### **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 <u>https://ul.remindotoets.nl.</u> 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.

		Courses & Roopes Candidates Planning Activity overview Results
OVERVIEW OF COURSES		
Courses	All recipes	
Find a course	Search for recipes Recipes of type All types ¢ Filter	
All courses	77 Select all recipes Result 1 - 50 of 77	Order by - N Go to recipe details
HUM [+] Demotoets Universiteit Leiden	7. [DEMO] Culture and Society of the Netherlands: an inside view (variant)	
HUM [1819]Japanese 3 (Upper-) Intermediate	10 Assigned candidates: 3 10 Assigned candidates: 3 10 Assigned candidates: 2 (with 7 candidates assigned)	Revise: 2 Closec

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



### 2. Place the test on Brightspace

Go the designated <u>Brightspace module</u>, 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")

Choose a recip	be	
First, select the co	urse you want to pick the recipe from.	
Course	- Select a course	*
Recipe	- Select a recipe	•

## 3. Add grade item and set availability

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

Add Existing Create New 53	
Edit	
View Release Conditions	
Move to	
Title *	Availability Dates & Conditions
Grade Items	Always available
Ungraded <b>Add and Manage Grade Items</b>	Feedback >
Due Date	
Display Options	
Open in a new tab (recommended)	

• 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.

Add and Manage Grade Items	×
Ungraded	
+ Grade Item	

• **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 <u>Brightspace Screensteps</u>:

- <u>Setting up grade categories to incorporate tests as a percentage of the final grade</u>.
- <u>Changing visibility of grades for students</u>. By default, the grades will be visible to students, so make sure to change this via the grade center if necessary.