name.

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00:01:16,306 --> 00:01:21,586

I'm not actually going to bother with a description. The students will never see this, I know what it's for,

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00:01:21,586 --> 00:01:25,726

so I'm gonna roll down to the options. And first of all, where it says 'Group is visible to students'

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00:01:25,726 --> 00:01:31,756

I'm going to change that to No. I'm then going to come down through the 'Tool availability' section and

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00:01:31,756 --> 00:01:35,899

I'm going to remove every single tool from this Group.

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00:01:35,899 --> 00:01:38,779

So we don't want the students to see this Group, to use it for anything,

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00:01:38,779 --> 00:01:46,809

it is only for our sort of administrative purposes when we're pulling students through for a Test.

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00:01:46,809 --> 00:01:51,959

So the only real button I'm interested in here is this 'Add users' button. If I click that

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00:01:51,959 --> 00:01:59,529

I'll get a little window pop up and it will show me all of the students who are on this particular Blackboard shell.

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00:01:59,529 --> 00:02:03,349

So at random, I'm just going to pick a couple of students within this list.

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00:02:03,349 --> 00:02:10,749

There we go. So, student one and student three. Just by clicking the little checkbox in left there.

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00:02:10,749 --> 00:02:16,359

Certainly in the real world, this would be the students who you would know require extra time.

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00:02:16,359 --> 00:02:23,519

And I'm going to click Submit. And we'll say now those students have been pulled through to the membership screen of the Group.

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00:02:23,519 --> 00:02:30,166

So if I click Submit here. I now have an 'extra time for exams' Group on this Blackboard shell.

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00:02:30,166 --> 00:02:38,059

Having created all three of the Groups now we can say on my Blackboard Groups page, I've got my 'extra time and stop the clock' break Group,

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00:02:38,059 --> 00:02:45,200

'extra time for exams' Group and 'stop the clock break for exams'. And I've put a couple of students into each of those Groups.

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00:02:45,200 --> 00:02:50,623

So what I'm going to do now is I'm gonna move over to the Content Area where I've create the link for my Test.

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00:02:50,623 --> 00:02:58,123

There's my Test there. I can click on the Edit icon and do 'Edit the Test options'.

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00:02:58,123 --> 00:03:08,083

So all of my options in here have been set already. Great. But what I want to do now is use this 'test availability exceptions' section here

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00:03:08,083 --> 00:03:12,703

to pull my Groups through and allocate the extra time, the stop the clock breaks,

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00:03:12,703 --> 00:03:18,223

and for those students who require both the extra time and combined stop the clock break.

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00:03:18,223 --> 00:03:22,056

So I'm gonna click on Add User or Group

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00:03:22,056 --> 00:03:29,616

and this will bring me up, first of all, a list of all the students on the shell. So I could individually select students here

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00:03:29,616 --> 00:03:34,686

but where we've got large cohorts, that would be quite a large time burden.

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00:03:34,686 --> 00:03:37,536

However, having created the Groups, if I move down the screen a little bit,

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00:03:37,536 --> 00:03:44,496

we can see I've got these different icons with the three little bods and they come up as Groups. In the right hand side

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00:03:44,496 --> 00:03:48,456

we can see, here's my 'extra time and stop the clock break', 'extra time for exams' and

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00:03:48,456 --> 00:03:55,326

'stop the clock break for exams'. So first of all, I'm going to click on all three of these groups.

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00:03:55,326 --> 00:03:57,134

I'm going to click on Submit

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00:03:57,134 --> 00:04:02,934

And that will pull all three of my Groups through in 'test availability exceptions' section.

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00:04:02,934 --> 00:04:09,234

Now we can see, in this Timer column here, that we can override the different times.

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00:04:09,234 --> 00:04:13,914

I'm not changing anything else. I'm not changing the attempts, not changing the availability.

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00:04:13,914 --> 00:04:21,834

I'm not going to change the auto submit status. All I'm concerned about here is these lots of one hundred and eighty minutes.

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00:04:21,834 --> 00:04:25,434

And there is guidance that's been published around how much time to add.

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00:04:25,434 --> 00:04:32,304

However, I'm going to talk through that now. So let's go with 'extra time for exams' first.

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00:04:32,304 --> 00:04:39,864

Certainly for the remote electronic exams, extra time has now be standardised at 25 percent.

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00:04:39,864 --> 00:04:46,034

So in this example, the exam is one hundred and eighty minutes or three hours.

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00:04:46,034 --> 00:04:50,784

Twenty five percent of 180 minutes is 45 minutes.

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00:04:50,784 --> 00:05:02,364

So to add 45 minutes onto a 180 minute exam, I need to remove 180 and type in 225.

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00:05:02,364 --> 00:05:05,514

So the students who are in this 'extra time for exams' Group,

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00:05:05,514 --> 00:05:12,684

they'll get two hundred and twenty five minutes to complete this exam after they click that begin button.

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00:05:12,684 --> 00:05:18,084

Stop the clock breaks for exams. They are standardised at 30 minutes.

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00:05:18,084 --> 00:05:28,794

So again, I'm going to remove 180 and this time I'm gonna type 210 because 180 plus 30 is 210 minutes.

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00:05:28,794 --> 00:05:32,304

And again, the students that are in the 'stop the clock break for exams' Group,

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00:05:32,304 --> 00:05:39,924

they will get two hundred and ten minutes. Where I've got students who require extra time and a stop the clock

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00:05:39,924 --> 00:05:44,334

break; I then need to apply my twenty five percent first,

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00:05:44,334 --> 00:05:52,494

so my 225 plus my 30 minutes, which gives those students 255 minutes.

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00:05:52,494 --> 00:05:58,734

So I've got three different times in here now for the students who I have added to each of these Groups.

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00:05:58,734 --> 00:06:02,424

So students who have extra time and to stop the clock break,

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00:06:02,424 --> 00:06:09,564

they get two hundred and fifty five minutes on a three hour exam. Extra time only, they get two hundred and twenty five minutes.

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00:06:09,564 --> 00:06:17,874

Stop the clock break only, they will get two hundred and ten. And be assured that the students that are in these Groups, when they click the Begin button,

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00:06:17,874 --> 00:06:22,704

their timer will show them the new time that we've added in here.

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00:06:22,704 --> 00:06:25,914

It won't show them that they've got 180 minutes plus extra.

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00:06:25,914 --> 00:06:31,494

It will just show them, for example, this group of students that they have 255 minutes.

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00:06:31,494 --> 00:06:34,104

So therefore they won't feel singled out or anything like that,

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00:06:34,104 --> 00:06:41,184

but they will get their extra time and stop the clock break requirement built into the Test.

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00:06:41,184 --> 00:06:46,284

However, the other rules around timings for Tests do apply to these students.

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00:06:46,284 --> 00:06:50,124

So, for example, if they get half way through the Test and they have an Internet failure,

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00:06:50,124 --> 00:06:53,874

the time it takes to restart and get back into the Test to continue their attempt;

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00:06:53,874 --> 00:06:59,130

that will be included in their exam time.

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00:06:59,130 --> 00:07:05,153

Ok, so having added those three Groups in there now with their revised timings,

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00:07:05,153 --> 00:07:10,967

I'm now going to click Submit and we should then be back at the Content Area.

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00:07:10,967 --> 00:07:19,637

And there's my link for the Test but now the students who I entered into the Groups down here by going into Users and Groups>

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00:07:19,637 --> 00:07:24,457

Groups, when they click the link, they will get their own specific timer.

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00:07:24,457 --> 00:07:30,893

That will be more than the one hundred and eighty minutes that the students who are not a Group will see.