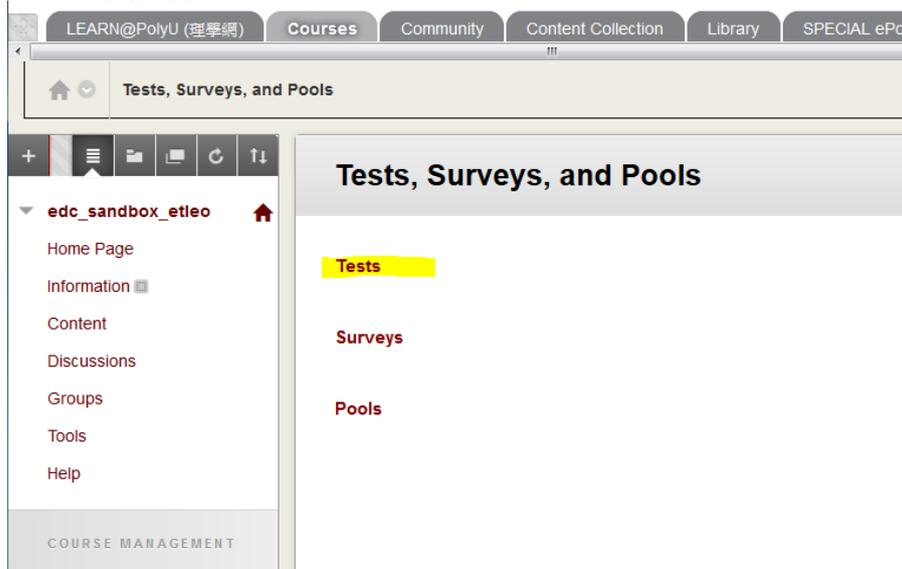
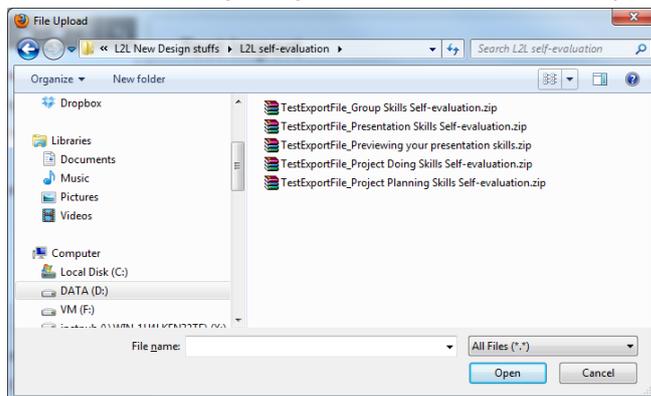


## Part 1: Importing “L2L Self -Evaluation” to Your Blackboard Course

1. Login to LEARN@PolyU (<http://learn.polyu.edu.hk>)
2. Select one of your course under “My Course”
3. On the left menu, under course management, find and click **Control Panel** then **Course Tools** then **Tests, Surveys, and Pools** to reach the following screen:



4. Click **Tests** and then **Import Test** to initiate the importing process.
5. Click **Browse My Computer** and select one L2L Self-Evaluation module, then hit **Open**.  
*(We have a total of 5 self-evaluations. You can only import one at a time.)*



6. Please check your selected file is correct. Then click **Submit** button to import and hit **OK**, and the L2L Self-Evaluation module will be imported to your Blackboard course.

## Part 2: Setting Up L2L Self-Evaluation as a Test

After importing the L2L Self-Evaluation modules, you need to set them up as tests in order to make them available to students.

1. Navigate to the course area where you want to add the L2L Self-Evaluation modules.
2. On the action bar, point to **Assessments** to access the drop-down list. Select **Test**.
3. Select one of the L2L Self-Evaluation modules from the list and click **Submit**. The Test Options page appears.
4. On the Test Options page, change the test setting as follows:

**2. Test Availability**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Set Timer

Hours  Minutes

Auto-Submit  OFF  ON

Display After

Display Until

Password

Password

**4. Self-assessment Options**

Include this Test in Grade Center Score Calculations

Hide Results for this Test Completely from Instructor and the Grade Center

**5. Test Feedback**

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

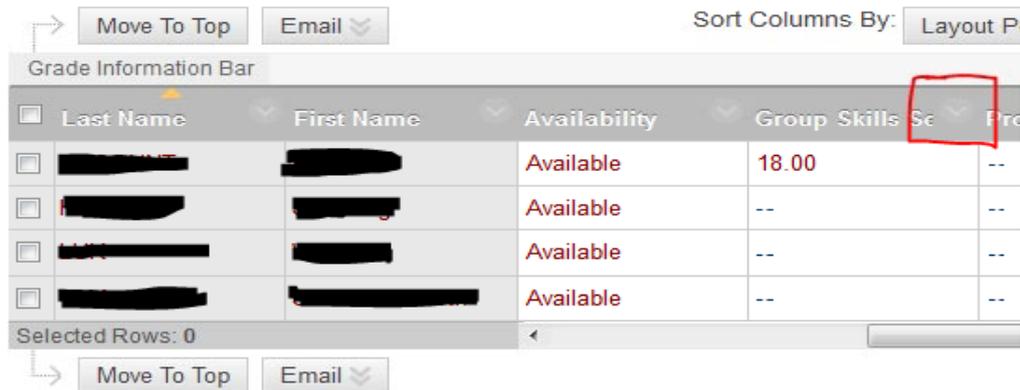
Feedback

After changing the highlighted items, click **Submit**.

5. Congratulations! The L2L Self-Evaluation module has been added to your course. Please repeat the above steps for other L2L Self-Evaluation modules that you wish to include in your course.

### Part 3: Viewing Statistics of Students' Attempts

1. On the left menu, under course management, find and click **Grad Center** then **Tests**.
2. Find L2L Self-Evaluation in the test column and click **More Options** (the circle symbol on the right) to access the drop-down list, then select **Attempts**



The screenshot shows a table with columns: Last Name, First Name, Availability, Group Skills Score, and Progress. The 'Group Skills Score' column has a dropdown arrow icon highlighted with a red box. Below the table, it says 'Selected Rows: 0'.

	Last Name	First Name	Availability	Group Skills Score	Progress
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Available	18.00	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Available	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Available	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Available	--	--

**Statistic.**

3. On the Test Statistics page, you can check the number of attempts, and the answered percentage of each questions.