Remindo Assessments in Brightspace

If you want to reuse your tests from previous Brightspace modules, you can choose to make a copy of your module that includes copying all Remindo links. ECOLe will contact you about this option a few weeks before the start of the semester. No changes need to be made if you request a complete course copy.
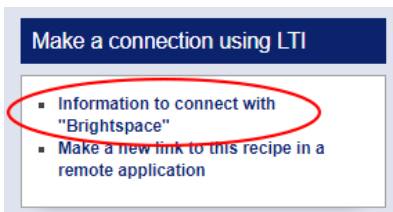
To add new links, follow the instructions below.

1. Retrieve your test's LTI Link from Remindo

Go to https://ul.remindotoets.nl. Navigate to *Courses and recipes / Vakken* (●). Find thetest you want to use (●). Click on the magnifying glass (●) found to the right of the course name.
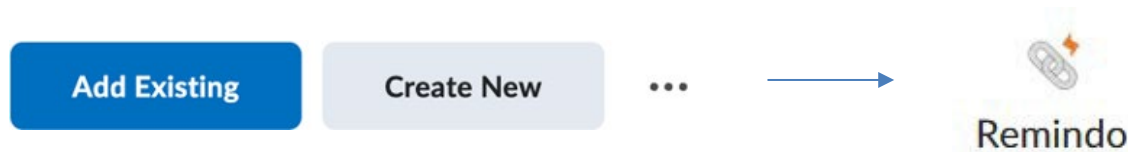

Scroll down and copy (CTRL+C) the link retrievable via *'Information to connect with Brightspace'*:
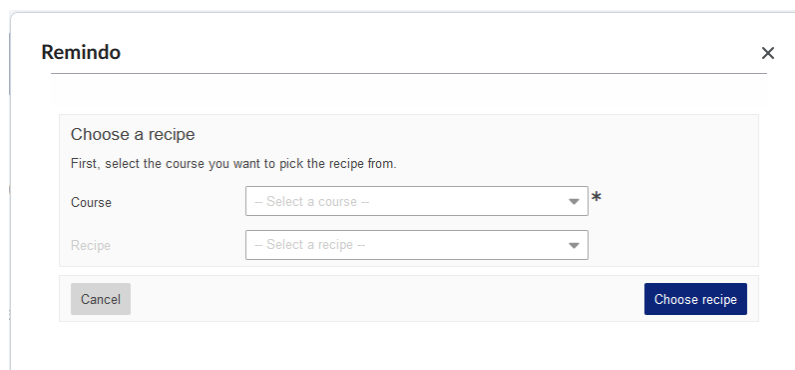

2. Place the test on Brightspace

Go the designated Brightspace module, go to *Content* and select the folder in which you want to place the test. Click *Add existing* and select *Remindo* from the listed options.
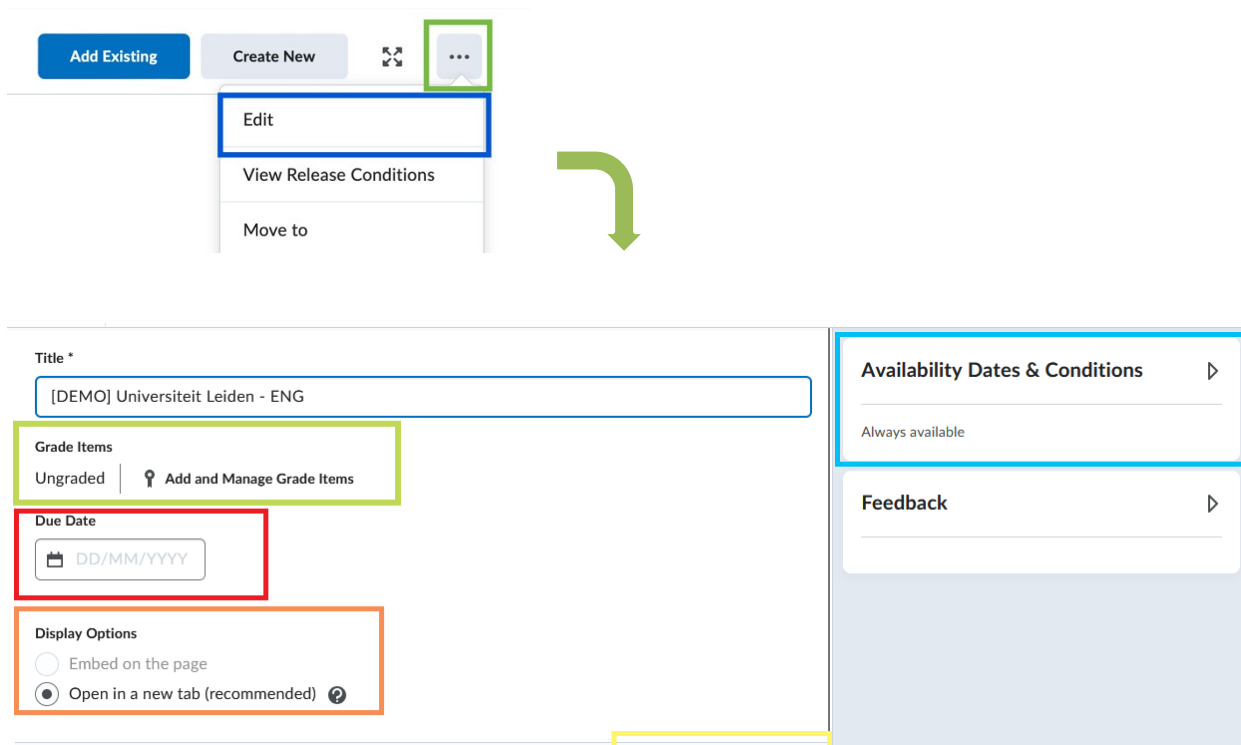

In the pop-up window, select the course ("vak") and the test recipe ("toetsmatrijs") and click on "Kies toetsmatrijs" ("Choose recipe")
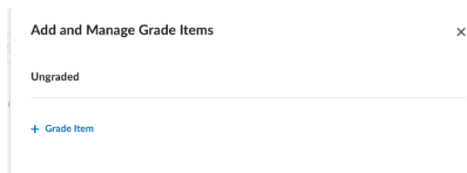
3. Add grade item and set availability

Go to Settings (●)and select *Edit* (●)

● Create a grade item by clicking *Add and Manage Grade Items* and selecting *+ Grade Item* in the pop-up panel. We advise using 10 or 100 points. **Note:** Do not change your grade item back to ungraded once results have come in. This will result in multiple grade items.

● **Do not** set a due date here, as this does not dictate a deadline for the assignment. Instead use visibility settings specified below to make a test available for a specified time:
● Set the visibility of the test for students. Students will only be able to take the exam via Brightspace during this timeframe.
● Tests will always open in a new tab, to avoid technical issues.

4. Visibility of test

Unless you want to manually make a test available to students, you should always make the content visible. If you are using the *availability Dates,* as discussed above, it should also be set to visible for the dates to work.

5. Manage grades

If you leave your grade *Ungraded*, a grade item (default 100 points) will automatically be created once the first student takes the test.

Find instructions on changing (visibility of) grade items at the [Brightspace Screensteps](#):

- [Setting up grade categories to incorporate tests as a percentage of the final grade](#).

- [Changing visibility of grades for students](#). By default, the grades will be visible to students, so make sure to change this via the grade center if necessary.